

Basalt Regional Library District Board of Trustees Meeting
Monday, August 25th, 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 agenda, minutes, and payables
 - a. Approve agenda
 - b. Minutes of July 21, 2025, Board Meeting (page 3)
 - c. July 2025 Accounts Payable (page 19)
6. Friends of the Library Report, *Deb McCanne, chair of the Friends of the Library*
7. Library Trust Report, *Nina Itin, President of the Library Trust Board*
8. Director's Report, *Amy Shipley* (page 7)
9. Ballot Measure Committee
 - a. Discussion and possible vote to ratify appointment of Eric Pelander as the District's Deputy Designated Election Official
10. Facilities Committee: *Suzi Jenkins, chair*
11. Finance Committee: *Deb Smith, chair*
 - a. July 2025 Financials (page 10)
 - b. 2026 Draft Budgets
 - c. Change to date for public budget hearing, Tuesday, October 14, 2025
12. Governance Committee: *Elaine Nagey, chair*
13. Personnel Committee: *Carolyn Kane, chair*
 - a. *Director evaluation update*

14. Policy Committee: *John Goodwin, chair*
 - a. Discussion and possible vote to approve Patron Behavior Policy (page 26)
 - b. Discussion and possible vote to approve Response to Law Enforcement Policy (page 30)
15. Adjourn Meeting

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AGENDA

1. Call to order

Carolyn Kane called the meeting to order at 5:15pm.

Board Members Present:

- Carolyn Kane
- Deborah Smith
- Elaine Nagey
- Eric Pelander (via Zoom)
- Jon Goodwin
- Sarah Johnson
- Suzi Jenkins (via Zoom)

Board Members Absent:

- None

Public Present:

- None

Staff Present:

- Amy Shipley
- Christy Baumgarten
- Kristen Doyle
- Samuel Schoon

2. Public Comments

None

3. Board Comments

Elaine noted that some of the info in the board directory is incorrect for her. John and Carolyn also had some info he would like changed.

4. Staff Comments

None

5. Action Item – Approve agenda, minutes, and payables

a. Approve agenda

There were no comments. John motioned to approve the agenda, blank seconded. The motion passed unanimously.

b. Minutes of June 16, 2025, Board Meeting (page ?)

Eric noted that he had not attended the previous meeting and that was not stated in the minutes. There will be an attendance tracker added to the minutes moving forward. Carolyn noted a distinction that board members cannot talk persuasively about the ballot measure in their capacity as a board member, not as a member of the public. Elaine moved to approve the minutes. Deborah seconded. The motion passed unanimously.

c. June 2025 Accounts Payable (page ?)

There were no comments. Elaine moved to approve the accounts payable. John seconded. The motion passed unanimously.

6. Staff Presentation – Collection Inventory Project and New Sub-collections: *Kristen Doyle, Cataloging & Collection Librarian*

Kristen discussed a broad overview of the collections at the library and the categories that exist. Kristen has started an inventory project to help make sure that the online catalog is accurate, to find areas for improvement, to resolve issues of problem items, and aid collection development.

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

a. Strategic Plan Update

Amy discussed how the library is progressing in the strategic plan. Things are moving forward well with many goals, with staff turnover causing some goals to be put on the back burner.

8. Ballot Measure Committee

a. Updates to stakeholder conversations

The Board discussed additional conversations they had with local stakeholders about the ballot measure. The conversations continued to be positive, with emphasis that the ballot measure isn't a tax increase.

b. Ballot measure timeline update (page ?)

If the Board votes to approve the ballot measure, Amy will get in contact with Pitkin and Eagle county clerks to know what the next steps in the process are.

- c. Ballot measure marketing plan (page ?)

If the Board votes to approve the ballot measure, Carolyn will be moving forward in getting volunteers for the “Yes committee” to help create a campaign for the library.

- d. Discussion and possible vote to approve Resolution 2025-03, Basalt Regional Library District 2025 Tax Extension Ballot Resolution (page ?)

Carolyn started a vote to approve Resolution 2025-03, a Resolution to go on the ballot for a tax extension. All members voted yes, except for Suzi who was absent from the meeting. The motion passed unanimously.

- e. Sign up to staff Basalt Sunday market booth (page ?)

Amy passed around a sign up sheet for a booth at the Basalt farmers market so that the Board may volunteer to work at the booth to help advertise the library and ballot measure.

- f. Survey status report and preliminary results

Christy Baumgarten discussed the results of the preliminary survey. Most of the results were positive.

9. Facilities Committee: *Suzi Jenkins, chair*

None

10. Finance Committee: *Deb Smith, chair*

- a. June 2025 Financials (page xx)

Deborah discussed that the financials are tracking as expected.

- b. 2026 Draft Budgets
- c. Grant spending report

11. Governance Committee: *Elaine Nagey, chair*

The Governance Committee will begin to discuss how workflow will look with now being in charge of the bylaws.

12. Personnel Committee: *Carolyn Kane, chair*

13. Policy Committee: *John Goodwin, chair*

- a. Discussion and possible vote to approve Patron Behavior Policy (page ?)

The Board discussed some issues they have with this policy, and will be discussed again in a future board meeting.

- b. Discussion and possible vote to approve Safe Child Policy (page ?)

Deb motioned to approve the policy. Elaine seconded. The motion passed unanimously.

- 14. Discussion and possible vote to send trustee to Colorado Association of Libraries Conference

Eric moved to send Deb to Colorado Association of Libraries Conference. Elaine seconded.

- 15. Adjourn Meeting

Sarah moved to adjourn the meeting. Elaine seconded. The motion passed unanimously. The meeting adjourned at 7:18pm



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

Administration

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Staff Eligible for Benefits (over 20 hours)	Staff Not Eligible for Benefits (under 20 hours)
20	16.63	664	17	3

STAFF VACANCIES			
Position	Hours per Week	FTE	Benefits Eligible? (Y/N)
Patron Services Associate	40	1.0	yes
Patron Services Associate	20	.5	yes
Spanish Outreach Coordinator	40	1.0	yes
Teen Librarian	40	1.0	yes
Music Programming Coordinator	20	.5	yes
Total	160	4.0	

Our Teen Librarian gave their two weeks' notice in late July, and we will be posting the position internally soon.

Recruiting continues for the following positions:

- Part-Time Patron Services Associate – In job offer process.
- Full-Time Patron Services Associate – In job offer process.
- Music Programming Coordinator – Still accepting applications.
- Spanish Language Outreach Coordinator – Still accepting applications.
- Teen Librarian – Will post internally soon.

Finances

Development of the 2026 budgets is on track and while there will be a few adjustments throughout the budget season, we expect those adjustments to be minimal.

Collection

Inventory of the non-fiction collection is underway, being completed in chunks 4 days a week by the cataloging librarian and the technical services associate. Technical Services staff will be sticking to the

CIRCA process of inventorying due to concerns that the alternative method through Marmot would have a long enough lag to cause other issues. The cataloging librarian presented to the board about the number of separate collections the library has, as well as the inventory process. The adult collection coordinator is hard at work refreshing the 500s range of the non-fiction collection, weeding outdated material and ordering new resources to fill gaps in the collection. The cataloging librarian will be working with the children's librarian to add new kits and update this collection in August, as well as looking to train additional staff members to help with inventory. This month the library of things collection has required more repair and replacement than usual, and new backcountry packs were added at the end of the month.

Programs

The Youth Services department has been working on wrapping up summer reading this month, we ended summer reading with a bang with a foam party with Ann Lincoln, drawing in over 200 patrons to the library lawn. The soft count of summer reading is in, and our numbers are lower than last year, due to a large group of students that were coming in last year did not come in this year.

Community Relations and Outreach

We have added new return-on-investment information to the receipts customers receive when they check out library materials. There is now a message at the bottom of the receipt that shows the amount of money the patron saved by using the library. The amount is calculated by totaling the retail cost of each item that the patron checked out. Retail cost data is entered into the catalog record when each item is added.

Marketing

The library social media presence continues to be strong, with many posts about recent programs getting nice traction. One post about the foam party received 13 reactions and 2 shares.

Technology

EV charger access has remained steady since swapping out the ethernet cord to the wireless access point. The year's computer replacements have been installed and are running smoothly. Four chromebooks for board member use have been ordered and built and should be sent to the library soon. A public laptop that was having trouble charging has been fixed and is on its way back to the library and will be back in circulation soon. A new policy was put into place by Marmot that causes laptops to "sleep" when the lid is closed and not connected to the docking station. We've worked with Marmot to get this policy reversed as it was causing issues for staff attending in-house meetings. We continue to make small tweaks to the website to address glitches and areas of improvement.

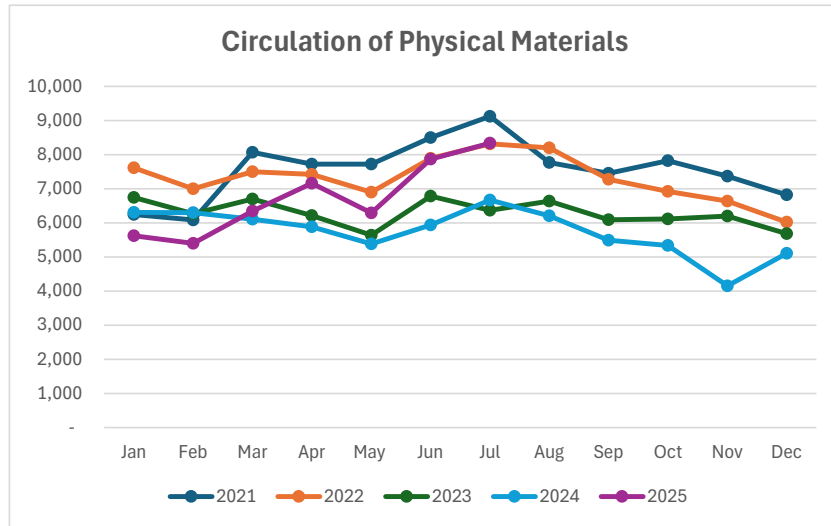
Facility Maintenance and Management

The automatic door openers are installed for the public restrooms and are working great. This is a major step forward in accessibility for our customers.

