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

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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

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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 4th 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 o 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 26th and February meeting to February 17th. 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

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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 programing 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

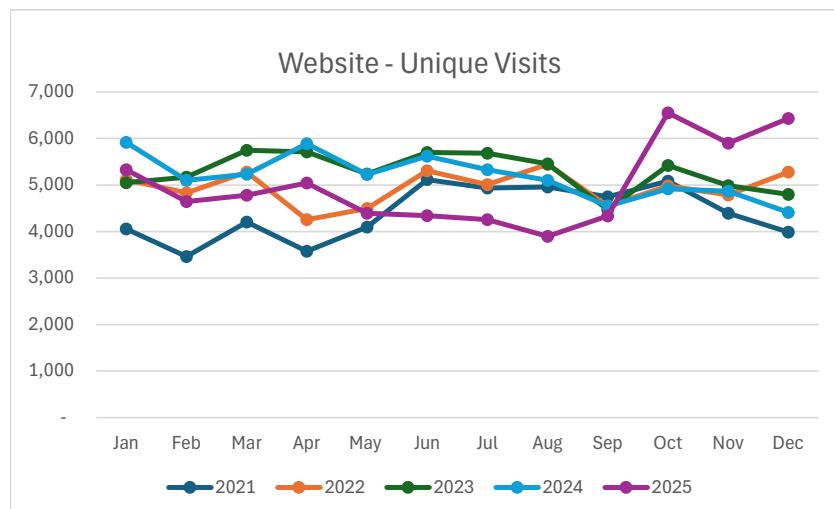## Door Counts

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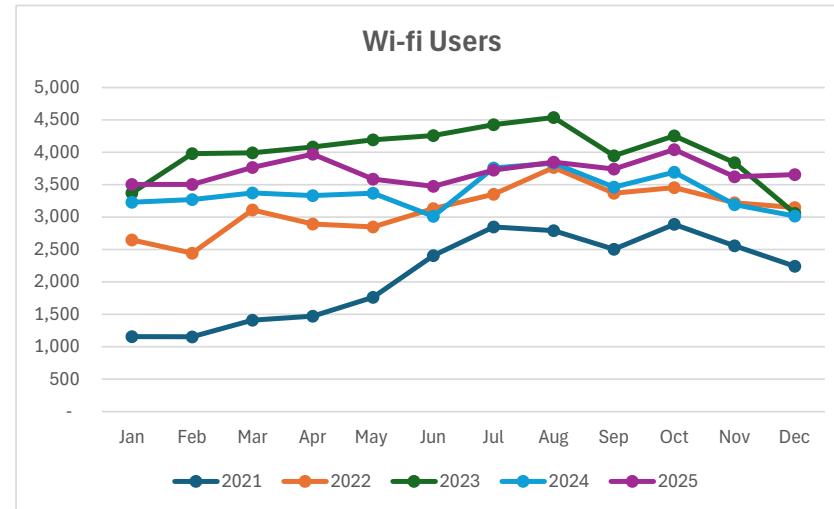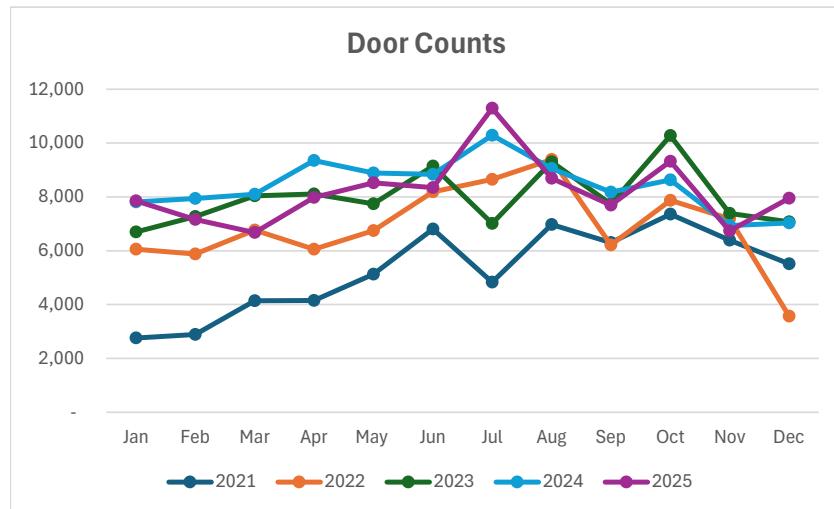
Door Counts front door count not working 6/21/24 - 6/25/24

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

Website - Unique Visits

Basalt Regional Library District
Balance Sheet
January 2026

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of 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%

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			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

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				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			

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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**	

Prepared for Internal Use Only

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	$ -

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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	*Divvy	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

bill

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.

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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*3K4FL0YR3	$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

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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* RL0Q25F13	$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

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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*0N7SA7FH3	$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**	

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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

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 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			Timgle 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 2025 Grant Spending Summary by Budget

Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
5/13/2025	Pay.gov	User fee	5240	Library Association Due:	$275.00	Library Trust
SUBTOTAL					**275.00**	
4/11/2025	American Red Cross	Training	5260	Staff	897.50	CSD Safety Grant
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
SUBTOTAL					**1,858.30**	
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 Reimbursemer	CALCON	5270	Travel Expenses	168.00	Library Trust
12/10/2025	Mileage Reimbursemer	CALCON	5270	Travel Expenses	149.80	Library Trust
SUBTOTAL					**2,155.46**	
2/3/2025	Om Side of Things	Creative Writing Summer Club	5601.01	Adult Summer Reading	2,025.00	Contributions - Nonrestricted
SUBTOTAL					**2,025.00**	
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	2,630.54	Alpine Bank
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	755.55	Contributions - Nonrestricted
10/10/2025	Jessica Barnum	Summer reading creative writin;	5601.02	Teen Summer Reading	315.08	Friends
10/10/2025	Jessica Barnum	Summer reading creative writin;	5601.02	Teen Summer Reading	2,025.00	Friends
SUBTOTAL					**5,726.17**	

6/19/2025	Ingram	Communtiy Book Read		5602	Community Events	362.10	Contributions - Nonrestricted
6/19/2025	Ingram	Communtiy Book Read		5602	Community Events	196.80	Friends
6/19/2025	Ingram	Communtiy Book Read		5602	Community Events	420.50	Friends
10/10/2025	4imprint	Heirlooms bags		5602	Community Events	739.28	Contributions - Restricted
SUBTOTAL						**1,718.68**	
1/8/2025	Amazon	Menstrual supplies		5610	Adult Program	13.66	Friends
1/17/2025	Amazon	menstrual supplies		5610	Adult Program	40.85	Friends
1/17/2025	Amazon	diapers		5610	Adult Program	27.70	Friends
2/5/2025	Amazon	menstrual supplies		5610	Adult Program	7.49	Friends
2/17/2025	Amazon	menstrual supplies		5610	Adult Program	22.77	Friends
2/25/2025	Amazon	menstrual and diaper supplies		5610	Adult Program	94.59	Friends
2/25/2025	Amazon	menstrual supplies		5610	Adult Program	66.21	Friends
3/27/2025	Amazon	menstrual supplies		5610	Adult Program	44.52	Friends
8/11/2025	Amazon	Menstural supplies		5610	Adult Program	40.53	Friends
8/11/2025	Amazon	Menstural supplies		5610	Adult Program	66.10	Friends
8/11/2025	Amazon	Menstural supplies		5610	Adult Program	19.76	Friends
10/23/2025	Amazon	Menstural supplies and diapers		5610	Adult Program	139.37	Friends
SUBTOTAL						**583.55**	
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

Date	Vendor	Description		Account	Account Name	Amount	Fund
6/17/2025	Amazon	Program		5620	Children Program	2,595.00	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	108.00	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	26.59	State Grants to Libraries
6/17/2025	Lakeshore	Program		5620	Children Program	24.86	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	51.25	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	12.00	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	5.96	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	5.98	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	36.70	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	$6.23	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	165.66	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	229.28	State Grants to Libraries
6/26/2025	Imagination Library	Imagination Library		5620	Children Program	114.92	Library Trust
6/26/2025	Raising A Reader	Raising A Reader		5620	Children Program	$750.00	Contributions - Nonrestricted
6/26/2025	Raising A Reader	Raising A Reader		5620	Children Program	1,008.00	Contributions - Nonrestricted
8/5/2025	Imagination Library	Imagination Library		5620	Children Program	113.99	Library Trust
8/12/2025	Imagination Library	Imagination Library		5620	Children Program	110.72	Library Trust
8/20/2025	Scholastic Book Fairs	Scholastic Book Fair		5620	Children Program	1,073.80	Friends
10/10/2025	Aspen Science Center	STEM Hour		5620	Children Program	225.00	Library Trust
10/10/2025	Aspen Science Center	STEM Hour		5620	Children Program	225.00	Library Trust
10/10/2025	Imagination Library	Imagination Library		5620	Children Program	119.85	Library Trust
10/10/2025	Imagination Library	Imagination Library		5620	Children Program	110.72	Library Trust
10/10/2025	Imagination Library	Imagination Library bookmarks		5620	Children Program	$21.24	Library Trust
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
SUBTOTAL						**11,792.90**	

Date	Vendor	Description	Code	Category	Amount	Fund
2/9/2025	City Market	Food & drink for concert	5640	Music	$227.62	Music Circle
3/7/2025	City Market	Food & drink for concert	5640	Music	248.86	Music Circle
3/20/2025	Sol De Valley	Ad in Sol De Valle	5640	Music	$45.00	TourWest/WESTAF
3/21/2025	City Market	Food & drink for concert	5640	Music	$30.05	Music Circle
4/1/2025	Jarabe Mexicano	Lodging & artistic fee	5640	Music	$2,003.35	TourWest/WESTAF
4/30/2025	Sopris Sun	Ad in Sopris Sun	5640	Music	$45.00	TourWest/WESTAF
5/2/2025	City Market	Food & drink for concert	5640	Music	$174.86	Music Circle
5/2/2025	Valley Hopper	Tour/trip	5640	Music	$1,700.00	Friends
5/13/2025	Aspenalt Lodge	Room charge	5640	Music	$3,000.00	Aspen Thrift Shop Grant
5/14/2025	MLAM	Lodging	5640	Music	27.90	TourWest/WESTAF
5/14/2025	MLAM	Lodging	5640	Music	1,750.00	TourWest/WESTAF
5/15/2025	Mountain Inn	Lodging	5640	Music	$253.35	TourWest/WESTAF
7/14/2025	Basalt Mountain Inn	Lodging	5640	Music	466.20	BPAC Grant
7/14/2025	Jason Anick	Performer	5640	Music	$2,200.00	BPAC Grant
SUBTOTAL					**12,172.19**	
1/31/2025	City Market	Food and drinks	5650	Spanish Language	23.95	Friends
4/15/2025	The Whole Empanada	Food	5650	Spanish Language	380.00	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	$15.83	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	15.83	Friends
4/15/2025	Timbos Pizza	Food	5650	Spanish Language	$27.00	Friends
5/6/2025	The Whole Empanada	Food	5650	Spanish Language	190.00	Friends
5/6/2025	City Market	Food	5650	Spanish Language	5.96	Friends
5/6/2025	City Market	Food	5650	Spanish Language	100.00	Friends
SUBTOTAL					**758.57**	
1/2/2025	Amazon	book club	5660	Teens Program	71.40	Library Trust
1/2/2025	Amazon	book club	5660	Teens Program	$473.20	Library Trust
1/7/2025	Amazon	book club	5660	Teens Program	$224.70	Library Trust
1/13/2025	City market	Teen Cafe	5660	Teens Program	11.10	Library Trust
1/14/2025	NESPRESSO	Teen Cafe	5660	Teens Program	$47.33	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	$281.61	Library Trust

Date	Vendor	Description	Account		Amount	Fund
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
SUBTOTAL					**5,943.50**	
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
SUBTOTAL					**515.19**	
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
SUBTOTAL					**1,079.70**	
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
SUBTOTAL					**5,078.68**	
1/1/2025	Office Outfitters	down payment	8310.18	Furniture and Fixtures	$13,027.00	Furniture Grant
3/5/2025	Office Outfitters	final payment	8310.18	Furniture and Fixtures	$13,027.27	Furniture Grant
SUBTOTAL					**26,054.27**	

Final Totals

Budget Code	Budget Description	Amount
5240	Library Association Dues	275.00
5260	Staff	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
	TOTAL	**77,737.16**

Basalt Regional Library District 2025 Grant Spending Summary by Grant

Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	$2,630.54	Alpine Bank
SUBTOTAL					**2,630.54**	
5/13/2025	Aspenalt Lodge	Room charge	5640	Music	$3,000.00	Aspen Thrift Shop Grant
SUBTOTAL					**3,000.00**	
2/9/2025	New York Pizza	Teen Program	5660	Teens Program	111.06	Ayres - Teen Grant
2/17/2025	Amazon	Teen Program	5660	Teens Program	$286.99	Ayres - Teen Grant
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
SUBTOTAL					**971.76**	
7/14/2025	Basalt Mountain Inn	Lodging	5640	Music	466.20	BPAC Grant
7/14/2025	Jason Anick	Performer	5640	Music	$2,200.00	BPAC Grant
SUBTOTAL					**2,666.20**	
4/11/2025	American Red Cross	Training	5260	Staff	897.50	CSD Safety Grant
SUBTOTAL					**897.50**	
2/3/2025	Om Side of Things	Creative Writing Summer Club	5601.01	Adult Summer Reading	2,025.00	Contributions - Nonrestricted
2/3/2025	Cave Sim	Cave sim program	5601.02	Teen Summer Reading	$755.55	Contributions - Nonrestricted
5/30/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	$413.50	Contributions - Nonrestricted
5/30/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	$427.78	Contributions - Nonrestricted
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	$362.10	Contributions - Nonrestricted
6/26/2025	Raising A Reader	Raising A Reader	5620	Children Program	$750.00	Contributions - Nonrestricted
6/26/2025	Raising A Reader	Raising A Reader	5620	Children Program	$1,008.00	Contributions - Nonrestricted
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

Date	Vendor	Description	Code	Category	Amount	Fund
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
SUBTOTAL					**7,856.03**	
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
SUBTOTAL					**1,223.15**	
1/8/2025	Amazon	Menstrual supplies	5610	Adult Program	13.66	Friends
1/17/2025	Amazon	menstrual supplies	5610	Adult Program	40.85	Friends
1/17/2025	Amazon	diapers	5610	Adult Program	$27.70	Friends
1/31/2025	City Market	Food and drinks	5650	Spanish Language	$23.95	Friends
2/5/2025	Amazon	menstrual supplies	5610	Adult Program	7.49	Friends
2/17/2025	Amazon	menstrual supplies	5610	Adult Program	$22.77	Friends
2/25/2025	Amazon	menstrual and diaper supplies	5610	Adult Program	$94.59	Friends
2/25/2025	Amazon	menstrual supplies	5610	Adult Program	66.21	Friends
3/27/2025	Amazon	menstrual supplies	5610	Adult Program	44.52	Friends
4/15/2025	The Whole Empanada	Food	5650	Spanish Language	$380.00	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	$15.83	Friends
4/15/2025	City Market	Drinks	5650	Spanish Language	15.83	Friends
4/15/2025	Timbos Pizza	Food	5650	Spanish Language	27.00	Friends
5/2/2025	Valley Hopper	Tour/trip	5640	Music	1,700.00	Friends
5/6/2025	The Whole Empanada	Food	5650	Spanish Language	$190.00	Friends
5/6/2025	City Market	Food	5650	Spanish Language	5.96	Friends
5/6/2025	City Market	Food	5650	Spanish Language	$100.00	Friends
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	196.80	Friends
6/19/2025	Ingram	Communtiy Book Read	5602	Community Events	420.50	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	40.53	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	$66.10	Friends
8/11/2025	Amazon	Menstural supplies	5610	Adult Program	19.76	Friends

Date	Vendor	Description	Code	Category	Amount	Fund
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
SUBTOTAL					**7,274.80**	
1/1/2025	Office Outfitters	down payment	8310.18	Furniture and Fixtures	13,027.00	Furniture Grant
3/5/2025	Office Outfitters	final payment	8310.18	Furniture and Fixtures	13,027.27	Furniture Grant
SUBTOTAL					**26,054.27**	
1/2/2025	Amazon	book club	5660	Teens Program	71.40	Library Trust
1/2/2025	Amazon	book club	5660	Teens Program	473.20	Library Trust
1/7/2025	Amazon	book club	5660	Teens Program	224.70	Library Trust
1/13/2025	City market	Teen Cafe	5660	Teens Program	$11.10	Library Trust
1/14/2025	Aspen Science Center	Whatlow Stem	5620	Children Program	$210.00	Library Trust
1/14/2025	NESPRESSO	Teen Cafe	5660	Teens Program	$47.33	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	281.61	Library Trust
1/15/2025	Amazon	Book Club	5660	Teens Program	$81.51	Library Trust
1/17/2025	Amazon	Book Club	5660	Teens Program	$108.60	Library Trust
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

Date	Vendor	Description	Code	Category	Amount	Fund
5/6/2025	Amazon	Book Club	5660	Teens Program	$23.44	Library Trust
5/12/2025	Amazon	Book Club	5660	Teens Program	$131.70	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	119.04	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	121.46	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	$109.66	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	$113.01	Library Trust
5/13/2025	Amazon	Book Club	5660	Teens Program	89.99	Library Trust
5/13/2025	Pay.gov	User fee	5240	Library Association Due:	275.00	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	$98.13	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	107.11	Library Trust
5/13/2025	Imagination Library	Imagination Library	5620	Children Program	115.70	Library Trust
5/21/2025	Aspen Science Center	Stem Hour	5620	Children Program	220.00	Library Trust
5/22/2025	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	Back to school	5660	Teens Program	199.56	Library Trust
8/5/2025	Imagination Library	Imagination Library	5620	Children Program	113.99	Library Trust
8/12/2025	Imagination Library	Imagination Library	5620	Children Program	$110.72	Library Trust
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

Date	Vendor	Description	Code	Category	Amount	Fund
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
SUBTOTAL					**14,291.11**	
2/9/2025	City Market	Food & drink for concert	5640	Music	227.62	Music Circle
3/7/2025	City Market	Food & drink for concert	5640	Music	$248.86	Music Circle
3/21/2025	City Market	Food & drink for concert	5640	Music	30.05	Music Circle
5/2/2025	City Market	Food & drink for concert	5640	Music	$174.86	Music Circle
SUBTOTAL					**681.39**	
3/10/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	$176.98	State Grants to Libraries
3/12/2025	Overdrive	Ebook & Audiobooks	6320	Overdrive	$1,946.32	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$675.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$2,595.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$108.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$26.59	State Grants to Libraries
6/17/2025	Lakeshore	Program	5620	Children Program	$24.86	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$51.25	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$12.00	State Grants to Libraries
6/17/2025	Amazon	Program	5620	Children Program	$5.96	State Grants to Libraries

6/17/2025	Amazon	Program		5620	Children Program	$5.98	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	36.70	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	$6.23	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	165.66	State Grants to Libraries
6/17/2025	Amazon	Program		5620	Children Program	$229.28	State Grants to Libraries
SUBTOTAL						**6,065.81**	
3/20/2025	Sol De Valley	Ad in Sol De Valle		5640	Music	$45.00	TourWest/WESTAF
4/1/2025	Jarabe Mexicano	Lodging & artistic fee		5640	Music	$2,003.35	TourWest/WESTAF
4/30/2025	Sopris Sun	Ad in Sopris Sun		5640	Music	45.00	TourWest/WESTAF
5/14/2025	MLAM	Lodging		5640	Music	$27.90	TourWest/WESTAF
5/14/2025	MLAM	Lodging		5640	Music	1,750.00	TourWest/WESTAF
5/15/2025	Mountain Inn	Lodging		5640	Music	$253.35	TourWest/WESTAF
SUBTOTAL						**4,124.60**	

	Final Totals	
	Grant	**Amount**
	Alpine Bank	2,630.54
	Aspen Thrift Shop Grant	3,000.00
	Ayres - Teen Grant	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
	TOTAL	**77,737.16**

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

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~~is~~ 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 with questions or feedback.

Sincerely,

Deborah Smith
Board Treasurer
Basalt Regional Library District

BASALT REGIONAL LIBRARY

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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.

o   **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:

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

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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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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

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BUILDING MAINTENANCE CLOSURES:
Executive Director has the authority to close the ~~library~~Library for routine and preventive maintenance as necessary with adequate notice provided to the ~~library~~Library 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.

Policy reviewed: September 2023
Policy approved: April 2015, October 2023

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1 = Library closed 0.5 = Library closed partial day 0 = Library open	New Years Eve	New Years Day	MLK Day	Presidents Day	Cesar E. Chavez Day	Easter	Memorial Day	Juneteenth	Independence Day	Labor day	Cabrini Day
Basalt Regional Library District	0.5	1	0	0	0	0	1	0	1	1	0
Estes Valley Library	0.5	1	0	0	0	0	1	0	1	1	0
Garfield County Public Libraries	0.5	1	0	0	0	0	1	0	1	1	0
Bud Werner Memorial Library	0.5	1	0	1	0	0	0	0	1	1	0
Pines and Plains Libraries	0	1	1	1	0	0	1	0	1	1	0
Berthoud Community Library District	0.5	1	0	0	0	0	1	1	1	1	0
Longmont Public Library	0	1	1	1	0	1	1	1	1	1	0
Salida Regional Library	1	1	1	0	0	1	1	1	1	1	0
Denver Public Library	0	1	1	1	1	0	1	1	1	1	0
Mesa County Public Library District	0.5	1	1	1	0	1	1	0	1	1	0
Grand County Library District	0	1	1	1	0	1	1	1	1	1	0
Bemis Public Library	0.5	1	1	1	0	1	1	1	1	1	0
Pitkin County Library	0.5	1	1	1	0	0	1	1	1	1	1
Broomfield Library	0.5	1	1	1	0	1	1	1	1	1	0
Total	5.5	14	9	9	1	6	13	8	14	14	1

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1 = Library closed 0.5 = Library closed partial day 0 = Library open	Indigenous Peoples' Day	Veteran's Day	Day before Thanksgiving	Thanksgiving	Day after Thanksgiving	Christmas Eve	Christmas Day	Total
Basalt Regional Library District	0	0	0	1	1	0.5	1	8
Estes Valley Library	0	0	0	1	1	1	1	8.5
Garfield County Public Libraries	0	0	0.5	1	1	1	1	9
Bud Werner Memorial Library	1	0	0	1	1	0.5	1	9
Pines and Plains Libraries	0	0	0	1	1	1	1	10
Berthoud Community Library District	0	1	0.5	1	1	1	1	11
Longmont Public Library	0	1	0	1	1	0	1	12
Salida Regional Library	0	1	0.5	1	0	1	1	12.5
Denver Public Library	1	1	0.5	1	0	0.5	1	13
Mesa County Public Library District	0	1	0.5	1	1	1	1	13
Grand County Library District	0	1	0	1	1	1	1	13
Bemis Public Library	0	1	0	1	1	1	1	13.5
Pitkin County Library	0	1	0.5	1	1	0.5	1	13.5
Broomfield Library	0	1	0.5	1	1	1	1	14
Total	2	9	3.5	14	12	11	14	

Total number of closed holidays per library
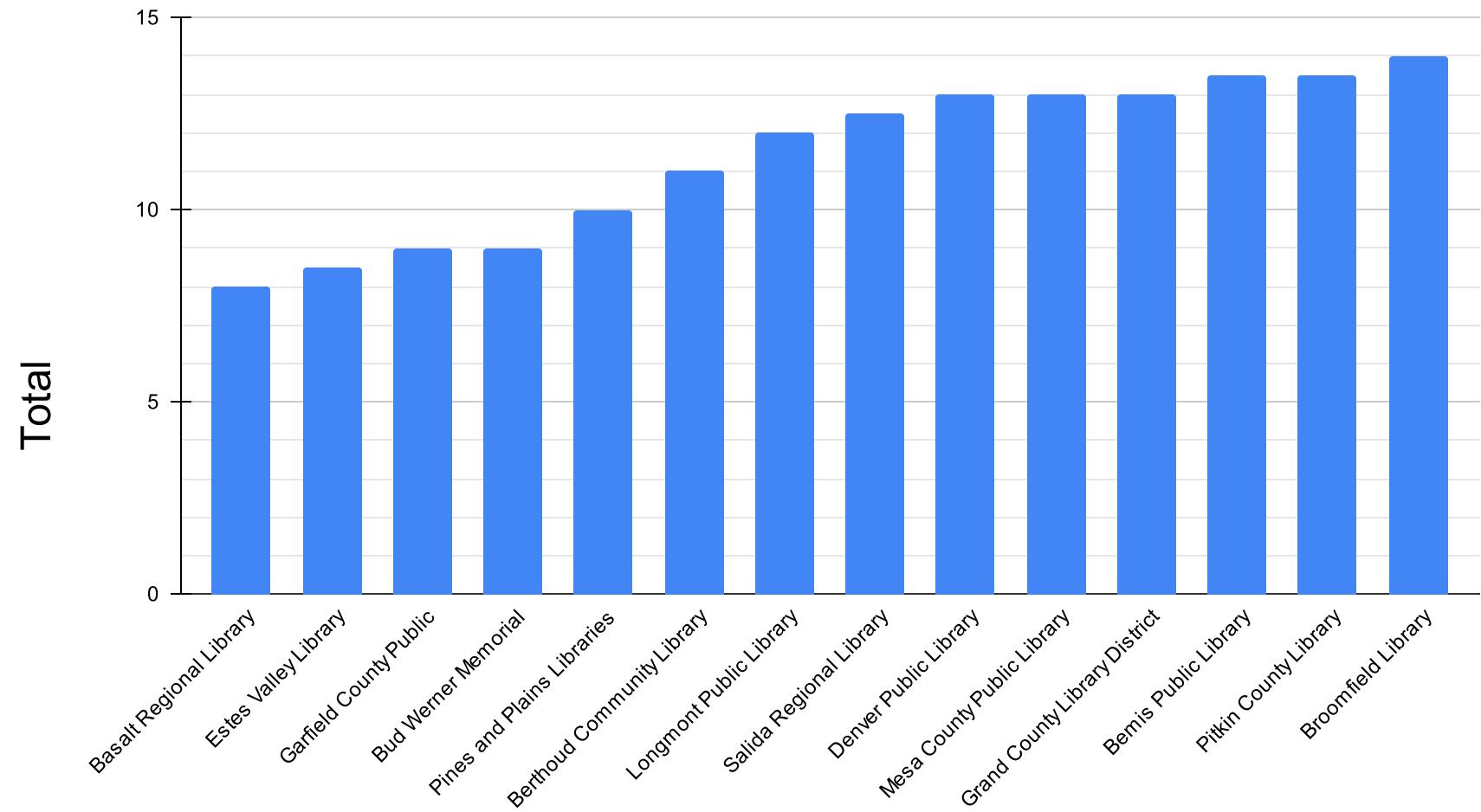
BASALT REGIONAL LIBRARY DISTRICT BOARD
RESOLUTION NO. 2026-01

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
Contact person:	Amy Shipley, Executive Director
Board President:	Carolyn Kane

This resolution 2025-01 is hereby ADOPTED by a vote of _____ on this 26th day of January, 2026.

BASALT REGIONAL LIBRARY DISTRICT
ATTEST:

_____   _____
Carolyn Kane, President   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:

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

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				complete, Awaiting report from consultant		
Implement deliverables from culture assessment						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	Medium lift
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	Since this will come from the culture assessment, low lift
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	Since this will come from the culture assessment, low lift
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	Low lift
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 Duplicative of Strategic Plan Goal	High Importance Medium Urgency	Medium lift
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 Duplicative of Strategic Plan Goal	See below	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 Duplicative of Strategic Plan Goal	See below	See below

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	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	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	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	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	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	Not yet started	Medium Importance Medium Urgency	Low lift for Executive Director High lift for IT & Marketing Manager
Stain outdoor wood	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director Executive Administrative Assistant	Not yet started	High Importance Medium Urgency	Low Lift
Replace traffic counter system	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Not yet started	Medium Importance Low Urgency	Low lift for Executive Director Medium lift for IT & Marketing Manager

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	High lift for HR Team Low lift for Executive Director Low lift for staff
Creative Benefits Package	12/31/2025	Strategic Plan Goal (Initiative 3)	Executive Director HR Team	In Progress	High Importance Medium Urgency	High lift for HR Team Low lift for Executive Director
Flexible Work Policy	12/31/2025	Strategic Plan Goal (Initiative 3)	Executive Director HR Team	In Progress	High Importance Medium Urgency	High lift for HR Team Low lift for Executive Director
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	Low lift
After-School Programming	9/30/2025	Strategic Plan Goal (Initiative 4)	Staff	In Progress	High Importance Medium Urgency	Medium lift
Listening Tour	9/30/2025 And ongoing	Strategic Plan Goal (Initiative 4)	Executive Director Staff	In Progress	High Importance Medium Urgency	High lift
Diversify Library Programming	12/31/2025 and ongoing	Strategic Plan Goal (Initiative 4)	Staff	In Progress	High Importance High Urgency	Medium lift
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	High lift
Telehealth Access Station	9/30/2026	Strategic Plan Goal (Initiative 4)	Executive Director Staff	Not yet started	Medium Importance Low Urgency	Medium lift

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

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

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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

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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

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.

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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

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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

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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

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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

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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, iand nsurance 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

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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 (≥50 in year one)
    - Satisfaction surveys (≥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

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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

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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

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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

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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