

Basalt Regional Library District Board of Trustees Meeting
Monday, June 16th, 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. Action Item – Approve minutes and payables
 - a. Minutes of May 19, 2025, Board Meeting (page 3)
 - b. May 2025 Accounts Payable (page 22)
6. Staff Presentation: AI; What it Is, and How to Use It, *Amy Shipley*
7. Director's Report, *Amy Shipley* (page 6)
 - a. Discussion and possible vote to change date of August Board of Trustees Meeting
8. Ballot Measure Committee
 - a. Stakeholder conversation discussion
 - b. Draft ballot language discussion (page 44)
 - c. Review timeline (page 45)
9. Facilities Committee: *Suzi Jenkins, chair*
10. Finance Committee: *Deb Smith, chair*
 - a. May 2025 Financials (page 13)
 - b. 2026 Draft Budgets
11. Governance Committee: *Elaine Nagey, chair*
 - a. Discussion and possible vote to eliminate ad hoc Bylaws Committee and charge the Governance Committee with editing the Bylaws
 - b. Discussion and possible vote to approve Board Attendance Policy (page 30)

12. Personnel Committee: *Carolyn Kane, chair*
 - a. Discussion and possible vote to approve Executive Director Evaluation Policy (page 32)
13. Policy Committee: *John Goodwin, chair*
 - a. Discussion and possible vote to approve Circulation Policy (page 39)
14. Adjourn Meeting

**Basalt Regional Library District
Board of Trustees Meeting Minutes
Monday, May 19, 2025, 5:15 PM**

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

Staff: Amy Shipley, Laura Baumgarten, Christy Baumgarten, Samuel Schoon

Minutes

1. Call to order

Carolyn Kane called the meeting to order at 5:12 pm.

2. Public Comments

None

3. Board Comments

Sarah discussed a recent trip she had taken to the Library of Congress in Washington D.C. She brought it up to discuss how the president fired the librarian at the Library of Congress recently and how that's a signal for where things are going.

4. Staff Comments

None

5. Presentation of draft audit; *Matthew Miller, McMahon & Associates* (page 35)

Matthew Miller presented the draft 2024 audit to the board. There were no difficulties in working through the audit. There were no disagreements with management. Matthew notes that everything went well, and that we are required to file our audit with EMMA for two more years. Eric moved to accept the draft audit. Elaine seconded. The motion passed unanimously.

6. Friends of the Library Update; *Deb McCanne, Library Trust Board member*

Deb said that things are going well at the Friends of the Library. There is a new volunteer who works on Saturdays. The Friends continues to bring about \$125 a week. The Friends volunteers are soon to be added to the volunteer directory.

7. Summer Reading Update; *Laura Baumgarten & Christy Baumgarten*

Laura and Christy informed the Board about this year's summer reading program including the summer reading launch party, programs all summer for all ages, reading logs, and the end-of-summer Scholastic Book Fair.

8. Action Item – Approve minutes and payables

- a. Minutes of April 21, 2025, Board Meeting (page 3)

Carolyn noted 10d should be uninformed not uniformed. She also noted that in 13a there is an incomplete sentence. The sentence should read, "Amy will consult with CLiC about how other libraries evaluate their directors."

- b. April 2025 Accounts Payable (page 19)

There were no comments. Carolyn moved to approve both the minutes and the payables. Eric seconded. The motion passed unanimously.

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

Amy reported about three professional development sessions she attended recently. Amy said that the Library Lovers Party was a huge success but would like the attendance to be higher. John asked about the three security cameras that don't work and if we have a plan to fix it. Amy said that we had an RFP to update our security cameras, but that we didn't budget enough for the project this year. We will budget more for next year and try again. Carolyn asked why Amy doesn't put employee names in her monthly written report. Amy noted that she does it for employee privacy, and also when someone reads it in the future, they'll know the title of who worked on it and not be confused who a specific person is. Amy will create an updated org chart that trustees can reference to while reading the monthly written report.

10. Ballot Measure Committee

- a. Update on May 15, 2025 meeting with ballot measure consultants
- b. Amy and Eric reviewed the minutes of the ballot measure team meeting. Review of long-range plan
- c. Eric presented the library's long-range financial projections to the board. Community stakeholder assignments

Amy gave each trustee a list of stakeholders to talk with about the library's potential ballot measure. Trustees will have these meetings and report back at the June board of trustees meeting.

- d. Conversation/Presentation/Meeting script (page 73)

Amy presented the script to the trustees.

- e. Fact Sheet and FAQ (pages 74-77)

Amy presented the Fact Sheet and FAQ to the trustees.

- f. Review of ballot landscape, other potential ballot measures

Carolyn reviewed other potential ballot measures that she has heard about in her various conversations with community members and county staff.

11. Facilities Committee: *Suzi Jenkins, chair*

Did not meet

12. Finance Committee: *Deb Smith, chair*

a. April 2025 Financials (page 11)

Deb reported that expenses are tracking as expected.

b. Grant spending reports (page 29)

Amy noted it's difficult to see grant spending in the financials because grants are tracked separately.

13. Governance Committee: *Elaine Nagey, chair*

a. Discussion and possible vote to approve Board Email Policy (page 78)

John moved to pass the Email policy. Eric seconded. The motion passed unanimously

b. Discussion and possible vote to approve Board Officer Nominations and Elections Policy (page 79)

Eric moved to pass the nominations and elections policy. John seconded. The motion passed unanimously.

14. Personnel Committee: *Carolyn Kane, chair*

The personnel committee is meeting on Wednesday, May 21st with Amy Shipley, Evelyn Dominguez the HR manager, and Anna Szczepanski from CLiC. They will discuss how other libraries evaluate their director as there are plans to change and shorten the process here.

15. Policy Committee: *John Goodwin, chair*

John noted that things are moving smoothly, and the planned meeting on Tuesday, May 20th has been cancelled for Amy's birthday.

16. Discussion and possible vote to provide a Chromebook to each trustee who needs/wants one

Amy discussed giving boards members a Chromebook if they want one, which would help separate personal life and library life. The Chromebook should provide proper workflow for the work that is required. Four board members indicated they would like a Chromebook.

17. Adjourn Meeting

John moved to adjourn. Eric seconded. The motion passed unanimously. The meeting adjourned at 7:22 pm.



**BASALT REGIONAL LIBRARY DISTRICT
LEADERSHIP MONTHLY REPORT
JUNE 2025**

Administration

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
17	13.85	579	14	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Patron Services Associate	40	1.0	yes
Patron Services Associate	40	1.0	yes
Patron Services Associate	20	.5	yes
Youth Services Associate	40	1.0	yes
Spanish Outreach Coordinator	40	1.0	yes
Music Program Coordinator	20	.25	yes
Substitute Patron Services Associate	On call position		no
Total	180	4.75	

The library has posted all open positions shown in the Staff Vacancies table and interviews were scheduled for mid-May to early June. We hired two substitutes, one patron services associate, and one youth services associate in this round of hiring.

Personnel Management

Staff have largely put many priorities on hold as we focus on staffing the building and helping our community enjoy the summer reading program. We are all working extra customer service shifts and will soon be training new staff. We look forward to having new folks on the team!

Collection

The adult acquisitions manager has created specific target outcomes for an in-depth assessment and weed of the adult non-fiction collection, and is creating a road map and timeline before diving in. The cataloging and collection management librarian contributed to the strategic planning tracking documenting by looking at how outcome measurements could be streamlined and/or consolidated. The cataloging and collection management librarian also developed a new procedure for checking in and out binoculars as part of kits due to repeated theft of these items. She also completed an introduction to archives online course. The technical services associate is looking forward to an upcoming online cataloging course. The technical services associate and cataloging and collection management librarian also worked together to order Spanish-language children's materials from a new distributor to keep those collections up to date while the library is without a Spanish outreach language coordinator. This month the technical services department is looking forward to inventorying the entire collection completed by the end of 2025.

Programs

A few highlights of the month for adult programming included the Intergenerational Conversation and Speakeasy: a public speaking workshop. The library's theme for the month of May was intergenerational connection. The Community Engagement Manager hosted an intergenerational dialogue aimed at increasing understanding across generations. Although mostly older adults attended, there was a wonderful conversation on intergenerational living, parenting and grandparenting, how norms and values have changed, and how we might continue to be more involved in the lives of young people in Basalt. The Speakeasy workshop was hosted in partnership with author Lynn Aliya and Marble Distilling. Everyone seemed to have an absolute blast learning concrete tools for public speaking and sipping the cocktail from Marble Distilling and a non-alcoholic mocktail. There was lots of laughter! The Community Engagement Manager also continued to work with the programming co-chair on a variety of documents to clarify expectations of programs and outreach, and support training.

The summer reading launch party was a huge success with over 300 participants in the variety of activities staff planned for the day.

Community Relations and Outreach

The Executive Director and the Board of Trustees have begun stakeholder outreach to talk about our potential ballot measure and to get feedback and thoughts from leaders in our community.

Marketing

Marketing this month focused on pushing the Summer Reading Kickoff Party as well as the reading program itself. Coming up there will be an uptick in our social media presence, partly because of summer programs and partly in preparation for the potential ballot measure.

Technology

The new website is up and running smoothly. Minor glitches and updates have been addressed. The IT & Marketing staff have been trained on using the new platform and updating the site, and staff have been given a tour of where to find things.

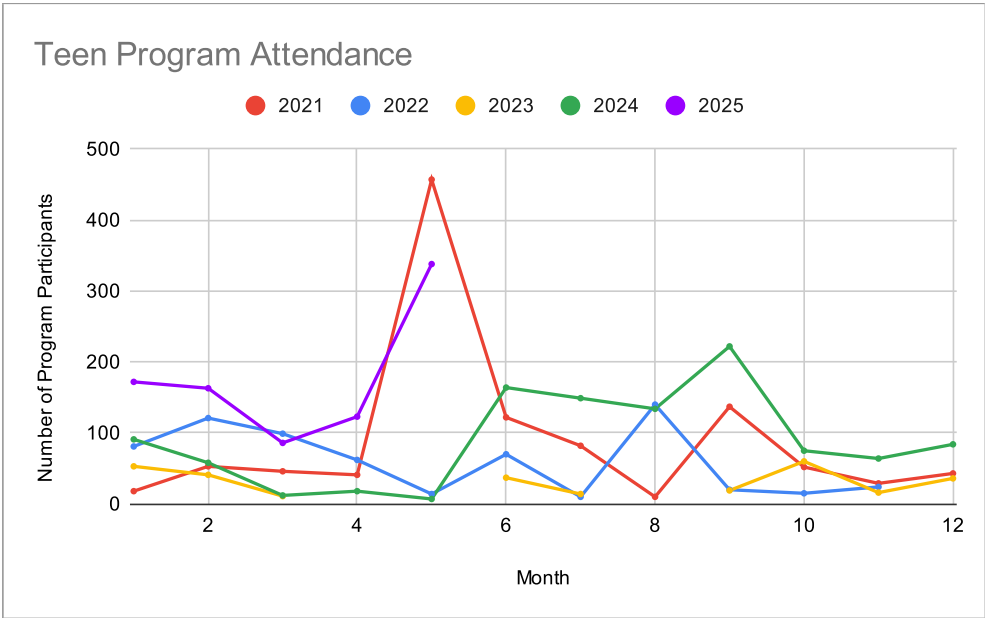
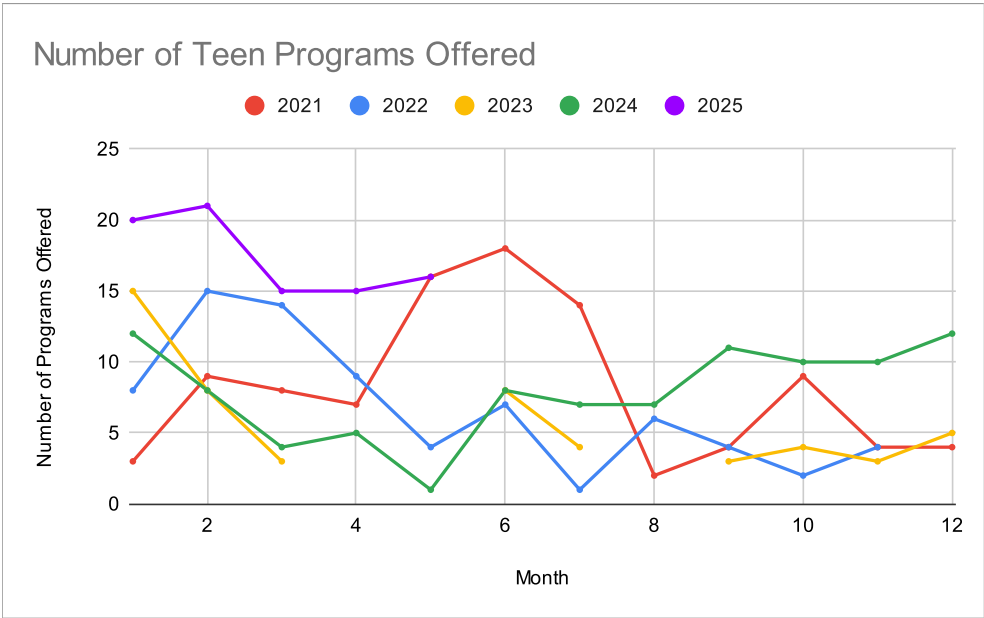
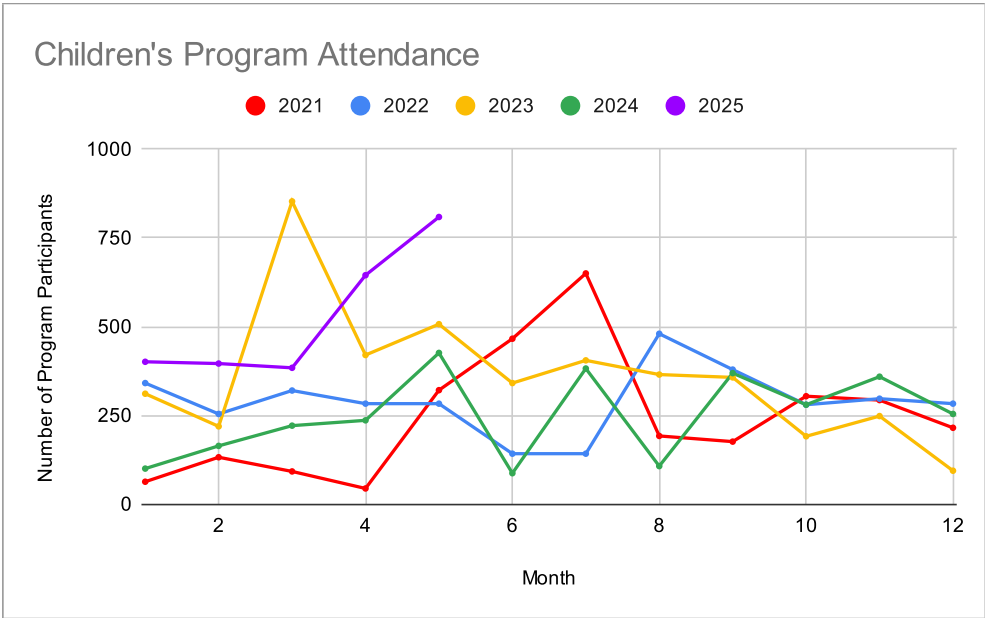
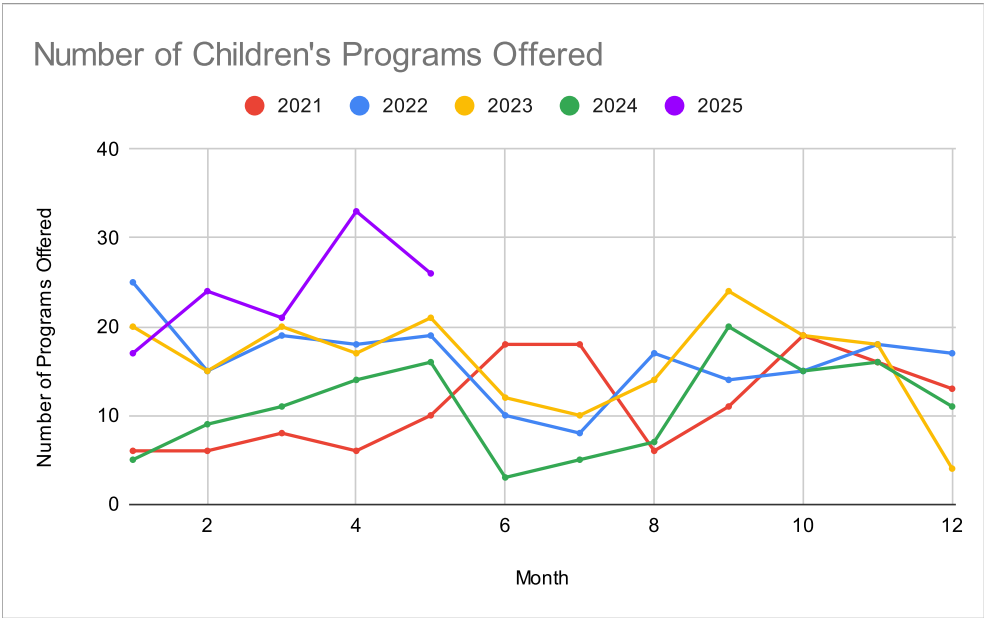
New computer installs for the year have been postponed due to staffing shortages at Marmot. However, a few of the new computers have been put in place as the old ones have experienced issues.