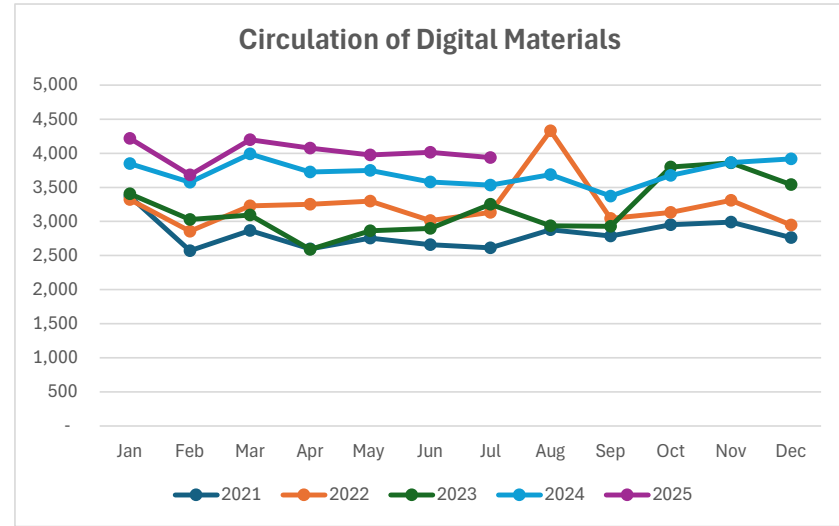
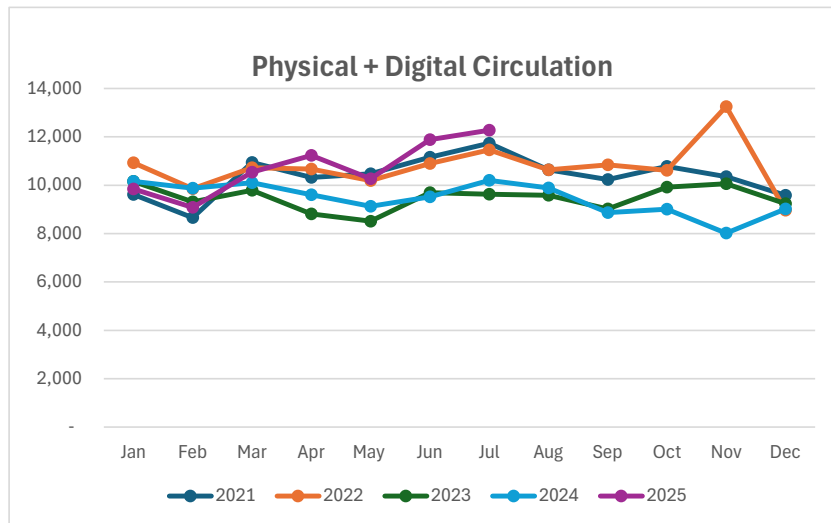
Leadership and Professional Development

The technical services associate has completed her online class and shared a variety of resources and tools with the rest of technical services for looking up subject headings and assigning Dewey Decimal numbers. The cataloging librarian has been accepted into the year-long professional development cohort of non-traditionally taught catalogers. The IT & Marketing Manager is completing her year-long leadership institute experience this month.

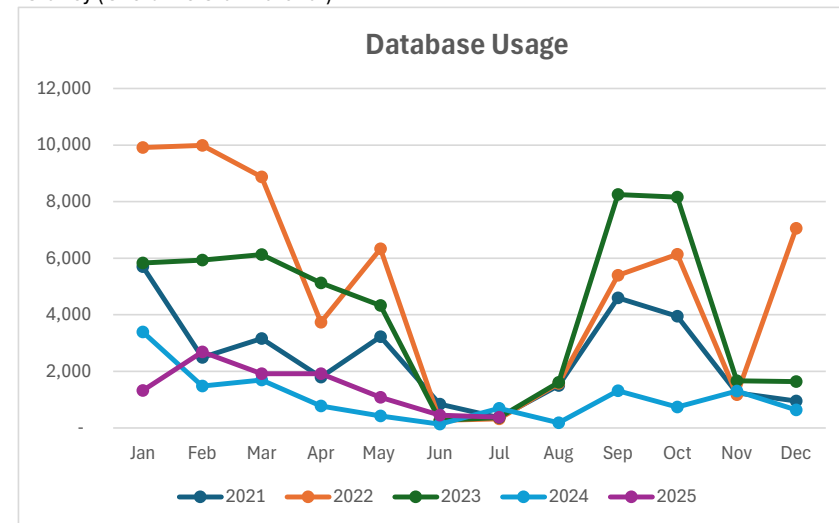
Collection Statistics



All physical items for checkout inside the library



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



Basalt Regional Library District
Balance Sheet
July 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	242,264			242,264		242,264
Colo Trust - Tabor Reserve #8003	59,392			59,392		59,392
Colo Trust - Operating Fund #8004	1,890,995			1,890,995		1,890,995
Colo Trust - Bond Repayment #8002		541,060		541,060		541,060
Colo Trust - Capital Rsv Fund #8005			1,708,049	1,708,049		1,708,049
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	(50,628)			(50,628)		(50,628)
Property Tax Receivable	105,526			105,526		105,526
Pooled Cash (Interfund Transfers)	(36,076)	1,111,032	(1,074,630)	326		326
Capital Assets, net of depreciation	-	-	-	-	8,862,793	8,862,793
Total Assets	2,211,585	1,652,092	633,420	4,497,097	8,862,793	13,359,889
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	5,591	-	-	5,591		5,591
Other Current Liabilities						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	105,526			105,526		105,526
Current Bonds Payable, 2012				-	825,000	825,000
Total Current Liabilities	111,117	-	-	111,117	831,807	942,923
Long Term Liabilities						
Bonds Payable, 2012		-		-	850,000	850,000
Accrued Compensated Absences				-	60,318	60,318
Total Long Term Liabilities	-	-	-	-	910,318	910,318
Total Liabilities	111,117	-	-	111,117	1,742,124	1,853,241
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	7,187,793	7,187,793
Non Spendable	(50,628)	-	-	(50,628)	50,628	-
Restricted for:						
Tabor	81,973			81,973	-	81,973
Debt Service		1,652,092		1,652,092	-	1,652,092
Committed for Future Projects			633,420	633,420	(633,420)	-
Unassigned / Unrestricted	2,069,123	-	-	2,069,123	515,668	2,584,791
Current Year Fund Balance / Net Position	2,100,468	1,652,092	633,420	4,385,980	7,120,669	11,506,648
Total Liabilities and Fund Balance / Net Position	2,211,585	1,652,092	633,420	4,497,097	8,862,793	13,359,889

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

				YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	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)	2,100,468		2,100,468			
Eagle County					424,742,070	419,653,120							
	Assessed Value			419,653,120				478,687,270	pre-preliminary budget	478,687,270	pre-preliminary budget		
	% Increase						12.70%						
	Operating Mill Levy Rate			2.610			2.610	3.063	add 1.08 to 2.61	2.610			
Pitkin County					299,054,640	299,274,620							
	Assessed Value			299,274,620				307,996,900	preliminary budget	307,996,900	preliminary budget		
	% Increase						2.99%						
	Operating Mill Levy Rate			2.610			2.610	3.063	add 1.08 to 2.61	2.610			
REVENUES					1,108,576.80	1,091,794							
4005	General Operating Mill Levy												
4010	Eagle County			1,147,189				98.49%	1,466,219.11		1,249,373.77		
4020	Pitkin County			800,008				94.71%	943,394.50		803,871.91		
	Total General Operating Mill Levy			1,947,197				96.93%	2,409,613.61	128%	2,053,245.68	109%	
4100	MVSO - General Operating												
4110	Eagle County			79,983			70,000	56.12%	70,000	flat	70,000	flat	
4120	Pitkin County			34,078			30,000	52.13%	30,000	flat	30,000	flat	
	Total MVSO - General Operating			114,062			100,000	54.92%	100,000		100,000		
4200	Fines & Fees												
4290	Holy Cross Deposit Return/Member Equity			105			-	0.00%	-		-		
4261	Miscellaneous			16,325			15,000	9.479	63.19%	20,000	underbudgeted in 2025	20,000	underbudgeted in 2025
	Total Fines & Fees			16,431			15,000	9.479	63.19%	20,000	133%	20,000	133%
4300	Earnings on investments												
4310	Colostrust Int Op Acct			93,791			90,000	28,146	31.27%	80,000	overbudgeted in 2025	80,000	overbudgeted in 2025
4320	Mill Levy Interest			5,150			5,000	1,153	23.07%	-	overbudgeted in 2025	-	overbudgeted in 2025
	Total Earnings on investments			98,941			95,000	29,299	30.84%	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	1,729	172.86%	1,000	flat	1,000	flat
	Total Contributions			4,740			6,000	6,829	113.81%	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	14,697	293.95%	5,000	flat	5,000	flat
	Total Restricted Fund Income - Foundation/Friends			30,627			15,000	23,397	155.98%	19,000	127%	19,000	127%
TOTAL REVENUES				2,211,997	2,125,109	1,957,477	92.11%	2,639,614	124%	2,283,246	107%		
OPERATING:					64,888	77,718							
Administration													
Contract Services													
5010	Accounting			5,203			6,000	3,560	59.33%	7,000	underbudgeted in 2025	7,000	
5020	Audit - Annual			14,045			14,888	14,800	99.41%	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	51,878	241.29%	21,500	flat	50,000	increase for potential ballot measure
Total Contract Services				50,607					119.77%	56,781	88%	130,281	201%

