

Basalt Regional Library District Board of Trustees Meeting
Monday, June 17, 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

MISSION STATEMENT

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

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Action Item – Approve minutes and payables
 - a. Minutes of May 20, 2024, Board Meeting (page 1)
 - b. May 2024 Accounts Payables (page 20)
6. Update on Collection Shift; Kristen Doyle, Cataloging & Collection Librarian
7. Director's Report, *Amy Shipley* (page 5)

COMMITTEE REPORTS and ACTION ITEMS

8. Facilities Committee: Deb Smith
 - a. Roof Update
9. Finance Committee: *Eric Pelander, chair*
 - a. May 2024 Financials (page 9)
 - b. 2025 budget timeline (page 27)

Action

- a. Discussion and possible vote to approve the Purchasing & Procurement Policy (page 28)
10. Personnel Committee: *Carolyn Kane, chair*

Action

 - a. Discussion and possible vote to approve Executive Director job description (page 39)

- b. Discussion and possible vote to approve edit to Employee Handbook (page 51)
- 11. Policy Committee: *Elaine Nagey, chair*
 - Action**
 - a. Discussion and possible vote to approve Web Accessibility Policy (page 53)
- 12. Strategic Planning Task Force, *Eric Pelander, Elaine Nagey*
 - a. Community Stakeholder Interviews
 - b. Focus Groups
 - c. Community Survey
 - d. Community Meeting
- 13. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes Monday, May 20, 2024

Trustees Present: Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Suzi Jenkins, Trustee

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Laura Baumgarten, Circulation and Youth Services Manager; Brittany Crooke, Teen Librarian; Linda Campbell, Children's Librarian, Gabby Vergara, Youth Services Associate

Community Members Present: Matthew Miller, McMahan and Associates

Call to order

Elaine called the meeting to order at 5:16 PM

Public Comments

None

Board Comments

- Elaine recommended tabling Item #10 on the agenda; Discussion about amending the Bylaws.
- Carolyn moved and Suzi seconded the motion to table item #10 on the agenda. The motion carried unanimously.
- Amy made a request to table Item #9 action item a; Discussion and possible vote to approve the roof replacement contract because the roof contract isn't available.
- Carolyn moved and Suzi seconded the motion to table #9 action item a. The motion carried unanimously.

Staff Comments

None

Action Item – Approve minutes and payables

- a. Minutes of April 15, 2024, Board Meeting
 - b. April 2024 Accounts Payables
- Carolyn noted that at the Finance Committee Meeting on the Financial report under the bond they had noted that there wasn't any money listed as paid in the bond fund and, in addition, in the accounts payable there was an entry of \$29,921 to pay the bond payment, but that is an incorrect payment amount. Amy stated that the payment deadline for that interest payment is May 1st so it will show up in the profit and loss next month. Meghan found that \$29,921 is the correct amount. The wrong amount was listed in the budget. Meghan will edit the bond payment and the principal amount in the budget.
 - Eric moved and Carolyn seconded the motion to approve the April minutes and the April payables. The motion passed unanimously.

Friends of the Library Report, *Deb McCanne*

Amy reported. The Friends stayed open for the Library Lover's Party and made \$17.00 which was good for the Friends and the library.

2023 Audit Presentation, Matthew Miller, McMahan and Associates

Matthew reviewed the three phases of the general audit process, planning, fieldwork, and reporting. The auditors looked for but did not find anything unusual. He also reviewed the governing board letter.

Action Item

- a. Discussion and possible vote to approve the 2023 Audit.
 - Eric moved to approve the audited financials and Carolyn seconded the motion. The motion carried unanimously.
 - Eric gave kudos to the library staff and bookkeeper for being so well prepared for this audit.

Staff Presentation – Youth Team update/Summer Reading Launch, Laura Baumgarten, Circulation and Youth Services Manager; Brittany Crooke, Teen Librarian; Linda Campbell, Teen Librarian, Gabby Vergara, Youth Services Associate

Laura introduced herself and her youth services team who are all recent hires. Each of the youth services librarians then spoke in detail about their plans for building a strong youth services department through providing a consistent and welcoming environment, partnerships with schools, programming, upgrading collections, and so much more. Amy noted that an additional youth services associate has just been hired completing staffing of this department. Eric said it is so encouraging to hear about the breadth and depth of programs underway. At the finance committee meeting, they are thrilled to see the collections expenditures.

Director's Report, Amy Shipley

A new bill 24-216 was reintroduced for public libraires only. This bill passed and is waiting for the Governor's signature. Once signed, it becomes law that public libraries must have a reconsideration policy and staff at libraries cannot be retaliated against for standing up against censorship. It also states that a title can be reconsidered only once every two years. The reconsideration period can be longer, but not shorter than two years. Our policy is one year, so we will edit our policy. This is great news for public libraries in Colorado.

Amy attended the Colorado Public Library Director's Annual Retreat in Grand Junction. One of the things they talked about was the courier. Different libraries get poor service at different times. There's currently a library in Colorado that hasn't had good service for a long time. It's hard to effect change. Public libraries are going to do a survey to gather information about what the issues are and then call a summit with the director of the State Library and courier system, hopefully with the company that they are contracted with, and, also, Colorado Library Consortium which is the agency that manages that contract. It is important for people to have access to books from other libraries, since each library can't purchase all books. The courier service is flawed and expensive and libraries don't get the service we are praying for.

Trustee appointments: Mesa, Delta, and Garfield counties all have Boards of County Commissioners that have taken over the whole selection process which hasn't been in the purview of the county commissioners legally, but the Directors have no legal recourse to that. All three of those library directors recommended that when things are calm and you have democratic Boards of County Commissioners to implement an

agreement with those governments that clearly states that the Town Council or Board of County Commissioners make the appointments, but the Board of Trustees makes the selection. Action on these matters is tabled until we have a full board.

Discussion about Amending the Bylaws Article 4, Section 2

Tabled

COMMITTEE REPORTS and ACTION ITEMS

Facilities Committee: *Deb Smith, chair*

- **Discussion Items – Amy reported**

- a) Roof Project/Contract: Amy is working with legal counsel and waiting on Ajax Roofing. There are no issues, it's a straightforward contract. We may need to have a special Board meeting to vote on the contract.
- b) Furniture Replacement Project: The RFP has been reposted and Sandy will be asked to contact some local interior designers.
- c) Full Capital Replacement Plan Update Project: The 2017 document is no longer useful. A bid process is being used for the update project. It is budgeted for this year. We won't need board approval since the cost is under \$5,000.
- d) Telephone Project: Replacement of the telephone system is in this year's budget. A Request for Proposals has been posted to the website.

- **Action Item**

- a) Discussion and possible vote to approve roof replacement contract.
Tabled

Finance Committee: *Eric Pelander, chair*

Discussion Item

- a) April 2024 Financials

In summary we are tracking well to budget. Through April we have received about 43% of the mill levy revenue. Expenses are tracking well to budget. Payroll is tracking nicely to budgeted payroll. Collections are a 36% of budget. Overall things are doing well.

Personnel Committee: *Carolyn Kane, chair*

Discussion Items

- a) Executive Director job description: Still working on this in Committee.
- b) Executive Director evaluation policy: The draft is in the Board Packet. The policy includes a timeline with input from the staff, Trustees, the Foundation and Director. There were no comments or questions.

Action Item

- a) Discussion and possible vote to approve the Employee Handbook
Carolyn moved to accept the employee handbook with edits that were made tonight. Eric seconded the motion. The motion carried unanimously.
- b) Discussion and possible vote to approve the Executive Director Evaluation Policy.
Suzi moved and Carolyn seconded the motion to approve the Executive Director Evaluation Policy. The motion carried unanimously,

Policy Committee: *Elaine Nagey, chair*

Discussion Item

- a) Accessibility Policy: The Committee is currently working on this policy.

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

Discussion Items

- a) Focus Groups: There have been three attendees so far with three sessions remaining. Due to the low turnout, a survey will be produced to ask more questions about library services, staff and the building. The survey will be reviewed at the next Strategic Plan Task Force meeting.
- b) Community Interviews: By the end of this week, 37 interviews will have been completed. We are hoping to do 60. Amy noted themes and major threads that are coming out in the interviews. She will provide the board with a written report outlining the demographics of the interviews.
- c) Community Meeting: Wednesday, July 10, 2024, at 5:30 PM. All those interviewed will be invited. There will be a presentation of the themes we heard with attendees being asked, did we get this right? Did we miss anything?

Discussion and possible vote to recommend appointment of Board Trustee

The Trustees interviewed John Goodwin on May 15th for the Eagle County position. After discussion of his qualifications and experience, Eric moved to recommend his approval to the Eagle County Commissioners. Carolyn seconded the motion. The motion carried unanimously.

Adjourn Meeting

Suzi moved and Eric seconded the motion to adjourn the meeting. The motion carried unanimously. Elaine adjourned the meeting at 6:54 PM

Respectfully submitted,

Elaine Nagey, President

Date



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

Administration and Personnel

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
23	18.45	730	20	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Executive Administrative Assistant	40	1.0	Yes
Total	40	1.0	N/A

The new employee handbook was approved. With the approval of the new Employee Handbook came changes to PTO accrual, Holiday pay, and the addition of Sick Leave. All of these items were updated in our payroll system, Paychex. We have received Receipts of Acknowledgment of the handbook from the majority of staff.

We have filled the Youth Services Associate position. Their first day was May 20th. We have drafted an offer letter for the Executive Administrative Assistant position. Their first day will be Monday, June 17

Organizational Management

The Executive Director, along with several staff, completed 50 community stakeholder interviews in May. We are learning about the needs in our community, and will be able to develop some out-of-the-box goals to help meet those needs.

Staff and Board trustees met in May to work on updating our mission, vision, and values statements.

Collection

The cataloging librarian collaborated with the adult programming coordinator to put up a display showcasing books on gardening and seed saving to highlight our current seed library, as well as a display celebrating Chamber Music month on top of the Charlotte McClain Classical Music Collection. The

cataloging librarian has begun to catch up on a backlog of items needing original bibliographic records, and the technical services associate has gotten the number of items waiting to be repaired down to ~25 books. The slatwall pieces were cut to fit and installed, and the Library of Things collection space is up and running. The adult collection development coordinator has continued to weed the non-fiction collection, and placed several advanced orders to ensure new books continued to come in while he is on a deserved vacation. Technical Service is also working with Marmot to clean up our catalog by updating location codes to reflect locations we actually use and is also investigating the possibility of limiting the checkout of display items to 10. This would help avoid suspected censorship attempts by patrons who check out entire displays so that others cannot access these materials and have so far been uninterested in expressing their concerns directly with library staff or by submitting a request for reconsideration form.