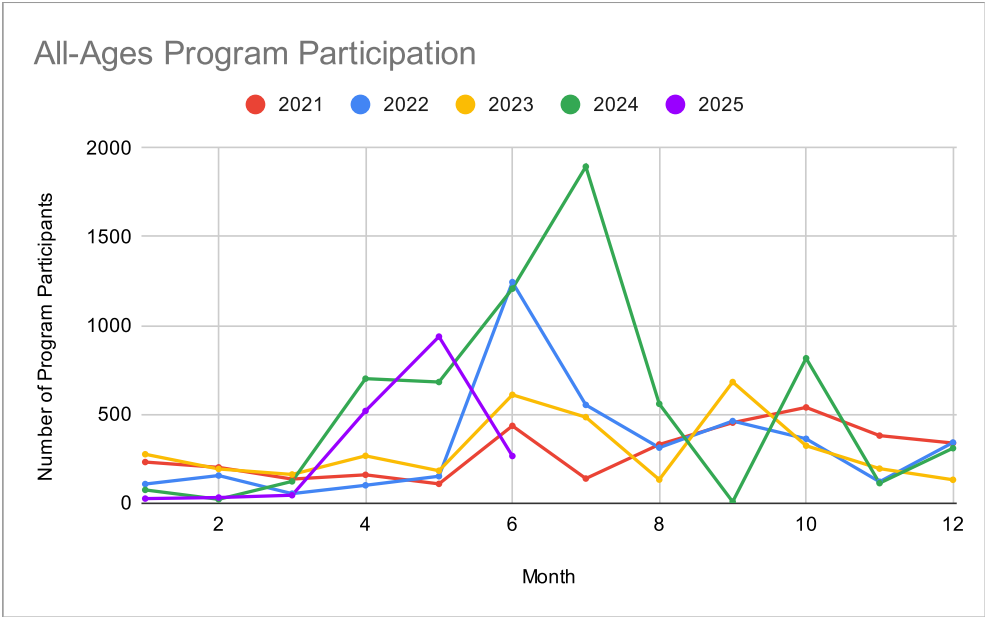
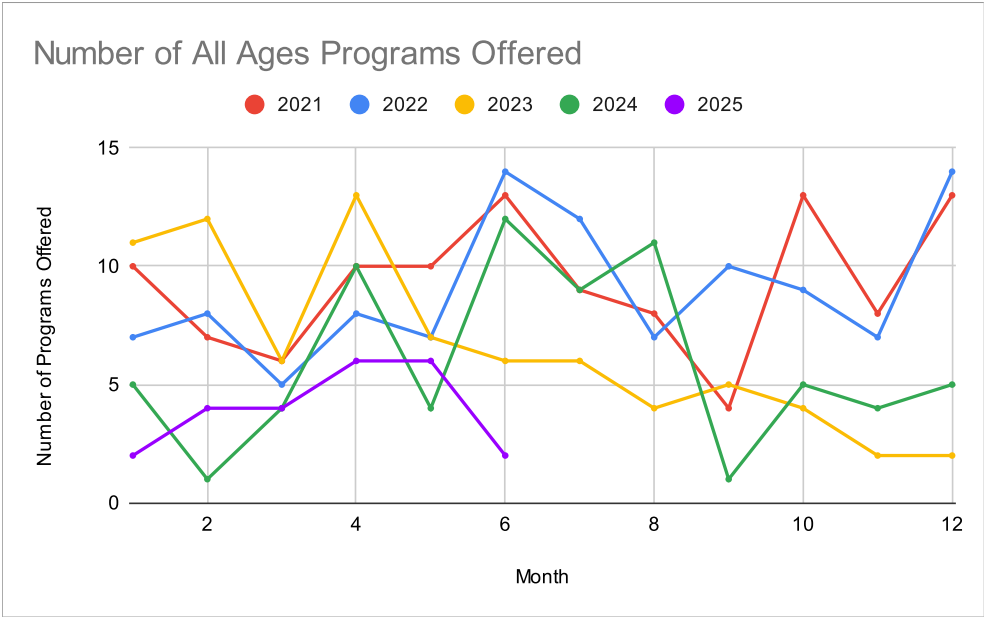
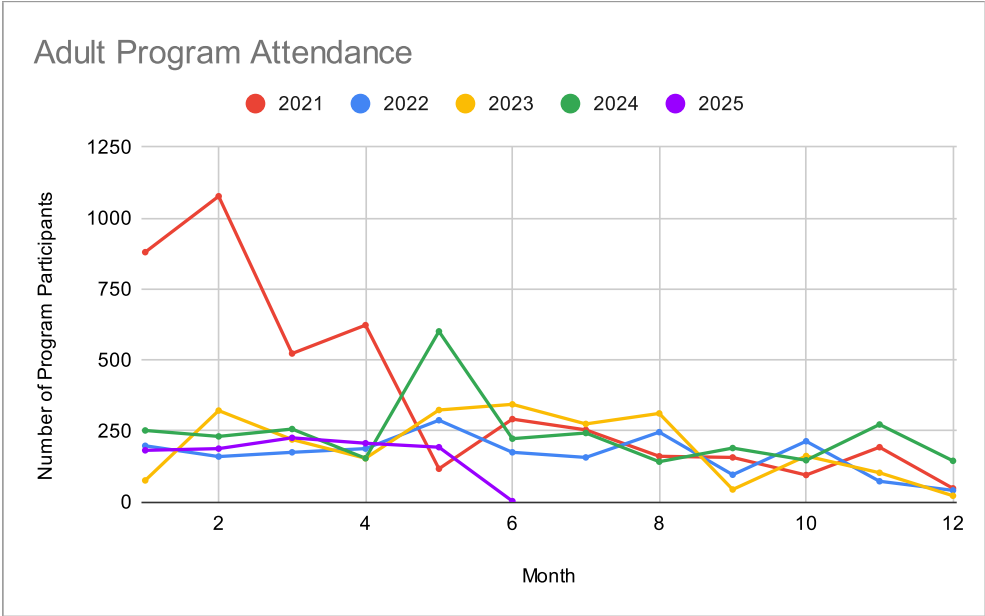
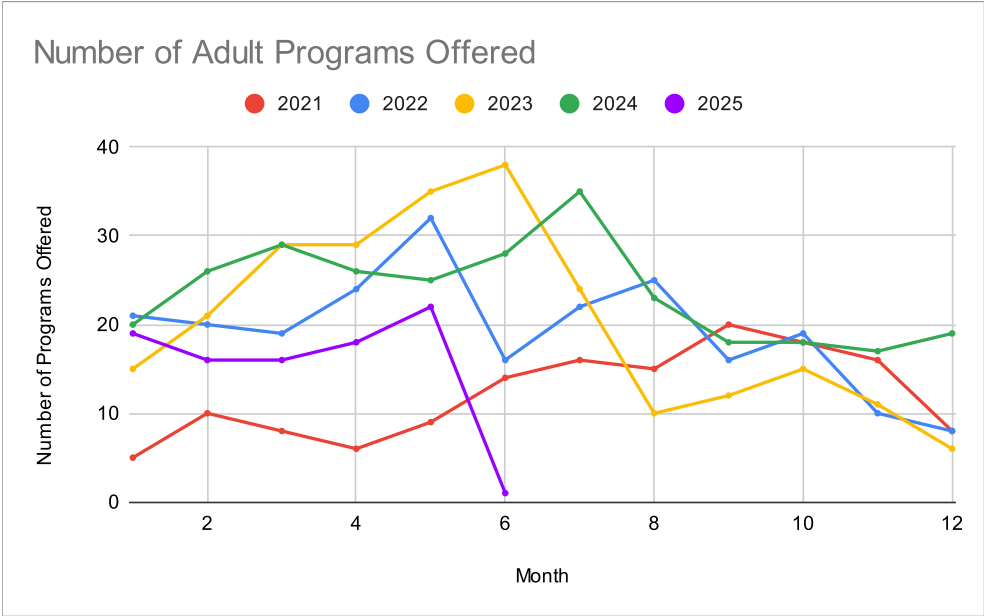
Facility Maintenance and Management

