

Basalt Regional Library District Board of Trustees Meeting
Tuesday, February 17, 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 January 26, 2026, Board Meeting (page 3)
 - c. January 2026 Accounts Payable (page 18)
6. Community Events for 2026, and Program and Display themes for the year, Laura Baumgarten and Kristen Doyle
7. Strategic Plan Update, *Amy Shipley*
 - a. Director priorities list
 - b. Next steps
8. BRLD Culture Assessment Presentation, *Joy White, CuraHR Consultant*
9. Executive Session for personnel matters to discuss culture assessment findings as they directly relate to Executive Director performance, pursuant to C.R.S. § 24-6-402(4)(f)(i)
 - a. Discussion and possible vote on next steps related to culture assessment
10. Executive Session for personnel matters to discuss request for accommodation for Amy Shipley, Executive Director, pursuant to C.R.S. § 24-6-402(4)(f)(i)
 - a. Discussion and possible vote to approve request for accommodation
11. Director's Report, *Amy Shipley* (page 6)
12. Finance Committee, *Deborah Smith, chair*

- a. January 2026 Financials (page 10)
- 13. Governance Committee, *Elaine Nagey, chair*
 - a. Discussion and possible vote to approve Board of Trustees Code of Ethics Policy (page 26)
- 14. Nominating Committee, *Elaine Nagey, Sarah Johnson, Trustees*
 - a. Announcement of officer nominations
- 15. Personnel Committee, *Carolyn Kane, chair*
- 16. Policy Committee, *Suzi Jenkins, chair*
- 17. Board Candidate Interviews
 - a. Schedule special meeting to vote which candidate to recommend for appointment
- 18. Library Trust volunteer recruitment email, role of Library, role of Trust, *Amy Shipley and Board*
- 19. Adjourn Meeting

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1. Call to order

Carolyn Kane called the meeting to order at 5:20pm.

2. Public Comments

None

3. Board Comments

Sarah commented that she would like the Library to stop using Amazon. Sarah also commented that she would like the Library to have a prepared plan for ICE.

4. Staff Comments

None

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

- a. Approve agenda
- b. Minutes of December 11, 2025, Board Meeting (page ?)
- c. December 2025 Accounts Payable (page ?)

Eric moved to approve amended minutes. Suzi seconded. The motion passed unanimously.

6. Library Trust Update; *Enid Ritchy, Library Trust Board member*

Enid reported that the Trust has funded \$8791.41 to the Library after this January. Enid describes an annual tax list for 2026 so that things don't slip through the cracks for them in the future. The Trust also has a fundraising planning update, they want to make sure patrons know about the Trust, making sure that patrons know when a program is funded by the Trust. They would also like to create a donor base, and start joining the nonprofit booths at the farmer's market.

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 ?)

- a. *2026 Listening tour – brainstorm topics for this project*

The Board decided to put a pin in this and to maybe come back to this after they reprioritize what they want to work on.

- 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 ?)

Deb commented that financials tracked where they expected in 2025, with revenues and expenses coming in to almost exactly what was budgeted.

- b. 2026 budget message (page ?)

10. Governance Committee, *Elaine Nagey, chair*

Elaine discussed code of ethics for the Board. Particularly in AI. Will expand the current code of ethics.

11. Nominating Committee

- a. President appoints two non-officer trustees to the Nominating Committee

Carolyn has appointed Elaine and Sarah as the two non-officer trustees to the Nominating Committee

- b. Nominating committee instructions (page ?)

- 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

Carolyn updated the Board that on January 13th, 14th, and 15th the consultant came and interviewed a majority of the staff members. The consultant will come and give a presentation in the February meeting.

13. Policy Committee, *Suzi Jenkins, chair*

- a. Discussion and possible vote to approve Donations and Gifts Policy (page ?)

Eric commented that it could be helpful to have an overarching statement that the Library has the right to refuse any donation. Eric moved. Suzi seconded. The motion passed unanimously.

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

Eric moved to approve the Closure Policy. Elaine seconded. The motion passed unanimously.

- i. Library holiday closure comparisons (page ?)

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 ?)

Sarah moved to approve Resolution 2026-1. Eric seconded. The motion passed unanimously.

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 ?)

Amy will come back with an update in February with a more clear recommendation in March.

- b. Strategic Plan Update (page ?)

17. Discussion about electronic documents vs paper documents for board

The Board has decided to use electronic documents for board meetings moving forward.

18. Adjourn Meeting

Sarah moved to adjourn the meeting. Eric seconded. The motion passed unanimously. The meeting adjourned at 7:30PM

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

Administration

The annual Department of Local Affairs (DOLA) report including the library's annual budget message, 2026 budget, budget resolution, and signed certifications of levies was submitted. The Executive Director and Finance Manager are preparing documentation required for the library's annual audit.

Personnel Management

Current active employees: 23

The HR team was formally introduced to staff and is actively responding to employee questions and requests. Onboarding and hiring modules in Paychex were launched to improve recruitment and onboarding workflows. Training and implementation support is ongoing to support consistent use. Payroll cycles were completed accurately and on time. A Colorado FAMLI leave audit was completed, and all required tax filings were submitted. Work is underway to simplify payroll processes, and a review of labor law posting requirements is in progress to maintain compliance. One candidate was interviewed for the Spanish Outreach Coordinator role but was not the right fit. Recruitment efforts will continue. 2026 Total Rewards statements were finalized and shared with employees. Employees were also notified about W-2 availability and access. Employee relations matters were supported as needed throughout the month. Work continues on strategic efforts to support employee well-being. Planning is underway for spring staff training, with more details to come in the weeks ahead.

Board

The Executive Director will schedule interviews with candidates for the Eagle County opening on the library Board of Trustees during February. We continue to seek candidates for the Pitkin County opening.

Collection

The Teen Librarian is completing collection development training with the Cataloging and Collections Librarian and will begin ordering new items for the collection starting in February. The Youth Services Associate has been working on planning the monthly displays and has added the in-floor displays to the rotation so they will be switched out more often.

The Adult Collection Coordinator has started a weed of the adult fiction collection. The inventory of the adult nonfiction collection has been completed, and the inventory team has begun inventorying juvenile nonfiction and adult fiction. The Technical Services Associate has been working on refreshing juvenile book bundles in addition to getting caught up with repairs and cataloging new books as they come in. The Cataloging and Collections Librarian has completed the transition to the new procedure for new items across age groups, and has created a new, more detailed cataloging procedure document. The programming and collection budget tracking spreadsheets have had grant tracking component updated. The Cataloging and Collections Librarian will be contacting Marmot to streamline check-out times. The library previously had check-out periods of one week, two weeks, and three weeks depending on the item, and we are streamlining that to two check-out lengths: two weeks and three weeks.

The Patron Services team has completed the end of the year record clean-up for Prospector and found zero items on our shelf that belong to other libraries. The new members of the Patron Services team are fully trained in basic library training and the Patron Services Manager is now working on getting everyone trained in “create lists” which is a function in our library software, Sierra, that we use to create shelf-reading lists to make sure items are shelved correctly and have the correct status in the catalog system. The Patron Services team has also been helping with the inventory project being led by the Technical Services department.

Programs

Adult programs in January included two talks from the Brooksher Watershed Institute, VOICES Story Circles, Book Talk, and two Dungeon and Dragons gaming sessions. These programs attracted intergenerational audiences and were very successful. At our January Book Talk we were able to have author R.L. Maizes attend virtually and answer questions from our patrons.

In the month of January, the Adult Programming Coordinator focused on solidifying the adult Summer Reading programs and adult programming for February and March. The Adult Programming Coordinator has solidified eight programs for Adult Summer Reading including partnering with ACES for a cooking class, ARTBASE for watercolor journaling, Stuart Huch Photography for a photography class, Aspen Film, and Mitzi Rapkin for a live recording of the First Draft Podcast with Rachel Eliza Griffith. Home-grown programs include a local author's panel, a speakeasy panel on immigration, and lit on the lawn.

Adult programs this February include our first Pints and Perspectives with Mountain Heart Brewery. We are piloting this program for the next three months on the first Wednesday of the month. Pints and Perspectives is a monthly speaker series that brings the community together in a relaxed, welcoming setting. Each month, a guest speaker ranging from professors and community leaders to local professionals shares a talk or presentation on a topic of their choosing. The Adult Programming Coordinator spent a lot of time in January preparing for this program, and she was the first speaker. She gave a well-researched presentation about Black American culture's impact on pop culture. Other upcoming adult programs for February are Sweet Stories Social, Banned Book Club, Mahjong for Beginners, and Book Talk. In Book Talk we will be reading *Harlem Rhapsody* by Victoria Christopher Murray, and the author will be in attendance virtually.

We finalized the music concert series for 2026, and we created a bookmark to advertise the concert series, which is now on display around the library. We resumed our email lists that go to the Music Circle Donors and the Music at the Library email list. We also made our book selections for the summer Tunes and Tales program, which will be the following: *Encanto* (Disney), *Mole Music* by David McPhail, *Wutaryoo* by Nilah Magruder, and *Alma and How She Got Her Name* by Juana Martinez-Neal (which will be read in Spanish). The Music Program Coordinator has been collaborating with other departments to bring more music programming to the library as well. There is now a Jazz Quartet booked for the Library Lovers party in April, a DJ booked for the Summer Reading Kickoff Party in June, and a Teen Open Mic planned for summer reading programming.

The Youth Services team has been working on finalizing their summer reading programs. Kids and Teens will each have one program per week for 8 weeks starting in June and ending the last week of July. The Children's Librarian has added a new after-school American Sign Language (ASL) story time that is slowly building a following.

