

Basalt Regional Library District Board of Trustees Meeting
Monday, May 20, 2024, 5:15 PM
Basalt Library Conference Room and
Zoom Meeting, see [BRLD Website Calendar for Link](#)

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

Board of Trustees: Elaine Nagey, President; Carolyn Kane, Vice president; Eric Pelander, Treasurer; Deborah Smith, Secretary; 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 April 15, 2024, Board Meeting (page 1)
 - b. April 2024 Accounts Payables (page 43)
6. Friends of the Library Report, *Deb McCanne*
7. 2023 Audit Presentation, *Matthew Miller, McMahan and Associates*
Action Item
 - a. Discussion and possible vote to approve 2023 Audit (page 5)
8. Staff Presentation – Youth Team update/Summer Reading Launch, *Laura Baumgarten, Circulation and Youth Services Manager; Brittany Crooke, Teen Librarian; Linda Campbell, Teen Librarian*
9. Director's Report, *Amy Shipley* (page 39)
10. Discussion about Amending the Bylaws Article 4, Section 2

COMMITTEE REPORTS and ACTION ITEMS

9. Facilities Committee: *Deb Smith, chair*
Discussion Items
 - a) Roof Project
 - b) Furniture Replacement Project
 - c) Roof Contract

- d) Full Capital Replacement Plan Update Project
- e) Telephone Project

Action Item

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

10. Finance Committee: *Eric Pelander, chair*

Discussion Item

- a) April 2024 Financials (page 43)

11. Personnel Committee: *Carolyn Kane, chair*

Discussion Items

- a) Executive Director job description
- b) Executive Director evaluation policy (page 92)

Action Item

- a) Discussion and possible vote to approve the Employee Handbook (page 97)
- b) Discussion and possible vote to approve the Executive Director Evaluation Policy (page 92)

12. Policy Committee: *Elaine Nagey, chair*

Discussion Item

- a) Accessibility Policy

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

Discussion Items

- a) Focus Groups
- b) Community Interviews
- c) Community Meeting Wednesday, July 10, 2024, at 5:30pm

14. Discussion and possible vote to recommend appointment of Board Trustee

15. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Minutes April 15, 2024

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

Staff Present: Amy Shipley, Executive Director; Sandra Dexter, Executive Administrative Assistant; Christy Baumgarten, IT & Marketing Manager

Community Members Present: Kaite Schwoerer, Library Trust; Jocelyn Durvance

Call to Order

Elaine called the meeting to order at 5:16 PM

Community Comments

None

Board Comments

- Installation of new officers elected at the last meeting for March 2024 through March 2025 take effect at the beginning of this meeting. The new officers are Elaine Nagey, President; Carolyn Kane, Vice President; Eric Pelander, Treasurer; and Deborah Smith, Secretary.
- On the Board Meeting agenda, action items have been moved to the discussion of that topic.

Staff Comments

Sandra Dexter, Executive Administrative Assistant notified the Trustees that she is retiring at the end of June.

Introducing Suzi Jenkins

Elaine introduced Suzi as the new Board member for Pitkin County. Suzi shared her background and her commitment to libraries and the community.

Action Items – Approve minutes and payables.

- Minutes of March 18, 2024, Board Meeting
- March 2024 Accounts Payable

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

Library Trust Report, Kaite Schwoerer

Currently, the Trust Board has just two members Katie Schwoerer and Nina Itin. They are open to adding more members. The mission of the Trust is to support the library. They have provided a grant of \$1,900 to the Aspen Science Center to continue their work with elementary and middle school students. The Library Trust audit for 2023 is complete and has been approved. Funding for the Trust comes from local donors. The primary source is a single \$10,000 per year donor. The rest are small donations of \$10-\$200. Their current balance is around \$10,000-\$15,000. The Trust

doesn't have a spending policy. They spend when asked for funds. When there is a funding need that the library can't accommodate, Amy requests funds. Donors find out about the Trust through the Trustees and the Director. There is also information about the Trust on the support page of the library website.

Staff Presentation – Marketing Overview, *Christy Baumgarten, IT & Marketing Manager*

Christy presented an overview of both internal and external marketing. Marketing includes the newsletter, posters, flyers, the TV at the front desk, the kiosk in the lobby, newspaper ads, radio ads in English and Spanish, posters at some businesses, social media, and email. The events calendar is on the website and is also included in the newsletter. Christy provided details on the various types of advertising.

Director Report, *Amy Shipley*

- Evelyn and Amy attended a training on PROPWA (Protection for Public Workers Act). The Act provides protection if workers organize to create unions. Some of the big libraries on the front range are looking at unionizing. HB21-1110 Colorado Laws for Persons with Disabilities is about accessibility of information technology mainly for the vision and hearing impaired. It takes effect on July 1, 2024. It started out as website accessibility. Any second party software or hardware on our website must be accessible. You can only file a lawsuit if you have a disability. We will need to develop an accessibility policy. The Director and Managers will develop a plan to make sure accessibility is maintained.
- Property tax commission findings. The commission has members from all different stakeholders. There are several findings in the preliminary report. How property assessment should be conducted, taxpayer relief, local control and to study implementation to separate school property tax funding from other local taxing entities and an other category. They are trying to set the assessment rate at a reasonable rate for residential property owners, and to protect special districts; to allow growth to happen, but not too fast. Their next steps might be to do more research to figure out what the policy should be.
- Senate bill 22-238. A stop gap measure to set the new assessment rate post Gallagher. It lowered the assessment rate but gave special districts a backfill for the loss due to the lower assessment rate. After calculating the amount of backfill the Basalt Library will receive \$60,000 from Pitkin County and \$35,000 from Eagle County for \$95,000 of additional revenue this year. This comes out of TABOR and state budget reserves.

Committee Reports & Action Items

Facilities Committee, *Deb Smith*

- Roof Contractor Interviews
 - Completed group contractor interviews with Ajax Roofing and Sol Energy.
- Roof Engineer supplemental service proposal
 - We proposed to have a supplemental consulting proposal with WJE that would give 5 additional site visits to make sure things are happening as they should to give us more due diligence. WJE asked, again, for additional money in addition to the 5 additional site visits.

After discussion, Eric moved that we accept the additional \$15,000 for five additional site visits, with clarity on the reporting that will accompany those. Also, an additional \$3,750 as a goodwill

compromise for their over expenditures with the caveat we don't believe that we are at fault in this and that going forward we would need a change order for any situation where they felt that there was additional cost or additional effort. Carolyn seconded the motion. The motion carried unanimously.

Executive Session for Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to Colorado Revised Statutes § 24-6-402(4)(e) to discuss re-roof project contract negotiations.

Elaine moved and Carolyn seconded the motion to go into executive session. The motion carried unanimously. The Trustees went into executive session at 6:15PM. The regular meeting reconvened at 6:29 PM

Vote on re-roof project contract negotiations

Deborah moved to enable Amy to go into contact negotiations with Ajax Roofing. Suzi seconded the motion. The motion carried unanimously.

Finance Committee, Eric Pelander, chair

- March 2024 Financials
 - The Operating Fund in summary is right on track. We are at 33% of the anticipated full-year mill levy revenue. We were at 34% last year, so we are right on track. Expenses are on track. Collections and payroll are on track. We reviewed the draft audit and had some edits for the auditors, mostly around the management discussion section that was a little bit unclear. Amy noted that the audit will be presented at May 2024 Board meeting and Trustees will vote to accept the audit at that meeting.

Personnel Committee, Elaine Nagey, Interim chair

- Employee Handbook update
 - The handbook is being reviewed by Employer's Council and will be brought to the board next month.
- Executive Director job description and Director evaluation policy
 - Both are in process and will be ready next month.

Policy Committee, Elaine Nagey, chair

With the adoption of the Alcoholic Beverage policy last month, all policies have been reviewed and some have been added so we won't have a meeting this month. There are two policies outstanding in other committees. The Finance Committee has the Purchasing and Procurement policy, and the Personnel Committee has the Director Evaluation policy. Those will come to the Board directly from those committees.

Strategic Planning Task Force, Eric Pelander, Elaine Nagey

The task force hasn't met since the last Board meeting. The same work is ongoing with Amy interviewing community members and the Board being responsible for focus groups. A lot of data is being gathered. The task force will meet again on Thursday.

Focus Group Facilitator Training, Eric Pelander, Elaine Nagey

Board Trustees will facilitate the following focus groups; Adults, seniors, parents of children preschool – 4th grade, parents of children 5th-8th grade, parents of children 9th-12th grade. Each category will have both an English and a Spanish session that will be held at the Basalt Library. Amy noted the dates for the focus groups. Alternating English and Spanish. All from 6:30-8:00 PM. Wednesday, May 1st, Monday, May 6th, Tuesday, May 7th, Wednesday May 8th, Thursday, May 9th, Monday, May 13th, Wednesday, May 15th, Tuesday May 21st, Thursday, May 23rd, Tuesday, May 28th. Elaine put together guidelines for facilitators that she will forward to the Trustees. Eric and Elaine are compiling questions for data and idea gathering. Some will require specific responses, and some will be open-ended. The Board will contract with an interpreter for Spanish sessions. The Trustee discussed having an incentive to encourage people to attend. Possibly a City Market gift card.

Form all Standing Committees and Appoint Committee chairs, Elaine Nagey, President

The standing committees were formed, and Elaine appointed the Committee chairs as follows:

- Finance Committee: Eric Pelander, chair; Carolyn Kane, Amy Shipley, Melissa Knight, community rep.
- Facilities Committee: Deborah Smith, chair; Suzi Jenkins, Amy Shipley, Sandra Dexter
- Policy Committee: Elaine Nagey, chair; Deborah Smith, Amy Shipley, Laura Baumgarten, Becky Musselman, community rep; Heather Manolakas, community rep.
- Personnel Committee: Carolyn Kane, chair; Elaine Nagey, Amy Shipley, Evelyn Dominguez

Executive session for Personnel matters pursuant to Colorado Revised Statutes § 24-6-402(4)(f) to discuss an interaction between an employee and a board member.

Elaine moved to go into Executive session. Carolyn seconded the motion. The motion passed unanimously. The Board moved into Executive session at 7:04 PM and the regular meeting reconvened at 7:30 PM.

Adjourn Meeting

Deborah moved and Eric seconded the motion to adjourn the meeting. The motion carried unanimously. Elaine adjourned the meeting at 7:40 PM.

Respectfully submitted,

Deborah Smith, Secretary

Date

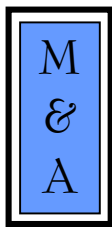


**Financial Statements
December 31, 2023**

**Basalt Regional Library District
Financial Report
December 31, 2023**

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INDEPENDENT AUDITOR'S REPORT

**To the Board of Trustees
Basalt Regional Library District
Basalt, Colorado**

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the discretely presented component units, and each major fund of Basalt Regional Library District (the "District"), as of and for the year ended December 31, 2023, which collectively comprise the District's basic financial statements as listed in the Table of Contents, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component units, and each major fund, of Basalt Regional Library District, as of December 31, 2023 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("U.S. GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of Basalt Regional Library District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Basalt Regional Library District's management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year after the date that the financial statements are issued.

Member: American Institute of Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT
To the Board of Trustees
Basalt Regional Library District
Basalt, Colorado**

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with U.S. GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

U.S. GAAP require that the Management's Discussion and Analysis in Section B be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information in section E is not a required part of the basic financial statements but is supplementary information required by U.S. GAAP. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with U.S. GAAS. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**INDEPENDENT AUDITOR'S REPORT
To the Board of Trustees
Basalt Regional Library District
Basalt, Colorado**

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Basalt Regional Library District's basic financial statements. The individual fund budgetary comparisons in Section F are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The individual fund budgetary comparison is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. GAAS. In our opinion, the information in Section F is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**McMahan and Associates, L.L.C.
Avon, Colorado**

Report date TBD



Management Discussion and Analysis

Management's Discussion and Analysis

As management of Basalt Regional Library District (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2023.

Financial Highlights

- The assets of the District exceeded its liabilities by \$9,428,996 at the close of the most recent fiscal year end. The unrestricted net position, which represents the amounts available to meet the District's ongoing obligations to citizens and creditors, was \$2,412,589.
- The District's total net position increased by \$686,855.
- At the end of the current fiscal year, unrestricted fund balance for the general fund was \$1,286,699 or 74% of total general fund expenditures.

Overview of the Financial Statements

This discussion and analysis provided here are intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise of two components: Government-wide financial statements and Notes to the Financial Statements.

Government-wide financial statements: The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all the District's assets and liabilities, and deferred inflows/outflows of resources, with the difference between the two reported as Net Position. Over time, increases or decreases in Net Position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Activities presents information showing how the government's Net Position changed during the most recent fiscal year. All changes in Net Position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The governmental activity of the District is library services. There are currently no business-type activities of the District, and the District discretely presents several component units, non-profit organizations formed exclusively for the benefit of, to perform the functions of, or to carry out the charitable and educational purposes of the District.

The government-wide financial statements can be found on pages C1 and C2 of this report.

Fund financial statements: A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District currently has three funds, the General Fund, the Debt Service Fund, and the Capital Reserve Fund, which are governmental funds.

Governmental funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found in section D of this report.

Government-wide financial analysis: Almost all of the District's revenue was from property taxes (see the Notes to the Financial Statements). Most of the District's assets are reflected in the investment in capital assets (i.e., buildings, books, furniture, fixtures, and equipment). Capital assets account for 58% of the total assets. The District uses these assets to provide services to its citizens. Accordingly, these assets are not an available source for payment of future spending. Of the remaining net position, 3% of the governmental activities annual budget is restricted for use in the event of an emergency.

Basalt Regional Library District's Net Position (all funds)

| | 2023 | 2022 |
|--|---------------------|---------------------|
| Assets: | | |
| Current and other assets | \$ 6,310,916 | \$ 5,843,881 |
| Capital assets | 8,539,497 | 8,778,049 |
| Total Assets | <u>14,850,413</u> | <u>14,621,930</u> |
| Liabilities: | | |
| Other liabilities | 94,566 | 80,743 |
| Long-term liabilities | 2,522,314 | 3,301,283 |
| Total Liabilities | <u>2,616,880</u> | <u>3,382,026</u> |
| Deferred Inflows of Resources: | | |
| Unavailable revenue | 2,804,537 | 2,497,763 |
| Total Deferred Inflows of Resources | <u>2,804,537</u> | <u>2,497,763</u> |
| Net Position: | | |
| Investment in capital assets | 6,064,497 | 5,523,049 |
| Restricted | 951,910 | 913,077 |
| Unrestricted | 2,412,589 | 2,306,015 |
| Total Net Position | <u>\$ 9,428,996</u> | <u>\$ 8,742,141</u> |

Approximately 64% of the District's Net Position reflects its investment in capital assets, which includes construction in progress, buildings, equipment, land, vehicles, and books and periodicals. The increase in the District's investment in capital assets is largely due current year depreciation expense being less than capital asset additions and principal payments on debt.

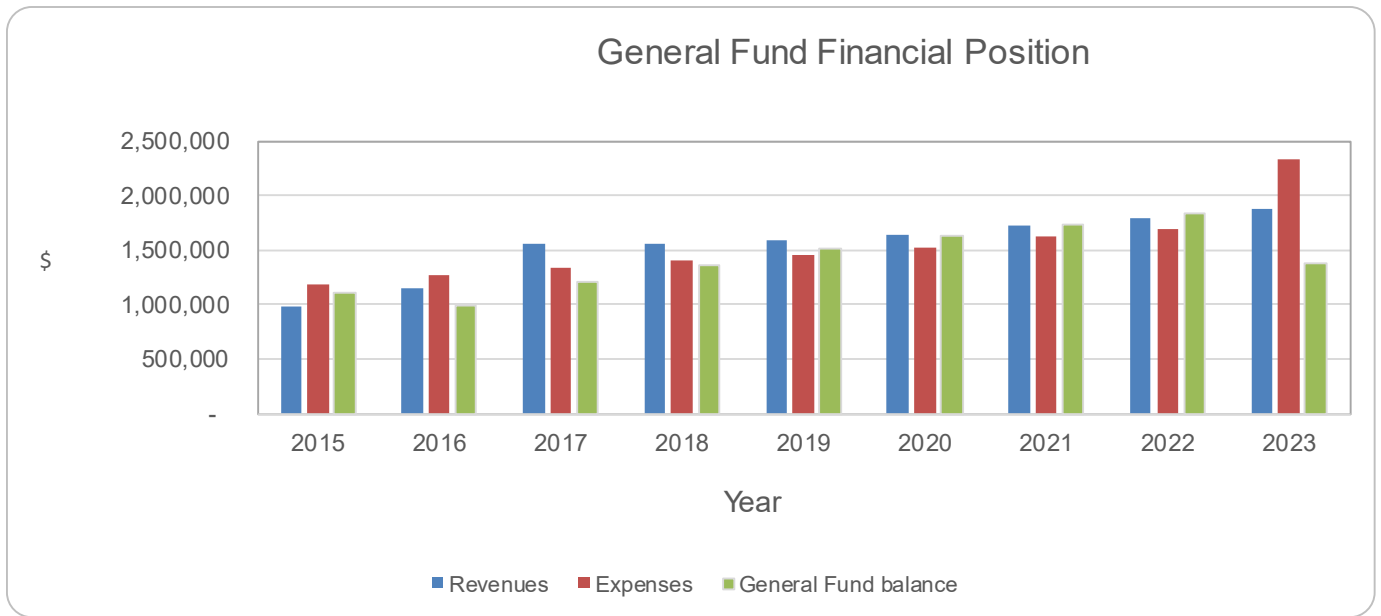
Basalt Regional Library District's Change in Net Position

| | 2023 | 2022 |
|------------------------------------|---------------------|---------------------|
| Revenues: | | |
| Program revenues: | | |
| Collection revenue | \$ 19,061 | \$ 9,252 |
| General revenues: | | |
| Property taxes | 2,470,907 | 2,479,723 |
| Specific ownership taxes | 120,861 | 123,102 |
| Earnings on investments | 192,107 | 65,684 |
| Operating grants and contributions | 77,079 | 65,576 |
| Other income | 2,311 | 1,250 |
| Total Revenues | 2,882,326 | 2,744,587 |
| Expenses: | | |
| Personnel services | 1,077,385 | 949,664 |
| Supplies | 124,679 | 112,130 |
| Operating expenses | 119,195 | 144,887 |
| Contracted services | 144,846 | 110,596 |
| Repairs and maintenance | 33,382 | 58,781 |
| Library programs | 77,217 | 71,263 |
| Treasurer's fee | 94,840 | 95,280 |
| Capital outlay | 59,561 | 47,446 |
| Depreciation and amortization | 389,897 | 393,239 |
| Debt service: | | |
| Interest | 74,469 | 91,925 |
| Total Expenses | 2,195,471 | 2,075,211 |
| Change in Net Position | 686,855 | 669,376 |
| Net Position: | | |
| Beginning of Year | 8,742,141 | 8,072,765 |
| Ending of Year | <u>\$ 9,428,996</u> | <u>\$ 8,742,141</u> |

The increase in net position is mainly attributable to savings of personnel services expenses due to staff shortages. Property taxes were the most significant source of general revenues for the District accounting for approximately 85.7% of revenues. Specific ownership taxes, which consist of vehicle taxes collected at the Counties, were also a significant source of revenue accounting for 4.19% of total revenues.

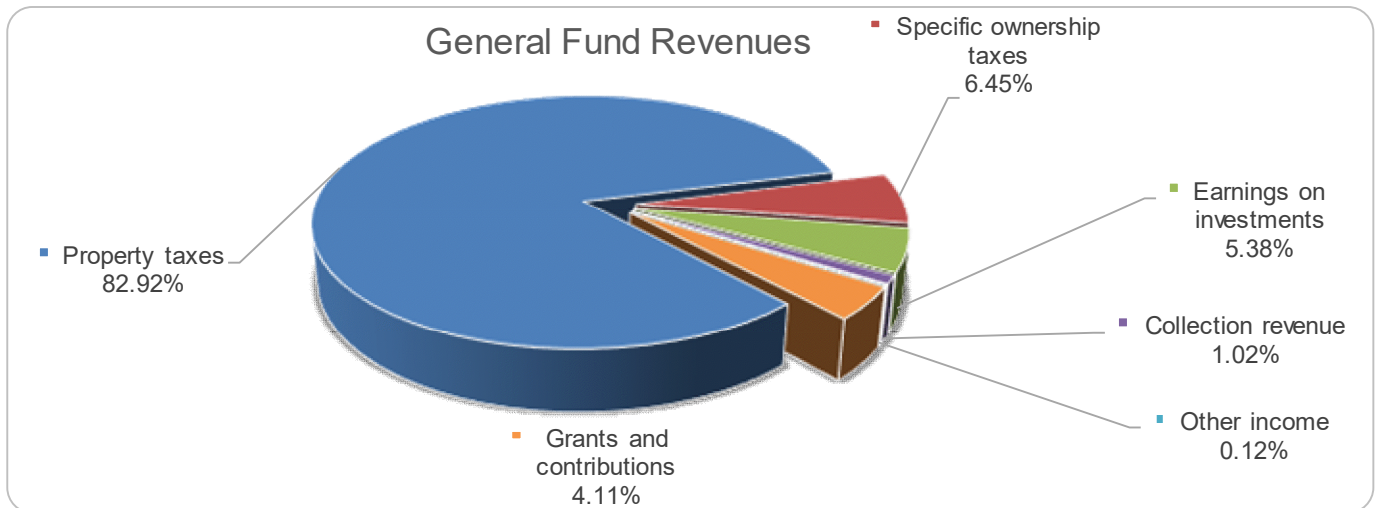
Financial Analysis of the District's Funds

As mentioned earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District had the following changes in its General Fund for the years 2015 through 2023:



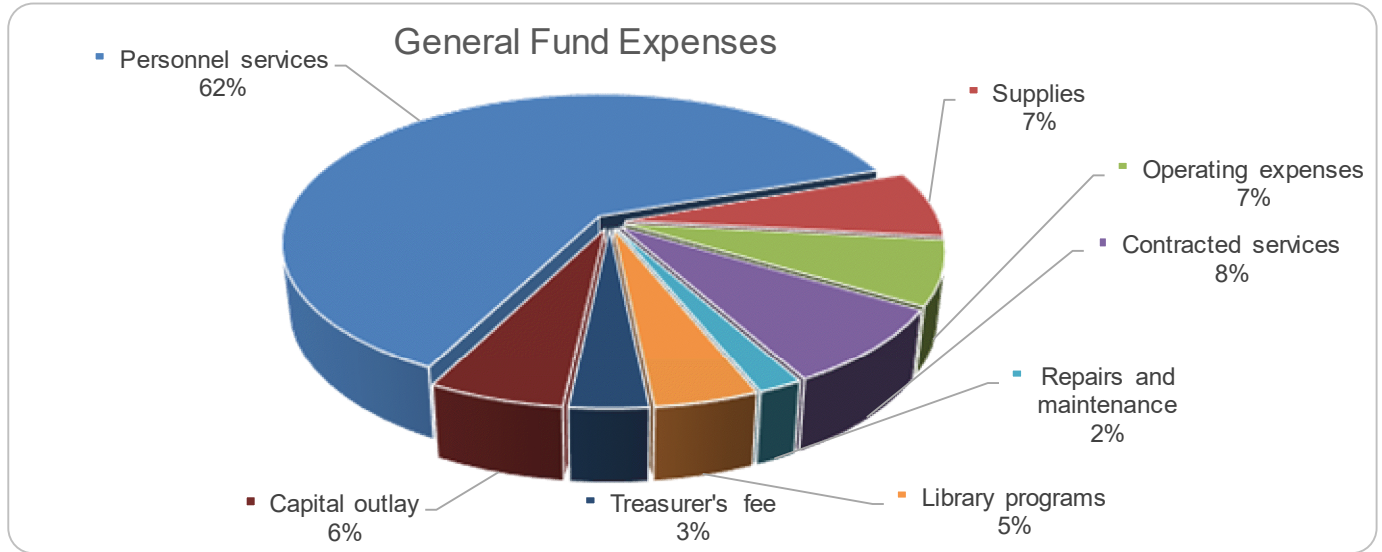
The fund balance of the District's General Fund decreased \$457,350 in 2023 and had an ending fund balance of \$1,370,820. Revenues increased \$83,340 from 2022. This was largely due to increases in investment earnings. Expenditures, which included transfers out of \$600,000 to support ongoing capital projects, increased \$640,363 from 2022.

The following chart represents the District's 2023 General Fund revenues:



Property taxes make up the largest source of revenue for the District.

The following chart represents the District's 2023 expenses:



The District's General Fund expenditures and transfers out to the Capital Reserve Fund increased 37.9%. Personnel services (wages, retirement, health insurance, etc.) made up the largest source of expenditures for the District.

Budget variances in the General Fund: The District's 2023 budget was approved at the end of 2022. The District did not amend its budget for 2023. Significant budget variances were as follows:

| | Final Budget | Actual | Variance From Final Budget | Reason |
|--------------------------|-----------------|-----------|----------------------------------|--|
| Revenues: | | | | |
| Earnings on investments | 36,768 | 100,753 | 63,985 | Increase in Colotrust yield rates. Started a new donor opportunity in 2023, which saw success. |
| Grants and contributions | 46,000 | 77,079 | 31,079 | |
| Expenditures: | | | | |
| Personnel services | 1,266,182 | 1,073,429 | 192,753 | Budgeted for full staffing |
| Operating expenses | 178,942 | 119,195 | 59,747 | Conservative budgeting of grant expenditures |

Capital assets: The District's had a net investment in capital of assets of \$8,539,497 at the end of 2023. Additional information as well as a detailed classification of the District's net capital assets can be found in the Notes to the Financial Statements in section D of this report.

Next year's budget and rates: The District had \$1,370,820 of general fund balance at the end of the current fiscal year. The District's 2024 budget anticipates a beginning general fund balance of \$1,467,445. The 2024 budget also anticipates revenues of \$2,131,700 and expenditures of \$2,208,631.

Request for Information

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Basalt Regional Library District, 99 Midland Avenue, Basalt, CO 81621 or you may call 970-927-4640.



Basic Financial Statements

Basalt Regional Library District
Governmental Funds Balance Sheet / Statement of Net Position
December 31, 2023

| | Primary Government | | | | | Component Units | | |
|--|--------------------|-------------------|----------------------|----------------------------|------------------|---------------------------|------------------------|-------------------------------|
| | General Fund | Debt Service Fund | Capital Reserve Fund | Governmental Balance Sheet | Adjustments | Statement of Net Position | Friends of the Library | Basalt Regional Library Trust |
| Assets: | | | | | | | | |
| Cash and cash equivalents | - | 383,235 | 1,150,083 | 1,533,318 | - | 1,533,318 | 11,047 | 10,719 |
| Investments | 1,718,491 | 224,489 | - | 1,942,980 | - | 1,942,980 | - | - |
| Cash with County Treasurer | 6,065 | - | - | 6,065 | - | 6,065 | - | - |
| Due (to) from other funds | (283,186) | 283,186 | - | - | - | - | - | - |
| Accounts receivable, net | 895 | - | - | 895 | - | 895 | - | - |
| Prepaid expenses | 23,121 | - | - | 23,121 | - | 23,121 | - | - |
| Property taxes receivable | 1,874,964 | 929,573 | - | 2,804,537 | - | 2,804,537 | - | - |
| Capital assets, net of depreciation | - | - | - | - | 8,539,497 | 8,539,497 | - | - |
| Total Assets | 3,340,350 | 1,820,483 | 1,150,083 | 6,310,916 | 8,539,497 | 14,850,413 | 11,047 | 10,719 |
| Liabilities: | | | | | | | | |
| Accounts payable and accrued liabilities | 94,566 | - | - | 94,566 | - | 94,566 | - | - |
| Accrued interest payable | - | - | - | - | 9,973 | 9,973 | - | - |
| Non-current liabilities: | | | | | | | | |
| Due within one year - bonds payable | - | - | - | - | 800,000 | 800,000 | - | - |
| Due longer than one year - bonds payable | - | - | - | - | 1,675,000 | 1,675,000 | - | - |
| Due longer than one year - compensated absences | - | - | - | - | 37,341 | 37,341 | - | - |
| Total Liabilities | 94,566 | - | - | 94,566 | 2,522,314 | 2,616,880 | - | - |
| Deferred Inflows of Resources: | | | | | | | | |
| Unavailable revenue - property taxes | 1,874,964 | 929,573 | - | 2,804,537 | - | 2,804,537 | - | - |
| Total Deferred Inflows of Resources | 1,874,964 | 929,573 | - | 2,804,537 | - | 2,804,537 | - | - |
| Fund Balance/Net Position: | | | | | | | | |
| Fund Balance: | | | | | | | | |
| Nonspendable | 23,121 | - | - | 23,121 | | | | |
| Restricted for: | | | | | | | | |
| Tabor | 61,000 | - | - | 61,000 | | | | |
| Debt service | - | 890,910 | - | 890,910 | | | | |
| Committed for future projects | - | - | 1,150,083 | 1,150,083 | | | | |
| Unassigned | 1,286,699 | - | - | 1,286,699 | | | | |
| Total Fund Balance | 1,370,820 | 890,910 | 1,150,083 | 3,411,813 | | | | |
| Total Liabilities, Deferred Inflows of Resources and Fund Balance | 3,340,350 | 1,820,483 | 1,150,083 | 6,310,916 | | | | |
| Net Position: | | | | | | | | |
| Investment in capital assets | | | | | | 6,064,497 | - | - |
| Restricted for constitutionally required emergency reserve | | | | | | 61,000 | - | - |
| Restricted for debt service | | | | | | 890,910 | - | - |
| Unrestricted | | | | | | 2,412,589 | 11,047 | 10,719 |
| Total Net Position | | | | | | 9,428,996 | 11,047 | 10,719 |

The accompanying notes are an integral part of these financial statements.