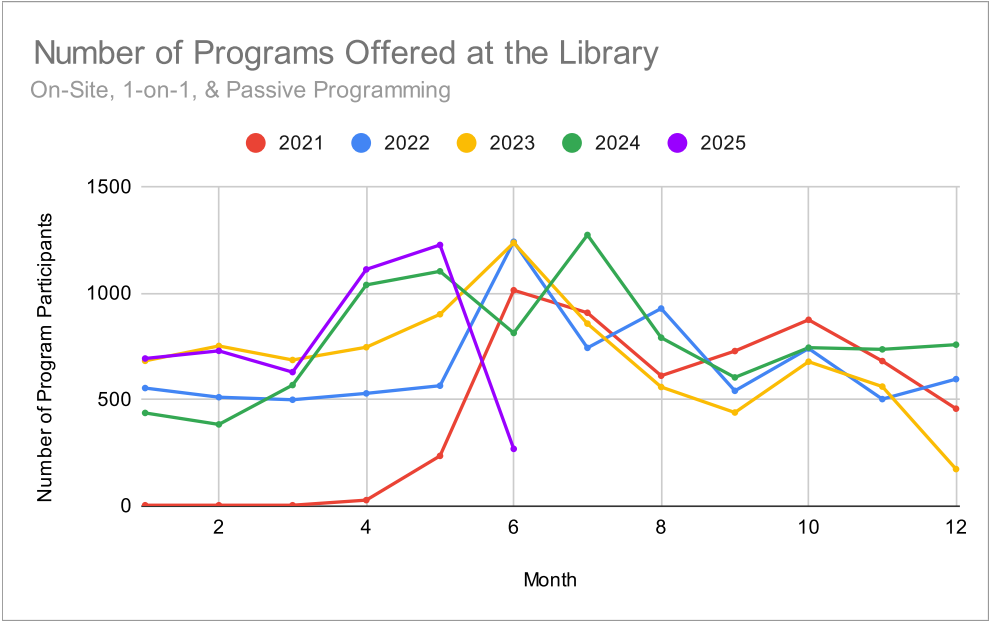
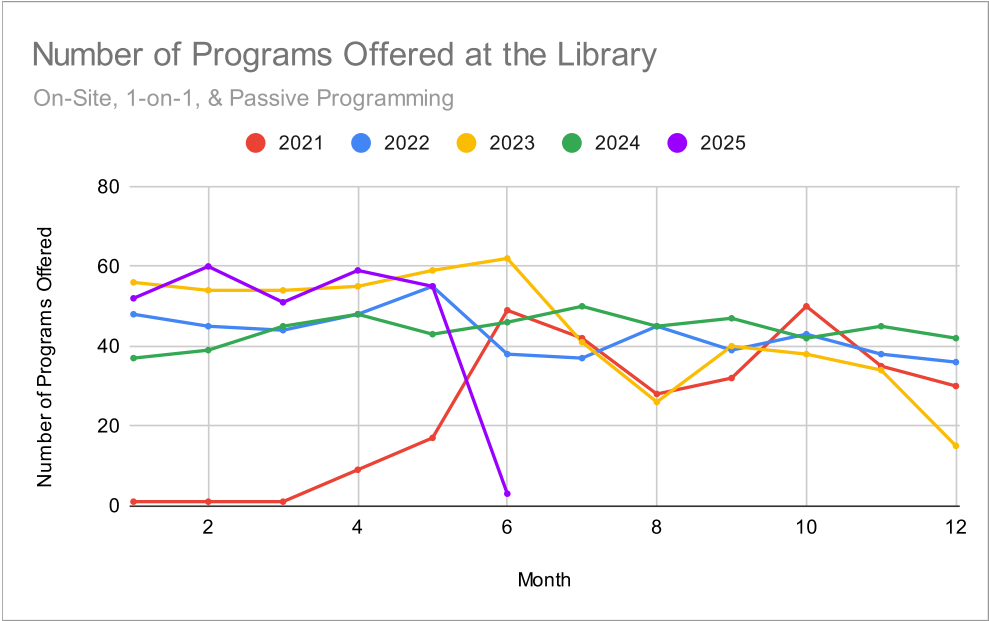
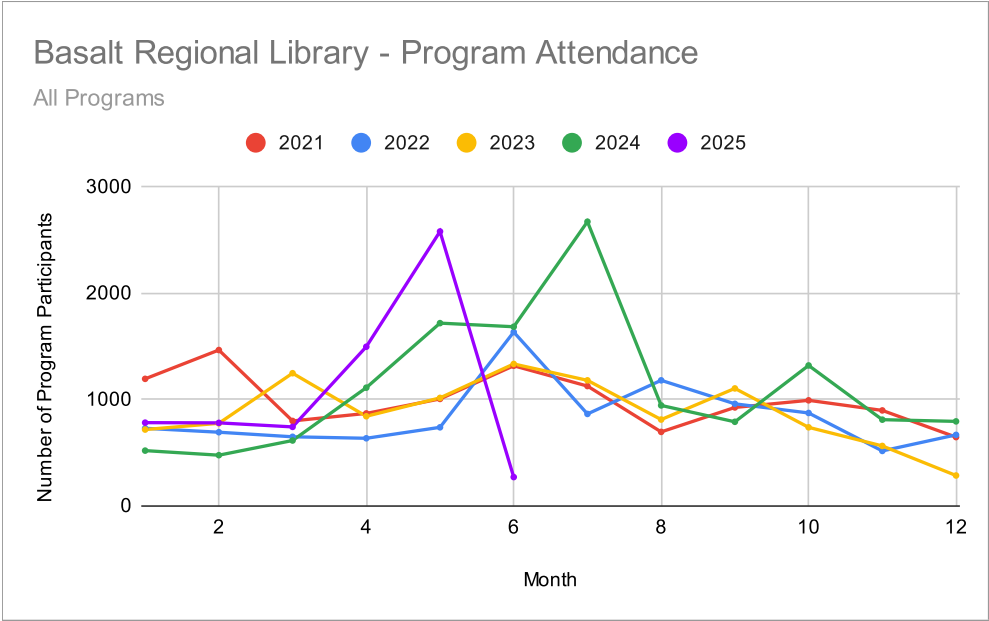
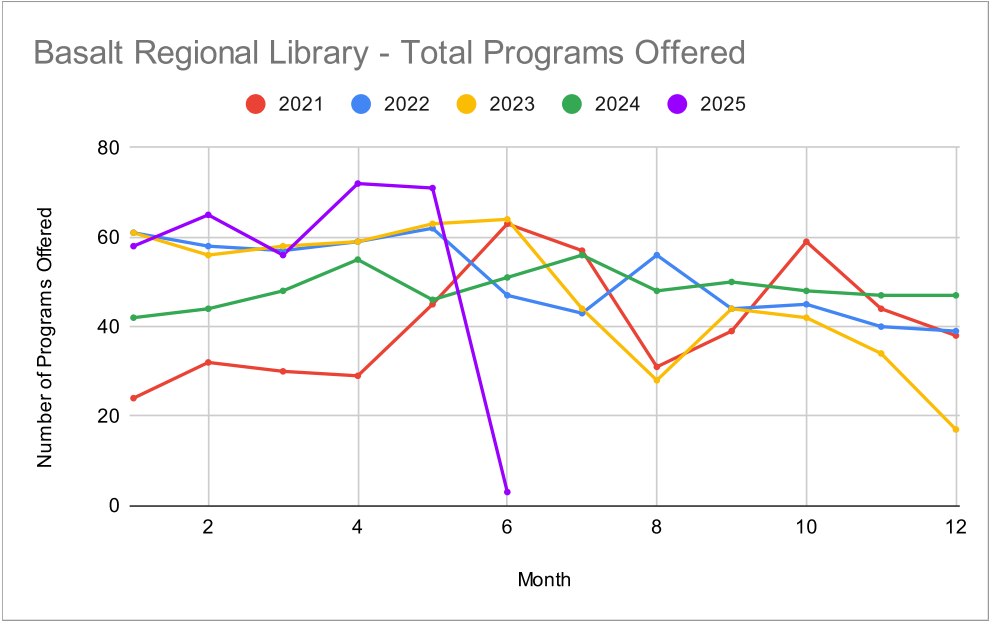
The Executive Administrative Assistant got a bid for the electrical work that is needed to finish the automatic door openers on the public restrooms. We will also be contracting with a window company to replace the windows with broken seals.

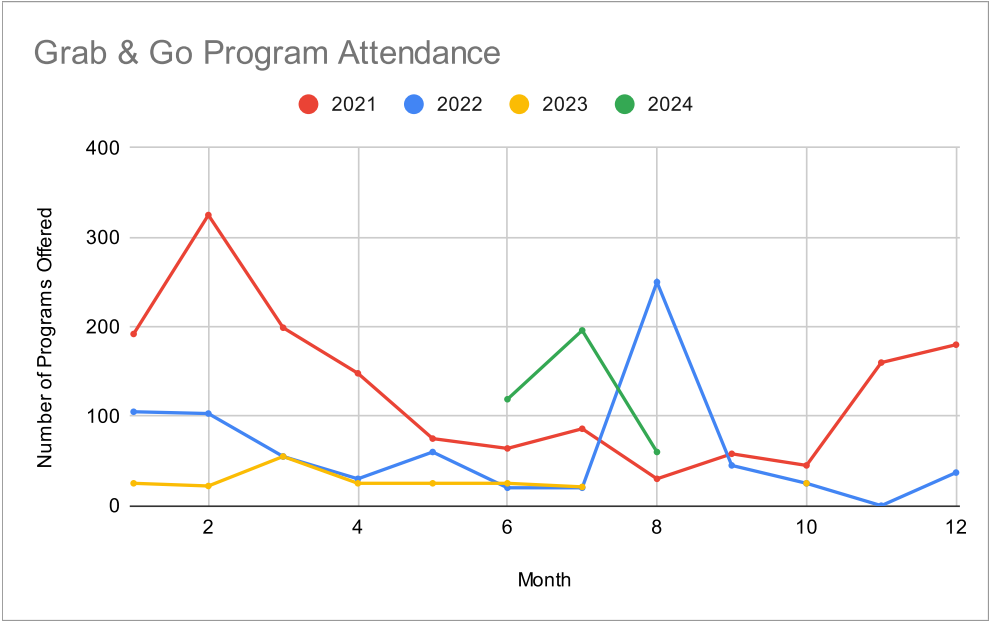
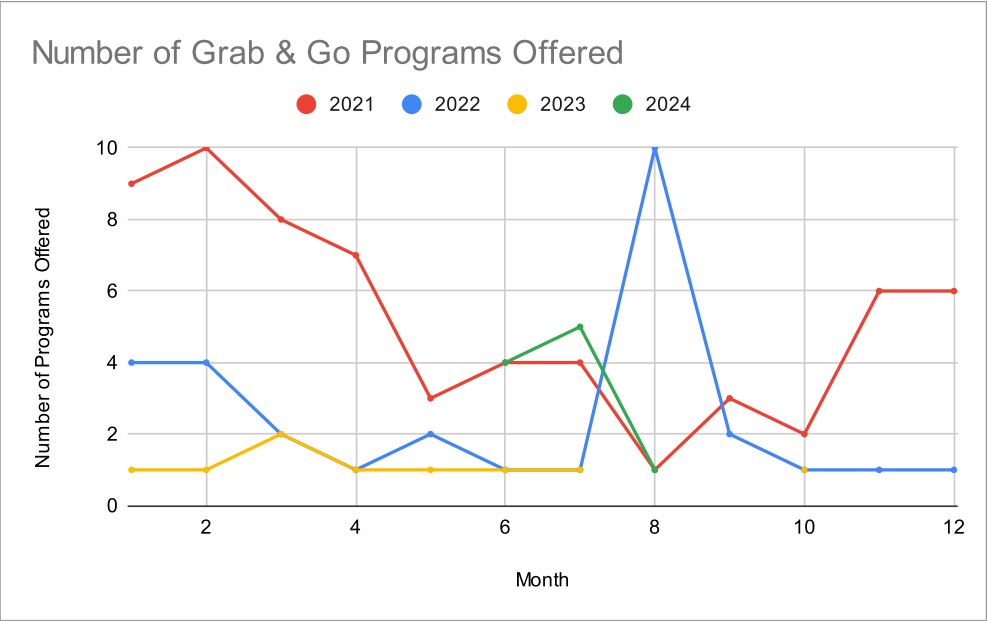
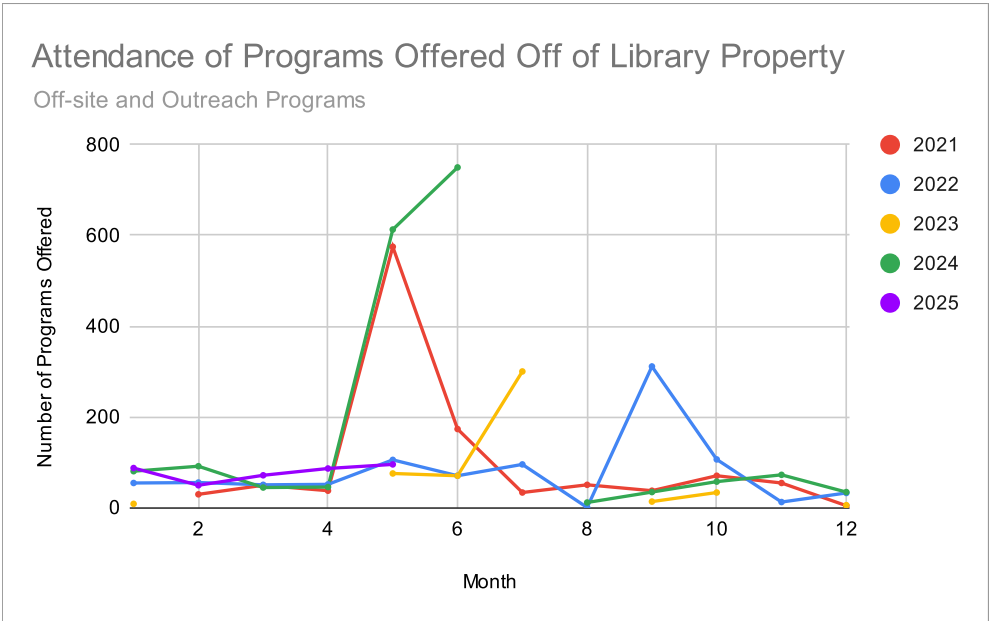
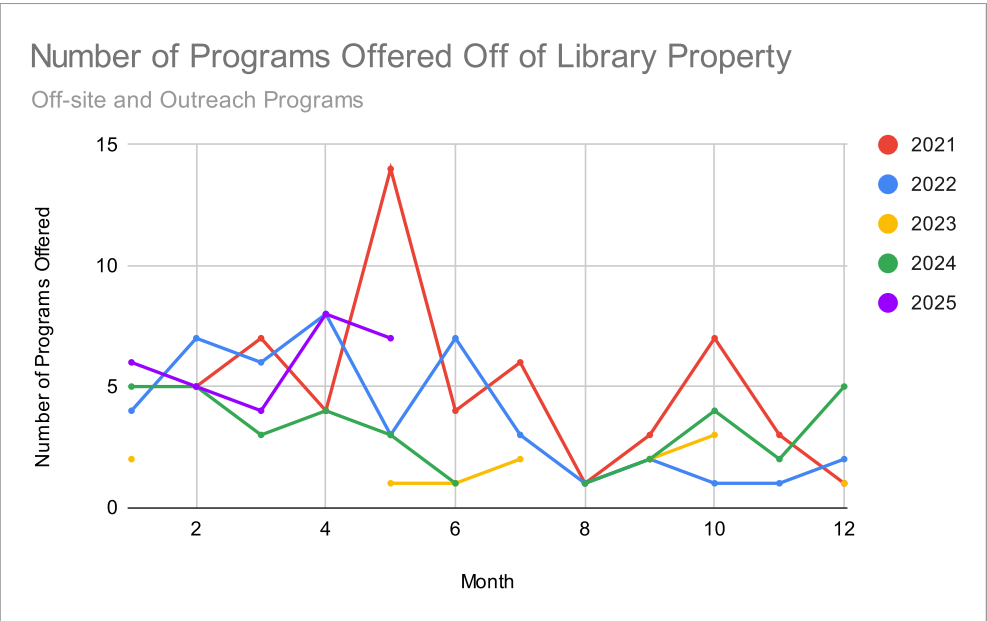
Leadership and Professional Development

The IT & Marketing Manager and the Executive Director attended the annual Marmot Council meeting of all the library directors from the member libraries of the Marmot consortium. Marmot is currently developing a new strategic plan, and we were able to give input on the strategic direction for Marmot.









