

Basalt Regional Library District Board of Trustees Meeting
Monday, October 20th, 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 September 15th, 2025, Board Meeting (page 3)
 - c. September 2025 Accounts Payable (page 19)
6. Library Trust Update, *Trust Board Member*
7. Director's Report, *Amy Shipley* (page 7)
 - a. Strategic Plan Update (page 50)
8. Ballot Measure Committee
9. Facilities Committee: *Suzi Jenkins, chair*
10. Finance Committee: *Deb Smith, chair*
 - a. September 2025 Financials (page 11)
 - b. 2026 Draft Budgets
11. Governance Committee: *Elaine Nagey, chair*
 - a. Discussion and possible vote to approve edits to the Bylaws (page 37)
 - b. Discussion and possible vote to approve Board Attendance Policy (page 40)
12. Policy Committee: *John Goodwin, chair*
 - a. Discussion and possible vote to approve Display Policy (page 42)
 - b. Discussion and possible vote to approve Volunteer Policy (page 46)

13. Personnel Committee: *Carolyn Kane, chair*
 - a. Executive Session pursuant to C.R.S. § 24-6-402(4)(e)(I) determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators
 - b. Discussion and possible vote to approve contract for BRL culture audit contractor (page 56)
14. Discussion and possible vote to add Juneteenth as a holiday closure
15. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting
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MINUTES

1. Call to order

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

Board Members Present:

- | | |
|-----------------|-----------------|
| • Carolyn Kane | • Sarah Johnson |
| • Elaine Nagey | • Suzi Jenkins |
| • Eric Pelander | • Deborah Smith |
| • Jon Goodwin | |

Board Members Absent:

- None

Public Present:

- None

Staff Present:

- Amy Shipley
- Samuel Schoon
- Dhakiya Mitchel
- Mackenzie Newman

2. Public Comments

None

3. Board Comments

Sarah commented on how much of a need there is for all the committees as there is a significant amount of workload for the Board members. Sarah is considering not renewing her term when it expires because of this. There was a conversation about reshaping the Board and how it's responsibilities work, to help accommodate the

possibilities of a more diverse Board. Suzi commented about how she wants to put signs for the ballot measure, and that a neighbor that was upset with the ballot measure. Eric commented about the usage statistics of the library and how everything is doing extremely well.

4. Staff Comments

None

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

- a. Approve agenda
- b. Minutes of August 25th, 2025, Board Meeting (page ?)
- c. August 2025 Accounts Payable (page ?)

John moved to approve the agenda, minutes, and accounts payable. Deb seconded. Motion passed unanimously.

6. CALCON recap, *Amy Shipley, Dhakiya Mitchell, Mackenzie Newman, Deborah Smith*

Amy attended a session about disaster planning, and one of the things they went through was a worksheet with a table going through the threat of the library, the impact of the threat, the preparation the library has, and the likelihood that it will happen. Deb attended a session on ballot measures in contentious times, where she learned about a model of envisioning political ideologies, where progressive are one end, conservatives are the top, and libertarians are the other end. Dhakiya learned about adult programming and how important the little things are like tax services and other programs that could exist to help the community. Mackenzie learned that the library is lacking in dark romance books.

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

Amy commented that the December Board meeting will be Thursday, December 11th at 5:45pm because the county assessors will send the final evaluation by December 10th with a deadline to submit our budget and certifications of mill levies by December 15th, so the Board meeting has to fall within this timeframe. Amy commented that Chamber of Commerce meeting at the library is about statewide ballot measures and not local ballot measures, so the library can actually co-host this meeting. Amy commented that there are lots of interviews scheduled for all of the vacant positions at the library, and that she hopes to fill all of those positions soon. Amy commented about the courier and how they continue to be inconsistent with their deliveries. There has been an update in staff vacancies as the HR manager for the library has resigned. The library is working to contract with a company to be the interim HR, working as a contractor not an employee.

8. Ballot Measure Committee

- a. Ballot measure deadlines met
 - i. Intergovernmental Agreements (IGAs) with both counties signed August 25, 2025
 - ii. Ballot language certified with both counties September 5, 2025
 - iii. Proofread ballot with both counties by September 12, 2025
- b. Upcoming deadlines to meet

- i. Submit pro/con statements to Designated Election Official by September 19, 2025 at noon
 - ii. File TABOR notice with both counties by September 22, 2025 at 3pm.
 - iii. Election day, Tuesday, November 4, 2025
- c. Farmers Market dates
- d. Back-to-school nights

Amy commented that the back-to-school nights aren't providing too much in terms of promoting the ballot measure, but it's still good for the library to show up and be there and show we are a part of the community.

- e. Other business

9. Facilities Committee: *Suzi Jenkins, chair*

The facilities committee did not meet

10. Finance Committee: *Deb Smith, chair*

- a. August 2025 Financials (page xx)

Deb commented that the budgets are tracking well and income and expenses are performing as expected.

- b. 2026 Draft Budgets

11. Governance Committee: *Elaine Nagey, chair*

The governance committee did not meet

12. Policy Committee: *John Goodwin, chair*

The policy committee did not meet

13. Personnel Committee: *Carolyn Kane, chair*

John moved to enter Executive Session. Elaine seconded. The motion passed unanimously.

14. Executive Session to discuss the Executive Director Evaluation pursuant to CRS § 24-6-402(4)(f) and to discuss the Executive Director Contract pursuant to CRS §24-6-402(4)€

Regular meeting adjourned 6:29pm. Executive session begin 6:30pm. Deb left at the end of Executive Session.

15. Discussion and possible vote on elements of the Executive Director Contract

Public Session called to order 7:59pm. Eric moved to have John and Amy be authorized by the Board to work together with Employers Council or another organization to explore engaging a consultant or other option to analyze the culture and dissatisfaction issues within the library and report back at the October Board of Trustees meeting. Elaine seconded. The motion passed unanimously.

16. Adjourn Meeting

Sarah moved to adjourn the meeting. John seconded. Meeting adjourned at 8:02pm



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

Administration

All of the legal deadlines and obligations for participating in the general election were completed.

Personnel Management

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)
20	16.625	665	18	2

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Patron Services Associate	40	1.0	yes
Spanish Outreach Coordinator	40	1.0	yes
Total	80	2	

During the last month we had two unsuccessful hiring processes, one for Patron Services Associate, and one for Spanish Language Outreach Coordinator. We have posted both of those positions again. The Executive Director has three proposals for outsourcing HR functions and will choose one of the three firms this week. Onboarding with the new HR firm will likely happen during the third week of October.

Finances

Expenses in the 2025 budget continue to track against budget. The 2026 draft budgets are largely complete with few anticipated changes between now and the approval of the budget in mid-December. During this time of year, when incoming cash-flow from property taxes slows down, the executive director will be making funds transfers from operating reserves to our checking account to fund payables. This will continue through February until property taxes begin to come in again in March 2026. The 2025 audit is scheduled for the first week of March.

Collection

The technical services department continues to catalog and process new books, repair damaged books, and run monthly maintenance procedures. The adult collection coordinator continues to make progress updating the non-fiction collection, both in weeding and in replacing old resources with newer, up-to-date titles. Inventory has been going well, with over 2,400 books having been inventoried in September alone. Music CD call numbers and labels are being updated to make things easier for staff during paging.

The technical services associate completed an evaluation of current magazine subscriptions and worked with the cataloging librarian to submit magazine renewals to EBSCO for 2026. Renewals for most online databases for 2026 have also been confirmed. The cataloging librarian continues to work on the new juvenile kit collection with the children's librarian. The cataloging and collection management librarian is getting ready for the October "Spooky Season" display with help from the circulation manager.

Programs

The Programming team has been preparing for the October Swap and planning for the upcoming Winter Solstice event on December 19th from 5:30 to 7 PM. We are also welcoming two new coordinators to the programming team as we begin early preparations for Summer Reading 2026.

Looking ahead, the team has finalized all 2026 community event dates:

- **Library Lovers Party** – April 24, 2026
- **Summer Kick-off Party** – June 6, 2026
- **Camp Out** – June 26–27, 2026
- **Swap** – October 18, 2026
- **Solstice** – December 21, 2026

The Community Engagement department also welcomes a new Music Coordinator and has been developing a strong lineup of adult programs. The Adult Programming Coordinator recently partnered with Aspen Film to host a successful screening of four short films featured in the Aspen Film Festival, followed by a feature-length film and a Q&A with one of the actors.

Another highlight was the Banned Book Speakeasy, a collaborative event with Pitkin County Library and Garfield County Libraries, which drew excellent participation and community interest. Additionally, Amy Shipley, our Executive Director, participated as one of three panelists in a discussion on censorship in public libraries.

Marketing

Social media, while slower than during the summer, continues to produce steady engagement. A recent post about the bond payoff received tremendous engagement, reaching over 800 people on Facebook with 64 reactions and 5 comments, as well as reaching another 150 on Instagram with 20 reactions and 1 comment. Upcoming marketing efforts will mostly feature the upcoming Swap It Like It's Hot event.

Technology

A couple of computers had to visit Marmot for repair, including the Director's machine for a screen issue and a circulation computer that was stuck in a reboot loop. Both are now back in the building and working well. There may be an issue with some users loading the library website. While investigations do not show any issues, there have been a few reports of people not being able to use the site. Marmot has made some changes so that we have a log of the server to better detect if there is an issue. Marmot also had issues with their Internet Service Providers blocking traffic related to OverDrive and Libby, the eBook and eAudiobook app. The issue caused patrons to be unable to verify their accounts, meaning they were unable to utilize the app for a few days. That issue has now been resolved.

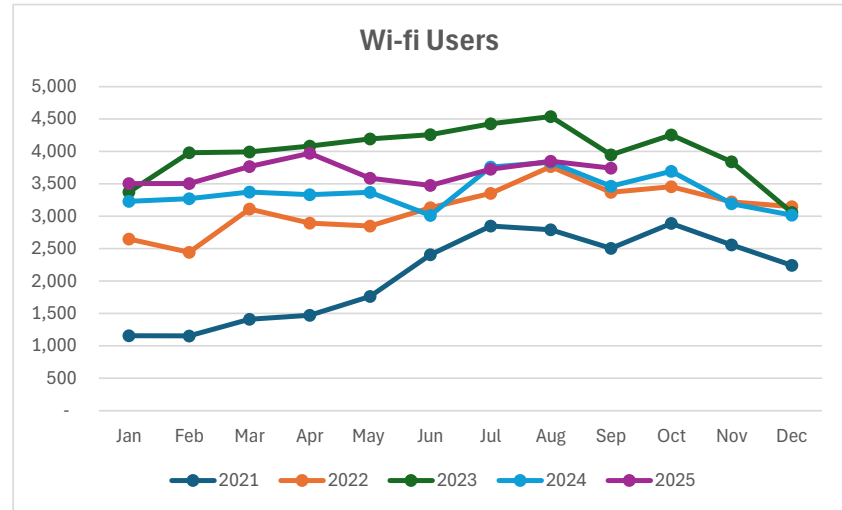
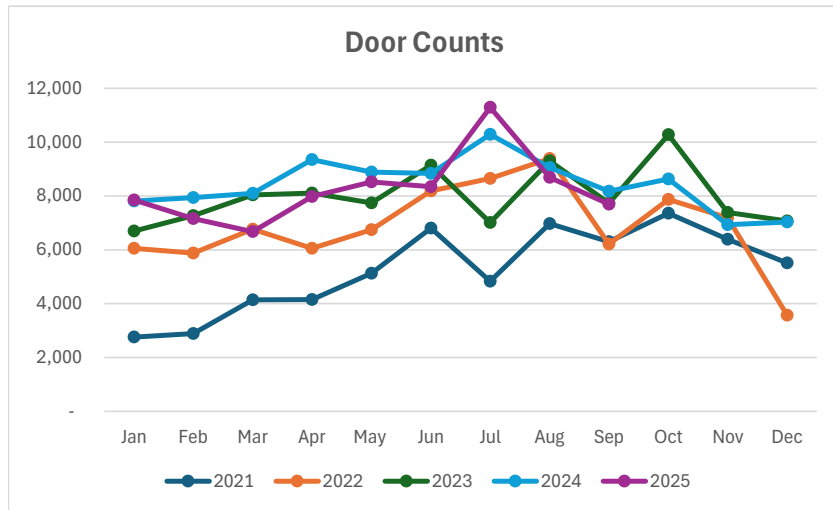
Facility Maintenance and Management

The faulty windows have all been replaced, and we have window cleaning scheduled for the third week of October.

Leadership and Professional Development

Staff completed the security awareness assessment, and the results will allow the IT and Marketing Associate to tailor future training to specific staff and topics. The library held our second all-staff training day of 2025, and staff were trained on trauma informed de-escalation and suicide prevention, and how to play Minecraft, which is a very popular game for the after-school crowd. We had a very engaging and informative Q&A with the Executive Director and we spent some time building staff morale by painting bisque-fired clay pieces which will be returned to staff later this month. We will begin planning our spring all-staff training day soon.

Facilities Usage



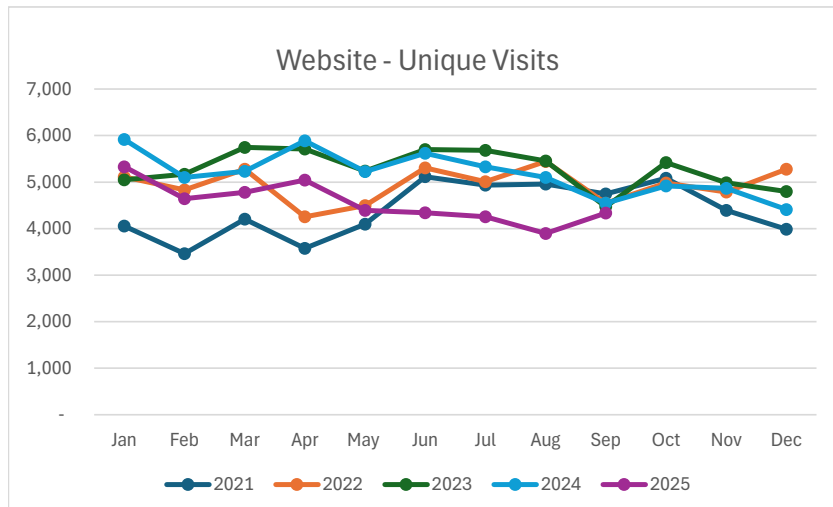
Door Counts front door count not working 6/21/24 - 6/25/24

Door Counts - Missed 1 day in July 2022

Door Counter main entrance broken 8 days in September 2022

Door Counts - Missed 8 days in July 2021

Door Counter broken several months in 2020



Basalt Regional Library District
Balance Sheet
September 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	188,127			188,127		188,127
Colo Trust - Tabor Reserve #8003	60,047			60,047		60,047
Colo Trust - Operating Fund #8004	1,501,957			1,501,957		1,501,957
Colo Trust - Bond Repayment #8002		392		392		392
Colo Trust - Capital Rsv Fund #8005			824,480	824,480		824,480
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	(43,568)			(43,568)		(43,568)
Property Tax Receivable	38,385			38,385		38,385
Pooled Cash (Interfund Transfers)	213,752	(15,886)	(197,556)	309		309
Capital Assets, net of depreciation	-	-	-	-	8,862,793	8,862,793
Total Assets	1,958,812	(15,494)	626,923	2,570,241	8,862,793	11,433,034
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	6,329	-	-	6,329		6,329
Other Current Liabilities						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	38,385			38,385		38,385
Current Bonds Payable, 2012				-	825,000	825,000
Total Current Liabilities	44,715	-	-	44,715	831,807	876,521
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	44,715	-	-	44,715	1,742,124	1,786,839
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	7,187,793	7,187,793
Non Spendable	(43,568)	-	-	(43,568)	43,568	-
Restricted for:						
Tabor	81,973			81,973	-	81,973
Debt Service		(15,494)		(15,494)	-	(15,494)
Committed for Future Projects			626,923	626,923	(626,923)	-
Unassigned / Unrestricted	1,875,693	-	-	1,875,693	516,231	2,391,924
Current Year Fund Balance / Net Position	1,914,098	(15,494)	626,923	2,525,527	7,120,669	9,646,195
Total Liabilities and Fund Balance / Net Position	1,958,812	(15,494)	626,923	2,570,241	8,862,793	11,433,034