Basalt Regional Library District
Statement of Revenues, Expenditures and Changes in Fund Balances / Statement of Activities
For the Year Ended December 31, 2023

| | Primary Government | | | | | Component Units | | |
|---|--------------------|-------------------|----------------------|--------------------------|------------------|-------------------------|------------------------|-------------------------------|
| | General Fund | Debt Service Fund | Capital Reserve Fund | Total Governmental Funds | Adjustments | Statement of Activities | Friends of the Library | Basalt Regional Library Trust |
| Revenues: | | | | | | | | |
| Property taxes | | | | | | | | |
| General operating | 1,207,801 | - | - | 1,207,801 | - | 1,207,801 | - | - |
| Supplemental | 346,020 | | - | 346,020 | - | 346,020 | - | - |
| Debt service | - | 917,086 | - | 917,086 | - | 917,086 | - | - |
| Subtotal - property taxes | 1,553,821 | 917,086 | - | 2,470,907 | - | 2,470,907 | - | - |
| Specific ownership taxes | 120,861 | - | - | 120,861 | - | 120,861 | - | - |
| Earnings on investments | 100,753 | 32,845 | 58,509 | 192,107 | - | 192,107 | - | - |
| Fines and fees | 19,061 | - | - | 19,061 | - | 19,061 | - | - |
| Grants and contributions | 77,079 | - | - | 77,079 | - | 77,079 | - | 12,000 |
| Other income | 2,311 | - | - | 2,311 | - | 2,311 | 7,344 | - |
| Total Revenues | 1,873,886 | 949,931 | 58,509 | 2,882,326 | - | 2,882,326 | 7,344 | 12,000 |
| Expenditures/Expenses: | | | | | | | | |
| Personnel services | | | | | | | | |
| Salaries and wages | 863,099 | - | - | 863,099 | 3,956 | 867,055 | - | - |
| Payroll taxes | 68,510 | - | - | 68,510 | - | 68,510 | - | - |
| Payroll service | 6,343 | - | - | 6,343 | - | 6,343 | - | - |
| Retirement contributions | 26,048 | - | - | 26,048 | - | 26,048 | - | - |
| Wellness / health insurance | 102,207 | - | - | 102,207 | - | 102,207 | - | - |
| Colorado FAMILI | 7,222 | - | - | 7,222 | - | 7,222 | - | - |
| Subtotal - Personnel Services | 1,073,429 | - | - | 1,073,429 | 3,956 | 1,077,385 | - | - |
| Supplies | 124,679 | - | - | 124,679 | - | 124,679 | - | - |
| Operating expenses | 119,195 | - | - | 119,195 | - | 119,195 | 363 | 6,518 |
| Contracted services | 144,846 | - | - | 144,846 | - | 144,846 | - | - |
| Repairs and maintenance | 33,382 | - | - | 33,382 | - | 33,382 | - | - |
| Library programs | 77,217 | - | - | 77,217 | - | 77,217 | - | - |
| Treasurer's fee | 58,136 | 36,704 | - | 94,840 | - | 94,840 | - | - |
| Capital outlay | 100,352 | - | 110,554 | 210,906 | (151,345) | 59,561 | - | - |
| Depreciation and amortization | - | - | - | - | 389,897 | 389,897 | - | - |
| Contributions and donations | - | - | - | - | - | - | 5,480 | - |
| Debt service: | | | | | | | | |
| Principal | - | 780,000 | - | 780,000 | (780,000) | - | - | - |
| Interest | - | 77,394 | - | 77,394 | (2,925) | 74,469 | - | - |
| Total Expenditures/Expenses | 1,731,236 | 894,098 | 110,554 | 2,735,888 | (540,417) | 2,195,471 | 5,843 | 6,518 |
| Excess (Deficiency) of Revenues Over Expenditures | | | | | | | | |
| | 142,650 | 55,833 | (52,045) | 146,438 | 540,417 | 686,855 | 1,501 | 5,482 |
| Other Financing Sources (Uses): | | | | | | | | |
| Operating transfer (out) in | (600,000) | - | 600,000 | - | - | - | - | - |
| Total Other Financing Sources (Uses) | (600,000) | - | 600,000 | - | - | - | - | - |
| Change in Fund Balance/Net Position | (457,350) | 55,833 | 547,955 | 146,438 | 540,417 | 686,855 | 1,501 | 5,482 |
| Fund Balance/Net Position: | | | | | | | | |
| Beginning of Year | 1,828,170 | 835,077 | 602,128 | 3,265,375 | | 8,742,141 | 9,546 | 5,237 |
| End of Year | 1,370,820 | 890,910 | 1,150,083 | 3,411,813 | | 9,428,996 | 11,047 | 10,719 |

The accompanying notes are an integral part of these financial statements.



Notes to the Basic Financial Statements

Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023

I. Summary of Significant Accounting Policies

The Basalt Regional Library District (the "District"), Basalt, Colorado was incorporated as a special district under Colorado Revised Statutes to provide library services to Basalt and the surrounding areas of Eagle and Pitkin Counties. The District operates under the laws of the State of Colorado and is governed by a Board of Trustees who are appointed jointly by the County Commissioners of Eagle and Pitkin Counties.

The District's financial statements are prepared in accordance with U.S. generally accepted accounting principles ("GAAP"). The Governmental Accounting Standards Board ("GASB") is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established by GAAP used by the District are discussed below.

A. Reporting Entity

The reporting entity consists of the primary government and component units. Component units are legally separate entities that are included in a government's reporting entity because of the significance of their operating or financial relationships with the District. The District's financial statements include the Basalt Regional Library District Foundation, Inc. (the "Foundation"), the Friends of the Library (the "Friends") and the Basalt Regional Library Trust (the "Trust"), which were formed exclusively to carry out the charitable and education functions of the District.

The financial statements are formatted to allow the user to clearly distinguish between the primary government and its component units.

B. Government-wide and Fund Financial Statements

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. Currently, the District has only governmental activities.

1. Government-wide Financial Statements

In the government-wide Statement of Net Position, the governmental activities columns are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's Net Position is reported in three parts - invested in capital assets, net of related debt, restricted Net Position and unrestricted Net Position.

The government-wide focus is on the sustainability of the District as an entity and the change in the District's Net Position resulting from the current year's activities.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

I. Summary of Significant Accounting Policies (continued)

B. Government-wide and Fund Financial Statements (continued)

2. Fund Financial Statements

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, TABOR reserves, fund equity, revenues and expenditures/expenses.

The fund focus is on current available resources and budget compliance.

The District reports the following major governmental funds:

General Fund - This is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Debt Service Fund - The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs, if any. Main sources of revenues are property and specific ownership taxes.

Capital Reserve Fund - The Capital Reserve Fund is used to account for the accumulation of resources from transfers for approved capital expenditures.

C. Measurement Focus and Basis of Accounting

Measurement focus refers to whether financial statements measure changes in current resources only (current financial focus) or changes in both current and long-term resources (long-term economic focus). Basis of accounting refers to the point at which revenues, expenditures or expenses are recognized in the accounts and reported in the financial statements.

1. Long-term Economic Focus and Accrual Basis

Governmental activities in the government-wide financial statements use the long-term economic focus and are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of the related cash flows.

2. Current Financial Focus and Modified Accrual Basis

The governmental fund financial statements use the current financial focus and are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general long-term debt, if any, is recognized when due.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

I. Summary of Significant Accounting Policies (continued)

D. Financial Statement Accounts

1. Cash, Cash Equivalents, and Investments

Cash and cash equivalents are defined as deposits that can be withdrawn at any time without notice or penalty and investments with maturities of three months or less.

Investments are stated at fair value or net asset value. The change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

The District follows Colorado statutes specifying specific investment instruments meeting defined rating criteria in which local governments may invest, which include:

- Obligations of the United States and certain U.S. government agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Banker's acceptances of certain banks
- Commercial paper
- FDIC-Insured Certificates of Deposit
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market mutual funds
- Guaranteed investment contract
- Local government investment pools

2. Receivables

Receivables are reported net of an allowance for uncollectible accounts.

3. Property Taxes

Property taxes are assessed in one year as a lien on the property, but not collected by governmental units until the subsequent year. In accordance with generally accepted accounting principles, the assessed but uncollected property taxes have been recorded as a receivable on the fund financial statements.

4. Prepaid Expenses

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the district-wide and fund financial statements.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

I. Summary of Significant Accounting Policies (continued)

D. Financial Statement Accounts (continued)

5. Capital Assets

Capital assets, which include buildings, equipment, vehicles and infrastructure, are reported in the government-wide financial statements. Capital assets include assets with an individual cost of \$5,000 or more and an estimated useful life in excess of two years. Books and periodicals, although having an individual cost of less than \$5,000, are also considered capital assets. Such assets are recorded at historical cost. Donated capital assets are recorded at estimated fair value at the date of donation.

Books and periodicals are depreciated using the average of the past five years' purchases. Total depreciation expense for the fiscal year ending is \$389,897.

Buildings and equipment are depreciated using the straight-line method over the following estimated useful lives:

| | |
|-----------------------------------|---------------|
| Furniture, fixtures and equipment | 5 to 10 years |
| Buildings and improvements | 40 years |
| Books and media | 5 years |

6. Compensated Absences

The District allows its employees to accumulate paid time off. The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated annual and sick leave balances. The liability has been calculated at 100%, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. The District does not limit the amount of paid time off employees can accrue, however payout is limited to a max of 240 hours. The District liability at December 31, 2023 is \$37,341.

7. Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one item that qualifies for reporting in this category, unavailable revenue from property taxes, reported in the governmental balance sheet and on the Statement of Net Position. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

I. Summary of Significant Accounting Policies (continued)

D. Financial Statement Accounts (continued)

8. Categories and Classification of Fund Balance:

Governmental accounting standards establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Fund balance classifications include Non-spendable, Restricted, Committed, Assigned and Unassigned. These classifications reflect not only the nature of funds, but also provide clarity to the level of restriction placed upon fund balance. Fund Balance can have different levels of restraint, such as external versus internal compliance requirements. Unassigned fund balance is a residual classification within the general fund. The general fund should be the only fund that reports a positive unassigned balance. In all other funds, unassigned is limited to negative residual fund balance. For further details of the various fund balance classifications refer to Note I.E.

E. Fund Balance Disclosure

The District classifies governmental fund balances as follows:

- 1. Non-spendable** - includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements. As of December 31, 2023, \$23,121 was non-spendable.
- 2. Spendable Fund Balance:**
 - a. Restricted** – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation. As of December 31, 2023 \$61,000 was restricted for emergencies and \$890,910 for debt service.
 - b. Committed** – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority which is the Board. The District's original budget legislation begins with combining historical data, assessment of needs for the upcoming year and the Board's platform to review and/or make changes to each department's budget. Before year end, a budgetary committee will meet again with each department for final review and approval of preliminary budget. The Budget is then formally presented to the Board via an advertised public process for their review, revisions and final approval by year end. All subsequent budget requests made during the year, after the Board's approval, must be presented via a public process and again approval by the Board. As of December 31, 2023 \$1,150,083 was committed for future projects.
 - c. Assigned** – includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund Balance may be assigned by the Board or its management designee.

Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)

I. Summary of Significant Accounting Policies (continued)

E. Fund Balance Disclosure

- d. Unassigned** - includes residual positive fund balance within the General Fund which has not been classified within the other above-mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed. As of December 31, 2023, \$1,286,699 was unassigned.

The District uses restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the District would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The District does not have a formal minimum fund balance policy. However, the District's budget includes a calculation of a targeted reserve positions, and the Administration calculates targets and report them annually to the Board.

II. Reconciliation of Government-wide and Fund Financial Statements

A. Explanation of certain differences between the governmental funds Balance Sheet to Statement of Net Position

The governmental fund Balance Sheet includes adjustments between *fund balance – governmental funds* and *Net Position of governmental activities* as reported in the government-wide Statement of Net Position. One element of the reconciling column accounts for capital assets used in governmental activities that are not financial resources and, therefore, are not reported in the funds. \$8,539,497 represents the book value of capital assets at December 31, 2023. Long-term liabilities of \$2,512,341 are not due and payable in the current period, and therefore are not reported in the fund financial statements. This amount is made up of \$37,341 related to compensated absences, and \$2,475,000 of bonds payable. \$9,973 represents accrued interest due on long-term debt.

B. Explanation of certain differences between the governmental funds Statement of Revenue, Expenditures and Changes in Fund Balance and the government-wide Statement of Activities

The governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances includes adjustments between *net change in fund balance of governmental funds* and *changes in Net Position of governmental activities* as reported in the government-wide Statement of Activities. One element of the reconciliation involves the additions of capital assets including books and periodicals of \$100,351, furniture and equipment of \$12,008, building additions of \$44,149, and projects in process at year-end of \$20,000 offset by projects in process closed out of \$25,163. These items are reported as expenditures in the governmental funds report. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense therefore another reconciling item includes depreciation on fixed assets of \$389,897.

The payments on long-term debt totaled \$780,000 and are expenditures on the governmental funds report. Another element of the reconciliation is the change in accrued interest on long-term debt of \$2,925. The final element of the reconciliation is the change in the accrued compensated absences of \$3,956.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

III. Stewardship, Compliance, and Accountability

A. Budgetary Information

Budgets are adopted on a basis consistent with U.S. generally accepted accounting principles. Annual appropriations are adopted for all funds. Expenditures may not legally exceed appropriations at the fund level. All appropriations lapse at year end. In the fall of each year, the District's Board of Trustees formally adopts a budget with appropriations by fund for the ensuing year pursuant to the Colorado Local Budget Law. The budget for the governmental funds are adopted on a basis consistent with U.S. generally accepted accounting principles (GAAP).

- (1) For the 2023 budget, prior to August 25, the County Assessor sent to the District a certified assessed valuation of all taxable property within the District's boundaries.
- (2) On or before October 15, 2022, the Director submitted to the District's Board of Trustees a recommended budget that detailed the necessary property taxes needed along with other available revenues to meet the District's operating requirements.
- (3) For the 2021 budget, prior to December 15, 2022, the District computed and certified to the County Commissioners a rate of levy that will derive the necessary property taxes as computed in the proposed budget.
- (4) After a required public hearing, the District adopted the proposed budget and an appropriating resolution that legally appropriated expenditures for the upcoming year.
- (5) After adoption of the budget resolution, the District may make the following changes: (a) supplemental appropriations to the extent of revenues in excess of the estimated in the budget; (b) emergency appropriations; and (c) reduction of appropriations for which originally estimated revenues are insufficient.

Taxes levied in one year are collected in the succeeding year. Thus taxes certified in 2022 were collected in 2023 and taxes certified in 2023 will be collected in 2024. Taxes are due on January 1st in the year of collection; however, they may be paid in either one installment (no later than April 30th) or two equal installments (not later than February 28th and June 15th) without interest or penalty. Taxes that are not paid within the prescribed time bear interest at the rate of one percent (1%) per month until paid. Unpaid amounts and the accrued interest thereon become delinquent on June 15th.

B. TABOR Amendment

Colorado voters passed an amendment to the State Constitution, Article X, Section 20 ("TABOR"), which has several limitations, including raising revenue, spending abilities, and other specific requirements of state and local governments. The amendment is complex and subject to judicial interpretation. The District believes it is in compliance with the requirements of the amendment.

Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)

III. Stewardship, Compliance, and Accountability (continued)

B. TABOR Amendment (continued)

One of the requirements of TABOR is for emergency reserves to be used for declared emergencies only. Emergencies, as defined by TABOR, exclude economic conditions, revenue shortfalls, or salary or fringe benefit increases. These reserves are required to be 3% or more of fiscal year revenue (excluding bonded debt service). The District has reserved a portion of its December 31, 2023 year end fund balance in the General Fund for emergencies as required under TABOR in the amount of \$61,000, which is the approximate required reserve at December 31, 2023.

On November 2, 2004, the District's electorate approved the following ballot question:

"Shall Basalt Regional Library District taxes be increased up to \$394,000 annually (for collection in calendar year 2005) and by such additional amounts raised annually thereafter by an ad valorem property tax mill levy imposed for District operations and maintenance at a rate of 1.14 mills (making the District's total mill levy for operations and maintenance 2.06 mills) to pay the costs of District operations and maintenance; and shall the revenue from such taxes constitute permanent voter-approved revenue changes within the meaning of Article X, Section 20 of the Colorado Constitution and an exception to the limitations set forth in Section 29-1-301 of the Colorado Revised Statutes?"

On November 7, 2006, the District's electorate approved the following ballot questions:

"Shall Basalt Library District taxes be increased up to \$175,000, annually (for collection in calendar year 2008) and by such additional amounts raised annually thereafter by an ad valorem property tax mill levy imposed at a rate of up to .55 mills for the costs associated with the operation of the new regional library facility including but not limited to replacement and upkeep of library furnishings and equipment, utilities, books and other library materials and support of library programs and services for the patrons, which increase shall be in addition to the mill levy currently imposed by the District; and shall the revenue from such taxes constitute permanent voter- approved revenue changes within the meaning of Article X, Section 20 of the Colorado Constitution and an exception to the limitations set forth in Section 29-1-3-01 of the Colorado Revised Statues."

"Shall Basalt Regional Library District debt be increased up to \$11,000,000 with a maximum repayment cost of up to \$17,943,600 and shall District taxes be increased up to \$931,000 annually for the purpose of: Purchasing Land within the town of Basalt and the constructing and equipping a new regional library facility. Such Debt to consist of the issuance and payment of general obligation bonds, which shall bear interest at a maximum net effective interest rate not to exceed 5.50% per annum and be issued dated and sold at such time or times, at such prices (at, above or below par) and in such manner and containing such terms, not inconsistent here within, as the board of trustees may determine; shall ad valorem property taxes be levied in any year, without limitation as to rate or amount, to pay the principal of, premium if any, and interest on such bonds as the same become due, which property tax levy shall not extend beyond the year in which the bonds are paid in full; and shall any earnings on the investment of the revenues from such taxes and on any proceeds of such bonds (regardless of amount) constitute a voter-approved revenue change within the meaning of Article X, Section 20 of the Colorado Constitution?"

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

III. Stewardship, Compliance, and Accountability (continued)

B. TABOR Amendment (continued)

On November 1, 2016, the District electorate approved the following ballot question:

Shall Basalt Regional Library District Taxes be increased \$350,000 annually for a limited seven-year period (with such voter authorization to expire after tax collection year 2023), through a tax levy imposed at a rate sufficient to produce the amount stated above, which taxes shall be used for the purpose of sustaining and maintaining District operations and services, and building reserves for scheduled capital maintenance?"

IV. Detailed Notes on All Funds

A. Cash, Cash Equivalents, and Investments

The District's cash, cash equivalents and investments are entirely covered by federal depository insurance ("FDIC") or by collateral held under Colorado's Public Deposit Protection Act ("PDPA"). The FDIC insures the first \$250,000 of the District's deposits at each financial institution. Deposit balances over \$250,000 are collateralized as required by PDPA. As of year-end, the carrying amount of the District's cash, cash equivalents and investments was \$1,533,318.

At December 31, 2023, the District had no unrealized gains or losses. The District had the following cash, cash equivalents and investments with the following maturities:

| | | | Maturities | |
|----------------------------|-----------|---------------------|-----------------------|----------------------|
| | Rating | Carrying Amounts | Less than one year | One to five years |
| Primary Government: | | | | |
| Cash and cash equivalents: | | | | |
| Checking | Not Rated | \$ 1,533,318 | \$ - | \$ - |
| Investment pool | AAAm | 1,942,980 | - | - |
| | | <u>\$ 3,476,298</u> | | |
| Component Units: | | | | |
| Cash and cash equivalents: | | | | |
| Checking | Not Rated | \$ 21,766 | \$ - | \$ - |
| | | <u>\$ 21,766</u> | | |

The Investment Pool represents investments in the Colorado Government Liquid Asset Trust ("COLOTRUST") which is a 2a7-like pool. The fair value of the pool is determined by the pool's share price. The District has no regulatory oversight for the pool.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

IV. Detailed Notes on All Funds (continued)

A. Cash, Cash Equivalents, and Investments (continued)

Fair Value of Investments

The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

At December 31, 2023 the District had the following recurring fair value measurements:

Primary Government:

Investments Measured at Net Asset Value

| | |
|---------------------------|--------------|
| Colotrust investment pool | \$ 1,942,980 |
|---------------------------|--------------|

Investments classified in Level 1 are valued using prices quoted in active markets for those securities. Investments classified in Level 2 are valued using the following approaches

- U.S. Treasuries, U.S. Agencies, and Commercial Paper: quoted prices for identical securities in markets that are not active;
- Repurchase Agreements, Negotiable Certificates of Deposit, and Collateralized Debt Obligations: matrix pricing based on the securities' relationship to benchmark quoted prices;
- Money Market, Bond, and Equity Mutual Funds: published fair value per share (unit) for each fund.

The fair value of the COLOTRUST investment pool is determined by the pool's share price. The District has no regulatory oversight for the pool. At December 31 2023, the District's cash in COLOTRUST were 56% of the District's portfolio.

Interest Rate Risk. As a means of limiting its exposure to interest rate risk, the District has invested primarily in COLOTRUST. Funds in COLOTRUST can be withdrawn without notice or penalty.

Credit Risk. The District's investment policy limits investments to those authorized by State statutes as listed in note I.D.1. The District's general investment policy is to apply the prudent-person rule: investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

Concentration of Credit Risk. The District diversifies its investments by security type and institution. Financial institutions holding District funds must provide the District a copy of the certificate from the Banking Authority that states that the institution is an eligible public depository.

Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)

IV. Detailed Notes on All Funds (continued)

A. Cash, Cash Equivalents, and Investments (continued)

Custodial Credit Risk: At December 31, 2022, the District had invested \$1,942,980 in the Colorado Local Government Liquid Asset Trust (the "Trust"), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commission administers and enforces all State statutes governing the Trust. The Trust operates similarly to a money market fund and each share is equal in value to \$1. The Trust offers shares in two portfolios, COLOTRUST PRIME and COLOTRUST PLUS+. The District holds all funds in COLOTRUST PLUS+. COLOTRUST PLUS+ can invest in U.S. Treasury, government agencies, and in the highest-rate commercial paper. A designated custodial bank serves as custodian for the Trust's portfolios pursuant to a custodian agreement. The custodian acts as a safekeeping agent for the Trust's investment portfolios and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by the Trust. The Trust is rated AAAM by Standard and Poor's and is measured at net asset value. There are no unfunded commitments, the redemption frequency is daily and there is no redemption notice period.

B. Capital Assets

The District had the following capital asset changes during the past year:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|--|------------------------------|---------------------|--------------------|---------------------------|
| Governmental activities: | | | | |
| Capital assets not being depreciated: | | | | |
| Construction in progress | \$ 25,163 | \$ 20,000 | \$ (25,163) | \$ 20,000 |
| Land | 1,319,613 | - | - | 1,319,613 |
| Total capital assets not being depreciated | 1,344,776 | 20,000 | (25,163) | 1,339,613 |
| Capital assets, being depreciated: | | | | |
| Building | 10,780,058 | 44,149 | - | 10,824,207 |
| Furniture and equipment | 339,376 | 12,008 | - | 351,384 |
| Books and audio visual devices | 635,509 | 100,351 | (161,139) | 574,721 |
| Total capital assets being depreciated | 11,754,943 | 156,508 | (161,139) | 11,750,312 |
| Less accumulated depreciation for: | | | | |
| Buildings | (3,567,997) | (279,773) | - | (3,847,770) |
| Furniture and equipment | (305,193) | (13,563) | - | (318,756) |
| Books and audio visual devices | (448,480) | (96,561) | 161,139 | (383,902) |
| Total accumulated depreciation | (4,321,670) | (389,897) | 161,139 | (4,550,428) |
| Governmental Activities Capital Assets, Net | \$ 8,778,049 | \$ (213,389) | \$ (25,163) | \$ 8,539,497 |

Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)

IV. Detailed Notes on All Funds (continued)

C. Receivables

Receivables as of year-end for the District's funds, including applicable allowances for uncollectible accounts, are as follows:

| | |
|--|-----------------|
| Fines, fees and delinquent accounts | \$ 63,546 |
| Taxes receivable from County Treasurer | 6,065 |
| Other receivables | 895 |
| Less: Allowance for doubtful accounts | (63,546) |
| Total receivables | \$ 6,960 |

Governmental funds report deferred inflows in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. The \$2,804,537 of unavailable revenue is property taxes levied in 2023 but not available until 2024.

D. Long-Term Debt

1. Refunding General Obligation Debt – Series 2012

In October of 2012, the District issued \$7,790,000 of General Obligation Bonds, Series 2012 for the advance refunding of the Series 2006 bonds on November 1, 2016. The interest rate for Series 2012 debt ranges from 2% to 2.5%. The Bond interest payments are payable semiannually on May 1 and November 1 of each year, commencing May 1, 2013 through November 1, 2026. The Bond principal payments are payable annually on November 1 of each year, commencing November 1, 2016 through November 1, 2016.

2. Schedule of Debt Service Requirements

| Year | Principal | Interest | Total Debt Service |
|--------------|---------------------|-------------------|---------------------------|
| 2024 | \$ 800,000 | \$ 59,844 | \$ 859,844 |
| 2025 | 825,000 | 40,844 | 865,844 |
| 2026 | 850,000 | 21,250 | 871,250 |
| Total | \$ 2,475,000 | \$ 121,938 | \$ 2,596,938 |

3. Changes in Long-term Obligations

| | Beginning Balance | Increases | Decreases | Ending Balance | Due within one year |
|------------------------|--------------------------|------------------|---------------------|-----------------------|----------------------------|
| Series 2012 G.O. Bonds | \$ 3,255,000 | \$ - | \$ (780,000) | \$ 2,475,000 | \$ 800,000 |
| Accrued Comp. Absences | 33,385 | 3,956 | - | 37,341 | - |
| | \$ 3,288,385 | \$ 3,956 | \$ (780,000) | \$ 2,512,341 | \$ 800,000 |

The Series 2012 General Obligation Bonds are serviced by the debt service fund. The compensated absences liabilities will be paid from the general fund as payments become due.

**Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)**

IV. Detailed Notes on All Funds (continued)

D. Long-Term Debt (continued)

4. Debt Requirements

The District is compliant with ongoing disclosure requirements to the secondary bond market in accordance with the Securities and Exchange Commission's Rule 15c2-12.

E. Interfund Transactions

The District had the following transfers during the year ended December 31, 2023:

| | <u>In</u> | <u>(Out)</u> |
|----------------------|-------------------|---------------------|
| General Fund | \$ - | \$ (600,000) |
| Capital Reserve Fund | 600,000 | - |
| Total | <u>\$ 600,000</u> | <u>\$ (600,000)</u> |

The transfer was made from the General Fund to the Capital Reserve fund to assist with the roofing project.

The District had an interfund payable from the general fund to the debt service fund of \$283,186 resulting from the use of pooled cash.

V. Other Information

A. Risk Management

1. Colorado Special District Property and Liability Pool

The District is insured for such risks as a member of the Colorado Special Districts Property and Liability Pool ("Pool"). Additionally, the District is afforded certain protection under the Colorado Governmental Immunity Act which limits the District's liability in certain situations to \$387,000 per person and \$1,093,000 per occurrence. The Pool is an organization created by intergovernmental agreement to provide property and general liability, automobile physical damage and liability, public officials liability and boiler and machinery coverage to its members. The Pool provides coverage for property claims up to the values declared and liability coverage for claims up to \$1,000,000. Settled claims have not exceeded this coverage in any of the past three fiscal years.

The District pays annual premiums to the Pool for liability, property and public official's coverage. In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and funds accumulated by the Pool, the Pool may require additional contributions from the Pool members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula.

A summary of audited statutory basis financial information for the Pool as of and for the year ended December 31, 2022 (the latest audited information available) is available here: <https://csdpool.org/financials>

Basalt Regional Library District
Notes to the Financial Statements
December 31, 2023
(continued)

V. Other Information (continued)

2. Other Risks

The District carried commercial insurance for all other risks of loss not addressed above, including worker's compensation and employee health and accident insurance. Any settled claims are not expected to exceed the commercial insurance coverage.

B. Employee Benefit Plans

1. Retirement Savings Plan - IRC 401(a)

Effective June of 2005, the employees of the District were eligible to enter into a defined contribution plan through TIAA CREF, a retirement fund administrator. The district will match up to 5% of the employee's contributions under the plan. Total contributions made by the District was \$26,048 in 2023.