Basalt Regional Library District
Balance Sheet
May 2025

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	319,508			319,508		319,508
Colo Trust - Tabor Reserve #8003	59,179			59,179		59,179
Colo Trust - Operating Fund #8004	1,513,323			1,513,323		1,513,323
Colo Trust - Bond Repayment #8002		387,386		387,386		387,386
Colo Trust - Capital Rsv Fund #8005			1,701,933	1,701,933		1,701,933
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	(54,464)			(54,464)		(54,464)
Property Tax Receivable	940,693			940,693		940,693
Pooled Cash (Interfund Transfers)	21,635	1,030,809	(1,052,417)	27		27
Capital Assets, net of depreciation	-	-	-	-	8,862,793	8,862,793
Total Assets	2,799,987	1,418,195	649,516	4,867,698	8,862,793	13,730,491
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	(1,859)	-	-	(1,859)		(1,859)
Other Current Liabilities						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	940,693			940,693		940,693
Current Bonds Payable, 2012				-	825,000	825,000
Total Current Liabilities	938,834	-	-	938,834	831,807	1,770,641
Long Term Liabilities						
Accrued Compensated Absences				-	60,318	60,318
Total Long Term Liabilities	-	-	-	-	910,318	910,318
Total Liabilities	938,834	-	-	938,834	1,742,124	2,680,958
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	7,187,793	7,187,793
Non Spendable	(54,464)	-	-	(54,464)	54,464	-
Restricted for:						
Tabor	81,973			81,973	-	81,973
Debt Service		1,418,195		1,418,195	-	1,418,195
Committed for Future Projects			649,516	649,516	(649,516)	-
Unassigned / Unrestricted	1,833,644	-	-	1,833,644	527,928	2,361,572
Current Year Fund Balance / Net Position	1,861,153	1,418,195	649,516	3,928,864	7,120,669	11,049,532
Total Liabilities and Fund Balance / Net Position	2,799,987	1,418,195	649,516	4,867,698	8,862,793	13,730,491

**Basalt Regional Library District
General Fund
May 2025**

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 5/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
General Operating Beginning Fund Balance					1,370,825	1,520,852	1,497,931	(22,921)	1,861,153		1,861,153	
Eagle County												
				Assessed Value	419,653,120	424,742,070	419,653,120		445,979,174	preliminary budget	445,979,174	preliminary budget
				% Increase				5.00%		5.00%		5.00%
				Operating Mill Levy Rate	2.610	2.610	2.610		3.690	add 1.08 to 2.61	2.610	
Pitkin County												
				Assessed Value	299,274,620	299,054,640	299,274,620		314,007,372	preliminary budget	314,007,372	preliminary budget
				% Increase				5.00%		5.00%		5.00%
				Operating Mill Levy Rate	2.610	2.610	2.610		3.690	add 1.08 to 2.61	2.610	
REVENUES												
4005	General Operating Mill Levy											
4010	Eagle County				1,147,189	1,108,576.80	718,715	64.83%	1,645,663.15		1,164,005.64	
4020	Pitkin County				800,008	780,532.61	520,341	66.66%	1,158,687.20		819,559.24	
	Total General Operating Mill Levy				1,947,197	1,889,109.41	1,239,056	65.59%	2,804,350.35	148%	1,983,564.88	105%
4100	MVSO - General Operating											
4110	Eagle County				79,983	70,000	25,794	36.85%	70,000	flat	70,000	flat
4120	Pitkin County				34,078	30,000	10,692	35.64%	30,000	flat	30,000	flat
	Total MVSO - General Operating				114,062	100,000	36,487	36.49%	100,000		100,000	
4200	Fines & Fees											
4290	Holy Cross Deposit Return/Member Equity				105	-	-	0.00%	-		-	
4261	Miscellaneous				16,325	15,000	7,059	47.06%	20,000	underbudgeted in 2025	20,000	underbudgeted in 2025
	Total Fines & Fees				16,431	15,000	7,059	47.06%	20,000	133%	20,000	133%
4300	Earnings on investments											
4310	Colostrust Int Op Acct				93,791	90,000	22,220	24.69%	80,000	overbudgeted in 2025	80,000	overbudgeted in 2025
4320	Mill Levy Interest				5,150	5,000	96	1.92%	-	overbudgeted in 2025	-	overbudgeted in 2025
	Total Earnings on investments				98,941	95,000	22,317	23.49%	80,000	84%	80,000	84%
4400	Contributions *see detail											
4410	Contributions- Non-Restricted				4,380	5,000	5,100	102.00%	5,000	flat	5,000	flat
4412	Contributions- Restricted				360	1,000	1,659	165.86%	1,000	flat	1,000	flat
	Total Contributions				4,740	6,000	6,759	112.64%	6,000	100%	6,000	100%
4500	Grants - Non-Restricted											
4505	Grants - General Operating Grants				-	5,000	2,500	50.00%	5,000	flat	5,000	flat
	Total Grants - Non-Restricted				-	5,000	2,500	0.00%	5,000	100%	5,000	100%
4600	Grants - Restricted											
4601	Restricted - Library Foundation				471	-	-	0.00%	-		-	
4604	Restricted - Library Friends				5,950	5,000	8,700	174.00%	9,000	underbudgeted in 2025	9,000	underbudgeted in 2025
4620.03	Restricted - CSD Safety Grant				2,428	-	-	0.00%	-		-	
4620.14	Restricted - Library Trust				8,050	5,000	-	0.00%	5,000	flat	5,000	flat
4620.15	Restricted - Other Misc				13,728	5,000	5,236	104.73%	5,000	flat	5,000	flat
	Total Restricted Fund Income - Foundation/Friends				30,627	15,000	13,936	92.91%	19,000	127%	19,000	127%
TOTAL REVENUES					2,211,997	2,125,109	1,328,113	62.50%	3,034,350	143%	2,213,565	104%
OPERATING:												
Administration												
Contract Services												
5010	Accounting				5,203	6,000	2,977	49.61%	7,000	underbudgeted in 2025	7,000	
5020	Audit - Annual				14,045	14,888	-	0.00%	15,781	vendor quote	15,781	vendor quote
5030	Courier				9,096	7,500	7,184	95.78%	7,500	flat	7,500	
5040	Legal				4,391	15,000	297	1.98%	5,000	decrease, no ballot measure	50,000	increase for potential ballot measure
5050	Miscellaneous Contracts				17,873	21,500	26,500	123.26%	21,500	flat	50,000	increase for potential ballot measure
	Total Contract Services				50,607	64,888	36,957	56.95%	56,781	88%	130,281	201%

**Basalt Regional Library District
General Fund
May 2025**

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 5/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
5100		Insurance								
5110		Property & Liability Insur	39,214	39,664	43,571	109.85%	45,000	3% increase	45,000	3% increase
5120		Worker's compensation	1,782	2,594	-	0.00%	2,000	overbudgeted in 2025	2,000	overbudgeted in 2025
		Total Insurance	40,996	42,258	43,571	103.11%	47,000	111%	47,000	111%
5220		Professional Dev. & Memberships								
5230		Board	1,620	1,500	86	5.71%	1,500	flat	1,500	
5235		Employers Council	3,799	3,600	2,216	61.56%	3,600	flat	3,600	
5240		Library Association Dues	2,194	1,000	1,165	116.50%	3,000	PLA Conference	3,000	PLA Conference
5250		Spec District Ass'n Due	1,238	1,275	1,217	95.48%	1,275	flat	1,275	flat
5260		Staff	11,254	8,000	5,712	71.40%	12,000	PLA Conference	12,000	PLA Conference
5275		Volunteer Appreciation	-	1,000	65	6.50%	1,000	flat	1,000	flat
5276		Staff Appreciation	1,714	2,000	206	10.29%	2,500	125%	2,000	flat
5270		Travel expenses	13,404	5,063	5,063	101.26%	12,000	PLA Conference	12,000	PLA Conference
		Total Professional Dev. & Memberships	35,222	23,375	15,730	67.29%	36,875	158%	36,375	156%
5280		Publicity								
5290		Advertising - General	1,982	6,000	985	16.42%	6,000	waiting for staff input	6,000	waiting for staff input
5285		Radio	16,252	17,850	17,067	95.61%	17,850	waiting for staff input	17,850	waiting for staff input
5293		Signage	656	500	133	26.54%	500	waiting for staff input	500	waiting for staff input
5295		Social Media Ads	881	3,000	250	8.33%	3,000	waiting for staff input	3,000	waiting for staff input
5297		Targeted Newspaper Ads	5,038	9,500	2,385	25.11%	9,500	waiting for staff input	9,500	waiting for staff input
5286		Spanish Language Interpretation/Translating	4,661	6,000	1,243	20.71%	6,000	waiting for staff input	6,000	waiting for staff input
5287		Job Ads	1,018	2,000	166	8.30%	2,000	waiting for staff input	2,000	waiting for staff input
		Total Publicity	30,488	44,850	22,228	49.56%	44,850	100%	44,850	100%
5300		Supplies								
5310		Office Supplies	15,103	14,000	5,320	38.00%	14,000	waiting for staff input	14,000	waiting for staff input
5320		Technical Cataloging & Service	7,670	8,500	2,490	29.29%	8,500	waiting for staff input	8,500	waiting for staff input
5330		Postage & Shipping	52	500	51	10.12%	500	waiting for staff input	500	waiting for staff input
		Total Supplies	22,824	23,000	7,861	34.18%	23,000	100%	23,000	100%
5350		Treasurer's fees								
5360		Eagle fees	34,459	33,257	21,562	64.83%	49,370	per state law	34,920	per state law
5370		Pitkin fees	34,901	39,027	22,046	56.49%	57,934	per state law	40,978	per state law
		Total Treasurer's fees	69,360	72,284	43,608	60.33%	107,304	148%	75,898	105%
		Total Administration	249,496	270,655	169,954	62.79%	315,810	117%	357,404	132%
		Facility Expenses								
5410		Janitorial	49,891	55,000	23,080	41.96%	56,650	3% inflation	56,650	3% inflation
5420		Janitorial Supplies	8,123	9,000	3,585	39.84%	11,000	underbudgeted in 2025	11,000	underbudgeted in 2025
5430		Landscaping	11,500	12,000	3,143	26.19%	17,000	landscaping project	17,000	landscaping project
5440		Maintenance *Detailed List Attached	34,595	20,000	10,794	53.97%	20,000	flat	20,000	flat
5460		Snow Removal	4,718	5,045	-	0.00%	5,196	flat	5,196	flat
		Total Facility Expenses (Maintenance)	108,826	101,045	40,603	40.18%	109,846	109%	109,846	109%
5500		Utilities								
5510		Electric	10,300	8,240	2,111	25.62%	8,500	3% inflation	8,500	3% inflation
5515		Compost Collection System	2,372	1,927	150	7.78%	2,400	underbudgeted in 2025	2,400	underbudgeted in 2025
5520		Gas	14,895	18,332	7,415	40.45%	16,000	overbudgeted in 2025	16,000	overbudgeted in 2025
5530		Internet Connectivity	9,883	15,450	3,798	24.58%	12,000	overbudgeted in 2025	12,000	overbudgeted in 2025
5540		Sanitation	3,337	3,667	2,021	55.12%	3,777	3% inflation	3,777	3% inflation
5550		Telephone	6,264	9,198	2,015	21.91%	9,500	projected cost increase after new phones	9,500	projected cost increase after new phones
5560		Trash	11,089	10,142	3,118	30.75%	10,447	3% inflation	10,447	3% inflation
5570		Water	4,557	5,200	782	15.04%	5,356	3% inflation	5,356	3% inflation
		Total Utilities	62,698	72,157	21,411	29.67%	67,980	94%	67,980	94%
		Total Facility Expenses	171,524	173,201	62,014	35.80%	177,826	103%	177,826	103%
		Library Programs								
5610		Adult Program	12,457	11,000	5,502	50.02%	11,000	waiting for staff input	11,000	waiting for staff input
5620		Children's	12,934	5,500	8,839	160.72%	5,500	waiting for staff input	5,500	waiting for staff input
5634		Liquor License	700	400	-	0.00%	400	waiting for staff input	400	waiting for staff input
5633		Movie License	865	550	-	0.00%	550	waiting for staff input	550	waiting for staff input
5640		Music	24,741	17,000	17,101	100.60%	17,000	waiting for staff input	17,000	waiting for staff input
5650		Spanish Language	2,798	4,000	2,599	64.98%	4,000	waiting for staff input	4,000	waiting for staff input
5660		Teens	8,062	3,500	4,929	140.83%	3,500	waiting for staff input	3,500	waiting for staff input