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

				YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 9/30/2025	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)	1,223,380		1,223,380	
Eagle County					424,742,070	419,653,120					
Assessed Value		419,653,120		474,284,780			pre-preliminary budget	474,284,780	pre-preliminary budget		
% Increase				11.66%				11.66%			
Operating Mill Levy Rate		2.610		3.085			add 1.08 to 2.61, then reduce to mill that will result in net profit of \$175,000	2.610			
Pitkin County					299,054,640	299,274,620					
Assessed Value		299,274,620		307,296,690			preliminary budget	307,296,690	preliminary budget		
% Increase				2.76%				2.76%			
Operating Mill Levy Rate		2.610		3.085			add 1.08 to 2.61, then reduce to mill that will result in net profit of \$175,000	2.610			
REVENUES					1,108,576.80	1,111,466					
4005 General Operating Mill Levy											
4010 Eagle County		1,147,189		767,131			100.26%	1,463,168.55		1,237,883.28	
4020 Pitkin County		800,008		780,532.61			98.28%	948,010.29		802,044.36	
Total General Operating Mill Levy		1,947,197		1,878,597			99.44%	2,411,178.83	128%	2,039,927.64	108%
4100 MVSO - General Operating											
4110 Eagle County		79,983	70,000	52,724			75.32%	70,000	flat	70,000	flat
4120 Pitkin County		34,078	30,000	21,040			70.13%	30,000	flat	30,000	flat
Total MVSO - General Operating		114,062	100,000	73,764			73.76%	100,000		100,000	
4200 Fines & Fees											
4290 Holy Cross Deposit Return/Member Equity		105	-	-			0.00%	-		-	
4261 Miscellaneous		16,325	15,000	11,521			76.80%	20,000	underbudgeted in 2025	20,000	underbudgeted in 2025
Total Fines & Fees		16,431	15,000	11,521			76.80%	20,000	133%	20,000	133%
4300 Earnings on investments											
4310 Colotrust Int Op Acct		93,791	90,000	42,660			47.40%	80,000	overbudgeted in 2025	80,000	overbudgeted in 2025
4320 Mill Levy Interest		5,150	5,000	3,135			62.71%	-	overbudgeted in 2025	-	overbudgeted in 2025
Total Earnings on investments		98,941	95,000	45,795			48.21%	80,000	84%	80,000	84%
4400 Contributions *see detail											
4410 Contributions- Non-Restricted		4,380	5,000	5,497			109.93%	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	7,225			120.42%	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	5,616	112.32%	5,000	flat	5,000	flat		
4620.15 Restricted - Other Misc		13,728	5,000	15,447	308.95%	5,000	flat	5,000	flat		
Total Restricted Fund Income - Foundation/Friends		30,627	15,000	29,763	198.42%	19,000	127%	19,000	127%		
TOTAL REVENUES				2,211,997	2,125,109	2,049,165	96.43%	2,641,179	124%	2,269,928	107%
					6,000	4,146					
OPERATING:											
Administration											
Contract Services											
5010 Accounting		5,203					69.10%	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

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

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 9/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
5030		Courier	9,096	7,500	9,014	120.19%	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	64,047	297.89%	21,500	flat	50,000	increase for potential ballot measure
		Total Contract Services	50,607	64,888	92,304	142.25%	56,781	88%	130,281	201%
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	894	59.57%	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	7,291	91.13%	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	637	31.86%	2,500	125%	2,000	flat
5270		Travel expenses	13,404	5,000	9,567	191.35%	12,000	PLA Conference	12,000	PLA Conference
		Total Professional Dev. & Memberships	35,222	23,375	24,882	106.45%	36,875	158%	36,375	156%
5280		Publicity								
5290		Advertising - General	1,982	6,000	1,707	28.45%	6,000	flat	6,000	flat
5285		Radio	16,252	17,067	17,067	95.61%	19,500	109%	19,500	109%
5293		Signage	656	500	307	61.48%	500	flat	500	flat
5295		Social Media Ads	881	3,000	470	15.65%	2,000	67%	2,000	67%
5297		Targeted Newspaper Ads	5,038	9,500	5,226	55.01%	10,250	108%	10,250	108%
5286		Spanish Language Interpretation/Translating	4,661	6,000	2,577	42.96%	6,400	107%	6,400	107%
5287		Job Ads	1,018	2,000	1,791	89.57%	2,000	flat	2,000	flat
		Total Publicity	30,488	44,850	29,145	64.98%	46,650	104%	46,650	104%
5300		Supplies								
5310		Office Supplies	15,103	14,000	9,003	64.30%	14,000	flat	14,000	flat
5320		Technical Cataloging & Service	7,670	8,500	4,655	54.76%	8,500	flat	8,500	flat
5330		Postage & Shipping	52	500	55	11.04%	500	flat	500	flat
		Total Supplies	22,824	23,000	13,712	59.62%	23,000	100%	23,000	100%
5350		Treasurer's fees								
5360		Eagle fees	34,459	33,257	33,375	100.35%	43,895	3% of revenue per state law	37,136	3% of revenue per state law
5370		Pitkin fees	34,901	39,027	32,560	83.43%	47,401	5% of revenue per state law	40,102	5% of revenue per state law
		Total Treasurer's fees	69,360	72,284	65,935	91.22%	91,296	126%	77,239	107%
		Total Administration	249,496	270,655	269,549	99.59%	301,602	111%	360,545	133%
		Facility Expenses								
5410		Janitorial	49,891	55,000	40,977	74.50%	56,650	3% inflation	56,650	3% inflation
5420		Janitorial Supplies	8,123	9,000	7,119	79.10%	11,000	underbudgeted in 2025	11,000	underbudgeted in 2025
5430		Landscaping	11,500	12,000	9,979	83.15%	17,000	landscaping project	17,000	landscaping project
5440		Maintenance *Detailed List Attached	34,595	20,000	25,918	129.59%	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	83,992	83.12%	109,846	109%	109,846	109%
5500		Utilities								
5510		Electric	10,300	8,240	4,316	52.38%	8,500	3% inflation	8,500	3% inflation
5515		Compost Collection System	2,372	1,927	600	31.13%	2,400	underbudgeted in 2025	2,400	underbudgeted in 2025
5520		Gas	14,895	18,332	8,155	44.49%	16,000	overbudgeted in 2025	16,000	overbudgeted in 2025
5530		Internet Connectivity	9,883	15,450	7,862	50.89%	16,000	104%	16,000	104%
5540		Sanitation	3,337	3,667	3,093	84.34%	3,777	3% inflation	3,777	3% inflation
								projected cost increase after		projected cost increase after
5550		Telephone	6,264	9,198	4,627	50.30%	9,500	new phones	9,500	phones
5560		Trash	11,089	10,142	6,297	62.09%	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	37,914	52.54%	71,980	100%	71,980	100%
		Total Facility Expenses	171,524	173,201	121,906	70.38%	181,826	105%	181,826	105%
		Library Programs								
5610		Adult Program	12,457	11,000	9,294	84.49%	11,000	flat	11,000	flat
5620		Children's	12,934	5,500	13,680	248.74%	6,500	118%	6,500	118%

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

			YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 9/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
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	25,455	149.73%	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	7,632	218.06%	4,500	129%	4,500	129%
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	8,277	331.06%	3,000	120%	3,000	120%
5601.03		Children's Summer Reading	4,907	5,500	6,435	117.00%	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	12,233	81.55%	17,000	113%	17,000	113%
		Total Library Programs	82,270	67,950	86,205	126.86%	73,900	109%	73,900	109%
		Technology & Equipment								
		Copiers & Equipment								
5730		Lease	-	-	-	0.00%	-	-	-	-
5740		Service Agreement / Copy Usage	4,738	2,500	4,047	161.88%	6,000		6,000	
		Total Copiers & Equipment	4,738	2,500	4,047	161.88%	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	1,828	91.42%	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	3,105	33.03%	4,800	51%	4,800	51%
5785		Communication & Time Management	3,901	7,500	5,446	72.61%	8,880	118%	8,880	118%
		Total Support & Service Agreements	11,723	20,200	11,164	55.27%	17,380	86%	17,380	86%
		Total Technology	113,906	130,430	95,519	73.23%	141,380	108%	141,380	108%
		Collections								
5910		Audio								
5920		Adult BCD	2,891	3,000	1,589	52.96%	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	2,725	90.84%	3,500	117%	3,500	117%
		Total Audio	6,712	7,000	5,240	74.86%	7,500	107%	7,500	107%
6000		Books & Magazines								
6010		Adult fiction books	12,262	12,800	8,927	69.74%	12,800	flat	12,800	flat
6020		Adult non-fiction books	12,131	12,800	7,770	60.71%	20,000	156.25% adult nonfiction needs a refresh	15,000	117.1875% adult nonfiction needs a refresh
6025		Board Games	492	500	240	47.91%	500	flat	500	flat
6030		Juvenile Fiction	8,709	9,100	5,458	59.98%	9,600	105%	9,600	105%
6040		Juvenile Non-Fiction	3,769	4,000	2,601	65.03%	5,000	125%	5,000	125%
6045		Large Print	2,231	2,000	1,082	54.10%	3,000	150%	3,000	150%
6050		Print Subscriptions	3,683	3,500	322	9.21%	6,000	171%	6,000	171%
6055		Replacement Books - Purchased	3,828	1,500	2,792	186.16%	3,000	200%	3,000	200%
6060		Spanish Adult fiction	2,147	2,000	1,319	65.97%	2,000	flat	2,000	flat
6070		Spanish adult non-fiction	1,592	1,500	1,100	73.32%	1,500	flat	1,500	flat
6080		Spanish children's books	5,700	5,000	3,260	65.21%	5,000	flat	5,000	flat
6100		YA Fiction	3,627	4,000	2,340	58.50%	4,000	flat	4,000	flat
6110		YA Non-Fiction	1,773	1,700	1,058	62.26%	1,700	flat	1,700	flat
6120		Special Items	3,332	2,000	1,272	63.61%	2,000	flat	2,000	flat
		Total Books	65,275	62,400	39,543	63.37%	76,100	122%	71,100	114%
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	20,706	76.69%	31,500	117%	31,500	117%
6340		Online Databases	8,437	9,500	6,235	65.63%	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	33,243	76.42%	50,000	115%	50,000	115%
6400		Media								
6430		Adult Movies	5,769	6,000	4,135	68.92%	6,000	flat	6,000	flat

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

				YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 9/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget A	Budget Assumptions	2026 Prelim Budget B	Budget Assumptions
6440			Juvenile Movies	837	1,000	810	81.03%	1,000	flat	1,000	flat
6460			Video / Games	666	1,500	1,079	71.92%	1,800	120%	1,800	120%
			Total Media	7,272	8,500	6,024	70.87%	8,800	104%	8,800	104%
			Total Collections	122,065	121,400	84,050	69.23%	142,400	117%	137,400	113%
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	657,228	82.81%	871,108	110%	925,051	117%
6900			Payroll Expenses								
6910			Payroll	1,012,102	1,091,075	778,738	71.37%	1,239,028	114%	1,158,506	106%
6920			Payroll Service	6,796	8,075	6,287	77.86%	10,537	130%	10,537	130%
6930			Payroll Taxes	78,723	87,791	61,096	69.59%	99,554	113%	93,152	106%
6940			Retirement Plan	23,060	33,770	19,523	57.81%	36,986	110%	34,911	103%
6950			Health Insurance	124,650	160,284	104,585	65.25%	195,829	122%	195,829	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	918	48.32%	1,900	100%	1,900	100%
			Total Payroll Expenses	1,255,631	1,396,945	975,770	69.85%	1,598,203	114%	1,508,978	108%
			TOTAL EXPENDITURES	1,994,892	2,190,581	1,632,998	74.55%	2,469,311	113%	2,434,029	
			Net General Fund Income/(Loss)	217,106	(65,472)	416,167		171,868	-263%	(164,101)	251%
			Allocation to Capital Reserve Outlay	90,000	232,000	232,000	100.00%	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	1,682,098	137.50%	1,220,248	61%	884,279	44%

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

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 9/30/2025	Actuals vs Budget YTD %	
Bond Repayment Beginning Fund Balance					890,909	948,818	948,758	(61)	
Eagle County									
				Assessed Value		424,742,070			
				% Increase		75.64%			
				Bond Mill Levy Rate		1.082			
Pitkin County									
				Assessed Value		299,054,640			
				% Increase		61.88%			
				Bond Mill Levy Rate		1.082			
REVENUES									
				Interest Earned - Bond Repayment	23,786	16,000	11,498	71.86%	
				Mill Levy Debt Repayment					
				Eagle County	537,869	459,570.92	454,644	98.93%	
				Pitkin County	395,713	323,577.12	317,292	98.06%	
				Total Mill Levy Debt Repayment	933,582	783,148.04	771,935	98.57%	
				Transfer from General Fund		35			
TOTAL REVENUES					957,368	799,183	783,433	98.03%	
EXPENDITURES									
				Bond Interest	60,094	40,844	37,327	91.39%	
				Bond Repayment Principle Loan Payment	800,000	1,675,000	1,675,000	100.00%	
				Treasurer's Fees					
				Eagle County	16,157	13,787	13,652	99.02%	
				Pitkin County	23,268	16,179	21,707	134.17%	
				Total Treasurer's Fees	39,425	29,966	35,359	118.00%	
TOTAL EXPENDITURES					899,519	1,745,810	1,747,685	100.11%	
Net Fund Income/(Loss)					57,849	(946,627)	(964,252)	1.02	
Bond Repayment Fund Balance					948,758	2,192	(15,494)	-707.02%	
**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		
				September 1 - Series 2012 Interest		16,904.78	9/1/2025		
				September - Series 2012 Principle	\$	16,750,000.00	9/1/2025		
				Series 2012 Bond Matures 11/2026					

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

					YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 9/30/2025	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	232,000	100.00%	175,000	
7540		Furniture Grant			-	-	25,000	Not Budgeted		
7230		Interest Earned - Reserve Fund			78,761	35,000	54,983	157.09%	35,000	projected 5% rate
TOTAL REVENUES					168,761	267,000	311,983	116.85%	210,000	
EXPENDITURES										
8310		Miscellaneous			915	25,000	-	0.00%	25,000	100%
8310.04		Computers - Patron			10,785	3,500	3,930	112.28%	28,000	800%
8310.05		Computers - Staff			6,171	24,500	21,562	88.01%	28,000	114%
8310.08		Lighting Control System Replacement			-	-	991	Not Budgeted	-	
8310.09		Fiber Cable			4,649	-	-	0.00%	-	
8310.11		Painting - Interior			11,552	-	-	0.00%	-	
8310.13		Security Cameras			-	10,000	-	0.00%	30,000	300%
8310.15		Roof			544,714	-	-	0.00%	-	
8310.17		Consulting Engineer			40,618	-	-	0.00%	-	
8310.18		Furniture and Fixtures			21,382	50,000	50,324		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	24,130		-	
8310.23		Handicap Accessible Door Openers				15,000	3,876			
8310.24		Asphalt - Seal/Repair							14,550	new item from Facility Replacement Plan
8310.25		Pumps/Motors - Replace - 15%							3,150	new item from Facility Replacement Plan
8310.26		Window Treatments - Replace							3,250	new item from Facility Replacement Plan
8310.27		Keycard/Fob Reader System - Replace							13,500	new item from Facility Replacement Plan
8310.28		Packaged Air Unit - Maintain							8,250	new item from Facility Replacement Plan
8310.29		Wood Siding - Repair/Repaint							35,000	new item from Facility Replacement Plan
8310.30		Traffic Counter System - Replace							6,800	new item from Facility Replacement Plan
TOTAL EXPENDITURES					654,471	160,500	117,432	73.17%	271,000	
Net Fund Income/(Loss)					(485,710)	106,500	194,551	182.68%	(61,000)	
Capital Reserve Fund Balance					664,373	711,307	858,923	120.75%	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 (Duplicate pmt. Refund requested)	\$ 2,380.21
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				\$ 7,364.90
07/11/25	Lassiter Electric Inc.	Building/Interior Maintenance	Lighting Repair	\$ 1,744.48
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				\$ 3,133.48
08/06/25	R&A Enterprises of Carbondale	Building/Interior Maintenance	Restroom GFCI/Wired Door Motors/Light Fixture	\$ 795.24
08/14/25	*Divvy	Building/Interior Maintenance	Parts for stage	\$ 114.01
08/18/25	Integrity Fire Safety Services	Inspection / Testing	Inspections fire safety	\$ 976.00
Sub-Total August				\$ 1,885.25
09/01/25	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 9/01/2025- 11/30/25	\$ 278.22
09/02/25	Acme Alarm Company	Alarm / Monitoring	4th Qtr 2025 Monitoring	\$ 133.26
09/04/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	Vacuum Repair; Remove paint	\$ 105.00
09/04/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	Stage repair	\$ 50.00
09/08/25	Orkin Pest Control	Pest Control	Pest Control	\$ 25.01
09/10/25	Young Services	Building/Interior Maintenance	Plumbing	\$ 1,000.00
09/18/25	Integrity Fire Safety Services	Inspection / Testing	Inspections fire safety	\$ 1,149.00
Sub-Total September				\$ 2,740.49
				Alarm / Monitoring \$ 1,434.56
				Electrical \$ 4,342.00
				Fireplace maintenance \$ -
				Building/Interior Maintenance \$ 12,105.85
				Inspection / Testing \$ 2,375.00
				Pest Control \$ 511.38
				Plumbing / Heating \$ 3,106.62
				Roof Maintenance \$ -
				Signage \$ -
				Telephones \$ -
				Window Cleaning \$ 2,043.00
				Miscellaneous \$ -
				\$ 25,918.41
				Var \$ -
				Var to Financials \$ -

