

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, July 15, 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 Basalt Regional Library District affords our community free and equitable access to information, tools and connections that nurture lifelong learning in a safe and welcoming space.

**AGENDA**

1. Call to order
2. Welcome John Goodwin and Sarah Johnson to the Board of Trustees
3. Public Comments
4. Board Comments
5. Staff Comments
6. New Minutes Procedure – *Amy Shipley*
7. Action Item – Approve minutes and payables
  - a. Minutes of June 17, 2024, Board Meeting (page 3)
  - b. Minutes of June 19, 2024, Special Board Meeting (page 7)
  - c. Minutes of June 26, 2024, Special Board Meeting (page 8)
  - d. June 2024 Accounts Payables (page 25)
8. Library Trust Update; *Enid Ritchy, Library Trust Board member*
9. Update on Homelessness Training; *Evelyn Dominguez, Human Resources Manager and Kristen Doyle, Cataloging & Collection Librarian*
10. Creation of Library Governance Committee; *Elaine Nagey, President* (page 39)
11. New Trustee Mentors; *Elaine Nagey, President* (page 41)
12. Director's Report, *Amy Shipley* (page 9)

**COMMITTEE REPORTS and ACTION ITEMS**

13. Facilities Committee: Deb Smith
  - a. Roof Update

- b. Capital Replacement Plan Update

**Actions**

- a. Discussion and possible vote to approve Carlisle approved solar panel mounting system
- b. Discussion and possible vote to approve Capital Replacement Plan Update bid (page 42)

14. Finance Committee: *Eric Pelander, chair*

- a. June 2024 Financials (page 15)
- b. June 2024 Grant Spending Summary (page 36)
- c. Preliminary Draft 2025 Budget

15. Personnel Committee: *Carolyn Kane, chair*

- a. Executive Director evaluation timeline and next steps

16. Policy Committee: *Elaine Nagey, chair*

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

- a. Community Survey
- b. Community Meeting

**Actions**

- a. Discussion and possible vote to approve library values (page 57)
- b. Discussion and possible vote to approve library mission statement (page 58)
- c. Discussion and possible vote to approve library vision statement (page 59)

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

19. Adjourn Meeting

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

## **Meeting Minutes**

### **June 17, 2024**

**Board Trustees Present:** Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Deborah Smith, Secretary; Suzi Jenkins, Trustee

**Staff Present:** Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Meghan Pearlman, Executive Administrative Assistant, Kristen Doyle, Cataloging and Collection Librarian

**Community Members Present:** none

Call to order

Elaine called the meeting to order at 5:15 PM

1. Public Comments

None

2. Board Comments

Elaine thanked staff for a great summer reading party and recognized Sandy for her last board meeting and her years of service for the Board and the library.

3. Staff Comments

Amy introduced Meghan as the new Executive Administrative Assistant. The Board Trustees introduced themselves to Meghan.

4. Action Item – Approve minutes and payables

a. Minutes of May 20, 2024, Board Meeting

b. May 2024 Accounts Payables

Carolyn moved and Eric seconded the motion to approve the minutes with edits and the accounts payable as is. The motion carried unanimously.

5. Update on Collection Shift; Kristen Doyle, Cataloging & Collection Librarian

Kristen presented details on the Library of Things that are available for checkout. She showed pictures of the new location that houses Library of Things and where other collections have been relocated. This is one of our most popular collections.

6. Director's Report, *Amy Shipley*

Amy attended a Special's District's Association workshop. She learned about Senate Bill 24-233 that establishes a limit on revenue of a 5.5% increase per year.

The Eagle County commissioners will vote whether to appoint John Goodwin to the Eagle County seat on the Library Board at their meeting on July 2<sup>nd</sup>.

The trustee candidate for the Pitkin County opening, Sarah Johnson, will be interviewed on June 19.

Amy will attend the American Libraries Association annual conference in California.

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

7. Facilities Committee: Deb Smith
  - a. Roof Update

Amy reported. Amy should have the contract by the end of week. She will schedule a special meeting with an executive session to get contract signed.

RFP on website for furniture. Might need to postpone to next year.  
RFP for capital replacement plan received one bid. Will send the RFP to the facilities committee.

There were no responses on phone RFP. May postpone to next year.

8. Finance Committee: *Eric Pelander, chair*
  - a. May 2024 Financials

The end of May is 42% of year and we are at 44% of the budget. Mill Levy revenue has been a bit slower coming in than last year. We have received approximately 68% of our revenue for the year. Revenue and expenses are both good. Collections expense is a good thing as it means we are updating the collection. Payroll is tracking slightly below where we thought it would be. We have a \$533,000 surplus through May. We are in good shape financially. Very little has been spent on Capital Reserve this year, but that will change with the roof replacement.

- b. 2025 budget timeline

The timeline is included in the Board Meeting packet.

#### **Action**

- a. Discussion and possible vote to approve the Purchasing & Procurement Policy

Deborah moved and Carolyn seconded the motion to approve the Purchasing & Procurement Policy. The motion carried unanimously. Policy effective as of June 17, 2024.



9. Personnel Committee: *Carolyn Kane, chair*

**Action**

- a. Discussion and possible vote to approve Executive Director job description.

After discussion Eric moved to approve the Executive Director job description with changes. Suzi seconded the motion. The motion carried unanimously.

- b. Discussion and possible vote to approve edit to Employee Handbook

Eric moved to approve the adjustment in the employee handbook on PTO. Carolyn seconded the motion. The motion carried unanimously.

10. Policy Committee: *Elaine Nagey, chair*

**Action**

- a. Discussion and possible vote to approve Web Accessibility Policy

This is a new policy required by law.

Carolyn moved to approve the accessibility policy with edits. Suzi seconded the motion. The motion carried unanimously. Policy effective as of June 17, 2024.

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

- a. Community Stakeholder Interviews

Amy did the stakeholder interviews which yielded a lot of input.

- b. Focus Groups

Not much input came out of the adult focus groups, but students in the school focus groups had a lot to say and very useful ideas. This was a diverse group from kindergarten to eighth grade.

- c. Community Survey

Trustees hope to get through the survey on Wednesday. They are also looking at database information to see how we stack up with other libraries.

- d. Community Meeting

The Community Meeting is on July 10<sup>th</sup> at 5:30. This meeting is to let the people we talked to come and hear what we learned. We will let them know: This is what you told us. And we will ask: Did we get it right? What did we get wrong? Is there anything we need to add? Those we spoke to will be invited but anyone can come. This event will be included in our normal marketing.

12. Adjourn Meeting

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

Elaine adjourned the meeting at 6:30 PM

Respectfully submitted,

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Deborah Smith, Secretary

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Date

**Basalt Regional Library District Board of Trustees  
Meeting Minutes  
June 19, 2024**

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

**Staff Present:** Amy Shipley

**Community Members Present:** Sarah Johnson

**Action**

Elaine requested a motion to recommend the appointment of Sarah Johnson to the Board of Trustees.

Eric made the motion. Deborah seconded the motion. Vote was unanimous.

Meeting adjourned.

**Basalt Regional Library District Board of Trustees**  
**Meeting Minutes**  
**June 26, 2024**

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

**Staff Present:** Amy Shipley

**Community Members Present:**

Meeting called to order at 5:00pm

Eric motioned to enter executive session and Carolyn seconded. Motion passed unanimously. Executive session started at 5:02pm.

Executive session ended at 5:13pm

Regular meeting began at 5:15pm. Deborah joined the meeting at this time.

**Action**

Eric moved that the Board approve the roof contract with Ajax Roofing, subject to the addition of the warranty information for materials and workmanship and authorize Amy Shipley to serve as Owner's Representative. As Owner's Representative, Amy has the authority to approve change orders up to a total contract cost of \$600,000; change orders which cause the contract cost to exceed \$600,000 must be approved by the board.

The motion was seconded. Motion passed unanimously.

Meeting adjourned 5:25pm



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

**Administration**

The 2023 audit was submitted to the state in mid-June, and the physical copies of the audit have been distributed to the Board and filed in the library.

In late-May, trustees and staff worked together to develop new values, mission statement, and vision statement. The Strategic Planning Task Force will be asking the Board to approve the new statements at the July board meeting.

From late-April through early-June, the Executive Director along with seven staff completed 52 one-on-one interviews with community members about the needs in our community. The primary findings from these interviews are detailed here.

*Housing, transportation, childcare, healthcare, wages, sustainable growth for our area, not become like Aspen*

As we build more and more housing, we are not prioritizing affordable housing for people who work here, we're prioritizing free market housing that often sells to people who don't work here. So we're just compounding the problem of having more people in the area, and people who work here having to drive further and further to get to work. Which compounds the transportation issue and the childcare issue. And so what people want is for our local governments to protect the quality of life in our area by focusing on slow, sustainable growth, and prioritizing housing for people who work here.

People want local governments to protect trailer parks, which provide affordable housing for so many people who work here.

With the higher cost of living and longer commutes, workers in our area are experiencing less time for balance between work and life. People don't have enough time to rest and take care of their basic needs. So, people are more stressed than ever.

Inside this larger issue is an underlying issue that people from their mid-to-late twenties, through retirement, can't afford to create a life here. So, they move away. And with our ever-aging population, the fear is that there aren't people here to provide services for seniors as they age. Which will greatly affect the availability of healthcare and other services that are directly related to caring for elders in our community.

None of the people I talked to are averse to change. They all realize that change is a reality. And they realize that growth in our area is a reality. They just want some semblance of a livable community to be protected from unrestrained growth and increasing wealth disparity.

Included in "healthcare" is a desire for everyone in our community to have access to the mental health resources they need to be well.

People want wellness for everyone in our community. It's a Maslow's Hierarchy of Needs issue. For our community to be better, we must help everyone in our community have the resources they need to live a healthier, safer life

*Need for connection, an antidote to loneliness, an antidote to fear, inclusivity, serving a diverse population, serving Latin@ community members*

Next, many people mentioned the division in our country, the fear of the unknown around the upcoming election and the fallout from that, the reliance on social media for connection which ultimately only drives further disconnection, and a deep, abiding desire to overcome the disconnection. A desire to reconnect. A desire to have difficult conversations in a safe environment to build connections and understanding. Along with this is a desire by both Latino and Anglo community members to increase overlap and connection between the two languages and cultures.

*Lifelong learning, educational lectures, author talks*

People are also lifelong learners, and they want opportunities to attend lectures, presentations, discussions, films, author talks, anything they can attend to continue their learning. And they want this to be free, and accessible to everyone in the community, not just those that can afford to attend Aspen Ideasfest.

*Arts, music, outdoors*

Many people mentioned a passion for, and a desire to continue to be involved and have opportunities to participate in the arts, music, and outdoor activities. Many expressed interest in opportunities combining all three. And they want this to be free and accessible to everyone in our community, not just those who can afford to attend the Aspen Music Festival

*Safe place for kids to be after school, more after-school activities*

Along with the housing, transportation, childcare issue is the need for safe places for kids to be after school. Many people mentioned the need for summer activities for kids and teens that are affordable.

*Protect the environment*

Many people mentioned a desire to reverse climate change and to protect the environment. Especially as it relates to our local tourism economy, but primarily as it relates to quality of life for those who live here.

Next steps in the strategic planning process include refining the themes we will focus on and beginning to develop goals.

### **Personnel Management**

We are currently fully staffed!

In late-May, we had our first all staff training day for 2024. In addition to the work with board trustees on the values, mission, and vision for the library, staff attended training on assertive communication, intellectual freedom, hands-only CPR, and they participated in an escape room together using their assertive communication skills. We will have another all staff training day this year on Wednesday, October 23.

We have two interim managers on board now to support staff while one manager is out on personal leave. The interim manager position is an amazing opportunity for staff to contribute to the library in a

new way, and to gain leadership skills that will benefit them in the future. The library is grateful for the efforts of these two staff!

Now that our Employee Handbook is up to date, we are planning to begin working on a Continuity of Operations Plan this fall which will include all manner of emergency plans for the library. Our last emergency procedure was written in 2017 and is in desperate need of an update.

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

| STAFF VACANCIES |                          |     |                          |
|-----------------|--------------------------|-----|--------------------------|
| Position        | Scheduled Hours per Week | FTE | Benefits Eligible? (Y/N) |
|                 |                          |     |                          |
| Total           |                          |     | N/A                      |

The Human Resources Manager is currently drafting the Executive Director Evaluation survey which will be revised by the personnel committee in July and will then promptly be sent out to staff and Board members to complete. We hired the new Executive Administrative Assistant, and they had their first day on June 16th.

### Finances

The 2024 expenditures are tracking well against the budget. The Executive Director has created a preliminary draft 2025 budget and will begin working with staff in July to get their budget input for next year.

### Collection

Technical Services continues to catalog and process new books, repair damaged books, and run monthly maintenance procedures. Early in the month, the cataloging/collection librarian and the technical services associate assisted with the summer reading launch party. Redundant and unused location codes in the catalog have been removed, and the cataloging/collection librarian is meeting with the circulation manager to confirm three new locations to help reflect physical locations in the library before having them added. One of these locations would be a "Display" location to be set up with specific loan rules to help prevent censorship attempts. The library's collection policy would need to be updated before this location would be put in use. The cataloging/collection librarian put up an LGBTQ+ display in celebration of Pride month in June, and fortunately we have not had the same censoring actions as in the past two years. The display for July will celebrate the summer reading theme of adventure. The new spine label

thermal printer has been tested and works well but needs some set-up help from Marmot. The backlog of Spanish-language items waiting for original bibliographic records is now down to ~25 - the next priority are several new youth literacy kits, a handful of English-language items, and several board games. The tech services department is also getting help from a patron services associate in completing info/content sheets for board games, to help both patrons and staff identify any missing items.

The Library of Things collection is now complete with the recent addition of backpacking kits. This has been a huge project for staff, and they have really knocked it out of the park.

The adult collection development coordinator continues to host monthly book clubs and place orders for new books. The cataloging/collection manager met with youth services collection managers to explore different settings and resources available in Overdrive to help identify eBooks and eAudiobooks our patrons are interested in, and to look at changes in circulation specifically for youth eContent. Last, the tech services department has begun evaluating the magazine collection in preparation of deciding which titles to renew, discontinue, and/or add this coming fall. While circulation statistics are low for most magazines, patron-lead in-house use tracking and a suggestion box are helping staff identify which titles are most popular with our patrons, even if they aren't being checked out or taken home.

### **Programs**

The Adult Programming Coordinator planned, organized, and executed the following events in June: Death Cafe (Part 3); Storytelling Workshops; Dementia Education Series (Part 1); Vitalant Blood Drive; Take Your Business to the Next Level; Banned Book Club: Gender Queer; Creating Momentum for Change; and Adventure Around the Fire: A Moth Inspired Storytelling Night. She has also worked on planning programs for August through October. The Adult Programming Coordinator continues to work on maintaining art displays in the library. She worked with local artist, Reina Katzenberger, to hang her new "Art in Process" mural. She is looking for an artist for the final few months of 2024 to fill the main library space and continues to communicate with current and future lobby display case artists. She continues to work with the volunteers, who help with program and concert set-up, shelving and shelf-reading, and general library tidying.

On June 26th, we had the first Tunes and Tales event of the summer, where students from the Aspen Music Festival and School came to the library to enrich Wednesday morning storytime with music. The Music Coordinator collaborated with Lindsay Bobyak, Manager of Education and Community Programs at the Aspen Music Festival and School, to bring different instrumentalists each week to expose children to different sounds and styles.

Our concert series event this month was the renowned Hot-club-swing style jazz ensemble Rhythm Future Quartet wowed the audience with their arrangements of both standard and original jazz tunes, and the acoustic sound created by two guitars, violin, and upright bass filled the already-packed room. Rhythm Future Quartet also led an interactive jazz workshop before their performance, which was attended by about 15 participants made up of teenage string students and adult amateur and professional musicians.

This month was the beginning of one of the most successful programs in Spanish: Spanish Book Club: El placer de leer con Angelica Brena, who has been volunteering for this program for 7 years, it will be 10 sessions from June to August.



We hosted a successful bilingual program called: Hands-only CPR with the American Red Cross of Colorado / RCP sólo con las manos con la Cruz Roja Americana de Colorado, the Fire Department was present too.

On Saturday, June 15th we had great success too with the bilingual program Illustrate your story! / ¡ilustra tu cuento! The families enjoyed creating and illustrating summer stories with their favorite drawings, colors and materials. We prepared templates, examples, and supplies.

### **Community Relations and Outreach**

The community needs interviews were a monumental effort in community relations and outreach. One outcome is a renewed potential for several partnerships between the library and local nonprofit organizations. Another outcome is the recognition in the community of the Executive Director's commitment to the library and to the community.

### **Technology**

The last of the computers for the year, the teen laptops, have come in and are ready to use. The desktop computers from the teen area have been removed, and the stands that housed the monitor and keyboard/mouse are also gone. This change really opens the teen space. Faxing capability has been moved from the staff copier to the public copier to make it easier for patrons to access, and to ensure privacy. The people counter at the main front door was down for a couple of days but is now back up and running. We also had an issue with receiving Wi-Fi statistics, but Marmot was able to get them working again and resend the statistics that were incorrect. The IT & Marketing manager made a lot of website updates to ensure accessibility in accordance with HB21-1110, which is the new law requiring accessibility for vision-impaired community members.