Community Relations and Outreach

The Adult Programming Coordinator attended the senior center Valentine's Party on February 12th to deliver Valentines.

Marketing

We continue to incorporate more videos into the library's social media content, with engagement still high. Facebook views are up 87%, with interactions up 120%. Instagram views are up 66% while interactions are up 63%. The addition of video/reel type posts have increased the reach of the "regular" posts as well, from an average reach of 232 up to an average reach of 385. The IT & Marketing Manager reached out to other libraries doing videos to get advice on incorporating popular music into the videos, and we now have a plan for moving forward with that.

Technology

The IT & Marketing team created an internal sheet to track technology issues that arise. This will help them identify if minor issues are becoming bigger or more frequent problems. They are also working on reorganizing the IT storage room to make more space for new equipment and to make it easier to locate items.

There were issues with the RFID reader at the front desk that was eventually tracked down to a loose cord connection. The receipt printer connected to the self-check station on the youth side of the library had issues with frequent jamming, so it has been swapped out with a new printer. A new iPad for staff use is being purchased, with the main function for marketing and programming purposes, which will free up the other staff iPad for use at the front desk to assist with patron interactions such as teaching patrons how to use our eBook app, Libby, or helping a patron who speaks another language.

The IT & Marketing Associate has created and sent out the first of a series of staff surveys to better understand staff technology training needs. The team will use the information from these surveys to develop the next round of staff technology training.

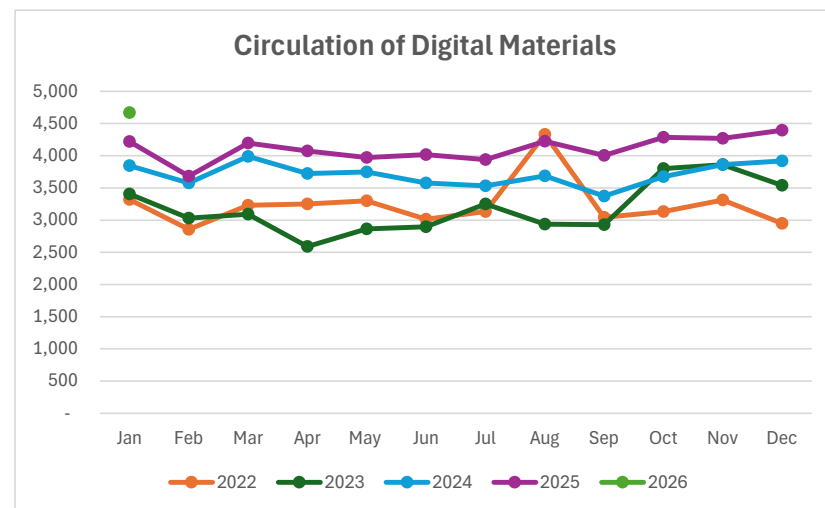
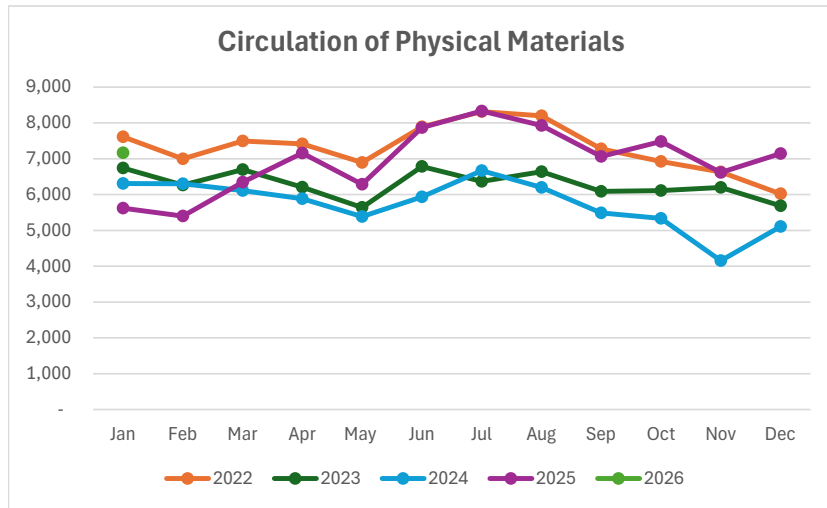
Facility Maintenance and Management

A few minor repairs were made over the past month such as repairing a leaky toilet in the kids area, and converting the light fixtures in the staff bathrooms to LED.

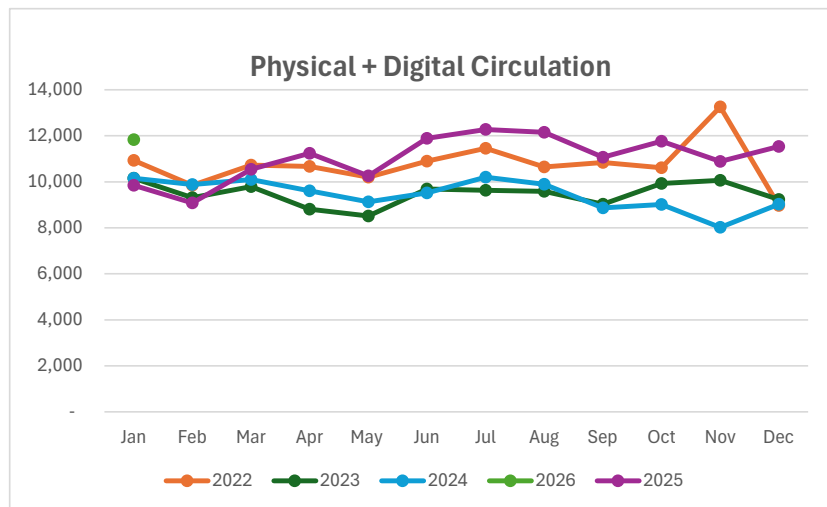
Leadership and Professional Development

Four staff attended the annual Colorado Library Consortium (CLiC) winter workshop, which included sessions on disability etiquette, exploring core values of librarianship, staff compassion fatigue, many sessions about new program ideas, among others. The Executive Director is currently seeking requests from staff to attend the every-other-year Public Library Association conference. The library will send three staff to this conference this year.

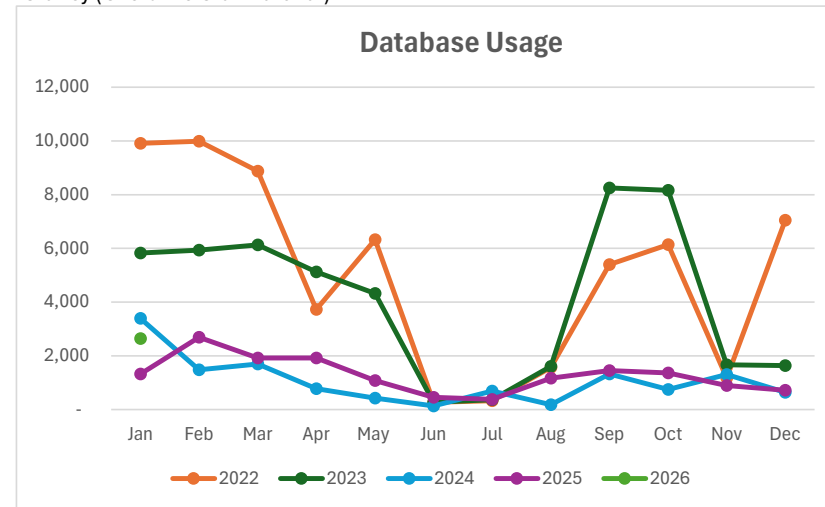
Collection Statistics



All physical items for checkout inside the library



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



Basalt Regional Library District
Balance Sheet
January 2026

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	220,530			220,530		220,530
Colo Trust - Tabor Reserve #8003	60,867			60,867		60,867
Colo Trust - Operating Fund #8004	851,397			851,397		851,397
Colo Trust - Bond Repayment #8002		12,309		12,309		12,309
Colo Trust - Capital Rsv Fund #8005			835,734	835,734		835,734
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	12,752			12,752		12,752
Property Tax Receivable	2,424,650			2,424,650		2,424,650
Pooled Cash (Interfund Transfers)	(15,415)	(12,852)	28,314	47		47
Capital Assets, net of depreciation	-	-	-	-	8,862,793	8,862,793
Total Assets	3,554,892	(544)	864,049	4,418,398	8,862,793	13,281,190
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	27,506	-	-	27,506		27,506
Other Current Liabilities						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	2,424,650			2,424,650		2,424,650
Current Bonds Payable, 2012				-	825,000	825,000
Total Current Liabilities	2,452,156	-	-	2,452,156	831,807	3,283,962
Long Term Liabilities						
Bonds Payable, 2012		-		-	850,000	850,000
Accrued Compensated Absences				-	60,318	60,318
Total Long Term Liabilities	-	-	-	-	910,318	910,318
Total Liabilities	2,452,156	-	-	2,452,156	1,742,124	4,194,280
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	7,187,793	7,187,793
Non Spendable	12,752	-	-	12,752	(12,752)	-
Restricted for:						
Tabor	81,973			81,973	-	81,973
Debt Service		(544)		(544)	-	(544)
Committed for Future Projects			864,049	864,049	(864,049)	-
Unassigned / Unrestricted	1,008,012	-	-	1,008,012	809,677	1,817,688
Current Year Fund Balance / Net Position	1,102,737	(544)	864,049	1,966,242	7,120,669	9,086,910
Total Liabilities and Fund Balance / Net Position	3,554,892	(544)	864,049	4,418,398	8,862,793	13,281,190