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
September 6- October 10

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	\$ 260.46
Adult	Aspen Film	\$ 350.00
Adult	Divine Moon LLC	\$ 300.00
Adult BCD	Playaway Products	\$ 1,259.39
Adult Movies	Midwest Tape	\$ 1,072.98
Background Check	Employers Council Services, Inc.	\$ 59.00
Board	Deborah Smith	\$ 236.02
Children's	Aspen Science Center	\$ 450.00
Children's	Imagination Library of Colorado	\$ 119.85
Electric	*Holy Cross Energy	\$ 717.44
Furniture & Fixtures	Cosecha Textiles LLC	\$ 11,190.76
Furniture & Fixtures	Office Outfitters Planners Inc	\$ 1,761.78
Gas	*Black Hills Energy	\$ 101.66
Internet Connectivity	Zayo Education LLC	\$ 420.00
Janitorial	Alsco	\$ 149.38
Janitorial Supplies	Aspen Maintenance Supply	\$ 1,263.16
Landscaping	Daly Property Services, Inc.	\$ 3,404.16
Maintenance	Acme Alarm Company	\$ 133.26
Maintenance	Grizzly Creek Enterprises, Inc	\$ 9,164.24
Maintenance	Integrity Fire Safety Services	\$ 1,149.00
Maintenance	Lassiter Electric Inc.	\$ 1,744.48
Maintenance	Orkin Pest Control	\$ 25.01
Maintenance	Tri County Locksmith	\$ 2,380.21
Maintenance	Young Services	\$ 1,000.00
Marmot ILS System	Marmot Library Network, Inc.	\$ 25,024.75
Miscellaneous Contracts	Basalt Office & Art Supply	\$ 144.00
Miscellaneous Contracts	pitkin county assessor	\$ 25.00
Miscellaneous Contracts	Team CivX	\$ 6,000.00
Multiple	*Divvy	\$ 7,942.33
Multiple	Ingram Library Services	\$ 4,111.96
Music	charles hebenstreit	\$ 750.00
Music	Craft Wines LLC	\$ 552.00
Music	Delaney Meyers	\$ 750.00
Music	Katherine Reppa	\$ 127.47
Music	MinTze Wu	\$ 750.00
Music	Nancy Bebrow	\$ 56.36
Music	Ricki McKenna	\$ 110.58
Music	Sandy Kucharczyk	\$ 144.03
Music	Sarah Graf	\$ 750.00
Office Supplies	EverGreen ZeroWaste	\$ 385.00
Office Supplies	ODP Business Solutions	\$ 303.53
Online Databases	CLiC - Colorado Library Consortium	\$ 9,442.92
Overdrive	Overdrive, Inc	\$ 2,116.72
Payroll Liabilities	*TIAA-CREF	\$ 5,747.84
Payroll Service	*Paychex Payroll Service	\$ 580.70
Service Agreement	Image Net Consulting	\$ 1,163.18
Staff	Tom Regan	\$ 105.00
Staff Appreciation	Carbondale Clay Center	\$ 100.00
Targeted Newspaper Ads	Aspen Daily News	\$ 191.26
Targeted Newspaper Ads	The Sopris Sun	\$ 810.00

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
September 6- October 10

BUDGET DESCRIPTION	PAYEE	AMOUNT
Technical Cataloging & Service	Brodart Co.	\$ 237.27
Teen	Jessica Barnum	\$ 884.50
Telephone	Century Link	\$ 1,054.24
Translation / Interpretation	Dulce Andrea Suarez	\$ 577.50
Trash	Waste Management	\$ 1,539.22
Travel Expenses	Baumgarten, Christy AP	\$ 190.40
Travel Expenses	Shipley, Amy	\$ 424.20
Wellness/Health Insurance	CEBT Willis of Colorado	\$ 10,807.37
	Grand Total	<u>\$ 122,611.57</u>



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$7,237.56
Transactions	\$7,942.33
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$7,237.56
Statement balance	\$7,942.33

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
08/15/2025	**** 8447	AMAZON MKTPL*PP6Q41BX3	\$14.99	Samuel Schoon
08/16/2025	**** 1645	SQ *DELEVAN STREET FILMS	\$250.00	Dhakiya Mitchell
08/16/2025	**** 1645	SQ *DELEVAN STREET FILMS	\$250.00	Dhakiya Mitchell
08/16/2025	**** 7553	AMAZON MKTPL*S28I55EU3	\$18.17	Linda Campbell
08/16/2025	**** 7553	AMAZON MKTPL*HH0RP7XQ3	\$13.71	Linda Campbell
08/16/2025	**** 8447	AMAZON MKTPL*5R2DH8XZ3	\$22.50	Samuel Schoon
08/16/2025	**** 8447	AMAZON RETA* KB9V387Y3	\$44.01	Samuel Schoon
08/17/2025	**** 7553	AMAZON MKTPL*S27VI3J03	\$88.66	Linda Campbell
08/17/2025	**** 7553	AMAZON MKTPL*604EE1EC3	\$94.45	Linda Campbell
08/19/2025	**** 7370	TARGET.COM *	\$50.00	Evelyn I Dominguez
08/19/2025	**** 7370	BARNES&NOBLE PAPERSOURCE	\$100.00	Evelyn I Dominguez
08/20/2025	**** 1729	DRI*eSigns	\$338.49	Laura Baumgarten
08/20/2025	**** 8447	AMAZON MKTPL*ZJ1VB57Q3	\$5.14	Samuel Schoon
08/20/2025	**** 2151	MOUNTAINCAREERS.COM	\$85.00	Christy Baumgarten
08/22/2025	**** 8447	AMAZON MKTPL*9T4WL1IQ3	\$18.99	Samuel Schoon
08/22/2025	**** 8447	AMAZON RETA* MP0066RG3	\$30.06	Samuel Schoon
08/22/2025	**** 1729	Amazon.com*TD2UD8KU3	\$5.99	Laura Baumgarten
08/22/2025	**** 8447	USPS.COM CLICKNSHIP	\$7.57	Samuel Schoon
08/22/2025	**** 7553	AMAZON MKTPL*V92PT82K3	\$11.99	Linda Campbell
08/23/2025	**** 7327	AMAZON MKTPL*ID27Z2103	\$11.74	Kristen A Doyle
08/23/2025	**** 2151	WEB*NETWORKSOLUTIONS	\$85.17	Christy Baumgarten
08/23/2025	**** 8447	SP POSPAPER.COM	\$125.95	Samuel Schoon
08/24/2025	**** 7553	AMAZON MKTPL*BK8HC9ZO3	\$8.49	Linda Campbell
08/24/2025	**** 7553	AMAZON MKTPL*YW21X1UW3	\$66.06	Linda Campbell
08/26/2025	**** 1645	Amazon.com*F40FR3JN3	\$105.48	Dhakiya Mitchell

DATE	CARD	MERCHANT	AMOUNT	NAME
08/27/2025	**** 8447	AMAZON RETA* 007E50C93	\$4.75	Samuel Schoon
08/27/2025	**** 7327	AMAZON RETA* MS49D0M03	\$23.49	Kristen A Doyle
08/27/2025	**** 7553	CITY-MARKET #0433	\$19.04	Linda Campbell
08/27/2025	**** 7327	DEMCO	\$345.65	Kristen A Doyle
08/28/2025	**** 7553	AMAZON MKTPL*ZR3NY8A23	\$35.99	Linda Campbell
08/28/2025	**** 2151	SWIFT COMMUNICATIONS	\$219.88	Christy Baumgarten
08/28/2025	**** 2151	SWIFT COMMUNICATIONS	\$294.92	Christy Baumgarten
08/29/2025	**** 8447	AMAZON RETA* 7D1NR8LM3	\$4.75	Samuel Schoon
08/29/2025	**** 8447	AMAZON RETA* 007E50C93	-\$4.75	Samuel Schoon
08/29/2025	**** 8447	AMAZON MKTPL*3S6RS98Y3	\$43.20	Samuel Schoon
08/29/2025	**** 2151	Moo Print	\$100.30	Christy Baumgarten
08/29/2025	**** 1729	AMAZON MKTPL*HR4Y18JF3	\$47.98	Laura Baumgarten
08/30/2025	**** 7327	AMAZON MKTPL*7S2KS0MS3	\$362.13	Kristen A Doyle
08/30/2025	**** 8447	AMAZON MKTPL*5X4HV2U63	\$36.74	Samuel Schoon
08/30/2025	**** 2151	Moo Print	-\$2.55	Christy Baumgarten
08/30/2025	**** 9304	WYNDHAM	\$189.77	Amy Shipley
08/31/2025	**** 2151	HOLIDAY INN EXPRESS	\$148.20	Christy Baumgarten
08/31/2025	**** 8447	AMAZON RETA* VJ2KN7O73	\$17.01	Samuel Schoon
08/31/2025	**** 2151	FACEBK *VJPG22DMH2	\$13.34	Christy Baumgarten
09/01/2025	**** 8447	CITY-MARKET #0433	\$8.22	Samuel Schoon
09/01/2025	**** 2151	Google GSUITE_basaltlibra	\$415.80	Christy Baumgarten
09/01/2025	**** 8447	AMAZON MKTPL*6F46W0AT3	\$139.14	Samuel Schoon
09/03/2025	**** 7370	BASALT PRINTING	\$25.00	Evelyn I Dominguez
09/03/2025	**** 9304	SQ *THE DOLLYWOOD FOUNDAT	\$21.24	Amy Shipley
09/03/2025	**** 2151	TMOBILE POSTPAID WEB	\$1,109.13	Christy Baumgarten
09/04/2025	**** 8447	BEAVER RUN RESORT	\$407.16	Samuel Schoon
09/04/2025	**** 1645	SKYWALK DELI	\$18.47	Dhakiya Mitchell
09/04/2025	**** 1645	SPENCERS	\$17.31	Dhakiya Mitchell
09/05/2025	**** 1729	SKYWALK DELI	\$31.35	Laura Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
09/05/2025	**** 2151	Moo Print	\$116.77	Christy Baumgarten
09/05/2025	**** 1729	SUBWAY 10715	\$16.73	Laura Baumgarten
09/05/2025	**** 9304	TST*THE PROSPECTOR	\$140.84	Amy Shipley
09/06/2025	**** 8447	AMAZON RETA* P06L00N13	\$33.96	Samuel Schoon
09/06/2025	**** 9304	DREAMTIME WATER DIST	\$89.40	Amy Shipley
09/06/2025	**** 1729	AMAZON MKTPL*7B9859QR3	\$7.90	Laura Baumgarten
09/07/2025	**** 8447	BEAVER RUN RESORT	\$407.16	Samuel Schoon
09/07/2025	**** 8447	BEAVER RUN RESORT	\$236.94	Samuel Schoon
09/07/2025	**** 9304	BEAVER RUN RESORT	\$462.94	Amy Shipley
09/09/2025	**** 8447	AMAZON MKTPL*ZO41C1ZF3	\$31.48	Samuel Schoon
09/10/2025	**** 9304	Amazon.com*DG2O14843	\$22.99	Amy Shipley
09/10/2025	**** 2151	DRI*eSigns	\$79.51	Christy Baumgarten
09/10/2025	**** 8447	AMAZON RETA* WB2JR1XP3	\$10.98	Samuel Schoon
09/10/2025	**** 7553	DISCOUNTSCH 8006272829	\$57.50	Linda Campbell
09/10/2025	**** 7553	CITY-MARKET #0433	\$26.53	Linda Campbell
09/11/2025	**** 7327	AMAZON MKTPL*GY7EG6D53	\$9.99	Kristen A Doyle
09/11/2025	**** 2151	AMAZON MARK* VR36J8U03	\$19.80	Christy Baumgarten
09/12/2025	**** 1645	TIMBOS PIZZA	\$25.45	Dhakiya Mitchell
09/12/2025	**** 2151	Moo Print	-\$3.02	Christy Baumgarten
09/12/2025	**** 7327	AMAZON MKTPL*W648X64T3	\$13.50	Kristen A Doyle
09/12/2025	**** 8447	REI.COM 800-426-4840	\$35.90	Samuel Schoon
09/13/2025	**** 1645	PHILLIPS 66 - THUNDER RIV	\$10.00	Dhakiya Mitchell
09/13/2025	**** 1645	CITY-MARKET #0433	\$24.47	Dhakiya Mitchell
09/13/2025	**** 1729	TIMBOS PIZZA	\$43.68	Laura Baumgarten
09/14/2025	**** 7327	DENVER POST CIRCULATION	\$64.95	Kristen A Doyle
09/14/2025	**** 9304	Amazon.com*R65HK6TW3	\$10.71	Amy Shipley
Total			\$7,942.33	