### **Facility Maintenance and Management**

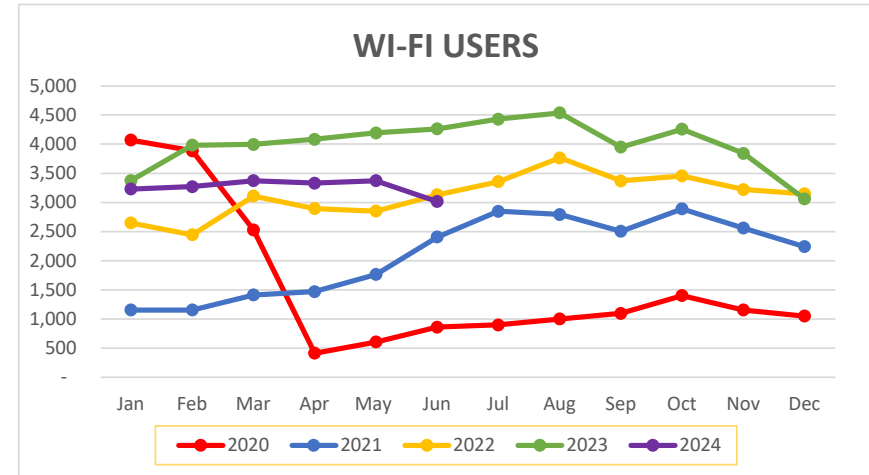
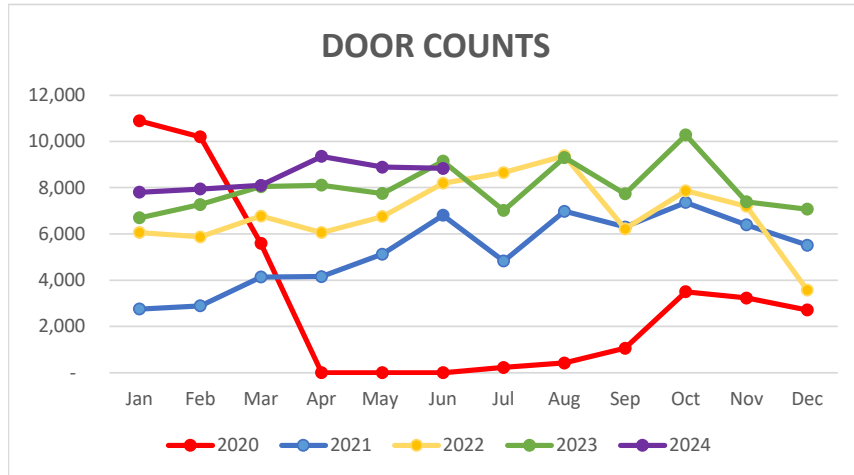
The contract for the roof replacement project has been signed, and the project is underway.

A board trustee mentioned to the Executive Director that she had smelled mold when she was using the large study room near the fireplace. to replace windows on which the seal has failed, causing moisture to collect and possibly leak into the walls and possibly leading to mold. The Executive Director will be seeking bids for replacing the faulty windows, and bids to determine if there is a mold problem, and if there is a mold problem, bids to determine the cost of remediation. The Executive Director hopes to have this information in time to include these costs in the 2025 budget

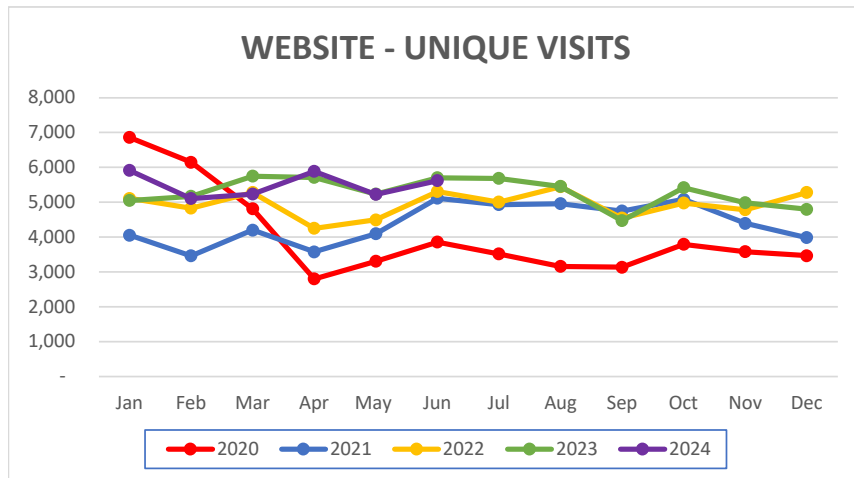
### **Leadership and Professional Development**

The Executive Director attended the American Library Association annual conference in San Diego, California, with particular focus on sessions about how libraries are using artificial intelligence.

## 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**  
**June 2024**

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|  | General Operating | Bond Repayment   | Capital Reserve  | Total            | Adjustments       | Statement of      |
|--|-------------------|------------------|------------------|------------------|-------------------|-------------------|
|  | Fund              | Fund             | Fund             | Balance          | (Conversion Fund) | Net Position      |
| <b>ASSETS</b>  |                   |                  |                  |                  |                   |                   |
| Cash in Banks  |                   |                  |                  |                  |                   |                   |
| Alpine Bank #0127  | 569,008           |                  |                  | 569,008          |                   | 569,008           |
| Colo Trust - Tabor Reserve #8003                         | 56,630            |                  |                  | 56,630           |                   | 56,630            |
| Colo Trust - Operating Fund #8004                        | 1,978,660         |                  |                  | 1,978,660        |                   | 1,978,660         |
| Colo Trust - Bond Repayment #8002                        |                   | 605,326          |                  | 605,326          |                   | 605,326           |
| Colo Trust - Capital Rsv Fund #8005                      |                   |                  | 1,451,126        | 1,451,126        |                   | 1,451,126         |
| Cash with County Treasurer                               | -                 |                  |                  | -                |                   | -                 |
| Employee Ski Pass Repayment Program                      | 112               |                  |                  | 112              |                   | 112               |
| Prepaid Expense  | 6,000             |                  |                  | 6,000            |                   | 6,000             |
| Property Tax Receivable                                  | 651,740           |                  |                  | 651,740          |                   | 651,740           |
| Pooled Cash (Interfund Transfers)                        | (617,916)         | 930,024          | (312,108)        | (0)              |                   | (0)               |
| Capital Assets, net of depreciation                      | -                 | -                | -                | -                | 8,539,497         | 8,539,497         |
| <b>Total Assets</b>                                      | <b>2,644,234</b>  | <b>1,535,350</b> | <b>1,139,018</b> | <b>5,318,602</b> | <b>8,539,497</b>  | <b>13,858,099</b> |
| <b>LIABILITIES</b>                                       |                   |                  |                  |                  |                   |                   |
| <b>Current Liabilities</b>                               |                   |                  |                  |                  |                   |                   |
| Accounts Payable & Accrued Liabilities                   | 66,002            | -                | -                | 66,002           |                   | 66,002            |
| <b>Other Current Liabilities</b>                         |                   |                  |                  |                  |                   |                   |
| Accrued Interest   |                   |                  |                  | -                | 9,974             | 9,974             |
| Deferred Property Tax                                    | 651,740           |                  |                  | 651,740          |                   | 651,740           |
| Current Bonds Payable, 2012                              |                   |                  |                  | -                | -                 | -                 |
| <b>Total Current Liabilities</b>                         | <b>717,742</b>    | <b>-</b>         | <b>-</b>         | <b>717,742</b>   | <b>9,974</b>      | <b>727,716</b>    |
| <b>Long Term Liabilities</b>                             |                   |                  |                  |                  |                   |                   |
| Bonds Payable, 2012                                      |                   | -                |                  | -                | 2,475,000         | 2,475,000         |
| Accrued Compensated Absences                             |                   |                  |                  | -                | 37,341            | 37,341            |
| <b>Total Long Term Liabilities</b>                       | <b>-</b>          | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>2,512,341</b>  | <b>2,512,341</b>  |
| <b>Total Liabilities</b>                                 | <b>717,742</b>    | <b>-</b>         | <b>-</b>         | <b>717,742</b>   | <b>2,522,314</b>  | <b>3,240,057</b>  |
| <b>Fund Balance / Net Position</b>                       |                   |                  |                  |                  |                   |                   |
| Net Investment in Capital Assets                         | -                 | -                | -                | -                | 6,064,497         | 6,064,497         |
| Non Spendable  | 6,000             | -                | -                | 6,000            | (6,000)           | -                 |
| Restricted for:  |                   |                  |                  |                  |                   |                   |
| Tabor  | 61,000            |                  |                  | 61,000           | -                 | 61,000            |
| Debt Service   |                   | 1,535,350        |                  | 1,535,350        | -                 | 1,535,350         |
| Committed for Future Projects                            |                   |                  | 1,139,018        | 1,139,018        | (1,139,018)       | -                 |
| Unassigned / Unrestricted                                | 1,859,491         | -                | -                | 1,859,491        | 1,097,704         | 2,957,195         |
| <b>Current Year Fund Balance / Net Position</b>          | <b>1,926,491</b>  | <b>1,535,350</b> | <b>1,139,018</b> | <b>4,600,860</b> | <b>6,017,183</b>  | <b>10,618,042</b> |
| <b>Total Liabilities and Fund Balance / Net Position</b> | <b>2,644,234</b>  | <b>1,535,350</b> | <b>1,139,018</b> | <b>5,318,602</b> | <b>8,539,497</b>  | <b>13,858,099</b> |

Prepared for Internal Use Only

## 19

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

|                       |  |  |  | YTD Actuals<br>12/31/23 | 2024 Budget      | YTD Actuals<br>6/30/2024 | Actuals vs<br>Budget<br>YTD % | 2025<br>Prelim Budget | Budget Assumptions  |
|-----------------------|--|--|--|-------------------------|------------------|--------------------------|-------------------------------|-----------------------|---|
| 4620.14               |  |  | Restricted - Library Trust                       | 5,900                   | 5,000            | 1,900                    | 38.00%                        | 5,000                 |   |
| 4620.15               |  |  | Restricted - Other Misc                          | 33,918                  | 30,000           | 12,418                   | 41.39%                        | 5,000                 |   |
|                       |  |  | Total Restrictd Fund Income - Foundation/Friends | 48,748                  | 45,005           | 20,547                   | 45.65%                        | 15,000                | 33%   |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
| <b>TOTAL REVENUES</b> |  |  |  | <b>1,873,886</b>        | <b>2,131,700</b> | <b>1,582,864</b>         | <b>74.25%</b>                 | <b>2,104,401</b>      | 99%   |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
|                       |  |  | <b>OPERATING:</b>                                |                         |                  |                          |                               |                       |   |
|                       |  |  | <b>Administration</b>                            |                         |                  |                          |                               |                       |   |
|                       |  |  | Contract Services                                |                         |                  |                          |                               |                       |   |
| 5010                  |  |  | Accounting                                       | 10,679                  | 15,000           | 3,374                    | 22.49%                        | 6,000                 |   |
| 5020                  |  |  | Audit - Annual                                   | 13,250                  | 14,045           | 14,045                   | 100.00%                       | 14,888                |   |
| 5030                  |  |  | Courier  | 10,775                  | 9,000            | 6,701                    | 74.46%                        | 9,000                 |   |
| 5040                  |  |  | Legal  | 1,396                   | 5,000            | 2,253                    | 45.06%                        | 15,000                |   |
| 5050                  |  |  | Miscellaneous Contracts                          |                         | 20,000           | 2,135                    |                               | -                     | Strategic Planning - \$2,000, Furniture Consultant - \$3000, Updated Capital Reserve Plan - \$5,000, new website - \$10,000 |
|                       |  |  | Total Contract Services                          | 36,100                  | 63,045           | 28,508                   | 45.22%                        | 44,888                | 71%   |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
| 5100                  |  |  | Insurance  |                         |                  |                          |                               |                       |   |
| 5110                  |  |  | Property & Liability Insur                       | 36,329                  | 38,509           | 39,214                   | 101.83%                       | 40,819                | 6% Inflation Increase   |
| 5120                  |  |  | Worker's compensation                            | 1,484                   | 2,519            | 1,782                    | 70.75%                        | 2,670                 | 6% Inflation Increase   |
|                       |  |  | Total Insurance                                  | 37,813                  | 41,027           | 40,996                   | 99.92%                        | 43,489                | 106%  |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
| 5220                  |  |  | Professional Dev. & Memberships                  |                         |                  |                          |                               |                       |   |
| 5230                  |  |  | Board  | 890                     | 750              | 893                      | 119.07%                       | 750                   |   |
| 5235                  |  |  | Employers Council                                | 3,417                   | 3,600            | 2,100                    | 58.33%                        | 3,600                 |   |
| 5240                  |  |  | Library Association Dues                         | 1,358                   | 1,000            | 1,550                    | 155.00%                       | 1,000                 |   |
| 5250                  |  |  | Spec District Ass'n Due                          | 1,196                   | 1,695            | 1,238                    | 73.01%                        | 1,797                 | 6% Inflation Increase   |
| 5260                  |  |  | Staff  | 6,994                   | 12,000           | 5,165                    | 43.05%                        | 8,000                 |   |
| 5275                  |  |  | Volunteer Appreciation                           | 453                     | 1,000            | -                        | 0.00%                         | 1,000                 |   |
| 5276                  |  |  | Staff Appreciation                               | 1,271                   | 2,000            | 522                      | 26.12%                        | 2,000                 |   |
| 5270                  |  |  | Travel expenses                                  | 8,083                   | 9,000            | 5,205                    | 57.84%                        | 5,000                 |   |
|                       |  |  | Total Professional Dev. & Memberships            | 23,662                  | 31,045           | 16,674                   | 53.71%                        | 23,147                | 75%   |
| 5280                  |  |  | Publicity  |                         |                  |                          |                               |                       |   |
| 5290                  |  |  | Advertising - General                            | 1,705                   | 6,000            | 1,104                    | 18.40%                        | 6,000                 |   |
| 5283                  |  |  | Anniversary Celebration                          | (755)                   |                  | -                        | 0.00%                         |                       |   |
| 5285                  |  |  | Radio  | 16,055                  | 16,500           | 16,252                   | 98.50%                        | 16,500                |   |
| 5293                  |  |  | Signage  | 972                     | 1,500            | 175                      | 11.65%                        | 1,500                 |   |
| 5295                  |  |  | Social Media Ads                                 | 681                     | 1,500            | 421                      | 28.08%                        | 1,500                 |   |
| 5297                  |  |  | Targeted Newspaper Ads                           | 5,896                   | 7,000            | 1,881                    | 26.87%                        | 7,000                 |   |
| 5286                  |  |  | Spanish Language Interpretation/Translating      | 1,933                   | 6,000            | 1,050                    | 17.50%                        | 6,000                 |   |
| 5287                  |  |  | Job Ads  | 1,207                   | 2,000            | 455                      | 22.75%                        | 2,000                 |   |
|                       |  |  | Total Publicity                                  | 27,693                  | 40,500           | 21,338                   | 52.69%                        | 40,500                | 100%  |
| 5300                  |  |  | Supplies   |                         |                  |                          |                               |                       |   |
| 5310                  |  |  | Office Supplies                                  | 11,321                  | 14,000           | 6,265                    | 44.75%                        | 14,000                |   |
| 5320                  |  |  | Technical Cataloging & Service                   | 8,873                   | 8,500            | 3,087                    | 36.32%                        | 8,500                 |   |
| 5330                  |  |  | Postage & Shipping                               | 1,133                   | 500              | 6                        | 1.22%                         | 500                   |   |
|                       |  |  | Total Supplies                                   | 21,327                  | 23,000           | 9,359                    | 40.69%                        | 23,000                | 100%  |
| 5350                  |  |  | Treasurer's fees                                 |                         |                  |                          |                               |                       |   |
| 5360                  |  |  | Eagle fees                                       | 27,021                  | 32,859           | 26,051                   | 79.28%                        | 32,859                | 3% of Property Tax  |
| 5370                  |  |  | Pitkin fees                                      | 31,115                  | 39,055           | 25,492                   | 65.27%                        | 39,055                | 5% of Property Tax  |
|                       |  |  | Total Treasurer's fees                           | 58,136                  | 71,914           | 51,543                   | 71.67%                        | 71,914                | 100%  |
|                       |  |  |  |                         |                  |                          |                               |                       |   |
|                       |  |  | <b>Total Administration</b>                      | <b>204,732</b>          | <b>270,531</b>   | <b>168,417</b>           | <b>62.25%</b>                 | <b>246,937</b>        | 91%   |

