

**Basalt Regional Library District Board of Trustees Meeting**  
**Monday, March 16, 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 February 17, 2026, Board Meeting (page 3)
  - c. February 2026 Accounts Payable (page 18)
6. Staff Presentation – Creative Technology Classes, *Joseph Grange, IT & Marketing Associate and Christy Baumgarten, IT & Marketing Manager*
7. Board Trustee Emeritus Presentation, *Elaine Nagey, Trustee*
8. Director's Report, *Amy Shipley* (page 6)
  - a. Discussion and possible vote to approve seven additional executive coaching sessions
9. Finance Committee, *Deborah Smith, chair*
  - a. February 2026 Financials (page 11)
10. Governance Committee, *Elaine Nagey, chair*
  - a. Discussion and possible vote to approve Board of Trustees Code of Ethics Policy (page 25)
11. Personnel Committee, *Carolyn Kane, chair*
  - a. Culture Assessment Update
12. Policy Committee, *Suzi Jenkins, chair*

- a. Discussion and possible vote to approve Program Policy (page 28)
  - b. Discussion and possible vote to approve Circulation and Library Card Policy (page 33)
  - c. Discussion and possible vote to approve Open Records Policy (page 36)
- 13. Strategic Planning Team
  - a. 2026 goals update
- 14. Discussion and possible vote to recommend a candidate for Board Trustee from the Eagle County portion of the Basalt Regional Library District for appointment by the Eagle County Board of County Commissioners.
- 15. Board Retreat Update
  - a. Brainstorm potential agenda items
- 16. Nominating Committee, *Elaine Nagey, Sarah Johnson, Trustees*
  - a. Election of officers
    - i. President
    - ii. Vice President
    - iii. Treasurer
    - iv. Secretary
  - b. President installs new officers, *Carolyn Kane, Past President*
- 17. Adjourn Meeting

## MINUTES

### 1. Call to order

Carolyn Kane called the meeting to order at 5:16 PM

#### **Board Members Present:**

- Carolyn Kane
- Elaine Nagey
- Eric Pelander
- Suzi Jenkins
- Deborah Smith

#### **Absent Members:**

- Sarah Johnson

#### **Public Present:**

- None

#### **Staff Present:**

- Amy Shipley
- Samuel Schoon
- Laura Baumgarten
- Christy Baumgarten

### 2. Public Comments

Eric had a comment for a friend who commented on how long you can check out a game at the library, asking to have the time increased

### 3. Board Comments

None

### 4. Staff Comments

Sam asked if the Board wanted anything else the Board wanted to make navigating the digital board packets easier, there was no comment.

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

- a. Approve agenda
- b. Minutes of January 26, 2026, Board Meeting (page 3)
- c. January 2026 Accounts Payable (page 18)

Carolyn had requested more detail in minutes going forward. Elaine requested to split the 3<sup>rd</sup> sentence in the trust agenda item into two sentences. Elaine moved to approve all of the above with the amended minutes. Eric seconded. The motion passed unanimously.

6. Community Events for 2026, and Program and Display themes for the year, Laura Baumgarten and Kristen Doyle

Laura Baumgarten talked about the library monthly themes, combining programs and displays. The Library come together to come up with monthly themes, doing themes they haven't done, and avoiding national themes to try and make things not get repetitive. The Library tries to have at least three on theme programs a month. Laura discussed the library lovers party and the summer reading kickoff party which are coming up soon, along with the clothing swap and winter solstice later in the year.

7. Strategic Plan Update, *Amy Shipley*
  - a. Director priorities list

Amy discussed her ordering of goals, showing goals that are currently in progress, goals to work on in 2026, and goals that are being postponed. The goals include goals about facilities and facility upgrades, goals directly for the executive director, and other strategic plan goals.

- b. Next steps

Two board members and two staff members and Amy to join the strategic plan committee to work through which goals to work on, which are unrealistic, all that

8. BRLD Culture Assessment Presentation, *Joy White, CuraHR Consultant*

Joy discussed the steps that CuraHR had taken during the culture assessment and what the timeline looked like. There had been scheduled focus groups with board and staff and 1 on 1s in order to help prepare the culture assessment. Joy discussed how the library staff are deeply committed, but trust and safety are fragile. Values feel more applied externally, not internally. Joy discussed certain actions that can be made to help improve Library culture, with ideas like establishing team norms, clarifying organizational structure and roles, and running optional social events.

9. Executive Session for personnel matters to discuss culture assessment findings as they directly relate to Executive Director performance, pursuant to C.R.S. § 24-6-402(4)(f)(i)

Deb moved to go into executive session, and Elaine seconded. The motion passed unanimously. The public portion of the meeting was adjourned at 6:50pm. The Board did not leave executive session between the two topics, opting to stay in executive session rather than discussing or voting on anything between executive sessions.

- a. Discussion and possible vote on next steps related to culture assessment

10. Executive Session for personnel matters to discuss request for accommodation for Amy Shipley, Executive Director, pursuant to C.R.S. § 24-6-402(4)(f)(i)

Carolyn called the public session back to order at 8:15pm

- a. Discussion and possible vote to approve request for accommodation

Eric moved to approve the request for accommodation as requested by Amy and recommended by her physician, following the Executive Director's contract and state law for her pay during the accommodation. Elaine seconded the motion. The motion passed unanimously.

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

Carolyn said that she would like to table all of the rest of the agenda items except one, number 14, announcement of officer candidates. Carolyn asked for a motion to table the remaining agenda items for the March Board of Trustees meeting. Elaine so moved Deborah seconded. The motion passed unanimously.

12. Finance Committee, *Deborah Smith, chair*

- a. January 2026 Financials (page 10)

13. Governance Committee, *Elaine Nagey, chair*

- a. Discussion and possible vote to approve Board of Trustees Code of Ethics Policy (page 26)

14. Nominating Committee, *Elaine Nagey, Sarah Johnson, Trustees*

- a. Announcement of officer nominations

Elaine announced the following candidates, who will be voted on at the March Board of Trustees meeting: President: Deborah Smith; Vice President: Eric Pelander and Elaine Nagey; Treasurer: Eric Pelander; and Secretary: Suzi Jenkins.

15. Personnel Committee, *Carolyn Kane, chair*

16. Policy Committee, *Suzi Jenkins, chair*

17. Board Candidate Interviews

- a. Schedule special meeting to vote which candidate to recommend for appointment

18. Library Trust volunteer recruitment email, role of Library, role of Trust, *Amy Shipley and Board*

19. Adjourn Meeting

Carolyn asked for a motion to adjourn. Eric so moved. Elaine seconded. The motion passed unanimously, and the meeting was adjourned at 8:20pm.



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

**Administration**

In February, HR operations continued to support core administrative, payroll, and compliance activities. Two payroll cycles were completed accurately and on schedule. W-2 communications were finalized, including providing copies to two former employees upon request. The President's Day and Juneteenth holidays were added to the Paychex platform to ensure accurate future payroll processing, and a previously identified comp time accrual issue in Paychex was corrected. Access to the Colorado Family and Medical Leave Insurance (FAMLI) system was obtained, and work has begun managing upcoming leave of absence requests and coordinating leave administration. Annual data collection required under the Consolidated Appropriations Act (CAA) for Prescription Drug Data Collection (RxDC) reporting was completed to support benefits compliance requirements. Recruitment follow-up also occurred, including outreach to the Spanish Outreach Coordinator candidate to better understand the reasons for declining the opportunity. Employee relations meetings were held throughout the month to address concerns, gather feedback, and identify operational pain points and opportunities for improvement. The HR team also continued monitoring the HR inbox, responding to employee inquiries and triaging requests to ensure timely resolution and appropriate follow-up.

**Finances**

The 2025 audit field work has been completed, and the auditors are working on the audit package.

**Collection**

We are pleased to report that the courier service running between our library and other libraries throughout the state has significantly improved in reliability. Deliveries have been arriving consistently and on time. To further streamline workflow, we have implemented a new process of stacking "no store" boxes on top of outgoing totes to help move materials out of the building more efficiently. The adult collection coordinator is making progress on the adult fiction weed. The inventory team is steadily making their way through juvenile non-fiction and adult fiction. The technical services assistant has caught up on repairs and copy cataloging and is also co-planning April's display.

**Programs**

The Music Program Coordinator spent the past month acquiring a new sound system for the Library that will allow us to grow our music program by providing the necessary logistical support to invite a wider range of performances to the library. Owning a sound system will save us costs as we are not paying artists for cartage fees, allow us to present a greater diversity of music, and provide additional resources to all library departments as we intend to make this system available to any department that needs sound amplification. The sound system consists of the following: 2 PA speakers, 2 speaker stands, 2 monitor "wedge" speakers, 1 12-channel mixer, 3 microphones, 3 microphone stands, and associated cables. We also applied to the Basalt Public Arts Commission Grant to start a new Music Incubator Program that will foster music making and community building around music. There is a lack of this kind of programming for adults in Basalt and the Roaring Fork Valley, and we are hoping to use this grant to begin to address this need. We proposed two workshops to start this program - the first would be a songwriting workshop, and the second would be a music technology exploration workshop allowing patrons to experiment with equipment and learn how technology is impacting the music industry. We

will hear about the result of this application at the end of March. Lastly, we met with founding members of the Music Circle to discuss our visions for the music program moving forward, and we are happy to report that we are aligned in our desire to see this music program grow in its offerings to the community and in its reach to our community members.

The Youth Services department has been working on revitalizing after-school programming and identifying opportunities to better serve school-age children. The Teen Librarian has introduced a cooking component to Teen Café, which has been very well received by students. Additionally, the Children’s Librarian is launching a new after-school art-based program called Open Art Studio, beginning in March. The library is once again partnering with the local elementary school for One School, One Book. This year’s selection is *The World According to Humphrey* by Betty G. Birney. The story follows the adventures of a classroom hamster as he learns about life, friendship, and problem-solving. To build excitement, we will host a weekly “Find and Seek” activity where students search for Humphrey’s food for a chance to win a mystery pocket pet.

Adult programs in February included our first Pints and Perspectives with Mountain Heart Brewery. We are piloting this program for the next three months on the first Wednesday of the month. Pints and Perspectives is a monthly speaker series that brings the community together in a relaxed, welcoming setting. Each month, a guest speaker ranging from professors and community leaders to local professionals shares a talk or presentation on a topic of their choosing. The Adult Programming Coordinator spent a lot of time in January preparing for this program, and she was the first speaker. She gave a well-researched presentation about Black American culture's impact on pop culture. Other upcoming adult programs for February are Sweet Stories Social, Banned Book Club, Mahjong for Beginners, and Book Talk. In Book Talk we read *Harlem Rhapsody* by Victoria Christopher Murray, and the author was in attendance virtually. This month the Adult Programs Coordinator is focusing on April programs and the first art exhibition with the Art Base. The adult programs for March include our second Pints and Perspectives with Michelle Theibault, the Planning Director of Basalt, Women in Literature Tea Party and Bingo, a planetarium program that is a partnership with the Aspen Science Center, an astronomy night at the fire pit, Stories and Strategies, and Book Talk featuring author Larry Rathers and his book *As Long As Rivers Run*.

**Marketing**

The Executive Director and Marketing & IT Manager have completed an RFP for a marketing team to create a marketing plan for the library. The RFP will be posted on March 16, and proposals are due by April 30, 2026. We will select a contractor by the first of June, and hope to have a new marketing plan by the end of the year.

Social media continues to be popular. Staff are having a good time making videos, and people are enjoying watching them, based on comments on the posts and in-person.

	Views	Average Reach per post	Interactions	Average # of reactions per post
<b>Facebook</b>	25.7K Up 51.2%		334 Up 32.5%	
<b>Instagram</b>	14.9K Up 46.3%		343 Up 9.2%	
<b>Combined</b>		800		26

**Technology**

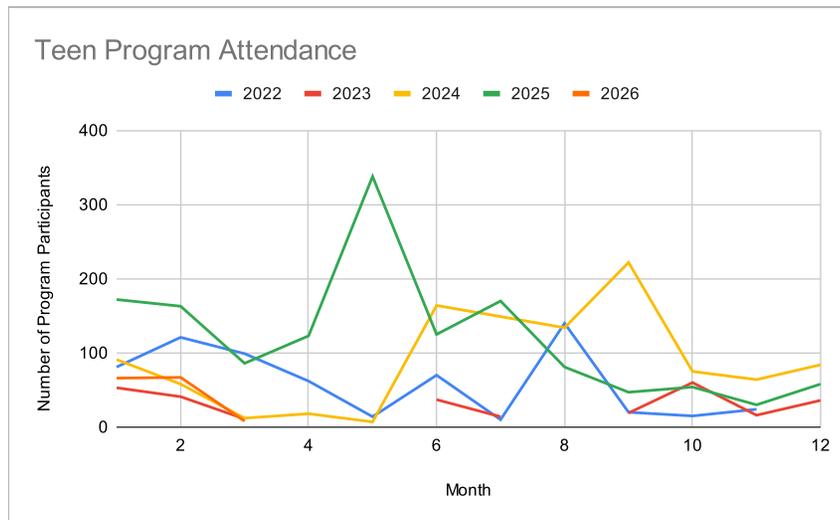
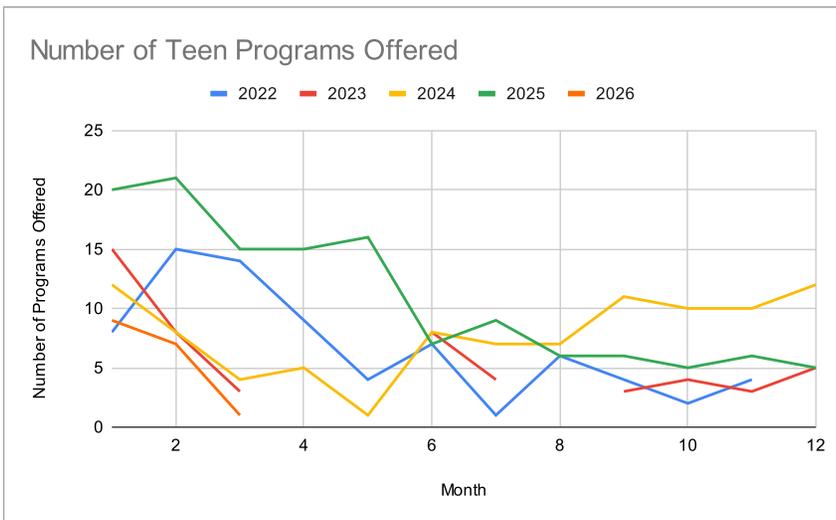
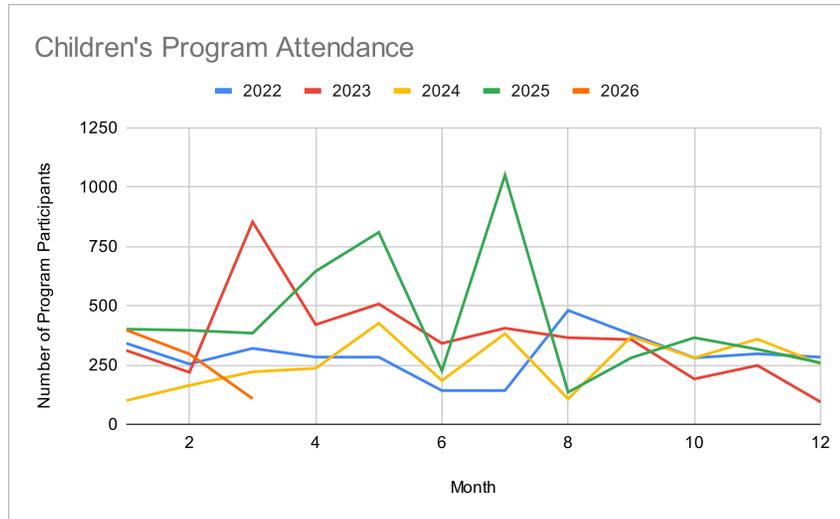
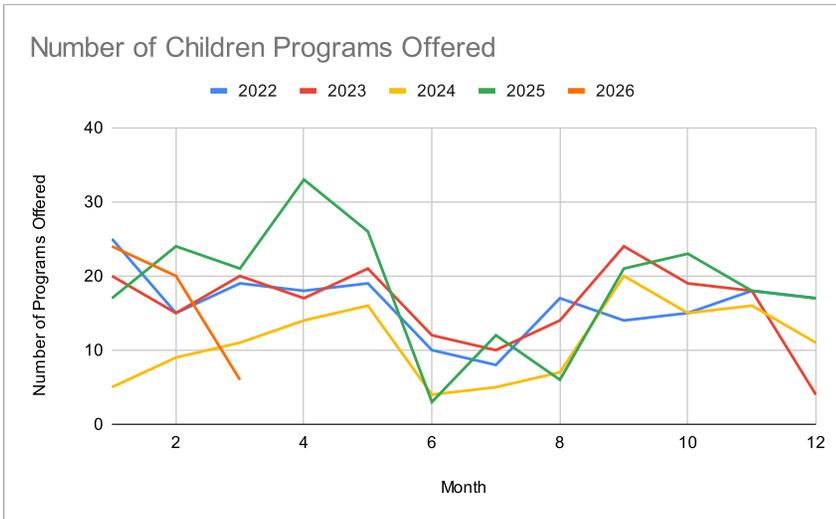
Technology issues in February were luckily minor. We discovered that Urban Dictionary was being blocked by the firewall and had Marmot fix that. Marmot continued to have intermittent issues with their servers, sometimes due to their internet connection and sometimes due to bot traffic. They are still working on long-term solutions. An issue was discovered with the way the menu appears for users viewing it zoomed in or out. The website developers made an adjustment that has fixed the issue.

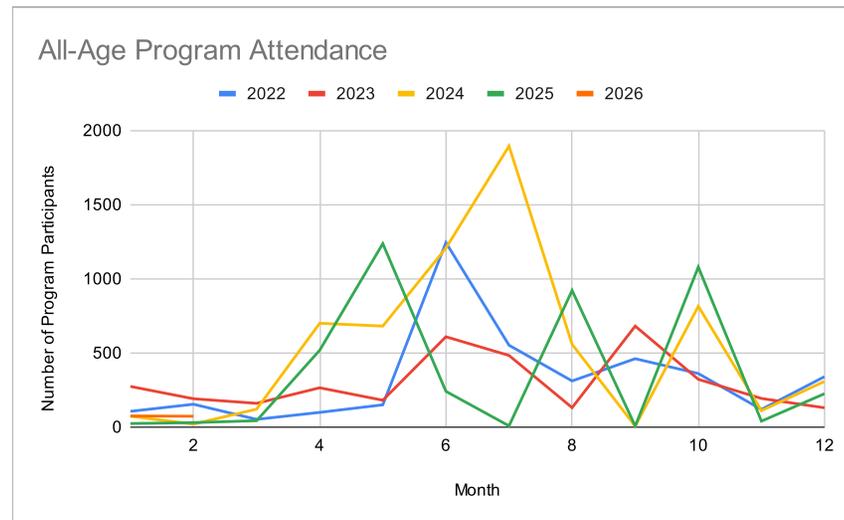
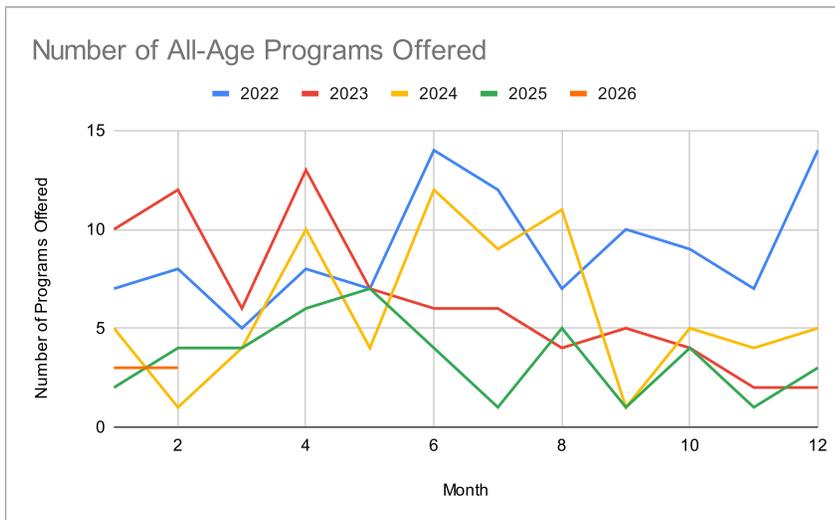
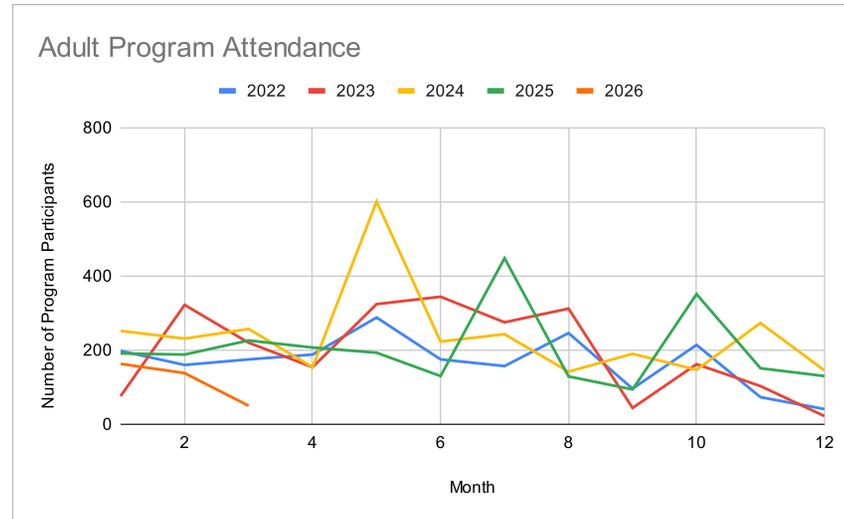
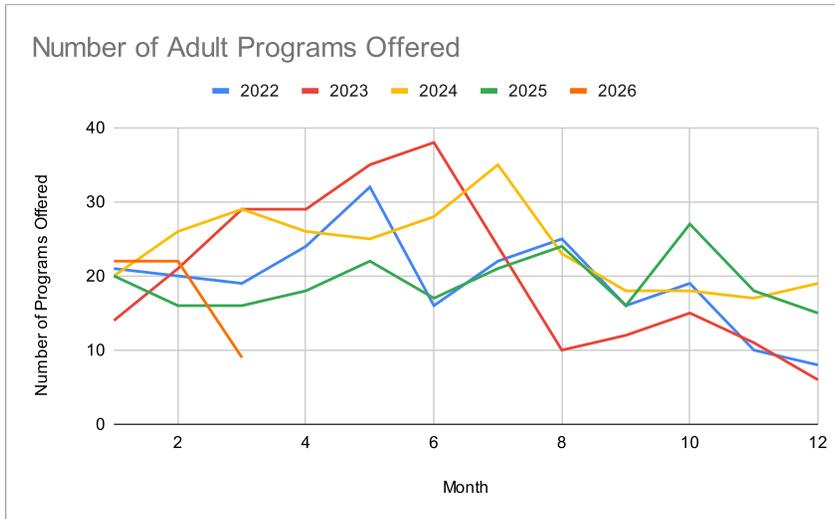
**Facility Maintenance and Management**

We had a slow sink drain in a kitchen sink and had a plumber come out to snake all of our drains. We are beginning work on this year's project to replace windows with broken seals, and stain the outside wooden surfaces. We have a couple of light fixtures we are working on with an electrician.

**Leadership and Professional Development**

Three staff have been selected to attend this year's Public Library Association conference, which will be held in Minneapolis April 1 through 3.





**Basalt Regional Library District  
Balance Sheet  
February 2026**

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
<b>ASSETS</b>						
Cash in Banks						
Alpine Bank #0127	128,574			128,574		128,574
Colo Trust - Tabor Reserve #8003	61,044			61,044		61,044
Colo Trust - Operating Fund #8004	782,174			782,174		782,174
Colo Trust - Bond Repayment #8002		12,395		12,395		12,395
Colo Trust - Capital Rsv Fund #8005			838,168	838,168		838,168
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	28,595			28,595		28,595
Property Tax Receivable	2,397,871			2,397,871		2,397,871
Pooled Cash (Interfund Transfers)	(13,113)	(12,902)	26,062	47		47
Capital Assets, net of depreciation	-	-	-	-	8,862,793	8,862,793
<b>Total Assets</b>	<b>3,385,259</b>	<b>(508)</b>	<b>864,230</b>	<b>4,248,981</b>	<b>8,862,793</b>	<b>13,111,773</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Accounts Payable & Accrued Liabilities	32,177	-	-	32,177		32,177
<b>Other Current Liabilities</b>						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	2,397,871			2,397,871		2,397,871
Current Bonds Payable, 2012				-	825,000	825,000
<b>Total Current Liabilities</b>	<b>2,430,048</b>	<b>-</b>	<b>-</b>	<b>2,430,048</b>	<b>831,807</b>	<b>3,261,855</b>
<b>Long Term Liabilities</b>						
Bonds Payable, 2012		-		-	850,000	850,000
Accrued Compensated Absences				-	60,318	60,318
<b>Total Long Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>910,318</b>	<b>910,318</b>
<b>Total Liabilities</b>	<b>2,430,048</b>	<b>-</b>	<b>-</b>	<b>2,430,048</b>	<b>1,742,124</b>	<b>4,172,172</b>
<b>Fund Balance / Net Position</b>						
Net Investment in Capital Assets	-	-	-	-	7,187,793	7,187,793
Non Spendable	28,595	-	-	28,595	(28,595)	-
Restricted for:						
Tabor	81,973			81,973	-	81,973
Debt Service		(508)		(508)	-	(508)
Committed for Future Projects			864,230	864,230	(864,230)	-
Unassigned / Unrestricted	844,643	-	-	844,643	825,701	1,670,343
<b>Current Year Fund Balance / Net Position</b>	<b>955,210</b>	<b>(508)</b>	<b>864,230</b>	<b>1,818,933</b>	<b>7,120,669</b>	<b>8,939,601</b>
<b>Total Liabilities and Fund Balance / Net Position</b>	<b>3,385,259</b>	<b>(508)</b>	<b>864,230</b>	<b>4,248,981</b>	<b>8,862,793</b>	<b>13,111,773</b>

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

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 2/28/26	Actuals vs Budget YTD %
<b>General Operating Beginning Fund Balance</b>				1,497,951	1,265,444	1,273,676	8,232
<b>Eagle County</b>							
		Assessed Value		419,653,120	473,973,270	473,973,270	
		% Increase			73.52%		
		<b>Operating Mill Levy Rate</b>		2.610	3.103	3.103	
<b>Pitkin County</b>							
		Assessed Value		299,274,620	307,415,620	307,415,620	
		% Increase			58.84%		
		<b>Operating Mill Levy Rate</b>		2.610	3.103	3.103	
<b>REVENUES</b>							
4005	General Operating Mill Levy						
4010	Eagle County			1,121,770	1,470,739.06	20,158	1.37%
4020	Pitkin County			779,740	953,910.67	6,620	0.69%
	Total General Operating Mill Levy			1,901,510	2,424,649.73	26,778	1.10%
4100	MVSO - General Operating						
4110	Eagle County			81,206	70,000	5,407	7.72%
4120	Pitkin County			28,714	30,000	2,142	7.14%
	Total MVSO - General Operating			109,920	100,000	7,549	7.55%
4200	Fines & Fees						
4261	Miscellaneous			13,704	20,000	1,849	9.24%
	Total Fines & Fees			13,704	20,000	1,849	9.24%
4300	Earnings on investments						
4310	Colotrust Int Op Acct			63,821	80,000	6,242	7.80%
4320	Mill Levy Interest			4,976	-	-	0.00%
	Total Earnings on investments			68,797	80,000	6,242	7.80%
4400	Contributions *see detail						
4410	Contributions- Non-Restricted			9,193	5,000	5,000	100.00%
4412	Contributions- Restricted			1,729	1,000	-	0.00%
	Total Contributions			10,922	6,000	5,000	83.33%
4500	Grants - Non-Restricted						
4505	Grants - General Operating Grants			2,500	5,000	-	0.00%
	Total Grants - Non-Restricted			2,500	5,000	-	0.00%
4600	Grants - Restricted						
4604	Restricted - Library Friends			9,774	9,000	-	0.00%
4620.14	Restricted - Library Trust			9,941	5,000	8,391	167.83%
4620.15	Restricted - Other Misc			15,447	5,000	10	0.20%
	Total Restricted Fund Income - Foundation/Friends			35,162	19,000	8,401	44.22%
<b>TOTAL REVENUES</b>				2,142,515	2,654,650	55,819	2.10%

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 2/28/26	Actuals vs Budget YTD %
		<b>OPERATING:</b>				
		<b>Administration</b>				
		Contract Services				
5010		Accounting	5,122	7,000	765	10.93%
5020		Audit - Annual	14,800	15,781	-	0.00%
5030		Courier	9,014	7,500	5,401	72.02%
5040		Legal	1,728	5,000	59	1.18%
5050		Miscellaneous Contracts	88,857	120,000	20,151	16.79%
		<b>Total Contract Services</b>	<b>119,520</b>	<b>155,281</b>	<b>26,377</b>	<b>16.99%</b>
		Insurance				
5100		Insurance				
5110		Property & Liability Insur	46,227	45,000	43,703	97.12%
5120		Worker's compensation	5	2,000	-	0.00%
		<b>Total Insurance</b>	<b>46,232</b>	<b>47,000</b>	<b>43,703</b>	<b>92.99%</b>
		Professional Dev. & Memberships				
5220		Professional Dev. & Memberships				
5230		Board	1,195	1,500	72	4.81%
5235		Employers Council	3,881	3,600	2,330	64.73%
5240		Library Association Dues	1,450	3,000	-	0.00%
5250		Spec District Ass'n Due	1,217	1,275	1,238	97.06%
5260		Staff	9,328	12,000	388	3.23%
5270		Travel expenses	9,908	12,000	21	0.17%
5275		Volunteer Appreciation	65	1,000	-	0.00%
5276		Staff Appreciation	1,384	2,500	-	0.00%
		<b>Total Professional Dev. &amp; Memberships</b>	<b>28,428</b>	<b>36,875</b>	<b>4,049</b>	<b>10.98%</b>
		Publicity				
5280		Publicity				
5285		Radio	17,067	19,500	18,729	96.05%
5286		Spanish Language Interpretation/Translating	3,505	6,400	850	13.28%
5287		Job Ads	2,710	2,000	761	38.03%
5290		Advertising - General	2,403	6,000	163	2.72%
5293		Signage	307	500	-	0.00%
5295		Social Media Ads	744	2,000	45	2.26%
5297		Targeted Newspaper Ads	7,369	10,250	833	8.12%
		<b>Total Publicity</b>	<b>34,105</b>	<b>46,650</b>	<b>21,381</b>	<b>45.83%</b>
		Supplies				
5300		Supplies				
5310		Office Supplies	12,322	14,000	3,052	21.80%
5320		Technical Cataloging & Service	5,668	8,500	1,611	18.95%
5330		Postage & Shipping	71	500	8	1.67%
		<b>Total Supplies</b>	<b>18,060</b>	<b>23,000</b>	<b>4,671</b>	<b>20.31%</b>
		Treasurer's fees				
5350		Treasurer's fees				
5360		Eagle fees	33,702	44,122	605	1.37%
5370		Pitkin fees	39,055	47,696	331	0.69%
		<b>Total Treasurer's fees</b>	<b>72,757</b>	<b>91,818</b>	<b>936</b>	<b>1.02%</b>
		<b>Total Administration</b>	<b>319,103</b>	<b>400,624</b>	<b>101,116</b>	<b>25.24%</b>
		<b>Facility Expenses</b>				
5410		Janitorial	59,771	56,650	4,973	8.78%
5420		Janitorial Supplies	8,579	11,000	1,692	15.38%
5430		Landscaping	11,550	17,000	5,860	34.47%
5440		Maintenance *Detailed List Attached	32,199	20,000	3,192	15.96%
5460		Snow Removal	1,848	5,196	2,772	53.35%

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 2/28/26	Actuals vs Budget YTD %
		Total Facility Expenses (Maintenance)	113,947	109,846	18,489	16.83%
5500		Utilities				
5510		Electric	6,782	8,500	730	8.58%
5515		Compost Collection System	830	2,400	80	3.33%
5520		Gas	10,533	16,000	2,971	18.57%
5530		Internet Connectivity	10,313	16,000	1,371	8.57%
5540		Sanitation	4,103	3,777	1,086	28.76%
5550		Telephone	6,207	9,500	523	5.50%
5560		Trash	8,956	10,446	1,878	17.98%
5570		Water	5,050	5,356	-	0.00%
		Total Utilities	52,774	71,979	8,638	12.00%
		<b>Total Facility Expenses</b>	<b>166,721</b>	<b>181,826</b>	<b>27,127</b>	<b>14.92%</b>
		<b>Library Programs</b>				
5610		Adult Program	13,632	11,000	1,452	13.20%
5620		Children's	18,623	6,500	2,799	43.06%
5633		Movie License	-	1,000	-	0.00%
5634		Liquor License	759	400	-	0.00%
5640		Music	33,201	17,000	6,254	36.79%
5650		Spanish Language	2,599	4,500	74	1.64%
5660		Teens	9,397	4,500	626	13.90%
5601		Summer Reading				
5601.01		Adult Summer Reading	679	1,000	49	4.87%
5601.02		Teen Summer Reading	8,277	3,000	-	0.00%
5601.03		Children's Summer Reading	6,435	6,000	939	15.65%
5601.04		Spanish Language Summer Reading	-	2,000	-	0.00%
5602		Community Events	15,127	17,000	443	2.60%
		<b>Total Library Programs</b>	<b>108,727</b>	<b>73,900</b>	<b>12,635</b>	<b>17.10%</b>
		<b>Technology &amp; Equipment</b>				
		Copiers & Equipment				
5740		Service Agreement / Copy Usage	5,120	6,000	-	0.00%
		<b>Total Copiers &amp; Equipment</b>	<b>5,120</b>	<b>6,000</b>	<b>-</b>	<b>0.00%</b>
5760		Marmot ILS System	103,504	115,000	1,500	1.30%
5770		Miscellaneous Parts	2,021	3,000	91	3.02%
5780		Support & Service Agreements				
5781		Marketing & Graphic Design	2,613	3,700	1,485	40.13%
5785		Communication & Time Management	6,693	8,880	1,716	19.33%
5783		Website Tools	3,105	4,800	3,140	65.42%
		<b>Total Support &amp; Service Agreements</b>	<b>12,411</b>	<b>17,380</b>	<b>6,341</b>	<b>36.49%</b>
		<b>Total Technology</b>	<b>123,056</b>	<b>141,380</b>	<b>7,932</b>	<b>5.61%</b>
		<b>Collections</b>				
5910		Audio				
5920		Adult BCD	2,303	3,000	-	0.00%
5922		Spanish Audio Adult	426	500	-	0.00%
5924		Spanish Audio Youth	500	500	-	0.00%
5930		Youth Audio	3,588	3,500	66	1.90%
		Total Audio	6,817	7,500	66	0.89%
6000		Books & Magazines				
6010		Adult fiction books	12,948	12,800	1,864	14.56%
6020		Adult non-fiction books	12,529	20,000	1,078	5.39%
6025		Board Games	240	500	58	11.60%
6030		Juvenile Fiction	8,784	9,600	1,771	18.45%

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 2/28/26	Actuals vs Budget YTD %
6040		Juvenile Non-Fiction	3,548	5,000	1,146	22.93%
6045		Large Print	1,995	3,000	71	2.36%
6050		Print Subscriptions	4,054	6,000	330	5.50%
6055		Replacement Books - Purchased	3,395	3,000	1,222	40.72%
6060		Spanish Adult fiction	2,073	2,000	284	14.21%
6070		Spanish adult non-fiction	1,498	1,500	198	13.21%
6080		Spanish children's books	4,750	5,000	160	3.20%
6100		YA Fiction	3,172	4,000	201	5.02%
6110		YA Non-Fiction	1,382	1,700	12	0.71%
6120		Special Items	1,628	2,000	424	21.22%
		<b>Total Books</b>	<b>61,994</b>	<b>76,100</b>	<b>8,820</b>	<b>11.59%</b>
6200		Digital Resources				
6300		Downloadable Titles:				
6305		Kanopy	5,000	5,000	3,000	60.00%
6320		Overdrive	30,957	31,500	4,375	13.89%
6340		Online Databases	6,785	12,000	6,892	57.44%
6350		Online Newspaper Subscriptions	1,302	1,500	594	39.60%
		<b>Total Digital Resources</b>	<b>44,043</b>	<b>50,000</b>	<b>14,862</b>	<b>29.72%</b>
6400		Media				
6430		Adult Movies	5,746	6,000	1,004	16.74%
6440		Juvenile Movies	901	1,000	141	14.11%
6460		Video / Games	1,404	1,800	-	0.00%
		<b>Total Media</b>	<b>8,051</b>	<b>8,800</b>	<b>1,146</b>	<b>13.02%</b>
		<b>Total Collections</b>	<b>120,906</b>	<b>142,400</b>	<b>24,894</b>	<b>17.48%</b>
6800		Restricted Funds				
6801		Restricted Exp - Misc	-	30,000	-	0.00%
		<b>Total Restricted Funds</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>0.00%</b>
		<b>Total Operating expenses</b>	<b>838,514</b>	<b>970,129</b>	<b>173,704</b>	<b>17.91%</b>
6900		Payroll Expenses				
6910		Payroll	1,034,276	1,168,880	165,802	14.18%
6920		Payroll Service	14,408	10,537	3,219	30.55%
6930		Payroll Taxes	81,131	93,916	15,410	16.41%
6940		Retirement Plan	24,249	34,315	3,124	9.10%
6950		Health Insurance	133,609	185,820	12,672	6.82%
6957		Background Check	1,891	1,900	354	18.63%
6960		Life Insurance	-	645	-	0.00%
6965		STD/LTD	-	3,504	-	0.00%
6970		FAMLI	6,712	9,313	-	0.00%
		<b>Total Payroll Expenses</b>	<b>1,296,276</b>	<b>1,499,517</b>	<b>200,581</b>	<b>13.38%</b>
		<b>TOTAL EXPENDITURES</b>	<b>2,134,790</b>	<b>2,478,959</b>	<b>374,285</b>	<b>15.10%</b>
		<b>Net General Fund Income/(Loss)</b>	<b>7,725</b>	<b>175,690</b>	<b>(318,466)</b>	
		Allocation to Capital Reserve Outlay	232,000	175,000	-	0.00%
		Allocation to Bond Repayment		242		
		<b>General Fund Balance</b>	<b>1,273,676</b>	<b>1,266,134</b>	<b>955,210</b>	<b>75.44%</b>

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

					YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 2/28/26	Actuals vs Budget YTD %
<b>Capital Reserve Beginning Fund Balance</b>					664,373	861,797	861,797	-
<b>REVENUES</b>								
7210		Allocation From General Fund		232,000	175,000	-	0.00%	
7230		Interest Earned - Reserve Fund		63,523	35,000	5,149	14.71%	
7540		Furniture Grant		25,000		-	0.00%	
<b>TOTAL REVENUES</b>					<b>320,523</b>	<b>210,000</b>	<b>5,149</b>	<b>2.45%</b>
<b>EXPENDITURES</b>								
8310		Miscellaneous		-	25,000	-	0.00%	
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%	
8310.05		Computers - Staff		21,562	28,000	1,249	4.46%	
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%	
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	1,167	2.33%	
8310.19		Replace telephone system		-	10,000	-	0.00%	
8310.20		Replace kitchen appliances		147	2,500	300	12.00%	
8310.21		HVAC Parts		6,293	-	-	0.00%	
8310.22		Replace/repair windows		24,130	5,000	-	0.00%	
8310.23		Handicap Accessible Door Openers		8,637	-	-	0.00%	
8310.24		Asphalt - Seal/Repair		-	14,550	-	0.00%	
8310.25		Pumps/Motors - Replace - 15%		-	3,150	-	0.00%	
8310.26		Window Treatments - Replace		-	3,250	-	0.00%	
8310.27		Keycard/Fob Reader System - Replace		-	13,500	-	0.00%	
8310.28		Packaged Air Unit - Maintain		-	8,250	-	0.00%	
8310.29		Wood Siding - Repair/Repaint		-	35,000	-	0.00%	
8310.30		Traffic Counter System - Replace		-	6,800	-	0.00%	
<b>TOTAL EXPENDITURES</b>					<b>123,098</b>	<b>276,000</b>	<b>2,716</b>	<b>0.98%</b>
<b>Net Fund Income/(Loss)</b>					<b>197,424</b>	<b>(66,000)</b>	<b>2,433</b>	<b>-3.69%</b>
<b>Capital Reserve Fund Balance</b>					<b>861,797</b>	<b>795,797</b>	<b>864,230</b>	<b>108.60%</b>

Prepared for Internal Use Only

**Basalt Regional Library District  
Maintenance Detail**

<b>Date</b>	<b>Name</b>	<b>Category</b>	<b>Memo</b>	<b>Amount</b>
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
01/01/2026	Orkin Pest Control	Pest Control	Annual Pest Control 1/1/26-12/31/26	\$ 550.40
01/01/2026	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 1/01/2026- 2/28/26	\$ 185.48
01/01/2026	AED Authority	Miscellaneous	Annual AED Concierge 1/01/2026 - 12/31/2026	\$ 245.00
01/01/2026	Acme Alarm Company	Alarm / Monitoring	1st Qtr 2026 Monitoring	\$ 145.41
<b>Sub-Total January</b>				<b>\$ 2,333.34</b>
02/25/2026	Roto Rooter Plumbing	Building/Interior Maintenance	Bathroom Repairs and Maintenance	\$ 859.00
<b>Sub-Total February</b>				<b>\$ 859.00</b>
<b>Grand Total</b>				<b>\$ 3,192.34</b>

Alarm / Monitoring	\$ 330.89
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 1,357.05
Inspection / Testing	\$ -
Pest Control	\$ 550.40
Plumbing / Heating	\$ 709.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 245.00
<b>Total</b>	<b>\$ 3,192.34</b>

Var \$ -  
Var to Financials \$ -

**BASALT REGIONAL LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE LIST**  
February 7 - March 6

<b>BUDGET DESCRIPTION</b>	<b>PAYEE</b>	<b>AMOUNT</b>
Accounting	*Bill.com	325.51
Gas	*Black Hills Energy	1,654.17
Multiple	*Divy	10,227.47
Electric	*Holy Cross Energy	729.68
Payroll Service	*Paychex Payroll Service	832.81
Accounting	*Square	70.00
Payroll Liabilities	*TIAA-CREF	11,227.03
Janitorial	Alsco	80.62
Targeted Newspaper Ads	Aspen Daily News	382.52
Teen	Aspen Science Center	705.00
Wellness/Health Insurance	CEBT Willis of Colorado	14,693.18
Telephone	Century Link	522.91
Worker's compensation	Colorado Department of Labor & Employment	5.44
Property & Liability Insur	Colorado Special Districts Property & Lia	43,703.00
Miscellaneous Contracts	Cura HR, LLC	9,151.25
Translation / Interpretation	Dulce Andrea Suarez	270.00
Background Check	Employers Council Services, Inc.	354.00
Compost Collection System	EverGreen ZeroWaste	80.00
Legal	Garfield & Hecht, P.C.	59.00
Janitorial	Grizzly Creek Enterprises, Inc	4,892.56
Children's	Imagination Library of Colorado	116.59
Multiple	Ingram Library Services	5,506.04
Maintenance	Johnson Controls Security Solutions	278.22
Overdrive	Marmot Library Network, Inc.	778.36
Adult Movies	Midwest Tape	827.79
Office Supplies	ODP Business Solutions	83.98
Overdrive	Overdrive, Inc	1,738.85
Maintenance	R&A Enterprises of Carbondale	498.05
Children's	Seia Rassenti	240.00
Travel Expenses	Stephanie Rifkin	20.86
Music	The OK Factor	4,200.00
Targeted Newspaper Ads	The Sopris Sun	450.00
Children's	Thrive Collaborative	130.00
Staff	Tom Regan	35.00
Water	Town of Basalt	1,150.13
Trash	Waste Management	1,881.35
Maintenance	Young Services	709.00
Internet Connectivity	Zayo Education LLC	210.00
		<b>\$ 118,820.37</b>

Amazon Transaction Details  
February

Order Date	Order ID	PO Number	Order Subtotal	Title
2/26/2026	113-5590597-2487454	5620	29.97	Sunlode Clay Beads Bracelet Making Kit, 3 Boxes 15,000PCS Boho Color with Letter Beads, Charms and Elastic Strings, DIY Jewelry Set for Friendship Bracelets Crafts Gift
2/26/2026	113-5590597-2487454	5620		Resinta 100 Pieces Handmade Braided Bracelets Assorted Colors Friendship Cords Thread Bracelets Party Supply Favors for Wrist Anklet
2/26/2026	113-8670967-0637813	5620	24.83	Douglas Brushy Hamster Plush Stuffed Animal
2/26/2026	113-8670967-0637813	5620		100 Pcs Mini Glow in The Dark Animal Resin Models, Mystery Resin Animals Blind Bag, Animal Miniatures for Fairy Garden Accessories, Random Design
2/25/2026	113-3246164-3765838	6025	36.97	Moose Master - Laugh Until You Cry Fun - Your Cheeks Will Hurt from Smiling and Laughing so Hard - for Fun People Looking for A Hilarious Night in a Box
2/25/2026	113-3246164-3765838	6025		SUSSED The Wacky 'What Would You Do?' Card Game - Stocking Stuffer for Teens, Boys, Girls - Social Fun for Kids Ages 10+ & Adults - Great Conversation Starter - Cool Blue Deck
2/25/2026	113-6927864-1261828	6025	72.36	Clarendon Games Herding Cats
2/25/2026	113-6927864-1261828	6025		Doomlings - A Delightful Card Game for The End of The World - Best New Strategy Card Game for Adults, Kids, & Teens   2-6 Players   Perfect for Families and Travel   Easy to Learn (Base Edition)
2/25/2026	113-6927864-1261828	6025		Inori Board Game - Cooperative and Competitive Worker Placement Strategy Game, Fun Family Game for Kids and Adults, Ages 10+, 2-4 Players, 40 Minute Playtime, Made by Space Cowboys
2/25/2026	113-6927864-1261828	6025		That Escalated Quickly by Exploding Kittens, 2-8 Players - Ages 10+ - 15 Minutes to Play - Hilarious Cooperative Card Game for Family Game Night, Party, Adult and Teen
2/25/2026	113-6517205-6048220	6055	16.97	Endless Games The Original The Floor is Lava! Game by Endless Games - Interactive Game For Kids And Adults - Promotes Physical Activity - Indoor And Outdoor Safe
2/25/2026	113-9940982-6412228	5310	39.38	Litepak 125-Pack Disposable Face Mask Premium Comfort Earloops with Dispenser Box
2/25/2026	113-9940982-6412228	5310		Sharpie Permanent Markers Ultra Fine Tip Markers Set Quick Drying And Fade Resistant Artist Marker For Wood Plastic Paper Metal And More Drawing Coloring And Poster Marker Black 12 Count
2/25/2026	113-9940982-6412228	5310		Palmolive Ultra Dishwashing Liquid Dish Soap, Pure + Clear Fragrance Free - 32.5 Fluid Ounce (Packaging may vary)
2/25/2026	111-7534163-5521807	5770	24.99	130W USB C Laptop Charger Compatible with Dell Computer XPS 15 17 9575 9500 9510 9520 9530 9700 9710 9720 9730, Precision 5470 5480 5550 5560 5530 5570 5750 5760 5770 3550 3560 3570 3571 2in1, Latitude
2/24/2026	113-4166410-0879410	5310	23.74	Lemon Squeezer Stainless Steel with Premium Quality Heavy Duty Solid Metal Squeezer Bowl - Large Manual Citrus Press Juicer and Lime Squeezer Stainless Steel - by Zulay Kitchen
2/24/2026	114-3769959-6705025	5610	297.66	American Mahjong Tile Set - 166 White Tiles, 4 All-in-One Color Racks with Pushers, 3 Dice, Portable Red Carrying Bag - Complete Mahjong Game Set
2/24/2026	114-3769959-6705025	5610		Set of 2 Square Folding Table 34in Multi-Functional Portable Folding Card Table with Carrying Handle for Indoor Outdoor Camping, Picnic, Office, Party Use HDPE Plastic Tabletop with Metal Frame(White)
2/24/2026	114-7442395-3453044	5610	47.3	Little Women (Signature Clothbound Editions)
2/24/2026	114-7442395-3453044	5610		Pride & Prejudice
2/24/2026	114-7442395-3453044	5610		Frankenstein (Masterpiece Library Edition)
2/18/2026	114-0797744-9502619	6460	39.99	Sonic Racing: CrossWorlds Amazon Exclusive Edition - Nintendo Switch
2/18/2026	114-3720826-9177845	6460	34.99	Tiny Bookshop - Nintendo Switch
2/18/2026	114-6213509-6681019	6460	241.04	Once Upon a Katamari (Nintendo Switch)
2/18/2026	114-6213509-6681019	6460		Revenge of the Savage Planet Day One Edition Xbox Series X
2/18/2026	114-6213509-6681019	6460		No Man's Sky - Nintendo Switch
2/18/2026	114-6213509-6681019	6460		Battlefield 6 - Sony PlayStation 5
2/18/2026	114-6213509-6681019	6460		Atomfall - Xbox Series X
2/18/2026	114-6213509-6681019	6460		Fast & Furious: Arcade Edition - PlayStation 5
2/17/2026	114-8328896-7738664	5610	166.91	24 Rolls Colored Twine String for Crafts, 2mm Macrame Cord for Gift Wrapping - 12 Colors Twine for Crafts and Macrame Supplies (11 Yards Each, 264 Yards Total)
2/17/2026	114-8328896-7738664	5610		100 PCS Vintage Aesthetic Stickers Cute Coquette Stickers Food Cake Dessert Baking Sticker Coffee Journaling Scrapbooking Sticker Pack for Adult
2/17/2026	114-8328896-7738664	5610		SAEUYVB Candle Making Kit, Candle Making Kit for Adults - DIY Starter Soy Candle Making Supplies-Including Soy Wax, Electric Stove, Melting Pot, Candle Wicks, Rich Scents, Stickers, Etc
2/17/2026	114-8328896-7738664	5610		As Long As Rivers Run
2/17/2026	114-8328896-7738664	5610		120Pcs Mixed Vintage Stickers, Waterproof Scrapbook Aesthetic Sticker for Daily Planner, Water Bottles, Handbook Junk Journal Stickers, Scrapbooking Journaling Supplies for DIY Paper Crafts
2/17/2026	114-8328896-7738664	5610		500 Sheets Vintage DIY Scrapbook Aesthetic Paper Supplies Decorative Paper Material for DIY Scrapbook Journal Photo Album Crafts(3.35 x 2.17 Inches, Stylish Style)
2/17/2026	114-8328896-7738664	5610		380 Pcs Natural Flower Stickers for Scrapbooking, Vintage Floral Stickers Decals Aesthetic Watercolor Stickers for Journaling Phone Case Stickers Art Bullet Junk Journal Planners DIY Craft Notebook
2/17/2026	114-8328896-7738664	5610		168Pcs Textured Scrapbook Paper Kit - Embossed Rice Decoupage Paper Mixed Media for Scrapbooking Supplies Junk Journaling Cards Making Collage, Vintage 6 Pack DIY Decorative Materials Craft Gifts
2/13/2026	113-4290782-7672243	5310	37.39	In The Raw Turbinado Cane Sugar Packets, 200 Ct Box, 1 Pack, Pure, All-Natural Turbinado Sugar, Non-GMO Project Verified, Kosher, Vegan and Gluten Free
2/13/2026	113-4290782-7672243	5310		C&H Premium Pure Cane Sugar Packets, 0.10 Ounce (2.8 Gram) NON-GMO Packets, Pack of 400 in Dispenser Box
2/12/2026	113-7890836-9011420	6055	67.89	16.9" Portable DVD Player with 14.1" Large HD Screen, High Volume Speaker, 4-6 Hours Built-in Rechargeable Battery, Support USB/SD Card/Sync TV and Multiple Disc Formats, Region Free, Remote Control, Black
2/12/2026	113-6901822-3123455	5310	128.22	Clorox Free & Clear Cleaning Wipes, Light Lemon Scent, 75 Count, Pack of 3 (Pack May Vary)
2/12/2026	113-6901822-3123455	5310		Kitchen Cleaning Sponges, 24 Pack Eco Non-Scratch for Dish, Scrub Sponges
2/12/2026	113-6901822-3123455	5310		AMUU Rubber Bands #33 colors rubber band About 200pcs size 33 rubber Bands for Office School Home Strong Elastic Band 5 colors Loop Office Supplies
2/12/2026	113-7877037-3550652	5620	22.89	Amazon Basics Cotton Balls, 600 Count (3 Packs of 200) (Previously Solimo)
2/12/2026	113-7877037-3550652	5620		36 Colors Set, Fine Glitter for Resin, Arts and Craft Supplies Glitter, Cosmetic for Body Nail Face Hair Eyeshadow Lip Gloss Makeup, Festival Decoration

Amazon Transaction Details  
February

Order Date	Order ID	PO Number	Order Subtotal	Title
2/12/2026	113-7877037-3550652	5620		Art Craft Glitter, 3mm Star Shaped Holographic Chunky Flakes Sequins for Slime, Nail Art, Tumblers, Resin Craft, Festival Party - 0.35oz (10g) (Laser Silver)
2/11/2026	111-6820687-4472227	5770	18.99	KobraTech TabMount 360 iPad Tripod Mount Holder   Includes Swivel Ball Head and Bluetooth Remote   KobraTech iPad Holder for Tripod (Mount Only)
2/11/2026	113-5294973-8491406	6055	12.78	Curious George Goes to a Chocolate Factory
2/11/2026	113-5294973-8491406	6055		Curious George Goes to the Hospital: A Delightful Read-Aloud Story Introducing Kids to the Hospital Through Humor
2/10/2026	113-6373620-6008215	6080	0	Willodeen (Spanish Edition)
2/10/2026	113-1537995-8535463	5620	15.2	Super Z Outlet 1" Assorted Colorful Adhesive Stick-On Heart Star Round Shaped Jewel Gems for Arts & Crafts, Themed Party Decoration Accessories, Children Activities (100 Pack)
2/10/2026	113-9934595-5361869	5620	54.85	Montessori Toddler Fishing Game - Kids Wooden Magnetic Fishing Toys for 3 Years Old Girls Boys, Fine Motor Skills for Toddler
2/10/2026	113-9934595-5361869	5620		Pressman Let's Go Fishin' XL: Deep Sea Edition, Multicolor, 5" edutree Wooden Magnetic Fishing Game for Toddlers 1-3, Frog Fishing Color Sorting Montessori Sensory Preschool Educational Learning Fine Motor Skills Toys for 3 4 5 Years Old Boys Girls
2/10/2026	113-9934595-5361869	5620		MAGNIPROS Patented 5X Large LED Page Magnifier for Reading   Eye Caring 3 Color Light Modes & Anti-Glare Lens to Reduce Eye Strain-Perfect for Small Prints, Aging Eyes, Low Vision and Seniors
2/9/2026	113-7127975-1817026	6120	21.95	KEFF 12-Pack Bulk Canvas Boards - 11x14, Primed 100% Cotton for Acrylic, Oil, Watercolor, Tempera - Art Supplies for Adults & Kids
2/9/2026	114-9384213-2428267	5660	19.49	KESOTE 6 Sheets Glitter Gold and Silver Star Stickers, Self-Adhesive Assorted Star Labels for Handicrafts Christmas Decoration, Classroom Teacher Supplies
2/7/2026	113-3091751-5585867	5620	35.01	JPSOR 900pcs Gems Jewels for Crafts, Acrylic Flatback Rhinestones for Halloween Pirate Party Decorations, Crafting Embellishments Gemstone (9 Shapes, 6-13mm)
2/7/2026	113-3091751-5585867	5620		1000 Realistic Solar System Stickers for Kids - Outer Space Planet Stickers for Party Decoration, Teacher Reward, Educational Purposes
2/7/2026	113-3091751-5585867	5620		Marspark 10 Sheets Holographic Glitter Silvery Star Stickers Multiple Sizes Self-Adhesive Decals Glitter Reflective Star Stickers Iridescent Sparkly Reward Behavior Labels for Wall Classroom Teacher
2/7/2026	113-3091751-5585867	5620		Mixed 1400pcs AB Colour Gems Jewels Flatback Rhinestones, Assorted Shapes Rhinestone for Crafts, Face Art Gem Jewel for Crafting, Acrylic Gemstones DIY Halloween Party Decorations (Muticolor AB)
2/6/2026	113-7435693-0983463	5620	7.95	1000pcs Glue Point Clear Balloon Glue Removable Adhesive Dots Double Sided Dots of Glue Tape for Balloons Craft Glue Points Dots Sticky Dots or Wedding Decoration
2/6/2026	113-1938057-3569831	5620	21.98	Ozepao 444 Pcs Spring Stickers for Kids, 24 Sheets Spring Garden Stickers Bulk for Water Bottles Gifts Bags Cards Envelopes Decor
2/6/2026	113-1938057-3569831	5620		Bercoor 24 Pcs Rainbow Silicone Slap Bracelets, 12 Colors Slap Bracelet Wristbands Soft and Safe for Party Decorations Favors
2/6/2026	113-0310150-1066614	5620	18.99	Winlyn 24 Sets Easter Craft Kits DIY Easter Egg Ornaments Decorations Assorted Easter Egg Foam Stickers Easter Arts and Crafts for Kids Spring Easter Home Classroom Activities Party Favors Art Project
2/5/2026	114-2229080-8769061	8310.05	49.99	OtterBox Defender Series Case for iPad Pro 11-inch (M4 and M5) - (Black)(Clear/Black), Rugged, Durable, Multi-Layer Protection (Single Unit Ships in polybag, Ideal for Business customers)
2/5/2026	113-9107111-1494606	5310	9.38	Scotch Clear Adhesive Bumper Pads 40 PCS, Self-Stick Rubber Pads 1/2" Round, Cabinet Door Rubber Bumpers, Designed to Protect Cabinets and Drawers, Sound Dampening, Transparent (SP951-NA)
2/3/2026	113-5191899-5995454	5310	162.48	Scotch Heavy Duty Packaging Tape, 1.88" x 54.6 yd, Designed for Packing, Shipping and Mailing, Strong Seal on All Box Types, 3" Core, Clear, 6 Rolls (3850-6)
2/3/2026	113-5191899-5995454	5310		Post-it Super Sticky Notes, 6 Lined Sticky Note Pads, 4 x 4 in., Ideal for Organization in Your Dorm, Home or Office, 2X The Sticking Power, Supernova Neons Collection
2/3/2026	113-5191899-5995454	5310		6 mm Baltic Birch Plywood 1/4 x 24 x 24 Inch, Box of 4 B/BB Grade Craft Wood, Stronger Than Basswood Sheets, for Laser, CNC Cutting and Wood Burning, by Woodpeckers
2/3/2026	113-5191899-5995454	5310		Dyforce Folding Step Stool 13", Heavy Duty Step Stools for Adults and Kids, Compact Foot Stools, Light-Weight Toddler Foldable Step Stool for Kitchen, Bathroom, Holds Up to 300 lbs (Black)
2/3/2026	114-2376614-6438645	5610	79.47	Umigy 36 Sets Tea Party Decorations Floral Paper Tea Cups with Handle and Plates Disposable Blossom Teacups Saucers Sets with Tape for Hot Cold Drink Birthday(Blue Pink Yellow Green,9 oz)
2/3/2026	114-2376614-6438645	5610		JOYIN 28 Packs Valentine's Day Gift Cards with Mini Bears Plush Toy Party Favors, Mini Stuffed Plush Toys for Valentines Day Gifts, Kids Classroom School Exchange Prize
2/3/2026	114-2376614-6438645	5610		Layhit 83 Pcs Floral Tea Party Set for Girls Disposable Vintage Tableware with 3-Tier Cake Stand, 12 Serves Paper Cups and Saucers, Plates, Napkins, Cutlery for Birthday, Baby Shower
2/3/2026	114-0282615-0893862	5310	82.99	Avery Reusable Magnetic Professional Name Badge System, 1" x 3" Silver Name Tags, 10 Identification Badges, 80 Laser Printable Inserts, Design Software Included (71206)
2/2/2026	113-9123750-2840204	5602	6.64	Nylon String for Bracelets, 0.8 mm Nylon Cord, 109 Yards Chinese Knotting Cord for Jewelry Making, Beading, Necklaces, Bracelets, Tassels and Craft Projects
			<b>Total</b>	<b>1,971.63</b>

## Monthly statement

This is not a bill.

VISA

### Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly\*

## Statement Summary

Balance (from previous cycle)	\$7,696.48
Transactions	\$10,227.47
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$7,696.48
<b>Statement balance</b>	<b>\$10,227.47</b>

We appreciate you.



## Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
01/15/2026	**** 7327	DEMCO INC	\$85.30	Kristen A Doyle
01/15/2026	**** 7553	AMAZON RETA* 9O50D7LA3	\$69.98	Linda Campbell
01/17/2026	**** 7327	AMAZON MKTPL*EJ9ML4243	\$199.95	Kristen A Doyle
01/18/2026	**** 7327	AMAZON MKTPL*FD3SQ9WB3	\$35.18	Kristen A Doyle
01/19/2026	**** 7553	AMAZON MKTPL*AJ8AT6SB3	\$97.50	Linda Campbell
01/20/2026	**** 7553	AMAZON RETA* 110G72FQ3	\$9.07	Linda Campbell
01/20/2026	**** 7553	AMAZON MKTPL*012A13EE3	\$721.94	Linda Campbell
01/20/2026	**** 7553	AMAZON MKTPL*QO4VQ9WC3	\$91.16	Linda Campbell
01/20/2026	**** 1645	SQ *MOUNTAIN HEART BREWIN	\$100.00	Dhakiya Mitchell
01/20/2026	**** 7553	AMAZON RETA* OG1EV4E73	\$10.88	Linda Campbell
01/21/2026	**** 7553	AMAZON MKTPL*BW61F2R03	\$18.99	Linda Campbell
01/21/2026	**** 7327	AMAZON MKTPL*4B9JM64L3	\$356.14	Kristen A Doyle
01/21/2026	**** 3242	AMAZON MKTPL*SK4OJ0QV3	\$171.33	Travis Wilson
01/22/2026	**** 3242	AMAZON MKTPL*4W17Y72Q3	\$115.63	Travis Wilson
01/23/2026	**** 7553	AMAZON MKTPL*MO24X32B3	\$73.65	Linda Campbell
01/23/2026	**** 7553	AMAZON MKTPL*ED4C60073	\$107.20	Linda Campbell
01/24/2026	**** 7327	AMAZON MKTPL*ZA0TW8XN3	\$219.24	Kristen A Doyle
01/24/2026	**** 7327	AMAZON RETA* 6U79Z3C53	\$32.84	Kristen A Doyle
01/26/2026	**** 7327	AMAZON MKTPL*5656K3W43	\$61.26	Kristen A Doyle
01/27/2026	**** 1729	AMAZON MKTPL*FD85T8EY3	\$451.77	Laura Baumgarten
01/27/2026	**** 8447	CITY-MARKET #0433	\$38.26	Samuel Schoon
01/27/2026	**** 1645	AMAZON MKTPL*VN1Y34EB3	\$468.62	Dhakiya Mitchell
01/27/2026	**** 7553	AMAZON MKTPL*3J2C99523	\$79.57	Linda Campbell
01/28/2026	**** 7327	DENVER POST CIRCULATION	\$64.95	Kristen A Doyle
01/28/2026	**** 7553	OTC BRANDS *OTC BRANDS	\$28.12	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
01/28/2026	**** 8447	AMAZON MKTPL*ME1633N33	\$21.89	Samuel Schoon
01/28/2026	**** 7327	AMAZON MKTPL*Y569C3S13	\$62.84	Kristen A Doyle
01/29/2026	**** 8447	AMAZON MKTPL*K91U46R63	\$14.75	Samuel Schoon
01/29/2026	**** 7007	AMAZON MKTPL*PW28J3DA3	\$14.99	Shelby Maynard
01/29/2026	**** 9304	JALISCO GRILL II	\$52.90	Amy Shipley
01/30/2026	**** 0933	CITY-MARKET #0433	\$207.37	Stephanie Rifkin
01/30/2026	**** 8447	AMAZON MKTPL*AP0671MG3	\$57.18	Samuel Schoon
01/31/2026	**** 2151	FACEBK *PYBT5E5MH2	\$5.22	Christy Baumgarten
02/01/2026	**** 0933	CITY-MARKET #0433	-\$13.45	Stephanie Rifkin
02/01/2026	**** 2151	Google Workspace_basaltli	\$428.40	Christy Baumgarten
02/02/2026	**** 7007	AMAZON MKTPL*UH83K6Z93	\$16.99	Shelby Maynard
02/02/2026	**** 0933	SWEETWATER SOUND	\$490.36	Stephanie Rifkin
02/03/2026	**** 9304	CITY-MARKET #0433	\$33.96	Amy Shipley
02/03/2026	**** 8447	USPS.COM CLICKNSHIP	\$8.33	Samuel Schoon
02/03/2026	**** 7327	D J*WSJ	\$40.12	Kristen A Doyle
02/03/2026	**** 7553	AMAZON MKTPL*MO1FO1PZ3	\$6.64	Linda Campbell
02/03/2026	**** 7327	DEMCO INC	\$90.49	Kristen A Doyle
02/03/2026	**** 9304	CLIC	\$100.00	Amy Shipley
02/04/2026	**** 2151	TMOBILE POSTPAID WEB	\$599.27	Christy Baumgarten
02/04/2026	**** 7327	SWEETWATER SOUND	\$26.25	Kristen A Doyle
02/05/2026	**** 8447	AMAZON MKTPL*LC5DG3HF3	\$162.48	Samuel Schoon
02/05/2026	**** 2151	AMAZON RETA* PC1060YH3	\$82.99	Christy Baumgarten
02/05/2026	**** 8447	AMAZON RETA* 6R5S08O03	\$9.38	Samuel Schoon
02/06/2026	**** 1645	AMAZON MKTPL*E14828313	\$79.47	Dhakiya Mitchell
02/06/2026	**** 9304	DREAMTIME WATER DIST	\$148.90	Amy Shipley
02/06/2026	**** 7553	AMAZON MKTPL*ZS84Z9HP3	\$7.95	Linda Campbell
02/07/2026	**** 7553	AMAZON MKTPL*PR3105073	\$18.99	Linda Campbell
02/07/2026	**** 0933	B&H PHOTO 800-606-6969	\$372.00	Stephanie Rifkin
02/07/2026	**** 2151	AMAZON MARK* 3Q9I31FB3	\$49.99	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
02/09/2026	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
02/09/2026	**** 7553	AMAZON MKTPL*IY6II6AC3	\$35.01	Linda Campbell
02/10/2026	**** 2151	APPLE.COM/US	\$1,199.00	Christy Baumgarten
02/10/2026	**** 3242	AMAZON MKTPL*WU49Q5YY3	\$19.49	Travis Wilson
02/10/2026	**** 0933	GUITARCENTER.COM CALL CT	\$299.98	Stephanie Rifkin
02/10/2026	**** 7553	AMAZON MKTPL*E02MQ0MD3	\$21.98	Linda Campbell
02/10/2026	**** 1729	AMAZON MKTPL*FFOT14D33	\$21.95	Laura Baumgarten
02/11/2026	**** 3242	CITY-MARKET #0433	\$55.28	Travis Wilson
02/11/2026	**** 1729	MAHJONGGLEA	\$58.00	Laura Baumgarten
02/11/2026	**** 7553	AMAZON MKTPL*OP3HL51Z3	\$15.20	Linda Campbell
02/11/2026	**** 8447	HERMAN MILLER	\$1,003.50	Samuel Schoon
02/12/2026	**** 1645	CITY-MARKET #0433	\$22.98	Dhakiya Mitchell
02/12/2026	**** 2151	AMAZON MARK* AB5Y06G43	\$16.99	Christy Baumgarten
02/12/2026	**** 7553	AMAZON MKTPL*F892B88P3	\$54.85	Linda Campbell
02/12/2026	**** 1645	SQ *MOUNTAIN HEART BREWIN	\$100.00	Dhakiya Mitchell
02/13/2026	**** 7553	SAVORY WORDS PUBLISHIN	\$21.99	Linda Campbell
02/13/2026	**** 7553	AMAZON RETA* YT0DD23Z3	\$12.78	Linda Campbell
02/13/2026	**** 8447	AMAZON MKTPL*6U5R655A3	\$128.22	Samuel Schoon
02/13/2026	**** 1729	AMAZON MKTPL*0297K08C3	\$61.10	Laura Baumgarten
02/14/2026	**** 7553	AMAZON MKTPL*6G2XE80L3	\$22.89	Linda Campbell
02/14/2026	**** 8447	WALMART.COM 8009256278	\$73.71	Samuel Schoon
02/14/2026	**** 8447	AMAZON MKTPL*AB9D79IC3	\$37.39	Samuel Schoon
<b>Total</b>				<b>\$10,227.47</b>



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

**PURPOSE AND CORE VALUES**

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

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

**CONFLICT OF INTEREST AND FINANCIAL GAIN**

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

**DISCLOSURE AND RECUSAL PROCEDURES**

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

**BOARD CONDUCT AND GOVERNANCE**

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

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

#### **CONFIDENTIALITY AND INTELLECTUAL FREEDOM**

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

**AGREEMENT AND AFFIRMATION**

**Disclose Any Relevant Associations or Financial Interests:**

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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[Name], Trustee

**ATTEST:**

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[Name], Board Secretary

Administrative Checklist

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

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



## BASALT REGIONAL LIBRARY DISTRICT

### PROGRAM POLICY

It is the policy of the Basalt Regional Library District (BRLD) to develop and present programs that provide information, learning opportunities, and entertainment that reflect the widely diverse and separate interests, backgrounds, cultural heritages, societal values, and information needs of its patrons. This policy is consistent with BRLD values of free and open access to information and ideas. This policy follows from the Library Bill of Rights and the Freedom to View policies of the American Library Association (ALA).~~It is the policy of the Basalt Regional Library District (BRLD) to develop and present programs that provide information, learning, and entertainment. BRLD may create and offer programs by staff or with community partners or presenters. BRLD supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association (ALA). Library patrons have widely diverse and separate interests, backgrounds, cultural heritages, social values, and informational needs.~~

#### PROGRAM DESIGN:

Programming is an integral component of library service that:

- Expands the Library's role as a community resource,
- Introduces community members to the Library and other community resources,
- Fosters lifelong learning, promotes cultural enrichment, and supports education,
- Expands the visibility of the Library, and
- Provides entertainment and recreation.

#### **STAFF RESPONSIBILITY:**

- To plan, implement, and evaluate programs according to design and selection criteria below, as well as criteria defined in the BRLD Strategic Plan,
- To provide programs to support each individual's journey and that does not place a value on one individual's needs or preferences over another's, and
- To uphold the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

#### ~~PROGRAM DESIGN:~~

~~Programming is an integral component of library service that:~~

- ~~• Expands the Library's role as a community resource,~~
- ~~• Introduces community members to the Library and other community resources,~~
- ~~• Fosters lifelong learning, promotes cultural enrichment, and supports education,~~
- ~~• Expands the visibility of the Library, and~~
- ~~• Provides entertainment and recreation.~~

#### **PROGRAM SELECTION:**

~~Library staff will choose p~~Presenters ~~will be chosen~~ from local, regional, and national talent. In addition, the Library welcomes requests to present programs as well as suggestions from the community about possible program topics. Both solicited and unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards. Library staff uses many criteria in making decisions about program topics, speakers, and accompanying resources, including:

- ~~Advancing the~~The library's mission, vision, and ~~guiding principles~~values;
- Service area demographics;
- Strategic Plan alignment;
- Community needs and interests;
- Presentation quality;
- Presenter background and/qualifications in the content area;
- Current demand and attendance;
- Accuracy and timeliness of program content;
- Availability elsewhere;
- Continuous evaluation to maintain programming vitality and usefulness to the community, ~~and~~
- Cost and budget considerations.

#### PATRON RESPONSIBILITY:

- Patrons may make comments and suggestions on library programs. Suggestions are considered based on guidelines established in the Materials Collection Policy, Program Policy, Display Policy, Meeting Spaces Policy, and Study Room Policy.
- Each patron has the right and responsibility to decide which programs are appropriate for their personal attendance.
- Patrons may not ~~act in a way to~~ limit access to library programs and services by other patrons.
- Patrons may not~~Any~~ act to exercise censorship and/or ~~to~~ restrict the freedom of others to attend library programs. Any such act may result in loss of library privileges.
- Only parents and guardians have the right and the responsibility to determine their minor children's — and only their children's — access to library programs.
- ~~Patrons may make comments and suggestions on library programs. Suggestions are considered based on guidelines established in the Materials Collection Policy, Program Policy, Display Policy, Meeting Spaces Policy, and Study Room Policy.~~
- An individual requesting reconsideration of any library resources must complete, sign, and submit to the Executive Director a Request for Reconsideration form.

#### DISCLAIMERS:

- Some programs may be age-restricted to best serve the intended audience of the program
- BRLD reserves the right to not schedule a program and/or cancel a scheduled program;
- Programs may be canceled due to staffing challenges, weather, low registration, absence of the presenter, or for any other reason. Canceled programs are not necessarily rescheduled;
- The library does not offer programs that are purely commercial or religious in nature, and
- Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

#### REQUEST FOR RECONSIDERATION:

Any resident of the ~~Roaring Fork Valley~~Library District has the right to request reconsideration of any portion of this Program Policy or how BRLD implements this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.



## **BASALT REGIONAL LIBRARY DISTRICT**

### **PROGRAM POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to develop and present programs that provide information, learning opportunities, and entertainment that reflect the widely diverse and separate interests, backgrounds, cultural heritages, societal values, and information needs of its patrons. This policy is consistent with BRLD values of free and open access to information and ideas. This policy follows from the Library Bill of Rights and the Freedom to View policies of the American Library Association (ALA)**PROGRAM DESIGN:**

Programming is an integral component of library service that:

- Expands the Library's role as a community resource,
- Introduces community members to the Library and other community resources,
- Fosters lifelong learning, promotes cultural enrichment, and supports education,
- Expands the visibility of the Library, and
- Provides entertainment and recreation.

#### **STAFF RESPONSIBILITY:**

- To plan, implement, and evaluate programs according to design and selection criteria below, as well as criteria defined in the BRLD Strategic Plan,
- To provide programs to support each individual's journey and that do not place a value on one individual's needs or preferences over another's, and
- To uphold the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

#### **PROGRAM SELECTION:**

Library staff will choose presenters from local, regional, and national talent. In addition, the Library welcomes requests to present programs as well as suggestions from the community about possible program topics. Library staff uses many criteria in making decisions about program topics, speakers, and accompanying resources, including:

- The library's mission, vision, and values
- Service area demographics
- Strategic Plan alignment
- Community needs and interests
- Presentation quality
- Presenter background and qualifications in the content area
- Current demand and attendance
- Accuracy and timeliness of program content
- Availability elsewhere
- Continuous evaluation to maintain programming vitality and usefulness to the community
- Cost and budget considerations.

**PATRON RESPONSIBILITY:**

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- Each patron has the right and responsibility to decide which programs are appropriate for their personal attendance.
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- Patrons may not act to exercise censorship and/or restrict the freedom of others to attend library programs. Any such act may result in loss of library privileges.
- Only parents and guardians have the right and the responsibility to determine their minor children's — and only their children's — access to library programs.
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**DISCLAIMERS:**

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- BRLD reserves the right to not schedule a program and/or cancel a scheduled program
- Programs may be canceled due to staffing challenges, weather, low registration, absence of the presenter, or for any other reason. Canceled programs are not necessarily rescheduled
- The library does not offer programs that are purely commercial or religious in nature, and
- Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by presenters or participants.

**REQUEST FOR RECONSIDERATION:**

Any resident of the Library District has the right to request reconsideration of any portion of this Program Policy or how BRLD implements this policy. Appeals to this policy or reconsideration of its implementation may be submitted via the Request for Reconsideration form.

## BASALT REGIONAL LIBRARY DISTRICT CIRCULATION AND LIBRARY CARD POLICY

It is the policy of the Basalt Regional Library District (BRLD) to provide library card accounts for users of our library regardless of residency. These library card accounts are used to borrow library materials and access other library resources. BRLD promotes access to resources and resists censorship; ~~Therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.~~

BRLD may apply charges for materials which are lost by a library patron.

~~BRLD will provide library card accounts to users of our library. BRLD will lend library materials to users who have library card accounts. Patron accounts borrowing privileges will be "blocked/suspended" once charges reach \$10.00.~~

Patrons are limited to 15 display items on their library card at any one time.

### LIBRARY CARD ACCOUNT:

Patrons of all ages can get a library card by completing an application, and showing government issued photo ID, school issued student ID, or proof of enrollment in a school. Minors without identification must have a parent or legal guardian present at the library to get a library card and the adult must have a photo ID.

Acceptable photo IDs include:

- Driver's license
- Student ID
- Passport from any country
- Permanent Resident card
- DMV issued ID card

### LENDING RULES:

- There are no age limits for checkout. Patrons of any age can check out any materials.
- Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.
- Damaged items must be returned to the library and cannot be kept by the patron.
- Items check out for 2 or 3 weeks depending on the type of material. See the library website at [www.basaltlibrary.org](http://www.basaltlibrary.org) for more info.
- Items may be renewed ~~one (1)~~ time, this renewal may happen automatically if the item is eligible for renewal.
- Once an item is overdue, a patron will receive ~~two (2)~~ overdue notices (email only) prior to the item being deemed lost.
- If an item is not returned to BRLD within ~~sixty (60)~~ days of the due date, the item will be considered lost and replacement fees will be billed to the patron. In case of loss or theft the borrower may be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement.
- ~~Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.~~

- ~~• Damaged items must be returned to the library and cannot be kept by the patron.~~
- ~~• BRLD promotes access to resources and resists censorship. Therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.~~

**REIMBURSEMENT:**

If a patron pays for a lost item, and the item is found within six months of the payment, the patron may request reimbursement.

## **BASALT REGIONAL LIBRARY DISTRICT CIRCULATION AND LIBRARY CARD POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide library card accounts for users of our library regardless of residency. These library card accounts are used to borrow library materials and access other library resources. BRLD promotes access to resources and resists censorship; therefore, it is the responsibility of the parent/guardian to determine what is appropriate for their child.

BRLD may apply charges for materials which are lost by a library patron. Patron borrowing privileges will be suspended once charges reach \$10.00. Patrons are limited to 15 display items on their library card at any one time.

### **LIBRARY CARD ACCOUNT:**

Patrons of all ages can get a library card by completing an application, and showing government issued photo ID, school issued student ID, or proof of enrollment in a school. Minors without identification must have a parent or legal guardian present at the library to get a library card and the adult must have a photo ID.

Acceptable photo IDs include:

- Driver's license
- Student ID
- Passport from any country
- Permanent Resident card
- DMV issued ID card

### **LENDING RULES:**

- There are no age limits for checkout. Patrons of any age can check out any materials.
- Patrons agree to treat library items with respect. The borrower is responsible for returning loaned materials in good condition.
- Damaged items must be returned to the library and cannot be kept by the patron.
- Items check out for 2 or 3 weeks depending on the type of material. See the library website at [www.basaltlibrary.org](http://www.basaltlibrary.org) for more info.
- Items may be renewed 1 time, this renewal may happen automatically if the item is eligible for renewal.
- Once an item is overdue, a patron will receive 2 overdue notices (email only) prior to the item being deemed lost.
- If an item is not returned to BRLD within 60 days of the due date, the item will be considered lost and replacement fees will be billed to the patron. In case of loss or theft the borrower may be assessed full replacement cost of the materials, including the cost of a full set if an individual item from that set cannot be ordered for replacement.

### **REIMBURSEMENT:**

If a patron pays for a lost item, and the item is found within six months of the payment, the patron may request reimbursement.



## BASALT REGIONAL LIBRARY DISTRICT OPEN RECORDS POLICY

It is the policy of the Basalt Regional Library District (BRLD) to uphold the Colorado Open Records Act (CORA) ([C.R.S 24-72-201 et. Seq.](#)). CORA requires that most public records be available to the public. A public record includes most writings made, maintained, or kept by the Library. Anyone can request public records in the possession of a government office, including BRLD. However, by statute, some information *cannot* be provided in response to records requests including but not limited to:

1. Patron records and borrowing information
2. Personnel information
3. Attorney/client privileged information

### APPLICATION PROCESS:

1. A person requesting records ("Applicant") will complete a [Record Request form](#) describing the requested record as specifically as possible and deliver the form to the Executive Director.
2. Upon receipt, the Executive Director shall determine:
  - a. Who is the custodian of the requested document(s);
  - b. The status of the record (availability, etc.);
  - c. Cost estimate for duplication/production (if appropriate).
3. The Executive Director will prepare a cost estimate according to the fees listed below.
4. Within three (3) working days of receipt of the request, BRLD will inform the Applicant:
  - a. Whether and when they may inspect the documents and/or have copies provided, and
  - b. The cost of the duplication/production of records
5. The Applicant can then:
  - a. Schedule a time for inspection of the documents,
  - b. Agree to pay for the copies or reproductions in advance, or
  - c. Cancel the Request.
6. If the Applicant chooses to inspect the documents and later wishes to have copies made, the associated costs must be paid in advance.

### FEES:

Fees must be paid in advance.

1. Photocopies
  - a. Black and white copies \$0.20 per page
  - b. Color copies \$0.50 per page
2. Research and retrieval costs: ~~\$30.00~~[1.37](#)/hour, charged in 30-minute increments, with no charge for the first hour
3. Copies of Records in other formats: The actual cost to BRLD in obtaining the record
4. [Electronic storage device: \\$15 per library-supplied electronic storage device](#)
5. [Self-provided electronic storage devices must be in factory sealed packaging. There will be no charge for self-provided electronic storage devices.](#)

### APPEAL PROCESS:

If the Executive Director denies access to any public record, the Applicant may:

1. Request a written statement of the grounds for the denial, which will cite the law or regulation under which access is denied.

2. Apply to District Court for a hearing where the Executive Director must show cause for denying the record.



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  - b. Color copies \$0.50 per page
2. Research and retrieval costs: \$41.37/hour, charged in 30-minute increments, with no charge for the first hour
3. Copies of Records in other formats: The actual cost to BRLD in obtaining the record
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