Amazon Transaction Details

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Order Date	Order ID	PO Number	Order Subto	Title
9/30/2025	113-2777830-2176239	5310	39.19	Pentel EnerGel RTX Retractable Liquid Gel Pen, (0.7mm), Medium line, Assorted Ink, Pack of 20 (BL77BP20M)
9/29/2025	113-1958162-5080256	5620 LC	23.32	Elmer's E340NRSS School Glue Jar, Washable, 1 gal Capacity, White
9/29/2025	113-3269886-8793859	5620 LC	42.68	DiRose Quart Bags Pack of 500 - 1 Quart Reclosable Food Storage Bags - Practical and Durable Design - Food Safe Non-BPA Material - Easy Double Zip Closure - Ideal for Food, Snacks, Organizing
9/29/2025	113-3269886-8793859	5620 LC		Elmers Clear Liquid School Slime & Craft Glue Premium 1 GlueGallon for School Supplies & Slime Supplies Washable, #1 Teacher Brand
9/29/2025	113-6029874-2873860	5620 LC	14.96	DIYSELF 150 PCS Exacto Knife Blades 11, Sharp Hobby Knife Blades, High Carbon Steel Craft Knife Blade, #11 Replacement Exacto Blade for Art, Scrapbooking, Stencil, Paper Cutting
9/29/2025	113-6029874-2873860	5620 LC		MIAHART 60 Sheet Halloween Pattern Paper Set A5 Size Decorative Craft Paper Origami Paper for Card Making Scrapbook,12 Designs
9/25/2025	114-9617253-0773062		9.99	Susnwere 4 Pack [Apple MFi Certified] Apple Charging Cables 6ft, iPhone Chargers, Lightning Fast iPhone Charging Cord for iPhone 12/11/11Pro/11Max/ X/XS/XR/XS Max/8/7, ipad(White)
9/25/2025	114-4028079-0375405		6.47	Frisco Craft Transparent Self Adhesive Laminating Roll - Self Laminating Sheets - Clear Vinyl for Decals, Sticker, & More - No Heat Sealing, Glossy, Clear Sheets (12" x 6 ft)
9/25/2025	113-9517729-2147450	5602	963.87	Colingmill Magnetic Utensil Holder Silverware Caddy for Fridge Kitchen Party Counter Wooden Silverware Countertop Holder with 4 Compartments for Party, Farmhouse, Camping(Black)
9/25/2025	113-9517729-2147450	5602		Yatoshi Magnetic Kitchen Knife Block Set 6 Pcs - Japanese 67 Layer High-Grade VG-10 Damascus Steel Knives, Sharp, G10 Handle Professional Kitchen Knife Set
9/25/2025	113-9517729-2147450	5602		Retevis RT68B Walkie Talkies for Adults Long Range, with 10 Multi Way Charger, Easier Securer Charging, Rechargeable Two Way Radios for School Industry Warehouse(10 Pack)
9/25/2025	113-9517729-2147450	5602		OXO Good Grips 9-Inch Locking Tongs with Nylon Heads
9/25/2025	113-9517729-2147450	5602		MALACASA Serving Bowls, 114 OZ(10") Extra Large Salad Bowls Set of 2, Porcelain White Serving Bowls for Salad, Soup, Pasta and Dinner, Large Ceramic Bowl Set for Entertaining, Series REGULAR
9/25/2025	113-9517729-2147450	5602		Mod Podge Waterbase Sealer, 16 oz (Pack of 3) Gloss Finish, WMCS11202A- (Pack of 3)
9/25/2025	113-9517729-2147450	5602		Beichi 100-Pack Flameless LED Tea Light Candles Bulk
9/25/2025	113-9517729-2147450	5602		Keyoxy Stainless Steel Serving Spoons Set, 8pc, 10-Inch, Includes 8 Large Spoons, for Parties/Kitchen/Buffet/Catering, Dishwasher Safe
9/25/2025	113-9517729-2147450	5602		2 Pcs 16 x10 in Slate Cheese Boards Slate Board for Meat Cheese Appetizers, Serving Plate Tray Serving Stone Boards Platter with 2 Chalks for Christmas Housewarming
9/25/2025	113-9517729-2147450	5602		OUSHINAN 36PCS 8OZ Plastic Jars with Screw On Lids, Labels Refillable Empty Round Slime Containers for Storing Dry Food, Honey Jam, Cream, Butter, Lotion (White)
9/25/2025	113-9517729-2147450	5602		Glass Diamond Design Bowl Set - Decorative Centerpiece for Kitchen & Home Decor, Great for Dining, Living Room, Serving, Salad, Pasta, Candy, Fruit
9/25/2025	113-9517729-2147450	5602		MALACASA 3 Tier Serving Trays for Party, Porcelain Serving Platters and Trays, 12 Inch Tiered Tray Stand, Fruit Tray, Trays for Serving Food, White Dessert Stand with Collapsible Sturdier Metal Rack
9/25/2025	113-9517729-2147450	5602		OUSHINAN 36PCS 8OZ Plastic Jars with Screw On Lids, Labels Refillable Empty Round Slime Containers for Storing Dry Food, Honey Jam, Cream, Butter, Lotion (White)
9/25/2025	113-9517729-2147450	5602		MALACASA 5 oz Porcelain Dip Bowls Set, 12 Pack Small Ramekins, Dipping Sauce Dishes, Stackable Tiny Ramekins for Pudding, Souffle, Brulee, Dessert, Snack, Charcuterie Boards accessories, Oven Safe
9/25/2025	113-9517729-2147450	5602		20 Pairs Walkie Talkie Earpiece with Mic 2 Pin Two Way Radio Ear Piece Microphone Earbud Bulk Single Wire Earhook Headset Compatible with Baofeng UV-5R BF-888S Arcshell Retevis H-777 RT21 RT22
9/25/2025	113-9517729-2147450	5602		Jyongmer 10800 Pcs 1 Inch Tissue Paper Squares, 36 Color Assorted Rainbow Tissue Paper for Crafts, Scrapbooking, Art Projects, Decoupage, Collage, Preschool Crafts, School
9/25/2025	113-9517729-2147450	5602		KitchenAid Large Capacity Full Size Rust Resistant Dish Rack with Angled Drain Board and Removable Flatware Caddy, Light Grey
9/24/2025	113-0075959-1813823	5310	12.98	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 Paper College Ruled Pad of Paper Notebook To-Do List for School & Office Supplies
9/24/2025	113-4344231-3607427	5310	27.93	Purell 64 Oz. Advanced Instant Hand Sanitizer Gel Refill
9/24/2025	113-1577287-6497024		0	Slatwall 6 Pack Wall Mount Sleeve 8.5 x 11 Acrylic Wall Sign Holder Mount Advertisement Frame Sign Holder Display for Office Slatwall Panels Advertisement Notice Supplies
9/23/2025	114-8117593-8088233		68.72	Amazon Grocery, Canola Oil, 48 Fl Oz (Previously Happy Belly, Packaging May Vary)
9/23/2025	114-8117593-8088233			Mars M&M'S, SNICKERS, 3 MUSKETEERS, SKITTLES & STARBURST Variety Pack Full Size Bulk Candy Assortment, 56.11 oz, 30 Count
9/23/2025	113-2474031-0348200	5310	11.35	Mr. Clean Magic Eraser, Extra Durable, Multi Purpose Cleaner, Shoe, Bathroom, Shower, and Car Window and Windshield Cleaner, Cleaning Pads, 10 Count
9/23/2025	114-6616912-9749842	5320	28	HATCHBOX 1.75mm Black PLA 3D Printer Filament, 1 KG Spool, Dimensional Accuracy +/- 0.03 mm, 3D Printing Filament
9/21/2025	114-3120252-0769826		94.85	1984: 75th Anniversary
9/21/2025	114-3120252-0769826			On Censorship: A Public Librarian Examines Cancel Culture in the US (Speaker's Corner)
9/18/2025	114-6419708-7509044		41.99	Slatwall 6 Pack Wall Mount Sleeve 8.5 x 11 Acrylic Wall Sign Holder Mount Advertisement Frame Sign Holder Display for Office Slatwall Panels Advertisement Notice Supplies
9/15/2025	113-5186671-6117010	5310	68.97	PHILIPS LED 75W PAR20 4-Pack Ultra Definition Bright White (3000K) 800 Lumen (10W = 75W) Dimmable Frosted Flicker-Free Light Bulbs
9/15/2025	113-2018339-9994623	5620 LC	54.74	Frito Lay Fun Times Mix Variety Pack, (Pack of 40)
9/15/2025	113-2018339-9994623	5620 LC		Utz Snack Variety Pack Individual Snacks, Includes Potato Chips, Cheese Curls, Popcorn, and Party Mix, Crunchy Travel Snacks for Lunches, Vending Machines, and Enjoying on the Go (Pack of 42)

Amazon Transaction Details
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Order Date	Order ID	PO Number	Order Subto	Title
9/15/2025	113-6321633-3201813	5310	55.98	Paper Plates, 100% Compostable Heavy Duty Disposable 10 Inch Plate - [125-Pack] - {PFAS-Free} - {BPI Certified} Eco-Friendly, Biodegradable Bagasse
9/10/2025	112-7137480-7587459	6055	13.5	25mm Binocular/Monocular Objective Lens Caps Internal Diameter 32-34mm Rubber Cover Set Black
9/10/2025	114-6405921-3413816	6120	9.99	Smithok 8 Pack 4mm Guy Lines Ultralight Tent Cords with Aluminum Adjuster Tensioner Outdoor Camping Guylines Ropes for Tent Tarp,Climbing,Hiking Backpacking (Green)
9/10/2025	114-7483373-4389031		19.8	Smays USB C Cable Bulk 20-Pack, Type C Charger Cord 3.3ft Multipack
9/8/2025	113-5776745-0433052	5310	10.98	Febreze Plug in Air Fresheners, Linen & Sky Scent, Odor Eliminator for Strong Odors, 1 Warmer + 2 Oil Refills
9/8/2025	112-6022209-3336247	6020	10.71	The Three Languages of Politics: Talking Across the Political Divides
9/8/2025	112-8459695-7100243	6020	22.99	The Political Brain: The Role of Emotion in Deciding the Fate of the Nation
9/8/2025	112-8459695-7100243	6020		Words That Work: It's Not What You Say, It's What People Hear
9/8/2025	113-2283256-5838667	5310	31.48	EXPO Low Odor Dry Erase Markers Chisel Tip Assorted Fashion Colors 36 Count for Classroom Office & Home Use
9/8/2025	113-2283256-5838667	5310	31.48	SKKSTATIONERY Half Pencils with Eraser Tops, Golf Pencils, 4 inch, Classroom, Pew - #2 HB, Hexagon, Pre-sharpened, Back to school, 96/Box.
9/4/2025	113-8322558-6807436	5310	33.96	Scotch Heavy Duty Shipping Packing Tape, Clear, Shipping and Packaging Supplies, 1.88 in. x 54.6 yd., 6 Tape Rolls
9/4/2025	113-2798212-5737829	6025	7.9	RABBIT HOLE Party Game - The "What Will Your Friends Fall for?" Family Card Game - for Kids, Tweens, Teens, College Students, Adults and Families, at Fun Parties and Board Games Night with Your Group
Total			1,758.78	

Basalt Regional Library District 2025 Grant Spending Summary by Budget

Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
5/13/2025	Pay.gov	User fee	5240	Library Association Due:	\$275.00	Library Trust
SUBTOTAL					275.00	
4/11/2025	American Red Cross	Training	5260	Staff	897.50	CSD Safety Grant
SUBTOTAL					897.50	
2/3/2025	Om Side of Things	Creative Writing Summer Club	5601.01	Adult Summer Reading	2,025.00	Contributions - Nonrestricted
SUBTOTAL					2,025.00	
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	2,630.54	Alpine Bank
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	755.55	Contributions - Nonrestricted
10/10/2025	Jessica Barnum	Summer reading creative writing	5601.02	Teen Summer Reading	315.08	Friends
10/10/2025	Jessica Barnum	Summer reading creative writing	5601.02	Teen Summer Reading	2,025.00	Friends
SUBTOTAL					5,726.17	
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	362.10	Contributions - Nonrestricted
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	196.80	Friends
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	420.50	Friends
10/10/2025	4imprint	Heirlooms bags	5602	Community Events	739.28	Contributions - Restricted
SUBTOTAL					1,718.68	
1/8/2025	Amazon	Menstrual supplies	5610	Adult Program	13.66	Friends
1/17/2025	Amazon	menstrual supplies	5610	Adult Program	40.85	Friends
1/17/2025	Amazon	diapers	5610	Adult Program	27.70	Friends
2/5/2025	Amazon	menstrual supplies	5610	Adult Program	7.49	Friends
2/17/2025	Amazon	menstrual supplies	5610	Adult Program	22.77	Friends
2/25/2025	Amazon	menstrual and diaper supplies	5610	Adult Program	\$94.59	Friends
2/25/2025	Amazon	menstrual supplies	5610	Adult Program	66.21	Friends
3/27/2025	Amazon	menstrual supplies	5610	Adult Program	44.52	Friends

8/11/2025	Amazon	Menstural supplies	5610	Adult Program	40.53	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	\$66.10	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	19.76	Friends
SUBTOTAL					444.18	
1/14/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	210.00	Library Trust
3/10/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	220.00	Library Trust
4/22/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	220.00	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	119.04	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	121.46	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$109.66	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$113.01	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$98.13	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$107.11	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	115.70	Library Trust
5/21/2025	Aspen Science Center	Stem Hour	5620	Children Program	\$220.00	Library Trust
6/17/2025	Amazon	Program	5620	Children Program	\$675.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	2,595.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	108.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$26.59	State Grants to Libraries
6/17/2025	Lakeshore	Program	5620	Children Program	\$24.86	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$51.25	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$12.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$5.96	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	5.98	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$36.70	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$6.23	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$165.66	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$229.28	State Grants to Libraries
6/26/2025	Imagination Library	Imagination Library	5620	Children Program	\$114.92	Library Trust
6/26/2025	Raising A Reader	Raising A Reader	5620	Children Program	\$750.00	Contributions - Nonrestricted
6/26/2025	Raising A Reader	Raising A Reader	5620	Children Program	\$1,008.00	Contributions - Nonrestricted
8/5/2025	Imagination Library	Imagination Library	5620	Children Program	\$113.99	Library Trust

8/12/2025	Imagination Library	Imagination Library	5620	Children Program	110.72	Library Trust
8/20/2025	Scholastic Book Fairs	Scholastic Book Fair	5620	Children Program	1,073.80	Friends
10/10/2025	Aspen Science Center	STEM Hour	5620	Children Program	\$225.00	Library Trust
10/10/2025	Aspen Science Center	STEM Hour	5620	Children Program	225.00	Library Trust
10/10/2025	Imagination Library	Imagination Library	5620	Children Program	\$119.85	Library Trust
10/10/2025	Imagination Library	Imagination Library	5620	Children Program	110.72	Library Trust
10/10/2025	Imagination Library	Imagination Library bookmarks	5620	Children Program	\$21.24	Library Trust
SUBTOTAL					9,469.86	
2/9/2025	City Market	Food & drink for concert	5640	Music	\$227.62	Music Circle
3/7/2025	City Market	Food & drink for concert	5640	Music	248.86	Music Circle
3/20/2025	Sol De Valley	Ad in Sol De Valle	5640	Music	\$45.00	TourWest/WESTAF
3/21/2025	City Market	Food & drink for concert	5640	Music	30.05	Music Circle
4/1/2025	Jarabe Mexicano	Lodging & artistic fee	5640	Music	2,003.35	TourWest/WESTAF
4/30/2025	Sopris Sun	Ad in Sopris Sun	5640	Music	45.00	TourWest/WESTAF
5/2/2025	City Market	Food & drink for concert	5640	Music	\$174.86	Music Circle
5/2/2025	Valley Hopper	Tour/trip	5640	Music	\$1,700.00	Friends
5/13/2025	Aspenalt Lodge	Room charge	5640	Music	\$3,000.00	Aspen Thrift Shop Grant
5/14/2025	MLAM	Lodging	5640	Music	\$27.90	TourWest/WESTAF
5/14/2025	MLAM	Lodging	5640	Music	\$1,750.00	TourWest/WESTAF
5/15/2025	Mountain Inn	Lodging	5640	Music	253.35	TourWest/WESTAF
7/14/2025	Basalt Mountain Inn	Lodging	5640	Music	\$466.20	BPAC Grant
7/14/2025	Jason Anick	Performer	5640	Music	\$2,200.00	BPAC Grant
SUBTOTAL					12,172.19	
1/31/2025	City Market	Food and drinks	5650	Spanish Language	\$23.95	Friends
4/15/2025	The Whole Empanada	Food	5650	Spanish Language	\$380.00	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	15.83	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	15.83	Friends
4/15/2025	Timbos Pizza	Food	5650	Spanish Language	\$27.00	Friends
5/6/2025	The Whole Empanada	Food	5650	Spanish Language	\$190.00	Friends
5/6/2025	City Market	Food	5650	Spanish Language	\$5.96	Friends
5/6/2025	City Market	Food	5650	Spanish Language	\$100.00	Friends

SUBTOTAL					758.57	
1/2/2025	Amazon	book club	5660	Teens Program	71.40	Library Trust
1/2/2025	Amazon	book club	5660	Teens Program	473.20	Library Trust
1/7/2025	Amazon	book club	5660	Teens Program	224.70	Library Trust
1/13/2025	City market	Teen Cafe	5660	Teens Program	\$11.10	Library Trust
1/14/2025	NESPRESSO	Teen Cafe	5660	Teens Program	\$47.33	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	\$281.61	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	\$81.51	Library Trust
1/17/2025	Amazon	Book Club	5660	Teens Program	\$108.60	Library Trust
2/9/2025	New York Pizza	Teen Program	5660	Teens Program	111.06	Ayres - Teen Grant
2/17/2025	Amazon	Teen Program	5660	Teens Program	\$286.99	Ayres - Teen Grant
2/18/2025	Amazon	Book Club	5660	Teens Program	\$175.80	Library Trust
2/18/2025	Georgina Levy	Babysitting	5660	Teens Program	\$400.00	Contributions - Restricted
2/27/2025	Amazon	Book Club	5660	Teens Program	105.48	Library Trust
3/11/2025	Amazon	Book Club	5660	Teens Program	\$60.13	Library Trust
4/1/2025	Amazon	Book Club	5660	Teens Program	137.13	Library Trust
4/8/2025	City Market	Teen Cafe	5660	Teens Program	\$10.07	Library Trust
4/11/2025	Amazon	Book Club	5660	Teens Program	169.05	Library Trust
4/15/2025	Amazon	Book Club	5660	Teens Program	\$211.61	Library Trust
4/16/2025	Amazon	Book Club	5660	Teens Program	\$127.05	Library Trust
4/24/2025	Amazon	Book Club	5660	Teens Program	\$9.99	Library Trust
5/6/2025	Amazon	Book Club	5660	Teens Program	\$23.44	Library Trust
5/12/2025	Amazon	Book Club	5660	Teens Program	131.70	Library Trust
5/13/2025	Amazon	Book Club	5660	Teens Program	\$89.99	Library Trust
5/29/2025	City Market	Teen Cafe	5660	Teens Program	120.14	Library Trust
6/13/2025	Amazon	Book Club	5660	Teens Program	\$112.35	Library Trust
6/14/2025	Amazon	Teen Cafe	5660	Teens Program	25.92	Library Trust
7/14/2025	Amazon	Book Club	5660	Teens Program	\$106.80	Library Trust
8/4/2025	Amazon	Back to school	5660	Teens Program	\$35.61	Library Trust
8/4/2025	Amazon	Back to school	5660	Teens Program	\$619.15	Library Trust
8/4/2025	Amazon	Back to school	5660	Teens Program	\$199.56	Library Trust
SUBTOTAL					4,568.47	

2/27/2025	Ingram	Book Club	6030	Juvenile Fiction	59.79	Library Trust
3/3/2025	Ingram	Book Club	6030	Juvenile Fiction	\$59.79	Library Trust
SUBTOTAL					119.58	
3/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	176.98	State Grants to Libraries
3/12/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$1,946.32	State Grants to Libraries
5/30/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	413.50	Contributions - Nonrestricted
5/30/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$427.78	Contributions - Nonrestricted
SUBTOTAL					2,964.58	
1/1/2025	Office Outfitters	down payment	8310.18	Furniture and Fixtures	\$13,027.00	Furniture Grant
3/5/2025	Office Outfitters	final payment	8310.18	Furniture and Fixtures	\$13,027.27	Furniture Grant
SUBTOTAL					26,054.27	
	Final Totals					
	Budget Code	Budget Description	Amount			
	5240	Library Association Dues	275.00			
	5260	Staff	897.50			
	5602	Community Events	1,718.68			
	5610	Adult Program	444.18			
	5620	Children Program	9,469.86			
	5640	Music	12,172.19			
	5650	Spanish Language	758.57			
	5660	Teens Program	4,568.47			
	6030	Juvenile Fiction	119.58			
	6320	Overdrive	2,964.58			
	5601.01	Adult Summer Reading	2,025.00			
	5601.02	Teen Summer Reading	5,726.17			
	8310.18	Furniture and Fixtures	26,054.27			
		TOTAL	67,194.05			

Basalt Regional Library District 2025 Grant Spending Summary by Grant

Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	\$2,630.54	Alpine Bank
SUBTOTAL					2,630.54	
5/13/2025	Aspenalt Lodge	Room charge	5640	Music	\$3,000.00	Aspen Thrift Shop Grant
SUBTOTAL					3,000.00	
2/9/2025	New York Pizza	Teen Program	5660	Teens Program	\$111.06	Ayres - Teen Grant
2/17/2025	Amazon	Teen Program	5660	Teens Program	286.99	Ayres - Teen Grant
SUBTOTAL					398.05	
7/14/2025	Basalt Mountain Inn	Lodging	5640	Music	\$466.20	BPAC Grant
7/14/2025	Jason Anick	Performer	5640	Music	2,200.00	BPAC Grant
SUBTOTAL					2,666.20	
4/11/2025	American Red Cross	Training	5260	Staff	\$897.50	CSD Safety Grant
SUBTOTAL					897.50	
2/3/2025	Om Side of Things	Creative Writing Summer Club	5601.01	Adult Summer Reading	2,025.00	Contributions - Nonrestricted
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	755.55	Contributions - Nonrestricted
5/30/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$413.50	Contributions - Nonrestricted
5/30/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$427.78	Contributions - Nonrestricted
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	362.10	Contributions - Nonrestricted
6/26/2025	Raising A Reader	Raising A Reader	5620	Children Program	\$750.00	Contributions - Nonrestricted
6/26/2025	Raising A Reader	Raising A Reader	5620	Children Program	\$1,008.00	Contributions - Nonrestricted
SUBTOTAL					5,741.93	
2/18/2025	Georgina Levy	Babysitting	5660	Teens Program	\$400.00	Contributions - Restricted
10/10/2025	4imprint	Heirlooms bags	5602	Community Events	739.28	Contributions - Restricted
SUBTOTAL					1,139.28	
1/8/2025	Amazon	Menstrual supplies	5610	Adult Program	\$13.66	Friends

1/17/2025	Amazon	menstrual supplies	5610	Adult Program	40.85	Friends
1/17/2025	Amazon	diapers	5610	Adult Program	27.70	Friends
1/31/2025	City Market	Food and drinks	5650	Spanish Language	23.95	Friends
2/5/2025	Amazon	menstrual supplies	5610	Adult Program	\$7.49	Friends
2/17/2025	Amazon	menstrual supplies	5610	Adult Program	22.77	Friends
2/25/2025	Amazon	menstrual and diaper supplies	5610	Adult Program	94.59	Friends
2/25/2025	Amazon	menstrual supplies	5610	Adult Program	\$66.21	Friends
3/27/2025	Amazon	menstrual supplies	5610	Adult Program	\$44.52	Friends
4/15/2025	The Whole Empanada	Food	5650	Spanish Language	\$380.00	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	15.83	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	\$15.83	Friends
4/15/2025	Timbos Pizza	Food	5650	Spanish Language	\$27.00	Friends
5/2/2025	Valley Hopper	Tour/trip	5640	Music	1,700.00	Friends
5/6/2025	The Whole Empanada	Food	5650	Spanish Language	190.00	Friends
5/6/2025	City Market	Food	5650	Spanish Language	\$5.96	Friends
5/6/2025	City Market	Food	5650	Spanish Language	100.00	Friends
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	196.80	Friends
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	\$420.50	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	\$40.53	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	\$66.10	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	\$19.76	Friends
8/20/2025	Scholastic Book Fairs	Scholastic Book Fair	5620	Children Program	\$1,073.80	Friends
10/10/2025	Jessica Barnum	Summer reading creative writing	5601.02	Teen Summer Reading	\$315.08	Friends
10/10/2025	Jessica Barnum	Summer reading creative writing	5601.02	Teen Summer Reading	\$2,025.00	Friends
SUBTOTAL					6,933.93	
1/1/2025	Office Outfitters	down payment	8310.18	Furniture and Fixtures	\$13,027.00	Furniture Grant
3/5/2025	Office Outfitters	final payment	8310.18	Furniture and Fixtures	\$13,027.27	Furniture Grant
SUBTOTAL					26,054.27	
1/2/2025	Amazon	book club	5660	Teens Program	\$71.40	Library Trust
1/2/2025	Amazon	book club	5660	Teens Program	\$473.20	Library Trust
1/7/2025	Amazon	book club	5660	Teens Program	224.70	Library Trust
1/13/2025	City market	Teen Cafe	5660	Teens Program	11.10	Library Trust
1/14/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	\$210.00	Library Trust

1/14/2025	NESPRESSO	Teen Cafe	5660	Teens Program	47.33	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	281.61	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	81.51	Library Trust
1/17/2025	Amazon	Book Club	5660	Teens Program	\$108.60	Library Trust
2/18/2025	Amazon	Book Club	5660	Teens Program	175.80	Library Trust
2/27/2025	Ingram	Book Club	6030	Juvenile Fiction	\$59.79	Library Trust
2/27/2025	Amazon	Book Club	5660	Teens Program	105.48	Library Trust
3/3/2025	Ingram	Book Club	6030	Juvenile Fiction	59.79	Library Trust
3/10/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	\$220.00	Library Trust
3/11/2025	Amazon	Book Club	5660	Teens Program	60.13	Library Trust
4/1/2025	Amazon	Book Club	5660	Teens Program	137.13	Library Trust
4/8/2025	City Market	Teen Cafe	5660	Teens Program	10.07	Library Trust
4/11/2025	Amazon	Book Club	5660	Teens Program	\$169.05	Library Trust
4/15/2025	Amazon	Book Club	5660	Teens Program	211.61	Library Trust
4/16/2025	Amazon	Book Club	5660	Teens Program	127.05	Library Trust
4/22/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	220.00	Library Trust
4/24/2025	Amazon	Book Club	5660	Teens Program	\$9.99	Library Trust
5/6/2025	Amazon	Book Club	5660	Teens Program	23.44	Library Trust
5/12/2025	Amazon	Book Club	5660	Teens Program	131.70	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$119.04	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	121.46	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$109.66	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$113.01	Library Trust
5/13/2025	Amazon	Book Club	5660	Teens Program	\$89.99	Library Trust
5/13/2025	Pay.gov	User fee	5240	Library Association Due:	\$275.00	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$98.13	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$107.11	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	\$115.70	Library Trust
5/21/2025	Aspen Science Center	Stem Hour	5620	Children Program	\$220.00	Library Trust
5/29/2025	City Market	Teen Cafe	5660	Teens Program	\$120.14	Library Trust
6/13/2025	Amazon	Book Club	5660	Teens Program	\$112.35	Library Trust
6/14/2025	Amazon	Teen Cafe	5660	Teens Program	\$25.92	Library Trust
6/26/2025	Imagination Library	Imagination Library	5620	Children Program	\$114.92	Library Trust
7/14/2025	Amazon	Book Club	5660	Teens Program	\$106.80	Library Trust
8/4/2025	Amazon	Back to school	5660	Teens Program	\$35.61	Library Trust

8/4/2025	Amazon	Back to school	5660	Teens Program	\$619.15	Library Trust
8/4/2025	Amazon	Back to school	5660	Teens Program	199.56	Library Trust
8/5/2025	Imagination Library	Imagination Library	5620	Children Program	\$113.99	Library Trust
8/12/2025	Imagination Library	Imagination Library	5620	Children Program	110.72	Library Trust
10/10/2025	Aspen Science Center	STEM Hour	5620	Children Program	\$225.00	Library Trust
10/10/2025	Aspen Science Center	STEM Hour	5620	Children Program	225.00	Library Trust
10/10/2025	Imagination Library	Imagination Library	5620	Children Program	\$119.85	Library Trust
10/10/2025	Imagination Library	Imagination Library	5620	Children Program	110.72	Library Trust
10/10/2025	Imagination Library	Imagination Library bookmarks	5620	Children Program	\$21.24	Library Trust
SUBTOTAL					6,860.55	
2/9/2025	City Market	Food & drink for concert	5640	Music	227.62	Music Circle
3/7/2025	City Market	Food & drink for concert	5640	Music	\$248.86	Music Circle
3/21/2025	City Market	Food & drink for concert	5640	Music	30.05	Music Circle
5/2/2025	City Market	Food & drink for concert	5640	Music	\$174.86	Music Circle
SUBTOTAL					681.39	
3/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$176.98	State Grants to Libraries
3/12/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$1,946.32	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$675.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$2,595.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$108.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$26.59	State Grants to Libraries
6/17/2025	Lakeshore	Program	5620	Children Program	\$24.86	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$51.25	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$12.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$5.96	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$5.98	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	36.70	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$6.23	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	165.66	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	\$229.28	State Grants to Libraries
SUBTOTAL					6,065.81	
3/20/2025	Sol De Valley	Ad in Sol De Valle	5640	Music	\$45.00	TourWest/WESTAF

4/1/2025	Jarabe Mexicano	Lodging & artistic fee	5640	Music	\$2,003.35	TourWest/WESTAF
4/30/2025	Sopris Sun	Ad in Sopris Sun	5640	Music	45.00	TourWest/WESTAF
5/14/2025	MLAM	Lodging	5640	Music	\$27.90	TourWest/WESTAF
5/14/2025	MLAM	Lodging	5640	Music	1,750.00	TourWest/WESTAF
5/15/2025	Mountain Inn	Lodging	5640	Music	\$253.35	TourWest/WESTAF
SUBTOTAL					4,124.60	
	Final Totals					
	Grant	Amount				
	Alpine Bank	2,630.54				
	Aspen Thrift Shop Grant	3,000.00				
	Ayres - Teen Grant	398.05				
	BPAC Grant	2,666.20				
	CSD Safety Grant	897.50				
	Contributions - Nonrestricted	5,741.93				
	Contributions - Restricted	1,139.28				
	Friends	6,933.93				
	Furniture Grant	26,054.27				
	Library Trust	6,860.55				
	Music Circle	681.39				
	State Grants to Libraries	6,065.81				
	TourWest/WESTAF	4,124.60				
	TOTAL	67,194.05				

Section 10. Removal of Trustees

A majority Trustee may remove any or all Trustees if they determine that the Trustees are not performing their duties properly. The Board may remove any or all Trustees if they determine that the Trustees are not performing their duties properly. ~~“Good cause” is hereby defined to mean any of the following:~~

~~When a Trustee accumulates five (5) unexcused absences (or nine (9) 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. If the Trustee does not follow and meet the plan, the issue will be elevated to the Board. A Trustee accumulates three (3) unexcused absences from regular or special Board meetings held during a twelve-month period from March 1 to February 28.~~

- ~~a. The Board may consider compelling reasons, such as illness or injury to the trustee or the trustee's immediate family, as the basis for considering the absence(s) excused. An absence will be considered excused when the absent trustee notifies the Executive Director and the President of the Board at least two days in advance of the absence.~~
- ~~b. A majority vote by the Board is required to reclassify “Unexcused” absences as “Excused.”~~

~~c. Before removing a Trustee for accumulated absences, the Trustee will be queried in writing by the President of the Board of Trustees about intent and ability to attend future meetings. The Trustee should respond in writing to the written notice within thirty (30) days of its receipt.~~

- ~~a. 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 require that the Trustee notify the President of the Board or the Executive Director as soon as possible. Excused absences as defined in the Bylaws are any absence for which a trustee notifies in advance that they will be absent. Trustees are asked to recognize that occasionally there are significant consequences to the District for not having a quorum at a Board meeting. In that case, the trustee may be asked to attend virtually if at all possible. Emergency absences will be considered excused. Trustees absent due to travel are asked to consider attending a meeting virtually.~~

~~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.~~

- ~~a.b. 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.~~

A Trustee may be removed from the Board by a majority vote of the Board.

3. Neglect of an Officer's duties, defined in Article 5, Sections 3 and 4 of the Bylaws.

4. Any other violation of BRLD's Code of Ethics, in Article 11 of these Bylaws.

Only the Board of Directors may remove an Officer from office with the approval of a majority vote of the Board. The Board may also remove an Officer from office who has committed a crime or a crime of moral turpitude. The Board may remove an Officer from office who has been convicted of a crime or a crime of moral turpitude.

A Trustee may resign at any time by giving notice in writing to the Secretary of the Board. Any resignation will take effect at the time specified in the notice.

Section 10 Removal of a Trustee

A liability Trustee may be removed only by a majority vote of the appointing body. The appointing body may only propose a motion to remove a trustee here.

When a Trustee accumulates five (5) unexcused absences (or nine (9) 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. If the Trustee does not follow and meet the plan, the issue will be elevated to the Board.

- a. 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 require that the Trustee notify the President of the Board or the Executive Director as soon as possible. Excused absences as defined in the Bylaws are any absence for which a trustee notifies in advance that they will be absent, Trustees are asked to recognize that occasionally there are significant consequences to the District for not having a quorum at a Board meeting. In that case, the trustee may be asked to attend virtually if at all possible. Emergency absences will be considered excused. Trustees absent due to travel are asked to consider attending a meeting virtually.

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.

- b. 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.

A motion to remove a trustee is made in Article 10, Section 1 of these Bylaws.

3. Neglect of an Officer's duties, defined in Article 5, Sections 3 of these Bylaws.

4. Any other violation of BRLD's Code of Ethics, in Article 11 of these Bylaws.

Only the appointing body may remove a trustee with the approval of a majority vote of the appointing body. The appointing body may only remove a trustee by a majority vote of the appointing body. The appointing body may only remove a trustee by a majority vote of the appointing body.

A Trustee may resign any time by filing a letter with the Executive Secretary of the appointing body. Any resignation will take effect at the time specified in the letter.



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.

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 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 require that the Trustee notify the President of the Board or the Executive Director as soon as possible. Excused absences as defined in the Bylaws are any absence for which a trustee notifies in advance that they will be absent, Trustees are asked to recognize that occasionally there are significant consequences to the District for not having a quorum at a Board meeting. In that case, the trustee may be asked to attend virtually if at all possible. Emergency absences will be considered excused. Trustees absent due to travel are asked to consider attending a meeting virtually.

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 five (5) unexcused absences (or nine (9) 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 (see example below) will be made to support the Trustee in participation and accountability. If the Trustee does not follow and meet the plan, the issue will be elevated to the Board.

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.

Attendance Accountability Plan (Sample)

First Conversation:

Executive Director tracks board attendance (delegated to staff)

Executive Director and Board President talk about the attendance concern and decide who will talk with the trustee

Conversation topics:

How are you?

Is there something keeping you from attending board and committee meetings?

Is there some way we can support your attendance?

Could virtual attendance be helpful?

We've noticed that often there is a challenge with notifying the President or the Director of an absence in advance of the meeting. Can you help us understand why that is happening? What can we do to support you in notifying us that you'll be absent?

Is continued participation on the board still within your capacity?

A strategy will be created and documented with the trustee to improve attendance

If the attendance challenge is not resolved, a second conversation will happen

Second Conversation (if the attendance challenge isn't resolved):

Executive Director and Board President talk about the attendance concern, and both talk with the trustee

We spoke about attendance challenges on _____(date)

There have been continued absence challenges since that conversation including:

We will be adding an agenda item to the next Board meeting to discuss your continued participation on the Board.

Board will vote whether to remove the trustee

If the Board votes to remove the trustee, that removal will be taken to the governing body for ratification

Policy drafted: June 2025

Policy reviewed:

Policy approved:

**BASALT
REGIONAL
LIBRARY**

**BASALT REGIONAL LIBRARY DISTRICT
DISPLAY POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide displays and exhibits which enhance the [libraryLibrary](#)'s responsive connection between the community's needs, its collections, its technology, and the diverse programming it provides.

GENERAL DISPLAY CRITERIA:

Library displays are planned, organized, and implemented by [libraryLibrary](#) staff using the following criteria to make decisions about display topics, materials, and accompanying resources:

- Community needs and interest,
- Availability of display space,
- Historical or educational significance,
- Connection to other community or national programs, exhibitions, or events,
- Relation to [libraryLibrary](#) collections, resources, exhibits, and programs, and
- Needs and interests of [libraryLibrary](#) partners within the community.

GENERAL DISPLAY GUIDELINES:

- Displays include a wide spectrum of opinions and viewpoints.
- BRLD offers displays and exhibits that appeal to a range of ages, interests, and information needs.
- BRLD does not accept responsibility for ensuring that all points of view are represented in any single display.
- Displays should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.
- Acceptance of a display or exhibit topic by BRLD does not constitute an endorsement by BRLD of the content of the display or exhibit, or of the views expressed in materials on display.
- BRLD assumes no responsibility for the safety, preservation, or protection of materials, and materials may be disposed of by [libraryLibrary](#) staff as needed.
- The planning and scheduling of such displays and the decision as to which materials will be included is entirely at the discretion of [libraryLibrary](#) staff.
- All material must include the name and contact information of the organization or individual.
- Postings may not be publicized in a manner that suggests BRLD sponsorship, endorsement, or affiliation.
- Any act to exercise censorship and/or to restrict the freedom of others to obtain such resources may result in loss of [libraryLibrary](#) privileges.

COMMUNITY BULLETIN BOARD & BROCHURE RACK:

- This display is located in the entrance lobby.
- Postings may not exceed 11"x17" in size, and postings that are 8-1/2"x11" are preferred.
- Space for community postings is provided on a first-come, first-served basis.
- Postings not related to a specific event or series of events may be removed after two weeks to ensure that bulletin board space is available to as many events as possible.
- Only one posting per group, individual, or event is permitted on [any-on-the](#) public bulletin board at any one time.

LOBBY ART CASE

- This display is located in the entrance lobby and features art of and by members of the community and region.
- BRLD approaches artists to request collaboration, and also welcomes artists to reach out to request collaboration.
- The artist chooses the pieces they would like to display, BRLD does not curate the collection
- The scope and quantity of art pieces should fit the space.
- This display is updated approximately every two months and is scheduled in advance.
- Artists may put their contact information in the case; however, prices for items on display may not be posted.

MAIN LIBRARY ART DISPLAY

- This display is located on the walls of the main [libraryLibrary](#).
- Due to the location of this display and difficulty of installation, these pieces remain in the [libraryLibrary](#) for a minimum of six months.
- This available wall space is high off the ground, and as such, the pieces should be large enough to [be seen](#), and still fit the space.
- These pieces are installed by a [libraryLibrary](#) contractor.
- This display is curated by BRLD in collaboration with the artist.
- This display is scheduled in advance.

LIBRARY COLLECTION DISPLAYS

These displays:

- Are located throughout the [Library](#),
- Contain materials from the [Library](#) collection on a variety of topics,
- Appeal to the diverse interests and concerns of the community, and
- Complement [Library](#) collections and services.

REQUEST FOR RECONSIDERATION:

Any resident of the [Rearing Fork Valley BRLD](#) has the right to request reconsideration of any portion of this Display Policy or how BRLD implements this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

**BASALT
REGIONAL
LIBRARY**

**BASALT REGIONAL LIBRARY DISTRICT
DISPLAY POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide displays and exhibits which enhance the Library's responsive connection between the community's needs, its collections, its technology, and the diverse programming it provides.

GENERAL DISPLAY CRITERIA:

Library displays are planned, organized, and implemented by Library staff using the following criteria to make decisions about display topics, materials, and accompanying resources:

- Community needs and interest,
- Availability of display space,
- Historical or educational significance,
- Connection to other community or national programs, exhibitions, or events,
- Relation to Library collections, resources, exhibits, and programs, and
- Needs and interests of Library partners within the community.

GENERAL DISPLAY GUIDELINES:

- Displays include a wide spectrum of opinions and viewpoints.
- BRLD offers displays and exhibits that appeal to a range of ages, interests, and information needs.
- BRLD does not accept responsibility for ensuring that all points of view are represented in any single display.
- Displays should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.
- Acceptance of a display or exhibit topic by BRLD does not constitute an endorsement by BRLD of the content of the display or exhibit, or of the views expressed in materials on display.
- BRLD assumes no responsibility for the safety, preservation, or protection of materials, and materials may be disposed of by Library staff as needed.
- The planning and scheduling of such displays and the decision as to which materials will be included is entirely at the discretion of Library staff.
- All material must include the name and contact information of the organization or individual.
- Postings may not be publicized in a manner that suggests BRLD sponsorship, endorsement, or affiliation.
- Any act to exercise censorship and/or to restrict the freedom of others to obtain such resources may result in loss of Library privileges.

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MAIN LIBRARY ART DISPLAY

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- Due to the location of this display and difficulty of installation, these pieces remain in the Library for a minimum of six months.
- This available wall space is high off the ground, and as such, the pieces should be large enough to be seen, and still fit the space.
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- Appeal to the diverse interests and concerns of the community, and
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**BASALT
REGIONAL
LIBRARY**

**BASALT REGIONAL LIBRARY DISTRICT
VOLUNTEER POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to use the services of volunteers to:

- Supplement the efforts of [libraryLibrary](#) staff in meeting demands for quality public service
- Provide a way for community members to support an institution [about which](#) they care deeply [about](#)
- Provide a way for community members to give back to their community

TYPES OF VOLUNTEERS:

Adult – Adults of all ages

Teen – Teens from fifth grade through high school

Community Service – As one of the few organizations in the valley who accept community service hours, community members who have hours to complete are encouraged to volunteer at the [libraryLibrary](#)

REQUIREMENTS FOR VOLUNTEERING:

- A background check is required for all volunteers aged 18 and older.
- ~~• Colorado State law protects the privacy of all individuals while visiting BRLD. BRLD will not monitor or share what materials customers have checked out, or what they do while in the library, except in accordance with Colorado State law. Volunteers will not reveal patron information to others.~~
- Volunteers are expected to act in accordance with [libraryLibrary](#) policies and to reflect positive customer service attitudes to all patrons. Volunteers will abide by the rules in BRLD's Patron Behavior Policy.
- Volunteers [may be](#) asked to work on projects that support staff efforts. Examples include: shelving books; helping staff to prepare for programs; shelf-reading; discarding materials; maintenance of periodicals; photocopying, collating, folding, stapling.
- [A Hours schedule](#) of volunteer service will be determined by the supervisory staff member in discussion with the volunteer.

VOLUNTEER EXPECTATIONS:

- Volunteers are expected to arrive at the [libraryLibrary](#) in time to begin work as scheduled or call the [libraryLibrary](#) if they will be absent.
- All volunteer work will be completed within normal [libraryLibrary](#) hours. Exceptions may be made by the Executive Director.
- ~~• Colorado State law protects the privacy of all individuals while visiting BRLD. BRLD will not monitor or share what materials customers have checked out, or what they do while in the library, except in accordance with Colorado State law. Volunteers will not reveal patron information to others.~~
- By law, a government agency cannot practice any form of discrimination. All [library staff and](#) volunteers will treat all people with dignity and respect. Volunteers will refer all policy questions from the public to a staff member.

- Volunteers who are shelving items are often asked for assistance locating items. Volunteers will use their best judgement when assisting patrons. When in doubt, volunteers will always seek the assistance of ~~library~~[Library](#) staff.
- Volunteers will report any safety hazards or injuries immediately to a staff member.
- Volunteers and volunteer opportunities are subject to review, evaluation, correction, and possibly termination in the best interest of BRLD.
- To end a volunteer commitment, volunteers will notify their supervisor.

DISCLAIMERS:

- BRLD will not provide any medical benefits for any volunteer. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer. The volunteer will be asked to sign a waiver indicating the non-eligibility for worker's compensation coverage.
- Nothing in this policy shall be deemed to create a contract between the volunteer and BRLD.



It is the policy of the Basalt Regional Library District (BRLD) to use the services of volunteers to:

- Supplement the efforts of Library staff in meeting demands for quality public service
- Provide a way for community members to support an institution about which they care deeply
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- Volunteers will report any safety hazards or injuries immediately to a staff member.
- Volunteers and volunteer opportunities are subject to review, evaluation, correction, and possibly termination in the best interest of BRLD.
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- Nothing in this policy shall be deemed to create a contract between the volunteer and BRLD.



BASALT
REGIONAL
LIBRARY

BASALT REGIONAL LIBRARY
QUARTERLY STRATEGIC PLAN UPDATE
END OF Q3, 2025
OCTOBER 20, 2025

STRATEGIC INITIATIVE #1: Continually Provide Library Excellence and Innovation
DESCRIPTION

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

OVERARCHING METRICS

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

GOALS

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

We have held fourteen staff trainings at staff meetings this year, in addition to two full days of training during our all-staff training days. We have partnered with eleven local organizations on these trainings. We got started quickly on these trainings and did not complete a pre-survey. We will develop a survey now, and will also survey again one year from now.

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

The executive director has begun work with the executive administrative assistant to create our data collection tool.

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

The executive director will schedule a meeting with the Library of Things and Programming teams to incorporate LOT items into programming. We have already completed several library programs using library of things items, including a learn-to-sew program using our sewing machines earlier this year.

Improve performance annually using these metrics as a guideline:

Increase patron visits by 3%

Increase computer and internet (combined) use by 5%

Increase physical circulation by 4%

Increase database/electronic content usage by 3%

We continue to track this data and will report on this goal annually.

STRATEGIC INITIATIVE #2: Ensure Financial Sustainability

DESCRIPTION

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

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

OVERARCHING METRICS

General Fund reserves and Capital Fund reserves meet library policy and state guidelines.

BRLD will be fiscally accountable and transparent, striving to balance taxpayer burden relative to inflation in the Roaring Fork Valley and excellence in library operations as measured in annual evaluations.

GOALS

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

Our ballot measure is out in people's mailboxes now!

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

The Executive Director made the final payment of our bond debt on September 25, 2025.

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

The executive director will work with various teams within the library to identify areas where we can continue to be more efficient and resilient. We will report a list of these efforts at the end of 2025.

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

We have recruited one volunteer, and will reach out to several stakeholder groups to continue to try to recruit two more.

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

DESCRIPTION

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

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

OVERARCHING METRICS

Employee Satisfaction improvement, measured by an annual survey

GOALS

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

We have pivoted this goal to start with a culture audit and will be contracting with a firm to help us with this audit in late 2025.

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

Tuition reimbursement

Student loan repayment support

Transportation cost stipend

Housing stipend

Wellness benefit

Childcare benefit

We have not yet begun to research this benefit package, and will begin in Q1 2026.

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

We have not yet begun to research this benefit, and will begin in Q1 2026.

Given that staff are BRLD's most valued and valuable resource, BRLD will work toward paying all public library employees as close to a living wage in Basalt, Colorado, as possible by establishing a sustainable plan for incremental wage increases. During Q1 and Q2, 2025, BRLD will develop a plan for increasing wages, which will be implemented in the 2026, 2027, and 2028 budgets.

Working with the Finance and Ballot Measure committees, we have created a long-range plan that increases the base wage to the living wage within five years, and includes increases for other staff as well to keep ratios similar between positions. This will be implemented in 2026 if the potential ballot measure passes this November.

STRATEGIC INITIATIVE #4: Advocacy for Community Well-Being, Lifelong Learning, and Entertainment for Everyone

DESCRIPTION

Working with partners, BRLD will strive to provide broad-based support for individuals and families to enable working and living in the Roaring Fork Valley. BRLD provides opportunities for patrons to learn, refresh, and enjoy life in our community through continuing education, arts, music, entertainment, technology, and social interaction. By the nature of the resources, services, and facilities available at BRLD, the library serves as a gathering place and hub for the community.

OVERARCHING METRICS

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

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

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

GOALS

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

We currently offer between three to six after-school programs per week. The executive director will meet with the youth services team to explore expanding this in Q1 2026.

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

We have continued our listening tour, this year involving the Board of Trustees in stakeholder conversations in preparation for our potential ballot measure. If we do decide to go on the ballot, these conversations will continue throughout the election season this year.

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

- Arts
- Nature
- Local culture
- Financial readiness
- Tax preparation
- Household budgeting and banking
- Workforce development
- Trade school fair
- Job fair including trades
- Potluck meals
- Cooking classes
- Stand-up comedy
- Open mic events
- Game nights

Given staff turnover this year, we have not delved deeply into this project, but with the hire of our new Community Engagement Manager, we will begin in earnest in Q1 2026

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

Given staff turnover this year, we have not delved deeply into this project, but with the hire of our new Community Engagement Manager, we will begin in earnest in Q1 2026

STRATEGIC INITIATIVE #5: Facility

DESCRIPTION

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

OVERARCHING METRICS

Patron and community satisfaction with the building (measured by an annual survey).

Capital Fund reserve meets professional assessment guidance.

GOALS

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

The new executive admin assistant is currently working on the automatic door opener project for the public restrooms and the window replacement project. He also facilitates contacting contractors for any routine maintenance needs that come up.

Culture Assessment Proposal

Prepared for Basalt Regional Library

October 2025



Table of Contents

*We are excited at the possibility of partnering with **Basalt Regional Library**. We hope this proposal provides mutual excitement & confidence around our capability and approach to our HR Services.*

1

About Cura

History, Values, Team,
Technology

2

Objectives & Scope

3

Budget & Timeline

About Cura



FOUNDED IN 2010

- COLORADO BASED, CONSULTANTS AND CLIENTS NATIONWIDE
- FULL SERVICE HR CONSULTING FIRM
- EXPERTISE & EXPERIENCE ELEVATING HR FUNCTIONS



ORGANIC GROWTH

- 350+ CLIENTS & 1,600 + ENGAGEMENTS— DIVERSE IN SIZE, INDUSTRY, AND LOCATION
- WIDE RANGE OF SERVICES INCLUDING OUTSOURCED AND FRACTIONAL HR, COMPENSATION, HR TECHNOLOGY, AUDITS, M&A, TALENT STRATEGIES AND MORE



CLIENT FULFILLMENT

- 96% REFERRAL RATE
- 64% OF CLIENTS MAINTAIN ACTIVE PARTNERSHIP YEAR OVER OR YEAR, OR RETURN EVERY 1.8 YEARS
- 87% NPS SCORE

Our HR Consulting Practice

Today, our team of inimitable consultants elevates employee and employer experiences across all industries and the entire spectrum of HR disciplines. We have full in-house capabilities and do not utilize contractors.

We elevate our client's teams, leveraging our extensive knowledge base and expertise to plan and execute each unique engagement to ensure we are enabling the team's long-term needs.

Our dedication to continuous improvement and knowledge sharing regarding HR trends means we bring new ideas, experiences, and discoveries to every organization regarding studies, innovative solutions, and leading market trends.



KNOWLEDGE SHARE

We are teachers & learners committed to the open exchange of knowledge.



RELEVANT

We eschew complacency & foster a culture encouraging curiosity and continual growth.



INCLUSIVE

We respect people, value diversity, & strive to be inclusive & collaborative with our clients.



RESOURCEFUL

We believe in optimizing our knowledge & building creative solutions.



Consultant Growth

Our commitment to client partnerships, collaboration and our internal team's continuous development is supported by purposeful practices that result in extraordinary outcomes and client experiences!

Each year we invest in **elevating** our competencies to **grow** as HR practitioners, including:



PRODUCTIVITY PRACTICES
INFLUENTIAL COMMUNICATIONS
CONFLICT & RELATIONSHIP MGMT.
TRUST & EMPATHY

Tech & Capability Subscriptions



Compliance software.



Pay equity software.



General + Exec Comp survey data and occupational (FLSA) assessor.



CompAnalyst survey data and market analysis software.



Client Management System (CMS).



eLearning course creation.



Engagement Objectives



- Evaluate Basalt Library's current workplace culture, focusing on aspects such as communication, trust, leadership alignment, and employee experience.
- Capture authentic employee perspectives through confidential focus groups and optional one-on-one meetings.
- Provide actionable recommendations to strengthen engagement, culture alignment, and leadership effectiveness.
- Support the Executive Director with coaching to translate assessment insights into actionable leadership strategies.

Engagement Scope

- **Discovery & Planning**
 - Conduct project kickoff with ED and key stakeholders to confirm goals and outcomes.
 - Review relevant materials: Recent ED review, engagement data and feedback, turnover trends, etc.
 - Partner on developing communication plan to introduce the assessment to employees.
- **Employee Feedback**
 - Facilitate up to five confidential focus groups across various departments (onsite).
 - Conduct optional one-on-one meetings for employees who want to share information privately.
- **Analysis & Recommendations**
 - Analyze findings and provide actionable recommendations to strengthen culture, communication, and alignment across the organization.
- **Reporting & Presentation**
 - Deliver a Summary Report with key findings and recommendations.
 - Facilitate an ED presentation and Board Presentation (if desired) to review results.
- **Executive Director Coaching**
 - Conduct two individual coaching sessions to translate assessment insights into actionable leadership strategies.
 - Partner on closed loop communications plan for employees.

Engagement Fee & Timeline

Engagement Fee

- \$8,000
- Billing terms are 50% at start of engagement, 50% upon completion

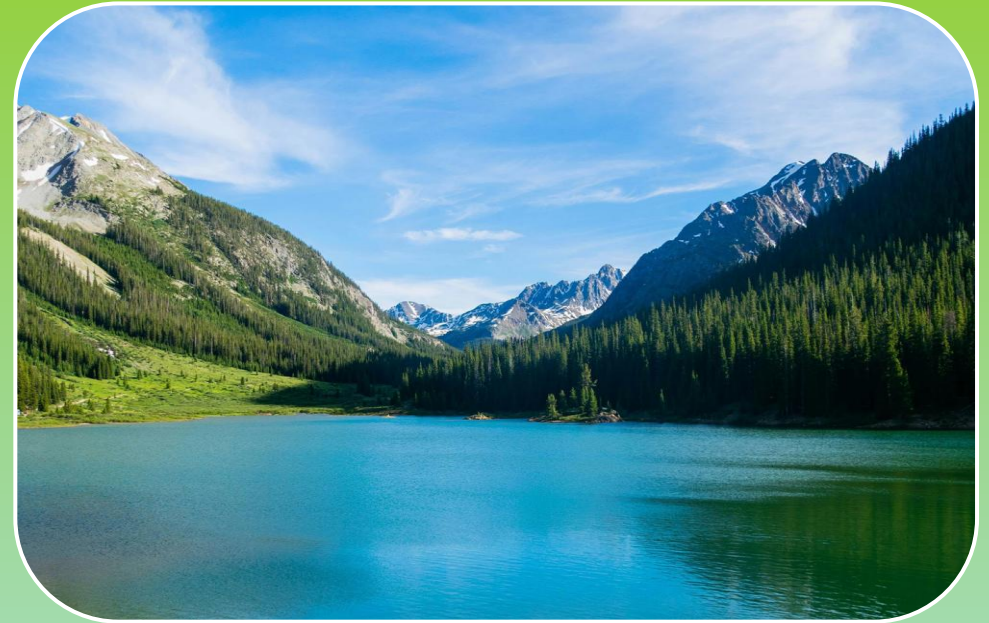
Timeline

- TBD based on Basalt Library's preference and availability
- Estimate of 3-4 weeks



Thank You!

We appreciate your consideration and look forward to partnering with you on your organization's HR needs.



EMPLOYERS COUNCIL OD FOCUS GROUP FOR

Basalt Regional Library District

PREPARED FOR

Amy Shipley
Executive Director
14 Midland Ave
Basalt, CO 81621
ashipley@basaltlibrary.org

PREPARED BY

Bessie Hutchison
OCS Coordinator
1290 Broadway, Suite 1500
Denver, CO 80203
bhutchison@employerscouncil.org

Prepared on September 30, 2025.

Estimated start date
on Not yet accepted.

Important Notice: The information provided herein is general in nature and designed to serve as a guide to understanding. These materials are not to be construed as the rendering of legal or management advice. If the reader has a specific need or problem, the services of a competent professional should be sought to address the particular situation.



DEAR AMY,

The Employers Council is excited about the opportunity to provide Basalt Regional Library District an HR Vice President for a Focus Group Session. Employers Council Coaches focus on helping teams and leaders navigate and resolve workplace conflicts effectively. Through tailored coaching, participants build communication skills, strengthen relationships, and foster a collaborative environment that supports long-term organizational success.

Founded in 1939 as a not-for-profit 501(c) (6) corporation, Employers Council is the largest employers' association in the nation. While our headquarters is in Denver, CO, we have offices in Colorado Springs, Loveland, Colorado; Phoenix, Arizona; and Salt Lake City, Utah.

Employer's Council mission is "to partner with employers to grow exceptional workplaces" and our vision is "successful employers, effective employees, exceptional workplaces". To do this, we have 200+ employees located around the nation who specialize in a variety of Human Resources (HR) and Employment Law concentrations. Some of the areas we specialize in but are not limited to, are Pay Equity, Payroll, Compensation, Employee Engagement/Retention, Labor Relations, Hiring, Conflict Resolution, HR Training, and Outsourced HR Consulting. Our teams work seamlessly to provide our clients a high-quality relationship-based experience where all your HR needs can and will be supported.

We work with thousands of members of all sizes and industries, and because we work with an extensive array of organizations, we have the knowledge and experience Basalt Regional Library District is looking for to meet their compensation project needs. We guarantee outstanding service and deliverables that align with your organizational objectives and HR strategy for Total Rewards.

The following Employers Council Organizational Development proposal will cover the the scope of work, pricing, and references.

Thank you for the invitation to partner with your organization.

Bessie Hutchison

Bessie Hutchison
OCS Coordinator

Scope of Services



Focus Group

Objective: Employers Council's HR Consultant will partner with Basalt Regional Library District to conduct a department-level engagement initiative that gathers employee feedback, identifies key areas for improvement, and develops actionable plans to enhance department performance and satisfaction over the course of one year.

Initial Planning & Kick-Off

- Meet with key stakeholders to understand goals, expectations, and context for the action plans.
- Develop a project timeline and communication plan.

Departmental Meetings

- Conduct focus groups with employees from each department to discuss what type of changes they'd like to see in their department.
- Utilize consistent, confidential facilitation techniques to ensure open, honest feedback.
- Capture insights on departmental strengths, challenges, and desired changes.

Analysis & Reporting

- Analyze data collected from each department.
- Identify recurring themes, concerns, and improvement opportunities.
- Prepare a summary report of findings per department.

Action Plan Development and Implementation

- Facilitate a collaborative working session with department leadership and key staff.
- Help create one clear, measurable action plan per department.
- Ensure each plan includes defined goals, responsibilities, timelines, and success metrics.
- Create a strategy for implementing the plans for each department that includes timelines, measurable progress milestones, and staff follow up.



Your Investment



All HR services provided by an Employers Council HR Professional consultant acting as an HR Vice President are billed at a rate of \$215 per hour. In addition, mileage will be billed at the current IRS standard mileage rate, and any other applicable expenses incurred in the course of service, such as travel, lodging, or materials, will also be charged. These costs will be invoiced separately.

Task Estimated Hours Estimated Cost Focus Group 14-19 Hours for a total estimated cost of \$3,010-\$4,085.

Payment Terms

- Total billable time for the objectives will be based upon actual hours worked on- and off-site. Any change of scope requested by your organization may require an adjustment to projected costs.
- Invoices are issued monthly for services performed during the previous month, due within 30 days of receipt. All invoicing represented in this proposal will be through Employers Council Services (ECS) a wholly owned subsidiary of Employers Council.
- Basalt Regional Library District is also responsible for expenses incurred during this engagement. Expenses may include travel time, mileage, and other expenses as needed. Basalt Regional Library District shall reimburse Employers Council for travel time over one (1) hour from point of origin to destination at a rate of \$60 per hour and mileage from point of origin to destination at the current IRS rate. Expenses will be billed monthly, and payment is due within 30 days of invoice date.
- If a significant change of scope is requested throughout the project, prices are subject to change with the approval of Basalt Regional Library District.
- Individual Human Resource Professional consultants and availability of hours are assigned in the order organizations confirm provision of services, without bias or preference.



Engagement Letter

September 30, 2025

VIA EMAIL TO: Amy Shipley

14 Midland Ave
Basalt, CO
81621

Dear Amy:

We are pleased that Basalt Regional Library District (hereinafter the “Company”) is interested in engaging Employers Council to perform the services outlined below. This letter sets forth the details of our engagement.

Scope of Service

Employers Council will provide services for a Focus Group project by an HR Vice President.

- Scope to include approximately 14-19 hours consulting for an estimated total of \$3,010-4,085.

If a consultant assigned to work on this engagement ends employment with Employers Council before completion of the engagement, Employers Council will substitute another consultant to complete the engagement. Company agrees to work with the substitute consultant assigned by Employers Council to complete the engagement.

During this engagement, Company will not contract with or employ an assigned consultant to perform services outlined in this engagement through consultant’s own business or otherwise outside of Employers Council.

If Company offers employment to an Employers Council consultant during this engagement and for six (6) months after the end of the engagement, Company agrees to pay Employers Council a lump sum of Twenty Thousand Dollars (\$20,000.00).

Employers Council Billing

As we have previously discussed, the work performed on this project is an additional service that is not included in your membership with Employers Council. As such, it is considered a pay-as-you-go service for HR Vice President support at \$215 per hour, plus mileage and additional expenses if applicable.

All invoicing in this matter will be through Employers Council Services (ECS), a wholly owned subsidiary of Employers Council. Payment is due within 30 days of invoice date.

Any services or products (e.g., additional assessments) not included as part of this project as indicated in the original Scope of Services may require a signed addendum and/or additional costs. A minimum time of ¼-hour (0.25) is charged for additional work performed, even though the actual time expended may be less. Work in excess of ¼-hour (0.25) is billed similarly in increments of ¼-hour (0.25). All invoicing in this matter will be through Employers Council Services (ECS), a wholly owned subsidiary of Employers Council.

Company is also responsible for expenses incurred during this engagement. Expenses may include travel time, mileage, and other expenses as needed. Company shall reimburse Employers Council for travel time over one (1) hour from point of origin to destination at a rate of \$60 per hour and mileage from point of origin to destination at the current IRS rate. Expenses will be billed monthly, and payment is due within 30 days of invoice date.

The fixed fee rate is quoted at Employers Council's current Member Rate for services and assumes Company will continue its membership through the completion of the engagement. If Company terminates its membership before completion of the engagement, Employers Council and Company may elect to continue the engagement. If the Employers Council and Company elect to continue the engagement, further services will be charged to Company at Employer Council's current Non-Member Rate.

This engagement terminates upon completion of the engagement or written notice from Employers Council to either the consultant or Director of Consulting Services. Employers Council may end the engagement prior to completion upon written notice to Company if it has received no response from Company to its communications for 30 days. Employers Council will bill Company for work performed to the date of termination. Company may reengage Employers Council through a separate engagement letter.

If you agree with the foregoing, please sign and date this letter and return the signed copy to me via email. Upon receipt of the signed letter of engagement, the Employers Council will commence its work as reflected in the Scope of Services for this engagement. Again, we are delighted to have the opportunity to collaborate with you. Should you have any questions, please do not hesitate to contact me.

Acknowledged & Agreed:

Basalt Regional Library District



SIGNATURE

Amy Shipley

By: Amy Shipley, Executive Director



We look forward to
working with you.



Kim S. Koy, Esq.
President & CEO

Employers Council
1290 Broadway, Ste 1500
Denver, CO 80203

EmployersCouncil.org

CALIFORNIA
TEXAS
COLORADO
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CPS HR  CONSULTING
Your Trusted HR Advisor For 40 Years



PROPOSAL

Basalt Regional Library District

Organizational Culture Assessment

Date: October 15, 2025

Submitted by:

Melissa Asher

Chief of Client Services

CPS HR Consulting, 2450 Del Paso Road, Suite 220, Sacramento, CA 95834

P: (916) 471-3358, masher@cpshr.us

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Cover Letter

October 15, 2025

Amy Shipley
Executive Director
Basalt Regional Library District
14 Midland Avenue
Basalt, CO 81621

Submitted via email to: ashipley@basaltlibrary.org

Dear Ms. Shipley,

CPS HR Consulting ("CPS HR") is pleased to have the opportunity to submit a proposal to the Basalt Regional Library District ("District") to provide an Organizational Culture Assessment.

With a rich history of assisting government agencies with a full range of human resource services, we at CPS HR are confident that we can provide expert solutions to meet the District's needs. We have a deep bench of experts in a broad array of human resources disciplines, long-term experience providing services within the public sector and an emphasis on quality and value that can be confirmed by our current and past clients. At CPS HR, we pride ourselves in establishing and nurturing long-term relationships with the agencies we serve as we live out our mission of bringing excellence in Human Resources to the public sector.

CPS HR is flexible with the proposed work plan and alternate approaches may be discussed which may in turn change proposed scope and costs. We are confident in our expertise and ability to meet your Human Resources needs and are most excited to work with the District.

Should you have questions or comments about the information presented in this proposal, please contact **Project Manager, Sara Randazzo, at srandazzo@cpshr.us (916) 471-3131 or our HR Client Success Manager, Deanna Heyn, at dheyn@cpshr.us or (916) 471-3372.**

Sincerely,



Melissa Asher
Chief of Client Services

About CPS HR Consulting

CPS HR is a client-focused human resources and management consulting firm, dedicated to addressing the unique challenges faced by government and non-profit organizations. Founded in 1985, we have earned a reputation as a trusted advisor by leveraging our in-depth public sector expertise to deliver practical, results-driven solutions. As a Joint Powers Authority, we are a self-supporting government agency exclusively serving public entities. This gives us a distinct advantage in understanding and meeting the specific needs of clients across all levels of government, including Federal, State, Local, Special Districts, Higher Education and Non-Profit organizations.

Our unwavering commitment to delivering an unparalleled client experience is built on our comprehensive knowledge of the complexities within the public and non-profit sectors. We assist organizations in attracting, hiring, retaining, and motivating top talent, essential for driving organizational excellence in alignment with their vision.

With more than 100 full-time employees and a network of 200+ project consultants and technical experts across the nation, CPS HR has partnered with more than 2,700 public and non-profit clients throughout the United States. Headquartered in Sacramento, CA, with regional offices in Texas, Colorado, Ohio, and Southern California, we are strategically positioned to support your organization's growth and help your employees fulfill the promise of public service.

Client Focused

We help clients succeed by:

- **Understanding Their Goals:** We listen to your needs, understand your business, and focus on achieving your desired outcomes.
- **Unlocking New Perspectives:** Together we explore new ideas, expand possibilities, and consider the broader impact on those you serve.
- **Bringing Solutions to Life:** We put plans into action, making strategies operational and effective.
- **Empowering Their Growth:** Provide you with the tools and knowledge to elevate performance and expand capabilities for your organization and those you serve.

Consulting Services

Areas of Expertise and Core Markets

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas which follow.



CORE SERVICES

Comprehensive HR solutions for advanced organizational performance.



TALENT MANAGEMENT

- Classification & Compensation
- HR Consultation / Outsourcing
- HR Membership Subscription
- Recruitment Solutions
- Organizational Assessment
- Succession Planning



TESTING & SELECTION

- Assessment Center Services
- Employment Testing/Test Rental
- Job Analysis
- Selection Tools Development
- Test Administration



HR COMPLIANCE

- Audits
- Policies & Procedures
- Complaint Investigation



ORGANIZATIONAL CULTURE

- Diversity Equity Inclusion (DEI)
- Employee Engagement



LEARNING & DEVELOPMENT

- Training
- Executive Coaching
- Performance Management
- 360° Feedback



LICENSING & CERTIFICATION

- Accreditation
- Applicant/Candidate Management
- Credential Program Management
- Testing Services

Joint Powers Authority (self-supporting public agency)

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

Project Approach and Methodology

Our Understanding of the Scope of Work

The Basalt Regional Library District seeks to engage a consultant to conduct a comprehensive cultural assessment. The scope of work involves evaluating workplace culture with both staff and Trustees, focusing on understanding current conditions, identifying areas for improvement, and fostering organizational excellence. This includes ensuring broad participation through staff surveys, interviews, or focus groups, and delivering actionable recommendations.

Recommendations or additional services may include developing improved methods for evaluating the Executive Director beyond the current 360 review process and establishing ongoing employee satisfaction surveys.

The project will support approximately 20 employees, including part-time and remote staff. CPS HR will deliver a final report of findings and recommendations to the Executive Director and Board of Trustees.

Project Work Plan

CPS HR proposes a multi-phase assessment that includes project initiation, stakeholder engagement, data collection, and analysis. The scope of work includes:

- Kickoff and Planning: Establishing project goals, timelines, and communication protocols.
- Staff and Board Survey: Collecting feedback from staff and Board on organizational culture.
- Interviews and/or Focus Groups: Exploring survey findings and organizational challenges in greater depth.
- Final Report: Delivering a comprehensive set of findings and prioritized recommendations with an implementation roadmap

Task A - Kick Off: Align Expectations and Planning Meeting

As part of the Kickoff task, CPS HR consultant(s) will meet with the executive sponsors and Executive Director. The objectives for the initial kick-off meeting will include:

1. Clarify objectives, timeframe, and project scope
2. Clarify CPS HR responsibilities
3. Clarify Client responsibilities
4. Address any expected barriers to project implementation
5. Discuss the kickoff communication to employees

Task B – Organizational Culture Survey and Analysis

CPS HR will leverage our research-backed survey framework, developed by organizational psychology experts and survey design specialists. This assessment covers five critical workplace dimensions:

- **Workplace Culture** – Values alignment, inclusivity, and organizational climate
- **Leadership** – Management effectiveness, support, and organizational direction
- **Communication** – Information flow, transparency, and feedback mechanisms
- **Interpersonal Interactions** – Team dynamics, collaboration, and peer relationships
- **Training & Development** – Growth opportunities, skill-building, and career advancement

The survey will be launched and analyzed using Alchemer™, a sophisticated web-based platform. All employees and Board members will access the survey online, ensuring convenience and confidentiality. Alchemer™ automates tabulation and analysis, which speeds results turnaround and reduces costs.

Using a third-party survey promotes frank feedback by protecting respondent anonymity. Any open-ended comments will be provided in redacted format to protect individual respondents.

Confidentiality: CPS HR shares survey results with clients in aggregate. We may use direct quotes to illustrate common themes and will remove personally identifiable information. In small teams, contextually specific comments may still be recognizable to colleagues even without attribution. To help build trust and transparency with staff, CPS HR will provide draft communications for District leadership throughout the assessment process.

Task C - Deep Dive Interviews and Analysis

CPS HR will customize questions for interviews and/or focus groups to deep dive into key themes identified through the survey results. Following preliminary analysis of the survey, we will work with project sponsors to determine whether individual interviews or focus groups are better suited for the District. Interview topics will be reviewed with the executive sponsor and will further inform the assessment findings and recommendations.

CPS HR will allocate up to 15 hours for interviews and/or focus groups. We find that 30-minute interviews are sufficient to balance staff's valuable time with cost-effectiveness and timely delivery of recommendations. We will provide a recommended communication plan to the executive sponsor and project manager in advance of the interviews. Interviewees will receive advance notice of planned topics to prepare for productive discussion.

CPS HR will conduct all interviews online using Microsoft Teams™.

Task D - Recommendations and Written Report

CPS HR will develop a final report synthesizing findings from all tasks. The final report will include:

- Summary of results from survey, interviews, and/or focus groups.
- Findings and recommendations outlining a series of immediate (less than 3 months), short-term (6 to 12 months), and long-term (more than 12 months) recommendations.
- Prioritized implementation plan template

The report will be revised and finalized with client input.

Task E – Collaborate on an Implementation Plan and Support (Optional)

CPS HR will work with District leadership to prioritize recommendations and develop a realistic implementation roadmap for cultural improvements. We will help identify quick wins alongside longer-term initiatives to build momentum and demonstrate progress.

CPS HR can serve as an accountability partner throughout implementation, providing periodic check-ins to track progress, troubleshoot challenges, and celebrate successes. This ongoing support helps ensure cultural initiatives remain a priority and that the organization stays on track with its commitment to positive change.

Proposed Project Timeline

Task	Timeline
Task A: Kick Off	Week 1
Task B: Organizational Culture Survey	Weeks 2-5
Task C: Deeper Dive Interviews/Focus Groups	Weeks 6-8
Task D: Recommendations and Written Report	Weeks 9-12
Task E: Implementation Support (Optional)	(As Needed)

Project Management and Quality Control

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. Our approach is designed to ensure a focused and efficiently executed project. We use sound project management procedures and ongoing communication to ensure project success.

We do not use formal standardized reports for communication and providing progress and status of the project, however CPS HR utilizes the latest technology allowing us to provide enhanced communication, sharing of documents, and exceptional project management. Our technical resources include solutions such as Microsoft SharePoint™, which offers clients the ability to review documents and add comments; and Microsoft Teams™ for File/Folder Management.

Our Microsoft SharePoint™ solution offers clients the ability to review program documents, make edits, and add comments in a highly secure manner. CPS HR utilizes SharePoint™ as a major collaboration tool for information, documentation, work product archiving, and controlled access for internal and external project team member inputs to work products in process. Access levels and SharePoint™ site security can be further clarified upon project inception.

CPS HR is convinced that the key ingredient to a successful consulting assignment is an effective combination of sound project management procedures, high-quality project team members, and good customer service. Effective project management is required to provide for the orchestration and timely flow of activities, an ongoing feedback and adjustment mechanism, and the judicious use of time. Our project management process includes three primary components.

- **Providing ongoing monitoring and control of project activities.** Unforeseen developments or changes in circumstances may warrant changes in emphasis, revisions to the approach in certain areas, or other modifications of planned work activities. Active project management provides greater assurance that such redirection will occur when warranted by circumstances.
- **Ensuring the optimum management of the time available to complete the project.** Effective time management is a skill required of experienced professionals. Sound project management can optimize the overall effectiveness of the project team's efforts and provide a greater assurance of meeting milestones and budgets.
- **Providing for the continuous reinforcement of the project's objectives.** A major role of project management is to ensure that the consulting team consistently adheres to the proper perspective in facilitating the project.

CPS HR is dedicated to the commitment of its full complement of resources for the success of all projects. The team members who will be working on this project will be readily accessible and are committed to meeting all deadlines and scheduled timeframes.

Ensuring Quality Results

We are committed to meeting the highest professional standards of quality. Team members are selected for their relevant experience and professional maturity in dealing with project environments such as this. Each will spend a significant portion of his or her effort in the review, constructive challenge, and direction of assigned responsibilities.

Our quality assurance procedures include executive level and/or independent peer review of results and progress on a scheduled basis by senior professionals or technical advisors. These individuals provide a critical challenge to the direction and results of project efforts to ensure the project is comprehensive in its breadth and thorough in its depth.

Peer review of engagement reports and documentation is critical to our success. At least one knowledgeable person other than the consultant preparing the document/product must review, critique, and understand the document/deliverable before it is considered ready for delivery to the client. CPS HR's Project Manager is directly involved in preparing and submitting project

deliverables including personnel reports. No documents or materials of any kind are delivered to the client without the Project Manager's review and approval.

We firmly believe the most important factors in ensuring the highest quality of client satisfaction are the commitment the consultant brings to the engagement and the experience of the firm and the individual consultants working on the engagement.

Our Communication Model

CPS HR recognizes that the success of any project depends upon the ability of the consulting team to develop and maintain effective working relationships with the Client's Project Representative, management, employees, and other key stakeholders. Throughout the project, we envision collaborating with the Client's Project Representative to maintain open lines of project communications and to develop a shared understanding of project needs, goals, and objectives.

CPS HR considers that open and consistent communication with project stakeholders is a key element of project acceptance and success. For that reason, the work plans presented by CPS HR contain multiple communication points with the Client including 1) Initial project meetings; 2) Bi-weekly or weekly scheduled Project Meetings (Via e-mail or teleconference); 3) Ad-hoc teleconference meetings with the Client Project Representative, and other designated stakeholders, as requested; 4) On-site meetings to present project deliverables, if requested.

Meet and Exceed the Client's Expectations

The vision and values of CPS HR as an organization and for all of its personnel is centered around two primary values.

Satisfy the Client. We will exceed client expectations whenever possible. We commit to quality and will assure that feel they have received a valuable service or product for the fee paid.

Value Ethical Behavior. We model and reinforce honest and ethical behavior in all business relationships, including interactions with the Board members, clients, CPS HR staff, vendors, and the general public.

Our goal, therefore, is to ensure that our project team will meet or exceed your expectations for all phases of the project, and we will work diligently with your staff to meet fully the objectives of the project. We intend to accomplish this through our combination of sound project management procedures, good customer service, and solid communication strategies.

Progress Reporting Procedures

When a project begins, one of our first activities is to ensure that we have an accurate estimate of the level of effort required of each professional. These estimates are used to monitor the progress of each consultant against the work plan and project schedule. On a weekly basis throughout the project, professional hours are collected, accumulated, and distributed against project tasks so we can compare actual with budgeted performance.

An additional element related to the area of project control is the role of the Project Manager in monitoring the field work. The Project Manager is continuously involved in the review of ongoing activities to ensure that cost, schedule, and quality objectives are met. The Project Manager maintains frequent communication with project team members to coordinate ongoing activities and exchange pertinent information.

Periodic progress reports are another element of our project management and control system. The objective of project management is to provide close control and management of the team's efforts. It is our practice to provide the client with verbal interim progress reports based upon our project tracking. Ongoing written reports covering all services rendered to date will be provided monthly, and a year-end written report summarizing services provided for the contract year will be provided annually.

Project Team

Ms. Sara Randazzo will be the **Project Manager** for this engagement. She will serve as the main point of contact for the District coordinating all aspects of the project including the project staff, finalizing project plans and deliverables, organizing, and securing resources, managing communications, monitoring project progress, resolving any problems, and ensuring timely and successful completion of the engagement.

Ms. Randazzo will be assisted by the following project consultants: **Principal HR Consultant, Anne Patten** and **Project Consultant, Kristina Gjika**. Team resumes are included below.

Team Resumes

Sara Randazzo, M.A., Project Manager

Sara has over 20 years of consulting experience in business transformation, organizational strategy, and community and employee engagement with the public sector. She specializes in helping leaders drive complex initiatives across state, local, and international governments. Sara has experience in strategic planning, organizational assessment, business process improvement and technology modernization, succession planning, and performance management. She combines empathetic listening with data-driven precision to maximize the relationship between people, process, and technology.

Employment History

- Organizational Strategy Unit Manager, CPS HR Consulting
- Senior Vice President Client Delivery, HiPER Solutions
- Client Executive, HiPER Solutions
- Communications Director, PCRC
- Mediation, Facilitation, and Training Programs Manager, PCRC

Professional Experience

- Partnering with government, non-profit, and Fortune 500 companies to align workforce and organizational strategy with business objectives to accelerate collaboration, shorten project completion timelines, increase staffing capacity, and reduce technical fallouts.
- Leading strategic planning, organizational assessment, community engagement, and training for city and county governments, and non-profits.
- Designing Performance Management models that improve employee engagement and department output.
- Leading risk analysis and organizational assessment for the International Criminal Court in Bosnia and Herzegovina to increase witness participation and operational efficiencies.

- Developing and deploying qualitative and quantitative organizational needs assessments resulting in actionable recommendations, coaching and guidance throughout implementation.
- Leading statewide evaluation, strategy, and training for law enforcement and county courts on business process improvements to increase sensitivity and awareness of survivor needs.

Education and Certifications

- M.A., Psychology, International Disaster & Global Mental Health, University of Denver
- B.A., Psychology/Education, Skidmore College

Anne Patten, Principal Consultant, MS

Ms. Patten has over 12 years of experience helping public sector organizations optimize structure, strategy, and workforce effectiveness. Ms. Patten has managed organizational strategy and transformation for federal clients, including assessments, process redesign, and change enablement. She has facilitated strategic planning workshops and stakeholder interviews to align leadership on mission, values, and performance priorities. She has also spearheaded department-wide strategic planning sessions and the redesign of business processes, reducing administrative cycle times by 30 percent.

Employment History

- Principal Consultant, CPS HR Consulting
- Senior Human Capital Analyst, Booz Allen Hamilton
- Senior Human Resource Analyst, County of Riverside, California
- Human Resources Analyst, Port of San Diego
- Consultant, The HR Agency

Education and Certifications

- M.S., Industrial & Organizational Psychology, California State University, San Bernardino
- B.A., Psychology, California State University, San Marcos
- Certification in Lean Six Sigma, University of California, Riverside
- Cybersecurity Foundations Badge, Purdue University
- ICAgile Certification, ICAgile
- DEI Certification, Cornell University

Kristina Gjika, Project Consultant

Kristina is an experienced People Analyst specializing in employee listening, survey design, and advanced analytics. She is adept at leveraging both quantitative and qualitative data to provide actionable insights that enhance employee engagement and drive strategic decisions. She is also skilled in managing end-to-end survey processes, project managing, and translating data into meaningful recommendations for senior leadership.

Employment History

- Project Consultant, CPS HR Consulting
- DEI Co-Chair, Acumen LLC
- Sr. Data Analyst, HiPER Solutions
- Research Assistant, Cal State East Bay

Education

- M.S., Industrial Organizational Psychology, San Francisco State University

Pricing

CPS HR proposes a **fixed fee pricing** model for delivery of professional services under this scope of work for a total of **\$37,500**.

Billing Terms

CPS HR will bill in equal installments upon completion of the following milestone tasks:

Milestone Tasks	Fixed Fee Cost
Task A & B: Kick Off & Organizational Culture Survey	\$12,500
Task C: Deeper Dive Interviews/Focus Groups	\$12,500
Task D: Recommendations and Written Report	\$12,500
Total Project Cost	\$37,500

The proposed budget does not include the Optional Task E. If the District would like implementation support, additional Consultant hours will be scoped at the consultants' hourly rates as follows and billed monthly.

Staffing Level	Name	Hourly Rate
Project Manager, Project Oversight	Sara Randazzo	\$190
Principal Consultant	Anne Patten	\$165
Project Consultant, Data Analysis	Kristina Gjika	\$130

Pricing Assumptions

Materials Production	CPS HR provides all documents electronically. Hard copy printing of documents for this engagement will be the responsibility of the client.
Consultant Travel Time and Expenses	Services will be delivered virtually unless otherwise requested. If travel is required, an expense budget will be developed and encumbered in a contract amendment. Travel-related expenses, including parking, airfare, hotel, car rental, gas, and per diem (not an all-inclusive list), will also be billed. Where applicable, GSA rates/rate limits will be used as the billing basis. Mileage will be reimbursed at the IRS rate in effect at the time of travel.

Proposal Feedback

CPS HR is open to discussing alternative work plans, including a time and materials pricing model, which may alter the cost of the project. The methods, approach, and timelines described in this proposal, as well as the cost estimate, have been prepared as accurately as possible based upon the services requested and objectives described in the information provided to CPS HR. The total cost reflects the steps and time necessary to conduct the services in a sound, thorough, and sustainable manner. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or cost estimates.