**Basalt Regional Library District
General Fund
January 2026**

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 1/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
General Operating Beginning Fund Balance				1,497,951	1,265,444	1,273,676	8,232	1,102,737	
Eagle County									
	Assessed Value			419,653,120	473,973,270	473,973,270		473,973,270	
	% Increase				73.52%			0.00%	
	Operating Mill Levy Rate			2.610	3.103	3.103		3.103	
Pitkin County									
	Assessed Value			299,274,620	307,415,620	307,415,620		307,415,620	
	% Increase				58.84%			0.00%	
	Operating Mill Levy Rate			2.610	3.103	3.103		3.103	
REVENUES									
4005	General Operating Mill Levy								
4010	Eagle County			1,121,770	1,470,739.06	-	0.00%	1,470,739.06	
4020	Pitkin County			779,740	953,910.67	-	0.00%	953,910.67	
	Total General Operating Mill Levy			1,901,510	2,424,649.73	-	0.00%	2,424,649.73	100%
4100	MVSO - General Operating								
4110	Eagle County			81,206	70,000	-	0.00%	70,000	flat
4120	Pitkin County			28,714	30,000	-	0.00%	30,000	flat
	Total MVSO - General Operating			109,920	100,000	-	0.00%	100,000	
4200	Fines & Fees								
4261	Miscellaneous			13,704	20,000	661	3.31%	20,000	
	Total Fines & Fees			13,704	20,000	661	3.31%	20,000	100%
4300	Earnings on investments								
4310	Colotrust Int Op Acct			63,821	80,000	198	0.25%	80,000	
4320	Mill Levy Interest			4,976	-	-	0.00%	-	
	Total Earnings on investments			68,797	80,000	198	0.25%	80,000	100%
4400	Contributions *see detail								
4410	Contributions- Non-Restricted			9,193	5,000	5,000	100.00%	5,000	flat
4412	Contributions- Restricted			1,729	1,000	-	0.00%	1,000	flat
	Total Contributions			10,922	6,000	5,000	83.33%	6,000	100%
4500	Grants - Non-Restricted								
4505	Grants - General Operating Grants			2,500	5,000	-	0.00%	5,000	flat
	Total Grants - Non-Restricted			2,500	5,000	-	0.00%	5,000	100%
4600	Grants - Restricted								
4604	Restricted - Library Friends			9,774	9,000	-	0.00%	9,000	
4620.14	Restricted - Library Trust			9,941	5,000	8,391	167.83%	5,000	flat
4620.15	Restricted - Other Misc			15,447	5,000	-	0.00%	5,000	flat
	Total Restricted Fund Income - Foundation/Friends			35,162	19,000	8,391	44.17%	19,000	100%
TOTAL REVENUES				2,142,515	2,654,650	14,250	0.54%	2,654,650	100%
OPERATING:									
Administration									

**Basalt Regional Library District
General Fund
January 2026**

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 1/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
		Contract Services						
5010		Accounting	5,122	7,000	392	5.60%	7,000	
5020		Audit - Annual	14,800	15,781	-	0.00%	15,781	
5030		Courier	9,014	7,500	-	0.00%	7,500	flat
5040		Legal	1,728	5,000	-	0.00%	5,000	
5050		Miscellaneous Contracts	88,857	120,000	-	0.00%	120,000	
		Total Contract Services	119,520	155,281	392	0.25%	155,281	100%
5100		Insurance						
5110		Property & Liability Insur	46,227	45,000	43,703	97.12%	45,000	3% increase
5120		Worker's compensation	5	2,000	-	0.00%	2,000	
		Total Insurance	46,232	47,000	43,703	92.99%	47,000	100%
5220		Professional Dev. & Memberships						
5230		Board	1,195	1,500	-	0.00%	1,500	flat
5235		Employers Council	3,881	3,600	-	0.00%	3,600	flat
5240		Library Association Dues	1,450	3,000	-	0.00%	3,000	
5250		Spec District Ass'n Due	1,217	1,275	-	0.00%	1,275	flat
5260		Staff	9,328	12,000	200	1.67%	12,000	
5270		Travel expenses	9,908	12,000	21	0.17%	12,000	
5275		Volunteer Appreciation	65	1,000	-	0.00%	1,000	flat
5276		Staff Appreciation	1,384	2,500	-	0.00%	2,500	100%
		Total Professional Dev. & Memberships	28,428	36,875	221	0.60%	36,875	100%
5280		Publicity						
5285		Radio	17,067	19,500	18,729	96.05%	19,500	100%
5286		Spanish Language Interpretation/Translating	3,505	6,400	270	4.22%	6,400	100%
5287		Job Ads	2,710	2,000	761	38.03%	2,000	flat
5290		Advertising - General	2,403	6,000	163	2.72%	6,000	flat
5293		Signage	307	500	-	0.00%	500	flat
5295		Social Media Ads	744	2,000	40	2.00%	2,000	100%
5297		Targeted Newspaper Ads	7,369	10,250	450	4.39%	10,250	100%
		Total Publicity	34,105	46,650	20,413	43.76%	46,650	100%
5300		Supplies						
5310		Office Supplies	12,322	14,000	1,385	9.89%	14,000	flat
5320		Technical Cataloging & Service	5,668	8,500	694	8.17%	8,500	flat
5330		Postage & Shipping	71	500	-	0.00%	500	flat
		Total Supplies	18,060	23,000	2,079	9.04%	23,000	100%
5350		Treasurer's fees						
5360		Eagle fees	33,702	44,122	-	0.00%	44,122	3% of revenue per state law
5370		Pitkin fees	39,055	47,696	-	0.00%	47,696	5% of revenue per state law
		Total Treasurer's fees	72,757	91,818	-	0.00%	91,818	100%
		Total Administration	319,103	400,624	66,808	16.68%	400,624	100%
		Facility Expenses						
5410		Janitorial	59,771	56,650	81	0.14%	56,650	3% inflation
5420		Janitorial Supplies	8,579	11,000	1,025	9.32%	11,000	
5430		Landscaping	11,550	17,000	-	0.00%	17,000	
5440		Maintenance *Detailed List Attached	32,199	20,000	1,207	6.04%	20,000	flat
5460		Snow Removal	1,848	5,196	-	0.00%	5,352	3% inflation
		Total Facility Expenses (Maintenance)	113,947	109,846	2,313	2.11%	110,002	100%
5500		Utilities						
5510		Electric	6,782	8,500	-	0.00%	8,500	3% inflation
5515		Compost Collection System	830	2,400	80	3.33%	2,400	
5520		Gas	10,533	16,000	1,316	8.23%	16,000	
5530		Internet Connectivity	10,313	16,000	562	3.51%	16,000	103%

**Basalt Regional Library District
General Fund
January 2026**

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 1/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
5540		Sanitation	4,103	3,777	1,086	28.76%	3,890	3% inflation
5550		Telephone	6,207	9,500	-	0.00%	9,500	
5560		Trash	8,956	10,446	942	9.02%	10,760	3% inflation
5570		Water	5,050	5,356	-	0.00%	5,517	3% inflation
		Total Utilities	52,774	71,979	3,987	5.54%	72,567	101%
		Total Facility Expenses	166,721	181,826	6,299	3.46%	182,569	100%
		Library Programs						
5610		Adult Program	13,632	11,000	718	6.53%	11,000	flat
5620		Children's	18,623	6,500	765	11.77%	6,500	100%
5633		Movie License	-	1,000	-	0.00%	1,000	
5634		Liquor License	759	400	-	0.00%	400	flat
5640		Music	33,201	17,000	698	4.11%	17,000	flat
5650		Spanish Language	2,599	4,500	-	0.00%	4,500	100%
5660		Teens	9,397	4,500	29	0.64%	4,500	100%
5601		Summer Reading						
5601.01		Adult Summer Reading	679	1,000	49	4.87%	1,000	flat
5601.02		Teen Summer Reading	8,277	3,000	-	0.00%	3,000	100%
5601.03		Children's Summer Reading	6,435	6,000	37	0.62%	6,000	100%
5601.04		Spanish Language Summer Reading	-	2,000	-	0.00%	2,000	flat
5602		Community Events	15,127	17,000	266	1.56%	17,000	100%
		Total Library Programs	108,727	73,900	2,562	3.47%	73,900	100%
		Technology & Equipment						
		Copiers & Equipment						
5740		Service Agreement / Copy Usage	5,120	6,000	-	0.00%	6,000	
		Total Copiers & Equipment	5,120	6,000	-	0.00%	6,000	100%
5760		Marmot ILS System	103,504	115,000	1,500	1.30%	115,000	100%
5770		Miscellaneous Parts	2,021	3,000	74	2.45%	3,000	100%
5780		Support & Service Agreements						
5781		Marketing & Graphic Design	2,613	3,700	720	19.45%	3,700	100%
5785		Communication & Time Management	6,693	8,880	1,024	11.53%	8,880	100%
5783		Website Tools	3,105	4,800	3,140	65.42%	4,800	100%
		Total Support & Service Agreements	12,411	17,380	4,884	28.10%	17,380	100%
		Total Technology	123,056	141,380	6,457	4.57%	141,380	100%
		Collections						
5910		Audio						
5920		Adult BCD	2,303	3,000	-	0.00%	3,000	flat
5922		Spanish Audio Adult	426	500	-	0.00%	500	flat
5924		Spanish Audio Youth	500	500	-	0.00%	500	flat
5930		Youth Audio	3,588	3,500	66	1.90%	3,500	100%
		Total Audio	6,817	7,500	66	0.89%	7,500	100%
6000		Books & Magazines						
6010		Adult fiction books	12,948	12,800	-	0.00%	12,800	flat
6020		Adult non-fiction books	12,529	20,000	20	0.10%	20,000	flat
6025		Board Games	240	500	-	0.00%	500	flat
6030		Juvenile Fiction	8,784	9,600	968	10.08%	9,600	100%
6040		Juvenile Non-Fiction	3,548	5,000	433	8.66%	5,000	100%
6045		Large Print	1,995	3,000	36	1.21%	3,000	100%
6050		Print Subscriptions	4,054	6,000	185	3.08%	6,000	100%
6055		Replacement Books - Purchased	3,395	3,000	97	3.25%	3,000	100%
6060		Spanish Adult fiction	2,073	2,000	100	5.02%	2,000	flat
6070		Spanish adult non-fiction	1,498	1,500	-	0.00%	1,500	flat
6080		Spanish children's books	4,750	5,000	-	0.00%	5,000	flat
6100		YA Fiction	3,172	4,000	14	0.36%	4,000	flat
6110		YA Non-Fiction	1,382	1,700	-	0.00%	1,700	flat

