Basalt Regional Library District Board of Trustees Meeting Monday, April 21, 2025, 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: Carolyn Kane, President; Eric Pelander, Vice president; Deborah Smith, Treasurer; Suzi Jenkins, Secretary; Elaine Nagey, 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. Installation of new officers; *Elaine Nagey, Trustee, Past President*
- 6. Action Item Approve minutes and payables
 - a. Minutes of March 24, 2025, Board Meeting (page 3)
 - b. March 2025 Payables (Page 18)
- 7. Library Trust Update; Enid Ritchy, Library Trust Board member
- 8. Online Resources Update; Kristen Doyle
- 9. Director's Report, Amy Shipley (page 7)

COMMITTEE REPORTS and ACTION ITEMS

- 10. Ballot Measure Committee
 - a. Review community poll results, Jared Boigon, consultant (page 27)
 - b. Review list of community stakeholders
 - c. What other connections do trustees have
 - d. Consultant will provide collateral for future meetings with stakeholders
- 11. Facilities Committee: Suzi Jenkins, chair
- 12. Finance Committee: Deb Smith, chair
 - a. March 2025 Financials (page 10)
 - b. Preliminary Draft 2025 Budget
- 13. Personnel Committee: Carolyn Kane, chair

- a. Board President appoints Personnel Committee members
- 14. Policy Committee: John Goodwin, chair
 - a. Discussion and possible vote to approve Materials Collection Policy (page 53)
 - b. Discussion and possible vote to approve Meeting Spaces Policy (page 59)
- 15. Governance Committee: Elaine Nagey, chair
- 16. Strategic Plan: Amy Shipley
- 17. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting Meeting Minutes March 24, 2025

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

Public Present: None

Staff Present: Amy Shipley, Executive Director (attending via zoom); Laura Baumgarten, Circulation & Youth Services Manager, Meghan Pearlman, Executive Administrative Assistant

Minutes

1. Call to order

Elaine called the meeting to order at 5:15 pm.

2. Public Comments

None

3. Board Comments

Suzi watched the film about book banning hosted by the library and highly recommended it. Elaine commented on her two years as President of the Board of Trustees. She thanked board and staff for their work and the opportunities it's given her.

4. Staff Comments

None

- 5. Action Item Approve minutes and payables
 - a. Minutes of February 24, 2025, Board Meeting (page 3)
 - b. February 2025 Payables (page 22)

There were no questions or corrections for minutes or the accounts payables. Carolyn moved to approve the minutes and account payables and Eric seconded. The motion passed unanimously.

6. Library Lover's Party; Laura Baumgarten

Laura presented to the board about the Annual Library Lovers party on April 25, from 6 – 8 pm. The event is an annual tradition to celebrate the library and our community. At the event, will introduce the Shared Shelf Project with the book *Mexican Gothic* and will give out free copies at the party. As part of the Shared Shelf Project, we will host two community events in English and Spanish to come together as a community and reflect on the book's themes. Laura said that the Library Lover's Party is advertised in our newsletter, Facebook ads, newspapers, and slider at the front desk. There is no need to

RSVP. Laura said that we do need volunteers and to reach out to Elizabeth DeWetter if the board or public would like to volunteer at the event.

7. Director's Report, Amy Shipley (page 7)

Amy has nothing to add to her written report. The board found it very complete.

8. Discussion about potential 2025 Ballot Measure

This item is covered under agenda item number 10.

9. Strategic Plan: Amy Shipley, Executive Director

Amy will be creating a video presentation in which she will be teeing up the 2025 projects and data we will be collecting.

COMMITTEE REPORTS and ACTION ITEMS

10. Ballot Measure Committee

a. Draft poll

Eric said that the committee has met with the attorney who is writing the ballot language, TeamCivX who is guiding the process, and the polling group, Magellan, who is developing the survey instrument that will go out in text form to people who live in the library district. The poll is close to complete and is due to be sent out on March 27.

b. Draft potential ballot language

The group is also working on ballot language and we have confirmed that we can use language that states: "Without raising taxes . . ." The committee suggests that we request the same mills as the expiring levy. As a board they will vote every year if they need to collect the full mills, not exceeding the mills that was approved by the community.

c. Draft potential ballot measure timeline

The poll will go out March 27 and we hope to have the results back before our meeting in April.

11. Facilities Committee: Deb Smith, chair

We've received all the furniture, except for the loveseat, that we've purchased and now we are working with the upholsterer to reupholster the other furniture.

12. Finance Committee: Eric Pelander, chair

a. February 2025 Financials (page 14)

Expenses and income are tracking as we would expect. We are seeing the first wave of property tax revenue coming in.

13. Governance Committee: *Elaine Nagey, chair*

The policy committee felt these two documents were foundational to our library's work and wanted them to be highlighted separately from our policies. They deferred to the governance committee who formulated the resolutions to bring to the board for discussion and approval. It was noted that we will highlight these two resolutions on our new website.

- a. Discussion and possible vote to approve Resolution 2025-03 In Support of the American Library Association's Library Bill of Rights (page 30).
 - Suzi moved to approve Resolution 2025-03 and John seconded. The motion passed unanimously.
- b. Discussion and possible vote to approve Resolution 2025-04 In Support of the American Library Association's Freedom to Read statement (page 32)

Carolyn moved to approve resolution 2025-04 and Deb seconded. The motion passed unanimously.

14. Personnel Committee: Carolyn Kane, chair

The Personnel Committee is not currently meeting at this time.

15. Policy Committee: Elaine Nagey, chair

The policy committee was joined by Andy Ralston at their last meeting. He is interested in being a community representative. The policy committee reviewed the materials collection and circulation policies. They will review the Patron Behavior Policy and Child Protection Policy next.

- 16. Nominating Committee: Suzi Jenkins and Sarah Johnson
 - a. Announce candidates for each office

Suzi announced candidates for President, Vice President, Treasurer, and Secretary. Candidates for President were Eric, Carolyn. Candidates for Vice President were Elaine and Eric. Candidates for Treasurer were Carolyn, Elaine and Deborah. Candidates for Secretary were Suzi Jenkins, Deborah Smith and Elaine Nagey. Elaine declined all three nominations and Eric declined the nomination for president.

- b. Election of officers
 - i. Discussion and possible vote to elect President of the board
 - ii. Discussion and possible vote to elect Vice-President of the board
 - iii. Discussion and possible vote to elect Treasurer of the board
 - iv. Discussion and possible vote to elect Secretary of the board

The board elected Carolyn Kane as President, Eric Pelander as Vice President, Deborah Smith as Treasurer, and Suzi Jenkins as Secretary.

17. Discussion and possible vote to appoint chair of Facilities Committee

Deborah Smith is stepping down as chair of the Facilities Committee. Suzi offered to step in as chair of the Facilities Committee.

Eric moved to appoint Suzi as the chair the Facilities Committee and Deb seconded. The motion passed unanimously.

18. Discussion and possible vote to appoint chair of Governance Committee

Elaine is willing to continue to be the chair of the Governance Committee. Carolyn moved to appoint Elaine as the chair of the Governance committee and Eric seconded. The motion passed unanimously.

19. Discussion and possible vote to appoint chair of Policy Committee

Eric moved to appoint John as chair of the Policy Committee and Suzi seconded. The motion passed unanimously.

20. Discussion and possible vote to allow additional paid sick leave for Executive Director's medical procedure.

The Board discussed allowing the Executive Director additional paid sick leave due to her recent medical procedure. Eric moved to add an additional 80 hours of sick leave for the Executive Director this year and Suzi seconded. The motion passed unanimously.

21. Adjourn Meeting

Carolyn moved to adjourn the meeting and Eric seconded. The motion passed unanimously. The meeting adjourned at 6:03 pm.



BASALT REGIONAL LIBRARY DISTRICT LEADERSHIP MONTHLY REPORT APRIL 2025

Administration

The Executive Director, along with the management team, have created a draft of the data we will collect for each goal in the strategic plan. The Cataloging and Collection Librarian is an expert in data collection, and she is reviewing the draft plan to make sure it is realistic. The Executive Director also defined the teams which are primarily responsible for each goal in the strategic plan. For the goals that have a deadline in 2025, she will begin meeting with those teams to talk about taking action toward those goals.

Personnel Management

We had our annual All Staff Training Day which went well. The survey results showed that staff were engaged and comfortable using the new information that was taught throughout the day.

The HR Manager completed the exit interview for the previous Executive Administrative Assistant, posted the position internally, and will be interviewing in April.

Finances

Expenses are tracking with the budget. We are one quarter through the year, and total expenses are currently at 27.5 percent of budget.

Collection

Our technical services associate recently evaluated circulation rates of various book bundle items, and has found they check out almost twice as frequently as picture books not included in book bundles. She also met with the children's librarian to double check on which topics she should focus on, and any other criteria for inclusion. The cataloging and collection librarian is working on a proposal for "New" juvenile and young adult location codes in the database to help patrons and staff locate these items now that they are shelved separately from their main collections. The adult collection development coordinator has been busy ordering books and weeding the non-fiction collection. The adult collection development coordinator also made an excellent March display celebrating local history, and will be creating April's display with the theme of "Seeds of Growth."

Programs

In partnership with the Teen Librarian, the Community Engagement Manager hosted a screening of the film Banned Together, an excellent film documenting the challenges faced by students, community members, and librarians as censorship in the US increases. Following the screening, there was a Q&A with one of the filmmakers. We encourage you to watch this film and hope that it will spark conversations in your circles about the importance of reading and how crucial it is that we protect the right to read. The Spanish Outreach Coordinator collaborated with the children's librarian and completed the first book for the 4th Grade Book Club. He hosted two SAT Prep Series sessions and one practice test session for students. The SO Coordinator continued outreach to Spanish-speaking students at Basalt High School. He organized programs for May, including: Ciencia en Comunidad with Aspen Science Center, Maracas Make and Mingle with The Art Base, Nuestro Rincón Literario (Spanish book club). In collaboration with the rest of the department, he worked to finalize the details for the April 1st

Jarabe Mexicano concert. This month, the Music Coordinator continued to brainstorm and explore artists to book for 2026 and finalized contract discussions with The OK Factor, who is booked for March 19th, 2026. She is currently in discussions with two other artists to find a date for a 2026 BRL concert and expects to have those contracts finalized in April. The Music Coordinator also presented a concert on March 8th, 2025 with pianist Amanda Gessler and cellist Francisco Villa. The audience was delighted by the duo's classic selections, and seemed to particularly enjoy Beethoven's 5th sonata.

Marketing

Marketing materials for summer reading are nearing completion. The kids and teens reading logs and information books are done, and printing has been started. The adult reading log is also finished. The final pieces will be completed soon so the Youth Services department can start distributing to the schools.

The Library Lovers' Party is coming up and additional marketing efforts have been given to help boost the event. Seed packet invitations were created and handed out. In addition, a banner is up in the lobby, bookmarks are available at the front desk, newspaper ads will be out throughout April along with radio advertisements.

Technology

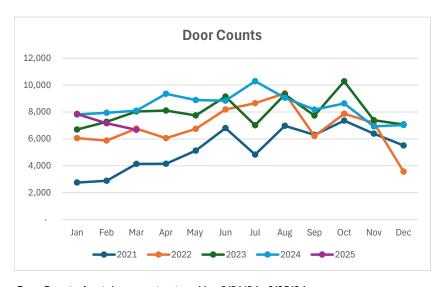
The security camera RFP returned only one proposal that was way outside the set budget. While companies were looking at the system one of them offered information that was able to point us in the direction of getting most of the current cameras back up and running. Because of this, we are going to contact a company to try to get the remaining non-operational cameras up and running and redo the replacement RFP next year with a higher budget.

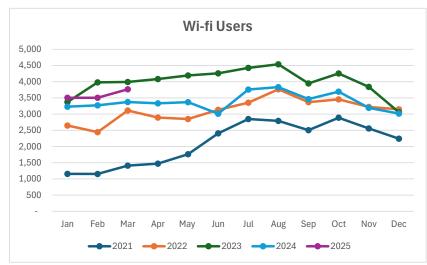
The website project is nearing completion. We have received the draft version of the entire site. We will be looking through each page to compile feedback for the developers. In the meantime, the developers are working with Marmot to get the server configuration set for hosting.

Leadership and Professional Development

The Spanish Outreach Coordinator attended Latino/a Advocacy Day in Denver, hosted by Voces Unidas. The cataloging and collection librarian attended the Innovative Users Group conference in Denver.

Facilities Usage





Door Counts front door count not working 6/21/24 - 6/25/24
Door Counts - Missed 1 day in July 2022
Door Counter main entrance broken 8 days in September 2022
Door Counts - Missed 8 days in July 2021
Door Counter broken several months in 2020



Basalt Regional Library District Balance Sheet March 2025

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS					(22 12 22 2 2)	
Cash in Banks						
Alpine Bank #0127	300,841			300,841		300,841
Colo Trust - Tabor Reserve #8003	58,748			58,748		58,748
Colo Trust - Operating Fund #8004	1,213,272			1,213,272		1,213,272
Colo Trust - Bond Repayment #8002		286,667		286,667		286,667
Colo Trust - Capital Rsv Fund #8005		11,111	1,689,512	1,689,512		1,689,512
Cash with County Treasurer	-		,,,,,	-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	264			264		264
Property Tax Receivable	1,746,027			1,746,027		1,746,027
Pooled Cash (Interfund Transfers)	124,379	926,260	(1,050,639)	(0)		(0)
Capital Assets, net of depreciation	-	-	-	-	8,539,497	8,539,497
					3,227,177	0,000,000
Total Assets	3,443,644	1,212,927	638,873	5,295,443	8,539,497	13,834,940
LIABILITIES Current Liabilities						
	55.415			55.415		55.415
Accounts Payable & Accrued Liabilities	77,417	-	-	77,417		77,417
Other Current Liabilities						
Accrued Interest				-	9,974	9,974
Deferred Property Tax	1,746,027			1,746,027		1,746,027
Current Bonds Payable, 2012				-	-	-
Total Current Liabilities	1,823,444	-	-	1,823,444	9,974	1,833,418
Long Term Liabilities						
Long 10 in Liabilities						
Accrued Compensated Absences				-	37,341	37,341
Total Long Term Liabilities	-	-	-	-	2,512,341	2,512,341
Total Liabilities	1,823,444	-	-	1,823,444	2,522,314	4,345,758
E .d D.d / N.d D						
Fund Balance / Net Position					6,064,497	6.064.407
Net Investment in Capital Assets	- 264	-	-	- 264		6,064,497
Non Spendable	264	-	-	264	(264)	-
Restricted for:	(1,000			(1.000		(1,000
Tabor	61,000	1 212 027		61,000	-	61,000
Debt Service		1,212,927	(20.072	1,212,927	(629.972)	1,212,927
Committed for Future Projects	1.550.025		638,873	638,873	(638,873)	2 150 750
Unassigned / Unrestricted	1,558,935	1 212 027		1,558,935	591,823	2,150,758
Current Year Fund Balance / Net Position	1,620,199	1,212,927	638,873	3,471,999	6,017,183	9,489,182
Total Liabilities and Fund Balance / Ne						
Position	3,443,644	1,212,927	638,873	5,295,443	8,539,497	13,834,940

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 3/31/2025	Actuals vs Budget YTD %
General Ope	rating Beg	inning Fund Balance	1,370,825	1,520,852	1,497,873	(22,980)
F 1 C						
Eagle Coun	Assessed \	Value	410 652 120	424 742 070	410 653 120	
	% Increase	value	419,653,120	424,742,070	419,653,120	
		g Mill Levy Rate	2.610	2.610	2.610	
Pitkin Coun	ty					
	Assessed \	Value	299,274,620	299,054,640	299,274,620	
	% Increase	Man I ama Data	2 (10	2 (10	2 (10	
	Operating	Mill Levy Rate	2.610	2.610	2.610	
REVENUES	S					
		perating Mill Levy				
4010	Eagle C		1,147,189	1,108,576.80	429,232	38.72%
4020		· · · · · · · · · · · · · · · · · · ·	800,008	780,532.61	239,221	30.65%
		eral Operating Mill Levy	1,947,197	1,889,109.41	668,453	35.38%
		eneral Operating				
4110		•	79,983	70,000	12,809	18.30%
4120			34,078	30,000	5,470	18.23%
4000	Total MVS Fines & Fe	SO - General Operating	114,062	100,000	18,279	18.28%
4200		ross Deposit Return/Member Equity	105	_	_	0.00%
4261	Miscell		16,325	15,000	4,774	31.82%
	Total Fine		16,431	15,000	4,774	31.82%
4300	Earnings o	n investments	Í	ŕ		
4310	Colotru	st Int Op Acct	93,791	90,000	11,804	13.12%
4320		vy Interest	5,150	5,000	(83)	-1.66%
		ings on investments	98,941	95,000	11,721	12.34%
		ons *see detail	4.200	5 000	5 100	102 000
4410 4412		outions- Non-Restricted outions- Restricted	4,380	5,000 1,000	5,100 1,359	102.00% 135.86%
4412	Total Cont		4,740	6,000	6,459	107.64%
	Total Cont	Troutons	4,740	0,000	0,437	107.0470
4500	Grants - N	on-Restricted				
4505	Grants	- General Operating Grants	-	5,000	2,500	50.00%
	Total Gran	ts - Non-Restricted	-	5,000	2,500	0.00%
	Grants - R					0.000
4601 4604		ted - Library Foundation ted - Library Friends	471 5,950	5,000	8,700	0.00% 174.00%
4620.03		ted - CSD Safety Grant	2,428	3,000	8,700	0.00%
4620.14		ted - Library Trust	8,050	5,000	_	0.00%
		,				
4620.15		ted - Other Misc	13,728	5,000	29,000	580.00%
	Total Rest	riced Fund Income - Foundation/Friends	30,627	15,000	37,700	251.33%
TOTAL RE	VENUES		2,211,997	2,125,109	749,885	35.29%
				,,	,	
	OPERAT	ING:				
		<u>istration</u>				
	Co	entract Services				
5010		Accounting	5,203	6,000	979	16.31%
5020		Audit - Annual	14,045	14,888	7.104	0.00%
5030 5040		Courier Legal	9,096 4,391	7,500 15,000	7,184 110	95.78% 0.73%
3040		Logai	4,391	13,000	110	0.73%
5050		Miscellaneous Contracts	17,873	21,500	-	0.00%
	To	tal Contract Services	50,607	64,888	8,273	12.75%

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 3/31/2025	Actuals vs Budget YTD %
5100	Ins	surance				
5110		Property & Liability Insur	39,214	39,664	43,571	109.85%
5120		Worker's compensation	1,782	2,594	42.571	0.00%
	10	otal Insurance	40,996	42,258	43,571	103.11%
5220	Pr	ofessional Dev. & Memberships				
5230		Board	1,620	1,500	_	0.00%
5235		Employers Council	3,799	3,600	2,216	61.56%
5240		Library Association Dues	2,194	1,000	1,165	116.50%
5250		Spec District Ass'n Due	1,238	1,275	1,217	95.48%
5260		Staff	11,254	8,000	1,651	20.63%
5275 5276		Volunteer Appreciation	1,714	1,000 2,000	65 192	6.50% 9.62%
5270		Staff Appreciation Travel expenses	13,404	5,000	680	13.61%
3270	To	otal Professional Dev. & Memberships	35,222	23,375	7,187	30.75%
5280		ablicity	33,222	25,575	7,107	20.7270
5290		Advertising - General	1,982	6,000	-	0.00%
5285		Radio	16,252	17,850	17,067	95.61%
5293		Signage	656	500	79	15.82%
5295		Social Media Ads	881	3,000	50	1.66%
5297		Targeted Newspaper Ads	5,038	9,500	1,474	15.51%
5286 5287		Spanish Language Interpretation/Translating Job Ads	4,661 1,018	6,000 2,000	998 81	16.63% 4.05%
3287	To	otal Publicity	30,488	44,850	19,748	44.03%
5300		ipplies	30,488	44,630	19,740	44.0370
5310		Office Supplies	15,103	14,000	3,599	25.71%
5320		Technical Cataloging & Service	7,670	8,500	1,789	21.05%
5330		Postage & Shipping	52	500	11	2.10%
		otal Supplies	22,824	23,000	5,398	23.47%
5350	Tr	easurer's fees				
5360		Eagle fees	34,459	33,257	12,876	38.72%
5370		Pitkin fees	34,901	39,027	10,145	26.00%
	Total	 Administration	249,496	270,655	107,198	39.61%
		y Expenses	249,490	270,033	107,136	39.01 /0
5410		nitorial	49,891	55,000	14,095	25.63%
5420		nitorial Supplies	8,123	9,000	2,863	31.81%
5430	La	ındscaping	11,500	12,000	-	0.00%
5440	M	aintenance *Detailed List Attached	34,595	20,000	20,788	103.94%
5460		now Removal	4,718	5,045	-	0.00%
7.500		Facility Expenses (Maintenance)	108,826	101,045	37,746	37.36%
5500 5510	Utilitie	ectric	10,300	8,240	1,410	17.11%
5515		ompost Collection System	2,372	8,240 1,927	75	3.89%
5520	Ga	1 -	14,895	18,332	5,752	31.38%
5530	Int	ternet Connectivity	9,883	15,450	2,002	12.96%
5540	Sa	nitation	3,337	3,667	1,011	27.56%
5550	Te	elephone	6,264	9,198	1,498	16.28%
5560		rash	11,089	10,142	771	7.60%
5570		ater	4,557	5,200	-	0.00%
		Julities	62,698 171,524	72,157	12,518	17.35% 29.02%
		Facility Expenses ry Programs	1/1,524	173,201	50,264	29.02%
5610		dult Program	12,457	11,000	3,420	31.09%
5620		nildren's	12,934	5,500	2,846	51.75%
5634		quor License	700	400	-,- 10	0.00%
5633		ovie License	865	550	-	0.00%
5640		usic	24,741	17,000	7,076	41.63%
5650		oanish Language	2,798	4,000	1,476	36.91%
5660		eens	8,062	3,500	3,599	102.82%
5601	Su	ımmer Reading				

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 3/31/2025	Actuals vs Budget YTD %
5601.01	Adult Summer Reading	666	1,000	-	0.00%
5601.02	Teen Summer Reading	3,838	2,500	423	16.91%
5601.03	Children's Summer Reading	4,907	5,500	767	13.95%
5601.04	Spanish Language Summer Reading	652	2,000	-	0.00%
5602	Community Events	9,650	15,000	2,042	13.62%
	Total Library Programs	82,270	67,950	21,650	31.86%
	Technology & Equipment				
	Copiers & Equipment				0.000/
5730	Lease	4.720	2.500	-	0.00%
5740	Service Agreement / Copy Usage	4,738	2,500	1,114	44.55%
55.00	Total Copiers & Equipment	4,738	2,500	1,114	44.55%
5760	Marmot ILS System	94,884	105,730	28,658	27.10%
5770	Miscellaneous Parts	2,561	2,000	736	36.81%
5780	Support & Service Agreements	156			0.000/
5784	Appointment Booking	156	2 200	1 1 40	0.00%
5781	Marketing & Graphic Design	3,986	3,300	1,140	34.53%
5783	Website Tools	3,680	9,400	1,000	10.64%
5785	Communication & Time Management	3,901	7,500	2,869	38.26%
3763	Total Support & Service Agreements	11,723	20,200	5,009	24.80%
5840	Tech Labor & Repair	11,723	20,200	3,009	0.00%
3640	Total Technology	113,906	130,430	35,517	27.23%
	Collections	113,900	130,430	33,317	27.2376
5910	Audio				
5920	Adult BCD	2,891	3,000	522	17.40%
5922	Spanish Audio Adult	484	500	322	0.00%
5924	Spanish Audio Youth	510	500	47	9.33%
5930	Youth Audio Youth Audio	2,827	3,000	1,038	34.61%
3930	Total Audio		· · · · · · · · · · · · · · · · · · ·		
6000	Books & Magazines	6,712	7,000	1,607	22.96%
6010	Adult fiction books	12,262	12,800	3,144	24.56%
6020	Adult not-fiction books Adult non-fiction books	12,131	12,800	2,194	17.14%
6025	Board Games	492	500	124	24.74%
6030	Juvenile Fiction	8,709	9,100	1,870	20.55%
6040	Juvenile Non-Fiction	3,769	4,000	1,133	28.33%
6045	Large Print	2,231	2,000	313	15.64%
6050	Print Subscriptions	3,683	3,500	82	2.36%
6055	Replacement Books - Purchased	3,828	1,500	1,493	99.53%
6060	Spanish Adult fiction	2,147	2,000	425	21.27%
6070	Spanish Adult non-fiction	1,592	1,500	367	24.45%
6080	Spanish children's books	5,700	5,000	813	16.27%
6100	YA Fiction	3,627	4,000	815	20.37%
6110	YA Non-Fiction	1,773	1,700	345	20.30%
6120	Special Items	3,332	2,000	302	15.09%
0120	Total Books	65,275	62,400	13,421	21.51%
6200	Digital Resources	03,273	02,400	13,421	21.31%
6210	Annual Subscriptions:				
6270	Mango Languages	4,111			0.00%
6300	Downloadable Titles:	7,111			0.0070
6305	Kanopy	2,000	5,000	3,000	60.00%
6320	Overdrive	26,958	27,000	7,747	28.69%
6340	Online Databases	8,437	9,500	5,682	59.81%
6350	Online Newspaper Subscriptions	1,299	2,000	1,302	65.10%
3330	Total Digital Resources	42,805	43,500	17,731	40.76%
6400	Media Media	42,003	73,300	17,731	7 0./070
6430	Adult Movies	5,769	6,000	926	15.43%
6440	Juvenile Movies	837	1,000	179	17.93%
6460	Video / Games	666	1,500	210	14.02%
0.100	Total Media	7,272	8,500	1,315	15.47%
	Total Collections	122,065	121,400	34,073	28.07%
		144,000	141,400	34,073	40.0/70

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 3/31/2025	Actuals vs Budget YTD %
6801	Restricted Exp - Misc	-	30,000	-	0.00%
	Total Restricted Funds	-	30,000	-	0.00%
	Total Operating expenses	739,261	793,636	248,701	31.34%
6900	Payroll Expenses				
6910	Payroll	1,012,102	1,091,075	282,772	25.92%
6920	Payroll Service	6,796	8,075	2,318	28.71%
6930	Payroll Taxes	78,723	87,791	22,498	25.63%
6940	Retirement Plan	23,060	33,770	7,018	20.78%
6950	Health Insurance	124,650	160,284	39,015	24.34%
6960	Life Insurance	-	645	-	0.00%
6965	STD/LTD	-	3,624	-	0.00%
6970	FAMLI	9,003	9,780	-	0.00%
6957	Background Check	1,355	1,900	236	12.39%
	Total Payroll Expenses	1,255,689	1,396,945	353,857	25.33%
TOTAL EXP	PENDITURES	1,994,950	2,190,581	602,558	27.51%
Net General	Fund Income/(Loss)	217,047	(65,472)	147,327	
	Allocation to Capital Reserve Outlay	90,000	232,000	25,000	10.78%
	Allocation to Bond Repayment		242		
General Fun	d Balance	1,497,873	1,223,380	1,620,199	132.44%

Basalt Regional Library District Bond Repayment Fund March 2025

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 3/31/2025	Actuals vs Budget YTD %
Bond Repay	ment Beginn	ing Fund Bal	ance		890,909	948,818	948,758	(61)
T 1 6								
Eagle Coun	Assessed Va	lu.				424,742,070		
	% Increase	lue				424,742,070 75.64%		
	Bond Mill L	evy Rate				1.082		
	Dona Will D	Cvy Rate				1.002		
Pitkin Cou	ntv							
	Assessed Va	lue				299,054,640		
	% Increase					61.88%		
	Bond Mill L	evy Rate				1.082		
REVENUES								
		Interest Earn	ed - Bond Repaymen	nt	23,786	16,000	1,758	10.99%
		Mill Levy De	bt Repayment					
			Eagle County		537,869	459,570.92	175,494	38.19%
			Pitkin County		395,713	323,577.12	98,944	30.58%
		Total Mill Le	vy Debt Repayment		933,582	783,148.04	274,438	35.04%
		Transfer from	n General Fund			35		
TOTAL RE	VENUES				957,368	799,183	276,196	34.56%
					70.,200	177,200	,	0.00077
EXPENDIT	IIDEC							
EXIENDII	Bond Interes	†			60,094	40,844	_	0.00%
	Dona micres				00,074	10,011		0.0076
	Bond Repayr	nent Principle	Loan Payment		800,000	1,675,000	-	0.00%
	Treasurer's F		, , , , , , , , , , , , , , , , , , ,					
		Eagle County	7		16,157	13,787	5,264	38.18%
		Pitkin Count			23,268	16,179	6,763	41.80%
	Total Treasur	rer's Fees			39,425	29,966	12,028	40.14%
						. ,	,,	
TOTAL EXI	L PENDITURE	S			899,519	1,745,810	12,028	0.69%
					055,015	1,7 10,010	12,020	0.00 / 0
Net Fund Inc	come/(Loss)				57,849	(946,627)	264,169	-27.91%
11001 4110 111	(2000)				07,015	(>10,027)	201,103	2715170
Bond Repay	ment Fund B	alance			948,758	2,192	1,212,927	55346.19%
			**Bond l	Repa	yment Schedule:	2025		
			May	1 - S	eries 2012 Interest	20,421.88	5/1/2025	
			November	1 - S	eries 2012 Interest	20,421.88	11/1/2025	
			November 1		ries 2012 Principle	,	11/1/2025	
				Seri	ies 2012 Bond Mat	ures 11/2026		
						2026		
			May	1 - S	eries 2012 Interest	10,625.00	5/1/2026	
			November	1 - S	eries 2012 Interest	10,625.00	11/1/2026	
			November 1	- Sei	ries 2012 Principle	\$ 850,000.00	11/1/2026	
1				Seri	ies 2012 Bond Mat	ures 11/2026		

Basalt Regional Library District Capital Reserve Fund March 2025

	YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 3/31/2025	Actuals vs Budget YTD %
g Fund Balance	1,150,083	604,807	655,373	50,566
Allocation From General Fund	90,000	232,000	25,000	10.78%
Interest Earned - Reserve Fund	78,761	35,000	18,490	52.83%
	168,761	267,000	43,490	16.29%
Miscellaneous	915	25,000	_	0.00%
Computers - Patron	10,785	3,500	3,930	112.28%
Computers - Staff	6,171	24,500	20,116	82.11%
EV Charging Station	-	_	-	0.00%
Lighting Control System Replacement	-	-	-	0.00%
Fiber Cable	4,649	-	-	0.00%
Handrail for Tent Area	-	-	-	0.00%
Painting - Interior	11,552	-	-	0.00%
Security Cameras	-	10,000	-	0.00%
Roof	544,714	-	-	0.00%
Consulting Engineer	49,618	-	-	0.00%
Furniture and Fixtures	21,382	50,000	29,235	
Replace telephone system		10,000	-	
Replace kitchen appliances		2,500	-	
HVAC Parts			6,293	
Replace/repair windows		20,000	-	
Handicap Accessible Door Openers		15,000	-	
ES	663,471	160,500	59,990	37.38%
	(494,710)	106,500	(16,500)	-15.49%
lanco	655 272	711 307	639 972	89.82%
	Interest Earned - Reserve Fund Miscellaneous Computers - Patron Computers - Staff EV Charging Station Lighting Control System Replacement Fiber Cable Handrail for Tent Area Painting - Interior Security Cameras Roof Consulting Engineer Furniture and Fixtures Replace telephone system Replace kitchen appliances HVAC Parts Replace/repair windows	12/31/2024 1,150,083 1,150,083 Allocation From General Fund 90,000 Interest Earned - Reserve Fund 78,761 168,761 168,761	Allocation From General Fund 90,000 232,000 Interest Earned - Reserve Fund 78,761 35,000 Miscellaneous 915 267,000 Computers - Patron 10,785 3,500 EV Charging Station - - Lighting Control System Replacement - - Fiber Cable 4,649 - Handrail for Tent Area - - Painting - Interior 11,552 - Security Cameras - 10,000 Roof 544,714 - Consulting Engineer 49,618 - Furniture and Fixtures 21,382 50,000 Replace kitchen appliances 4,000 Handicap Accessible Door Openers 20,000 Handicap Accessible Door Openers 15,000 Consulting Engineer 20,000 15,000 Consulting Accessible Door Openers 10,000 106,500 Consulting Accessible Door Openers 10,000 106,500 Consulting Accessible Door Openers 10,000 106,500 Consulting Accessible Door Openers 15,000 106,500 Consulting Accessible Door Openers 15,000 106,500 Consulting Accessible Door Openers 10,000 106,500 Consulting Accessible Door Openers 15,000 106,500 Consulting Accessible Door Openers 10,000 106,500 Consulting Accessible Door Openers 10	Security Cameras Security Ca

Basalt Regional Library District Maintenance Detail

Date	Name	Category	Memo		Amount
01/01/2025 Orkin Pe	est Control	Pest Control	Annual Pest Control 1/1/25-12/31/25	\$	486.37
01/01/2025 Johnson	Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 1/01/2025- 2/28/25	\$	86.27
01/01/2025 Acme A	larm Company	Alarm / Monitoring	1st Qtr 2025 Monitoring	\$	133.26
01/11/2025 Roto Ro	oter Plumbing	Plumbing / Heating	Misc Repairs & Maintenance	\$	3,106.62
01/22/2025 Green El	lectrical Solutions LLC	Building/Interior Maintenance	Solar System Repair & Maintenance	\$	2,580.00
	Sub-Total Janua	nry		\$	6,392.52
02/05/2025 D'AC Li	ghting	Building/Interior Maintenance	Meridian Pendant Lighting fixture	\$	496.00
	lectrical Solutions LLC	Building/Interior Maintenance	Inverter Repair & Maintenance	\$	3,330.00
02/25/2025 D'AC Li		Building/Interior Maintenance	Meridian Pendant Lighting fixture	\$	495.23
	Sub-Total Februa	nry		\$	4,321.23
03/01/2025 Johnson 03/03/2025 Acme A 03/05/2025 Tri Cour 03/06/2025 The Fire 03/17/2025 Young S 03/21/2025 Lassiter	nty Locksmith place Company services	Alarm / Monitoring Alarm / Monitoring Building/Interior Maintenance Inspection / Testing Building/Interior Maintenance Electrical	Qtrly Billing 3/01/2025- 05/31/25 2nd Qtr 2025 Monitoring Intermatic HA7 Door Gas Service Call Push Button Lighting Repair		258.81 133.26 3,876.42 250.00 1,214.00 4,342.00 10,074.49 20,788.24
			Alarm / Monitoring	\$	611.60
			Electrical	\$	4,342.00
			Fireplace maintenance	\$	-
			Building/Interior Maintenance	\$	11,991.65
			Inspection / Testing	\$	250.00
			Pest Control	\$	486.37
			Plumbing / Heating	\$	3,106.62
			Roof Maintenance	\$	-
			Signage	\$	-
			Telephones	\$	-
			Window Cleaning	\$	-
			Miscellaneous	\$	-
				\$	20,788.24

BASALT REGIONAL LIBRARY DISTRICT ACCOUNTS PAYABLE LIST

March 7 - April 10

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	238.58
Gas	*Black Hills Energy	1,719.47
Special Items	*Divvy	7,583.28
Electric	*Holy Cross Energy	618.60
Payroll Service	*Paychex Payroll Service	538.56
Accounting	*Square	35.00
Payroll Liabilities	*TIAA-CREF	7,178.19
Maintenance	Acme Alarm Company	133.26
Janitorial	Alsco	221.60
Targeted Newspaper Ads	Aspen Daily News	382.52
Janitorial Supplies	Aspen Maintenance Supply	1,291.62
Children's	Aspen Science Center	220.00
Travel Expenses	Baumgarten, Christy AP	485.08
Music	Bealka Piano Service	240.00
Prepaid Expense	Bitwarden	1,584.00
Replacement Books - Purchased	Blackstone Publishing	561.37
Wellness/Health Insurance	CEBT Willis of Colorado	15,673.29
Telephone	Century Link	1,010.46
Property & Liability Insur	Colorado Special Districts Property & Lia	221.00
Furniture & Fixtures	Cosecha Textiles LLC	10,460.00
Maintenance	D'AC Lighting	495.23
Translation / Interpretation	Dulce Andrea Suarez	402.50
Travel Expenses	Elizabeth DeWetter	238.52
Background Check	Employers Council Services, Inc.	59.00
Children's	Functional Fitness 45, LLC	480.00
Teen	Georgina Levey	30.58
Maintenance	Green Electrical Solutions LLC	3,330.00
Janitorial	Grizzly Creek Enterprises, Inc	9,113.80
Online Databases	Hive Class Inc.	250.00
Service Agreement	Image Net Consulting	1,113.86
Adult fiction books	Ingram Library Services	6,193.11
Adult	Jessica Barnum	643.50
Maintenance	Lassiter Electric Inc.	4,342.00
Marmot ILS System	Marmot Library Network, Inc.	27,158.64
Juvenile Movies	Midwest Tape	839.69
Spanish Language	MLAM, Inc.	3,500.00
Music	Morgan Williams	1,800.00
Office Supplies	ODP Business Solutions	56.62
Furniture & Fixtures	Office Outfitters Planners Inc	13,027.21
Adult	Old World Wine Co LLC	696.00
Overdrive	Overdrive, Inc	4,316.88
Youth Audio	Playaway Products	940.83

BASALT REGIONAL LIBRARY DISTRICT ACCOUNTS PAYABLE LIST

March 7 - April 10

BUDGET DESCRIPTION	PAYEE	AMOUNT
Maintenance	Rolling River Shading	150.00
Travel Expenses	Shipley, Amy	258.62
Miscellaneous Contracts	Team CivX	6,000.00
Maintenance	The Fireplace Company	250.00
Targeted Newspaper Ads	The Sopris Sun	360.00
Maintenance	Threshold	100.00
Maintenance	Tri County Locksmith	3,876.42
Trash	Waste Management	1,558.91
Maintenance	Young Services	1,558.91
		Grand Total \$ 143,536.71



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$8,782.22		
Transactions	\$7,583.28		
Fees	\$0.00		
Adjustments	\$0.00		
Payments	-\$8,782.22		
Statement balance	\$7,583.28		

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
02/15/2025	**** 4228	AMAZON MKTPL*US6091C23	\$49.98	Laura Baumgarten
02/15/2025	**** 7327	AMAZON MKTPL*1241108F3	\$54.53	Kristen A Doyle
02/17/2025	**** 4228	CLIC	\$30.00	Laura Baumgarten
02/18/2025	**** 4587	Amazon.com*XB6716XZ3	\$22.77	Meghan Pearlman
02/18/2025	**** 1835	AMZN Mktp US*Z05WN48A3	\$286.99	Brittany Crooke
02/18/2025	**** 4587	AMZN Mktp US*NL3QT2Y83	\$17.65	Meghan Pearlman
02/18/2025	**** 4587	AMZN Mktp US*UR6DG78Q3	\$47.98	Meghan Pearlman
02/18/2025	**** 4228	AMAZON MKTPL*Q28MX7PS3	\$123.71	Laura Baumgarten
02/18/2025	**** 4480	AMAZON MKTPL*8W0EF2943	\$7.99	Steven GarciaMachuca
02/19/2025	**** 4587	AMAZON MKTPL*WO7OD3FZ3	\$166.99	Meghan Pearlman
02/19/2025	**** 9304	AMZN Mktp US*1V8L43J83	\$14.71	Amy Shipley
02/19/2025	**** 7553	AMZN Mktp US*IZ1384A53	\$47.99	Linda Campbell
02/19/2025	**** 1835	THRIFT BOOKS GLOBAL, LLC	\$175.80	Brittany Crooke
02/19/2025	**** 1835	AMZN Mktp US*FE0YJ8LK3	\$373.40	Brittany Crooke
02/19/2025	**** 7553	AMAZON MKTPL*TR7TO0163	\$42.09	Linda Campbell
02/19/2025	**** 7553	Amazon.com*CO49M2T23	\$80.99	Linda Campbell
02/20/2025	**** 2151	QUALITY INNS	\$139.21	Christy Baumgarten
02/20/2025	**** 7553	Etsy	\$31.07	Linda Campbell
02/20/2025	**** 7553	AMAZON MKTPL*A41H45IM3	\$11.99	Linda Campbell
02/20/2025	**** 1835	AMAZON MKTPL*HR6435283	\$98.99	Brittany Crooke
02/20/2025	**** 7327	AMAZON MKTPL*FN9J38CT3	\$152.97	Kristen A Doyle
02/20/2025	**** 7327	DEMCO	\$99.35	Kristen A Doyle
02/21/2025	**** 4228	AMAZON MKTPL*1K3Q750W3	\$41.97	Laura Baumgarten
02/21/2025	**** 2151	Amazon.com*FL0922IK3	\$11.88	Christy Baumgarten
02/21/2025	**** 1835	AMAZON MKTPL*5K3WW1GV3	\$63.87	Brittany Crooke

DATE CARD	MERCHANT	AMOUNT	NAME
02/21/2025 **** 7327	DEMCO INC	\$141.96	Kristen A Doyle
02/22/2025 **** 7327	Amazon.com*XC2ST9483	\$8.99	Kristen A Doyle
02/22/2025 **** 0011	AMAZON MKTPL*HZ2WU3EB3	\$91.79	Elizabeth DeWetter
02/25/2025 **** 4587	NESPRESSO USA, INC.	\$156.00	Meghan Pearlman
02/26/2025 **** 4228	AMAZON MKTPL*276GZ45L3	\$139.98	Laura Baumgarten
02/26/2025 **** 7327	AMAZON MKTPL*UY5DM8CR3	\$261.89	Kristen A Doyle
02/27/2025 **** 2151	AMAZON MKTPL*251N678K3	\$100.86	Christy Baumgarten
02/27/2025 **** 7553	AMAZON MKTPL*YA6CU2GS3	\$22.72	Linda Campbell
02/27/2025 **** 7553	AMAZON MKTPL*2005W9V83	\$12.06	Linda Campbell
02/27/2025 **** 4587	AMAZON MKTPL*QD8G389N3	\$39.70	Meghan Pearlman
02/27/2025 **** 7327	AMAZON MKTPL*0S5ZK3MD3	\$69.99	Kristen A Doyle
02/28/2025 **** 4587	KLOG	-\$49.00	Meghan Pearlman
02/28/2025 **** 4587	Amazon.com*WO6HV7K33	\$79.99	Meghan Pearlman
02/28/2025 **** 4480	TIMBOS PIZZA	\$27.00	Steven GarciaMachuca
02/28/2025 **** 7327	DEMCO INC	\$86.10	Kristen A Doyle
02/28/2025 **** 1835	AMAZON RETA* EV6V97N13	\$105.48	Brittany Crooke
03/01/2025 **** 0011	CITY-MARKET #0433	\$17.96	Elizabeth DeWetter
03/02/2025 **** 2151	GOOGLE*GSUITE BASALTLI	\$326.40	Christy Baumgarten
03/03/2025 **** 1835	AMAZON MKTPL*B58380CP3	\$5.72	Brittany Crooke
03/04/2025 **** 2151	ADOBE *ADOBE	\$479.88	Christy Baumgarten
03/04/2025 **** 4587	Amazon.com*8W8PC9IQ3	\$94.59	Meghan Pearlman
03/04/2025 **** 0011	THRIFT BOOKS GLOBAL, LLC	\$238.61	Elizabeth DeWetter
03/04/2025 **** 7327	Amazon.com*KO4PB3TW3	\$39.98	Kristen A Doyle
03/04/2025 **** 4587	Amazon.com*PI9B94163	\$14.99	Meghan Pearlman
03/05/2025 **** 2151	TMOBILE POSTPAID WEB	\$678.88	Christy Baumgarten
03/05/2025 **** 1835	SKATE WAREHOUSE	\$102.78	Brittany Crooke
03/06/2025 **** 7553	AMAZON MKTPL*492I371R3	\$8.99	Linda Campbell
03/06/2025 **** 4587	SP POSPAPER.COM	\$142.95	Meghan Pearlman
03/06/2025 **** 9304	DREAMTIME WATER DIST	\$512.00	Amy Shipley
22		_	

DATE	CARD	MERCHANT	AMOUNT	NAME
03/06/2025	**** 1835	PAYPAL *COLORADOTEE	\$83.28	Brittany Crooke
03/06/2025	**** 1835	PAYPAL *COLORADOTEE	\$83.28	Brittany Crooke
03/06/2025	**** 9304	SQ *MOUNTAIN HEART BREWIN	\$14.34	Amy Shipley
03/07/2025	**** 4587	AMAZON MKTPL*SQ31P47Y3	\$16.59	Meghan Pearlman
03/07/2025	**** 0011	AMAZON MKTPL*W12YP7ZL3	\$32.23	Elizabeth DeWetter
03/08/2025	**** 4587	AMAZON MKTPL*482697EW3	\$22.29	Meghan Pearlman
03/08/2025	**** 3542	CITY-MARKET #0433	\$248.86	Delaney A Meyers
03/08/2025	**** 4587	AMAZON MKTPL*L38W32GP3	\$62.68	Meghan Pearlman
03/08/2025	**** 1835	AMAZON MKTPL*6737U5PE3	\$5.99	Brittany Crooke
03/09/2025	**** 1835	AMAZON MKTPL*P42RV8Q03	\$46.89	Brittany Crooke
03/10/2025	**** 1835	AMAZON MKTPL*X71HB7243	\$171.83	Brittany Crooke
03/11/2025	**** 1835	AMAZON MKTPL*C71AMONW3	\$349.90	Brittany Crooke
03/12/2025	**** 7553	AMAZON MKTPL*7D46K0VN3	\$72.29	Linda Campbell
03/12/2025	**** 2151	DRI*eSigns	\$79.12	Christy Baumgarten
03/12/2025	**** 1835	AMAZON RETA* 8490X9AC3	\$60.13	Brittany Crooke
03/13/2025	**** 4587	AMAZON MKTPL*3B07A6HQ3	\$15.69	Meghan Pearlman
03/14/2025	**** 7327	PINT BROTHERS	\$23.44	Kristen A Doyle
03/14/2025	**** 0011	TIMBOS PIZZA	\$19.75	Elizabeth DeWetter
03/14/2025	**** 7327	ENSO SUSHI&GRILL	\$20.59	Kristen A Doyle
		Total		\$7,583.28

Order Date		Order ID	PO Number	Order Subtotal	Title
	3/31/2025	114-2821939-4267411	5620	100 00	Modular Robotics Cubelets Robot Blocks - Battery Cubelet Robot Cube for Home Robotics Construction - Ages 4+
					CUBELETS Modular Robotics Boundless Builder Pack for Science Engineering Kits with 19 Robot Cubes - STEM for
		114-6707978-3493845		2,595.00	Teens and Younger Children (Ages 4+) CUBELETS Modular Robotics Robot Blocks with 11 Robot Cubes - Curiosity Set for Home Robotics Kit - Kids STEM Kits
	3/31/2025	114-6707978-3493845	5620		Kids Engineering Kit CUBELETS Modular Robotics Robot Blocks with 5 Robot Cubes - Discovery Set for Home Robotics Kit - STEM Kits for
		114-9855186-2347424			Teens & Kids Aged 4+ - Science Engineering Kits
	3/28/2025	113-0900884-5472222	5310	14.44	Crystalware, Beverage Paper Napkins, 1 Ply Cocktail Napkin, Bulk Package, White (1000-Napkins)
	3/28/2025	113-2431513-7129862	5620	34.35	Melissa & Doug Shape Sorting Cube - Classic Wooden Toy With 12 Shapes Classic Kids Toys, Wooden Toddler Toys, Shape Sorter For Toddlers Ages 2+
	3/28/2025	113-2431513-7129862	5620		Wooden Stacking Toys, Montessori Toys for 3 Year Old Boys Girls Wooden Sorting & Stacking Toys for Baby Toddlers Shape Sorter Color Stacker Preschool Kids Wood Gift
	3/28/2025	113-2431513-7129862	5620		Thoth Montessori Wooden Geoboard Mathematical Manipulative Material Array Block Geo board with 36Pcs Pattern Cards and Rubber Bands Matrix 8x8 for Kids Graphical Educational Toys Early Development Toy
	3/27/2025	113-2461036-2699423	5620	11.98	Joy Bang 404PCS Spring Stickers for Kids, 24 Sheets Garden Stickers Flower Stickers Nature Stickers Spring Stickers Crafts for School Classroom Teachers Childrens Spring Party Favors Supplies Gifts
	3/27/2025	113-7317174-0361821	5610		Nature's Bakery Whole Wheat Fig Bars, Variety Pack
		113-0335510-9946675			Ziploc Quart Food Storage Bags, Stay Open Design with Stand-Up Bottom, Easy to Fill, 80 Count
		113-9270369-0519419			Ziploc Gallon Food Storage Bags, New Stay Open Design with Stand-Up Bottom, Easy to Fill, 30 Count (Pack of 4)
		113-5029997-5542624			U by Kotex Tampons, Click Compact Multipack, Regular/Super Absorbency, Unscented, 45 Count
	3/26/2025	D01-2100871-6873848	i	1,299.00	Business Prime Annual Membership Fee - Medium Wall Charger for Portable DVD Player, Power Supply Cord AC-DC Mains Adapter Compatible with
	3/26/2025	111-8848096-1449017	6055	13.99	UEME/HDJUNTUNKOR/DBPOWER Portable DVD [UL Listed]
		111-8727783-8293052 112-8089233-2547415			ieGeek Carrying Travel Case for 14.1-17.5 inch Portable DVD Player, EVA Hard Shell Travel Laptop Sleeve Bag, Black LQ Industrial #006093009 Screwdriver 5PCS Sewing Machine Screwdriver Keys For Singer, Pfaff, Euro, Eversewn Sewing Machines
	0.100.10005		0055		TISEKER Snap On Button Sew On Presser Foot for All Low Shank Snap-On Singer*, Brother, Babylock, New Home,
		112-8089233-2547415			Janome, Kenmore, Euro-Pro, White, Juki, Simplicity, Elna Sewing Machines NatSumeBasics 3 Purple Washi Tapes Plain Decorative Masking Tape, 32 Feet Self-Adhesive Tapes for Packaging
	3/26/2025	111-8781253-0060240	5320	15.18	Decor Journals Scrapbooks Planners DIY Crafts Gift (Purple) 16 Pcs Mesh Small Toy Bags for Storage, 3 Sizes Reusable Mesh Drawstring Produce Bags Puzzle Bag for Kids Storage
	3/25/2025	113-2132468-8057815	5620	15.25	Playroom Organization, Fruits, Vegetable
	3/21/2025	113-0491976-0036204	5610	66.21	U by Kotex Ultra Thin Pads, Clean & Secure, Heavy Absorbency, 56 Count (Packaging May Vary)
	3/21/2025	113-0491976-0036204	5610		U by Kotex Panty Liners, Clean & Secure, Light Absorbency, Long Length, 126 Count (Packaging May Vary)
	3/21/2025	113-0491976-0036204	5610		Amazon Brand - Mama Bear Gentle Touch Diapers, Hypoallergenic, Size 4, 148 Count, 4 Packs of 37, White Land O Lake Individual Single Serve Mini Moo's Half and Half Creamer Singles, 192 Count Box (Packaged by Renegade
	3/21/2025	113-3606179-8644269	5310	22.93	Dimensions)
	3/21/2025	113-4807727-0262659	5310	89.74	Clorox Free & Clear Compostable Cleaning Wipes, Light Lemon Scent, 75 Count, Pack of 3 (Pack May Vary)
	3/21/2025	113-4807727-0262659	5310		Softsoap Liquid Hand Soap, Fresh Breeze - 7.5 Fl Oz (Pack of 6)
	3/21/2025	113-4807727-0262659	5310		PURELL Advanced Hand Sanitizer Soothing Gel, Fresh Scent, 8 fl oz Pump Bottle (Pack of 4), 9674-06-ECDECO
		113-5784391-2671449			3M Scotch Magic Removable Tape Refill, Matte Finish, 3/4" x 1296", 6 Pack, (811)
	3/20/2025	113-3177677-3983463	5620	46.48	CRASH! BOOM! A Math Tale
	3/20/2025	113-3177677-3983463	5620		Round Is a Tortilla: A Book of Shapes (A Latino Book of Concepts)
	3/20/2025	113-3177677-3983463	5620		Dinosaurumpus! (A StoryPlay Book)
	3/20/2025	113-3177677-3983463	5620		Smooch Your Pooch
	3/20/2025	113-3177677-3983463	5620		The Cazuela That the Farm Maiden Stirred
	3/20/2025	113-5342564-3041043	5620	12.99	She Sells Seashells (Stem Twisters)
	3/20/2025	113-5352864-7950623	5620		Tool School
	3/20/2025	113-8090897-4182600	BC 5	156.79	All-new Amazon Kindle Paperwhite (16 GB) - Our fastest Kindle ever, with new 7" glare-free display and weeks of battery life - Black
					Felt Color Brown Bear Finger Puppets, 9pcs Feeling Sorting Red Bird, Yellow Duck, Green Frog, White Dog, Goldfish,
		113-3840810-9256266			Purple Cat, Blue Horse, Black Sheep Finger Puppets for Kids Classroom Activities
		113-6913406-1599427		45.96	Unipak 1155BK Black Plush Bear Finger Puppet, 5-inch Length
		113-6913406-1599427			Unipak 1199JR Jack Rabbit Plush Finger Puppet, 3.5-inch Height
		113-6913406-1599427		***	The Puppet Company CarPets Bear Hand Puppet
		113-0300035-8310646		119.88	Out of Darkness
		113-0300035-8310646			Out of Darkness FUNLIO 2-in-1 Solid Wood Activity Table & 2 Chairs for Toddlers 3+, Height Adjustable Kids Play Table with 450pcs
	3/17/2025	114-3343136-2791405	5620	109.99	Building Blocks & Large Storage, Toddler Table for Play/Learnig, CPC & CE Certified Funko POP! Rocks: Dolly Parton - Collectable Vinyl Figure - Gift Idea - Official Merchandise - for Kids & Adults - Music
	3/17/2025	114-5305635-8249808	5620	14.95	Fans - Model Figure for Collectors and Display
	3/17/2025	114-7009748-1388258	5620	49.95	Dolly LIFESIZE Cardboard Standup Standee Cutout Display Poster
		D01-2079189-6547422		-	Lockscreen ad removal: applied automatically when device is activated. All-new Amazon Kindle Paperwhite (16 GB) - Our fastest Kindle ever, with new 7" glare-free display and weeks of
	3/14/2025	114-4909961-8953022	5601	179.99	battery life - Black
		113-3151599-0971458			Down by the Bay (Raffi Songs to Read)
		113-3151599-0971458		00	Llama Llama Red Pajama Dry Erase Spanish Flash Cards for Kids English - Spanish Alphabet Flash Cards for Beginners - Set of 200 ESL
		113-4552435-7157852			Teaching and Learning Bilingual Flashcards for Writing and Reading Games.
	3/13/2025	113-8282637-2507410	5620	51.25	Kaplan Early Learning Bilingual Board Books Assortment - Set of 8 LEXIBOOK EDU100i2 Bio Toys School, Bilingual Spanish/English, Wooden, 50 Word Cards, Alphabet, Educational
	3/13/2025	113-8946036-2413028	5620	229.28	Game, Medium

er Date		Order ID	PO Number	Order Subtotal	Title
3	3/13/2025	113-8946036-2413028	5620	•	The Napping House/La casa adormecida: Bilingual English-Spanish
		113-8946036-2413028			La oruga muy hambrienta/The Very Hungry Caterpillar: Bilingual Board Book
3	3/13/2025	113-8946036-2413028	5620		Chicka Chicka Boom (Board Book)
3	3/13/2025	113-8946036-2413028	5620		The Rhyming Rabbit
					The Bilingual Book of Rhymes, Songs, Stories and Fingerplays: Over 450 Spanish/English Selections (English and
,	0/40/0005	440 0040000 0440000	F000		
	3/13/2025	113-8946036-2413028	5620		Spanish Edition)
					My First Bilingual Learn-to-Write Workbook: English-Spanish Bilingual Practice for Kids: Line Tracing, Letters,
3	3/13/2025	113-8946036-2413028	5620		Numbers, and More! (My First Preschool Skills Workbooks)
`	3/ 10/ 2020	110 00 10000 2 110020	0020		
					The World of Eric Carle(TM) The Very Hungry Caterpillar(TM) Lacing Cards: (Occupational Therapy Toys, Lacing Ca
3	3/13/2025	113-8946036-2413028	5620		for Toddlers, Fine Motor Skills Toys, Lacing Cards for Kids)
	3/13/2025	113-8946036-2413028	5620		Ingenio Spellable Bilingual Spelling Game
,	3/13/2023	113-0340030-2413020	3020		9 , 9
					JoyCat Bilingual Spanish & English Talking Flash Cards for Toddlers 1-5, 454 Words+6 Songs, Clear Voice & Thick
3	3/13/2025	113-8946036-2413028	5620		Cards & Easy to Slide in and Out, Independent Play & Speech Development Toys
					The Learning Journey: Match It! - Sequencing - A What Comes Next Self-Correcting Puzzle to Teach Sequence 3" H
3	3/13/2025	113-8946036-2413028	5620		W x 0.1" D
					World of Eric Carle (TM) Spanish-English Flash Cards: (Bilingual Flash Cards for Kids, Learning to Speak Spanish, I
	3/13/2025	113-8946036-2413028	5620		Carle Flash Cards, Learning a Language)
•	3/ 10/ EUEU	110 00 10000 2 110020	5525		
					KTEBO 2 Pack 10 Inch LCD Writing Tablet for Kids - Preschool Drawing Tablet Toys & Toddler Travel Essential Toys
3	3/13/2025	113-8946036-2413028	5620		Christmas Stocking Stuffers for Kids, Easter Basket Stuffers for Kids
	3/13/2025	113-8946036-2413028	5620		The Gato Taco: A Hilarious, Rhyming, Spanish-Sprinkled Children's Book
3	3/13/2025	113-0763741-3771416	5620	2.25	One Hungry Monster : A Counting Book in Rhyme Board Book
3	3/13/2025	113-1507095-9017846	5620	36.70	Wipe Clean Workbook: Numbers 1-50: Ages 3-5; wipe-clean with pen (Wipe Clean Learning Books)
					LovesTown Wooden Pattern Blocks, Geometric Shapes with Activity Cards and Storage Bag, 209 Pieces, Education
3	3/13/2025	113-4464586-4886623	5620	165.66	Tangram Puzzles
					2Pack Wooden Geoboard, Montessori Toy, Graphical Mathematical Education Toy for Kids with Pattern Cards and
	3/13/2025	113-4464586-4886623	5620		
3	JI 13/2025	113-4404300-4886623	5020		Rubber Bands to Figures and Shapes, Brain Teaser STEM Toy Geo Board.
					Melissa & Doug K's Kids Take-Along Shape Sorter Baby Toy With 2-Sided Activity Bag and 9 Textured Shape Blocks
3	3/13/2025	113-4464586-4886623	5620		Sensory Toys, Travel Shape Sorter Toys For Toddlers And Infants
					,,-,,,
					Coogam Numbers and Alphabets Flash Cards Set - ABC Wooden Letters and Numbers Animal Pattern Board Mate
3	3/13/2025	113-4464586-4886623	5620		Puzzle Game Montessori Educational Learning Toys Gift for Preschool Kids Age 3 4 5 Years
					Handy Famm 8Ft Animal Shaped Kids Tape Measurer, Fun Level and Protractor Angle Finder, Educational Childre
2	3/13/2025	113-4464586-4886623	5620		Tools, Small Measuring Tapes for Learning Early Math Skills, Ages 3 and up, Blue Bird
	3/13/2025	113-4464586-4886623	5620		Mouse Count/Cuenta de ratón: Bilingual English-Spanish
3	3/13/2025	113-4464586-4886623	5620		Ten Black Dots Board Book
	3/13/2025	113-4464586-4886623	5620		Tender Moments: Grandma Loves Me 123 (Bilingual Edition)
3	3/13/2025	113-4464586-4886623	5620		On the Launch Pad: A Counting Book About Rockets (Know Your Numbers)
	2/12/2025	113-4464586-4886623	5620		Un Elefante: Numbers / Números: A Bilingual Counting Pook / Lil! Libros / (English and Spanish Edition)
					Un Elefante: Numbers / Números: A Bilingual Counting Book (Lil' Libros) (English and Spanish Edition)
3	3/13/2025	113-4464586-4886623	5620		Goodnight Moon 123/Buenas noches, Luna 123 Board Book: Bilingual Spanish-English
					Diez deditos de las manos y Diez deditos de los pies / Ten Little Fingers and Ten Little Toes bilingual board book
	2/12/2025	113-4464586-4886623	5620		(Spanish and English Edition)
	3/13/2023	113-4404360-4660023	3020		
					GAMENOTE Magnetic Number Tracing Board, 2 in 1 Double Sided Numbers 1-20 Writing Board for Toddlers & Kids
3	3/13/2025	113-4464586-4886623	5620		Preschool Handwriting Learning Toys, Educational Math Manipulatives
					Five Little Monkeys Sitting in a Tree/Cinco monitos subidos a un árbol Board Bk: Bilingual English-Spanish (A Five
3	3/13/2025	113-5250545-6026626	5620	5.98	Monkeys Story)
3	3/13/2025	113-7377263-7817840	5620	5.96	Ten Little Puppies/Diez perritos: Bilingual English-Spanish
3	3/13/2025	114-4872433-4935428	5610	104.96	Set of 100 Assorted Valley Green Flower Seed Packets! Flower Seeds in Bulk - 20+ Varieties Included
					Organic Herb Seeds Variety Pack - 35 Individual Packs - 2025 Season - Basil, Cilantro, Dill, Thyme, Parsley and M.
	0/40/0005	114 4070400 10051	EC10		
3	3/13/2025	114-4872433-4935428	5010		for Indoor & Outdoor Planting (Non-GMO, Certified Organic)
					18mm Black on Yellow Label Tape Replacement for Brother TZe-641 TZe641 TZe 18mm 0.7 Laminated Yellow Tap
	0/40/00==	440 000 1700 55555	5040	.=	
3	3/12/2025	113-6334789-9093868	5310	15.69	Compatible with Brother P Touch Yellow Label for PTD400 PTD410 PTD600 PT1750, 3-Pack
3	3/11/2025	113-0208305-6501050	5660	60.13	A Very Large Expanse of Sea
	0 (4 0 (5 5 5 5	440 0000000	5000		B
3	3/10/2025	113-6900036-5168252	5620	72.29	Deluxe Loteria Snakes and Ladders (Serpientes Y Escalera) with Loteria Classic Mexican Board Game
3	3/10/2025	113-6900036-5168252	5620		Rarlan Washable Markers Bulk, Markers for Kids, Bulk pack, 12 Colors, 240 Count
,					22.000, 27.0000
		113-6900036-5168252	5620		Monopoly Junior Board Game Family Games for Preschoolers Ages 5+ Easter Gifts for Kids (Amazon Exclusive
3	3/10/2025	113-0300030-3100232			Nature's Bakery Whole Wheat Fig Bar, Vegan + Non-GMO, Apple Cinnamon (12 Count)
3		113-1128305-6797042	5610	62.68	
3			5610	62.68	mile Stratched Artist Canvas A8v60 inches 2 Pack 1 5" inch Thick Callan Profile 45 or Primad 1 - 1 - 1
3	3/7/2025	113-1128305-6797042			
3	3/7/2025				eq:mild-stretched-Artist Canvas 48x60 inches 2 Pack 1.5" inch Thick Gallery Profile 15 oz Primed Large Canval for Painting, Ready to Paint Art Supplies for Acrylic, Oil
3	3/7/2025	113-1128305-6797042			for Painting, Ready to Paint Art Supplies for Acrylic, Oil
3	3/7/2025 3/7/2025	113-1128305-6797042 113-4724830-5013845	5660	349.90	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watere
\$	3/7/2025 3/7/2025 3/7/2025	113-1128305-6797042 113-4724830-5013845 113-8680678-6861064	5660 5660	349.90 5.99	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Water Craft DIY Art Painting Palette, 2 PCS
3	3/7/2025 3/7/2025 3/7/2025	113-1128305-6797042 113-4724830-5013845	5660 5660	349.90 5.99	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watere
3	3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-1128305-6797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253	5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Waters Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set
3	3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-1128305-6797042 113-4724830-5013845 113-8680678-6861064	5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Waters Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set
3	3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-1128305-6797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253	5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Waters Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set
3	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-5073845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412	5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Waterd Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr
3	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-50797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412 113-3622122-3675412	5660 5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watere Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr Arts (88yd =0.94IN*22yd*4) Decoration Labeling No Residue, Easy Removal
3	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-5073845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412	5660 5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Waterd Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr
\$	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-50797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412 113-3622122-3675412	5660 5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watere Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr Arts (88yd =0.94IN*22yd*4) Decoration Labeling No Residue, Easy Removal
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•	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-5073845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412	5660 5660 5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Water Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-o2), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-o2), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr Arts (88yd = 0.94lN*22yd*4) Decoration Labeling No Residue, Easy Removal Liquitex 2023470 Basic Acrylic Paint Set with 0.74 oz Tubes, Assorted Color - Set of 36 25pcs Paint Brush Set, Fuumuui Acrylic Paint Brushes, Professional Artist Series with Wide Flat, Filbert, Fan, Dag
\$	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-50797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412 113-3622122-3675412	5660 5660 5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Ari Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watero Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr Arts (88yd = 0.94IN*22yd*4) Decoration Labeling No Residue, Easy Removal Liquitex 2023470 Basic Acrylic Paint Set with 0.74 oz Tubes, Assorted Color - Set of 36
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\$	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-50797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412	5660 5660 5660 5660 5660 5660	349.90 5.99 46.89	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watere Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr Arts (88yd = 0.94IN*22yd*4) Decoration Labeling No Residue, Easy Removal Liquitex 2023470 Basic Acrylic Paint Set with 0.74 oz Tubes, Assorted Color - Set of 36 25pcs Paint Brush Set, Fuumuui Acrylic Paint Brushes, Professional Artist Series with Wide Flat, Filbert, Fan, Dag Cat Tongue, Round, Angle, Rigger for Oil, Acrylic Canvas Paintings, Face Painting Liquitex, 3 x 118ml (4-oz.) Tube Set, Two One Basics Acrylic Paint Set of 3, Black and White 3 Piece
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\$	3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025 3/7/2025	113-4724830-50797042 113-4724830-5013845 113-8680678-6861064 113-1446619-3968253 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412 113-3622122-3675412	5660 5660 5660 5660 5660 5660 5660 5660	349.90 5.99 46.89 171.83	for Painting, Ready to Paint Art Supplies for Acrylic, Oil Tamaki Acrylic Paint Palette Paint Pallet Clear Paint Tray Palette, Easy Clean Non-Stick Artist Pallet for Oil Watero Craft DIY Art Painting Palette, 2 PCS Liquitex Professional Soft Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set Liquitex Professional Heavy Body Acrylic Paint, 12 x 22ml (0.74-oz), Essentials Set 4 Rolls Premium Painters Tape, Blue Tape, Masking Tape, Paint Tape for Multi-Purpose, Painting, Painter's, DIY Cr Arts (88yd = 0.94IN*22yd*4) Decoration Labeling No Residue, Easy Removal Liquitex 2023470 Basic Acrylic Paint Set with 0.74 oz Tubes, Assorted Color - Set of 36 25pcs Paint Brush Set, Fuumuui Acrylic Paint Brushes, Professional Artist Series with Wide Flat, Filbert, Fan, Dag Cat Tongue, Round, Angle, Rigger for Oil, Acrylic Canvas Paintings, Face Painting Liquitex, 3 x 118ml (4-oz.) Tube Set, Two One Basics Acrylic Paint Set of 3, Black and White 3 Piece Westcott 10562 Acrylic Clear Ruler, 12 In MARKART Professional Drawing Sketching Pencil Set - 14 Pieces, Graphite, (12B - 4H), Ideal for Drawing Art, Sketc Shading, Artist Pencils for Beginners & Pro Artists
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Amazon Transaction Details

March

Order Date	Order ID	PO Number	Order Subtotal	Title
	3/6/2025 113-6140303-2466602	5310	22.29	Land O Lake Individual Single Serve Mini Moo's Half and Half Creamer Singles, 192 Count Box (Packaged by Renegade Dimensions)
	3/6/2025 113-7606893-7569046	5310	16.59	12mm 0.47 Laminated White Label Tape Relpacement for TZe-231 Brother Label Maker Tape, AZe Black on White Label Tape Compatible with Brother P Touch Label Maker PT-D210 PT-H110 PT-D220 PT-D400, 4 Pack Scotch Double Sided Tape with Tape Dispenser, Office and School Supplies for Arts and Crafts, Alternative to
	3/3/2025 114-7355571-5205836	5310	14.99	Scrapbooking Tape, 0.75 in. x 500 in., 6 Tape Rolls with 6 Tape Dispensers
		Grand Total	7,399.23	



Basalt Regional Library District Ballot Measure Survey

March/April 2025



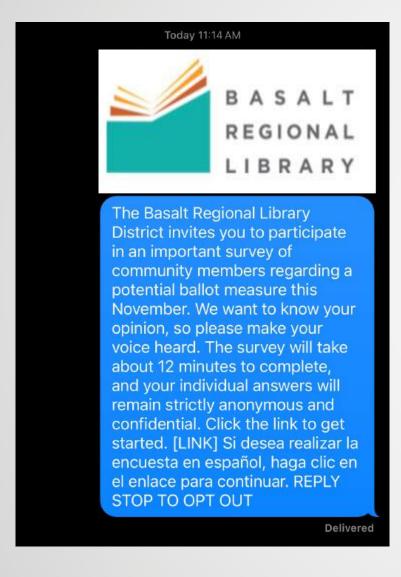


Survey Objectives



- To measure support and opposition for a potential ballot measure to extend the 2006 voter approved property tax to continue to fund library services and upkeep.
- The survey also measured opinion on potential messaging on why the Basalt Library Regional District needs to continue the funding.
- The survey included questions to measure the district's approval rating and familiarity with services, as well as opinions on the fiscal responsibility of the district.

Methodology



Magellan Strategies is pleased to present the results of a survey of 478 registered voters in the Basalt Regional Library District. The interviews were conducted from March 27th through April 6th, 2025.

The overall survey responses have a margin of error of +/- 4.36% at the 95% confidence interval. Population subgroups will have a higher margin of error than the overall sample.

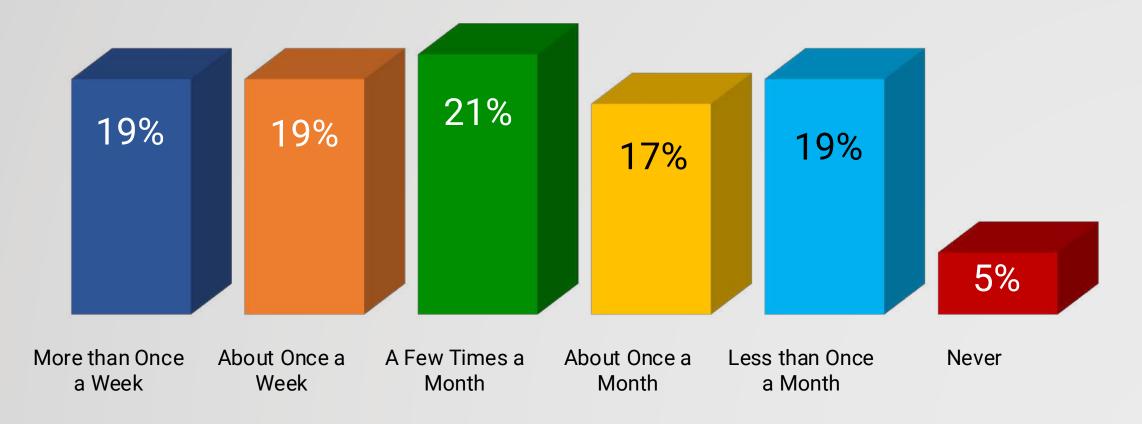
The survey results are weighted to be representative the voter turnout demographics of an odd-year election cycle in the Basalt Regional Library District.

Basalt Regional Library District Voter Registration & Past Turnout Demographics

County	Registration		2024		2023		2022		2021		
Eagle	6,027	69.3%	4,527	69.1%	2,271	71.2%	3,765	69.8%	2,298	70.9%	
Pitkin	2,666	30.7%	2,029	30.9%	920	28.8%	1,632	30.2%	941	29.1%	
Total	8,693	100.0%	6,556	100.0%	3,191	100.0%	5,397	100.0%	3,239	100.0%	
Sex	ex Registration		20	2024		2023		2022		2021	
Female	4,254	48.9%	3,348	51.1%	1,650	51.7%	2,677	50.4%	1,651	51.0%	
Male	4,439	51.1%	3,208	48.9%	1,541	48.3%	2,631	49.6%	1,589	49.0%	
Total	8,693	100.0%	6,556	100.0%	3,191	100.0%	5,307	100.0%	3,239	100.0%	
Age Group Registration		2024		2023		2022		2021			
18-34	2,322	26.7%	1,421	21.7%	320	10.0%	867	16.3%	333	10.3%	
35-44	1,496	17.2%	1,064	16.2%	375	11.8%	765	14.4%	429	13.2%	
45-54	1,279	14.7%	1,000	15.3%	488	15.3%	883	16.6%	519	16.0%	
55-64	1,373	15.8%	1,146	17.5%	621	19.5%	1,062	20.0%	730	22.5%	
65+	2,223	25.6%	1,925	29.4%	1,387	43.5%	1,730	32.6%	1,228	37.9%	
Total	8,693	100.0%	6,556	100.0%	3,191	100.0%	5,307	100.0%	3,239	100.0%	
Party	rty Registration		2024		2023		2022		2021		
Unaffiliated	4,716	54.3%	3,416	52.1%	1,586	49.7%	2,639	49.7%	1,403	43.3%	
Democrat	2,661	30.6%	2,141	32.7%	1,106	34.7%	1,830	34.5%	1,301	40.2%	
Republican	1,137	13.1%	894	13.6%	468	14.7%	768	14.5%	494	15.3%	
Libertarian	73	0.8%	42	0.6%	21	0.7%	43	0.8%	26	0.8%	
Other	106	1.2%	63	1.0%	10	0.3%	27	0.5%	15	0.5%	
Total	8,693	100.0%	6,556	100.0%	3,191	100.0%	5,307	100.0%	3,239	100.0%	

Basalt Regional Library District Ballot Measure Survey, March/April 2025, 478n, +/- 4.36% MoE

How often do you or a member of your household visit the Basalt Regional Library or access digital library services through the website?



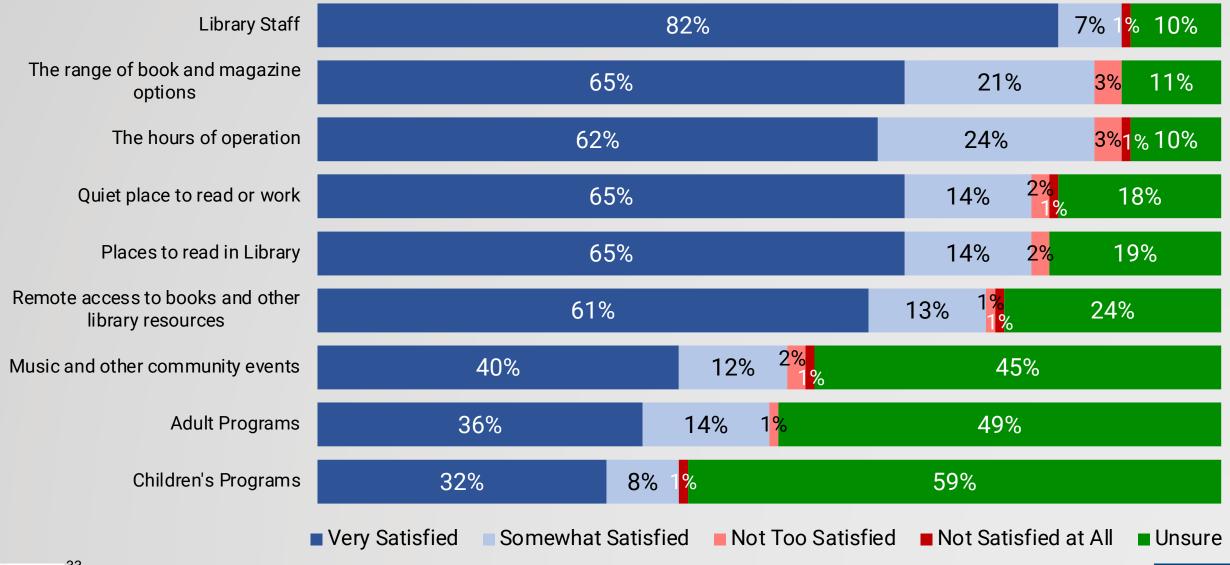
Please describe the reasons why you or members of your household do not use or visit the Basalt Regional Library. [Asked to respondents who never go to the library.]

Preference for Digital or Online Alternatives: Many respondents mentioned they get their reading material digitally-through eBooks, Libby, newspapers, or online research-and find it more convenient than visiting the library.

Lack of Time or Habit: Several people noted time constraints or simply not being in the habit of using the library. Even some who support libraries in principle said it just doesn't occur to them to go.

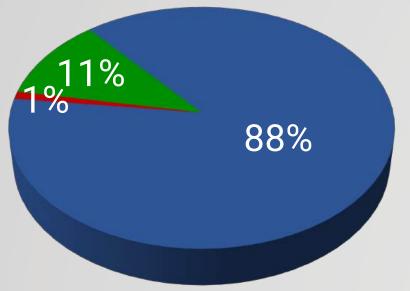
No Perceived Need or Relevance: Some respondents said they have no particular reason to use the library, don't consider themselves library users, or feel it doesn't offer anything they currently need.

How satisfied are you with the following attributes of the Basalt Regional Library? [Ranked by very & somewhat satisfied.]





Do you approve or disapprove of the job the Basalt Regional Library District is doing providing services and programs in your community?

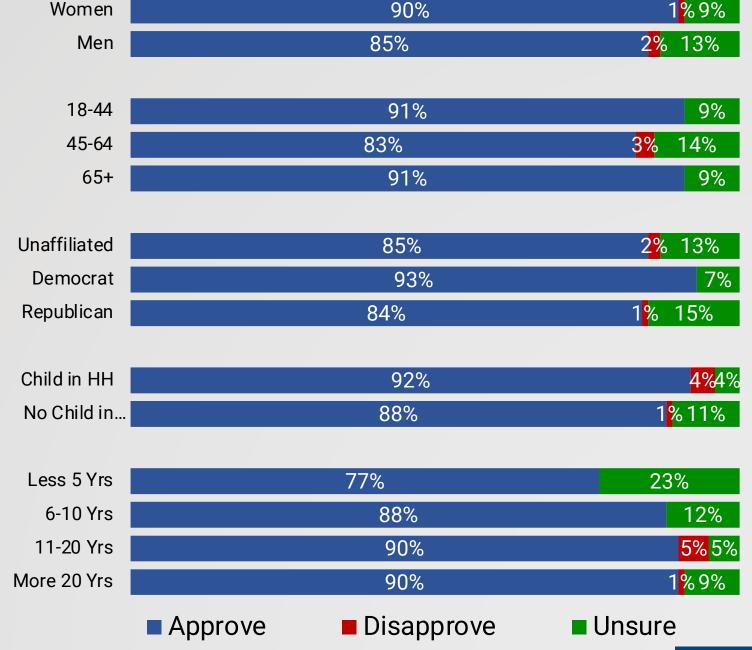




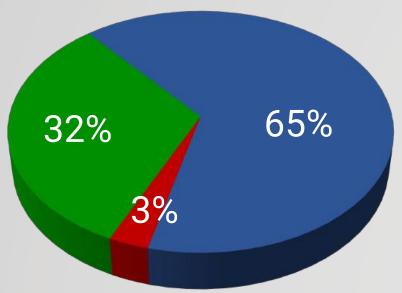
Disapprove

Unsure

Strongly Approve	73%
Somewhat Approve	15%
Strongly Disapprove	0%
Somewhat Disapprove	1%



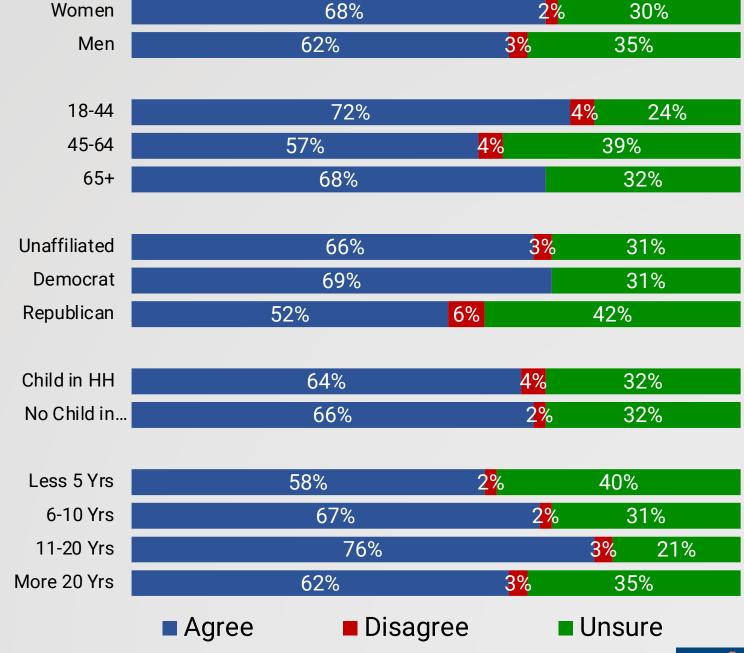
Do you agree or disagree with the following statement? "The Basalt Regional Library District is fiscally responsible and spends taxpayer money wisely."





- Disagree
- Unsure

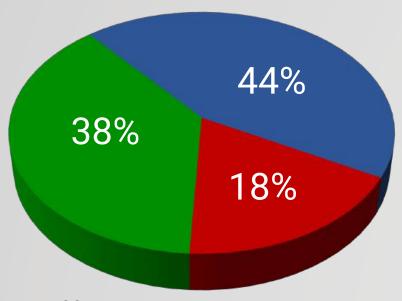
Strongly Agree	50%
Somewhat Agree	15%
Strongly Disagree	0%
Somewhat Disagree	3%





9

Do you think the Basalt Regional Library District has the financial resources needed to provide adequate services and programs in your community?

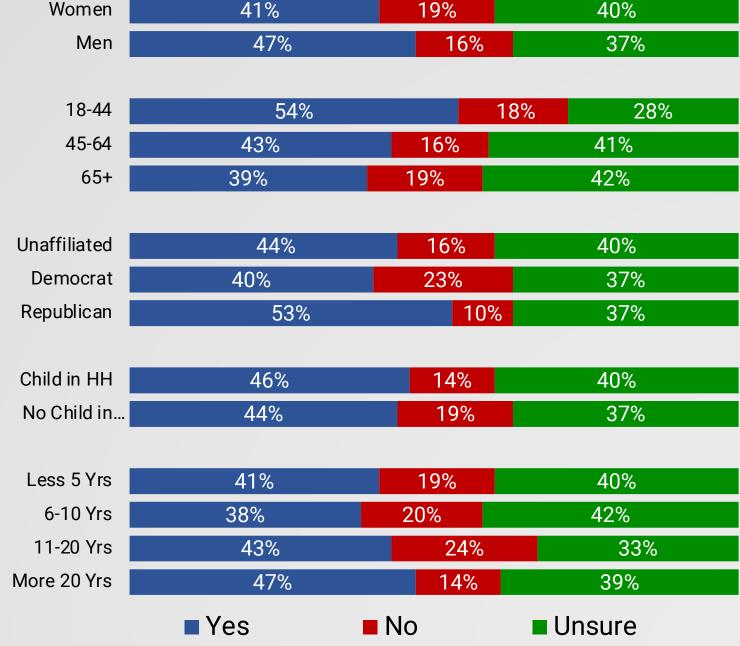


■ Yes

■ No

■ Unsure





Uninformed Ballot Test



Before we continue, it is important to understand that the Basalt Regional Library District has not decided whether to put a ballot measure before voters this November. Your participation in this survey and sharing your honest opinions will help the district make that decision. Let's continue the survey now.

Uninformed Ballot Test



Basalt Regional Library District is considering the following ballot measure this November. Please read the ballot language and indicate if you would vote yes and approve it or vote no and reject it. The ballot measure reads as follows:

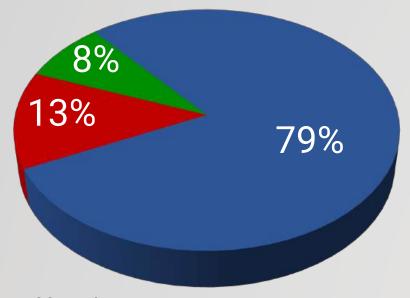
WITHOUT INCREASING THE TAX RATE, SHALL THE BASALT REGIONAL LIBRARY DISTRICT PROPERTY TAXES CURRENTLY IMPOSED PURSUANT TO EXPIRING 2006 VOTER APPROVAL BE EXTENDED AT THE CURRENT RATE OF 1.08 MILLS TO:

- PROPERLY FUND THE ONGOING MAINTENANCE OF LIBRARY FACILITIES;
- PROVIDE FUNDING NECESSARY TO RETAIN STAFF AND MAINTAIN/EXPAND OPERATING
- •HOURS AT THE LIBRARY;
- PROPERLY FUND COMMUNITY ACCESS TO BOOKS, INTERNET, INFORMATION AND
- •PROGRAMS;
- IMPROVE JOB SEARCH AND AFTER-SCHOOL PROGRAMS; AND
- SUPPORT OTHER ESSENTIAL LIBRARY SERVICES AND PROGRAMS

THROUGH A PERMANENT PROPERTY TAX PRODUCING \$782,000 IN TAX REVENUES IN CALENDAR YEAR 2025 AND WHATEVER IS GENERATED EACH YEAR THEREAFTER FROM THE EXTENDED RATE OF 1.08 MILLS FOR DEPOSIT INTO THE DISTRICT'S GENERAL FUND, TO CONSTITUTE A VOTER-APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE STATE CONSTITUTION?

BRLD Uninformed Ballot Test Extending at Current Rate of 1.08 Mills

If an election were being held today, would you vote yes and approve this ballot measure, or would you vote no and reject it?

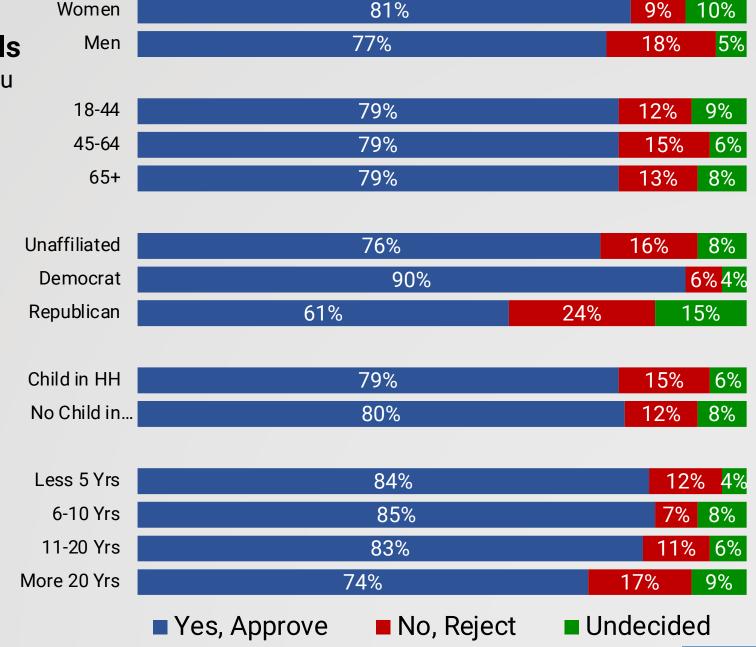


■ Yes, Approve

■ No, Reject

Undecided

Definitely Yes	51%
Probably Yes	28%
Definitely No	6%
Probably No	7%



Basalt Regional Library District Information Questions

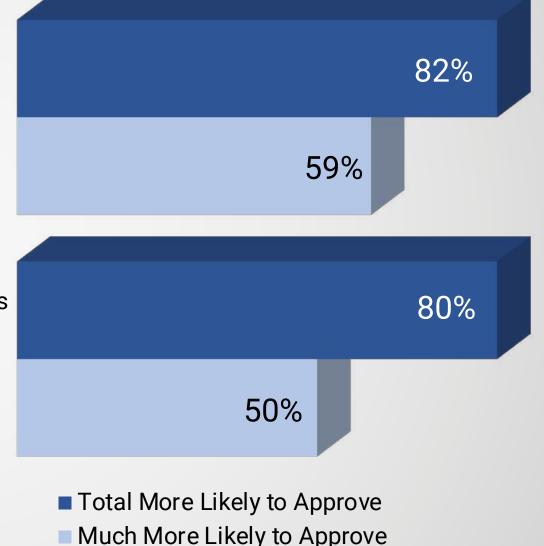


We will now share information about why Basalt Regional Library District is considering this ballot measure, and the operations, programs, and services that would be funded. After reading the information, please indicate if you are more likely to vote yes and approve the ballot measure or if you are more likely to vote no and reject it. Let's get started:

Basalt Regional Library District Ballot Measure Information Questions

The Basalt Regional Library currently employs 18 full-time and 5 part-time staff members. However, due to limited funding, the district has been unable to provide wages that reflect the local cost of living. This ballot measure would enable the district to offer more competitive salaries, which would help retain staff and maintain full staffing levels at the library.

In 2006, voters in the Basalt Regional Library District approved a ballot measure to fund the Basalt Regional Library. The district is set to pay off the bond this year, a year ahead of schedule, and the associated mill levy will expire in 2026. This ballot measure would extend the current mill levy to support staff salaries, ongoing building maintenance, and potential new services or programs.



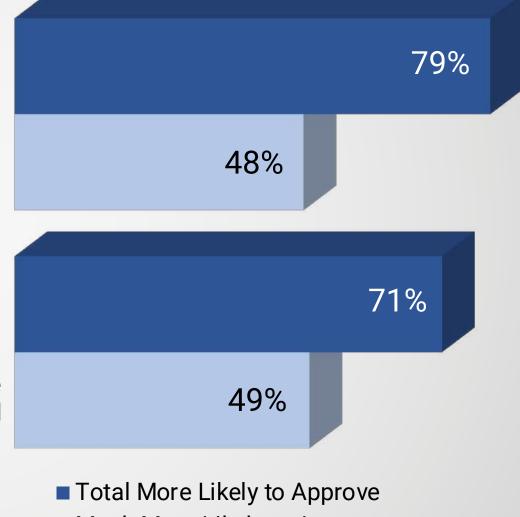




Basalt Regional Library District Ballot Measure Information Questions

If the ballot measure is approved, a portion of the revenue will be allocated for the ongoing maintenance of the library building, enabling the Basalt Regional Library District to address maintenance needs and continue offering its current services proactively.

Currently, in 2025, homeowners in the Basalt Regional Library District pay approximately \$67 annually for each \$1 million of home value toward the ballot measure that was passed in 2006 to build the library. If the present ballot measure were to pass, the mill levy rate would remain and homeowners would continue to pay at the current rate of 1.08 mills to maintain the library and its services.



Much More Likely to Approve



Basalt Regional Library District Ballot Measure – Expanded Library Services

The revenue from the ballot measure could fund the following **expanded library services**. For each service, please indicate if you are more likely to vote yes and approve the ballot measure or if you are more likely to vote no and reject it if the specific service were to be funded.

80% Maintain and Expand the Collection – New books, digital resources, media/movies, 50% videos, eBooks, music, and audiobooks. 78% Maintain Free Community Meeting Space for Local Groups 51% 75% Maintain and Expand Online services to access audiobooks, magazines, newspapers, 47% videos and language-learning software. 74% Maintain and Expand Student Resources - provide additional homework support, and 50% additional literacy, after-school, and summer programs. 72% Maintain and Upgrade New Technology – Computers, tablets, hotspots, etc. 42% 71% Provide Additional Job Training Resources – How-to classes, resume help, and 42% technology skills. 71% Maintain and Expand Library Staffing 45% 70% Additional Work with Community Non-Profit Organizations to Increase Skills – Fly tying 45% workshops, geology workshops, art classes ■ Total More Likely Much More Likely

Informed Ballot Test



Thank you for learning why the Basalt Regional Library District is considering this ballot measure. We will now ask you again to read the specifics of the ballot measure and indicate if you would vote yes and approve it or vote no and reject it:

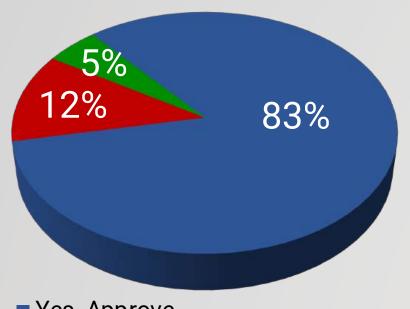
WITHOUT INCREASING THE TAX RATE, SHALL THE BASALT REGIONAL LIBRARY DISTRICT PROPERTY TAXES CURRENTLY IMPOSED PURSUANT TO EXPIRING 2006 VOTER APPROVAL BE EXTENDED AT THE CURRENT RATE OF 1.08 MILLS TO:

- PROPERLY FUND THE ONGOING MAINTENANCE OF LIBRARY FACILITIES;
- PROVIDE FUNDING NECESSARY TO RETAIN STAFF AND MAINTAIN/EXPAND OPERATING
- •HOURS AT THE LIBRARY;
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THROUGH A PERMANENT PROPERTY TAX PRODUCING \$782,000 IN TAX REVENUES IN CALENDAR YEAR 2025 AND WHATEVER IS GENERATED EACH YEAR THEREAFTER FROM THE EXTENDED RATE OF 1.08 MILLS FOR DEPOSIT INTO THE DISTRICT'S GENERAL FUND, TO CONSTITUTE A VOTER-APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE STATE CONSTITUTION?

BRLD Informed Ballot Test Extending at Current Rate of 1.08 Mills

If an election were being held today, would you vote yes and approve this ballot measure, or would you vote no and reject it?

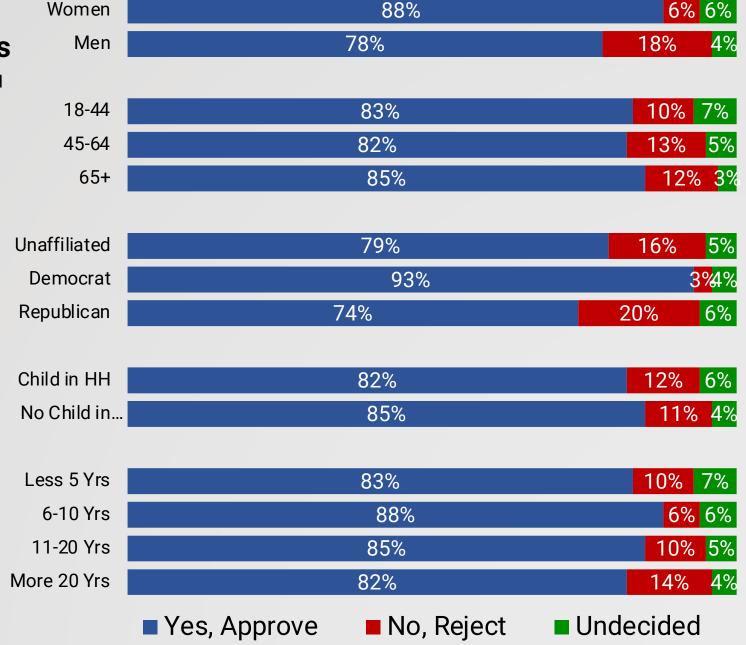


■ Yes, Approve

■ No, Reject

Undecided

Definitely Yes	54%
Probably Yes	29%
Definitely No	6%
Probably No	6%

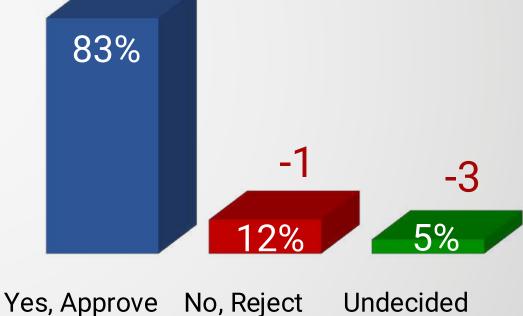


Basalt Regional Library District Ballot Measure Comparison

Uninformed +4
83%

Yes, Approve No, Reject Undecided

79%



Basalt Regional Library District Verbatim Responses

Please describe why you would vote <u>yes and approve</u> this ballot measure. [Asked to those who would vote yes and approve the ballot measure.]

The Library as a Vital Community Resource; Many respondents view the library as the heart of the community—a safe, welcoming, and inclusive place that supports education, connection, and quality of life for people of all ages.

Support for Public Access, Equity, and Inclusion: People deeply value that the library offers free access to knowledge, technology, and services—especially in a region marked by income disparity. People liked that the library is fair and open to everyone, no matter who they are.

Desire to Maintain or Expand Services and Programs: There was strong support for preserving and even expanding current offerings—including children's programs, digital services, arts, music, and multilingual support.

Support for Library Staff and Living Wages: Many respondents explicitly mentioned their support for raising staff salaries and ensuring library workers can afford to live in the area.

Basalt Regional Library District Verbatim Responses

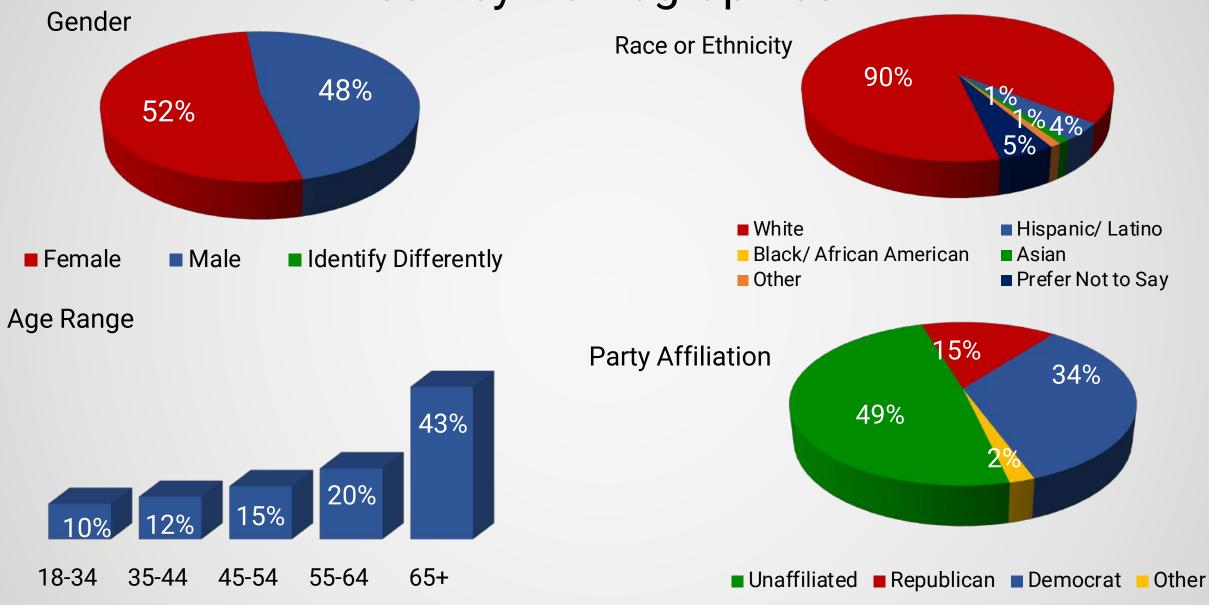
Please describe why you would vote <u>no and reject</u> this ballot measure. [Asked to those who would vote yes and approve the ballot measure.]

Concern About High Property Taxes: Many people said their property taxes have already gone up significantly—some mentioned increases of 100% or more. They feel overwhelmed and believe now is not the time for additional costs, even if the tax is just being extended.

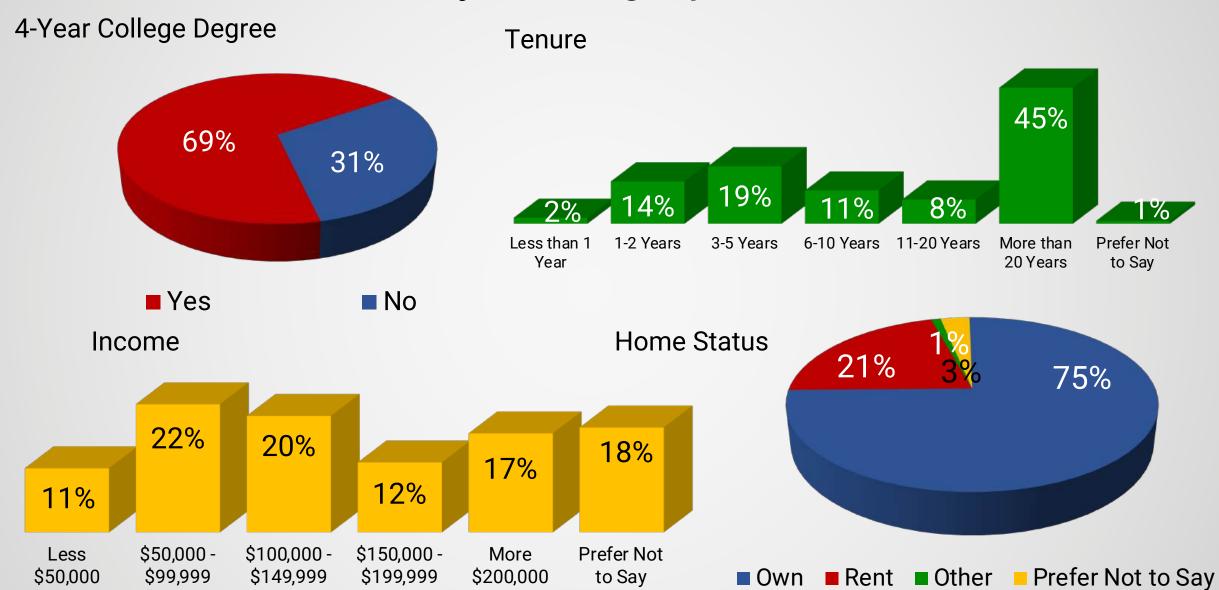
Frustration About the "Temporary" Tax Becoming Permanent: Several residents feel misled because the original tax was supposed to be temporary. They're upset that it's now being proposed as permanent.

Lack of Transparency or Specifics in the Proposal: Some said the ballot language is too vague or confusing. They want more detail about how the money will be used, how much is needed, and a clear financial plan.

Survey Demographics



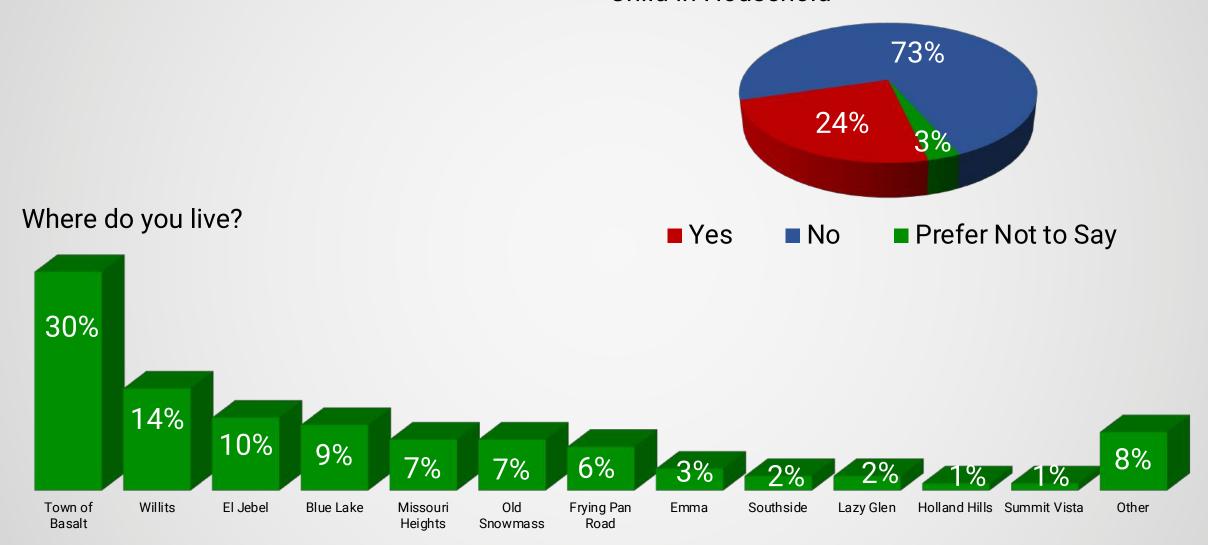
Survey Demographics





Survey Demographics

Child in Household

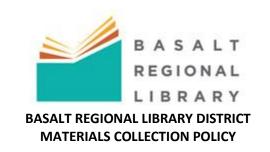


Magellan Strategies

4800 Aspen Creek Drive Broomfield, CO 80023 MagellanStrategies.com (303) 861-8585

David Flaherty | Ryan Winger Courtney Sievers





It is the policy of the Basalt Regional Library District (BRLD) to provide a diverse collection to meet the interests, backgrounds, cultural heritages, social values, and needs of everyone in our community in order to achieve an informed citizenry. Inclusion in the collection does not constitute endorsement of any particular viewpoint. Further, a work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. Selection of materials is to be flexible and responsive to the changing needs and interests of our community. We will use data, community feedback, and our expertise in order to create the best collection of materials possible for the users of the library.

MATERIALS SELECTION:

Authority for selection of materials is delegated by the Board of Trustees to the Executive Director, who further delegates responsibility to the collection managers.

Library materials include, but are not limited to, print (e.g. books, magazines, newspapers), non-print (e.g. audiobooks, CDs, DVDs, Playaways), and electronic formats (e.g. databases, ebooks, e-audiobooks), as well as non-traditional items (e.g. camping equipment, telescopes, sewing machines).

Selectors choose materials to reflect varying levels of entertainment, education, reading levels, age levels, interests, differing social and religious customs, and languages. The collection offers users a variety of formats, viewpoints, and subjects.

Although BRLD attempts to provide material on every subject and grade level, no attempt is made to match the collection to a particular curriculum. BRLD may serve as a limited, supplementary source to meet the educational needs of students. BRLD does not purchase textbooks. Library materials are selected for the general reader rather than the specialist.

GENERAL SELECTION CRITERIA:

General criteria considered in selecting materials include:

- Popularity and/or anticipated demand by patrons,
- How the item adds to the depth, breadth, and balance of the collection in meeting the needs of the community,
- Quality as reflected by published reviews of the item,
- Significance and value to the collection,
- Qualifications of author or producer,
- Suitability of subject and style for intended audience,
- Suitability and quality of format,
- Currency or timeliness of material,
- Attention given to the item by the media,
- Budget and price of the material,
- Availability of similar materials in other libraries or through inter-library loan, and
- Technical quality of non-book materials.

SELECTION CRITERIA FOR NON-PRINT FORMATS:

General selection criteria considered for print and non-print materials apply to library-of-things materials as well. In addition, the following criteria are considered:

- Safety for staff and community members,
- Compatibility with hardware and equipment,
- Ease of use,
- Frequency of updates,
- Remote access capability,
- Authority of sources,
- Usability, durability, ease of repair by staff, and
- Pricing and availability compared with equivalent print resources.

In selection, consideration is given to the work as a whole. Materials need not meet all of the above criteria and materials are not to be excluded solely on any one of the following:

- Race, religion, nationality, gender, sexual orientation, or political views of an author,
- Frankness or coarseness of content,
- Controversial nature of an item,
- Endorsement or disapproval of an item by an individual or organization, and
- The possibility that the materials may inadvertently come into the possession of children.

PURCHASE SUGGESTIONS:

We encourage users of our library to participate in the collection development process so we can build a collection that accurately reflects the needs and interests of the community. All suggestions will be reviewed using the criteria outlined above. For items not purchased, residents will have the option to request them through BRLD's Interlibrary Loan service, if the title is available at another library.

COLLECTION MAINTENANCE:

Criteria for deselection:

Obsolescence

- Material contains inaccurate or outdated information;
- New editions of this item have been published;
- Material no longer conforms to Material Selection Policy (i.e. VHS tapes, etc.).

Frequency of Use

• Circulation records or in-house statistics indicate lack of use. In addition to frequency of use, consideration may be given to such factors as archival significance.

Duplication

• Multiple copies are no longer heavily circulated or used, or information contained is readily available in another source owned by BRLD.

Condition

 Material is damaged or worn and no longer suitable for circulation; availability and need will determine replacement.

Newer editions

• Previous editions of annual publications are not retained unless the older material serves a definite research purpose for the community.

Reference materials

• These items are subject to the same review process for deselection as all other items in the collection.

Historical materials

Policy reviewed: February 2023, January 2025 Policy approved: April 2015, May 2023

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 Material of historical nature will be maintained in the collection when it provides needed information relevant to the library, its mission, and its services; and when library staff have the expertise and environment to preserve the material.

Periodicals

• Periodical subscriptions are subject to annual review by the professional staff.

Materials will be removed from the collection in accordance with accepted professional practices.

Library items withdrawn from BRLD's collections may be:

- Offered to the BRLD Friends of the Library bookstore.
- Sent to resellers which benefit state library consortia.
- Donated.
- Recycled or thrown away.

MATERIAL DONATIONS:

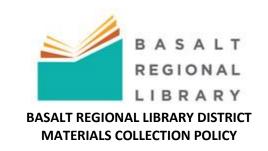
For information on donating items to the collection, see the BRLD Donations & Gifts Policy

REQUEST FOR RECONSIDERATION:

Any resident of the Roaring Fork Valley has the right to request reconsideration of any portion of this Materials Collection Policy or how BRLD implements this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

Policy reviewed: February 2023, January 2025 Policy approved: April 2015, May 2023

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Policy reviewed: February 2023, <u>January 2025</u> Policy approved: April 2015, May 2023

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BASALT REGIONAL LIBRARY DISTRICT MEETING SPACES POLICY

It is the policy of the Basalt Regional Library District (BRLD) to offer its public meeting spaces for use by the community, subject to certain requirements. BRLD has two meeting spaces.

The Community Room is located on the southeast corner of the building and is accessible from the lobby. This room accommodates up to 84 people. This room has a kitchen available as well as presentation and video conferencing hardware available upon request.

The Conference Room is located on the west end of the lobby. This room accommodates up to 15 people. This room has presentation and video conferencing hardware available upon request.

DETAILS ABOUT THE MEETING SPACES:

	COMMUNITY ROOM	CONFERENCE ROOM
Available hours	7am to 10pm	7am to 10pm
Occupancy limit	84	15; 8 to 10 comfortably
Kitchen access	Yes	No
Podium	Yes	Yes
Projector and screen	Yes	No
TV monitor	No	Yes
Sound system	Yes	No
Video conferencing hardware	Available upon request	Available upon request
Presentation remote pointer	Available upon request	Available upon request
Whiteboards	Yes	Yes

HOW TO RESERVE THE MEETING SPACES:

- BRLD programs and events will have priority for the use of the meeting spaces.
- Non-library events are scheduled on a first-come, first-served basis.
- Groups may book library meeting spaces up to 35 days in advance, and spaces must be booked at least 48 hours in advance.
- Any group seeking to use the meeting spaces is required to sign a rental agreement and present a \$100 security deposit for each meeting space reservation. The reservation will not be considered complete until the security deposit is collected. If multiple reservations are made at once, the deposit, if unused, shall roll over to the next reservation. However the deposit will not be kept on file for future reservations not made at the time of the original reservation.
- Security deposits will be returned if the meeting spaces are returned in a clean condition, free of any damage.

REQUIREMENTS FOR USE:

- The BRLD Patron Behavior Policy applies to all people using any meeting space.
- A responsible adult must be in attendance when minors are present in the meeting spaces.
- User is required to receive training from a qualified staff member on the approved uses of BRLD's equipment.
- Private parties (baby showers, wedding showers, birthday parties, memorial services, wakes, fundraisers, retirement parties, graduation parties, etc.) are not permitted in BRLD meeting spaces.
- User agrees not to create holes in the walls of the meeting spaces with tacks or staples. Only approved low tack tape may be used in the meeting spaces.
- User is financially responsible for any and all damages to the facility and/or equipment and must assume full responsibility for any loss or injuries that occur during the reserved times.
- Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided to the concierge prior to the event date.
- All trash, recycling, and compost must be deposited in the proper receptacles.
- If the meeting is not advertised as being "open to the public," Users have the right to limit attendance. However, library staff members cannot be expected to enforce or ensure the privacy of any meeting.
- Commercial enterprises, such as small businesses, may use the room to present informational programs, but may not sell products or services in the library.

IN ADDITION:

- Meeting room users may request that their meeting be included in the library's online events calendar.
- Staff members may enter meeting spaces or study rooms at any time to ensure compliance with all BRLD policies.
- Library staff will open and inspect the meeting spaces before and after the reserved period of use.
- In the event the meeting spaces are not returned to BRLD in good condition, BRLD may apply the security deposit toward the cost of any and all repairs or cleaning. User is responsible for any damage or cleaning fees in excess of the security deposit.
- No storage is provided for Users' belongings, and BRLD is not responsible for anything left in the building.
- Posters may be posted on the community bulletin board. No outside banners or other postings are allowed.

EXCLUSIONS, EXCEPTIONS, INDEMNITY:

- BRLD provides no liability or other insurance to cover expensesincurred by individuals attending a scheduled event.
- BRLD assumes no responsibility for loss or damage to equipment or items brought into the Library or any liability that might arise through the use of the meeting spaces.

Policy reviewed: August 2015, November 2018, December 2022, January 2025

Policy approved: November 2018, March 2023

- Permission to use meeting spaces does not constitute endorsement by BRLD staff or Board of Trustees. No advertisement or announcement implying such endorsement is permitted. BRLD, at its sole discretion, reserves the right to revoke meeting space privileges at any time.
- The piano is not available for use.

REQUEST FOR RECONSIDERATION:

Any community member has the right to request reconsideration of any portion of this Meeting Spaces Policy, how this policy is implemented, or any use of the meeting spaces. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

Policy reviewed: August 2015, November 2018, December 2022, January 2025

Policy approved: November 2018, March 2023



BASALT REGIONAL LIBRARY DISTRICT MEETING SPACES POLICY

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DETAILS ABOUT THE MEETING SPACES:

	COMMUNITY ROOM	CONFERENCE ROOM
Available hours	Between 7am and to 10pm	Between 7am and to 10pm
Occupancy limit	84	1 <u>5; 8 to 10 comfortably</u> 5
Kitchen access	Yes	No
Podium with connections to projector and sound system	Yes	No <u>Yes</u>
Podium with no connections	No	Yes
Projector and screen	Yes	No
TV Mmonitor	No	Yes
Sound system	Yes	<u>No</u>
Laptop and charger	Available upon request	Available upon request
Video conferencing hardware	Available upon request	Available upon request
Presentation remote pointer	Available upon request	Available upon request
Whiteboards	Yes	Yes

HOW TO RESERVE THE MEETING SPACES:

- BRLD programs and events will have first priority priority for the use of the meeting spaces.
- Non-library events are scheduled on a first come first-come, first-served basis.
- Groups may book library meeting spaces up to 35 days in advance, and spaces must be booked at least 48 hours in advance.

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- Any group seeking to use the meeting spaces (hereinafter "User") is required to sign a rental agreement and present a \$100 security deposit for each and every meeting space reservation. The reservation will not be considered complete until the security deposit is collected. If multiple reservations are made at once, the deposit, if unused, shall roll over to the next reservation. However the deposit will not be kept on file for future reservations not made at the time of the original reservation.
- <u>User's sSecurity</u> deposits will be returned if the meeting spaces are returned in a clean condition, free of any damage.

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REQUIREMENTS FOR USE:

- The <u>BRLD Patron Behavior Policy</u> applies to all <u>personspeople</u> using any meeting space or study room.
- A responsible adult must be in attendance during all times that when minors are present in the meeting spaces.
- User is required to receive training from a qualified staff member on the approved uses of BRLD's eequipment.

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- REQUIREMENTS FOR USE, CONTINUED:

- Private parties (baby showers, wedding showers, birthday parties, memorial services, wakes, fundraisers, retirement parties, graduation parties, etc.) are not permitted in BRLD meeting spaces.
- User agrees not to place-create holes in the walls of the meeting spaces with tacks or staples. Only approved low tack tape may be used in the meeting spaces.
- User is financially responsible for any and all damages to the facility and/or equipment and must assume full responsibility for any loss or injuries that occur during the reserved times.
- Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided to the concierge prior to the event date.
- All trash, recycling, lable and compost able items must be deposited in the proper receptacles.

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If the meeting is not advertised as being "open to the public," Users have the right to limit attendance. However, library staff members cannot be expected to enforce or ensure the privacy of any meeting. Groups reserving a meeting space may not prohibit entry into the meeting space by library patrons.

Policy reviewed: August 2015, November 2018, December 2022, January 2025

Policy approved: November 2018, March 2023

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- User may not charge admission for events held in BRLD meeting spaces.
- Commercial enterprises, such as small businesses, may use the room to present informational programs, but may not sell products or services in the library.

IN ADDITION:

- Meeting room users may request that their meeting be included in the library's online events calendar.
- Staff members may enter meeting spaces or study rooms at any time to ensure compliance with all BRLD policies.
- Library staff will open and inspect the meeting spaces before and after the reserved period of use.
- In the event the meeting spaces are not returned to BRLD in good condition, BRLD may apply the security deposit toward the cost of any and all repairs or cleaning. User is responsible for any damage or cleaning fees in excess of the security deposit.
- No storage is provided for groups using the meeting spaces Users' belongings, and BRLD is not responsible for anything left in the building.
- <u>Posters may be posted on the community bulletin board.</u> No outside banners or other postings are allowed.

EXCLUSIONS, EXCEPTIONS, INDEMNITY:

- BRLD provides no liability or other insurance to cover expenses that may come up for incurred by individuals attending a scheduled event.
- BRLD assumes no responsibility for loss or damage to equipment or items brought into the Library or any liability that might arise through the use of the meeting spaces.
- Permission to use meeting spaces does not constitute endorsement by BRLD staff or Board of Trustees. No advertisement or announcement implying such endorsement is permitted. BRLD, at its sole discretion, reserves the right to revoke meeting space privileges at any time.
- The piano is not available for non-library events.for use.

REQUEST FOR RECONSIDERATION:

Any community member has the right to request reconsideration of any portion of this Meeting Spaces Policy, or how staff implement this policy is implemented, or any use of the meeting spaces. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

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