

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, January 26, 2026, 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;  
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 December 11, 2025, Board Meeting (page 3)
  - c. December 2025 Accounts Payable (page 18)
6. Library Trust Update; *Enid Ritchy, Library Trust Board member*
7. Staff presentation; New Data Tracking Tool, *Samuel Schoon, Executive Administrative Assistant*
  - a. What statistics does the Board want to see?
  - b. How does the Board want to see statistics?
8. Director's Report, *Amy Shipley* (page 6)
  - a. *2026 Listening tour – brainstorm topics for this project*
  - b. Reminder February Board meeting will be on Tuesday, February 17 at 5:15pm
9. Finance Committee, *Deborah Smith, chair*
  - a. December 2025 Financials (page 10)
  - b. 2026 budget message (page 37)
10. Governance Committee, *Elaine Nagey, chair*
11. Nominating Committee
  - a. President appoints two non-officer trustees to the Nominating Committee
  - b. Nominating committee instructions (page 54)

- c. Officer Term Expiration
  - i. Carolyn Kane, President, completed one year, may serve another year in the same office
  - ii. Eric Pelander, Vice President, completed one year, may serve another year in the same office
  - iii. Deborah Smith, Treasurer, completed one year, may serve another year in the same office
  - iv. Suzi Jenkins, Secretary, completed one year, may serve another year in the same office
- 12. Personnel Committee, *Carolyn Kane, chair*
  - a. Update on Culture Assessment
- 13. Policy Committee, *Suzi Jenkins, chair*
  - a. Discussion and possible vote to approve Donations and Gifts Policy (page 41)
  - b. Discussion and possible vote to approve Closure Policy (page 45)
    - i. Library holiday closure comparisons (page 49)
- 14. Discussion and possible vote to approve Resolution 2026-01, a resolution of the Basalt Regional Library District designating the official posting place for notices, adopting the official map, and setting forth other administrative matters. (page 52)
- 15. Board Trustee recruiting update
  - a. Schedule candidate interviews for February
- 16. Discussion about prioritizing goals for the library for 2026, *Amy Shipley*
  - a. Executive Summary of 2026 goals (page 55)
  - b. Strategic Plan Update (page 65)
- 17. Discussion about electronic documents vs paper documents for board
- 18. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting**  
**Thursday, December 11th, 2025, 5:45 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;  
Sarah Johnson, Trustee

**MISSION STATEMENT**

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**AGENDA**

1. Call to order

Carolyn called the meeting to order at 5:50pm

**Board Members Present:**

- Carolyn Kane
- Elaine Nagey
- Eric Pelander
- John Goodwin
- Sarah Johnson
- Suzi Jenkins
- Deborah Smith

**Board Members Absent:**

- None

**Public Present:**

- None

**Staff Present:**

- Amy Shipley
- Samuel Schoon

2. Public Comment

None

3. Board Comments

None

4. Staff Comments

None

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

- a. Approve agenda

- b. Minutes of November 17th, 2025, Board Meeting (page ?)

Eric mentioned there is a mistake in the November 17th minutes where he is mentioned when it should've been John mentioned.

- c. Minutes of December 1, 2025, Board Meeting (page ?)
- d. Minutes of December 4, 2025, Board Meeting (page ?)

There is a mistake in the December 4<sup>th</sup> minutes where it says that Sarah was absent and Elaine was present when in reality Sarah was present and Elaine was absent. The Board wanted to clarify there was an increase cost estimate of \$15,000 total for Cura HR culture assessment

- e. November 2025 Accounts Payable (page ?)

Eric moved to approve all of the above with the amended changes to the previous minutes. Deb seconded. The motion passed unanimously.

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

The Board had no questions

## 7. Board Meeting Holidays

Sarah discussed moving meetings in January and February to different days. Sarah proposed moving the meetings a week later, while Carolyn discussed moving it to the Tuesday after. The Board decided to move the January meeting to the January 26<sup>th</sup> and February meeting to February 17<sup>th</sup>. Eric moved to approve these new Board meeting dates. Carolyn seconded. Passed unanimously.

## 8. Board Trustee Recruitment, *Carolyn Kane*

- a. Update on having a recruitment workshop

Elaine discussed a past event in the past where they talked to anyone interested about becoming a Board member about what the responsibilities looked like. Carolyn asked if any Board members were interested in working with Elaine to host another as there will soon be 2 empty positions. Elaine proposed to add a question to the Board application asking the applicant if they have any relatives or friends on the Board, its supporting organizations, or employed at the Library.

## 9. Personnel Committee, *Carolyn Kane*

- a. President appoints Eric Pelander, Vice President, to the Personnel Committee
- b. Discussion and possible vote to direct follow-up actions on Culture Assessment project with CuraHR

Carolyn discussed how it was discovered that the long-term HR person from Cura was also going to be the same person doing the culture assessment and Carolyn felt that was too close and would like a different party to do the culture assessment. The new person doing the assessment would be coming from the front range which could result in travel expenses. Eric moved to amend the

contract to allow travel expenses. Elaine seconded. The motion passed unanimously.

10. Policy Committee

- a. President appoints Suzi Jenkins, Trustee, as chair of the Policy Committee,  
*Carolyn Kane, President*

11. Finance Committee: *Deb Smith, chair*

- a. November 2025 Financials (page xx)

Financials are tracking normally, and revenues are 99% in.

- b. 2026 Draft Budgets
- c. 2025 Certifications of Valuations (page ?)
  - i. Eagle County
  - ii. Pitkin County
- d. 2026 Certifications of Levies (page ?)
  - i. Eagle County
  - ii. Pitkin County
- e. Discussion and possible vote to pass Resolution 2025-6 Resolutions of Basalt Regional Library District to Adopt 2026 Budget, Set Mill Levies, and to Appropriate Sums of Money (page ??)

Eric moved to approve Resolution 2025-6. Deb seconded. The motion passed unanimously.

12. Adjourn Meeting

Elaine moved to adjourn the meeting. Eric seconded. The motion passed unanimously.  
Adjourned at 6:26PM.



**BASALT REGIONAL LIBRARY DISTRICT  
LEADERSHIP MONTHLY REPORT  
JANUARY 2026**

### **Administration**

The executive director wrote extensive strategic plan and goals updates for this month's board packet. The executive director is working with the Board Treasurer and the Board Finance Committee to finalize our 2026 budget message for filing along with our 2026 budgets with the state of Colorado in January.

### **Personnel Management**

The Spanish Language Outreach Coordinator position has been posted with the higher wage for 2026 in the following locations: library website, Aspen Times (online and print), Post Independent (online and print), Mountain Careers job board (online), Hispanic/Latino Professionals Association job board (online), Sol del Valle (online and print), Basalt Chamber of Commerce job board (online), Valley Settlement job board (online), Libnet (an email listserv for library workers), Colorado Mountain College job board (online), and we also sent out a special email blast and included it in our weekly email newsletter. We have received two applications, one local and one out-of-state. We interviewed the local candidate, and unfortunately, he is only in the valley until April when he will go back to his home country. We will continue to interview candidates as they come in.

The CuraHR team has been fully onboarded and has access to all of our accounts at our HR vendors. Jessica Junker will be visiting the library in person for the first time on Wednesday, January 28 for our staff meeting, and will stay to take individual meetings with staff as needed. Our other two professionals, Andrea and Kaley are available remotely to meet with staff more frequently, as well. We are able to move forward with the anticipated added functionality to our Human Resources Information System (HRIS), Paychex. We will be adding hiring and onboarding functionality to the system, which will enable us to digitize much of our employee documentation. This will ease the application and onboarding processes for everyone involved, and it will also allow us to have employee documentation readily available in our HRIS for staff, the executive director, and the HR team to interact with.

### **Board**

We have received two applications for board trustee, both for the Eagle County position. These applications will be distributed during the January board meeting. Ideally we can schedule interviews during February, so that the Boards of County Commissioners can appoint trustees during March, so that the new trustees can begin serving on April 1, 2026.

### **Finances**

Pitkin County has changed from sending property tax disbursements via paper check to an ACH deposit. Our property tax revenue from Pitkin County will be deposited into our Alpine Bank checking account, which results in no change to our cash flow procedures. This prompts an update to the Financial Management Manual, which the Finance Committee can initiate whenever they are ready.

The library received a \$5,000 donation from a local foundation in January. Funds from this donation will be used to supplement the library's programming budget.

### **Collection**

The adult collection coordinator has completed the non-fiction weed and is making plans for updating this collection with newer titles in 2026. Inventory continues at a steady pace - the entire adult non-fiction collection will have been inventoried by the end of the first week of January, with the inventory team to meet to talk about plans for 2026 in early January. The technical services assistant has been hard at work trying to repair all items currently checked out to technical services by the end of the year and has also been diligently removing new stickers from adult audiobooks, Spanish books, and graphic novels older than 6 months to prepare for the new "New Item Procedure" starting in 2026.

The courier service has not yet shown improvement. However, we continue to maintain open communication with CLiC and are working collaboratively to address the issues. The Director of CLiC reached out to us late last week to see if we're seeing any improvements. We are hopeful that accountability will happen between CLiC and Western Peaks Logistics within the next few weeks and lead to more consistent service.

### **Programs**

The programming team has a deadline of February 1 to complete all planning for our summer reading program, the annual Library Lover's Party, and March programs. Planning for the Library Lovers Party is in full swing. White House pizza will be the caterer this year and will provide lasagna with a fresh salad. We have the live entertainment booked with a local Jazz group. Friendship keychains will be the craft for the night, as the April programming theme is relationship building. We are working with the local liquor store, Jimbos, to stock the bar with beer and wine, and staff are working on a literary themed cocktail to serve as well.

### **Marketing**

The IT & Marketing manager finalized contracts for 2 out of 3 radio stations for 2026, as well as 3 newspapers. For 2026, the library will have ads in the Sopris Sun and Sol del Valle every other edition, and every Thursday edition of the Aspen Daily News. We have a certain number of spots for the year for Aspen Public Radio, and we are a community calendar sponsor for KDNK, which includes 5 spots per weekday. We are working on finalizing details for the La Tricolor radio station advertising for 2026.

In December staff recreated a couple of viral videos for our social media channels which got tremendous interaction. The longer of the two was viewed over 3,000 times and received over 80 reactions (likes, etc.). Staff were excited about the posts so we plan to continue to have opportunities for staff social media input and will continue to participate in recreating viral videos. We continued to make videos into January, and they are getting a lot of traction and increasing engagement in our usual content as well. Facebook viewers (number of accounts that were showed our content) is up 105% and interactions are up 101%. Instagram reach (number of accounts showed our content) is up 1,400%, 11,600% of which is from non-followers. Instagram interactions have increased 407%, with 38% from non-followers. Notable comments on recent posts include, "Rockin' it!", "Whoever has been running this account lately has been doing an amazing job 😂😂," and, "❤️ love it!"

We have been invited by the Basalt Chamber of Commerce to have a two-page feature article written about the history of the library for the annual Basalt magazine this year. The executive director is working with staff and members of the Basalt Historical Society to write this article.

### **Technology**

We worked with Marmot to get the new HR company access to library files, including getting individual VPN and network access for each member of the team. This included a new way of connecting to the

VPN, so there were a few speedbumps that had to be worked out during the process. Marmot is using the process to create documentation for other libraries.

We switched over to a new remote and wireless printing platform called princh. This changed the way the public sends documents to be printed from their own devices. Part of this process included a training session for staff as well as hands-on practice to ensure they are ready to assist patrons.

### **Facility Maintenance and Management**

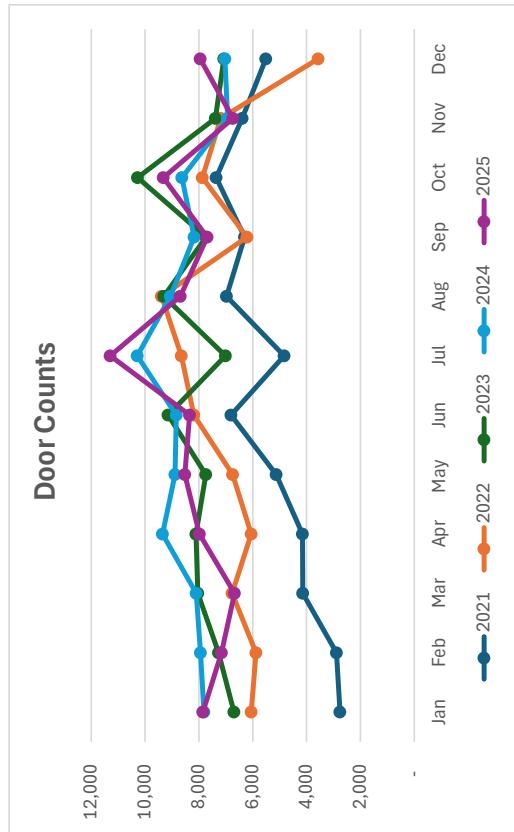
We have contacted the original flooring company who installed the raised floor in the library about repairing some of the concrete tiles that are loose. The company is based on the front range, and we are hopeful they will be able to come out to repair some of our floor tiles. Other than that we've just had a few minor maintenance repairs such as a leaky toilet and lightbulbs that need replaced. In the spring we will ramp up other bigger facility projects like staining the outside wood, replacing a window with a broken seal, among other projects.

### **Leadership and Professional Development**

The cataloging and collection management librarian has been training new staff in technical services-related procedures and has planned weekly acquisitions training with the teen librarian starting in January.

The executive director, along with the management team, revised our onboarding and training procedure for new staff. In response to training needs, we added an additional week of classroom-style instruction focused on library basics, procedures, and customer service expectations. These training sessions are led by the management team. This adjustment has been well received, with positive feedback from both new hires and existing staff, and has helped create a stronger foundation before staff transition fully to training on working at the library's customer service desks.

## 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  
December 2025**

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
<b>ASSETS</b>						
Cash in Banks				250,260		250,260
Alpine Bank #0127	250,260					
Colo Trust - Tabor Reserve #8003	60,669			60,669		60,669
Colo Trust - Operating Fund #8004	1,046,208			1,046,208		1,046,208
Colo Trust - Bond Repayment #8002		10,149		10,149		10,149
Colo Trust - Capital Rsv Fund #8005		833,019		833,019		833,019
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	(15,975)			(15,975)		(15,975)
Property Tax Receivable	6,077			6,077		6,077
Pooled Cash (Interfund Transfers)	(17,600)	(10,742)	28,778	436		436
Capital Assets, net of depreciation	-	-	-	-		8,862,793
<b>Total Assets</b>	<b>1,329,752</b>	<b>(593)</b>	<b>861,797</b>	<b>2,190,955</b>	<b>8,862,793</b>	<b>11,053,748</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable & Accrued Liabilities	58,230	-	-	58,230		58,230
Other Current Liabilities						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	6,077			6,077		6,077
Current Bonds Payable, 2012				-	825,000	825,000
<b>Total Current Liabilities</b>	<b>64,308</b>	<b>-</b>	<b>-</b>	<b>64,308</b>	<b>831,807</b>	<b>896,114</b>
<b>Long Term Liabilities</b>						
Bonds Payable, 2012		-		-	850,000	850,000
Accrued Compensated Absences				-	60,318	60,318
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>910,318</b>	<b>910,318</b>
<b>Total Liabilities</b>	<b>64,308</b>	<b>-</b>	<b>-</b>	<b>64,308</b>	<b>1,742,124</b>	<b>1,806,432</b>
<b>Fund Balance / Net Position</b>						
Net Investment in Capital Assets	-	-		-	7,187,793	7,187,793
Non Spendable	(15,975)	-	-	(15,975)	15,975	-
Restricted for:						
Tabor	81,973			81,973		81,973
Debt Service		(593)		(593)	-	(593)
Committed for Future Projects		861,797		861,797	(861,797)	-
Unassigned / Unrestricted	1,199,446	-	1,199,446	778,698	1,978,144	
<b>Current Year Fund Balance / Net Position</b>	<b>1,265,444</b>	<b>(593)</b>	<b>861,797</b>	<b>2,126,648</b>	<b>7,120,669</b>	<b>9,247,316</b>
<b>Total Liabilities and Fund Balance / Net Position</b>	<b>1,329,752</b>	<b>(593)</b>	<b>861,797</b>	<b>2,190,955</b>	<b>8,862,793</b>	<b>11,053,748</b>

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

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 11/30/2025	Actuals vs Budget YTD%	2026 Prelim Budget	Budget Assumptions
<b>General Operating Beginning Fund Balance</b>		<b>1,370,825</b>	<b>1,520,852</b>	<b>1,497,951</b>	(22,901)	<b>1,265,444</b>	
<b>Eagle County</b>							
	Assessed Value	419,653,120	424,742,070	419,653,120		<b>473,973,270</b>	Final budget 11.59%
	% Increase						
	Operating Mill Levy Rate	2.610	2.610	2.610		<b>3.103</b>	add 1.08 to 2.61, then reduce to mill that will result in net profit of \$175,000
<b>Pitkin County</b>							
	Assessed Value	299,274,620	299,054,640	299,274,620		<b>307,415,620</b>	Final budget 2.80%
	% Increase						
	Operating Mill Levy Rate	2.610	2.610	2.610		<b>3.103</b>	add 1.08 to 2.61, then reduce to mill that will result in net profit of \$175,000
<b>REVENUES</b>							
4005	General Operating Mill Levy						
4010	Eagle County	1,147,189	1,108,576.80	1,121,741	101.19%	1,470,739.06	
4020	Pitkin County	800,008	780,532.61	779,740	99.90%	953,910.67	
	Total General Operating Mill Levy	1,947,197	1,889,109.41	1,901,481	100.65%	2,424,649.73	128%
4100	MVSO - General Operating						
4110	Eagle County	79,983	70,000	71,281	101.83%	70,000	
4120	Pitkin County	34,078	30,000	28,714	95.71%	30,000	flat
	Total MVSO - General Operating	114,062	100,000	99,996	100.00%	100,000	
4200	Fines & Fees						
4290	Holy Cross Deposit Return/Member Equity	105	-	-	0.00%	-	
4261	Miscellaneous	16,325	15,000	13,704	91.36%	20,000	underbudgeted in 2025
	Total Fines & Fees	16,431	15,000	13,704	91.36%	20,000	133%
4300	Earnings on investments						
4310	Colotrust Int Op Acct	93,791	90,000	63,821	70.91%	80,000	overbudgeted in 2025
4320	Mill Levy Interest	5,150	5,000	4,973	99.45%	-	overbudgeted in 2025
	Total Earnings on investments	98,941	95,000	68,794	72.41%	80,000	84%
4400	Contributions * see detail						
4410	Contributions- Non-Restricted	4,380	5,000	9,193	183.86%	5,000	flat
4412	Contributions- Restricted	360	1,000	1,729	172.86%	1,000	flat
	Total Contributions	4,740	6,000	10,922	182.03%	6,000	100%
4500	Grants - Non-Restricted						
4505	Grants - General Operating Grants	-	5,000	2,500	50.00%	5,000	flat
	Total Grants - Non-Restricted	471	-	-	0.00%	5,000	100%
4600	Grants - Restricted						
4601	Restricted - Library Foundation						
4604	Restricted - Library Friends	5,950	5,000	9,774	195.48%	9,000	underbudgeted in 2025
4620.03	Restricted - CSD Safety Grant	2,428	-	-	0.00%	-	
4620.14	Restricted - Library Trust	8,050	5,000	9,941	198.82%	5,000	flat
4620.15	Restricted - Other Misc	13,728	5,000	15,447	308.95%	5,000	flat
	Total Restricted Fund Income - Foundation/Friends	30,627	15,000	35,162	234.41%	19,000	127%
	<b>TOTAL REVENUES</b>	<b>2,211,997</b>	<b>2,125,109</b>	<b>2,132,559</b>	<b>100.35%</b>	<b>2,654,650</b>	<b>125%</b>

Prepared for Internal Use Only

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

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 11/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget	Budget Assumptions
<b>OPERATING:</b>							
<b>Administration</b>							
5010	Contract Services	5,203	6,000	5,122	85.36%	7,000	underbudgeted in 2025
5020	Accounting	14,045	14,888	14,800	99.41%	15,781	vendor quote
5030	Audit - Annual	9,096	7,500	9,014	120.19%	7,500	flat
5040	Courier	4,391	15,000	1,728	11.52%	5,000	decrease, no ballot measure
5050	Legal						
5100	Miscellaneous Contracts	17,873	21,500	84,047	390.92%	120,000	Marketing study - \$10,000
5110	Total Contract Services	50,607	64,888	114,710	176.78%	155,281	2025 ballot expenses - \$10,000
5120	Insurance						
5120	Property & Liability Insur	39,214	39,664	46,227	116.55%	45,000	3% increase
5120	Worker's compensation	1,782	2,594	5	0.21%	2,000	overbudgeted in 2025
5120	Total Insurance	40,996	42,258	46,232	109.41%	47,000	111%
5220	Professional Dev. & Memberships						
5230	Board	1,620	1,500	1,195	79.68%	1,500	flat
5235	Employers Council	3,799	3,600	3,881	107.79%	3,600	flat
5240	Library Association Dues	2,194	1,000	1,450	145.00%	3,000	PLA Conference
5250	Spec District Ass'n Due	1,238	1,275	1,217	95.48%	1,275	flat
5260	Staff	11,254	8,000	9,328	116.60%	12,000	PLA Conference
5275	Volunteer Appreciation	-	1,000	65	6.50%	1,000	flat
5276	Staff Appreciation	1,714	2,000	1,384	69.19%	2,500	125%
5270	Travel expenses	13,404	5,000	9,908	198.16%	12,000	PLA Conference
5280	Total Professional Dev. & Memberships	35,222	23,375	28,428	121.62%	36,875	158%
5290	Publicity						
5290	Advertising - General	1,982	6,000	2,403	40.04%	6,000	flat
5285	Radio	16,252	17,850	17,067	95.61%	19,500	109%
5293	Signage	656	500	307	61.48%	500	flat
5295	Social Media Ads	881	3,000	744	24.79%	2,000	67%
5297	Targeted Newspaper Ads	5,038	9,500	7,369	77.57%	10,250	108%
5286	Spanish Language Interpretation/Translating	4,661	6,000	3,505	58.42%	6,400	107%
5287	Job Ads	1,018	2,000	2,710	135.52%	2,000	flat
5300	Total Publicity	30,488	44,850	34,105	76.04%	46,650	104%
5310	Supplies						
5310	Office Supplies	15,103	14,000	12,322	88.01%	14,000	flat
5320	Technical Cataloging & Service	7,670	8,500	5,668	66.68%	8,500	flat
5330	Postage & Shipping	52	500	71	14.15%	500	flat
5350	Total Supplies	22,824	23,000	18,060	78.52%	23,000	100%
5360	Treasurer's fees						
5360	Eagle fees	34,459	33,257	33,701	101.33%	44,122	3% of revenue per state law
5370	Pitkin fees	34,901	39,027	39,055	100.07%	47,696	5% of revenue per state law
	Total Treasurer's fees	69,360	72,284	72,756	100.65%	91,818	127%
<b>Total Administration</b>							
5410	<b>Facility Expenses</b>	<b>249,496</b>	<b>270,655</b>	<b>314,293</b>	<b>116.12%</b>	<b>400,624</b>	<b>148%</b>
5420	Janitorial Supplies	8,123	9,000	8,579	95.32%	11,000	underbudgeted in 2025
5430	Landscaping	11,500	12,000	11,550	96.25%	17,000	landscaping project
5440	Maintenance *Detailed List Attached	34,595	20,000	36,819	184.10%	20,000	flat
5460	Snow Removal	4,718	5,045	1,760	34.89%	5,196	flat

Prepared for Internal Use Only

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

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 11/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget	Budget Assumptions
	Total Facility Expenses (Maintenance)	108,826	101,045	118,479	117.25%	109,846	109%
5500	Utilities						
5510	Electric	10,300	8,240	6,782	82.31%	8,500	3% inflation
5515	Compost Collection System	2,372	1,927	755	39.18%	2,400	underbudgeted in 2025
5520	Gas	14,895	18,332	10,533	57.46%	16,000	overbudgeted in 2025
5530	Internet Connectivity	9,883	15,450	10,313	66.75%	16,000	104%
5540	Sanitation	3,337	3,667	4,103	111.90%	3,777	3% inflation
5550	Telephone	6,264	9,198	6,207	67.48%	9,500	projected cost increase after new phones
5560	Trash	11,089	10,142	8,956	88.30%	10,447	3% inflation
5570	Water	4,557	5,200	3,900	74.99%	5,356	3% inflation
	Total Utilities	62,698	72,157	51,549	71.44%	71,980	100%
	<b>Total Facility Expenses</b>	<b>171,524</b>	<b>173,201</b>	<b>170,028</b>	<b>98.17%</b>	<b>181,826</b>	<b>105%</b>
	<b>Library Programs</b>						
5610	Adult Program	12,457	11,000	13,632	123.92%	11,000	flat
5620	Children's	12,934	5,500	18,623	338.60%	6,500	118%
5634	Liquor License	700	400	759	189.63%	400	flat
5633	Movie License	865	550	-	0.00%	1,000	underbudgeted in 2024
5640	Music	24,741	17,000	33,201	195.30%	17,000	flat
5650	Spanish Language	2,798	4,000	2,599	64.98%	4,500	113%
5660	Teens	8,062	3,500	9,397	268.47%	4,500	129%
5601	Summer Reading						
5601.01	Adult Summer Reading	666	1,000	679	67.93%	1,000	flat
5601.02	Teen Summer Reading	3,838	2,500	8,277	331.06%	3,000	120%
5601.03	Children's Summer Reading	4,907	5,500	6,435	117.00%	6,000	109%
5601.04	Spanish Language Summer Reading	652	2,000	-	0.00%	2,000	flat
5602	Community Events	9,650	15,000	15,127	100.85%	17,000	113%
	<b>Total Library Programs</b>	<b>82,270</b>	<b>67,950</b>	<b>108,727</b>	<b>160.01%</b>	<b>73,900</b>	<b>109%</b>
	<b>Technology &amp; Equipment</b>						
5730	Copiers & Equipment	-	-	-	0.00%	-	-
5740	Lease	-	2,500	5,120	204.79%	6,000	240%
	Service Agreement / Copy Usage	4,738	2,500	5,120	204.79%	6,000	240%
	<b>Total Copiers &amp; Equipment</b>	<b>4,738</b>	<b>2,500</b>	<b>103,504</b>	<b>97.89%</b>	<b>115,000</b>	<b>109%</b>
5760	Marmot ILS System	94,884	105,730	2,021	101.07%	3,000	150%
5770	Miscellaneous Parts	2,561	2,000				
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%
5783	Website Tools	3,680	9,400	3,105	33.03%	4,800	51%
5785	Communication & Time Management	3,901	7,500	6,693	89.25%	8,880	118%
	<b>Total Support &amp; Service Agreements</b>	<b>11,723</b>	<b>20,200</b>	<b>12,411</b>	<b>61.44%</b>	<b>17,380</b>	<b>86%</b>
	<b>Total Technology</b>	<b>113,906</b>	<b>130,430</b>	<b>123,056</b>	<b>94.35%</b>	<b>141,380</b>	<b>108%</b>
5910	Audio						
5920	Adult BCD	2,891	3,000	2,303	76.76%	3,000	flat
5922	Spanish Audio Adult	484	500	426	85.24%	500	flat
5924	Spanish Audio Youth	510	500	500	100.00%	500	flat
5930	Youth Audio	2,827	3,000	3,588	119.62%	3,500	117%
	<b>Total Audio</b>	<b>6,712</b>	<b>7,000</b>	<b>6,817</b>	<b>97.39%</b>	<b>7,500</b>	<b>107%</b>
6000	Books & Magazines						
6010	Adult fiction books	12,262	12,800	12,948	101.16%	12,800	flat
6020	Adult non-fiction books	12,131	12,800	12,529	97.88%	20,000	156.25% adult nonfiction needs a refresh
6025	Board Games	492	500	240	47.91%	500	flat

Prepared for Internal Use Only

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

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 11/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget	Budget Assumptions
6030	Juvenile Fiction	8,709	9,100	8,784	96.53%	9,600	105%
6040	Juvenile Non-Fiction	3,769	4,000	3,548	88.71%	5,000	125%
6045	Large Print	2,211	2,000	1,995	99.74%	3,000	150%
6050	Print Subscriptions	3,683	3,500	4,054	115.82%	6,000	171%
6055	Replacement Books - Purchased	3,828	1,500	3,395	226.33%	3,000	200%
6060	Spanish Adult fiction	2,147	2,000	2,073	103.64%	2,000	flat
6070	Spanish adult non-fiction	1,592	1,500	1,498	99.85%	1,500	flat
6080	Spanish children's books	5,700	5,000	4,750	94.99%	5,000	flat
6100	YA Fiction	3,627	4,000	3,172	79.29%	4,000	flat
6110	YA Non-Fiction	1,773	1,700	1,382	81.31%	1,700	flat
6120	Special Items	3,332	2,000	1,628	81.39%	2,000	flat
	<b>Total Books</b>	<b>65,255</b>	<b>62,400</b>	<b>61,994</b>	<b>99.35%</b>	<b>76,100</b>	<b>122%</b>
6200	Digital Resources						
6210	Annual Subscriptions:						
6270	Mango Languages	4,111	-	-	0.00%	-	-
	<u>Downloadable Titles:</u>						
6300	Kanopy	2,000	5,000	5,000	100.00%	5,000	flat
6320	Overdrive	26,958	27,000	30,957	114.65%	31,500	117%
6340	Online Databases	8,437	9,500	6,785	71.42%	12,000	129%
6350	Online Newspaper Subscriptions	1,299	2,000	1,302	65.10%	1,500	75%
	<b>Total Digital Resources</b>	<b>42,805</b>	<b>43,500</b>	<b>44,043</b>	<b>101.25%</b>	<b>50,000</b>	<b>115%</b>
6400	Media						
6430	Adult Movies	5,769	6,000	5,746	95.76%	6,000	flat
6440	Juvenile Movies	837	1,000	883	88.33%	1,000	flat
6460	Video / Games	666	1,500	1,404	93.61%	1,800	120%
	<b>Total Media</b>	<b>7,272</b>	<b>8,500</b>	<b>8,033</b>	<b>94.51%</b>	<b>8,800</b>	<b>104%</b>
	<b>Total Collections</b>	<b>122,045</b>	<b>121,400</b>	<b>120,888</b>	<b>99.58%</b>	<b>142,400</b>	<b>117%</b>
6800	Restricted Funds						
6801	Restricted Exp - Misc	-	30,000	-	0.00%	30,000	flat
	<b>Total Restricted Funds</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>0.00%</b>	<b>30,000</b>	<b>100%</b>
	<b>Total Operating expenses</b>	<b>739,241</b>	<b>793,636</b>	<b>836,993</b>	<b>105.46%</b>	<b>970,130</b>	<b>122%</b>
<b>6900</b>	<b>Payroll Expenses</b>						
6910	Payroll	1,012,102	1,091,075	1,034,276	94.79%	1,168,880	107%
6920	Payroll Service	6,796	8,075	14,205	175.91%	10,537	130%
6930	Payroll Taxes	78,723	87,791	81,131	92.41%	93,916	107%
6940	Retirement Plan	23,060	33,770	24,249	71.81%	34,315	102%
6950	Health Insurance	124,650	160,284	133,609	83.36%	185,820	116%
6960	Life Insurance	-	645	-	0.00%	645	100%
6965	STD/LTD	-	3,624	-	0.00%	3,504	97%
6970	FAMLI	9,003	9,780	6,712	68.62%	9,313	95%
6957	Background Check	1,296	1,900	1,891	99.53%	1,900	100%
	<b>Total Payroll Expenses</b>	<b>1,255,631</b>	<b>1,396,945</b>	<b>1,296,073</b>	<b>92.78%</b>	<b>1,508,830</b>	<b>108%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,994,872</b>	<b>2,190,581</b>	<b>2,133,066</b>	<b>97.37%</b>	<b>2,478,960</b>	<b>113%</b>
	<b>Net General Fund Income/(Loss)</b>	<b>217,126</b>	<b>(65,472)</b>	<b>(507)</b>		<b>175,690</b>	<b>-268%</b>
	Allocation to Capital Reserve Outlay	90,000	232,000	232,000	100.00%	175,000	see long-range projections
	Allocation to Bond Repayment		242			242	
	<b>General Fund Balance</b>	<b>1,497,951</b>	<b>1,223,380</b>	<b>1,265,444</b>	<b>103.44%</b>	<b>1,266,134</b>	<b>63%</b>

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

		YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 11/30/2025	Actuals vs Budget YTD %
<b>Bond Repayment Beginning Fund Balance</b>		890,909	948,818	948,758	(593)
<b>Eagle County</b>					
Assessed Value			424,742,070		
% Increase			75.64%		
<b>Bond Mill Levy Rate</b>			1.082		
<b>Pitkin County</b>					
Assessed Value		299,054,640			
% Increase		61.88%			
<b>Bond Mill Levy Rate</b>		1.082			
<b>REVENUES</b>					
	Interest Earned - Bond Repayment	23,786	16,000	11,555	72.22%
	Mill Levy Debt Repayment				
	Eagle County	537,869	459,570.92	458,852	99.84%
	Pitkin County	395,713	323,577.12	322,507	99.67%
	Total Mill Levy Debt Repayment	933,582	783,148.04	781,360	99.77%
	Transfer from General Fund		35		
<b>TOTAL REVENUES</b>		957,368	799,183	792,914	99.22%
<b>EXPENDITURES</b>					
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	13,785	99.99%
Pitkin County		23,268	16,179	16,154	99.84%
Total Treasurer's Fees		39,425	29,966	29,939	99.91%
<b>TOTAL EXPENDITURES</b>		899,519	1,745,810	1,742,266	99.80%
<b>Net Fund Income/(Loss)</b>		57,849	(946,627)	(949,351)	1.00
<b>Bond Repayment Fund Balance</b>		948,758	2,192	(593)	-27.07%
**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  
December 2025

				YTD Actuals 12/31/2024	2025 Final Budget	YTD Actuals 11/30/2025	Actuals vs Budget YTD %	2026 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance				1,150,083	604,807	664,373	59,566	861,797	
<b>REVENUES</b>									
7210 Allocation From General Fund				90,000		232,000	100.00%	175,000	
7540 Furniture Grant				-		25,000	Not Budgeted		
7230 Interest Earned - Reserve Fund				78,761		35,000	181.49%	35,000	projected 5% rate
<b>TOTAL REVENUES</b>				168,761	267,000	320,523	120.05%	210,000	
<b>EXPENDITURES</b>									
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	51,083	100%	50,000	100%
8310.19 Replace telephone system				-	10,000	-	0.00%	10,000	100%
8310.20 Replace kitchen appliances				-	2,500	147	2,500	2,500	100%
8310.21 HVAC Parts				-	6,293	-	0.00%	-	
8310.22 Replace/repair windows				-	20,000	24,130	5,000	5,000	25%
8310.23 Handicap Accessible Door Openers				-	15,000	8,637	-	-	
8310.24 Asphalt - Seal/Repair				-	-	-	14,550	14,550	new item from Facility Replacement Plan
8310.25 Pumps/Motors - Replace - 15%				-	-	-	3,150	3,150	new item from Facility Replacement Plan
8310.26 Window Treatments - Replace				-	-	-	3,250	3,250	new item from Facility Replacement Plan
8310.27 Keycard/Fob Reader System - Replace				-	-	-	13,500	13,500	new item from Facility Replacement Plan
8310.28 Packaged Air Unit - Maintain				-	-	-	8,250	8,250	new item from Facility Replacement Plan
8310.29 Wood Siding - Repair/Repaint				-	-	-	35,000	35,000	new item from Facility Replacement Plan
8310.30 Traffic Counter System - Replace				-	-	-	6,800	6,800	new item from Facility Replacement Plan
<b>TOTAL EXPENDITURES</b>				654,471	160,500	123,098	76.70%	276,000	
<b>Net Fund Income/(Loss)</b>				(485,710)	106,500	197,424	185.37%	(66,000)	
<b>Capital Reserve Fund Balance</b>				664,373	711,307	861,797	121.16%	795,797	

**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
<b>Sub-Total January</b>				<b>\$ 3,812.52</b>
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
<b>Sub-Total March</b>				<b>\$ 6,198.07</b>
04/17/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	Shelving	\$ 250.00
<b>Sub-Total April</b>				<b>\$ 250.00</b>
05/14/25	*Divvy	Building/Interior Maintenance	Air Filters	\$ 533.70
<b>Sub-Total May</b>				<b>\$ 533.70</b>
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
06/25/25	Grizzly Creek Enterprises, Inc	Building/Interior Maintenance	AC Filters/ Hanging Art	\$ 150.00
<b>Sub-Total June</b>				<b>\$ 2,604.48</b>
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
<b>Sub-Total July</b>				<b>\$ 3,133.48</b>
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
<b>Sub-Total August</b>				<b>\$ 1,885.25</b>
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
09/08/25	Pinyon Mesa Automatic Services	Building/Interior Maintenance	Repair and Maintenance- Doors	\$ 2,372.50
09/10/25	Young Services	Building/Interior Maintenance	Plumbing	\$ 1,000.00
09/10/25	Orkin Pest Control	Pest Control	Pest Control 9/1/25-12/31/25	\$ 275.20
09/18/25	Integrity Fire Safety Services	Inspection / Testing	Inspections fire safety	\$ 1,098.00
09/18/25	Integrity Fire Safety Services	Inspection / Testing	Inspections fire safety	\$ 1,149.00
<b>Sub-Total September</b>				<b>\$ 6,486.19</b>
10/20/25	First Impression Glass Cleaners	Window Cleaning	Window cleaning	\$ 3,684.00
10/24/25	Young Services	Plumbing / Heating	Plumbing	\$ 1,000.00
10/31/25	Daly Property Services, Inc.	Miscellaneous	Irrigation Repair	\$ 201.58
<b>Sub-Total October</b>				<b>\$ 4,885.58</b>
11/01/25	Daly Property Services, Inc.	Miscellaneous	Snow Removal	\$ 4,620.00
11/05/25	Tri County Locksmith	Miscellaneous	Grade Lever Installed	\$ 479.00
11/12/25	All Fine Finishes	Building/Interior Maintenance	Patch work in bathrooms	\$ 267.31
11/14/25	Aspen carpet floors	Building/Interior Maintenance	Carpeting	\$ 542.91
<b>Sub-Total November</b>				<b>\$ 5,909.22</b>
12/01/25	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 12/1/25 - 12/31/25	\$ 92.74
12/14/25	*Divvy	Building/Interior Maintenance	Electronics recycling - old tvs, microwave, monitors	\$ 73.00
12/17/25	The Fireplace Company	Inspection / Testing	Gas Service Call	\$ 288.96
12/19/25	Acme Alarm Company	Inspection / Testing	Testing/ Inspection	\$ 666.28
<b>Sub-Total December</b>				<b>\$ 1,120.98</b>
<b>Grand Total</b>				<b>\$36,819.47</b>

Alarm / Monitoring	\$ 1,527.30
Electrical	\$ 4,342.00
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$10,601.15
Inspection / Testing	\$ 4,428.24
Pest Control	\$ 786.58
Plumbing / Heating	\$ 4,106.62
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ 5,727.00
Miscellaneous	\$ 5,300.58
	<b>\$36,819.47</b>

Var \$ -  
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**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
**December 10 - January 9**

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Accounting	*Bill.com	290.62
Accounting	*Square	35.00
Adult Movies	Midwest Tape	330.96
Background Check	Employers Council Services, Inc.	377.00
Children's	Aspen Science Center	235.00
Children's	Imagination Library of Colorado	114.15
Children's	Raising a Reader	600.00
Children's	Thrive Collaborator	130.00
Electric	*Holy Cross Energy	501.70
FAMLI	Colorado Department of Labor & Employment	13.74
Furniture & Fixtures	Cosecha Textiles LLC	588.99
Gas	*Black Hills Energy	1,193.08
Janitorial	Grizzly Creek Enterprises, Inc	5,045.00
Janitorial Supplies	Aspen Maintenance Supply	685.93
Legal	Kutak Rock LLP	975.00
Maintenance	Acme Alarm Company	811.69
Maintenance	Integrity Fire Safety Services	1,098.00
Maintenance	The Fireplace Company	288.96
Miscellaneous Contracts	Cura HR, LLC	13,500.00
Multiple	*Divvy	5,287.90
Multiple	Ingram Library Services	4,014.26
Music	charles hebenstreit	750.00
Music	Delaney Meyers	500.00
Music	Kevin Kaukl	750.00
Music	Sarah Graf	800.00
Office Supplies	ODP Business Solutions	83.98
Overdrive	Overdrive, Inc	4,018.51
Payroll	Alicia Creyts	200.00
Payroll	Aya Garnes	200.00
Payroll	Baumgarten, Christy AP	200.00
Payroll	Baumgarten, Laura	200.00
Payroll	Child, Nathan	200.00
Payroll	Dhakiya Mitchell	200.00
Payroll	Elli Rinaldi	200.00
Payroll	Gaby Lagos	200.00
Payroll	Joseph Grange	200.00
Payroll	Linda Campbell	200.00
Payroll	Mark Fuller	200.00
Payroll	Meghan Hayes	200.00
Payroll	Robert Durand	200.00
Payroll	Samuel Schoon	200.00
Payroll	Schuster, Amy E	200.00
Payroll	Shelby Maynard	200.00
Payroll	Shipley, Amy	200.00
Payroll	Stephanie Rifkin	200.00
Payroll	Travis Wilson	200.00
Payroll Liabilities	*TIAA-CREF	6,908.30
Payroll Service	*Paychex Payroll Service	324.67
Prepaid Expense	Basalt Chamber of Commerce	750.00

Amazon Transaction Details

December

Order Date	Order ID	PO Number	Order Subtotal	Title
12/31/2025	114-6113260-4249807		54.65	Presentation Clicker Wireless Presenter Remote for PowerPoint, Powerpoint Clicker with Volume Control PowerPoint Slide Advancer for Mac, Computer, Laptop-E600
12/31/2025	114-6113260-4249807			Amazon Basics Plastic Storage Containers with Secure Latching Lids, Stackable Organization Bins, Clear/Grey, 12 Quart, Set of 6
12/30/2025	113-0429257-4804240	5310	10.39	Amazon Basics AAA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life, 36 Count (Pack of 1)
12/23/2025	113-8918677-2468260	5310	84.94	Sharpie S-Gel Pens, 18 Count, Medium Point 0.7mm Gel Ink Pens, Assorted Barrel Colors, 11 Unique Ink Colors, No Smear, No Bleed, Vivid Writing, Special Edition Gift Pack
12/23/2025	113-8918677-2468260	5310		Avery 3 Ring Binder 3 Inch Slant Rings Durable View, White Binder for Home, Office, or School Use, 4 Pack (17030)
12/23/2025	113-8918677-2468260	5310		Nate's 100% Pure, Raw & Unfiltered Honey - Award-Winning Taste, 32oz. Squeeze Bottle
12/21/2025	114-1033936-1323445	5320	18.86	Aqua Net Extra Super Hold Professional Hair Spray Unscented 11 oz (3 Pack)
				STAS Cliprail Picture Hanging System Set - Covers 19.69 ft of Wall Space - Basic Picture Rail & Art Hanging Gallery Kit
12/17/2025	114-5381706-3645066		234.31	(Matte Silver Rails, Includes 12 Hooks & 8 Cords)
12/17/2025	113-4009793-8468216	5620	22.99	AceOrbit 50 Pcs Halloween Pocket Gifts Bulk Glow in The Dark Mini Ghost Figurines with Cards and Bags, Cute Small Gifts for Coworkers, Friends, Party Favors or Classroom Rewards
12/16/2025	114-6703300-0033004		234.31	STAS Cliprail Picture Hanging System Set - Covers 19.69 ft of Wall Space - Basic Picture Rail & Art Hanging Gallery Kit (Matte Silver Rails, Includes 12 Hooks & 8 Cords)
12/16/2025	113-9562063-5896230	5620		Genie Crafts Corrugated Cardboard Sheets - 64 Pack, 8.3 x 11.8 In, Multicolor - Sturdy Corrugated Paper for Craft Supplies
12/15/2025	112-8633461-8360249	8310.2	22.78	- Easy-to-Cut Thin Cardboard Sheets - Vibrant Colored Paper for School
			299.95	Breville BOV900BSS Smart Oven Air Fryer Pro and Convection Oven, Brushed Stainless Steel
12/11/2025	113-1389463-2973016	5310	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	
12/11/2025	113-1389463-2973016	5310	92.76	Paper College Ruled Pad of Paper Notebook To-Do List for School & Office Supplies
12/11/2025	113-1389463-2973016	5310		Avery Heavy-Duty View 3 Ring Binder, 4" One Touch Slant Rings, 760-Sheet Capacity, 4.5 Inch Wide Spine, Great for Home, School Supplies, Office, or Organization Needs, 1 White Binder (79704)
12/11/2025	113-1389463-2973016	5310		Avery Jan-Dec Dividers for 3 Ring Binders, 12 Tabs per Set, Customizable Table of Contents, Multicolor Tabs, Great for Organizing Reports, Projects, and More (6 Sets of 11830)
12/11/2025	113-1389463-2973016	5310		Cardinal Economy 3-Ring Binders, 1", Round Rings, Holds 225 Sheets, ClearVue Presentation View, Non-Stick, White, Carton of 12 (90621)
12/11/2025	113-1389463-2973016	5310		Amazon Basics File Folders with Tabs for Filing, 1/3-Cut Tab, Assorted Positions, 8.5x11 inches, Letter Size, Manila, Pack of 100
12/10/2025	114-7372675-3119433		14.29	Cooraby 20 Pieces Valentine's Heart Gift Boxes with Display Window 5.1 x 5.1 x 4 Inch Kraft Paper Gift Bags Gift Packaging
12/9/2025	113-8158168-4001020	6055	28.45	Boxes with Tags and Ribbons for Valentine's Day Christmas Party Decorations
12/2/2025	113-3561950-7607427	5310	94.52	EAI Education GeoModel® Folding Geometric Shapes: 11 Solids and 11 Nets
12/2/2025	113-3561950-7607427	5310		Weemium Compostable Napkins Disposable - FSC Certified - Pack of 300, 2-Ply - 5 x 5 Inch Folded - Post-Consumer
12/2/2025	113-3561950-7607427	5310		Recycled Materials - Biodegradable & Highly Absorbent Paper Napkins for Lunch & Dinner
12/2/2025	113-3561950-7607427	5310		Metal Slatwall Utility Hooks, 10pcs Commercial Slatwall Picture Hook Notch Picture Display Hooks Hangers Painting Hook for Photo Frame Painting Arts Center Slat Panel (Black)
12/2/2025	113-3561950-7607427	5310		Slatwall Utility Hooks, 10pcs Metal Notch Picture Display Hooks Commercial Slatwall Picture Hook Hangers Painting Hook for Photo Frame Painting Arts Center Slat Panel (Silver)
12/2/2025	114-0294685-2185071	5276	73.24	YETI Rambler 20 oz Travel Mug, Stainless Steel, Vacuum Insulated with Stronghold Lid, Cape Taupe
12/1/2025	114-6934603-4107432	5601.01		Amazon Kindle 16 GB (newest model) - Lightest and most compact Kindle, now with faster page turns, and higher contrast
			79.99	ratio, for an enhanced reading experience - Matcha
		Total		<b>1,366.43</b>

**Monthly statement**

This is not a bill.

VISA

**Basalt Library**

Account: MQU18040

Pay cycle: Auto once monthly\*

**Statement Summary**

Balance (from previous cycle)	\$7,379.38
Transactions	\$5,287.90
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$7,379.38
<b>Statement balance</b>	<b>\$5,287.90</b>

We appreciate you.

## Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
11/15/2025	**** 8447	AMAZON MKTPL*B88TJ5X82	\$160.98	Samuel Schoon
11/16/2025	**** 7327	AMAZON MKTPL*B82309VC2	\$67.61	Kristen A Doyle
11/16/2025	**** 8447	AMAZON MKTPL*B89AI9M52	\$39.71	Samuel Schoon
11/16/2025	**** 1645	BASALT MOUNTAIN INN	\$498.60	Dhakiya Mitchell
11/17/2025	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
11/17/2025	**** 1645	SQ *DELEVAN STREET FILMS	-\$250.00	Dhakiya Mitchell
11/18/2025	**** 1645	AMAZON MKTPL*B08ZO4LO0	\$19.99	Dhakiya Mitchell
11/18/2025	**** 7553	AMAZON MKTPL*B03RO5JK1	\$44.89	Linda Campbell
11/18/2025	**** 7553	eBay O*20-13838-63357	\$13.24	Linda Campbell
11/19/2025	**** 1645	CITY-MARKET #0433	\$57.98	Dhakiya Mitchell
11/19/2025	**** 7553	AMAZON MKTPL*B01W58TS2	\$215.37	Linda Campbell
11/19/2025	**** 7553	AMAZON MKTPL*B071B3AM2	\$6.38	Linda Campbell
11/19/2025	**** 7553	AMAZON MKTPL*B03849G11	\$21.38	Linda Campbell
11/19/2025	**** 3242	Amazon.com*B03QV1ED2	\$105.66	Travis Wilson
11/19/2025	**** 1645	AMAZON MKTPL*B09OP3EK0	\$66.63	Dhakiya Mitchell
11/19/2025	**** 7553	AMAZON RETA* B057781W2	\$6.99	Linda Campbell
11/20/2025	**** 7327	AMAZON MKTPL*B07T881H2	\$40.90	Kristen A Doyle
11/20/2025	**** 7553	AMAZON MKTPL*B03GG6P32	\$30.47	Linda Campbell
11/20/2025	**** 7553	AMAZON RETA* B071O3X42	\$22.84	Linda Campbell
11/20/2025	**** 7553	AMAZON RETA* B05843H91	\$14.99	Linda Campbell
11/20/2025	**** 7553	AMAZON MKTPL*B03V27X50	\$60.59	Linda Campbell
11/20/2025	**** 7553	Etsy, Inc.	\$88.14	Linda Campbell
11/20/2025	**** 7327	AMAZON RETA* B06TH2631	\$9.29	Kristen A Doyle
11/21/2025	**** 7553	AMAZON MKTPL*B06P61VG0	\$154.35	Linda Campbell
11/21/2025	**** 1645	AMAZON MKTPL*B02DH3862	\$49.17	Dhakiya Mitchell

DATE	CARD	MERCHANT	AMOUNT	NAME
11/22/2025	**** 8447	WALMART.COM	\$91.96	Samuel Schoon
11/24/2025	**** 7553	WAL-MART #1095	\$8.21	Linda Campbell
11/24/2025	**** 8447	AMAZON MKTPL*B24QD9TI1	\$135.88	Samuel Schoon
11/24/2025	**** 8447	AMAZON MKTPL*B28VK9EX1	\$65.33	Samuel Schoon
11/25/2025	**** 8447	NESPRESSO USA INC	\$280.00	Samuel Schoon
11/27/2025	**** 7553	AMAZON MKTPL*B22X42B20	\$37.29	Linda Campbell
12/01/2025	**** 2151	Google GSUITE_basaltlibra	\$415.80	Christy Baumgarten
12/01/2025	**** 7327	AMAZON RETA* BB5AU8601	\$59.88	Kristen A Doyle
12/03/2025	**** 1645	CITY-MARKET #0433	\$33.09	Dhakiya Mitchell
12/03/2025	**** 3242	CITY-MARKET #0433	\$274.78	Travis Wilson
12/03/2025	**** 7553	AMAZON RETA* BI4C830S2	\$11.28	Linda Campbell
12/04/2025	**** 7553	CITY-MARKET #0405	\$249.80	Linda Campbell
12/04/2025	**** 7553	CITY-MARKET #0433	\$187.35	Linda Campbell
12/04/2025	**** 7553	CITY MARKET 447	\$62.45	Linda Campbell
12/04/2025	**** 2151	TMOBILE POSTPAID WEB	\$627.75	Christy Baumgarten
12/04/2025	**** 1645	Amazon.com*BI3V794S0	\$79.99	Dhakiya Mitchell
12/04/2025	**** 7553	AMAZON RETA* BI5U73E41	\$3.76	Linda Campbell
12/05/2025	**** 7327	PITKIN COUNTY S W TERMINA	\$73.00	Kristen A Doyle
12/05/2025	**** 7327	AMAZON MKTPL*BI52W1AGO	\$82.73	Kristen A Doyle
12/06/2025	**** 9304	DREAMTIME WATER DIST	\$148.90	Amy Shipley
12/07/2025	**** 8447	AMAZON MKTPL*BI35V79M1	\$94.52	Samuel Schoon
12/08/2025	**** 0933	CITY-MARKET #0433	\$12.68	Stephanie Rifkin
12/09/2025	**** 7553	CITY-MARKET #0433	\$182.52	Linda Campbell
12/09/2025	**** 7327	D J*WSJ	\$40.12	Kristen A Doyle
12/09/2025	**** 1645	AMAZON MKTPL*OE90I0QG3	\$21.99	Dhakiya Mitchell
12/10/2025	**** 7553	AMAZON MKTPL*JS1T27RQ3	\$28.45	Linda Campbell
12/10/2025	**** 7327	DENVER POST CIRCULATION	\$64.95	Kristen A Doyle
12/12/2025	**** 8447	TIMBOS PIZZA	\$49.19	Samuel Schoon
12/12/2025	**** 1645	TIMBOS PIZZA	\$28.00	Dhakiya Mitchell

DATE	CARD	MERCHANT	AMOUNT	NAME
12/12/2025	**** 8447	BASALT PRINTING	\$32.79	Samuel Schoon
12/12/2025	**** 8447	CITY-MARKET #0433	\$9.87	Samuel Schoon
12/13/2025	**** 1729	CITY-MARKET #0433	\$157.86	Laura Baumgarten
12/13/2025	**** 1729	CITY-MARKET #0433	\$29.30	Laura Baumgarten
12/13/2025	**** 1645	Amazon.com*A65Q04ER3	\$14.29	Dhakiya Mitchell
12/14/2025	**** 7553	AMAZON MKTPL*0K6LV3WH3	\$5.99	Linda Campbell
<b>Total</b>				<b>\$5,287.90</b>

## Basalt Regional Library District 2025 Grant Spending Summary by Budget

Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
5/13/2025	<a href="#">Pay.gov</a>	User fee	5240	Library Association Due:	\$275.00	Library Trust
<b>Subtotal</b>					<b>275.00</b>	
4/11/2025	American Red Cross	Training	5260	Staff	897.50	CSD Safety Grant
6/26/2025	CAL	CALCON	5260	Staff	239.80	Library Trust
7/2/2025	CAL	CALCON	5260	Staff	70.00	Library Trust
7/10/2025	CAL	CALCON	5260	Staff	95.00	Library Trust
7/10/2025	CAL	CALCON	5260	Staff	556.00	Library Trust
<b>Subtotal</b>					<b>1,858.30</b>	
7/11/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	566.04	Library Trust
7/11/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	566.04	Library Trust
9/2/2025	Spencer's	CALCON	5270	Travel Expenses	17.31	Library Trust
9/2/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	18.47	Library Trust
9/3/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	31.25	Library Trust
9/4/2025	Subway	CALCON	5270	Travel Expenses	16.73	Library Trust
9/5/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	621.82	Library Trust
9/8/2025	Mileage Reimbursement	CALCON	5270	Travel Expenses	168.00	Library Trust
12/10/2025	Mileage Reimbursement	CALCON	5270	Travel Expenses	149.80	Library Trust
<b>Subtotal</b>					<b>2,155.46</b>	
2/3/2025	Om Side of Things	Creative Writing Summer Club	5601.01	Adult Summer Reading	2,025.00	Contributions - Nonrestricted
<b>Subtotal</b>					<b>2,025.00</b>	
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
<b>Subtotal</b>					<b>5,726.17</b>	

6/19/2025	Ingram	Community Book Read	5602	Community Events	362.10	Contributions - Nonrestricted
6/19/2025	Ingram	Community Book Read	5602	Community Events	196.80	Friends
6/19/2025	Ingram	Community Book Read	5602	Community Events	420.50	Friends
10/10/2025	4imprint	Heirlooms bags	5602	Community Events	739.28	Contributions - Restricted
<b>SUBTOTAL</b>					<b>1,718.68</b>	
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	Menstrual supplies	5610	Adult Program	40.53	Friends
8/11/2025	Amazon	Menstrual supplies	5610	Adult Program	66.10	Friends
8/11/2025	Amazon	Menstrual supplies	5610	Adult Program	19.76	Friends
10/23/2025	Amazon	Menstrual supplies and diapers	5610	Adult Program	139.37	Friends
<b>SUBTOTAL</b>					<b>583.55</b>	
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	5620	Children Program	\$21.24	Library Trust
10/15/2025	Imagination Library	Imagination Library	5620	Children Program	\$114.75	Library Trust
10/15/2025	Imagination Library	Imagination Library	5620	Children Program	\$115.07	Library Trust
10/23/2025	Amazon	Gingerbread	5620	Children Program	\$1,334.35	Library Trust
10/23/2025	Aspen Science Center	STEM Hour	5620	Children Program	225.00	Library Trust
10/23/2025	Amazon	Ice cream program	5620	Children Program	\$69.98	Contributions - Restricted
10/23/2025	Amazon	Ice cream program	5620	Children Program	5.68	Contributions - Restricted
11/18/2025	Aspen Science Center	STEM Hour	5620	Children Program	225.00	Library Trust
11/25/2025	Walmart	Sugar for program	5620	Children Program	\$8.21	Contributions - Restricted
12/16/2025	Aspen Science Center	STEM Hour	5620	Children Program	\$225.00	Library Trust
<b>SUBTOTAL</b>						<b>11,792.90</b>

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 Valley	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
<b>Subtotal</b>					<b>12,172.19</b>	
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
<b>Subtotal</b>					<b>758.57</b>	
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
3/7/2025	Amazon	Teen program	5660	Teens Program	\$5.99	Ayres - Teen Grant
3/7/2025	Amazon	Teen program	5660	Teens Program	\$46.89	Ayres - Teen Grant
3/7/2025	Amazon	Teen program	5660	Teens Program	\$171.83	Ayres - Teen Grant
3/7/2025	Amazon	Teen program	5660	Teens Program	349.00	Ayres - Teen Grant
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
10/23/2025	Amazon	Book club	5660	Teens Program	113.90	Library Trust
10/23/2025	Amazon	Book club	5660	Teens Program	\$105.48	Library Trust
10/23/2025	Amazon	Book club	5660	Teens Program	\$98.04	Friends
11/14/2025	Amazon	Teen book club	5660	Teens Program	\$105.66	Library Trust
11/30/2025	Ingram	Book club	5660	Teens Program	\$103.46	Friends