**Basalt Regional Library District
General Fund
January 2026**

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 1/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
6120			Special Items	1,628	2,000	-	0.00%	2,000	flat
			Total Books	61,994	76,100	1,855	2.44%	76,100	100%
6200			Digital Resources						
6300			Downloadable Titles:						
6305			Kanopy	5,000	5,000	3,000	60.00%	5,000	flat
6320			Overdrive	30,957	31,500	1,858	5.90%	31,500	100%
6340			Online Databases	6,785	12,000	2,838	23.65%	12,000	100%
6350			Online Newspaper Subscriptions	1,302	1,500	594	39.60%	1,500	100%
			Total Digital Resources	44,043	50,000	8,290	16.58%	50,000	100%
6400			Media						
6430			Adult Movies	5,746	6,000	407	6.79%	6,000	flat
6440			Juvenile Movies	901	1,000	-	0.00%	1,000	flat
6460			Video / Games	1,404	1,800	-	0.00%	1,800	100%
			Total Media	8,051	8,800	407	4.63%	8,800	100%
			Total Collections	120,906	142,400	10,619	7.46%	142,400	100%
6800			Restricted Funds						
6801			Restricted Exp - Misc	-	30,000	-	0.00%	30,000	flat
			Total Restricted Funds	-	30,000	-	0.00%	30,000	100%
			Total Operating expenses	838,514	970,129	92,745	9.56%	970,873	100%
6900			Payroll Expenses						
6910			Payroll	1,034,276	1,168,880	81,605	6.98%	1,168,880	100%
6920			Payroll Service	14,408	10,537	2,386	22.65%	10,537	100%
6930			Payroll Taxes	81,131	93,916	7,929	8.44%	93,916	100%
6940			Retirement Plan	24,249	34,315	1,535	4.47%	34,315	100%
6950			Health Insurance	133,609	185,820	(1,011)	-0.54%	185,820	100%
6957			Background Check	1,891	1,900	-	0.00%	1,900	100%
6960			Life Insurance	-	645	-	0.00%	645	100%
6965			STD/LTD	-	3,504	-	0.00%	3,504	100%
6970			FAMLI	6,712	9,313	-	0.00%	9,313	100%
			Total Payroll Expenses	1,296,276	1,499,517	92,445	6.16%	1,499,517	100%
TOTAL EXPENDITURES				2,134,790	2,478,959	185,190	7.47%	2,479,703	100%
Net General Fund Income/(Loss)				7,725	175,690	(170,940)		174,947	100%
			Allocation to Capital Reserve Outlay	232,000	175,000	-	0.00%	175,000	
			Allocation to Bond Repayment		242			242	
General Fund Balance				1,273,676	1,266,134	1,102,737	87.09%	1,102,684	55%

**Basalt Regional Library District
Bond Repayment Fund
January 2026**

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 1/31/26	Actuals vs Budget YTD %
Bond Repayment Beginning Fund Balance				948,758		(582)	(544)
Eagle County							
Assessed Value							
% Increase							
Bond Mill Levy Rate							
Pitkin County							
Assessed Value							
% Increase							
Bond Mill Levy Rate							
REVENUES							
Interest Earned - Bond Repayment		11,555			38		Not Budgeted
Mill Levy Debt Repayment							
Eagle County		458,864			-		0.00%
Pitkin County		322,507			-		0.00%
Total Mill Levy Debt Repayment		781,371			-		0.00%
Transfer from General Fund							
TOTAL REVENUES				792,926		38	0.00%
EXPENDITURES							
Bond Interest		37,327				-	0.00%
Bond Repayment Principle Loan Payment		1,675,000				-	0.00%
Treasurer's Fees							
Eagle County		13,786				-	0.00%
Pitkin County		16,154				-	0.00%
Total Treasurer's Fees		29,939				-	0.00%
TOTAL EXPENDITURES				1,742,266		-	0.00%
Net Fund Income/(Loss)				(949,340)		38	0.00
Bond Repayment Fund Balance				(582)		(544)	0.00%
					2025		
5/1/2025		20,421.88		5/1/2025			
11/1/2025		20,421.88		11/1/2025			
9/1/2025		16,904.78		9/1/2025			
9/1/2025		\$ 16,750,000.00		9/1/2025			
Series 2012 Bond Matures 11/2026							
					2026		
5/1/2026		10,625.00		5/1/2026			
11/1/2026		10,625.00		11/1/2026			
11/1/2026		\$ 850,000.00		11/1/2026			
Series 2012 Bond Matures 11/2026							

**Basalt Regional Library District
Capital Reserve Fund
January 2026**

					YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 1/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance					664,373	861,797	861,797	-	861,797	
REVENUES										
7210		Allocation From General Fund			232,000	175,000	-	0.00%	175,000	
7230		Interest Earned - Reserve Fund			63,523	35,000	2,715	7.76%	35,000	projected 5% rate
7540		Furniture Grant			25,000		-	0.00%		
TOTAL REVENUES					320,523	210,000	2,715	1.29%	210,000	
EXPENDITURES										
8310		Miscellaneous			-	25,000	-	0.00%	25,000	
8310.01		HVAC Compressors			-	-	-	0.00%	-	
8310.02		Painting - Exterior			-	-	-	0.00%	-	
8310.03		Conference Room - A/V Replace			-	-	-	0.00%	-	
8310.04		Computers - Patron			3,930	28,000	-	0.00%	28,000	
8310.05		Computers - Staff			21,562	28,000	-	0.00%	28,000	
8310.06		EV Charging Station			-	-	-	0.00%	-	
8310.07		Copiers - Staff and Public Purchase			-	13,000	-	0.00%	-	
8310.08		Lighting Control System Replacement			991	-	-	0.00%	-	
8310.09		Fiber Cable			-	-	-	0.00%	-	
8310.10		Handrail for Tent Area			-	-	-	0.00%	-	
8310.11		Painting - Interior			-	-	-	0.00%	-	
8310.12		Pumps / Valves			-	-	-	0.00%	-	
8310.13		Security Cameras			-	30,000	-	0.00%	30,000	
8310.14		Televisions			416	-	-	0.00%	-	
8310.15		Roof			-	-	-	0.00%	-	
8310.16		Remove Solar from Roof			5,910	-	-	0.00%	-	
8310.17		Consulting Engineer			-	-	-	0.00%	-	
8310.18		Furniture and Fixtures			51,083	50,000	164	0.33%	50,000	
8310.19		Replace telephone system			-	10,000	-	0.00%	10,000	
8310.20		Replace kitchen appliances			147	2,500	300	12.00%	2,500	
8310.21		HVAC Parts			6,293	-	-	0.00%	-	
8310.22		Replace/repair windows			24,130	5,000	-	0.00%	5,000	
8310.23		Handicap Accessible Door Openers			8,637	-	-	0.00%	-	
8310.24		Asphalt - Seal/Repair			-	14,550	-	0.00%	14,550	
8310.25		Pumps/Motors - Replace - 15%			-	3,150	-	0.00%	3,150	
8310.26		Window Treatments - Replace			-	3,250	-	0.00%	3,250	
8310.27		Keycard/Fob Reader System - Replace			-	13,500	-	0.00%	13,500	
8310.28		Packaged Air Unit - Maintain			-	8,250	-	0.00%	8,250	
8310.29		Wood Siding - Repair/Repaint			-	35,000	-	0.00%	35,000	
8310.30		Traffic Counter System - Replace			-	6,800	-	0.00%	6,800	
TOTAL EXPENDITURES					123,098	276,000	464	0.17%	263,000	
Net Fund Income/(Loss)					197,424	(66,000)	2,252	-3.41%	(53,000)	
Capital Reserve Fund Balance					861,797	795,797	864,049	108.58%	808,797	

**Basalt Regional Library District
Maintenance Detail**

Date	Name	Category	Memo	Amount
01/07/2026	R&A Enterprises of Carbondale	Building/Interior Maintenance	Bathroom Light R&M	\$ 498.05
01/27/2026	Young Services	Plumbing / Heating	Plumbing	\$ 709.00

Sub-Total January

\$ 1,207.05

Grand Total \$ 1,207.05

Alarm / Monitoring	\$ -
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 498.05
Inspection / Testing	\$ -
Pest Control	\$ -
Plumbing / Heating	\$ 709.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ -
	\$ 1,207.05