Programs

The Youth services team welcomed their final member to the team at the beginning of May. We now have a fully staffed youth team. Our newest member will be a youth services assistant helping with programming and maintenance of the children's side. The Teen and children's librarian spent most of May working on connecting with schools to get the word out about summer reading and finishing up the end-of-the-year book clubs. We kicked off the summer reading event on June 1st with a bang. We had 169 patrons of all ages sign up for the summer reading program and fed over 250 people. Youth services budget is on track with spending and the collection has many new titles, from teens to babies there's something for everyone. The Teen and children's librarian have been hard at work reevaluating the afterschool programs that we will be offering in the fall. We have some big changes coming that we think will serve our afterschool population better. The children's librarian has made some changes to the storytime schedule, adding more structure and age groups to better serve our little ones coming into reading. She has also revamped baby gym, which will be coming back in the fall to include a short storytime at the beginning to start building on early literacy skills.

The end-of-life planning workshop, My Life: The Last Chapter, had a huge turnout with over 100 people every week. We plan to do this program again in the future. We had two concerts at the library. On May 2nd, we welcomed the High-Country Sinfonia, the valley's only chamber orchestra. They performed a diverse program to a standing-room-only crowd. On May 16th, the Music Coordinator presented a Baroque concert, in keeping with recent tradition of that concert being an annual fixture on the series, featuring previous Music Coordinator Charlotte McLain.

The Music Coordinator has also been preparing for an exciting workshop and concert coming up with an all-star group of Django-style Jazz Musicians on June 6th. Also, the coordinator has collaborated with local organizations such as the Aspen Music Festival and School and the Roaring Fork Youth Orchestra to get the word out to local students about the workshop. Finally, the coordinator is working with the Executive Director to apply for Grant Funding for events in the 2025 season.

Technology

Most of the new computers for the year were installed this month, with the last few laptops coming by the end of June. There was a slight issue with one of the EV chargers, and issues getting into the account that controls them. That was resolved and all the EV chargers were updated and are back to working.

Work on the accessibility of the website continued as did other small website updates.

Facility

We have been working with our legal counsel to develop a contract with AJAX Roofing for our roof replacement project.

Community Relations

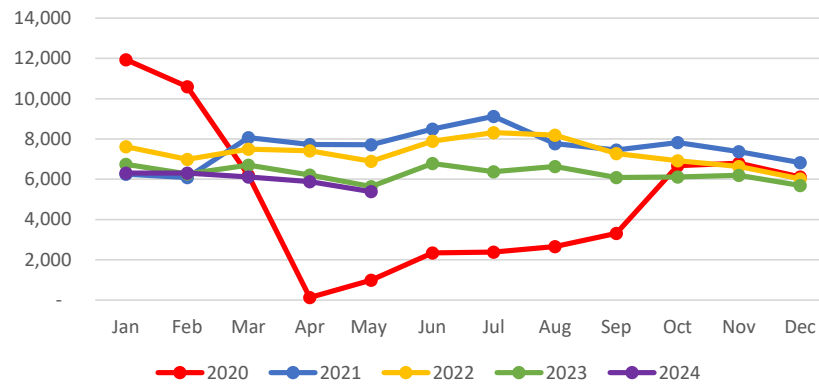
Marketing and materials for Summer Reading were completed at the beginning of the month and distributed around schools and at the kickoff party.

Leadership and Professional Development

The Executive Director attended the Special Districts Association regional workshop, and the Marmot Council Meeting this month.

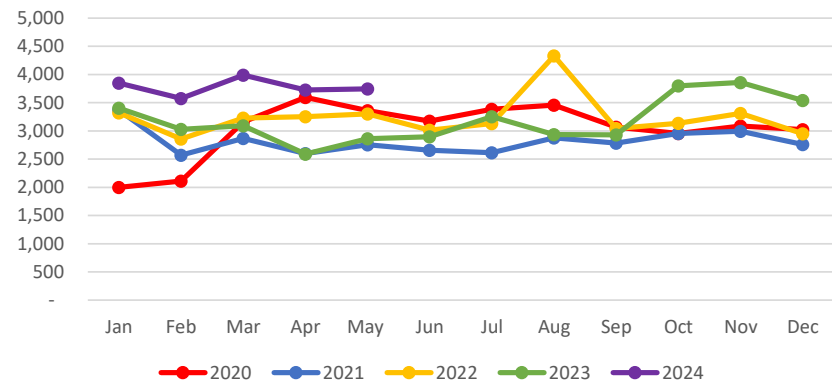
Collection Statistics

CIRCULATION OF PHYSICAL MATERIALS



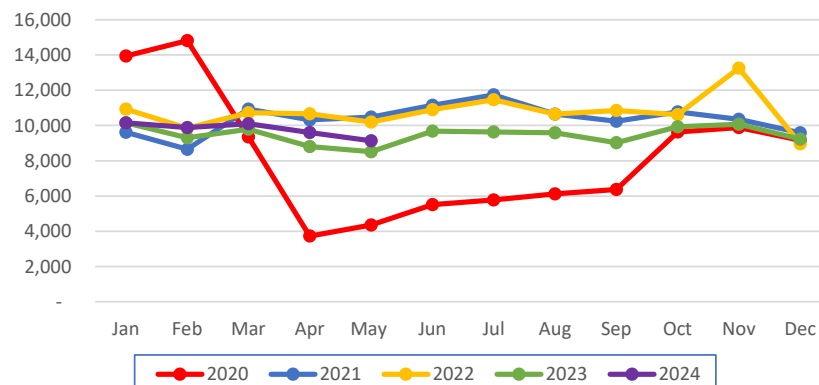
All physical items for checkout inside the library

CIRCULATION OF DIGITAL MATERIALS

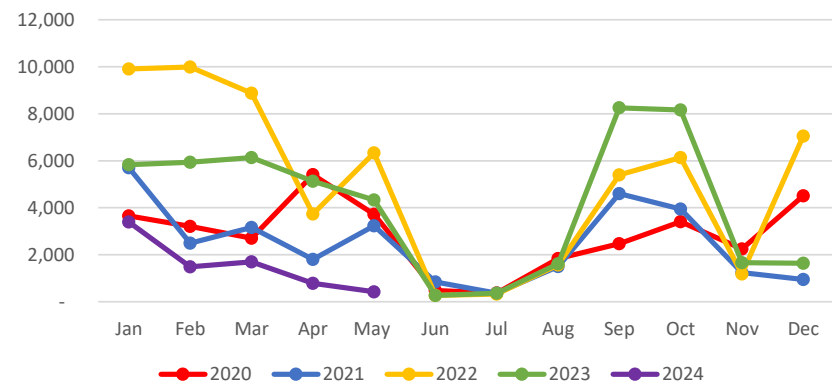


Ebooks
Eaudio books
Emagazines
Kanopy movies
Craftsy (Overdrive Craft Tutorial)

PHYSICAL + DIGITAL CIRCULATION



DATABASE USAGE



Basalt Regional Library District
Balance Sheet
May 2024

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	611,035			611,035		611,035
Colo Trust - Tabor Reserve #8003	56,379			56,379		56,379
Colo Trust - Operating Fund #8004	1,878,358			1,878,358		1,878,358
Colo Trust - Bond Repayment #8002		557,295		557,295		557,295
Colo Trust - Capital Rsv Fund #8005			1,444,710	1,444,710		1,444,710
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	6,000			6,000		6,000
Property Tax Receivable	917,081			917,081		917,081
Pooled Cash (Interfund Transfers)	(595,072)	891,538	(296,466)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,539,497	8,539,497
Total Assets	2,873,893	1,448,834	1,148,243	5,470,970	8,539,497	14,010,467
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	52,259	-	-	52,259		52,259
Other Current Liabilities						
Accrued Interest				-	9,974	9,974
Deferred Property Tax	917,081			917,081		917,081
Current Bonds Payable, 2012				-	-	-
Total Current Liabilities	969,340	-	-	969,340	9,974	979,313
Long Term Liabilities						
Bonds Payable, 2012		-		-	2,475,000	2,475,000
Accrued Compensated Absences				-	37,341	37,341
Total Long Term Liabilities	-	-	-	-	2,512,341	2,512,341
Total Liabilities	969,340	-	-	969,340	2,522,314	3,491,654
Fund Balance / Net Position						
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		1,448,834		1,448,834	-	1,448,834
Committed for Future Projects			1,148,243	1,148,243	(1,148,243)	-
Unassigned / Unrestricted	1,837,553	-	-	1,837,553	1,106,929	2,944,482
Current Year Fund Balance / Net Position	1,904,553	1,448,834	1,148,243	4,501,630	6,017,183	10,518,812
Total Liabilities and Fund Balance / Net Position	2,873,893	1,448,834	1,148,243	5,470,970	8,539,497	14,010,467

Prepared for Internal Use Only

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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
General Operating Beginning Fund Balance					1,828,170	1,467,445	1,370,825	(96,619)
Eagle County								
	Assessed Value				273,153,790	419,653,120	419,653,120	
	% Increase				0.59%	53.63%		
	Operating Mill Levy Rate				3.360	2.610	2.610	
Pitkin County								
	Assessed Value				193,543,290	299,274,620	299,274,620	
	% Increase				0.38%	54.63%		
	Operating Mill Levy Rate				3.360	2.610	2.610	
REVENUES								
4005	General Operating Mill Levy							
4010		Eagle County			698,962	1,095,295	778,042	71.03%
4020		Pitkin County			505,189	781,107	504,752	64.62%
4030		Mill Levy Supplement			346,020	-	-	0.00%
4040		Tax Abatement - Prior Year			-	-	-	0.00%
	Total General Operating Mill Levy				1,550,172	1,876,401	1,282,794	68.36%
4100	MVSO - General Operating							
4110		Eagle County			83,822	70,000	26,786	38.27%
4120		Pitkin County			37,040	30,000	11,464	38.21%
	Total MVSO - General Operating				120,861	100,000	38,250	38.25%
4200	Fines & Fees							
4205		Coffee Purchase			169	-	-	0.00%
4210		Copies			1,331	-	-	0.00%
4215		Earbuds			19	-	-	0.00%
4220		Faxing			5	-	-	0.00%
4230		Fines			117	-	-	0.00%
4250		Meeting Room Rental			663	-	-	0.00%
4255		Reading Glasses			13	-	-	0.00%
4260		Replacement Books			565	-	-	0.00%
4285		Health Insurance Dividend - CEBT			6,780	-	-	0.00%
4261		Miscellaneous			9,399	12,000	8,168	68.07%
	Total Fines & Fees				19,061	12,000	8,273	68.95%
4300	Earnings on investments							
4310		Colotrust Int Op Acct			100,753	80,000	36,320	45.40%
4320		Mill Levy Interest			3,649	6,234	436	6.99%
	Total Earnings on investments				104,402	86,234	36,756	42.62%