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

|         |  |  | YTD Actuals<br>12/31/23 | 2024 Budget    | YTD Actuals<br>6/30/2024 | Actuals vs<br>Budget<br>YTD % | 2025<br>Prelim Budget | Budget Assumptions          |
|---------|--|--|-------------------------|----------------|--------------------------|-------------------------------|-----------------------|-----------------------------|
|         |  | <b>Facility Expenses</b>                     |                         |                |                          |                               |                       |                             |
| 5410    |  | Janitorial                                   | 55,583                  | 55,000         | 23,195                   | 42.17%                        | 55,000                | flat                        |
| 5420    |  | Janitorial Supplies                          | 8,281                   | 9,000          | 3,474                    | 38.60%                        | 9,000                 |                             |
| 5430    |  | Landscaping                                  | 11,873                  | 13,835         | 4,822                    | 34.85%                        | 13,000                |                             |
| 5440    |  | Maintenance *Detailed List Attached          | 28,762                  | 20,000         | 14,504                   | 72.52%                        | 20,000                |                             |
| 5460    |  | Snow Removal                                 | 4,620                   | 4,898          | -                        | 0.00%                         | 5,000                 |                             |
|         |  | <b>Total Facility Expenses (Maintenance)</b> | <b>109,119</b>          | <b>102,733</b> | <b>45,995</b>            | <b>44.77%</b>                 | <b>102,000</b>        | <b>99%</b>                  |
| 5500    |  | <b>Utilities</b>                             |                         |                |                          |                               |                       |                             |
| 5510    |  | Electric                                     | 7,980                   | 8,000          | 3,024                    | 37.79%                        | 8,000                 |                             |
| 5515    |  | Compost Collection System                    | 1,403                   | 1,871          | 871                      | 46.54%                        | 2,000                 |                             |
| 5520    |  | Gas  | 15,326                  | 17,798         | 9,799                    | 55.06%                        | 19,000                |                             |
| 5530    |  | Internet Connectivity                        | 8,051                   | 15,000         | 4,821                    | 32.14%                        | 15,000                |                             |
| 5540    |  | Sanitation                                   | 3,331                   | 3,561          | 1,720                    | 48.30%                        | 4,000                 |                             |
| 5550    |  | Telephone                                    | 6,130                   | 8,930          | 2,816                    | 31.53%                        | 9,500                 |                             |
| 5560    |  | Trash  | 8,346                   | 9,847          | 4,411                    | 44.80%                        | 10,500                |                             |
| 5570    |  | Water  | 5,481                   | 5,049          | 760                      | 15.05%                        | 2,000                 |                             |
|         |  | <b>Total Utilities</b>                       | <b>56,048</b>           | <b>70,055</b>  | <b>28,222</b>            | <b>40.29%</b>                 | <b>70,000</b>         | <b>100%</b>                 |
|         |  | <b>Total Facility Expenses</b>               | <b>165,167</b>          | <b>172,788</b> | <b>74,217</b>            | <b>42.95%</b>                 | <b>172,000</b>        | <b>100%</b>                 |
|         |  | <b>Library Programs</b>                      |                         |                |                          |                               |                       |                             |
| 5610    |  | Adult Program                                | 14,935                  | 11,000         | 6,817                    | 61.97%                        | 11,000                |                             |
| 5612    |  | Adult Materials                              | (35)                    | -              | -                        | 0.00%                         | -                     |                             |
| 5620    |  | Children's                                   | 7,265                   | 5,500          | 2,850                    | 51.81%                        | 5,500                 |                             |
| 5625    |  | Children's Materials                         | 84                      | -              | -                        | 0.00%                         | -                     |                             |
| 5634    |  | Liquor License                               | 665                     | 400            | -                        | 0.00%                         | 400                   |                             |
| 5633    |  | Movie License                                | 173                     | 550            | 346                      | 62.91%                        | 550                   |                             |
| 5640    |  | Music  | 21,789                  | 17,000         | 15,003                   | 88.25%                        | 17,000                |                             |
| 5650    |  | Spanish Language                             | 2,746                   | 4,000          | 1,561                    | 39.01%                        | 4,000                 |                             |
| 5660    |  | Teens  | 6,230                   | 3,500          | 2,877                    | 82.21%                        | 3,500                 |                             |
| 5601    |  | Summer Reading                               |                         |                |                          |                               |                       |                             |
| 5601.01 |  | Adult Summer Reading                         | 2,133                   | 1,000          | 150                      | 15.00%                        | 1,000                 |                             |
| 5601.02 |  | Teen Summer Reading                          | 2,147                   | 2,500          | 2,561                    | 102.44%                       | 2,500                 |                             |
| 5601.03 |  | Children's Summer Reading                    | 5,893                   | 5,500          | 3,995                    | 72.63%                        | 5,500                 |                             |
| 5601.04 |  | Spanish Language Summer Reading              | 941                     | 2,000          | 552                      | 27.62%                        | 2,000                 |                             |
| 5602    |  | Community Events                             | 9,194                   | 15,000         | 7,715                    | 51.43%                        | 15,000                |                             |
| 5675    |  | Next Gen / Millennials                       | -                       | -              | -                        | 0.00%                         | -                     |                             |
|         |  | <b>Total Library Programs</b>                | <b>74,161</b>           | <b>67,950</b>  | <b>44,427</b>            | <b>65.38%</b>                 | <b>67,950</b>         | <b>100%</b>                 |
|         |  | <b>Technology &amp; Equipment</b>            |                         |                |                          |                               |                       |                             |
|         |  | Copiers & Equipment                          |                         |                |                          |                               |                       |                             |
| 5730    |  | Lease  | 407                     | -              | -                        | 0.00%                         | -                     |                             |
| 5740    |  | Service Agreement / Copy Usage               | 4,142                   | 2,500          | 735                      | 29.40%                        | 2,500                 |                             |
| 5750    |  | Copier Supplies                              | 124                     | -              | -                        | 0.00%                         | -                     |                             |
|         |  | <b>Total Copiers &amp; Equipment</b>         | <b>4,673</b>            | <b>2,500</b>   | <b>735</b>               | <b>29.40%</b>                 | <b>2,500</b>          | <b>100%</b>                 |
| 5760    |  | Marmot ILS System                            | 92,577                  | 99,910         | 49,138                   | 49.18%                        | 104,275               | vendor quoted 7.5% increase |
| 5770    |  | Miscellaneous Parts                          | 824                     | 2,000          | 1,004                    | 50.19%                        | 2,000                 | flat                        |
| 5780    |  | Support & Service Agreements                 |                         |                |                          |                               |                       |                             |
| 5782    |  | Adobe  | 870                     | -              | -                        | 0.00%                         | -                     |                             |
| 5784    |  | Appointment Booking                          | 144                     | -              | -                        | 0.00%                         | -                     |                             |
| 5788    |  | Domain / Network Solutions                   | 154                     | -              | -                        | 0.00%                         | -                     |                             |
| 5795    |  | Emma   | 1,356                   | -              | -                        | 0.00%                         | -                     |                             |
| 5802    |  | Google Cloud G Suite                         | 3,181                   | -              | -                        | 0.00%                         | -                     |                             |
| 5830    |  | Livechat Website                             | 240                     | -              | -                        | 0.00%                         | -                     |                             |
| 5820    |  | Planning Center / Tockify                    | 260                     | -              | -                        | 0.00%                         | -                     |                             |
| 5825    |  | Webpage Builder                              | 234                     | -              | -                        | 0.00%                         | -                     |                             |
| 5828    |  | Zoom   | 150                     | -              | -                        | 0.00%                         | -                     |                             |

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

|      |  |                                    | YTD Actuals<br>12/31/23 | 2024 Budget    | YTD Actuals<br>6/30/2024 | Actuals vs<br>Budget<br>YTD % | 2025<br>Prelim Budget | Budget Assumptions                            |
|------|--|------------------------------------|-------------------------|----------------|--------------------------|-------------------------------|-----------------------|---|
| 5781 |  | Marketing & Graphic Design         | -                       | 2,500          | 2,288                    | 91.51%                        | 2,500                 | Adobe, Emma, canva                            |
| 5783 |  | Website Tools                      | 1,998                   | 2,500          | 1,192                    | 47.69%                        | 2,500                 | Domain, Google Cloud, Livechat, Webpage       |
| 5785 |  | Communication & Time Management    | -                       | 4,500          | 1,955                    | 43.45%                        | 4,500                 | builder,                                      |
|      |  | Total Support & Service Agreements | 8,587                   | 9,500          | 5,435                    | 57.21%                        | 9,500                 | Zoom, planning center, scheduling,            |
| 5840 |  | Tech Labor & Repair                | -                       | -              | -                        | 0.00%                         |                       | 100%  |
|      |  | <b>Total Technology</b>            | <b>106,661</b>          | <b>113,910</b> | <b>56,312</b>            | <b>49.44%</b>                 | <b>118,275</b>        | 104%  |
|      |  | <b>Collections</b>                 |                         |                |                          |                               |                       |   |
| 5910 |  | Audio                              |                         |                |                          |                               |                       |   |
| 5920 |  | Adult BCD                          | 3,528                   | 3,000          | 757                      | 25.23%                        | 3,000                 |   |
| 5922 |  | Spanish Audio Adult                | 525                     | 500            | -                        | 0.00%                         | 500                   |   |
| 5924 |  | Spanish Audio Youth                | 321                     | 500            | -                        | 0.00%                         | 500                   |   |
| 5930 |  | Youth Audio                        | 1,312                   | 3,000          | 1,157                    | 38.56%                        | 3,000                 |   |
|      |  | Total Audio                        | 5,686                   | 7,000          | 1,914                    | 27.34%                        | 7,000                 | 100%  |
| 6000 |  | Books & Magazines                  |                         |                |                          |                               |                       |   |
| 6010 |  | Adult fiction books                | 10,835                  | 12,000         | 5,469                    | 45.58%                        | 12,000                |   |
| 6020 |  | Adult non-fiction books            | 13,267                  | 12,000         | 5,660                    | 47.17%                        | 12,000                |   |
| 6025 |  | Board Games                        | 398                     | 500            | 284                      | 56.77%                        | 500                   |   |
| 6030 |  | Juvenile Fiction                   | 8,438                   | 9,100          | 4,370                    | 48.03%                        | 9,100                 |   |
| 6040 |  | Juvenile Non-Fiction               | 2,094                   | 4,000          | 1,890                    | 47.26%                        | 4,000                 |   |
| 6045 |  | Large Print                        | 2,421                   | 2,000          | 807                      | 40.36%                        | 2,000                 |   |
| 6050 |  | Print Subscriptions                | 4,082                   | 4,500          | 295                      | 6.55%                         | 4,500                 |   |
| 6055 |  | Replacement Books - Purchased      | 2,100                   | 1,500          | 1,178                    | 78.51%                        | 1,500                 |   |
| 6060 |  | Spanish Adult fiction              | 1,692                   | 2,000          | 1,076                    | 53.82%                        | 2,000                 |   |
| 6070 |  | Spanish adult non-fiction          | 948                     | 1,500          | 480                      | 31.97%                        | 1,500                 |   |
| 6080 |  | Spanish children's books           | 4,109                   | 5,000          | 2,399                    | 47.97%                        | 5,000                 |   |
| 6100 |  | YA Fiction                         | 5,754                   | 3,500          | 2,477                    | 70.77%                        | 3,500                 |   |
| 6110 |  | YA Non-Fiction                     | 1,559                   | 1,700          | 821                      | 48.31%                        | 1,700                 |   |
| 6120 |  | Special Items                      | 1,798                   | 2,000          | 1,086                    | 54.30%                        | 2,000                 |   |
|      |  | Total Books                        | 59,498                  | 61,300         | 28,292                   | 46.15%                        | 61,300                | 100%  |
| 6200 |  | Digital Resources                  |                         |                |                          |                               |                       |   |
| 6210 |  | Annual Subscriptions:              |                         |                |                          |                               |                       |   |
| 6240 |  | Ency Britannica                    | 493                     | -              | -                        | 0.00%                         | -                     |   |
| 6250 |  | Gale Public                        | 2,035                   | -              | -                        | 0.00%                         | -                     |   |
| 6270 |  | Mango Languages                    | -                       | 4,000          | 4,111                    | 102.79%                       | 4,250                 |   |
| 6275 |  | New York Times                     | 100                     | -              | -                        | 0.00%                         | -                     |   |
| 6280 |  | Tumblebooks                        | (52)                    | -              | -                        | 0.00%                         | -                     |   |
| 6285 |  | Wallstreet Journal                 | 434                     | -              | -                        | 0.00%                         | -                     |   |
| 6295 |  | Pebble Go                          | 1,469                   | -              | -                        | 0.00%                         | -                     |   |
| 6300 |  | Downloadable Titles:               |                         |                |                          |                               |                       |   |
| 6305 |  | Kanopy                             | 6,000                   | 6,000          | -                        | 0.00%                         | 6,000                 |   |
| 6308 |  | OCLC World Share                   | -                       | -              | -                        | 0.00%                         | -                     |   |
| 6320 |  | Overdrive                          | 20,816                  | 25,000         | 13,136                   | 52.54%                        | 25,000                |   |
| 6340 |  | Online Databases                   | 146                     | 7,500          | 6,673                    | 88.98%                        | 7,500                 | Gale Public, Pebble Go, Tumblebooks,          |
| 6350 |  | Online Newspaper Subscriptions     | -                       | 2,000          | 1,299                    | 64.95%                        | 2,000                 | encyclopedia britannica, Peterson's Test Prep |
|      |  | Total Digital Resources            | 31,440                  | 44,500         | 25,220                   | 56.67%                        | 44,750                | New York Times, Wall Street Journal,          |
| 6400 |  | Media                              |                         |                |                          |                               |                       | Washington Post                               |
| 6410 |  | Adult Music                        | -                       |                | -                        | 0.00%                         |                       |   |
| 6420 |  | Juvenile Music                     | 66                      |                | -                        | 0.00%                         |                       |   |
| 6430 |  | Adult Movies                       | 6,145                   | 6,000          | 2,469                    | 41.15%                        | 6,000                 | flat  |
| 6440 |  | Juvenile Movies                    | 735                     | 1,000          | 383                      | 38.27%                        | 1,000                 | flat  |
| 6460 |  | Video / Games                      | 768                     | 800            | 411                      | 51.35%                        | 800                   | flat  |
|      |  | Total Media                        | 7,714                   | 7,800          | 3,263                    | 41.83%                        | 7,800                 | 100%  |
|      |  | <b>Total Collections</b>           | <b>104,337</b>          | <b>120,600</b> | <b>58,688</b>            | <b>48.66%</b>                 | <b>120,850</b>        | 100%  |

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

|             |  |  |                                       | YTD Actuals<br>12/31/23 | 2024 Budget      | YTD Actuals<br>6/30/2024 | Actuals vs<br>Budget<br>YTD % | 2025<br>Prelim Budget | Budget Assumptions |
|-------------|--|--|---------------------------------------|-------------------------|------------------|--------------------------|-------------------------------|-----------------------|--------------------|
| <b>6800</b> |  |  | <b>Restricted Funds</b>               |                         |                  |                          |                               |                       |                    |
| 6801        |  |  | Restricted Exp - Misc                 | -                       | 40,000           | -                        | 0.00%                         | 40,000                | flat               |
|             |  |  | <b>Total Restricted Funds</b>         | -                       | <b>40,000</b>    | -                        | <b>0.00%</b>                  | <b>40,000</b>         | 100%               |
|             |  |  | <b>Total Operating expenses</b>       | <b>655,057</b>          | <b>785,779</b>   | <b>402,061</b>           | <b>51.17%</b>                 | <b>766,012</b>        | 97%                |
| <b>6900</b> |  |  | <b>Payroll Expenses</b>               |                         |                  |                          |                               |                       |                    |
| 6910        |  |  | Payroll                               | 863,099                 | 1,031,652        | 495,372                  | 48.02%                        | 1,060,000             | 103%               |
| 6920        |  |  | Payroll Service                       | 6,343                   | 8,000            | 3,475                    | 43.44%                        | 8,000                 | 100%               |
| 6930        |  |  | Payroll Taxes                         | 68,510                  | 83,000           | 39,164                   | 47.19%                        | 83,000                | 100%               |
| 6940        |  |  | Retirement Plan                       | 26,048                  | 25,250           | 11,048                   | 43.75%                        | 25,250                | 100%               |
| 6950        |  |  | Health Insurance                      | 102,207                 | 130,500          | 72,847                   | 55.82%                        | 151,380               | 116%               |
| 6960        |  |  | Life Insurance                        | -                       | 750              | -                        | 0.00%                         | 750                   | 100%               |
| 6965        |  |  | STD/LTD                               | -                       | 3,500            | -                        | 0.00%                         | 3,500                 | 100%               |
| 6970        |  |  | FAMLI                                 | 7,222                   | 9,250            | 2,287                    | 24.72%                        | 9,250                 | 100%               |
| 6957        |  |  | Background Check                      | 2,750                   | 950              | 944                      | 99.37%                        | 950                   | 100%               |
|             |  |  | <b>Total Payroll Expenses</b>         | <b>1,076,178</b>        | <b>1,292,852</b> | <b>625,136</b>           | <b>48.35%</b>                 | <b>1,342,080</b>      | 104%               |
|             |  |  |                                       |                         |                  |                          |                               |                       |                    |
|             |  |  | <b>TOTAL EXPENDITURES</b>             | <b>1,731,235</b>        | <b>2,078,631</b> | <b>1,027,197</b>         | <b>49.42%</b>                 | <b>2,108,092</b>      | 101%               |
|             |  |  | <b>Net General Fund Income/(Loss)</b> | <b>142,652</b>          | <b>53,069</b>    | <b>555,666</b>           |                               | <b>(3,691)</b>        | -7%                |
|             |  |  |                                       |                         |                  |                          |                               |                       |                    |
|             |  |  | Allocation to Capital Reserve Outlay  | 600,000                 | 90,000           | -                        | 0.00%                         | 90,000                |                    |
|             |  |  | Allocation to Bond Repayment          |                         |                  |                          |                               | 607                   |                    |
|             |  |  | <b>General Fund Balance</b>           | <b>1,370,825</b>        | <b>1,430,513</b> | <b>1,926,491</b>         | <b>134.67%</b>                | <b>1,832,800</b>      | 87%                |



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

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|                                       |  |  |  |  | YTD Actuals<br>12/31/23 | 2024 Budget | YTD Actuals<br>6/30/2024 | Actuals vs<br>Budget<br>YTD % |             | 2024 Forecast | 2025<br>Prelim Budget                             | Budget Assumptions |         |        |         |           |   |
|---------------------------------------|--|--|--|--|-------------------------|-------------|--------------------------|-------------------------------|-------------|---------------|---|--------------------|---------|--------|---------|-----------|---|
| Bond Repayment Beginning Fund Balance |  |  |  |  | 835,076                 | 903,086     | 890,909                  | (12,177)                      |             | 835,076       | 900,517   |                    |         |        |         |           |   |
| Eagle County                          |  |  |  |  |                         | 419,653,120 |                          |                               | 419,653,120 | 419,653,120   | Estimate  |                    |         |        |         |           |   |
| Assessed Value                        |  |  |  |  | 273,153,790             |             |                          |                               |             |               |   |                    |         |        |         |           |   |
| % Increase                            |  |  |  |  | 1%                      |             |                          |                               |             |               |   | 54.53%             | 0.00%   |        |         |           |   |
| Bond Mill Levy Rate                   |  |  |  |  | 1.992                   |             |                          |                               |             |               |   | 1.293              | 1.186   |        |         |           |   |
| Pitkin County                         |  |  |  |  |                         | 299,274,620 |                          |                               | 299,274,620 | 299,274,620   | Estimate  |                    |         |        |         |           |   |
| Assessed Value                        |  |  |  |  | 193,543,290             |             |                          |                               |             |               |   |                    |         |        |         |           |   |
| % Increase                            |  |  |  |  |                         |             |                          |                               |             |               |   | 55.22%             | 0.00%   |        |         |           |   |
| Bond Mill Levy Rate                   |  |  |  |  | 1.992                   |             |                          |                               |             |               |   | 1.293              | 1.186   |        |         |           |   |
| REVENUES                              |  |  |  |  |                         | 16,000      | 10,829                   | 67.68%                        | 32,886      | 16,000        |   |                    |         |        |         |           |   |
| Interest Earned - Bond Repayment      |  |  |  |  | 32,845                  |             |                          |                               |             |               |   |                    |         |        |         |           |   |
| Mill Levy Debt Repayment              |  |  |  |  |                         |             |                          |                               |             |               |   |                    |         |        |         |           |   |
| Eagle County                          |  |  |  |  | 531,516                 |             |                          |                               |             |               |   | 542,611            | 399,606 | 73.65% | 542,611 | 497,709   | AV x mill levy (1.068)                              |
| Pitkin County                         |  |  |  |  | 385,570                 |             |                          |                               |             |               |   | 386,962            | 292,914 | 75.70% | 386,962 | 354,940   | AV x mill levy (1.068)                              |
| Total Mill Levy Debt Repayment        |  |  |  |  | 917,086                 |             |                          |                               |             |               |   | 929,574            | 692,521 | 74.50% | 929,574 | 852,648   |   |
| Transfer from General Fund            |  |  |  |  |                         |             |                          |                               |             |               |   |                    |         |        |         | 607       |   |
| TOTAL REVENUES                        |  |  |  |  | 949,931                 | 945,574     | 703,350                  | 74.38%                        | 962,460     | 869,255       |   |                    |         |        |         |           |   |
| EXPENDITURES                          |  |  |  |  |                         | 59,844      | 29,922                   | 50.00%                        | 59,844      | 62,094        | Per Bond Documents (2025-\$40,844; 2026-\$21,250) |                    |         |        |         |           |   |
| Bond Interest                         |  |  |  |  | 77,394                  |             |                          |                               |             |               |   | 59,844             | 29,922  | 50.00% | 59,844  | 62,094    |   |
| Bond Repayment Principle Loan Payment |  |  |  |  | 780,000                 |             |                          |                               |             |               |   | 800,000            | -       | 0.00%  | 800,000 | 1,675,000 | Per Bond Documents (2025-\$825,000; 2026-\$850,000) |
| Treasurer's Fees                      |  |  |  |  |                         |             |                          |                               |             |               |   |                    |         |        |         |           |   |
| Eagle County                          |  |  |  |  | 15,961                  |             |                          |                               |             |               |   | 16,278             | 11,992  | 73.67% | 16,278  | 14,931    | 3% of Property Tax                                  |
| Pitkin County                         |  |  |  |  | 20,744                  |             |                          |                               |             |               |   | 19,348             | 16,994  | 87.84% | 20,896  | 17,747    | 5% of Property Tax                                  |
| Total Treasurer's Fees                |  |  |  |  | 36,704                  |             |                          |                               |             |               |   | 35,626             | 28,987  | 81.36% | 37,174  | 32,678    |   |
| TOTAL EXPENDITURES                    |  |  |  |  | 894,098                 | 895,470     | 58,909                   | 6.58%                         | 897,018     | 1,769,772     |   |                    |         |        |         |           |   |
| Net Fund Income/(Loss)                |  |  |  |  | 55,833                  | 50,103      | 644,441                  | 1286.23%                      | 65,441      | (900,517)     |   |                    |         |        |         |           |   |
| Bond Repayment Fund Balance           |  |  |  |  | 890,909                 | 953,189     | 1,535,350                | 161.08%                       | 900,517     | 0             |   |                    |         |        |         |           |   |
| **Bond Repayment Schedule:            |  |  |  |  |                         | 2024        |                          |                               |             |               |   |                    |         |        |         |           |   |
| May 1 - Series 2012 Interest          |  |  |  |  |                         | 29,922.00   |                          | 5/1/2024                      | 29,922      | 29,922.00     |   |                    |         |        |         |           |   |
| November 1 - Series 2012 Interest     |  |  |  |  |                         | 29,922.00   |                          | 11/1/2024                     | 29,922      | 29,922.00     |   |                    |         |        |         |           |   |
| November 1 - Series 2012 Principle    |  |  |  |  |                         | 800,000.00  |                          | 11/1/2024                     | 780,000     | 800,000.00    |   |                    |         |        |         |           |   |
| Series 2012 Bond Matures 11/2026      |  |  |  |  |                         |             |                          |                               |             |               |   |                    |         |        |         |           |   |

## 22

22

**Basalt Regional Library District  
Capital Reserve Fund**

**June 2024**

|   |                                     | YTD Actuals<br>12/31/23 | 2024 Budget      | YTD Actuals<br>6/30/2024 | Actuals vs<br>Budget<br>YTD % | 2024<br>Forecast | 2025<br>Prelim Budget | Budget Assumptions |
|---|-------------------------------------|-------------------------|------------------|--------------------------|-------------------------------|------------------|-----------------------|--------------------|
| <b>Capital Reserve Beginning Fund Balance</b> |                                     | <b>602,128</b>          | <b>1,159,066</b> | <b>1,150,083</b>         | (8,984)                       | <b>1,139,018</b> | <b>416,855</b>        |                    |
| <b>REVENUES</b>                               |                                     |                         |                  |                          |                               |                  |                       |                    |
| 7210  | Allocation From General Fund        | 600,000                 | 90,000           | -                        | 0.00%                         | 90,000           | 90,000                |                    |
| 7230  | Interest Earned - Reserve Fund      | 58,509                  | 35,000           | 38,865                   | 111.04%                       | 58,249           | 80,000                |                    |
| <b>TOTAL REVENUES</b>                         |                                     | <b>658,509</b>          | <b>125,000</b>   | <b>38,865</b>            | <b>31.09%</b>                 | <b>148,249</b>   | <b>170,000</b>        |                    |
| <b>EXPENDITURES</b>                           |                                     |                         |                  |                          |                               |                  |                       |                    |
| 8310  | Miscellaneous                       | 8,786                   | 10,000           | -                        | 0.00%                         | -                | 25,000                |                    |
| 8310.03                                       | Conference Room - A/V Replace       | 12,639                  | 10,000           | 12,007                   | 120.07%                       | 12,639           | -                     |                    |
| 8310.04                                       | Computers - Patron                  | 21,136                  | 12,000           | 10,785                   | 89.87%                        | 10,785           | 12,000                |                    |
| 8310.05                                       | Computers - Staff                   | 9,932                   | 12,000           | 4,488                    | 37.40%                        | 4,488            | 12,000                |                    |
| 8310.06                                       | EV Charging Station                 | 6,042                   | -                | -                        | 0.00%                         | -                | -                     |                    |
| 8310.08                                       | Lighting Control System Replacement | 6,944                   | -                | -                        | 0.00%                         | -                | -                     |                    |
| 8310.09                                       | Fiber Cable                         | -                       | 5,000            | -                        | 0.00%                         | -                | -                     |                    |
| 8310.10                                       | Handrail for Tent Area              | 6,000                   | -                | -                        | 0.00%                         | -                | -                     |                    |
| 8310.11                                       | Painting - Interior                 | 19,075                  | -                | 11,552                   | Not Budgeted                  | -                | -                     |                    |
| 8310.13                                       | Security Cameras                    | -                       | 10,000           | -                        | 0.00%                         | 10,000           | 10,000                |                    |
| 8310.15                                       | Roof                                | -                       | 700,000          | -                        | 0.00%                         | 700,000          | -                     |                    |
| 8310.16                                       | Remove Solar from Roof              | -                       | 50,000           | -                        | 0.00%                         | 50,000           | -                     |                    |
| 8310.17                                       | Consulting Engineer                 | 20,000                  | -                | 8,118                    | Not Budgeted                  | 20,000           | -                     |                    |
| 8310.18                                       | Furniture and Fixtures              | -                       | 50,000           | 2,979                    |                               | 50,000           | 50,000                |                    |
| 8310.19                                       | Replace telephone system            | -                       | 10,000           | -                        |                               | 10,000           | 10,000                |                    |
| 8310.20                                       | Replace kitchen appliances          | -                       | 2,500            | -                        |                               | 2,500            | 2,500                 |                    |
| <b>TOTAL EXPENDITURES</b>                     |                                     | <b>110,554</b>          | <b>871,500</b>   | <b>49,930</b>            | <b>5.73%</b>                  | <b>870,412</b>   | <b>121,500</b>        |                    |
| <b>Net Fund Income/(Loss)</b>                 |                                     | <b>547,954</b>          | <b>(746,500)</b> | <b>(11,065)</b>          | <b>1.48%</b>                  | <b>(722,163)</b> | <b>48,500</b>         |                    |
| <b>Capital Reserve Fund Balance</b>           |                                     | <b>1,150,083</b>        | <b>412,566</b>   | <b>1,139,018</b>         | <b>276.08%</b>                | <b>416,855</b>   | <b>465,355</b>        |                    |

Basalt Regional Library District  
Maintenance Detail

| Date               | Name                                | Category                      | Memo                               | Amount       |
|--------------------|-------------------------------------|-------------------------------|------------------------------------|--------------|
| 01/01/24           | Orkin                               | Pest Control                  | Jan through September Fees         | \$ 483.81    |
| 01/01/24           | Johnson Controls Security Solutions | Alarm / Monitoring            | Qtrly Billing 01/01/24 - 02/29/24  | \$ 160.50    |
| 01/01/24           | Acme Alarm Company                  | Alarm / Monitoring            | 1st Qtr 2024                       | \$ 129.39    |
| 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    |
| Sub-Total June     |                                     |                               |                                    | \$ 1,469.07  |
| Grand Total        |                                     |                               |                                    | \$ 14,504.18 |

|                               |              |
|-------------------------------|--------------|
| Alarm / Monitoring            | \$ 1,648.23  |
| Electrical                    | \$ 1,630.00  |
| Fireplace maintenance         | \$ -         |
| Building/Interior Maintenance | \$ 10,062.83 |
| Inspection / Testing          | \$ -         |
| Pest Control                  | \$ 483.81    |
| Plumbing / Heating            | \$ -         |
| Roof Maintenance              | \$ -         |
| Signage                       | \$ -         |
| Telephones                    | \$ -         |
| Window Cleaning               | \$ -         |
| Miscellaneous                 | \$ 679.31    |
|                               | \$ 14,504.18 |

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
June 7 - July 5

| <b>BUDGET DESCRIPTION</b>      | <b>PAYEE</b>                     | <b>AMOUNT</b> |
|--------------------------------|----------------------------------|---------------|
| Accounting                     | *Bill.com                        | 258.23        |
| Accounting                     | *Sqaure Services                 | 35.00         |
| Adult Summer Reading           | Kristen Carlson                  | 100.00        |
| Audit - Annual                 | McMahan and Associates           | 14,045.00     |
| Background Check               | Employers Council Services, Inc. | 177.50        |
| Capital Reserve Exp-Staff Comp | Marmot Library Network, Inc.     | 15,273.17     |
| Children's                     | Raising a Reader                 | 1,516.50      |
| Childrens Summer Reading       | Ann Lincoln Entertainment        | 450.00        |
| Childrens Summer Reading       | Aspen Dance Connection           | 375.00        |
| Childrens Summer Reading       | PSS Wildlife Foundation          | 150.00        |
| Childrens Summer Reading       | Salida Circus                    | 375.00        |
| Community Events               | Back Door Catering               | 1,920.00      |
| Compost Collection System      | EverGreen ZeroWaste              | 230.00        |
| Electric                       | *Holy Cross Energy               | 329.99        |
| Gas                            | *Black Hills Energy              | 349.28        |
| Internet Connectivity          | Ena Services Llc                 | 121.52        |
| Janitorial                     | Alsco                            | 110.25        |
| Juvenile Movies                | Midwest Tape                     | 205.49        |
| Legal                          | Garfield & Hecht, P.C.           | 2,028.00      |
| Maintenance                    | Acme Alarm Company               | 129.39        |
| Maintenance                    | Daly Property Services, Inc.     | 2,024.57      |
| Maintenance                    | Grizzly Creek Enterprises, Inc.  | 9,463.57      |
| Maintenance                    | Lassiter Electric Inc.           | 1,630.00      |
| Marketing & Graphic Design     | EBSCO                            | 1,458.00      |
| Miscellaneous                  | *Divvy                           | 6,575.30      |
| Miscellaneous                  | Ingram Library Services          | 4,992.87      |
| Miscellaneous Contracts        | Elaine Nagey                     | 211.99        |
| Music                          | Aspen Music Festival and School  | 598.64        |
| Music                          | Calkins LLC                      | 1,500.00      |
| Music                          | Old World Wine Co LLC            | 528.00        |
| Office Supplies                | Aspen Maintenance Supply         | 1,063.39      |
| Office Supplies                | ODP Business Solutions           | 973.09        |
| Payroll Liabilities            | *TIAA-CREF                       | 6,592.67      |
| Payroll Service                | *Paychex Payroll Service         | 517.14        |
| Targeted Newspaper Ads         | Aspen Daily News                 | 286.89        |
| Targeted Newspaper Ads         | The Sopris Sun                   | 180.00        |
| Technical Cataloging & Service | Basalt Office & Art Supply       | 12.99         |
| Technical Cataloging & Service | Demco                            | 220.59        |
| Teen Summer Reading            | Aspen Film                       | 300.00        |
| Telephone                      | Century Link                     | 507.19        |
| Translation / Interpretation   | Dulce Andrea Suarez              | 87.50         |
| Trash                          | Waste Management                 | 728.88        |
| Travel Expenses                | Elizabeth DeWetter               | 25.81         |

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
June 7 - July 5

| <b>BUDGET DESCRIPTION</b> | <b>PAYEE</b>            | <b>AMOUNT</b>              |
|---------------------------|-------------------------|----------------------------|
| Wellness/Health Insurance | CEBT Willis of Colorado | 12,717.30                  |
| Youth Audio               | Playaway Products       | 296.95                     |
| <b>Grand Total</b>        |                         | <b><u>\$ 91,672.65</u></b> |

*\* Vendor is set up for auto payments*



VISA

Statement: 05/15/2024 -  
06/15/2024

Monthly statement

VISA

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

We appreciate you.

Your statement balance as of 06/15/2024 is  
**\$6,519.17**

You are set up on automatic payments.

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

Summary

|                   |            |
|-------------------|------------|
| Previous balance  | \$6,731.06 |
| Payments          | \$7,308.69 |
| Fees              | \$0.00     |
| Adjustments       | \$0.00     |
| Transactions      | \$7,096.80 |
| Statement balance | \$6,519.17 |



VISA

Statement: 05/15/2024 -  
06/15/2024

## Payments

| DATE         | TYPE           | AMOUNT            |
|--------------|----------------|-------------------|
| 05/15/2024   | Autodraft      | \$6,731.06        |
| 05/15/2024   | Payment Portal | \$577.63          |
| <b>Total</b> |                | <b>\$7,308.69</b> |





VISA

Statement: 05/15/2024 -  
06/15/2024

## Transactions

| DATE       | CARD      | MERCHANT                  | AMOUNT   | NAME               |
|------------|-----------|---------------------------|----------|--------------------|
| 05/15/2024 | **** 9304 | TST* BULL AND BUCK        | \$68.38  | Amy Shipley        |
| 05/15/2024 | **** 7327 | SQ *JAFFA KITCHEN         | \$401.26 | Kristen A Doyle    |
| 05/15/2024 | **** 7327 | AMZN Mktp US*H12TF6OU3    | \$67.99  | Kristen A Doyle    |
| 05/15/2024 | **** 9304 | IN *SPECIAL DISTRICT ASSO | \$40.00  | Amy Shipley        |
| 05/15/2024 | **** 4228 | AMAZON MARKETPLA* 5620    | \$53.97  | Laura Baumgarten   |
| 05/15/2024 | **** 1835 | SP SIMPLI HOME LTD.       | \$368.10 | Brittany Crooke    |
| 05/16/2024 | **** 7327 | AMZN Mktp US*KC9IO32P3    | \$37.94  | Kristen A Doyle    |
| 05/16/2024 | **** 7327 | AMZN Mktp US*U023E2T63    | \$435.00 | Kristen A Doyle    |
| 05/16/2024 | **** 7553 | AMAZON RET* 6030 LC 5/    | \$9.65   | Linda Campbell     |
| 05/16/2024 | **** 4228 | Amazon.com*O32MMODA3      | \$20.15  | Laura Baumgarten   |
| 05/16/2024 | **** 3542 | CITY-MARKET #0433         | \$102.92 | Delaney A Meyers   |
| 05/16/2024 | **** 0011 | TIMBOS PIZZA              | \$38.75  | Elizabeth DeWetter |
| 05/16/2024 | **** 0011 | TIMBOS PIZZA              | \$25.00  | Elizabeth DeWetter |
| 05/16/2024 | **** 7327 | BRODART SUPPLIES          | \$124.93 | Kristen A Doyle    |
| 05/16/2024 | **** 0011 | AMZN Mktp US*7V8LT2L43    | \$115.90 | Elizabeth DeWetter |
| 05/18/2024 | **** 9304 | TST* DIORIOS OF PALISADE  | \$16.86  | Amy Shipley        |
| 05/18/2024 | **** 3174 | DREAMTIME WATER DIST      | \$137.00 | Sandra F Dexter    |
| 05/20/2024 | **** 4228 | AMZN Mktp US*CP2AE5TG3    | \$79.95  | Laura Baumgarten   |
| 05/21/2024 | **** 9304 | CC CAFE                   | \$14.40  | Amy Shipley        |
| 05/21/2024 | **** 7327 | AMZN Mktp US*Q56P42W13    | \$29.99  | Kristen A Doyle    |
| 05/22/2024 | **** 7553 | AMZN Mktp US*V41U56Y73    | \$124.92 | Linda Campbell     |
| 05/22/2024 | **** 1835 | CITY-MARKET #0433         | \$37.76  | Brittany Crooke    |
| 05/22/2024 | **** 9304 | TST* BULL AND BUCK        | \$83.77  | Amy Shipley        |
| 05/23/2024 | **** 7327 | CITY-MARKET #0433         | \$157.19 | Kristen A Doyle    |

| DATE       | CARD      | MERCHANT                  | AMOUNT   | NAME               |
|------------|-----------|---------------------------|----------|--------------------|
| 05/24/2024 | **** 4228 | GRAMMARLY COIQUETUUS      | \$144.00 | Laura Baumgarten   |
| 05/24/2024 | **** 9304 | TIMBOS PIZZA              | \$49.49  | Amy Shipley        |
| 05/24/2024 | **** 9304 | BONFIRE COFFEE            | \$6.44   | Amy Shipley        |
| 05/24/2024 | **** 9304 | BONFIRE COFFEE            | \$5.91   | Amy Shipley        |
| 05/25/2024 | **** 4228 | AMZN Mktp US*6572V1LZ3    | \$25.90  | Laura Baumgarten   |
| 05/25/2024 | **** 7327 | BONFIRE COFFEE            | \$12.41  | Kristen A Doyle    |
| 05/25/2024 | **** 9304 | BONFIRE COFFEE            | \$25.19  | Amy Shipley        |
| 05/27/2024 | **** 7553 | Amazon.com*7D6ER9SW3      | \$8.42   | Linda Campbell     |
| 05/27/2024 | **** 7553 | AMZN Mktp US*UC8LE6IW3    | \$28.45  | Linda Campbell     |
| 05/29/2024 | **** 1835 | WALMART.COM 8009256278    | \$49.42  | Brittany Crooke    |
| 05/29/2024 | **** 9304 | TST* BULL AND BUCK        | \$67.68  | Amy Shipley        |
| 05/30/2024 | **** 2151 | DRI*UPRINTING             | \$111.60 | Christy Baumgarten |
| 05/31/2024 | **** 0011 | SQ *THE WHOLE EMPANADA    | \$90.00  | Elizabeth DeWetter |
| 05/31/2024 | **** 2151 | FSP*CAL-COASSOCLIBRARIES  | \$120.00 | Christy Baumgarten |
| 05/31/2024 | **** 3174 | AMZN Mktp US*GQ18U8033    | \$33.64  | Sandra F Dexter    |
| 05/31/2024 | **** 2151 | FACEBK *E7RVY4UMH2        | \$96.28  | Christy Baumgarten |
| 06/01/2024 | **** 9304 | SQ *CRAFT                 | \$18.98  | Amy Shipley        |
| 06/01/2024 | **** 0011 | FSP*CAL-COASSOCLIBRARIES  | \$120.00 | Elizabeth DeWetter |
| 06/01/2024 | **** 4228 | WM SUPERCENTER #5232      | \$283.51 | Laura Baumgarten   |
| 06/01/2024 | **** 9304 | CC CAFE                   | \$13.09  | Amy Shipley        |
| 06/02/2024 | **** 2151 | GOOGLE*GSUITE BASALT LI   | \$316.80 | Christy Baumgarten |
| 06/02/2024 | **** 9304 | CS *LULULEMON GC          | \$50.00  | Amy Shipley        |
| 06/03/2024 | **** 3174 | ULTA #1229                | \$50.00  | Sandra F Dexter    |
| 06/04/2024 | **** 1835 | CITY-MARKET #0433         | \$86.59  | Brittany Crooke    |
| 06/04/2024 | **** 2151 | TMOBILE POSTPAID WEB      | \$673.22 | Christy Baumgarten |
| 06/05/2024 | **** 3174 | HEATHER'S SAVORY PIES LLC | \$51.50  | Sandra F Dexter    |
| 06/05/2024 | **** 3174 | Amazon.com*788800BU3      | \$103.71 | Sandra F Dexter    |
| 06/05/2024 | **** 3174 | Free Range Kitchen and Wi | \$51.00  | Sandra F Dexter    |

| DATE         | CARD      | MERCHANT                  | AMOUNT            | NAME               |
|--------------|-----------|---------------------------|-------------------|--------------------|
| 06/05/2024   | **** 3174 | CAFE BERNARD              | \$50.00           | Sandra F Dexter    |
| 06/05/2024   | **** 3174 | CITY-MARKET #0433         | \$5.99            | Sandra F Dexter    |
| 06/05/2024   | **** 1835 | AMZN Mktp US*T21P888F3    | \$138.73          | Brittany Crooke    |
| 06/06/2024   | **** 3542 | CITY-MARKET #0433         | \$193.00          | Delaney A Meyers   |
| 06/06/2024   | **** 3174 | USPS PO 0706120530        | \$4.23            | Sandra F Dexter    |
| 06/06/2024   | **** 3174 | DREAMTIME WATER DIST      | \$160.80          | Sandra F Dexter    |
| 06/07/2024   | **** 9304 | BASALT MOUNTAIN INN       | \$387.00          | Amy Shipley        |
| 06/09/2024   | **** 7553 | CITY-MARKET #0433         | \$15.92           | Linda Campbell     |
| 06/11/2024   | **** 4228 | Nintendo CD1219726022     | \$3.99            | Laura Baumgarten   |
| 06/11/2024   | **** 7370 | AMZN Mktp US*NJ3268BW3    | \$28.71           | Evelyn I Dominguez |
| 06/11/2024   | **** 9304 | LOCAL KITCHEN AND COFFEE  | \$5.15            | Amy Shipley        |
| 06/12/2024   | **** 1835 | AMAZON.COM*LK2BP7YW3      | \$68.48           | Brittany Crooke    |
| 06/12/2024   | **** 7370 | HEATHER'S SAVORY PIES LLC | \$217.32          | Evelyn I Dominguez |
| 06/12/2024   | **** 7553 | AMZN Mktp US*VZ0S96TO3    | \$38.24           | Linda Campbell     |
| 06/13/2024   | **** 3174 | NESPRESSO USA, INC.       | \$350.00          | Sandra F Dexter    |
| 06/13/2024   | **** 7553 | AMZN Mktp US*V554O1LK3    | \$30.27           | Linda Campbell     |
| 06/14/2024   | **** 1835 | CITY-MARKET #0433         | \$66.06           | Brittany Crooke    |
| 06/14/2024   | **** 1835 | TIMBOS PIZZA              | \$28.59           | Brittany Crooke    |
| 06/14/2024   | **** 9304 | CC CAFE                   | \$19.31           | Amy Shipley        |
| <b>Total</b> |           |                           | <b>\$7,096.80</b> |                    |

Amazon Transaction Details

June 2024

| Order Date | Order ID            | PO Number | Currency | Order Subtotal | Title   |
|------------|---------------------|-----------|----------|----------------|---|
| 6/28/2024  | 111-4520522-5005033 | 6120      | USD      | 49.99          | SINGER   Universal Hard Carrying Case for Most Free-Arm Portable Sewing Machines, Non-Slip Inner Tray, Sewing Machine Protection and Easy Storage   |
| 6/28/2024  | 111-2607443-8923462 | 6120      | USD      | 419.98         | SINGER   4423 Heavy Duty Sewing Machine With Included Accessory Kit, 97 Stitch Applications, Simple, Easy To Use & Great for Beginners  |
| 6/28/2024  | 111-7367465-5780208 | 5320      | USD      | 62.64          | GOOD LIVING Natural Bamboo Skewers 12 Inch for Grilling, Kebab, Fruit, Marshmallow Roasting - 100 Skewers Per Pack  |
| 6/28/2024  | 111-7367465-5780208 | 5320      | USD      |                | Niubee Acrylic Sign Holder 11 x 17 inches Wall Mount Sign Holders Clear Acrylic Frame with Double Sided Tape Clear Poster Frames Plastic Sign Holder for Office, Home, Restaurant, Vertical, 3 Pack |
| 6/28/2024  | 111-7367465-5780208 | 5320      | USD      |                | Acrylic Sign Holder 8.5 x 11 [Set of 12] for Wall Display   Clear Sign Holders 8.5x11 Acrylic Sign Holder   Plastic Document Holder, Promotional Display, Business & Store Sign Holders             |
| 6/28/2024  | 111-9116100-5123453 | 5320      | USD      | 39.99          | Silhouette AutoBlade - Pack of 3 Blades for Use with Cameo 4 with 50 Designs  |
| 6/28/2024  | 111-5532154-7456265 | 5310      | USD      | 12.99          | PURELL Advanced Hand Sanitizer Soothing Gel, Fresh Scent, 8 fl oz Pump Bottle (Pack of 4), 9674-06-ECDECO   |
| 6/28/2024  | 111-8395433-2814637 | 5310      | USD      | 15.69          | 18mm Orange Label Tape Replacement for Brother TZe-B41 TZeB41 3/4" (0.7") Black on Fluorescent Orange TZe Tape Compatible with Brother P Touch Orange Tape for PTD400 PTD410 PTD600 PT2730, 3-Pack  |
| 6/28/2024  | 111-9544161-5263467 | 5610      | USD      | 23.47          | U by Kotex Clean & Secure Panty Liners, Light Absorbency, Long Length, 126 Count (Packaging May Vary)   |
| 6/28/2024  | 111-9544161-5263467 | 5610      | USD      |                | Pura Baby Wipes 3 x 60 per pack (180 Wipes) 100% Plastic-Free & Plant Based Wipes, 99% Water, Suitable for Sensitive & Eczema-prone Skin, Fragrance Free & Hypoallergenic, EWG, Cruelty Free        |
| 6/27/2024  | 112-0811442-6667409 | 5620      | USD      | 20.00          | Silly Bandz Zoo Animals - 24 Pack   |
| 6/27/2024  | 112-5925707-7288214 | 5620      | USD      | 54.03          | Etmact 50 Pack Assorted Colorful Cartoon Animal Pencil With Erasers, Fun Pencils For Kids, Bulk Pencils With Animal Eraser Toppers, Party Favor Pencils For Kids Novelty Pencils                    |
| 6/27/2024  | 112-5925707-7288214 | 5620      | USD      |                | Libima Mini Stuffed Animals Sea Animal Fruit Plush Keychain Set for Carnival Birthday Classroom Prizes Decoration for Clothes(150 Pcs, Jungle Animals)  |
| 6/26/2024  | 113-0223539-8744264 |           | USD      | 59.99          | Logitech Wave Keys Wireless Ergonomic Keyboard with Cushioned Palm Rest, Comfortable Natural Typing, Easy-Switch, Bluetooth, Logi Bolt Receiver, for Multi-OS, Windows/Mac - Graphite               |
| 6/25/2024  | 114-5625832-6553818 | 6030      | USD      | 6.99           | Start Playing Chess!: Learn the Rules of the Royal Game   |
| 6/25/2024  | 113-9365813-8570639 |           | USD      | 42.85          | LORYERGO Adjustable Laptop Stand, Portable Riser for 17.3inch Laptops, Adjustment for Desk, Holds Up to 17.6lbs Notebook - Sliver   |

Amazon Transaction Details

June 2024

| Order Date | Order ID            | PO Number | Currency | Order Subtotal | Title  |
|------------|---------------------|-----------|----------|----------------|--|
| 6/25/2024  | 113-9365813-8570639 |           | USD      |                | Energizer AA Lithium Batteries, World's Longest Lasting Double A Battery, Ultimate Lithium (8 Battery Count)   |
| 6/25/2024  | 113-1368087-9104202 |           | USD      | 36.62          | Starbucks Pike Place Roast Ground Coffee, Medium Roast (32 oz bag)   |
| 6/25/2024  | 113-8930994-2749001 |           | USD      | 42.75          | LORYERGO Adjustable Laptop Stand, Portable Riser for 17.3inch Laptops, Adjustment for Desk, Holds Up to 17.6lbs Notebook - Sliver  |
| 6/25/2024  | 113-8930994-2749001 |           | USD      |                | Energizer AA Lithium Batteries, World's Longest Lasting Double A Battery, Ultimate Lithium (8 Battery Count)   |
| 6/20/2024  | 114-4608810-7365067 | 5310      | USD      | 441.89         | Brother TN433BK, TN433C, TN433M, TN433Y High Yield Black, Cyan, Magenta and Yellow Toner Cartridge Set   |
| 6/20/2024  | 114-4608810-7365067 | 5310      | USD      |                | Logitech M720 Triathlon Multi-Device Wireless Mouse, Bluetooth, USB Unifying Receiver, 1000 DPI, 8 Buttons, 2-Year Battery, Compatible with Laptop, PC, Mac, iPadOS - Black                        |
| 6/20/2024  | 111-9311723-5561063 | 6120      | USD      | 13.90          | Coopers Bay Mini Duct Tape - Heavy Duty Pocket Size Rolls for Camping, Travel, Medical, Cycling, Vehicle, Etc. - 3-Pack - 2" Wide x 10 Feet per Roll (Grey)  |
| 6/20/2024  | 112-0303260-0553004 | 5620      | USD      | 86.65          | TECJOE 2 Pack LCD Writing Tablet, 8.5 Inch Colorful Doodle Board Drawing Tablet for Kids, Kids Travel Games Activity Learning Toys Birthday Gifts for 3 4 5 6 Year Old Boys and Girls Toddlers     |
| 6/20/2024  | 112-0303260-0553004 | 5620      | USD      |                | 2 Pack Rainmaker Rain Stick Musical Instrument for Babies, Toddlers and Kids, 8 Inch Rainfall Rattle Tube Rainstick Shaker Toy   |
| 6/20/2024  | 112-0303260-0553004 | 5620      | USD      |                | OENUX Play Sand Construction Set, Beach Building Castle Kit w/ 2.2lbs Magnetic Sand, 4 Take Apart Construction Trucks Toys and Signs, Sensory Sandbox with Cover for Boy Girl Kid Toddlers Age 3-8 |
| 6/20/2024  | 112-0303260-0553004 | 5620      | USD      |                | UPINS 24 pcs Dinosaur Skeleton Toy 3.5 Inch Assorted Dinosaur Figures and Dinosaur Fossil Skeletons with Storage Box Educational for Science Play Dino Sand Dig Party Favor Decorations            |
| 6/20/2024  | 112-0303260-0553004 | 5620      | USD      |                | teytoy Texture Sensory Bean Bags Toys for Autism, 12 Fidget Sensory Shape Toys with Storage Bag, Develop Fine Motor & Sensory Play for Baby Special Needs Developmental Toys for Infant Newborn    |
| 6/20/2024  | 112-9745434-4426656 | 5620      | USD      | 119.65         | MAGNA-TILES Classic 100-Piece Magnetic Construction Set, The ORIGINAL Magnetic Building Brand HEYPLACE 5PCS Zipper File Bags, A4 Mesh Zipper Pouch Poly Zip Envelopes Waterproof Document          |
| 6/20/2024  | 111-2601486-2853845 | 6120      | USD      | 3.98           | Folder Puzzle Bags for Travel Office School Cosmetics Board Games Storage  |
| 6/18/2024  | 111-8113436-5841831 | 5660      | USD      | 9.44           | AES (2 Pack lot) 2x3 White Solid Plain Blank Color Flag 2'x3' Banner Grommets  |
| 6/18/2024  | 111-4803748-6754661 | BC 6      | USD      | 6.71           | Anyone but Me (Katie Kazoo, Switcheroo No. 1)  |

Amazon Transaction Details

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| Order Date | Order ID            | PO Number | Currency | Order Subtotal | Title  |
|------------|---------------------|-----------|----------|----------------|--|
|            |                     |           |          |                | 100 Pack -10" x 13" Self Sealing Adhesive Clear Plastic OPP Poly Bags Transparent Clear Bags T Shirt |
| 6/17/2024  | 111-2083774-9418641 | 5660      | USD      | 11.49          | Flat Open Top Apparel Poly, (10" x 13" (100Count))   |
| 6/14/2024  | 114-3405563-7309028 | 5610      | USD      | 22.89          | SOLD   |
|            |                     |           |          |                | Silkfly 50 Pcs Mini Sombrero Hats Mini Fiesta Hats Straw Cinco De Mayo Headband Hats for Pets        |
| 6/12/2024  | 112-6949150-6079446 | 5650      | USD      | 135.58         | Fiesta Table Centerpiece Decor(6 Inch)   |
|            |                     |           |          |                | Blue Sky 2024-2025 Academic Year Weekly and Monthly Planner, 8.5" x 11", Frosted Flexible Cover,     |
| 6/12/2024  | 114-5245140-4676222 |           | USD      | 14.99          | Wirebound, Laurel (150148)   |
| 6/12/2024  | 111-0445866-1498635 | 6055      | USD      | 16.99          | Steep Winter Games - Xbox One Standard Edition   |
| 6/12/2024  | 114-2061412-0665829 |           | USD      | 222.77         | Land o' Lakes Mini Moos Creamer, 192 Count   |
| 6/12/2024  | 114-2061412-0665829 |           | USD      |                | ANTISEPTIC SANITIZ WIPES   |
| 6/12/2024  | 114-2061412-0665829 |           | USD      |                | ANTISEPTIC SANITIZ WIPES   |
|            |                     |           |          |                |  |
| 6/12/2024  | 114-2061412-0665829 |           | USD      |                | Bostitch Office Anti-Jam Long Reach Stapler, 20 Sheet Capacity, Adjustable, Durable, Black           |
| 6/12/2024  | 114-2061412-0665829 |           | USD      |                | Saran Premium Plastic Wrap - 100 ft - 3 pk   |
|            |                     |           |          |                | SYLVANIA LED Light Bulb, 40W Equivalent A19, Efficient 6W, Medium Base, Frosted Finish, 450          |
| 6/12/2024  | 114-2061412-0665829 |           | USD      |                | Lumens, Soft White - 4 Pack (74079)  |
| 6/12/2024  | 111-5083998-1584206 | mgmt      | USD      | 211.38         | Belonging: A Culture of Place  |
| 6/10/2024  | 111-0266703-0485827 | 5660      | USD      | 68.48          | To All the Boys I've Loved Before (1)  |
|            |                     |           |          |                | Con-Tact Brand Creative Clear Covering, Versatile and Self-Adhesive Shelf Liner, Ideal Privacy Film, |
| 6/10/2024  | 112-3594849-2901061 | 5620      | USD      | 38.24          | Protective Clear Vinyl, 18" x 50', Matte   |
| 6/10/2024  | 112-9367771-1743439 | 5620      | USD      | 30.27          | Roylco R2442 Color Diffusing Leaves - 6 inches - Pack of 80 Includes 4 Shapes                        |
|            |                     |           |          |                |  |
|            |                     |           |          |                | Tempera Paint Sticks (30 Large Paint Sticks) - Paint sticks for Kids Washable - Safe Arts and Craft  |
| 6/10/2024  | 112-9367771-1743439 | 5620      | USD      |                | Paint Sticks for Toddler or Child Use - For Wood Paint, Glass Paint, Rock Paint, or Poster Paint     |
|            |                     |           |          |                | Wood 3x5 RECIPE DIVIDERS (Set of 9) with Tabs - Easily Handwrite Personalized Text to Recipe         |
| 6/7/2024   | 113-0129136-9208260 |           | USD      | 28.71          | Dividers for Gift for the Cook in Your Life  |
| 6/7/2024   | 113-0129136-9208260 |           | USD      |                | Unfinished Recipe Index File   |
|            |                     |           |          |                | LIULIUBTY Star Shaped Sunglasses, Heart Sunglasses Bachelorette Party Cool Sunglasses, Colorful      |
| 6/4/2024   | 111-8831143-5061036 | 5660      | USD      | 148.42         | Sunglasses Party Favors (Colors Mix)   |
|            |                     |           |          |                |  |
|            |                     |           |          |                | Hoteam 24 Pairs Colored Glasses Transparent Rimless Sunglasses Candy Color Tinted Glasses Cool       |
| 6/4/2024   | 111-8831143-5061036 | 5660      | USD      |                | Round Eyewear Fun Retro Eyeglasses for Women Girls Adult Teen Bachelorette Cosplay Party             |
|            |                     |           |          |                | Fengek 16 Pcs Heart Shape Sunglasses Frameless Transparent Glasses Party Favors for Girls,           |
| 6/4/2024   | 111-8831143-5061036 | 5660      | USD      |                | Women, Multicolor C  |

Amazon Transaction Details

June 2024

| Order Date | Order ID            | PO Number | Currency | Order Subtotal | Title  |
|------------|---------------------|-----------|----------|----------------|--|
| 6/4/2024   | 111-8831143-5061036 | 5660      | USD      |                | Fengek 16 Pcs Heart Shape Sunglasses Frameless Transparent Glasses Party Favors for Girls, Women, Multicolor B   |
| 6/3/2024   | 114-4636995-7442622 |           | USD      | 103.71         | U by Kotex Clean & Secure Ultra Thin Pads, Heavy Absorbency, 56 Count (Packaging May Vary)   |
| 6/3/2024   | 114-4636995-7442622 |           | USD      |                | Pura Baby Wipes 3 x 60 per pack (180 Wipes) 100% Plastic-Free & Plant Based Wipes, 99% Water, Suitable for Sensitive & Eczema-prone Skin, Fragrance Free & Hypoallergenic, EWG, Cruelty Free |
| 6/3/2024   | 114-4636995-7442622 |           | USD      |                | U by Kotex Clean & Secure Panty Liners, Light Absorbency, Long Length, 126 Count (Packaging May Vary)  |
| 6/3/2024   | 114-4636995-7442622 |           | USD      |                | U by Kotex Clean & Secure Ultra Thin Pads, Regular Absorbency, 176 Count (4 Packs of 44) (Packaging May Vary)  |
|            |                     |           | Total    | 2,624.12       |  |

|             |                           |                                      |                                  |                           |               |                             |
|-------------|---------------------------|--------------------------------------|----------------------------------|---------------------------|---------------|-----------------------------|
|             |                           |                                      | Basalt Regional Library District |                           |               |                             |
|             |                           |                                      | 2024 Grant Spending Summary      |                           |               |                             |
|             |                           |                                      |                                  |                           |               |                             |
| <b>Date</b> | <b>Vendor</b>             | <b>Expense</b>                       | <b>Budget Code</b>               | <b>Budget Description</b> | <b>Amount</b> | <b>Grant</b>                |
| 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                            | 5270                             | Staff Travel              | \$ 592.24     | Friends of the Library      |
|             |                           |                                      |                                  |                           | \$ 1,613.50   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 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   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 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                 |
| 7/23/2024   | Ann Lincoln               | summer reading program               | 5601.03                          | Kids Summer Reading       | \$ 450.00     | Baron vonK9                 |
| 7/16/2024   | PSS Wildlife              | summer reading program               | 5601.03                          | Kids Summer Reading       | \$ 50.00      | Baron vonK10                |
|             |                           |                                      |                                  |                           | \$ 1,000.00   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 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                 |
| 2/21/2024   | amazon                    | craft supplies for library lovers pa | 5602                             | Community Events          | \$ 368.00     | Contributions Nonrestricted |
|             |                           |                                      |                                  |                           | \$ 1,033.46   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 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      |
| 6/4/2024    | Amazon                    | period supplies                      | 5610                             | Adult Programming         | \$ 103.71     | Friends of the Library      |
| 1/2/2024    | ThriftBooks               | book talk                            | 5610                             | Adult Programming         | \$ 63.48      | Library Trust               |
| 1/23/2024   | ThriftBooks               | book talk                            | 5610                             | Adult Programming         | \$ 51.89      | Library Trust               |
| 1/26/2024   | Book Outlet               | book talk                            | 5610                             | Adult Programming         | \$ 93.23      | Library Trust               |
|             |                           |                                      |                                  |                           | \$ 1,324.16   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 3/18/2024   | Imagination Library of Co | DPIIL 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 Nonrestricted |
| 5/29/2024   | Raising a Reader          | blue bag days                        | 5620                             | Kids Programming          | \$ 766.50     | Contributions Nonrestricted |
|             |                           |                                      |                                  |                           | \$ 1,706.56   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 3/18/2024   | Calkins LLC               | Valley Hopper transportion servic    | 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                |
|             |                           |                                      |                                  |                           | \$ 6,386.50   |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 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               |
|             |                           |                                      |                                  |                           | \$ 840.00     |                             |
|             |                           |                                      |                                  |                           |               |                             |
| 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   |
|             |                           |                                      |                                  |                           | \$2,654.81    |                             |
|             |                           |                                      |                                  |                           |               |                             |
|             |                           |                                      |                                  |                           |               |                             |
|             | <b>Budget Code</b>        | <b>Budget Description</b>            | <b>Total</b>                     |                           |               |                             |
|             | 5270                      | Staff Travel                         | \$ 1,613.50                      |                           |               |                             |
|             | 5440                      | Maintenance                          | \$ 2,335.28                      |                           |               |                             |
|             | 5601.03                   | Kids Summer Reading                  | \$ 1,000.00                      |                           |               |                             |
|             | 5602                      | Community Events                     | \$ 1,033.46                      |                           |               |                             |
|             | 5610                      | Adult Programming                    | \$ 1,324.16                      |                           |               |                             |
|             | 5620                      | Children's Programming               | \$ 1,706.56                      |                           |               |                             |
|             | 5640                      | Music                                | \$ 6,386.50                      |                           |               |                             |
|             | 5660                      | Teen Programming                     | \$ 840.00                        |                           |               |                             |
|             | 6320                      | OverDrive                            | \$2,654.81                       |                           |               |                             |
|             | <b>TOTAL</b>              |                                      | <b>\$ 18,894.27</b>              |                           |               |                             |
|             |                           |                                      |                                  |                           |               |                             |



|           |                           |                                      | 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 |                             |
| 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                            | 5270                             | Staff Travel        | \$ 592.24   | Friends of the Library      |
| 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      |
| 6/4/2024  | Amazon                    | period supplies                      | 5610                             | Adult Programming   | \$ 103.71   | Friends of the Library      |
| 3/18/2024 | Calkins LLC               | Valley Hopper transportation servic  | 5640                             | Music Program       | \$ 1,500.00 | Friends of the Library      |
|           |                           |                                      |                                  |                     | \$ 4,229.06 |                             |
| 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               |
| 3/18/2024 | Imagination Library of Co | DPIL monthly book order              | 5620                             | Kids Programming    | \$ 190.06   | Library Trust               |
| 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               |
|           |                           |                                      |                                  |                     | \$ 1,238.66 |                             |
| 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                |
|           |                           |                                      |                                  |                     | \$ 1,886.50 |                             |
| 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   |
|           |                           |                                      |                                  |                     | \$ 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                      |                     |             |                             |

|  |  |                           |                     |  |  |  |
|--|--|---------------------------|---------------------|--|--|--|
|  |  | Friends of the Library    | \$ 4,229.06         |  |  |  |
|  |  | Library Trust             | \$ 1,238.66         |  |  |  |
|  |  | Music Circle              | \$ 1,886.50         |  |  |  |
|  |  | State Grants to Libraries | \$ 2,665.81         |  |  |  |
|  |  | <b>TOTAL</b>              | <b>\$ 18,905.27</b> |  |  |  |
|  |  |                           |                     |  |  |  |
|  |  |                           |                     |  |  |  |

## Rationale and Committee Charge for a Governance Committee of the Board

State laws and the requirements of special districts govern the operations of the Board of Trustees along with its own bylaws. Its main purpose is to take fiduciary responsibility for the BRLD. It oversees the operations, sets policy, assures financial accountability and the soundness of its facility and enables the appropriate staffing through the hiring of the executive director. The Board accomplishes most of its work through committees.

In addition the Board has responsibilities to its own operation. It must elect officers, form committees, etc. While its bylaws create a structure for its operations, they only imply policies and procedures without supplying details as is appropriate for bylaws. The Board, however, does need policies and procedures separate from the operations policies and procedures of the library to conduct its business. A governance committee promotes the healthy development and functioning of the board, committees, and members. It creates appropriate policies and procedures so that it can be effective in its due diligence.

### Examples of Board-specific Tasks

Officer job descriptions need to go from the generalities in various parts of the bylaws to a specific single statement including description, responsibilities, and any pertinent procedures. As an illustration, the description of the secretary's responsibilities appear in several places in the bylaws and seem to contradict each other.

The Board has several unstated policies, notably the use of official email. A policy on use of the library domain email address can state the rationale and the expectations for use of these address over personal address.

Additional recent examples highlighting the lack of procedures include elections as evidenced by the questions of how to conduct nominations and the actual election. The Bylaws offer only general guidance for conflict resolution. Concerns have been raised regarding cronyism in the selection of new trustees; however, the recruitment process is strongest in its reliance on connections of current board members to potential board members. This structure comes by necessity, but it needs to be broadened with procedures to recruit outside those connections and assure a Board that is diverse in skills and in community representation.

Relative to its perpetuation, the Board has a responsibility for its own development beyond securing new trustees. The orientation provided by the executive director begins the process; however, the first year of trusteeship often gives rise to questions and concerns about matters of the Board. To that end mentoring becomes a responsibility of the Board and benefits from oversight by a governance committee.

### Governance Committee Charge and Structure

A governance committee exists to support board effectiveness. It keeps current on issues that concern board governance both within its own bylaws and in external source. Though it may meet monthly, it likely needs only to meet quarterly. The membership includes the president and other trustees and is structured with a chairperson and a secretary. It may invite the executive director to participate in meetings as an ex officio to assure compliance with library policies and procedures as needed. Its main charge is to develop policies and procedures for the Board.

The governance committee conducts a regular evaluation of the Board and its effectiveness. This evaluation includes the nominating process that considers each trustee nominee including those who may stand for reappointment. It defines and evaluates progress towards a diverse board. It works with the executive director to regularly provide continuing education to assure

that all trustees have an awareness of issues effecting libraries in general and BRLD specifically.

#### Proposal

The governance committee is proposed as a standing committee because its charge and tasks are ongoing. Its charge comes from the issues and ideas stated above. To become a standing committee, it will require an amendment to the bylaws.

## Trustee Mentoring

We have all been new trustees. While the application process highlights our experience and what we bring to the Board, once we are trustees, we may be nagged by the feeling of not exactly knowing what's going on.

As executive director, Amy has created a significant onboarding packet for new trustees. It provides them with everything they need to know about becoming a BRLD trustee. Appropriately, it is a one time event at the onset of trusteeship.

As the actual job progresses for the new trustee, questions and uncertainties may arise as the Board proceeds through its usual work cycle and its unusual tasks. A new trustee may be hesitant to ask those questions during an actual Board meeting not wanting to prolong the meeting or even being a little shy.

A peer mentor can talk with a new trustee about concerns or questions as they come up. The one on one relationship can tailor discussions to the needs of the individual new trustee. Because mentoring only involves two trustees at a time, their "chats" are not official meetings with no need for public notice.

Official mentoring would last for only one year and need not be repeated during a second term. The mentoring program would be overseen by the governance committee if it is formed; otherwise, it becomes a function of the Board as a whole. The hope is that mentoring will lead to a stronger working fabric for the Board and a more satisfying experience for the Individual trustees.


### Action item

Discussion and possible vote on creating a mentoring program for the Board.



# ASSOCIATION RESERVES™

*Est. 1986*



## Reserve Study Bid Proposal

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## *Planning For The Inevitable™*

June 17, 2024

**Basalt Regional Library - 29868-1b**

c/o Amy Shipley  
Basalt Regional Library  
14 Midland Avenue  
Basalt, CO 81621

Subject: Bid Options for 1 units in Basalt, CO

Dear Amy,

Thank you for requesting a Reserve Study proposal from Association Reserves. We recognize that you have a choice of Reserve Study providers and want to make sure you understand the many benefits of working with our company:

- Your Reserve Study will be prepared in accordance with National Reserve Study Standards™ by a credentialed Reserve Specialist™
- Our complete, accurate, and user-friendly 30-year Reserve Studies include a full-cover photographic inventory for reports involving site inspections.
- Your Report (and other files) will be posted securely online for easy, anytime access
- Clients will have free access to our proprietary [uPlantit®](#) cloud-based software and Excel spreadsheets during the initial budget season, from the date the Reserve Study is completed (or when the subscription is launched) through the end of the budget Fiscal Year, plus an additional bonus three-months.
- All files relating to your component report are included with our reports.

When you're ready for the next step, simply sign and return the Agreement along with a 50% deposit. Our office will then contact you regarding the next steps in the process, such as scheduling the site inspection and collecting any documents needed. Please don't hesitate to contact us if you have any questions, or would like any additional information. We hope to hear from you soon!

Sincerely,



Bryan Farley, RS  
President  
Association Reserves - CO & UT



# Pricing Options

June 17, 2024

#29868-1b Basalt Regional Library

|  | 12 Week Delivery | 8 Week Delivery | 4 Week Delivery |
|--|------------------|-----------------|-----------------|
| With Site Visit Full /Or<br>With Site Visit Update | \$4,850          | \$5,100         | \$7,650         |
| No Site Visit Update                               | \$2,691          | \$2,990         | \$4,485         |
| Loyalty Update Plan*                               |                  | \$6,600         |                 |

- A **Full-With Site Visit Reserve Study** is required when the client has no prior Reserve Study, or wishes to start “from scratch” with a completely new study, including measurements and full-color photographic inventory.
- A **With Site Visit Update Reserve Study** can be chosen when the client has a prior, professionally completed Reserve Study that can be updated, based on visual observations, with no re-measuring. The report will include a full-color photographic inventory.
- A **No-Site Visit Update Reserve Study** can be chosen when the client has a prior, professionally completed Reserve Study, with measurements, that can be updated based on the client-provided project history and financials. *Recommended that a site visit has been performed within the last two years.*
- A **Loyalty Update Plan** includes one Full Reserve Study (or With Site Visit) and two \$750 No-Site-Visit Reserve Study Updates delivered over three consecutive years with an (8) week turnaround. The total fee is charged once, at the beginning of the three-year engagement. Please see pg 5, paragraph 3 for more details. *\*This is our most popular selection.*

**Prices are valid for 90 days**

## Agreement between Association Reserves and Basalt Regional Library

### 1. Please, circle (1) fee associated with the desired pricing and indicate the nature of this agreement

Fee \$ \_\_\_\_\_ Turnaround Time \_\_\_\_\_ Weeks For the Fiscal Year beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

### 2. Obtain a Boardmember signature

We, the undersigned, understand that the Reserve Study being prepared will identify and address the normal deterioration of properly built and installed components with predictable life expectancies. Inspecting for construction defects, performing destructive testing to search for hidden issues (such as plumbing or electrical problems), environmental hazards (asbestos, radon, lead, etc.), or accounting for unpredictable acts of nature are all outside our scope of work. We understand that the above Fee is based on the accuracy of how the Association was described to Association Reserves in our Request for Proposal. If this is not found to be a true representation of our common area maintenance responsibilities, Association Reserves reserves the right to negotiate an adjusted fee for our services. Association Reserves liability in any matter involving this Reserve Study is limited to our Fee for services rendered.

Print Name: \_\_\_\_\_ Company/Title: \_\_\_\_\_


Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Return this agreement to us, along with a check made payable to Association Reserves

- Circle the fee associated with the desired level of service and turnaround time and email: [arco@reservestudy.com](mailto:arco@reservestudy.com)
- Sign the agreement and return check to: 1301 Arapahoe St. Suite #105 – Golden, CO 80401 (or pay via [Credit Card](#))
- All professional Reserve Studies require a 50% deposit with the final 50% balance due upon initial delivery of the Reserve Study
- Delivery turnaround time will start once the 50% deposit and signed agreement is received and assigned

# Deliverables

From the founding of our company, our focus has been on creating a useful, reliable document that can be picked up and understood by any Board member, resident, or property manager. The Reserve Study will help our clients plan for the inevitable and improve their future. Upon completion of the Reserve Study, the Association will receive the following:

- **Electronic Copy:** A digital version of the entire Reserve Study document is delivered securely by email in PDF form. We also post the completed study to a password-protected location on our website, where association representatives can view and download the entire study, Executive Summary section and funding plan software file.
- **Meetings:** Our Full and WSV services include a pre-site inspection meeting onsite with the board and management to discuss the scope of work and answer any questions (can be done virtually). After completion, upon request of the client, we will gladly host (1) 30-minute virtual meeting to help explain the process, outcomes, and other key details found within a Reserve Study. The Reserve Study document is shown on-screen, and our staff will walk you through the document, explaining key terminology, reviewing the component list, and explaining how we formulate our recommendations in a study.
- **Loyalty Update Plan:** The plan includes three Reserve Studies prepared over three consecutive years. The "Level of Service" can be completed in any order (Full, NSV, NSV) or (NSV, WSV, NSV), etc. The fee is charged only once, at the beginning of the three-year engagement. The subsequent two years of updates will automatically renew on the date requested. Association Reserves will contact the previous year's primary contact by email to begin the reserve study update which will consist of gathering new financial data and reserve project information. If unable to obtain this information by the Report's Fiscal Year end, that report will be closed and the same process will occur for year three. If the primary contact person changes, please notify us at [arco@reservestudy.com](mailto:arco@reservestudy.com) so we can update our records with the correct person to contact.
- **Funding Plan Software and Excel Spreadsheets:**  **uPlanIt** is a powerful interactive online tool that enhances a Reserve Study by giving Clients absolute control of their Reserve funding information. Designed by experts and available for a year free to our clients with every professional Reserve Study engagement, uPlanIt gives real-time answers to all your "what-if" Reserve funding scenarios. uPlanIt allows clients to consider a variety of conditions throughout the reserve budget process, forecast the potential impact on the funding plan, and test and validate their budget decisions. Whether you want to change the contribution level, adjust replacement costs, or postpone certain projects, you'll be able to foresee the outcome. Results are delivered in an assortment of insightful charts & tables. Access is included with every professional Reserve Study and uPlanIt provides the ability to complete "what-if" scenarios in real-time, even during budget meetings!
- **Video Presentation:** We will provide a brief video presentation of a Reserve Study to help explain the outcomes and provide more background information. The Reserve Study document is shown on-screen, and you'll hear our staff describe the key financial details, review the component list, and explain how we formulate our recommendations in the study. This is ideal for sharing at Board meetings, annual association events, etc.
- **Complimentary Revisions:** We will gladly provide (1) free revision to the study at no charge to the client for a period of up to **60 days** following delivery of the completed study if there is a material error or discrepancy identified within the study.
- **Printed copies, upon request:** Printed copies are available upon request.
- **Additional Services:** Association Reserves can also provide additional consulting work, attend in-person association meetings, re-visit the property for follow-up inspections, etc. Additional labor charges will be billed at a rate of \$250/hour, including travel to and from the meeting. Please contact us directly for more specific information and requests for additional services.

# Enjoy Free Access to our Online Software!

(Click [here](#) for an online demo of uPlanIt)



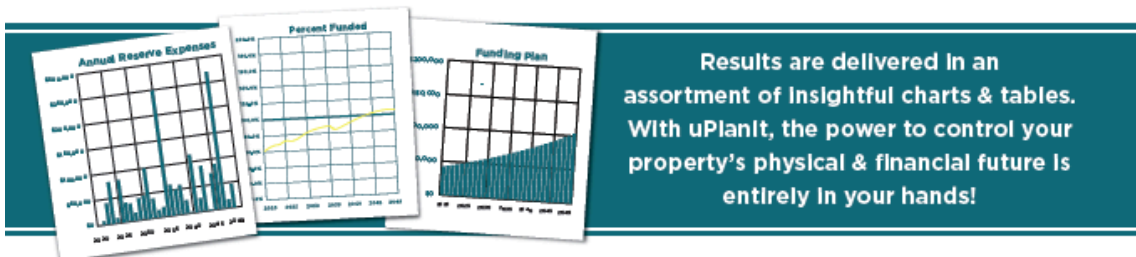
## Put the power of uPlanIt to work for you!



### **uPlanIt is a powerful interactive online tool that enhances a Reserve Study**

by giving Clients absolute control of their Reserve funding information. Designed by experts and available FREE to our Clients with every professional Reserve Study engagement, uPlanIt gives immediate answers to all your “what-if” Reserve funding scenarios.

uPlanIt allows Clients to consider a variety of conditions throughout the reserve budget process, forecast the potential impact on the funding plan, and validate their budget decisions. Whether you want to change the contribution level, adjust replacement costs, or postpone certain projects, you’ll be able to foresee the outcome.



- Free for our professional Reserve Study clients during their budget season
- Year-to-Year (and Board-to-Board) continuity with one centralized data bank
  - 24-7 access to play with the numbers during budget meetings!

# Introduction to Reserve Studies

## What's a Reserve Study?

A Reserve Study is best described as a document used by community associations (or any other type of common interest real estate development) to help plan financially for major repair, replacement, or restoration projects over a long period of time. Our studies cover a thirty-year period, beginning with the current or upcoming fiscal year. Read on to learn more about the scope of work and other details related to the process of conducting a Reserve Study!



## Are Reserve Studies really that important?

Absolutely. It's fairly easy to plan and prepare for recurring costs like management fees, insurance premiums, landscaping contracts, and utilities, but what about the projects and expenses that DON'T happen every year? That's our specialty...identifying, forecasting, and planning for the inevitable failure of the components that are often overlooked or underestimated. There's no question that setting aside Reserve funds over a long period of time is the simplest, most cost-effective, and most responsible way to plan for major projects.

The work will need to be done; it's up to the association to plan accordingly. Without adequate Reserves, associations will have to make a tough decision: will you take out costly loans, push for recurring special assessments, or worst, accept a drop in home values due to deteriorating conditions and deferred maintenance? A current-year, reliable Reserve Study is the first step toward long-term financial strength for every association. Without one, association homeowners will be misinformed, underprepared, and left exposed to serious financial consequences. A current-year, reliable Reserve Study is a hallmark of well-managed associations, and an important part of a homeowner board's fiduciary duty to act in the best interest of their association members.

# What components are included in a Reserve Study?

The National Reserve Study Standards specify the following definition of a Reserve Component:

- Must be the client's responsibility
- The schedule and scope for projects can be reasonably anticipated.
- The total cost for the project is material to the association, can be reasonably estimated, and includes direct/related costs



We typically recommend funding for projects such as roof replacement, painting/waterproofing, pavement sealing and resurfacing, elevator modernization, balcony and deck sealing and restoration, major mechanical systems (HVAC, fire alarm, hot water, etc.), major pool and spa expenses, interior/amenity area remodeling, and many more. The bottom line is that every property is different, and will require a thorough inspection to determine what belongs in your study.

State requirements vary on what types of projects should be addressed through Reserves (and therefore included in a Reserve Study). Our studies will always meet and usually exceed these requirements, ensuring that our clients are acting in accordance with legal requirements and sound fiduciary responsibility.

Colorado law (**C.R.S. 38-33.3-209.5(IX)**), legislates that a community has a Reserve Policy that includes the following:

- When the association has a reserve study prepared for the portions of the community maintained, repaired, replaced and improved by the association.
- Whether there is a funding plan for any work recommended by the reserve study.
- If there is a funding plan, the projected sources of funding for the work.
- Whether the reserve study is based on a physical analysis and financial analysis.

Utah law (**57-8a-211**), legislates:

- A board shall cause a reserve analysis to be conducted no less frequently than every six years
- The board shall review and, if necessary, update a previously conducted reserve analysis no less frequently than every three years.
- A reserve fund analysis shall include:
  - A list of the components identified in the reserve analysis that will reasonably require reserve funds
  - A statement of the probable remaining useful life, as of the date of the reserve analysis, of each component identified in the reserve analysis; an estimate of the cost to repair, replace, or restore each component identified in the reserve analysis
  - An estimate of the total annual contribution to a reserve fund necessary to meet the cost to repair, replace, or restore each component identified in the reserve analysis during the component's useful life and at the end of the component's useful life.

# Scope of Work

Our Reserve Studies are prepared in accordance with National Reserve Study Standards, established in 1998 by the Community Associations Institute. Per these standards, a Reserve Study engagement generally consists of the following:

## 1. Component Inventory & Condition Assessment

The component inventory is “the task of selecting and quantifying Reserve Components. This task can be accomplished through on-site visual observations, a review of association design and organizational documents, a review of established association precedents, and discussion with appropriate association representative(s) of the association or cooperative.” The condition assessment is “the task of evaluating the current condition of the component based on observed or reported characteristics.” As part of our inspection, we review any available building documents including site plans, building plans, fire alarm inspection records, equipment schedules and any other data that may be informative regarding component details, project history or expectations for upcoming work. We then photograph, measure and inspect all areas or components to be included. A Reserve Study site inspection is visual in nature and does not incorporate any destructive or other testing. The inspection is not intended to identify code or construction defects, nor is it intended to be the foundation for anything other than budgeting and planning purposes.

**NOTE:** For Update, With Site Visit (Level 2) Reserve Studies, the component inventory is for verification purposes only, using previously-established component quantities from a prior Reserve Study. However, the condition assessment is re-established based on current conditions. For Update, No Site Visit (Level 3) Reserve Studies, there is no physical inspection of the property. We review the component inventory and condition assessments from the most recent Level 1 or Level 2 study, then proceed with the Life and Valuation Estimates and Financial Analysis.



## 2. Life & Valuation Estimates

This process is usually much more time-consuming than the actual site inspection and represents the bulk of the overall Reserve Study process. Our Reserve Specialist® begins by organizing and interpreting the raw data he or she gathered during the site inspection, reviewing all measurements, notes, and photographs for key details and insights. Next, we establish the component list structure and determine the life and cost estimates for each Reserve component. Our standard procedure is to use any historical information provided to us by the client (such as when certain projects were done, and what they cost), and to review any bids or estimates for upcoming work. We review our findings with your current vendors for their insights and also check their input against information we’ve gathered working with other comparable properties in your area. We constantly consult our own internal databases, composed of data collected from over 80,000 Reserve Studies. As a supplement, we also make use of professional construction estimating software programs, guidebooks, publications, and manufacturer’s publications to supplement our knowledge base. The end result is a complete, thorough set of estimates that are accurate, current, property-specific, and generated by a qualified, independent third party.

## 3. Financial Analysis, Report Preparation & Delivery

Once the component list is established and we’ve reviewed your current annual budget and Reserve fund balance(s), we will make a determination of relative current Reserve fund strength and create a recommended funding plan covering the next 30 fiscal years via the cash flow (pooled) methodology, including a schedule of projected annual income and expenses.



# Why should we choose Association Reserves?

Association Reserves was established in 1986 as a professional engineering consulting firm serving community associations throughout the United States and abroad. To date, our firm has completed over **80,000** Reserve Studies for properties of all types, including condominium and homeowners associations, community development districts, timeshare and resort properties, commercial facilities, worship facilities, and more. Over the years, our firm has been instrumental in defining and advocating the National Reserve Study Standards endorsed by the Community Associations Institute (CAI). Each Reserve Study we provide is conducted with special consideration for the unique characteristics of the client property, especially age, regional weather patterns, local pricing factors, and input from the Board of Directors. Our time-tested approach involves thorough research of all key factors, especially project history, projected useful life and cost data, and aesthetic standards in the local area. Our staff members earn and maintain the Reserve Specialist® credential administered by the Community Associations Institute (CAI), the international authority on all aspects of community association living.

We don't take a one-size-fits-all approach to our work, because we know that every association is different, and we take the time and care to ensure our results will help you to make wise decisions regarding the long-term care of your physical and financial assets. From our first phone call to the final delivery of your study, we hold ourselves to the highest standards of professionalism. We pride ourselves on delivering a first-rate product because we know you're putting your trust in our hands.



# Our Team



## **Bryan Farley, RS, EBP -**

**President** is the President of our Rocky Mountain regional offices. Bryan has completed over 3,000 Reserve Studies for property types including residential developments, schools, historic buildings, commercial developments, metro districts,

ranch developments, worship facilities, resorts and more. Bryan has earned the Reserve Specialist designation (#260) and is also a frequent author and speaker in the industry. Bryan earned a Bachelor of Science degree in Business Administration from Pepperdine University.



## **Robert Nordlund, RS, PE - Engineer**

Company owner and CEO Robert M. Nordlund is a Professional Engineer, Reserve Specialist. He obtained his bachelor's degree from the University of Washington in Mechanical Engineering and is a member of the engineering honors

society Tau Beta Pi. In addition, he is a past Chairman of CAI's Reserve Professionals Committee, past Chairman of the Association of Professional Reserve Analysts, and a frequent speaker in industry-sponsored seminars and presentations throughout the United States



## **Andrew Klausen, RS - Project Manager**

Andrew earned a degree in Finance and Management from the University of Nebraska as well as a Masters in Research and Education from Trinity International University. Andrew's experience includes non-profit leadership, teaching at the collegiate level,

financial accounting, and risk management for residential and commercial properties. Andrew has earned the Reserve Specialist designation (#459).



## **Cooper Fogle, MBA - Project Manager**

Cooper Fogle graduated from Wartburg College with a degree in Business Administration as well as a Masters in Global Business from Pepperdine Graziadio School of Business. Through these programs and multiple study abroad experiences in the UK

and Germany he was able to build up technical skills and interpersonal skills working with a bright and diverse group of people



## **Chris Galey - Project Manager**

Chris graduated from Kansas State University with a Bachelor of Science in Business Administration. He began a career in the Resort and Hospitality industry and has worked with multiple ski resorts, managing sales operations in the Front Range. Chris

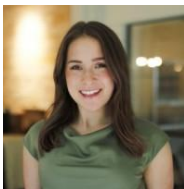
acquired skills in this role by managing large sales events, partnerships, promotions, budgeting, and financial strategy.



## **Paul Shoemaker - Project Manager**

Paul graduated from the University of Arkansas with a BS in Business Administration, majoring in Finance and Information Systems. He brings with him experience as a Community Association Manager in the HOA management industry. As a member of CAI, Paul obtained the CMCA

designation and continues to pursue education in the industry. Paul understands the unique challenges that a Board of Directors and managing agent face in maintaining a community's assets and strives to offer a seamless customer service experience from pre-project planning through completion.



## **Terrin Klym - Business Development**

Terrin graduated from Colorado Christian University with a degree in Global Studies and International Business. Her experience includes customer relations, business development, and a love for working closely with diverse groups of people. Driven by compassion,

she seeks to serve others by providing an extraordinary commitment to excellence in all that she does.



## **Soren Hoien - Project Manager**

Soren graduated from Colorado Christian University with a double major in Accounting and Business Administration. Soren's experience includes extensive work in sales, internal product development, and external product

integration.

**Robin Williams - Client Services** Robin joined Association Reserves in 2024 as the client service specialist. She brought with her years of client service work specific to the client management success and sales industry.



# What can I expect to see in my Reserve Study?

Simple, concise summary of recommendations, with a clear, organized listing of Reserve components.

### 3- Minute Executive Summary

Association: Sample Condo # 99991-0  
 Location: Anywhere, US # of Units: 142  
 Report Period: January 1, 2015 through December 31, 2015

#### Findings/Recommendations as of 1/1/2015:

|   |             |
|---|-------------|
| Projected Starting Reserve Balance:                     | \$750,000   |
| Current Fully Funded Reserve Balance:                   | \$1,306,267 |
| Average Reserve Deficit (Surplus) Per Unit:             | -\$3,917    |
| Recommended 2015 Monthly "Full Funding" Contributions:  | \$19,000    |
| Alternate minimum contribs* to keep Reserves above \$0: | \$14,175    |
| Recommended 2015 Special Assessment for Reserves:       | \$0         |

Most Recent Budgeted Reserve Contribution Rate: \$16,000

Reserves % Funded: 57%

Special Assessment Risk: High Medium Low

#### Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves..... 1.00%  
 Annual Inflation Rate..... 3.00%

- This is a "Full" Reserve Study (original, created "from scratch"), and is based on our site inspection on September 1, 2014. It was prepared by a credentialed Reserve Specialist (RS).
- Because your Reserve Fund is between 30% and 70% at 57% Funded, this means the association's special assessment & deferred maintenance risk is currently "medium." The objective of your multi-year Funding Plan is to **Fully Fund** your Reserves, where associations enjoy a low risk of such Reserve cash flow problems.
- Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions in the upcoming fiscal year.
- No assets appropriate for Reserve designation were excluded.

\*officially called "Baseline Funding"

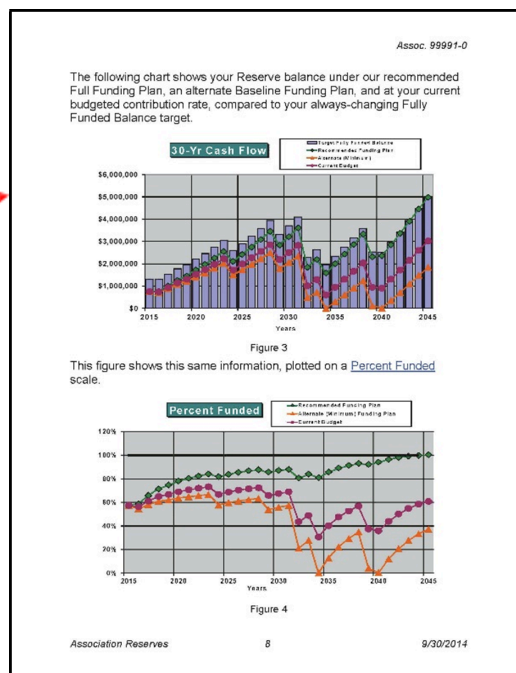
Association Reserves

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9/30/2014

| Table 1 Executive Summary             |                                     |                   |                        |
|---------------------------------------|-------------------------------------|-------------------|------------------------|
| #                                     | Component                           | Useful Life (yrs) | Rem. Useful Life (yrs) |
| <b>Site and Grounds</b>               |                                     |                   |                        |
| 2119                                  | Driveway Pavers - Replace           | 40                | 33                     |
| 2145                                  | Garage Gates - Replace              | 20                | 13                     |
| 2149                                  | Entry Area Fountains - Maintain     | 12                | 5                      |
| 2149                                  | Sundeck Fountain - Maintain         | 12                | 5                      |
| 2177                                  | Boiler Lights - Replace             | 20                | 13                     |
| <b>Building Exterior</b>              |                                     |                   |                        |
| 2303                                  | Entry Parking Area Lights - Replace | 10                | 3                      |
| 2321                                  | Balcony, Deck Rails - Replace       | 24                | 16                     |
| 2325                                  | Sundeck - Resurface/Restore         | 24                | 16                     |
| 2335                                  | Planters - Waterproof/Re-plant      | 24                | 16                     |
| 2341                                  | Building Exterior - Restoration     | 24                | 16                     |
| 2342                                  | Building Exterior - Repaint         | 5                 | 0                      |
| 2363                                  | Common Area Windows - Replace       | 30                | 23                     |
| 2377                                  | Low Slope Roof - Replace            | 20                | 13                     |
| <b>Mechanical/Electrical/Plumbing</b> |                                     |                   |                        |
| 2505                                  | Automatic Entry Doors - Replace     | 20                | 13                     |
| 2509                                  | Garage Gate Operators - Replace     | 10                | 5                      |
| 2511                                  | Barrier Arm Operator - Replace      | 10                | 5                      |
| 2515                                  | Traction Elevators - Modernize      | 25                | 18                     |
| 2517                                  | Elevator Cabs - Remodel             | 25                | 18                     |
| 2519                                  | Air Handler - Lobby/Dfc - Replace   | 15                | 8                      |
| 2519                                  | Air Handler - Social Room - Replace | 15                | 8                      |
| 2519                                  | HVAC - Elevator Room - Replace      | 15                | 8                      |
| 2519                                  | HVAC - Hallways - Replace           | 15                | 8                      |
| 2523                                  | Large Exhaust Fans - Replace        | 15                | 8                      |
| 2533                                  | Cooling Tower - Replace             | 20                | 13                     |
| 2535                                  | Cooling Tower Pumps - Replace       | 15                | 8                      |
| 2537                                  | Variable Frequency Drives - Replace | 15                | 8                      |
| 2543                                  | Security System - Modernize         | 12                | 5                      |
| 2549                                  | Generator - Replace                 | 40                | 33                     |
| 2557                                  | Fire Alarm System - Modernize       | 15                | 8                      |
| 2559                                  | Fire Sprinkler Pump/Controls - Repl | 40                | 33                     |
| 2569                                  | Heat Exchanger (Hot Water) - Repl   | 15                | 8                      |
| 2569                                  | Heat Exchanger (HVAC) - Repl        | 15                | 8                      |
| 2571                                  | Boilers - Replace                   | 20                | 13                     |
| 2575                                  | Dom. Water Pumps/Controls - Replace | 20                | 13                     |
| 2593                                  | Fountain Equipment - Replace        | 5                 | 1                      |
| <b>Interiors &amp; Amenities</b>      |                                     |                   |                        |
| 2703                                  | Wallcoverings - Replace             | 20                | 13                     |
| 2705                                  | Garage Ceiling Lights - Replace     | 25                | 18                     |
| 2705                                  | Hallway Lights - Replace            | 20                | 13                     |
| 2709                                  | Tile Flooring - Replace             | 20                | 13                     |
| 2711                                  | Hallway Carpeting - Replace         | 10                | 3                      |
| Association Reserves                  | ii                                  | 9/30/2014         |                        |

Large, color-coded charts and tables to illustrate long-term implications



# Inventory Appendix Pages

Here's a sample of our Inventory Appendix pages. We devote a half-page summary to every single component included in your Reserve Study.

Association Reserves

Inventory Appendix

Client: 99991B Sample Condo - Building Exteriors

Comp #: 2343 Building Exterior - Seal/Paint

Quantity: Approx 165,200 GSF

Location: Building exteriors

Evaluation: Generally fair condition noted. Building has not been painted since original construction, but the association has obtained some bids for painting in the near future according to manager. Project may be postponed or done in stages due to ongoing construction at an adjacent site. We were provided with copy of exterior painting specifications prepared by Sherwin-Williams, which calls for an 8-year warranty. All door and window frame perimeters are to be caulked with a urethane sealant. As routine maintenance, inspect regularly (including sealants), repair locally and touch-up paint as needed. Typical paint cycles can vary greatly depending upon many factors including type of material painted, surface preparations, quality of material, application methods, weather conditions during application, moisture beneath paint, and exposure to weather conditions. Proper sealant/caulking is critical to preventing water intrusion and resulting damage to the building structure. Incorrect installations of sealant are common, and can greatly decrease its useful life. Inspect sealant, more frequently as it ages, to determine if it is failing. Typical sealant problems include failure of sealant to adhere to adjacent materials and tearing/splitting of the sealant itself. As sealants age and are exposure to ultra-violet sunlight, they will dry out, harden, and lose their elastic ability. Remove and replace sealant as signs of failure begin to appear. Proper cleaning, prep work, and proper installation are critical for a long lasting sealant/caulking. Repair areas as needed prior to project.

Useful Life: 8 years

Remaining Life: 0 years

Best Case: \$100,000.00

Lower estimate to seal/repaint

Worst Case: \$250,000.00


Higher estimate

Cost Source: Estimates Provided by Client

Descriptive, thorough observations

Full Color Photographs

Easy-to-find details



April 13, 2014

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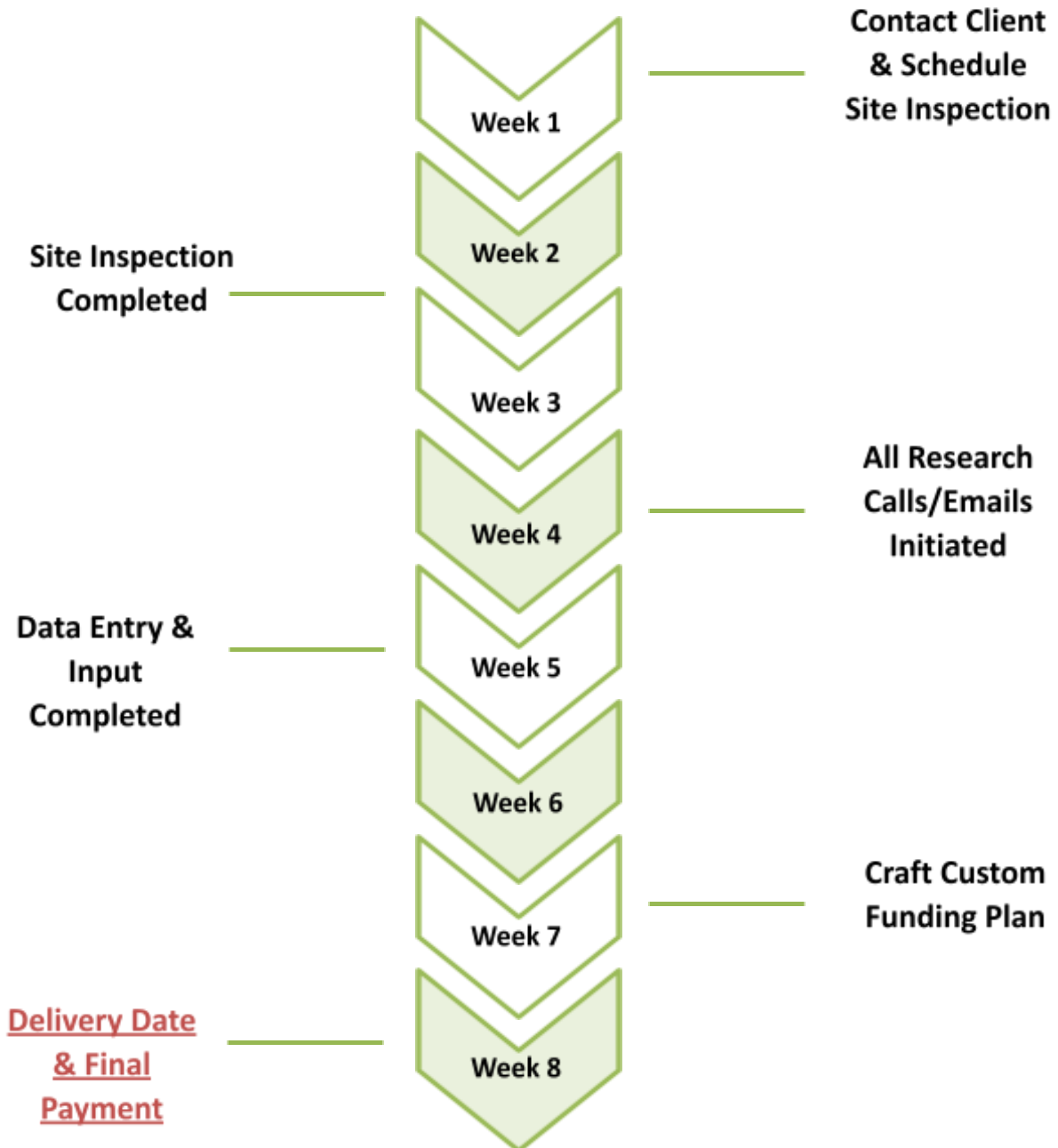
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Association Reserves

# Delivery Turnaround

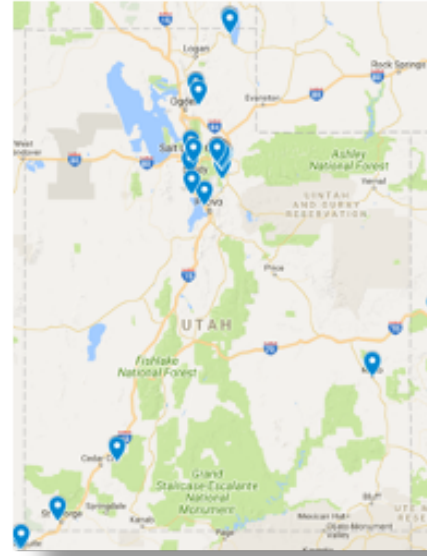
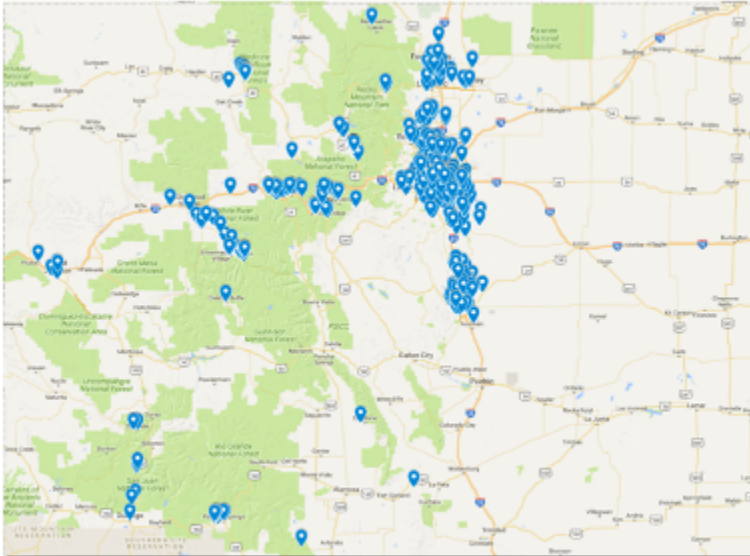
The delivery timeline for an 8-week turnaround will typically look as follows once we have received:

- ✓ Signed proposal agreement with 50% deposit
- ✓ CCRs (If a Full)



## Client Map and Testimonials

You don't get to be in business for over 30 years and counting without building a great reputation. Here's what some of our clients have had to say about us recently:



- “For over 20 years, I have relied upon Association Reserves to provide essential information during the lending process. Nobody does it better”  
*Alan Crandall, SVP Mutual of Omaha Bank*
- “I have used Association Reserves for many years and have always found them to be excellent in their depth, details and analysis.”  
*Quentin Yates PCAM, CCAM Meridian Residential Association*
- “The follow up and willingness to work with the Association was excellent. Any questions or concerns were addressed immediately.”  
*Michael Mazziotta Rivershores Plantation POA*

Client References Available Upon Request



ASSOCIATION  
RESERVES™



## **BASALT REGIONAL LIBRARY 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.



## **BASALT REGIONAL LIBRARY DISTRICT**

### **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/>



BASALT REGIONAL LIBRARY DISTRICT  
VISION STATEMENT

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

As our community, from Parachute to Aspen, becomes more and more difficult to live and thrive in, the library strives to do whatever we can to empower all people to thrive here.



# Basalt Center Circle residential unit, grocery store project undergoes another public hearing

**Regan Mertz**  
The Aspen Times

A project that has been on the minds of Basalt Town Council members since 2021 had another public hearing on Tuesday evening.

The Basalt Center Circle project, initially introduced by Basalt development duo Tim Belinski and Andrew Light, was first heard three years ago by the council. After several adjustments the project was approved in 2022.

Now, two years later, Belinski and Light are looking to completely sell both the residential units and commercial spaces in the building. The commercial spaces include a restaurant, grocery store and liquor store.

When council member

Angele Dupre Butchart asked why, Light said: "We were always intending to sell commercial. Economic conditions that developed in the last two years made it more viable as a condominium project."

Before selling the space, though, a new ordinance was proposed at Tuesday's meeting.

Ordinance No. 9 looks to condominiumize the units. This will allow independent ownership of each one of the 65 units. The other part of the ordinance also adjusts the sizing of some of the units. Per the original ordinance, there must be 12 studios, four one-bedroom and one two-bedroom units. The ordinance requests 13 studios, three one-bedroom and one

**BASALT, A10**



MITH/FOR THE ASPEN TIMES  
age at the Belly Up  
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COURTESY IMAGE

Basalt Town Council voted 6-1 to hold a second hearing on July 23 for a new ordinance regarding the Basalt Center Circle project.

## BASALT

From page A7

two-bedroom units.

These units are requested to be built with modular construction for cost effectiveness. The request is meant to accommodate for the dimensional limitations of modular construction.

Despite the changing of the construction method, Belinski and Light maintain that the outer look will

stay the same as the original design.

The Basalt Affordable Housing Commission reviewed the request and recommended approval.

However, town residents and town council members had several comments and questions, both in support of and in opposition to the selling of the building and the new ordinance.

"I urge the council to vote no," Basalt resident Nick Nagey said. "The most

efficient use of space is going to be professionally managed rentals ... One of the things we love most about our community is our schools. And I can tell you from talking to teachers ... they're going to Glenwood and beyond to try to find housing, and they're getting tired of it. This is a vote to prioritize the workers of that restaurant, at the grocery store, over the

**BASALT, A11**



## BASALT

From page A10

firefighters, teachers and healthcare workers.”

The main concern was how the new owner of the units are going to enforce already existing deed requirements now that the space will be put up for sale.

Within the building, there are 17 deed restricted units that will be owned by the employers within the building, like the grocery store. These units will be rented to employees.

Another 23 are resident occupied (owned by resident or someone else, as long as the unit is the resident's main residence), and another 25 are free market units, which will be owned by individuals — not their employers — with a six-month minimum lease.

“We went back and forth for hours,” council member Ryan Slack said. “Not the project that was presented to us. If I work for the employer, then leave my job, I lose my housing.”

“It just feels like it's this cycle ... It is very frustrating. It's our job to hold you guys accountable, and an ownership unit is not the same as a rental unit. It attracts a different clientele, especially in the valley,” Slack said.

To ensure fairness in selecting residents for these units, the ordinance states that the town of Basalt has 30 days to extend a unit for sale. After that, it goes to the grocery operator. After that, word goes out to this list for potential occupants:

1. Town of Basalt
2. On-site commercial operators
3. Roaring Fork School District
4. Roaring Fork Fire and Rescue Authority
5. Eagle County emergency responders
6. Pitkin County emergency responders
7. Aspen Valley Hospital
8. Valley View Hospital
9. Steadman Clinic
10. Any other qualified employer consistent with the occupancy

This list was established in Ordinance No. 14, series of 2022. If there are more offers than units, then it goes into a lottery.

“My wife and I are delighted to see a much needed project coming to Basalt — highest and best use of the property. We are 110% behind this project,” Basalt resident Dan Sheehan said.

The ordinance was approved on first reading, but additional questions are set to be answered during a second hearing at July 23's town council meeting.

## In Memoriam

### Bu

June 8,

There will be a celebration of Life for Admiral Butch on July 20, 2024. take place on thurs' property (222 Lane, Carbondale) 4:20 pm to around 6 pm down by his Roaring Fork River is an “open house” gathering (Wear attire and footwear a camp chair as your favorite Hawkes, and photos to SVEIKS!

Obituary, In-  
& Death Not  
available

obits.cmn