**Basalt Regional Library District
General Fund
May 2025**

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 5/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
5601		Summer Reading						waiting for staff input		waiting for staff input
5601.01		Adult Summer Reading	666	1,000	294	29.40%	1,000	waiting for staff input	1,000	waiting for staff input
5601.02		Teen Summer Reading	3,838	2,500	5,088	203.51%	2,500	waiting for staff input	2,500	waiting for staff input
5601.03		Children's Summer Reading	4,907	5,500	3,592	65.31%	5,500	waiting for staff input	5,500	waiting for staff input
5601.04		Spanish Language Summer Reading	652	2,000	-	0.00%	2,000	waiting for staff input	2,000	waiting for staff input
5602		Community Events	9,650	15,000	11,208	74.72%	15,000	waiting for staff input	15,000	waiting for staff input
		Total Library Programs	82,270	67,950	59,154	87.05%	67,950	100%	67,950	100%
		Technology & Equipment								
		Copiers & Equipment								
5730		Lease	-	-	-	0.00%	-		-	
5740		Service Agreement / Copy Usage	4,738	2,500	1,114	44.55%	2,500		2,500	
		Total Copiers & Equipment	4,738	2,500	1,114	44.55%	2,500	100%	2,500	100%
5760		Marmot ILS System	94,884	105,730	53,569	50.67%	105,730	waiting for vendor quote	105,730	waiting for vendor quote
5770		Miscellaneous Parts	2,561	2,000	895	44.73%	2,000	waiting for staff input	2,000	waiting for staff input
5780		Support & Service Agreements								
5784		Appointment Booking	156	-	-	0.00%	-		-	
5781		Marketing & Graphic Design	3,986	3,300	1,140	34.53%	3,300	waiting for staff input	3,300	waiting for staff input
5783		Website Tools	3,680	9,400	2,876	30.60%	9,400	waiting for staff input	9,400	waiting for staff input
5785		Communication & Time Management	3,901	7,500	3,783	50.44%	7,500	waiting for staff input	7,500	waiting for staff input
		Total Support & Service Agreements	11,723	20,200	7,798	38.61%	20,200	100%	20,200	100%
5840		Tech Labor & Repair	-	-	-	0.00%	-		-	
		Total Technology	113,906	130,430	63,375	48.59%	130,430	100%	130,430	100%
		Collections								
5910		Audio								
5920		Adult BCD	2,891	3,000	777	25.89%	3,000	waiting for staff input	3,000	waiting for staff input
5922		Spanish Audio Adult	484	500	150	29.99%	500	waiting for staff input	500	waiting for staff input
5924		Spanish Audio Youth	510	500	47	9.33%	500	waiting for staff input	500	waiting for staff input
5930		Youth Audio	2,827	3,000	1,245	41.48%	3,000	waiting for staff input	3,000	waiting for staff input
		Total Audio	6,712	7,000	2,218	31.68%	7,000	100%	7,000	100%
6000		Books & Magazines								
6010		Adult fiction books	12,262	12,800	4,055	31.68%	12,800	waiting for staff input	12,800	waiting for staff input
6020		Adult non-fiction books	12,131	12,800	2,811	21.96%	12,800	waiting for staff input	12,800	waiting for staff input
6025		Board Games	492	500	124	24.74%	500	waiting for staff input	500	waiting for staff input
6030		Juvenile Fiction	8,709	9,100	2,730	30.00%	9,100	waiting for staff input	9,100	waiting for staff input
6040		Juvenile Non-Fiction	3,769	4,000	1,147	28.67%	4,000	waiting for staff input	4,000	waiting for staff input
6045		Large Print	2,231	2,000	313	15.64%	2,000	waiting for staff input	2,000	waiting for staff input
6050		Print Subscriptions	3,683	3,500	212	6.07%	3,500	waiting for staff input	3,500	waiting for staff input
6055		Replacement Books - Purchased	3,828	1,500	1,697	113.10%	1,500	waiting for staff input	1,500	waiting for staff input
6060		Spanish Adult fiction	2,147	2,000	1,208	60.41%	2,000	waiting for staff input	2,000	waiting for staff input
6070		Spanish adult non-fiction	1,592	1,500	994	66.26%	1,500	waiting for staff input	1,500	waiting for staff input
6080		Spanish children's books	5,700	5,000	1,713	34.26%	5,000	waiting for staff input	5,000	waiting for staff input
6100		YA Fiction	3,627	4,000	1,421	35.51%	4,000	waiting for staff input	4,000	waiting for staff input
6110		YA Non-Fiction	1,773	1,700	615	36.21%	1,700	waiting for staff input	1,700	waiting for staff input
6120		Special Items	3,332	2,000	528	26.40%	2,000	waiting for staff input	2,000	waiting for staff input
		Total Books	65,275	62,400	19,567	31.36%	62,400	100%	62,400	100%
6200		Digital Resources								
6210		Annual Subscriptions:								
6270		Mango Languages	4,111	-	-	0.00%	-		-	
6300		Downloadable Titles:								
6305		Kanopy	2,000	5,000	3,000	60.00%	5,000	waiting for staff input	5,000	waiting for staff input
6320		Overdrive	26,958	27,000	15,706	58.17%	27,000	waiting for staff input	27,000	waiting for staff input
6340		Online Databases	8,437	9,500	5,682	59.81%	9,500	waiting for staff input	9,500	waiting for staff input
6350		Online Newspaper Subscriptions	1,299	2,000	1,302	65.10%	2,000	waiting for staff input	2,000	waiting for staff input
		Total Digital Resources	42,805	43,500	25,690	59.06%	43,500	100%	43,500	100%
6400		Media								
6430		Adult Movies	5,769	6,000	1,866	31.10%	6,000	waiting for staff input	6,000	waiting for staff input
6440		Juvenile Movies	837	1,000	288	28.84%	1,000	waiting for staff input	1,000	waiting for staff input
6460		Video / Games	666	1,500	663	44.18%	1,500	waiting for staff input	1,500	waiting for staff input
		Total Media	7,272	8,500	2,817	33.14%	8,500	100%	8,500	100%
		Total Collections	122,065	121,400	50,291	41.43%	121,400	100%	121,400	100%

**Basalt Regional Library District
General Fund
May 2025**

				YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 5/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
6800	Restricted Funds										
6801	Restricted Exp - Misc			-	30,000	-	0.00%	30,000	flat	30,000	flat
	Total Restricted Funds			-	30,000	-	0.00%	30,000	100%	30,000	100%
	Total Operating expenses			739,261	793,636	404,788	51.00%	843,417	106%	885,010	112%
6900	Payroll Expenses										
6910	Payroll			1,012,102	1,091,075	443,798	40.68%	1,254,764	115%	1,134,718	104%
6920	Payroll Service			6,796	8,075	3,772	46.72%	8,755	108%	8,398	104%
6930	Payroll Taxes			78,723	87,791	35,140	40.03%	100,381	114%	91,303	104%
6940	Retirement Plan			23,060	33,770	11,662	34.53%	37,643	111%	35,121	104%
6950	Health Insurance			124,650	160,284	62,892	39.24%	185,592	116%	185,592	116%
6960	Life Insurance			-	645	-	0.00%	700	108%	671	104%
6965	STD/LTD			-	3,624	-	0.00%	3,912	108%	3,769	104%
6970	FAMLI			9,003	9,780	2,546	26.03%	11,293	115%	10,172	104%
6957	Background Check			1,296	1,900	294	15.47%	2,060	108%	1,976	104%
	Total Payroll Expenses			1,255,631	1,396,945	560,103	40.09%	1,605,099	115%	1,471,719	105%
	TOTAL EXPENDITURES			1,994,892	2,190,581	964,891	44.05%	2,448,516	112%	2,356,730	
	Net General Fund Income/(Loss)			217,106	(65,472)	363,222		585,835	-895%	(143,165)	219%
	Allocation to Capital Reserve Outlay			90,000	232,000	-	0.00%	175,000	see long-range projections	175,000	see long-range projections
	Allocation to Bond Repayment				242			242			
	General Fund Balance			1,497,931	1,223,380	1,861,153	152.13%	2,271,988	186%	1,542,988	126%

**Basalt Regional Library District
Bond Repayment Fund
May 2025**

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 5/31/2025	Actuals vs Budget YTD %		
Bond Repayment Beginning Fund Balance					890,909	948,818	948,758	(61)		
Eagle County						424,742,070				
	Assessed Value									
	% Increase					75.64%				
	Bond Mill Levy Rate					1.082				
Pitkin County						299,054,640				
	Assessed Value									
	% Increase					61.88%				
	Bond Mill Levy Rate					1.082				
REVENUES										
	Interest Earned - Bond Repayment			23,786		16,000	4,206	26.29%		
	Mill Levy Debt Repayment									
		Eagle County		537,869		459,570.92	293,951	63.96%		
		Pitkin County		395,713		323,577.12	215,217	66.51%		
	Total Mill Levy Debt Repayment			933,582		783,148.04	509,169	65.02%		
	Transfer from General Fund					35				
TOTAL REVENUES					957,368	799,183	513,375	64.24%		
EXPENDITURES										
	Bond Interest			60,094		40,844	20,422	50.00%		
	Bond Repayment Principle Loan Payment			800,000		1,675,000	-	0.00%		
	Treasurer's Fees									
		Eagle County		16,157		13,787	8,819	63.96%		
		Pitkin County		23,268		16,179	14,697	90.84%		
	Total Treasurer's Fees			39,425		29,966	23,516	78.48%		
TOTAL EXPENDITURES					899,519	1,745,810	43,938	2.52%		
Net Fund Income/(Loss)					57,849	(946,627)	469,437	-49.59%		
Bond Repayment Fund Balance					948,758	2,192	1,418,195	64/12.64%		
**Bond Repayment Schedule:						2025				
	May 1 - Series 2012 Interest					20,421.88	5/1/2025			
	November 1 - Series 2012 Interest					20,421.88	11/1/2025			
	November 1 - Series 2012 Principle				\$	825,000.00	11/1/2025			
	Series 2012 Bond Matures			11/2026						
						2026				
	May 1 - Series 2012 Interest					10,625.00	5/1/2026			
	November 1 - Series 2012 Interest					10,625.00	11/1/2026			
	November 1 - Series 2012 Principle				\$	850,000.00	11/1/2026			
	Series 2012 Bond Matures			11/2026						

**Basalt Regional Library District
Capital Reserve Fund
May 2025**

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 5/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions
Capital Reserve Beginning Fund Balance					1,150,083	604,807	664,373	59,566	604,807	
REVENUES										
7210		Allocation From General Fund			90,000	232,000	-	0.00%	175,000	
7540		Furniture Grant			-	-	25,000	Not Budgeted		
7230		Interest Earned - Reserve Fund			78,761	35,000	30,911	88.32%	35,000	projected 5% rate
TOTAL REVENUES					168,761	267,000	55,911	20.94%	210,000	
EXPENDITURES										
8310		Miscellaneous			915	25,000	-	0.00%	25,000	100%
8310.01		HVAC Compressors			-	-	-	0.00%	-	
8310.02		Painting - Exterior			-	-	-	0.00%	-	
8310.03		Conference Room - A/V Replace			13,685	-	-	0.00%	-	
8310.04		Computers - Patron			10,785	3,500	3,930	112.28%	28,000	800%
8310.05		Computers - Staff			6,171	24,500	20,116	82.11%	28,000	114%
8310.06		EV Charging Station			-	-	-	0.00%	-	
8310.07		Copiers - Staff and Public Purchase			-	-	-	0.00%	-	
8310.08		Lighting Control System Replacement			-	-	991	Not Budgeted	-	
8310.09		Fiber Cable			4,649	-	-	0.00%	-	
8310.10		Handrail for Tent Area			-	-	-	0.00%	-	
8310.11		Painting - Interior			11,552	-	-	0.00%	-	
8310.12		Pumps / Valves			-	-	-	0.00%	-	
8310.13		Security Cameras			-	10,000	-	0.00%	30,000	300%
8310.14		Televisions			-	-	416	Not Budgeted	-	
8310.15		Roof			544,714	-	-	0.00%	-	
8310.16		Remove Solar from Roof			-	-	5,910	Not Budgeted	-	
8310.17		Consulting Engineer			40,618	-	-	0.00%	-	
8310.18		Furniture and Fixtures			21,382	50,000	29,235		50,000	100%
8310.19		Replace telephone system				10,000	-		10,000	100%
8310.20		Replace kitchen appliances				2,500	-		2,500	100%
8310.21		HVAC Parts					6,293			
8310.22		Replace/repair windows				20,000	-		-	
8310.23		Handicap Accessible Door Openers				15,000	3,876			
		Asphalt - Seal/Repair							14,550	new item from Facility Replacement Plan
		Pumps/Motors - Replace - 15%							3,150	new item from Facility Replacement Plan

**Basalt Regional Library District
Capital Reserve Fund
May 2025**

		Window Treatments - Replace					3,250	new item from Facility Replacement Plan
		Keycard/Fob Reader System - Replace					13,500	new item from Facility Replacement Plan
		Packaged Air Unit - Maintain					8,250	new item from Facility Replacement Plan
		Wood Siding - Repair/Repaint					35,000	
		Traffic Counter System - Replace					6,800	new item from Facility Replacement Plan
TOTAL EXPENDITURES			654,471	160,500	70,768	44.09%	258,000	
Net Fund Income/(Loss)			(485,710)	106,500	(14,856)	-13.95%	(48,000)	
Capital Reserve Fund Balance			664,373	711,307	649,516	91.31%	556,807	

**Basalt Regional Library District
Maintenance Detail**

Date	Name	Category	Memo	Amount
01/01/2025	Orkin Pest 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 Alarm Company	Alarm / Monitoring	1st Qtr 2025 Monitoring	\$ 133.26
01/11/2025	Roto Rooter Plumbing	Plumbing / Heating	Misc Repairs & Maintenance	\$ 3,106.62
Sub-Total January				\$ 3,812.52

03/01/2025	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 3/01/2025- 05/31/25	\$ 258.81
03/03/2025	Acme Alarm Company	Alarm / Monitoring	2nd Qtr 2025 Monitoring	\$ 133.26
03/06/2025	The Fireplace Company	Inspection / Testing	Gas Service Call	\$ 250.00
03/17/2025	Young Services	Building/Interior Maintenance	Push Button	\$ 1,214.00
03/21/2025	Lassiter Electric Inc.	Electrical	Lighting Repair	\$ 4,342.00
Sub-Total March				\$ 6,198.07

04/17/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	Shelving	\$ 250.00
Sub-Total April				\$ 250.00

Alarm / Monitoring	\$ 611.60
Electrical	\$ 4,342.00
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 1,464.00
Inspection / Testing	\$ 250.00
Pest Control	\$ 486.37
Plumbing / Heating	\$ 3,106.62
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ -
	\$ 10,260.59

Var \$ -
Var to Financials \$ -

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

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	253.15
Gas	*Black Hills Energy	535.27
Multiple	*Divvy	9,745.71
Electric	*Holy Cross Energy	280.05
Payroll Service	*Paychex Payroll Service	723.53
Accounting	*Square	35.00
Payroll Liabilities	*TIAA-CREF	7,472.62
Janitorial	Alsco	111.34
Targeted Newspaper Ads	Aspen Daily News	191.26
Sanitation	Basalt Sanitation District	1,010.63
Travel Expenses	Baumgarten, Laura	563.50
Adult BCD	Blackstone Publishing	153.96
Travel Expenses	Brittany Crooke	419.42
Technical Cataloging & Service	Brodart Co.	80.97
Music	Calkins LLC	1,750.00
Wellness/Health Insurance	CEBT Willis of Colorado	13,849.46
Landscaping	Daly Property Services, Inc.	1,571.56
Translation / Interpretation	Dulce Andrea Suarez	70.00
Children's	Imagination Library of Colorado	784.11
Spanish Language	Ingram Library Services	647.39
Adult Movies	Midwest Tape	644.93
Overdrive	Overdrive, Inc	1,869.87
Youth Audio	Playaway Products	248.05
Travel Expenses	Samuel Schoon	312.90
Travel Expenses	Shipley, Amy	519.40
Website Tools	Statewide Internet Portal Authority	1,876.00
Miscellaneous Contracts	Team CivX	6,000.00
Spanish Language	The Whole Empanada	190.00
Water	Town of Basalt	782.02
Advertising - General	WDR LLC	840.00
Internet Connectivity	Zayo Education LLC	210.00
Grand Total		<u>\$ 53,742.10</u>

Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$13,413.02
Transactions	\$9,745.71
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$13,413.02
Statement balance	\$9,745.71

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
04/16/2025	**** 7327	AMAZON MKTPL*UW1OK2BV3	\$9.95	Kristen A Doyle
04/17/2025	**** 1835	AMAZON RETA* KG3333BA3	\$211.61	Brittany Crooke
04/17/2025	**** 1835	AMAZON RETA* A86XQ4WR3	\$127.05	Brittany Crooke
04/17/2025	**** 7553	AMAZON MKTPL*E67IE6Z13	\$9.99	Linda Campbell
04/17/2025	**** 7553	AMAZON MKTPL*CD6C19PH3	\$54.27	Linda Campbell
04/17/2025	**** 0011	AMAZON MKTPL*TC2SF3KG3	\$63.98	Elizabeth DeWetter
04/17/2025	**** 0011	AMAZON MKTPL*ZY5X978X3	\$80.00	Elizabeth DeWetter
04/17/2025	**** 7553	AMAZON MKTPL*XL8BM6VF3	\$9.38	Linda Campbell
04/17/2025	**** 1835	AMAZON MKTPL*ZT3S50YH3	\$86.73	Brittany Crooke
04/17/2025	**** 0011	AMAZON MKTPL*OR24VON83	\$11.99	Elizabeth DeWetter
04/18/2025	**** 4480	AMAZON MKTPL*5L0EK7XZ3	\$55.72	Steven GarciaMachuca
04/18/2025	**** 0011	NESPRESSO USA, INC.	\$270.99	Elizabeth DeWetter
04/18/2025	**** 1835	TIMBOS PIZZA	\$55.91	Brittany Crooke
04/18/2025	**** 0011	AMAZON MKTPL*OL72A7E73	\$170.85	Elizabeth DeWetter
04/19/2025	**** 7553	AMAZON MKTPL*DL7PV4R73	\$29.38	Linda Campbell
04/20/2025	**** 4228	AMAZON MKTPL*M045P0J83	\$107.29	Laura Baumgarten
04/20/2025	**** 7553	Amazon.com*X45ZJ8AW3	\$24.98	Linda Campbell
04/24/2025	**** 2151	ZOOM.COM 888-799-9666	\$159.90	Christy Baumgarten
04/24/2025	**** 9304	SP AIRFILTERSCONAI	\$533.70	Amy Shipley
04/24/2025	**** 9304	CITY-MARKET #0433	\$85.70	Amy Shipley
04/24/2025	**** 1835	AMAZON RETA* RZ53K6R43	-\$19.98	Brittany Crooke
04/25/2025	**** 0011	TIMBOS PIZZA	\$25.00	Elizabeth DeWetter
04/25/2025	**** 7370	CITY-MARKET #0433	\$46.62	Evelyn I Dominguez
04/26/2025	**** 0011	AMAZON MKTPL*W64QR2LT3	\$47.98	Elizabeth DeWetter
04/26/2025	**** 1835	Audible*HO4OD5B33	\$23.44	Brittany Crooke

DATE	CARD	MERCHANT	AMOUNT	NAME
04/26/2025	**** 0011	CITY-MARKET #0433	\$40.41	Elizabeth DeWetter
04/26/2025	**** 2151	AMAZON MARK* 813CM27U3	\$70.72	Christy Baumgarten
04/26/2025	**** 4228	QDOBA 3178 CATERING	\$618.78	Laura Baumgarten
04/26/2025	**** 2151	WALMART.COM	\$62.51	Christy Baumgarten
04/28/2025	**** 7327	AMAZON MKTPL*NB8NR4JN2	\$217.62	Kristen A Doyle
04/29/2025	**** 0011	AMAZON RETA* 7O4JB9BF3	\$46.68	Elizabeth DeWetter
04/30/2025	**** 7553	AMAZON MKTPL*NB2774HG2	\$20.99	Linda Campbell
04/30/2025	**** 2151	AMAZON MKTPL*EN4C26MR3	\$158.39	Christy Baumgarten
04/30/2025	**** 7553	AMAZON MKTPL*NB4LS6B12	\$67.76	Linda Campbell
04/30/2025	**** 2151	FACEBK *QFMCPQLMH2	\$156.95	Christy Baumgarten
04/30/2025	**** 4228	CLIC	\$10.00	Laura Baumgarten
05/01/2025	**** 2151	AMAZON MKTPL*N253IODX1	\$40.79	Christy Baumgarten
05/01/2025	**** 7553	AMAZON MKTPL*NB8B01252	\$9.43	Linda Campbell
05/01/2025	**** 2151	AMAZON MARK* LJ5A24SL3	\$83.90	Christy Baumgarten
05/01/2025	**** 2151	MOUNTAINCAREERS.COM	\$85.00	Christy Baumgarten
05/01/2025	**** 2151	AMAZON MKTPL*NB8G989Y2	\$7.00	Christy Baumgarten
05/01/2025	**** 4228	DURANGO HOLIDAY INN EXP	\$169.60	Laura Baumgarten
05/01/2025	**** 4228	DURANGO HOLIDAY INN EXP	\$509.80	Laura Baumgarten
05/02/2025	**** 2151	GOOGLE*GSUITE BASALTLI	\$415.80	Christy Baumgarten
05/02/2025	**** 7553	AMAZON MKTPL*NB4UU1IA2	\$44.99	Linda Campbell
05/02/2025	**** 3542	CITY-MARKET #0433	\$174.86	Delaney A Meyers
05/02/2025	**** 7553	AMAZON MKTPL*NB1ZA5RU2	\$15.13	Linda Campbell
05/02/2025	**** 3542	BASALT MOUNTAIN INN	\$303.30	Delaney A Meyers
05/02/2025	**** 2151	TMOBILE POSTPAID WEB	\$705.93	Christy Baumgarten
05/02/2025	**** 7370	TST*WHITE HOUSE PIZZA	\$123.62	Evelyn I Dominguez
05/03/2025	**** 2151	AMAZON MARK* NB3SW7FV1	\$53.59	Christy Baumgarten
05/03/2025	**** 4480	CITY-MARKET #0433	\$5.96	Steven GarciaMachuca
05/03/2025	**** 4480	AMAZON MKTPL*NI2SI2FR2	\$130.98	Steven GarciaMachuca
05/03/2025	**** 4480	AMAZON MKTPL*NI6HW1FB2	\$70.99	Steven GarciaMachuca

DATE	CARD	MERCHANT	AMOUNT	NAME
05/04/2025	**** 7327	NY REVIEW OF BOOKS	\$129.95	Kristen A Doyle
05/04/2025	**** 7327	DEMCO	\$129.18	Kristen A Doyle
05/04/2025	**** 7327	DEMCO	\$291.89	Kristen A Doyle
05/05/2025	**** 7553	AMAZON MKTPL*NB1958EF1	\$53.24	Linda Campbell
05/06/2025	**** 7553	AMAZON MKTPL*NI1OD4BE2	\$12.99	Linda Campbell
05/06/2025	**** 9304	ELIZABETH MARRIOTT FB	\$25.03	Amy Shipley
05/07/2025	**** 9304	PMC - PAID PARKING	\$31.98	Amy Shipley
05/07/2025	**** 2151	JEJU JAPANESE RESTAURANT	\$23.37	Christy Baumgarten
05/07/2025	**** 2151	AMAZON MKTPL*NB3L61SL0	\$13.47	Christy Baumgarten
05/07/2025	**** 1835	AMAZON MKTPL*NB9239661	\$5.99	Brittany Crooke
05/07/2025	**** 4228	Amazon.com*NB3F46SH0	\$25.98	Laura Baumgarten
05/07/2025	**** 4228	Amazon.com*NB2A49SX0	\$87.98	Laura Baumgarten
05/07/2025	**** 1835	AMAZON MKTPL*NI3RK5DN2	\$56.68	Brittany Crooke
05/07/2025	**** 0011	CITY-MARKET #0433	\$23.11	Elizabeth DeWetter
05/08/2025	**** 9304	FORT COLLINS HILTON	\$261.22	Amy Shipley
05/08/2025	**** 4228	AMAZON MKTPL*NI1JB5UE2	\$37.67	Laura Baumgarten
05/08/2025	**** 4228	AMAZON MKTPL*NB3R58UK1	\$226.09	Laura Baumgarten
05/08/2025	**** 2151	QUALITY INNS	\$195.80	Christy Baumgarten
05/09/2025	**** 0011	TIMBOS PIZZA	\$24.25	Elizabeth DeWetter
05/10/2025	**** 7327	AMAZON RETA* NI2L24T21	\$68.52	Kristen A Doyle
05/10/2025	**** 7553	AMAZON MKTPL*NI9DR8AX0	\$438.94	Linda Campbell
05/12/2025	**** 4480	Amazon.com*NW0SG0XS2	\$137.70	Steven GarciaMachuca
05/12/2025	**** 7327	AMAZON MKTPL*NI4P03XZ1	\$285.15	Kristen A Doyle
05/13/2025	**** 7327	AMAZON MKTPL*NW5M54ST2	\$49.00	Kristen A Doyle
05/13/2025	**** 1835	CITY-MARKET #0433	\$63.95	Brittany Crooke
05/14/2025	**** 1835	AMAZON RETA* NI77V87M1	\$131.70	Brittany Crooke
05/14/2025	**** 1835	TIMBOS PIZZA	\$50.44	Brittany Crooke
05/14/2025	**** 7327	AMAZON MKTPL*NW5Y76UW2	\$5.81	Kristen A Doyle
05/14/2025	**** 7327	AMAZON MKTPL*NW1DO0UN2	\$14.98	Kristen A Doyle

DATE	CARD	MERCHANT	AMOUNT	NAME
05/14/2025	**** 1835	AMAZON RETA* NZ86P1CN2	\$89.99	Brittany Crooke
05/14/2025	**** 7327	AMAZON MKTPL*NZ2M73CC2	\$49.75	Kristen A Doyle
Total			\$9,745.71	

Amazon Transaction Details
May

Order Date	Order ID	PO Number	Order Subtotal	Title
5/29/2025	112-3323931-5281016		239.99	Dell C2423H 23.8" Full HD WLED LCD Monitor - 16:9 - Black, Silver 100 Pack Clear Luggage Tags Bag Tags Holder Identification ID Card Badge Holder with Luggage Tag Loop Straps for
5/27/2025	111-7514418-9032 5320 TECH SERVIC		19.95	Business Travel and Office Supplies
5/27/2025	111-5854960-9011 6055 REPLACE		13.34	OXO Steel Cooking Fork Exploding Kittens Horrible Therapist: Extra Horrible Edition 3-8 Players - Ages 17+ - 15 Minutes to Play - Comic Building
5/20/2025	111-8893529-7528 6025		75.97	Card Game - Ideal for Party, Family Game Night - White Chain Triangle Chess Game, Strategy Board Games for Kids 4-6-8-12, Chess Board Games for Adults, Family Games for Kids Adults, Triangle Rubber Band Game, 2 to 4 Players, Kids Christmas Birthday Gifts
5/20/2025	111-8893529-7528 6025			Brass Monkey Not Today, Murder - Social Party Game with 300+ Game Card Prompts for Escaping Murder Scenarios Exploding Kittens Presents Really Loud Librarians - Fast-Paced Board Games for Adults and Kids Age 8 and Up, Perfect Family Night Fun & Parties, Word-Shouting Family Games, Easy to Learn
5/20/2025	111-8893529-7528 6025			University Games Kids On Stage Charades Game
5/20/2025	111-4818629-1317 6055		18.99	UPINS 1500 Pcs Point Dots Balloon Glue Removable Adhesive Point Tape, 15 Rolls Double Sided Dots Stickers for Craft
5/20/2025	111-1773578-4760 5620		15.76	Wedding Decoration
5/19/2025	111-4036759-7197049		63.51	Neenah Paper Exact Index Card Stock, 94 Bright, 110 lb Index Weight, 8.5 x 11, White, 250/Pack BIC Round Stic Xtra Life Black Ballpoint Pens, Medium Point Pens (1.0mm), 60-Count Pack of Bulk Pens, Flexible Round Barrel for Writing Comfort, No. 1 Selling Ballpoint Pens
5/19/2025	111-4036759-7197049			Scotch Double Sided Tape, 1/2 in x 500 in, Permanent, 2 Boxes/Pack (665-2)
5/19/2025	111-4036759-7197049			Command Large Picture Hanging Strips, White, Holds up to 16 lbs, 14-Pairs, Easy to Open Packaging
5/19/2025	111-0379141-1831 5620		38.99	Bulk Keychains 200pcs Random Different Keychain Lot Lovely Cool Key Chains for Student Prize Birthday Gift Party Favor
5/19/2025	114-3622560-6168 5320		25.31	Silhouette America Silhouette Portrait Cutting Mat, Medium, Blue Silhouette Portrait Light Hold Cutting Mat for Scrapbooking 8" x 12"
5/15/2025	113-4482229-9149 5620 LC		6.99	Sukh 2 Pack Bird Nesting Material - Bird Nests Bedding Hummingbird Nesting Material Mixing Canary Nesting Material Finch Nesting Material Parakeet Nesting Materials for Cage,Gardens,Tree Trunks (80G)
5/14/2025	111-7071276-8291403		53.45	Command Large Picture Hanging Strips, White, Holds up to 16 lbs, 14-Pairs, Easy to Open Packaging BIC Round Stic Xtra Life Black Ballpoint Pens, Medium Point Pens (1.0mm), 60-Count Pack of Bulk Pens, Flexible Round Barrel for Writing Comfort, No. 1 Selling Ballpoint Pens
5/14/2025	111-7071276-8291403			Neenah Paper Exact Index Card Stock, 94 Bright, 110 lb Index Weight, 8.5 x 11, White, 250/Pack
5/14/2025	111-4592295-6181 5602		219.34	Doritos Flavored Tortilla Chips, Nacho Cheese, 1 Ounce (Pack of 40) KIND Healthy Grains Clusters, Granola Variety Pack, Healthy Snacks, Good Source of Fiber, Gluten Free, Whole Grains and Oats, 10g Protein, 3 Count
5/14/2025	111-4592295-6181 5602			150PCS Glow in the Dark Party Supplies for Kids Adults, Light Up Party Favors with Light Up Glasses, Headband, Rings, 100 Glow Sticks Bulk Party Pack DIY Glow Necklaces Bracelets, Neon Party Supplies
5/14/2025	111-4592295-6181 5602			Lydazlab LED Foam Glow Sticks, 38PCS Glow Sticks Bulk, Glow in The Dark Party Supplies with 3 Modes Flashing, Light Up Glow Party Favors for Wedding, Easter, Birthday, Carnival, Rave, Dance Prop
5/14/2025	111-4592295-6181 5602			Jet-Puffed Mini Marshmallows, 10 oz Bag
5/14/2025	111-4592295-6181 5602			TEDDY GRAHAMS Honey Graham Snacks, Bulk Kids Snacks, 6 - 10 oz Boxes
5/14/2025	111-4592295-6181 5602			Tostitos, Bitesize Rounds, 1 Ounce (Pack of 40)
5/14/2025	111-4592295-6181 5602			Amazon Brand - Happy Belly Mini Twist Pretzels, 40 ounce (Pack of 1)
5/14/2025	111-4592295-6181 5602			Amazon Basics Sandwich Storage Bags, 300 Count (Previously Solimo)
5/14/2025	111-4592295-6181 5602			ONETANG Freeze-Dried Mixed Fruit, 12 Pack Single-Serve Pack, Non GMO, Kosher, No Add Sugar, Gluten free, Vegan, Holiday Gifts, Healthy Snack 0.35 Ounce
5/14/2025	111-4592295-6181 5602			Nescafe 3in1 Classic 28x18g Box European Import!
5/14/2025	111-4592295-6181 5602			HERDEZ Salsa Casera, Medium, 70 oz Jug - Authentic Mexican Homestyle Salsa for Tacos, Chips & Dips
5/14/2025	111-4592295-6181 5602			Glass La Costena Pickled Nacho Slice, Jalapeno, 64 Ounce
5/14/2025	111-6165546-8718 5602		23.65	Buttermilk Pancake Mix, 10 Pound Hershys Semi-Sweet Mini Baking Chocolate Chips 5 Pounds - Perfect for Confections, Toppings & Baking Products, Mini
5/14/2025	111-9883297-1265 5602		34.99	Chocolate Chips, Chocolate Chips for Baking
5/13/2025	111-1741350-8831413		5.80	Gildan Blank T-Shirt - Unisex Style 5000 Adult Sapphire
5/13/2025	114-3956001-7087 5660 BC 5-25		89.99	The Island I'll Give You the Sun
5/13/2025	114-3956001-7087 5660 BC 5-25			Astromania Finderscope Starpointer for Astronomical Telescopes with Slide-in Bracket
5/12/2025	111-5317925-7992 6055 REPLACE		14.98	National Audubon Society Pocket Guide: Constellations (National Audubon Society Pocket Guides)
5/12/2025	111-5534603-8015 6055 REPLACE		5.81	Pokémon Sword - Nintendo Switch
5/12/2025	111-3503120-1799 6460 videogames		53.99	

Amazon Transaction Details
May

Order Date	Order ID	PO Number	Order Subtotal	Title
5/12/2025	111-7383715-1477	6460 videogames	52.39	Yoshi's Crafted World - Nintendo Switch
5/12/2025	111-9629031-3406	6460 videogames	49.00	Donkey Kong Country Returns HD for Nintendo Switch
5/12/2025	114-3967692-6060	5660 BC 5-25	131.70	The Hunger Games (Book 1)
5/10/2025	114-4130437-4299	5650	137.70	Tu sueño imperios han sido (Spanish Edition)
5/9/2025	111-8706500-6549	6460 videogames	68.52	DOG MAN: Mission Impawsible - Nintendo Switch
5/9/2025	111-8706500-6549	6460 videogames		The Oregon Trail Nintendo Switch
5/9/2025	111-2963909-8248	6460 videogames	285.15	Sid Meier's Civilization® VII - Nintendo Switch
5/9/2025	111-2963909-8248	6460 videogames		Ghost of Tsushima - PlayStation 4
5/9/2025	111-2963909-8248	6460 videogames		Split Fiction XBOX Series X
5/9/2025	111-2963909-8248	6460 videogames		Split Fiction Playstation 5 (PS5)
5/9/2025	111-2963909-8248	6460 videogames		Assassin's Creed Shadows - Limited Edition (Amazon Exclusive), PlayStation 5
5/9/2025	111-2963909-8248	6460 videogames		Stray - Nintendo Switch
5/8/2025	112-6778743-2747	6070	32.00	Sin límites (Outlive): La ciencia y el arte de la longevidad
5/7/2025	111-1236476-4734	6120	226.09	Drawing Tablet Case Carrying Bag with Artist Glove Graphics Tablet Sleeve Protective Bag for Huion H610 Pro, HS610, HS611, Xp-Pen Deco 01, Star 06, Ugee M708 and VEIKK A30, A50 (Black)
5/7/2025	111-1236476-4734	6120		X11 Drawing Tablet • PicassoTab • No Computer Needed • 11" Screen • Drawing Apps & Tutorials • Stylus Pen • Portable
5/7/2025	111-8084539-4660	5602	37.67	• Standalone • Best Gift for Beginner Digital Graphic Artist • PX11
5/7/2025	113-7205489-4009	5601.03 LC	438.94	Sprinia 2-Pack 30 Gallon Collapsible Pop-Up Trash Can for Camping, RV - Waste Yard Bag for Gardening Lawn/Leaf - 30
5/6/2025	114-9838091-5801	5660 BC 5-25	5.99	Gallon Each Bag, Green
5/6/2025	111-7053844-3111	5620	25.98	DISCOUNT PROMOS Custom Frisbees 9.25 inch. Set of 100, Personalized Bulk Pack - Fun Outdoor Games for Adults and
5/6/2025	111-6070998-0901	5310	87.98	Family - Translucent Red
5/5/2025	113-5500342-5837	5601.03 LC	12.99	Friendship Bracelet String 50 Skeins Rainbow Color Embroidery Floss Cross Stitch Embroidery Thread Cotton Floss
5/5/2025	114-8457214-9869	5660 BC 5-25	56.68	Bracelet Yarn, Craft Floss
5/5/2025	114-8457214-9869	5660 BC 5-25		LEGO DUPLO Green Building Plate - 16x16 Stud Learning and Educational Building Toy for Toddlers, Preschool, Boys and
5/1/2025	112-0724755-1562	5650	70.99	Girls, Ages 1.5+ - Gift Ideas for Birthdays - 10460
5/1/2025	112-4944058-6913	5650	130.98	Printworks 100 Percent Recycled Multipurpose Paper, 20 Pound, 92 Bright, 8.5 x 11 Inches, White, 6 Reams 2400 sheets
5/1/2025	112-4944058-6913	5650		(00018C)
5/1/2025	113-1727189-7421024		53.59	Anyumocz 12 Pack 8 oz Plastic Squeeze Bottles Multipurpose Squirt Bottles for Ketchup, Condiments, BBQ
5/1/2025	113-1727189-7421024			Sauce, Dressing, Barbecue, Grilling, Crafts, Syrup and More
5/1/2025	113-1727189-7421024			Japanese Snacks Assortment 30pcs "TONO SNACK" Excellent Variety and Delicious Selection of Japanese Dagashi
5/1/2025	113-1727189-7421024			[SAPPORO ICHIBAN] Original Shoyu Ramen Bowl (Donburi) Noodles, No. 1 Tasting Japanese Instant Cup Noodles (2.94 oz
5/1/2025	113-1727189-7421024			x 12 Bowls) (Original Shoyu)
5/1/2025	113-1727189-7421024			Jexine 100 Pcs DIY Wood Maracas Unfinished Mini Wooden Maracas, Unfinished Hand Painted Mini Mexican Toys
5/1/2025	113-1727189-7421024			Instrument for Boys Girls Adult Party Painting Craft Party Favors
5/1/2025	113-1727189-7421024			Jexine 100 Pcs DIY Wood Maracas Unfinished Mini Wooden Maracas, Unfinished Hand Painted Mini Mexican Toys
5/1/2025	113-1727189-7421024			Instrument for Boys Girls Adult Party Painting Craft Party Favors
5/1/2025	113-1727189-7421024			Silkfly 50 Pcs Mini Sombrero Hats Mini Fiesta Hats Straw Cinco De Mayo Headband for Pets Table Centerpiece Fiesta
5/1/2025	113-1727189-7421024			Decor(4 Inch)
5/1/2025	113-1727189-7421024			2 Pack Acrylic Brochure Holder 8.5 x 11 in, 2 Tier Brochure Display Stand with Removable Divider for 4 x 9 in Trifold
5/1/2025	113-1727189-7421024			Pamphlets, acrylic flyer holder 8.5 x 11 Stands for Flyer, Pamphlet, Magazine
5/1/2025	113-1727189-7421024			Acrylic Brochure Holder 8.5 x 11 inches, 3 Tier Clear Literature Holder with Removable Divider for Trifold 4 Inches Wide
5/1/2025	113-1727189-7421024			Pamphlet, Plastic Flyer Display Stand for Magazine, Document, Booklet
5/1/2025	113-1727189-7421024			Gem Stickers, 1510pcs Rhinestone Stickers for Crafts, Self Adhesive Jewel Stickers, Acrylic Bling Gems Jewels Stickers
5/1/2025	113-1727189-7421024			for Crafts, Stick on Gems for DIY, Crafts, Craft Supplies for Kids
5/1/2025	113-1727189-7421024			1782pcs Gems Stickers, Self Adhesive Gems for Crafts Bling Rhinestones for Crafts, Assorted Shapes Jewels Stickers for
5/1/2025	113-1727189-7421024			Kids, Stick on Gems, Multicolor
Total			2,940.27	



BASALT REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES
ATTENDANCE POLICY

It is the policy of the BRLD Board of Trustees to track Trustee attendance at monthly Board meetings, special Board meetings, and Committee meetings as required by the Bylaws. Attendance is required to ensure that the Board has a quorum at meetings and that the Board's work progresses.

Commented [1]: requires Bylaws change

Definition

Attendance may be either in person or virtual. Attendance assumes participation through the entire meeting so that business can be conducted until adjournment.

Responsibility for Tracking

The Executive Director will track meeting attendance and check in regularly with the President about any Board attendance concerns.

Absence

A trustee is considered absent any time they do not attend a Board meeting or committee meeting. An absence can be either excused or unexcused.

Excused absences as defined in the Bylaws are any absence for good cause such as illness or injury of the Trustee or an immediate family member. Additional reasons may be considered; however, these excused absences require that the Trustee notify the President of the Board and the Executive Director at least two days in advance. Emergency absences will be considered excused. Trustees absent due to travel are asked to consider attending a meeting virtually.

Commented [2]: consider changing this in the bylaws

An unexcused absence is any absence that does not meet the above criteria. An unexcused absence may be changed to an excused absence for good cause by the Director and President.

Accumulated Absences

When a Trustee accumulates 3 unexcused absences (or five(5) absences of any type) from March 1 through February 28, the Board President and or Executive Director will meet with the Trustee to understand why they have been absent. A plan will be made to support the Trustee in participation and accountability (see example below). If the Trustee does not follow and meet the plan, the issue will be elevated to the Board.

Commented [3]: does this mean that at the end of the day, the Board votes to remove someone? their 5 absences don't just automatically out them?

Commented [4]: Three unexcused absences brings them up for consideration of removal. Five, even excused, could do the same - we'd consider the circumstances. In the end, we recommend, if decided, removal to the County Commissioners. I don't know if we want to go this way. It would likely requires a bylaws change

At a Board meeting, the Board will discuss and possibly vote to direct the President to send a letter to the appropriate appointing body requesting the removal of the trustee. A Trustee may only be removed from the Board by a majority vote of the appointing body. For BRLD, the appointing body is the Board of County Commissioners of Eagle or Pitkin County, or the Town of Basalt Town Council.

Commented [5]: include a sample plan at the end

Commented [6]: Three unexcused absences brings them up for consideration of removal. Five, even excused, could do the same - we'd consider the circumstances. In the end, we recommend, if decided, removal to the County Commissioners. I don't know if we want to go this way. It would likely requires a bylaws change

Policy drafted: June 2025

Policy reviewed:

Policy approved:

Procedures:

DRAFT



EXECUTIVE DIRECTOR EVALUATION POLICY

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

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

TIMELINE:

April:

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

June:

The Committee will meet to set a timeline based on the current calendar year and to review the evaluation forms that will be sent to Trustees, Staff, the Friends of the Library Officers and Library Trust Board.

July:

The evaluation process will begin.

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

- Goals: Each Trustee will also be asked to evaluate the Director's progress on current goals and suggest up to two goals for the following year along with a rationale for each goal.

August:

HR Manager delivers all evaluation data to the Personnel Committee at least one week in advance of the August Personnel Committee meeting.

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

The Committee will prepare a packet including:

- Committee Evaluation Summary
- Director's Self-evaluation
- Data from evaluation forms
- Proposed goals, including any training needs or areas of concern
- Draft contract for the upcoming year

Late August:

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

Early September:

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

September:

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

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

3. Extend the Director's contract, and
4. Direct the Board President and the Director to sign the Director's contract. The agreement will take effect January 1st of the following year.

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

October:

The Personnel Committee will schedule a meeting to evaluate the evaluation process and determine if any changes are needed for the upcoming year.



BASALT REGIONAL LIBRARY DISTRICT

EXECUTIVE DIRECTOR EVALUATION POLICY

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

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

TIMELINE:

April:

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

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

June:

The Committee will meet to set a timeline based on the current calendar year and to review the evaluation forms that will be sent to Trustees, Staff, the Friends of the Library Officers and Library Trust Board.

July:

The evaluation process will begin.

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

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- Evaluation Forms: The Committee will provide evaluation forms to each library Board Trustee, library staff, the Friends of the Library ~~and~~ the Library Trust ~~Board~~, ~~and the Library Foundation~~. The evaluation form will be circulated on July 15 and will be due by July 31. All responses will be confidential and will be collated by the committee and then shared with the Executive Director.

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- Goals: Each Trustee will also be asked to evaluate the Director's progress on current goals and suggest up to two goals for the following year along with a rationale for each goal.

August:

HR Manager delivers all evaluation data to the Personnel Committee at least one week in advance of the August Personnel Committee meeting.

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

The Committee will prepare a packet including:

- Committee Evaluation Summary
- Director's Self-evaluation
- Data from evaluation forms
- Proposed goals, including any training needs or areas of ~~concern~~concern
- Draft contract for the upcoming year

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Late August:

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

~~Late September~~**Early September:**

~~The Finance Committee Chair, Personnel Committee Chair, and Director will meet to discuss such contract points as salary, vacation leave, and other benefits. In creating the Director's compensation package, the Board of Trustees will consider the Director's input, a market study of comparable library director salaries, and funds available in the following year's budget.~~ **If necessary, the board will work with the library's attorney to draft changes to the Director's contract.**

September:

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

- At the September Board meeting, the Director's evaluation **materials** will be reviewed in **an** executive session unless the Director requests that it be conducted in public. The Board will first discuss the evaluation in executive session without the Director being present. The Director and Board will then jointly discuss all negotiating points, ~~and~~ all goals, **and any contract updates**, including both the Director's needs and the library's best course for the upcoming year.

- **After adjourning from executive session, the Board will again convene in its regular meeting and will vote to:**

- 1. Accept or amend the Director's evaluation**
- 2. Select no more than three goals for the Director for the following year**
- 3. Extend the Director's contract, and**
- 4. Direct the Board President and the Director to sign the Director's contract. The agreement will take effect January 1st of the following year.**

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- ~~1. Accept or amend the Director's evaluation,~~
~~Select no more than three goals for the Director for the following year, and~~
- ~~2. Extend the Director's Contract,~~
- ~~3. Select no more than three goals for the Director for the following year, and~~
- ~~4. Direct the Treasurer, Chair of the Committee, and Director to meet to discuss contract terms.~~

~~**Late September:** The Finance Committee Chair, Personnel Committee Chair, and Director will meet to discuss such contract points as salary, vacation leave, and other benefits. In creating the Director's compensation package, the Board of Trustees will consider the Director's input, a~~

~~market study of comparable library director salaries, and funds available in the following year's budget.~~

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

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

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

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

October:

The Personnel Committee will schedule a meeting to evaluate the evaluation process and determine if any changes are needed for the upcoming year.



**BASALT
REGIONAL
LIBRARY**

**BASALT REGIONAL LIBRARY DISTRICT
CIRCULATION AND LIBRARY CARD POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide library card accounts for users of our library regardless of residency. These library card accounts are used to borrow library materials. BRLD may apply charges for materials which are lost by a library patron.

BRLD will provide library card accounts to users of our library. BRLD will lend library materials to users who have library card accounts. Patron accounts will be “blocked” once charges reach \$10.00.

Patrons are limited to 15 display items on their library card at any one time.

LIBRARY CARD ACCOUNT:

Patrons of all ages can get a library card by completing an application, and showing government issued photo ID, school issued student ID, or proof of enrollment in a school.

Acceptable photo IDs include:

- Driver’s license
- Student ID
- Passport from any country
- Permanent Resident card
- DMV issued ID card

LENDING RULES:

- There are no age limits for checkout. Patrons of any age can check out any materials.
- Items check out for 2 or 3 weeks depending on the type of material. See the library website at www.basaltlibrary.org for more info.
- Items may be renewed one (1) time, this renewal may happen automatically if the item is eligible for renewal.
- Once an item is overdue, a patron will receive two (2) overdue notices (email only) prior to the item being deemed lost.
- If an item is not returned to BRLD within sixty (60) days of the due date, the item will be considered lost and replacement fees will be billed to the patron. In case of loss or theft the borrower may be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement.
- Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.
- Damaged items must be returned to the library and cannot be kept by the patron.

- BRLD promotes access to resources and resists censorship. Therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.

REIMBURSEMENT:

If a patron pays for a lost item, and the item is found within six months of the payment, the patron may request reimbursement.



BASALT
REGIONAL
LIBRARY

BASALT REGIONAL LIBRARY DISTRICT CIRCULATION AND LIBRARY CARD POLICY

It is the policy of the Basalt Regional Library District (BRLD) to provide library card accounts for users of our library regardless of residency. These library card accounts are used to ~~circulate-borrow~~ library materials. ~~BRLD may, and to~~ apply charges for materials which are lost ~~or damaged~~ by a library patron.

BRLD will provide library card accounts to users of our library. BRLD will circulate-lend library materials to users who have library card accounts. ~~BRLD will check items for damage upon being returned to the library. Slight damages to library items will be noted to ensure that future borrowers are not charged for damage caused by another patron. Library items will circulate for the time periods specified in the policy outlined below.~~ Patron accounts will be “blocked” once charges reach \$10.00. ~~Patrons are limited to 50 items on their library card at anyone time.~~ [LB1]

Patrons are limited to 15 display items on their library card at any one time.

LIBRARY CARD ACCOUNT:

Patrons of all ages can get a library card by completing an application, and showing government issued photo ID, school issued student ID, or proof of enrollment in a school.

Acceptable photo IDs include:

- Driver’s license
- Student ID
- Passport from any country
- Permanent Resident card
- DMV issued ID card

CIRCULATIONLENDING RULES:

—There are no age limits for checkout. Patrons of any age can check out any materials.

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—Items check out for 1-week to 2 or 3 weeks depending on the type of material. See the library website at www.basaltlibrary.org for more info.

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—Items may be renewed one (1) time, this renewal may happen automatically if the item is eligible for renewal.

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—Once an item is overdue, a patron will receive two (2) overdue notices (email only) prior to the item being deemed lost.

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—If an item is not returned to BRLD within sixty (60) days of the due date, ~~then~~ the item will be considered lost and replacement fees will be billed to the patron. In case of loss, or theft, ~~or~~ ~~damage~~, the borrower may be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement.

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- Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.

• Damaged items must be returned to the library and cannot be kept by the patron.

- BRLD ~~creates and~~ promotes access to resources and resists censorship. Therefore, it is the ~~responsibility~~ responsibility of the parent/guardian to determine what is appropriate for their child.

REIMBURSEMENT:

If a patron pays for a lost item, and the item is found within six months of the payment, ~~the patron~~ the patron may request reimbursement.

~~Revised and Adopted: February 21, 2022~~



BRLD POTENTIAL 2025 BALLOT LANGUAGE
BALLOT MEASURE A

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

- (i) PROPERLY FUND THE ONGOING MAINTENANCE OF LIBRARY FACILITIES;
 - (ii) PROVIDE FUNDING NECESSARY TO RETAIN STAFF AND MAINTAIN/EXPAND OPERATING HOURS AT THE LIBRARY;
 - (iii) PROPERLY FUND COMMUNITY ACCESS TO BOOKS, INTERNET, INFORMATION AND PROGRAMS;
 - (iv) IMPROVE JOB SEARCH AND HOMEWORK SUPPORT; AND
 - (v) 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 2025 ELECTION TIMELINE

June board meeting: discussion item of ballot question language, what have trustees heard from stakeholder meetings?

July 21: Board votes whether to Approve Placement of Mill Levy Measure on Nov 2025 Ballot

July 25: (100 days prior to election) Deadline to Notify in Writing to Both County Clerks of Intention to Participate in Coordinated Election

August 26: (70 days prior to election) Deadline for IGA for Both County Clerks and BRLD identifies its Designated Election Official

August 29: (67 days prior to election) Deadline for Board of County Commissioners in Eagle & Pitkin Counties to Adopt BRLD Mill Levy Resolution

September 5: (60 days prior to election) Deadline to Submit Ballot Question to County Clerks

September 19: (45 days prior to election) Deadline at Noon to Submit Written Comments For with the Designated Election Official

September 22: (43 days prior to election) Deadline to Submit TABOR Notice to County Clerks

November 4: Election Day