12/10/2025	City Market	Gingerbread	5660	Teens Program	274.78	Library Trust
<b>SUBTOTAL</b>					<b>5,943.50</b>	
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
10/10/2025	Ingram	Book club	6030	Juvenile Fiction	\$395.61	Library Trust
<b>SUBTOTAL</b>					<b>515.19</b>	
1/24/2025	REI	Replacement Binos	6055	Replacement Books	\$719.80	Library Trust
5/22/2025	REI	Replacement Binos	6055	Replacement Books	359.90	Library Trust
<b>SUBTOTAL</b>					<b>1,079.70</b>	
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
11/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$518.30	Contributions - Nonrestricted
11/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	413.50	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$415.55	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	115.89	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$125.93	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$112.97	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$411.96	Contributions - Nonrestricted
<b>SUBTOTAL</b>					<b>5,078.68</b>	
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
<b>SUBTOTAL</b>					<b>26,054.27</b>	

Final Totals	Budget Code	Budget Description	Amount
	5240	Library Association Dues	275.00
	5260	Staff	1,858.30
	5270	Travel Expenses	2,155.46
	5602	Community Events	1,718.68
	5610	Adult Program	583.55
	5620	Children Program	11,792.90
	5640	Music	12,172.19
	5650	Spanish Language	758.57
	5660	Teens Program	5,943.50
	6030	Juvenile Fiction	515.19
	6055	Replacement Books	1,079.70
	6320	Overdrive	5,078.68
	5601.01	Adult Summer Reading	2,025.00
	5601.02	Teen Summer Reading	5,726.17
	8310.18	Furniture and Fixtures	26,054.27
		<b>TOTAL</b>	<b>77,737.16</b>

## 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
<b>Subtotal</b>					<b>2,630.54</b>	
5/13/2025	Aspenalt Lodge	Room charge	5640	Music	\$3,000.00	Aspen Thrift Shop Grant
<b>Subtotal</b>					<b>3,000.00</b>	
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
3/7/2025	Amazon	Teen program	5660	Teens Program	\$5.99	Ayres - Teen Grant
3/7/2025	Amazon	Teen program	5660	Teens Program	\$46.89	Ayres - Teen Grant
3/7/2025	Amazon	Teen program	5660	Teens Program	\$171.83	Ayres - Teen Grant
3/7/2025	Amazon	Teen program	5660	Teens Program	\$349.00	Ayres - Teen Grant
<b>Subtotal</b>					<b>971.76</b>	
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
<b>Subtotal</b>					<b>2,666.20</b>	
4/11/2025	American Red Cross	Training	5260	Staff	897.50	CSD Safety Grant
<b>Subtotal</b>					<b>897.50</b>	
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	Community 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
11/10/2025	Overdrive	Overdrive	6320	Overdrive	\$518.30	Contributions - Nonrestricted
11/10/2025	Overdrive	Overdrive	6320	Overdrive	\$413.50	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$415.55	Contributions - Nonrestricted

12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$115.89	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	\$125.93	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	112.97	Contributions - Nonrestricted
12/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	411.96	Contributions - Nonrestricted
<b>Subtotal</b>					<b>7,856.03</b>	
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
10/23/2025	Amazon	Ice cream program	5620	Children Program	\$69.98	Contributions - Restricted
10/23/2025	Amazon	Ice cream program	5620	Children Program	\$5.68	Contributions - Restricted
11/25/2025	Walmart	Sugar for program	5620	Children Program	8.21	Contributions - Restricted
					<b>1,223.15</b>	
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
6/19/2025	Ingram	Community Book Read	5602	Community Events	\$100.00	Friends
6/19/2025	Ingram	Community Book Read	5602	Community Events	196.80	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
10/23/2025	Amazon	Menstural supplies and diapers	5610	Adult Program	139.37	Friends
10/23/2025	Amazon	Book club	5660	Teens Program	\$98.04	Friends
11/30/2025	Ingram	Book club	5660	Teens Program	103.46	Friends
<b>Subtotal</b>					<b>7,274.80</b>	
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
<b>Subtotal</b>					<b>26,054.27</b>	
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	NEPRESSO	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
1/24/2025	REI	Replacement Binos	6055	Replacement Books	719.80	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	<a href="http://Pay.gov">Pay.gov</a>	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
5/22/2025	REI	Replacement Binos	6055	Replacement Books	\$359.90	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	CAL	CALCON	5260	Staff	239.80	Library Trust
6/26/2025	Imagination Library	Imagination Library	5620	Children Program	\$114.92	Library Trust
7/2/2025	CAL	CALCON	5260	Staff	70.00	Library Trust
7/10/2025	CAL	CALCON	5260	Staff	95.00	Library Trust
7/10/2025	CAL	CALCON	5260	Staff	556.00	Library Trust
7/11/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	\$566.04	Library Trust
7/11/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	566.04	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	Book Club	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
9/2/2025	Spencer's	CALCON	5270	Travel Expenses	17.31	Library Trust
9/2/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	\$18.47	Library Trust
9/3/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	\$31.25	Library Trust
9/4/2025	Subway	CALCON	5270	Travel Expenses	\$16.73	Library Trust
9/5/2025	Beaver Run Resort	CALCON	5270	Travel Expenses	\$621.82	Library Trust
9/8/2025	Mileage Reimbursement	CALCON	5270	Travel Expenses	\$168.00	Library Trust

10/10/2025	Ingram	Book club	6030	Juvenile Fiction	\$395.61	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
10/15/2025	Imagination Library	Imagination Library	5620	Children Program	\$114.75	Library Trust
10/15/2025	Imagination Library	Imagination Library	5620	Children Program	\$115.07	Library Trust
10/23/2025	Amazon	Gingerbread	5620	Children Program	\$1,334.35	Library Trust
10/23/2025	Amazon	Book club	5660	Teens Program	\$113.90	Library Trust
10/23/2025	Amazon	Book club	5660	Teens Program	105.48	Library Trust
10/23/2025	Aspen Science Center	STEM Hour	5620	Children Program	\$225.00	Library Trust
11/14/2025	Amazon	Teen book club	5660	Teens Program	105.66	Library Trust
11/18/2025	Aspen Science Center	STEM Hour	5620	Children Program	\$225.00	Library Trust
12/10/2025	Mileage Reimbursement	CALCON	5270	Travel Expenses	149.80	Library Trust
12/10/2025	City Market	Gingerbread	5660	Teens Program	274.78	Library Trust
12/16/2025	Aspen Science Center	STEM Hour	5620	Children Program	\$225.00	Library Trust
<b>SUBTOTAL</b>					<b>14,291.11</b>	
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
<b>SUBTOTAL</b>					<b>681.39</b>	
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
<b>SUBTOTAL</b>					<b>6,065.81</b>	
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
<b>SUBTOTAL</b>					<b>4,124.60</b>	
Final Totals						
Grant	Amount					
Alpine Bank	2,630.54					
Aspen Thrift Shop Grant	3,000.00					
Ayres - Teen Grant	971.76					
BPAC Grant	2,666.20					
CSD Safety Grant	897.50					
Contributions - Nonrestricted	7,856.03					
Contributions - Restricted	1,223.15					
Friends	7,274.80					
Furniture Grant	26,054.27					
Library Trust	14,291.11					
Music Circle	681.39					
State Grants to Libraries	6,065.81					
TourWest/WESTAF	4,124.60					
<b>TOTAL</b>					<b>77,737.16</b>	



# BASALT REGIONAL LIBRARY

## BASALT REGIONAL LIBRARY DISTRICT MESSAGE ON 2025 FINANCES AND 2026 BUDGET STRATEGY

### 2025 Finances

The Basalt Regional Library District (District) covers portions of Eagle and Pitkin County. The District received most of its 2025 funding through two (2) voter-approved annual mill levies, which are collected in equal mill amounts from Pitkin and Eagle Counties.

(1) The General Operations mill levy of 2.61 mills generated roughly \$1,899,109 in revenue in 2025 (unaudited). Additional revenues from all other sources (contributions & grants, motor vehicle specific ownership fees and interest) added slightly over \$226,000 (unaudited) to General Operations in 2025.

(2) The second mill levy, to repay bond debt (covering costs of land and construction of the present library), collected 1.082 mills, or \$783,148 in 2025 (unaudited). The 2025 Bond Principal & Interest payments were \$1,715,844. The District had until 2026 to pay off its bond debt, however, there was enough in the bond reserve account to pay the final debt payment in 2025. This will result in lower tax collection from property owners in the library district.

Starting in 2017 and continuing through budget year 2023, the District had a Supplemental Operational Mill Levy, which provided \$350,000 per year additional funding for library operations and the major repair and replacement of physical components of the building.. The ballot measure, approved by voters in 2016, had a 7-year “sunset” that occurred at the end of 2023. Given the magnitude of the increase in property valuations, the Board of Trustees voted to allow this mill levy to lapse rather than going to the voters to ask for its renewal. As a result, property owners saw a reduction in the combined mill rate of all BRLD levies from 5.35 mills in 2023 to 3.903 mills in 2024.

However, upon completing an updated capital replacement study, and developing long-range financial projections related to inflation and cost of living for employees, the Board of Trustees decided to place a funding measure on the 2025 ballot to ask the voters to approve a 1.08 mill levy ~~increase~~ in perpetuity to fund operations and long-term maintenance of the library facility. This 1.08 mill levy replaces the expiring bond levy, resulting in no new taxes for taxpayers. This ballot measure passed with overwhelming support, bringing our operational mill levy to 3.69 mills.

Total Operational Expenses were approximately \$2,118,198 in 2025 (unaudited), representing 96.7% of budgeted expenses. The primary reasons for actual expenses running less than budget were strong fiscal management and timing of employee departures and hires. The library will add an estimated \$14,361 to its operational reserves at the end of 2025 (unaudited).

Since 2017, the Library Board has made annual transfers from the Operational Reserve to its Capital Reserve Fund to anticipate repair/replacement needs. BRLD transferred \$232,000 from Operating Reserve to Capital Reserve in 2025.

### 2026 Budget Strategy

BRLD begins 2026 with a fund balance of approximately \$1,280,312. This is 60% of the budgeted expenses for 2025, or a 7-month reserve, which is above the requirement in our investment policy which requires BRLD to keep at least 50% of the previous year's budgeted expenses in reserve.

For the District's 2026 budget strategy, the Board's main goal is to achieve and fund the District's goals and



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LIBRARY

simultaneously to protect taxpayers by not building reserves unnecessarily.

The District needs \$2,641,179 in total revenue, which includes \$2,469,311 for expenditures and a \$175,000 transfer to capital reserves. The current 2025 mill levy of 2.61 was only projected to generate \$2,039,928. Therefore, the board approved raising the operating mill levy must be raised by .475 mills to 3.085 mills (of the voter-approved limit of 3.69 mills) to meet the budget requirement. Since the authorized limit is 3.69 mills, the Board is applying a Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction of .587 mills to prevent excessive reserve accumulation and to be good stewards of taxpayer money.

Operational Mill Levy revenues for General Operations is budgeted to be \$2,424,649.

For 2026 the BRLD budget for total expenses has been increased by 13% from the 2025 budget to \$2,478,960. The Board of Trustees and the Executive Director recognize the need to continue to close the gap between employee wages and the cost of living in the Roaring Fork Valley. Therefore, budgeted expenses also include an increase to total payroll costs of 8%, reflecting increased health insurance costs, wage increases, and assumed greater employee participation in health insurance and retirement savings accounts.

The District will transfer \$175,000 from Operating Reserve to Capital Reserve in 2026. This transfer will help continue increasing the Capital Reserve Fund to fund future major repair/replacement needs of an aging 20-year-old building.

Please feel free to contact the District's Executive Director, Amy Shipley, [ashipley@basaltlibrary.org](mailto:ashipley@basaltlibrary.org) with questions or feedback.

Sincerely,

Deborah Smith  
Board Treasurer  
Basalt Regional Library District



## BASALT REGIONAL LIBRARY DISTRICT MESSAGE ON 2025 FINANCES AND 2026 BUDGET STRATEGY

### 2025 Finances

The Basalt Regional Library District (District) covers portions of Eagle and Pitkin County. The District received most of its 2025 funding through two (2) voter-approved annual mill levies, which are collected in equal mill amounts from Pitkin and Eagle Counties.

(1) The General Operations mill levy of 2.61 mills generated roughly \$1,899,109 in revenue in 2025 (unaudited). Additional revenues from all other sources (contributions & grants, motor vehicle specific ownership fees and interest) added slightly over \$226,000 (unaudited) to General Operations in 2025.

(2) The second mill levy, to repay bond debt (covering costs of land and construction of the present library), collected 1.082 mills, or \$783,148 in 2025 (unaudited). The 2025 Bond Principal & Interest payments were \$1,715,844. The District had until 2026 to pay off its bond debt, however, there was enough in the bond reserve account to pay the final debt payment in 2025. This will result in lower tax collection from property owners in the library district.

Starting in 2017 and continuing through budget year 2023, the District had a Supplemental Operational Mill Levy, which provided \$350,000 per year additional funding for library operations and the major repair and replacement of physical components of the building.. The ballot measure, approved by voters in 2016, had a 7-year “sunset” that occurred at the end of 2023. Given the magnitude of the increase in property valuations, the Board of Trustees voted to allow this mill levy to lapse rather than going to the voters to ask for its renewal. As a result, property owners saw a reduction in the combined mill rate of all BRLD levies from 5.35 mills in 2023 to 3.903 mills in 2024.

However, upon completing an updated capital replacement study, and developing long-range financial projections related to inflation and cost of living for employees, the Board of Trustees decided to place a funding measure on the 2025 ballot to ask the voters to approve a 1.08 mill levy in perpetuity to fund operations and long-term maintenance of the library facility. This 1.08 mill levy replaces the expiring bond levy, resulting in no new taxes for taxpayers. This ballot measure passed with overwhelming support, bringing our operational mill levy to 3.69 mills.

Total Operational Expenses were approximately \$2,118,198 in 2025 (unaudited), representing 96.7% of budgeted expenses. The primary reasons for actual expenses running less than budget were strong fiscal management and timing of employee departures and hires. The library will add an estimated \$14,361 to its operational reserves at the end of 2025 (unaudited).

Since 2017, the Library Board has made annual transfers from the Operational Reserve to its Capital Reserve Fund to anticipate repair/replacement needs. BRLD transferred \$232,000 from Operating Reserve to Capital Reserve in 2025.

### 2026 Budget Strategy

BRLD begins 2026 with a fund balance of approximately \$1,280,312. This is 60% of the budgeted expenses for 2025, or a 7-month reserve, which is above the requirement in our investment policy which requires BRLD to keep at least 50% of the previous year's budgeted expenses in reserve.

For the District's 2026 budget strategy, the Board's main goal is to achieve and fund the District's goals and



BASALT  
REGIONAL  
LIBRARY

simultaneously to protect taxpayers by not building reserves unnecessarily.

The District needs \$2,641,179 in total revenue, which includes \$2,469,311 for expenditures and a \$175,000 transfer to capital reserves. The 2025 mill levy of 2.61 was only projected to generate \$2,039,928. Therefore, the board approved raising the operating mill levy by .475 mills to 3.085 mills (of the voter-approved limit of 3.69 mills) to meet the budget requirement. Since the authorized limit is 3.69 mills, the Board is applying a Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction of .587 mills to prevent excessive reserve accumulation and to be good stewards of taxpayer money.

Operational Mill Levy revenues for General Operations is budgeted to be \$2,424,649.

For 2026 the BRLD budget for total expenses has been increased by 13% from the 2025 budget to \$2,478,960. The Board of Trustees and the Executive Director recognize the need to continue to close the gap between employee wages and the cost of living in the Roaring Fork Valley. Therefore, budgeted expenses also include an increase to total payroll costs of 8%, reflecting increased health insurance costs, wage increases, and assumed greater employee participation in health insurance and retirement savings accounts.

The District will transfer \$175,000 from Operating Reserve to Capital Reserve in 2026. This transfer will help continue increasing the Capital Reserve Fund to fund future major repair/replacement needs of an aging 20-year-old building.

Please feel free to contact the District's Executive Director, Amy Shipley, [ashipley@basaltlibrary.org](mailto:ashipley@basaltlibrary.org) with questions or feedback.

Sincerely,

Deborah Smith  
Board Treasurer  
Basalt Regional Library District



## BASALT REGIONAL LIBRARY DISTRICT DONATIONS AND GIFTS POLICY

It is the policy of the Basalt Regional Library District's (BRLD) Board of Trustees to welcome donations and gifts from individuals, businesses, corporations, foundations, and other community organizations. Donors wishing to contribute to BRLD are encouraged to explore the following options outlined below.

### PRINCIPLES:

- Any donations or gifts accepted by BRLD will be viewed as an addition to, not a reduction of, BRLD's operating budget and will be accepted in accordance with BRLD's mission and related policies.
- All gifts, grants, and support must further BRLD's mission, goals, objectives, and priorities. They must not drive the library's agenda or priorities.
- All gifts, grants, and support must safeguard equity of access to library services. Donor agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All gifts, grants, and support must protect the principle of intellectual freedom. Donors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants, and support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants, and support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to BRLD.

### IN-KIND DONATIONS:

- **Artwork.** Donation does not ensure display or retention of artwork by BRLD. Donated wall art must be display ready (i.e. framed, mounted). Outdoor artwork must be prepared to withstand all weather conditions. BRLD is not liable for any damage done to the artwork. Artwork is accepted at the discretion of the Executive Director.
- **Books, CDs and DVDs.** As space is available, donations of books, CDs, DVDs, and other materials are made to the Friends of the Library. The library provides space for these donations to be received.
- **Equipment/Technology.** Donations of computers, printers, internet devices, and software are generally not accepted because it is in the best interest of BRLD to standardize its computer equipment, and to adhere to software licensing agreements and product warranties.
- **Heritage Pieces.** Heritage pieces include any historical item relating to Basalt and the surrounding vicinity (Frying Pan and Roaring Fork Valleys). Heritage materials will be accepted at the discretion of the Executive Director or recommended for use by the Basalt Heritage Society.
- **Library of Things.** Donations to BRLD's "Library of Things," such as telescopes, ukuleles, sewing machines, and board/games are generally not accepted because it is in the best interest of BRLD to standardize these items.

### MONETARY DONATIONS:

- **Unrestricted Gifts** are always welcome and allow BRLD to direct funds to those areas that are most important to the continued excellence of our library. These funds are used to meet opportunities that may arise outside budgeting cycles.

— **Restricted Gifts** are those which are directed to a specific material or service BRLD provides. ~~The Executive Director maintains a list of needs for which donations are welcome. Restricted gifts may be directed toward:~~

- Programming for adults, teens, or kids
- Library collection items for adults, teens, or kids
- Facility upgrades and maintenance
- Staff development and appreciation
- Technology upgrades

#### **FUNDRAISING:**

- From time to time, the Library may engage in fundraising activities for a directed purpose
- These activities will adhere to the principles of this policy stated above

#### **ACKNOWLEDGEMENTS:**

BRLD will promptly acknowledge the Donor in writing including recognition that BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law. Additional recognition of donors will be in conjunction with, but not limited to, the library events and activities supported by their donation. The nature of donor recognition will be detailed in case-by-case donation agreements between donors and BRLD.

#### **DISCLAIMERS AND LIABILITIES:**

Due to space constraints and limited processing resources, BRLD is unable to accept all offered materials. BRLD reserves the right to dispose of unsolicited materials in any manner it deems appropriate.

All gifts to BRLD are the property of BRLD and cannot be returned to the donor for any reason.

BRLD is recognized as a tax-exempt organization by the Internal Revenue Service under Section 170(c)1, and donations are tax-deductible to the full extent of the law.

All prospective donors are encouraged to consult with their legal, tax, and/or financial advisers before making a gift to BRLD.

#### **UNUSABLE DONATIONS:**

The Library reserves the right to decide whether donations are outside the scope of the Library collection and/or mission. If found so, the library will dispose of them in an appropriate manner.

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It is the policy of the Basalt Regional Library District (BRLD) to provide library services to the community as many days each year as possible, and the [library](#)[Library](#) provides access to information and resources no fewer than fifty-one hours each week. The Board also recognizes some occasions may require the [library](#)[Library](#) to be closed during normal open hours for legally recognized holidays, weather-related events, for staff professional development, or for building maintenance. The [library](#)[Library](#) may also need to be closed in the unlikely event of an emergency, safety issue, or staffing challenge.

#### **NOTIFICATIONS OF CLOSURES:**

Notification upcoming non-emergency closures will be posted on all electronic interfaces (voicemail, website, Facebook, etc.) and at the front doors of the building.

Notification of emergency closures will be posted as soon as possible on all electronic interfaces (voicemail, website, Facebook, etc.) and at the front doors of the building, and [library](#)[Library](#) staff will alert local radio stations.

#### **HOLIDAYS:**

Basalt Regional Library District will be closed in honor of the following holidays each year:

- [New Year's Day](#)
- [President's Day](#)
- Easter Sunday
- [Memorial Day](#)
- [Juneteenth](#)
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- [Christmas Eve – close at 3pm \(1/2 day\)](#)
- [Christmas Day](#)
- [New Year's Eve – close at 3pm](#)

When Independence Day, Christmas, and/or New Year's Day fall on a weekend, at the discretion of the Executive Director, the [library](#)[Library](#) may close for a Holiday Observed on a weekday to facilitate holiday scheduling.

#### **STAFF TRAINING**

BRLD will be closed two days per year for staff professional development.

#### **WEATHER-RELATED CLOSURES:**

To protect our employees from dangerous weather and/or road conditions, BRLD will follow the weather-related closings of RE-1 School District. Therefore, in the event RE-1 closes for a weather-related event, the [library](#)[Library](#) will also close for the day at the discretion of the Executive Director. [If RE-2 school district closes due to a weather-related closure, the Library may also close at the discretion of the Executive Director.](#)

In the event of dangerous weather and/or road conditions on non-school days, The Executive Director may

close the libraryLibrary at his/her/their discretion.

**BUILDING MAINTENANCE CLOSURES:**

Executive Director has the authority to close the libraryLibrary for routine and preventive maintenance as necessary with adequate notice provided to the libraryLibrary board and patrons.

**PANDEMIC AND EMERGENCY CLOSURES:**

BRLD will close due to a pandemic, natural disaster, or other local emergency on the recommendation of or order by local, county, state, or federal government officials. At the discretion of the Executive Director, BRLD may extend the closure, reduce operating hours, or limit services temporarily due to health or emergency concerns or staffing levels.

1. Although BRLD encompasses territory in both Eagle and Pitkin counties, BRLD's physical building resides in Eagle County. For purposes of monitoring pandemic outbreaks or other emergencies, BRLD must abide by Eagle County regulations.
2. If the emergency pertains to the flow of populations across counties, then the Executive Director or task force will take into further consideration the emergency status of neighboring counties.



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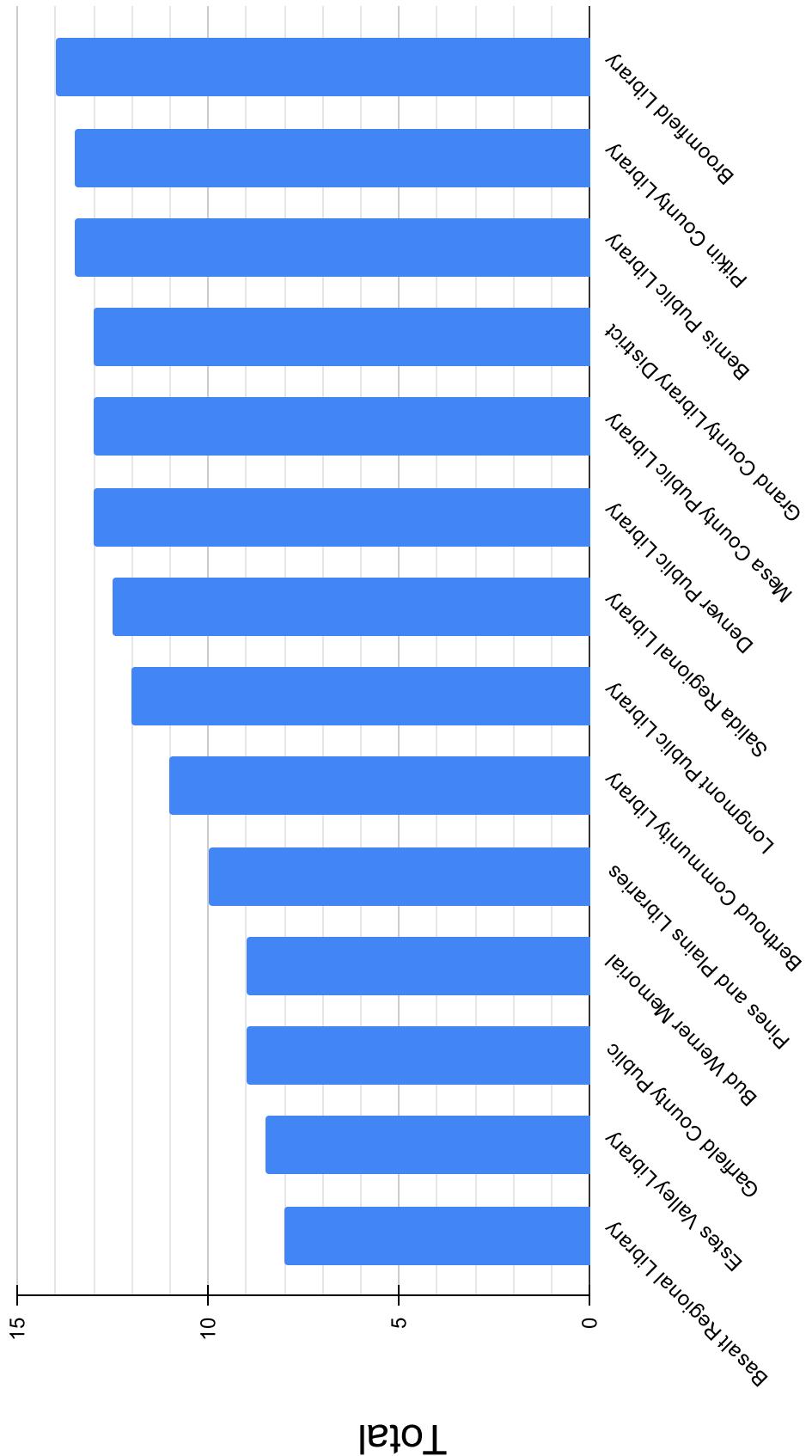
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2014 Library Closure Summary													
Total		New Years Eve		Presidents Day		Easter		Memorial Day		Independence Day		Labor Day	
Library	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
Basalt Regional Library District	0.5	1	0	0	0	0	0	0	0	0	0	0	0
Estes Valley Library	0.5	1	0	0	0	0	0	0	0	0	0	0	0
Garfield County Public Libraries	0.5	1	0	0	0	0	0	0	0	0	0	0	0
Bud Werner Memorial Library	0.5	0	0	0	0	0	0	0	0	0	0	0	0
Pines and Plains Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0
Berthoud Community Library District	0.5	1	0	0	0	0	0	0	0	0	0	0	0
Longmont Public Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Salida Regional Library	1	1	1	1	1	1	1	1	1	1	1	1	1
Denver Public Library	0	0	0	0	0	0	0	0	0	0	0	0	0
Mesa County Public Library District	0.5	1	1	1	1	1	1	1	1	1	1	1	1
Grand County Library District	0	0	0	0	0	0	0	0	0	0	0	0	0
Bemis Public Library	0.5	0	0	0	0	0	0	0	0	0	0	0	0
Pitkin County Library	0.5	0	0	0	0	0	0	0	0	0	0	0	0
Broomfield Library	0.5	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	5.5	14	9	9	1	6	13	8	14	14	14	1	1

**1 = Library closed**  
**0.5 = Library closed partial day**  
**0 = Library open**

		Total											
		Christmases Day						Christmases Eve					
		Day before Thanksgiving			Day after Thanksgiving			Christmases Eve			Christmases Day		
		0	0	0	0	0	0	1	1	1	1	1	1
<b>1 = Library closed</b>		0	0	0	0	0	0	0	0	0	0	0	0
<b>0.5 = Library closed partial day</b>		0	0	0	0	0	0	0	0	0	0	0	0
<b>0 = Library open</b>		1	1	1	1	1	1	1	1	1	1	1	1
Midgemanous Peoples' Day		0	0	0	0	0	0	0	0	0	0	0	0
Veteran's Day		0	0	0	0	0	0	0	0	0	0	0	0
Day before Thanksgiving		0	0	0	0	0	0	0	0	0	0	0	0
Thanksgiving		0	0	0	0	0	0	0	0	0	0	0	0
Day after Thanksgiving		0	0	0	0	0	0	0	0	0	0	0	0
Christmases Eve		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Christmases Day		1	1	1	1	1	1	1	1	1	1	1	1
Total		2	9	9	3.5	3.5	14	14	12	12	11	11	14

Total number of closed holidays per library



**BASALT REGIONAL LIBRARY DISTRICT BOARD**  
**RESOLUTION NO. 2026-01**

A RESOLUTION OF THE BASALT REGIONAL LIBRARY DISTRICT DESIGNATING THE OFFICIAL POSTING PLACE FOR NOTICES, ADOPTING THE OFFICIAL DISTRICT MAP AND SETTING FORTH OTHER ADMINISTRATIVE MATTERS.

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c) the Library District is required annually to designate a place for the posting of official notices; and

WHEREAS, pursuant to C.R.S. § 24-90-109(1)(p.5) the Library District is required to adopt a current, accurate map of the District boundaries and to provide it to the state library, and;

WHEREAS, the Library District desires to establish its official mailing address, telephone number, contact person, and president of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE BASALT REGIONAL LIBRARY DISTRICT THE FOREGOING RECITALS ARE INCORPORATED BY REFERENCE AS FINDINGS AND DETERMINATIONS OF THE BOARD.

1. Posting: The official place for the posting of all required legal notices shall be the front door/south entrance of the library building located at 14 Midland Ave. Basalt, CO 81621.
2. Adoption of Map: The District boundary map attached hereto as Exhibit A is hereby adopted as the official map for the District.
3. Administrative Matters: The following are hereby adopted as the official administrative and contact information for the District:

Address: 14 Midland Ave.  
Basalt, CO 81621

Phone number: 970-927-4311

Website: [www.basaltlibrary.org](http://www.basaltlibrary.org)

Contact person: Amy Shipley, Executive Director

Board President: Carolyn Kane

This resolution 2025-01 is hereby ADOPTED by a vote of \_\_\_\_\_ on this 26<sup>th</sup> day of January, 2026.

BASALT REGIONAL LIBRARY DISTRICT  
ATTEST:

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Carolyn Kane, President

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Eric Pelander, Vice President



## **Basalt Regional Library District Board of Trustees Officer Nominating Committee Procedures**

**Updated January 2024**

### **Consistent with BRLD Bylaws and the Board of Trustees Annual Timeline**

Each year at the Annual Meeting in January, the President will appoint two non-officer Trustees to form a Nominating Committee (BRLD Bylaws Art. 6, Sec. 1). The President will also detail which Officers cannot continue in the same office due to term restrictions. Trustees are limited to serving only 2 years per officer position (BRLD Bylaws Art. 5, Sec. 1).

1. The Nominating Committee will comply with Colorado Sunshine Laws by designating only one committee member to individually contact each other Trustee asking for nominations for each officer position (President, Vice President, Treasurer, Secretary).
2. One Committee member will contact each nominee to obtain their acceptance of the nomination. The nominators' names will remain confidential.
3. The Committee will work to ensure that there is at least one nomination per office position. Even if an officer intends to continue in the same office, the Nominating Committee should still ask for nominations for that office. Each office may have more than one nominee.
4. If an office does not have a nominee listed, the Committee may ask the Trustees to engage in open deliberation about the open position during the February Board of Trustees meeting.

During the March Board meeting the Committee will:

1. Present to the Board the nominees for each office.
2. Each office will be filled in sequence, beginning with the office of the President, then Vice President, then Treasurer, and finally Secretary. Once elected, nominee names will be removed from eligibility for other offices.
3. The President will call for additional nominations prior to the vote of each office.
4. Voting will be by confidential paper ballots.
5. Two people, who must not be Board members, will act as tellers.

New officer terms will take effect at the meeting following the election of officers.



BASALT REGIONAL LIBRARY DISTRICT  
EXECUTIVE SUMMARY OF  
2026 LIBRARY GOALS

Over the past year, library staff and leadership have made meaningful progress across a broad and ambitious set of goals. As reflected in the attached goal tracking documents, we completed several initiatives in 2025, started others in 2025, and others are being designed for launch later this year. At the same time, it has become clear that the total scope of work currently planned exceeds the realistic capacity of the organization to complete within a single year—particularly given the number of high effort projects concentrated in 2026.

#### Capacity Assessment

Individually, the goals currently underway and those defined for the future are appropriate and well aligned with the Board's vision for the library. Taken together, however, they represent a concentration of very high-lift projects scheduled to occur concurrently, with significant dependence on a small number of staff roles; particularly the Executive Director, the IT & Marketing Manager, contracted HR consultants, and the Executive Administrative Assistant. The current scope also assumes that planning, implementation, evaluation, and communication for multiple complex initiatives can all occur within a single calendar year. Without adjustment, this approach creates meaningful risk of staff burnout and loss of momentum, dilution of impact as projects advance only partially rather than being completed well, and reduced clarity for the Board, staff, and community about what success in 2026 is intended to look like.

#### Request to the Board: Priority Reset and Sequencing

To address these risks, I am requesting Board partnership in resetting priorities and sequencing work more intentionally. This includes identifying a limited set of five to seven initiatives that are truly must-accomplish priorities for 2026, those that most directly support governance responsibilities, organizational stability, and strategic outcomes, recognizing that we have also budgeted for many of these goals to occur in 2026. I am also asking the Board to authorize the deferral of lower-urgency, high-lift projects that may be better suited for late-2026 planning with implementation in 2027 or 2028, rather than being launched prematurely. Finally, confirmation of what constitutes success for 2026 would allow staff and leadership to align work around a shared, realistic definition of a successful year.

#### Next Steps

If the Board is in agreement, I propose holding a facilitated prioritization discussion at an upcoming Board meeting, followed by presentation of a revised, capacity-aligned 2026 work plan that clearly reflects deferrals and sequencing decisions. Ongoing reporting would then be tied to these adjusted priorities rather than the full original list of goals. This reset is not about reducing ambition; it is about focusing effort where it will have the greatest impact and where it can be sustained over time.

#### Projects completed in 2025:

- Funding measure on the ballot
- Pay off bond debt
- Living wage implementation

#### High-Urgency Projects that have begun:

- Strategic plan catch-up and re-sequencing
- Execution of the strategic plan (per updated schedule)
- Culture assessment (with CuraHR)
- Update emergency procedures
- Annual budget report to State of Colorado preparation
- Data analytics system
- Library staff training with outside organizations
- Recruitment of library trust volunteers
- Diversification of library programming
- Hiring a consultant to create an updated marketing plan

Other projects that are in progress:

- Community conversation series
- Library of Things programming
- Increase library statistics
- Regular capital replacement plan updates
- Identify budget waste
- Creative benefits package
- Flexible work policy
- After-school programming expansion
- Listening tour
- Community conversations program

Here are some definitions for the table below:

**Goal:** a short name for each goal

**Deadline:** the defined deadline for the goal – can be adjusted

**Category:** Executive Director goal, budget goal, Strategic Plan goal

**Stakeholders:** defines the groups of people involved in completing each goal

**Status/Notes:** whether the project has not yet been started, is in progress, or is complete

**Importance/Urgency:** The executive director's current assessment of the importance and urgency of the goal. This isn't a forever assessment, it is an assessment of the importance and urgency of the goal right now.

**Lift Level:** illustration of the amount of work it will take to implement the goal.



GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/URGENCY	LIFT LEVEL
<b>Get up-to-date on strategic plan activities, including taking action steps toward strategic plan goals.</b>	<b>1/31/2026</b>	Executive Director Goal	Executive Director Board Staff Community	In Progress	High Importance High Urgency	Medium lift for Executive Director, Light lift for stakeholders
Identify a new schedule for delayed goals. Track data on the achievement of those goals.						
Communicate strategic plan data to stakeholders	<b>8/31/2026</b>	Executive Director Goal	Executive Director Board Staff Community	In Progress	High Importance High Urgency	Depends on goal
Execute strategic plan according to updated schedule						
Hold a series of strategic plan update meetings with stakeholders (board, staff, community)	<b>7/31/2026</b>	Executive Director Goal	Executive Director Board Staff Community	Not Started	High Importance Medium Urgency	Low lift
Update Strategic plan document with changes identified from	<b>12/31/2026</b>	Executive Director Goal	Executive Director Board Staff Community	Not Started	High Importance Medium Urgency	Low lift

stakeholder meetings					
Update Emergency Procedures	7/31/2026	Executive Director Goal	Executive Director Staff Board	Have a very rough draft	High Importance High Urgency
Provide one all-staff active harmer training	12/31/2026	Executive Director Goal	Executive Director Staff	Not Started, depends on completion of updated emergency procedures	High Importance Medium Urgency
At a management team meeting in January, show managers the annual report that is sent to the Department of Local Government	1/31/2026	Executive Director Goal	Executive Director Management Team	Annual report draft in progress, will add to next management team meeting agenda	Medium Importance High Urgency
At a management team meeting in February, show managers the documentation that is required in order for us to complete our audit	2/28/2026	Executive Director Goal	Executive Director Management Team	Not started, this would be better completed in mid-March rather than in February	Medium Importance Medium Urgency
With outside consultant, undergo a culture assessment.	3/31/2026	Executive Director Goal	Board Executive Director Staff	In Progress Culture Assessment Interviews	High Importance High Urgency
					Participating in culture assessment: low lift

<b>Implement deliverables from culture assessment</b>			complete, Awaiting report from consultant	Implementing deliverables: unknown at this time
Research merit raises and decide whether to develop a budget, policy, and procedure for how staff can receive a merit raise	7/31/2026	Executive Director Goal	Executive Director HR Team	Not yet started Low Importance Low Urgency
Work with the board to develop a new executive director evaluation tool and procedure	6/30/2026	Executive Director Goal	Board Executive Director	Not yet started High Importance Low Urgency
Get training for the board on how to evaluate the executive director and how to support the director through growth when areas for growth are identified	7/31/2026	Executive Director Goal	Board Executive Director	Not yet started High Importance Low Urgency
Develop a budget, policy, and procedures for funding some education expenses for staff	7/31/2026	Executive Director Goal	Executive Director HR Team Staff Board	Not yet started High Importance Low Urgency

High lift for HR Team  
Low lift for Executive Director  
Low lift for Staff  
Low lift for Board

for the 2027 budget.					
Continue thinking about fundraising for extra, un-budgeted programs or one-time services that can benefit our community such as: Author talks Community read program Music program	12/31/2026	Executive Director Goal	Executive Director Library Trust	In Progress	High Importance Low Urgency
Recruit two new members for the Library Trust board who can focus on fundraising	6/30/2026	Executive Director Goal	Executive Director Library Trust	In Progress Duplicate of Strategic Plan Goal	High Importance Medium Urgency
Develop a community conversation series to allow space for conversations about potentially controversial topics.	12/31/2026	Executive Director Goal	Executive Director Staff Community	In Progress Duplicate of Strategic Plan Goal	See below
Hold a community listening series by meeting with 15 community members	12/31/2026	Executive Director Goal	Executive Director Staff Community	Not yet started Duplicate of Strategic Plan Goal	See below

61	Hire a consultant to help us develop a marketing plan with a goal of increasing the library's visibility	6/30/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Executive Director IT & Marketing Manager	Have a draft RFP to find a consultant	High Importance High Urgency	High lift
	Implement marketing plan	12/31/2026	Executive Director Goal	Executive Director IT & Marketing Manager	Executive Director IT & Marketing Manager	Not yet started	High Importance High Urgency	High lift for IT & Marketing Manager
	Replace telephone system	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Executive Director IT & Marketing Manager	Not yet started	High Importance High Urgency	High lift for IT & Marketing Manager
	Replace security camera hardware and software	3/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Executive Director IT & Marketing Manager	Not yet started	Medium Importance Medium Urgency	High lift for IT & Marketing Manager
	Asphalt seal and repair	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director Executive Administrative Assistant	Executive Director Executive Administrative Assistant	Not yet started	High Importance Medium Urgency	Low lift
	Update key fob system	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Executive Director IT & Marketing Manager	Not yet started	Medium Importance Medium Urgency	Low lift for Executive Director
	Stain outdoor wood	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director Executive Administrative Assistant	Executive Director Executive Administrative Assistant	Not yet started	High Importance Medium Urgency	High lift for IT & Marketing Manager
	Replace traffic counter system	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Executive Director IT & Marketing Manager	Not yet started	Medium Importance Low Urgency	Low lift for Executive Director
								Medium lift for IT & Marketing Manager

62	Seek training to become a facilitator of community conversations	12/31/2026	Executive Director Goal	Executive Director	Not yet started	Low Importance Low Urgency	Low lift
	Library Staff Training with outside organizations	3/31/2025	Strategic Plan Goal (Initiative 1)	Executive Director Executive Administrative Assistant	In Progress	High Importance High Urgency	Low lift
	Data Analytics	9/30/2025	Strategic Plan Goal (Initiative 1)	Executive Director Executive Administrative Assistant Staff Board	In Progress	High Importance High Urgency	High lift for Executive Admin Assistant
	Library of Things Programming	12/31/2025	Strategic Plan Goal (Initiative 1)	Staff	In Progress	Medium Importance Medium Urgency	Medium lift
	Innovation Lab	3/31/2026	Strategic Plan Goal (Initiative 1)	Executive Director Staff	Not yet started	High Importance Low Urgency	High lift
	Increase Library Statistics	ongoing	Strategic Plan Goal (Initiative 1)	Staff	In Progress	High Importance Medium Urgency	Medium lift
	Funding Measure on the Ballot	7/31/2025	Strategic Plan Goal (Initiative 2)	Board Executive Director	Complete	N/A	N/A
	Retire Bonds	9/30/2025	Strategic Plan Goal (Initiative 2)	Board Executive Director	Complete	N/A	N/A
	Regularly Update Capital Replacement Plan	ongoing	Strategic Plan Goal (Initiative 2)	Executive Director	In Progress	High Importance Low Urgency	Medium lift
	Identify Budget Waste	12/31/2025	Strategic Plan Goal (Initiative 2)	Executive Director Board Staff	In Progress	Low Importance Low Urgency	Medium lift
	Recruit Library Trust Volunteers	12/31/2025	Strategic Plan Goal (Initiative 2)	Executive Director Library Trust	In Progress	High Importance High Urgency	Medium lift
	Hold Three Library Trust	12/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director Library Trust	Not yet started	High Importance Low Urgency	High lift

Fundraising Events					
Staff Satisfaction Survey	3/31/2025	Strategic Plan Goal (Initiative 3)	Executive Director HR Team Staff	Not yet started, pivoted to culture assessment	High Importance Low Urgency
Creative Benefits Package	12/31/2025	Strategic Plan Goal (Initiative 3)	Executive Director HR Team	In Progress	High Importance Medium Urgency
Flexible Work Policy	12/31/2025	Strategic Plan Goal (Initiative 3)	Executive Director HR Team	In Progress	High Importance Medium Urgency
Living Wage for Staff	Ongoing through 2030 budget planning	Strategic Plan Goal (Initiative 3)	Executive Director HR Team Finance Committee	In Progress	High Importance Low Urgency
After-School Programming	9/30/2025	Strategic Plan Goal (Initiative 4)	Staff	In Progress	High Importance Medium Urgency
Listening Tour	9/30/2025 And ongoing	Strategic Plan Goal (Initiative 4)	Executive Director Staff	In Progress	High Importance Medium Urgency
Diversify Library Programming	12/31/2025 and ongoing	Strategic Plan Goal (Initiative 4)	Staff	In Progress	High Importance High Urgency
Feasibility Study for Expanding Library Open Hours	9/30/2026	Strategic Plan Goal (Initiative 4)	Executive Director Staff Board Community	Not yet started	Medium Importance Low Urgency
Telehealth Access Station	9/30/2026	Strategic Plan Goal (Initiative 4)	Executive Director Staff	Not yet started	Medium Importance Low Urgency

Homebound Service	12/31/2026	Strategic Plan Goal (Initiative 4)	Executive Director Staff	Not yet started	Medium Importance Low Urgency	High lift for staff
MOUs with Partners	12/31/2026	Strategic Plan Goal (Initiative 4)	Executive Director Community Partners Staff	Not yet started	Medium Importance Low Urgency	High lift for Executive Director Low lift for community partners Low lift for staff
Voices of the Valley Storytelling Program Series	6/30/2025	Strategic Plan Goal (Initiative 4)	Staff	In Progress	Medium Importance Medium Urgency	Medium lift
Community Conversations Program Series	12/31/2026	Strategic Plan Goal (Initiative 4)	Staff	In Progress	Medium Importance Medium Urgency	Medium lift
Feasibility Study – Facility in El Jebel	9/30/2026	Strategic Plan Goal (Initiative 5)	Board Executive Director	Not yet started	High Importance Low Urgency	Very high lift
Update Library Outdoor Space	12/31/2026	Strategic Plan Goal (Initiative 5)	Executive Director Executive Administrative Assistant Town Staff Board	Not yet started	Medium Importance Low Urgency	Very high lift
Become a Disaster Hub	12/31/2026	Strategic Plan Goal (Initiative 5)	Executive Director Staff	Not yet started	High Importance High Urgency	Very high lift



BASALT REGIONAL LIBRARY  
QUARTERLY STRATEGIC PLAN UPDATE  
END OF Q4, 2025  
DECEMBER 31, 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.

---

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.

Summary of Activities:

During 2025, we held twelve training sessions with outside partner organizations. A pre-survey (see below) went out on Thursday, January 15, 2026. We will collect data through the end of January, and then run the survey again around 12/31/2026 to compare results.

For 2026 we have updated our brainstorming list of partner organizations we want to receive training from, and we are actively scheduling training sessions starting in February.

We will run the same survey at the end of 2026 to compare data from the beginning of this year and the end of this year.

### BRLD Community Resource Knowledge Survey

This brief survey helps us understand staff confidence in community resource referrals. Your responses are anonymous and will guide future training. Estimated time: 3 minutes.

\* Indicates required question

*I feel confident in my knowledge of resources in my community to which I can refer patrons when they are in need.\**

Strongly disagree 1 2 3 4 5 Strongly agree

How often do you assist patrons with questions or needs that require a referral to a community resource?\*

Never 1 2 3 4 5 Frequently (daily)

*When assisting patrons, how confident do you feel in identifying the appropriate community resource?\**

Very unconfident 1 2 3 4 5 Very confident

*Have you attended any of the community-resource trainings offered this year (from nonprofits, government agencies, or local organizations)?\**

Yes

No

Unsure - If unsure, pause the survey and talk to a manager for guidance on what this survey is asking

*How helpful were the trainings in increasing your confidence?\**

Not at all helpful 1 2 3 4 5 Very helpful

*What types of community resources would you like more training on? (Select all that apply.)\**

Housing & shelter

Food access

Health & mental health services

Immigration & legal services

Youth services

Senior services

Employment & workforce support

Emergency assistance

Local government & civic resources

Other:

*What would help you feel more confident in referring patrons to community resources?*

Data Tracked:

Inputs:

Number of training sessions

Number of partner agencies

Outputs:

Number of staff trained

Outcomes:

After one year, 85% of staff strongly agree or agree with this statement: I feel confident in my knowledge of resources in my community to which I can refer patrons when they are in need

---

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.

Summary of Activities:

The executive director, along with three staff, met to begin looking at how to reimagine our existing statistics collecting tools in light of the new data we want to collect related to this strategic plan. Based on those conversations, the executive administrative assistant created this tool and will demonstrate it at the January 2026 board meeting. We still have a lot of work to do to tailor the reports we want to get from the data, but we are collecting the data and will continue to work on the reports. We are also working on creating all of the surveys we will need in order to measure the outcome data we will collect for the strategic plan.

**Data tracked:**

**Inputs:**

data tracking tool/s created

staff are trained to collect and enter data

metrics to measure are gathered from strategic plan, PLAR, staff, and board

data dashboard or other reporting tool is created

**Outputs:**

none

**Outcomes:**

baseline data is collected for 2025 and 2026

decisions are made in Q3 2026 for what to continue and what to discontinue into 2027 as a result of the decisions made, we see increases to the statistics we are gathering

---

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.

**Summary of Activities:**

The programming team is adding a goal to have one LOT program per month starting in April 2026. The later timeline on this implementation is due to marketing deadlines. We will collect attendance data for LOT programs separately in the data tool.

**Data tracked:**

**Inputs:**

number of programs

**Outputs:**

attendance at programs

Increase in circulation of LOT items

**Outcomes:**

After one year, 85% of participants strongly agree or agree with this statement: I feel more aware and confident in my skill with a Library of Things item as a result of this program

library gains feedback about which items to add to the library of things"

---

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

#### Summary of Activities:

Executive Director has drafted the following project plan:

##### PHASE 1 — Design the Framework

**Timeline:** Now → mid-February 2026

**Purpose:** Create a system before you invite ideas.

Step 1: Define the Innovation Lab Model

**Owner:** Executive Director + small design team

**Actions:**

- Clarify:
  - Purpose
  - Scope (what *is* and *is not* eligible)
  - Decision authority (who approves pilots)
  - Available resources (time, budget, staff hours)
- Decide:
  - How often cycles run (e.g., 2 per year)
  - Size of pilots (small, fast, low-risk)

**Deliverable:**

1–2 page **Innovation Lab Charter**

---

##### Step 2: Build the Process

**Actions:**

- Create:
  - Simple proposal template (problem → idea → impact → test plan)
  - Evaluation rubric (alignment, impact, feasibility, learning value)
  - Pilot timeline template (6–10 weeks recommended)
  - Final report template

**Deliverables:**

- Proposal Form
- Evaluation Rubric
- Pilot Timeline Template

- Final Project Summary Template

---

### Step 3: Secure Leadership + Governance Buy-In

#### **Actions:**

- Present Innovation Lab framework to:
  - Executive Director
- Confirm:
  - Budget line (even small)
  - Staff time policy (e.g., 5–10% of work time during pilot)

#### **Deliverable:**

Formal approval + documented resource commitment

---

## PHASE 2 — Launch the Program

**Timeline:** Late February → March 2026

### Step 4: Recruit First Cohort

#### **Actions:**

- Announce program to staff
- Host kickoff session explaining:
  - Purpose
  - Process
  - Timeline
  - Support available
- Open proposal window (2–3 weeks)

#### **Deliverables:**

- Staff announcement
- Kickoff meeting
- Proposal submissions

---

### Step 5: Select Pilot Projects

#### **Actions:**

- Score proposals using rubric
- Select 2–3 pilot projects
- Assign each project:
  - Sponsor (manager)
  - Coach/mentor
  - Small operating budget

#### **Deliverable:**

List of approved Innovation Lab pilots

---

## PHASE 3 — Run the Pilots

**Timeline:** April → June 2026

### Step 6: Execute Pilot Cycles

#### **Actions:**

- Teams run pilots (6–10 weeks)
- Bi-weekly check-ins
- Track outcomes & lessons

**Deliverables:**

- Progress updates
- Adjustments during pilot

---

Step 7: Evaluate + Decide

**Actions:**

- Each team presents:
  - What they tried
  - What worked
  - What failed
  - Recommendation: implement, iterate, or stop

**Deliverables:**

- Final project reports
- Leadership decisions on next steps

---

PHASE 4 — Implement & Institutionalize

**Timeline:** July → December 2026 (ongoing)

Step 8: Implement Successful Projects

**Actions:**

- Integrate approved projects into operations
- Allocate permanent resources
- Assign operational ownership

**Deliverables:**

- At least 2 projects implemented annually

---

Step 9: Document & Repeat

**Actions:**

- Publish internal Innovation Lab annual summary
- Refine program based on lessons learned
- Schedule next Innovation Lab cycle

**Deliverables:**

- Annual Innovation Report
- Updated Innovation Lab framework
- Next cohort launched

Data tracked:

Inputs:

creation of guidelines for submitting, evaluating, and selecting ideas

creation of guidelines for project management, including timelines

creation of metrics for measuring success of pilots  
staff are trained in how to write a proposal, how to manage a project, how to manage a budget, and how to submit a final report

Outputs:

number of projects piloted

final project report detailing results, things learned, and recommendations

Outcomes:

After one year, 85% of staff strongly agree or agree with this statement: I am able to be proactive in problem-solving by participating in the staff innovation lab

---

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%

Summary of Activities:

We made huge improvements in this area in 2025! Many of our statistics are up over 10%!

	UP/DOWN	2024	2025
Patron visits:	Down 2.79%	101,044	98,244
Computer and internet usage:	Up 8.3%	46,475	50,310
Computer usage:	Down 0.98%	5,912	5,854
Wifi usage:	Up 9.6%	40,563	44,456
Physical circulation (Jan-Nov comparison)	Up 16.66%	60,278	70,321
Adult circulation (Jan-Nov comparison)	Up 13.36%	34,596	39,219
Young Adult circulation (Jan-Nov comparison)	Down 9.04%	2,058	1,872
Juvenile circulation (Jan-Nov comparison)	Up 23.73%	23,624	29,230

Database Usage	Up 17.64%	13,114	15,427
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Marmot recently updated our library software, however, with the update, there was an error/bug in the system that caused both the year-to-date and last-year circulation statistics in the system values to get zeroed out. This issue was not isolated to Marmot, with numerous other Sierra library systems reporting the same issue. Marmot was able to recover the numbers, but at this time, we are only able to compare January through November numbers in 2024 and 2025 for the circulation statistics.

Patron visits down - We attribute door count lag to gaps in positions in 2025. For example, we had fewer adult programs in 2025, and therefore fewer attendees. Also, without a spanish language outreach coordinator, we are seeing fewer spanish-speaking patrons attending programs at the library.

Young Adult Circulation down - this is a relatively small collection, and small changes to circulation make a big impact on the percentage within this collection. We have been tracking this downward trend in circulation in the young adult collection all year, and have made several changes which we hope will turn the numbers around:

- Ongoing weeding
- Move new books to a more prominent and visible location
- Reduce the size of YA nonfiction. YA nonfiction doesn't circulate very much. Reducing the size of this collection draws attention to the most captivating books and drives circulation.
- Revamp the YA graphic novel collection. This is traditionally the highest circulating segment of the YA collection, and it is not circulating very well. This speaks to a need for a refresh of this collection. This refresh will happen in 2026.

## 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.

---

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.

**Summary of Activities:**

The ballot measure passed. Goal complete.

**Data tracked:**

**Inputs:**

budget for survey consultant

budget for legal expenses

creation of ballot measure planning team

long term budget projection numbers

long term facility budget projections

**Outputs**

survey tool

ballot language and supporting materials

messaging and advocacy plan

**Outcomes:**

successful ballot measure

sustainable funding for the library

---

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

**Summary of Activities:**

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

Goal complete.

Data Tracked:

Inputs:

bond reserve funds

Outputs:

bond debt paid off

marketing campaign to communicate the benefit of this early payoff to taxpayers

Outcomes:

Strengthened public confidence in BRLD's financial management.

Positive recognition for proactive fiscal responsibility.

A financially stable library district with no remaining construction debt.

Increased public trust, making future funding initiatives easier to pursue.

---

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

Summary of Activities:

BRLD contracted with Association Reserves in late 2024 to update the facility replacement plan that was originally created in 2016. The finance committee of the board used that plan to supplement long-range financial plans that were used to prepare for the 2025 ballot measure asking voters to approve a 1.08 mill levy increase. Association Reserves updated the facility replacement plan again in late 2025, and the Director will update the long-range plan using this data by May 31, 2026 in preparation for the 2027 budget planning season which starts in June 2026.

Data Tracked:

Inputs:

Budget allocation for professional facility assessments.

Consistent funding contributions to the Capital Fund.

Outputs:

Prioritized list of building improvement and replacement projects with estimated costs and timelines.

Annual financial reports documenting the Capital Fund balance and planned allocations.

Scheduled maintenance and upgrade timelines based on assessment findings.

Outcomes:

Proactive identification of maintenance issues before they become costly emergencies.

Increased confidence among community and stakeholders in the library's facility planning.

Sufficient Capital Fund reserves to address planned improvements and unexpected repairs.

A well-maintained, safe, and functional library facility that meets the community's needs.

---

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

**Summary of Activities:**

The executive director started this conversation in 2025 with staff (managers and programming team) by asking the teams to brainstorm areas of the budget we could potentially cut if needed. The executive director drafted this project plan and would like board input before proceeding.

**PHASE 1 — Financial Baseline & Framework**

**Timeline:** Now → March 2026

**Purpose:** Establish financial clarity before making changes.

**Step 1: Define Financial Resilience Objectives**

**Actions:**

- Define what "resilient budget" means for BRLD:
  - Emergency reserve targets
  - Acceptable fixed vs. variable cost ratios
  - Minimum operating runway

**Deliverable:**

**BRLD Financial Resilience Framework**

---

**Step 2: Conduct Full Budget Audit**

**Actions:**

- Analyze:
  - Current & prior two years of budgets
  - Vendor contracts & subscriptions
  - Program ROI & usage
  - Staffing & overtime patterns
- Identify:
  - Underutilized services
  - Redundant expenses
  - High-cost/low-impact areas

**Deliverable:**

**Budget Waste & Efficiency Audit Report**

---

**PHASE 2 — Identify & Approve Adjustments**

**Timeline:** April–June 2026

**Step 3: Develop Cost Optimization Proposals**

**Actions:**

- Propose reductions, renegotiations, or eliminations
- Model financial impact & risk

**Deliverable:**  
**Cost Optimization Plan**

---

Step 4: Leadership & Board Approval

**Actions:**

- Present recommendations
- Secure approvals for changes

**Deliverable:**  
Approved budget adjustments

---

PHASE 3 — Implement & Reinforce

**Timeline:** July–December 2026

Step 5: Execute Adjustments

**Actions:**

- Renegotiate contracts
- Reallocate funds
- Sunset low-impact programs

**Deliverable:**  
Updated operating budget

---

Step 6: Build Structural Resilience

**Actions:**

- Establish or increase emergency reserve
- Formalize contingency budget procedures
- Create quarterly financial stress-testing model

**Deliverables:**  

- Emergency reserve policy
- Financial contingency plan

---

PHASE 4 — Monitor & Institutionalize

**Timeline:** Ongoing

Step 7: Monitor Performance

**Actions:**

- Track savings realized
- Monitor budget health quarterly
- Adjust policies annually

**Deliverables:**

Quarterly financial resilience reports

**Data Tracked:****Inputs:**

None

**Outputs:**

A formal report identifying at least 5 areas of potential resource waste and cost-saving opportunities is delivered to the Finance Committee by Q3 2025

At least 3 concrete budget adjustments implemented by end of 2025 (e.g., contract renegotiations, subscription consolidations, process automation)

2 internal communications (emails, staff meetings, or workshops) held to share findings and involve staff in cost-saving strategies

**Outcomes:**

90% of budget managers report improved clarity and confidence in budget use and resource prioritization, via end-of-year survey

---

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.

**Summary of Activities:**

One of the Library Trust volunteers is working on an entry-level, low-effort fundraising plan for 2026. An email will go out this month to various stakeholders as a call for volunteers to help the Library Trust with fundraising efforts.

**Data Tracked:****Inputs:**

number of volunteer recruiting sessions

number of volunteer recruiting outreach emails

volunteer onboarding created

**Outputs:**

number of volunteers recruited

**Outcomes:**

At least 2 of the 3 volunteers remain active with the Library Trust through Q2 2026, as documented in volunteer records

---

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

**Summary of Activities:**

Achievement of this goal is dependent on recruiting volunteers (as detailed in the previous goal). The executive director drafted this project plan as a starting place:

**PHASE 1 — Establish the Partnership Framework**

**Timeline:** ?

**Purpose:** Create clarity before launching initiatives.

---

**Step 1: Align on Shared Fundraising Strategy**

**Owner:** Executive Director + Trust Board leadership

**Actions:**

- Hold a joint planning session to define:
  - 2026 fundraising goals (dollars + community reach)
  - Priority funding needs (programs, collections, capital, etc.)
  - Roles & boundaries between BRLD and Trust

**Deliverable:**

**2026 Joint Fundraising Strategy Memo**

---

**Step 2: Identify Three Joint Initiatives**

**Actions:**

- Brainstorm potential initiatives (events, campaigns, sponsorships, grants)
- Evaluate options by:
  - Revenue potential
  - Staff capacity
  - Community impact
- Select **three initiatives** with timelines and lead owners

**Deliverable:**

**2026 Joint Fundraising Plan** (initiative list + timeline + owners)

---

**PHASE 2 — Build the Infrastructure**

**Timeline:** ?

---

**Step 3: Create Implementation Teams**

**Actions:**

- Assign:
  - Initiative lead (Trust)
  - Initiative co-lead (BRLD)
  - Support roles (marketing, logistics, volunteers)
- Establish communication cadence (monthly check-ins)

**Deliverable:**

## Fundraising Initiative Org Chart + Meeting Schedule

---

### Step 4: Develop Campaign Materials

#### **Actions:**

- Create consistent messaging:
  - Case for support
  - Program impact stories
  - Visual branding
- Build campaign toolkit:
  - Email templates
  - Social media content
  - Donor one-pagers

#### **Deliverable:**

#### **2026 Fundraising Campaign Toolkit**

---

### PHASE 3 — Execute the Initiatives

#### **Timeline:** ?

---

### Step 5: Launch Initiative #1

#### **Actions:**

- Finalize logistics & budget
- Recruit volunteers and sponsors
- Promote campaign
- Execute event or campaign
- Track participation, donations, and engagement

#### **Deliverable:**

#### **Initiative #1 Final Report**

---

### Step 6: Launch Initiative #2

*(Repeat process)*

#### **Deliverable:** Initiative #2 Final Report

---

### Step 7: Launch Initiative #3

*(Repeat process)*

#### **Deliverable:** Initiative #3 Final Report

---

### PHASE 4 — Evaluate & Institutionalize

#### **Timeline:** ?

---

### Step 8: Evaluate Impact

**Actions:**

- Review:
  - Funds raised
  - Donor growth
  - Community reach
  - Lessons learned
- Compare outcomes to goals

**Deliverable:****2026 Fundraising Impact Report**

---

Step 9: Formalize Ongoing Partnership

**Actions:**

- Update joint fundraising policies & procedures
- Establish annual planning cycle for 2027+

**Deliverable:****Standing BRLD–Trust Fundraising Partnership Framework**

Data tracked:

Inputs:

None

Outputs:

Number of fundraising initiatives/events

Amount of contributions to the Trust

Outcomes:

80% of post-event survey respondents report increased awareness of the Library Trust's role and impact

BRLD and Library Trust representatives jointly report a "successful" or "highly successful" collaboration experience in a Q4 2026 partner debrief"

## 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

---

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.

#### Summary of Activities:

We have pivoted this goal to start with a culture assessment. We have contracted with a company, CuraHR, to facilitate this culture assessment. Staff and board trustees were divided into 8 focus groups, and the interviews of those focus groups happened on Wednesday, January 14, and Thursday, January 15, 2026. The consultant from CuraHR, Joy White, will be giving a presentation to the Board on the results of the culture assessment at the February 2026 board meeting.

#### A couple thoughts:

It is possible it will be a recommendation from the culture assessment to complete a specific staff satisfaction survey or staff engagement survey annually (or on some other timeline) as a standalone data gathering tool.

It is possible that it will be a recommendation from the culture assessment to include this survey as part of an executive director evaluation process.

It is possible that no recommendation related to this survey will come from the culture assessment. At that point the executive director will work with our contracted HR consultants to develop and implement a staff satisfaction survey with input from the board on timing and how we'll use the data based on recommendations from the HR team.

#### Data tracked (as currently written in strategic plan tracking tool):

##### Inputs:

Staff feedback tools (surveys, focus groups)

Budget for survey tools or external consulting

Time from HR and leadership for survey development and analysis

**Outputs:**

Comprehensive survey results (baseline established in 2026)

List of actionable recommendations to improve satisfaction

Annual comparison reports to measure progress

**Outcomes:**

Increased staff satisfaction and morale

Stronger company culture and retention rates

Data-driven decision-making for employee initiatives

---

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

**Summary of Activities:**

The Executive Director has begun conversations with the HR team to get their help with implementing this goal. The HR team will begin with an estimate of the cost (time and money) for them to work on this project. Given that HR is now contracted and not salary, we want to go into this project with an awareness of the associated costs.

**Data tracked:**

**Inputs:**

Budget analysis and forecasting

Employee feedback on desired benefits from strategic planning

Research on industry best practice and competitor benefits

Collaboration with legal and financial experts

**Outputs:**

Proposed Benefits package tailored to employee needs

Formal documentation of benefits program

Budget for implementation starting in 2026

**Outcomes:**

Enhanced employee well-being and retention

Improved competitiveness in hiring

Higher employee satisfaction with available benefits

---

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

**Summary of Activities:**

The Executive Director has begun conversations with the HR team to get their help with implementing this goal. The HR team will begin with an estimate of the cost (time and money) for them to work on this project. Given that HR is now contracted and not salary, we want to go into this project with an awareness of the associated costs.

**Data tracked:**

**Inputs:**

develop potential alternative flexible work arrangements

**Outputs:**

report of findings to Executive Director

**Outcomes:**

75% of staff report feeling that their work schedule allows them to fit work into their life, rather than fitting their life into work

---

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.

**Summary of Activities:**

Given the passage of our ballot measure in fall 2025, all staff were given a \$3.00 per hour raise for 2026. New staff will be hired at a \$2.00 per hour higher wage than the hiring wage in 2025. The Executive Director and Finance Committee will update long-range projections annually to inform the annual step toward a living wage by 2030.

**Data tracked:**

**Inputs:**

Budget for wage analysis and increases

Research on the living wage in Basalt, Colorado

Engagement with stakeholders (board, management, staff)

Get budget approvals

**Outputs:**

Sustainable wage increase plan

Inclusion of incremental increases in 2026-2028 budgets

Communication plan to keep staff informed

**Outcomes:**

- Greater financial stability for employees
- Improved staff retention and satisfaction
- Demonstrated commitment to valuing employees

## 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).

---

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.

#### Summary of Activities:

We currently offer an average of one program for elementary school kids per week, and one program for middle schoolers per week. We will be adding one program per week for each between now and May 2026. Then, in August to December 2026, we will add one more program per week per age group. Right now we don't have very many high school age kids that come to after school programs at the library, so we are focusing on providing programs for the kids who already come. As middle schoolers age up into high school, we have a goal of retaining them.

#### Data Tracked:

##### Inputs:

number of partnerships

number of volunteer hours

##### Funding/Budget

number of programs

##### Outputs:

number of participants

##### Outcomes:

Participants consistently rate programs as beneficial

At least 85% of program attendees strongly agree or agree that the afterschool program enhanced their life, education goals, or personal goals"

---

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.

**Summary of Activities:**

We will brainstorm topics for the 2026 listening tour at the January Board of Trustees meeting. The executive director will also brainstorm topics with staff at a February 2026 staff meeting. Based on this information, the Board will decide which topic to pursue at its February Board of Trustees meeting. Then the executive director, along with staff who are interested in participating, will begin meeting with community members and stakeholders.

The executive director drafted this project plan that we can use to inform our brainstorming conversation:

**PHASE 1 — Planning & Design**

**Timeline:** Now → April 2025

**Purpose:** Establish clarity and structure before engagement begins.

Step 1: Define Objectives & Success Criteria

**Actions:**

- Clarify the purpose of the Listening Tour:
  - What decisions will it inform?
  - What kind of feedback is needed?
- Define target audiences:
  - Families
  - Seniors
  - Teens
  - Immigrant communities
  - Workforce & commuters
  - People with disabilities
  - Underrepresented populations
- Set participation goals & geographic coverage targets

**Deliverable:**

**Listening Tour Plan**

---

Step 2: Design Engagement Methods

**Actions:**

- Select engagement formats:
  - Town halls
  - Small group listening sessions
  - One-on-one interviews
  - Surveys (online & paper)
  - Pop-up outreach events

- Develop standardized discussion guides & survey tools

**Deliverables:**

Facilitation guides  
Survey instruments  
Outreach calendar framework

---

**PHASE 2 — Outreach & Scheduling**

**Timeline:** May–June 2025

Step 3: Build Community Engagement Calendar

**Actions:**

- Schedule sessions across:
  - Neighborhoods
  - Workplaces
  - Schools
  - Community centers
  - Faith & cultural organizations
- Coordinate with partner organizations

**Deliverable:**

**Listening Tour Engagement Calendar**

---

**Step 4: Marketing & Recruitment**

**Actions:**

- Launch outreach campaign:
  - Multilingual promotion
  - Direct partner outreach
  - Social media & local media
- Provide transportation, childcare, or food where possible to reduce barriers

**Deliverable:**

Community outreach campaign materials

---

**PHASE 3 — Execution & Data Collection**

**Timeline:** June–August 2025

Step 5: Conduct Listening Sessions

**Actions:**

- Facilitate sessions using standardized tools
- Document feedback systematically
- Track participation & demographics

**Deliverables:**

Session summaries

Participant metrics  
Survey dataset

---

#### PHASE 4 — Analysis & Integration

**Timeline:** August–September 2025

Step 6: Analyze Findings

**Actions:**

- Identify major themes, needs, and service gaps
- Prioritize actionable insights
- Map findings to strategic goals & operational plans

**Deliverable:**

#### **Listening Tour Findings Report**

---

Step 7: Communicate & Implement

**Actions:**

- Share results with:
  - Staff
  - Board
  - Community
- Incorporate findings into program planning & budgeting

**Deliverables:**

Public summary report  
Updated program & service plans

Data Tracked:

Inputs:

Number of participants

Outputs:

Outcomes:

responses are used to inform annual strategic plan review  
responses inform programs and services to initiate or discontinue

---

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

**Summary of Activities:**

The teen librarian is currently planning a series of cooking classes for teens. In December 2025 the community engagement manager and IT & marketing manager hosted a family cookie making program. The adult programming coordinator is hosting a series of Mindful Meals programs. A patron services associate hosted a Dungeons and Dragons game night and attendees asked that it be continued. We have committed to another evening, and may do more in the near future. The programming team will start working on tax preparation in the hopes that we can have a program on this topic in April 2026, mindful meals. The programming chair will work with the programming team to ensure we touch on each of these topics throughout the year.

**Data Tracked:**

**Inputs:**

Number of community partnerships  
Number of programs targeting a diverse audience  
Number of programs on each theme  
Time of program (evening, weekend)

**Outputs:**

Number of participants

**Outcomes:**

At least 85% of participants strongly agree or agree that library programs help them feel more connected to others in their community  
At least 85% of participants strongly agree or agree that library programs help them feel less lonely  
At least 85% of participants strongly agree or agree that library programs help them feel like a lifelong learner

---

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

**Summary of Activities:**

The executive director has drafted this project plan as a starting place to frame the work of this project:

**PHASE 1 — Define the Study**

**Timeline:** Jan–Feb 2026

**Purpose:** Lock scope before gathering data.

Step 1: Establish the Study Framework

**Owner:** Executive Director

**Actions:**

- Define study objectives:
  - Community demand
  - Cost implications
  - Staffing models
  - Technology requirements
  - Risk & safety considerations
- Define service models to analyze:
  - Fully staffed extended hours
  - Partially staffed hours
  - Vended/self-service hours

**Deliverable:**

**Extended Hours Study Charter**

---

Step 2: Form the Study Team

**Actions:**

- Assign:
  - Project lead
  - Operations representative
  - Finance representative
  - Facilities/security representative
  - IT representative

**Deliverable:**

**Study Team Roster & Work Plan**

---

**PHASE 2 — Gather Data**

**Timeline:** March–May 2026

---

Step 3: Community Needs Assessment

**Actions:**

- Conduct:
  - Patron survey

- Focus groups
- Stakeholder interviews
- Analyze usage patterns:
  - Door counts
  - Peak usage hours
  - Turnaway data
  - Program attendance by time of day

**Deliverables:**

- Survey results
- Community feedback summary
- Usage data report

---

**Step 4: Operational & Financial Analysis**

**Actions:**

- Calculate:
  - Staffing costs for each model
  - Technology costs (access control, vending, security)
  - Facilities & maintenance impacts
- Assess:
  - Risk, safety, and insurance implications
  - Union/HR considerations

**Deliverable:**

**Operational & Financial Feasibility Report**

---

**Step 5: Peer Library Benchmarking**

**Actions:**

- Identify 5–10 comparable libraries
- Document:
  - Models used
  - Costs
  - Outcomes
  - Lessons learned

**Deliverable:**

**Benchmarking Summary**

---

**PHASE 3 — Evaluate & Model Options**

**Timeline:** June–July 2026

---

## Step 6: Develop Service Scenarios

### **Actions:**

- Create 2–3 service models:
  - Conservative
  - Moderate
  - Ambitious
- For each scenario:
  - Service impact
  - Staffing model
  - Budget
  - Risks & mitigation

### **Deliverable:**

#### **Extended Hours Options Matrix**

---

## Step 7: Internal Review & Refinement

### **Actions:**

- Review findings with:
  - Leadership Team
  - Staff representatives
- Refine scenarios

### **Deliverable:**

#### **Final Recommendation Draft**

---

## PHASE 4 — Report & Decide

**Timeline:** August–September 2026

---

## Step 8: Prepare Board Report

### **Actions:**

- Compile:
  - Executive summary
  - Data analysis
  - Options & tradeoffs
  - Clear recommendation

### **Deliverable:**

#### **Extended Hours Study & Recommendation Report**

---

## Step 9: Present to Library Board

### **Actions:**

- Present findings
- Answer questions

- Request Board direction

**Deliverable:**

Board decision on next steps

Data Tracked:

Inputs:

Calculate budget impact of adding open hours

Pilot project plan developed

Research other Colorado library hours

Community survey of desired open hours

Assess impact on staffing

Outputs:

Feasibility study report

number of focus groups held

number of focus group participants

number of survey responses

survey response rate

Outcomes:

75% of community survey respondents express support for some form of extended hours, measured via survey data

Board makes an informed decision regarding expanded hours or next steps by Q4 2026, following presentation of the study

At least 1 proposed model prioritizes access for underserved or working populations, as reflected in recommendations

---

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

Summary of Activities:

There is a statewide partnership program through the state library of colorado to help small and rural public libraries implement telehealth services in their library. The executive director is meeting with the Small and Rural Public Library Consultant for the State Library in January to learn more about this partnership. The executive director has drafted this project plan as a starting place to frame the work of this project:

**PHASE 1 — Define the Program & Partnerships**

**Timeline:** Jan–Feb 2026

**Purpose:** Lock scope, partners, and constraints before design.

---

## Step 1: Establish Program Framework

**Owner:** Executive Director

**Actions:**

- Define:
  - Program objectives
  - Patron eligibility & access rules
  - Privacy, HIPAA considerations
  - Library's liability boundaries
  - Usage model (walk-in vs. reservation)

**Deliverable:**

**Telehealth Access Program Charter**

---

## Step 2: Secure Medical Partners

**Actions:**

- Identify potential partners:
  - Valley View Hospital
  - Local clinics & nonprofits
  - Public health agencies
- Conduct partner meetings to define:
  - Referral processes
  - Technical requirements
  - Marketing & outreach roles
  - Data sharing & privacy protocols

**Deliverable:**

**MOUs with medical partners**

---

## PHASE 2 — Design the Space & Systems

**Timeline:** March–May 2026

---

## Step 3: Site Selection & Space Design

**Actions:**

- Identify suitable location within library
- Design layout addressing:
  - Soundproofing
  - Accessibility
  - Safety
  - Technology needs
- Develop renovation or build-out plan

**Deliverable:**

## Telehealth Station Design & Budget

---

### Step 4: Technology & Infrastructure Setup

#### Actions:

- Procure:
  - Secure internet connection
  - Encrypted devices
  - Video platform compatibility
  - Scheduling system
- Implement privacy & data protections

#### Deliverable:

### Operational Telehealth System

---

### PHASE 3 — Policy, Staffing & Training

**Timeline:** June–July 2026

---

### Step 5: Develop Policies & Procedures

#### Actions:

- Draft policies for:
  - Patron intake
  - Privacy & confidentiality
  - Emergency protocols
  - Equipment use & sanitation
  - Incident reporting

#### Deliverable:

### Telehealth Program Policy Manual

---

### Step 6: Staff Training

#### Actions:

- Train staff on:
  - Technology support
  - Privacy requirements
  - Patron interaction protocols
  - De-escalation & emergency response

#### Deliverable:

### Staff Training Completion Records

---

### PHASE 4 — Launch & Operate

**Timeline:** August–September 2026

---

## Step 7: Soft Launch & Testing

### **Actions:**

- Pilot with limited users
- Test scheduling, privacy, workflows
- Resolve issues

### **Deliverable:**

#### **Pilot Evaluation Report**

---

## Step 8: Full Public Launch

### **Actions:**

- Roll out a marketing campaign with partners
- Begin full operations
- Track usage and satisfaction

### **Deliverables:**

- Public launch
- Monthly usage & satisfaction reports

---

## PHASE 5 — Measure & Improve

**Timeline:** Oct 2026–Sept 2027

---

## Step 9: Monitor Performance & Improve

### **Actions:**

- Track:
  - Patron usage ( $\geq 50$  in year one)
  - Satisfaction surveys ( $\geq 90\%$  positive)
  - Technical performance
- Adjust operations as needed

### **Deliverables:**

- Quarterly performance reports
- Program refinements

**Data Tracked:**

**Inputs:**

**Budget**

Number of partnerships

Staff training created

Telehealth service policy created

**Outputs:**

Number of telehealth sessions  
Number of patrons using telehealth station

**Outcomes:**

90% or more of patrons rate their telehealth experience as “satisfactory” or better, based on survey responses

60% of surveyed users report that they would not have had access to the appointment without the telehealth station, based on feedback form data

---

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

**Summary of Activities:**

The executive director has drafted this project plan as a starting place to frame the work of this project:

**PHASE 1 — Program Design & Approval**

**Timeline:** Jan–Feb 2026

**Purpose:** Build the structure before building the service.

---

**Step 1: Define the Homebound Service Model**

**Owner:** Executive Director

**Actions:**

- Define:
  - Eligibility criteria
  - Service area & delivery zones
  - Delivery frequency options (bi-weekly / monthly)
  - Scope of materials (books, AV, large print, etc.)
  - Liability & safety requirements
  - Data tracking & privacy protocols

**Deliverable:**

**Homebound Service Program Charter**

---

**Step 2: Secure Initial Funding**

**Actions:**

- Identify funding sources:
  - Library Trust
  - Grants
  - Local sponsors
  - Municipal support

- Develop preliminary budget:
  - Staffing/volunteer costs
  - Transportation & mileage
  - Materials & supplies
  - Technology & tracking tools
- Submit funding requests / grant proposals

**Deliverable:**

**Approved Homebound Service Budget**

---

PHASE 2 — Infrastructure & Staffing

**Timeline:** March–May 2026

---

Step 3: Build Policies & Procedures

**Actions:**

- Draft policies covering:
  - Patron enrollment & intake
  - Delivery operations
  - Volunteer conduct & safety
  - Incident response
  - Materials handling & sanitation

**Deliverable:**

**Homebound Service Operations Manual**

---

Step 4: Recruit & Train Volunteers / Staff

**Actions:**

- Recruit at least **three** volunteers or staff
- Conduct background checks
- Deliver training:
  - Patron interaction & privacy
  - Safety & delivery protocols
  - Record-keeping & evaluation methods

**Deliverables:**

- Volunteer agreements
- Training completion records

---

PHASE 3 — Pilot & Launch

**Timeline:** June–September 2026

---

Step 5: Soft Launch (Pilot Program)

**Actions:**

- Enroll initial 10–15 patrons
- Begin deliveries
- Test:
  - Scheduling
  - Materials selection workflow
  - Tracking systems
- Collect early feedback

**Deliverable:**

**Pilot Evaluation Report**

---

**Step 6: Full Program Launch**

**Actions:**

- Expand enrollment to reach **50 patrons by Q4**
- Formalize delivery routes & schedules
- Promote program through community partners

**Deliverables:**

- Public launch
- Patron enrollment records

---

**PHASE 4 — Evaluate & Sustain**

**Timeline:** Oct–Dec 2026 and ongoing

---

**Step 7: Ongoing Evaluation & Improvement**

**Actions:**

- Track:
  - Patron usage & retention
  - Delivery reliability
  - Volunteer capacity
  - Cost per patron
- Conduct quarterly reviews
- Adjust program for sustainability

**Deliverables:**

- Quarterly evaluation reports
- Updated service model as needed

**Data Tracked:**

**Inputs:**

**Budget**

Staff training completed (number of staff trained)

Volunteer training completed (number of volunteers trained)  
Homebound service project plan created with the following steps:  
Research how other libraries provide this service  
Identify potential homebound patrons, potentially through partner organizations  
Document service priorities  
Document service tasks  
Assign staff to run the service  
Homebound service policy created

Outcomes:  
Number of patrons served  
Number of items delivered  
Service operations manual created

Outcomes:  
90% of surveyed homebound patrons rate the service as “satisfactory” or better in annual satisfaction surveys  
80% of enrolled patrons remain active participants after 3 months of service, indicating retention and relevance  
At least 50% of homebound patrons report that they had no alternative access to library materials prior to enrolling, measured via intake form responses  
100% of participating volunteers and staff report feeling prepared and valued, based on post-launch feedback surveys”

---

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

**Summary of Activities:**  
The executive director has drafted this project plan as a starting place to frame the work of this project:

#### PHASE 1 — Identify & Prioritize Partners

**Timeline:** Jan–March 2026

**Purpose:** Focus efforts on the partnerships that matter most.

Step 1: Create Partner Selection Criteria

**Actions:**

- Define what qualifies as a “priority partner,” such as:
  - Alignment with BRLD strategic goals
  - Community impact & reach
  - Level of ongoing collaboration
  - Resource sharing potential

**Deliverable:**  
**Community Partner Prioritization Framework**

---

Step 2: Build the Priority Partner List

**Actions:**

- Inventory current partners
- Score partners using the framework
- Select a manageable priority group (e.g., 10–15 organizations)

**Deliverable:**  
**2026 Priority Partner List**

---

PHASE 2 — Prepare the MOU Infrastructure

**Timeline:** April–May 2026

**Purpose:** Create consistency before negotiation begins.

Step 3: Develop Standard MOU Template

**Actions:**

- Draft an MOU template covering:
  - Purpose of partnership
  - Roles & responsibilities
  - Shared goals & outcomes
  - Communication expectations
  - Data sharing & confidentiality
  - Evaluation & review cycle
  - Term & termination clauses

**Deliverable:**  
**Standard BRLD Partnership MOU Template**

---

Step 4: Internal Alignment

**Actions:**

- Review template with:
  - Leadership team
  - Legal counsel / district attorney (as appropriate)
  - Key staff managing partner relationships

**Deliverable:**  
Approved MOU template ready for use

---

PHASE 3 — Partner Engagement & Negotiation

**Timeline:** June–October 2026

**Purpose:** Move from informal collaboration to formal agreements.

Step 5: Initiate Partner Conversations

**Actions:**

- Meet with each priority partner to:
  - Confirm shared goals
  - Identify collaboration gaps
  - Explain the purpose of formalizing the partnership

**Deliverable:**

Partner meeting summaries

---

**Step 6: Customize & Negotiate MOUs****Actions:**

- Customize MOU template for each partner
- Negotiate terms collaboratively
- Secure leadership approvals from both organizations

**Deliverables:**

- Draft MOUs
- Signed MOUs for each priority partner

---

**PHASE 4 — Implementation & Management**

**Timeline:** November–December 2026

**Step 7: Launch Formal Partnerships****Actions:**

- Distribute final MOUs internally
- Orient relevant staff to new agreements
- Assign partnership leads for ongoing management

**Deliverables:**

- Internal partnership briefings
- Partnership management assignments

---

**Step 8: Establish Review & Evaluation Process****Actions:**

- Define annual partnership review schedule
- Set measurable success indicators for each partnership

**Deliverables:**

- Partnership evaluation framework
- 2027 partnership review calendar

Data Tracked:

Inputs:

MOU Template Created  
Priority list of partnerships created

Outputs:  
Number of completed MOUs

Outcomes:  
BRLD and partner staff report being clear on the mission, vision, and values of each partner  
BRLD and partner staff report being clear on the roles and responsibilities of each partner  
BRLD and partner staff report being clear on the benefits to each partner

---

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.

**Summary of Activities:**  
We have begun several series of programs that are in the spirit of this goal, and will fine-tune this more in 2026. Examples include: Pints and Perspectives, Speakeasy series, and VOICES Story Circles

**PHASE 1 — Program Design & Partnerships**

**Timeline:** Now → March 2025

**Purpose:** Build structure and partnerships before first event.

Step 1: Define Program Framework

**Actions:**

- Establish series goals, target audiences, and storytelling themes
- Define event format, length, and accessibility standards
- Confirm recording, archiving, and consent protocols

**Deliverable:**

**Voices of the Valley Program Charter**

---

Step 2: Secure Local Partners

**Actions:**

- Identify and engage:
  - Historical societies
  - Cultural organizations
  - Schools & universities
  - Indigenous and long-term resident groups
- Define partner roles

**Deliverable:**

Partnership agreements

---

## PHASE 2 — Infrastructure & Scheduling

**Timeline:** April–May 2025

Step 3: Build Annual Event Calendar

**Actions:**

- Schedule four events
- Assign themes for each session
- Secure venues, speakers, and moderators

**Deliverable:**

**2025 Voices of the Valley Event Calendar**

---

Step 4: Prepare Recording & Archival Systems

**Actions:**

- Procure recording equipment or vendor support
- Develop metadata & cataloging standards
- Create public access workflow for digital collection

**Deliverable:**

Operational recording & archiving system

---

## PHASE 3 — Launch & Delivery

**Timeline:** May–December 2025

Step 5: Series Launch

**Actions:**

- Host inaugural event by Q2 2025
- Promote series across multiple channels

**Deliverables:**

Launch event completed

Public communications

---

Step 6: Ongoing Event Production

**Actions:**

- Deliver remaining three events
- Capture and preserve recordings
- Publish content to digital collection

**Deliverables:**

Event recordings

Digital collection entries

---

## PHASE 4 — Evaluation & Sustainability

**Timeline:** End of 2025

Step 7: Measure Impact & Plan Forward

**Actions:**

- Track attendance & digital engagement
- Collect participant & partner feedback
- Refine format for 2026

**Deliverable:**

**Voices of the Valley Impact Report**

Data Tracked:

Inputs:

number of programs

number of community partnerships

Budget

Outputs:

number of participants

Outcomes:

Stories reflect participation from at least 3 different demographic or cultural groups, assessed through storyteller bios

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

Summary of Activities:

The adult programming coordinator attended a two-day facilitator training session hosted by Colorado Humanities at which she learned about conversation facilitation. At the training, she had an opportunity to practice new skills and techniques, reflect on and share her own beliefs and assumptions, and listen to beliefs, backgrounds, and experiences differing from their own. She is now implementing these skills in the following programs:

Speakeasy series

VOICES Story Circles

Pints and perspectives

Data Tracked:

Inputs:

Two staff are selected to receive and receive training to facilitate community conversations

Number of community partnerships

Outputs:

Number of participants

Outcomes:

At least 75% of attendees report increased awareness of different perspectives after participating

## STRATEGIC INITIATIVE #5: Facility

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

### Overarching Metrics:

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

---

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

#### Summary of Activities:

The executive director has drafted this project plan as a starting place to frame the work of this project and would like input from the board before moving forward.

#### PHASE 1 — Define the Study Framework

##### **Timeline:** Jan–Feb 2026

**Purpose:** Establish scope and expectations before gathering data.

##### Step 1: Establish Study Objectives & Scope

###### **Actions:**

- Define the core questions:
  - What type of presence is needed (branch, express location, service point, shared space)?
  - Who will it serve and how?
  - What outcomes would success look like?
- Set study boundaries:
  - Geographic catchment area
  - Planning horizon (5–10 years)
  - Budget assumptions

###### **Deliverable:**

###### **El Jebel Feasibility Study Charter**

---

#### Step 2: Form the Study Team

###### **Actions:**

- Assign:
  - Project lead
  - Operations representative
  - Finance representative
  - Facilities / capital planning representative
  - Community engagement lead

###### **Deliverable:**

## Study Team Roster & Work Plan

---

### PHASE 2 — Community & Market Analysis

**Timeline:** March–May 2026

Step 3: Conduct Community Needs Assessment

**Actions:**

- Deploy community survey (El Jebel residents & workers)
- Host focus groups and stakeholder interviews
- Analyze demographic and growth trends
- Review current service usage patterns and unmet needs

**Deliverables:**

- Survey results
- Community feedback summary
- Market demand analysis

---

### Step 4: Site & Service Model Exploration

**Actions:**

- Identify potential locations and facility options:
  - Standalone branch
  - Co-located/shared facilities
  - Retail or mixed-use space
  - Mobile or satellite models
- Evaluate:
  - Visibility & accessibility
  - Parking & transit access
  - Zoning & regulatory constraints

**Deliverable:**

### Location & Service Model Options Report

---

### PHASE 3 — Financial & Operational Analysis

**Timeline:** June–July 2026

Step 5: Cost & Resource Modeling

**Actions:**

- Develop capital and operating cost estimates for each option:
  - Lease/build-out
  - Staffing
  - Collections & technology
  - Ongoing operations & maintenance

- Identify funding scenarios:
  - District funding
  - Grants & partnerships
  - Phased implementation

**Deliverable:**

**Financial Feasibility & Resource Model**

---

**Step 6: Risk & Impact Assessment**

**Actions:**

- Assess:
  - Financial risk
  - Staffing & operational capacity
  - Community and political considerations
  - Long-term sustainability

**Deliverable:**

**Risk & Impact Analysis**

---

**PHASE 4 — Synthesis & Recommendations**

**Timeline:** August–September 2026

**Step 7: Develop Final Scenarios**

**Actions:**

- Create 2–3 realistic development scenarios:
  - Conservative
  - Moderate
  - Expansion-forward
- Compare tradeoffs, timelines, and impacts

**Deliverable:**

**El Jebel Expansion Scenarios Matrix**

---

**Step 8: Produce Final Report & Present to Board**

**Actions:**

- Compile:
  - Executive summary
  - Full analysis
  - Clear recommendation(s)
  - Next-step options
- Present findings and request Board direction

**Deliverables:**

- **El Jebel Feasibility Study & Recommendation Report**

- Board discussion & guidance

Data tracked:

Inputs:

Feasibility study created

Budget for consultant to complete feasibility study

Community survey of El Jebel and Willits residents

Outputs:

Feasibility study results delivered to the BRLD Board by Q3 2026, including site options, cost estimates, and service models

Outcomes:

BRLD Board votes on whether to pursue a branch or service point in El Jebel by Q4 2026, based on study findings

At least 60% of survey respondents from El Jebel express interest in a local service point (as measured through survey results)

---

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

**Summary of Activities:**

The executive director has drafted this project plan as a starting place to frame the work of this project and would like input from the board before proceeding:

**PHASE 1 — Project Definition & Partnerships**

**Timeline:** Jan–Feb 2026

**Purpose:** Establish scope, partners, and decision structure.

Step 1: Define Vision & Functional Requirements

**Actions:**

- Identify intended uses:
  - Quiet work
  - Social gathering
  - Outdoor programming
  - Children & family recreation
- Define required elements:
  - ADA-accessible paths & seating
  - Shade structures
  - Power & WiFi coverage
  - Flexible furniture

- Storage & maintenance needs

**Deliverable:**

**Outdoor Space Project Charter**

---

Step 2: Engage Town of Basalt & Key Partners

**Actions:**

- Initiate formal discussions with the Town
- Identify possible funding, permitting, and infrastructure support
- Clarify responsibilities and decision authority

**Deliverable:**

**Partnership Framework & Roles Summary**

---

PHASE 2 — Concept Design & Feasibility

**Timeline:** March–May 2026

Step 3: Site Assessment & Constraints Review

**Actions:**

- Conduct site analysis:
  - Utilities
  - Drainage
  - Soil & grading
  - Tree protection & shade patterns
  - Zoning & code compliance

**Deliverable:**

**Site Conditions & Constraints Report**

---

Step 4: Concept Design Development

**Actions:**

- Engage a landscape architect or designer
- Produce 2–3 design concepts
- Include:
  - Seating zones
  - Shade structures
  - WiFi/power placement
  - Recreation & programming areas
- Gather staff & community feedback

**Deliverable:**

**Preferred Concept Design**

---

PHASE 3 — Funding & Approvals

**Timeline:** June–July 2026

Step 5: Cost Estimation & Funding Plan

**Actions:**

- Develop a detailed cost estimate
- Identify funding sources:
  - District funds
  - Town partnership contributions
  - Grants
  - Sponsorships / donations

**Deliverable:**

**Project Budget & Funding Strategy**

---

Step 6: Approvals & Permitting

**Actions:**

- Secure Board approval
- Finalize Town agreements
- Obtain required permits

**Deliverable:**

**Approved Project Authorization**

---

PHASE 4 — Construction & Implementation

**Timeline:** August–October 2026

Step 7: Final Design & Contractor Selection

**Actions:**

- Complete construction documents
- Issue RFP / select contractors

**Deliverable:**

**Construction Contract & Final Design Package**

---

Step 8: Build-Out & Installation

**Actions:**

- Site preparation & construction
- Install WiFi & power infrastructure
- Place furniture, shade structures, and amenities
- Complete ADA compliance review

**Deliverable:**

**Completed Outdoor Space**

---

PHASE 5 — Programming & Activation

**Timeline:** November–December 2026

Step 9: Program Integration & Launch

**Actions:**

- Schedule outdoor programming:
  - Nature workshops
  - Storytimes
  - Community events
- Develop maintenance & operations plan
- Launch public use & marketing campaign

**Deliverables:**

- Outdoor programming calendar
- Operations & maintenance plan
- Public launch event

Data tracked:

Inputs:

Budget

Partnership with Town of Basalt

Outputs:

number of new shady seating areas created

Outcomes:

85% of visitors to the library report that the outdoor space exceeds or meets their needs

---

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

Summary of Activities:

The executive director has drafted this project plan as a starting place to frame the work of this project:

PHASE 1 — Planning & Partnerships

**Timeline:** Jan–March 2026

**Purpose:** Establish authority, scope, and coordination before infrastructure investment.

Step 1: Establish Disaster Resilience Framework

**Actions:**

- Define scope of emergencies BRLD will support
- Clarify library role: shelter, information center, cooling/warming site, distribution hub
- Establish activation triggers and chain of command

**Deliverable:**

**BRLD Disaster Resilience Charter**

---

**Step 2: Formalize Emergency Partnerships**

**Actions:**

- Meet with:
  - Town of Basalt emergency management
  - Eagle & Pitkin County emergency services
  - Fire districts, Red Cross, public health, utilities
- Define coordination protocols and mutual expectations

**Deliverables:**

- Interagency coordination agreements / MOUs
- Emergency contact directory

---

**PHASE 2 — Risk Assessment & Facility Readiness**

**Timeline:** April–June 2026

**Step 3: Conduct Risk & Vulnerability Assessment**

**Actions:**

- Identify site-specific risks: floodplain exposure, smoke, power loss, access routes
- Assess building resilience: backup power, air filtration, water access, HVAC, structural safety

**Deliverable:**

**BRLD Risk & Vulnerability Report**

---

**Step 4: Upgrade Facility for Emergency Operations**

**Actions:**

- Procure and install:
  - Backup power solutions
  - Enhanced air filtration / HVAC protections
  - Emergency communications systems
  - Signage & wayfinding
- Identify shelter spaces and capacity limits

**Deliverable:**

**Emergency-Ready Facility**

---

**PHASE 3 — Operations & Training**

**Timeline:** July–September 2026

## Step 5: Develop Disaster Operations Plan

### **Actions:**

- Draft procedures for:
  - Activation & shutdown
  - Shelter intake & registration
  - Resource distribution
  - Staff roles & scheduling
  - Safety & security
  - Communications & media

### **Deliverable:**

#### **BRLD Disaster Operations Manual**

---

## Step 6: Stock Emergency Supplies

### **Actions:**

- Acquire:
  - First aid & medical supplies
  - Food & water
  - Blankets, cots, hygiene kits
  - PPE and air quality supplies
  - Information & charging stations

### **Deliverable:**

#### **Emergency Supply Inventory**

---

## Step 7: Staff & Volunteer Training

### **Actions:**

- Train staff in:
  - Incident command basics
  - Emergency shelter operations
  - Trauma-informed patron support
  - Evacuation & safety protocols
- Conduct tabletop and live drills

### **Deliverables:**

- Staff training certifications
- After-action reports

---

## PHASE 4 — Community Integration & Launch

### **Timeline:** October–December 2026

## Step 8: Public Communication & Community Education

### **Actions:**

- Publish the disaster readiness role to the community
- Offer preparedness workshops & materials
- Integrate into local emergency response plans

**Deliverables:**

- Community outreach materials
- Preparedness program calendar

---

Step 9: Final Readiness Review & Certification

**Actions:**

- Conduct full emergency simulation
- Correct deficiencies
- Finalize readiness designation with partners

**Deliverables:**

- Final Readiness Assessment
- Official Disaster Resilience Hub designation

Data tracked:

Inputs:

disaster resilience hub application completed

budget for disaster supplies

Staff Training created

communication plan created

Outputs:

number of emergency drills

Number of staff trained

Outcomes:

90% of trained staff report feeling confident in disaster response roles in post-training surveys