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

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	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	3,881	107.79%	3,600	flat	3,600	
5240		Library Association Dues	2,194	1,000	1,330	133.00%	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	6,887	86.08%	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	387	19.36%	2,500	125%	2,000	flat
5270		Travel expenses	13,404	5,000	6,641	132.83%	12,000	PLA Conference	12,000	PLA Conference
		Total Professional Dev. & Memberships	35,222	23,375	20,494	87.67%	36,875	158%	36,375	156%
5280		Publicity								
5290		Advertising - General	1,982	6,000	1,157	19.28%	6,000	flat	6,000	flat
5285		Radio	16,252	17,850	17,067	95.61%	19,500	109%	19,500	109%
5293		Signage	656	500	228	45.58%	500	flat	500	flat
5295		Social Media Ads	881	3,000	430	14.32%	2,000	67%	2,000	67%
5297		Targeted Newspaper Ads	5,038	9,500	3,583	37.72%	10,250	108%	10,250	108%
5286		Spanish Language Interpretation/Translating	4,661	6,000	1,925	32.08%	6,400	107%	6,400	107%
5287		Job Ads	1,018	2,000	573	28.65%	2,000	flat	2,000	flat
		Total Publicity	30,488	44,850	24,962	55.66%	46,650	104%	46,650	104%
5300		Supplies								
5310		Office Supplies	15,103	14,000	7,225	51.61%	14,000	flat	14,000	flat
5320		Technical Cataloging & Service	7,670	8,500	3,963	46.62%	8,500	flat	8,500	flat
5330		Postage & Shipping	52	500	55	11.04%	500	flat	500	flat
		Total Supplies	22,824	23,000	11,243	48.88%	23,000	100%	23,000	100%
5350		Treasurer's fees								
5360		Eagle fees	34,459	33,257	32,770	98.53%	43,987	3% of revenue per state law	37,481	3% of revenue per state law
5370		Pitkin fees	34,901	39,027	31,340	80.30%	47,170	5% of revenue per state law	40,194	5% of revenue per state law
		Total Treasurer's fees	69,360	72,284	64,109	88.69%	91,156	126%	77,675	107%
		Total Administration	249,496	270,655	242,098	89.45%	301,462	111%	360,981	133%
		Facility Expenses								
5410		Janitorial	49,891	55,000	31,954	58.10%	56,650	3% inflation	56,650	3% inflation
5420		Janitorial Supplies	8,123	9,000	5,485	60.94%	11,000	underbudgeted in 2025	11,000	underbudgeted in 2025
5430		Landscaping	11,500	12,000	6,574	54.79%	17,000	landscaping project	17,000	landscaping project
5440		Maintenance *Detailed List Attached	34,595	20,000	17,168	85.84%	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	61,181	60.55%	109,846	109%	109,846	109%
5500		Utilities								
5510		Electric	10,300	8,240	2,804	34.03%	8,500	3% inflation	8,500	3% inflation
5515		Compost Collection System	2,372	1,927	300	15.57%	2,400	underbudgeted in 2025	2,400	underbudgeted in 2025
5520		Gas	14,895	18,332	7,917	43.19%	16,000	overbudgeted in 2025	16,000	overbudgeted in 2025
5530		Internet Connectivity	9,883	15,450	4,689	30.35%	15,500	100%	15,500	100%
5540		Sanitation	3,337	3,667	3,093	84.34%	3,777	3% inflation	3,777	3% inflation
5550		Telephone	6,264	9,198	3,054	33.21%	9,500	projected cost increase after new phones	9,500	projected cost increase after new phones
5560		Trash	11,089	10,142	4,734	46.68%	10,447	3% inflation	10,447	3% inflation
5570		Water	4,557	5,200	2,964	57.00%	5,356	3% inflation	5,356	3% inflation
		Total Utilities	62,698	72,157	29,556	40.96%	71,480	99%	71,480	99%
		Total Facility Expenses	171,524	173,201	90,738	52.39%	181,326	105%	181,326	105%
		Library Programs								
5610		Adult Program	12,457	11,000	6,421	58.38%	11,000	flat	11,000	flat
5620		Children's	12,934	5,500	11,384	206.99%	6,500	118%	6,500	118%
5634		Liquor License	700	400	-	0.00%	400	flat	400	flat
5633		Movie License	865	550	-	0.00%	1,000	underbudgeted in 2024	1,000	underbudgeted in 2024
5640		Music	24,741	17,000	20,564	120.96%	17,000	flat	17,000	flat
5650		Spanish Language	2,798	4,000	2,599	64.98%	4,500	113%	4,500	113%
5660		Teens	8,062	3,500	5,379	153.69%	4,500	129%	4,500	129%

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

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
5601		Summer Reading								
5601.01		Adult Summer Reading	666	1,000	599	59.94%	1,000	flat	1,000	flat
5601.02		Teen Summer Reading	3,838	2,500	8,243	329.70%	3,000	120%	3,000	120%
5601.03		Children's Summer Reading	4,907	5,500	5,462	99.31%	6,000	109%	6,000	109%
5601.04		Spanish Language Summer Reading	652	2,000	-	0.00%	2,000	flat	2,000	flat
5602		Community Events	9,650	15,000	12,962	86.41%	17,000	113%	17,000	113%
		Total Library Programs	82,270	67,950	73,613	108.33%	73,900	109%	73,900	109%
		Technology & Equipment								
		Copiers & Equipment								
5730		Lease	-	-	-	0.00%	-		-	
5740		Service Agreement / Copy Usage	4,738	2,500	2,884	115.36%	6,000		6,000	
		Total Copiers & Equipment	4,738	2,500	2,884	115.36%	6,000	240%	6,000	240%
5760		Marmot ILS System	94,884	105,730	78,479	74.23%	115,000	109%	115,000	109%
5770		Miscellaneous Parts	2,561	2,000	1,131	56.55%	3,000	150%	3,000	150%
5780		Support & Service Agreements								
5784		Appointment Booking	156	-	-	0.00%	-		-	
5781		Marketing & Graphic Design	3,986	3,300	2,613	79.17%	3,700	112%	3,700	112%
5783		Website Tools	3,680	9,400	3,020	32.13%	4,800	51%	4,800	51%
5785		Communication & Time Management	3,901	7,500	4,614	61.53%	8,880	118%	8,880	118%
		Total Support & Service Agreements	11,723	20,200	10,247	50.73%	17,380	86%	17,380	86%
		Total Technology	113,906	130,430	92,741	71.10%	141,380	108%	141,380	108%
		Collections								
5910		Audio								
5920		Adult BCD	2,891	3,000	1,141	38.02%	3,000	flat	3,000	flat
5922		Spanish Audio Adult	484	500	426	85.24%	500	flat	500	flat
5924		Spanish Audio Youth	510	500	500	100.00%	500	flat	500	flat
5930		Youth Audio	2,827	3,000	1,744	58.13%	3,500	117%	3,500	117%
		Total Audio	6,712	7,000	3,811	54.44%	7,500	107%	7,500	107%
6000		Books & Magazines								
6010		Adult fiction books	12,262	12,800	6,236	48.72%	12,800	flat	12,800	flat
6020		Adult non-fiction books	12,131	12,800	4,425	34.57%	20,000	156.25% adult nonfiction needs a refresh	15,000	117.1875% adult nonfiction needs a refresh
6025		Board Games	492	500	232	46.33%	500	flat	500	flat
6030		Juvenile Fiction	8,709	9,100	3,991	43.86%	9,600	105%	9,600	105%
6040		Juvenile Non-Fiction	3,769	4,000	1,819	45.48%	5,000	125%	5,000	125%
6045		Large Print	2,231	2,000	533	26.66%	3,000	150%	3,000	150%
6050		Print Subscriptions	3,683	3,500	245	7.01%	3,500	flat	3,500	flat
6055		Replacement Books - Purchased	3,828	1,500	2,311	154.05%	3,000	200%	3,000	200%
6060		Spanish Adult fiction	2,147	2,000	1,289	64.45%	2,000	flat	2,000	flat
6070		Spanish adult non-fiction	1,592	1,500	1,082	72.14%	1,500	flat	1,500	flat
6080		Spanish children's books	5,700	5,000	2,145	42.90%	5,000	flat	5,000	flat
6100		YA Fiction	3,627	4,000	1,780	44.50%	4,000	flat	4,000	flat
6110		YA Non-Fiction	1,773	1,700	808	47.54%	1,700	flat	1,700	flat
6120		Special Items	3,332	2,000	1,240	62.02%	2,000	flat	2,000	flat
		Total Books	65,275	62,400	28,137	45.09%	73,600	118%	68,600	110%
6200		Digital Resources								
6210		Annual Subscriptions:								
6270		Mango Languages	4,111	-	-	0.00%	-		-	
6300		Downloadable Titles:								
6305		Kanopy	2,000	5,000	5,000	100.00%	5,000	flat	5,000	flat
6320		Overdrive	26,958	27,000	18,181	67.34%	31,500	117%	31,500	117%
6340		Online Databases	8,437	9,500	5,682	59.81%	12,000	126%	12,000	126%
6350		Online Newspaper Subscriptions	1,299	2,000	1,302	65.10%	1,500	75%	1,500	75%
		Total Digital Resources	42,805	43,500	30,165	69.34%	50,000	115%	50,000	115%
6400		Media								
6430		Adult Movies	5,769	6,000	2,336	38.93%	6,000	flat	6,000	flat
6440		Juvenile Movies	837	1,000	563	56.32%	1,000	flat	1,000	flat
6460		Video / Games	666	1,500	717	47.78%	1,800	120%	1,800	120%
		Total Media	7,272	8,500	3,616	42.54%	8,800	104%	8,800	104%
		Total Collections	122,065	121,400	65,729	54.14%	139,900	115%	134,900	111%
6800		Restricted Funds								

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

				YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
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	564,919	71.18%	867,969	109%	922,487	116%
6900			Payroll Expenses								
6910			Payroll	1,012,102	1,091,075	631,673	57.89%	1,239,028	114%	1,158,506	106%
6920			Payroll Service	6,796	8,075	4,831	59.82%	10,537	130%	10,537	130%
6930			Payroll Taxes	78,723	87,791	49,372	56.24%	99,554	113%	93,152	106%
6940			Retirement Plan	23,060	33,770	16,594	49.14%	36,986	110%	34,911	103%
6950			Health Insurance	124,650	160,284	82,129	51.24%	195,111	122%	195,111	122%
6960			Life Insurance	-	645	-	0.00%	678	105%	678	105%
6965			STD/LTD	-	3,624	-	0.00%	3,748	103%	3,653	101%
6970			FAMLI	9,003	9,780	4,622	47.26%	9,944	102%	9,812	100%
6957			Background Check	1,296	1,900	800	42.11%	1,900	100%	1,900	100%
			Total Payroll Expenses	1,255,631	1,396,945	790,022	56.55%	1,597,485	114%	1,508,260	108%
			TOTAL EXPENDITURES	1,994,892	2,190,581	1,354,940	61.85%	2,465,453	113%	2,430,747	
			Net General Fund Income/(Loss)	217,106	(65,472)	602,537		174,160	266%	(147,501)	225%
			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		242	
			General Fund Balance	1,497,931	1,223,380	2,100,468	171.69%	2,099,628	105%	1,777,967	89%

