

Basalt Regional Library District Board of Trustees Meeting
Monday, April 20, 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: Deborah Smith, President; Elaine Nagey, Vice President;
Eric Pelander, Treasurer; Suzi Jenkins, Secretary; Carolyn Kane, Trustee;
Cathy Click, 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. Welcome Cathy Click to the Board
3. Public Comments
4. Board Comments
5. Staff Comments
6. Action Item – Approve agenda, minutes, and payables
 - a. Approve agenda
 - b. Minutes of March 11, 2026, Board Meeting (page 3)
 - c. Minutes of March 16, 2026, Board Meeting (page 4)
 - d. March 2026 Accounts Payable (page 19)
7. 2026 Summer Reading; *Staff presentation by Laura Baumgarten, Linda Campbell, Dhakiya Mitchell, and Travis Wilson*
8. Director's Report, *Amy Shipley* (page 8)
 - a. Updated goals for 2026 (page 33)
9. Discussion of Board Committees
10. Appoint Chair to Each Board Committee
 - a. Finance Committee
 - b. Governance Committee
 - c. Personnel Committee
 - d. Policy Committee
11. Finance Committee, *Eric Pelander, chair*
 - a. March 2026 Financials (page 12)

12. Governance Committee, *Elaine Nagey, chair*
 - a. Appoint a trustee to join Elaine on the Governance Committee
 - b. Discussion and possible vote to approve trustee emeritus policy (page 29)
 - c. Discussion and possible vote to approve nominating policy (page 30)
13. Personnel Committee, *Deborah Smith, chair*
 - a. *Culture assessment update*
14. Policy Committee, *Suzi Jenkins, chair*
15. Discussion about procedure for board meeting minutes
16. Discussion about Board Trustee Recruiting
17. Board Retreat Draft Agenda (page 40)
18. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting
Wednesday, March 11, 2026, 9:00 AM**

MINUTES

1. Call to order

The meeting began at 9:00am

Board Members Present:

- Carolyn Kane
- Elaine Nagey
- Eric Pelander
- Suzi Jenkins, via zoom
- Deborah Smith

Absent Members:

- Sarah Johnson

Public Present:

- Stephen Ayres
- Cathy Click

Staff Present:

- Amy Shipley, via zoom

2. Interview with Stephen Ayres

- a. Stephen was interviewed and the board and staff answered his questions about board service.

3. Interview with Cathy Markle cancelled due to her withdrawal of her application

4. Interview with Cathy Click

- a. Cathy was interviewed and the board and staff answered her questions about board service.

5. Discussion and possible vote to recommend one candidate for appointment to the Board of Trustees by the Board of County Commissioners

- a. The candidates were discussed, and Carolyn called for a vote of those in favor of recommending appointment of Stephen Ayres. Two trustees raised their hands.
- b. Carolyn called for a vote of those in favor of recommending appointment of Cathy Click. Three trustees raised their hands
- c. With the majority in favor of Cathy Click, the recommendation of her appointment to the Board of Trustees moves forward.

6. Adjourn Meeting

- a. The meeting adjourned at 11:15am.

**Basalt Regional Library District Board of Trustees Meeting
Monday, March 16, 2026, 5:15 PM**

MINUTES

1. Call to order

Carolyn called the meeting to order at 5:15pm

Board Members Present:

- Carolyn Kane
- Elaine Nagey
- Eric Pelander
- Suzi Jenkins (via Zoom)
- Sarah Johnson

Absent Members:

- Deborah Smith

Public Present:

- John Goodwin
- Cathy Click

Staff Present:

- Amy Shipley
- Joseph Grange
- Christy Baumgarten

2. Public Comments

None

3. Board Comments

None

4. Staff Comments

None

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)

Corrections were proposed including making sure the minutes mention that it's a BRLD Board of Trustees meeting and clarifying incomplete sentences. Eric moved to approve the amended minutes, the agenda, and the accounts payable. Elaine seconded. The motion passed unanimously.

6. Staff Presentation – Creative Technology Classes, *Joseph Grange, IT & Marketing Associate and Christy Baumgarten, IT & Marketing Manager*

Christy and Joseph discussed the technology based programs they offer at the Library, which include basic programs showing patrons how to use things like their phone and Microsoft Words, and how they're also trying to incorporate technology programs into the monthly themes. An example of this is the theme for April is building relationships, so the Library will be offering a program on social media, how to use specific ones and the different content that goes on them, and how people can use them to build and maintain relationships. They also look to see if they can incorporate or showcase something from the library of things, from the tech items that can be checked out from the library, or from the digital resources offered by the Library.

7. Board Trustee Emeritus Presentation, *Elaine Nagey, Trustee*

Elaine Nagey presented a Board trustee emeritus to John Goodwin and Sarah Johnson, to thank them for their service on the Board of Trustees.

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

Amy talked about how someone from the Roaring Fork School District Board had reached out to her wanting to develop a system where school IDs can be used as a public library card. The goal is to have something implemented by fall, and to at least get a pilot project going.

- a. Discussion and possible vote to approve seven additional executive coaching sessions

Amy told the Board that she had talked with Cura and they quoted her \$2,000 for seven additional executive coaching sessions. Amy had felt that her previous 2 sessions had helped her a lot and were giving her a positive benefits. Eric moved to approve the additional executive coaching sessions. Elaine seconded. The motion passed unanimously.

9. Finance Committee, *Deborah Smith, chair*

- a. February 2026 Financials (page 11)

Deb was not present at the meeting, Eric and Amy commented that things are on track, and that money is expected to start coming in soon. Amy talked about how the Library is overbudget on HR expenses, and expects by the end of the year to be overbudget by about \$20,000. The amount of hours that Cura has to work has been higher than expected

10. Governance Committee, *Elaine Nagey, chair*

- a. Discussion and possible vote to approve Board of Trustees Code of Ethics Policy (page 25)

Carolyn commented that she believes the correct place for this is in the bylaws, as it pertains to the behavior of the Board. She believes taking it out of the bylaws does a big disservice to their ability to set standards for the entire Board as they come on

and serve their term. The Board decided not to vote on this until they see the language put directly into the bylaws, and will vote on it at a later date.

11. Personnel Committee, *Carolyn Kane, chair*

a. Culture Assessment Update

Amy talked about how the culture assessment and how it has helped identify problem areas and helps bring to light things to work on and better ways to communicate things. Amy talked about how on March 17th for an all staff training day, Cura will be working with staff to create staff working norms. After that, staff will be trained on implicit bias, working on the deliverables from the culture assessment.

12. Policy Committee, *Suzi Jenkins, chair*

a. Discussion and possible vote to approve Program Policy (page 28)

Carolyn mentioned there was a typo where a heading wasn't given a new line. Eric moved to approve the Program Policy with that amended fix. Sarah seconded. The motion passed unanimously.

b. Discussion and possible vote to approve Circulation and Library Card Policy (page 33)

Amy discussed that this policy had confusion from staff where they didn't know what adult could sign up a child for a library card. The new policy clarifies that only a parent or guardian can sign up their child for a library card. Sarah mentioned there is a typo where there is a space in the middle of the word "Therefore." Eric moved to approve the Circulation and Library Card Policy. Elaine seconded. The motion passed unanimously.

c. Discussion and possible vote to approve Open Records Policy (page 36)

Sarah moved to approve the Open Records Policy. Eric seconded. The motion passed unanimously.

13. Strategic Planning Team

a. 2026 goals update

The Strategic Planning Team reviewed and updated goals, combining some items and adjusting deadlines. Key priorities were established, including updating emergency procedures, implementing a key fob system, and developing a marketing strategy.

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.

The Board skipped this agenda item as it had been voted on in the March 11th meeting.

15. Board Retreat Update

a. Brainstorm potential agenda items

The ideas that the Board had brainstormed for the agenda of their retreat include going over the culture assessment, educating themselves about director evaluations, signing the agreement for the code of ethics, discussing what the Library Trust's role is and getting to know who is responsible for the Trust, and discussing the long range plan.

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

a. Election of officers

i. President

Deborah Smith has been appointed as President

ii. Vice President

Elaine Nagey has been appointed as Vice President

iii. Treasurer

Eric Pelander has been appointed as Treasurer

iv. Secretary

Suzi Jenkins has been appointed as Secretary

b. President installs new officers, *Carolyn Kane, Past President*

17. Adjourn Meeting

Sarah moved to adjourn the meeting. Eric seconded. The motion passed unanimously.



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

Administration

Everything ran smoothly while the cataloging and collection manager acted as manager on duty for two weeks at the end of March.

Personnel Management

In March, HR continued to support core operations, employee relations, and strategic initiatives across the organization. An employee relations concern regarding workplace interactions was reviewed and formally closed following reinforcement of expectations around professional communication and conduct. Additional employee relations matters arose during the month and are actively being addressed. Two payroll cycles were completed accurately and on schedule. Implementation trainings for Paychex onboarding and hiring modules were completed, and initial phases of building out onboarding processes within the HRIS are underway to improve efficiency and consistency. HR supported a Staff Meeting Day on March 17, including delivery of Working Norms and Implicit Bias trainings, and began drafting internal working norms based on employee input gathered during the session. Recruitment efforts remain ongoing to fill open roles, including coordination with prospective candidates. HR supported two leaves of absence initiated during the month, including facilitating one employee's return to work at the end of March. A voluntary resignation was processed, including termination in Paychex and completion of a positive exit interview which provided constructive feedback and insights. An attrition tracker was developed to better monitor turnover trends and identify potential themes. Support was provided for an ADA accommodation request and ongoing coordination related to a workers' compensation claim. Work continues with Paychex to secure needed support for tax and state filings to ensure ongoing compliance.

Collection

The adult collection coordinator continues to weed the adult fiction collection, and is now in the "G" section. The inventory team has completed juvenile non-fiction and continues to work on Adult fiction as well as the new juvenile locations to ensure their accuracy. The technical services assistant worked with a coworker to create the April display focusing on health relationships. The cataloging and collection management librarian completed circulation stats summary reports for all collection managers on the previous year to help aid collection development and budgeting for the next year. Several new items requested by patrons were added to the library of things this month.

Programs

This month our concert featuring OK Factor and Jaerv was a huge success with above average attendance and multiple requests to bring them back for another concert in the future. This concert was also the debut of our new sound system, which elevated the clarity, sound quality, and professionalism of the performance, making a noticeable difference for both the audience and performers. We saved \$1401.86 on this concert alone by providing our own sound system and having our music program coordinator run the sound for the concert (as opposed to renting the equipment and hiring a sound engineer). We have also received the grant from the Basalt Public Arts Commission to start the Music Incubator program to address the lack of music workshops for adults in the valley. We are now in the planning phase for this program, with the intent to schedule these workshops for the Summer and Fall

of 2026. As we prepare for the library lovers party, we are planning to use our new sound system and move our grand piano to the main library area to provide an elevated performance for the live jazz band we have hired for the event.

Adult programs in March were a huge hit. Pints and Perspectives at Mountain Heart with Michelle Thibeault from the Town of Basalt went really well and gave our patrons an opportunity to ask a representative of our town about upcoming projects, affordable housing, how to get involved, and other concerns they had about the community. We had another session in our three-part series, VOICES Story Circles with Mitzi Rapkin, which created a safe space for vulnerability and storytelling. In honor of Women's History Month we held a Women in Literature-themed bingo. . Although it was sunny, 22 patrons attended and learned how to use our telescopes available for checkout from our L.O.T. at our Starlight and S'mores program. Our Under the Same Sky program was a collaboration between the Youth Services team, Aspen Science Center, and the Adult Program Coordinator. Patrons experienced the night sky in an inflatable dome. Sixty-nine people attended this program. The Adult Program Coordinator has made efforts to have authors attend Book Talk either virtually or in person. This month we had Larry Rathers, author of *As Long As Rivers Run* in attendance and we had 58 patrons present.

Marketing

The marketing study RFP was posted and the IT & Marketing Manager reached out to a few local firms to inform them of the opportunity. A couple responded that they would look at it and one said they did not participate in RFP processes. Social media continues to have strong interactions. One reel (video post) went viral, currently sitting at over 80,000 views and over 6,000 interactions (reactions, shares and comments).

Technology

There were not many library technology issues this month. Some minor troubles were reported and fixed, such as a jammed receipt printer, a charging issue, and a public computer monitor not working. Marmot network did not experience any outages, so connections and systems worked as expected.

Facility Maintenance and Management

We have begun work on the next round of replacing windows with broken seals. We are going to document which windows are replaced which year so that we know the warranty term for each window.

Leadership and Professional Development

In March we held our spring all staff training day. Sessions included: Workplace Norms exercise, Task Management, PC Reservation - How to Help a Patron Reserve a Computer, Implicit Bias Training, and How to Talk to Kids.

During all staff training day the IT & Marketing Associate led a training on our computer reservation system and how to reserve computers. This is to help facilitate computer usage on the Kids side of the library after school, especially on Wednesday afternoons. Staff also completed a survey series to help guide future technology related trainings.

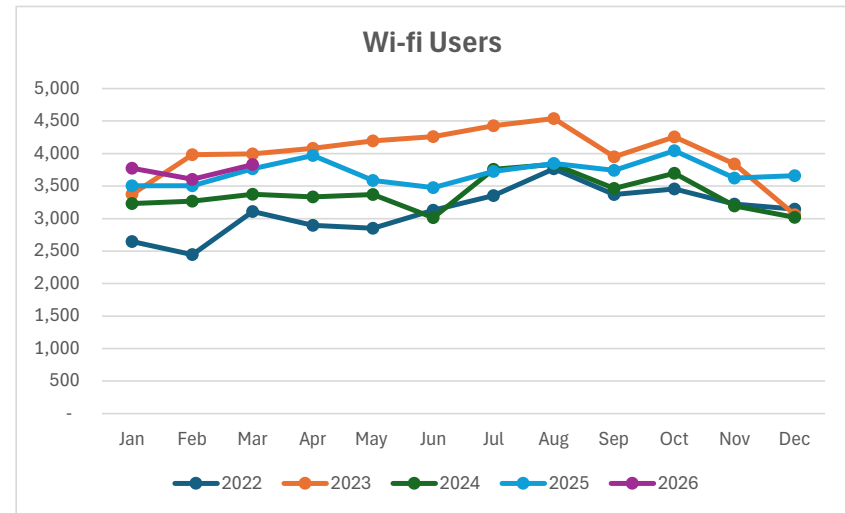
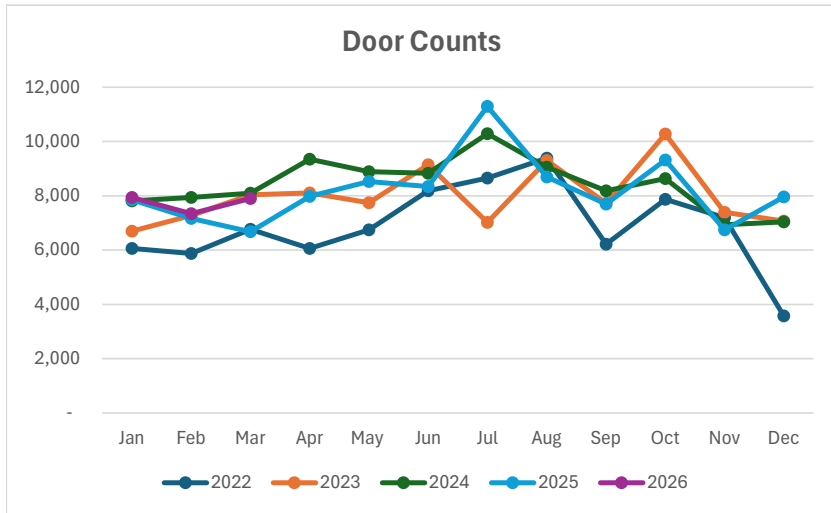
The IT and Marketing Manager attended the Public Library Association (PLA) Conference, and went to a few sessions regarding AI implementation and training opportunities for the public. Other sessions attended included focuses on leadership growth and intellectual freedom.

The Adult Programming Coordinator also attended the PLA Conference. Two of her favorite sessions were "Creating SPARK: Developing Library Programs for Justice Impacted People" and "Black Men in Libraries." The session focusing on justice-impacted people was amazing. This session explored DeKalb County's SPARK program, which provides digital literacy classes to incarcerated individuals. They reviewed how they created that relationship, the plan, how to start it, and what programming at the facility will entail.

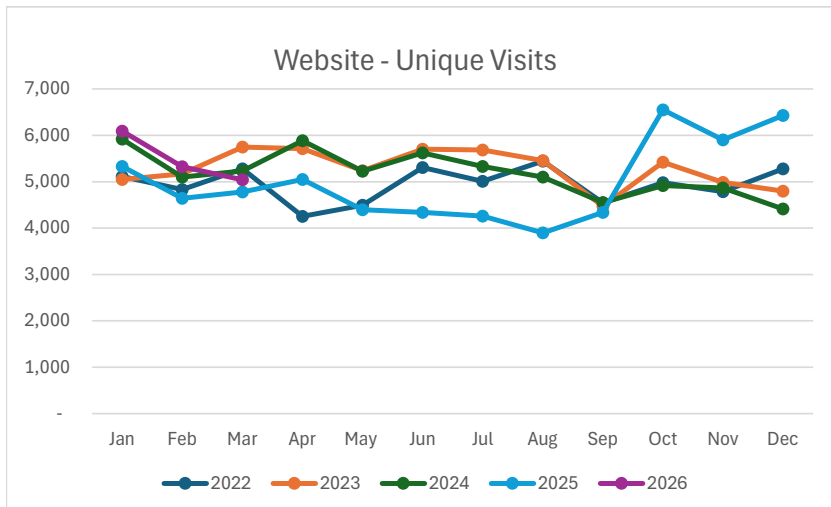
The Black Men in Libraries panel was beautiful. They held a panel covering the difficult topics of being Black in libraries, lack of diversity, staff retention, and facing adversity. Black men constitute less than 1% of those who hold an MLIS degree. and even fewer leadership roles. Black women are not trailing far behind. They spoke about their non traditional route into the profession and facing adversity along the way from more senior librarians. It was inspiring hearing from these men and how they became directors. It was even more inspiring hearing how they lead and how they curated their staff and working environment. Through their leadership they have retained staff and better served their communities.

The Patron Services and Youth Services Manager also attended the PLA Conference. She enjoyed connecting with fellow public library professionals. She had the opportunity to attend several leadership sessions, where she gained valuable insight into balancing the fun aspects of our work with the demands of daily responsibilities. The closing keynote speaker, Sean Sherman, was especially impactful. As a Native American chef and advocate, he spoke about his efforts to preserve and revitalize Indigenous foodways, many of which have been lost or disrupted by colonization. His message was both powerful and inspiring, allowing reflection on the importance of representation, storytelling, and cultural preservation in our work.

Facilities Usage



Door Counts front door count not working 6/21/24 - 6/25/24
 Door Counts - Missed 1 day in July 2022
 Door Counter main entrance broken 8 days in September 2022
 Door Counts - Missed 8 days in July 2021
 Door Counter broken several months in 2020



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

	General Operating	Bond Repayment	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	229,873			229,873		229,873
Colo Trust - Tabor Reserve #8003	61,240			61,240		61,240
Colo Trust - Operating Fund #8004	1,206,271			1,206,271		1,206,271
Colo Trust - Bond Repayment #8002		12,434		12,434		12,434
Colo Trust - Capital Rsv Fund #8005			840,849	840,849		840,849
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	28,859			28,859		28,859
Property Tax Receivable	1,714,101			1,714,101		1,714,101
Pooled Cash (Interfund Transfers)	(12,927)	(12,902)	26,062	233		233
Capital Assets, net of depreciation	-	-	-	-	8,862,793	8,862,793
Total Assets	3,227,529	(468)	866,911	4,093,972	8,862,793	12,956,764
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	29,611	-	-	29,611		29,611
Other Current Liabilities						
Accrued Interest				-	6,807	6,807
Deferred Property Tax	1,714,101			1,714,101		1,714,101
Current Bonds Payable, 2012				-	825,000	825,000
Total Current Liabilities	1,743,712	-	-	1,743,712	831,807	2,575,519
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	1,743,712	-	-	1,743,712	1,742,124	3,485,836
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	7,187,793	7,187,793
Non Spendable	28,859	-	-	28,859	(28,859)	-
Restricted for:						
Tabor	82,000			82,000	-	82,000
Debt Service		(468)		(468)	-	(468)
Committed for Future Projects			866,911	866,911	(866,911)	-
Unassigned / Unrestricted	1,372,958	-	-	1,372,958	828,646	2,201,604
Current Year Fund Balance / Net Position	1,483,817	(468)	866,911	2,350,260	7,120,669	9,470,928
Total Liabilities and Fund Balance / Net Position	3,227,529	(468)	866,911	4,093,972	8,862,793	12,956,764

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

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 3/31/26	Actuals vs Budget YTD %
General Operating Beginning Fund Balance				1,497,951	1,265,444	1,273,889	8.445
Eagle County							
			Assessed Value	419,653,120	473,973,270	473,973,270	
			% Increase			12.94%	
			Operating Mill Levy Rate	2.610	3.103	3.103	
Pitkin County							
			Assessed Value	299,274,620	307,415,620	307,415,620	
			% Increase			2.72%	
			Operating Mill Levy Rate	2.610	3.103	3.103	
REVENUES							
4005	General Operating Mill Levy						
4010	Eagle County			1,121,770	1,470,739.06	448,945	30.53%
4020	Pitkin County			779,740	953,910.67	261,604	27.42%
	Total General Operating Mill Levy			1,901,510	2,424,649.73	710,549	29.31%
4100	MVSO - General Operating						
4110	Eagle County			81,206	70,000	10,308	14.73%
4120	Pitkin County			28,714	30,000	4,167	13.89%
	Total MVSO - General Operating			109,920	100,000	14,475	14.48%
4200	Fines & Fees						
4261	Miscellaneous			13,704	20,000	2,789	13.95%
	Total Fines & Fees			13,704	20,000	2,789	13.95%
4300	Earnings on investments						
4310	Colotrust Int Op Acct			63,821	80,000	9,892	12.37%
4320	Mill Levy Interest			4,976	-	(233)	Not Budgeted
	Total Earnings on investments			68,797	80,000	9,659	12.07%
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	3,020	60.40%
	Total Restricted Fund Income - Foundation/Friends			35,162	19,000	11,411	60.06%
TOTAL REVENUES				2,142,515	2,654,650	753,883	28.40%

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 3/31/26	Actuals vs Budget YTD %
		OPERATING:				
		Administration				
		Contract Services				
5010		Accounting	5,122	7,000	1,041	14.87%
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%
		Total Contract Services	119,520	155,281	26,652	17.16%
		Insurance				
5100		Insurance				
5110		Property & Liability Insur	46,227	45,000	43,703	97.12%
5120		Worker's compensation	5	2,000	-	0.00%
		Total Insurance	46,232	47,000	43,703	92.99%
		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	660	22.00%
5250		Spec District Ass'n Due	1,217	1,275	1,238	97.06%
5260		Staff	9,328	12,000	2,003	16.69%
5270		Travel expenses	9,908	12,000	1,514	12.61%
5275		Volunteer Appreciation	65	1,000	-	0.00%
5276		Staff Appreciation	1,384	2,500	-	0.00%
		Total Professional Dev. & Memberships	28,428	36,875	7,817	21.20%
		Publicity				
5280		Publicity				
5285		Radio	17,067	19,500	18,729	96.05%
5286		Spanish Language Interpretation/Translating	3,505	6,400	1,030	16.09%
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	160	7.98%
5297		Targeted Newspaper Ads	7,369	10,250	1,575	15.37%
		Total Publicity	34,105	46,650	22,418	48.05%
		Supplies				
5300		Supplies				
5310		Office Supplies	12,322	14,000	3,754	26.82%
5320		Technical Cataloging & Service	5,668	8,500	1,666	19.60%
5330		Postage & Shipping	71	500	8	1.67%
		Total Supplies	18,060	23,000	5,429	23.60%
		Treasurer's fees				
5350		Treasurer's fees				
5360		Eagle fees	33,702	44,122	13,463	30.51%
5370		Pitkin fees	39,055	47,696	13,080	27.42%
		Total Treasurer's fees	72,757	91,818	26,543	28.91%
		Total Administration	319,103	400,624	132,562	33.09%
		Facility Expenses				
5410		Janitorial	59,771	56,650	13,984	24.68%
5420		Janitorial Supplies	8,579	11,000	2,256	20.51%
5430		Landscaping	11,550	17,000	5,860	34.47%
5440		Maintenance *Detailed List Attached	32,199	20,000	4,795	23.98%
5460		Snow Removal	1,848	5,196	2,772	53.35%

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 3/31/26	Actuals vs Budget YTD %
		Total Facility Expenses (Maintenance)	113,947	109,846	29,667	27.01%
5500		Utilities				
5510		Electric	6,782	8,500	1,369	16.11%
5515		Compost Collection System	830	2,400	160	6.67%
5520		Gas	10,533	16,000	4,277	26.73%
5530		Internet Connectivity	10,313	16,000	2,377	14.86%
5540		Sanitation	4,103	3,777	1,086	28.76%
5550		Telephone	6,207	9,500	1,570	16.52%
5560		Trash	8,956	10,446	2,824	27.03%
5570		Water	5,050	5,356	831	15.51%
		Total Utilities	52,774	71,979	14,494	20.14%
		Total Facility Expenses	166,721	181,826	44,161	24.29%
		Library Programs				
5610		Adult Program	13,632	11,000	3,200	29.09%
5620		Children's	18,383	6,500	3,903	60.04%
5633		Movie License	-	1,000	-	0.00%
5634		Liquor License	759	400	-	0.00%
5640		Music	33,201	17,000	11,815	69.50%
5650		Spanish Language	2,599	4,500	74	1.64%
5660		Teens	9,397	4,500	1,083	24.06%
5601		Summer Reading				
5601.01		Adult Summer Reading	679	1,000	49	4.87%
5601.02		Teen Summer Reading	8,277	3,000	23	0.77%
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%
		Total Library Programs	108,487	73,900	21,528	29.13%
		Technology & Equipment				
		Copiers & Equipment				
5740		Service Agreement / Copy Usage	5,120	6,000	913	15.22%
		Total Copiers & Equipment	5,120	6,000	913	15.22%
5760		Marmot ILS System	103,504	115,000	1,500	1.30%
5770		Miscellaneous Parts	2,021	3,000	148	4.94%
5780		Support & Service Agreements				
5781		Marketing & Graphic Design	2,613	3,700	1,959	52.96%
5785		Communication & Time Management	6,693	8,880	3,465	39.02%
5783		Website Tools	3,105	4,800	3,140	65.42%
		Total Support & Service Agreements	12,411	17,380	8,564	49.28%
		Total Technology	123,056	141,380	11,126	7.87%
		Collections				
5910		Audio				
5920		Adult BCD	2,303	3,000	558	18.59%
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	624	8.32%
6000		Books & Magazines				
6010		Adult fiction books	12,948	12,800	3,000	23.44%
6020		Adult non-fiction books	12,529	20,000	2,642	13.21%
6025		Board Games	240	500	163	32.59%
6030		Juvenile Fiction	8,784	9,600	2,595	27.03%

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 3/31/26	Actuals vs Budget YTD %
6040		Juvenile Non-Fiction	3,548	5,000	1,596	31.92%
6045		Large Print	1,995	3,000	425	14.15%
6050		Print Subscriptions	4,054	6,000	588	9.80%
6055		Replacement Books - Purchased	3,395	3,000	1,773	59.10%
6060		Spanish Adult fiction	2,073	2,000	678	33.88%
6070		Spanish adult non-fiction	1,498	1,500	367	24.49%
6080		Spanish children's books	4,750	5,000	444	8.89%
6100		YA Fiction	3,199	4,000	334	8.36%
6110		YA Non-Fiction	1,382	1,700	116	6.83%
6120		Special Items	1,628	2,000	424	21.22%
		Total Books	62,021	76,100	15,145	19.90%
6200		Digital Resources				
6300		Downloadable Titles:				
6305		Kanopy	5,000	5,000	3,000	60.00%
6320		Overdrive	30,957	31,500	4,903	15.56%
6340		Online Databases	6,785	12,000	6,892	57.44%
6350		Online Newspaper Subscriptions	1,302	1,500	594	39.60%
		Total Digital Resources	44,043	50,000	15,389	30.78%
6400		Media				
6430		Adult Movies	5,746	6,000	1,598	26.63%
6440		Juvenile Movies	901	1,000	376	37.56%
6460		Video / Games	1,404	1,800	281	15.61%
		Total Media	8,051	8,800	2,254	25.62%
		Total Collections	120,933	142,400	33,412	23.46%
6800		Restricted Funds				
6801		Restricted Exp - Misc	-	30,000	-	0.00%
		Total Restricted Funds	-	30,000	-	0.00%
		Total Operating expenses	838,301	970,129	242,789	25.03%
6900		Payroll Expenses				
6910		Payroll	1,034,276	1,168,880	243,404	20.82%
6920		Payroll Service	14,408	10,537	4,012	38.08%
6930		Payroll Taxes	81,131	93,916	22,222	23.66%
6940		Retirement Plan	24,249	34,315	4,749	13.84%
6950		Health Insurance	133,609	185,820	26,425	14.22%
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%
		Total Payroll Expenses	1,296,276	1,499,517	301,166	20.08%
		TOTAL EXPENDITURES	2,134,577	2,478,959	543,955	21.94%
		Net General Fund Income/(Loss)	7,938	175,690	209,928	
		Allocation to Capital Reserve Outlay	232,000	175,000	-	0.00%
		Allocation to Bond Repayment		242		
		General Fund Balance	1,273,889	1,266,134	1,483,817	117.19%

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

					YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 3/31/26	Actuals vs Budget YTD %
Capital Reserve Beginning Fund Balance					664,373	861,797	861,797	-
REVENUES								
7210		Allocation From General Fund		232,000	175,000	-	0.00%	
7230		Interest Earned - Reserve Fund		63,523	35,000	7,830	22.37%	
7540		Furniture Grant		25,000		-	0.00%	
TOTAL REVENUES					320,523	210,000	7,830	3.73%
EXPENDITURES								
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%	
TOTAL EXPENDITURES					123,098	276,000	2,716	0.98%
Net Fund Income/(Loss)					197,424	(66,000)	5,114	-7.75%
Capital Reserve Fund Balance					861,797	795,797	866,911	108.94%

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
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
Sub-Total January				\$ 2,333.34
02/24/2026	Roto Rooter Plumbing	Building/Interior Maintenance	Bathroom Repairs and Maintenance	\$ 448.00
02/25/2026	Roto Rooter Plumbing	Building/Interior Maintenance	Bathroom Repairs and Maintenance	\$ 859.00
02/28/2026	Grizzly Creek Enterprises, Inc	Miscellaneous	Art hanging, dispose computer	\$ 200.00
Sub-Total February				\$ 1,507.00
03/01/2026	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 3/1/26 - 5/31/26	\$ 278.22
03/01/2026	Acme Alarm Company	Alarm / Monitoring	2nd Qtr Monitoring	\$ 145.41
03/14/2026	*Divvy	Building/Interior Maintenance	HVAC Air Filters	\$ 531.17
Sub-Total March				\$ 954.80
Grand Total				\$ 4,795.14

Alarm / Monitoring	\$ 754.52
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 2,336.22
Inspection / Testing	\$ -
Pest Control	\$ 550.40
Plumbing / Heating	\$ 709.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ -
Miscellaneous	\$ 445.00
	\$ 4,795.14

Var \$ -
Var to Financials \$ -

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
March 7 - April 10

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	228.67
Gas	*Black Hills Energy	1,306.67
Multiple	*Divvy	9,345.49
Electric	*Holy Cross Energy	639.74
Payroll Service	*Paychex Payroll Service	793.06
Accounting	*Square	49.00
Payroll Liabilities	*TIAA-CREF	7,404.26
Maintenance	Acme Alarm Company	145.41
Janitorial	Alsco	185.40
Targeted Newspaper Ads	Aspen Daily News	382.52
Janitorial Supplies	Aspen Maintenance Supply	1,147.23
Adult	Aspen Science Center	705.00
Sanitation	Basalt Sanitation District	1,151.60
Prepaid Expense	Bitwarden	1,584.00
Adult BCD	Blackstone Publishing	557.83
Wellness/Health Insurance	CEBT Willis of Colorado	14,693.18
Telephone	Century Link	1,046.70
Miscellaneous Contracts	Cura HR, LLC	10,641.25
Landscaping	Daly Property Services, Inc.	7,466.45
Music	dawning vajd	4,000.00
Translation / Interpretation	Dulce Andrea Suarez	760.00
Print Subscriptions	EBSCO	13.08
Compost Collection System	EverGreen ZeroWaste	80.00
Janitorial	Grizzly Creek Enterprises, Inc	9,109.24
Service Agreement	Image Net Consulting	913.26
Multiple	Ingram Library Services	6,600.02
Music	Jen Garrett	1,000.00
Marmot ILS System	Marmot Library Network, Inc.	27,830.00
Adult Movies	Midwest Tape	1,042.96
Office Supplies	ODP Business Solutions	83.98
Overdrive	Overdrive, Inc	527.11
Travel Expenses	Pine River Library	38.70
Adult	Rachel Eliza Griffiths	700.00
Maintenance	Roto Rooter Plumbing	1,307.00
Children's	Seia Rassenti	240.00
Targeted Newspaper Ads	The Sopris Sun	720.00
Children's	Thrive Collaborative	390.00
Water	Town of Basalt	830.78
Trash	Waste Management	1,000.90
Internet Connectivity	Zayo Education LLC	420.00
		\$ 117,080.49

Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$10,227.47
Transactions	\$9,345.49
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$10,227.47
Statement balance	\$9,345.49

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
02/17/2026	**** 0933	SWEETWATER SOUND	\$38.73	Stephanie Rifkin
02/17/2026	**** 7327	DENVER POST CIRCULATION	\$64.95	Kristen A Doyle
02/18/2026	**** 8447	CITY-MARKET #0433	\$7.56	Samuel Schoon
02/18/2026	**** 8447	WHOLEFDS BLT #10298	\$47.59	Samuel Schoon
02/18/2026	**** 7327	AMAZON RETA* B90910T42	\$39.99	Kristen A Doyle
02/19/2026	**** 3242	CITY-MARKET #0433	\$22.67	Travis Wilson
02/19/2026	**** 1645	AMAZON MKTPL*N92R03YQ3	\$156.92	Dhakiya Mitchell
02/19/2026	**** 1645	AMAZON MKTPL*S361258A3	\$9.99	Dhakiya Mitchell
02/20/2026	**** 0933	TUKI COVERS	\$195.85	Stephanie Rifkin
02/20/2026	**** 7327	AMAZON MKTPL*SO3QJ8X33	\$192.48	Kristen A Doyle
02/21/2026	**** 7327	AMAZON MKTPL*A24ST64E3	\$48.56	Kristen A Doyle
02/25/2026	**** 0933	CITY-MARKET #0433	\$124.95	Stephanie Rifkin
02/25/2026	**** 1645	Amazon.com*B922V1AY1	\$47.30	Dhakiya Mitchell
02/25/2026	**** 1645	AMAZON MKTPL*B95KD8AC1	\$282.78	Dhakiya Mitchell
02/25/2026	**** 8447	AMAZON MKTPL*B983D71E1	\$23.74	Samuel Schoon
02/26/2026	**** 3242	CITY-MARKET #0433	\$29.63	Travis Wilson
02/26/2026	**** 2151	AMAZON MARK* B17TR7RI0	\$24.99	Christy Baumgarten
02/26/2026	**** 1729	AMAZON MKTPL*B11KW6U40	\$32.57	Laura Baumgarten
02/26/2026	**** 1729	AMAZON MKTPL*B90LI7VL1	\$72.36	Laura Baumgarten
02/26/2026	**** 1729	Amazon.com*BE57L40L2	\$16.97	Laura Baumgarten
02/26/2026	**** 8447	AMAZON MKTPL*B91R89XN1	\$39.38	Samuel Schoon
02/26/2026	**** 8447	AMERICAN AIR0012320286226	\$448.41	Samuel Schoon
02/26/2026	**** 8447	AMERICAN AIR0012320286224	\$448.41	Samuel Schoon
02/26/2026	**** 8447	AMERICAN AIR0012320286225	\$448.41	Samuel Schoon

DATE	CARD	MERCHANT	AMOUNT	NAME
02/27/2026	**** 8447	ALLIANZ TRAVEL INS	\$108.96	Samuel Schoon
02/27/2026	**** 2151	MARITZ AT&L* ALA	\$463.00	Christy Baumgarten
02/27/2026	**** 8447	MARITZ AT&L* ALA	\$463.00	Samuel Schoon
02/27/2026	**** 7553	AMAZON MKTPL*B98YP7FOO	\$24.83	Linda Campbell
02/27/2026	**** 2151	AMERICAN LIBRARY ASSOCIAT	\$215.00	Christy Baumgarten
02/27/2026	**** 1645	AMERICAN LIBRARY ASSOCIAT	\$230.00	Dhakiya Mitchell
02/27/2026	**** 2151	ADOBE *ADOBE	-\$5.27	Christy Baumgarten
02/27/2026	**** 2151	Adobe Inc	\$479.88	Christy Baumgarten
02/27/2026	**** 7553	AMAZON MKTPL*B99YD6NOO	\$29.97	Linda Campbell
02/27/2026	**** 8447	NESPRESSO USA, INC.	\$224.00	Samuel Schoon
02/28/2026	**** 1729	MARITZ AT&L* ALA	\$463.00	Laura Baumgarten
02/28/2026	**** 1729	AMERICAN LIBRARY ASSOCIAT	\$215.00	Laura Baumgarten
03/01/2026	**** 2151	FACEBK *QLNEHDMH2	\$7.15	Christy Baumgarten
03/01/2026	**** 2151	FACEBK *NY3ZLG5MH2	\$14.30	Christy Baumgarten
03/01/2026	**** 2151	FACEBK *D84ZLG5MH2	\$28.60	Christy Baumgarten
03/02/2026	**** 2151	Google Workspace_basaltli	\$428.40	Christy Baumgarten
03/02/2026	**** 2151	FACEBK *8CCDRG5MH2	\$16.08	Christy Baumgarten
03/02/2026	**** 2151	FACEBK *NP5UMHDMH2	\$32.16	Christy Baumgarten
03/02/2026	**** 2151	FACEBK *7DUDLGZMH2	\$8.04	Christy Baumgarten
03/02/2026	**** 2151	FACEBK *RVFBMFVMH2	\$4.02	Christy Baumgarten
03/02/2026	**** 2151	FACEBK *DXUDLGZMH2	\$4.11	Christy Baumgarten
03/02/2026	**** 8447	SP AIRFILTERSCONAI	\$531.17	Samuel Schoon
03/03/2026	**** 7327	D J*WSJ	\$40.12	Kristen A Doyle
03/03/2026	**** 7553	AMAZON MKTPL*B90HT9U80	\$30.33	Linda Campbell
03/04/2026	**** 2151	TMOBILE POSTPAID WEB	\$586.37	Christy Baumgarten
03/04/2026	**** 7553	AMAZON RETA* BP7O23AO2	\$42.59	Linda Campbell
03/05/2026	**** 3242	CITY-MARKET #0433	\$49.54	Travis Wilson
03/05/2026	**** 7553	CLIC	\$30.00	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
03/05/2026	**** 0933	SWEETWATER SOUND	\$110.87	Stephanie Rifkin
03/06/2026	**** 1645	AMAZON MKTPL*BP8CR3HV2	\$56.47	Dhakiya Mitchell
03/07/2026	**** 9304	DREAMTIME WATER DIST	\$160.80	Amy Shipley
03/07/2026	**** 3242	AMAZON MKTPL*BE9WW7XJ0	\$73.03	Travis Wilson
03/08/2026	**** 2151	AMAZON MARK* BP3QR5RR2	\$32.73	Christy Baumgarten
03/09/2026	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
03/10/2026	**** 0933	SWEETWATER SOUND	\$89.99	Stephanie Rifkin
03/10/2026	**** 8447	CITY-MARKET #0433	\$115.95	Samuel Schoon
03/10/2026	**** 7553	AMAZON MKTPL*BP9L85P71	\$39.98	Linda Campbell
03/10/2026	**** 1729	AMAZON MKTPL*BP60L8PU1	\$171.27	Laura Baumgarten
03/10/2026	**** 1645	SQ *MOUNTAIN HEART BREWIN	\$100.00	Dhakiya Mitchell
03/11/2026	**** 3242	CITY-MARKET #0433	\$39.32	Travis Wilson
03/11/2026	**** 3242	AMAZON MKTPL*BP5ND9C80	\$53.08	Travis Wilson
03/11/2026	**** 7553	AMAZON MKTPL*BP01J9551	\$49.33	Linda Campbell
03/12/2026	**** 1645	Amazon.com*BP2IH9BX1	\$108.40	Dhakiya Mitchell
03/12/2026	**** 1645	CITY-MARKET #0433	\$51.98	Dhakiya Mitchell
03/12/2026	**** 1645	WHOLEFDS BLT #10298	\$24.99	Dhakiya Mitchell
03/12/2026	**** 7327	DENVER POST CIRCULATION	\$99.67	Kristen A Doyle
03/12/2026	**** 7553	AMAZON MKTPL*BP2D57DK1	\$14.99	Linda Campbell
03/13/2026	**** 3242	AMAZON MKTPL*BD0U078T2	\$22.99	Travis Wilson
03/13/2026	**** 3242	AMAZON MKTPL*BD6F352Q2	\$88.94	Travis Wilson
03/14/2026	**** 7327	PARTSBUILT 3D	\$55.48	Kristen A Doyle
03/14/2026	**** 3242	AMAZON MKTPL*BP71N5UW1	\$7.75	Travis Wilson
03/14/2026	**** 1645	Amazon.com*BP6PB1MU0	\$107.94	Dhakiya Mitchell
Total			\$9,345.49	

Amazon Transaction Details
March

Order Date	Order ID	PO Number	Order Subtotal	Title
3/31/2026	113-5629565-9108239	5620	83.87	Nicpro Metallic Pearl White Acrylic Paint, 8.45oz/250ml Large Pearlescent Acrylic Paint, Non Toxic, Non Fading Craft Paints for Metal, Wood, Clay, Canvas, Ceramic, Furniture, Handcrafts, Art Supplies
3/31/2026	113-5629565-9108239	5620		Grabie Glitter Gel Pens, 18 Colors Glitter Pens for Adult Coloring Books, Journaling, Drawing, Scrapbooking and DIY Crafts, Retractable Gel Ink Pens for Art and Work
3/31/2026	113-5629565-9108239	5620		Hapikolor Watercolor Paper Pad, 9"x12" 140lb/300gsm Artist Drawing Sketch Book, Paper Pad, Art Journal, Arts and Crafts Supplies for Adults Kids, Paint Set, Colors, Canvas Painting, Watercolors, Blue
3/31/2026	113-5629565-9108239	5620		WISYOK 120 Pcs 6" Colored Jumbo Wooden Craft Sticks - Rainbow Wooden Popsicle Sticks for Creative Designs or Kids Education, Home Art Projects
3/31/2026	113-5629565-9108239	5620		Amazon Basics Basket Coffee Filters for 8-12 Cup Coffee Makers, White, 200 Count
3/31/2026	113-5629565-9108239	5620		Nicpro White Large Acrylic Paint (16.9 oz, 500 ml), Rich Pigments, Non Toxic Craft Paint for Multi Surface, Canvas, Wood, Leather, Ceramic, Fabric, Stone - Art Painting Supplies for Beginners, Artists & Adults
3/31/2026	113-5629565-9108239	5620		Amazon Basics Clear Thermal Laminating Plastic Paper Laminator Sheets, 2.8 mil, 9.0 x 11.5-Inch, 100-Pack
3/31/2026	113-5629565-9108239	5620		Amazon Basics 9-Inch Thermal Laminator Machine with Quick Warm-Up, 2 Heat Settings, Jam Release for Documents and Photos, White
3/26/2026	113-8757565-4861808	5620	110.42	Healthy Snacks Variety Pack (50 Count) - Easter Snack Box Care Package with Chips, Cookies & Granola Bars - Healthy Easter Basket for Adults, Kids & Teens, College Students, Office, Travel & Birthday
3/26/2026	113-8757565-4861808	5620		Dot's Homestyle Pretzels Variety Pack, Original, Honey Mustard, and Parmesan Garlic Twist Snack, 1oz Individually Sized Bags (18 Count)
3/26/2026	113-8757565-4861808	5620		Snacks Variety Pack for Adults - Snack Box Care Package Gift Box - Bulk Healthy Snack Bag Assortment (34 pack)
3/26/2026	113-7535972-1378642	5310	27.38	Nate's 100% Pure, Raw & Unfiltered Honey - Award-Winning Taste, 32oz. Squeeze Bottle
3/25/2026	113-5178852-1146665	6055	9.49	5V 3A USB C/Type-C Power Supply Adapter, 5 Volt 3000mA Power Cord Adapter for Raspberry Pi 4 Model B 1GB/2GB/4GB and More 5V 15W Office or Home Devices,UL Listed FCC
3/25/2026	114-1014966-3608215			Woodpeckers Wood Peg People Set, 40 Piece Wood Peg Family (Peg People: Dad, Mom, Angel, Child, Baby) Unfinished Wooden Figurines for Crafting
3/24/2026	113-2985140-0640244	5310	21.82	Swingline Staples, Standard Staples for Desktop Staplers, 1/4" Length, 210/Strip, 5000/Box, 10 Pack (35111)
3/24/2026	113-2985140-0640244	5310		Swingline Staples, Standard Staples for Desktop Staplers, 1/4" Length, 210/Strip, 5000/Box, 10 Pack (35111)
3/24/2026	113-5776996-1653001	5310	58.26	SUNEE Manila Folders Letter Size (8.5 x 11 inches),100 Per Box, 1/3 Cut Tab for Easy Labeling and Organization, Durable Standard Paper for Home, Office, School Filing
3/24/2026	113-5776996-1653001	5310		SUNEE Manila Folders Letter Size (8.5 x 11 inches),100 Per Box, 1/3 Cut Tab for Easy Labeling and Organization, Durable Standard Paper for Home, Office, School Filing
3/24/2026	113-5776996-1653001	5310		SUNEE Manila Folders Letter Size (8.5 x 11 inches),100 Per Box, 1/3 Cut Tab for Easy Labeling and Organization, Durable Standard Paper for Home, Office, School Filing
3/23/2026	114-6259854-2900238	6120	199.99	Sriket FlashCourt Portable Pickleball Net - 22 FT Regulation Size Pickle Ball Net for Indoor and Outdoor Use, Durable and Lightweight Pickleball Nets for Driveway, Backyard & Park
3/23/2026	113-6072725-7961851	5620	43.67	Pagather 72 Colors Acrylic Paint Markers, Dual Tip with Fine Tip and Brush Tip Pens for Stone, Wood, Calligraphy, Canvas, Ceramic, Metal, Glass, Rock Painting, DIY Crafts
3/23/2026	113-6072725-7961851	5620		MYDBUYSOME 2774pcs Gem Stickers Jewels for Crafts, Self Adhesive Rhinestone Jewel Stick on Gems, Acrylic Bling Heart Stickers, Craft Supplies for Kids
3/23/2026	113-6072725-7961851	5620		Bercoor 24 Pcs Rainbow Silicone Slap Bracelets, 12 Colors Slap Bracelet Wristbands Soft and Safe for Party Decorations Favors
3/23/2026	114-1301197-6330630	6055	52.98	WORKPRO Jewelry Pliers Set, 7-Piece Jewelry Making Tools Kit with Needle Round Nose Plier and Bent Nose Plier Wire Cutter for Jewelry Repair, Beading, Wire Wrapping, Crafts, with Carrying Pouch
3/23/2026	114-1301197-6330630	6055		The Beadsmith Chasing Hammer & Bench Block - Wire Elements - Two-Sided Hammer, 7.5", Wood Handle - 2" Steel Block with Hole for Riveting & Bending - Tools for Metalworking, Stamping & Jewelry Making
3/23/2026	114-8495895-3721023	6055	13.99	HDMI to RCA Converter, HDMI to AV 3RCA CVBs Composite Video Audio Converter Adapter Supports PAL/NTSC for TV Stick, Roku, Android TV Box, DVD ect, Black
3/23/2026	114-9029126-7757801	5320	48.99	SOURCEONE.ORG Deluxe 11 Wide x 17 Tall Slant Back Clear Thick Acrylic Sign Holder - Brochure Holder (5 Pack)
3/19/2026	113-1557199-4878608	5620	6.98	Premium Large Eye, Large Gauge Needles for Hand Sewing - Assorted Sizes, Including Embroidery - 25/50 PCs with 2 Threaders
3/19/2026	113-4782235-0168265	5620	8.69	MUNGYO Soft Pastel Set - 48 Colors Square Pastels for Artists Smooth & Blendable Colors
3/19/2026	113-7081814-8870636	5620	7.86	Mr. Pen- Polyester Fiber Fill, 10 oz, White, Pillow Stuffing for Stuffed Animals, Poly Filling Stuffing, Cotton Stuffing, Pillow Filler, Pillow Filling
3/19/2026	113-4639879-0918644	5310	39.98	AroCare Nitrile Gloves, Disposable Gloves, Comfortable, Powder Free, Latex Free 100-1000 (Large, Case)
3/19/2026	113-4302107-6250624	5310	30.56	Scotch Wall-Safe Tape, 2 Refill Rolls, Clear Removable Wall Tape with Matte Finish for Hanging Photos, Art, and Décor, 3/4 in x 1,296 in
3/19/2026	113-5932179-4873824	5310	43.49	INTERNET'S BEST Premium Utility Knife Set Retractable Box Cutter with Rubber Handle Heavy-Duty Cutting for Cardboard, Carpet, Plastic Retractable Blade Includes 2 Razor Knives & Extra Blades
3/19/2026	113-5932179-4873824	5310		15 Count Tape Dispenser Core Insert Wheel Replacement for Tape Dispenser Roller Refill Holder Parts for Office Home School Supplies (Black)
3/18/2026	113-5676858-4840221	5620	54.45	MYDBUYSOME 2774pcs Gem Stickers Jewels for Crafts, Self Adhesive Rhinestone Jewel Stick on Gems, Acrylic Bling Heart Stickers, Craft Supplies for Kids
3/18/2026	113-5676858-4840221	5620		Winlyn 24 Sets Potted Flower Craft Kits DIY Potted Flower Ornaments Decorations Tulip Sunflower Foam Stickers Arts and Crafts for Kids Classroom Activities Birthday Spring Summer Camping Party Favors
3/18/2026	113-5676858-4840221	5620		Durable Resin Garden Pot Craft Kit for Kids- 24 Pack Colorful Flower Plant Spring Crafts with Super-adhesive Stickers & Blank Labels School Activities Growing Kit for Classroom Home DIY Gift 4+ years
3/17/2026	111-8859276-3639413		9.99	15FT USB C to USB C Cable 100W for iPhone 15, Type C Fast Charging,Long Braided,Charger Cord Compatible with Samsung Galaxy S24 S23,Note 20,Google Pixel 8 Pro,MacBook Pro/Air,iPad Pro/Air,Moto G7 Plus
3/17/2026	114-6208156-9623414	5320	28	HATCHBOX 1.75mm Beige PLA 3D Printer Filament, 1 KG Spool, Dimensional Accuracy +/- 0.03 mm, 3D Printing Filament
3/12/2026	114-2772634-8812268		147.89	The Baby-Sitters Club (Books 1-30) Complete Series Set (30 Books)

Amazon Transaction Details
March

Order Date	Order ID	PO Number	Order Subtotal	Title
3/12/2026	114-8340368-2361853		7.75	Disney Frozen Adventures: Flurries of Fun
3/12/2026	114-6761903-2574647		45.57	3D Puzzle House, Fantasy Villa Model Kit DIY Miniature Dolls House Kits Birthday Gift for Adults (Fantasy Villa)
3/12/2026	114-6761903-2574647			Dollhouse Furniture - Laser Cut Wooden 3D Puzzle Miniature Doll House Kit House Furniture Set - 34 Pieces
3/12/2026	114-6761903-2574647			3D House Jigsaw Puzzle Model Kit - CUTEROOM Fantasy Villa Dollhouse DIY Building Set for Adults, Creative Home Decor Gift
3/12/2026	114-9562028-8538647		107.94	Hello Bello Premium Fragrance-Free Baby Wipes, with Chamomile & Aloe Extracts for Sensitive Skin - 18 Resealable Packs = 1080 Total Wipes
3/11/2026	113-7695611-2413823	5620	14.99	Mini Glow in The Dark Animal Resin Models, Mystery Resin Animals Blind Bag, Small Luminous Figures for Decor Micro Garden Home Landscape Aquarium Craft Gifts Party Favors for Ages 14 and up (100pcs)
3/10/2026	114-0237204-6675429		53.08	Member's Mark Granulated Sugar (10 Pounds)
3/10/2026	114-3970989-9521054		644.88	Eathtek 8 oz Mason Jars 24 Pack, 240ml Mini Canning Jars with Regular Lids for Jelly Herbs Spice Honey Storage, Small Glass Jars Candle jars, Extra Lids Tags Label Included
3/10/2026	114-3970989-9521054			Mrs. Stewart's Concentrated liquid bluing , 8 ounce (Pack of 2)
3/10/2026	114-3970989-9521054			Food Coloring Liquid - 24 Colors x 0.35 fl oz Concentrated Water-Based Food Dye for Baking, Icing, Cake Decorating, Slime, Soap, Easter Eggs
3/10/2026	114-3970989-9521054			CPDI Clear Ammonia Cleaner Liquid, 1 Gallon, Multipurpose, Multi-Surface Cleaning Solution Removes Grease, Hard Water Stains, and Odors, Kitchen and Bathroom Use
3/10/2026	114-3970989-9521054			FUNZBO 4.3in Paint Your Own Dinosaur Lamp Kit - Arts and Crafts Supplies Painting Kit for Kids Teens, DIY Night Light Dinosaur Toys for Boys Girls 3 4 5 6 7 8 9 10 11 12 Easter Baskets Birthday Gift
3/10/2026	114-3970989-9521054			TURNMEON 500 Pack Ultra Bright Glow Sticks Bulk Party Pack Supplies Glow In The Dark Football Easter Carnival Mardi Gras Day Party Favors Necklace Bracelet with Connector Light Up 14Hrs Long Last
3/10/2026	114-3970989-9521054			Food Flavoring Oil - 24 Pack Concentrated Flavor Oil for Baking, Cooking, Cosmetics - Liquid Lip Gloss Flavoring Oil Extract for Lip Balm, Drinks, Soap Making - Water & Oil Soluble - .2 Fl Oz Bottles
3/10/2026	114-3970989-9521054			120pcs/20 Boxes Mini Colored Pencils Bulk Kids Drawing Colored Pencils Bulk Party Favor, 6 Color Pencils in Kraft Boxes, 3.5 Inch Short Coloring Pencils Pre-sharpened for Classroom School Supplies
3/10/2026	114-3970989-9521054			UZLU 50 PCS Clear Safety Glasses Bulk for Men Women ANSI Z87.1 Protective Eyewear, Scratch & Impact Resistant Safety goggles, Polycarbonate Safety Sunglasses, Construction Lab Work Outdoor
3/10/2026	114-3970989-9521054			Whitmor Set of 50 Wooden Clothespins, S/50
3/10/2026	114-3970989-9521054			Gee Di Moda Rectangle Tablecloth - 60 x 102 Inch White Table Cloth for 6 Foot Rectangle Tables - Heavy Duty Washable Fabric - for Holiday Party, Dinner, Weddings, Baby Shower & Events
3/10/2026	114-3970989-9521054			Roland Foods Sea Salt, Fine Crystal, Specialty Imported Food, 27.55-Pound Bucket
3/10/2026	114-3970989-9521054			SHIZWU Large River Rocks for Landscaping, 3-4 Inch Mixed Colors Pebbles for Plants and Garden, Premium Rocks for Flower Beds, Indoor Fountains, Paths, Backyards, Fish Tanks(40lbs Bulk)
3/10/2026	114-3970989-9521054			Hacaroa 24 Pcs Mini Cake Plate Stand, Plastic Single Cupcake Holder Serving Plate, Clear Small Dessert Display Stand Tray for Chocolate, Fruits, Baby Shower, Wedding, Birthday, Party
3/10/2026	114-3970989-9521054			OBTANIM 40 Pack Mini Handheld Magnifying Glasses Plastic Portable Hand Lens 5X Reading Magnifier for Senior and Kids Home Outdoor Use
3/10/2026	114-3970989-9521054			Huck & Terry White T-Shirt Bag of Rags, 100% Recycled Material, Cotton Blend Bar Mop, Reclaimed, Eco-Friendly Cloth, Cleaning & Painting Rags, Lint Free, Highly Absorbent (Bag, 1, Pound)
3/10/2026	114-3970989-9521054			35 Pcs Chipboard (22PT) - 8.5" x 11" Thick Brown Kraft Board, Book Board, Binders Board, Designer Bookboard for Scrapbooking, Crafts & Product Backing PAP15KP2235
3/10/2026	114-3970989-9521054			50 Pcs Mini Wooden Hammers for Chocolate, Small Wood Toy Mallets for Kids
3/10/2026	114-3970989-9521054			Eathtek 8 oz Mason Jars 24 Pack, 240ml Mini Canning Jars with Regular Lids for Jelly Herbs Spice Honey Storage, Small Glass Jars Candle jars, Extra Lids Tags Label Included
3/10/2026	114-3970989-9521054			FUNZBO 4.3in Paint Your Own Dinosaur Lamp Kit - Arts and Crafts Supplies Painting Kit for Kids Teens, DIY Night Light Dinosaur Toys for Boys Girls 3 4 5 6 7 8 9 10 11 12 Easter Baskets Birthday Gift
3/10/2026	114-3970989-9521054			YOOHUA 100PCS 6inch Rock Candy Sticks with Ball Wood Swizzle Sticks Wood Cake Sticks Drink Stirrer Sticks for Hard Rock Candy
3/10/2026	114-3970989-9521054			FUNZBO 4.3in Paint Your Own Dinosaur Lamp Kit - Arts and Crafts Supplies Painting Kit for Kids Teens, DIY Night Light Dinosaur Toys for Boys Girls 3 4 5 6 7 8 9 10 11 12 Easter Baskets Birthday Gift
3/10/2026	114-3970989-9521054			KEFF 24-Pack 𝗣𝗥𝗘𝗠𝗜𝗨𝗠 Canvas for Painting, 6 of 5x7, 8x10, 9x12, 11x14 Painting Canvas Boards, Art Supplies for Adults & Kids - 100% Cotton Primed Canvases for Painting
3/10/2026	114-0273779-0245802		24.99	Acrylic, Oil, Watercolor
3/10/2026	114-6456661-5737821		88.94	MJMP 1/2" 40-Yards Baraded Elastic Cord/Elastic Band/Elastic Rope/Heavy Stretch Knit Elastic Spool/Bedsread Band (White, 40 Yard)
3/10/2026	114-6456661-5737821			1600Pcs Colorful Craft Rooster Feathers 3-5-inch Bulk Feathers for Crafting Kindergarten DIY Crafts, Wedding, Family Party Decorations, Dream Catcher Supplies, Natural Feathers (Multicolor)
3/10/2026	114-6456661-5737821			Mooliwe 191 Pcs Classroom Wings Bulletin Board Decoration Set DIY Colorful Wings Paper Cutouts Motivational Bulletin Board Decor for Classroom Wall Door Decor(Bright Color)
3/10/2026	114-6456661-5737821			Mooliwe 191 Pcs Classroom Wings Bulletin Board Decoration Set DIY Colorful Wings Paper Cutouts Motivational Bulletin Board Decor for Classroom Wall Door Decor(Macaron Color)
3/10/2026	114-6456661-5737821			AMZQNART 2Pcs EVA Foam, Cosplay Foam Roll 2mm, 39 x 59in (16sqft*2) Suitable for Large Foam Cosplay Modeling, DIY Projects, Crafts, Ultra High Density 90 kg/m3. White
3/10/2026	114-6456661-5737821			Biugaaufai 98 Feet Brown Anodized Aluminum Bonsai Training Wire, 4.0mm Anodized Aluminum Wire, 98 Feet Bonsai Plant Wire, Professional Grade Bonsai Training Wire for Crafts, Sculpting, Home Decoration
3/10/2026	113-6325804-4961024	5620	49.33	Super Clear Glue 1 Gallon, Funkidz All Purposes School Home Projects Liquid Glue Great for Slime Making Supplies
3/10/2026	113-6325804-4961024	5620		Washable Non-Toxic Use for Arts & Crafts Wood Paper Cardboard
3/10/2026	113-6325804-4961024	5620		Clean Care Plus Cleaning Solution with Lens Case, Twin Pack, Multi, 12 Oz, Pack of 2
3/10/2026	113-6325804-4961024	5620		Amazon Basics All Purpose Washable School Craft Liquid Glue for Making Slime, Arts and Crafts, White, 1 Gallon, Single Pack

Amazon Transaction Details
March

Order Date	Order ID	PO Number	Order Subtotal	Title
3/9/2026	114-0163935-2424264		108.4	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)
3/9/2026	114-0163935-2424264			Nature's Bakery Whole Wheat Fig Bars, Blueberry, Real Fruit, Vegan, Non-GMO, Snack bar, Twin packs- 12 count
3/9/2026	114-0163935-2424264			Nature's Bakery Whole Wheat Fig Bars, Raspberry, Real Fruit, Vegan, Non-GMO, Snack bar, 1 box with 12 twin packs (12 twin packs)
3/9/2026	113-2843693-3249052	5620	39.98	CiyvoLyeen Kids Sewing Kit Crafts - DIY Safari Jungle Animals Felt Plush Ornaments Sewing Set for Girls & Boys Ages 7-12, Beginner Craft Kit Set of 14
3/9/2026	113-2353922-0453850	5260	171.27	Honeydak 6 Sets DIY Glass Mosaic Tiles for Crafts with Butterfly Wooden Coasters for Adults Mixed Color Mosaic Crafts Materials Package for Coaster Stained Glass Kit for Handmade Home Decor Gifts
3/9/2026	113-2353922-0453850	5260		1 LB Penny Round Mosaic Tiles, 10mm ~20mm 5sizes Iridescent Rounds Recycled Glass Tiles Mix for Adults & Kids DIY Mosaic Making Garden Project (All Mix)
3/9/2026	113-2353922-0453850	5260		Adboros 10 Sets DIY Glass Mosaic Tiles for Crafts Mixed Color Mosaic Kits with Wooden Coaster for Adults Bamboo Coaster for Drinks Tray Handmade Home Decoration
3/9/2026	113-2353922-0453850	5260		Mosaic Tiles, Mosaic Glass Tiles for Crafts Bulk, 200g Mixed Colors Tiny Crystal Glass Pieces, DIY Craft Kit for Adults, Making Supplies for Handmade Coasters, Vases, Home Decoration, Art Projects
3/9/2026	113-2353922-0453850	5260		Youway Style Iridescent Glass Mosaic Tiles for Crafts Bulk,200g Broken Mosaic Glass Pieces for DIY Home Garden Art Projects, Handmade Crafts & Decor
3/6/2026	114-3049457-0562660		73.03	Amazon Basics Electric Kettle with Glass Carafe for Tea and Coffee, BPA-Free, Fast Boiling, Auto Shut-Off, Boil-Dry Protection, Water Level Indicator, 1.7 Liter, 1500W, Black and Silver
3/6/2026	114-3049457-0562660			175 Pack Slime Making Supplies Kit, Slime Add Ins Accessories Includes Slimes Charms, Foam Balls for Making Creative Slimes Kit
3/6/2026	114-3049457-0562660			50 Pack 4 OZ Plastic Jars Round Clear Cosmetic Container with Clear Lids, Eternal Moment Slime Jars for Lotion, Cream, Ointments, Makeup, Eye shadow, Rhinestone, Samples, Pot, Travel Storage
3/6/2026	114-3049457-0562660			CQURE 12 Pack 84Ft Artificial Ivy Garland, Fake Vines UV Resistant Greenery Leaves Fake Plants Hanging Aesthetic Vines for Home Bedroom Party Garden Wall Room Decor
3/6/2026	111-6508984-8861060		32.73	Harwerrel 2 Pack Tripod Quick Release Plate Camera Mount Adapter Replacement for Amazon Basics 60" Velbon CX-444 CX-888 CX-460 CX-460mini CX-470 CX-570 CX-690 DF-50 VCT-D580RM VCT-D680RM VCT-R640
3/6/2026	111-6508984-8861060			ZOPPLM Wireless Mini Microphone for iPhone - 2 Pack Lavalier Bluetooth Microphone for Video Recording, 2 in 1 Noise Reduction Lapel Mic for Ipad, Android, Clip-on Mini Mic for Content Creators Podcast
3/5/2026	114-2026731-5755453		56.47	MIULEE Black Back Tab Blackout Curtains 100 Inch Length 2 Panels Set for Living Room Bedroom Privacy, Halloween Rod Pocket/Pinch Pleat Thermal Insulated Room Darkening Pleated Light Blocking Drapes
3/5/2026	114-2026731-5755453			Black Tension Curtain Rod 30 to 64 Inch,Adjustable Curtain Rod,Shower Tension Curtain Rod No Drilling,7/8" Spring Curtain Rods for Windows Closet Doorway Door
3/5/2026	114-5623599-5670638		0	Black Spring Tension Curtain Rod 28-52 Inches, 7/8" Diameter Adjustable Shower Curtain Rod No Drill, Anti-slip Heavy Duty Spring Curtain Rod for Windows Bathroom Kitchen Closet Doorway
3/5/2026	114-5623599-5670638		0	Joydeco Blackout Door Curtain for Doorway Privacy 78 Inches Long, Grommet Closet Curtain for Open Closet, Room Divider for Bedroom Living Room (Grey, 40Wx78L, 1 Panel)
3/3/2026	113-3184654-1564207	5620	42.59	Hygloss Products Kaleidoscope Kit For Kids - Make Your Own Kaleidoscopes - 6-3/4 x 1-3/8 Inches, 12 Pack
3/2/2026	113-5157686-5170664	5620	30.33	Loyisal 90PCS Felt Fabric Sheets Craft Kit - 4"x 4" + 6"x 6" Assorted Colors - 1mm Thick Square Nonwoven Felt Fabric for Crafts DIY
3/2/2026	113-5157686-5170664	5620		Paxcoo 124 Skeins Embroidery Floss Cross Stitch Thread with Needles
3/2/2026	113-5157686-5170664	5620		Sewing Kit Basic,Maroon Needle and Thread Kit with Sewing Supplies and Accessories for Adults,Beginner,Home,Travel,Emergency Including Scissors,Measure Tape,Needle Threader and More
3/2/2026	113-5157686-5170664	5620		FIVEZERO 30-Count Steel Needles for Hand Sewing, 6 Sizes Large Eye Embroidery and Hand Quilting Needles Kit with Threaders for Art & Craft Projects
			Total	<u>2,641.02</u>

Basalt Regional Library District 2025 Grant Spending Summary by Budget

Date	Vendor	Expense	Budget Code	Budget Description	Amount	Grant
1/5/2026	Amazon	Menstrual supplies	5610	Adult Program	110.24	Friends
3/16/2026	Amazon	Baby Wipes	5610	Adult Program	107.94	Friends
3/23/2026	Ingram	Books for author talk	5610	Adult Program	593.15	Library Trust
SUBTOTAL					811.33	
1/2/2026	Imagination Library	Imagination Library	5620	Children Program	100	Library Trust
1/13/2026	Aspen Science Center	STEM Hour	5620	Children Program	235	Library Trust
2/17/2026	Imagination Library	Imagination Library	5620	Children Program	116.59	Library Trust
3/19/2026	Aspen Science Center	STEM Hour	5620	Children Program	235	Contributions - Nonrestricted
4/15/2026	Aspen Science Center	STEM Hour	5620	Children Program	235	Contributions - Nonrestricted
SUBTOTAL					921.59	
2/6/2026	Delaney Meyers	Performer fee	5640	Music	500	Aspen Thrift Shop Grant
2/6/2026	Kevin Kaukl	Performer fee	5640	Music	750	Aspen Thrift Shop Grant
2/6/2026	Charles Hebenstreit	Performer fee	5640	Music	750	Aspen Thrift Shop Grant
3/23/2026	The OK Factor	Performer fee	5640	Music	4200	Music Circle
3/23/2026	City Market	Food & drink for concert	5640	Music	202.4	Music Circle
3/23/2026	Basalt Mountain Inn	Lodging for performers	5640	Music	1098	Music Circle
SUBTOTAL					7,500.40	
1/28/2026	Ingram	BES Book Club	6030	Juvenile Fiction	112.54	Library Trust
3/25/2026	Ingram	BES Book Club	6030	Juvenile Fiction	59.27	Library Trust
SUBTOTAL					171.81	
2/3/2026	Ingram	BES Book Club	6080	Spanish Children Books	56.85	Library Trust
SUBTOTAL					56.85	

Final Totals						
Budget Code	Budget Description	Amount				
5610	Adult Program	811.33				
5620	Children Program	921.59				
5640	Music	7,500.40				
6030	Juvenile Fiction	171.81				
6080	Spanish Children Books	56.85				
	TOTAL	9,461.98				



**BASALT REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES
TRUSTEE EMERITUS POLICY**

It is the policy of the Basalt Regional Library to recognize retiring Trustees for their service as Trustee Emeriti at their final Board meeting and to steward their experience for possible future support of Board activities. Recognition as Trustee Emeritus includes a certificate in a presentation folder and a lapel pin. The new Trustees Emeriti are invited to continue supporting Library activities and events and to act as ambassadors for the Library in the District's community.

ELIGIBILITY

1. A Trustee is eligible for emeritus status when completing their term of office, whether they choose to serve a partial term, one, or two terms.
 2. A Trustee is not eligible for emeritus status if departure is due to a serious violation of the Trustee Code of Ethics, to the commission of a crime, or other behavior that violates the mission and values of the Library.
-

PROCEDURE

For a Trustee completing their service on the Board of Trustees: these conditions assume the Trustee's final meeting is in March.

- In February, the President notifies the Executive Director of any retiring Trustees.
- The Executive Director prepares or directs a staff member to prepare a certificate of recognition for the Trustee(s). The certificate is placed in a special presentation folder which are stored in the Executive Director's office.
- The Executive Director includes an emeritus lapel pin with the certificate and folder.
- The March (final) meeting will include an agenda item to present Emeritus recognition(s). The Board President or designee presents the certificate and pin to the retiring Trustee with thanks and good wishes.

For Trustee leaving the Board prior to the end of the term: the presentation still occurs during the March meeting unless the Trustee is leaving the area. The procedure is the same as above; however, the Board President or designee contacts the Trustee to invite them to the March meeting. If the Trustee cannot attend, the certificate and pin are mailed to them. This option is used for a Trustee who has left the area unless the Board has knowledge of the departure in advance of their final meeting then the Board can make the presentation at the Trustee's final meeting.



**BASALT REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES
NOMINATIONS AND ELECTIONS POLICY**

It is the policy of the BRLD Board of Trustees to conduct nominations and elections during the first quarter of the calendar year for election in March, according to BRLD Bylaws (Article 5, Sec. 2) to assure continuity, diversity of perspective, and avoid cronyism and stagnation in leadership.

Procedures and Guidelines

The nominating and election process is completed between the January and March Board meetings, with elections occurring at the March meeting.

JANUARY

1. At the January Board meeting, the Board of Trustees appoints a Nominating Committee consisting of two non-officer Trustees.
2. The Nominating Committee is charged with developing a slate of officers from among the Board Trustees for the offices of President, Vice-President, Treasurer, and Secretary.

FEBRUARY

1. Following the January Board meeting, the Nominating Committee begins soliciting nominations from Board members by drafting an email to be sent by the Director to all board members. The email content will include and specify the following:
 - a. The current officer vacancies to be filled with a brief description of each (see Bylaws Article 5, Sec. 3-6)
 - b. A request for nominations from board members. A nomination must include a brief rationale supporting the nominee. (approximately 200 words)
 - c. Deadline for nominations
 - d. To whom to submit nominations.
2. Once Nominating Committee members begin receiving nominations, they should contact potential nominees to review the office requirements and assess their willingness to stand for election. This process is confidential and continues until all potential nominees have been contacted.
3. When all potential nominees have been contacted, the Nominating Committee compiles a ballot of all nominees for each officer's role.
4. The completed ballot information is sent to the Executive Director, who will format and print it for voting at the March meeting
5. The Executive Director and Board President will ensure the officer election, led by the Nominating Committee, is included in the March meeting agenda.

MARCH

1. At the March Board meeting, the Nominating Committee will conduct the voting process (either electronic or paper ballots) for officer roles
 - a. Distribute paper ballots (or electronic ballots) to each Trustee for voting
 - b. Collect the completed ballots. Ballots may be collected by the Library Administrative Assistant
 - c. Tally the vote
 - d. announce the results, and
 - e. Destroy the ballots following the recording of the election results.

2. New officers are appointed immediately after the election and then begin their roles immediately following the March meeting.

Sample Ballot for Formatting Purposes

BRLD Board of Trustees Election Ballot for March ##, 20##

Please indicate your vote with an "X" next to your choice.

President

_____ Nominee 1

_____ Nominee 2

_____ etc.

Vice-president

_____ Nominee 1

_____ Nominee 2

_____ etc.

Treasurer

_____ Nominee 1

_____ Nominee 2

_____ etc.

Secretary

_____ Nominee 1

_____ Nominee 2

_____ etc.

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
<p>With outside consultant, undergo a culture assessment.</p> <p>Implement deliverables from culture assessment</p>	7/31/2026	Executive Director Goal	Board Executive Director Staff	In Progress Culture Assessment Interviews complete, Awaiting report from consultant	High Importance High Urgency	<p>Participating in culture assessment: low lift</p> <p>Implementing deliverables: unknown at this time</p>
<p>Get up-to-date on strategic plan activities, including taking action steps toward strategic plan goals.</p> <p>Identify a new schedule for delayed goals. Track data on the achievement of those goals.</p> <p>Communicate strategic plan data to stakeholders</p>	3/31/2026	Executive Director Goal	Executive Director Board Staff Community	In Progress	High Importance High Urgency	Medium lift for Executive Director, Light lift for stakeholders
<p>Execute strategic plan according to updated schedule</p>	ongoing	Executive Director Goal	Executive Director Board Staff Community	In Progress	High Importance High Urgency	Depends on goal
<p>Hire a consultant to help us develop a marketing plan with a goal of increasing the library's visibility</p>	12/31/2026	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 for Marketing & IT Manager medium lift for Executive Director

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
Update Emergency Procedures	7/31/2026	Executive Director Goal	Executive Director Staff Board	Have a very rough draft delegate to Exec. Admin Assistant and Management Team	High Importance High Urgency	Medium Lift for Executive Director, Low lift for Board (information item)
After-School Programming	9/30/2025	Strategic Plan Goal (Initiative 4)	Staff	In Progress	High Importance Medium Urgency	Medium lift
Library of Things Programming	12/31/2025	Strategic Plan Goal (Initiative 1)	Staff	In Progress	Medium Importance Medium Urgency	Medium lift
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 - controversial topics	12/31/2026	Strategic Plan Goal (Initiative 4)	Staff	In Progress	Medium Importance Medium Urgency	Medium lift
Regularly Update Capital Replacement Plan	ongoing	Strategic Plan Goal (Initiative 2)	Executive Director	In Progress	High Importance Low Urgency	low lift
Creative Benefits Package	6/30/2026	Strategic Plan Goal (Initiative 3)	Executive Director HR Team	In Progress waiting for cost estimate for CuraHR, late spring, early summer	High Importance Medium Urgency	High lift for HR Team Low lift for Executive Director
Flexible Work Policy	6/30/2026	Strategic Plan Goal (Initiative 3)	Executive Director HR Team	In Progress waiting for cost estimate for CuraHR, late spring, early summer	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

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
Hold a series of strategic plan update meetings with stakeholders (board, staff, community)	12/31/2026	Executive Director Goal	Executive Director Board Staff Community	repeat in late fall, early winter	High Importance Medium Urgency	Low lift
Update Strategic plan document with changes identified from stakeholder meetings	12/31/2026	Executive Director Goal	Executive Director Board Staff Community	Not Started	High Importance Medium Urgency	Low lift
Library Staff Training with outside organizations	12/31/2026	Strategic Plan Goal (Initiative 1)	Executive Director Executive Administrative Assistant	In Progress	High Importance High Urgency	Low lift
Data Analytics	ongoing	Strategic Plan Goal (Initiative 1)	Executive Director Executive Administrative Assistant Staff Board	In Progress	High Importance High Urgency	High lift for Executive Admin Assistant
Increase Library Statistics	ongoing	Strategic Plan Goal (Initiative 1)	Staff	In Progress	High Importance Medium Urgency	Medium lift
Identify Budget Waste	5/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director Board Staff	In Progress Executive Director will create a list by 5/31/2026 of cuts we <i>could</i> make if needed	Low Importance Low Urgency	Medium lift
Diversify Library Programming	12/31/2025 and ongoing	Strategic Plan Goal (Initiative 4)	Staff	In Progress important to focus on the importance of programs that help people with work and finances, maslow's heirarchy, etc.	High Importance High Urgency	Medium lift
Recruit Library Trust Volunteers	12/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director Library Trust	In Progress	High Importance High Urgency	Medium lift

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
<p>Work with the board to develop a new executive director evaluation tool and procedure</p> <p>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</p>	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
Implement marketing plan	12/31/2027	Executive Director Goal	Executive Director IT & Marketing Manager Staff	Not yet started	High Importance High Urgency	High lift for IT & Marketing Manager
Staff Satisfaction Survey	6/30/2026	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
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
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
Replace telephone system	12/31/2026	Executive Director Goal 2026 Budget Goal	Executive Director IT & Marketing Manager	Not yet started contingent on finishing key fob system project	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 contingent on finishing telephone project	Medium Importance Medium Urgency	High lift for IT & Marketing Manager

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
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
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
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

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
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
Develop a budget, policy, and procedures for funding some education expenses for staff for the 2027 budget	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
Hold a community listening series by meeting with 15 community members	12/31/2026	Executive Director Goal Strategic Plan Goal (Initiative 4)	Executive Director Staff Community	Not yet started	See below	See below
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
Innovation Lab	3/31/2026	Strategic Plan Goal (Initiative 1)	Executive Director Staff	Not yet started	High Importance Low Urgency	High lift
Hold Three Library Trust Fundraising Events	12/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director Library Trust	Not yet started	High Importance Low Urgency	High lift
Listening Tour	9/30/2025 And ongoing	Strategic Plan Goal (Initiative 4)	Executive Director Staff	Not yet started for 2026	High Importance Medium Urgency	High 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

GOAL	DEADLINE	CATEGORY	STAKEHOLDERS	STATUS/NOTES	IMPORTANCE/ URGENCY	LIFT LEVEL
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
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 will investigate low lift options we can do	High Importance High Urgency	Very high 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

Basalt Regional Library District Board of Trustees Retreat
Tuesday, May 19, 2026, 8:00 AM
Basalt Library Community Room

All meetings of the Basalt Regional Library District are open meetings.
Members of the public are most welcome.

Board of Trustees: Deborah Smith, President; Elaine Nagey, Vice President;
Eric Pelander, Treasurer; Suzi Jenkins, Secretary; Carolyn Kane, Trustee;
Cathy Click, Trustee

MISSION STATEMENT

The confluence of community, freedom, and fun.
A Place to Go - A Place to Gather - A Place to Grow

AGENDA

Topic list brainstormed at March 2026 Board of Trustees meeting:

1. Staff Engagement Survey Results
2. director evaluations - just to educate ourselves
3. code of ethics, sign the agreement
4. what is the library trust's role, role of the library
5. roles, who is responsible, board, executive director, both
6. introductions, social, getting to know each other
7. long range plan

Suggested Agenda:

TIME	TOPIC	PRESENTER
8:00 AM	Breakfast and coffee	All
8:15 AM	Introductions, getting to know one another	All
9:00 AM	Staff Engagement Survey Results	Joy White, Cura HR, via Zoom
9:45 AM	Break	
10:00 AM	Shared Responsibility Norms	All
10:45 AM	Break	
11:00 AM	Review Long-range Financial Plan	Eric Pelander and Amy Shipley
12:00 PM	Lunch	
12:15 PM	Library Trust History and Role	Amy Shipley and Cathy Click
1:00 PM	Sign Code of Ethics	All Trustees
1:15 PM	Adjourn	