Required Supplemental Information

Basalt Regional Library District
Schedule of Revenues, Expenditure and Changes in Fund Balances - Budget to Actual
General Fund
For the Year Ended December 31, 2023
(With Comparative Actual Amounts for 2022)

| | 2023 | | 2022 |
|--|---------------------------------|-------------------|---|
| | Original and Final Budget | Actual Amounts | Final Budget Variance Positive (Negative) Actual Amounts |
| Revenues: | | | |
| Property taxes - General operating | 1,224,313 | 1,207,801 | (16,512) |
| Property taxes - Supplemental | 350,023 | 346,020 | (4,003) |
| Specific ownership taxes | 132,212 | 120,861 | (11,351) |
| Earnings on investments | 36,768 | 100,753 | 63,985 |
| Fines and fees | 7,700 | 19,061 | 11,361 |
| Grants and contributions | 46,000 | 77,079 | 31,079 |
| Other income | 5,000 | 2,311 | (2,689) |
| Total Revenues | 1,802,016 | 1,873,886 | 71,870 |
| Expenditures: | | | |
| Personnel services: | | | 9,974 |
| Salaries and wages | 991,647 | 863,099 | 128,548 |
| Payroll taxes | 80,906 | 68,510 | 12,396 |
| Payroll service | 8,100 | 6,343 | 1,757 |
| Retirement contributions | 29,363 | 26,048 | 3,315 |
| Wellness / health insurance | 138,168 | 102,207 | 35,961 |
| Disability and life insurance | 9,998 | - | 9,998 |
| Colorado FAMLI | 8,000 | 7,222 | 778 |
| Subtotal - Personnel Services | 1,266,182 | 1,073,429 | 192,753 |
| Supplies | 126,640 | 124,679 | 1,961 |
| Operating expenses | 178,942 | 119,195 | 59,747 |
| Contracted services | 134,288 | 144,846 | (10,558) |
| Repairs and maintenance | 34,620 | 33,382 | 1,238 |
| Library programs | 66,690 | 77,217 | (10,527) |
| Treasurer's fee | 59,106 | 58,136 | 970 |
| Capital outlay | 101,500 | 100,352 | 1,148 |
| Total Expenditures | 1,967,968 | 1,731,236 | 236,732 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | (165,952) | 142,650 | 308,602 |
| Other Financing (Uses): | | | |
| Operating transfer (out) in | (600,000) | (600,000) | - |
| Total Other Financing (Uses) | (600,000) | (600,000) | - |
| Change in Net Position | (765,952) | (457,350) | 308,602 |
| Net Position - Beginning of Year | 1,841,229 | 1,828,170 | (13,059) |
| Net Position - Ending of Year | 1,075,277 | 1,370,820 | 295,543 |



Supplemental Information

Basalt Regional Library District
Schedule of Revenues, Expenditure and Changes in Fund Balances - Budget to Actual
Debt Service Fund
For the Year Ended December 31, 2023
(With Comparative Actual Amounts for 2022)

| | 2023 | | 2022 |
|--|--|---------------------------|---|
| | Original and Final Budget | Actual Amounts | Final Budget Variance Positive (Negative) Actual Amounts |
| Revenues: | | | |
| Property taxes - Debt service | 929,661 | 917,086 | (12,575) |
| Earnings on investments | 16,000 | 32,845 | 16,845 |
| Total Revenues | 945,661 | 949,931 | 4,270 |
| Expenditures: | | | |
| Treasurer's fee | 27,890 | 36,704 | (8,814) |
| Total Expenditures | 27,890 | 36,704 | (8,814) |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 917,771 | 913,227 | (4,544) |
| Other Financing (Uses): | | | |
| Debt principal payments | (780,000) | (780,000) | - |
| Interest expense | (77,394) | (77,394) | - |
| Total Other Financing (Uses) | (857,394) | (857,394) | - |
| Change in Fund Balance - Budget Basis | 60,377 | 55,833 | (4,544) |
| Fund Balance - Beginning of Year | 835,076 | 835,077 | 1 |
| Fund Balance - Ending of Year | 895,453 | 890,910 | (4,543) |

Basalt Regional Library District
Schedule of Revenues, Expenditure and Changes in Fund Balances - Budget to Actual
Capital Reserve Fund
For the Year Ended December 31, 2023
(With Comparative Actual Amounts for 2022)

| | 2023 | | 2022 |
|--|--|---------------------------|---|
| | Original and Final Budget | Actual Amounts | Final Budget Variance Positive (Negative) Actual Amounts |
| Revenues: | | | |
| Earnings on investments | 8,744 | 58,509 | 49,765 |
| Total Revenues | 8,744 | 58,509 | 49,765 |
| Expenditures: | | | |
| Capital outlay | 774,000 | 110,554 | 663,446 |
| Total Expenditures | 774,000 | 110,554 | 663,446 |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | (765,256) | (52,045) | 9,974 (92,732) |
| Other Financing (Uses): | | | |
| Operating transfer (out) in | 600,000 | 600,000 | - |
| Total Other Financing (Uses) | 600,000 | 600,000 | - |
| Change in Net Position | (165,256) | 547,955 | 713,211 (5,732) |
| Net Position - Beginning of Year | 602,128 | 602,128 | - 607,860 |
| Net Position - Ending of Year | 436,872 | 1,150,083 | 713,211 602,128 |



**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) |
| 22 | 17.70 | 708 | 19 | 3 |

| STAFF VACANCIES | | | |
|------------------------------------|--------------------------|------|--------------------------|
| Position | Scheduled Hours per Week | FTE | Benefits Eligible? (Y/N) |
| Youth Services Associate | 30 | 0.75 | Yes |
| Executive Administrative Assistant | 40 | 1.0 | Yes |
| Total | 70 | 0.75 | N/A |

This month the Youth Services Associate position was reposted on our website. We got three months' notice from our current Executive Administrative Assistant so we have posted the position and hope to hire someone with enough time to have them trained by the current Administrative Assistant. We have posted it as a 40 hrs/wk position.

Organizational Management

The strategic planning process is going according to schedule. The Executive Director has held 25 interviews with community stakeholders and hopes to complete 35 more by mid-June. The focus groups have had low attendance, and the strategic planning task force is going to put together a survey that we can send to our community to gather the information we were hoping to get from the focus groups. We will hold a community meeting in mid-July to present our findings to the community. After that, we will develop goals and begin creating the strategic plan document.

Collection

Technical Services continues to catalog and process new books, repair damaged books, and run monthly maintenance procedures. The cataloging librarian put up a display in April celebrating nominees and winners of the Edgar Awards, and as well as a display celebrating Jazz month in April. The music collection update is almost complete - it now has a photo and bio honoring the former music programming coordinator. On display. The cataloging librarian also attended a two day virtual resource sharing conference and continues her professional mentorship program through CAL. Slatwall was purchased and cut to size for the new library of things area. Once it has been installed, back-of-house

L.O.T. items will be added, followed by other L.O.T. items that are currently housed throughout the library. Technical services is speaking with Marmot about purchasing and setting up a new thermal spine label and barcode printer. There has also been an update to how collection managers will order items through iPage, which the cataloging librarian will train collection managers on in May. The adult collection development coordinator is working on weeding the adult nonfiction and ordering new titles. The technical services assistant celebrated her 6 years anniversary working for the library, and has been hard at work copy-cataloging, repairing items, and updating her goals for the coming work year.

The teen librarian is working on a new reader advisory for teens called Anonymous Reading Rec where teens can ask for books they enjoy without having to have a face-to-face conversation with a librarian, which will be up and running by the start of the next school year. The children's librarian and teen librarian have been hard at work with their collections, Weeding has been completed in all areas of the youth services side of the library. The youth services budget is on track with spending, so new books are flowing in.

Programs

Youth Services has been working on finishing up the 2023-2024 school year including wrapping up our in-school book clubs in all 3 schools. The youth services and Spanish outreach teams will be attending the Basalt Elementary School field day on May 30th to help promote the summer reading program. The children's librarian has been planning and running Storytimes on Wednesdays, we are slowly getting our numbers back for that program. Our Raising-a-Reader Spanish Story time will be ending for the school year on May 28th and starting back up on August 20th. June 4th is our first summer reading performer, we are starting the fun off with a family storytime with Tammy Barr. With weekly performances every Tuesday at 10:30.

Outreach

Through the strategic planning process, we have laid a foundation for future partnerships with the Basalt Education Foundation and the Buddy Program.

Technology

The community room AV troubles have smoothed out and are working as intended. Other minor technology issues have been resolved including getting the RFID readers at the front desk and adult self-check machines working and getting the TV to display room bookings. The new computers for the year should be installed the last week of May.

Facility

We have begun contract development for the roof project and hope to have a contract ready for the Board to approve soon. The Roof project is slated to begin around July 15.

Community Relations

Summer Reading materials are being finalized, including information booklets, reading logs, and website pages. These will be good to go in early May. An ad will also be in Mountain Pearl (formerly Mountain Parent) Magazine that features some of the kids' summer reading events.

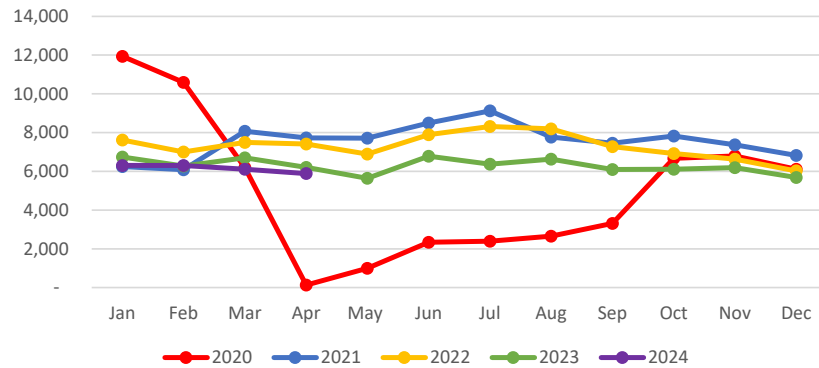
Leadership and Professional Development

The IT & Marketing Manager attended an accessibility workshop that focused on website accessibility for the upcoming July deadline. Work on website accessibility will ramp up soon. The cataloging librarian attended a two-day virtual resource sharing conference and continues her professional mentorship

program through the Colorado Association of Libraries (CAL). The IT & Marketing Manager and the Community Engagement Manager were both accepted into the CAL Leadership Institute, a year-long exploration of personal leadership styles that begins in July. The Executive Director is attending the Colorado Public Library Directors retreat in Palisade to network and gather ideas and support from other libraries.

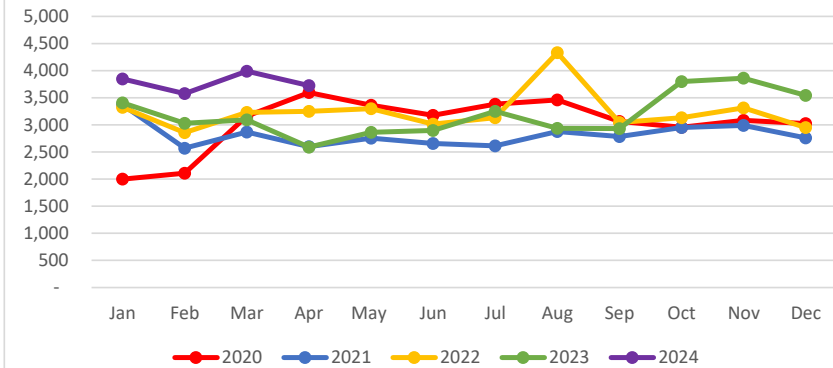
Collection Statistics

CIRCULATION OF PHYSICAL MATERIALS



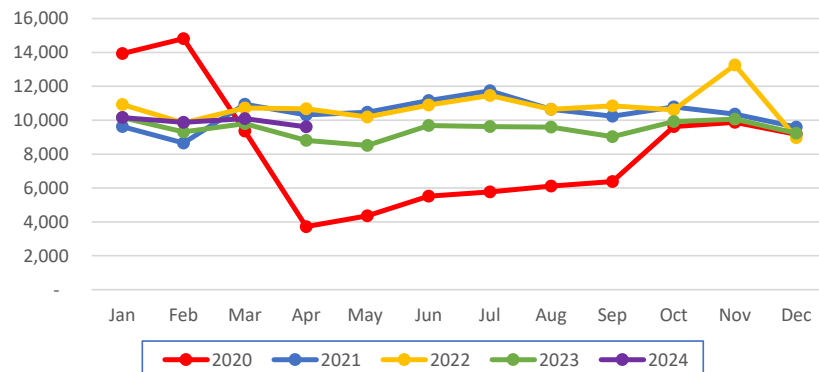
All physical items for checkout inside the library

CIRCULATION OF DIGITAL MATERIALS

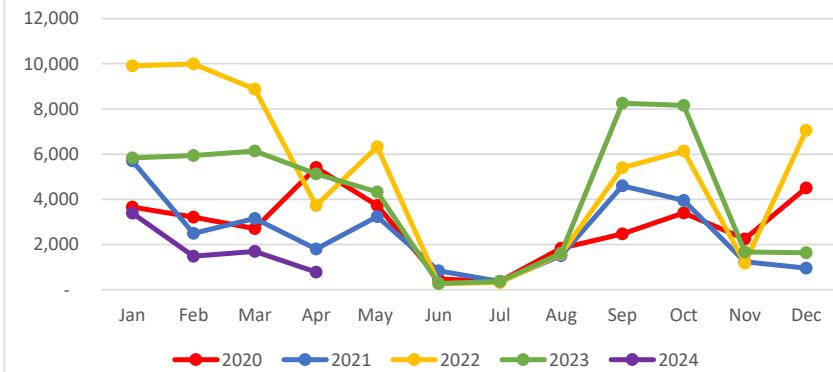


Ebooks
Eaudio books
Emagazines
Kanopy movies
Craftsy (Overdrive Craft Tutorial)

PHYSICAL + DIGITAL CIRCULATION



DATABASE USAGE



Basalt Regional Library District
Balance Sheet
April 2024

| | General Operating Fund | Bond Repayment Fund | Capital Reserve Fund | Total Balance | Adjustments (Conversion Fund) | Statement of Net Position |
|--|---------------------------|------------------------|-------------------------|------------------|----------------------------------|------------------------------|
| ASSETS | | | | | | |
| Cash in Banks | | | | | | |
| Alpine Bank #0127 | 482,630 | | | 482,630 | | 482,630 |
| Colo Trust - Tabor Reserve #8003 | 56,122 | | | 56,122 | | 56,122 |
| Colo Trust - Operating Fund #8004 | 1,576,718 | | | 1,576,718 | | 1,576,718 |
| Colo Trust - Bond Repayment #8002 | | 438,995 | | 438,995 | | 438,995 |
| Colo Trust - Capital Rsv Fund #8005 | | | 1,438,114 | 1,438,114 | | 1,438,114 |
| Cash with County Treasurer | - | | | - | | - |
| Employee Ski Pass Repayment Program | 112 | | | 112 | | 112 |
| Prepaid Expense | 6,000 | | | 6,000 | | 6,000 |
| Property Tax Receivable | 1,600,926 | | | 1,600,926 | | 1,600,926 |
| Pooled Cash (Interfund Transfers) | (548,689) | 839,405 | (290,716) | (0) | | (0) |
| Capital Assets, net of depreciation | - | - | - | - | 8,539,497 | 8,539,497 |
| Total Assets | 3,173,819 | 1,278,400 | 1,147,397 | 5,599,616 | 8,539,497 | 14,139,113 |
| LIABILITIES | | | | | | |
| Current Liabilities | | | | | | |
| Accounts Payable & Accrued Liabilities | 20,963 | - | - | 20,963 | | 20,963 |
| Other Current Liabilities | | | | | | |
| Accrued Interest | | | | - | 9,974 | 9,974 |
| Deferred Property Tax | 1,600,926 | | | 1,600,926 | | 1,600,926 |
| Current Bonds Payable, 2012 | | | | - | - | - |
| Total Current Liabilities | 1,621,889 | - | - | 1,621,889 | 9,974 | 1,631,863 |
| 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 | 1,621,889 | - | - | 1,621,889 | 2,522,314 | 4,144,204 |
| 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 | | 1,278,400 | | 1,278,400 | - | 1,278,400 |
| Committed for Future Projects | | | 1,147,397 | 1,147,397 | (1,147,397) | - |
| Unassigned / Unrestricted | 1,484,929 | - | - | 1,484,929 | 1,106,083 | 2,591,012 |
| Current Year Fund Balance / Net Position | 1,551,929 | 1,278,400 | 1,147,397 | 3,977,727 | 6,017,183 | 9,994,909 |
| Total Liabilities and Fund Balance / Net Position | 3,173,819 | 1,278,400 | 1,147,397 | 5,599,616 | 8,539,497 | 14,139,113 |

Prepared for Internal Use Only

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % | | | |
|--|--|--|--|-------------|-------------------------|-------------|--------------------------|-------------------------------|---------|--------|--------|
| General Operating Beginning Fund Balance | | | | | 1,828,170 | 1,467,445 | 1,370,825 | (96,619) | | | |
| Eagle County | | | | | | 419,653,120 | 419,653,120 | | | | |
| Assessed Value | | | | 273,153,790 | | | | | | | |
| % Increase | | | | 0.59% | 53.63% | | | | | | |
| Operating Mill Levy Rate | | | | 3.360 | 2.610 | | | 2.610 | | | |
| Pitkin County | | | | | | 299,274,620 | 299,274,620 | | | | |
| Assessed Value | | | | 193,543,290 | | | | | | | |
| % Increase | | | | 0.38% | 54.63% | | | | | | |
| Operating Mill Levy Rate | | | | 3.360 | 2.610 | | | 2.610 | | | |
| REVENUES | | | | | | | | | | | |
| 4005 General Operating Mill Levy | | | | | | 1,095,295 | 480,096 | 43.83% | | | |
| 4010 Eagle County | | | | 698,962 | | | | | | | |
| 4020 Pitkin County | | | | 505,189 | 781,107 | | | | 324,993 | 41.61% | |
| 4030 Mill Levy Supplement | | | | 346,020 | - | | | | - | 0.00% | |
| 4040 Tax Abatement - Prior Year | | | | - | - | - | - | 0.00% | | | |
| Total General Operating Mill Levy | | | | | 1,550,172 | 1,876,401 | 805,089 | 42.91% | | | |
| 4100 MVSO - General Operating | | | | | | 100,000 | 28,498 | 28.50% | | | |
| 4110 Eagle County | | | | 83,822 | 70,000 | | | | 20,156 | 28.79% | |
| 4120 Pitkin County | | | | 37,040 | 30,000 | | | | 8,341 | 27.80% | |
| Total MVSO - General Operating | | | | 120,861 | | | | | | | |
| 4200 Fines & Fees | | | | | | - | - | 0.00% | | | |
| 4205 Coffee Purchase | | | | 169 | | | | | | | |
| 4210 Copies | | | | 1,331 | | | | | | | |
| 4215 Earbuds | | | | 19 | | | | | | | |
| 4220 Faxing | | | | 5 | | | | | | | |
| 4230 Fines | | | | 117 | | | | | | | |
| 4250 Meeting Room Rental | | | | 663 | | | | | | | |
| 4255 Reading Glasses | | | | 13 | | | | | | | |
| 4260 Replacement Books | | | | 565 | | | | | | | |
| 4285 Health Insurance Dividend - CEBT | | | | 6,780 | | | | | | | |
| 4261 Miscellaneous | | | | 9,399 | 12,000 | | | | 6,891 | 57.43% | |
| Total Fines & Fees | | | | | 19,061 | | | | 12,000 | 6,891 | 57.43% |
| 4300 Earnings on investments | | | | | | | | | 80,000 | 27,878 | 34.85% |
| 4310 Colotrust Int Op Acct | | | | 100,753 | | | | | | | |

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|-----------------------|--|--|--|--|-------------------------|------------------|--------------------------|-------------------------------|
| 4320 | | Mill Levy Interest | | | 3,649 | 6,234 | 352 | 5.65% |
| | | Total Earnings on investments | | | 104,402 | 86,234 | 28,230 | 32.74% |
| 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 | 10,269 | 34.23% |
| | | Total Restriced Fund Income - Foundation/Friends | | | 48,748 | 45,005 | 18,398 | 40.88% |
| TOTAL REVENUES | | | | | 1,873,886 | 2,131,700 | 887,106 | 41.61% |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | <u>OPERATING:</u> | | | | | | |
| | | <u>Administration</u> | | | | | | |
| | | Contract Services | | | | | | |
| 5010 | | Accounting | | | 10,679 | 15,000 | 2,779 | 18.53% |
| 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 | 100 | 2.00% |
| 5050 | | Miscellaneous Contracts | | | | 20,000 | | |
| | | Total Contract Services | | | 36,100 | 63,045 | 9,580 | 15.20% |
| 5100 | | Insurance | | | | | | |

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

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|--|---|-------------------------|----------------|--------------------------|-------------------------------|
| 5110 | | | Property & Liability Insur | 36,329 | 38,509 | 39,214 | 101.83% |
| 5120 | | | Worker's compensation | 1,484 | 2,519 | 1,782 | 70.75% |
| | | | Total Insurance | 37,813 | 41,027 | 40,996 | 99.92% |
| 5220 | | | Professional Dev. & Memberships | | | | |
| 5230 | | | Board | 890 | 750 | 893 | 119.07% |
| 5235 | | | Employers Council | 3,417 | 3,600 | 2,100 | 58.33% |
| 5240 | | | Library Association Dues | 1,358 | 1,000 | 1,160 | 116.00% |
| 5250 | | | Spec District Ass'n Due | 1,196 | 1,695 | 1,238 | 73.01% |
| 5260 | | | Staff | 6,994 | 12,000 | 4,532 | 37.77% |
| 5275 | | | Volunteer Appreciation | 453 | 1,000 | - | 0.00% |
| 5276 | | | Staff Appreciation | 1,271 | 2,000 | 247 | 12.37% |
| 5270 | | | Travel expenses | 8,083 | 9,000 | 5,358 | 59.53% |
| | | | Total Professional Dev. & Memberships | 23,662 | 31,045 | 15,527 | 50.02% |
| 5280 | | | Publicity | | | | |
| 5290 | | | Advertising - General | 1,705 | 6,000 | 342 | 5.71% |
| 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 | 90 | 6.00% |
| 5297 | | | Targeted Newspaper Ads | 5,896 | 7,000 | 1,234 | 17.63% |
| 5286 | | | Spanish Language Interpretation/Translating | 1,933 | 6,000 | 823 | 13.71% |
| 5287 | | | Job Ads | 1,207 | 2,000 | 376 | 18.80% |
| | | | Total Publicity | 27,693 | 40,500 | 19,291 | 47.63% |
| 5300 | | | Supplies | | | | |
| 5310 | | | Office Supplies | 11,321 | 14,000 | 3,725 | 26.61% |
| 5320 | | | Technical Cataloging & Service | 8,873 | 8,500 | 1,194 | 14.04% |
| 5330 | | | Postage & Shipping | 1,133 | 500 | 2 | 0.37% |
| | | | Total Supplies | 21,327 | 23,000 | 4,921 | 21.39% |
| 5350 | | | Treasurer's fees | | | | |
| 5360 | | | Eagle fees | 27,021 | 32,859 | 14,405 | 43.84% |
| 5370 | | | Pitkin fees | 31,115 | 39,055 | 14,581 | 37.33% |
| | | | Total Treasurer's fees | 58,136 | 71,914 | 28,985 | 40.31% |
| | | | | | | | |
| | | | Total Administration | 204,732 | 270,531 | 119,300 | 44.10% |
| | | | Facility Expenses | | | | |
| 5410 | | | Janitorial | 55,583 | 55,000 | 14,248 | 25.91% |

Basalt Regional Library District
General Fund
April 2024

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|---------|--|--|--|--|-------------------------|-------------|--------------------------|-------------------------------|
| 5420 | | Janitorial Supplies | | | 8,281 | 9,000 | 2,310 | 25.67% |
| 5430 | | Landscaping | | | 11,873 | 13,835 | 1,607 | 11.62% |
| 5440 | | Maintenance *Detailed List Attached | | | 28,762 | 20,000 | 11,825 | 59.13% |
| 5460 | | Snow Removal | | | 4,620 | 4,898 | - | 0.00% |
| | | Total Facility Expenses (Maintenance) | | | 109,119 | 102,733 | 29,991 | 29.19% |
| 5500 | | Utilities | | | | | | |
| 5510 | | Electric | | | 7,980 | 8,000 | 2,327 | 29.09% |
| 5515 | | Compost Collection System | | | 1,403 | 1,871 | 641 | 34.25% |
| 5520 | | Gas | | | 15,326 | 17,798 | 8,864 | 49.81% |
| 5530 | | Internet Connectivity | | | 8,051 | 15,000 | 3,203 | 21.36% |
| 5540 | | Sanitation | | | 3,331 | 3,561 | 1,720 | 48.30% |
| 5550 | | Telephone | | | 6,130 | 8,930 | 1,798 | 20.14% |
| 5560 | | Trash | | | 8,346 | 9,847 | 2,946 | 29.92% |
| 5570 | | Water | | | 5,481 | 5,049 | - | 0.00% |
| | | Total Utilities | | | 56,048 | 70,055 | 21,500 | 30.69% |
| | | Total Facility Expenses | | | 165,167 | 172,788 | 51,491 | 29.80% |
| | | <u>Library Programs</u> | | | | | | |
| 5610 | | Adult Program | | | 14,935 | 11,000 | 5,793 | 52.66% |
| 5612 | | Adult Materials | | | (35) | | - | 0.00% |
| 5620 | | Children's | | | 7,265 | 5,500 | 856 | 15.56% |
| 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 | 6,837 | 40.22% |
| 5650 | | Spanish Language | | | 2,746 | 4,000 | 1,369 | 34.23% |
| 5660 | | Teens | | | 6,230 | 3,500 | 2,294 | 65.54% |
| 5601 | | Summer Reading | | | | | | |
| 5601.01 | | Adult Summer Reading | | | 2,133 | 1,000 | - | 0.00% |
| 5601.02 | | Teen Summer Reading | | | 2,147 | 2,500 | 630 | 25.20% |
| 5601.03 | | Children's Summer Reading | | | 5,893 | 5,500 | 1,262 | 22.95% |
| 5601.04 | | Spanish Language Summer Reading | | | 941 | 2,000 | 215 | 10.74% |
| 5602 | | Community Events | | | 9,194 | 15,000 | 4,330 | 28.86% |
| 5675 | | Next Gen / Millennials | | | - | - | - | 0.00% |
| | | Total Library Programs | | | 74,161 | 67,950 | 23,932 | 35.22% |
| | | <u>Technology & Equipment</u> | | | | | | |
| | | Copiers & Equipment | | | | | | |
| 5730 | | Lease | | | 407 | - | - | 0.00% |
| 5740 | | Service Agreement / Copy Usage | | | 4,142 | 2,500 | 735 | 29.40% |

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

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|------------------------------------|--|-------------------------|----------------|--------------------------|-------------------------------|
| 5750 | | Copier Supplies | | 124 | - | - | 0.00% |
| | | Total Copiers & Equipment | | 4,673 | 2,500 | 735 | 29.40% |
| 5760 | | Marmot ILS System | | 92,577 | 99,910 | 49,138 | 49.18% |
| 5770 | | Miscellaneous Parts | | 824 | 2,000 | 463 | 23.17% |
| 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 | 1,090 | 24.21% |
| | | Total Support & Service Agreements | | 8,587 | 9,500 | 4,570 | 48.10% |
| 5840 | | Tech Labor & Repair | | - | - | - | 0.00% |
| | | Total Technology | | 106,661 | 113,910 | 54,906 | 48.20% |
| | | <u>Collections</u> | | | | | |
| 5910 | | Audio | | | | | |
| 5920 | | Adult BCD | | 3,528 | 3,000 | 600 | 19.99% |
| 5922 | | Spanish Audio Adult | | 525 | 500 | - | 0.00% |
| 5924 | | Spanish Audio Youth | | 321 | 500 | - | 0.00% |
| 5930 | | Youth Audio | | 1,312 | 3,000 | 410 | 13.66% |
| | | Total Audio | | 5,686 | 7,000 | 1,010 | 14.42% |
| 6000 | | Books & Magazines | | | | | |
| 6010 | | Adult fiction books | | 10,835 | 12,000 | 3,601 | 30.00% |
| 6020 | | Adult non-fiction books | | 13,267 | 12,000 | 3,564 | 29.70% |
| 6025 | | Board Games | | 398 | 500 | - | 0.00% |
| 6030 | | Juvenile Fiction | | 8,438 | 9,100 | 1,929 | 21.19% |
| 6040 | | Juvenile Non-Fiction | | 2,094 | 4,000 | 710 | 17.75% |
| 6045 | | Large Print | | 2,421 | 2,000 | 527 | 26.37% |
| 6050 | | Print Subscriptions | | 4,082 | 4,500 | 164 | 3.65% |
| 6055 | | Replacement Books - Purchased | | 2,100 | 1,500 | 770 | 51.36% |
| 6060 | | Spanish Adult fiction | | 1,692 | 2,000 | 785 | 39.27% |

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

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|--|---------------------------------|-------------------------|----------------|--------------------------|-------------------------------|
| 6070 | | | Spanish adult non-fiction | 948 | 1,500 | 480 | 31.97% |
| 6080 | | | Spanish children's books | 4,109 | 5,000 | 1,520 | 30.40% |
| 6100 | | | YA Fiction | 5,754 | 3,500 | 1,167 | 33.33% |
| 6110 | | | YA Non-Fiction | 1,559 | 1,700 | 325 | 19.13% |
| 6120 | | | Special Items | 1,798 | 2,000 | 1,086 | 54.30% |
| | | | Total Books | 59,498 | 61,300 | 16,628 | 27.12% |
| 6200 | | | Digital Resources | | | | |
| 6210 | | | <u>Annual Subscriptions:</u> | | | | |
| 6240 | | | Ency Britannica | 493 | - | - | 0.00% |
| 6250 | | | Gale Public | 2,035 | - | - | 0.00% |
| 6270 | | | Mango Languages | - | 4,000 | 4,111 | 102.79% |
| 6275 | | | New York Times | 100 | - | - | 0.00% |
| 6280 | | | Tumblebooks | (52) | - | - | 0.00% |
| 6285 | | | Wallstreet Journal | 434 | - | - | 0.00% |
| 6295 | | | Pebble Go | 1,469 | - | - | 0.00% |
| 6300 | | | <u>Downloadable Titles:</u> | | | | |
| 6305 | | | Kanopy | 6,000 | 6,000 | - | 0.00% |
| 6308 | | | OCLC World Share | - | - | - | 0.00% |
| 6320 | | | Overdrive | 20,816 | 25,000 | 11,423 | 45.69% |
| 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 | 23,507 | 52.82% |
| 6400 | | | Media | | | | |
| 6410 | | | Adult Music | - | | - | 0.00% |
| 6420 | | | Juvenile Music | 66 | | - | 0.00% |
| 6430 | | | Adult Movies | 6,145 | 6,000 | 1,996 | 33.26% |
| 6440 | | | Juvenile Movies | 735 | 1,000 | 199 | 19.88% |
| 6460 | | | Video / Games | 768 | 800 | 411 | 51.35% |
| | | | Total Media | 7,714 | 7,800 | 2,605 | 33.40% |
| | | | Total Collections | 104,337 | 120,600 | 43,750 | 36.28% |
| 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 | 293,379 | 37.34% |
| 6900 | | | Payroll Expenses | | | | |
| 6910 | | | Payroll | 863,099 | 1,031,652 | 334,737 | 32.45% |
| 6920 | | | Payroll Service | 6,343 | 8,000 | 2,456 | 30.70% |

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|---------------------------------------|--|--|-------------------------|------------------|--------------------------|-------------------------------|
| 6930 | | Payroll Taxes | | | 68,510 | 83,000 | 26,823 | 32.32% |
| 6940 | | Retirement Plan | | | 26,048 | 25,250 | 7,384 | 29.24% |
| 6950 | | Health Insurance | | | 102,207 | 130,500 | 38,169 | 29.25% |
| 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 | 412,623 | 31.92% |
| | | | | | | | | |
| | | TOTAL EXPENDITURES | | | 1,731,235 | 2,078,631 | 706,002 | 33.96% |
| | | Net General Fund Income/(Loss) | | | 142,652 | 53,069 | 181,104 | |
| | | | | | | | | |
| | | Allocation to Capital Reserve Outlay | | | 600,000 | 90,000 | - | 0.00% |
| | | Allocation to Bond Repayment | | | | | | |
| | | General Fund Balance | | | 1,370,825 | 1,430,513 | 1,551,929 | 108.49% |

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | 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 | 5,823 | 36.40% |
| Mill Levy Debt Repayment | | | | | | | | |
| Eagle County | | | | | 531,516 | 542,611 | 237,769 | 43.82% |
| Pitkin County | | | | | 385,570 | 386,962 | 160,753 | 41.54% |
| Total Mill Levy Debt Repayment | | | | | 917,086 | 929,574 | 398,522 | 42.87% |
| Transfer from General Fund | | | | | | | | |
| TOTAL REVENUES | | | | | 949,931 | 945,574 | 404,345 | 42.76% |
| EXPENDITURES | | | | | | | | |
| Bond Interest | | | | | 77,394 | 59,844 | - | 0.00% |
| Bond Repayment Principle Loan Payment | | | | | 780,000 | 800,000 | - | 0.00% |
| Treasurer's Fees | | | | | | | | |
| Eagle County | | | | | 15,961 | 16,278 | 7,134 | 43.82% |
| Pitkin County | | | | | 20,744 | 19,348 | 9,720 | 50.24% |
| Total Treasurer's Fees | | | | | 36,704 | 35,626 | 16,854 | 47.31% |
| TOTAL EXPENDITURES | | | | | 894,098 | 895,470 | 16,854 | 1.88% |
| Net Fund Income/(Loss) | | | | | 55,833 | 50,103 | 387,491 | 773.39% |
| Bond Repayment Fund Balance | | | | | 890,909 | 953,189 | 1,278,400 | 134.12% |
| **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
April 2024

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | 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 | 25,854 | 73.87% |
| TOTAL REVENUES | | | | | 658,509 | 125,000 | 25,854 | 20.68% |
| EXPENDITURES | | | | | | | | |
| 8310 | Miscellaneous | | | | 8,786 | 10,000 | - | 0.00% |
| 8310.03 | Conference Room - A/V Replace | | | | 12,639 | 10,000 | 12,007 | 120.07% |
| 8310.04 | Computers - Patron | | | | 21,136 | 12,000 | - | 0.00% |
| 8310.05 | Computers - Staff | | | | 9,932 | 12,000 | - | 0.00% |
| 8310.06 | EV Charging Station | | | | 6,042 | - | - | 0.00% |
| 8310.08 | Lighting Control System Replacement | | | | 6,944 | - | - | 0.00% |
| 8310.09 | Fiber Cable | | | | - | 5,000 | - | 0.00% |
| 8310.10 | Handrail for Tent Area | | | | 6,000 | - | - | 0.00% |
| 8310.11 | Painting - Interior | | | | 19,075 | - | 11,552 | Not Budgeted |
| 8310.13 | Security Cameras | | | | - | 10,000 | - | 0.00% |
| 8310.15 | Roof | | | | - | 700,000 | - | 0.00% |
| 8310.16 | Remove Solar from Roof | | | | - | 50,000 | - | 0.00% |
| 8310.17 | Consulting Engineer | | | | 20,000 | | 2,000 | Not Budgeted |
| 8310.18 | Furniture and Fixtures | | | | | 50,000 | 2,979 | |
| 8310.19 | Replace telephone system | | | | | 10,000 | | |
| 8310.20 | Replace kitchen appliances | | | | | 2,500 | | |
| TOTAL EXPENDITURES | | | | | 110,554 | 871,500 | 28,539 | 3.27% |
| Net Fund Income/(Loss) | | | | | 547,954 | (746,500) | (2,685) | 0.36% |
| Capital Reserve Fund Balance | | | | | 1,150,083 | 412,566 | 1,147,397 | 278.11% |

**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 | 420.00 |
| 03/31/24 | Grizzly Creek Enterprises, Inc. | Building/Interior Maintenance | Misc Repairs & Maintenance | 1,236.42 |
| Sub-Total March | | | | \$ 7,555.38 |
| 04/08/24 | First Impression Glass Cleaners | Building/Interior Maintenance | window cleaning | \$ 1,857.00 |
| 04/14/24 | *Divvy | Miscellaneous | Keybox | \$ 11.99 |
| Sub-Total April | | | | \$ 1,868.99 |
| Grand Total | | | | \$ 11,825.11 |

| | |
|-------------------------------|---------------------|
| Alarm / Monitoring | \$ 1,260.03 |
| Electrical | \$ 420.00 |
| 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 |
| | \$ 11,825.11 |

| Amazon Transaction Details April 2024 | | | | | |
|--|---------------------|-------------------------|----------|----------------|---|
| Order Date | Order ID | PO Number | Currency | Order Subtotal | Title |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | 34.36 | Benresive 600 Pcs Cute Stickers for Kids, Water Bottle Stickers for Kids Waterproof, Vinyl Laptop Kids Stickers Pack, Kids Classroom Prizes for Elementary Students |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | | Heyfibro 500 PCS Spanish Reward Stickers for Students Teachers, 1" Espanol Motivational Stickers for Kids, Incentive Award Stickers in 8 Designs for School Classroom |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | | BLUE PANDA 1000 Pack Spanish Motivational Stickers for Classroom - Bulk Reward Stickers for Kids, Teacher School Supplies (8 Assorted Designs, 1.5 in) |
| 4/27/2024 | 112-5847169-6947449 | 5601.04 | USD | 59.56 | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | 114.43 | 41PCS Jungle Safari Photo Booth Props Wild Animals Forest Themed Party Props Kit for Jungle Safari Kids Baby Shower Birthday Party Decorations Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | Swepuck 72x43inch Fabric Let The Adventure Begin Backdrop Camping Adventure Awaits Photography Background Forest Baby Shower Banner Decorations Photo Booth |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | PERPAOL 148PCS Sage Green Brown Balloon Garland Kit, Jungle Safari Woodland Forest Wild One Camper Balloon Arch, Olive Green Gold Coffee Cocoa Balloons for Birthday Wedding Shower Party Decorations |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | 18 Pcs Funny Party Photo Booth Props for Adults Assorted Dress Up Costume Party Hats Funny Party Sunglasses Fun Photo Booth Kits for Wedding Props Bachelorette Party Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | PHOGARY Luau Party Decorations Luau Photo Booth Props Kit, 30PCS Hawaiian Themed Party Decorations Tropical Tiki Party Favors for Hawaiian Luau Summer Pool Beach Birthday Wedding Party Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | Big Dot of Happiness Wild Safari - African Jungle Adventure Birthday Party or Baby Shower Photo Booth Props Kit - 20 Count |
| 4/25/2024 | 111-9816481-7713044 | 5620 | USD | 7.29 | Froggy Goes to the Library |
| 4/23/2024 | 111-8522017-4496268 | 6055 REPLACE | USD | 6.15 | New RMT-VB201U Remote Control Replaced for Sony Blu-Ray Disc Player BDP-BX370 BDP-S1700 BDP-S3700 BDP-S6700 UBP-X700 BDP-S1700ES BDP-S2500 |
| 4/23/2024 | 111-3881778-2096209 | BC 5660 Art for Someone | USD | 55.59 | DecorRack 24 Cocktail Glasses, Plastic Party Champagne Cups, Perfect for Outdoor Parties, Weddings, Picnics, Stackable Stemmed, Reusable, Shatterproof Disposable Wine Glasses (Pack of 24) |
| 4/23/2024 | 111-3881778-2096209 | BC 5660 Art for Someone | USD | | 30 Pack Canvases for Painting with 4x4, 5x7, 8x10, 9x12, 11x14, 12x16, Painting Canvas for Oil & Acrylic Paint |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | 505.95 | Crownwall F-Trim Piece 4 ft. (48-in) - Graphite |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | | Crownwall H-Trim Piece 4 ft. (48-in) - Graphite |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | | CrownWall PVC Slat Wall Panels Garage Wall and Home Organizer Storage System Heavy Duty Organization and Easy Installation Dual 3 - 8ft by 4ft (32 sqft) Section, Graphite |
| 4/21/2024 | 111-7070768-0973823 | 5601.03 | USD | 132.65 | Wowfit 100 Count 10x13 inches Clear Cellophane Plastic Bags, Resealable Self-Sealing Cello Bags Great for Clothes, Shirts, Pants, Foods, Flyers, More (10 x 13 with Reinforced Sides) |
| 4/21/2024 | 111-7070768-0973823 | 5601.03 | USD | | Trunple Smell Proof Bags & Resealable Foil Pouch Bag [100 PCS] Great for Party Favor Food Storage (Holographic Color, 8 x 5.5 Inch) |
| 4/21/2024 | 111-7070768-0973823 | 5601.03 | USD | | Milk Chocolate Gold Coins, 5 lb By The Cup Bulk Bag (Approximately 300 Coins) |
| 4/20/2024 | 111-2866850-7429818 | 5660 BC Display | USD | 7.99 | Yowein Home Dragon Head Wall Mount - DIY Pre-Cut Papercraft Assembly Kit Wall Trophy Wall Sculpture Wall Mount DIY 3D Model Wall Decoration Manual Creative Decor for Bedroom and Living Room (Blue-B) |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | 157.48 | AZEN 32 Pcs Mini Spring Party Favors for Kids 3-5 4-8, Goodie Bags Stuffers for Birthday Party, Classroom Prizes Kids Prizes, Small Bulk Toys Gifts (4 Smile) |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Pop Fidget Toy Birthday Party Favors for Kids 4-8,8-12 Year 30 PCS Bulk Toys Mini Pop Keychain Its Small Classroom Prizes Heart Fidgets It Bubbles Poppers Students Goodie Bag Stuffers Toddler Toys |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Dinosaur Party Favors 30 Pack Fidget Toys Bulk Dinosaur Keychains Dino Party Favors for Kids 4-8 Children Mini Supplies It Toddler Small Birthday Decorations Pop Fidgets Its for Boys Girls |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Kids Party Favors Fidget Toys Bulk 30 Pack Mini Pop Fidget Keychain Its Birthday Party Favors for Kids 4-8,8-12 Year Small Kid Classroom Prizes Fidgets It Bubbles Poppers Students Goodie Bag Stuffers |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Lenwen 96 Pieces Brain Teaser Puzzle Mini Fidget Puzzle Cubes 3D Ball Maze Cube Puzzle Cubes Party Favor Games Challenge Decompression for Teens Adults |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Kids Party Favors 30 Pcs Fidget Toys Bulk Mini Pop Fidgets Keychain Its Birthday Party Favors for Kids Goodie Bag Stuffers Small Kid Classroom Prizes It Bubbles Poppers Students Bulk Toys Pinata |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Mini Cube 56 Pack Magic Cube, Puzzle Party Favors for Kids Party Puzzle Game Toys Classroom Rewards & School Prize for Students, Stress Relief Toys Goody Bag Filler Birthday Gift |
| 4/19/2024 | 112-1029847-5289818 | 5601.04 | USD | 355.12 | Solito: A Memoir |
| 4/19/2024 | 112-1029847-5289818 | 5601.04 | USD | | Solito (Spanish Edition) |
| 4/19/2024 | 112-1029847-5289818 | 5601.04 | USD | | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/16/2024 | 111-6664853-8642667 | 5660 BC 4-24 | USD | 161.60 | Gender Queer: A Memoir |

| Amazon Transaction Details April 2024 | | | | | |
|--|---------------------|----------------------|----------|----------------|---|
| Order Date | Order ID | PO Number | Currency | Order Subtotal | Title |
| 4/16/2024 | 114-5837304-4261866 | 5610 | USD | 5.99 | 390Pcs Name Tags, 3in x 2in Name Tag Stickers, Name Tags Sticker for School Office Home(White with Blue Border) |
| 4/15/2024 | 112-0726582-1793035 | 5640 | USD | 171.48 | Amazon Basics Professional Folding Orchestra Sheet Music Stand, Black |
| 4/15/2024 | 111-4661859-5502632 | 5276 | USD | 29.00 | Lodge Seasoned Cast Iron Sugar Skull Skillet, 10.25 Inch |
| 4/14/2024 | 111-1844965-8922602 | 6025 | USD | 44.00 | Psychic Pizza Deliverers Go to The Ghost Town - Board Game - 3-5 Players - 30-45 Minutes Play Time |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | 119.89 | Ravensburger That's Not A Hat - A Bluffing and Memory Party Game for Ages 8 and Up |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Grandpa Beck's Games Cover Your Assets from The Creators of Skull King Easy to Learn and Outrageously Fun for Kids, Teens, & Adults Alike 2-6 Players Ages 7+ |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Herd Mentality: The Udderly Hilarious Board Game Fun for The Whole Family |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | SKYJO by Magilano - The entertaining card game for kids and adults. The ideal game for fun, entertaining and exciting hours of play with friends and family. |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | PARTNERS Board Game 1st USA Edition A 4 Player Strategy Board Game Played in Teams of 2 Perfect for Game Night with Family, Friends, Adults, Teens, All Ages |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Ultimate Aquarium - an Easy and Relaxing Card Game for All Ages by The Dusty Top Hat - 2-4 Players |
| 4/14/2024 | 111-6132221-9625818 | 6025 | USD | 39.99 | Rough Draft Games All Rise Board Game - The Ridiculous Game of Off-The-Cuff Storytelling and Courtroom Debate! |
| 4/14/2024 | 111-0997432-1710603 | 5660 | USD | 8.60 | KDS Nail Glue 20 Pack |
| 4/13/2024 | 111-1400991-8035412 | 6055 REPLACE | USD | 41.96 | Adventure First Aid, 0.5 Tin Red |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | Solito: A Memoir |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | Solito (Spanish Edition) |
| 4/12/2024 | 111-3042319-4648235 | BC 5601.02 Snack G&G | USD | 22.75 | Las Posadas Mexican Candy Assortment - 100 PCs - Spicy, Sweet, Sour Dulces Mexicanos Assortment Pack - Mexican Snacks for Kids and Adults (Fiesta Pack) |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | 304.44 | 30 Japanese Snack and Sweets Gift Box |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | South African Snacks - 26-Unit Exotic Snack Box with Authentic South African Food, Candy, Chocolates & Biscuits, Elegantly Packaged in a Gift Box, Ideal for Food Lovers |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | Australian Candy & Snack Box (23 Items) Very Best Australian Food Gift Box - Tim Tam, Allen's Party Mix, Vegemite, Cherry Ripe, Shapes, Tiny Teddy, Minties, Caramello Koala, Violet Crumble & More |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | Korean Snack Box Variety Pack - 46 Count Snacks Individual Wrapped Gift Care Package Bundle Sampler Tiktok Asian Challenge Assortment Mix Candy Chips Cookies Ramen Gummy Treats for Kids Children |
| 4/12/2024 | 111-5969477-8687468 | BC 5601.02 Snack G&G | USD | 79.90 | Mega International Snack Box Premium Exotic Foreign Snacks Unique Snack Food Gifts Included Try Extraordinary Turkish Snacks Candies from Around the World 32 Full-Size Snacks |
| 4/12/2024 | 111-7831923-1464255 | BC 5601.02 Snack G&G | USD | 37.98 | BRAZILIAN CORNER Candy Variety Box Mixed Cookies, Candies & Chocolates Snack Boxes Brazilian Treats for Adults, Kids & Teen Great for Gifts, Home, School, College 40 Count |
| 4/12/2024 | 111-9559317-5569822 | BC 5601.02 Snack G&G | USD | 101.97 | BENGAL BOX Indian Snack Box Assortment 24 Piece, Individually Packaged Top Brand Named Snacks Essential Sample Pack of Chips Pie Cookie Candy |
| 4/9/2024 | 111-8804507-3461014 | 5601.03 | USD | 483.08 | 100 Pcs Blank Watercolor Paper Postcards 140lb/300gsm Heavyweight Art Paper Post Note Cards White 4 x 6 Inch Watercolor Journal Cards for DIY Mailing Christmas Thanksgiving Painting (Round Angle) |
| 4/9/2024 | 111-8804507-3461014 | 5601.03 | USD | | ArtSkills Travel Watercolor Kit, Watercolor Paint Set for Kids & Adults, Travel Palette with Water Brush |
| 4/9/2024 | 111-6394035-6941008 | 5620 | USD | 23.95 | Nuby Wacky Waterworks Pipes Bath Toy with Interactive Features for Cognitive Development |
| 4/9/2024 | 111-6394035-6941008 | 5620 | USD | | Tub Works® Smooth™ Bath Crayons Bath Toy, 12 Pack Nontoxic, Washable Bath Crayons for Toddlers & Kids Unique Formula Draws Smoothly & Vividly on Wet & Dry Tub Walls Hexagon Grip Bathtub Crayons |
| 4/9/2024 | 111-0447261-4959447 | BC 6055 Dreamin Sun | USD | 3.23 | Dreamin' Sun Vol. 1 |
| 4/8/2024 | 111-8474426-8803447 | 5620 BC Bingo | USD | 23.69 | Toy Galaxy Slime Kit for Boys Girls 10-12, FunKidz Ultimate Metallic Slime Making Kit for Kids Ages 8-10 D.I.Y. Glow, Galactic, Fun Slime Gifts |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | 180.21 | Clorox 32486 Free & Clear Cleaning Wipe, Compostable, 75-Ct. - Quantity 6 |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | H13 True HEPA Replacement Filter for Levoit Vital 100 Air Purifier 2 PACK Vital 100-rf Air Filters 3-in-1 by APPLIANCEMATES |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | X3 Nitrile Disposable Gloves, 3 Mil, Latex and Powder-Free, Textured, Food Safe, Ideal for Industrial and Home Use, Black, X-Large, Box of 100 |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | ANTISEPTIC SANITIZ WIPES |
| 4/5/2024 | 112-6769781-7608251 | 5650 SPA PROGRAMS | USD | 26.99 | Speed-Boil Water Electric Kettle, 1.7L 1500W, Coffee & Tea Kettle Borosilicate Glass, Wide Opening, Auto Shut-Off, Cool Touch Handle, LED Light. 360° Rotation, Boil Dry Protection |
| | | | | 3,347.27 | |

| Amazon Transaction Details | | | | | |
|----------------------------|---------------------|-------------------------|-------------|----------------|---|
| April 2024 | | | | | |
| Order Date | Order ID | PO Number | Currency | Order Subtotal | Title |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | 34.36 | Benresive 600 Pcs Cute Stickers for Kids, Water Bottle Stickers for Kids Waterproof, Vinyl Laptop Kids Stickers Pack, Kids Classroom Prizes for Elementary Students |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | | Heyfibro 500 PCS Spanish Reward Stickers for Students Teachers, 1" Espanol Motivational Stickers for Kids, Incentive Award Stickers in 8 Designs for School Classroom |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | | BLUE PANDA 1000 Pack Spanish Motivational Stickers for Classroom - Bulk Reward Stickers for Kids, Teacher School Supplies (8 Assorted Designs, 1.5 in) |
| 4/27/2024 | 112-5847169-6947449 | | 5601.04 USD | 59.56 | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | 114.43 | 41PCS Jungle Safari Photo Booth Props Wild Animals Forest Themed Party Props Kit for Jungle Safari Kids Baby Shower Birthday Party Decorations Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | Sweptuck 72x43inch Fabric Let The Adventure Begin Backdrop Camping Adventure Awaits Photography Background Forest Baby Shower Banner Decorations Photo Booth |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | PERPAOL 148PCS Sage Green Brown Balloon Garland Kit, Jungle Safari Woodland Forest Wild One Camper Balloon Arch, Olive Green Gold Coffee Cocoa Balloons for Birthday Wedding Shower Party Decorations |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | 18 Pcs Funny Party Photo Booth Props for Adults Assorted Dress Up Costume Party Hats Funny Party Sunglasses Fun Photo Booth Kits for Wedding Props Bachelorette Party Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | PHOGARY Luau Party Decorations Luau Photo Booth Props Kit, 30PCS Hawaiian Themed Party Decorations Tropical Tiki Party Favors for Hawaiian Luau Summer Pool Beach Birthday Wedding Party Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | Big Dot of Happiness Wild Safari - African Jungle Adventure Birthday Party or Baby Shower Photo Booth Props Kit - 20 Count |
| 4/25/2024 | 111-9816481-7713044 | 5620 | USD | 7.29 | Froggy Goes to the Library |
| 4/23/2024 | 111-8522017-4496268 | 6055 REPLACE | USD | 6.15 | New RMT-VB201U Remote Control Replaced for Sony Blu-Ray Disc Player BDP-BX370 BDP-S1700 BDP-S3700 BDP-S6700 UBP-X700 BDP-S1700ES BDP-S2500 |
| 4/23/2024 | 111-3881778-2096209 | BC 5660 Art for Someone | USD | 55.59 | DecorRack 24 Cocktail Glasses, Plastic Party Champagne Cups, Perfect for Outdoor Parties, Weddings, Picnics, Stackable Stemmed, Reusable, Shatterproof Disposable Wine Glasses (Pack of 24) |
| 4/23/2024 | 111-3881778-2096209 | BC 5660 Art for Someone | USD | | 30 Pack Canvases for Painting with 4x4, 5x7, 8x10, 9x12, 11x14, 12x16, Painting Canvas for Oil & Acrylic Paint |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | 505.95 | Crownwall F-Trim Piece 4 ft. (48-in) - Graphite |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | | Crownwall H-Trim Piece 4 ft. (48-in) - Graphite |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | | CrownWall PVC Slat Wall Panels Garage Wall and Home Organizer Storage System Heavy Duty Organization and Easy Installation Dual 3 - 8ft by 4ft (32 sqft) Section, Graphite |
| 4/21/2024 | 111-7070768-0973823 | | 5601.03 USD | 132.65 | Wowfit 100 Count 10x13 inches Clear Cellophane Plastic Bags, Resealable Self-Sealing Cello Bags Great for Clothes, Shirts, Pants, Foods, Flyers, More (10 x 13 with Reinforced Sides) |
| 4/21/2024 | 111-7070768-0973823 | | 5601.03 USD | | Trumple Smell Proof Bags & Resealable Foil Pouch Bag [100 PCS] Great for Party Favor Food Storage (Holographic Color, 8 x 5.5 Inch) |
| 4/21/2024 | 111-7070768-0973823 | | 5601.03 USD | | Milk Chocolate Gold Coins, 5 lb By The Cup Bulk Bag (Approximately 300 Coins) |
| 4/20/2024 | 111-2866850-7429818 | 5660 BC Display | USD | 7.99 | Yowein Home Dragon Head Wall Mount - DIY Pre-Cut Papercraft Assembly Kit Wall Trophy Wall Sculpture Wall Mount DIY 3D Model Wall Decoration Manual Creative Decor for Bedroom and Living Room (Blue-B) |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | 157.48 | AZEN 32 Pcs Mini Spring Party Favors for Kids 3-5 4-8, Goodie Bags Stuffers for Birthday Party, Classroom Prizes Kids Prizes, Small Bulk Toys Gifts (4 Smile) |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Pop Fidget Toy Birthday Party Favors for Kids 4-8,8-12 Year 30 PCS Bulk Toys Mini Pop Keychain Its Small Classroom Prizes Heart Fidgets It Bubbles Poppers Students Goodie Bag Stuffers Toddler Toys |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Dinosaur Party Favors 30 Pack Fidget Toys Bulk Dinosaur Keychains Dino Party Favors for Kids 4-8 Children Mini Supplies It Toddler Small Birthday Decorations Pop Fidgets Its for Boys Girls |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Kids Party Favors Fidget Toys Bulk 30 Pack Mini Pop Fidget Keychain Its Birthday Party Favors for Kids 4-8,8-12 Year Small Kid Classroom Prizes Fidgets It Bubbles Poppers Students Goodie Bag Stuffers |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Lenwen 96 Pieces Brain Teaser Puzzle Mini Fidget Puzzle Cubes 3D Ball Maze Cube Puzzle Cubes Party Favor Games Challenge Decompression for Teens Adults |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Kids Party Favors 30 Pcs Fidget Toys Bulk Mini Pop Fidgets Keychain Its Birthday Party Favors for Kids Goodie Bag Stuffers Small Kid Classroom Prizes It Bubbles Poppers Students Bulk Toys Pinata |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Mini Cube 56 Pack Magic Cube, Puzzle Party Favors for Kids Party Puzzle Game Toys Classroom Rewards & School Prize for Students, Stress Relief Toys Goody Bag Filler Birthday Gift |
| 4/19/2024 | 112-1029847-5289818 | | 5601.04 USD | 355.12 | Solito: A Memoir |
| 4/19/2024 | 112-1029847-5289818 | | 5601.04 USD | | Solito (Spanish Edition) |
| 4/19/2024 | 112-1029847-5289818 | | 5601.04 USD | | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/16/2024 | 111-6664853-8642667 | 5660 BC 4-24 | USD | 161.60 | Gender Queer: A Memoir |
| 4/16/2024 | 114-5837304-4261866 | 5610 | USD | 5.99 | 390Pcs Name Tags, 3in x 2in Name Tag Stickers, Name Tags Sticker for School Office Home(White with Blue Border) |
| 4/15/2024 | 112-0726582-1793035 | 5640 | USD | 171.48 | Amazon Basics Professional Folding Orchestra Sheet Music Stand, Black |
| 4/15/2024 | 111-4661859-5502632 | 5276 | USD | 29.00 | Lodge Seasoned Cast Iron Sugar Skull Skillet, 10.25 Inch |
| 4/14/2024 | 111-1844965-8922602 | 6025 | USD | 44.00 | Psychic Pizza Deliverers Go to The Ghost Town - Board Game - 3-5 Players - 30-45 Minutes Play Time |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | 119.89 | Ravensburger That's Not A Hat - A Bluffing and Memory Party Game for Ages 8 and Up |

| Amazon Transaction Details | | | | | |
|----------------------------|---------------------|----------------------|----------|----------------|--|
| April 2024 | | | | | |
| Order Date | Order ID | PO Number | Currency | Order Subtotal | Title |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Grandpa Beck's Games Cover Your Assets from The Creators of Skull King Easy to Learn and Outrageously Fun for Kids, Teens, & Adults Alike 2-6 Players Ages 7+ |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Herd Mentality: The Udderly Hilarious Board Game Fun for The Whole Family |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | SKYJO by Magilano - The entertaining card game for kids and adults. The ideal game for fun, entertaining and exciting hours of play with friends and family. |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | PARTNERS Board Game 1st USA Edition A 4 Player Strategy Board Game Played in Teams of 2 Perfect for Game Night with Family, Friends, Adults, Teens, All Ages |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Ultimate Aquarium - an Easy and Relaxing Card Game for All Ages by The Dusty Top Hat - 2-4 Players |
| 4/14/2024 | 111-6132221-9625818 | 6025 | USD | 39.99 | Rough Draft Games All Rise Board Game - The Ridiculous Game of Off-The-Cuff Storytelling and Courtroom Debate! |
| 4/14/2024 | 111-0997432-1710603 | 5660 | USD | 8.60 | KDS Nail Glue 20 Pack |
| 4/13/2024 | 111-1400991-8035412 | 6055 REPLACE | USD | 41.96 | Adventure First Aid, 0.5 Tin Red |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | Solito: A Memoir |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | Solito (Spanish Edition) |
| 4/12/2024 | 111-3042319-4648235 | BC 5601.02 Snack G&G | USD | 22.75 | Las Posadas Mexican Candy Assortment - 100 PCs - Spicy, Sweet, Sour Dulces Mexicanos Assortment Pack - Mexican Snacks for Kids and Adults (Fiesta Pack) |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | 304.44 | 30 Japanese Snack and Sweets Gift Box |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | South African Snacks - 26-Unit Exotic Snack Box with Authentic South African Food, Candy, Chocolates & Biscuits, Elegantly Packaged in a Gift Box, Ideal for Food Lovers |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | Australian Candy & Snack Box (23 Items) Very Best Australian Food Gift Box - Tim Tam, Allen's Party Mix, Vegemite, Cherry Ripe, Shapes, Tiny Teddy, Minties, Caramello Koala, Violet Crumble & More |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | Korean Snack Box Variety Pack - 46 Count Snacks Individual Wrapped Gift Care Package Bundle Sampler Tiktok Asian Challenge Assortment Mix Candy Chips Cookies Ramen Gummy Treats for Kids Children |
| 4/12/2024 | 111-5969477-8687468 | BC 5601.02 Snack G&G | USD | 79.90 | Mega International Snack Box Premium Exotic Foreign Snacks Unique Snack Food Gifts Included Try Extraordinary Turkish Snacks Candies from Around the World 32 Full-Size Snacks |
| 4/12/2024 | 111-7831923-1464255 | BC 5601.02 Snack G&G | USD | 37.98 | BRAZILIAN CORNER Candy Variety Box Mixed Cookies, Candies & Chocolates Snack Boxes Brazilian Treats for Adults, Kids & Teen Great for Gifts, Home, School, College 40 Count |
| 4/12/2024 | 111-9559317-5569822 | BC 5601.02 Snack G&G | USD | 101.97 | BENGAL BOX Indian Snack Box Assortment 24 Piece, Individually Packaged Top Brand Named Snacks Essential Sample Pack of Chips Pie Cookie Candy |
| 4/9/2024 | 111-8804507-3461014 | 5601.03 | USD | 483.08 | 100 Pcs Blank Watercolor Paper Postcards 140lb/300gsm Heavyweight Art Paper Post Note Cards White 4 x 6 Inch Watercolor Journal Cards for DIY Mailing Christmas Thanksgiving Painting (Round Angle) |
| 4/9/2024 | 111-8804507-3461014 | 5601.03 | USD | | ArtSkills Travel Watercolor Kit, Watercolor Paint Set for Kids & Adults, Travel Palette with Water Brush |
| 4/9/2024 | 111-6394035-6941008 | 5620 | USD | 23.95 | Nuby Wacky Waterworks Pipes Bath Toy with Interactive Features for Cognitive Development |
| 4/9/2024 | 111-6394035-6941008 | 5620 | USD | | Tub Works® Smooth™ Bath Crayons Bath Toy, 12 Pack Nontoxic, Washable Bath Crayons for Toddlers & Kids Unique Formula Draws Smoothly & Vividly on Wet & Dry Tub Walls Hexagon Grip Bathub Crayons |
| 4/9/2024 | 111-0447261-4959447 | BC 6055 Dreamin Sun | USD | 3.23 | Dreamin' Sun Vol. 1 |
| 4/8/2024 | 111-8474426-8803447 | 5620 BC Bingo | USD | 23.69 | Toy Galaxy Slime Kit for Boys Girls 10-12, FunKidz Ultimate Metallic Slime Making Kit for Kids Ages 8-10 D.I.Y. Glow, Galactic, Fun Slime Gifts |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | 180.21 | Clorox 32486 Free & Clear Cleaning Wipe, Compostable, 75-Ct. - Quantity 6 |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | H13 True HEPA Replacement Filter for Levoit Vital 100 Air Purifier 2 PACK Vital 100-rf Air Filters 3-in-1 by APPLIANCEMATES |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | X3 Nitrile Disposable Gloves, 3 Mil, Latex and Powder-Free, Textured, Food Safe, Ideal for Industrial and Home Use, Black, X-Large, Box of 100 |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | ANTISEPTIC SANITIZ WIPES |
| 4/5/2024 | 112-6769781-7608251 | 5650 SPA PROGRAMS | USD | 26.99 | Speed-Boil Water Electric Kettle, 1.7L 1500W, Coffee & Tea Kettle Borosilicate Glass, Wide Opening, Auto Shut-Off, Cool Touch Handle, LED Light. 360° Rotation, Boil Dry Protection |
| | | | | 3,347.27 | |

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
April 6 - May 10

| BUDGET DESCRIPTION | PAYEE | AMOUNT |
|---------------------------|--|---------------|
| Accounting | *Bill.com | 241.55 |
| Accounting | *Square | 35.00 |
| Adult | Ildi Ingraham | 300.00 |
| Adult | Kyle Jason Leitzke | 500.00 |
| Adult Movies | Midwest Tape | 610.58 |
| Advertising - General | Basalt Chamber of Commerce | 125.00 |
| Background Check | Employers Council Services, Inc. | 292.50 |
| Bond Interest | UMB Bank | 29,921.88 |
| Children's | Imagination Library of Colorado | 190.06 |
| Community Events | Marble Distilling Company | 100.00 |
| Community Events | Sunshine & Moons, LLC | 700.00 |
| Community Events | The Whole Empanada | 2,218.50 |
| Compost Collection System | EverGreen ZeroWaste | 809.82 |
| Electric | *Holy Cross Energy | 709.03 |
| FAMLI | *Colorado Family And Medical Leave | 2,287.06 |
| Gas | *Black Hills Energy | 1,556.75 |
| Internet Connectivity | Ena Services Llc | 121.52 |
| Janitorial | AlSCO | 110.25 |
| Janitorial Supplies | Aspen Maintenance Supply | 848.76 |
| Landscaping | Daly Property Services, Inc. | 3,214.54 |
| Legal | Garfield & Hecht, P.C. | 100.00 |
| Maintenance | First Impression Glass Cleaners | 1,857.00 |
| Maintenance | Grizzly Creek Enterprises, Inc. | 10,316.42 |
| Maintenance | Lassiter Electric Inc. | 420.00 |
| Marmot ILS System | Marmot Library Network, Inc. | 23,316.25 |
| Multiple | *Divvy | 12,238.56 |
| Multiple | Ingram Library Services | 7,386.21 |
| Music | Basalt Office & Art Supply | 78.46 |
| Music | Camille Backman | 500.00 |
| Music | High Country Sinfonia | 500.00 |
| Music | McLain, Charlotte | 500.00 |
| Music | Music Works | 500.00 |
| Office Supplies | ODP Business Solutions | 194.57 |
| Overdrive | Overdrive, Inc | 4,024.09 |
| Payroll Liabilities | *TIAA-CREF | 6,211.34 |
| Payroll Service | *Paychex Payroll Service | 511.60 |
| Payroll Taxes | *Colorado State Treasurer - Unemployment | 508.24 |
| Print Subscriptions | EBSCO | 9.38 |
| Sanitation | Basalt Sanitation District | 911.36 |
| Service Agreement | Image Net Consulting | 735.00 |
| Spanish Children's Books | Playaway Products | 518.91 |
| Spanish Language | Delfina Muergo | 200.00 |

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
April 6 - May 10

| BUDGET DESCRIPTION | PAYEE | AMOUNT |
|------------------------------|----------------------|-----------------------------|
| Targeted Newspaper Ads | Aspen Daily News | 382.52 |
| Targeted Newspaper Ads | The Sopris Sun | 180.00 |
| Teen | Aspen Science Center | 210.00 |
| Teen | Jessica Barnum | 300.00 |
| Telephone | Century Link | 503.75 |
| Translation / Interpretation | Dulce Andrea Suarez | 393.75 |
| Trash | Waste Management | 1,473.32 |
| Grand Total | | <u>\$ 119,873.53</u> |

** Vendor is set up for auto payments*



Statement: 03/15/2024 -
04/15/2024

Monthly statement

VISA

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

We appreciate you.

Your statement balance as of 04/15/2024 is
\$12,238.56

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 | \$10,457.35 |
| Payments | \$10,457.35 |
| Fees | \$0.00 |
| Adjustments | \$0.00 |
| Transactions | \$12,238.56 |
| Statement balance | \$12,238.56 |



VISA

Statement: 03/15/2024 -
04/15/2024

Payments

| DATE | TYPE | AMOUNT |
|------------|-----------|-------------|
| 03/15/2024 | Autodraft | \$10,457.35 |
| Total | | \$10,457.35 |



Statement: 03/15/2024 -
04/15/2024

Fees

No fees were applied this statement period.

Adjustments

No adjustments were made this statement period.



VISA

Statement: 03/15/2024 -
04/15/2024

Transactions

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------|--------------------------------|--------------------|
| 03/15/2024 | **** 1835 | TIMBOS PIZZA | \$26.59 | Brittany Crooke |
| 03/15/2024 | **** 2151 | STREAMLINE ADA EVENT | \$45.00 | Christy Baumgarten |
| 03/15/2024 | **** 3174 | AZURADISC.COM | \$83.13 | Sandra F Dexter |
| 03/15/2024 | **** 3174 | AMZN Mktp US*RH9NN2350 | \$18.59 | Sandra F Dexter |
| 03/16/2024 | **** 2151 | Moo Print | \$58.70 | Christy Baumgarten |
| 03/18/2024 | **** 3174 | AMZN Mktp US*R683A9081 | \$141.94 | Sandra F Dexter |
| 03/19/2024 | **** 0011 | AMZN Mktp US*RH08N1L92 | \$736.33 | Elizabeth DeWetter |
| 03/19/2024 | **** 2151 | DRI*ESIGNS | \$77.32 | Christy Baumgarten |
| 03/19/2024 | **** 2151 | Moo Print | -\$1.45 | Christy Baumgarten |
| 03/20/2024 | **** 0011 | CITY-MARKET #0433 | \$56.67 | Elizabeth DeWetter |
| 03/21/2024 | **** 7327 | ETSY, INC. | \$5.25 | Kristen A Doyle |
| 03/21/2024 | **** 1835 | AMZN Mktp US*RH6BO0B12 | \$49.99 | Brittany Crooke |
| 03/21/2024 | **** 7327 | DEMCO INC | \$239.74 | Kristen A Doyle |
| 03/22/2024 | **** 5068 | AMZN Mktp US*R63US6WI1 | \$13.33 | Elena Marquez |
| 03/22/2024 | **** 4228 | AMAZON.COM*RH03O2B42 | \$229.09 | Laura Baumgarten |
| 03/22/2024 | **** 5068 | Amazon.com*R64WX9YP1 | \$136.09 | Elena Marquez |
| 03/22/2024 | **** 5068 | AMZN Mktp US*RH47B2CA1 | \$7.05 | Elena Marquez |
| 03/22/2024 | **** 1835 | AMZN Mktp US*RA8ZO3JE0 | \$5.65 | Brittany Crooke |
| 03/22/2024 | **** 1835 | AMZN Mktp US*RA8UJ8JQ0 | \$8.53 | Brittany Crooke |
| 03/23/2024 | **** 5068 | AMAZON.COM*RA8MI6T00 | \$84.48 | Elena Marquez |
| 03/23/2024 | **** 5068 | AMAZON RET* ALPINE BAN | \$181.81 | Elena Marquez |
| 03/23/2024 | **** 7327 | CULTS3D.COM | \$4.38 (\$0.04 foreign fee) | Kristen A Doyle |
| 03/23/2024 | **** 9304 | INTUIT *QuickBooks | \$1,049.00 | Amy Shipley |
| 03/24/2024 | **** 1835 | Amazon.com*RA5RU61Y0 | \$20.67 | Brittany Crooke |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------|----------|--------------------|
| 03/24/2024 | **** 4228 | AMAZON.COM*RH3YQ6EZ1 | \$483.65 | Laura Baumgarten |
| 03/26/2024 | **** 5068 | AMZN Mktp US*RA4895NL2 | \$10.94 | Elena Marquez |
| 03/26/2024 | **** 3174 | AMZN Mktp US*RA7459302 | \$14.18 | Sandra F Dexter |
| 03/27/2024 | **** 1835 | AMAZON.COM*RA6W90P52 | \$45.99 | Brittany Crooke |
| 03/27/2024 | **** 0011 | Amazon.com*LN1EP2DC3 | \$2.69 | Elizabeth DeWetter |
| 03/27/2024 | **** 9304 | B2B Prime*WH4V13653 | \$499.00 | Amy Shipley |
| 03/27/2024 | **** 7327 | AMZN Mktp US*RA15IOMX2 | \$88.36 | Kristen A Doyle |
| 03/27/2024 | **** 7327 | AMZN Mktp US*WW9JP4PY3 | \$56.78 | Kristen A Doyle |
| 03/28/2024 | **** 7327 | AMZN Mktp US*RA30O8MI2 | \$31.35 | Kristen A Doyle |
| 03/28/2024 | **** 0011 | CITY-MARKET #0433 | -\$4.32 | Elizabeth DeWetter |
| 03/29/2024 | **** 3174 | AMZN Mktp US*CT1O33OS3 | \$86.97 | Sandra F Dexter |
| 03/29/2024 | **** 7327 | AMZN Mktp US*RA6L533Y1 | \$22.04 | Kristen A Doyle |
| 03/30/2024 | **** 0011 | AMZN Mktp US*RA2YE23C1 | \$260.66 | Elizabeth DeWetter |
| 03/30/2024 | **** 3174 | AMZN Mktp US*RA8RW5311 | \$11.99 | Sandra F Dexter |
| 03/31/2024 | **** 7327 | Amazon.com*NR8YD8WT3 | \$99.98 | Kristen A Doyle |
| 03/31/2024 | **** 7327 | AMZN Mktp US*YP0Z639R3 | \$17.79 | Kristen A Doyle |
| 03/31/2024 | **** 7327 | AMZN Mktp US*RA9WI0191 | \$44.08 | Kristen A Doyle |
| 03/31/2024 | **** 7327 | AMZN Mktp US*358T90433 | \$7.98 | Kristen A Doyle |
| 03/31/2024 | **** 5068 | AMZN Mktp US*RA5GO8PD1 | \$24.00 | Elena Marquez |
| 03/31/2024 | **** 7327 | NY REVIEW OF BOOKS | \$99.95 | Kristen A Doyle |
| 03/31/2024 | **** 2151 | FACEBK *299YM2GMH2 | \$50.00 | Christy Baumgarten |
| 04/02/2024 | **** 2151 | GOOGLE *GSUITE_basaltl | \$316.80 | Christy Baumgarten |
| 04/02/2024 | **** 5068 | AMZN Mktp US*0W64R8X63 | \$13.50 | Elena Marquez |
| 04/02/2024 | **** 7327 | AMZN Mktp US*RO8HL13Q2 | \$187.72 | Kristen A Doyle |
| 04/02/2024 | **** 7327 | AMAZON.COM*RA0EF5QG1 | \$34.99 | Kristen A Doyle |
| 04/02/2024 | **** 5068 | AMZN Mktp US*VG4NP8OK3 | \$101.91 | Elena Marquez |
| 04/02/2024 | **** 5068 | AMZN Mktp US*UW6IW1VA3 | \$90.76 | Elena Marquez |
| 04/02/2024 | **** 5068 | AMZN Mktp US*C10ZG4PW3 | \$51.25 | Elena Marquez |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------------|---------------------------------|--------------------|
| 04/03/2024 | **** 0011 | AMERICAN AIR0010278839939 | \$30.00 | Elizabeth DeWetter |
| 04/03/2024 | **** 0011 | UBER TRIP | \$3.00 | Elizabeth DeWetter |
| 04/03/2024 | **** 0011 | UBER TRIP | \$14.28 | Elizabeth DeWetter |
| 04/03/2024 | **** 2151 | LYFT RIDE TUE 9PM | \$41.24 | Christy Baumgarten |
| 04/04/2024 | **** 0011 | UBER TRIP | \$11.86 | Elizabeth DeWetter |
| 04/04/2024 | **** 1835 | UBER TRIP | \$13.31 | Brittany Crooke |
| 04/04/2024 | **** 7370 | MOUNTAIN STATE EMPLOYE | \$895.00 | Evelyn I Dominguez |
| 04/04/2024 | **** 0011 | UBER TRIP | \$16.07 | Elizabeth DeWetter |
| 04/04/2024 | **** 0011 | UBER TRIP | \$17.33 | Elizabeth DeWetter |
| 04/04/2024 | **** 1835 | TST* BLACK BIRD BURRITO | \$18.19 | Brittany Crooke |
| 04/04/2024 | **** 0011 | TST* BLACK BIRD BURRITO | \$34.93 | Elizabeth DeWetter |
| 04/04/2024 | **** 2151 | TST* FORNO | \$51.64 (\$0.74 foreign fee) | Christy Baumgarten |
| 04/05/2024 | **** 0011 | UBER TRIP | \$13.29 | Elizabeth DeWetter |
| 04/05/2024 | **** 0011 | UBER EATS | \$23.60 | Elizabeth DeWetter |
| 04/05/2024 | **** 3174 | USPS PO 0706120530 | \$4.87 | Sandra F Dexter |
| 04/05/2024 | **** 0011 | UBER TRIP | \$12.11 | Elizabeth DeWetter |
| 04/05/2024 | **** 2151 | TST* PARLAY SPORTING CLUB | \$30.80 | Christy Baumgarten |
| 04/05/2024 | **** 0011 | TST* PARLAY SPORTING CLUB | \$20.00 | Elizabeth DeWetter |
| 04/05/2024 | **** 1835 | TST* PARLAY SPORTING CLUB | \$33.87 | Brittany Crooke |
| 04/06/2024 | **** 3174 | DREAMTIME WATER DIST | \$188.70 | Sandra F Dexter |
| 04/06/2024 | **** 0011 | UBER TRIP | \$10.93 | Elizabeth DeWetter |
| 04/06/2024 | **** 5068 | Amazon.com*JQ7ND6H93 | \$28.59 | Elena Marquez |
| 04/06/2024 | **** 0011 | TST* JENI'S SPLENDID ICE | \$8.95 | Elizabeth DeWetter |
| 04/06/2024 | **** 1835 | TST* JENI'S SPLENDID ICE | \$10.95 | Brittany Crooke |
| 04/06/2024 | **** 0011 | UNITED 0164290543277 | \$35.00 | Elizabeth DeWetter |
| 04/06/2024 | **** 1835 | UNITED 0164290415778 | \$35.00 | Brittany Crooke |
| 04/07/2024 | **** 0011 | UBER TRIP | \$11.88 | Elizabeth DeWetter |
| 04/07/2024 | **** 0011 | UBER TRIP | \$29.73 | Elizabeth DeWetter |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|--------------------------|--------------------------------|--------------------|
| 04/07/2024 | **** 0011 | UBER TRIP | \$1.00 | Elizabeth DeWetter |
| 04/07/2024 | **** 5068 | AMZN Mktp US*TA3N147I3 | \$26.99 | Elena Marquez |
| 04/07/2024 | **** 1835 | EAGLE COLUMBUS | \$25.71 | Brittany Crooke |
| 04/07/2024 | **** 0011 | EAGLE COLUMBUS | \$21.72 | Elizabeth DeWetter |
| 04/07/2024 | **** 2151 | EAGLE COLUMBUS | \$24.72 | Christy Baumgarten |
| 04/07/2024 | **** 2151 | HOLIDAY INN EXPRESS | \$510.63 | Christy Baumgarten |
| 04/07/2024 | **** 0011 | HOLIDAY INN EXPRESS | \$592.45 | Elizabeth DeWetter |
| 04/07/2024 | **** 1835 | HOLIDAY INN EXPRESS | \$550.63 | Brittany Crooke |
| 04/07/2024 | **** 1835 | HOLIDAY INN EXPRESS | -\$40.00 | Brittany Crooke |
| 04/08/2024 | **** 2151 | TOCKIFY WEB CALENDAR | \$8.08 (\$0.08 foreign fee) | Christy Baumgarten |
| 04/09/2024 | **** 3174 | SP POSPAPER.COM | \$142.95 | Sandra F Dexter |
| 04/09/2024 | **** 3174 | NESPRESSO USA INC | \$187.50 | Sandra F Dexter |
| 04/09/2024 | **** 2151 | TMOBILE POSTPAID WEB | \$772.81 | Christy Baumgarten |
| 04/09/2024 | **** 5736 | CITY-MARKET #0433 | \$178.98 | Delaney A Meyers |
| 04/10/2024 | **** 1835 | AMZN Mktp US*CK6B699Z3 | \$23.69 | Brittany Crooke |
| 04/10/2024 | **** 3174 | AMZN Mktp US*328AA51W3 | \$144.31 | Sandra F Dexter |
| 04/10/2024 | **** 5736 | CITY-MARKET #0433 | \$79.36 | Delaney A Meyers |
| 04/11/2024 | **** 4228 | CLIC | \$35.00 | Laura Baumgarten |
| 04/11/2024 | **** 1835 | AMZN Mktp US*S03UT7793 | \$7.21 | Brittany Crooke |
| 04/11/2024 | **** 3174 | AMZN Mktp US*U189I0YH3 | \$35.90 | Sandra F Dexter |
| 04/12/2024 | **** 4228 | AMZN Mktp US*3A0KB0SC3 | \$33.58 | Laura Baumgarten |
| 04/12/2024 | **** 4228 | AMZN Mktp US*BB1MM7FZ3 | \$449.50 | Laura Baumgarten |
| 04/12/2024 | **** 4228 | Nintendo CD1188168227 | \$3.99 | Laura Baumgarten |
| 04/12/2024 | **** 4228 | AMZN Mktp US*DL0UT6N13 | \$23.95 | Laura Baumgarten |
| 04/12/2024 | **** 1835 | TIMBOS PIZZA | \$31.32 | Brittany Crooke |
| 04/13/2024 | **** 2151 | STAYBRIDGE SUITES | \$338.05 | Christy Baumgarten |
| 04/13/2024 | **** 1835 | CITY-MARKET #0433 | \$129.95 | Brittany Crooke |
| 04/13/2024 | **** 9304 | FOUR DOGS FINE WINES AND | \$22.62 | Amy Shipley |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------|-------------|--------------------|
| 04/14/2024 | **** 0011 | WAL-MART #1095 | \$58.04 | Elizabeth DeWetter |
| 04/14/2024 | **** 1835 | AMZN Mktp US*OX1GH4WI3 | \$101.97 | Brittany Crooke |
| 04/14/2024 | **** 7327 | AMZN Mktp US*N30F33MT3 | \$41.96 | Kristen A Doyle |
| Total | | | \$12,238.56 | |



Legal

Payments:

Your payment can (i) be made through our payment portal, via wire or ACH, or (ii) be sent to the payment address listed below. Regardless of the method, payments must be received by 5:00 p.m. in the jurisdiction in which payments are collected, at the below address, to be credited as of the day it is received. Payments we receive after 5:00 p.m. MST may not be credited to your Account until the next day.

Divvy
13707 S 200 W Suite 100
Draper, UT 84020

Unless you provide payment instructions or otherwise instruct Divvy in writing in connection with delivering your payment to Divvy, Divvy shall apply any payments received in the following manner:

1. Payment shall first be applied to the oldest outstanding balance between your (i) Divvy Mastercard account, if any, and (ii) Divvy Visa account, if any;
2. If any unallocated funds remain, payment shall be applied to your Divvy Mastercard account, if any; and
3. If any unallocated funds still remain, payment shall be applied to your Divvy Visa account, if any.

Payments must also be made from a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system, whether that be a wire, ACH, or payment initiated through our payment portal and include your Account number. If your payment does not meet all of the above requirements, crediting may be delayed and you may incur late payment fees. Electronic payments must be made through an electronic payment method payable in US dollars and clearable through the US banking system. We do not accept payments in any currency other than US dollars, nor do we accept electronic payment from a non US bank account. Please do not send post-dated checks as they will be deposited upon receipt. Any restrictive language on a payment we accept will have no effect on us without our express prior written approval and consent. We will re-present to your financial institution any payment that is returned unpaid.

Late Fee and Nonsufficient Funds Fee:

Late Fee: Your full balance is due at the time of your bill date. This statement represents a summary of activity during a monthly period, the balance shown on this statement may be different from what is actually owed at the time of your due date if there has been additional activity on your account. If we do not receive the full amount due by its payment due date, then we may assess a late fee equal to the greater of (i) 2.99% of all amounts past due on your Account or (ii) \$38.

Returned Payment Fee: If any payment submitted on your Account is returned or dishonored, including without limitation for nonsufficient funds, then we may assess a returned payment fee of \$38.

Permission for Electronic Withdrawal: (1) When you send payment, you give us permission to electronically withdraw your payment from your deposit or other asset account. We may process checks electronically by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. When we process your check electronically, your payment may be withdrawn from your deposit or other asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your financial account statement. If we cannot collect the funds electronically, we may issue a draft against your deposit or other asset account for the amount of the check. (2) By using our payment portal, submitting a payment over the phone, or any other electronic payment service of ours, you give us permission to electronically withdraw funds from the deposit or other asset account you specify in the amount you request. Payments using such services of ours received after 8:00 p.m. MST may not be credited until the next day.

Foreign Currency Charge: If you make a Net Purchase in a foreign currency, the Cross Border and Currency Conversion Fee's fully described in our Terms and Conditions shall be applicable.

Credit Balance: A credit balance shown on this statement represents money owed to you. If within the six-month period following the date of the first statement indicating the credit balance you do not request a refund or charge enough to use up the credit balance, we will send you a check for the credit balance within thirty (30) days if the amount is \$1.00 or more.

Credit Reporting: We may report information about your Account to credit bureaus. Late payments, missed payments, or other defaults on your Account may be reflected in your credit report.

Your card is issued by the Issuer, as defined in the Terms and Conditions.

Questions? Call Divvy Support at **1-385-352-0374**
getdivvy.com

Basalt Regional Library District
Balance Sheet
April 2024

| | General Operating Fund | Bond Repayment Fund | Capital Reserve Fund | Total Balance | Adjustments (Conversion Fund) | Statement of Net Position |
|--|---------------------------|------------------------|-------------------------|------------------|----------------------------------|------------------------------|
| ASSETS | | | | | | |
| Cash in Banks | | | | | | |
| Alpine Bank #0127 | 482,630 | | | 482,630 | | 482,630 |
| Colo Trust - Tabor Reserve #8003 | 56,122 | | | 56,122 | | 56,122 |
| Colo Trust - Operating Fund #8004 | 1,576,718 | | | 1,576,718 | | 1,576,718 |
| Colo Trust - Bond Repayment #8002 | | 438,995 | | 438,995 | | 438,995 |
| Colo Trust - Capital Rsv Fund #8005 | | | 1,438,114 | 1,438,114 | | 1,438,114 |
| Cash with County Treasurer | - | | | - | | - |
| Employee Ski Pass Repayment Program | 112 | | | 112 | | 112 |
| Prepaid Expense | 6,000 | | | 6,000 | | 6,000 |
| Property Tax Receivable | 1,600,926 | | | 1,600,926 | | 1,600,926 |
| Pooled Cash (Interfund Transfers) | (548,689) | 839,405 | (290,716) | (0) | | (0) |
| Capital Assets, net of depreciation | - | - | - | - | 8,539,497 | 8,539,497 |
| Total Assets | 3,173,819 | 1,278,400 | 1,147,397 | 5,599,616 | 8,539,497 | 14,139,113 |
| LIABILITIES | | | | | | |
| Current Liabilities | | | | | | |
| Accounts Payable & Accrued Liabilities | 20,963 | - | - | 20,963 | | 20,963 |
| Other Current Liabilities | | | | | | |
| Accrued Interest | | | | - | 9,974 | 9,974 |
| Deferred Property Tax | 1,600,926 | | | 1,600,926 | | 1,600,926 |
| Current Bonds Payable, 2012 | | | | - | - | - |
| Total Current Liabilities | 1,621,889 | - | - | 1,621,889 | 9,974 | 1,631,863 |
| 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 | 1,621,889 | - | - | 1,621,889 | 2,522,314 | 4,144,204 |
| 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 | | 1,278,400 | | 1,278,400 | - | 1,278,400 |
| Committed for Future Projects | | | 1,147,397 | 1,147,397 | (1,147,397) | - |
| Unassigned / Unrestricted | 1,484,929 | - | - | 1,484,929 | 1,106,083 | 2,591,012 |
| Current Year Fund Balance / Net Position | 1,551,929 | 1,278,400 | 1,147,397 | 3,977,727 | 6,017,183 | 9,994,909 |
| Total Liabilities and Fund Balance / Net Position | 3,173,819 | 1,278,400 | 1,147,397 | 5,599,616 | 8,539,497 | 14,139,113 |

Prepared for Internal Use Only

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | 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 | 480,096 | 43.83% |
| 4020 Pitkin County | | | | | 505,189 | 781,107 | 324,993 | 41.61% |
| 4030 Mill Levy Supplement | | | | | 346,020 | - | - | 0.00% |
| 4040 Tax Abatement - Prior Year | | | | | - | - | - | 0.00% |
| Total General Operating Mill Levy | | | | | 1,550,172 | 1,876,401 | 805,089 | 42.91% |
| 4100 MVSO - General Operating | | | | | | | | |
| 4110 Eagle County | | | | | 83,822 | 70,000 | 20,156 | 28.79% |
| 4120 Pitkin County | | | | | 37,040 | 30,000 | 8,341 | 27.80% |
| Total MVSO - General Operating | | | | | 120,861 | 100,000 | 28,498 | 28.50% |
| 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 | 6,891 | 57.43% |
| Total Fines & Fees | | | | | 19,061 | 12,000 | 6,891 | 57.43% |
| 4300 Earnings on investments | | | | | | | | |
| 4310 Colotrust Int Op Acct | | | | | 100,753 | 80,000 | 27,878 | 34.85% |

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|-----------------------|--|--|--|--|-------------------------|------------------|--------------------------|-------------------------------|
| 4320 | | Mill Levy Interest | | | 3,649 | 6,234 | 352 | 5.65% |
| | | Total Earnings on investments | | | 104,402 | 86,234 | 28,230 | 32.74% |
| 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 | 10,269 | 34.23% |
| | | Total Restriced Fund Income - Foundation/Friends | | | 48,748 | 45,005 | 18,398 | 40.88% |
| TOTAL REVENUES | | | | | 1,873,886 | 2,131,700 | 887,106 | 41.61% |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | <u>OPERATING:</u> | | | | | | |
| | | <u>Administration</u> | | | | | | |
| | | Contract Services | | | | | | |
| 5010 | | Accounting | | | 10,679 | 15,000 | 2,779 | 18.53% |
| 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 | 100 | 2.00% |
| 5050 | | Miscellaneous Contracts | | | | 20,000 | | |
| | | Total Contract Services | | | 36,100 | 63,045 | 9,580 | 15.20% |
| 5100 | | Insurance | | | | | | |

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

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|--|---|-------------------------|----------------|--------------------------|-------------------------------|
| 5110 | | | Property & Liability Insur | 36,329 | 38,509 | 39,214 | 101.83% |
| 5120 | | | Worker's compensation | 1,484 | 2,519 | 1,782 | 70.75% |
| | | | Total Insurance | 37,813 | 41,027 | 40,996 | 99.92% |
| 5220 | | | Professional Dev. & Memberships | | | | |
| 5230 | | | Board | 890 | 750 | 893 | 119.07% |
| 5235 | | | Employers Council | 3,417 | 3,600 | 2,100 | 58.33% |
| 5240 | | | Library Association Dues | 1,358 | 1,000 | 1,160 | 116.00% |
| 5250 | | | Spec District Ass'n Due | 1,196 | 1,695 | 1,238 | 73.01% |
| 5260 | | | Staff | 6,994 | 12,000 | 4,532 | 37.77% |
| 5275 | | | Volunteer Appreciation | 453 | 1,000 | - | 0.00% |
| 5276 | | | Staff Appreciation | 1,271 | 2,000 | 247 | 12.37% |
| 5270 | | | Travel expenses | 8,083 | 9,000 | 5,358 | 59.53% |
| | | | Total Professional Dev. & Memberships | 23,662 | 31,045 | 15,527 | 50.02% |
| 5280 | | | Publicity | | | | |
| 5290 | | | Advertising - General | 1,705 | 6,000 | 342 | 5.71% |
| 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 | 90 | 6.00% |
| 5297 | | | Targeted Newspaper Ads | 5,896 | 7,000 | 1,234 | 17.63% |
| 5286 | | | Spanish Language Interpretation/Translating | 1,933 | 6,000 | 823 | 13.71% |
| 5287 | | | Job Ads | 1,207 | 2,000 | 376 | 18.80% |
| | | | Total Publicity | 27,693 | 40,500 | 19,291 | 47.63% |
| 5300 | | | Supplies | | | | |
| 5310 | | | Office Supplies | 11,321 | 14,000 | 3,725 | 26.61% |
| 5320 | | | Technical Cataloging & Service | 8,873 | 8,500 | 1,194 | 14.04% |
| 5330 | | | Postage & Shipping | 1,133 | 500 | 2 | 0.37% |
| | | | Total Supplies | 21,327 | 23,000 | 4,921 | 21.39% |
| 5350 | | | Treasurer's fees | | | | |
| 5360 | | | Eagle fees | 27,021 | 32,859 | 14,405 | 43.84% |
| 5370 | | | Pitkin fees | 31,115 | 39,055 | 14,581 | 37.33% |
| | | | Total Treasurer's fees | 58,136 | 71,914 | 28,985 | 40.31% |
| | | | | | | | |
| | | | Total Administration | 204,732 | 270,531 | 119,300 | 44.10% |
| | | | Facility Expenses | | | | |
| 5410 | | | Janitorial | 55,583 | 55,000 | 14,248 | 25.91% |

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

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|---------|--|--|--|-------------------------|-------------|--------------------------|-------------------------------|
| 5420 | | Janitorial Supplies | | 8,281 | 9,000 | 2,310 | 25.67% |
| 5430 | | Landscaping | | 11,873 | 13,835 | 1,607 | 11.62% |
| 5440 | | Maintenance *Detailed List Attached | | 28,762 | 20,000 | 11,825 | 59.13% |
| 5460 | | Snow Removal | | 4,620 | 4,898 | - | 0.00% |
| | | Total Facility Expenses (Maintenance) | | 109,119 | 102,733 | 29,991 | 29.19% |
| 5500 | | Utilities | | | | | |
| 5510 | | Electric | | 7,980 | 8,000 | 2,327 | 29.09% |
| 5515 | | Compost Collection System | | 1,403 | 1,871 | 641 | 34.25% |
| 5520 | | Gas | | 15,326 | 17,798 | 8,864 | 49.81% |
| 5530 | | Internet Connectivity | | 8,051 | 15,000 | 3,203 | 21.36% |
| 5540 | | Sanitation | | 3,331 | 3,561 | 1,720 | 48.30% |
| 5550 | | Telephone | | 6,130 | 8,930 | 1,798 | 20.14% |
| 5560 | | Trash | | 8,346 | 9,847 | 2,946 | 29.92% |
| 5570 | | Water | | 5,481 | 5,049 | - | 0.00% |
| | | Total Utilities | | 56,048 | 70,055 | 21,500 | 30.69% |
| | | Total Facility Expenses | | 165,167 | 172,788 | 51,491 | 29.80% |
| | | <u>Library Programs</u> | | | | | |
| 5610 | | Adult Program | | 14,935 | 11,000 | 5,793 | 52.66% |
| 5612 | | Adult Materials | | (35) | | - | 0.00% |
| 5620 | | Children's | | 7,265 | 5,500 | 856 | 15.56% |
| 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 | 6,837 | 40.22% |
| 5650 | | Spanish Language | | 2,746 | 4,000 | 1,369 | 34.23% |
| 5660 | | Teens | | 6,230 | 3,500 | 2,294 | 65.54% |
| 5601 | | Summer Reading | | | | | |
| 5601.01 | | Adult Summer Reading | | 2,133 | 1,000 | - | 0.00% |
| 5601.02 | | Teen Summer Reading | | 2,147 | 2,500 | 630 | 25.20% |
| 5601.03 | | Children's Summer Reading | | 5,893 | 5,500 | 1,262 | 22.95% |
| 5601.04 | | Spanish Language Summer Reading | | 941 | 2,000 | 215 | 10.74% |
| 5602 | | Community Events | | 9,194 | 15,000 | 4,330 | 28.86% |
| 5675 | | Next Gen / Millennials | | - | - | - | 0.00% |
| | | Total Library Programs | | 74,161 | 67,950 | 23,932 | 35.22% |
| | | <u>Technology & Equipment</u> | | | | | |
| | | Copiers & Equipment | | | | | |
| 5730 | | Lease | | 407 | - | - | 0.00% |
| 5740 | | Service Agreement / Copy Usage | | 4,142 | 2,500 | 735 | 29.40% |

Basalt Regional Library District
General Fund
April 2024

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|------------------------------------|--|-------------------------|----------------|--------------------------|-------------------------------|
| 5750 | | Copier Supplies | | 124 | - | - | 0.00% |
| | | Total Copiers & Equipment | | 4,673 | 2,500 | 735 | 29.40% |
| 5760 | | Marmot ILS System | | 92,577 | 99,910 | 49,138 | 49.18% |
| 5770 | | Miscellaneous Parts | | 824 | 2,000 | 463 | 23.17% |
| 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 | 1,090 | 24.21% |
| | | Total Support & Service Agreements | | 8,587 | 9,500 | 4,570 | 48.10% |
| 5840 | | Tech Labor & Repair | | - | - | - | 0.00% |
| | | Total Technology | | 106,661 | 113,910 | 54,906 | 48.20% |
| | | <u>Collections</u> | | | | | |
| 5910 | | Audio | | | | | |
| 5920 | | Adult BCD | | 3,528 | 3,000 | 600 | 19.99% |
| 5922 | | Spanish Audio Adult | | 525 | 500 | - | 0.00% |
| 5924 | | Spanish Audio Youth | | 321 | 500 | - | 0.00% |
| 5930 | | Youth Audio | | 1,312 | 3,000 | 410 | 13.66% |
| | | Total Audio | | 5,686 | 7,000 | 1,010 | 14.42% |
| 6000 | | Books & Magazines | | | | | |
| 6010 | | Adult fiction books | | 10,835 | 12,000 | 3,601 | 30.00% |
| 6020 | | Adult non-fiction books | | 13,267 | 12,000 | 3,564 | 29.70% |
| 6025 | | Board Games | | 398 | 500 | - | 0.00% |
| 6030 | | Juvenile Fiction | | 8,438 | 9,100 | 1,929 | 21.19% |
| 6040 | | Juvenile Non-Fiction | | 2,094 | 4,000 | 710 | 17.75% |
| 6045 | | Large Print | | 2,421 | 2,000 | 527 | 26.37% |
| 6050 | | Print Subscriptions | | 4,082 | 4,500 | 164 | 3.65% |
| 6055 | | Replacement Books - Purchased | | 2,100 | 1,500 | 770 | 51.36% |
| 6060 | | Spanish Adult fiction | | 1,692 | 2,000 | 785 | 39.27% |

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

| | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|--|---------------------------------|-------------------------|----------------|--------------------------|-------------------------------|
| 6070 | | | Spanish adult non-fiction | 948 | 1,500 | 480 | 31.97% |
| 6080 | | | Spanish children's books | 4,109 | 5,000 | 1,520 | 30.40% |
| 6100 | | | YA Fiction | 5,754 | 3,500 | 1,167 | 33.33% |
| 6110 | | | YA Non-Fiction | 1,559 | 1,700 | 325 | 19.13% |
| 6120 | | | Special Items | 1,798 | 2,000 | 1,086 | 54.30% |
| | | | Total Books | 59,498 | 61,300 | 16,628 | 27.12% |
| 6200 | | | Digital Resources | | | | |
| 6210 | | | <u>Annual Subscriptions:</u> | | | | |
| 6240 | | | Ency Britannica | 493 | - | - | 0.00% |
| 6250 | | | Gale Public | 2,035 | - | - | 0.00% |
| 6270 | | | Mango Languages | - | 4,000 | 4,111 | 102.79% |
| 6275 | | | New York Times | 100 | - | - | 0.00% |
| 6280 | | | Tumblebooks | (52) | - | - | 0.00% |
| 6285 | | | Wallstreet Journal | 434 | - | - | 0.00% |
| 6295 | | | Pebble Go | 1,469 | - | - | 0.00% |
| 6300 | | | <u>Downloadable Titles:</u> | | | | |
| 6305 | | | Kanopy | 6,000 | 6,000 | - | 0.00% |
| 6308 | | | OCLC World Share | - | - | - | 0.00% |
| 6320 | | | Overdrive | 20,816 | 25,000 | 11,423 | 45.69% |
| 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 | 23,507 | 52.82% |
| 6400 | | | Media | | | | |
| 6410 | | | Adult Music | - | | - | 0.00% |
| 6420 | | | Juvenile Music | 66 | | - | 0.00% |
| 6430 | | | Adult Movies | 6,145 | 6,000 | 1,996 | 33.26% |
| 6440 | | | Juvenile Movies | 735 | 1,000 | 199 | 19.88% |
| 6460 | | | Video / Games | 768 | 800 | 411 | 51.35% |
| | | | Total Media | 7,714 | 7,800 | 2,605 | 33.40% |
| | | | Total Collections | 104,337 | 120,600 | 43,750 | 36.28% |
| 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 | 293,379 | 37.34% |
| 6900 | | | Payroll Expenses | | | | |
| 6910 | | | Payroll | 863,099 | 1,031,652 | 334,737 | 32.45% |
| 6920 | | | Payroll Service | 6,343 | 8,000 | 2,456 | 30.70% |

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

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | Actuals vs Budget YTD % |
|------|--|---------------------------------------|--|--|-------------------------|------------------|--------------------------|-------------------------------|
| 6930 | | Payroll Taxes | | | 68,510 | 83,000 | 26,823 | 32.32% |
| 6940 | | Retirement Plan | | | 26,048 | 25,250 | 7,384 | 29.24% |
| 6950 | | Health Insurance | | | 102,207 | 130,500 | 38,169 | 29.25% |
| 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 | 412,623 | 31.92% |
| | | | | | | | | |
| | | TOTAL EXPENDITURES | | | 1,731,235 | 2,078,631 | 706,002 | 33.96% |
| | | Net General Fund Income/(Loss) | | | 142,652 | 53,069 | 181,104 | |
| | | | | | | | | |
| | | Allocation to Capital Reserve Outlay | | | 600,000 | 90,000 | - | 0.00% |
| | | Allocation to Bond Repayment | | | | | | |
| | | General Fund Balance | | | 1,370,825 | 1,430,513 | 1,551,929 | 108.49% |

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

| | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | 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 | 5,823 | 36.40% |
| Mill Levy Debt Repayment | | | | |
| Eagle County | 531,516 | 542,611 | 237,769 | 43.82% |
| Pitkin County | 385,570 | 386,962 | 160,753 | 41.54% |
| Total Mill Levy Debt Repayment | 917,086 | 929,574 | 398,522 | 42.87% |
| Transfer from General Fund | | | | |
| TOTAL REVENUES | 949,931 | 945,574 | 404,345 | 42.76% |
| EXPENDITURES | | | | |
| Bond Interest | 77,394 | 59,844 | - | 0.00% |
| Bond Repayment Principle Loan Payment | 780,000 | 800,000 | - | 0.00% |
| Treasurer's Fees | | | | |
| Eagle County | 15,961 | 16,278 | 7,134 | 43.82% |
| Pitkin County | 20,744 | 19,348 | 9,720 | 50.24% |
| Total Treasurer's Fees | 36,704 | 35,626 | 16,854 | 47.31% |
| TOTAL EXPENDITURES | 894,098 | 895,470 | 16,854 | 1.88% |
| Net Fund Income/(Loss) | 55,833 | 50,103 | 387,491 | 773.39% |
| Bond Repayment Fund Balance | 890,909 | 953,189 | 1,278,400 | 134.12% |
| **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
April 2024

| | | | | | YTD Actuals 12/31/23 | 2024 Budget | YTD Actuals 4/30/2024 | 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 | 25,854 | 73.87% |
| TOTAL REVENUES | | | | | 658,509 | 125,000 | 25,854 | 20.68% |
| EXPENDITURES | | | | | | | | |
| 8310 | Miscellaneous | | | | 8,786 | 10,000 | - | 0.00% |
| 8310.03 | Conference Room - A/V Replace | | | | 12,639 | 10,000 | 12,007 | 120.07% |
| 8310.04 | Computers - Patron | | | | 21,136 | 12,000 | - | 0.00% |
| 8310.05 | Computers - Staff | | | | 9,932 | 12,000 | - | 0.00% |
| 8310.06 | EV Charging Station | | | | 6,042 | - | - | 0.00% |
| 8310.08 | Lighting Control System Replacement | | | | 6,944 | - | - | 0.00% |
| 8310.09 | Fiber Cable | | | | - | 5,000 | - | 0.00% |
| 8310.10 | Handrail for Tent Area | | | | 6,000 | - | - | 0.00% |
| 8310.11 | Painting - Interior | | | | 19,075 | - | 11,552 | Not Budgeted |
| 8310.13 | Security Cameras | | | | - | 10,000 | - | 0.00% |
| 8310.15 | Roof | | | | - | 700,000 | - | 0.00% |
| 8310.16 | Remove Solar from Roof | | | | - | 50,000 | - | 0.00% |
| 8310.17 | Consulting Engineer | | | | 20,000 | | 2,000 | Not Budgeted |
| 8310.18 | Furniture and Fixtures | | | | | 50,000 | 2,979 | |
| 8310.19 | Replace telephone system | | | | | 10,000 | | |
| 8310.20 | Replace kitchen appliances | | | | | 2,500 | | |
| TOTAL EXPENDITURES | | | | | 110,554 | 871,500 | 28,539 | 3.27% |
| Net Fund Income/(Loss) | | | | | 547,954 | (746,500) | (2,685) | 0.36% |
| Capital Reserve Fund Balance | | | | | 1,150,083 | 412,566 | 1,147,397 | 278.11% |

**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 | 420.00 |
| 03/31/24 | Grizzly Creek Enterprises, Inc. | Building/Interior Maintenance | Misc Repairs & Maintenance | 1,236.42 |
| Sub-Total March | | | | \$ 7,555.38 |
| 04/08/24 | First Impression Glass Cleaners | Building/Interior Maintenance | window cleaning | \$ 1,857.00 |
| 04/14/24 | *Divvy | Miscellaneous | Keybox | \$ 11.99 |
| Sub-Total April | | | | \$ 1,868.99 |
| Grand Total | | | | <u>\$ 11,825.11</u> |

| | |
|-------------------------------|---------------------|
| Alarm / Monitoring | \$ 1,260.03 |
| Electrical | \$ 420.00 |
| 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 |
| | \$ 11,825.11 |

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
April 6 - May 10

| BUDGET DESCRIPTION | PAYEE | AMOUNT |
|---------------------------|--|---------------|
| Accounting | *Bill.com | 241.55 |
| Accounting | *Square | 35.00 |
| Adult | Ildi Ingraham | 300.00 |
| Adult | Kyle Jason Leitzke | 500.00 |
| Adult Movies | Midwest Tape | 610.58 |
| Advertising - General | Basalt Chamber of Commerce | 125.00 |
| Background Check | Employers Council Services, Inc. | 292.50 |
| Bond Interest | UMB Bank | 29,921.88 |
| Children's | Imagination Library of Colorado | 190.06 |
| Community Events | Marble Distilling Company | 100.00 |
| Community Events | Sunshine & Moons, LLC | 700.00 |
| Community Events | The Whole Empanada | 2,218.50 |
| Compost Collection System | EverGreen ZeroWaste | 809.82 |
| Electric | *Holy Cross Energy | 709.03 |
| FAMLI | *Colorado Family And Medical Leave | 2,287.06 |
| Gas | *Black Hills Energy | 1,556.75 |
| Internet Connectivity | Ena Services Llc | 121.52 |
| Janitorial | AlSCO | 110.25 |
| Janitorial Supplies | Aspen Maintenance Supply | 848.76 |
| Landscaping | Daly Property Services, Inc. | 3,214.54 |
| Legal | Garfield & Hecht, P.C. | 100.00 |
| Maintenance | First Impression Glass Cleaners | 1,857.00 |
| Maintenance | Grizzly Creek Enterprises, Inc. | 10,316.42 |
| Maintenance | Lassiter Electric Inc. | 420.00 |
| Marmot ILS System | Marmot Library Network, Inc. | 23,316.25 |
| Multiple | *Divvy | 12,238.56 |
| Multiple | Ingram Library Services | 7,386.21 |
| Music | Basalt Office & Art Supply | 78.46 |
| Music | Camille Backman | 500.00 |
| Music | High Country Sinfonia | 500.00 |
| Music | McLain, Charlotte | 500.00 |
| Music | Music Works | 500.00 |
| Office Supplies | ODP Business Solutions | 194.57 |
| Overdrive | Overdrive, Inc | 4,024.09 |
| Payroll Liabilities | *TIAA-CREF | 6,211.34 |
| Payroll Service | *Paychex Payroll Service | 511.60 |
| Payroll Taxes | *Colorado State Treasurer - Unemployment | 508.24 |
| Print Subscriptions | EBSCO | 9.38 |
| Sanitation | Basalt Sanitation District | 911.36 |
| Service Agreement | Image Net Consulting | 735.00 |
| Spanish Children's Books | Playaway Products | 518.91 |
| Spanish Language | Delfina Muergo | 200.00 |

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
April 6 - May 10

| BUDGET DESCRIPTION | PAYEE | AMOUNT |
|------------------------------|----------------------|-----------------------------|
| Targeted Newspaper Ads | Aspen Daily News | 382.52 |
| Targeted Newspaper Ads | The Sopris Sun | 180.00 |
| Teen | Aspen Science Center | 210.00 |
| Teen | Jessica Barnum | 300.00 |
| Telephone | Century Link | 503.75 |
| Translation / Interpretation | Dulce Andrea Suarez | 393.75 |
| Trash | Waste Management | 1,473.32 |
| Grand Total | | <u>\$ 119,873.53</u> |

** Vendor is set up for auto payments*



Statement: 03/15/2024 -
04/15/2024

Monthly statement

VISA

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

We appreciate you.

Your statement balance as of 04/15/2024 is
\$12,238.56

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 | \$10,457.35 |
| Payments | \$10,457.35 |
| Fees | \$0.00 |
| Adjustments | \$0.00 |
| Transactions | \$12,238.56 |
| Statement balance | \$12,238.56 |



VISA

Statement: 03/15/2024 -
04/15/2024

Payments

| DATE | TYPE | AMOUNT |
|------------|-----------|-------------|
| 03/15/2024 | Autodraft | \$10,457.35 |
| Total | | \$10,457.35 |



VISA

Statement: 03/15/2024 -
04/15/2024

Transactions

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------|--------------------------------|--------------------|
| 03/15/2024 | **** 1835 | TIMBOS PIZZA | \$26.59 | Brittany Crooke |
| 03/15/2024 | **** 2151 | STREAMLINE ADA EVENT | \$45.00 | Christy Baumgarten |
| 03/15/2024 | **** 3174 | AZURADISC.COM | \$83.13 | Sandra F Dexter |
| 03/15/2024 | **** 3174 | AMZN Mktp US*RH9NN2350 | \$18.59 | Sandra F Dexter |
| 03/16/2024 | **** 2151 | Moo Print | \$58.70 | Christy Baumgarten |
| 03/18/2024 | **** 3174 | AMZN Mktp US*R683A9081 | \$141.94 | Sandra F Dexter |
| 03/19/2024 | **** 0011 | AMZN Mktp US*RH08N1L92 | \$736.33 | Elizabeth DeWetter |
| 03/19/2024 | **** 2151 | DRI*ESIGNS | \$77.32 | Christy Baumgarten |
| 03/19/2024 | **** 2151 | Moo Print | -\$1.45 | Christy Baumgarten |
| 03/20/2024 | **** 0011 | CITY-MARKET #0433 | \$56.67 | Elizabeth DeWetter |
| 03/21/2024 | **** 7327 | ETSY, INC. | \$5.25 | Kristen A Doyle |
| 03/21/2024 | **** 1835 | AMZN Mktp US*RH6BO0B12 | \$49.99 | Brittany Crooke |
| 03/21/2024 | **** 7327 | DEMCO INC | \$239.74 | Kristen A Doyle |
| 03/22/2024 | **** 5068 | AMZN Mktp US*R63US6WI1 | \$13.33 | Elena Marquez |
| 03/22/2024 | **** 4228 | AMAZON.COM*RH03O2B42 | \$229.09 | Laura Baumgarten |
| 03/22/2024 | **** 5068 | Amazon.com*R64WX9YP1 | \$136.09 | Elena Marquez |
| 03/22/2024 | **** 5068 | AMZN Mktp US*RH47B2CA1 | \$7.05 | Elena Marquez |
| 03/22/2024 | **** 1835 | AMZN Mktp US*RA8ZO3JE0 | \$5.65 | Brittany Crooke |
| 03/22/2024 | **** 1835 | AMZN Mktp US*RA8UJ8JQ0 | \$8.53 | Brittany Crooke |
| 03/23/2024 | **** 5068 | AMAZON.COM*RA8MI6T00 | \$84.48 | Elena Marquez |
| 03/23/2024 | **** 5068 | AMAZON RET* ALPINE BAN | \$181.81 | Elena Marquez |
| 03/23/2024 | **** 7327 | CULTS3D.COM | \$4.38 (\$0.04 foreign fee) | Kristen A Doyle |
| 03/23/2024 | **** 9304 | INTUIT *QuickBooks | \$1,049.00 | Amy Shipley |
| 03/24/2024 | **** 1835 | Amazon.com*RA5RU61Y0 | \$20.67 | Brittany Crooke |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------|----------|--------------------|
| 03/24/2024 | **** 4228 | AMAZON.COM*RH3YQ6EZ1 | \$483.65 | Laura Baumgarten |
| 03/26/2024 | **** 5068 | AMZN Mktp US*RA4895NL2 | \$10.94 | Elena Marquez |
| 03/26/2024 | **** 3174 | AMZN Mktp US*RA7459302 | \$14.18 | Sandra F Dexter |
| 03/27/2024 | **** 1835 | AMAZON.COM*RA6W90P52 | \$45.99 | Brittany Crooke |
| 03/27/2024 | **** 0011 | Amazon.com*LN1EP2DC3 | \$2.69 | Elizabeth DeWetter |
| 03/27/2024 | **** 9304 | B2B Prime*WH4V13653 | \$499.00 | Amy Shipley |
| 03/27/2024 | **** 7327 | AMZN Mktp US*RA15IOMX2 | \$88.36 | Kristen A Doyle |
| 03/27/2024 | **** 7327 | AMZN Mktp US*WW9JP4PY3 | \$56.78 | Kristen A Doyle |
| 03/28/2024 | **** 7327 | AMZN Mktp US*RA30O8MI2 | \$31.35 | Kristen A Doyle |
| 03/28/2024 | **** 0011 | CITY-MARKET #0433 | -\$4.32 | Elizabeth DeWetter |
| 03/29/2024 | **** 3174 | AMZN Mktp US*CT1O33OS3 | \$86.97 | Sandra F Dexter |
| 03/29/2024 | **** 7327 | AMZN Mktp US*RA6L533Y1 | \$22.04 | Kristen A Doyle |
| 03/30/2024 | **** 0011 | AMZN Mktp US*RA2YE23C1 | \$260.66 | Elizabeth DeWetter |
| 03/30/2024 | **** 3174 | AMZN Mktp US*RA8RW5311 | \$11.99 | Sandra F Dexter |
| 03/31/2024 | **** 7327 | Amazon.com*NR8YD8WT3 | \$99.98 | Kristen A Doyle |
| 03/31/2024 | **** 7327 | AMZN Mktp US*YP0Z639R3 | \$17.79 | Kristen A Doyle |
| 03/31/2024 | **** 7327 | AMZN Mktp US*RA9WI0191 | \$44.08 | Kristen A Doyle |
| 03/31/2024 | **** 7327 | AMZN Mktp US*358T90433 | \$7.98 | Kristen A Doyle |
| 03/31/2024 | **** 5068 | AMZN Mktp US*RA5GO8PD1 | \$24.00 | Elena Marquez |
| 03/31/2024 | **** 7327 | NY REVIEW OF BOOKS | \$99.95 | Kristen A Doyle |
| 03/31/2024 | **** 2151 | FACEBK *299YM2GMH2 | \$50.00 | Christy Baumgarten |
| 04/02/2024 | **** 2151 | GOOGLE *GSUITE_basaltl | \$316.80 | Christy Baumgarten |
| 04/02/2024 | **** 5068 | AMZN Mktp US*0W64R8X63 | \$13.50 | Elena Marquez |
| 04/02/2024 | **** 7327 | AMZN Mktp US*RO8HL13Q2 | \$187.72 | Kristen A Doyle |
| 04/02/2024 | **** 7327 | AMAZON.COM*RA0EF5QG1 | \$34.99 | Kristen A Doyle |
| 04/02/2024 | **** 5068 | AMZN Mktp US*VG4NP8OK3 | \$101.91 | Elena Marquez |
| 04/02/2024 | **** 5068 | AMZN Mktp US*UW6IW1VA3 | \$90.76 | Elena Marquez |
| 04/02/2024 | **** 5068 | AMZN Mktp US*C10ZG4PW3 | \$51.25 | Elena Marquez |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|------------------------------|---------------------------------|--------------------|
| 04/03/2024 | **** 0011 | AMERICAN AIR0010278839939 | \$30.00 | Elizabeth DeWetter |
| 04/03/2024 | **** 0011 | UBER TRIP | \$3.00 | Elizabeth DeWetter |
| 04/03/2024 | **** 0011 | UBER TRIP | \$14.28 | Elizabeth DeWetter |
| 04/03/2024 | **** 2151 | LYFT RIDE TUE 9PM | \$41.24 | Christy Baumgarten |
| 04/04/2024 | **** 0011 | UBER TRIP | \$11.86 | Elizabeth DeWetter |
| 04/04/2024 | **** 1835 | UBER TRIP | \$13.31 | Brittany Crooke |
| 04/04/2024 | **** 7370 | MOUNTAIN STATE EMPLOYE | \$895.00 | Evelyn I Dominguez |
| 04/04/2024 | **** 0011 | UBER TRIP | \$16.07 | Elizabeth DeWetter |
| 04/04/2024 | **** 0011 | UBER TRIP | \$17.33 | Elizabeth DeWetter |
| 04/04/2024 | **** 1835 | TST* BLACK BIRD BURRITO | \$18.19 | Brittany Crooke |
| 04/04/2024 | **** 0011 | TST* BLACK BIRD BURRITO | \$34.93 | Elizabeth DeWetter |
| 04/04/2024 | **** 2151 | TST* FORNO | \$51.64 (\$0.74 foreign fee) | Christy Baumgarten |
| 04/05/2024 | **** 0011 | UBER TRIP | \$13.29 | Elizabeth DeWetter |
| 04/05/2024 | **** 0011 | UBER EATS | \$23.60 | Elizabeth DeWetter |
| 04/05/2024 | **** 3174 | USPS PO 0706120530 | \$4.87 | Sandra F Dexter |
| 04/05/2024 | **** 0011 | UBER TRIP | \$12.11 | Elizabeth DeWetter |
| 04/05/2024 | **** 2151 | TST* PARLAY SPORTING CLUB | \$30.80 | Christy Baumgarten |
| 04/05/2024 | **** 0011 | TST* PARLAY SPORTING CLUB | \$20.00 | Elizabeth DeWetter |
| 04/05/2024 | **** 1835 | TST* PARLAY SPORTING CLUB | \$33.87 | Brittany Crooke |
| 04/06/2024 | **** 3174 | DREAMTIME WATER DIST | \$188.70 | Sandra F Dexter |
| 04/06/2024 | **** 0011 | UBER TRIP | \$10.93 | Elizabeth DeWetter |
| 04/06/2024 | **** 5068 | Amazon.com*JQ7ND6H93 | \$28.59 | Elena Marquez |
| 04/06/2024 | **** 0011 | TST* JENI'S SPLENDID ICE | \$8.95 | Elizabeth DeWetter |
| 04/06/2024 | **** 1835 | TST* JENI'S SPLENDID ICE | \$10.95 | Brittany Crooke |
| 04/06/2024 | **** 0011 | UNITED 0164290543277 | \$35.00 | Elizabeth DeWetter |
| 04/06/2024 | **** 1835 | UNITED 0164290415778 | \$35.00 | Brittany Crooke |
| 04/07/2024 | **** 0011 | UBER TRIP | \$11.88 | Elizabeth DeWetter |
| 04/07/2024 | **** 0011 | UBER TRIP | \$29.73 | Elizabeth DeWetter |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|------------|-----------|--------------------------|--------------------------------|--------------------|
| 04/07/2024 | **** 0011 | UBER TRIP | \$1.00 | Elizabeth DeWetter |
| 04/07/2024 | **** 5068 | AMZN Mktp US*TA3N147I3 | \$26.99 | Elena Marquez |
| 04/07/2024 | **** 1835 | EAGLE COLUMBUS | \$25.71 | Brittany Crooke |
| 04/07/2024 | **** 0011 | EAGLE COLUMBUS | \$21.72 | Elizabeth DeWetter |
| 04/07/2024 | **** 2151 | EAGLE COLUMBUS | \$24.72 | Christy Baumgarten |
| 04/07/2024 | **** 2151 | HOLIDAY INN EXPRESS | \$510.63 | Christy Baumgarten |
| 04/07/2024 | **** 0011 | HOLIDAY INN EXPRESS | \$592.45 | Elizabeth DeWetter |
| 04/07/2024 | **** 1835 | HOLIDAY INN EXPRESS | \$550.63 | Brittany Crooke |
| 04/07/2024 | **** 1835 | HOLIDAY INN EXPRESS | -\$40.00 | Brittany Crooke |
| 04/08/2024 | **** 2151 | TOCKIFY WEB CALENDAR | \$8.08 (\$0.08 foreign fee) | Christy Baumgarten |
| 04/09/2024 | **** 3174 | SP POSPAPER.COM | \$142.95 | Sandra F Dexter |
| 04/09/2024 | **** 3174 | NESPRESSO USA INC | \$187.50 | Sandra F Dexter |
| 04/09/2024 | **** 2151 | TMOBILE POSTPAID WEB | \$772.81 | Christy Baumgarten |
| 04/09/2024 | **** 5736 | CITY-MARKET #0433 | \$178.98 | Delaney A Meyers |
| 04/10/2024 | **** 1835 | AMZN Mktp US*CK6B699Z3 | \$23.69 | Brittany Crooke |
| 04/10/2024 | **** 3174 | AMZN Mktp US*328AA51W3 | \$144.31 | Sandra F Dexter |
| 04/10/2024 | **** 5736 | CITY-MARKET #0433 | \$79.36 | Delaney A Meyers |
| 04/11/2024 | **** 4228 | CLIC | \$35.00 | Laura Baumgarten |
| 04/11/2024 | **** 1835 | AMZN Mktp US*S03UT7793 | \$7.21 | Brittany Crooke |
| 04/11/2024 | **** 3174 | AMZN Mktp US*U189I0YH3 | \$35.90 | Sandra F Dexter |
| 04/12/2024 | **** 4228 | AMZN Mktp US*3A0KB0SC3 | \$33.58 | Laura Baumgarten |
| 04/12/2024 | **** 4228 | AMZN Mktp US*BB1MM7FZ3 | \$449.50 | Laura Baumgarten |
| 04/12/2024 | **** 4228 | Nintendo CD1188168227 | \$3.99 | Laura Baumgarten |
| 04/12/2024 | **** 4228 | AMZN Mktp US*DL0UT6N13 | \$23.95 | Laura Baumgarten |
| 04/12/2024 | **** 1835 | TIMBOS PIZZA | \$31.32 | Brittany Crooke |
| 04/13/2024 | **** 2151 | STAYBRIDGE SUITES | \$338.05 | Christy Baumgarten |
| 04/13/2024 | **** 1835 | CITY-MARKET #0433 | \$129.95 | Brittany Crooke |
| 04/13/2024 | **** 9304 | FOUR DOGS FINE WINES AND | \$22.62 | Amy Shipley |

| DATE | CARD | MERCHANT | AMOUNT | NAME |
|--------------|-----------|------------------------|--------------------|--------------------|
| 04/14/2024 | **** 0011 | WAL-MART #1095 | \$58.04 | Elizabeth DeWetter |
| 04/14/2024 | **** 1835 | AMZN Mktp US*OX1GH4WI3 | \$101.97 | Brittany Crooke |
| 04/14/2024 | **** 7327 | AMZN Mktp US*N30F33MT3 | \$41.96 | Kristen A Doyle |
| Total | | | \$12,238.56 | |

| Amazon Transaction Details April 2024 | | | | | |
|--|---------------------|-------------------------|----------|----------------|---|
| Order Date | Order ID | PO Number | Currency | Order Subtotal | Title |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | 34.36 | Benresive 600 Pcs Cute Stickers for Kids, Water Bottle Stickers for Kids Waterproof, Vinyl Laptop Kids Stickers Pack, Kids Classroom Prizes for Elementary Students |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | | Heyfibro 500 PCS Spanish Reward Stickers for Students Teachers, 1" Espanol Motivational Stickers for Kids, Incentive Award Stickers in 8 Designs for School Classroom |
| 4/27/2024 | 112-6456903-0324234 | 5650 | USD | | BLUE PANDA 1000 Pack Spanish Motivational Stickers for Classroom - Bulk Reward Stickers for Kids, Teacher School Supplies (8 Assorted Designs, 1.5 in) |
| 4/27/2024 | 112-5847169-6947449 | 5601.04 | USD | 59.56 | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | 114.43 | 41PCS Jungle Safari Photo Booth Props Wild Animals Forest Themed Party Props Kit for Jungle Safari Kids Baby Shower Birthday Party Decorations Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | Swepuck 72x43inch Fabric Let The Adventure Begin Backdrop Camping Adventure Awaits Photography Background Forest Baby Shower Banner Decorations Photo Booth |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | PERPAOL 148PCS Sage Green Brown Balloon Garland Kit, Jungle Safari Woodland Forest Wild One Camper Balloon Arch, Olive Green Gold Coffee Cocoa Balloons for Birthday Wedding Shower Party Decorations |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | 18 Pcs Funny Party Photo Booth Props for Adults Assorted Dress Up Costume Party Hats Funny Party Sunglasses Fun Photo Booth Kits for Wedding Props Bachelorette Party Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | PHOGARY Luau Party Decorations Luau Photo Booth Props Kit, 30PCS Hawaiian Themed Party Decorations Tropical Tiki Party Favors for Hawaiian Luau Summer Pool Beach Birthday Wedding Party Supplies |
| 4/25/2024 | 112-8187319-6869810 | 5602 | USD | | Big Dot of Happiness Wild Safari - African Jungle Adventure Birthday Party or Baby Shower Photo Booth Props Kit - 20 Count |
| 4/25/2024 | 111-9816481-7713044 | 5620 | USD | 7.29 | Froggy Goes to the Library |
| 4/23/2024 | 111-8522017-4496268 | 6055 REPLACE | USD | 6.15 | New RMT-VB201U Remote Control Replaced for Sony Blu-Ray Disc Player BDP-BX370 BDP-S1700 BDP-S3700 BDP-S6700 UBP-X700 BDP-S1700ES BDP-S2500 |
| 4/23/2024 | 111-3881778-2096209 | BC 5660 Art for Someone | USD | 55.59 | DecorRack 24 Cocktail Glasses, Plastic Party Champagne Cups, Perfect for Outdoor Parties, Weddings, Picnics, Stackable Stemmed, Reusable, Shatterproof Disposable Wine Glasses (Pack of 24) |
| 4/23/2024 | 111-3881778-2096209 | BC 5660 Art for Someone | USD | | 30 Pack Canvases for Painting with 4x4, 5x7, 8x10, 9x12, 11x14, 12x16, Painting Canvas for Oil & Acrylic Paint |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | 505.95 | Crownwall F-Trim Piece 4 ft. (48-in) - Graphite |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | | Crownwall H-Trim Piece 4 ft. (48-in) - Graphite |
| 4/22/2024 | 111-5127646-0610613 | TBD - L.O.T. Slatwall | USD | | CrownWall PVC Slat Wall Panels Garage Wall and Home Organizer Storage System Heavy Duty Organization and Easy Installation Dual 3 - 8ft by 4ft (32 sqft) Section, Graphite |
| 4/21/2024 | 111-7070768-0973823 | 5601.03 | USD | 132.65 | Wowfit 100 Count 10x13 inches Clear Cellophane Plastic Bags, Resealable Self-Sealing Cello Bags Great for Clothes, Shirts, Pants, Foods, Flyers, More (10 x 13 with Reinforced Sides) |
| 4/21/2024 | 111-7070768-0973823 | 5601.03 | USD | | Trunple Smell Proof Bags & Resealable Foil Pouch Bag [100 PCS] Great for Party Favor Food Storage (Holographic Color, 8 x 5.5 Inch) |
| 4/21/2024 | 111-7070768-0973823 | 5601.03 | USD | | Milk Chocolate Gold Coins, 5 lb By The Cup Bulk Bag (Approximately 300 Coins) |
| 4/20/2024 | 111-2866850-7429818 | 5660 BC Display | USD | 7.99 | Yowein Home Dragon Head Wall Mount - DIY Pre-Cut Papercraft Assembly Kit Wall Trophy Wall Sculpture Wall Mount DIY 3D Model Wall Decoration Manual Creative Decor for Bedroom and Living Room (Blue-B) |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | 157.48 | AZEN 32 Pcs Mini Spring Party Favors for Kids 3-5 4-8, Goodie Bags Stuffers for Birthday Party, Classroom Prizes Kids Prizes, Small Bulk Toys Gifts (4 Smile) |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Pop Fidget Toy Birthday Party Favors for Kids 4-8,8-12 Year 30 PCS Bulk Toys Mini Pop Keychain Its Small Classroom Prizes Heart Fidgets It Bubbles Poppers Students Goodie Bag Stuffers Toddler Toys |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Dinosaur Party Favors 30 Pack Fidget Toys Bulk Dinosaur Keychains Dino Party Favors for Kids 4-8 Children Mini Supplies It Toddler Small Birthday Decorations Pop Fidgets Its for Boys Girls |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Kids Party Favors Fidget Toys Bulk 30 Pack Mini Pop Fidget Keychain Its Birthday Party Favors for Kids 4-8,8-12 Year Small Kid Classroom Prizes Fidgets It Bubbles Poppers Students Goodie Bag Stuffers |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Lenwen 96 Pieces Brain Teaser Puzzle Mini Fidget Puzzle Cubes 3D Ball Maze Cube Puzzle Cubes Party Favor Games Challenge Decompression for Teens Adults |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Kids Party Favors 30 Pcs Fidget Toys Bulk Mini Pop Fidgets Keychain Its Birthday Party Favors for Kids Goodie Bag Stuffers Small Kid Classroom Prizes It Bubbles Poppers Students Bulk Toys Pinata |
| 4/19/2024 | 112-5446353-0993063 | 5650 | USD | | Mini Cube 56 Pack Magic Cube, Puzzle Party Favors for Kids Party Puzzle Game Toys Classroom Rewards & School Prize for Students, Stress Relief Toys Goody Bag Filler Birthday Gift |
| 4/19/2024 | 112-1029847-5289818 | 5601.04 | USD | 355.12 | Solito: A Memoir |
| 4/19/2024 | 112-1029847-5289818 | 5601.04 | USD | | Solito (Spanish Edition) |
| 4/19/2024 | 112-1029847-5289818 | 5601.04 | USD | | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/16/2024 | 111-6664853-8642667 | 5660 BC 4-24 | USD | 161.60 | Gender Queer: A Memoir |

| Amazon Transaction Details April 2024 | | | | | |
|--|---------------------|----------------------|----------|----------------|---|
| Order Date | Order ID | PO Number | Currency | Order Subtotal | Title |
| 4/16/2024 | 114-5837304-4261866 | 5610 | USD | 5.99 | 390Pcs Name Tags, 3in x 2in Name Tag Stickers, Name Tags Sticker for School Office Home(White with Blue Border) |
| 4/15/2024 | 112-0726582-1793035 | 5640 | USD | 171.48 | Amazon Basics Professional Folding Orchestra Sheet Music Stand, Black |
| 4/15/2024 | 111-4661859-5502632 | 5276 | USD | 29.00 | Lodge Seasoned Cast Iron Sugar Skull Skillet, 10.25 Inch |
| 4/14/2024 | 111-1844965-8922602 | 6025 | USD | 44.00 | Psychic Pizza Deliverers Go to The Ghost Town - Board Game - 3-5 Players - 30-45 Minutes Play Time |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | 119.89 | Ravensburger That's Not A Hat - A Bluffing and Memory Party Game for Ages 8 and Up |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Grandpa Beck's Games Cover Your Assets from The Creators of Skull King Easy to Learn and Outrageously Fun for Kids, Teens, & Adults Alike 2-6 Players Ages 7+ |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Herd Mentality: The Udderly Hilarious Board Game Fun for The Whole Family |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | SKYJO by Magilano - The entertaining card game for kids and adults. The ideal game for fun, entertaining and exciting hours of play with friends and family. |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | PARTNERS Board Game 1st USA Edition A 4 Player Strategy Board Game Played in Teams of 2 Perfect for Game Night with Family, Friends, Adults, Teens, All Ages |
| 4/14/2024 | 111-4968487-3916261 | 6025 | USD | | Ultimate Aquarium - an Easy and Relaxing Card Game for All Ages by The Dusty Top Hat - 2-4 Players |
| 4/14/2024 | 111-6132221-9625818 | 6025 | USD | 39.99 | Rough Draft Games All Rise Board Game - The Ridiculous Game of Off-The-Cuff Storytelling and Courtroom Debate! |
| 4/14/2024 | 111-0997432-1710603 | 5660 | USD | 8.60 | KDS Nail Glue 20 Pack |
| 4/13/2024 | 111-1400991-8035412 | 6055 REPLACE | USD | 41.96 | Adventure First Aid, 0.5 Tin Red |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | El silbido del arquero / The Bowmans Whistle (Spanish Edition) |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | Solito: A Memoir |
| 4/12/2024 | 112-8106227-6649846 | 5601.04 | USD | - | Solito (Spanish Edition) |
| 4/12/2024 | 111-3042319-4648235 | BC 5601.02 Snack G&G | USD | 22.75 | Las Posadas Mexican Candy Assortment - 100 PCs - Spicy, Sweet, Sour Dulces Mexicanos Assortment Pack - Mexican Snacks for Kids and Adults (Fiesta Pack) |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | 304.44 | 30 Japanese Snack and Sweets Gift Box |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | South African Snacks - 26-Unit Exotic Snack Box with Authentic South African Food, Candy, Chocolates & Biscuits, Elegantly Packaged in a Gift Box, Ideal for Food Lovers |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | Australian Candy & Snack Box (23 Items) Very Best Australian Food Gift Box - Tim Tam, Allen's Party Mix, Vegemite, Cherry Ripe, Shapes, Tiny Teddy, Minties, Caramello Koala, Violet Crumble & More |
| 4/12/2024 | 111-3660176-6885050 | BC 5601.02 Snack G&G | USD | | Korean Snack Box Variety Pack - 46 Count Snacks Individual Wrapped Gift Care Package Bundle Sampler Tiktok Asian Challenge Assortment Mix Candy Chips Cookies Ramen Gummy Treats for Kids Children |
| 4/12/2024 | 111-5969477-8687468 | BC 5601.02 Snack G&G | USD | 79.90 | Mega International Snack Box Premium Exotic Foreign Snacks Unique Snack Food Gifts Included Try Extraordinary Turkish Snacks Candies from Around the World 32 Full-Size Snacks |
| 4/12/2024 | 111-7831923-1464255 | BC 5601.02 Snack G&G | USD | 37.98 | BRAZILIAN CORNER Candy Variety Box Mixed Cookies, Candies & Chocolates Snack Boxes Brazilian Treats for Adults, Kids & Teen Great for Gifts, Home, School, College 40 Count |
| 4/12/2024 | 111-9559317-5569822 | BC 5601.02 Snack G&G | USD | 101.97 | BENGAL BOX Indian Snack Box Assortment 24 Piece, Individually Packaged Top Brand Named Snacks Essential Sample Pack of Chips Pie Cookie Candy |
| 4/9/2024 | 111-8804507-3461014 | 5601.03 | USD | 483.08 | 100 Pcs Blank Watercolor Paper Postcards 140lb/300gsm Heavyweight Art Paper Post Note Cards White 4 x 6 Inch Watercolor Journal Cards for DIY Mailing Christmas Thanksgiving Painting (Round Angle) |
| 4/9/2024 | 111-8804507-3461014 | 5601.03 | USD | | ArtSkills Travel Watercolor Kit, Watercolor Paint Set for Kids & Adults, Travel Palette with Water Brush |
| 4/9/2024 | 111-6394035-6941008 | 5620 | USD | 23.95 | Nuby Wacky Waterworks Pipes Bath Toy with Interactive Features for Cognitive Development |
| 4/9/2024 | 111-6394035-6941008 | 5620 | USD | | Tub Works® Smooth™ Bath Crayons Bath Toy, 12 Pack Nontoxic, Washable Bath Crayons for Toddlers & Kids Unique Formula Draws Smoothly & Vividly on Wet & Dry Tub Walls Hexagon Grip Bathtub Crayons |
| 4/9/2024 | 111-0447261-4959447 | BC 6055 Dreamin Sun | USD | 3.23 | Dreamin' Sun Vol. 1 |
| 4/8/2024 | 111-8474426-8803447 | 5620 BC Bingo | USD | 23.69 | Toy Galaxy Slime Kit for Boys Girls 10-12, FunKidz Ultimate Metallic Slime Making Kit for Kids Ages 8-10 D.I.Y. Glow, Galactic, Fun Slime Gifts |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | 180.21 | Clorox 32486 Free & Clear Cleaning Wipe, Compostable, 75-Ct. - Quantity 6 |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | H13 True HEPA Replacement Filter for Levoit Vital 100 Air Purifier 2 PACK Vital 100-rf Air Filters 3-in-1 by APPLIANCEMATES |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | X3 Nitrile Disposable Gloves, 3 Mil, Latex and Powder-Free, Textured, Food Safe, Ideal for Industrial and Home Use, Black, X-Large, Box of 100 |
| 4/8/2024 | 111-7884772-7487413 | 5310 | USD | | ANTISEPTIC SANITIZ WIPES |
| 4/5/2024 | 112-6769781-7608251 | 5650 SPA PROGRAMS | USD | 26.99 | Speed-Boil Water Electric Kettle, 1.7L 1500W, Coffee & Tea Kettle Borosilicate Glass, Wide Opening, Auto Shut-Off, Cool Touch Handle, LED Light. 360° Rotation, Boil Dry Protection |
| | | | | 3,347.27 | |



BASALT REGIONAL LIBRARY DISTRICT EXECUTIVE DIRECTOR EVALUATION POLICY

It is the policy of the Board of Trustees of the Basalt Regional Library (BRLD) to hire, evaluate and, if necessary, terminate the Executive Director (Director). The Director's annual evaluation gathers feedback about the previous year's achievement in carrying out the library's mission and objectives and in meeting goals set by the Executive Director and Board. The Director's evaluation will give guidance to the Board in formulating the Director's contract for the following calendar year.

The trustees will evaluate the Library Director's performance, as it relates to the duties in the job description and the goals from the previous year's evaluation. The evaluation process will be directed by the Personnel Committee (Committee). The Director's evaluation will be complete by September each year. The Compensation and Employment Agreement will be completed by October each year.

TIMELINE:

April: The Board President will appoint the Personnel Committee. The Committee will consist of the Board President, one Trustee, the HR Manager, and the Executive Director.

May-June: The Committee will meet to review the previous year's Director Evaluation and Goals, and to create/modify an evaluation tool for the current year. A timeline will be created based on the current calendar year.

July: The evaluation process will begin.

- Director's Self-Evaluation: The Director will be asked to complete a self-evaluation form, and a report on progress toward current goals, and will submit two or three new or continuing goals and the rationale for selecting these goals. This self-evaluation is due to the Personnel Committee by July 31.
- Evaluation Forms: The Committee will provide evaluation forms to each library Board Trustee, library staff, the Friends of the Library, the Library Trust, and the Library Foundation. The evaluation form will be circulated on July 15 and will be due by July 31. All responses will be confidential and will be shared with the Executive Director.
- Goals: Each Trustee will also be asked to suggest up to two goals for the following year along with a rationale for each goal.

August: The Committee will draft an evaluation letter that summarizes the feedback from the Director's self-evaluation, the data from the evaluation forms, and the proposed goals.

The Committee will prepare a packet including:

- Committee Evaluation Summary

- Director's Self-evaluation
- Data from evaluation forms
- Proposed goals, including any training needs or areas of concern

The Committee and Director will then meet to review the packet. This meeting will help the Director prepare for the executive session to be held at the September Board of Trustees meeting.

September: One week before the September Board meeting the Committee will provide the evaluation packet to the Board of Trustees.

- At the September Board meeting, the Director's evaluation will be reviewed in executive session unless the Director requests that it be conducted in public. The Board will first discuss the evaluation in executive session without the Director being present. The Director and Board will then jointly discuss all negotiating points and all goals, including both the Director's needs and the library's best course for the upcoming year.
- After adjourning from executive session, the Board will again convene in its regular meeting and will vote to:
 1. Accept or amend the Director's evaluation,
 2. Extend the Director's Contract,
 3. Select no more than three goals for the Director for the following year, and
 4. Direct the Treasurer, Chair of the Committee, and Director to meet to discuss contract terms.

Late September: The Finance Committee Chair, Personnel Committee Chair, and Director will meet to discuss such contract points as salary, vacation leave, and other benefits. In creating the Director's compensation package, the Board of Trustees will consider the Director's input, a market study of comparable library director salaries, and funds available in the following year's budget.

October: An executive session will be held at the Board meeting to discuss contract terms for the upcoming year.

After adjourning from the executive session, the Board will again convene in its regular meeting and will vote to direct the Chair of the Personnel Committee to work with the library attorney to draft a contract with the specific terms as discussed.

November: The contract will be presented at the November Board meeting for discussion and vote. Once approved, the contract will be signed and dated by the Director and Board President. The Agreement will take effect January 1st of the following year.

If an agreement between both parties cannot be reached, the following year's contract will not be renewed.



BASALT REGIONAL LIBRARY DISTRICT

EXECUTIVE DIRECTOR EVALUATION POLICY

It is the policy of the Board of Trustees of the~~Board Policy~~

~~The Basalt Regional Library (BRLD) Board has responsibility for to~~ hiring, evaluating and, if necessary, terminating the Executive Director (Director). The Director's annual evaluation ~~will~~ gather feedback about the previous year's achievement in carrying out the library's mission and objectives and in meeting goals set by the Executive Director and Board. The Director's evaluation will give guidance to the Board in formulating the Director's contract for the following calendar year.

Administrative Policy

~~The Trustees~~The trustees of the BRLD will evaluate the Library Director's performance, as it relates to the duties in the job description and the goals from the previous year's evaluation. The evaluation process will be directed by the Personnel Committee (Committee), ~~as outlined in the Procedures for review.~~ The Director's ~~review evaluation~~ will be complete by September each year. The Compensation and Employment Agreement will be completed by October each year.

Procedures

~~The Committee will set the specific deadlines each year to follow as closely to the general timelines set forth below such that the Committee can complete the Director's review by September each year.~~

General Timeline **TIMELINE:**

~~1. April~~April: The ~~newly elected (or re-elected)~~ Board President will appoint the Personnel Committee. The Committee will consist of the Board President, one Trustee, the HR Manager, and the Executive Director.

~~2. April-May-June~~: The Committee will meet to review the previous year's Director Evaluation and Goals, and to create/modify an evaluation tool for the current year. A timeline will be created based on the current calendar year.

~~3. July~~: The evaluation process will begin.

- Director's Self-Evaluation: The Director will be asked to complete a self-evaluation form, and a report on progress toward current goals, and will submit two or three new or continuing goals and the rationale for selecting these goals. This self-evaluation is due to the Personnel Committee by July 31.

- Evaluation Forms: The Committee will provide ~~E~~evaluation forms to each library Board Trustee, library ~~s~~Staff, the Friends of the Library, the Library Trust, and the Library Foundation. ~~The Committee will set a deadline for completion of all evaluations. The evaluation form will be circulated on July 15 and will be due by July 31.~~ All responses will be ~~anonymous~~confidential and will be shared with the Executive Director and confidential.
- Goals: Each Trustee will also be asked to suggest ~~no more than~~up to two goals for the following year ~~and along with a~~the rationale for ~~selecting them~~each goal.

August: ~~All surveys will be returned to the Committee; t~~The Committee will draft an evaluation letter that summarizes the feedback from the Director's self-evaluation, create a summary report, the data from the evaluation forms, and the proposed goals.

The Committee will prepare a packet including:

- Committee Evaluation Summary
- Director's Self-evaluation
- Data from evaluation forms
- Proposed goals, including any training needs or areas of concern

4. The Committee and Director will then meet to review ~~the Director's self-evaluation, the written summary report and all proposed goals~~the packet. ~~In addition to giving feedback about the evaluation, t. he Committee may also discuss training needs or areas of concern.~~ This meeting will help the Director ~~anticipate and~~ prepare for ~~the the e~~executive session to be held at the September Board of Trustees meeting.-

~~5.~~ **September:** One week ~~prior to~~before the September Board meeting the Committee will provide the ~~confidential summary report and all goals to the Trustees~~evaluation packet to the Board of Trustees.

- At the September Board meeting, the Director's evaluation will be reviewed in executive session unless the Director requests that it be conducted in public. The Board will first discuss the evaluation in executive session without the Director being present. The Director and Board will then jointly discuss all negotiating points and all goals, ~~anticipating~~including both the Director's needs and the ~~Library's~~library's best course for the upcoming year.
- After adjourning from executive session, the Board will again convene in its regular meeting and will vote to:
 1. Accept or amend the Director's evaluation,
 2. Extend the Director's Contract, ~~and~~
 3. Select no more than three goals for the Director for the following year, and-
 - 3-4. Direct the Treasurer, Chair of the Committee, and Director to meet to discuss contract terms.

• **Late September:** The Finance Committee Chair, Personnel Committee Chair, and Director will ~~set a meeting date meet~~ to discuss such contract points as salary, vacation leave, and other benefits. ~~In creating the~~ The Director's compensation package, ~~the Board of Trustees~~ will ~~take into account~~ consider the Director's input, a market study of comparable library director salaries, and funds available in the following year's budget.

October: ~~An executive session will be held at the Board meeting to discuss contract terms for the upcoming year.~~

~~After adjourning from the executive session, the Board will again convene in its regular meeting and will vote to direct the Chair of the Personnel Committee to work with the library attorney to draft a contract with the specific terms as discussed.~~

6. **November:** ~~The Director's Compensation and Employment Agreement contract~~ will be presented ~~at the October Board Meeting at the November Board meeting~~ for discussion and vote. Once approved, the ~~Director's Compensation and Employment Agreement contract~~ will be signed and dated by the Director and Board President. The Agreement will take effect January 1st of the following year.

If ~~an~~ agreement between both parties cannot be reached, the following year's contract will not be renewed.

~~Policy Review Date: July 2015~~



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BASALT REGIONAL LIBRARY DISTRICT

EMPLOYEE HANDBOOK

DRAFT

04/29/2024

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FROM THE EXECUTIVE DIRECTOR

Welcome to employment at the Basalt Regional Library District! We are so happy you are here!

This handbook was developed to describe some of the guidelines, programs, and benefits for employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible because it may answer many questions about employment with our organization. Also, it is critical that each employee follow the guidelines included here, so your familiarity with these policies is of utmost importance.

We believe that each employee contributes directly to the library's success. Take pride in being a member of our team.

We hope that your experience here will be challenging and enjoyable.

IMPORTANT NOTICE

IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE LIBRARY AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE LIBRARY'S GUIDELINES AND EXPECTATIONS REGARDING EMPLOYEE CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH BASALT REGIONAL LIBRARY IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE LIBRARY, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE LIBRARY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF BASALT REGIONAL LIBRARY DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR OR HIS OR HER AUTHORIZED REPRESENTATIVE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR OR HIS OR HER AUTHORIZED REPRESENTATIVE AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK [AND ANY APPLICABLE STATE SUPPLEMENT]. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE LIBRARY RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

EMPLOYMENT

Equal Employment Opportunity and Unlawful Harassment

The library is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

Americans with Disabilities Act (ADA) and Religious Accommodation

The library will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the library or cause a direct threat to health or safety. The library will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the library.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the library will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the library's business operations.

The library may require that an employee provide a note from their healthcare provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Manager.

The library will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept accommodation that is unnecessary for the employee to perform the essential functions of the job.

Equal Employment Opportunity (EEO) Harassment

The library strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, The library believes it warrants separate emphasis.

The library strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If an employee believes there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The library has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The library takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The library also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The library therefore expects employees to make a timely complaint to enable The library to investigate and correct any behavior that may be in violation of this policy.

Employees should report the incident to their direct supervisor, the Human Resources Manager, and/or the Executive Director, who will investigate the matter and take corrective action. The investigation may require a written statement from the complaining employee. Employee complaints will be kept as confidential as practicable. If the employee doesn't feel comfortable speaking to the Human Resources Manager, they should talk to the Executive Director. If the employee doesn't feel comfortable speaking to the Executive Director, they should talk to the Human Resources Manager. If the employee doesn't feel comfortable speaking to either the Human Resources Manager or the Executive Director, they should talk to the President of the BRLD Board of Trustees.

The library prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If the employee perceives retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the library determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

Workplace Accommodation for Nursing Mothers

A private space will be provided, and reasonable time will be permitted for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted will typically run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, human resources and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The library will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated Company refrigerators. The employee must clearly label each container with her name and the date the milk was collected. Unlabeled containers, and containers left for more than three days, may be disposed of without warning. Alternatively, mothers may bring in their own small refrigerator or cooler for the temporary storage of breast milk.

Nursing mothers are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk is stored.

The library reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the library's operations.

The library will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodation and break time described in this policy.

Accommodation for Parents of Infants

It is the policy of BRLD to provide a positive work environment that recognizes parents' responsibilities to their jobs and to their infants by acknowledging that, when an infant can stay with a parent, this benefits the family and the employer. The BRLD Infant-at-Work Program encourages new mothers or fathers to return to work by allowing the new parents to bring their infant to work with them until the child is six months old or the infant begins to crawl, whichever comes first, as long as:

- The employee has submitted their Individual Plan Application as far in advance as possible.
- The employee receives prior written authorization from the Executive Director, immediate supervisor, and the Human Resources Manager.

- There is no safety hazard or concern to the parent or the infant; and
- There is limited disruption in the workplace. A disruption is “limited” if it lasts less than 15 minutes. If a baby is inconsolable after 15 minutes, the employee must leave until the baby can be quiet.

Ask Human Resources for more information about the application procedure for this accommodation.

Respectful Workplace

A fair, collaborative, inclusive, respectful workplace is a vital prerequisite to achieving the library’s public service goals and preserving a reputation for excellence.

BRLD embraces the concept of a respectful workplace and is committed to promoting an environment where employees respect each other regardless of their roles or the extent of their responsibilities.

Everyone is responsible for a respectful workplace

Employees:

All employees, regardless of role or status, are responsible for:

- Behaving respectfully and refraining from disrespectful behaviors that violate other BRLD policies
- Recognizing when they or others are being subjected to disrespectful behavior
- Addressing the behavior directly with the person engaging in disrespectful or abusive conduct
- Bringing the situation to the attention of a supervisor or the next person in the chain of command (if a supervisor is the issue) for prompt resolution
- Making a complaint

Managers:

In addition to their personal responsibilities as employees, supervisors are responsible for:

- Encouraging the reporting of instances of disrespectful behavior
- Immediately addressing all disrespectful behavior once reported or observed
- Taking the situation seriously and promptly investigating the extent and nature of the problem

Administration:

In addition to their personal responsibilities as employees and as supervisors, library administration bears the primary responsibility for maintaining a workplace environment free from disrespectful behavior, and they are expected to act on this responsibility whenever necessary.

Examples of Respectful Behavior

Every BRLD employee has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of status or position, each employee is expected to abide by these values and standards of interpersonal behavior, communication, and professionalism:

- Respect and value the contributions of all members of the BRLD community
- Treat one another with respect, civility, and courtesy
- Work honestly, effectively, and collegially with each other
- Respond promptly, courteously, and appropriately to requests from others for assistance or information

- Use conflict management skills, together with respectful and courteous verbal communication, to effectively manage disagreements among one another
- Encourage and support each other in developing individual conflict management skills and talents
- Cultivate an open and cooperative approach in dealings with each other, recognizing and embracing individual differences
- Recognize that differing social and cultural standards may mean that behavior that is acceptable to some may be perceived as unacceptable or unreasonable to others
- Abide by applicable rules, regulations, policies, and bylaws and address any dissatisfaction with, or violation of, policies and procedures through appropriate channels
- Demonstrate commitment to a culture of cooperation and collaboration using best practices to achieve high work-related outcomes
- Those in leadership positions model civility for others, clearly define expectations of how to treat each other, and respond to complaints when they are brought forward

EMPLOYEE STATUS

Employee Classifications

Employees of the library are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the library's group health plan. Eligibility for participation in the library's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether the employee is eligible to participate in the library's group health plan, please contact the Human Resources Manager. The following classifications are used throughout this Handbook.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of forty hours per workweek (excluding duty free meal periods). For information about overtime/compensatory time, see below on page 21 under Pay.

Full-Time Employees

Full-time employees are those who are normally scheduled to work a schedule of 30-40 hours per week.

Part-Time Employees

Part-time employees are those who are normally scheduled to work 29 or less hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or nonexempt based on job duties and compensation.

EMPLOYEE BENEFITS

Benefits Overview

As part of its compensation strategy, the library offers several different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The library complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the library are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will apply. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the library's discretion as permitted by law. The library and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by the library.

Employees will have an opportunity to make changes to their benefit selections during the library's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce, or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event the employee takes a personal or other leave of absence, please consult the Human Resources Manager to determine the impact the leave may have upon their benefits, including eligibility and/or making any required premium payments.

The library currently offers these plans:

Medical Insurance Plan - helps pay covered medical expenses for the employee and eligible family members.

Dental Insurance Plan - provides the employee and their eligible dependents with dental coverage at group rates.

Vision Insurance Plan – provides the employee and the employee's eligible dependents with vision coverage at group rates.

Life Insurance Plan - provides certain insurance coverage at group rates.

Long-Term Disability (LTD) Plan - helps replace the employee's salary if the employee suffers a covered disability for an indefinite period of time.

Employee Assistance Program (EAP) - program designed to help alleviate workplace issues due to mental health, substance abuse, personal, and workplace issues.

403(b) Retirement Plan – After 30 days of employment, employees working a minimum of twenty hours per week are eligible to contribute any amount up to the maximum amount allowed by the IRS to a 403(b) retirement plan. After 12 months of employment, BRLD will begin matching a percentage of an employee's gross pay. To receive a matching contribution from the library, the employee must contribute to the 403(b) plan. For example, if an employee is eligible for a 5% match but is only contributing 2%, BRLD will only match the 2% contribution.

The library will contribute an amount equivalent to the employee's contribution, up to the maximum percentage listed below and will never contribute an amount more than the employee is contributing. An employee may discontinue contributing at any time, but the library will also discontinue matching. When an employee begins contributing again, the library will also begin matching up to the maximum listed below.

Employer matching contributions are as follows:

| Months of Employment: | BRLD's matching contribution of Employee's gross pay (up to): |
|-----------------------|---|
| 1 - 12 | 0% |
| 13 - 24 | 2% |
| 25 - 36 | 3% |
| 37 - 48 | 4% |
| 49+ | 5% |

-
For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Human Resources Manager.

Social Security

Each pay period, a portion of the employee's salary and a matching amount provided by the library are set aside for Social Security benefits. This program is intended to provide the employee and their family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare, and survivor's benefits. Specific information about personal or family situations is available through the local office of the Social Security Administration.

Workers' Compensation

The library carries insurance in accordance with applicable state law to cover the cost of a work-related injury or illness. Benefits help pay for the employee's medical treatment and may include the replacement of certain wages while the employee are unable to work. Detailed information is given to the employee if the employee are injured on the job or suffer an occupational illness.

Unemployment Insurance

The library contributes a percentage of employees' wages to the state to provide unemployment benefits if an employee becomes unemployed through no fault of their own. Eligibility for benefits is an individual determination made by the appropriate state agency.

Colorado Secure Savings

The library has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the library currently offers an employer-sponsored retirement plan, the TIAA 403(b) retirement account, to eligible employees. See the Human Resources Manager to obtain information on the plan, including the terms, conditions, or eligibility requirements, or to obtain a copy of the Summary Plan Document.

Employees who are not eligible for the TIAA 403(b) retirement account can independently enroll in Colorado Secure Savings as a voluntary participant. Please see the Colorado Secure Savings Program website: coloradosecuresavings.com.

Holidays

The library currently observes the following holidays as days off with pay:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

When a holiday falls on a weekend day, at the discretion of the Executive Director, the library may close for a Holiday Observed on a weekday to facilitate holiday scheduling.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours. Employees working a schedule of four 10-hour days per week will receive 8 hours of holiday pay and may either work 2 additional hours during the pay period of the holiday or take 2 hours of PTO.

If a holiday occurs during an employee's regularly scheduled day off, another day must be taken off with pay. If the employee is a non-exempt employee, the day off must be scheduled during the pay period in which the holiday occurs. Exempt employees are encouraged, but not required, to take the day off during the same pay period. Supervisors are responsible for scheduling days off, ensuring the employee's timecard reflects the day that the holiday was actually taken, and for ensuring each workweek meets the required number of hours based on the employee's status.

Paid Sick Leave

All employees accumulate sick time at the rate of one hour per 30 hours worked, up to 48 hours in a year. Employees begin accruing sick time upon hire. Paid sick leave may be used in any time increment. Employees may accrue up to 48 hours of sick leave. Once an employee's sick leave balance reaches 48

hours, no additional sick leave will accrue until sick leave is used.- Unused sick hours are carried over from year to year up to 48 hours.

Paid sick leave may be used if:

- (1) the employee has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) the employee needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (3) the employee needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (4) the employee or their family member has been a victim of domestic abuse, sexual assault, or criminal harassment and needing leave for related medical attention, mental health care, or other counseling, victim services (including legal services), or relocation;
- (5) the employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- (6) the employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- (7) the employee needs to evacuate their place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate their residence.

It is the employee's responsibility to notify their supervisor each day before the beginning of their shift when they cannot come to work for any of the reasons listed above. Also, employees must let their manager know when they expect to return to work. In the event an employee is absent for four or more workdays, medical or legal certification may be required. This certification should indicate that the employee was unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

Because paid sick time can be accumulated to be used if an employee is sick or injured; employees will not receive extra pay or extra time off for unused sick time. Paid sick time will not be used in the calculation of overtime. Upon separation, employees are not reimbursed for unused sick leave.

Employers shall not retaliate against an employee for requesting or using paid sick leave. Employees who display symptoms of illness or have reported being sick may be sent home.

Additional rules will apply in the case of a public health emergency.

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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 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.

LEAVES OF ABSENCE

Domestic Abuse and Crime Victim Leave

Employees subjected to domestic abuse or who are a victim of a crime may be eligible for a leave of absence. Please see the Human Resources Manager for more information.

Funeral Leave

Employees are eligible for paid bereavement leave as part of Colorado's Healthy Families and Workplaces Act. (See "Paid Sick Leave" above). In addition, in the event of a death in their immediate family, employees are granted paid leave of up to one workweek (prorated) to attend a funeral or memorial service. Additional funeral leave of up to two workweeks (prorated) may be approved at the discretion of the Executive Director.

For the purposes of this leave, immediate family is defined as employee's: spouse or partner, parent, child (the definitions of "parent" and "child" include stepparent/stepchild, foster parent/foster child, and any person who stood in loco parentis to the employee as a child), grandparent, grandchild, sibling, or any other relative who has a closer than ordinary relationship with the employee to be determined by the employee's supervisor to qualify as an immediate family member.

With supervisor's approval, employees may use Paid Time Off or Sick Leave for funerals of other relatives, friends, or acquaintances, or upon the death of an employee's companion animal (e.g. dog, cat).

Jury Duty

The library recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty longer than three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from the library.

FAMLI

FAMLI benefits provide partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. FAMLI provides up to 12 weeks of partially paid leave or up to 16 weeks under certain circumstances related to pregnancy and childbirth.

Contributions to the FAMLI fund are a shared responsibility between the employer and the employee. Therefore, as a participating library, the library remits the full 0.9% of the employee's wages to the FAMLI fund in accordance with the law and regulations, half of which is a payroll deduction of 0.45%

from the employee's earned wages taken from each paycheck, with the library contributing the other half (0.45% of the employee's wage) on the employee's behalf. However, as an added benefit for employees of BRLD, the library will contribute, on the employee's behalf, both the employee's share (0.45% of the employee's earned wages) and the library's share (0.45% of the employee's earned wages). For more information about this important state-facilitated program, including eligibility, required documentation, and process, please see famli.colorado.gov or talk to the Human Resources Manager.

It is library policy to allow employees to "substitute" (run concurrently) accrued paid leave (e.g., sick leave, or PTO) while on paid FAMLI leave to get the employee to 100% of wages if the employee elects to do so. For more information about this piece of FAMLI leave, please contact the Human Resources Manager.

Family And Medical Leave (FMLA)

Public sector employers are subject to the provisions of FMLA. However, to be eligible to take FMLA leave, employees must work at a worksite with at least 50 employees within 75 miles. Because the library does not have 50 employees within a 75-mile radius, employees are not eligible to take FMLA leave. However, the library does provide personal leave as outlined below.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. The library pays for the first 15 days of leave per year. After that time, leave is without pay.

Personal Leave

Normally, personal leaves of absence without pay are not granted. If, on rare occasions, the Executive Director deems the circumstances warrant approval, an unpaid leave for reasons other than illness, disability, vacation, or a leave of absence otherwise protected under federal or state law may be granted for not more than 2 weeks. Employees must use all other available leave before starting a personal leave of absence.

Voting

Voting is an important responsibility we all assume as citizens. The library encourages employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

PAY

Overtime

From time to time, the employee's supervisor may require the employee to work overtime. In these instances, the employee are given as much advance notice as practical.

Nonexempt employees are only permitted to work overtime with prior authorization from the Executive Director. Overtime includes clocking in early or late or working through the scheduled lunch period.

Nonexempt employees will be given compensatory time off in lieu of overtime pay for up to a maximum of 15 compensatory hours (or 10 hours of overtime). The library may pay out any compensatory time due as it sees fit.

The compensatory time balance is payable to the nonexempt employee at termination. An employee request for payment of compensatory time at any other time must be approved by the Executive Director.

The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday. For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.-

Reimbursement

Employees should avoid making purchases for the library out of their personal funds. If, in the rare case, a purchase out of personal funds is necessary, the employee should request reimbursement for that expense. Employees should talk to their supervisor, Human Resources, or the Executive Director for instructions on how to request reimbursement.

Mileage will be reimbursed at the current Internal Revenue Service rate. If the employee is traveling directly to a remote worksite from the library and back to the library after the remote work, mileage will be paid measured from the library. If the employee is traveling to a remote worksite from home, mileage will be measured from the employee's home to the remote work destination and back or from the library to the remote work destination, whichever is shorter. Mileage reimbursement requests should be submitted in a timely manner, within one month of the travel.

Paydays

Employees are paid every other Friday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

On each payday, employees can access a statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Human Resources Manager.

The library deposits pay automatically into employees' bank accounts. Upon hire, the library gathers this information from each employee.

Exempt Employee: Partial-Day Absence

As a public entity, Organization has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted or the employee chooses to use leave without pay, the pay will be docked from the employee's salary.

Improper Deductions

If an employee believes an improper deduction has been made to their pay, they should immediately report this information to the Human Resources Manager. Reports of improper deductions will be

promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Time Reporting

Nonexempt employees are required to complete a timecard daily through the library's online time clock system. At the conclusion of each pay period employees must approve their timecards before their immediate supervisor can approve them for payroll.

Nonexempt employees should clock in no sooner than 10 minutes before/after the scheduled shift and clock out no later than 10 minutes before/after the scheduled shift.

If an employee forgets to clock in or out, it is the employee's responsibility to talk to their direct manager to have it corrected before the end of the pay period. Employees who consistently require time clock adjustments will be subject to disciplinary action.

Notify the employee's supervisor immediately, if the employee's lunch is shorter than 30 minutes or if the employee's lunch is interrupted by work.

Exempt employees are required to report to their department manager if they have taken time off from their regular work schedule.

These records are the only ones used by the library to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the library if they find a discrepancy between the library's records and their records. Employees should contact their supervisor or the Human Resources Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisor or the Human Resources Manager of any mistakes in their time records or pay. Employees also must notify their supervisor or the Human Resources Manager if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The library will not tolerate retaliation against employees for making a report or participating in an investigation.

Any instance of falsifying time records will not be tolerated -

Telecommuting

With prior approval by the Executive Director, employees may be given permission to complete special projects or tasks off-site or at home for a pre-arranged period of time.

Schedule Changes

All schedule changes require prior supervisory approval. When a schedule change is granted, an employee is still expected to work their normal number of scheduled hours per pay period. To assist in scheduling, supervisors may schedule part-time employees to work more of their normal weekly hours in one week of a pay period than in the other. For example, a 20-hour per week employee may be required to work 24 hours in one week and 16 in the next week to accommodate rotating weekend days, staffing shortages, a work backlog, or a special project. -

Meal Periods

Non-exempt employees who work 5.5 or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation, with approval from the Executive Director.

Rest Periods

Though not required by Federal law or State law, the library makes an effort to provide rest breaks during each workday.

- A designated rest break is a 15-minute time-period for all employees to rest from their normal duties.
- A designated rest break will consist of one 15-minute rest break for each four-hour work period. When practical, rest breaks should be taken approximately in the middle of the four-hour work period. While it is the policy of the library to provide rest breaks, occasions may occur when one is not provided.
- Coordination of rest breaks is the responsibility of the Director or supervisor to ensure that the BRLD is sufficiently staffed.
- Rest breaks must be taken on site and will be deemed working time and so compensated.
- Employees who, for whatever reason, do not or are not able to take a rest break may not shorten the workday by arriving late or leaving early to compensate for a break not taken. Lengthening meal breaks by scheduling or taking rest breaks immediately preceding or following meal breaks is to be avoided as well.

WORK ENVIRONMENT

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not the employee are a lawfully registered user. Furthermore, personal possession, purchase, or consumption (use), or sale of a controlled substance on library premises or while conducting library business is prohibited.

Anti-Violence

Any action, which in the management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying.

Employees should immediately report any such occurrences to their supervisor or to the Human Resources Manager who will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If the employee are a victim of domestic violence, please contact Human Resources for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference. If the employee feels subjected to workplace bullying, please contact Human Resources.

Code of Conduct with Children

Children are defined as people between the ages of zero and 18. In other words, people aged zero through 17 years old. To protect BRLD staff, volunteers, and program participants; at no time may a staff person be alone with a single child where they cannot be observed by others. Children are not allowed in staff areas. Staff shall never leave a child attending a library program unsupervised during the scheduled time of the program. While staff will encourage children to attend programs and to stay at programs already in progress, at no time will staff require children to attend library programs, or to stay at library programs against their will.

Staff shall not abuse children or allow children to abuse each other including:

- Physical abuse: To strike, spank, shake, or slap;
- Verbal abuse: To humiliate, degrade, threaten, or haze;
- Sexual abuse: An inappropriate touch or verbal exchange;
- Mental abuse: To shame, withhold attention, haze, or treat cruelly.

Staff will use positive techniques of guidance including redirection, positive reinforcement, and encouragement. Staff will respond to children with respect and consideration. All children are to be treated equally, regardless of sex, sexual orientation, race, religion, and culture. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable and will respect their right to say no. Fist bumps, elbow bumps, and high fives are encouraged as appropriate contact. Staff will include another member of staff on all electronic (text, email, etc.) communication regarding programming or volunteering when communicating with children. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited. It is prohibited to ask the child for intimate details about their personal life.

When Staff determine that a child is at risk or vulnerable, they will attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be placed in the care of the local police department. When an unattended child is disruptive, and staff have exhausted their ability to address the disruption without the child responding appropriately, staff will attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be placed in the care of the local police department. Staff are not to transport children in their own vehicles. All decisions concerning an unattended child's safety or behavior are based on library policy applied by the informed judgment of Staff. Staff members are required to read and sign all policies related to identifying, documenting, and reporting child abuse and to attend training courses on the subject as instructed by BRLD.

Appearance and Attire

Our work environment encourages employees to dress comfortably for work. Good judgment is the main guideline to follow. It is very important for employees to be well-groomed and maintain acceptable personal hygiene habits to convey an approachable and positive image to the BRLD community. This includes being clean and neat, with attire that meets reasonable grooming standards. So long as clothing does not conflict with this Appearance and Attire standard, employees' attire may be based on their gender identity.

Daily duties are usually in a public services work environment, although there may be situations requiring more professional attire such as attending civic functions, teaching, or attending classes and workshops, or conducting press interviews. Some job assignments are not in the public services realm and therefore may have a more casual dress expectation. Some job duties may require certain attire for safety considerations. In all instances, an employee's supervisor can offer guidance on appropriate attire for job functions.

Grooming and attire standards include the requirement that clothing, including headwear, shoes, and accessories, be neat and clean and not ripped, frayed, disheveled, revealing, or otherwise inappropriate. Hygiene standards include appropriate oral hygiene and non-offensive odors.

Examples of inappropriate clothing include the following: clothing and headwear with images that are non-library related, flip-flop sandals, sweatpants, exercise wear, pajamas.

Permissible clothing with images includes the following: library provided t-shirts, library association t-shirts, t-shirts that clearly promote libraries or reading.

Failure to comply with these grooming and attire standards may result in being sent home to groom or change clothes. If an employee is sent home due to improper attire, no compensation is given for the time away from work. In the rare instance something is questionable, Management reserves the right to determine appropriateness and will speak with the employee regarding the matter.

Name Tags

Nametags are provided for all employees. It is expected that each employee wears the employee's nametag while at work, regardless of whether or not the employee is working at a public desk.

Attendance and Punctuality

Reliable and punctual attendance is an essential job function for every employee. Each employee is expected to be ready to work on time each business day. If an employee is unable to report to work or will be late to work for any reason, the employee must notify their immediate supervisor as soon as possible, but no later than the start of the scheduled workday. Leaving messages with other employees is not acceptable. If unable to speak to the supervisor directly, the employee must contact the Executive Director after leaving a message for the immediate supervisor. If messages are left, a supervisor may call back the employee to speak with the employee regarding absences.

Failure to call in when absent for three consecutive days will result in termination.

Communication Systems

The library's computer network, access to the Internet, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the library. All information regarding access to the library's computer resources, such as user identifications, access codes, and passwords are confidential library information and may not be disclosed to non-library personnel.

All computer files, documents, and software created or stored on the library's computer systems are subject to review and inspection at any time. This includes web-based email employees may access

through library systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the library premises without written approval from the IT and Marketing Manager. Upon separation of employment, all communication tools should be returned to the library.

Personal Use of the Internet

Some employees need to access information through the Internet to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the library prohibits the display, transmittal, or downloading of material that is in violation of library guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Personal Use of Social Media

Personal use of social media is never permitted during work time by means of the library's computers, library-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not library communications. All social media postings on behalf of the library must be preapproved and sent by authorized employees. Personal postings by an employee concerning the library are not prohibited, provided they comply with guidelines set forth below or in this handbook.

If the employee posts any comments that promote or endorse library products or services in any way, the law requires that the employee disclose that the employee are employed by the library.

The employee must comply with all applicable laws, including copyright and fair use laws. The employee may not disclose any sensitive, proprietary, confidential, or financial information about the library. Confidential information includes trade secrets, or anything related to the library's inventions, strategy, financials, or products that have not been made public, internal reports, procedures, or other internal business-related confidential communications. Further detail is provided in the "Confidentiality" section of the employee handbook.

The library encourages the employee to make complaints to the library using the complaint process. Complaints to the library regarding these issues should be made consistent with the complaint process in this handbook so that the library can address them.

Nothing in this guideline is meant to interfere with employees' right under state law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

Political Participation

The library encourages employees to participate in matters of responsible citizenship. The library will not interfere with the conduct of library employees engaged in political activity, if the activities are confined to hours when the employees are not on duty, are not wearing their official library nametag, and that the activities do not impair their job efficiency or that of others.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment.

Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.

In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the library can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, organization, or candidate.

Any library employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with his or her job. If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay. Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever. Employees will not be required to work for, or participate in, the support of any political candidate during their off-duty hours.

Software and Copyright

The library fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in library facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the library communication systems in ways that management deems to be inappropriate. If the employee has any question whether their behavior would constitute unauthorized use, contact their immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes. While use of personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The library prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of their work

e-mail or anywhere else on library premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of the passwords of other employees to gain access to another employee's e-mail messages.

Voice Mail

The library's voice mail system is intended for transmitting business-related information. Although the library does not monitor voice messages as a routine matter, the library reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone use can significantly disrupt business operations. Employees should use their break or lunch period for personal phone use.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other library guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

Employees' use of a cell phone or mobile device to access library systems is restricted without prior authorization. Such access, once authorized, may subject their personal device to discovery requests or library action. Employees authorized to access library systems and information using a personal device must immediately inform the library if the device is lost or stolen.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving for library business. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle while doing library business. Texting is permitted only where the vehicle is at rest and lawfully parked.

Confidential Information

Employees of the library will have access to confidential information of the library and our clients. Confidential information includes, but is not limited to, information concerning patrons' personal information (address, phone numbers, birthdates), circulation records, and similar subjects. If uncertain if information is confidential, contact their supervisor.

This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the library and must be returned to the library upon separation or at any time upon demand.

BRLD is committed to patron privacy and confidentiality. State statutes and professional ethics guide BRLD's policy regarding these matters.

- Every patron must be treated with the utmost respect and concern for privacy. Under no circumstances should employees discuss patrons or transactions outside of a professional context.
- Employees should never make personal comments about patrons in public areas of the library.
- Employees should safeguard printed materials containing patron information by limiting access to and shredding documents once they are no longer needed. Caution should be used when transmitting patron information via electronic means.
- Employees should always collect and transmit the minimum amount of information needed to conduct library business successfully.

Document Retention Policy

It is important to the library to have systemic review, retention, and destruction of documents received or created by the library in connection with the transactions of the library's business. This policy applies to all records and documents, regardless of form, and includes guidelines regarding how long each type of document should be kept and how records should be destroyed. Electronic documents should be retained as if they were paper documents.

The employee's supervisor will train the employee on the document retention schedule for documents associated with their job.

Violations of this policy will not be tolerated.

Data Disposal Policy

During their employment, the library will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Their first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The library may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the library will either (a) destroy the records or (b) arrange for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Job Related Problems

Employees who disagree or are dissatisfied with a library practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. Most misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Human Resources Manager. If the problem still cannot be resolved, employees may submit a written complaint to the Executive Director for review and final decision about the situation. Also see the EEO/Harassment Complaint Procedure on page 7.

References

The library does not furnish open letters of recommendation addressed “To Whom It May Concern.”

If employees receive a call inquiring about a former employee, please refer the caller to the Human Resources Manager. Only the Human Resources Manager and the Executive Director have the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

Employee Evaluations

Employee job performance will be evaluated six months after initial hire, and then annually on the anniversary of the hire date. Employees who change positions within the library whether by promotion, lateral move, or move to a position with less responsibility will again have their job performance evaluated six months after the job change, and then annually on the anniversary of the job change.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take any action, which in its opinion, seems appropriate. In addition, any violation of library policies, procedures, rules, or applicable laws may lead to disciplinary action.

The Executive Director determines what level of discipline – verbal counseling, written warning, suspension with or without pay, termination, or other appropriate action – shall be applied in cases of misconduct or unsatisfactory work performance. Action taken in an individual case does not establish a precedent.

Injury Reporting

If employees are injured on the job, no matter how minor, they must notify their supervisor, the Executive Director and the Human Resources Manager as soon as they are able and report in writing within 10 days after the injury. If medical treatment for an on-the-job injury is needed, it must be obtained from one of the library’s designated medical providers. If not, the employee may be responsible for the cost of medical treatment.

Safety

The library is committed to a safe work environment for employees. Employees are responsible for performing all tasks in a safe and efficient manner in compliance with federal, state, and local laws and regulations (or applicable laws and regulations). Employees should report all unsafe practices or conditions to their supervisor immediately.

Smoking

It is our objective to provide a smoke-free, tobacco-free environment within the Library. This prohibition includes all forms of tobacco and the use of electronic smoking devices (for example, e-cigarettes, e-cigars, e-hookahs, vape pens, etc.). Smoking is prohibited within all areas of the building and within 25

feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors at all times, including non-business hours. Cigarette butts and other smoking materials must be disposed of in an appropriate receptacle.

Separation of Employment

If an employee desires to end their employment relationship with the library, the employee should notify their supervisor and the HR Manager as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return library property, review eligibility for continuation of insurance, and arrange for their final pay.

Personnel Records

The Organization keeps a personnel file as a record of the employee's employment. It is important for this record to be up-to-date and complete. This enables us to reach the employee in an emergency, forward their mail, and properly maintain their insurance and other benefits. It also helps keep track of their payroll deductions and many other things that concern the employee as an employee.

Notify the Human Resources Department immediately if the employee have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, the employee should notify the Human Resources Department if the employee completes educational or training courses. This information may be considered with their other employment records as job opportunities arise in the Organization.

If the employee want to look at their file or discuss it with someone, contact the Human Resources Department.

Whistleblower Policy

The library wants to maintain the highest standards of conduct and ethics. As representatives of the library, all employees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. In order to achieve this goal, the library asks for cooperation from all employees in notifying it of any suspected fraudulent or dishonest use or misuse of resources or property or any violation of any applicable law or regulation by any staff, board member, consultant, volunteer, or client.

If an employee reasonably believes that some policy, practice, or activity of the library is in violation of law, or if funds or property are being used inappropriately, a written complaint should be filed by that employee with the Executive Director. If the Executive Director is involved in the complaint, then the employee is authorized to contact the President of the Board.

Reports will be investigated and kept confidential to the extent possible, consistent with the need to conduct an investigation.

The library will not retaliate against an employee who, in good faith, makes any reports under this policy.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED _____. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE LIBRARY'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE LIBRARY IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE LIBRARY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME, AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE LIBRARY AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF BASALT REGIONAL LIBRARY DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR OR HIS OR HER AUTHORIZED REPRESENTATIVE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND, THEREFORE, NOT ALL-INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE LIBRARY RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF BASALT REGIONAL LIBRARY DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Date

Print name:

Conflicts of Interest

In making decisions, all employees of the library must exercise sound independent judgment. Personal or outside interests or relationships must not influence employees to the detriment of the library. Employees must not engage in any activities or relationships, including personal investments, which might directly or indirectly result in a conflict of interest or impair their independence of judgment. They must not accept gifts, favors, or benefits that might tend in any way to influence them in the performance of their duties.

If employees have any questions whether a situation is a conflict of interest, they should discuss the matter with their manager. If there is disagreement, refer the matter to the Executive Director for a final determination.

After reading the policy, I attest that the following information is an accurate reflection of any possible conflicts of interest:

Printed Name

Signature

Date