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

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	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	5,710	35.69%		
	Mill Levy Debt Repayment									
		Eagle County		537,869		459,570.92	446,580	97.17%		
		Pitkin County		395,713		323,577.12	305,762	94.49%		
	Total Mill Levy Debt Repayment			933,582		783,148.04	752,343	96.07%		
	Transfer from General Fund					35				
TOTAL REVENUES					957,368	799,183	758,053	94.85%		
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	13,404	97.22%		
		Pitkin County		23,268		16,179	20,893	129.14%		
	Total Treasurer's Fees			39,425		29,966	34,297	114.45%		
TOTAL EXPENDITURES					899,519	1,745,810	54,719	3.13%		
Net Fund Income/(Loss)					57,849	(946,627)	703,334	-0.74		
Bond Repayment Fund Balance					948,758	2,192	1,652,092	75385.44%		
**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
July 2025**

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	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	37,028	105.79%	35,000	projected 5% rate
TOTAL REVENUES					168,761	267,000	62,028	23.23%	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%	13,000	need to replace staff copier
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	37,372		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	14,077		-	
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
		Window Treatments - Replace							3,250	new item from Facility Replacement Plan
		Keycard/Fob Reader System - Replace							13,500	new item from Facility Replacement Plan

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

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 7/31/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions
		Packaged Air Unit - Maintain							8,250	new item from Facility Replacement Plan
		Wood Siding - Repair/Repaint							35,000	new item from Facility Replacement Plan
		Traffic Counter System - Replace							6,800	new item from Facility Replacement Plan
TOTAL EXPENDITURES					654,471	160,500	92,981	57.93%	271,000	
Net Fund Income/(Loss)					(485,710)	106,500	(30,953)	-29.06%	(61,000)	
Capital Reserve Fund Balance					664,373	711,307	633,420	89.05%	543,807	

**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
05/14/25	*Divvy	Building/Interior Maintenance	Air Filters	\$ 533.70
Sub-Total May				\$ 533.70
06/01/25	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 6/01/2025- 08/31/25	\$ 278.22
06/01/25	Acme Alarm Company	Alarm / Monitoring	3rd Qtr 2025 Monitoring	\$ 133.26
06/10/25	First Impression Glass Cleaners	Window Cleaning	window cleaning	\$ 2,043.00
06/24/25	Tri County Locksmith	Building/Interior Maintenance	Intermatic HA7 Door	\$ 2,380.21
06/25/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	AC Filters/ Hanging Art	\$ 150.00
Sub-Total June				\$ 4,984.69
07/16/25	Pinyon Mesa Automatic Services	Building/Interior Maintenance	Repair and Maintenance- Doors	\$ 959.00
07/18/25	Pinyon Mesa Automatic Services	Building/Interior Maintenance	Repair and Maintenance- Doors	\$ 230.00
07/27/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	Hanging Art	\$ 200.00
Sub-Total July				\$ 1,389.00
Grand Total				\$ 17,167.98

Alarm / Monitoring	\$ 1,023.08
Electrical	\$ 4,342.00
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 5,916.91
Inspection / Testing	\$ 250.00
Pest Control	\$ 486.37
Plumbing / Heating	\$ 3,106.62
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ 2,043.00
Miscellaneous	\$ -
	\$ 17,167.98

Var \$ -
Var to Financials \$ -

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
July 11 - August 1

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	251.91
Gas	*Black Hills Energy	205.10
Multiple	*Divvy	7,711.36
Electric	*Holy Cross Energy	396.37
Payroll Service	*Paychex Payroll Service	340.21
Accounting	*Square	35.00
Payroll Liabilities	*TIAA-CREF	6,083.82
Targeted Newspaper Ads	Aspen Daily News	191.26
Janitorial Supplies	Aspen Maintenance Supply	1,212.11
Music	Aspen Music Festival and School	603.04
Sanitation	Basalt Sanitation District	1,071.27
Travel Expenses	Baumgarten, Christy AP	218.40
Wellness/Health Insurance	CEBT Willis of Colorado	11,596.31
Telephone	Century Link	522.27
Adult	Divine Moon LLC	300.00
Translation / Interpretation	Dulce Andrea Suarez	140.00
Print Subscriptions	EBSCO	33.00
Travel Expenses	Elizabeth DeWetter	38.73
Background Check	Employers Council Services, Inc.	506.00
Maintenance	Grizzly Creek Enterprises, Inc	4,628.15
Children's	Imagination Library of Colorado	114.92
Multiple	Ingram Library Services	3,032.36
Teen Summer Reading	Jessica Barnum	315.08
Music	Leelee Harriman	59.13
Juvenile Movies	Midwest Tape	137.40
Prepaid Expense	OCLC, Inc.	1,481.74
Overdrive	Overdrive, Inc	2,457.59
Maintenance	Pinyon Mesa Automatic Services	1,189.00
Children's	Raising a Reader	1,758.00
Travel Expenses	Shipley, Amy	156.80
Miscellaneous Contracts	Team CivX	14,353.21
Targeted Newspaper Ads	The Sopris Sun	720.00
Water	Town of Basalt	1,091.12
Maintenance	Tri County Locksmith	2,380.21

Grand Total \$ 65,330.87



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$9,422.42
Transactions	\$7,711.36
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$9,422.42
Statement balance	\$7,711.36

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
06/15/2025	**** 7370	Amazon.com*NA2Z86U02	\$12.32	Evelyn I Dominguez
06/15/2025	**** 1835	AMAZON MKTPL*NA16Q3RS2	\$5.99	Brittany Crooke
06/16/2025	**** 8447	AMAZON MKTPL*NA6GH2W32	\$68.62	Samuel Schoon
06/17/2025	**** 0011	CC CAFE	\$25.00	Elizabeth DeWetter
06/18/2025	**** 7327	AMAZON MKTPL*NO2M41PK2	\$20.73	Kristen A Doyle
06/18/2025	**** 2151	SWIFT COMMUNICATIONS	\$407.08	Christy Baumgarten
06/18/2025	**** 8447	AMAZON MKTPL*NA72K6RY1	\$38.72	Samuel Schoon
06/19/2025	**** 2151	DRI*eSigns	\$95.17	Christy Baumgarten
06/20/2025	**** 7327	DEMCO	\$526.35	Kristen A Doyle
06/21/2025	**** 2151	CITY-MARKET #0405	\$214.62	Christy Baumgarten
06/23/2025	**** 1835	AMAZON MKTPL*NO8QW18K1	\$9.69	Brittany Crooke
06/23/2025	**** 8447	AMAZON MKTPL*NQ2TK7AL2	\$68.95	Samuel Schoon
06/24/2025	**** 8447	NESPRESSO USA, INC.	\$196.00	Samuel Schoon
06/25/2025	**** 7553	AMAZON MKTPL*NQ2DH5BY2	\$38.94	Linda Campbell
06/25/2025	**** 8447	CNS NOTARY	\$108.99	Samuel Schoon
06/26/2025	**** 7553	AMAZON RETA* NQ4IZ62M2	\$55.19	Linda Campbell
06/26/2025	**** 7553	AMAZON MKTPL*NQ78I33F1	\$16.67	Linda Campbell
06/26/2025	**** 8447	CO SECRETARY STATE FEE	\$10.00	Samuel Schoon
06/26/2025	**** 8447	AMAZON MKTPL*NQ0BE3TN1	\$23.62	Samuel Schoon
06/26/2025	**** 8447	REI.COM 800-426-4840	\$358.20	Samuel Schoon
06/27/2025	**** 7327	HIGH POINT SCIENTIFIC	\$319.95	Kristen A Doyle
06/27/2025	**** 8447	AMAZON RETA* NQ91J40K1	\$10.63	Samuel Schoon
06/27/2025	**** 9304	FSP*CAL-COASSOCLIBRARIES	\$239.80	Amy Shipley
06/27/2025	**** 7327	AMAZON MKTPL*NQ3NR4JS0	\$12.91	Kristen A Doyle
06/27/2025	**** 4228	AMAZON MKTPL*NQ2L22AY0	\$31.99	Laura Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
06/28/2025	**** 0011	AMAZON RETA* NQ5MX25U1	\$85.88	Elizabeth DeWetter
06/28/2025	**** 7327	AMAZON MKTPL*N38KA2F62	\$51.33	Kristen A Doyle
06/29/2025	**** 8447	AMAZON MKTPL*N36CR33J2	\$35.98	Samuel Schoon
06/29/2025	**** 8447	AMAZON MKTPL*N32EB7N22	\$59.26	Samuel Schoon
06/30/2025	**** 2151	FACEBK *YY7U5UQMH2	\$69.94	Christy Baumgarten
07/01/2025	**** 1645	AMAZON MKTPL*N39Q99XQ2	\$19.76	Dhakiya Mitchell
07/01/2025	**** 4228	SMK*SURVEYMONKEY.COM	\$468.00	Laura Baumgarten
07/01/2025	**** 0011	CITY-MARKET #0433	\$48.41	Elizabeth DeWetter
07/01/2025	**** 8447	CNS NOTARY	\$119.85	Samuel Schoon
07/01/2025	**** 1645	Amazon.com*N33PK8C50	\$85.27	Dhakiya Mitchell
07/02/2025	**** 7553	AMAZON MKTPL*N312B6OU0	\$46.98	Linda Campbell
07/02/2025	**** 2151	GOOGLE*GSUITE BASALTLI	\$415.80	Christy Baumgarten
07/02/2025	**** 7553	ETSY, INC.	\$37.43	Linda Campbell
07/03/2025	**** 4228	SP T.U.K. INC.	\$192.97	Laura Baumgarten
07/03/2025	**** 1835	AMAZON MKTPL*N30ZU37Z2	\$81.71	Brittany Crooke
07/03/2025	**** 1645	FSP*CAL-COASSOCLIBRARIES	\$70.00	Dhakiya Mitchell
07/04/2025	**** 7370	SOCIETYFORHUMANRESOURCE	\$299.00	Evelyn I Dominguez
07/04/2025	**** 8447	AMAZON MKTPL*N30UN0VO0	\$23.99	Samuel Schoon
07/05/2025	**** 1645	Amazon.com*NL8J46FU2	\$135.00	Dhakiya Mitchell
07/06/2025	**** 7553	SP SPINARTUSA	\$40.00	Linda Campbell
07/06/2025	**** 7553	AMAZON MKTPL*N32XW4D01	\$16.98	Linda Campbell
07/08/2025	**** 7553	AMAZON RETA* NL8XG4BK2	\$49.45	Linda Campbell
07/08/2025	**** 8447	USPS.COM CLICKNSHIP	\$4.57	Samuel Schoon
07/08/2025	**** 8447	AMAZON RETA* NL97776Q2	\$16.39	Samuel Schoon
07/09/2025	**** 7327	AMAZON MKTPL*NL4ZB73Y1	\$21.38	Kristen A Doyle
07/10/2025	**** 7370	TIMBOS PIZZA	\$43.68	Evelyn I Dominguez
07/10/2025	**** 2151	Adobe Inc	\$239.88	Christy Baumgarten
07/11/2025	**** 1645	TIMBOS PIZZA	\$25.45	Dhakiya Mitchell
07/11/2025	**** 8447	AMAZON MKTPL*NL84ZOH21	\$50.98	Samuel Schoon