Var \$ -

Var to Financials \$ -

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
January 10 - February 6

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	357.25
Gas	*Black Hills Energy	1,316.36
Multiple	*Divy	7,696.48
Electric	*Holy Cross Energy	796.01
Payroll Service	*Paychex Payroll Service	2,588.93
Payroll Liabilities	*TIAA-CREF	3,700.22
Janitorial Supplies	Aspen Maintenance Supply	1,134.85
Radio Advertising	Aspen Public Radio	5,604.00
Adult	Aspen Science Center	835.00
Sanitation	Basalt Sanitation District	1,086.42
Radio Advertising	Carbondale Community Access Radio	6,750.00
Wellness/Health Insurance	CEBT Willis of Colorado	14,693.18
Marmot ILS System	Colorado Alliance of Research	1,500.00
Miscellaneous Contracts	Cura HR, LLC	5,500.00
Board	Deborah Smith	236.02
Technical Cataloging & Service	Demco	113.40
Miscellaneous Contracts	Eagle County Treasurer	4,809.62
Radio Advertising	Entravision Communications Corporation	6,375.00
Compost Collection System	EverGreen ZeroWaste	75.00
Website Tools	EVmatch	1,000.00
Janitorial	Grizzly Creek Enterprises, Inc	4,680.44
Online Databases	Hive Class Inc.	550.00
Multiple	Ingram Library Services	5,566.44
Kanopy	Kanopy LLC	3,000.00
Online Databases	Lingöpie	1,000.00
Online Newspaper Subscriptions	Marmot Library Network, Inc.	594.00
Adult Movies	Midwest Tape	150.15
Overdrive	Overdrive, Inc	1,864.21
Miscellaneous Contracts	pitkin county assessor	1,000.00
Youth Audio	Playaway Products	66.49
Targeted Newspaper Ads	The Sopris Sun	360.00
Children's	Thrive Collaborative	130.00
Trash	Waste Management	942.27
Internet Connectivity	Zayo Education LLC	210.00
		\$ 86,281.74



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$5,287.90
Transactions	\$7,696.48
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$5,287.90
Statement balance	\$7,696.48

We appreciate you.

Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
12/15/2025	**** 8447	AMAZON MKTPL*TI1OB6WX3	\$92.76	Samuel Schoon
12/15/2025	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
12/16/2025	**** 2151	Adobe Inc	\$239.88	Christy Baumgarten
12/17/2025	**** 9304	Amazon.com*SR4N83XD3	\$299.95	Amy Shipley
12/17/2025	**** 1645	AMAZON MKTPL*I22FI5IN3	\$234.31	Dhakiya Mitchell
12/18/2025	**** 1645	AMAZON MKTPL*E04RZ1WJ3	\$234.31	Dhakiya Mitchell
12/18/2025	**** 7327	DEMCO INC	\$166.94	Kristen A Doyle
12/19/2025	**** 0933	GUITARCENTER.COM CALL CT	-\$238.91	Stephanie Rifkin
12/19/2025	**** 0933	GUITARCENTER.COM INTERNE	\$238.91	Stephanie Rifkin
12/20/2025	**** 9304	CITY MARKET #0443	\$39.89	Amy Shipley
12/20/2025	**** 3242	CITY-MARKET #0433	\$50.88	Travis Wilson
12/20/2025	**** 0933	SWEETWATER SOUND	\$698.00	Stephanie Rifkin
12/20/2025	**** 7553	AMAZON MKTPL*3K4FLOYR3	\$22.99	Linda Campbell
12/21/2025	**** 1729	TARGET 00020297	\$214.86	Laura Baumgarten
12/22/2025	**** 7327	AMAZON MKTPL*HX0412TZ3	\$18.86	Kristen A Doyle
12/23/2025	**** 0933	THE WEBSTAURANT STORE INC	\$177.07	Stephanie Rifkin
12/24/2025	**** 2151	Adobe Inc	\$479.88	Christy Baumgarten
12/25/2025	**** 0933	THE WEBSTAURANT STORE INC	-\$13.42	Stephanie Rifkin
12/26/2025	**** 8447	WHEN I WORK, INC.	\$598.50	Samuel Schoon
12/27/2025	**** 8447	AMAZON MKTPL*6T8LO57G3	\$24.74	Samuel Schoon
12/27/2025	**** 8447	AMAZON MKTPL*ST1HJ1AV3	\$60.20	Samuel Schoon
01/01/2026	**** 2151	FACEBK *BE38XARMH2	\$39.96	Christy Baumgarten
01/01/2026	**** 2151	Google Workspace_basaltli	\$425.55	Christy Baumgarten
01/02/2026	**** 2151	AMAZON MARK* XD03994Y3	\$38.66	Christy Baumgarten
01/02/2026	**** 2151	PAYPAL *HLPA	\$249.00	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
01/03/2026	**** 2151	MOUNTAINCAREERS.COM	\$85.00	Christy Baumgarten
01/03/2026	**** 2151	PY *COLORADO NONPROFIT AS	\$150.00	Christy Baumgarten
01/03/2026	**** 2151	TMOBILE POSTPAID WEB	\$561.59	Christy Baumgarten
01/03/2026	**** 2151	SWIFT COMMUNICATIONS	\$233.84	Christy Baumgarten
01/03/2026	**** 7553	AMAZON MKTPL*0407U9VA3	\$22.78	Linda Campbell
01/03/2026	**** 7327	DENVER POST CIRCULATION	\$64.95	Kristen A Doyle
01/04/2026	**** 7327	AMAZON RETA* EL7FB14F3	\$19.99	Kristen A Doyle
01/04/2026	**** 8447	AMAZON RETA* YD4VI73P3	\$10.39	Samuel Schoon
01/05/2026	**** 2151	AMAZON MARK* I625V9OP3	\$15.99	Christy Baumgarten
01/06/2026	**** 7327	D J*WSJ	\$40.12	Kristen A Doyle
01/06/2026	**** 9304	DREAMTIME WATER DIST	\$256.00	Amy Shipley
01/06/2026	**** 1645	AMAZON MKTPL*OC7Y87CO3	\$14.99	Dhakiya Mitchell
01/07/2026	**** 1645	AMAZON MKTPL*4K2B355Z3	\$75.59	Dhakiya Mitchell
01/07/2026	**** 3242	INFOPEOPLE	\$200.00	Travis Wilson
01/07/2026	**** 1645	Amazon.com*9I99Z6F63	\$73.86	Dhakiya Mitchell
01/07/2026	**** 7553	AMAZON MKTPL*B544G4M33	\$3.91	Linda Campbell
01/07/2026	**** 7553	AMAZON MKTPL*6D1NG8ZN3	\$9.88	Linda Campbell
01/08/2026	**** 1645	AMAZON MKTPL*F943A2ZQ3	\$107.49	Dhakiya Mitchell
01/08/2026	**** 1645	Amazon.com*LR5S63013	\$110.24	Dhakiya Mitchell
01/08/2026	**** 1645	AMAZON MKTPL*FZ0X27LT3	\$48.68	Dhakiya Mitchell
01/09/2026	**** 7553	AMAZON MKTPL*9B6CP1IE3	\$9.68	Linda Campbell
01/09/2026	**** 7553	AMAZON RETA* RLOQ25F13	\$54.17	Linda Campbell
01/09/2026	**** 2151	AMAZON MARK* F05ZG8CY3	\$18.98	Christy Baumgarten
01/10/2026	**** 7553	AMAZON MKTPL*649X74N83	\$12.99	Linda Campbell
01/10/2026	**** 7553	CITY-MARKET #0433	\$12.33	Linda Campbell
01/10/2026	**** 2151	SWIFT COMMUNICATIONS	\$42.75	Christy Baumgarten
01/12/2026	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
01/13/2026	**** 2151	DRI*UPRINTING	\$163.38	Christy Baumgarten
01/13/2026	**** 7553	AMAZON RETA* 7222X6HS3	\$0.98	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
01/13/2026	**** 8447	NESPRESSO USA, INC.	\$224.00	Samuel Schoon
01/14/2026	**** 7327	IN *ELM USA INC.	\$395.00	Kristen A Doyle
01/14/2026	**** 8447	AMAZON RETA* CD99Z2E23	\$53.50	Samuel Schoon
01/14/2026	**** 7007	AMAZON MKTPL*TT5BT61I3	\$28.99	Shelby Maynard
01/14/2026	**** 7553	AMAZON MKTPL*Z53FC8FW3	\$36.99	Linda Campbell
01/14/2026	**** 8447	AMAZON MKTPL*ON7SA7FH3	\$29.69	Samuel Schoon
01/14/2026	**** 8447	AMAZON RETA* 8I7889YR3	\$17.54	Samuel Schoon
01/14/2026	**** 7553	AMAZON MKTPL*ZR57I3F73	\$16.45	Linda Campbell
Total			\$7,696.48	

Amazon Transaction Details
January

Order Date	Order ID	PO Number	Order Subtotal	Title
1/29/2026	113-30088	5310	57.18	Orville Redenbacher's Microwave Popcorn, Butter Flavor, 3g Fiber Per Serving, 3.29 oz., 36-Count
1/29/2026	113-30088	5310		Naoki Matcha Superior Ceremonial Blend - Authentic Japanese First Harvest Ceremonial Grade Matcha Green Tea Powder from Uji, Kyoto (40g / 1.4oz)
1/29/2026	113-30088	5310		DOQAUS Ice Cube Tray with Lids - 4 Pack Stackable Silicone Ice Trays for Freezer, BPA & LFGB Safe, Easy Release for Kitchen, RV, Cocktail, Coffee, Soup & Food
1/28/2026	113-6807999-6683441		31.98	PerkHomy 17.8" x 1,440" (120') Light Pink Kraft Paper Roll for Craft Bulletin Board Paper Art Table Covering Crafting Gift Wrapping Bouquet Packing Parcel 80GSM 55LB (Light Pink, 17.8" x 120')
1/28/2026	113-6807999-6683441			PerkHomy 17.8" x 1,440" (120') Light Blue Kraft Paper Roll for Craft Bulletin Board Paper Art Table Covering Crafting Gift Wrapping Bouquet Packing Parcel 80GSM 55LB (Light Blue, 17.8" x 120')
1/28/2026	114-7736751-6393852		0	Avery Reusable Magnetic Professional Name Badge System, 1" x 3" Silver Name Tags, 10 Identification Badges, 80 Laser Printable Inserts, Design Software Included (71206)
1/27/2026	113-24811	5310	14.75	BIC Round Stic Xtra Life Ballpoint Pens - Medium Point 1.0mm, Ultra Long Lasting and Consistent Ink Flow, Pack of 96 Black Pens
1/27/2026	113-24811	5310		BIC Round Stic Xtra Life Ballpoint Pens - Medium Point 1.0mm, Ultra Long Lasting and Consistent Ink Flow, Pack of 96 Black Pens
1/27/2026	113-80804	5310	23.49	BIC Wite-Out EZ Correct Correction Tape, Tear-Resistant and No Dry Time, 18-Count Pack in White
1/27/2026	113-80804	5310		BIC Wite-Out EZ Correct Correction Tape, Tear-Resistant and No Dry Time, 18-Count Pack in White
1/27/2026	113-80804	5310		BIC Wite-Out EZ Correct Correction Tape, Tear-Resistant and No Dry Time, 18-Count Pack in White
1/26/2026	113-22522	5310	451.77	Dyson V8 Plus Cordless Vacuum, Cleans Hard Floors and Carpets, Detangles, Converts to Handheld, 115AW, 2 Power Modes, Up to 40 Minutes ¹
1/26/2026	113-22522	5310		EGR Upgraded 9000mAh V8 Battery Replacement Compatible with Dyson V8 Animal Battery Replacement V8 Absolute/Motorhead/Fluffy SV10 Carbon Fiber Vacuum Cleaner 2 Filters and 3 Screws Included
1/26/2026	114-7583607-1306630		468.62	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)
1/23/2026	113-05532	5602 Library Lovers	80.12	Natural Chip Stone Beads Multicolor 5-8mm About 400 Pieces Irregular Gemstones Healing Crystal Loose Rocks Bead Hole Drilled DIY for Bracelet Jewelry Making Crafting (5-8mm, Multicolor)
1/23/2026	113-05532	5602 Library Lovers		Gold Keychain Making Kit 50PCS - 25 Lobster Claw Clasps & 25 Key Rings, DIY Jewelry Craft Accessories for Handmade Projects
1/23/2026	113-05532	5602 Library Lovers		ZhXu Shuo 20 Rolls 656 Yards 1mm Rattail Satin Nylon Trim Cord Silk Cord Beading String for Kumihimo, Braided Bracelets, Pendants Necklace, Macrame Craft, Keychains Lanyards, Jewelry Making
1/23/2026	113-05532	5602 Library Lovers		400 Pcs Silver Charms for Jewelry Making, Wholesale Bulk Lots Tiny Assorted Mixed Tibetan Silver Metal Pendants for DIY Necklace Bracelet Making and Crafting
1/23/2026	113-05532	5602 Library Lovers		HERZWILD 1000pcs Black Alphabet Silver-Metallic-Color Cube Bead Retro Square Letter Beads Vintage Silver Cube Alphabet Large Hole Beads Letter "A-Z" Square Bead for DIY Craft
1/23/2026	113-05532	5602 Library Lovers		Bonison 50 PCS Keychain Making Kit with Lobster Claw Clasps & Key Rings - Keychain Clip with Key Ring Craft Supplies for DIY Keychains, Jewelry & Lanyard Projects
1/23/2026	113-05532	5602 Library Lovers		200pcs Natural Chip Stone Beads Gemstone Healing Crystal Loose Rocks Bead Irregular Glass Seed Charm Beads Drilled DIY for Jewelry Bracelet Necklace Earrings Christmas Making Crafting Supplies (5-8mm)
1/23/2026	113-05532	5602 Library Lovers		1000pcs Silver Letter Beads for Bracelets, 4x7mm Black Alphabet A-Z Beads Friendship Bracelets Jewelry Making Kit for Teen Girl Gifts
1/23/2026	114-55255	6120	32.84	Logitech Wireless Presenter R400, PowerPoint Clicker with Laser Pointer, Wireless Presentation Clicker Remote
1/23/2026	114-14632	6120	219.24	Korg Volca Modular Micro Synthesizer Semi Modular w/ Eight Modules and 16-step Sequencer
1/23/2026	114-35784	6120	61.26	Korg Volca Modular - The Expert Guide (Korg Volca Expert Guides)
1/23/2026	114-35784	6120		GEEKRIA Audio Interface Carrying Case, Compatible with Korg Volca Drum/Volca Keys/Volca Beats/Volca FM2 / Volca Sample 2 / Volca Bass, EVA Hard Shell Portable Travel Bag (Dark Gray)
1/22/2026	113-09039	5620 LC	107.2	300PCS Holographic Book Stickers for Kindle Kids Teens Adults, Glitter Waterproof Bookish Sticker Pack Reading Vinyl Decals for Booktok Laptop Ebook Readers Water Bottles Journal Scrapbook
1/22/2026	113-09039	5620 LC		Mevlshcey 50 Pcs White Blank Notebook for Kids - 5.5 x 8.5 Inches - Unlined Journal & Sketchbook for Writing, Drawing, Storytelling, 24 Pages, Perfect for School, Home, Art Projects, and Gifts
1/22/2026	113-09039	5620 LC		Craytastic! 75 Sets of 4-Packs in Cello (300 total Premium Bulk Crayons in Individual Packs) - Safety Tested & Non-Toxic - Restaurants, Birthday Party Favors, Schools, Crafts
1/22/2026	114-26802	6120	49.07	Kodak B140T Carousel Transvue 140 Slide Tray
1/22/2026	114-26802	6120		Kodak Ektagraphic Universal Slide Tray
1/21/2026	114-3224893-2624250		115.63	FUNPOLA LED 3D Wood Puzzle Countryside Cottage Model - DIY Miniature Building Kit with Spark LED Lights - 3D Craft Rural Architecture Home Décor Gift for Adults
1/21/2026	114-3224893-2624250			4E's Novelty 16.5 Pound Colored Sand for Crafts, 12 Sand Art Colors 22 oz Each, Non-Toxic Craft Sand Colored with Storage Container, Non Toxic Teachers Classroom Supplies Tool Color Sands for Kids
1/21/2026	114-3224893-2624250			Bopei Measuring Cups and Spoons Set Stainless Steel 10 Piece for Cooking and Baking (5 Cups + 5 Spoons, Colorful Handles)
1/21/2026	114-3224893-2624250			Swiss Miss Chocolate Hot Cocoa Mix With Marshmallows, Hot Cocoa Bar Supplies, 1.38 oz., 30-Count Envelopes
1/21/2026	113-29814	5620 LC	73.65	PINSHILE DIY Space Magic Balloon Craft Accessories Set
1/21/2026	113-29814	5620 LC		200pcs Kids Disney Princess Cute Cartoon Character Stickers - Movie Decorative Waterproof Stickers for Kids, Teens & Adults
1/21/2026	113-29814	5620 LC		Zlshmoee 195PCS DIY Balloon Craft Kit for Kids - Space Magic Creative Balloon Toy Set with Pump, Stickers & Decorations, Fun Arts and Crafts Activity, Perfect Birthday & Holiday Gift for Boys & Girls

Amazon Transaction Details
January

Order Date	Order ID	PO Number	Order Subtotal	Title
1/21/2026	113-29814 5620 LC			Toy Stickers for Story Lovers, 100pcs Cartoon Movie Decals, Waterproof Stickers for Teen Laptop, Guitar, Luggage, Skateboard, Phone, Helmet
1/21/2026	113-29814 5620 LC			100 Cartoon Stickers Colorful Aesthetic VSCO Vinyl/PVC Waterproof Decals for Water Bottle, Phone, Case, Laptop, Skateboard, Gift for Kids, Teens, Boys and Girls (Blue 100)
1/19/2026	114-0460896-2338613		171.33	Air Fryer Liners Disposable for Emeril Lagasse 26 QT Extra Large Air Fryer, 120 PCS Unbleached Parchment Paper Sheets Accessories for Emeril Lagasse 26 Qt Toaster Oven
1/19/2026	114-0460896-2338613			Extra Large Cutting Board, 17.6" Bamboo Cutting Boards for Kitchen with Juice Groove and Handles Kitchen Chopping Board for Meat Cheese board Heavy Duty Serving Tray, XL, Empune
1/19/2026	114-0460896-2338613			Midea Flexify French Door Toaster Oven Air Fryer Combo, 26.4 QT, Extra Large Air Fryer Countertop Oven 10-in-1 Combo, 25% Faster Cooking and 90% Less Oil, Stainless Steel
1/19/2026	113-30509 6055 LC		10.88	TickiT-72225 Wooden Hand Lens - Magnifying Lens for Toddlers & Children - Wooden Magnifier
1/19/2026	113-70309 6030 LC		9.07	Wutaryoo
1/16/2026	114-11118 6055		199.95	Nintendo Switch Lite - Yellow
1/16/2026	114-91635 6055		35.18	KIWIHOME Pink Case Compatible with Switch Lite, TPU Cover Hard Case Only with Thumb Grip Caps, Cute Case for Girls (Pink)
1/16/2026	114-91635 6055			ButterFox Extra Large Carrying Case for Nintendo Switch Lite, Fits Charger, Compatible with JETech Protective Case and Most Grips, Game and Accessories Storage (Turquoise Blue/Black)
1/16/2026	114-55719 6055		356.14	Blue Yeti Streaming Micophone Kit with Microphone for PC/Mac/PS4/PS5
1/16/2026	114-55719 6055			Logitech for Creators Litra Glow Premium LED Streaming Light with TrueSoft, Adjustable Mount, USB Connectivity, Video Lighting for Recording Streams, PC/Mac - Graphite
1/16/2026	114-55719 6055			Logitech C922x HD Pro PC Webcam, Full HD 1080p/30fps or 720p/60fps Video, HD Light Correction, Works with Microsoft Teams, Google Meet, Zoom, Nintendo Switch 2's new GameChat mode, Mac/Tablet- Black
1/16/2026	114-55719 6055			Yzawotk Extra Large Electronics Organizer Travel Case, Cable Organizer Bag with Shoulder Strap, Electronics Accessories Storage Double Layer Bags for Cord, Tablet, Headphone, Charger, Tools, DJ Gifts
1/16/2026	113-45084 5601.03 LC		97.5	OuMuaMua 78pcs Glow in The Dark Dinosaur Toys Set, Mini Plastic Realistic Dinosaur Figures Glow Toys for Kids Goody Bag Stuffers, Dinosaurs Theme Party Favors Supplies
1/16/2026	113-45084 5601.03 LC			Outus 120pcs Scratch Dinosaur Craft Art Kits for Kids with 48 Scratch Dinosaur Paper24 Wooden Styluses and 48 Ribbons for Theme Birthday Party Game Supplies
1/16/2026	113-45084 5601.03 LC			Crayola Air Dry Clay (5lbs), Teacher Supplies, Natural White Modeling Clay for Kids, Sculpting Material, Bulk Craft Supplies for Art Classrooms
1/14/2026	113-35632 5310		17.54	Command Indoor Large Replacement Strips, Holds up to 5 lb, 20 Strips, Damage-Free Hanging Wall Adhesive Strips to Re-Hang Large Hooks for Hanging Christmas Decorations
1/13/2026	113-45102 5310		53.5	Amazon Basics Woodcased Classroom 2 Pencils with Erasers, Pre-sharpened, HB Lead, Value Pack of 30 count, Orange
1/13/2026	113-45102 5310			Amazon Brand - Presto! Triple Action Dishwasher Pacs, Fresh Scent, 90 Count
1/13/2026	113-45102 5310			Avery Easy Peel Printable Address Labels with Sure Feed, 1" x 2-5/8" Customizable Stickers, White, 3,000 Blank Mailing Labels, Great for Mailing, Shipping, and More (5160)
1/13/2026	113-88236 5310		29.69	Office Depot Cleaning Duster, 10 Oz., Pack of 6, UDS-10MS-P6
1/13/2026	113-81005 5601.03 LC		36.99	Hanaive 100 Robot Fidget Spinners Transformable Fingertip Gyro Chain Toy Deformable DIY Stress Relief Fidget Sensory Toys Adults Piñata Goodie Bag Birthday School Gift
1/13/2026	113-17991 6055 LC		8.27	A Trapezoid Is Not a Dinosaur!
1/13/2026	113-17991 6055 LC			A Trapezoid Is Not a Dinosaur!
1/13/2026	113-17991 6055 LC			A Trapezoid Is Not a Dinosaur!
1/13/2026	113-97876 6055 LC		16.45	Mummy Math: An Adventure in Geometry (Matt and Bibi Math Adventures)
1/13/2026	113-8655576-7301854		28.99	Geyee 12 Rolls 394 ft Boho Bulletin Board Borders Bohemia Bulletin Board Decorations Colorful Rainbow Aesthetic Trim for School Classroom Wall Decor
1/13/2026	113-14225 5601.03 LC		91.16	24 Dinosaurs Excavation Kit, Dino Egg Dig Kit with Magnifier, Surprise Dinosaur Toys for Kids 3 4 5 6 7 8 9 10 11 12 Years Old, Science Experiments STEM Birthday Party Favors Gifts for Boys & Girls
1/13/2026	113-50857 5601.03 LC		69.98	Easy Playhouse Cardboard Dinosaur House - Kids Art & Craft for Indoor & Outdoor Fun, Color Dino Species, 32inchesX26.5inchesX40.5inches
1/13/2026	113-86270 5601.03 LC		740.93	Binoculars for Kids, Girls or Boys Real Kids Binoculars in Vibrant Green Blue - Includes Sticker Book with 40 Bird Species - Small Toys for Toddlers
1/13/2026	113-86270 5601.03 LC			36 Pack Squishy Ball, Stress Balls Bulk for Adults, Mini Stress Balls, Anti-Anxiety and Fidget Balls to Relax, Birthday Gifts, Goodie Bag Stuffers
1/13/2026	113-86270 5601.03 LC			National Geographic Starter Rock Tumbler Kit - Durable Leak-Proof Rock Polisher - Complete Rock Tumbling Kit with 4-Stage Silicon Carbide Grit - Geology Hobby, Rocks & Crystals (Amazon Exclusive)
1/13/2026	113-86270 5601.03 LC			Hanaive 100 Robot Fidget Spinners Transformable Fingertip Gyro Chain Toy Deformable DIY Stress Relief Fidget Sensory Toys Adults Piñata Goodie Bag Birthday School Gift
1/13/2026	113-86270 5601.03 LC			Karaoke Machine, Portable Bluetooth Speaker with 2 Wireless Microphones for Adults & Kids with Lights, Karaoke Microphone with PA System Supports USB/TF/FM/AUX for Home Party Home System Packages
1/13/2026	113-86270 5601.03 LC			Amazon Fire HD 10 tablet (newest model) built for relaxation, 10.1" vibrant Full HD screen, octa-core processor, 3 GB RAM, 32 GB, Lilac
1/13/2026	113-86270 5601.03 LC			Zhehao 20 Pack LCD Writing Tablet for Kids: 8.5 Inch Colorful Drawing Doodle Boards - Reusable Erasable Doodle Board Educational Learning Toys Gifts for Toddlers Ages 3-8 Party Favors(Green,Stylish)
1/13/2026	113-86270 5601.03 LC			NIPLOOOW 64 PCS Puzzle Track Car Set for Boys & Girls, Ages 3-6, City-Themed Puzzle Race Tracks, Green

Amazon Transaction Details
January

Order Date	Order ID	PO Number	Order Subtotal	Title
1/13/2026	113-86270 5601.03	LC		EverBrite 30-Pack Mini Flashlight Set, Aluminum LED Handheld Torches with Lanyard, Assorted Colors, 90xAAA Batteries Included for Emergency, Night Reading, Camping, Power Outage, Bulk Holiday Gifts
1/13/2026	113-86270 5601.03	LC		JOYIN Animal Cartoon Cars, Soft Rubber Toy Car Set, Mini Vehicles, Bath Toy Car for Toddlers, Gift for Boys and Girls
1/13/2026	113-86270 5601.03	LC		Christmas Birthday, Summer Beach and Pool Activity, Party Favors for Kids
1/13/2026	113-86270 5601.03	LC		SIMPLIPLAY Farm Animal Toys with Portable Large Wooden Barn for Kids 3+ Years Old, 10 PCS Farm Animals Figures for Boys, Girls, Animal Lovers, Ideal Gift for Kids Toddlers, Improve Fine Motor Skills
1/13/2026	113-86270 5601.03	LC		JoyRapt 24 Pack Small Stuffed Animals Bulk Gifts for Kids (2.3/2"-2.5/3.5" Each), Party Favors Toys for Girls, Easter Basket Stuffers Christmas Stocking Plushies (24PCS)
1/13/2026	113-86270 5601.03	LC		JoyCat Tic Tac Toe Strategic Board Game for Kids and Family,Birthday Party Favors,Goodie Bag Stuffers,End of Year Student Gifts with Envelope,Easy to Store(Bulk Pack of 48)
1/13/2026	113-86270 5601.03	LC		LEGO Classic Creative Dinosaurs Toy - Building Blocks for Kids, Boys and Girls, Ages 5+ - Learning and Educational Toy for Preschool - Gift Idea for Birthdays - 11041
1/13/2026	113-86270 5601.03	LC		JoyCat Monster Eating The Shapes, Interactive Shape Sorter Toy for Toddlers 1-3, with 6 Rattle Shape Blocks and 2 Levers, Montessori Color Matching & Sorting Learning Toys, Gifts for 1 2 3 Year Old
1/13/2026	113-86270 5601.03	LC		NATIONAL GEOGRAPHIC Mega Gemstone Dig Kit - Dig Up 15 Real Gemstones and Crystals, Science Kit for Kids, Gem Digging Kit, Gift for Girls and Boys, Mining Kit, Rock Collection
1/13/2026	113-86270 5601.03	LC		LEGO DUPLO Jurassic World T. rex and Triceratops Dinosaur Breakout 10939 Building Toy Gift for Young Dinosaur Fans; New 2021 (36 Pieces)
1/8/2026	113-29125 6055	LC	9.68	BCOATH Cartoon Plush Owl Hand Puppet for Storytelling and Imaginative Play Soft Animal Hand Puppet for Adults for Creative Learning and Fun
1/8/2026	113-51364 5620	LC	54.17	Frito-Lay Variety Packs, Party Mix, Single Serve Bags (40 Pack)
1/8/2026	113-51364 5620	LC		Frito-Lay Fun Times Mix Variety Pack, (Pack of 40)
1/8/2026	113-24376 5620	LC	12.99	Bencailor 36 Pcs Mini Scarves for Craft Tiny Snowman Scarves with Tassels 10.2 x 0.8 Inch Winter Pet Knitted Scarf Doll Snowman Wine Bottle Scarf Accessory Holiday Decor for DIY (Multicolor)
1/7/2026	114-4186399-9385002		18.98	USB Wall Plug 10 Pack, UorMe 1A 5V Single Port Wall Charger Power Adapter Cube Block Box for iPhone SE 14 Plus 13 12 Pro Xs XR X, Samsung Galaxy A13 S22 S21FE A21 A71 A51 A31 S10e S9 S8, Pixel 6
1/6/2026	114-00750 5601.01		48.68	Pro Goleem Small Woven Burr Basket with Gift Bags and Ribbons Durable Baskets for Gifts Empty Small Rope Basket for Storage 12"X 8" X 5" Baby Toy Baskets with Handles, White
1/6/2026	114-00750 5601.01			Self Care Gifts for Women Get Well Soon Gift Baskets, Birthday Gifts for Women Spa Care Package,Sympathy Inspirational Thinking of You Valentines Day Gift Set for Her Wife Girlfriend Mom Sister Friend
1/6/2026	113-45168 5620	LC	3.91	Toyvian 50pcs Plastic Top Hats Black Handcraft Mini Top Hat for Snowman Christmas Party Decorative Crafts DIY Supplies, Size
1/6/2026	113-37518 5620	LC	9.88	SimpleNature 100% Pure Vegetable Glycerin - 32 oz - Natural Pure Food/Cosmetic Grade for Skincare, Haircare, Cosmetics, Soapmaking, Crafts - Softening & Moisturizing Multipurpose Humectant
1/5/2026	114-3177539-2094640		75.59	Set of 100 Assorted Valley Green Flower Seed Packets! Flower Seeds in Bulk - 20+ Varieties Included
1/5/2026	114-3177539-2094640			Organic Herb Seeds Variety Pack - 16 Individual Packs - 2026 Season - Basil, Cilantro, Dill, Thyme, Parsley and More! for Indoor & Outdoor Planting (Non-GMO, Certified Organic)
1/5/2026	114-7824567-6101806		73.86	Nature's Bakery Whole Wheat Fig Bars, Blueberry, Real Fruit, Vegan, Non-GMO, Snack bar, Twin packs- 12 count
1/5/2026	114-7824567-6101806			Nature's Bakery Whole Wheat Fig Bars, Blueberry, Real Fruit, Vegan, Non-GMO, Snack bar, Twin packs- 12 count
1/5/2026	114-7824567-6101806			Nature's Bakery Whole Wheat Fig Bars, Raspberry, Real Fruit, Vegan, Non-GMO, Snack bar, 1 box with 12 twin packs (12 twin packs)
1/5/2026	114-7824567-6101806			Nature's Bakery Whole Wheat Fig Bars, Original Fig, Real Fruit, Vegan, Non-GMO, Snack bar, 1 box with 12 twin packs (12 twin packs)
1/5/2026	114-2195700-3454608		107.49	obmwang 50 Pieces 3 Inch Natural Heart Wood Slices, DIY Wooden Ornaments Unfinished Predrilled Heart Embellishments with Twine for Wedding, Thanksgiving, Christmas
1/5/2026	114-2195700-3454608			Chocolate Assorted Bulk Candy Variety Pack 2lb - Mini Chocolate Bars, Milk & Dark Chocolate Mix - Individually Wrapped Bulk Candy for Office Snacks, Party Favors and Bags - Trick or Treat Ready Mix for Halloween
1/5/2026	114-2195700-3454608			PerkHomy Brown Kraft Paper Roll 17.5" x 1,200" (100') for Gift Wrapping Bulletin Board Craft Art Bouquet Flower Packing Moving Shipping Floor Covering Table 70GSM 50LB (Brown, 17.5" x 100')
1/5/2026	114-2195700-3454608			Pureegg Plastic Table Cloth Disposable 10 Pack, 54 x 108 Inch Table Cloths, Easter Party, Valentines, Mothers Day Decorations, Tablecloths, Rectangle, Pastel Plastic Cover, Leakproof & Sturdy, Pink
1/5/2026	114-2195700-3454608			Pink Balloon Garland Arch Kit,Red Pink White Balloon Garland with 18Inch Heart Balloons and 22Inch Star Balloons for Mother's Day Valentines Birthday Wedding Anniversary Party Decorations
1/5/2026	114-2195700-3454608			Tingle 560 Pcs Mini Acrylic Paint Set 40 Set 12 Colors Washable Paint Strips Bulk 40 Flat Brushes 40 Pointed Brushes Valentines Party Gift for Art Birthday Party Favors Craft Supplies(3ML)
1/5/2026	114-9161211-5647400		14.99	Assorted Candy Variety Pack - Individually Wrapped Party Candy Assortment - Candy For Every Occasion! (32 Ounces)
1/5/2026	114-4522785-4214661		110.24	Amazon Basics Regular Absorbency Pads for Women, Ultra Thin with Flexi-Wings, Unscented, Size 1, 144 Count, (4 Packs of 36) (Previously Solimo)
1/5/2026	114-4522785-4214661			U by Kotex Tampons, Click Compact Multipack, Regular/Super Absorbency, Unscented, 45 Count
1/5/2026	114-4522785-4214661			Amazon Basics Maxi Pads for Periods- Thick, Super Absorbency, Unscented, 192 Count, (4 Packs of 48)
1/5/2026	114-4522785-4214661			Amazon Basics Ultra Thin Pads with Flexi-Wings for Periods, Extra Long Length, Super Absorbency, Unscented, Size 3, 112 Count (4 Packs of 28) (Previously Solimo)
1/2/2026	114-15522 6020		19.99	From Exile to Freedom: Historical Memoir of the Rodzinka Family
Total			4,320.80	

**BASALT REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES
CODE OF ETHICS POLICY AND AGREEMENT**

PURPOSE AND CORE VALUES

The Basalt Regional Library District is dependent on the trust of its community to successfully achieve its mission. All Trustees must conduct business with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

- **Fiduciary Duty:** Board Trustees serve as trustees for the community, acting in the best interest of the library and its mission
- **Mutual Respect:** In the conduct of business, Trustees model mutual respect for colleagues and all other participants, despite any disagreement on actions taken.
- **Standards of Conduct:** Board Trustees shall observe ethical standards with absolute truth, integrity, and honor.
- **Equity and Justice:** Board Trustees affirm the inherent dignity of every person and work to recognize and dismantle systemic biases and advance racial and social justice in the library and community.
- **Equitable Service:** The Board is committed to providing the highest level of service and equitable access to all library patrons.

CONFLICT OF INTEREST AND FINANCIAL GAIN

Trustees must not derive any financial benefit or personal profit by reason of their position. While serving on the board, a trustee cannot contract with the District for the provision of services. Trustees shall not accept any gift exceeding \$75.00* in value per calendar year if it would improperly influence the discharge of public duties or reward official action. Trustees must not use "inside" or confidential information for personal gain or to obtain unwarranted privileges for themselves or others. Trustees must not use their position to obtain employment for themselves, family, or friends.

DISCLOSURE AND RECUSAL PROCEDURES

Any Trustee who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest immediately. The Trustee will disqualify themselves, not vote on the matter, and refrain from attempting to influence other Trustees. Board minutes will reflect the disclosure and that the interested person did not participate in the final discussion or vote.

BOARD CONDUCT AND GOVERNANCE

- Trustees recognize that authority is vested in the whole Board and not with its individual trustees.
- Trustees must support the formal position of the Board even if they personally disagree. Trustees will respect the opinions of colleagues and refrain from public criticism or disrespect of fellow board trustees.

- In fulfilling their responsibilities, Trustees must not be swayed by partisan interests, public pressure, or fear of criticism.
- The Board concentrates on policy-making and ensures the District is well-managed, but does not interfere with the administration or supervision of staff.

CONFIDENTIALITY AND INTELLECTUAL FREEDOM

- Trustees must protect each patron's right to privacy and confidentiality regarding resources consulted or borrowed, or their presence at the library.
 - Trustees shall not discuss confidential proceedings of an Executive Session.
 - Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
 - Trustees strive for excellence by maintaining their own knowledge of educational and library issues.
-

AGREEMENT AND AFFIRMATION

Disclose Any Relevant Associations or Financial Interests:

I, the undersigned, have read and understand the Basalt Regional Library District Board of Trustees Code of Ethics. I agree to abide by these principles and perform all functions of a library trustee to the best of my ability.

Signed this _____ day of _____, 20____

[Name], Trustee

ATTEST:

[Name], Board Secretary

Administrative Checklist

☐ **Initial Affirmation of Code of Ethics:** Signed and dated within 30 days of board appointment date.

☐ **Disclosure Statement:** Trustee has listed any relevant associations or financial interests above.