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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
4400	Contributions *see detail							
4410	Contributions- Non-Restricted				3,256	5,000	-	0.00%
4412	Contributions- Restricted				23,386	1,000	-	0.00%
	Total Contributions				26,642	6,000	-	0.00%
4500	Grants - Non-Restricted							
4505	Grants - General Operating Grants				4,000	5,000	-	0.00%
	Grants - Kahle Foundation				-	1,060	-	0.00%
	Total Grants - Non-Restricted				4,000	6,060	-	0.00%
4600	Grants - Restricted							
4602	Restricted - Library Foundation				2,311	5,000	-	0.00%
4604	Restricted - Library Friends				4,480	5,000	5,950	119.00%
4620.03	Restricted - CSD Safety Grant				2,135	-	279	Not Budgeted
	Restricted - Charge Ahead				4	5	-	0.00%
4620.14	Restricted - Library Trust				5,900	5,000	1,900	38.00%
4620.15	Restricted - Other Misc				33,918	30,000	12,418	41.39%
	Total Restrictd Fund Income - Foundation/Friends				48,748	45,005	20,547	45.65%
TOTAL REVENUES					1,873,886	2,131,700	1,386,620	65.05%
	<u>OPERATING:</u>							
	<u>Administration</u>							
	Contract Services							
5010	Accounting				10,679	15,000	3,080	20.54%
5020	Audit - Annual				13,250	14,045	-	0.00%
5030	Courier				10,775	9,000	6,701	74.46%
5040	Legal				1,396	5,000	225	4.50%
5050	Miscellaneous Contracts					20,000	1,179	
	Total Contract Services				36,100	63,045	11,186	17.74%
5100	Insurance							
5110	Property & Liability Insur				36,329	38,509	39,214	101.83%
5120	Worker's compensation				1,484	2,519	1,782	70.75%

Basalt Regional Library District
General Fund
May 2024

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
			Total Insurance	37,813	41,027	40,996	99.92%
5220			Professional Dev. & Memberships				
5230			Board	890	750	893	119.07%
5235			Employers Council	3,417	3,600	2,100	58.33%
5240			Library Association Dues	1,358	1,000	1,310	131.00%
5250			Spec District Ass'n Due	1,196	1,695	1,238	73.01%
5260			Staff	6,994	12,000	4,567	38.06%
5275			Volunteer Appreciation	453	1,000	-	0.00%
5276			Staff Appreciation	1,271	2,000	276	13.82%
5270			Travel expenses	8,083	9,000	5,358	59.53%
			Total Professional Dev. & Memberships	23,662	31,045	15,741	50.71%
5280			Publicity				
5290			Advertising - General	1,705	6,000	992	16.54%
5283			Anniversary Celebration	(755)		-	0.00%
5285			Radio	16,055	16,500	16,252	98.50%
5293			Signage	972	1,500	175	11.65%
5295			Social Media Ads	681	1,500	325	21.66%
5297			Targeted Newspaper Ads	5,896	7,000	1,414	20.20%
5286			Spanish Language Interpretation/Translating	1,933	6,000	963	16.04%
5287			Job Ads	1,207	2,000	455	22.75%
			Total Publicity	27,693	40,500	20,575	50.80%
5300			Supplies				
5310			Office Supplies	11,321	14,000	4,684	33.45%
5320			Technical Cataloging & Service	8,873	8,500	2,158	25.39%
5330			Postage & Shipping	1,133	500	2	0.37%
			Total Supplies	21,327	23,000	6,843	29.75%
5350			Treasurer's fees				
5360			Eagle fees	27,021	32,859	23,343	71.04%
5370			Pitkin fees	31,115	39,055	21,568	55.22%
			Total Treasurer's fees	58,136	71,914	44,911	62.45%
			Total Administration	204,732	270,531	140,253	51.84%
			Facility Expenses				
5410			Janitorial	55,583	55,000	14,285	25.97%
5420			Janitorial Supplies	8,281	9,000	2,700	30.00%
5430			Landscaping	11,873	13,835	3,215	23.23%
5440			Maintenance *Detailed List Attached	28,762	20,000	13,058	65.29%

Basalt Regional Library District
General Fund
May 2024

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
5460			Snow Removal	4,620	4,898	-	0.00%
			Total Facility Expenses (Maintenance)	109,119	102,733	33,258	32.37%
5500			Utilities				
5510			Electric	7,980	8,000	2,694	33.67%
5515			Compost Collection System	1,403	1,871	641	34.25%
5520			Gas	15,326	17,798	9,450	53.10%
5530			Internet Connectivity	8,051	15,000	4,026	26.84%
5540			Sanitation	3,331	3,561	1,720	48.30%
5550			Telephone	6,130	8,930	2,309	25.86%
5560			Trash	8,346	9,847	3,682	37.40%
5570			Water	5,481	5,049	760	15.05%
			Total Utilities	56,048	70,055	25,282	36.09%
			Total Facility Expenses	165,167	172,788	58,540	33.88%
			<u>Library Programs</u>				
5610			Adult Program	14,935	11,000	6,784	61.67%
5612			Adult Materials	(35)		-	0.00%
5620			Children's	7,265	5,500	1,046	19.01%
5625			Children's Materials	84	-	-	0.00%
5634			Liquor License	665	400	-	0.00%
5633			Movie License	173	550	346	62.91%
5640			Music	21,789	17,000	11,693	68.78%
5650			Spanish Language	2,746	4,000	1,561	39.01%
5660			Teens	6,230	3,500	2,538	72.51%
5601			Summer Reading				
5601.01			Adult Summer Reading	2,133	1,000	25	2.50%
5601.02			Teen Summer Reading	2,147	2,500	2,125	85.00%
5601.03			Children's Summer Reading	5,893	5,500	2,645	48.09%
5601.04			Spanish Language Summer Reading	941	2,000	552	27.62%
5602			Community Events	9,194	15,000	5,306	35.37%
5675			Next Gen / Millennials	-	-	-	0.00%
			Total Library Programs	74,161	67,950	34,620	50.95%
			<u>Technology & Equipment</u>				
			Copiers & Equipment				
5730			Lease	407	-	-	0.00%
5740			Service Agreement / Copy Usage	4,142	2,500	735	29.40%
5750			Copier Supplies	124	-	-	0.00%
			Total Copiers & Equipment	4,673	2,500	735	29.40%

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
5760			Marmot ILS System	92,577	99,910	49,138	49.18%
5770			Miscellaneous Parts	824	2,000	1,004	50.19%
5780			Support & Service Agreements				
5782			Adobe	870	-	-	0.00%
5784			Appointment Booking	144	-	-	0.00%
5788			Domain / Network Solutions	154	-	-	0.00%
5795			Emma	1,356	-	-	0.00%
5802			Google Cloud G Suite	3,181	-	-	0.00%
5830			Livechat Website	240	-	-	0.00%
5820			Planning Center / Tockify	260	-	-	0.00%
5825			Webpage Builder	234	-	-	0.00%
5828			Zoom	150	-	-	0.00%
5781			Marketing & Graphic Design	-	2,500	2,288	91.51%
5783			Website Tools	1,998	2,500	1,192	47.69%
5785			Communication & Time Management	-	4,500	1,638	36.41%
			Total Support & Service Agreements	8,587	9,500	5,119	53.88%
5840			Tech Labor & Repair	-	-	-	0.00%
			Total Technology	106,661	113,910	55,995	49.16%
			<u>Collections</u>				
5910			Audio				
5920			Adult BCD	3,528	3,000	757	25.23%
5922			Spanish Audio Adult	525	500	-	0.00%
5924			Spanish Audio Youth	321	500	-	0.00%
5930			Youth Audio	1,312	3,000	917	30.56%
			Total Audio	5,686	7,000	1,674	23.91%
6000			Books & Magazines				
6010			Adult fiction books	10,835	12,000	4,486	37.39%
6020			Adult non-fiction books	13,267	12,000	4,332	36.10%
6025			Board Games	398	500	204	40.78%
6030			Juvenile Fiction	8,438	9,100	3,180	34.94%
6040			Juvenile Non-Fiction	2,094	4,000	1,811	45.28%
6045			Large Print	2,421	2,000	527	26.37%
6050			Print Subscriptions	4,082	4,500	232	5.16%
6055			Replacement Books - Purchased	2,100	1,500	1,025	68.31%
6060			Spanish Adult fiction	1,692	2,000	1,076	53.82%
6070			Spanish adult non-fiction	948	1,500	480	31.97%
6080			Spanish children's books	4,109	5,000	2,361	47.22%

Basalt Regional Library District
General Fund
May 2024

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
6100			YA Fiction	5,754	3,500	1,655	47.28%
6110			YA Non-Fiction	1,559	1,700	660	38.82%
6120			Special Items	1,798	2,000	1,086	54.30%
			Total Books	59,498	61,300	23,116	37.71%
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%
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%
6308			OCLC World Share	-	-	-	0.00%
6320			Overdrive	20,816	25,000	13,136	52.54%
6340			Online Databases	146	7,500	6,673	88.98%
6350			Online Newspaper Subscriptions	-	2,000	1,299	64.95%
			Total Digital Resources	31,440	44,500	25,220	56.67%
6400			Media				
6410			Adult Music	-		-	0.00%
6420			Juvenile Music	66		-	0.00%
6430			Adult Movies	6,145	6,000	2,313	38.54%
6440			Juvenile Movies	735	1,000	334	33.38%
6460			Video / Games	768	800	411	51.35%
			Total Media	7,714	7,800	3,057	39.20%
			Total Collections	104,337	120,600	53,066	44.00%
6800			Restricted Funds				
6801			Restricted Exp - Misc	-	40,000	-	0.00%
			Total Restricted Funds	-	40,000	-	0.00%
			Total Operating expenses	655,057	785,779	342,474	43.58%
6900			Payroll Expenses				
6910		Payroll		863,099	1,031,652	413,184	40.05%
6920		Payroll Service		6,343	8,000	2,958	36.97%
6930		Payroll Taxes		68,510	83,000	32,874	39.61%

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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
6940				Retirement Plan	26,048	25,250	9,199	36.43%
6950				Health Insurance	102,207	130,500	49,149	37.66%
6960				Life Insurance	-	750	-	0.00%
6965				STD/LTD	-	3,500	-	0.00%
6970				FAMLI	7,222	9,250	2,287	24.72%
6957				Background Check	2,750	950	767	80.68%
				Total Payroll Expenses	1,076,178	1,292,852	510,419	39.48%
				TOTAL EXPENDITURES	1,731,235	2,078,631	852,893	41.03%
				Net General Fund Income/(Loss)	142,652	53,069	533,728	
				Allocation to Capital Reserve Outlay	600,000	90,000	-	0.00%
				Allocation to Bond Repayment				
				General Fund Balance	1,370,825	1,430,513	1,904,553	133.14%