DATE	CARD	MERCHANT	AMOUNT	NAME
07/11/2025	**** 8447	AMAZON MKTPL*NL1AG3BW1	\$53.38	Samuel Schoon
07/11/2025	**** 8447	FSP*CAL-COASSOCLIBRARIES	\$95.00	Samuel Schoon
07/11/2025	**** 8447	FSP*CAL-COASSOCLIBRARIES	\$556.00	Samuel Schoon
07/11/2025	**** 8447	AMAZON MKTPL*NR6DM43Y2	\$30.91	Samuel Schoon
07/11/2025	**** 9304	DREAMTIME WATER DIST	\$160.80	Amy Shipley
07/11/2025	**** 7553	AMAZON MKTPL*NR2BM5JB2	\$23.79	Linda Campbell
07/11/2025	**** 7553	AMAZON MKTPL*NR3U76TM2	\$56.21	Linda Campbell
07/12/2025	**** 8447	BEAVER RUN RESORT	\$158.88	Samuel Schoon
07/12/2025	**** 8447	BEAVER RUN RESORT	\$158.88	Samuel Schoon
07/12/2025	**** 9304	BEAVER RUN RESORT	\$158.88	Amy Shipley
07/12/2025	**** 8447	AMAZON MKTPL*NL8J25KQ1	\$5.99	Samuel Schoon
07/13/2025	**** 9304	BASALT MOUNTAIN INN	\$466.20	Amy Shipley
07/14/2025	**** 7553	AMAZON MKTPL*QF3J32TO3	\$14.99	Linda Campbell
Total			\$7,711.36	

Amazon Transaction Details
July

Order Date	Order ID	PO Number	Order Subtotal	Title
				16.9" Portable DVD Player with 14.1" Large HD Screen,High Volume Speaker,4-6 Hours Built-in Rechargeable
7/31/2025	112-5508149-6361009	6055	53.19	Battery,Support USB/SD Card/Sync TV and Multiple Disc Formats,Region Free,Remote Control,Black
7/31/2025	113-1821304-8263450	5660	8.99	BATTERY ALKLN DURA AA CD8
7/30/2025	113-6579103-6611440	5660	59.97	POKEMON TCG: Battle Academy 2024
7/29/2025	111-8895636-8567433	5310	7.49	EXPO Wet Erase Markers, Semi-Permanent Markers, Assorted, Ultra Fine Point, 4 Count
7/28/2025	111-4182604-3972247	6055	6.99	Ukulele Chord Dictionary: Handy Guide (Alfred Handy Guide)
7/26/2025	114-1601938-2213037		66.1	U by Kotex Tampons, Click Compact Multipack, Regular/Super Absorbency, Unscented, 45 Count
7/26/2025	114-1601938-2213037			U by Kotex Balance Ultra Thin Pads with Wings, Regular Absorbency, 50 Count (Packaging May Vary)
				JOYIN Dinosaur Toys with Activity Play Mat & Storage Cage, 19 PCS Realistic Dinosaur Figures & Trees for Toddlers Kids
7/26/2025	113-4488318-6353069	5620	59.38	Ages 3-5, Ideal for Boys and Girls Gift
				Geylie Alloy Small Construction Cars Vehicles, Die Cast Mini Construction Truck Toys, Heavy Duty Bulldozers Excavator
7/26/2025	113-4488318-6353069	5620		Cement Dump Toys Outdoor Easter Gifts for Kids Toddler
				Play-Doh Sparkle and Bright 14 Pack, Non-Toxic Modeling Compound, 3-Oz Cans, Back to School Classroom Supplies,
7/26/2025	113-4488318-6353069	5620		Preschool Toys, Ages 3+ (Amazon Exclusive)
				USB C Fast Charger, 100W GaN 6 Port Type Charging Station Hub Block Cube, Wall Charger Power Strip Adapter Plug for
7/24/2025	111-9812837-3233852	5320	67.01	iPad iPhone 16 15 14 13 12 Pro Max Pixel Note Galaxy, 5ft Cord
				MUTUACTOR 4PCS Strong Neodymium Pot Magnet,74lbs Heavy Duty Magnets with 1/4 Female Thread,Powerful Rare Earth
7/24/2025	111-9812837-3233852	5320	67.01	Magnets Removable Mounting Base for LED Lighting Solar Panels Tools Brackets
				PowerLocus Bluetooth Over-Ear Headphones, Wireless Stereo Foldable Headphones Wireless and Wired Headsets with
7/24/2025	111-9812837-3233852	5320	67.01	Built-in Mic, Micro SD/TF, FM for iPhone/Samsung/iPad/PC (Blue/White)
				Sharpie S-Gel Gel Pens Drawing Pens Gel Ink For Journaling Writing Coloring Medium Point (0.7Mm) Pearl White Body
7/23/2025	111-1466293-7088264	5310	58.22	Black Ink Pen 12 Count
				giantotter Desk Organizers and Accessories with File Holder, 4-Tier Desk Accessories & Workspace Organizers with Drawer
7/23/2025	111-1466293-7088264	5310		and 2 Pen Holder, Paper Organizer for Office Supplies (Rose Gold)
				Mr. Pen- Lined Sticky Notes 3x3, 12 Pads, 720 Sheets in Total, Morandi Colors, Sticky Notes with Lines, Back to School
7/23/2025	111-1466293-7088264	5310		Supplies
				3 Pcs Legal Pads 8.5 x 11 Pink Note Pads 8.5 x 11 Notepad Total 75 Sheets, Micro Perforated Writing Pads Color Lined
7/23/2025	111-1466293-7088264	5310		Paper College Ruled Pad of Paper Notebook To-Do List for School & Office Supplies
				Sharpie Pocket Highlighters, Mild Pastel Colors, Assorted, Chisel Tip, 12 Count - School, Home, and Office Use, Teacher
7/23/2025	111-1466293-7088264	5310		Supplies
7/23/2025	114-1752032-6437047		26.45	Cricut Value Permanent Vinyl - 50ft Rainbow Sampler, 12in x 12in Sheets (50 Count)
				TECKNET Wireless Mouse, 2.4G Quiet Computer Mouse with USB Receiver, 4 Buttons Portable Cordless Mice for
7/23/2025	112-4652181-2001048		115.76	Chromebook, Laptop, PC, Mac, 800/1200/1600 DPI - Black
				11.6-12.9 Inch Waterproof Laptop Bag Sleeve for Women Men Business Briefcase with Organizer for Acer Chromebook
7/23/2025	112-4652181-2001048			Spin 311, Lenovo Chromebook C330, Samsung Chromebook 4, HP ASUS Dell Surface Case, Black
				200 Sets Button Maker Supplies for Pin Maker Machine Kit Button Maker Machine, 200 PCS Sparkling Stickers, 100 Laser
7/22/2025	113-2878886-2171443	5660	199.56	Back 100 Starry Back 200 Shell for Button Press
				Tondiamo 100 Sets 58 mm/ 2.25 Inch Button Maker Keychains Supplies Metal Button Badge Sets Including Metal Shell,
7/22/2025	113-2878886-2171443	5660		Plastic Film, Backing Parts, Keychain for Maker Machine DIY Christmas Gifts
				200 Sets 58mm/2.25" Button Maker Supplies, Complete DIY Supplies for Custom Buttons & Badges, Metal Covers, Metal
7/22/2025	113-2878886-2171443	5660		Backs & Clear Film for Button Maker Machine, Pin Maker, Badge Button Press
				BEAMNOVA 100 Sets of 58mm / 2.28 in (Approx. 2-1/4 inch) Metal Button Parts Fridge Magnet Supplies for Button Maker
7/22/2025	113-2878886-2171443	5660		Machine Round Pin Maker, Supplies Only, Machine NOT Included
				EK Tools Circle Punch 1.25 Inch With Safety Lock, Create Perfect Circles for Handmade Cards, Scrapbooking, Gift Tags,
7/22/2025	113-2878886-2171443	5660		Invitations, Decorations and More
				Pokiulc Classic Baseplates Building Plates-Pack of 10 Large 10" x 10" Building Bricks,Compatible with All Major
7/21/2025	113-6912568-9033814	5620	17.99	Brands,Perfect STEM Gift for Builders Age 3+ (Green)
				Reading Rewards Clip Over The Page Wordy Bookmarks for Kids - Fun Bookmarks for Children, Classroom Prizes,
7/21/2025	113-1288656-8217802	5660	151.27	Motivational Book Markers, Planner Accessories - Book Marks for Reading Women - 75 Pack
				Kolldenn 150 Pcs Book Tracker Bookmarks Bulk 6.3 x 1.97 Inch Bookshelf Design Bookmarks Paper Tracking Bookmark
7/21/2025	113-1288656-8217802	5660		Double Sided Reading Page Markers for Reading Lovers Students School(Book)
				96 Pcs Book Club Gifts Book Lover Gifts Ballpoint Pens with Bookmark Funny Pens Bulk Book Accessories for Reading
7/21/2025	113-1288656-8217802	5660		Book Club Party Favors
				20 Packs Book Mini Assorted fidgets Toys for Kids Children Classroom Students Gifts from Teacher,Birthday Party Bubble
7/21/2025	113-1288656-8217802	5660		Favors
				96 PCS Reading Book Library Pre-Cut Temporary Tattoos Sticker Booklish Nerd Birthday Party Decorations Favors Supplies
7/21/2025	113-1288656-8217802	5660		Gifts Boys Girls Teachers Adult Tattoo School Reward Themed (Normal)
				Yoyuspy Reading Temporary Tattoos Stickers - 200+ Book Themed Party Decorations Favors Supplies Storybook Themed
7/21/2025	113-1288656-8217802	5660		Tattoo Stickers Gifts for Kids Adults Reading Club Library Supplies Prizes Rewards
				YMYMGJ 98 PCS Reading Book Party Favors, Reading Book Temporary Tattoos Slap Bracelets Stickers Badges Keychains
7/21/2025	113-1288656-8217802	5660		for Reading Book Birthday Party Decorations Supplies for Kids Boys Girls Book Lovers
				200pcs Book Stickers for Kindle, Inspirational Bookish Reading Sticker Pack for Readers, Waterproof Booktok Vinyl Decals
7/21/2025	113-3625012-4472212	5620	12.99	for Water Bottle, Laptop, Ebook, Scrapbook, Journal
7/18/2025	111-1007808-5848201	5310	34.73	Pentel EnerGel RTX Retractable Liquid Gel Pen, (0.7mm), Medium line, Assorted Ink, Pack of 20 (BL77BP20M)
				choyaxo 120 Pcs Kraft Paper Blank Bookmarks with 100 Pcs Colorful Tassels Paper Bookmarks for DIY Art Projects, School
7/17/2025	113-7079087-3349036	5620	9.99	Supply, Gifts Tags 5.5x2 inch (120)
				Arme 600 PCS Stickers Pack, Cute Colorful Waterproof Stickers, Vinyl Art Stickers.Stickers for Water
7/17/2025	113-9457305-4101030	5620	55.7	Bottles,Skateboards and Notebooks, Laptop Sticker for Teens Girls Kids Adults
				100pcs Book Stickers for Kindle, Bookish Reading Stickers for Laptop, Booktok Book Lover Clear Case Gifts Accessories for
7/17/2025	113-9457305-4101030	5620		Teens Adults
				80UncleKimby 16Pcs Thanksgiving Crafts for Kids - Fall Turkey DIY Felt Art Kits Bulk Toys for Classroom Activities Party
7/17/2025	113-9457305-4101030	5620		Games Ages 3-5, 4-8, 8-12

Amazon Transaction Details
July

Order Date	Order ID	PO Number	Order Subtotal	Title
7/17/2025	113-9457305-4101030	5620		Air Dry Clay 66 Colors, Modeling Clay for Kids, DIY Model Magic Clay, Molding Clay Kit with Sculpting Tools, Non-Sticky Soft and Super Light, Arts and Crafts Gift for Boys Girls Kids.
7/17/2025	113-9457305-4101030	5620		Stickers for Water Bottles, 200PCS Water Bottle Stickers for Kids, Waterproof Stickers Vinyl Stickers, Cute Stickers Pack
7/16/2025	111-2108650-6246634	6055	9.99	Dairrr Fuuu Large Camping Chair Bag Replacement for Coleman, Camp Folding Chair Bags, Lawn Chair Bag Replacement
7/16/2025	111-5377512-5507440	6120	21.84	LTGEM Case Compatible with Logitech Blue Yeti USB Microphone(Case Only)
7/16/2025	113-1626206-6117833	5660	619.15	200 Pieces Cute Cartoon Gel Ink Pens Cartoon Animal Writing Pens 0.5 mm Novelty Black Gel Ink Pens Assorted Styles
7/16/2025	113-1626206-6117833	5660		Fun Kawaii Pens for Kids Office School Gifts Supplies
7/16/2025	113-1626206-6117833	5660		PAPERAGE 48-Pack Composition Notebook Journals, 120 Pages, Kraft Cover with Rainbow Spines, College Ruled Lined Paper, Small Size (8 in x 5.75 in) - For Home, Office or School Supplies
7/16/2025	113-1626206-6117833	5660		Leinuosen 300 Pcs Scented Pencils Bulk for Kids Inspirational Cute Fun Wood Smelly Pencils with Erasers Fruit Elements for School Classroom Office Students
7/16/2025	113-1626206-6117833	5660		60 PCS Sticky Notes Bulk 3x3 Inch Colorful Sticky Notes 75 Sheets/Pad 12 Colors, Adhesive Sticking Self-Stick Multicolor
7/16/2025	113-1626206-6117833	5660		Memo Note Pads for Teacher Student School Office Meeting Blank Desk Pads
7/16/2025	113-1626206-6117833	5660		25pcs Mood Expression Wooden Rubber Stamps Kit, Cute Small Emoticon Theme Stamps for Decorative Diary Planner DIY
7/16/2025	113-1626206-6117833	5660		Craft Scrapbooking Card Making Letters Journal
7/16/2025	113-1626206-6117833	5660		150 Pack Animal Erasers for Kids Puzzle Pencil Erasers 3D Mini Eraser Toys for Classroom Prizes Game Reward Easter Egg
7/16/2025	113-1626206-6117833	5660		Fillers Goodie Bag Stocking Stuffers Treasure Box Party Favors for Kid Gifts
7/16/2025	113-1626206-6117833	5660		TOPDesign 192-Pack Economical 16"x15" Cotton Tote Bags, Lightweight Medium Reusable Grocery Shopping Cloth Bags,
7/16/2025	113-1626206-6117833	5660		Suitable for DIY, Advertising, Promotion, Gift, Activity
7/16/2025	113-1626206-6117833	5660		Royal Kraft Assorted Wooden Block Printing Stamps (Set of 50) Bulk01_50
7/16/2025	113-1626206-6117833	5660		Umikk 50 Pack Sticky Notes 1.5x2 in, 5000 Sheets Small Self-Stick Note, 4 Color Mini Sticky Notes Pad Bulk, Easy to Post for Office, School, Home
7/16/2025	113-1626206-6117833	5660		ARTISTRO Vibrant Acrylic Paint Markers for Rock, Fabric, Glass, Wood, Paper, Ceramic, Canvas & More - 24 Dual-Tip
7/16/2025	113-1626206-6117833	5660		Acrylic Paint Pens (Dot & Fine) - Smooth Flow, Quick Dry, Low-Odor
7/16/2025	113-1626206-6117833	5660		TopTime Letter Stamps, 40PCS Alphabet Stamps with Emoji, Symbol, Heart and Weather, Circle Lowercase Rubber
7/16/2025	113-1626206-6117833	5660		Wooden Stamps with Ink Pad, Small Stamp Set for Scrapbooking, Crad Making, Journaling
7/16/2025	113-6469527-7616259	5660	35.61	Highlighters, Chisel Tip Dry-Quickly Highlighter Markers, 216 Count-6 Assorted Colors Highlighters Bulk Pack for Adult
7/14/2025	113-1960658-9474600	5660	106.8	Kids, Office Classroom Must Have, School Supplies for Teachers (2 Boxes of 108)
7/12/2025	114-1998144-4334659		123.22	I Know Why the Caged Bird Sings
7/12/2025	114-1998144-4334659			Miokun 14 Pack Wood Small Rolling Pin for Kids, 7.9 Inch Kids Rolling Pin for Home Kitchen (14)
7/12/2025	114-1998144-4334659			GXGLLPZBY DIY Cat Diamond Art Kits, 5D Animal Diamond Painting for Beginners Adults, Round Full Drill Paint by Diamonds Dot Gem Art Kits, Home Wall Decor 13.78x13.78in
7/12/2025	114-1998144-4334659			VILLCASE 30pcs Wooden Clay Carving Modeling Tools Kit, Double-Ended Clay Sculpture Tools, Polymer Pottery Dough Modeling Ceramic Tools for Cutting Shaping
7/12/2025	114-1998144-4334659			DAS Air-Hardening Modeling Clay - Terra Cotta Clay 2.2lb Block - Pliable Air Clay for Sculpting and Coating - Easy to Use Air Dry Modeling Clay for All Ages - Molding Clay for Sculpting and More
7/12/2025	114-8195998-8320265		34.95	GXGLLPZBY 5D Diamond Painting Kits for Beginners, DIY Stained Glass Flower Diamond Art Kits for Adult, Suitability Full
7/11/2025	113-7885350-2898603	5620	14.99	Round Diamond Dot Gem Art Kits, Home Wall Decoration 13.78x13.78 Inches
7/10/2025	113-4834083-4893810	5620	46.05	80UncleKimby 16Pcs Thanksgiving Crafts for Kids - Fall Turkey DIY Felt Art Kits Bulk Toys for Classroom Activities Party
7/10/2025	113-4834083-4893810	5620		Games Ages 3-5, 4-8, 8-12
7/10/2025	113-4834083-4893810	5620		12 Pack Monster Wind Chime Kit Make You Own Monster Wind Chime Kids Crafts DIY Monster Ornaments Decorations
7/10/2025	113-4834083-4893810	5620		Wooden Arts Fall Craft for Girls Boys Activity Party Favor
7/10/2025	113-4834083-4893810	5620		BAINFE 100PCS Plastic Spiders Halloween Realistic Plastic Spider Small Spiders Fake Spiders Prank Prop Joke Black
7/10/2025	111-6724495-0833854	5310	53.38	Spiders for Halloween Party Home Decorations
7/10/2025	111-8968465-7451415	5310	30.91	UPINS 300 Pcs Round Plastic Black Googly Wiggle Eyes Self-Adhesive Large Size 15 mm 18 mm 20 mm 25 mm
7/10/2025	111-0418589-5251454	5310	50.98	Max Fun 700Pcs Halloween Foam Stickers Glitter Foam Sticker DIY Craft Stickers for Kids Halloween Decorations Party Supplies
7/10/2025	111-5366999-8926605	5310	5.99	Purell 64 Oz. Advanced Instant Hand Sanitizer Gel Refill
7/10/2025	113-8110537-9307415	5620	56.21	Neenah Paper 05201 CLASSIC Linen Writing Paper, 24lb, 8 1/2 x 11, Natural White, 500 Sheets
7/10/2025	113-8110537-9307415	5620		Land O'Lakes Mini-Moo's Half and Half Liquid Creamer, 0.28 oz., 192/Carton (ORG100718)
7/10/2025	113-8110537-9307415	5620		Mr. Pen- White Board Erasers, 8 Pack, Vibrant Colors, Magnetic Dry Erase Eraser, Whiteboard Eraser
7/10/2025	113-0616453-0866606		23.79	Gem Stickers, 1510pcs Rhinestone Stickers for Crafts, Self Adhesive Jewel Stickers, Acrylic Bling Gems Jewels Stickers for
7/8/2025	111-0848151-0197861	6120	21.38	Crafts, Stick on Gems for DIY, Crafts, Craft Supplies for Kids
7/7/2025	113-4100318-2591412	5620	49.45	TUZZ Ocean Sensory Bin - 2lbs Magic Sand & Magnetic Fishing Toys, 30PCS Play Sand Kits - 3 Fish, 6 Molds & 8 Ocean
7/7/2025	111-1090968-5790648	5310	16.39	Animals - Sensory Toys for Toddlers Kids Birthday 3 4 5 6 7 8 Year Old
7/3/2025	113-6542904-5795421	5620	16.98	SIMPLIPLAY Farm Animal Toys with Portable Large Wooden Barn for Kids 3+ Years Old, 10 PCS Farm Animal Figures for
7/3/2025	113-6542904-5795421	5620		Boys, Girls, Animal Lovers, Ideal Gift for Kids Toddlers, Improve Fine Motor Skills
7/3/2025	111-8560753-8506639	5310	23.99	Accguan 4oz Glass Jars With Lids(Silver),Mason Jars,Ideal For Honey,Jam,Wedding Favor,DIY Magnetic Mini Spice Jars For
7/2/2025	114-4684738-8217826		135	Kitchen,Set of 40
				National Audubon Society Pocket Guide: Constellations (National Audubon Society Pocket Guides)
				Goliath Jelly Blox Vroom! Truck Kit Includes 35 Blocks Toddler & Preschool Building Blocks Kids Can Squeeze, Stretch,
				Squish Safety Tested & Ouch-Free Tactile, Sensory Play Toy for Ages 2+
				Amazon Basics Digital Postal Scale, AC Adapter, 65 lb Capacity, 0.1 oz Readability, Black
				SWATOM 141 PCS Paper Blank Bookmarks to Decorate 70 Sets Cardstock DIY Bookmarks Bulk for Kids with Bookmark
				Making Kit, 5 Color Tassels & Twine String for Classroom Craft Projects
				Summer Crafts Kits Kids DIY Bookmark Kit Foam Bookmarks Crafts Art Sets Fruits Sweet Treats Sun Ornaments Stickers for
				Kids Classroom Activities Rewards Party Favor 24 Pcs
				Fuxury Bubble Mailers 6x10" 100 Pack Black Padded Envelopes Usable Size 6x9" Thick Mailing Envelopes Bubble Opaque
				Padded Mailers Shipping Bags for Mailing Jewelry Makeup Small Business#0
				Where'd You Go, Bernadette: A Novel
Total			2,642.85	



BASALT REGIONAL LIBRARY DISTRICT PATRON BEHAVIOR POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to ensure an atmosphere that is comfortable and safe by providing behavior expectations for all users of the library's facilities and resources. By using the library, users agree to follow this policy.

We expect our library users to:

- Follow all library policies and procedures.
- Exit the building when prompted.
- Engage with library staff in a respectful and courteous manner.
- Treat other library users with respect.
- Avoid loud conversations and disruptive behavior.
- Respect the rights of other users to access library materials. Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited. Patrons may request reconsideration of library materials if they believe they are inappropriate.
- Respect that the youth side of the library is intended for use by children, teens, and families. Staff may ask adults to leave the children's area of the library if the presence of the adult is inhibiting use by the intended audience.
- Care for library books and other materials properly. Library materials should not be written on or defaced in any way.
- Care for library equipment, furniture, and facilities. Leave library furniture in its place.
- Never leave personal items unattended. The library is not responsible for lost or stolen personal items, including library materials already checked out to the user.
- Wear shoes and clothing while in the library.
- Refrain from wearing and/or using skates, bicycles, etc. in the building.
- Not bring pets and emotional support animals into the library. Service animals are permitted.
- Refrain from soliciting for any reason, including gathering signatures on a petition while on the premises.
- Never enter areas designated "staff only" without an appointment with or accompaniment by staff.
- Refrain from sleeping in the library.
- Smoke or vape more than 25 feet from library entrances.

Library staff members will intervene when a child or vulnerable adult alone is:

- Found frightened, disoriented, or upset in the Library,
- Doing something dangerous to his/her/their self, or to another person,
- Subject to a perceived threat posed by another person,
- Not following the Patron Behavior Policy and exhibiting specific inappropriate behavior, or
- Not met by a caregiver at closing time.

The library also expects library users to follow all local, state, and federal laws:

- Smoking in the building is prohibited.
- Use or possession of weapons of any kind is prohibited, except with a concealed carry permit, or by law enforcement officers.
- Use, possession, or distribution of any controlled substance, alcoholic beverages, or illegal drugs is prohibited.
- Lewd or obscene conduct, or sexual misconduct, is prohibited.
- Violence, including threatening, intimidating, or unsafe behavior will never be tolerated.

Consequences:

Library staff may ask library users to leave the library if they do not follow the Patron Behavior Policy.

The library will bill the library user for lost items.

Library staff may revoke library privileges for repeat offenders or depending on the severity of the violation.

Library staff may call 911 for assistance with more troubling library user behavior.



BASALT REGIONAL LIBRARY DISTRICT PATRON BEHAVIOR POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to ensure an atmosphere that is comfortable and safe by providing behavior expectations for all users of the library's facilities and resources. By using the library, users agree to follow this policy.

The library is a place for learning, accessing information, and gathering as a community. The Basalt Regional Library District (BRLD) staff strive to provide such a place for our users. To this end, library users are asked to follow the Patron Behavior Policy:

We expect our library users to:

- Follow all library policies and procedures.
- Exit the building when prompted.
- Engage with library staff in a respectful and courteous manner.
- Treat other library users with respect.
- Avoid loud conversations and disruptive behavior.
- Respect the rights of other users to access library materials. Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited. Patrons may request reconsideration of library materials if they believe they are inappropriate.
- Respect that the youth side of the library is intended for use by children, teens, and families. Staff may ask adults to leave the children's area of the library if the presence of the adult is inhibiting use by the intended audience.
- Care for library books and other materials properly. Library materials should not be written on or defaced in any way. Users are responsible for the care of items checked out to them.
- Care for library equipment, furniture, and facilities. Leave library furniture in its place.
- Never leave personal items ~~or library laptops~~ unattended. The library is not responsible for lost or stolen personal items, including library materials already checked out to the user.
- Wear shoes and clothing while in the library.
- Refrain from wearing and/or using skates, bicycles, etc. in the building.
- ~~Leave Not bring~~ pets and emotional support animals into the library at home. Exception: s ~~Service~~ animals are permitted ssible.
- Refrain from soliciting for any reason, including gathering signatures on a petition while on the premises.
- Never enter areas designated "staff only" without an appointment with or accompaniment by staff.
- Refrain from sleeping in the library.
- Smoke or vape more than 25 feet from library entrances.

Library staff members will intervene when a child or vulnerable adult alone is:

- Found frightened, disoriented, or upset in the Library,
- Doing something dangerous to his/her/their self, or to another person,
- Subject to a perceived threat posed by another person,
- Not following the ~~Rules of Conduct~~ Patron Behavior Policy and exhibiting specific inappropriate behavior, ~~or is~~
- Not met by a caregiver at closing time.

The library also expects library users to follow all local, state, and federal laws:

- Smoking in the building is prohibited.
- Use or possession of weapons of any kind is prohibited, except with a concealed carry permit, or by law enforcement officers.

- Use, possession, or distribution of any controlled substance, alcoholic beverages, or illegal drugs is prohibited.
- Lewd or obscene conduct, or sexual misconduct, is prohibited.
- Violence, including threatening, intimidating, or unsafe behavior will never be tolerated.

Consequences:

Library staff may ask library users to leave the library if they do not follow the ~~code of conduct~~Patron Behavior Policy.

The library will bill the library user for lost, ~~missing, mutilated, or defaced~~ items.

Library staff may revoke library privileges for repeat offenders or depending on the severity of the violation.

Library staff may call 911 for assistance with more troubling library user behavior.



BASALT REGIONAL LIBRARY DISTRICT RESPONSE TO LAW ENFORCEMENT POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to protect our patrons and their private information when they use our facilities and services. In all interactions with law enforcement officers, library staff will exercise professionalism and courtesy and adhere to all local, state, and federal laws.

Definition of Public Space

Law enforcement officers may perform their official duties within the library's public areas. They may not enter non-public areas without a warrant or subpoena except in an emergency.

Public areas include reading areas, study areas, stacks, bathrooms, public computer stations, and library meeting rooms.

Non-public areas include staff spaces, custodial areas, and staff work areas.

Guidelines

Library staff should not respond to inquiries or share any information about a Library employee or patron with law enforcement officials unless they have consulted with the executive director or manager on duty. The executive director or manager on duty, in turn, will not share this information unless there is written consent from the employee or patron or unless served with a court order or subpoena verified by the executive director or manager on duty in consultation with the library's attorney.

For safety reasons, staff should follow the direction of law enforcement in emergencies and not interfere in incidents involving law enforcement's interaction with a person in a public area. Staff may record law enforcement visits via written notes, audio, and/or video. Staff may not interfere with law enforcement interactions with patrons. Staff will not direct patrons not to answer questions, assist patrons in hiding or escaping, or make false statements to law enforcement.

Responding to Law Enforcement Visits - Frontline Staff Response

Greet the officer or agent and ask if they are on official business.

Unless they are there as a library patron on private business, notify your supervisor, manager on duty, or executive director that the officer or agent is in the building on official business.

Absent an emergency, direct the officer or agent to wait until the supervisor, executive director, or manager on duty arrives.

Any time a law enforcement officer or agent visits the library on official work, all involved staff will complete an incident report.

Supervisor Response

If a law enforcement officer is on official business, ask to see and make a copy of or write down the officer's credentials (name, badge number, and telephone number). Also, ask for and write down the telephone number of the officer's supervisor.

Ask the officer to explain the purpose of their visit and write down the response. If the officer is representing an agency other than the Basalt Police Department or the Pitkin County or Eagle County Sheriff, contact the Basalt Police Department and ask for an officer to respond.

Ask the officer to produce documentation that authorizes access to library records and/or non-public facility access. If they are unable to produce documentation, please inform the officer of Colorado's Privacy of User Records law CRS 24-90-119, and let them know that you are unable to assist them.

If the officer provides documentation, notify the executive director or manager on duty and make copies of all documents. The executive director or manager on duty will contact the library's attorney to verify the authenticity of the court order or subpoena, and to receive instruction about how to respond.

If the executive director or manager on duty is not on site, scan any documentation and email it to the executive director or manager on duty, who will contact the library's attorney to verify the authenticity of the scanned documents. The executive director or manager on duty will advise staff of next steps. Inform the officer that you cannot take any action until you receive guidance from the executive director or manager on duty.

If the officer orders staff to provide immediate access to non-public areas, staff should comply with the officer's order and immediately contact the executive director or manager on duty. Staff members should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or exceeding the authority given by a warrant or other document. If an officer enters non-public areas without authority, staff shall simply document the officer's actions while at the facility, including taking photos and videos.

Any time a law enforcement officer or agent visits the library on official work, all involved staff will complete an incident report.

Staff Safety and Resources - Be Aware of Your Surroundings

If you see any person lurking, watching, or approaching patrons, please approach them and ask if they need any help. If they say they are a law enforcement officer, follow the policy above.

If they are not law enforcement and are disturbing or harassing patrons, please ask them to stop. If they continue, you can ask them to leave per our Patron Behavior policy.

Staff may distribute a "Know Your Rights" card to any patron, but they cannot give advice or tell patrons what to do. [Know Your Rights National Immigration Law Center website.](#)

Support Unattended Children

If, as a result of law enforcement agents' activities, there are children left unattended, please follow the Safe Child policy.

Review and Examples of Warrants, etc.

When reviewing official documents, the executive director or manager on duty will ensure that warrants, etc., are valid:

- The warrant is signed by a judge or magistrate
- The warrant describes BRDL's building as the place to be searched.
- The warrant has the correct date and was issued within the past 14 days, and
- The search does not exceed the scope of the items authorized to be searched.

Policy drafted: June 2025

Policy reviewed:

Policy approved:

- Administrative warrants signed by an immigration officer and not a judge are inadequate to allow ICE agents into non-public areas.

Addenda

- United States District Court Subpoena
- United States District Court Search and Seizure Warrant
- Homeland Security Warrant

AO 88 (Rev. 11/94) Subpoena in a Civil Case

Issued by the
UNITED STATES DISTRICT COURT
 Northern District of California

Digital Millennium Copyright Act,
 section 512(h) subpoena to online
 service provider

SUBPOENA IN A CIVIL CASE

Case Number: **CV 06 - 80304 MISC. JW**

TO: Google, Inc., Google Video Support, DMCA Complaints
 1600 Amphitheatre Parkway
 Mountain View, CA 94043

☐ YOU ARE COMMANDED to appear in the United States District Court at the place, date, and time specified below to testify in the above case.

PLACE OF TESTIMONY

COURTROOM

DATE AND TIME

☐ YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

PLACE OF DEPOSITION

DATE AND TIME

☒ YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects at the place, date, and time specified below (list document or objects):

Documents sufficient to allow Landmark Education to identify the infringer 'Anastasiro' who posted videos labeled 'Introduction' and 'Inside the Landmark Forum' (1 through 6 of 6), as described in the letter of notification in Exh. A.

PLACE

Steel, Levitt & Weiss, PC
 One Embarcadero Center, 30th Floor
 San Francisco, CA 94111-3719

DATE AND TIME

October 28, 2006
 10:00 AM

☐ YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

PREMISES

DATE AND TIME

Any organization not a party to this suit that is subpoenaed for the taking of a deposition shall designate one or more officers, directors, or managing agents, or other persons who consent to testify on its behalf, and may set forth, for each person designated, the matters or which the person will testify. Federal Rules of Civil Procedure, 30(b)(6).

ISSUING OFFICER'S SIGNATURE AND TITLE (INDICATE IF ATTORNEY FOR PLAINTIFF OR DEFENDANT)

Sandy Morris

DATE

10-19-06

ISSUING OFFICER'S NAME ADDRESS AND TELEPHONE NUMBER

USDC, 280 So. 1st St. Rm 2112, San Jose, CA 95113 (408) 535-5363

(See Rule 41, Federal Rules of Civil Procedure, parts C & D on reverse)

If action is pending in district other than district of issuance, state district under case number.

AO 88

**Labeled
Subpoena**

**Commands that
specific records be
provided to the court.**

Policy drafted: June 2025

Policy reviewed:

Policy approved:

From Department of Homeland Security

U.S. DEPARTMENT OF HOMELAND SECURITY Warrant for Arrest of Alien

File No. _____

Date: _____

To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations

I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon:

- ☐ the execution of a charging document to initiate removal proceedings against the subject;
- ☐ the pendency of ongoing removal proceedings against the subject;
- ☐ the failure to establish admissibility subsequent to deferred inspection;
- ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; **and/or**
- ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

**Signed by
Immigration Officer**

(Signature of Authorized Immigration Officer)

(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location) on _____ (Name of Alien) on _____ (Date of Service), and the contents of this notice were read to him or her in the _____ (Language) language.

Name and Signature of Officer _____ Name or Number of Interpreter (if applicable) _____

Form I-589 (Rev. 08/14)

**From a specific
US District Court**

AD-93 (Rev. 01/05) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the Southern District of California

In the Matter of the Search of _____ (Briefly describe the property to be searched or identify the person by name and address)

Case No. _____

14MJ0396

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ Southern District of _____ California (Identify the person or describe the property to be searched and give its location). See Attachment A-2.

The person or property to be searched, described above, is believed to conceal (Identify the person or describe the property to be seized). See Attachment B-2.

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property.

YOU ARE COMMANDED to execute this warrant on or before _____ (Date of execution, not to exceed 10 days) ☒ in the daytime 6:00 a.m. to 10 p.m. ☐ at any time in the day or night as I find reasonable cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to United States Magistrate Judge _____ (Name)

☐ I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2703 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) ☐ for _____ days (not to exceed 30). Until, the facts justifying, the later specific date of _____.

Date and time issued: _____ Judge's signature _____

City and state: San Diego, California _____ Hon. David H. Barlick, U.S. Magistrate Judge (Printed name and title)

**Signed by a
Federal Judge**

**SAMPLE OF JUDICIAL WARRANT
ICE CAN ENTER YOUR HOME**

AD-93 (Rev. 10/11) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the _____

In the Matter of the Search of _____ (Briefly describe the property to be searched or identify the person by name and address)

Case No. _____

A search warrant is needed to search and enter premises; an administrative warrant doesn't allow entry

Check that the warrant has your correct name and address

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____ (Identify the person or describe the property to be searched and give its location).

Officers typically can only search the specified person or property described.

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (Identify the person or describe the property to be seized).

The search is only allowed at the stated time and date.

YOU ARE COMMANDED to execute this warrant on or before _____ (Date of execution, not to exceed 14 days) ☒ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____ (United States Magistrate Judge)

☒ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2703 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box) ☐ for _____ days (not to exceed 30). Until, the facts justifying, the later specific date of _____.

Date and time issued: _____ Judge's signature _____

City and state: _____ (Printed name and title)

A warrant is only valid with a judge's signature. Without it, you can refuse the search.

**SAMPLE OF ADMINISTRATIVE WARRANT
ICE CANNOT ENTER YOUR HOME**

U.S. Department of Justice

Immigration and Customs Enforcement

Warrant of Removal/Deportation

Important: An administrative warrant allows for the arrest of the person named. NOT a search of private property. You can refuse if an officer tries to search your home with this warrant.

File No. _____

Date: _____

This warrant is valid only for the arrest of the person named.

To any officer of the United States Immigration and Customs Enforcement _____

(Full name of alien)

Who entered the United States at _____ on _____ (Place of entry) (Date of entry)

Is subject to removal/deportation from the United States, based upon a final order by:

- ☐ An immigration judge in exclusion, deportation, or removal proceedings
- ☐ A district director or district director's designated official
- ☐ The Board of Immigration Appeals
- ☐ A United States District or Magistrate Court Judge

And pursuant to the following provisions of the Immigration and Nationality Act: Section 241 (a) (5) of the Immigration and Nationality Act (Ace), as amended.

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Attorney General under the laws of the United States and by his or her direction command you to take into custody and remove from the United States the above-named alien, pursuant to law at the expense of the appropriation "Salaries and Expenses Immigration and Customs Enforcement" including the expense of an attendant if necessary.

(Signature of ICE Official)

(Title of ICE Official)

(Date and Office Location)

It must be signed by an immigration officer to be valid

Policy drafted: June 2025

Policy reviewed:

Policy approved: