

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, November 18, 2024, 5:15 PM**  
**Basalt Library Community Room and**  
**Zoom Meeting, see BRLD Website Calendar for Link**

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

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

**MISSION STATEMENT**

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

**AGENDA**

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Action Item – Approve minutes and payables
  - a. Minutes of Oct. 21, 2024, Board Meeting (page 3)
  - b. October 2024 Accounts payable (page 10)
6. Friends of the Library Report, *Deb McCanne*
7. New/Upcoming Website, *Christy Baumgarten, IT & Marketing Manager*
8. Director's Report, *Amy Shipley* (page 7)

**COMMITTEE REPORTS and ACTION ITEMS**

9. Facilities Committee: *Deb Smith, chair*
10. Finance Committee: *Eric Pelander, chair* (page 10)
  - a. October 2024 Financials
  - b. 2025 Budgets
  - c. Budget Hearing Update
  - d. Discussion about whether library financial sustainability is compatible with ensuring that annual increases to our taxpayers doesn't exceed local inflation
11. Personnel Committee: *Carolyn Kane, chair* (page 27)
12. Policy Committee: *Elaine Nagey, chair* (page 28)

13. Strategic Planning Task Force, Eric Pelander, Elaine Nagel (page 30)

**Action**

- a. Discussion and possible vote to approve the Strategic Plan (page 30)
14. Discussion about potential 2025 ballot measure
15. Discussion about moving board meetings that fall on federal holidays to the 4<sup>th</sup> Monday of the month.
16. Schedule spring board retreat
17. Discussion and possible vote to approve Policy Committee Charge (page 28)
18. Discussion and possible vote to convene the Bylaws Committee to add documentation about the Governance Committee and otherwise generally update the library bylaws
19. Discussion and possible vote to assign trustees to Governance Committee
20. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting  
Meeting Minutes**

October 21, 2024

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

**Public Present:** Nina Itin, President of Basalt Library Trust

**Staff Present:** Amy Shipley, Executive Director; Meghan Pearlman, Executive Administrative Assistant; Laura Baumgarten, Circulation & Youth Services Manager; Elizabeth de Wetter, Community Engagement Manager; Christie Baumgarten, IT & Marketing Manager

1. Call to order

Elaine called the meeting to order at 5:17 pm.

2. Public Comments

None

3. Board Comments

Sarah applauded the staff, volunteers, and Lions Club for the Clothing Swap.

4. Staff Comments

None

5. Action Item – Approve minutes and payables

a. Minutes of September 16, 2024, Board Meeting

Carolyn noted the following typo corrections:

- For Directors report, bottom paragraph: multiple logins on library cards (add period).
- Item 13, strategic planning task force, remove duplicate word “community”.
- Page 7, under staff care, boost staff “morale” change from moral.

b. September 2024 Accounts payable

Carolyn commented that the grant spending summary list is incredible and kudos to staff for putting the list together.

Carolyn motioned to accept the minutes as corrected and accounts payable as presented and Deb seconded. The motion passed unanimously.

6. Library Trust Update; *Nina Itin, Library Trust Board Member*

Nina reported on the third quarter library trust meeting. The Library Trust approved two grant requests – one to purchase books for book clubs and the other to fund a gingerbread house event. It was noted that the Library Trust recently received a donation of \$5,000 from a second homeowner. Looking to the future, the Library Trust will be holding conversations about increasing its fundraising. Amy said that the three volunteers currently on the Trust board weren't recruited to fundraise, and that we would like to find volunteers who could help with fundraising. It was noted that the Library Trust is included on the library's support webpage. The Library Trust is a 501c3 and can accept donations on behalf of the library and typically grants \$6,000 - \$7,000 a year to the library.

7. Upcoming Program Themes; *Laura Baumgarten, Circulation & Youth Services Manager and Elizabeth de Wetter, Community Engagement Manager*

Elizabeth shared a rundown of community events remaining in 2024 and those that are planned for 2025. Laura shared the monthly program themes planned for 2025. The events and themes are collaborative and meant to support each other. Amy noted that this is the first year to integrate monthly themes and events and plan so far in advance. Sarah suggested reaching out to other libraries to see if there are opportunities for collaboration around these events and themes.

8. Discussion about potential 2025 ballot measure

There are no new updates to share. Amy will reach out to the library's attorney to let him know we are considering going on the ballot. Amy and Eric are looking more closely at long-term financial projections and will share next month. Amy will reach out to Colorado Library Consortium or the Colorado Library Consortium (Click) to see if there's guidance for library ballot measures. Amy will reach out to Jamie LaRue, Executive Director at Garfield County Library for advice and to let him know we are considering going on the ballot.

9. Governance Committee

Discussion Item

a. Draft charge and membership

Trustees discussed the draft charge and membership document for the potential governance committee. It was suggested that we remove the word approbation in the last paragraph and change to: "decisions of issues will be made by the full board on recommendation of the committee." Timeline: Remove should and change sentence to: the committee "will" set a time. Evaluation section: Anywhere that is says procedures, change to "referring to the operations of the Board of Trustees."

Action Item

a. Discussion and possible vote to approve amendment to the bylaws to add Governance Committee

It was suggested that we rewrite this agenda item to: Discussion and possible vote to approve the governance committee charge as written to approve the members as defined in the draft charge to convene the meeting and further develop the charge for later board approval.

Discussion ensued about if the trustees are comfortable with the concept of creating a formal committee that lasts year after year or creating an ad hoc committee that disbands once goals are accomplished.

John Goodwin motioned that we create an ongoing/standing governance committee and Sarah seconded. The motion passed unanimously.

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

Amy shared her Director's Report. Elaine volunteered to join Amy at the volunteer fair on November 21 from 4 – 7 pm. It was noted that we recently added two new staff members and we currently have one position open.

**COMMITTEE REPORTS and ACTION ITEMS**

11. Facilities Committee: *Deb Smith, Chair*

a. Roof Update

The roof membrane passed the Carlisle inspection with a few small things to fix, which Ajax Roofing will fix immediately. The project is officially over once we've received final word that warranty is approved. It was noted that the WGE consultant was present for the inspection. The solar panels are back on the roof. Overall the project went very smoothly.

b. Furniture Update

Amy said that we have received enough bids. We will budget for furniture for next year as well because it will take us a few years to accomplish replacing the furniture.

c. Capital Replacement Plan

Trustees reviewed the Reserve Study Executive Summary. It was noted the starting reserve balance was higher than stated in the study and that we would make this adjustment immediately. The capital replacement plan will be updated annually and will be an important budgeting tool to maintain fiduciary standards.

12. Finance Committee: *Eric Pelander, chair*

a. September 2024 Financials (page 12)

Eric said that the library is exactly on track for the general fund, revenue, and expenses.

b. Draft 2025 Budget

Eric reviewed the 2025 draft budget. Amy will update the general fund balance for the final budget that we are presenting to the public next month.

13. Personnel Committee: *Carolyn Kane, chair*

a. Executive Director evaluation

The Executive Director evaluation was completed last month. At this meeting, the Executive Director employment contract will be reviewed in an executive session when the agenda calls for it.

14. Policy Committee: *Elaine Nagey, chair*

The policy committee has been on hiatus and will resume meeting again to review current policies on October 22, 2024.

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

a. Discussion, reflection, and response to draft goals

The Trustees reflected on and responded to draft goals of the most current draft of the strategic plan, highlighting the goals they felt were the most important. Amy asked the trustees to send her any additional suggestions. Eric left the meeting midway through the discussion.

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

Elaine called an executive session to discuss Amy's contract. The open public meeting was adjourned at 7:57 pm for the board to enter the executive session.

The executive session ended at 8:20. The regular meeting was reconvened at 8:22.

17. Discussion and possible vote to direct Board President and Executive Director to sign 2025 Executive Director Contract

The board made a few corrections to Amy's contract. Sarah moved and Suzi seconded for Elaine and Amy to sign the contract as edited. The motion passed unanimously.

18. Adjourn Meeting

John moved and Sarah seconded to adjourn the meeting. The meeting adjourned at 8:23 pm.



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

**1. Staffing Overview**

- **Current Staff Count:** 22 total staff, with a combined Full-Time Equivalent (FTE) of 17.75.
- **Hours per Week:** 690 hours.
- **Benefits Eligibility:** 19 staff are eligible for benefits (working over 20 hours), while 3 staff are not eligible (under 20 hours).
- **Vacant Positions:**
  - Patron Services Associate: 22 hours/week (0.55 FTE); this position is benefits eligible.

**2. Community Engagement & Adult Programming Highlights**

- **Community Engagement Manager:** Organized several events, including book clubs, a ballot education event, and a successful clothing swap event, "Swap It Like It's Hot," which attracted around 250 attendees.
- **Memoir Writing for Older Adults:** Continues to be popular with a mix of regulars and new participants.
- **Banned Book Club:** Hosted by the Teen Librarian and Community Engagement Coordinator, featuring "The Bluest Eye."
- **Music Program:** A concert by local musicians with a highlight performance from jazz singer Josefina Mendez focused on the music of Astor Piazzolla, attracting a large and engaged audience.
- **Spanish Outreach Coordinator:** Newly hired and actively engaged in community networking and future program planning, including a January Library Night for Spanish-speaking families.

**3. Technology & Marketing**

- **Website Accessibility:** The IT & Marketing Manager led training on accessibility improvements and is overseeing a website redesign project.
- **Infrastructure Upgrades:** A new TV was installed to improve visitor guidance, and outdated signs were replaced throughout the library.

**4. Technical Services**

- Ongoing cataloging and maintenance, including training for new staff and Spanish Outreach Coordinator on collection management.
- Set up displays celebrating horror literature (Bram Stoker award winners) and preparing a Family Stories display for November.
- Formation of a "Library of Things Committee" to manage library resources, initially meeting monthly.

**5. Human Resources**

- **Open Enrollment:** HR is managing open enrollment for staff benefits.
- **Emergency Procedures Handbook:** Currently drafting.

- **Job Posting Updates:** Reformatted job descriptions for accessibility on the website; We have received several applications for the Patron Services Associate position and interviews are being scheduled.

#### **6. Patron Services**

- Focus on maintaining patron records and addressing issues with books left on shelves while still checked out.

#### **7. Youth Services**

- Preparing for 2025 Summer Reading (theme: "Color Your World") and maintaining strong participation in after-school programming. New youth services assistant is training successfully.

#### **8. Facility Maintenance and Management**

- The roof project is completed and we have received our warranty from the roof manufacturer. We have posted a Notice of Final Settlement in the newspaper, and final payment will be made at the end of November.

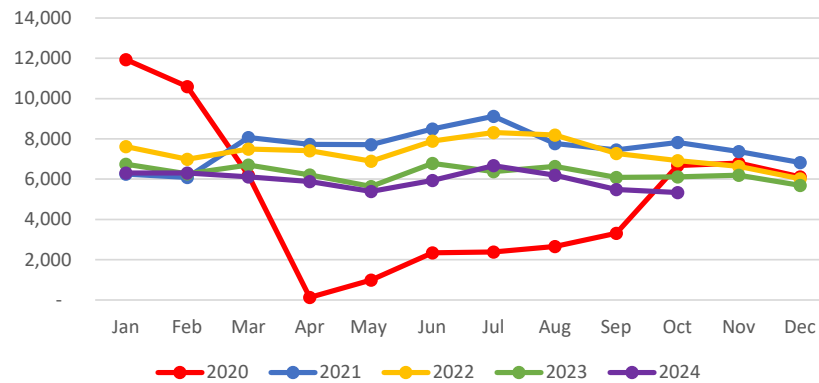
#### **9. Leadership and Professional Development**

- The Executive Director attended a training session on self-management in conflict at Employers Council in Denver. The training included a variety of techniques for managing conflict between others, as well as conflict involving self and others.



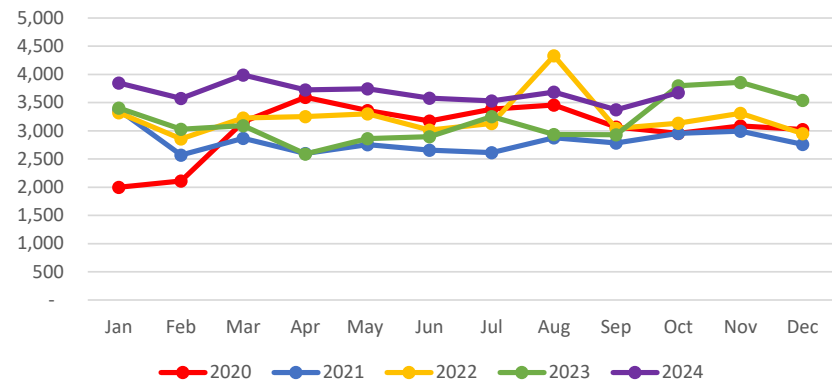
# Collection Statistics

## CIRCULATION OF PHYSICAL MATERIALS



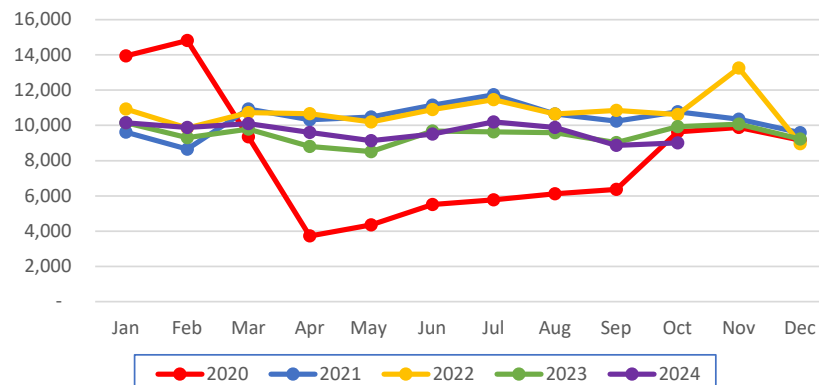
All physical items for checkout inside the library

## CIRCULATION OF DIGITAL MATERIALS

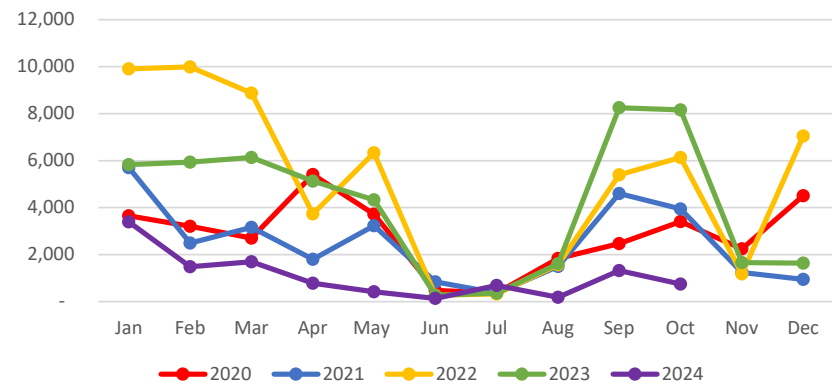


Ebooks  
Eaudio books  
Emagazines  
Kanopy movies  
Craftsy (Overdrive Craft Tutorial)

## PHYSICAL + DIGITAL CIRCULATION



## DATABASE USAGE



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

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
<b>ASSETS</b>						
Cash in Banks						
Alpine Bank #0127	201,384			201,384		201,384
Colo Trust - Tabor Reserve #8003	57,643			57,643		57,643
Colo Trust - Operating Fund #8004	1,536,696			1,536,696		1,536,696
Colo Trust - Bond Repayment #8002		100,533		100,533		100,533
Colo Trust - Capital Rsv Fund #8005			1,567,990	1,567,990		1,567,990
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	1,786			1,786		1,786
Prepaid Expense	13,081			13,081		13,081
Property Tax Receivable	(66,374)			(66,374)		(66,374)
			(997,194)	(997,194)		(997,194)
					(4,550,428)	(4,550,428)
<b>Total Assets</b>	<b>1,896,917</b>	<b>945,028</b>	<b>570,795</b>	<b>3,412,739</b>	<b>8,539,497</b>	<b>11,952,236</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
	(806)			(806)		(806)
<b>Other Current Liabilities</b>						
Accrued Interest				-	9,974	9,974
Deferred Property Tax	(66,374)			(66,374)		(66,374)
Current Bonds Payable, 2012				-	-	-
<b>Total Current Liabilities</b>	<b>62,715</b>	<b>-</b>	<b>-</b>	<b>62,715</b>	<b>9,974</b>	<b>72,688</b>
<b>Long Term Liabilities</b>						
Accrued Compensated Absences				-	37,341	37,341
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,512,341</b>	<b>2,512,341</b>
<b>Total Liabilities</b>	<b>62,715</b>	<b>-</b>	<b>-</b>	<b>62,715</b>	<b>2,522,314</b>	<b>2,585,029</b>
<b>Fund Balance / Net Position</b>						
Net Investment in Capital Assets	-	-	-	-	6,064,497	6,064,497
Non Spendable	13,081	-	-	13,081	(13,081)	-
Restricted for:						
Tabor	61,000			61,000	-	61,000
Debt Service		945,028		945,028	-	945,028
Committed for Future Projects			570,795	570,795	(570,795)	-
Unassigned / Unrestricted	1,760,120	-	-	1,760,120	536,562	2,296,682
					151,545	
<b>Total Liabilities and Fund Balance / Net Position</b>	<b>1,896,917</b>	<b>945,028</b>	<b>570,795</b>	<b>3,412,739</b>	<b>8,539,497</b>	<b>11,952,236</b>

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

						YTD Actuals 12/31/23	2024 Budget	YTD Actuals 10/31/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
<b>General Operating Beginning Fund Balance</b>						1,828,170	1,467,445	1,370,825	(96.619)	1,467,445	1,609,547	
<b>Eagle County</b>												
	Assessed Value					273,153,790	419,653,120	419,653,120		419,653,120	424,878,900	August Assessed Valuation (preliminary)
	% Increase					0.59%	53.63%			53.63%	1.25%	
	Operating Mill Levy Rate					3.360	2.610	2.610		2.610	2.610	
<b>Pitkin County</b>												
	Assessed Value					193,543,290	299,274,620	299,274,620		299,274,620	299,514,350	August Assessed Valuation (preliminary)
	% Increase					0.38%	54.63%			54.63%	0.08%	
	Operating Mill Levy Rate					3.360	2.610	2.610		2.610	2.610	
<b>REVENUES</b>												
4005	General Operating Mill Levy											
4010	Eagle County					698,962	1,095,295	1,141,411	104.21%	1,189,470	1,108,934	AV x mill levy (2.61)
4020	Pitkin County					505,189	781,107	799,186	102.31%	817,684	781,732	AV x mill levy (2.61)
4040	Tax Abatement - Prior Year					-	-	-	0.00%	-	-	
	Total General Operating Mill Levy					1,550,172	1,876,401	1,940,598	103.42%	2,007,154	1,890,666	101%
4100	MVSO - General Operating											
4110	Eagle County					83,822	70,000	59,935	85.62%	70,000	70,000	
4120	Pitkin County					37,040	30,000	26,029	86.76%	30,000	30,000	
	Total MVSO - General Operating					120,861	100,000	85,964	85.96%	100,000	100,000	100%
4200	Fines & Fees											
4205	Coffee Purchase					169	-	-	0.00%	-	-	
4210	Copies					1,331	-	-	0.00%	-	-	
4215	Earbuds					19	-	-	0.00%	-	-	
4220	Faxing					5	-	-	0.00%	-	-	
4230	Fines					117	-	-	0.00%	-	-	
4250	Meeting Room Rental					663	-	-	0.00%	-	-	
4255	Reading Glasses					13	-	-	0.00%	-	-	
4260	Replacement Books					565	-	-	0.00%	-	-	
4285	Health Insurance Dividend - CEBT					6,780	-	-	0.00%	-	-	
4290	Holy Cross Deposit Return/Member Equity					-	-	105	Not Budgeted	-	-	
4261	Miscellaneous					9,399	12,000	13,528	112.74%	16,000	15,000	under-budgeted in 2024
	Total Fines & Fees					19,061	12,000	13,634	113.61%	16,000	15,000	125%
4300	Earnings on investments											
4310	Colostrum Int Op Acct					100,753	80,000	82,699	103.37%	85,000	90,000	
4320	Mill Levy Interest					3,649	6,234	4,549	72.96%	5,000	5,000	over-budgeted in 2024
	Total Earnings on investments					104,402	86,234	87,248	101.18%	90,000	95,000	110%
4400	Contributions *see detail											
4410	Contributions- Non-Restricted					3,256	5,000	1,100	22.00%	1,100	5,000	flat
4412	Contributions- Restricted					23,386	1,000	3,720	372.00%	4,000	1,000	flat
	Total Contributions					26,642	6,000	4,820	80.33%	5,100	6,000	100%
4500	Grants - Non-Restricted											
4505	Grants - General Operating Grants					4,000	5,000	-	0.00%	-	5,000	flat
	Grants - Kahle Foundation					-	1,060	-	0.00%	-	-	should not have been budgeted in 2024
	Total Grants - Non-Restricted					4,000	6,060	-	0.00%	-	5,000	
4600	Grants - Restricted											
4602	Restricted - Library Foundation					2,311	5,000	-	0.00%	-	-	
4604	Restricted - Library Friends					4,480	5,000	5,950	119.00%	7,081	5,000	flat
4620.03	Restricted - CSD Safety Grant					2,135	-	2,428	Not Budgeted	2,428	-	
	Restricted - Charge Ahead					4	5	-	0.00%	-	-	should not have been budgeted in 2024
4620.14	Restricted - Library Trust					5,900	5,000	8,050	161.00%	12,961	5,000	flat
4620.15	Restricted - Other Misc					33,918	30,000	10,145	33.82%	11,000	5,000	down, no plan to bring back music circle fundraising yet
	Total Restrictcd Fund Income - Foundation/Friends					48,748	45,005	26,573	59.05%	33,469	15,000	33%
<b>TOTAL REVENUES</b>						1,873,886	2,131,700	2,158,836	101.27%	2,251,723	2,126,666	100%
<b>OPERATING:</b>												
	Administration											
	Contract Services											
5010	Accounting					10,679	15,000	4,617	30.78%	6,000	6,000	over-budgeted in 2024
5020	Audit - Annual					13,250	14,045	14,045	100.00%	14,045	14,888	budgeted increase
5030	Courier					10,775	9,000	9,096	101.06%	9,096	7,500	updated price from vendor
5040	Legal					1,396	5,000	4,391	87.81%	5,000	15,000	adding funds for potential ballot measure

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 10/31/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
5050			Miscellaneous Contracts		20,000	12,873			21,500	Potential ballot measure - 10,000; marketing study - \$10,000; new website - \$5,000, \$1500 e-rate consultant
			Total Contract Services	36,100	63,045	45,021	71.41%	34,141	64,888	103%
5100			Insurance							
5110			Property & Liability Insur	36,329	38,509	39,214	101.83%	40,000	39,664	3% inflation increase
5120			Worker's compensation	1,484	2,519	1,782	70.75%	1,782	2,594	3% inflation increase
			Total Insurance	37,813	41,027	40,996	99.92%	41,782	42,258	103%
5220			Professional Dev. & Memberships							
5230			Board	890	750	1,527	203.59%	1,500	1,500	under-budgeted in 2024
5235			Employers Council	3,417	3,600	3,799	105.53%	3,799	3,600	flat
5240			Library Association Dues	1,358	1,000	2,099	209.90%	4,500	1,000	flat, no PLA in 2025
5250			Spec District Ass'n Due	1,196	1,695	1,238	73.01%	1,238	1,275	3% Inflation Increase
5260			Staff	6,994	12,000	11,079	92.33%	12,000	8,000	no PLA in 2025
5275			Volunteer Appreciation	453	1,000	-	0.00%	-	1,000	flat
5276			Staff Appreciation	1,271	2,000	840	41.99%	1,000	2,000	flat
5270			Travel expenses	8,083	9,000	12,632	140.36%	14,000	5,000	no PLA in 2025
			Total Professional Dev. & Memberships	23,662	31,045	33,214	106.99%	38,037	23,375	75%
5280			Publicity							
5290			Advertising - General	1,705	6,000	1,104	18.40%	1,500	6,000	flat
5283			Anniversary Celebration	(755)		-	0.00%	-		
5285			Radio	16,055	16,500	16,252	98.50%	16,500	17,850	108%
5293			Signage	972	1,500	252	16.82%	300	500	done with signage project
5295			Social Media Ads	681	1,500	747	49.80%	800	3,000	increase for potential ballot measure
5297			Targeted Newspaper Ads	5,896	7,000	4,295	61.36%	5,000	9,500	136%
5286			Spanish Language Interpretation/Translating	1,933	6,000	3,851	64.18%	6,000	6,000	flat
5287			Job Ads	1,207	2,000	1,018	50.90%	1,000	2,000	flat
			Total Publicity	27,693	40,500	27,519	67.95%	31,100	44,850	111%
5300			Supplies							
5310			Office Supplies	11,321	14,000	13,110	93.64%	14,000	14,000	flat
5320			Technical Cataloging & Service	8,873	8,500	6,207	73.02%	6,500	8,500	flat
5330			Postage & Shipping	1,133	500	22	4.39%	53	500	flat
			Total Supplies	21,327	23,000	19,339	84.08%	20,553	23,000	100%
5350			Treasurer's fees							
5360			Eagle fees	27,021	32,859	34,274	104.31%	34,242	33,268	3% of Property Tax
5370			Pitkin fees	31,115	39,055	34,850	89.23%	39,959	39,087	5% of Property Tax
			<b>Total Administration</b>	<b>204,732</b>	<b>270,531</b>	<b>235,211</b>	<b>86.94%</b>	<b>239,814</b>	<b>270,726</b>	<b>100%</b>
			<b>Facility Expenses</b>							
5410			Janitorial	55,583	55,000	41,089	74.71%	55,000	55,000	flat
5420			Janitorial Supplies	8,281	9,000	6,520	72.44%	7,500	9,000	flat
5430			Landscaping	11,873	13,835	11,500	83.12%	11,500	12,000	over-budgeted in 2024
5440			Maintenance *Detailed List Attached	28,762	20,000	26,714	133.57%	35,682	20,000	flat
5460			Snow Removal	4,620	4,898	-	0.00%	-	5,045	3% inflation increase
			Total Facility Expenses (Maintenance)	109,119	102,733	85,823	83.54%	109,682	101,045	98%
5500			Utilities							
5510			Electric	7,980	8,000	8,107	101.34%	10,000	8,240	3% inflation increase
5515			Compost Collection System	1,403	1,871	2,191	117.08%	2,500	1,927	3% inflation increase
5520			Gas	15,326	17,798	11,754	66.04%	17,798	18,332	3% inflation increase
5530			Internet Connectivity	8,051	15,000	7,958	53.05%	9,000	15,450	3% inflation increase
5540			Sanitation	3,331	3,561	3,337	93.72%	3,561	3,667	3% inflation increase
5550			Telephone	6,130	8,930	5,278	59.11%	6,000	9,198	3% inflation increase
5560			Trash	8,346	9,847	8,041	81.66%	9,000	10,142	3% inflation increase
5570			Water	5,481	5,049	3,449	68.32%	5,049	5,200	3% inflation increase
			Total Utilities	56,048	70,055	50,114	71.53%	62,907	72,157	103%
			<b>Total Facility Expenses</b>	<b>165,167</b>	<b>172,788</b>	<b>135,937</b>	<b>78.67%</b>	<b>172,589</b>	<b>173,201</b>	<b>100%</b>
			<b>Library Programs</b>							
5610			Adult Program	14,935	11,000	11,436	103.97%	11,890	11,000	flat
5620			Children's	7,265	5,500	9,538	173.41%	10,000	5,500	flat
5634			Liquor License	665	400	700	175.00%	700	400	flat
5633			Movie License	173	550	865	157.27%	865	550	flat
5640			Music	21,789	17,000	24,571	144.53%	30,000	17,000	flat
5650			Spanish Language	2,746	4,000	1,896	47.40%	3,500	4,000	flat
5635			Volunteers	-	-	-	0.00%	-	-	-
5660			Teens	6,230	3,500	7,683	219.52%	10,000	3,500	flat
5601			Summer Reading							
5601.01			Adult Summer Reading	2,133	1,000	666	66.63%	666	1,000	flat
5601.02			Teen Summer Reading	2,147	2,500	3,838	153.51%	3,838	2,500	flat
5601.03			Children's Summer Reading	5,893	5,500	4,907	89.21%	4,907	5,500	flat
5601.04			Spanish Language Summer Reading	941	2,000	652	32.62%	652	2,000	flat

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 10/31/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
5602		Community Events		9,194	15,000	8,790	58.60%	11,000	15,000	flat
5675		Next Gen / Millennials		-	-	-	0.00%	-	-	-
		<b>Total Library Programs</b>		74,161	67,950	75,542	111.17%	88,018	67,950	100%
		<b>Technology &amp; Equipment</b>								
		Copiers & Equipment								
5730		Lease		407	-	-	0.00%	-	-	-
5740		Service Agreement / Copy Usage		4,142	2,500	3,704	148.15%	5,000	2,500	flat
5750		Copier Supplies		124	-	-	0.00%	-	-	-
		Total Copiers & Equipment		4,673	2,500	3,704	148.15%	5,000	2,500	100%
5760		Marmot ILS System		92,577	99,910	94,884	94.97%	99,910	105,730	vendor quoted 9% increase
5770		Miscellaneous Parts		824	2,000	2,154	107.68%	2,319	2,000	flat
5780		Support & Service Agreements								
5782		Adobe		870	-	-	0.00%	-	-	-
5784		Appointment Booking		144	-	156	Not Budgeted	-	-	-
5788		Domain / Network Solutions		154	-	-	0.00%	-	-	-
5795		Emma		1,356	-	-	0.00%	-	-	-
5802		Google Cloud G Suite		3,181	-	-	0.00%	-	-	-
5830		Livechat Website		240	-	-	0.00%	-	-	-
5820		Planning Center / Tockify		260	-	-	0.00%	-	-	-
5825		Webpage Builder		234	-	-	0.00%	-	-	-
5828		Zoom		150	-	-	0.00%	-	-	-
5781		Marketing & Graphic Design		-	2,500	3,986	159.42%	4,000	3,300	132%
5783		Website Tools		1,998	2,500	1,468	58.73%	1,500	9,400	376%
5785		Communication & Time Management		-	4,500	3,248	72.18%	3,250	7,500	167%
		Total Support & Service Agreements		8,587	9,500	8,858	93.24%	8,750	20,200	213%
5840		Tech Labor & Repair		-	-	-	0.00%	-	-	-
		<b>Total Technology</b>		106,661	113,910	109,599	96.22%	115,979	130,430	115%
		<b>Collections</b>								
5910		Audio								
5920		Adult BCD		3,528	3,000	2,223	74.09%	3,000	3,000	flat
5922		Spanish Audio Adult		525	500	484	96.79%	500	500	flat
5924		Spanish Audio Youth		321	500	510	101.97%	510	500	flat
5930		Youth Audio		1,312	3,000	2,013	67.11%	3,000	3,000	flat
		Total Audio		5,686	7,000	5,230	74.71%	7,010	7,000	100%
6000		Books & Magazines								
6010		Adult fiction books		10,835	12,000	10,322	86.02%	12,000	12,800	107%
6020		Adult non-fiction books		13,267	12,000	10,281	85.67%	12,000	12,800	107%
6025		Board Games		398	500	378	75.65%	500	500	flat
6030		Juvenile Fiction		8,438	9,100	7,963	87.50%	9,100	9,100	flat
6040		Juvenile Non-Fiction		2,094	4,000	2,985	74.63%	4,000	4,000	flat
6045		Large Print		2,421	2,000	1,596	79.81%	2,000	2,000	flat
6050		Print Subscriptions		4,082	4,500	343	7.63%	3,500	3,500	78%
6055		Replacement Books - Purchased		2,100	1,500	2,245	149.64%	2,500	1,500	flat
6060		Spanish Adult fiction		1,692	2,000	1,951	97.56%	2,000	2,000	flat
6070		Spanish adult non-fiction		948	1,500	1,317	87.80%	1,500	1,500	flat
6080		Spanish children's books		4,109	5,000	4,495	89.91%	5,000	5,000	flat
6100		YA Fiction		5,754	3,500	3,534	100.97%	3,568	4,000	114%
6110		YA Non-Fiction		1,559	1,700	1,577	92.74%	1,700	1,700	flat
6120		Special Items		1,798	2,000	2,014	100.71%	2,028	2,000	flat
		Total Books		59,498	61,300	51,001	83.20%	61,397	62,400	102%
6200		Digital Resources								
6210		Annual Subscriptions:								
6240		Ency Britannica		493	-	-	0.00%	-	-	-
6250		Gale Public		2,035	-	-	0.00%	-	-	-
6270		Mango Languages		-	4,000	4,111	102.79%	4,111	-	-
6275		New York Times		100	-	-	0.00%	-	-	-
6280		Tumblebooks		(52)	-	-	0.00%	-	-	-
6285		Wallstreet Journal		434	-	-	0.00%	-	-	-
6295		Pebble Go		1,469	-	-	0.00%	-	-	-
6300		Downloadable Titles:								
6305		Kanopy		6,000	6,000	2,000	33.33%	2,000	5,000	83%
6320		Overdrive		20,816	25,000	21,213	84.85%	25,000	27,000	108%
6340		Online Databases		146	7,500	6,673	88.98%	7,000	9,500	127%
6350		Online Newspaper Subscriptions		-	2,000	1,299	64.95%	1,500	2,000	100%
		Total Digital Resources		31,440	44,500	35,297	79.32%	38,111	43,500	98%
6400		Media								
6420		Juvenile Music		66	-	-	0.00%	-	-	-
6430		Adult Movies		6,145	6,000	4,513	75.22%	6,000	6,000	flat
6440		Juvenile Movies		735	1,000	563	56.35%	1,000	1,000	flat
6460		Video / Games		768	800	666	83.29%	800	1,500	188%
		Total Media		7,714	7,800	5,743	73.63%	7,800	8,500	109%

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

				YTD Actuals 12/31/23	2024 Budget	YTD Actuals 10/31/2024	Actuals vs Budget YTD %	2024 Forecast	2025 Prelim Budget	Budget Assumptions
		<b>Total Collections</b>		<b>104,337</b>	<b>120,600</b>	<b>97,271</b>	<b>80.66%</b>	<b>114,318</b>	<b>121,400</b>	101%
<b>6800</b>		<b>Restricted Funds</b>								
6801		Restricted Exp - Misc		-	40,000	-	0.00%	-	40,000	flat
		<b>Total Restricted Funds</b>		<b>-</b>	<b>40,000</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>40,000</b>	100%
		<b>Total Operating expenses</b>		<b>655,057</b>	<b>785,779</b>	<b>653,561</b>	<b>83.17%</b>	<b>730,718</b>	<b>803,707</b>	102%
<b>6900</b>		<b>Payroll Expenses</b>								
6910		Payroll		863,099	1,031,652	839,070	81.33%	1,031,652	1,091,075	106%
6920		Payroll Service		6,343	8,000	5,782	72.28%	8,000	8,075	101%
6930		Payroll Taxes		68,510	83,000	66,422	80.03%	83,000	87,791	106%
6940		Retirement Plan		26,048	25,250	19,300	76.43%	25,250	33,770	134%
6950		Health Insurance		102,207	130,500	103,287	79.15%	130,500	160,284	123%
6960		Life Insurance		-	750	-	0.00%	-	645	86%
6965		STD/LTD		-	3,500	-	0.00%	-	3,624	104%
6970		FAMLI		7,222	9,250	6,859	74.15%	9,250	9,780	106%
6957		Background Check		2,750	950	1,178	124.00%	1,250	1,900	200%
6955		Wellness / Health - CEBT Dividend Pmts		-	-	-	0.00%	-	-	-
		<b>Total Payroll Expenses</b>		<b>1,076,178</b>	<b>1,292,852</b>	<b>1,041,898</b>	<b>80.59%</b>	<b>1,288,902</b>	<b>1,396,945</b>	108%
		<b>TOTAL EXPENDITURES</b>		<b>1,731,235</b>	<b>2,078,631</b>	<b>1,695,459</b>	<b>81.57%</b>	<b>2,019,620</b>	<b>2,200,652</b>	106%
		<b>Net General Fund Income/(Loss)</b>		<b>142,652</b>	<b>53,069</b>	<b>463,376</b>		<b>232,103</b>	<b>(73,986)</b>	-139%
		Allocation to Capital Reserve Outlay		600,000	90,000	-	0.00%	90,000	245,300	
		Allocation to Bond Repayment							595	
		<b>General Fund Balance</b>		<b>1,370,825</b>	<b>1,430,513</b>	<b>1,834,202</b>	<b>128.22%</b>	<b>1,609,547</b>	<b>1,290,262</b>	59%

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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 10/31/2024	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
<b>Bond Repayment Beginning Fund Balance</b>					835,076	903,086	890,909	(12,177)	900,517	
<b>Eagle County</b>										
	Assessed Value				273,153,790	419,653,120			424,878,900	Estimate
	% Increase				1%	54.53%			1.25%	
	Bond Mill Levy Rate				1.992	1.293			1.177	
<b>Pitkin County</b>										
	Assessed Value				193,543,290	299,274,620			299,514,350	Estimate
	% Increase					55.22%			0.08%	
	Bond Mill Levy Rate				1.992	1.293			1.177	
<b>REVENUES</b>										
	Interest Earned - Bond Repayment				32,845	16,000	22,948	143.43%	16,000	
	Mill Levy Debt Repayment									
	Eagle County				531,516	542,611	535,007	98.60%	500,082	AV x mill levy (1.068)
	Pitkin County				385,570	386,962	395,306	102.16%	352,528	AV x mill levy (1.068)
	Total Mill Levy Debt Repayment				917,086	929,574	930,313	100.08%	852,611	
	Transfer from General Fund								595	
<b>TOTAL REVENUES</b>					<b>949,931</b>	<b>945,574</b>	<b>953,261</b>	<b>100.81%</b>	<b>869,206</b>	
<b>EXPENDITURES</b>										
	Bond Interest				77,394	59,844	59,844	100.00%	62,094	Per Bond Documents (2025-\$40,844; 2026-\$21,250)
	Bond Repayment Principle Loan Payment				780,000	800,000	800,000	100.00%	1,675,000	Per Bond Documents (2025-\$825,000; 2026-\$850,000)
	Treasurer's Fees									
	Eagle County				15,961	16,278	16,066	98.69%	15,002	3% of Property Tax
	Pitkin County				20,744	19,348	23,233	120.08%	17,626	5% of Property Tax
	Total Treasurer's Fees				36,704	35,626	39,299	110.31%	32,629	
<b>TOTAL EXPENDITURES</b>					<b>894,098</b>	<b>895,470</b>	<b>899,143</b>	<b>100.41%</b>	<b>1,769,723</b>	
<b>Net Fund Income/(Loss)</b>					<b>55,833</b>	<b>50,103</b>	<b>54,119</b>	<b>108.01%</b>	<b>(900,517)</b>	
<b>Bond Repayment Fund Balance</b>					<b>890,909</b>	<b>953,189</b>	<b>945,028</b>	<b>99.14%</b>	<b>0</b>	
<b>**Bond Repayment Schedule:</b>						<b>2024</b>				
	May 1 - Series 2012 Interest					29,922.00	5/1/2024	29,922.00		
	November 1 - Series 2012 Interest					29,921.88	11/1/2024	29,921.88		
	November 1 - Series 2012 Principle					800,000.00	11/1/2024	800,000.00		
	Series 2012 Bond Matures 11/2026									
						<b>2025</b>				
	May 1 - Series 2012 Interest					\$ 31,047.00	5/1/2025	\$ 31,047.00		
	November 1 - Series 2012 Interest					\$ 31,047.00	11/1/2025	\$ 31,047.00		
	November 1 - Series 2012 Principle					\$ 1,675,000.00	11/1/2025	\$ 1,675,000.00		
	Series 2012 Bond Matures 11/2026									

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

					YTD Actuals 12/31/23	2024 Budget	YTD Actuals 10/31/2024	2024 Forecasat	Actuals vs Budget YTD %	2025 Prelim Budget	Budget Assumptions
<b>Capital Reserve Beginning Fund Balance</b>					<b>602,128</b>	<b>1,159,066</b>	<b>1,150,083</b>	<b>1,150,083</b>	(8,984)	<b>622,807</b>	
<b>REVENUES</b>											
7210		Allocation From General Fund			600,000	90,000	-	90,000	0.00%	245,300	
7230		Interest Earned - Reserve Fund			58,509	35,000	65,729	78,579	187.80%	35,000	projected 5% rate
<b>TOTAL REVENUES</b>					<b>658,509</b>	<b>125,000</b>	<b>65,729</b>	<b>168,579</b>	<b>52.58%</b>	<b>280,300</b>	
<b>EXPENDITURES</b>											
8310.02		Painting - Exterior			-	-	-	-	0.00%	-	
8310.03		Conference Room - A/V Replace			12,639	10,000	13,685	13,685	136.85%	-	
8310.04		Computers - Patron			21,136	12,000	10,785	12,000	89.87%	3,500	29%
8310.05		Computers - Staff			9,932	12,000	6,171	12,000	51.43%	24,500	204%
8310.07		Copiers - Staff and Public Purchase			-	-	-	-	0.00%	-	
8310.08		Lighting Control System Replacement			6,944	-	-	-	0.00%	-	
8310.09		Fiber Cable			-	5,000	4,649	5,000	92.97%	-	
8310.10		Handrail for Tent Area			6,000	-	-	-	0.00%	-	
8310.12		Pumps / Valves			-	-	-	-	0.00%		
8310.14		Televisions			-	-	-	-	0.00%		
8310.15		Roof			-	700,000	544,662	550,000	77.81%	-	
8310.16		Remove Solar from Roof			-	50,000	-	-	0.00%	-	
8310.17		Consulting Engineer			20,000		49,618	31,618	Not Budgeted	-	
8310.18		Furniture and Fixtures				50,000	2,979	50,000		50,000	100%
8310.19		Replace telephone system				10,000				10,000	100%
8310.20		Replace kitchen appliances				2,500				2,500	100%
		Replace/repair windows								20,000	new item
		Handicap Asseccible Door Openers								15,000	new item
<b>TOTAL EXPENDITURES</b>					<b>110,554</b>	<b>871,500</b>	<b>645,017</b>	<b>695,855</b>	<b>74.01%</b>	<b>160,500</b>	
<b>Net Fund Income/(Loss)</b>					<b>547,954</b>	<b>(746,500)</b>	<b>(579,287)</b>	<b>(527,276)</b>	<b>77.60%</b>	<b>119,800</b>	
<b>Capital Reserve Fund Balance</b>					<b>1,150,083</b>	<b>412,566</b>	<b>570,795</b>	<b>622,807</b>	<b>138.35%</b>	<b>742,607</b>	



**Basalt Regional Library District  
Maintenance Detail**

Date	Name	Category	Memo	Amount
01/01/24	Orkin	Pest Control	Jan through September Fees	\$ 483.81
01/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 01/01/24 - 02/29/24	\$ 160.50
01/01/24	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2024	\$ 129.39
<b>Sub-Total January</b>				<b>\$ 773.70</b>
02/14/24	Young Services	Building/Interior Maintenance	Bathroom Repars	\$ 240.00
02/21/24	Rexel	Miscellaneous	Replacement Battery	\$ 242.04
02/23/24	Acme Alarm Company	Alarm / Monitoring	Test and Inspection 2024	\$ 600.00
02/25/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs and Maintenance	\$ 75.00
02/26/24	Young Services	Building/Interior Maintenance	Bathroom Repairs	\$ 190.00
02/29/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 280.00
<b>Sub-Total February</b>				<b>\$ 1,627.04</b>
03/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 03/01/2024- 05/31/24	240.75
03/01/24	Lassiter Electric Inc.	Building/Interior Maintenance	Lighting Repair & Maintenance	1,122.93
03/01/24	Acme Alarm Company	Alarm / Monitoring	2nd Qtr 2024 Monitoring	129.39
03/06/24	Todd Hill Painting & Faux Finishing	Building/Interior Maintenance	Conference Room Painting	2,930.00
03/08/24	Rolling River Shading	Building/Interior Maintenance	Office Shade Repair & Maintenance	250.00
03/14/24	*Divvy	Miscellaneous	Door stops for study rooms	7.98
03/21/24	aspen carpet floors	Building/Interior Maintenance	Carpeting	1,217.91
03/29/24	Lassiter Electric Inc.	Electrical	Lighting Repairs & Maintenance	1,630.00
03/31/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	1,236.42
<b>Sub-Total March</b>				<b>\$ 8,765.38</b>
04/08/24	First Impression Glass Cleaners	Building/Interior Maintenance	window cleaning	\$ 1,857.00
04/14/24	*Divvy	Miscellaneous	Keybox	\$ 11.99
<b>Sub-Total April</b>				<b>\$ 1,868.99</b>
<b>Sub-Total May</b>				<b>\$ -</b>
06/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 06/01/2024- 08/31/24	\$ 258.81
06/01/24	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2024 Monitoring	\$ 129.39
06/03/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 188.57
06/03/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 475.00
06/09/24	Daly Property Services, Inc.	Miscellaneous	Irrigation Repair	\$ 417.30
06/30/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 211.23
<b>Sub-Total June</b>				<b>\$ 1,680.30</b>
07/08/24	Roto Rooter Plumbing	Plumbing / Heating	Apply Calci Solve To Drain And Thoroughly Air Out Area	\$ 844.30
07/31/24	Grizzly Creek Enterprises, Inc.	Building/Interior Maintenance	Misc Repairs & Maintenance	\$ 955.00
<b>Sub-Total July</b>				<b>\$ 1,799.30</b>
08/05/24	Threshold	Inspection / Testing	Mold Testing	\$ 600.00
08/06/24	Threshold	Inspection / Testing	Air Quality Testing	\$ 100.00
08/07/24	Integrity Fire Safety Services	Inspection / Testing	Inspections fire safety	\$ 942.00
08/09/24	Roto Rooter Plumbing	Plumbing / Heating	Misc Repairs & Maintenance	\$ 694.00
08/09/24	Lassiter Electric Inc.	Electrical	Lighting Repairs & Maintenance	\$ 1,145.00
08/30/24	Lassiter Electric Inc.	Electrical	Lighting Repairs & Maintenance	\$ 332.50
<b>Sub-Total August</b>				<b>\$ 3,813.50</b>
09/01/24	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 09/01/2024- 11/30/24	\$ 258.81
09/09/24	Pinyon Mesa Automatic Services	Miscellaneous	Misc Repairs & Maintenance	\$ 937.50
09/17/24	Orkin Pest Control	Pest Control	Pest Control	\$ 25.52
09/17/24	Orkin Pest Control	Pest Control	Annual Pest Control 9/1/24-12/31/24	\$ 243.19
09/30/24	Daly Property Services, Inc.	Miscellaneous	Irrigation Repair	\$ 89.35
09/30/24	Grizzly Creek Enterprises, Inc.	Miscellaneous	Misc Repairs & Maintenance	\$ 673.00
<b>Sub-Total September</b>				<b>\$ 2,227.37</b>
10/01/24	Acme Alarm Company	Alarm / Monitoring	4th Qtr 2024 Monitoring	\$ 129.39
10/02/24	First Impression Glass Cleaners	Building/Interior Maintenance	window cleaning	\$ 3,349.00
10/07/24	Pinyon Mesa Automatic Services	Miscellaneous	5440 ADS 10/08/2024	\$ 680.04
<b>Sub-Total October</b>				<b>\$ 4,158.43</b>
<b>Grand Total</b>				<b>\$ 26,714.01</b>

Alarm / Monitoring	\$ 2,036.43
Electrical	\$ 3,107.50
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 14,578.06
Inspection / Testing	\$ 1,642.00
Pest Control	\$ 752.52
Plumbing / Heating	\$ 1,538.30
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 3,059.20
	<b>\$ 26,714.01</b>

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
**October 10 - November 8**

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Accounting	*Bill.com	288.57
Accounting	*Sqaure Services	35.00
Adult	Carbondale Bike Project	250.00
Adult	Jessica Barnum	2,295.02
Adult BCD	Blackstone Publishing	193.48
Adult Movies	Midwest Tape	446.50
Background Check	Employers Council Services, Inc.	175.50
Bond Interest	Umb Bank N.A.	829,921.88
Cap Res Exp- Consult Engineer	Wiss, Janney, Elstner Associates, Inc	9,000.00
Cap Res Exp- Fiber Cable	Ena Services Llc	4,729.51
Cap Res Exp- Roof	Ajax Roofing Company LLC	57,118.48
Children's	Imagination Library of Colorado	476.37
Compost Collection System	EverGreen ZeroWaste	313.00
Electric	*Holy Cross Energy	1,339.81
FAMLI	*Colorado Family And Medical Leave	2,400.77
Gas	*Black Hills Energy	596.69
Janitorial	Alsco	110.25
Janitorial Supplies	Aspen Maintenance Supply	777.42
Legal	Garfield & Hecht, P.C.	137.50
Liquor License	Colorado Department of Revenue	558.75
Liquor License	Town of Basalt	1,822.24
Maintenance	Daly Property Services, Inc.	1,696.62
Maintenance	First Impression Glass Cleaners	3,349.00
Maintenance	Grizzly Creek Enterprises, Inc.	9,473.00
Maintenance	Pinyon Mesa Automatic Services	680.04
Miscellaneous Contracts	Association Reserves- Colorado LLC	3,300.00
Multiple	*Divvy	9,718.56
Multiple	Ingram Library Services	5,587.49
Music	Bryan Dubrow	1,200.00
Music	DB Piano Service	160.00
Office Supplies	ODP Business Solutions	204.15
Overdrive	Overdrive, Inc	1,029.31
Payroll Liabilities	*TIAA-CREF	6,398.13
Payroll Service	*Paychex Payroll Service	517.52
Payroll Taxes	*Colorado State Treasurer - Unemployment	530.50
Prepaid Expense	CLiC - Colorado Library Consortium	7,513.19
Prepaid Expense	Colorado Special Districts Property & Lia	2,481.00
Replacement Books - Purchased	Playaway Products	732.23
Sanitation	Basalt Sanitation District	808.50
Service Agreement	Image Net Consulting	1,088.48
Staff	Baumgarten, Christy AP	367.16
Staff	Meghan Pearlman	73.46
Staff	Samuel Schoon	151.42

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
**October 10 - November 8**

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Staff	Shipley, Amy	611.04
Targeted Newspaper Ads	Aspen Daily News	618.15
Targeted Newspaper Ads	Aspen Times	85.80
Targeted Newspaper Ads	The Sopris Sun	360.00
Technical Cataloging & Service	Demco	731.67
Teen	Aspen Science Center	210.00
Telephone	Century Link	987.28
Translation / Interpretation	Convey Language Solutions	2,039.30
Translation / Interpretation	Dulce Andrea Suarez	157.50
Trash	Waste Management	1,479.46
Travel Expenses	Elizabeth DeWetter	46.16
Wellness/Health Insurance	CEBT Willis of Colorado	10,938.66
		<b><u>\$ 988,311.52</u></b>

*\* Vendor is set up for auto payments*



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly\*

Statement Summary

Balance (from previous cycle)	\$11,494.07
Transactions	\$9,718.56
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$11,494.07
Statement balance	\$9,718.56

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
09/16/2024	**** 7553	AMAZON RETA* I10HS1RA3	\$6.80	Linda Campbell
09/17/2024	**** 7553	AMAZON MKTPL*DH4490B43	\$19.98	Linda Campbell
09/19/2024	**** 4587	CITY-MARKET #0433	\$16.41	Meghan Pearlman
09/19/2024	**** 3542	CITY-MARKET #0433	\$239.32	Delaney A Meyers
09/19/2024	**** 3542	BASALT MOUNTAIN INN	\$430.20	Delaney A Meyers
09/19/2024	**** 1835	CULTS3D.COM	\$2.82 (\$0.03 foreign fee)	Brittany Crooke
09/19/2024	**** 1835	AMAZON MKTPL*KJ6440HA3	\$61.35	Brittany Crooke
09/19/2024	**** 4587	AMAZON RETA* 275RU3V63	\$14.29	Meghan Pearlman
09/20/2024	**** 4587	Amazon.com*000K841E3	\$75.00	Meghan Pearlman
09/20/2024	**** 9304	BASALT CHAMBER OF COMMERC	\$35.00	Amy Shipley
09/20/2024	**** 4587	RUBBERSTAMPS.COM	\$18.23	Meghan Pearlman
09/21/2024	**** 2151	DRI*eSigns	\$77.46	Christy Baumgarten
09/22/2024	**** 4587	AMAZON RETA* H99O498G3	\$25.07	Meghan Pearlman
09/23/2024	**** 1835	AMAZON RETA* LC6RJ40T3	\$38.76	Brittany Crooke
09/23/2024	**** 7327	PAYPAL *UNIHEDRON	\$181.30 (\$1.80 foreign fee)	Kristen A Doyle
09/23/2024	**** 7327	AMAZON MKTPL*B39US8RH3	\$8.99	Kristen A Doyle
09/24/2024	**** 7553	AMAZON MKTPL*BC6KW1O83	\$33.98	Linda Campbell
09/24/2024	**** 7553	AMAZON RETA* Z28YV1VF0	\$9.19	Linda Campbell
09/25/2024	**** 0011	Amazon.com*PT7W65233	\$76.90	Elizabeth DeWetter
09/26/2024	**** 9304	SQ *AUNT HELEN'S COFFEE H	\$12.07	Amy Shipley
09/27/2024	**** 2151	DD *DOORDASH SHERPAGRI	\$27.66	Christy Baumgarten
09/27/2024	**** 7327	AMZN Mktp US*7983J8VL3	\$7.80	Kristen A Doyle
09/28/2024	**** 1835	AMAZON MKTPL*MB3TI1DD3	\$53.68	Brittany Crooke
09/28/2024	**** 7553	AMAZON MKTPL*Z07OK1FG3	\$9.98	Linda Campbell
09/28/2024	**** 2151	4IMPRINT, INC	\$775.01	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
09/28/2024	**** 1835	CITY-MARKET #0433	\$55.44	Brittany Crooke
09/28/2024	**** 7553	AMZN Mktp US*B438C8ZK3	\$36.99	Linda Campbell
09/28/2024	**** 9304	TST* BANGKOK WEST	\$20.47	Amy Shipley
09/29/2024	**** 7327	AMAZON MKTPL*6J9WJ1QB3	\$12.99	Kristen A Doyle
09/29/2024	**** 7327	AMAZON MKTPL*8N7P30T03	\$61.86	Kristen A Doyle
09/29/2024	**** 7553	Amazon.com*1N8GZ35U3	\$17.10	Linda Campbell
09/29/2024	**** 7553	AMAZON MARK* 0B16R9NT3	\$19.16	Linda Campbell
09/29/2024	**** 9304	DOUBLETREE GREELEY AT LIN	\$378.20	Amy Shipley
09/29/2024	**** 2151	DOUBLETREE GREELEY AT LIN	\$307.59	Christy Baumgarten
10/01/2024	**** 7553	WALMART.COM	\$31.54	Linda Campbell
10/01/2024	**** 7553	AMZN Mktp US*ET6BB51G3	\$39.49	Linda Campbell
10/02/2024	**** 2151	GOOGLE*GSUITE BASALTLI	\$326.40	Christy Baumgarten
10/02/2024	**** 2151	TMOBILE POSTPAID WEB	\$714.25	Christy Baumgarten
10/03/2024	**** 1835	AMAZON MKTPL*TN8FN1JP3	\$58.13	Brittany Crooke
10/03/2024	**** 4587	CITY-MARKET #0433	\$104.67	Meghan Pearlman
10/04/2024	**** 7553	AMAZON MKTPL*O85DB6463	\$37.11	Linda Campbell
10/04/2024	**** 7553	AMAZON MKTPL*7A3TU7W13	\$98.62	Linda Campbell
10/04/2024	**** 1835	TIMBOS PIZZA	\$26.59	Brittany Crooke
10/05/2024	**** 2151	AMZN Mktp US*VI9C12583	\$470.49	Christy Baumgarten
10/05/2024	**** 1835	SP ARCANES LIBRARY	\$79.41	Brittany Crooke
10/05/2024	**** 7553	AMZN Mktp US*X46DY67O3	\$54.24	Linda Campbell
10/06/2024	**** 7327	AMAZON MKTPL*761I49EQ3	\$79.99	Kristen A Doyle
10/06/2024	**** 9304	DREAMTIME WATER DIST	\$172.70	Amy Shipley
10/06/2024	**** 4587	AMAZON MARK* 885Z51SD3	\$28.70	Meghan Pearlman
10/06/2024	**** 4587	AMAZON MKTPL*KC1865T13	\$8.70	Meghan Pearlman
10/07/2024	**** 7553	WAL-MART #1095	\$105.33	Linda Campbell
10/08/2024	**** 7327	AMZN Mktp US*XO7P28653	\$38.75	Kristen A Doyle
10/08/2024	**** 7327	AMZN Mktp US*FG7AD8DN3	\$54.99	Kristen A Doyle
10/08/2024	**** 7327	AMAZON MARK* C39XO0WH3	\$101.95	Kristen A Doyle

DATE	CARD	MERCHANT	AMOUNT	NAME
10/08/2024	**** 4587	AMAZON MKTPL*7D3N12XO3	\$29.34	Meghan Pearlman
10/08/2024	**** 2151	AMZN Mktp US*O37HC6573	\$430.88	Christy Baumgarten
10/08/2024	**** 4228	Nintendo CD1282000150	\$3.99	Laura Baumgarten
10/08/2024	**** 4587	AMAZON MKTPL*SG9I26963	\$12.99	Meghan Pearlman
10/09/2024	**** 9304	AMAZON MKTPL*983RE2DW3	\$61.55	Amy Shipley
10/09/2024	**** 7327	USPS PO 0706120530	\$18.10	Kristen A Doyle
10/10/2024	**** 7327	AMAZON MKTPL*AS4RS4F13	\$19.91	Kristen A Doyle
10/10/2024	**** 7327	SP TRAGOSGAME	\$30.00	Kristen A Doyle
10/10/2024	**** 7553	AMZN Mktp US*XY5Q67KB3	\$23.97	Linda Campbell
10/10/2024	**** 4587	AMZN Mktp US*QK6TF9ZF3	\$79.04	Meghan Pearlman
10/11/2024	**** 4587	SP HAWORTHSTORE	\$875.00	Meghan Pearlman
10/11/2024	**** 9304	SQ *MONK & MONGOOSE COFFE	\$10.79	Amy Shipley
10/11/2024	**** 4587	Amazon.com*EN8K71RL3	\$18.16	Meghan Pearlman
10/11/2024	**** 3542	CITY-MARKET #0433	\$210.67	Delaney A Meyers
10/11/2024	**** 3542	BASALT MOUNTAIN INN	\$148.77	Delaney A Meyers
10/11/2024	**** 9304	NEWK'S EATERY	\$16.62	Amy Shipley
10/11/2024	**** 2151	NEWK'S EATERY	\$18.79	Christy Baumgarten
10/11/2024	**** 1835	TIMBOS PIZZA	\$26.59	Brittany Crooke
10/12/2024	**** 4587	SQ *JAFFA KITCHEN	\$428.45	Meghan Pearlman
10/12/2024	**** 7327	AMAZON MKTPL*0G3447PN3	\$19.99	Kristen A Doyle
10/12/2024	**** 7327	AMAZON MKTPL*288AF27V3	\$44.43	Kristen A Doyle
10/12/2024	**** 9304	PHILLIP S MILLER LIBRA	\$4.20	Amy Shipley
10/13/2024	**** 7553	AMAZON MKTPL*J32K241A3	\$1,175.75	Linda Campbell
10/13/2024	**** 9304	TOWNEPLACE SUITES BY M	-\$51.18	Amy Shipley
10/13/2024	**** 1835	AMAZON RETA* 2C0WV2A53	\$101.16	Brittany Crooke
10/13/2024	**** 2151	HOLIDAY INN EXPRESS ENGL	\$161.50	Christy Baumgarten
Total			\$9,718.56	

**Amazon Transaction Details**  
**October 2024**

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
10/30/2024	111-8139662-3524243	5660	USD	114.36	Bad Blood (The Naturals, 4)
10/30/2024	111-8139662-3524243	5660	USD		All In (The Naturals, 3)
					Sterilite Small Clip Box, Stackable Storage Bin with Latching Lid, Plastic Container to Organize Office, Crafts, Home, Clear Base and Lid, 6-Pack
10/30/2024	111-2813546-7141831	5320	USD	27.99	
10/30/2024	111-7857375-8773045	5310	USD	83.49	Ativa® 10 Sheet Micro-Cut Shredder, OMM103P
					OWLKELA Dry Erase Erasers, Magnetic Whiteboard Erasers 8 Pack, Magnetic Dry Erasers for White Board, White Board Markers
10/30/2024	111-3488466-1464222	5310	USD	48.04	Dry Erase, Ideal for Classroom, Home, Office
10/30/2024	111-3488466-1464222	5310	USD		Compostable Spoons 50 Pack 7 Inch Disposable Spoons Biodegradable Cutlery Set Heavy-weight Spoons...
10/30/2024	111-3488466-1464222	5310	USD		Saran Cling Plus Plastic Wrap, 200 Sq Ft, 1 Count (Pack of 1)
10/30/2024	111-3488466-1464222	5310	USD		Tomcat Glue Traps Mouse Size with Eugenol for Enhanced Stickiness for Mice, Cockroaches, and Spiders, 6 Traps
					Mouse Traps,Mice Traps for House,Small Rat Traps That Work,Mice Killer Indoor Mouse Snap Traps No See Kill Mousetraps
10/30/2024	111-3488466-1464222	5310	USD		Quick Effective Mouse Catcher for Family and Pet-6 Pack
10/30/2024	111-3488466-1464222	5310	USD		Poster Putty Wht 2oz(2 Pack)
10/30/2024	111-5147359-4605823	5310	USD	39.84	APG Cash Drawer Keys (Part#: VPK-8K-435) - NEW
10/28/2024	114-4952296-3518662	5610	USD	86.2	The Underground Railroad: A Novel
					White Permanent Vinyl, White Adhesive Vinyl for Cricut - 12" x 40 FT White Vinyl Roll for Cricut, Silhouette, Cameo Cutters,
10/28/2024	111-2772231-8521853	5320	USD	16.55	Signs, Scrapbooking, Craft, Die Cutters
					Switch Lite Protective Case, KIWIHOME TPU Shockproof Anti-Slip Switch Lite Cover Hard Case with Nintendo Switch Thumb
10/28/2024	111-9247458-0923441	6120	USD	239.96	Grips (Yellow)
10/28/2024	111-9247458-0923441	6120	USD		HORI Nintendo Switch Lite Screen Protective Filter Officially Licensed by Nintendo
					ButterFox Extra Large Carrying Case for Nintendo Switch Lite, Fits AC Adapter Charger, Compatible with JETech Protective Case and Most Grips, Game and Accessories Storage (Black/Coral)
10/28/2024	111-9247458-0923441	6120	USD		Nintendo Switch Lite - Blue
10/24/2024	111-1016358-6384204	5310	USD	37.12	Purell Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 2-Liter Pump Bottle (Pack of 1). 9625-04
					OWLKELA Dry Erase Erasers, Magnetic Whiteboard Erasers 8 Pack, Magnetic Dry Erasers for White Board, White Board Markers
10/24/2024	111-3064468-6825016	5310	USD	29.19	Dry Erase, Ideal for Classroom, Home, Office
10/24/2024	111-3064468-6825016	5310	USD		Saran Cling Plus Plastic Wrap, 200 Sq Ft, 1 Count (Pack of 1)
10/24/2024	111-3064468-6825016	5310	USD		Poster Putty Wht 2oz(2 Pack)
10/24/2024	111-6747791-6102661	5310	USD	79.68	APG Cash Drawer Keys (Part#: VPK-8K-435) - NEW
10/24/2024	111-4705527-1083421	5660	USD	31.44	Killer Instinct (The Naturals, 2)
					SOG PowerPint Mini Compact Stainless Steel Multi-Tool   18 Lightweight Specialty Tools & SOG Multitool Pliers Pocket Knife,
10/21/2024	111-0793193-5321048	5310	USD	59.23	Stone Wash
					AEJ 49-Pack Screwdriver Bit Set, Hex Head Drill Bit Set, Torx Square Slotted Phillips Bit Set with 1/4" Bit Holder, 1/4 Hex Shank,
10/21/2024	111-0793193-5321048	5310	USD		S2 Steel, 1" Long
10/21/2024	111-0793193-5321048	5310	USD		Crescent 1/4" Drive 6 Point Standard SAE Socket 1/4" - CDS3N
10/21/2024	111-0793193-5321048	5310	USD		Crescent 1/4" Drive 72 Tooth Quick Release Teardrop Ratchet 6" - CR14
					BeapTcely 4 Pack 11 x 17 Inches Acrylic Sign Holder Horizontal Clear T Shaped Sign Holder Table Photo Menu Display Stand
10/16/2024	114-2062618-3409023	5320	USD	111.98	Double Sided Picture Flyer Sign Holder for Office Restaurant Store (4 Pack)
					Anecdote Planner 2024-2025 (8.5" x 10") Daily Weekly Monthly Planner - 52 Weeks w/Library Buckram Cover, Brass Spiral - A4
10/16/2024	111-3609704-8925035	5310	USD	28.7	Size Bleed-Resistant Paper - Dutch Blue
10/16/2024	113-9378616-2805052		USD	28.99	Purple Cows Hot and Cold 9" Laminator   Warms up in just 3 - 5 minutes with 50 pouches / pockets



**Amazon Transaction Details**  
**October 2024**

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
10/16/2024	111-6555492-5737861	6055	USD	5.99	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
10/16/2024	111-5663556-6607402	5310	USD	40.47	Softsoap Liquid Hand Soap Refill, Soothing Clean, Aloe Vera Fresh Scent - 1 gallon
10/14/2024	114-0992698-4957068	5610	USD	23.07	Of Mice And Men And Cannery Row
10/14/2024	111-8010446-0577003	5610	USD	178.41	Gourmet Kitchn Nature's Bakery Whole Wheat Fig Bars - 3 Twin Pack Boxes, 72 Bars (36 Blueberry, 36 Raspberry Each) - Healthy Snacks - Vegan, Non-GMO
10/14/2024	111-8334996-5121823	5610	USD	37.74	Nature's Bakery Whole Wheat Fig Bars, Apple Cinnamon, Real Fruit, Vegan, Non-GMO, Snack Bar, 1 Box With 12 Twin Packs (12 Twin Packs)
10/11/2024	111-4217056-7848227	5660	USD	101.16	Pet
10/9/2024	111-4577614-3489016	5610	USD	18.16	Pura Baby Wipes 10x60 Wipes (600 Wipes), Monthly Pack,100% Plastic-Free & Plant Based Wipes, 99% Water, Suitable for Sensitive & Eczema-prone Skin, Fragrance Free & Hypoallergenic, EWG, Cruelty Free
10/9/2024	111-8320531-3428200	5610	USD	79.04	U by Kotex Click Compact Multipack Tampons, Regular/Super Absorbency, Unscented, 45 Count
10/9/2024	114-1777088-1785846	6025	USD	19.99	Blue Star Press Millennial Loteria Board Game: Gen Z Edition
10/9/2024	114-5570084-8468233	6025	USD	44.43	The Original Loteria Mexican Bingo Game with 100 bingo chips for 20 Players Game for Adults - loteria de lujo mexicana - loteria mexicana - Juegos de mesa - spanish games Mexican bingo loteria game
10/9/2024	114-5570084-8468233	6025	USD		Blue Star Pr Millennial Lotería: El Midlife Crisis Expansion Pack
10/9/2024	114-5570084-8468233	6025	USD		Blue Star Press Millennial Loteria Game: Family Fiesta Edition Mexican Bingo
10/9/2024	112-6858442-8803465	5620	USD	23.97	Wilton Candy Decorations White Snowflakes
10/9/2024	112-9194884-6320234	5620	USD	1175.75	Judee's Royal Icing Mix 2.5 lb - Frost Cookies Like a Professional - Great for Decorating and Baking - Just Add Water - Non-GMO, Gluten-Free and Nut Free
10/9/2024	112-9194884-6320234	5620	USD		Gingerbread House kit [Set of 2] DIY Gingerbread House, Fun Holiday Activity for Kids, Ease Crafted Grooves Decor Kit of 2 Houses/4 ppl/Fondant/Snowflakes/Candies/Jellies/Beads/Buttons/Tray 30 Pcs Set
10/9/2024	112-9194884-6320234	5620	USD		Wilton Mini Candy Cane Edible Cupcake Toppers, red, green
10/9/2024	112-9194884-6320234	5620	USD		Gingerbread House kit [Set of 2] DIY Gingerbread House, Fun Holiday Activity for Kids, Ease Crafted Grooves Decor Kit of 2 Houses/4 ppl/Fondant/Snowflakes/Candies/Jellies/Beads/Buttons/Tray 30 Pcs Set
10/8/2024	111-2744249-5913010	6460	USD	19.91	Sea of Thieves: Standard Edition - Xbox One
10/8/2024	111-8640091-7637856	5310	USD	61.55	LOVIMAG Strong Magnetic Hooks, 30lbs Magnetic Hooks for Cruise Cabins, Magnet Hooks for Cruise Ship Essentials, Rare Earth Magnets with Hooks for Refrigerator,Hanging,Classroom,Kitchen,Ceiling-25 Pack
10/8/2024	111-8640091-7637856	5310	USD		M-one New Arm Pads Caps Replacement for Haworth Zody Office Chair 1 Pair Black/Gray (Black)
10/7/2024	111-7015799-8361059	5310	USD	42.33	Duracell CR2032 3V Lithium Battery, Child Safety Features, 12 Count Pack, Lithium Coin Battery for Key Fob, Car Remote, Glucose Monitor, CR Lithium 3 Volt Cell (2032 3V)
10/7/2024	111-7015799-8361059	5310	USD		Clorox Free & Clear Compostable Cleaning Wipes, Light Lemon Scent, 75 Count, Pack of 3 (Pack May Vary)
10/7/2024	113-9538526-0352252		USD	430.88	SAMSUNG Business QE43T 43-inch 4K UHD 3840x2160 LED Commercial Signage Display, HDMI, USB, Speakers, 3-Yr Wrnty, 16/7 Operation, 300 nit (LH43QETELGCXZA), Black
10/6/2024	111-3276229-0616224	6460	USD	38.75	Starfield: Standard Edition - Xbox Series X
10/6/2024	111-6933221-0039409	6460	USD	101.95	Prince of Persia: The Lost Crown /PS4
10/6/2024	111-6933221-0039409	6460	USD		Astro Bot PS5
10/6/2024	111-7471032-3403429	6460	USD	54.99	The Legend of Zelda: Echoes of Wisdom, Nintendo Switch Game
10/4/2024	111-2803364-7052206	5310	USD	8.7	Veltec Classic Roll-on Stamp Pad Ink Refill, 2 oz Bottle, Apply to Ink Pad with Roller Ball (Black)
10/4/2024	111-2960752-2036246	5310	USD	28.7	Anecdote 2024 Planner. 8.5" x 10" Spiral-Bound Weekly, Monthly and Daily Planner 2024-2025 features a Library Buckram Cover, Brass Spiral and A4 Size Bleed-Resistant Paper Organize All 52 Weeks.

Amazon Transaction Details  
October 2024

Order Date	Order ID	PO Number	Currency	Order Subtotal	Title
10/4/2024	111-6658115-4191403	5320	USD	79.99	HTVRONT Heat Press Machine for T-Shirts, Portable Heat Press 10"X10", Iron Press for Sublimation and HTV Vinyl Shirt Press Machine for Hat, Bags, Heating Transfer Projects (Light Green) (Light Green)
10/3/2024	113-2759385-8258669		USD	470.49	GoPro HERO13 (Hero 13) Black - Waterproof Action Camera with 5.3K HDR Video, 27MP Photos, 1/1.9" Image Sensor, Live Streaming, Webcam, Stabilization + 64GB Card & 50 Piece Accessory Kit - Bundle
10/1/2024	111-8574607-5964201	5620	USD	58.13	FolkArt Metallic Acrylic Craft Paint Set Formulated to be Non-Toxic that is Perfect for Beginners and Artists, 8 Count, 2 oz, 16 Fl Oz
10/1/2024	111-8574607-5964201	5620	USD		Shuttle Art Acrylic Paint, 50 Colors Acrylic Paint Set, 2oz/60ml Bottles, Rich Pigments, Water Proof, Premium Acrylic Paints for Artists, Beginners and Kids on Canvas Rocks Wood Ceramic Fabric
Total				4,207.31	

BASALT REGIONAL LIBRARY DISTRICT  
2025 EXECUTIVE DIRECTOR GOALS

1. Potential ballot measure to include campaign strategy, committee, and hiring a consultant to help with wording, funding strategies, marketing, etc.
2. Implement the strategic plan. Work with the Board and staff to develop goals.
3. Hire a consultant to help develop, **and begin implementing**, an expanded marketing plan for library operations.
4. Identify and monitor facility maintenance **and** improvements, including telephone project, security camera project, ADA compliant facility, **and capital reserve plan**.
5. Take measures to improve conflict resolution skills.

## Introduction to BRLD Policy Committee 10-22-24

### Purpose

The purpose of the policy committee is to provide effective and consistent policies for the operation of the BRLD.

### Committee Charge

The policy committee is charged by the Board of Trustees to fulfill the policy needs of the library. To this end it pursues the following functions:

1. Identify policy needs through a review of library operations and a survey of the greater library environment, community, and societal landscape for areas that need a policy statement for guidance to operations.
2. Review existing policies for their continued relevance and applicability to library operations and environment.
3. Based on information gained in 1 and 2, develop policies with input from administration, staff, and trustees and write in agreed upon format for consistency among policies.
  - Call upon other committees for expertise in developing policies specific to the operations of those committees, e.g. Finance Committee for Purchase and Procurement Policy.
4. Present draft versions of all new and revised policies to the Board of Trustees for review, discussion, and approval.
5. Publish approved policies on the BRLD website, for the BRLD policy manual, the Board of Trustees, and staff. Format all policies with the dates of review and adoption footnoted at the end of each policy.

### Committee Membership and Structure

Two trustees, the executive director, a staff member, and a community representative comprise the membership of the Policy Committee. Membership is based on expertise and interest in policy work.

A trustee chairs the committee with one member designated as scribe to record the outcome of substantive discussions and decisions. The committee does not use formal guidelines for the format of meetings, e.g. Robert's Rules. The Board of Trustees considers policies for approval upon recommendation by the committee.

### Implementation

The executive director guides the implementation of the policies for the operation of the library with the staff and appropriate board committees. (The exception to this may be any policies developed by a Board Governance Committee should one be seated.).

### Timeline

Policies should be reviewed every two years or as required by circumstances effecting library operations. The review may or may not result in revision.

#### Meetings

The Policy Committee meets monthly on a designated day of the month (e.g. every third Tuesday) at an agreed upon time. The committee meets in the library. Depending on the trustee membership of the committee, meetings may require public notification.

#### Evaluation

The committee will review its operations and outcomes at least one year at a meeting designated as the final meeting for a year. The review will consist of a listing of policies and issues needing action, policies reviewed or developed, the policies ready for Board review and approval, and policies approved and implemented.



# BASALT REGIONAL LIBRARY

BASALT REGIONAL LIBRARY DISTRICT

STRATEGIC PLAN

2025 - 2028

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## Introduction

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

This plan is driven by key strategic initiatives:

1. **Library Excellence and Innovation** – We aim to exceed expectations by developing innovative services and ensuring access to state-of-the-art resources.
2. **Financial Sustainability** – We are a responsible steward of taxpayer funding, balancing the cost of taxes on our constituents and ensuring adequate resources for the library.
3. **Staff Well-Being** – Recognizing our team as a core asset, we will promote a healthy workplace with potential initiatives such as housing stipends, continuing education, and leadership development.
4. **Advocacy for Community Well-Being** – By partnering with local organizations, we will champion affordable housing, transportation, and access to childcare to enhance residents' quality of life.
5. **Support for Lifelong Growth** – From arts programs to financial literacy workshops, we are dedicated to empowering all ages with learning opportunities.
6. **Facility Improvements** – Through sustainable practices and expanded infrastructure, we will ensure our spaces remain accessible, eco-friendly, and responsive to evolving community needs.

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



## Values

### **Equity -**

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

### **Innovation -**

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

### **Intellectual Freedom -**

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

### **Relationship Building -**

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

### **Service -**

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

## Mission Statement

The confluence of community, freedom, and fun.

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

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

### **Community -**

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

### **Freedom -**

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

### **Fun -**

Enjoyment, amusement, or lighthearted pleasure.\*

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

## Vision Statement

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

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

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

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

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

**Thrive** - to prosper and flourish

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

## Strategic Initiative #1: Continually Provide Library Excellence and Innovation

### Description:

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

Overarching Metric: Patron satisfaction comparable or better than peer libraries, and patron satisfaction score improves annually.

### Goals:

BRLD will enhance library staff knowledge and skills by implementing training program featuring local nonprofits, government agencies, and community organizations by Q1 2025, aiming for 90% staff participation and a 25% increase in reported confidence in community resource knowledge by the end of the year. The frequency of training is once per month or three times quarterly.

BRLD will implement a comprehensive data analytics system by Q3 2025 that tracks patron usage patterns, program attendance, resource circulation, and customer feedback, using these insights to optimize library services and increase program attendance by 5% year-over-year.

BRLD will increase community engagement and awareness of the Library of Things (LOT) by hosting a monthly program centered on a LOT item, such as a sewing class, camping workshop, or birding excursion, aiming for an average attendance of 15 participants per program throughout 2025.

BRLD will establish an "Innovation Lab" by Q1 2026, providing library employees a structured platform to propose and pilot new ideas aimed at improving library services and user experience, with the objective of implementing at least two successful staff-driven projects annually.

BRLD will conduct a comprehensive feasibility study by Q3 2027 to assess the community desirability and resource requirements for establishing a makerspace at BRLD, providing actionable recommendations for potential implementation.

Depending on the results of the feasibility study, BRLD will create and open a makerspace by Q2 2028, equipped with tools and resources for creative projects, digital fabrication, and skill-building, attracting 100 unique users in the first year and supporting 10 local community projects.

BRLD will meet or exceed peer performance in these ways:

- Increase patron visits by 6%
- Increase computer usage by 10%
- Increase Colorado State Parks pass usage by 8%
- Increase physical circulation by 8%
- Increase database/electronic content usage by 6%

## Strategic Initiative #2: Ensure Financial Sustainability

Description:

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

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

Overarching Metrics: 1) General Fund reserves and Capital Fund reserves meet library policy and state guidelines. 2) Total taxpayer cost increase does not exceed RFV inflation through 2027.

Goals:

BRLD will determine if and when to place a measure on the ballot to secure adequate funding for the Basalt Regional Library District (BRLD). This funding will provide resources to improve employee compensation and benefits and support the ongoing maintenance of the library facility.

BRLD will retire the building construction bonds in 2025 by paying off its debt one year earlier than originally planned, providing taxpayer cost relief.

BRLD will conduct regular professional assessments of the building improvement and replacement needs and will provide appropriate funding to the Capital Fund to meet those needs.

BRLD will identify and eliminate wasted resources in the library's budget by the end of 2025, implementing adjustments that make the budget more resilient to economic downturns and emergencies.

BRLD will support the expansion of fundraising activities for the Library Trust by recruiting three new volunteers by Q2 2025, who will collaborate to develop a sustainable fundraising mechanism that enhances the Trust's capacity to support library programs and services.

BRLD will support the expansion of fundraising activities for the Library Trust by collaborating on three joint initiatives in 2026, increasing community awareness and financial contributions to benefit library programs and resources.

## Strategic Initiative #3: Promote Staff Well-Being

### Description:

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

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

Overarching Metric: Employee Satisfaction improvement, measured by an annual survey

### Goals:

Beginning in Q1 2025 BRLD will conduct an annual comprehensive staff satisfaction survey for employees, measuring morale, company culture, and overall job satisfaction. Based on the results of the survey, BRLD will develop and implement measures to increase staff satisfaction by a percentage to be determined after a baseline measurement is established.

BRLD will create a dedicated staff social team by Q1 2025, responsible for planning, implementing, and evaluating social events that foster team bonding, improve morale, and enhance workplace culture for employees.

BRLD will develop, implement, and fund a creative, innovative benefits package for its employees that enhances employee well-being, supports retention, and aligns with industry best practices by the beginning of 2026. Benefits to consider might include:

- Tuition reimbursement

- Student loan repayment support
- Transportation cost stipend
- Housing stipend
- Wellness benefit
- Childcare benefit

BRLD will consider flexible working arrangements including work from home and flexible schedules by Q4 2025 for implementation in 2026.

BRLD will establish a succession planning program by Q4 2027 that provides a clear career development pathway for employees, supporting growth from entry-level roles to management positions.

BRLD will work toward paying all public library employees a living wage in Basalt, Colorado, by establishing a sustainable plan for incremental wage increases, with a target of reaching TBD% of the local living wage by the end of 2027.

## Strategic Initiative #4: Advocacy for Community Well-Being

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

Overarching Metrics: Community satisfaction survey (Net Promoter Score of partner organizations in the community, and annually the broader community).

Annual community survey to assess if we've made a difference in

Goals:

BRLD will develop and launch a series of monthly lifelong learning programs by Q2 2025, offering monthly workshops that foster skills and knowledge for adult patrons, with the goal of reaching 300 participants by year-end and achieving 90% positive feedback on program evaluations.

BRLD will establish a robust after-school and family program by Q3 2025 that provides consistent, free after-school programming for school-age youth until 5:30 p.m. and expands family-oriented activities to evenings and weekends, supporting families who need accessible childcare options and cannot attend daytime programming.

BRLD will continue its "Listening Tour" by Q3 2025, engaging with community members across diverse life experiences to gather feedback on library services, understand community needs, and inform future program and service improvements.

BRLD will diversify library programming by Q4 2025, offering a broader range of topics, times, and days to enhance lifelong learning, entertainment, and community connection, with the aim of reaching a more diverse audience that reflects a variety of backgrounds and life experiences.

BRLD will establish a financial readiness support program by Q1 2026 that offers community members resources and workshops on tax preparation, household budgeting, and banking, positioning the library as a trusted community hub for life and work support. This might be another will partner with, as in banks, to establish, etc.

BRLD will conduct a study by Q3 2026 to assess the desirability and feasibility of extending library hours, exploring options for fully open, partially open, and vended checkout services, to make data-driven recommendations to the library board.

Working with partner(s) in the RFV medical community, BRLD will establish a private telehealth access station within the public library by Q3 2026, providing a safe, confidential space for patrons to attend virtual medical appointments, with the goal of serving at least 50 patrons in the first year and maintaining a 90% satisfaction rate based on user feedback.

BRLD will launch a homebound service by Q4 2026 to provide library materials to patrons with mobility limitations, aiming to serve 50 patrons by year-end with bi-weekly or monthly deliveries. This will involve securing initial funding, training three volunteers or staff, and conducting regular evaluations to ensure effective and sustainable service.

BRLD will prioritize community partners and, for those partners, establish a Memorandum of Understanding (MOU) with each library partner organization by Q4 2026, clearly outlining roles, responsibilities, and shared objectives to strengthen collaboration and maximize impact.

BRLD will establish five new strategic partnerships with local organizations by Q4 2027, aimed at enhancing library programming, expanding resources, and increasing community outreach.

BRLD will survey partners every other year to evaluate partnerships and develop new partnership goals.

Working with partners, BRLD will establish a comprehensive workforce development program by Q4 2027, providing career development opportunities such as workshops, trade-school fairs, job fairs, and GED/trade certificate classes to support community members in advancing their education and careers.

Working with partners, BRLD will create a food-centered community engagement program by Q4 2027, offering intergenerational and cross-cultural activities, such as a Thanksgiving potluck, and seasonal teas, to support both the nutritional and social needs of the community and foster a sense of belonging.

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

Description: BRLD provides opportunities for patrons to learn, refresh, and enjoy life in our community through continuing education, arts, music, entertainment, technology, and social interaction. By the nature of the resources, services, and facilities available at BRLD, the library serves as a gathering place and hub for the community.

Overarching Metrics: Patron and broader community satisfaction with programs (measured by an annual survey).

### Goals:

BRLD will launch a “Voices of the Valley” storytelling series by Q2 2025, in collaboration with local partners, offering events four times per year that highlight the history of the Roaring Fork Valley, with recordings preserved in the library’s digital collection for future access.

BRLD will expand entertainment programming at the library by Q4 2025, incorporating versatile, community-oriented events such as stand-up comedy nights, open mic events, game nights, and year-round nature programs to provide engaging, educational experiences for all ages.

BRLD will launch a monthly Community Conversations series by Q4 2026 to facilitate open discussions on difficult topics, aiming for at least 20 attendees per event. By year’s end, 12 events will be held, supported by local partnerships and participant feedback, fostering understanding and engagement within the community.

BRLD will establish partnerships with the three local schools by Q4 2027 to ensure that all students have a BRLD library card and are familiar with available library resources, aiming to increase student membership and resource utilization.

BRLD will expand its arts, music, and nature programming by Q4 2027, introducing 6 new programs focused on nature, local culture, and hands-on activities, engaging at least 300 patrons annually and achieving an 85% satisfaction rate in post-event surveys.

## Strategic Initiative #6: Facility

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

Overarching Metrics: 1) Patron and community satisfaction with the building (measured by an annual survey), 2) Capital Fund reserve meets professional assessment guidance.

### Goals:

BRLD will maintain a high standard of facility upkeep and ensure long-term financial sustainability by transferring operational funds to capital reserve funds to meet professional assessment guidance, and by addressing facility maintenance issues immediately to uphold community and staff safety and satisfaction.

BRLD will convert the existing water fountains into combination water fountains and bottle-filling stations by Q3 2025, to encourage reusable bottle use and reduce single-use plastic waste in the library.

BRLD will complete a feasibility study by Q3 2026 on establishing a library branch or service point in El Jebel, evaluating potential locations, community needs, costs, and resources required to extend BRLD's reach beyond the main library in downtown Basalt.

By Q4 2026, BRLD will transform the library's outdoor space in a potential partnership with the Town of Basalt to create accessible, shaded areas with WiFi, seating, and recreational options, utilizing the grounds' natural beauty to offer the community spaces for work, leisure, and nature-focused programming.

BRLD will become a disaster resilience hub by Q4 2026, developing a comprehensive disaster preparedness plan that equips the library to serve as a staffed and stocked shelter during community emergencies such as floods, wildfires, and landslides, and enhances community resilience.

BRLD will implement a sustainability initiative by Q1 2027 that reduces the public library's environmental footprint by focusing on energy efficiency, waste reduction, and sustainable resource use.

### Conclusion:

The Basalt Regional Library District's 2025-2028 Strategic Plan represents a collective commitment to fostering an environment of learning, engagement, and community connection. Through strategic initiatives centered on excellence, financial sustainability, staff well-being, and community advocacy, the library will continue to be a cornerstone for knowledge and inclusivity. By implementing this plan, the library will not only enhance its current services but will also adapt to future community needs, ensuring lasting impact and resilience. Together with community partners and supporters, the Basalt Regional Library District is dedicated to a future that supports every resident's growth and well-being in the Roaring Fork Valley.