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

						YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %
Bond Repayment Beginning Fund Balance						835,076	903,086	890,909	(12,177)
Eagle County									
	Assessed Value					273,153,790	419,653,120		
	% Increase					1%	54.53%		
	Bond Mill Levy Rate					1.992	1.293		
Pitkin County									
	Assessed Value					193,543,290	299,274,620		
	% Increase						55.22%		
	Bond Mill Levy Rate					1.992	1.293		
REVENUES									
		Interest Earned - Bond Repayment				32,845	16,000	8,213	51.33%
		Mill Levy Debt Repayment							
		Eagle County				531,516	542,611	354,994	65.42%
		Pitkin County				385,570	386,962	249,669	64.52%
		Total Mill Levy Debt Repayment				917,086	929,574	604,662	65.05%
		Transfer from General Fund							
TOTAL REVENUES						949,931	945,574	612,876	64.82%
EXPENDITURES									
	Bond Interest					77,394	59,844	29,922	50.00%
	Bond Repayment Principle Loan Payment					780,000	800,000	-	0.00%
	Treasurer's Fees								
	Eagle County					15,961	16,278	10,651	65.43%
	Pitkin County					20,744	19,348	14,378	74.31%
	Total Treasurer's Fees					36,704	35,626	25,029	70.25%
TOTAL EXPENDITURES						894,098	895,470	54,951	6.14%
Net Fund Income/(Loss)						55,833	50,103	557,925	1113.55%
Bond Repayment Fund Balance						890,909	953,189	1,448,834	152.00%
				**Bond Repayment Schedule:					
				May 1 - Series 2012 Interest			38,697		5/1/2024
				November 1 - Series 2012 Interest			38,697		11/1/2024
				November 1 - Series 2012 Principle			780,000		11/1/2024
				Series 2012 Bond Matures 11/2026					

Basalt Regional Library District
Capital Reserve Fund
May 2024

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 5/31/2024	Actuals vs Budget YTD %		
Capital Reserve Beginning Fund Balance					602,128	1,159,066	1,150,083	(8,984)		
REVENUES										
7210		Allocation From General Fund			600,000	90,000	-	0.00%		
7230		Interest Earned - Reserve Fund			58,509	35,000	32,449	92.71%		
TOTAL REVENUES					658,509	125,000	32,449	25.96%		
						1,159,066	1,150,083			
EXPENDITURES										
8310		Miscellaneous			8,786			10,000	-	0.00%
8310.03		Conference Room - A/V Replace			12,639			10,000	12,007	120.07%
8310.04		Computers - Patron			21,136			12,000	-	0.00%
8310.05		Computers - Staff			9,932			12,000	-	0.00%
8310.06		EV Charging Station			6,042			-	-	0.00%
8310.08		Lighting Control System Replacement			6,944			-	-	0.00%
8310.09		Fiber Cable			-			5,000	-	0.00%
8310.10		Handrail for Tent Area			6,000			-	-	0.00%
8310.11		Painting - Interior			19,075			-	11,552	Not Budgeted
8310.13		Security Cameras			-			10,000	-	0.00%
8310.15		Roof			-			700,000	-	0.00%
8310.16		Remove Solar from Roof			-			50,000	-	0.00%
8310.17		Consulting Engineer			20,000				7,750	Not Budgeted
8310.18		Furniture and Fixtures						50,000	2,979	
8310.19		Replace telephone system						10,000		
8310.20		Replace kitchen appliances						2,500		
TOTAL EXPENDITURES					110,554			871,500	34,289	3.93%
Net Fund Income/(Loss)					547,954	(746,500)	(1,839)	0.25%		
Capital Reserve Fund Balance					1,150,083	412,566	1,148,243	278.32%		

**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	1,652.79
03/31/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	1,236.42
Sub-Total March				\$ 8,788.17
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				\$ -
Grand Total				\$ 13,057.90

Alarm / Monitoring	\$ 1,260.03
Electrical	\$ 1,652.79
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 9,399.26
Inspection / Testing	\$ -
Pest Control	\$ 483.81
Plumbing / Heating	\$ -
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 262.01
Total	\$ 13,057.90

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
May 11 - June 6

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	266.68
Accounting	*Sqaure Services	35.00
Adult	Kristen Carlson	500.00
Adult Movies	Midwest Tape	451.83
Advertising - General	Mountain Pearl	650.00
Cap Res Exp- Consult Engineer	Wiss, Janney, Elstner Associates, Inc	5,750.00
Childrens Summer Reading	Devin Jaffe	400.00
Community Events	The Whole Empanada	2,128.50
Electric	*Holy Cross Energy	366.24
Gas	*Black Hills Energy	585.90
Internet Connectivity	Ena Services Llc	121.52
Janitorial	Alsco	36.75
Janitorial Supplies	Aspen Maintenance Supply	390.17
Juvenile Fiction	Playaway Products	734.09
Juvenile Non-Fiction	Best Books, Inc	860.49
Legal	Garfield & Hecht, P.C.	125.00
Maintenance	Johnson Controls Security Solutions	258.81
Maintenance	Lassiter Electric Inc.	2,072.79
Miscellaneous Contracts	Dexter, Sandra	28.38
Multiple	*Divvy	6,731.06
Multiple	Ingram Library Services	4,228.73
Music	Jason Anick	4,500.00
Office Supplies	ODP Business Solutions	303.68
Overdrive	Overdrive, Inc	1,712.51
Payroll Liabilities	*TIAA-CREF	6,170.45
Payroll Service	*Paychex Payroll Service	501.58
Spanish Children's Books	Chulainn Publishing Corporation	980.43
Targeted Newspaper Ads	The Sopris Sun	180.00
Technical Cataloging & Service	Demco	371.65
Teen Summer Reading	Aspen Film	300.00
Telephone	Century Link	510.48
Translation / Interpretation	Dulce Andrea Suarez	140.00
Water	Town of Basalt	759.98
Wellness/Health Insurance	CEBT Willis of Colorado	11,444.82
Grand Total		<u>\$ 54,597.52</u>

** Vendor is set up for auto payments*



Statement: 04/15/2024 -
05/15/2024

Monthly statement

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

We appreciate you.

Your statement balance as of 05/15/2024 is

\$6,731.06

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	\$12,238.56
Payments	\$12,238.56
Fees	\$0.00
Adjustments	\$0.00
Transactions	\$6,731.06
Statement balance	\$6,731.06



VISA

Statement: 04/15/2024 -
05/15/2024

Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
04/15/2024	**** 1835	AMAZON MAR* BC 5601.02	\$22.75	Brittany Crooke
04/15/2024	**** 1835	AMZN Mktp US*G407K88F3	\$79.90	Brittany Crooke
04/16/2024	**** 0011	SQ *THE WHOLE EMPANADA	\$222.50	Elizabeth DeWetter
04/16/2024	**** 4228	AMZN Mktp US*MU2IC58G3	\$39.99	Laura Baumgarten
04/16/2024	**** 5736	CITY-MARKET #0433	\$21.97	Delaney A Meyers
04/16/2024	**** 7327	AMZN Mktp US*E47KS6JI3	\$29.00	Kristen A Doyle
04/16/2024	**** 1835	AMAZON MAR* BC 5601.02	\$304.44	Brittany Crooke
04/17/2024	**** 7327	CLIC	\$35.00	Kristen A Doyle
04/17/2024	**** 1835	AMZN Mktp US*929NH14E3	\$37.98	Brittany Crooke
04/17/2024	**** 4228	AMZN Mktp US*0V66L0MM3	\$44.00	Laura Baumgarten
04/17/2024	**** 4228	AMZN Mktp US*5M8GZ92S3	\$119.89	Laura Baumgarten
04/17/2024	**** 5736	AMAZON RETAIL* 5640	\$171.48	Delaney A Meyers
04/18/2024	**** 4228	AMZN Mktp US*827XQ3NO3	\$8.60	Laura Baumgarten
04/18/2024	**** 0011	AMAZON MARKETPLA* 5610	\$5.99	Elizabeth DeWetter
04/18/2024	**** 1835	Amazon.com*ZE25M5023	\$161.60	Brittany Crooke
04/18/2024	**** 4228	SP MRS. MERRY DESIGN	\$1.00	Laura Baumgarten
04/19/2024	**** 2151	MOUNTAINCAREERS.COM	\$79.00	Christy Baumgarten
04/19/2024	**** 0011	WAL-MART #1095	\$18.98	Elizabeth DeWetter
04/20/2024	**** 4228	CITY-MARKET #0433	\$28.77	Laura Baumgarten
04/20/2024	**** 4228	TIMBOS PIZZA	\$149.04	Laura Baumgarten
04/22/2024	**** 5068	AMAZON MARKETPLA* 5650	\$157.12	Elena Marquez
04/23/2024	**** 1835	AMZN Mktp US*BG7V77YY3	\$17.98	Brittany Crooke
04/23/2024	**** 5068	AMAZON RETAIL* 5601.04	\$349.16	Elena Marquez
04/23/2024	**** 7370	Bookbinders Basalt	\$12.98	Evelyn I Dominguez

DATE	CARD	MERCHANT	AMOUNT	NAME
04/23/2024	**** 9304	OTTER.AI	\$240.00	Amy Shipley
04/24/2024	**** 7327	AMZN Mktp US*8E4957T33	\$515.94	Kristen A Doyle
04/24/2024	**** 2151	ZOOM.US 888-799-9666	\$159.90	Christy Baumgarten
04/24/2024	**** 4228	AMAZON MARKET* 5601.03	\$132.65	Laura Baumgarten
04/24/2024	**** 7327	AMZN Mktp US*9F5AR3D23	\$6.15	Kristen A Doyle
04/25/2024	**** 1835	AMZN Mktp US*YP3TA6EW3	\$55.59	Brittany Crooke
04/25/2024	**** 9304	SQ *CRAFT	\$18.13	Amy Shipley
04/27/2024	**** 4228	Amazon.com*1Q1IN6LR3	\$7.29	Laura Baumgarten
04/27/2024	**** 0011	CITY-MARKET #0433	-\$28.70	Elizabeth DeWetter
04/27/2024	**** 9304	CC CAFE	\$16.03	Amy Shipley
04/28/2024	**** 5068	AMZN Mktp US*9K8GR54H3	\$114.43	Elena Marquez
04/28/2024	**** 5068	AMAZON RETAIL* 5601.04	-\$71.15	Elena Marquez
04/29/2024	**** 4228	WAL-MART #1095	\$15.63	Laura Baumgarten
04/30/2024	**** 5068	AMAZON.COM*PS44P49E3	\$59.56	Elena Marquez
04/30/2024	**** 2151	FACEBK* C79EM34NH2	\$234.97	Christy Baumgarten
04/30/2024	**** 9304	SPOKE AND VINE MOTEL	-\$176.56	Amy Shipley
05/01/2024	**** 5068	AMZN Mktp US*5X1XL2UL3	\$34.36	Elena Marquez
05/01/2024	**** 9304	GRAND JCT CENTRAL LIBRARY	\$33.00	Amy Shipley
05/01/2024	**** 2151	GOOGLE GSUITE_basaltlibr	\$316.80	Christy Baumgarten
05/02/2024	**** 9304	FSP*CAL-COASSOCLIBRARIES	\$150.00	Amy Shipley
05/02/2024	**** 0011	CITY-MARKET #0433	\$184.62	Elizabeth DeWetter
05/02/2024	**** 9304	TIMBOS PIZZA	\$36.22	Amy Shipley
05/03/2024	**** 9304	SQ *CRAFT	\$33.29	Amy Shipley
05/03/2024	**** 1835	AMAZON.COM*LQ11T4OA3	\$82.77	Brittany Crooke
05/03/2024	**** 9304	CC CAFE	\$8.18	Amy Shipley
05/04/2024	**** 9304	SQ *CRAFT	\$16.18	Amy Shipley
05/04/2024	**** 2151	TMOBILE POSTPAID WEB	\$701.39	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
05/04/2024	**** 9304	CC CAFE	\$12.11	Amy Shipley
05/04/2024	**** 9304	CC CAFE	\$4.26	Amy Shipley
05/06/2024	**** 1835	AMZN Mktp US*R70436TB3	\$14.99	Brittany Crooke
05/06/2024	**** 2151	AMZN Mktp US*H113N3BM3	\$540.40	Christy Baumgarten
05/07/2024	**** 4228	Amazon.com*1P3BL5UB3	\$60.00	Laura Baumgarten
05/07/2024	**** 3174	AMAZON.COM*TZ29T3F93	\$192.15	Sandra F Dexter
05/07/2024	**** 9304	CC CAFE	\$11.78	Amy Shipley
05/07/2024	**** 3174	AMZN Mktp US*QB8EP3UA3	\$51.69	Sandra F Dexter
05/07/2024	**** 9304	TST* BULL AND BUCK	\$80.09	Amy Shipley
05/07/2024	**** 9304	MAESTRA.AI	\$79.00	Amy Shipley
05/07/2024	**** 4228	AMAZON RETAIL* 5620	\$25.99	Laura Baumgarten
05/08/2024	**** 9304	TST* BULL AND BUCK	\$64.69	Amy Shipley
05/09/2024	**** 9304	TIMBOS PIZZA	\$44.22	Amy Shipley
05/10/2024	**** 7327	AMZN Mktp US*4G89A3113	\$76.49	Kristen A Doyle
05/10/2024	**** 4228	WHENIWORK.COM	\$72.15	Laura Baumgarten
05/10/2024	**** 0011	TIMBOS PIZZA	\$24.25	Elizabeth DeWetter
05/10/2024	**** 9304	TIMBOS PIZZA	\$50.44	Amy Shipley
05/10/2024	**** 7327	AMZN Mktp US*GU0748LJ3	\$89.99	Kristen A Doyle
05/10/2024	**** 7553	AMZN Mktp US*RX8K51951	\$36.67	Linda Campbell
05/11/2024	**** 7553	AMZN Mktp US*4J76V5483	\$39.19	Linda Campbell
05/12/2024	**** 7327	AMZN Mktp US*XI82A4V83	\$33.63	Kristen A Doyle
05/12/2024	**** 4228	Nintendo CD1204299169	\$3.99	Laura Baumgarten
05/13/2024	**** 0011	Amazon.com*CD1RD3C03	\$45.78	Elizabeth DeWetter
05/14/2024	**** 9304	CC CAFE	\$15.05	Amy Shipley
05/14/2024	**** 9304	CC CAFE	\$21.27	Amy Shipley
05/14/2024	**** 0011	TST* MODS THAI HOUSE	\$25.00	Elizabeth DeWetter
Total			\$6,731.06	

Amazon Transaction Details
May 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
5/30/2024	114-5580504-4814602	5610	USD	33.64	Comfy Package [1000 Count] White Beverage Napkins 1-Ply Bulk Cocktail Napkins, Restaurant Bar Paper Napkins
5/23/2024	111-4436029-3288217	5310	USD	25.90	Sterilite 3-Drawer Organizer - ClearView Wide 2093 (White / Clear) (10.25"H x 14.5"W x 14.25"D)
5/23/2024	112-4926824-2082657	6040 LC 5/24	USD	8.42	Geometry for Children: A Step by Step Guide to Learn Geometry for Kids (Full Color)
5/23/2024	112-0260584-1249822	6055 LC 5/24	USD	28.45	EAI Education GeoModel Geometric Folding Shapes: 5 cm - 11 Solids and 11 Nets, 22-Piece Set
5/20/2024	111-3301195-1381018	5320 TECH SERVICES	USD	29.99	3-Pack Silhouette Replacement Blades
5/19/2024	111-0207785-2093820	5602	USD	130.52	200 Pcs White Paper Crowns DIY Birthday Party Crowns for Kids, Birthday Party Hats Decorations Baby Shower Party Supplies (Stylish Style)
5/19/2024	111-0207785-2093820	5602	USD		QUEENTI 2102pcs Gems Stickers, Self Adhesive Gems for Crafts Bling Rhinestones for Crafts, Assorted Shapes Jewels Rhinestones Stickers, Multicolor
5/19/2024	111-0207785-2093820	5602	USD		Gem Stickers, 1510pcs Rhinestone Stickers, Self Adhesive Jewel Stickers, Bling Gems for Crafts, Stick on Gems for Makeup, DIY, Eye, Nail, Assorted Sizes
5/19/2024	111-0207785-2093820	5602	USD		Reusable Water Balloons for Kids - Magnetic Latex-Free Silicone Water Bomb with Mesh Bag, Summer Toys Swimming Pool Party Supplies Bath Toy Outdoor Idea Gift for Kids
5/16/2024	111-5418840-5379429	6025	USD	79.95	Twogether Studios Illimat Card Game Second Edition
5/16/2024	111-5418840-5379429	6025	USD		Outnumbered: Improbable Heroes Board Game - A Mensa Recommended Cooperative Superhero Math Game Fun & Educational Game for Kids, Adults, and Families STEM Game to Learn Multiplication & Division
5/16/2024	111-5418840-5379429	6025	USD		Ravensburger Minecraft: Builders & Biomes - Engaging Strategy Board Game Ideal for 2-4 Players Perfect for Ages 10 & Up Authentic Minecraft Experience Great Gift for Minecraft Enthusiasts
5/15/2024	114-7697142-7045041	3000	USD	115.90	WATINC 25 Pack Bee Gnome Hanging Wooden Ornament, Yellow Honeybee Gnome with Hat Wooden Pendant for Birthday Party Decor, Summer Animals Themed Hanging Tag with Rope for Holiday Party Favor Supplies
5/15/2024	114-7697142-7045041	3000	USD		Roowest 16 Pieces Garden Accessories 10 Mini Garden Figurine Fairies Decor 2 Resin Hedgehogs 4 Mushroom Miniature for Pot Plants Mini Garden Lawn Yard Home Decorations
5/15/2024	114-7697142-7045041	3000	USD		WATINC 31pcs Summer Gnome Hanging Wooden Ornament Set, Flamingo Element Wood Pendant Crafts Decor Supplies, Wood Tags Embellishments with Rope for Holiday Hawaiian Beach Party Decoration (10 Styles)
5/15/2024	112-6090996-7791461	6030 LC 5/24	USD	9.65	Flow, Spin, Grow: Looking for Patterns in Nature
5/14/2024	111-5483465-6531450	5620	USD	20.15	Country Time Sugar Sweetened Lemonade On-The-Go Powdered Drink Mix, 10 Count (Pack of 6)
5/14/2024	111-5464696-8922629	5320 TECH SERVICES	USD	37.94	Zebra High-Performance Black Wax/Resin Ribbon Cartridge for ZD420C Thermal Transfer Desktop Printer 4.33in x 242ft 05555CT11007
5/14/2024	111-3931765-1234618	5320 TECH SERVICES	USD	-	Zebra Premium Black Resin Ribbon Cartridge for Thermal Transfer Desktop Printer, Fast and Simple Replacement, Extreme Chemical Exposure Strength 4.33in x 242ft 05095CT11007
5/14/2024	111-4985829-8980256	5320 TECH SERVICES	USD	67.99	ASURION 4 Year B2B General Merchandise Protection Plan (\$200 - \$499.99)
5/14/2024	111-8205385-1980215	5320 TECH SERVICES	USD	435.00	ZEBRA ZD421 Thermal Transfer Cartridge Desktop Printer 203 dpi Print Width 4-inch USB Ethernet Connectivity ZD4A042-C01E00EZ, Requires Thermal Ribbon for Use
5/14/2024	111-0344707-0201856	5620	USD	53.97	3 Pack Kids Sticker in 30 Designs,600 Pcs 1-1/2 Inch Self Adhesive Label Roll Stickers for Kids and Teacher
5/14/2024	111-0344707-0201856	5620	USD		600 PCS Super Bros Stickers for Child Super Bros Party Supplies Roll Sticker Reward Gifts Decoration Water Bottle Stickers Decorations
5/14/2024	111-0344707-0201856	5620	USD		IZKICN 8 Pack Frozen Kids Sticker in 80 Designs,1600 Pcs 1-1/2 Inch Self Adhesive Label Roll Stickers for Kids and Teacher
5/10/2024	114-5062841-4076230	5610	USD	61.04	SOLD
5/8/2024	112-7648678-4151420	5620 LC 5/24	USD	39.19	Arts & Crafts Supplies Kits & Materials Set for Kids, Toddler - Carl & Kay
5/8/2024	112-7648678-4151420	5620 LC 5/24	USD		J.Y.Memorize Mini Ice Cube Trays for Freezer, Ice Cube Tray with Lid and Bin, 2 Pack 56 PCS Small Ice Cube Mold with Ice Scoop for Whiskey, Cocktail, Coffee and Kids DIY
5/8/2024	112-7648678-4151420	5620 LC 5/24	USD		moveland 120PCS 3ML Plastic Transfer Pipettes, Disposable Dropper for Lab, DIY Art
5/8/2024	112-7559421-8856243	5620 LC	USD	38.91	10 Pack Plastic Art Trays,8 Colors Activity Trays Sensory Tray,Sand Tray Serving Trays,Art Trays for Kids,Crafts Organizer,DIY Projects,Painting,Beads,Home,School
5/8/2024	112-7559421-8856243	5620 LC	USD		Darice 15.9" by 18.8" Dress Up Vest, Construction Worker
5/8/2024	111-0628590-9081848	5320 TECH SERVICES	USD	76.49	Case Club Case Fits Blue Yeti Microphone Hard Shell Carrying Case - Fits up to 2 Blue Yeti Microphones. Travel, Store, Organize and Protect your Blue Yeti Microphone(s).
5/8/2024	111-0628590-9081848	5320 TECH SERVICES	USD		ArtBin 9007AB Super Satchel with Removable Dividers, Portable Art & Craft Organizer with Handle, [1] Plastic Storage Case, Clear

Amazon Transaction Details
May 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
5/8/2024	111-5367746-2477043	6055 REPLACE	USD	33.63	POWERLIX Ultralight Inflatable Sleeping Pad - Camping Mattress for Backpacking, Hiking with Bag, Repair Kit, Compact Sleeping Mat for Camping
5/8/2024	111-2727988-4512207	6055 REPLACE	USD	89.99	Pop Up Tents for Camping 4 Person Waterproof Pop Up Army Tents Surplus Tents Military Popup Tent Camping Easy Up Camping Tents Instant Pop Up Tent Big Green
5/6/2024	111-5844467-6549009	5620	USD	25.99	Melissa & Doug Giant Jack Russell Terrier - Lifelike Stuffed Animal Dog (over 12 inches tall)
5/4/2024	111-3898576-6236267	5310	USD	51.69	Two Leaves and a Bud Organic Chamomile Tea Bags, Naturally Caffeine Free, Whole Leaf Herbal Chamomile Tea in Compostable Sachets, 100 Count (Pack of 1)
5/4/2024	111-6137091-3611427	5610	USD	192.15	Nature's Bakery Whole Wheat Fig Bars, Original Fig, Real Fruit, Vegan, Non-GMO, Snack bar, 1 box with 12 twin packs (12 twin packs)
5/4/2024	111-6137091-3611427	5610	USD		Nature's Bakery Whole Wheat Fig Bars, Raspberry, Real Fruit, Vegan, Non-GMO, Snack bar, 1 box with 12 twin packs (12 twin packs) (1501080090)
5/4/2024	111-6137091-3611427	5610	USD		Nature's Bakery Whole Wheat Fig Bars, Apple Cinnamon, Real Fruit, Vegan, Non-GMO, Snack Bar, 1 Box With 12 Twin Packs (12 Twin Packs)
5/4/2024	111-6137091-3611427	5610	USD		Nature's Bakery Whole Wheat Fig Bars, Blueberry, Real Fruit, Vegan, Non-GMO, Snack bar, Twin packs- 12 count
5/3/2024	111-7650529-6559433	5620	USD	60.00	MerryMakers Pete the Cat Plush Doll, 28-Inch
5/3/2024	111-4075310-2224220	5620 BC Kit Repl	USD	14.99	SimpleSS 8 Pieces Bug Viewer Critter Insect Cage Magnifying Insect Box Bug Magnifier Container Bug Catcher Cage, Science Nature Exploration Tools
5/2/2024	112-0894322-3218624		USD	544.22	WALI Under Desk Computer Mount, Adjustable Computer Case Holder PC Wall Mount with 360 Degree Swivel and Secure Lock System (PCH001), Black
5/2/2024	112-0894322-3218624		USD		VIVO Height Adjustable 17 to 32 inch Single Monitor Articulating Wall Mount for Standing Workstations, Fits 1 Screen with Max VESA 100x100mm, Black, MOUNT-VW01A
5/2/2024	112-0894322-3218624		USD		Line Leader Compact 16 Device Rolling Mobile Charging Cart for Chromebooks, Laptops, Tablets, Charging Station For Classrooms and Offices, Includes Power Strip and Locking Cabinet (Black, 34in x 23in)
5/1/2024	111-1548680-7274615	BC 5601.02	USD	82.77	Coppertone SPORT Sunscreen Lotion SPF 50, Water Resistant Sunscreen, Broad Spectrum SPF 50 Sunscreen, Bulk Sunscreen Pack, 3 Fl Oz Bottle, Pack of 6
				2,388.53	



2025 BUDGET DEVELOPMENT TIMELINE

June 11: Finance Committee, Eric and Amy talk about budget timeline

June 17: Board meeting: Eric and Amy talk about budget timeline

June: Amy will create initial draft of 2024 budget

July: Amy gets input from managers and staff, Amy creates second draft of budget with input from staff, finance committee, assessors, board, etc. Eric contacts county assessors to get lay of the land.

July 9: Finance Committee

July 15: Board Meeting: first draft

August 13: Finance Committee

August 19: Board Meeting, second draft

August 23: Preliminary Valuations Released by Assessors

September 10: Finance Meeting

September 16: Board Meeting, present "final" draft budget to Board

October 8: Finance Meeting

October 14: Board Meeting

Week of November 3: Budget Hearing

November 12: Finance Meeting

November 18: Board Meeting

December 10: Final valuations available

December 11: Finance Meeting 5:15pm

December 11: Board Meeting 5:45pm

December 13: submit Certifications of Mill Levies and budgets to counties



BASALT REGIONAL LIBRARY DISTRICT PURCHASING AND PROCUREMENT POLICY

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

Exclusions

This policy does not apply to the following:

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

Responsibility

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

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

Purchasing

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

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

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

Quotes

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

Competitive Bidding

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

- Major operational items, including capital items and construction projects expected to cost \$120,000.00 or more each, shall be purchased via a competitive bidding process.
- The Executive Director, with assistance from the Finance Manager or other delegated representative, may request bids/proposals via a Request for Proposals (RFP) from persons, firms, or corporations prior to the bid deadline.
- An invitation to bid or to submit a proposal shall be published on the library's website.
- All bids will be sealed and will only be opened when the bid window has closed.
- BRLD will analyze the acceptable proposals received and determine the best value by considering timing, quality, quantity, price, vendor performance, compliance with public policy, record of past performance, financial and technical resources, and any other relevant criteria. The vendors submitting the proposals which are most closely aligned to the RFP will be interviewed by the director and BRLD board of trustees.
- If there are not at least two bids which meet the requirements of the RFP and are within budget for the project, BRLD reserves the right to reject all bids and restart the competitive bidding process.
- BRLD may repeatedly reject all bids and again may submit to the same, or other persons, firms, or corporations the request for a quote, proposal, or bid, and/or again publish notice of the bid opportunity or RFP.
- The BRLD Board of Trustees will vote to move forward with contract negotiations with the vendor who has submitted the lowest or the best bid. BRLD reserves the right to accept any proposal that is in its best interest or reject any or all proposals.
- The final decision to purchase will be made on the appropriate level in the Purchasing chart above.
- All formal proposals are a matter of public record.

When Competitive Bidding is not Required

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

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

Service Contracts

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

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

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

Local Vendor Preference

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

Minority-Owned Business Preference

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

Construction Projects and Professional Services

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

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

Emergency Purchases

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

Budget and Record Keeping

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

Code of Ethics

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



BASALT REGIONAL LIBRARY DISTRICT PURCHASING AND PROCUREMENT POLICY

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

~~The purpose of this policy is:~~

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

~~Exclusions:~~

~~This policy does not apply to the following:~~

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

Responsibility

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

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

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

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

Purchasing ~~Process~~

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

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

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

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

Competitive Bidding

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

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

- The Executive Director, with assistance from the Finance Manager or other delegated representative, may request bids/proposals via a Request for Proposals (RFP) from persons, firms, or corporations prior to the bid deadline.
- An invitation to bid or to submit a proposal shall be published on the library's website.
- All bids will be sealed and will only be opened when the bid window has closed.
- BRLD will analyze the acceptable proposals received and determine the best value by considering timing, quality, quantity, price, vendor performance, compliance with public policy, record of past performance, financial and technical resources, and any other relevant criteria. The vendors submitting the proposals which are most closely aligned to the RFP will be interviewed by the director and BRLD board of trustees.
- If there are not at least two bids which meet the requirements of the RFP and are within budget for the project, BRLD reserves the right to reject all bids and restart the competitive bidding process.
- BRLD may repeatedly reject all bids and again may submit to the same, or other persons, firms, or corporations the request for a quote, proposal, or bid, and/or again publish notice of the bid opportunity or RFP.
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- Agreements for construction or professional services, including but not limited to architectural, engineering, legal, and consulting services, will be negotiated based on demonstrated competence, qualifications, and fees not to exceed market rates. Agreements for construction services will also comply with Colorado Revised Statutes (CRS) 24-91-202 *et seq.* and CRS 38-26-101 *et seq.* as applicable.
- BRLD may use an open-ended, time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type means a contract whose cost is the sum of the actual cost of materials plus direct labor hours charged at a fixed hourly rate.

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Policy reviewed: March 2024

Policy approved: December 2014,

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

Code of Ethics

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

Bids and Quotations

Purchases of 0.01—\$1000.00:

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

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

Purchases of \$1000.01—\$3000.00:

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

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

Purchases of \$3000.01—\$10,000.00:

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

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

Policy reviewed: March 2024

Policy approved: December 2014,

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

~~Purchases of \$10,000.01—\$50,000.00:~~

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

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

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

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

~~Bid process:~~

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

~~Manager must retain the following:~~

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

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

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

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

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

Service Contracts

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

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

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

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

~~Adopted December 15, 2014~~

BASALT REGIONAL LIBRARY

JOB DESCRIPTION

Job Title	Executive Director	Salary	\$120,000
Reports To	Board of Trustees	Status	Full-time, exempt
Department	Administration	Hours	may require nights and weekends

General Description

The Executive Director (Director) manages all operations and activities of the Basalt Regional Library District (BRLD). The Director plans, organizes, directs, evaluates, supervises, and reviews the library's resources, services, collection, and programs to respond to the needs of the community. The Director is expected to plan and implement the BRLD's short and long-term goals, oversee the collection of materials and resources, submit and monitor the budget, and oversee the staff and services. The Director is expected to be in frequent contact with the Board of Trustees and community leaders regarding library services and funding. The Director's work is performed at the direction of the Board of Trustees, in accordance with policies and objectives. The Executive Director ensures that the operations of the library including its facility, its services, its collection, and its staff always work toward the core values of librarianship. The Director is ultimately responsible for creating an environment where employees like to work, and patrons like to spend their time.

All library staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

Administration

- Observes governmental deadlines for submitting budgets, financial reports, audit reports, and an annual Budget message.
- Collects data and submits an annual statistical report to the State of Colorado library.
- Works with the Board to establish long-range strategic goals and objectives that meet the community's needs and align with the library's mission, vision, and values.
- Identifies and works toward the library's short and long-range goals (with staff and Board) according to a reasonable designated timeline and budget considerations.
- Monitors progress toward the library's goals, looks for opportunities to expand library presence, and makes changes as necessary to meet the library's goals more effectively and efficiently.
- Researches, plans, and coordinates a variety of library services and programs to meet the vision of the Strategic Plan, and recommends revisions to that plan as needed.

Personnel Management

- Makes human resource decisions, including hiring, discipline, and termination of employees.
- Manages library personnel directly or through subordinates.
- Ensures that new employees are trained and capable of all aspects of their job.

- Develops an effective and collaborative management team; works with the management team regarding planning strategies, library operations, and problem solving.
- Ensures that the library is a safe environment for employees and patrons.
- Creates an environment in which employees are motivated to work, staff work effectively with patrons, and staff have clear expectations and responsibilities.
- Ensures that employees work to their full potential and work well as a team.
- Ensures that employees are aware of all library policies and procedures.
- Provides employees with at least one written performance review every twelve months.
- Provides time to meet with staff, both formally and informally.
- Reviews employee benefits and provides an up-to-date employee handbook to all employees.

Board

- Works appropriately and effectively with the Board as a whole; provides leadership to the Board and accepts leadership from the Board.
- Acts as the conduit for Board communication when required, and is available to the Board in person, by phone, or via email.
- Provides staff support to the Board; prepares meeting agendas, minutes, and submits monthly reports to the Board; conducts orientation to new Trustees and acts as a resource to Board members.
- Provides monthly reports to the Board about the library, staff, services, and facility.
- Attends regular monthly Board meetings unless absence is approved in advance.
- Sits on all board committees. Provides leadership, support, information, background research, and work product development for all board committees.
- Develops and recommends policies to the Board; ensures that policies and procedures are implemented successfully.

Finances

- Develops a long-range financial plan for the library including potential ballot measures for library funding in collaboration with the Board of Trustees and the Finance manager.
 - Prepares the annual library operational and capital budget for the Board's review and approval.
 - Follows established procurement policies and procedures.
 - Monitors revenues and expenses throughout the year.
 - Oversees the accounts payable process including payroll.
 - Provides regular financial reports to the Board and public.
 - Works directly with the Finance Manager to ensure that all financial accounts are in order.
 - Ensures that an annual audit is conducted.
 - Works with the Finance Manager to manage mill levy funds and to certify mill levies in accordance with deadlines mandated by state statute.
 - Reviews all service contracts annually.
- Maintains a proactive working relationship with the Friends of the Library, the Basalt Library Foundation, and the Library Trust, and participates in other activities (such as grant writing) to augment library funding.

Collection

- Oversees the development of a culturally diverse collection of library materials, including books, DVDs, audio books, music, devices, periodicals, databases, and licenses in accordance with Board policy.
- Works with staff to ensure the collection budget is expended each year.
- Ensures staff have input on collection budget development.
- Strives to continually improve the collection and meet the needs of library patrons.

Programs

- Oversees the creation, deployment, and evaluation of library programs and services with the appropriate department heads.
- Ensures staff have input on program budget development.
- Makes strategic decisions about which programs to continue, enhance, or discontinue based on program attendance, financial cost, staff time cost, and overall success toward meeting desired outcomes.

Community Relations and Outreach

- Develops and nurtures community partnerships for the betterment of the community.
- Ensures library services are in line with community needs.
- Represents the library to outside entities, including nonprofits, businesses, elected officials, government entities, and local schools.
- Attends public events when appropriate.
- Maintains communication with other area libraries and participates in cooperative endeavors.

Marketing

- Promotes library services to the library's diverse populations.
- Ensures that appropriate marketing, social media, and outreach efforts are made to increase awareness of library services, including by underserved populations.
- Ensures that the library website is current, accurate, and accessible.
- Formulates mechanisms to hear from patrons and the community at large.

Technology

- Develops and maintains the library's technology, including the library's online system, computerized databases, circulation hardware and software, and devices for lending to patrons.
- Supervises the maintenance of all library hardware and software, including training and support for staff and the public.
- Identifies technology needs, evaluates, recommends, and implements technology solutions.

Facility Maintenance and Management

- Ensures the longevity of the library grounds and facility through regular review of the Capital Replacement Plan and budgeting activities to ensure adequate funding for the maintenance of the library
- Directs the development, repair, improvement, cleanliness, and maintenance of the library grounds and facilities; oversees public use of library facilities.
- Develops, maintains, and implements emergency procedures and other safety precautions; maintains a safe library environment.

Leadership and Professional Development

- Stays current in trends in library administration and business, literature, technology, and resources.
- Participates in professional conferences and other continuing education opportunities for the Director, staff, and Board.
- Sets professional goals annually and works to achieve those.
- Sets an example through professional conduct that adheres to library professional core values.
- Works effectively with staff, board, and community members to resolve conflicts that may arise.

Other Duties

- Performs Other Duties as Assigned

Knowledge, Skills, and Abilities

Knowledge of:

- Operations, services, and activities of a comprehensive library services program
- Management skills to analyze programs, policies, and operational needs
- Principles and practices of library science, business management, program development, and administration
- Publishing industry and information sources for all media
- Principles and practices of public library budget preparation and administration
- Principles of leadership, teamwork, supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes, and regulations
- Computer technology and its application to libraries

Ability to:

- Take direction from and work cooperatively with a Board of Trustees
- Work cooperatively and collaboratively with individual Board officers and committee chairs
- Plan, organize direct, and coordinate the work of all levels of staff
- Select, supervise, train, and evaluate all staff
- Delegate authority and responsibility
- Lead and direct the operations, services, and activities of the library
- Develop and administer goals, objectives, and procedures
- Prepare clear and concise administrative and financial reports
- Prepare and administer operational and capital budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including co-workers, the public, children, trustees, etc.
-

Education and Experience

The Director possesses an MLS Degree from an ALA-accredited program and has a minimum of five (5) years supervisory/director's experience.

An equivalent combination of education and experience may be considered.

Physical and Environmental Working Conditions

Office environment, working closely with others, primarily indoors with some walking, standing, kneeling, bending, light lifting and carrying. Occasional work outdoors and in diverse environments. Requires the ability to use a computer for extended periods and to sit and stand for extended periods.

Work is in a safe and secure environment that may periodically have unpredicted requirements or demands.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

This is a salaried, exempt position, and the Director is expected to work the necessary hours per week to fulfill the responsibilities detailed in this document. This typically means working not less than forty (40) hours per week and it often means working more than forty (40) hours per week. Some evening and weekend hours may be required.

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

BASALT REGIONAL LIBRARY

JOB DESCRIPTION

Job Title	Executive Director	Salary	\$ 12090 ,000
Reports To	Board of Trustees	Status	Full-time, exempt
Department	Administration	Hours	may require nights and weekends

General Description

The Executive Director (Director) manages all operations and activities of the Basalt Regional Library District (BRLD). The Director plans, organizes, directs, evaluates, supervises, and reviews the library's resources, services, collection, and programs to respond to the needs of the community. The Director is expected to plan and implement the BRLD's short and long-range-term goals, oversee the collection of materials and resources, submit and monitor the budget, and oversee the staff and services. The Director is expected to be in frequent contact with the Board of Trustees and community leaders regarding library services and funding. The Director's work is performed at the direction of the Board of Trustees, in accordance with policies and objectives. The Executive Director ensures that the operations of the library including its facility, its services, its collection, and its staff always work toward the core values of librarianship. The Director is ultimately responsible for creating an environment where employees like to workwork, and patrons like to spend their time.

All Librarylibrary staff are expected to provide quality customer service with both internal and external customers and to establish and maintain effective working relationships in a team environment.

Essential Duties and Responsibilities

Administration-&

- Observes governmental deadlines for submitting budgets, financial reports, audit reports, and an annual Budget message.
- Collects data and submits an annual statistical report to the State of Colorado library.
- Works with the Board to establish long-range strategic goals and objectives that meet the community's needs and align with the library's mission, vision, and values.
- Identifies and works toward the library's short and long-range goals (with staff and Board) according to a reasonable designated timeline and budget considerations.
- Monitors progress toward the library's goals, looks for opportunities to expand library presence, and makes changes as necessary to meet the library's goals more effectively and efficiently.
- Researches, plans, and coordinates a variety of library services and programs to meet the vision of the Strategic Plan, and recommends revisions to that plan as needed.

Personnel Management

- Makes human resource decisions, including hiring, discipline, and termination of employees.

- Manages ~~Library~~library personnel directly or through subordinates.
- Ensures that new employees are trained and capable of all aspects of their job.
- Develops an effective and collaborative management team; works with the management team regarding planning strategies, library operations, and problem solving.
- Ensures that the ~~Library~~library is a safe environment for employees and patrons.
- Creates an environment in which employees are motivated to work, staff work effectively ~~work~~ with patrons, and staff have clear expectations and responsibilities.
- Ensures that employees work to their full potential and work well as a team.
- ~~Makes policy recommendations and e~~Ensures that employees are aware of all ~~Library~~library policies and procedures.
- Provides employees with at least one written performance review, ~~which is documented,~~ every twelve months.
- Provides time to meet with staff, both formally and informally.
- Reviews employee benefits and provides an up-to-date employee handbook to all employees.
-

Reports to State Agencies

- ~~Observes governmental deadlines for submitting budgets, financial reports, audit reports and an annual Budget message.~~
- ~~Collects data and submits an annual statistical report to the State of Colorado Library.~~

Board

- Works appropriately and effectively with the Board as a whole; provides leadership to the Board and accepts leadership from the Board.
- Acts as the conduit for Board communication when required, and is available to the Board in person, by phone, or via email.
- Provides staff support to the Board; prepares meeting agendas, minutes, and submits monthly reports to the Board; conducts orientation to new Trustees and acts as a resource to Board members.
- ~~• Reports to a seven-member Board of Trustees.~~
- ~~• The Director is hired by the Board, works with the Board and receives an annual evaluation from the Board.~~
- Provides monthly reports to the Board about the ~~Library~~library, staff, services, and facility.
- Attends regular monthly Board ~~meetings, unless~~meetings unless absence is approved in advance.
- Sits on all board committees. Provides leadership, support, information, background research, and work product development for all board committees.
- ~~• Ensures that materials for regular Board meetings are prepared in a timely manner, are distributed to the Board and are made available to the public.~~
- Acts as the conduit for Board communication when required, is available to the Board, in person, by phone, or via email. Develops and recommends policies to the Board; ensures that policies and procedures are implemented successfully.
-

Finances

- Develops a long-range financial plan for the library including potential ballot measures for library funding in collaboration with the Board of Trustees and the Finance manager.

- Prepares the annual library operational and capital budget for the Board's review and approval.
- Follows established procurement policies and procedures.
- Monitors revenues and expenses throughout the year.
- Oversees the accounts payable process including payroll.
- ~~Manages the operations budget, bond repayment budget and capital reserve budget.~~
- ~~Oversees all financial transactions involving the Library. Monitors and approves expenditures.~~
- Provides regular financial reports to the Board and public.
- Works directly with the ~~Bookkeeper~~ Finance Manager to ensure that all financial accounts are in order.
- ~~Prepares and submits a detailed and timely budget with input from staff and board.~~
- Ensures that an annual audit is conducted.
- Works with ~~the Bookkeeper~~ Finance Manager to manage mill levy funds and to certify mill levies ~~(operational and bond)~~ in accordance with time frame requirements deadlines mandated by state statute.
- Reviews all service contracts annually.
- Maintains a proactive working relationship with the Friends of the Library, the Basalt Library Foundation, and the Library Trust, and participates in other activities (such as grant writing) to augment library funding.

Organizational Management

- ~~Identifies and works toward the Library's short and long-range goals (with staff and Board) according to a reasonable designated timeline and budget considerations.~~
- ~~Monitors progress toward the goals, looks for opportunities to expand Library presence and makes changes as necessary.~~

Collection

- Oversees the development of a culturally diverse collection of ~~Library~~ library materials, including books, DVDs, audio books, music, devices, periodicals, databases, and licenses in accordance with ~~the~~ Board policy.
- Works with staff to ensure the collection budget is expended each year.
- Ensures staff have input on collection budget development.
- Strives to continually improve the collection and meet the needs of ~~Library~~ library patrons.
- ~~Submits statistics about the Collections to the Board.~~

Programs

- Oversees the creation, ~~and deployment,~~ and evaluation of ~~Library~~ library programs and services with the appropriate department heads.
- Ensures staff have input on program budget development.
- Makes strategic decisions about which programs to continue, enhance, or discontinue based on program attendance, financial cost, staff time cost, and overall success toward meeting desired outcomes. ~~Ensures that programs and services are well-attended, well-staffed and successful.~~
- ~~Makes changes to programs and services when necessary.~~

Community Relations and Outreach

- ~~Works with schools and community groups to coordinate services to designated populations in the District.~~ Develops and nurtures community partnerships for the betterment of the community.
- Ensures library services are in line with community needs.
- Represents the library to outside entities, including nonprofits, businesses, elected officials, government entities, and local schools.
- Attends public events when appropriate.
- Maintains communication with other area libraries and participates in cooperative endeavors.

Marketing

- Promotes library services to the library's diverse populations.
- Ensures that appropriate marketing, social media, and outreach efforts are made to increase awareness of library services, including by underserved populations.
- Ensures that the library website is current, accurate, and accessible.
- Formulates mechanisms to hear from patrons and the community at large.

Technology

- Develops and maintains the library's technology, including the library's online system, computerized databases, circulation hardware and software, and devices for lending to patrons.
- Supervises the maintenance of all library hardware and software of the Library's computers and devices, including training and support for staff and the public.
- Identifies technology needs, evaluates, recommends, and implements technology solutions.
- ~~Maintains contracts with software consultants.~~

Facility Maintenance and Management

- Ensures the longevity of the library grounds and facility through regular review of the Capital Replacement Plan and budgeting activities to ensure adequate funding for the maintenance of the library
- Directs the development, repair, improvement, cleanliness, and maintenance of the library grounds and facilities; oversees public use of library facilities.
- Develops, maintains, and implements emergency procedures and other safety precautions; maintains a safe library environment.
- ~~Administers maintenance, safety and cleanliness of the Library building.~~
- ~~Manages the upkeep of the Library facility's systems, equipment and outdoor features.~~
- ~~Ensures that the Library building is operating in the efficient manner in which it was designed.~~
- ~~Adheres to the Capital Maintenance Plan and schedules timely repairs to damaged/worn property.~~

Community Relations

- ~~Represents the Library to the community.~~
- ~~Attends public events when appropriate.~~
- ~~Promotes Library services to the Library's diverse populations.~~

- Ensures that appropriate marketing, social media and outreach efforts are made to increase the population of Library patrons, including underserved populations.
- Ensures that the Library website is current and accurate. Formulates mechanisms to hear from patrons and the community at large.

Fundraising

Maintains a proactive working relationship with the Friends of the Library and the Basalt Library Foundation, and participates in other activities (such as grant writing) to augment Library funding.

Leadership and Professional Development

- The Director is expected to stay current in trends in Library administration and business, literature, technology, and resources.
- Participates in professional conferences and other continuing education opportunities for the Director, staff, and Board.
- Sets professional goals annually and works to achieve those.
- Sets an example through professional conduct that adheres to library professional core values.
- The Director sets an example to staff, board and community through professional conduct, high principles and businesslike approach.
- The Director works effectively with staff, board, and community members to resolve conflicts that may arise.
- **Other Duties**
- Performs Other Duties as Assigned

Knowledge, Skills, and Abilities

Knowledge of:

- Operations, services, and activities of a comprehensive library services program
- Management skills to analyze programs, policies, and operational needs
- Principles and practices of library science, business management, program development, and administration
- Publishing industry and information sources for all media
- Principles and practices of public library budget preparation and administration
- Principles of leadership, teamwork, supervision, training, and performance evaluation
- Pertinent Federal, State, and local laws, codes, and regulations
- Computer technology and its application to libraries

Ability to:

- Take direction from and work cooperatively with a Board of Trustees
- Work cooperatively and collaboratively with individual Board officers and committee chairs
- Plan, organize direct, and coordinate the work of all levels of staff
- Select, supervise, train, and evaluate all staff
- Delegate authority and responsibility

- Lead and direct the operations, services, and activities of the library
- Develop and administer goals, objectives, and procedures
- Prepare clear and concise administrative and financial reports
- Prepare and administer operational and capital budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work including co-workers, the public, children, trustees, etc.
- ~~Knowledge of library philosophies, practices, procedures and technologies~~
- ~~Knowledge of library budgetary and fiscal practices and library law~~
- ~~Ability to set priorities, meet established deadlines, delegate duties and make decisions~~
- ~~Ability to handle multiple and simultaneous tasks~~
- ~~Ability to establish and maintain effective relationships with board, staff, patrons, governmental agencies and the media~~
- ~~Ability to hire, train, supervise, discipline and evaluate staff at all levels of experience~~
- ~~Ability to communicate effectively, both in writing and orally and to prepare and present reports and other information in the appropriate format~~
- ~~Ability to effectively build teamwork~~
- ~~Must possess excellent customer service skills and be a self-starter.~~
- ~~Ability to learn library operating systems, online catalog, and Internet searching.~~
- ~~Ability to provide efficient and courteous patron service to a diverse patron population.~~
- ~~Ability to handle patron complaints and to resolve difficult situations.~~
- Ability to learn and become proficient in skills, functions and technologies required to perform job duties.

Education and Experience

The Director possesses an MLS Degree from an ALA-accredited program and has a minimum of five (5) years supervisory/director's experience.

An equivalent combination of education and experience may be considered.

Physical and Environmental Working Conditions

Office environment, working closely with others, primarily indoors with some walking, standing, kneeling, bending, light lifting and carrying. Occasional work outdoors and in diverse environments. Requires the ability to use a computer for extended periods and to sit and stand for extended periods.

Work is in a safe and secure environment that may periodically have unpredicted requirements or demands.

Reasonable ~~accommodations~~accommodation will be made for otherwise qualified individuals with a disability.

This is a salaried, exempt position, and the Director is expected to work the necessary hours per week to fulfill the responsibilities detailed in this document. This typically means working not less than forty (40) hours per week and it often means working more than forty (40) hours per week. Some evening and weekend hours may be required.

Employee Signature	Date

The Basalt Regional Library District is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Paid Time Off (PTO)

The BRLD recognizes that paid time off provides the opportunity for rest, recreation, health, and personal activities; the BRLD grants annual PTO to its employees at a pro-rated rate based on hours worked per week..

Length of Service	Annual Accrual
0 through 48 months	3 weeks
49 through 119 months	4 weeks
120 or more months	5 weeks

PTO will be prorated by the number of hours worked per week, so an employee working 20 hours per week will receive 60 hours of PTO in their first year.'

Employees are paid only for the number of hours that would be normally scheduled and worked during the period of time off. For example, an employee regularly scheduled to work thirty hours per week may only be paid for thirty hours for each week of PTO.

Paid time off may be taken, as time accrues, at any point during the year with supervisor's approval. Paid time off may be taken in any time increment. Employees may not have a negative PTO balance and so should wait to accrue a balance of PTO before taking time off.

Vacations are scheduled in a manner that minimizes interruptions to the operations of the library. Employees should submit a *Request for Time Off* to their direct supervisor at least two weeks prior to the requested PTO and immediately upon returning to work after taking unplanned leave.

When a paid holiday falls within the employee's vacation period, employee will receive holiday pay for that day and should not request PTO for that day. Vacation time will not be counted in the computation of overtime.

The library encourages employees to use all their earned vacation each year. Employees may carry over unused vacation into the next year, up to 240 hours. The maximum vacation that employees may accumulate is 240 hours. Once an employee's PTO balance reaches 240 hours, no additional PTO may be accrued until some PTO is used. In accordance with Colorado law, accrued PTO will be paid out upon termination of employment.

Black-Out Dates

Employees may not request days off on days that are labeled as "Black-Out Day."

Black-Out Days are days on which Time Off Requests are restricted from being submitted by employees due to workload demands. Only three employees per day on a weekday, or one person per day on a weekend day are permitted to take PTO. Once that maximum is reached, that day will be labeled as a black-out day. Black-out dates may be viewed in the library's time clock system.

Paid Time Off (PTO)

The BRLD recognizes that paid time off provides the opportunity for rest, recreation, health, and personal activities; the BRLD grants annual PTO to its employees at a pro-rated rate based on hours worked per week. who work at least a 16-hour week.

Length of Service	Annual Accrual
0 through 48 months	3 weeks
49 through 119 months	4 weeks
120 or more months	5 weeks

PTO will be prorated by the number of hours worked per week, so an employee working 20 hours per week will receive 60 hours of PTO in their first year.'

Employees are paid only for the number of hours that would be normally scheduled and worked during the period of time off. For example, an employee regularly scheduled to work thirty hours per week may only be paid for thirty hours for each week of PTO.

Paid time off may be taken, as time accrues, at any point during the year with supervisor's approval. Paid time off may be taken in any time increment. Employees may not have a negative PTO balance and so should wait to accrue a balance of PTO before taking time off.

Vacations are scheduled in a manner that minimizes interruptions to the operations of the library. Employees should submit a *Request for Time Off* to their direct supervisor at least two weeks prior to the requested PTO and immediately upon returning to work after taking unplanned leave.

When a paid holiday falls within the employee's vacation period, employee will receive holiday pay for that day and should not request PTO for that day. Vacation time will not be counted in the computation of overtime.

The library encourages employees to use all their earned vacation each year. Employees may carry over unused vacation into the next year, up to 240 hours. The maximum vacation that employees may accumulate is 240 hours. Once an employee's PTO balance reaches 240 hours, no additional PTO may be accrued until some PTO is used. In accordance with Colorado law, accrued PTO will be paid out upon termination of employment.

Black-Out Dates

Employees may not request days off on days that are labeled as "Black-Out Day."

Black-Out Days are days on which Time Off Requests are restricted from being submitted by employees due to workload demands. Only three employees per day on a weekday, or one person per day on a weekend day are permitted to take PTO. Once that maximum is reached, that day will be labeled as a black-out day. Black-out dates may be viewed in the library's time clock system.



BASALT REGIONAL LIBRARY DISTRICT WEB ACCESSIBILITY POLICY

It is the policy of the Board of Trustees of the Basalt Regional Library District (BRLD) to offer online platforms to further its mission to enrich our community. The Web Accessibility Policy outlines our philosophy and guidelines to meet Web Content Accessibility Guidelines (WCAG) 2.1 AA by July 1, 2024, and WCAG 2.2 AA by July 1, 2025, as mandated in Colorado House Bill 21-1110.

The library is committed to delivering digital experiences that work for all users of all abilities; the library values each visitor's access to web content produced by the library. BRLD website pages will be checked on a rotating basis to ensure accessibility guidelines are being followed and to fix any new accessibility problems. A complete check of all web pages will be completed twice per year.

The library will inform third-party content providers of our web accessibility policy, and the library will favor providers based on their accessibility conformance claims. While the library cannot control the accessibility of content provided by third parties, the library is happy to assist any public member with reading and accessing this content on our site(s).

To request help accessing library-supplied web content, or to report an accessibility issue, please contact the Executive Director via:

- Phone: 970-927-4311 x1013
- E-mail: accessibility@basaltlibrary.org
- Postal Address: Basalt Regional Library District, ATTN: Executive Director, 14 Midland Ave., Basalt, CO 81621
- Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

To enable us to respond in the manner most helpful to you, please indicate the nature of your accessibility challenge, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Please be specific when describing the information which is sought or the problem which was encountered.

The library will respond with feedback within one week of submission and ensure proper steps are taken to address the problem. If the library cannot resolve the problem due to an issue stemming from a third-party content provider, the library will work to assist patrons with reading and accessing content on these platforms.

Policy reviewed:
Policy approved: