

Basalt Regional Library District Board of Trustees Meeting
Monday, June 15, 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. Public Comments
3. Board Comments
4. Staff Comments
5. Action Item – Approve agenda, minutes, and payables
 - a. Approve agenda
 - b. Minutes of May 18, 2026, Board Meeting (page 3)
 - c. May 2026 Accounts Payable (page 18)
6. Collection Development Budgets – Not as Straightforward as One Would Think; *Kristen Doyle, Cataloging and Collection Librarian*
7. Director's Report, *Amy Shipley* (page 6)
8. Finance and Facilities Committee, *Eric Pelander, chair*
 - a. May 2026 Financials (page 11)
 - b. 2027 Budget Timeline (page 29)
 - c. Facility Updates
9. Governance Committee, *Elaine Nagey, chair*
 - a. Discussion and possible vote to return facilities committee and personnel committee back to standing committees
 - b. Discussion and possible vote to assign chair of policy committee
 - c. Discussion and possible vote to assign chair of facilities committee
 - d. Appoint members of Policy and Facilities committees
 - e. Discussion and possible vote to approve amended Bylaws (page 30)
 - f. Discussion and possible vote to approve Code of Ethics Policy (page 59)
10. Personnel Committee, *Deborah Smith, chair*

11. Discussion and possible vote to elect a Secretary
12. Discussion about possibly moving Board meetings to every other month or other frequency
13. Discussion and possible vote to send a Trustee to CALCON
14. Discussion and possible vote to close the library on August 3 and 4 for the Marmot server move
 - a. List of services affected (page 61)
15. Board Trustee Recruiting Update
16. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting
Monday, May 18, 2026, 5:15 PM**

MINUTES

1. Call to order

Board Trustees Present:

- Deborah Smith, President
- Elaine Nagey, Vice President
- Eric Pelander, Treasurer
- Cathy Click, Trustee
- Carolyn Kane, Trustee

Absent Trustees:

- Suzi Jenkins, Secretary

Public Present:

- Nancy Bobrow
- Caleb Thornton (viz Zoom)
- Matthew Miller (via Zoom)

Staff Present:

- Amy Shipley
- Samuel Schoon
- Stephanie Rifkin

2. Public Comments

None

3. Board Comments

Carolyn inquired about the Pitkin County board seats. Amy responded that there are no applicants.

4. Staff Comments

None

5. Friends of the Library Update; *Deb McCanne, Chair, Friends of the Library Steering Committee*

Deb McCanne could not make it, and so there was no report.

6. Draft 2025 Audit Presentation; *Matthew Miller, Managing Member, McMahon and Associates* (page 34)

Matthew discusses the process of the audit, which includes the planning phase, the field work phase, and the reporting phase. Eric asked about any processes the Library has that could be worked on, and Matthew said he had no significant recommendations. Matthew reported good things and that they had no difficulties performing the audit. He reported that the Library got a passing report. Carolyn moved to approve the current draft. Elaine seconded. The motion passed unanimously.

7. Staff Presentation; *Stephanie Rifkin, Music Program Coordinator*

Stephanie discussed that the Roaring Fork Valley is a music hub despite being a rural area, meaning that the Roaring Fork Valley has the infrastructure, the economic viability, the education and skill building opportunities, and more for musicians. She discussed the potential for the Basalt Regional Library to contribute as a music hub. The Library already provides paid performance opportunities, but the Valley as a whole is missing opportunities for all ages music workshops and musician networking. Stephanie has planned music workshops, using grant funding from the Basalt Public Arts Commission, in order to help the valley fill these gaps.

8. Action Item – Approve agenda, minutes, and payables
- a. Approve agenda
 - b. Minutes of April 20, 2026, Board Meeting (page 3)
 - c. April 2026 Accounts Payable (page 18)

Carolyn asked the Board about including titles in the attendance of the minutes, to which Elaine agreed. Carolyn also mentioned the time adjourned was missing from the previous minutes. Elaine mentioned to update agenda item nine to mention that any ad hoc committee will have a chairman assigned. Elaine also mentioned changing fun to entertaining in agenda item sixteen. Eric moved to approve the agenda, accounts payable, and minutes as amended. Elaine seconded. The motion passed unanimously.

9. Director's Report, *Amy Shipley* (page 7)

Amy discussed that a local company responded to the marketing study RFP and that she is excited because they're local and they will understand the local landscape. The company that responded was Forward Cadence Consulting. Amy also mentioned that the Library has hired a new Youth Services Associate, and there is a candidate for the Spanish Outreach Coordinator. Amy talked about the conference she had attended, where the main takeaway she had taken from it was that it seems all libraries are struggling with staffing and board recruitment and it was a good opportunity to meet with her peers about these difficulties.

10. Finance Committee, *Eric Pelander, chair*
- a. April 2026 Financials (page 11)

Eric reported that financials are tracking normally, and that revenues have caught up to where they are expected to be.

- b. Appoint additional trustees to the Finance Committee

Deborah appointed Cathy Click to the finance committee.

11. Governance Committee, *Elaine Nagey, chair*

The Committee did meet and they discussed operational procedures. The Committee will continue working on bylaw revisions that support the policies they are working on.

12. Personnel Committee, *Deborah Smith, chair*

Deborah discussed the culture assessment work and that staff are going to be working on team norms and narrowing down what the specific language that the staff agrees on. Cura had also conducted some exit interviews for staff who are leaving from the Library.

13. Policy Committee, *Suzi Jenkins, chair*

a. Discussion and possible vote to approve Alcoholic Beverage Policy

The Board discussed changing the policy to mention that alcohol may only be served according to how it's outlined in liquor license. Elaine moved to approve the Alcoholic Beverage Policy as amended. Carolyn seconded. The motion passed unanimously.

b. Discussion and possible vote to approve Photography and Videography Policy

The Board has decided to run this policy by an attorney before further approval.

14. Discussion and possible vote to send one or more trustees to the annual Colorado Association of Libraries Conference (CALCON), September 9 through 11, 2026

The Board decided this will be discussed at the July meeting.

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

a. Discussion and possible vote to approve work schedule

Deborah moved to approve Amy Shipley's schedule as discussed in executive session. Eric seconded. The motion passed unanimously.

16. Adjourn Meeting

Cathy moved to adjourn the meeting. Eric seconded. The motion passed unanimously. The meeting adjourned at 7:00pm.



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

Administration

The annual audit reviewing the 2025 financials has been completed and filed with the state government.

Personnel Management

In May, HR continued to support core operations, employee engagement, and organizational development initiatives. Work continued on the organizational working norms; staff finalized the norms and provided additional input and alignment on the norms at the staff meeting on June 3. Payroll cycles were completed on schedule. HR continued supporting employee relations matters as they arose, including meeting with an employee regarding additional accommodation requests and continuing the formal interactive accommodation process. HR also provided supervisor coaching. Recruitment efforts continued, including review of applicants for the Adult Programming Coordinator position and Spanish Language Outreach Coordinator position, and job postings can now be added in Paychex. One upcoming Patron Services Associate offboarding is scheduled for July as a staff person leaves to relocate to a new area. Additionally, HR partnered with our payroll management service, Paychex, to correct a sick time accrual issue. The team also welcomed a new Youth Services Associate to the organization.

CURRENT STAFF				
Total Staff Count	Total FTE	Total Staff Hours per Week	Count of Staff Eligible for Benefits (over 20 hours)	Count of Staff Not Eligible for Benefits (under 20 hours)
20	13.32	532.83	16	4

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
Spanish Language Outreach Coordinator	40	1.0	yes
Adult Programming Coordinator	40	1.0	yes
Patron Services Associate	20	0.5	yes
Total	100	2.5	

Finances

The executive director presented a preliminary draft 2027 budget to the Finance committee in June. The budget will continue to be updated throughout the budget process, and it will be included in the financials in the July Board packet.

Collection

The inventory team has nearly completed the picture book location and is roughly halfway through inventorying the entire Basalt Collection! The Library of Things (L.O.T.) committee has shifted the Holds location slightly to make room for new L.O.T. items, some of which will be added this coming month. The L.O.T. is also partnering with the Department of Transportation and the White River National Forest to offer free shuttle passes to Maroon Bells via the library of things - the major details have been agreed on, and these will hopefully be ready for checkout by the end of June. The cataloging and collection management librarian coordinated with collection managers to create an Overdrive budget proposal and continues to communicate with our current database/online resource providers and potential additions to create a proposal for that line item as well. One new resource we look forward to adding in 2027 is Bibliotele, a Spanish language video service like Kanopy. Technical services is also collaborating with the children's librarian to update our current encyclopedia sets and add Tonie kits - these are screenless audiobook and storytime toys parents can take home that have been incredibly popular at other libraries. Technical services staff are looking forward to helping with the Summer Reading Kickoff party, and the cataloging librarian will be attending the Marmot Council meeting with the executive director in early June.

The courier service has been reliable and responsive. No-store boxes are being picked up regularly, and any requested totes or empty no-store boxes have been provided in a timely manner, helping ensure efficient material movement between libraries.

Programs

We had a highly attended concert on May 1st with the High Country Sinfonia featuring many of the most popular musicians living and performing in the Roaring Fork Valley. Our patrons were impressed with the level of performance and patient with space limitations. We finished the first draft of our Tunes and Tales programming this month, including the scripts, music selections, and printed sheet music that we will provide to the musicians performing. We will be in touch with the Aspen Music Festival and School to confirm the music selection and availability of musicians for the programs. We have now standardized our offerings for our concert receptions. We've worked since the beginning of the year to test out new reception offerings with our audiences that have been well received. We will now rotate through those reception menus that have been well received for our concerts moving forward. We will also start placing menu cards during the receptions to better inform our audiences about what they are being served. In conjunction with the Aspen Music Festival and School and our Room Concierge, we have made the decision to limit use of the piano in the community room to library programs. This decision was made to reduce risk of damage to the instrument as it is on loan to us. Our next concert will be on June 11th featuring Sean McGowan performing selections from the Great American Songbook on solo fingerstyle guitar. Sean McGowan has performed with us before and we expect this concert to be special!

Community Relations and Outreach

Social media stats are holding pretty steady. We are continuing to get good engagement numbers, and positive in-person feedback as well. The recent board recruitment video was well received, reaching 1,200 people and gaining 35 reactions. One person commented, "Needless to say, I enjoyed your approach and am interested."

	Views	Average Reach per post	Interactions	Average # of reactions per post
Facebook	22.0K		295	
Instagram	20.3K		570	
Combined		951		37

Marketing

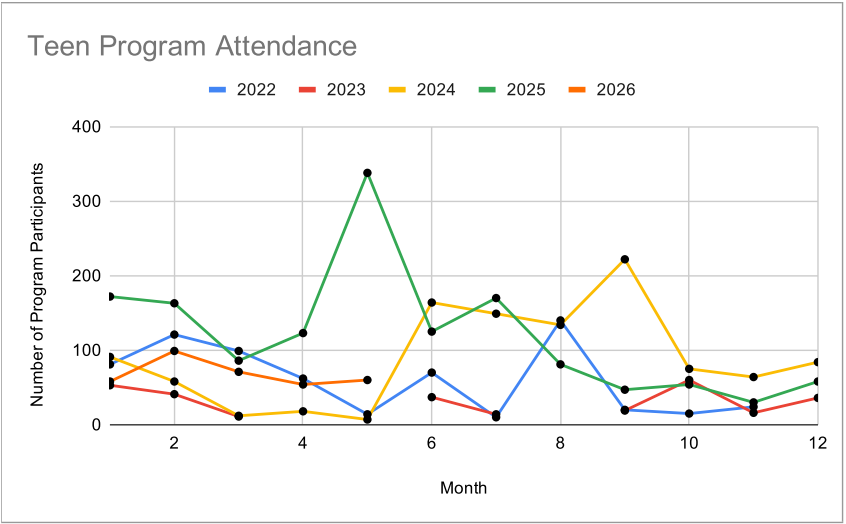
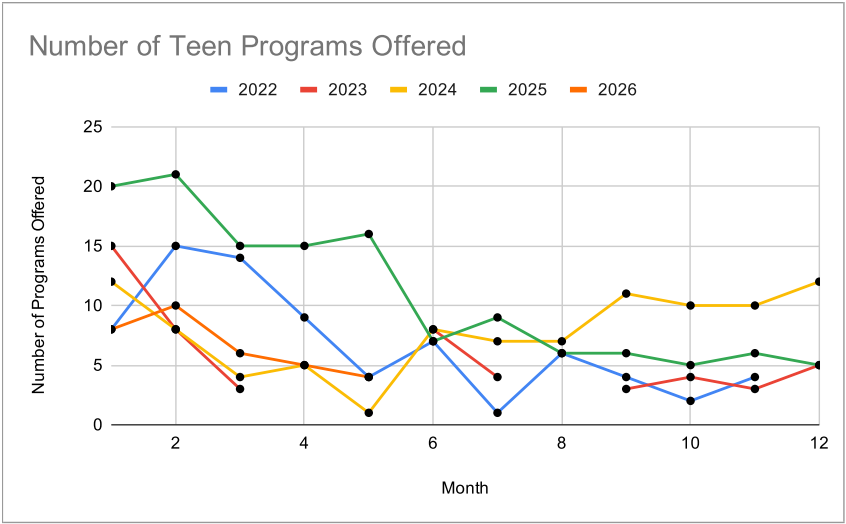
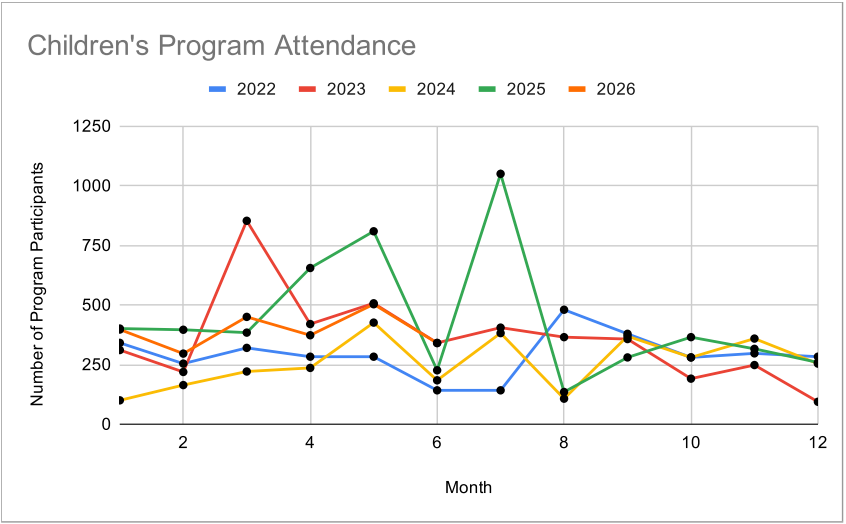
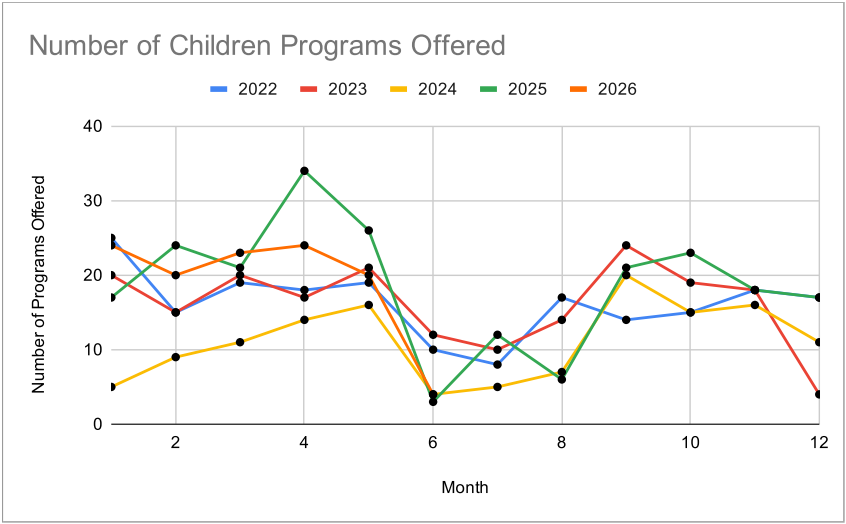
The Executive Director and IT & Marketing Manager interviewed a firm, Forward Cadence Consulting, for the marketing study and have moved forward with the project. They have completed a kick-off meeting and collected background information for the firm. They will begin having weekly check in meetings with Forward Cadence as the project unfolds.

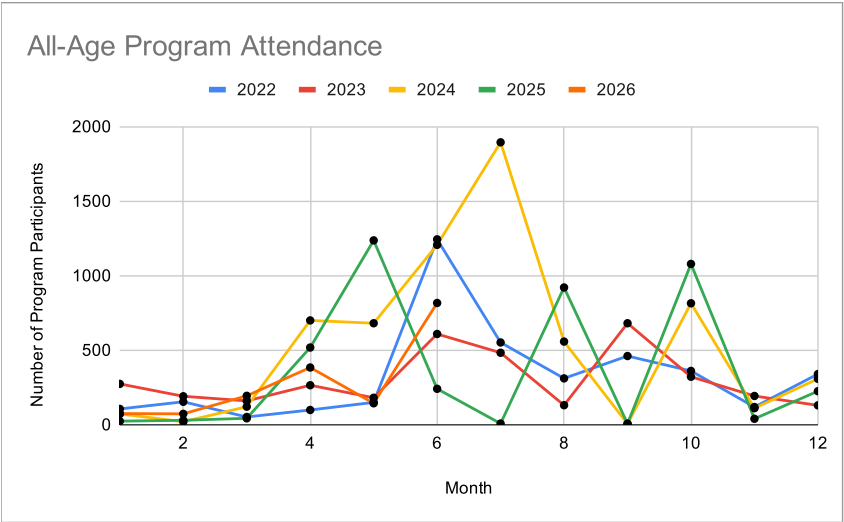
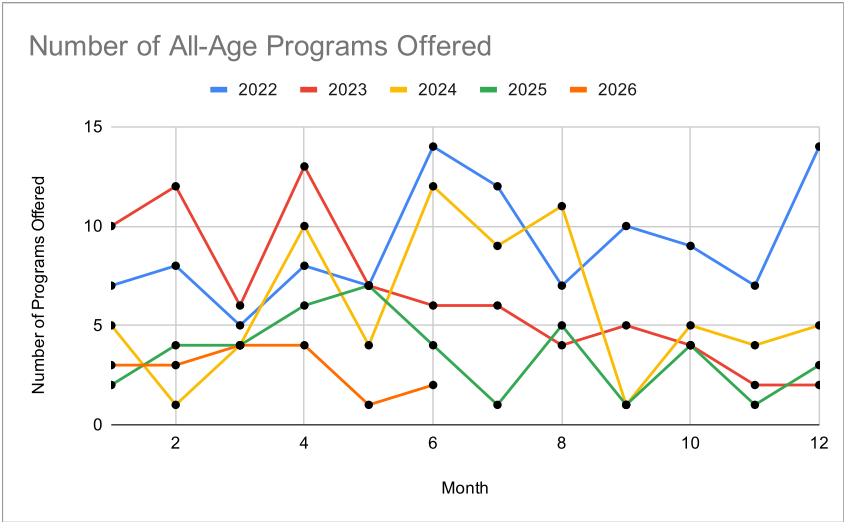
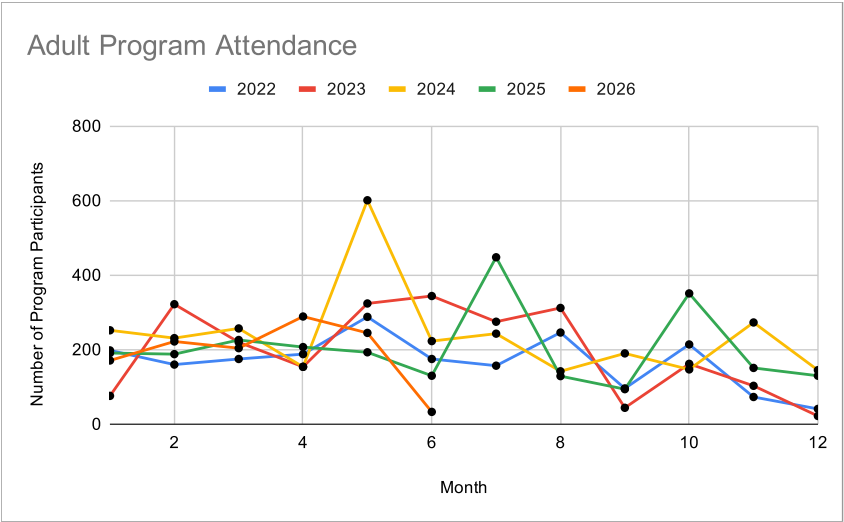
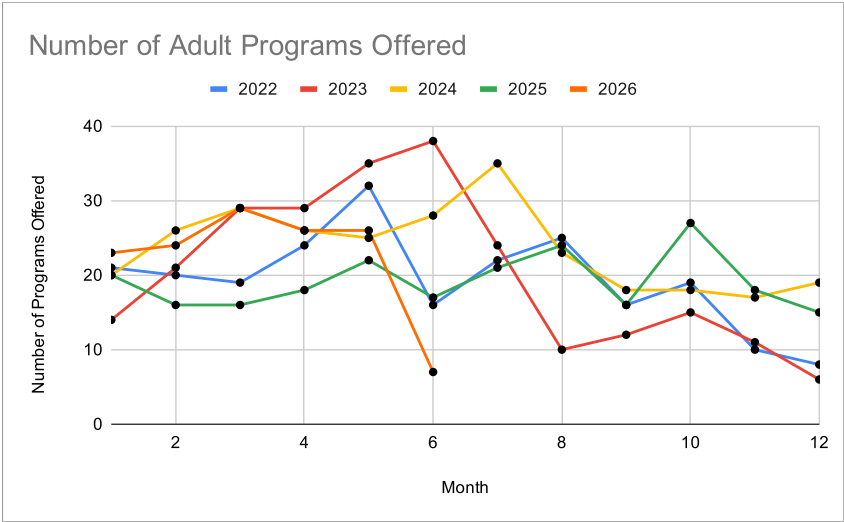
Technology

Ordering for this year's batch of computer replacements is underway. The IT & Marketing Manager worked with Marmot to identify the devices on the list this year. Most devices are straight replacements, though a few changes are happening as well. The Express Computer is being removed, and the device is being used to replace an aging adult computer. This is due to a lack of usage. Adult desktop usage has also been declining, so the first two computers in the adult section are being removed and replaced with laptops for in-house-use.

Facility Maintenance and Management

The library sought bids for a new window cleaning service, and we will be working with a new vendor starting this fall. This change will save us 50% on the cost of cleaning windows. We are also working on changing our trash service company, which will save us 50% to 60% on this service. We made a down payment on the 2026 window replacements and hope to schedule those replacements soon. A new public copier has been installed, and the previous public copier is now the staff copier. The old staff copier was taken for recycling by our copier contractor. In terms of future projects, we are prioritizing the following: staining the wood siding, sealing cracks in the staff parking lot, replacing the door control system including the fob system for building entry, replacing the telephone system, and replacing the security camera system. In 2027 we will need to initiate a project to identify all the light fixtures in the library that need to be switched to LED fixtures.





Basalt Regional Library District
Balance Sheet
May 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	261,772			261,772		261,772
Colo Trust - Tabor Reserve #8003	61,430			61,430		61,430
Colo Trust - Operating Fund #8004	1,714,338			1,714,338		1,714,338
Colo Trust - Bond Repayment #8002		1		1		1
Colo Trust - Capital Rsv Fund #8005			843,456	843,456		843,456
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	24,099			24,099		24,099
Property Tax Receivable	869,287			869,287		869,287
Pooled Cash (Interfund Transfers)	(22,089)	(1)	22,089	(0.85)		(1)
Capital Assets, net of depreciation	-	-	-	-	8,640,909	8,640,909
Total Assets	2,908,950	0	865,545	3,774,495	8,640,909	12,415,403
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	6,560	-	-	6,560		6,560
Other Current Liabilities						
Accrued Interest				-	-	-
Deferred Property Tax	869,287			869,287		869,287
Current Bonds Payable, 2012				-	-	-
Total Current Liabilities	875,847	-	-	875,847	-	875,847
Long Term Liabilities						
Bonds Payable, 2012		-		-	-	-
Accrued Compensated Absences				-	60,065	60,065
Total Long Term Liabilities	-	-	-	-	60,065	60,065
Total Liabilities	875,847	-	-	875,847	60,065	935,912
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	8,640,909	8,640,909
Non Spendable	24,099	-	-	24,099	(24,099)	-
Restricted for:						
Tabor	69,000			69,000	-	69,000
Debt Service		0		0	-	0
Committed for Future Projects			865,545	865,545	(865,545)	-
Unassigned / Unrestricted	1,940,003	-	-	1,940,003	829,578	2,769,582
Current Year Fund Balance / Net Position	2,033,103	0	865,545	2,898,648	8,580,843	11,479,491
Total Liabilities and Fund Balance / Net Position	2,908,950	0	865,545	3,774,495	8,640,909	12,415,403

Basalt Regional Library District
General Fund
May 2026

					YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 5/31/26	Actuals vs Budget YTD %			
General Operating Beginning Fund Balance					1,497,931	1,265,444	1,304,261	38,817			
						473,973,270	473,973,270 12.94%				
Eagle County											
	Assessed Value				419,653,120						
	% Increase										
	Operating Mill Levy Rate				2.610			3.103	3.103		
						307,415,620	307,415,620 2.72%				
Pitkin County											
	Assessed Value				299,274,620						
	% Increase										
	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	945,294	64.27%	
4020	Pitkin County		779,740					953,910.67	626,260	65.65%	
	Total General Operating Mill Levy				1,901,510	2,424,649.73	1,571,554	64.82%			
4100	MVSO - General Operating					70,000	20,258	28.94%			
4110	Eagle County		81,206								
4120	Pitkin County		28,714						30,000	8,021	26.74%
	Total MVSO - General Operating				109,920				100,000	28,279	28.28%
4200	Fines & Fees										
4261	Miscellaneous		13,704			20,000	4,817	24.09%			
	Total Fines & Fees				13,704	20,000	4,817	24.09%			
4300	Earnings on investments					80,000	14,338	17.92%			
4310	Colotrust Int Op Acct		63,821								
4320	Mill Levy Interest		4,976						-	3,751	Not Budgeted
	Total Earnings on investments				68,797				80,000	18,089	22.61%
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%			
						5,000	-	0.00%			
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					9,000	-	0.00%			
4604	Restricted - Library Friends		9,774								
4620.14	Restricted - Library Trust		9,941						5,000	8,391	167.83%
4620.15	Restricted - Other Misc		15,447						5,000	5,868	117.36%
	Total Restricted Fund Income - Foundation/Friends				35,162				19,000	14,259	75.05%
TOTAL REVENUES					2,142,515				2,654,650	1,641,999	61.85%

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

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 5/31/26	Actuals vs Budget YTD %
			OPERATING:				
			Administration				
			Contract Services				
5010			Accounting	5,122	7,000	3,308	47.26%
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	42,518	35.43%
			Total Contract Services	119,520	155,281	51,286	33.03%
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%
5220			Professional Dev. & Memberships				
5230			Board	1,195	1,500	451	30.07%
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	2,484	20.70%
5270			Travel expenses	9,908	12,000	5,087	42.39%
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	12,251	33.22%
5280			Publicity				
5285			Radio	17,067	19,500	18,729	96.05%
5286			Spanish Language Interpretation/Translating	3,505	6,400	1,270	19.84%
5287			Job Ads	2,710	2,000	761	38.03%
5290			Advertising - General	2,403	6,000	1,205	20.08%
5293			Signage	307	500	157	31.31%
5295			Social Media Ads	744	2,000	378	18.92%
5297			Targeted Newspaper Ads	7,369	10,250	2,678	26.12%
			Total Publicity	34,105	46,650	25,177	53.97%
5300			Supplies				
5310			Office Supplies	12,322	14,000	5,458	38.98%
5320			Technical Cataloging & Service	5,668	8,500	8,134	95.69%
5330			Postage & Shipping	71	500	8	1.67%
			Total Supplies	18,060	23,000	13,600	59.13%
5350			Treasurer's fees				
5360			Eagle fees	33,702	44,122	28,352	64.26%
5370			Pitkin fees	39,055	47,696	31,487	66.02%
			Total Treasurer's fees	72,757	91,818	59,839	65.17%
			Total Administration	319,103	400,624	205,855	51.38%
			Facility Expenses				
5410			Janitorial	59,771	56,650	14,064	24.83%
5420			Janitorial Supplies	8,579	11,000	2,872	26.11%
5430			Landscaping	11,550	17,000	11,888	69.93%
5440			Maintenance *Detailed List Attached	32,199	20,000	8,179	40.90%
5460			Snow Removal	1,848	5,196	2,772	53.35%
			Total Facility Expenses (Maintenance)	113,947	109,846	39,775	36.21%
5500			Utilities				

Basalt Regional Library District
General Fund
May 2026

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 5/31/26	Actuals vs Budget YTD %
5510		Electric		6,782	8,500	2,300	27.05%
5515		Compost Collection System		830	2,400	701	29.21%
5520		Gas		10,533	16,000	5,598	34.99%
5530		Internet Connectivity		10,313	16,000	3,717	23.23%
5540		Sanitation		4,103	3,777	2,238	59.25%
5550		Telephone		6,207	9,500	2,604	27.41%
5560		Trash		8,956	10,446	4,902	46.93%
5570		Water		5,050	5,356	831	15.51%
		Total Utilities		52,774	71,979	22,891	31.80%
		Total Facility Expenses		166,721	181,826	62,666	34.46%
		<u>Library Programs</u>					
5610		Adult Program		13,632	11,000	5,615	51.05%
5620		Children's		18,383	6,500	6,121	94.17%
5633		Movie License		-	1,000	550	55.00%
5634		Liquor License		759	400	-	0.00%
5640		Music		33,201	17,000	15,374	90.44%
5650		Spanish Language		2,599	4,500	173	3.85%
5660		Teens		9,397	4,500	2,126	47.25%
5601		Summer Reading					
5601.01		Adult Summer Reading		679	1,000	443	44.28%
5601.02		Teen Summer Reading		8,277	3,000	1,208	40.26%
5601.03		Children's Summer Reading		6,435	6,000	2,039	33.98%
5601.04		Spanish Language Summer Reading		-	2,000	400	20.00%
5602		Community Events		15,127	17,000	11,556	67.98%
		Total Library Programs		108,487	73,900	45,606	61.71%
		<u>Technology & Equipment</u>					
		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	29,330	25.50%
5770		Miscellaneous Parts		2,021	3,000	248	8.28%
5780		Support & Service Agreements					
5781		Marketing & Graphic Design		2,613	3,700	1,959	52.96%
5785		Communication & Time Management		6,693	8,880	4,492	50.58%
5783		Website Tools		3,105	4,800	4,276	89.08%
		Total Support & Service Agreements		12,411	17,380	10,727	61.72%
		Total Technology		123,056	141,380	41,218	29.15%
		<u>Collections</u>					
5910		Audio					
5920		Adult BCD		2,303	3,000	944	31.47%
5922		Spanish Audio Adult		426	500	163	32.55%
5924		Spanish Audio Youth		500	500	-	0.00%
5930		Youth Audio		3,588	3,500	981	28.03%
		Total Audio		6,817	7,500	2,088	27.84%
6000		Books & Magazines					
6010		Adult fiction books		12,948	12,800	6,523	50.96%
6020		Adult non-fiction books		12,529	20,000	6,703	33.52%
6025		Board Games		240	500	163	32.59%
6030		Juvenile Fiction		8,784	9,600	4,873	50.76%
6040		Juvenile Non-Fiction		3,548	5,000	2,659	53.18%
6045		Large Print		1,995	3,000	1,108	36.92%
6050		Print Subscriptions		4,054	6,000	1,162	19.37%

Basalt Regional Library District
General Fund
May 2026

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 5/31/26	Actuals vs Budget YTD %
6055			Replacement Books - Purchased	3,395	3,000	2,364	78.80%
6060			Spanish Adult fiction	2,073	2,000	786	39.31%
6070			Spanish adult non-fiction	1,498	1,500	560	37.33%
6080			Spanish children's books	4,750	5,000	1,297	25.94%
6100			YA Fiction	3,199	4,000	1,430	35.76%
6110			YA Non-Fiction	1,382	1,700	583	34.28%
6120			Special Items	1,628	2,000	624	31.22%
			Total Books	62,021	76,100	30,835	40.52%
6200			Digital Resources				
6300			Downloadable Titles:				
6305			Kanopy	5,000	5,000	3,000	60.00%
6320			Overdrive	30,957	31,500	10,255	32.56%
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	20,742	41.48%
6400			Media				
6430			Adult Movies	5,746	6,000	2,545	42.42%
6440			Juvenile Movies	901	1,000	505	50.47%
6460			Video / Games	1,404	1,800	639	35.49%
			Total Media	8,051	8,800	3,689	41.92%
			Total Collections	120,933	142,400	57,353	40.28%
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	412,698	42.54%
6900			Payroll Expenses				
6910			Payroll	1,003,301	1,168,880	397,790	34.03%
6920			Payroll Service	14,408	10,537	4,898	46.48%
6930			Payroll Taxes	81,131	93,916	35,788	38.11%
6940			Retirement Plan	24,249	34,315	8,020	23.37%
6950			Health Insurance	133,609	185,820	53,606	28.85%
6957			Background Check	1,891	1,900	481	25.32%
6960			Life Insurance	-	645	-	0.00%
6965			STD/LTD	-	3,504	-	0.00%
6970			FAMLI	6,712	9,313	-	0.00%
			Total Payroll Expenses	1,265,301	1,499,517	500,582	33.38%
			TOTAL EXPENDITURES	2,103,602	2,478,959	913,280	36.84%
			Net General Fund Income/(Loss)	38,913	175,690	728,719	
			Allocation to Capital Reserve Outlay	232,583	175,000	-	0.00%
			Allocation (to)/from Bond Repayment			123	
			General Fund Balance	1,304,261	1,266,134	2,033,103	160.58%

Basalt Regional Library District
Capital Reserve Fund
May 2026

					YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 5/31/26	Actuals vs Budget YTD %		
Capital Reserve Beginning Fund Balance					664,373	861,797	861,798	0		
REVENUES										
7210		Allocation From General Fund			232,000			175,000	-	0.00%
7230		Interest Earned - Reserve Fund			63,523			35,000	10,437	29.82%
7540		Furniture Grant			25,000	-	-	0.00%		
TOTAL REVENUES					320,523	210,000	10,437	4.97%		
						25,000				
EXPENDITURES										
8310		Miscellaneous			-			-	0.00%	
8310.04		Computers - Patron			3,930			28,000	-	0.00%
8310.05		Computers - Staff			21,562			28,000	1,249	4.46%
8310.07		Copiers - Staff and Public Purchase			-			13,000	-	0.00%
8310.08		Lighting Control System Replacement			991			-	-	0.00%
8310.13		Security Cameras			-			30,000	-	0.00%
8310.14		Televisions			416			-	-	0.00%
8310.16		Remove Solar from Roof			5,910			-	-	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	3,973	79.47%
8310.23		Handicap Accessible Door Openers			8,636			-	-	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	6,689	2.42%		
Net Fund Income/(Loss)					197,425	(66,000)	3,747	-5.68%		
Capital Reserve Fund Balance					861,798	795,797	865,545	108.76%		

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
03/26/2026	R&A Enterprises of Carbondale	Building/Interior Maintenance	Bathroom Light Repairs & Maintenance	\$ 326.20
Sub-Total March				\$ 1,281.00
04/19/26	Young Services	Plumbing / Heating	Plumbing	\$ 811.00
Sub-Total April				\$ 811.00
05/07/26	First Impression Glass Cleaners	Window Cleaning	Window cleaning	\$ 2,247.00
Sub-Total May				\$ 2,247.00
Grand Total				\$ 8,179.34

Alarm / Monitoring	\$ 754.52
Electrical	\$ -
Fireplace maintenance	\$ -
Building/Interior Maintenance	\$ 2,662.42
Inspection / Testing	\$ -
Pest Control	\$ 550.40
Plumbing / Heating	\$ 1,520.00
Roof Maintenance	\$ -
Signage	\$ -
Telephones	\$ -
Window Cleaning	\$ 2,247.00
Miscellaneous	\$ 445.00
	\$ 8,179.34

Var \$ -
Var to Financials \$ -

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
May 6 -June 3

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	298.35
Gas	*Black Hills Energy	608.94
Multiple	*Divy	12050.63
Electric	*Holy Cross Energy	452.66
Accounting	*Square	49.00
Payroll Liabilities	*TIAA-CREF	3706.71
Janitorial	Alsco	80.62
Targeted Newspaper Ads	Aspen Daily News	382.52
Office Supplies	Aspen Maintenance Supply	721.54
Community Events	Bealka Piano Service	250
Technical Cataloging & Service	Bibliotheca LLC.	2101
Telephone	Century Link	519.17
Board	Colorado Mountain News Media	220.72
Miscellaneous Contracts	Cura HR, LLC	7894
Landscaping	Daly Property Services, Inc.	1606.45
Maintenance	First Impression Glass Cleaners	2247
Children's	Imagination Library of Colorado	247.28
Multiple	Ingram Library Services	2271.28
Community Events	Jimbo's Liquor	565.68
Online Databases	Lingöpie	1000
Adult Movies	Midwest Tape	109.1
Overdrive	Overdrive, Inc	4044.85
Music	Stephanie Rifkin	137.6
Targeted Newspaper Ads	The Sopris Sun	360
Trash	Waste Management	997.62
Internet Connectivity	Zayo Education LLC	210
		\$ 43,132.72



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$13,623.41
Transactions	\$12,065.71
Fees	\$0.00
Adjustments	-\$15.08
Payments	-\$13,623.41
Statement balance	\$12,050.63

We appreciate you.



Fees

No fees were applied this statement period.

Adjustments

DATE	TYPE	AMOUNT
04/29/2026	Transaction Dispute	-\$15.08
Total		-\$15.08



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
04/15/2026	**** 1645	AMAZON MKTPL*BS6OY1FU2	\$163.96	Dhakiya Mitchell
04/15/2026	**** 1645	Amazon.com*B79DE70S0	\$46.66	Dhakiya Mitchell
04/15/2026	**** 1224	AMAZON MKTPL*B70I69EA0	\$27.45	Laura Baumgarten
04/15/2026	**** 1645	AMAZON MKTPL*BS7M044M2	\$62.86	Dhakiya Mitchell
04/15/2026	**** 1645	SQ *MOUNTAIN HEART BREWIN	\$200.00	Dhakiya Mitchell
04/16/2026	**** 3242	CITY-MARKET #0433	\$25.05	Travis Wilson
04/16/2026	**** 7327	AMAZON RETA* B78PZ6XS0	\$59.99	Kristen A Doyle
04/16/2026	**** 7327	AMAZON MKTPL*BS1AL9372	\$54.94	Kristen A Doyle
04/16/2026	**** 3242	AMAZON MKTPL*B75BK4IZ1	\$42.47	Travis Wilson
04/16/2026	**** 7553	AMAZON MKTPL*B71JZ2IQ1	\$63.84	Linda Campbell
04/17/2026	**** 9304	CITY-MARKET #0433	\$62.85	Amy Shipley
04/17/2026	**** 3242	CITY-MARKET #0433	\$24.46	Travis Wilson
04/17/2026	**** 2151	AMAZON MKTPL*BY1460OW1	\$19.90	Christy Baumgarten
04/17/2026	**** 2151	AMAZON MKTPL*BS6GN2GK2	\$17.50	Christy Baumgarten
04/17/2026	**** 8447	AMAZON MKTPL*B78DL76Y0	\$73.98	Samuel Schoon
04/18/2026	**** 7327	KINGSLEY.COM	\$1,750.00	Kristen A Doyle
04/18/2026	**** 7327	SP ELM USA	\$103.95	Kristen A Doyle
04/18/2026	**** 2151	AMAZON MKTPL*BY1T30NF1	\$40.76	Christy Baumgarten
04/18/2026	**** 7327	AMAZON MKTPL*B71II1SQ0	\$262.94	Kristen A Doyle
04/18/2026	**** 7327	AMAZON RETA* B78PZ6XS0	-\$0.11	Kristen A Doyle
04/19/2026	**** 1224	WALMART.COM	\$0.28	Laura Baumgarten
04/19/2026	**** 1224	WALMART.COM	\$20.59	Laura Baumgarten
04/20/2026	**** 2151	AMAZON MARK* BY2G07HD1	\$83.98	Christy Baumgarten
04/20/2026	**** 1224	WALMART.COM	\$135.70	Laura Baumgarten
04/21/2026	**** 8447	CITY-MARKET #0433	\$9.87	Samuel Schoon

DATE	CARD	MERCHANT	AMOUNT	NAME
04/21/2026	**** 2151	AMAZON MKTPL*BS5X56RV2	\$15.74	Christy Baumgarten
04/21/2026	**** 1224	AMAZON MKTPL*BY70I6NT0	\$594.24	Laura Baumgarten
04/21/2026	**** 8447	TST*NEW YORK PIZZA - BAS	\$47.06	Samuel Schoon
04/21/2026	**** 1224	WALMART.COM	\$18.89	Laura Baumgarten
04/21/2026	**** 7007	AMAZON MKTPL*BY1AW1U71	\$21.22	Shelby Maynard
04/22/2026	**** 7007	AMAZON MKTPL*BY4DH3W41	\$24.99	Shelby Maynard
04/22/2026	**** 8447	AMAZON RETA* BY2EQ5PFO	\$71.73	Samuel Schoon
04/22/2026	**** 1645	HEATHER'S SAVORY PIES LLC	\$77.25	Dhakiya Mitchell
04/22/2026	**** 7327	AMAZON RETA* BS38S5OI1	\$15.82	Kristen A Doyle
04/22/2026	**** 8447	AMAZON RETA* BS3H11OG1	\$26.37	Samuel Schoon
04/23/2026	**** 0933	BASALT MOUNTAIN INN	\$698.40	Stephanie Rifkin
04/23/2026	**** 1645	WHOLEFDS BLT #10298	\$33.98	Dhakiya Mitchell
04/23/2026	**** 1224	AMAZON MKTPL*BJ2J23J62	\$49.99	Laura Baumgarten
04/23/2026	**** 1645	Amazon.com*BJ7472TB2	\$231.36	Dhakiya Mitchell
04/23/2026	**** 2151	ZOOM.COM 888-799-9666	\$169.90	Christy Baumgarten
04/24/2026	**** 0933	CITY-MARKET #0433	\$172.96	Stephanie Rifkin
04/24/2026	**** 1224	AMAZON MKTPL*BJ4D51PO2	\$125.15	Laura Baumgarten
04/24/2026	**** 7327	DEMCO INC	\$487.64	Kristen A Doyle
04/25/2026	**** 7007	TST*WHITE HOUSE PIZZA	\$473.96	Shelby Maynard
04/26/2026	**** 3242	AMAZON MKTPL*BJ4I146P2	\$64.66	Travis Wilson
04/28/2026	**** 7327	AMAZON RETA* BS1B809V1	\$14.95	Kristen A Doyle
04/28/2026	**** 7327	D J*WSJ	\$40.12	Kristen A Doyle
04/28/2026	**** 7327	AMAZON RETA* BS3YV6RV1	\$49.47	Kristen A Doyle
04/30/2026	**** 1645	CITY-MARKET #0433	\$79.98	Dhakiya Mitchell
04/30/2026	**** 1645	BASALT MOUNTAIN INN	\$373.50	Dhakiya Mitchell
04/30/2026	**** 7553	AMAZON RETA* BS8I682FO	\$23.80	Linda Campbell
05/01/2026	**** 2151	FACEBK *ZAR73NRMH2	\$78.24	Christy Baumgarten
05/01/2026	**** 7553	AMAZON MKTPL*BS07459B0	\$49.29	Linda Campbell
05/01/2026	**** 2151	Google Workspace_basaltli	\$428.40	Christy Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
05/02/2026	**** 7327	DENVER POST CIRCULATION	\$99.67	Kristen A Doyle
05/02/2026	**** 7553	AMAZON MKTPL*BJ3594C80	\$25.48	Linda Campbell
05/02/2026	**** 7553	AMAZON RETA* BJ73R3HQ1	\$13.57	Linda Campbell
05/04/2026	**** 2151	TMOBILE POSTPAID WEB	\$560.23	Christy Baumgarten
05/04/2026	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
05/04/2026	**** 1224	AMAZON MKTPL*BJ0XS0WU1	\$49.06	Laura Baumgarten
05/04/2026	**** 0933	SWEETWATER SOUND	\$89.99	Stephanie Rifkin
05/06/2026	**** 2151	DRI*eSigns	\$32.95	Christy Baumgarten
05/06/2026	**** 9304	DREAMTIME WATER DIST	\$143.00	Amy Shipley
05/06/2026	**** 2151	STICKER MULE	\$40.50	Christy Baumgarten
05/07/2026	**** 9304	SQ *MOUNTAIN HEART BREWIN	\$73.90	Amy Shipley
05/07/2026	**** 7327	AMAZON RETA* BF2035152	\$113.52	Kristen A Doyle
05/07/2026	**** 3242	AMAZON MKTPL*BJ4OK0UQ0	\$46.94	Travis Wilson
05/07/2026	**** 1224	AMAZON MKTPL*BF5KZ1GV2	\$22.22	Laura Baumgarten
05/08/2026	**** 8447	SP POSPAPER.COM	\$98.50	Samuel Schoon
05/08/2026	**** 1224	Amazon.com*BV8RZ2QX1	\$69.99	Laura Baumgarten
05/08/2026	**** 9304	SQ *HERMOSA CAFE DURANGO	\$24.75	Amy Shipley
05/09/2026	**** 1224	AMAZON MKTPL*BV4GW92W1	\$376.19	Laura Baumgarten
05/09/2026	**** 3242	Amazon.com*BV3MX7LS0	\$188.37	Travis Wilson
05/09/2026	**** 9304	HOLIDAY INN & SUITES DUR	\$188.74	Amy Shipley
05/10/2026	**** 1224	AMAZON MKTPL*BV5F67Y31	\$442.93	Laura Baumgarten
05/11/2026	**** 8447	AMAZON MKTPL*BV94R1P50	\$194.97	Samuel Schoon
05/11/2026	**** 1224	AMAZON MKTPL*BV4MT2GEO	\$37.99	Laura Baumgarten
05/11/2026	**** 1645	Amazon.com*O53TK3H13	\$22.50	Dhakiya Mitchell
05/12/2026	**** 1224	Etsy.com*VisibleToHumans	\$9.76	Laura Baumgarten
05/12/2026	**** 3242	AMAZON MKTPL*BV4VG1BHO	\$39.99	Travis Wilson
05/12/2026	**** 3242	SQ *MOUNTAIN HEART BREWIN	\$100.00	Travis Wilson
05/12/2026	**** 1224	AMAZON MKTPL*BF3D91X21	\$198.91	Laura Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
05/13/2026	**** 9304	HOLIDAY INN & SUITES DUR	-\$23.53	Amy Shipley
05/13/2026	**** 7553	AMAZON MKTPL*D85SO4JI3	\$354.55	Linda Campbell
05/14/2026	**** 1224	AMAZON MKTPL*Z45N64LS3	\$28.14	Laura Baumgarten
05/14/2026	**** 1224	Amazon.com*TX4KG3L53	\$449.00	Laura Baumgarten
Total			\$12,065.71	

Amazon Transaction Details
May

Order Date	Order ID	PO Number	Order Subtotal	Title
5/30/2026	114-5168326-1705052		27.52	Arme Stickers Pack, 400 PCS Cool Stickers Decals, Random Sticker for Waterbottles Laptop Computer Vinyl Waterproof Sticker, Skateboard Stickers for Adults
5/30/2026	114-5168326-1705052			Hot Mess Xpress by Puraesla - 225PCS Funny Holographic Stickers for Adults, Waterproof Vinyl Pack Sarcastic Relatable Meme Decals for Laptop, Water Bottle, Phone, Kindle, Journal, Scrapbooking
5/30/2026	114-5168326-1705052			300pcs VSCO Stickers for Water Bottle, Laptop, Kids Teens - Trendy Graffiti Cute Vinyl Aesthetic Waterproof Pack for Skateboard Luggage - Colorful Funny Designs
5/30/2026	113-1892238-4005011	5620 LC	34.95	14" Jose, Hispanic Boy, Hand Puppet
5/30/2026	113-5249356-1230614	6055 LC	18.41	The Flower Thief: The Perfect Spring Book for Children and Toddlers (The Leaf Thief)
5/29/2026	111-6011996-2257833	5310	9.89	Globe Aspirin Tablets, 325 mg - 100 Count, Single Use Packets, NSAID Pain Relief, Pain Reliever & Fever Reducer, Arthritis Pain Relief, Headache Relief, Migraine Medicine Aspirin Pain Reliever.
5/29/2026	111-0510762-9821864	5310	12.24	Gorilla Invisible Hold Mounting Tape, 1" x 150" (Pack of 1), Clear Double Sided Tape for Strong, Permanent Indoor & Outdoor Hanging
5/28/2026	114-4331764-9331431		7.99	12x18 Inches Clear Plastic Bags for Packaging, 50 Pieces Flat Open Clear Poly Bags for Proofing Bread, Dough and Storage (Ribbon NOT Included)
5/28/2026	113-6590946-6940219	5601.03	47.76	Nuogo 1500 Pcs Wooden Ice Cream Sample Spoons Bulk Disposable Honey Gelato Tasting Sticks Cutlery Mini Wood Chocolate Hot Cocoa Essential Small Wedding Dessert Spoon for Eating Sampling Craft 3 Inches
5/28/2026	113-6590946-6940219	5601.03		Harsgs 60pcs Random Assorted Styles Embroidered Patches, Bright Vivid Colors, Sew On/Iron On Patch Applique for Clothes, Dress, Hat, Jeans, DIY Accessories
5/28/2026	113-6590946-6940219	5601.03		Harsgs 80pcs Random Assorted Styles Embroidered Patches, Bright Vivid Colors, Sew On/Iron On Patch Applique for Clothes, Dress, Hat, Jeans, DIY Accessories
5/21/2026	111-3312115-1024230	5310	32.37	Neenah Paper Exact Index Card Stock, 94 Bright, 110 lb Index Weight, 8.5 x 11, White, 250/Pack
5/21/2026	111-9508338-2469809	5310	38.94	Scotch Double Sided Tape, Office and School Supplies for Arts and Crafts, Alternative to Scrapbooking Tape, 0.50 in. x 500 in., 2 Refill Tape Rolls
5/21/2026	111-9508338-2469809	5310		Oxford Index Cards, 3 x 5 Inches, White, Blank Notecards, Flashcards for School and Studying, Bulk Pack of Note Cards, 500 Count (5 Packs of 100) (40175)
5/21/2026	111-9508338-2469809	5310		Gorilla Super Glue Gel XL, Clear Glue, 25 Gram (Pack of 2) - All Purpose and Fast Setting for Projects and Repairs
5/21/2026	114-3166851-7409054		10.64	Maybe This Time
5/21/2026	114-1575959-7468212		26.7	Bloom
5/19/2026	113-2923579-0045016	6030 LC	30.38	Charger for Toniebox 2,Type-C Charging Cable and Wall Adapter Block Suitable for Tonie Box 2
5/19/2026	114-0010570-5861012		21.96	Glow in the Dark Tattoos 256+ PCS - Luminous Party Supplies Neon Body Paint UV Face Temporary Tattoos for Adults Teens, 32 Sheets Neon Accessories Carnival Raves Party Favors & Decorations
5/19/2026	114-0010570-5861012			Teenitor 6 Colors Glow in The Dark Glitter Gel, Face Glitter Gel, Body Glitter Hair Glitter for Carnival Makeup UV Black Light Party Cheer Raves Festivals
5/19/2026	114-0010570-5861012			Luinabio 30 Pcs Mini Glow in the Dark Hair Clips Rave Hair Clips for Women Carnival Music Festival Holiday Party Supplies (Duck)
5/19/2026	114-0450295-5671401		13.98	Inflatable Shark Birthday Party Decorations & Pool Toys - 4 Pack (2 Grey, 2 Blue) Large 23-Inch Blow-Up Shark Float Party Supplies for Kids or Adults Birthday, Beach, Summer Games & Party Favor Gifts
5/19/2026	114-6935281-9052229		25.31	Dot's Homestyle Pretzels Variety Pack, Original, Honey Mustard, and Parmesan Garlic Twist Snack, 1oz Individually Sized Bags (18 Count)
5/19/2026	114-6935281-9052229			SkinnyPop Popcorn, Original, Whole Grain, Dairy-Free Snack, 0.65oz Bags (30ct)
5/19/2026	114-8593474-0327455		13.98	Pringles Potato Crisps Chips, Lunch Snacks, Snack Cups, Variety Pack, 19.5oz Box (27 Cups)
5/18/2026	114-6029647-0324208		16.63	Fire Horse: Book 1 (Moonlight Riders)
5/18/2026	114-4973493-4231458		22	Check, Please! Book 1: # Hockey
5/14/2026	114-3062182-4133840	5320	38.3	Smooth-On XTC-3DTM 20 3D Print Coating, 24 oz - Brush-On Coating for 3D Printed Parts
5/14/2026	114-7940226-1291407	5320	20.34	Scotchgard Outdoor Water Shield Fabric Protector Spray, Heavy Duty Water Repellent for Tents, Jackets, Backpacks, Patio Furniture and Outdoor Cushions - 2-Pack (10.5 oz Each)
5/14/2026	114-7158837-1727437	6120	103.92	Everest Signature Waist Pack - Standard, Orange, One Size
5/14/2026	113-4702856-2296215	5602	225.35	Acrylic Sign Holder 8.5 x 11 - Heavy Duty T-Shape Table Top Display Stand, Extra Wide 3-Inch Base, Double Sided Bottom Load, Crystal Clear Menu Holder: Restaurant, Office, Wedding, Trade Show (6 Pack)
5/14/2026	113-4702856-2296215	5602		The Most Reliable and robust foam party solution - Up to 700 Gallons or 12 Rounds of bubble party fun - Compatible with ALL Foam Machines & Generators
5/14/2026	113-4702856-2296215	5602		Tatuo 50 Pcs 6 by 8 Inches Muslin Cotton Drawstring Bags Canvas Linen Sachet Bag Reusable Empty Gift Pouch for Party Home Supplies
5/14/2026	113-4702856-2296215	5602		50-Count Facial Sponges Compressed, 100% Natural Cellulose Face Sponge Professional Cosmetic Spa Sponges for Face Cleansing, Exfoliating Mask, Makeup Removal for Travel and Home, Pink
5/14/2026	113-5253971-5810642	5620 LC	15.19	50 Pack Kids Compass - Mini Compass for Kids, Children's Classroom Navigation, Plastic Compass for Party Favor/Hiking/Boy Scout/Outdoor Survival (Mix)
5/13/2026	113-4018375-9137016	5660	449	Nintendo Switch 2 System
5/13/2026	114-3273082-0824213	6020	17.46	100 Poems That Matter
5/12/2026	113-0889752-6389051	6030 LC	354.55	National Geographic Astronaut Audio Toy Character for Tonies
5/12/2026	113-0889752-6389051	6030 LC		DDgro Storage Case for Toniesbox 2, Carrying Bag for Tonie Starter Set, Tony Characters, Audio Player Box, Charger & Headphone, Bag Only (Gray, Large)
5/12/2026	113-0889752-6389051	6030 LC		Tonies Alejandro the Armadillo Audio Toy Figurine [English/Spanish]
5/12/2026	113-0889752-6389051	6030 LC		Tonies Dragons Love Tacos & Friends Audio Toy Figurine [English/Spanish]
5/12/2026	113-0889752-6389051	6030 LC		Tonies Dora Audio Toy Figurine [English/Spanish]
5/12/2026	113-0889752-6389051	6030 LC		Tonies Hiccup Audio Toy Figurine from How to Train Your Dragon
5/12/2026	113-0889752-6389051	6030 LC		Tonies Simba Audio Toy Figurine from Disney's The Lion King [Spanish]
5/12/2026	113-0889752-6389051	6030 LC		Tonies National Geographic Kids Egypt Audio Toy Figurine

Amazon Transaction Details
May

Order Date	Order ID	PO Number	Order Subtotal	Title
5/12/2026	113-0889752-6389051	6030 LC		Tonies Alma and How She Got Her Name Audio Toy Figurine [English/Spanish]
5/12/2026	113-0889752-6389051	6030 LC		Tonies Mirabel Audio Toy Figurine from Disney's Encanto
5/12/2026	113-0889752-6389051	6030 LC		Tonies Miguel Audio Toy Figurine from Disney and Pixar's Coco [English/Spanish]
				Digital Camera, FHD 1080P Digital Point and Shoot Camera with 16X Zoom Anti Shake, 32GB Card, Compact Small
5/11/2026	114-5020296-8856236		39.99	Camera for Boys Girls Kids, Black
				Amazon Fire HD 10 tablet (newest model) built for relaxation, 10.1" vibrant Full HD screen, octa-core processor, 3 GB
5/11/2026	114-6013193-8254667		137.19	RAM, 32 GB, Ocean
5/10/2026	113-4226886-2553047	5660	457.8	Professor Rubik's Brain Fitness (NSW) - Nintendo Switch
				Upgraded Switch 2 Charging Dock for Nintendo Switch 2 Joycons, 4-in-1 Magnectic Controller Fast Charging Station
5/10/2026	113-4226886-2553047	5660	457.8	with Adjustable 8 RGB Lights, Compact Desktop Stand for Bedroom & Gaming Setup,M
5/10/2026	113-4226886-2553047	5660		Lost Words: Beyond the Page - Nintendo Switch
5/10/2026	113-4226886-2553047	5660		Nintendo Joy-ConTM 2 (L)/(R) Light Purple/Light Green
5/10/2026	113-4226886-2553047	5660		The Oregon Trail Nintendo Switch
5/10/2026	113-4226886-2553047	5660		Are You Smarter Than a 5th Grader? - Nintendo Switch
5/10/2026	113-4226886-2553047	5660		Big Brain Academy: Brain vs. Brain - Nintendo Switch
5/10/2026	113-4226886-2553047	5660		Mario KartTM World (Nintendo Switch 2)
5/10/2026	113-6388538-2365012	5660	0	Nintendo Switch 2 System
5/10/2026	113-8809432-0376264	5660	37.99	Funbox Media World Quiz - For Nintendo Switch
5/10/2026	113-8939333-5220263	5660	71.29	Yoshi's Crafted World - Nintendo Switch
5/10/2026	113-8939333-5220263	5660		That's My Family: Family Fun Night - Nintendo Switch
5/10/2026	113-9992199-2437803	5660	59.88	YoshiTM and the Mysterious Book
				MyDerm Ultra-moisturizing SPF 50 Sport Sunscreen Lotion, Free from Octisalate, Oxybenzone, Octinoxate and
5/8/2026	113-7927711-8409800	5602	198.91	Parabens, Hawaii 104 Reef Act Compliant, 128 oz (1 Gallon), Broad Spectrum UVA/UVB Protection
				Happybuy 3 Pack of 2 Channel 11000lbs per Axle Capacity Protective Wire Cord Ramp Driveway Rubber Traffic Speed
5/8/2026	113-7927711-8409800	5602		Bumps Cable Protector
				RACETOP Compostable Paper Plates 10 Inch [150 Pack], Disposable Biodegradable Heavy Duty Paper Plates, Made of
5/8/2026	113-7927711-8409800	5602		Natural Sugarcane Fibers, Unbleached Brown, Round
				Classic Sand and Play Sand for Sandbox, Table, Therapy, and Outdoor Use, 40 lb. Bag, Natural, Non-Toxic, Wet Castle
5/8/2026	111-0964838-5016243	5602	194.97	Building for Creativity and Stimulates Sensory Skills
				1200W Party Foam Machine,Summer Pool Water Toys for Kids & Adults, Bubble Machine with 3pcs Foam Granules and
5/8/2026	113-9925218-1812237	5602	417.99	Water Tank, Holiday & Birthday Girls & Boys, Business Celebrations, Outdoor Party Events
5/7/2026	114-0382104-8403419		188.37	The Dream Hotel: A Read with Jenna Pick: A Novel
				126 PCS Kindle Stickers, Funny Bookish Stickers for Readers Spicy Booktok Vinyl Decals for Laptop IPAD Ebook Reader
5/6/2026	114-0835102-4201056		47.36	Water Bottle Girls Holographic Waterproof Romance
				200 Pcs Funny Stickers for Adults (Dirty) by Puraesla - Meme Water Bottles Sticker Pack Waterproof Cool Accesory for
5/6/2026	114-0835102-4201056			Laptop, Hard Hats, Sarcastic, Scrapbooking Decals
				12 Pack Fake Vines for Room Decor Artificial Ivy Garland with Clip Green Flowers Hanging Plants Faux Greenery Leaves
5/6/2026	114-0835102-4201056			Bedroom Aesthetic Decor for Home Garden Wall Wedding
				4pcs Axolotl Squishy Stress Relief Toy Glitter Fidget Toys Cute Malt Sugar Axolotl Toy Fidget Toys Adults Fidget Toys for
5/6/2026	114-0835102-4201056			Kids Youth Adult, Party Favors Anxiety Relief Taba Squishy Toys Gift(4pcs)
				Toddleroo by North States - Superyard Colorplay Baby Play Yard: Freestanding 8 Panel Baby Playpen - Indoor or Outdoor
5/3/2026	113-6026083-6198653	5602	69.99	Use - Made in USA - Encloses Up to 34.4 Square Feet - 26 Inches Tall
				Rubbermaid Commercial Products BRUTE Heavy-Duty Round Trash/Garbage Can, 20-Gallon, Blue, for
5/3/2026	113-1518566-8950661	5602	442.93	Landscapers/Construction Sites/Restaurants/Back of House/Offices/Warehouses/Commercial Environments
				LANGXUN 2026 Upgrade Foam Machine for Party, 1200W High Power Foam Maker Cannon Bubble Machine, Outdoor
5/3/2026	113-1518566-8950661	5602		Summer Pool Party Water Toys for Birthdays Hoilday Celebrations and Backyard Events
5/2/2026	113-4522646-5478631	5650	24.15	Ceniza roja
5/2/2026	113-7501270-4264251	5650	18.23	El loco de Dios en el fin del mundo / God's Madman at the End of the World (Spanish Edition)
5/2/2026	113-9832825-2109817	5650	49.06	Season of the Swamp: A Novel
5/2/2026	113-9832825-2109817	5650		Raíz que no desaparece / A Root That Doesn't Disappear (Spanish Edition)
5/2/2026	113-9832825-2109817	5650		La estación del pantano (Spanish Edition)
5/1/2026	113-0219182-5196248	6055 LC	13.57	1-2-3 Peas (The Peas Series)
5/1/2026	114-6180369-9870660	5610	113.52	The Sisters of Auschwitz: The True Story of Two Jewish Sisters' Resistance in the Heart of Nazi Territory
				ESSENSON Air Dry Clay 150 Colors, Modeling Clay for Kids, DIY Molding Magic Clay for with Tools, Toys Gifts for Age 3 4
5/1/2026	113-1245989-5561808	5620 LC	25.48	5 6 7 8+ Years Old Boys Girls Kids
Total			<u><u>4,702.23</u></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	\$100.00	Library Trust
1/13/2026	Aspen Science Center	STEM Hour	5620	Children Program	\$235.00	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	\$235.00	Contributions - Nonrestricted
4/15/2026	Aspen Science Center	STEM Hour	5620	Children Program	\$235.00	Contributions - Nonrestricted
5/2/2026	Imagination Library	Imagination Library	5620	Children Program	\$126.38	Library Trust
5/10/2026	Imagination Library	Imagination Library	5620	Children Program	\$120.90	Library Trust
6/4/2026	Raising A Reader	Bolsitas Rojas	5620	Children Program	\$750.00	Contributions - Nonrestricted
SUBTOTAL					\$1,918.87	
2/6/2026	Delaney Meyers	Performer fee	5640	Music	\$500.00	Aspen Thrift Shop Grant
2/6/2026	Kevin Kaukl	Performer fee	5640	Music	\$750.00	Aspen Thrift Shop Grant
2/6/2026	Charles Hebenstreit	Performer fee	5640	Music	\$750.00	Aspen Thrift Shop Grant
3/23/2026	The OK Factor	Performer fee	5640	Music	\$4,200.00	Music Circle
3/23/2026	City Market	Food & drink for concert	5640	Music	\$202.40	Music Circle
3/23/2026	Basalt Mountain Inn	Lodging for performers	5640	Music	\$1,098.00	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
4/14/2026	Tonies	Tonies	6030	Juvenile Fiction	\$208.00	State Grants to Libraries
4/14/2026	Tonies	Tonies	6030	Juvenile Fiction	\$320.00	State Grants to Libraries
4/15/2026	Tonies	Tonies	6030	Juvenile Fiction	\$236.00	State Grants to Libraries
SUBTOTAL					\$935.81	

5/27/2026	World Book	Encyclopedias	6040	Juvenile Nonfiction	\$1,438.00	State Grants to Libraries
5/27/2026	World Book	Encyclopedias	6040	Juvenile Nonfiction	\$90.00	State Grants to Libraries
SUBTOTAL					\$1,528.00	
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	\$1,918.87			
	5640	Music	\$7,500.40			
	6030	Juvenile Fiction	\$935.81			
	6040	Juvenile Nonfiction	\$1,528.00			
	6080	Spanish Children Books	\$56.85			
		TOTAL	\$12,751.26			

2027 BUDGET DEVELOPMENT TIMELINE

June	Director will create initial draft of 2027 budget
6/9/2026	Finance Committee, Treasurer and Director talk about budget timeline
6/15/2026	Board meeting
July	Director gets input from managers and staff, Director creates second draft of budget with input from staff, finance committee, assessors, board, etc. Treasurer contacts county assessors to get any information about upcoming assessments.
7/14/2026	Finance Committee
7/20/2026	Board Meeting
8/11/2026	Finance Committee
8/17/2026	Board Meeting, second draft
8/25/2026	Latest date that preliminary certifications of valuations can be released by Assessors
9/15/2026	Finance Meeting
9/21/2026	Board Meeting, present "final" draft budgets to Board
10/13/2026	Finance Meeting and budget hearing
10/19/2026	Board Meeting
11/10/2026	Finance Meeting
11/16/2026	Board Meeting
12/10/2026	Latest date that final certifications of valuations can be made available
12/14/2026	Finance Meeting 5:15pm
12/14/2026	Board Meeting 5:45pm
12/15/2026	Director submits Certifications of Mill Levies and budgets to counties



BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

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BASALT REGIONAL LIBRARY DISTRICT

BYLAWS

Article 1: Name

The name of the library is The Basalt Regional Library District, herein after referred to as “BRLD”. The governing body of BRLD is the Board of Trustees, herein after referred to as “Board”.

Article 2: Authority

The BRLD Board of Trustees is created by authority of the Colorado Revised Statutes, 24-90-101, et seq.

Article 3: Purpose

The purpose of the Board is to make library policy decisions, supervise the administration of library affairs in accordance with these policy decisions, and represent the constituents of the district in these decisions.

Article 4: Trustee Code of Ethics

BRLD 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. Trustees must avoid circumstances in which personal interests might be served or financial benefits gained at the expense of BRLD taxpayers and/or the fiduciary integrity of the District. If there is a perceived conflict of interest, the Trustee must recuse themselves.
- **Standards of Conduct:** Board Trustees shall observe ethical standards with absolute truth, transparency, integrity, and honor in the best interest of Library users, colleagues, and community. Trustees recognize that authority is vested in the whole board and not with its individual trustees. The Board concentrates on policy-making, ensuring that the District is well-managed but does not interfere with the administration or supervision of staff.
- **Mutual Respect:** In the conduct of business, Trustees model mutual respect for colleagues and all other participants despite any disagreement on action taken. Trustees must distinguish clearly in their actions and statements between their personal

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Bylaws reviewed: March 2023, October 2025, November 2025, June 2026

Bylaws approved: October 2018, September 2023, October 2025, November 2025

philosophies and attitudes acknowledging the formal position of the Board despite personal disagreement.

- **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 for all Library patrons.
- **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.

The Code of Ethics provides parameters for Trustee behavior. A Trustee agrees to comply by signing the Agreement and Affirmation document when beginning a Trustee term and annually thereafter as long as they serve.

Article 5: Membership on the Board of Trustees

Section 1. Number of Trustees.

C.R.S. 24-90-108, states, "(1) The management and control of any library established, operated, or maintained under the provisions of this part 1 shall be vested in a board of not fewer than five nor more than seven trustees. Appointees to the library board of trustees shall be chosen from the residents within the legal service area of the library." Therefore, the BRLD Board will consist of 7 members. Since the District's boundaries include portions of Eagle and Pitkin Counties and the entire Town of Basalt (herein after referred to as the "Legislative Bodies"), there will be three Trustees representing each county and one Trustee representing the Town of Basalt. Trustees must be permanent residents of the area they represent and must be at least eighteen years of age on the date of the first regular ~~h~~Board meeting following appointment.

Section 2. Appointment of Trustees.

C.R.S. 24-90-108 (2)(c) states, "In a library district established by only one governmental unit, the legislative body of the governmental unit shall decide the number of its members to be appointed to the committee formed to appoint the initial board of trustees in accordance with the requirements of this paragraph (c). In a library district established by more than one governmental unit, the legislative body of each participating governmental unit shall appoint two of its members to a committee that shall appoint the initial board of trustees. Thereafter, any such legislative body or bodies may either continue such a committee or delegate to the ~~h~~Board of trustees of the library district the authority to recommend new trustees. Trustee

appointments shall be ratified by a two-thirds majority of the legislative body; except that the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment.” Accordingly, prior to the expiration of a Trustee’s term or upon the occurrence of a vacancy on the Board, the Legislative Body in the part of the District with the vacancy will appoint one to two members to a joint committee with BRLD Trustees and Executive Director to interview applicants. The BRLD Trustees wish to maintain objectivity in the selection of Board members, and therefore request participation of the Legislative Bodies in trustee interviews and selection. Interviews may be conducted in-person or via web conferencing technology. After the interview, the joint committee will present its recommendation to the Board of Trustees for a vote to recommend the candidate to the associated Legislative Body for ratification.

Section 3. Vacancies and Recruitment.

Vacancies to fill partial terms will be addressed as they arise, in the same manner as new appointments for term expirations. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting. The Board will request the Executive Director to advertise the open position and set a prescribed closing date for applications. A Trustee who is eligible to apply for a second term must also apply by the deadline. The Executive Director will collect applications, confirm residency, coordinate interview schedules, and schedule interviews with the candidate, the Board of Trustees, and at least one representative from the respective Legislative Body. All applications received by the closing day will be distributed to the BRLD Board and respective Legislative Body.

Section 4. Term of Office.

A full term of office for each Trustee is three years. Terms expire on March 1, or until the Legislative Bodies approve and ratify Trustee appointments or re-appointments for expiring seats. One Trustee from each county will be appointed in each of three consecutive years to stagger terms in a three-year cycle.

Trustees may serve on the Board for two full consecutive terms. However, if a Trustee completes a partial term of one year or less, that person will be eligible to apply for an additional two terms. If a Trustee completes a partial term of more than one year, that person will be eligible to apply for only one additional term. A Trustee may hold office for a maximum of seven consecutive years. After this time, he or she must wait a minimum of one year before reapplying for a Board position.

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

1. Board meeting attendance (see Section 6, below).
2. Committee participation.
3. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees.
4. Reading and adhering to BRLD Code of Ethics, ~~Addendum 1~~ Article 4 of attached to these Bylaws.

Section 6. Removal of a Trustee.

A ~~L~~ibrary Trustee may be removed only by a majority vote of their appointing Legislative Body, but only upon a showing of good cause as defined here:

1. When a Trustee accumulates five (5) unexcused absences (or nine (9) absences of any type from March 1 through February 28, the Board President and/or Executive Director will meet with the Trustee to understand why they have been absent. A plan will be made to support the Trustee in participation and accountability. If the Trustee does not follow and meet the plan, the issue will be elevated to the Board.
 - a. The A trustee is considered absent any time they do not attend a Board meeting or committee meeting. An absence can be either excused or unexcused.

Excused absences require that the Trustee notify the President of the Board or the Executive Director as soon as possible. Excused absences as defined in the Bylaws are any absence for which a trustee notifies in advance that they will be absent, Trustees are asked to recognize that occasionally there are significant consequences to the District for not having a quorum at a Board meeting. In that case, the ~~E~~Trustee may be asked to attend virtually if at all possible. Emergency absences will be considered excused. Trustees absent due to travel are asked to consider attending a meeting virtually.

An unexcused absence is any absence that does not meet the above criteria. An unexcused absence may be changed to an excused absence for good cause by the Director and President.

- b. At a Board meeting, the Board will discuss and possibly vote to direct the President to send a letter to the appropriate appointing body requesting the removal of the trustee. A Trustee may only be removed from the Board by a majority vote of the appointing body. For BRLD, the appointing body is the Board of County Commissioners of Eagle or Pitkin County, or the Town of Basalt Town Council.
2. A Conflict of Interest as described in Article ~~4~~5, Section 7 of these Bylaws,
 3. Neglect of an Officer's duties, defined in Article ~~5~~6, Sections 3-6 of these Bylaws, or

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Bylaws reviewed: March 2023, October 2025, November 2025, June 2026

Bylaws approved: October 2018, September 2023, October 2025, November 2025

4. Any other violation of BRLD's Code of Ethics, in Article ~~11~~4 of these Bylaws.

If any of the above conditions are met, the President may, with the approval of a majority vote of the Board of Trustees, send a letter to the Board of County Commissioners or Town Council requesting that the Trustee be removed for good cause.

A Trustee may resign at any time by giving written notice to the President or Secretary of the Board of Trustees. Any resignation will take effect at the time specified in the notice.

Section 7. Conflict of Interest.

A conflict of interest arises when a Trustee is in a position to derive personal benefit from actions or decisions made in their official capacity. BRLD strives to promote public confidence in the Library by ensuring the impartiality, integrity, and honesty of itself and the Board. As such, the Board of Trustees and its appointed committees will ensure that their actions do not present a conflict of interest. If a Trustee voices a conflict of interest, it will be noted in the Board meeting minutes. The Trustee will recuse himself/herself/themselves from both the discussion and ~~vote, and~~vote and will not otherwise participate in this item.

Section 8. Compensation.

A Trustee will not receive any compensation for services. If the Board approves, a Trustee may be reimbursed for traveling expenses and registration fees when traveling on ~~h~~library business.

Section 9. Solicitation on Premises.

No Trustee is permitted to engage in solicitation of any kind, or in any political activity on the library premises.

Article ~~5~~6: Officers and their Duties

Section 1. Officers.

The officers of the Board of Trustees will be President, Vice President, Secretary and Treasurer, ~~and~~ Officers will be elected each year at the regular March meeting of the Board. Each officer will serve for a period of one year and cannot serve more than two consecutive years in the

same office. If an officer resigns his/her their position during the year, the Board will make an appointment, by majority vote, to fulfill the remainder of the officer's term.

Section 2. Election of Officers.

Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form an Ad Hoc Nominating Committee. The Nominating Committee will gather and present nominees for officers at the March Board of Trustees meeting. Officers will be elected at the March meeting. New officer terms will take effect at the next regular meeting following election of officers.

Section 3. Duties of the President.

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Executive Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

Section 4. Duties of the Vice-President.

The Vice-President will fulfill the duties of President in the President's absence and will fulfill other duties assigned by the President or the Board.

Section 5. Duties of the Secretary.

~~The Secretary will review and be responsible for the accuracy of the Board meeting minutes, and attest to official documents of the District as necessary. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting.~~ The Secretary is responsible for:

- Taking and archiving of minutes of official Board meetings. Taking minutes may be delegated to the Executive Director who may further delegate this responsibility to staff. The Secretary reviews the minutes for adoption at the following month's Board meeting and again after corrections have been made, and signs the final version of the minutes for archiving.
- Attesting to the official documents of the District as necessary.
- Announcing upcoming term expirations at the regularly scheduled December meeting.

Section 6. Duties of the Treasurer.

The Treasurer will chair the Finance Committee, develop and review financial policies and procedures to ensure responsible oversight of Library funds, work with the Executive Director and accountant(s) to ensure the accuracy of BRLD's finances, and present monthly financial reports at each Board meeting. The Treasurer will participate in the annual audit as needed. The Treasurer will oversee the annual budget process for the ensuing fiscal year and will conduct timely budget meetings with the Board and Executive Director to ensure compliance with state regulations and deadlines.

Article ~~67~~: Meetings

Section 1. Annual Meeting.

The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:

1. Provide a current, accurate map of the District boundaries.
2. Establish the location on the Library premises where notice of meetings will be posted during the year.
3. Appoint a two-person Nominating Committee.
4. Receive end-of-year reports from Board committees.

Section 2. Regular Meetings.

Regular monthly meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library and via web conferencing technology. Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty-four (24) hours in advance of the meeting at the official posting place for library notices. If more than two (2) Trustees are expected to attend any meeting, the meeting will be noticed pursuant to Article ~~67~~, Section 1.

Section 3. Special meetings.

Special Meetings may be called by either the Board President, the Executive Director, or any two Trustees. Notice of special meetings will be posted at the designated posting place at least twenty-four (24) hours in advance of the meeting.

Section 4. Board Meeting Protocol.

1. Agenda. The President of the Board, with the aid of the Executive Director and with input from other Trustees, will compose and provide an agenda and ~~board~~ Board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Executive Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.
2. Quorum. A quorum for the transaction of business will consist of four (4) Trustees. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular or special meeting at which there is a quorum.
3. Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.
4. Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy.
5. Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees. If an Executive Session is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in an Executive Session.

Article ~~7~~8: Committees

The work of the Board of Trustees is done by standing and ad hoc committees. Standing committees meet on a regular basis. Ad hoc committees may meet from time to time or on a regular basis for a period of time needed to complete their work.

Section 1. Standing Committees.

The Board of Trustees ~~has several~~ standing committees are:

1. Facilities Committee
- ~~2.~~ 2. Finance Committee-
- ~~2-3.~~ 3. Governance Committee
- ~~3-4.~~ 4. Personnel Committee
- ~~4-5.~~ 5. Policy Committee

Standing committees may be comprised of Trustees, staff, and community members. The Personnel Committee will be comprised of ~~two Trustees~~ the Board President and another Trustee, the Executive Director, and a member of the staff, preferably the Human Resources Manager.

Section 2. Ad Hoc Committees

The Ad Hoc Policy Committee meets as needed to develop or revise Library operational policies.

The President may also appoint Ad Hoc committees as needed to accomplish short-term, specific goals of the Board.

Section 3. Work Sessions

Work sessions are called by the Executive Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article ~~67~~, Section 1.

Section 4. Duties of Committee Chairs.

1. Appoint committee members.
2. Appoint community representatives.
3. Create an agenda for each committee meeting In coordination with the Executive Director, ~~create an agenda for each committee meeting.~~
4. Each committee will accept its charge and enact rules of procedure that it deems necessary, as long as those rules conform to these Bylaws.
5. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.

Section 5. Community Representatives

The chairpersons of each standing committee will strive to appoint at least one community representative as regular committee members. No relative of any library employee may be appointed as a community representative due to potential conflict of interest arising from such appointment. Community representatives must live within the District.

Section 6. Duties of Community Representatives

Each Community Representative is responsible for the following:

1. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all community representatives.
2. Reading and adhering to BRLD Trustee Code of Ethics, Article ~~11-4~~ of these Bylaws.

Article ~~89~~: Duties of the Board of Trustees

The Board of Trustees will have all powers and duties as set forth in Colorado Revised Statutes 24-90-109, including, but not limited to, the following:

Section 1. Employment of the Executive Director.

The Board will interview applicants, employ, and set the salary and duties of the Executive Director. The Board will annually evaluate the Executive Director and accept/terminate the Executive Director's contract.

Section 2. Annual Budget.

The Board will adopt a budget and make appropriations for the ensuing fiscal year. This budget will be submitted to the governing legislative bodies, as required by law. The Board will certify to the Legislative Bodies the sums necessary to maintain and operate the library during the ensuing year.

Section 3. Annual Audit.

The Board will enter into an agreement with a Certified Public Accounting firm to conduct an annual audit of the financial statements of the District in a timely manner as mandated by state law.

Section 4. Financial Operations.

The Board is responsible for all other financial operations of the District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended by the Executive Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the District.

Section 5. Gifts.

The Board will accept and acknowledge gifts that will benefit the users of the ~~l~~library. This duty may be delegated to the Executive Director.

Section 6. Land.

The Board may hold land by loan, gift, lease, or purchase for Library purposes, to be held in the name of the “Board of Trustees of the BRLD.”

Section 7. Buildings.

The Board may receive by loan, gift, lease or purchase appropriate buildings for Library purposes. In addition, they may erect or acquire such other buildings as may be needed.

Section 8. Personal Property.

The Board may lease, rent, purchase, or otherwise acquire such items of personal property as are necessary to conduct Library operations.

Section 9. Reports to the Legislative Bodies.

At the close of each calendar year, the Board will supply the Legislative Bodies with a report showing the condition of its finances, money expended, the purposes of expenditures and other statistics the Board deems of public interest. This responsibility is delegated to the Executive Director.

Section 10. Annual State Report.

The Board will respond to the State Library’s public library survey at the end of the calendar year. The report will contain such other statistics and information as may be required by the State Library. This duty is delegated to the Executive Director.

Section 11. Appeals to Requests for Reconsideration.

The Board of Trustees will act as an appeal committee and final arbiter to address any community member’s appeal of a staff decision on a request for reconsideration. The decision of the Board of Trustees will be final and binding on all parties. For more information refer to the BRLD Reconsideration Policy.

Article ~~9~~10. Amendment of Bylaws

A draft of proposed changes to the Bylaws will be presented for discussion at a regular meeting of the Board. At the following regular meeting it will be presented again for discussion and vote. A majority vote is required for passage.

Article ~~10~~11: Parliamentary Authority

The most recent edition of Robert's Rules of Order, newly revised will serve as parliamentary authority for the Board of Trustees or committee meetings in the event that these bylaws do not provide for procedure.

~~Article 11: Trustee Code of Ethics~~

~~The Board of Trustees of the BRLD will adhere to the following code of ethics:~~

- ~~1. Trustees, in the capacity of trust placed upon them, will observe ethical standards with absolute truth, transparency, integrity, and honor.~~
- ~~2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.~~
- ~~3. It is incumbent upon any Trustee to disqualify himself/herself/theirself immediately whenever the appearance or a conflict of interest arises.~~
- ~~4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.~~
- ~~5. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.~~
- ~~6. Trustees must be prepared to support to the fullest the efforts of library staff in resisting censorship of library materials by groups or individuals.~~
- ~~7. Trustees who accept Board responsibilities are expected to perform all of the functions of Trustees, as set forth in the Bylaws.~~
- ~~8. Trustees must conduct themselves in a professional manner with courtesy and respect to other Trustees, Patrons, and BRLD Staff.~~

These Bylaws were amended and adopted by a majority vote at a meeting of the Board of Trustees of BRLD on

Date
President

~~Carolyn Kane~~Deborah Smith, Board

Date
President

~~Eric Pelander~~Elaine Nagey, Board Vice

Bylaws reviewed: March 2023, October 2025, November 2025, June 2026
Bylaws approved: October 2018, September 2023, October 2025, November 2025



BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

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BASALT REGIONAL LIBRARY DISTRICT

BYLAWS

Article 1: Name

The name of the library is The Basalt Regional Library District, herein after referred to as “BRLD”. The governing body of BRLD is the Board of Trustees, herein after referred to as “Board”.

Article 2: Authority

The BRLD Board of Trustees is created by authority of the Colorado Revised Statutes, 24-90-101, et seq.

Article 3: Purpose

The purpose of the Board is to make library policy decisions, supervise the administration of library affairs in accordance with these policy decisions, and represent the constituents of the district in these decisions.

Article 4: Trustee Code of Ethics

BRLD 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. Trustees must avoid circumstances in which personal interests might be served or financial benefits gained at the expense of BRLD taxpayers and/or the fiduciary integrity of the District. If there is a perceived conflict of interest, the Trustee must recuse themselves.
- **Standards of Conduct:** Board Trustees shall observe ethical standards with absolute truth, transparency, integrity, and honor in the best interest of Library users, colleagues, and community. Trustees recognize that authority is vested in the whole board and not with its individual trustees. The Board concentrates on policy-making, ensuring that the District is well-managed but does not interfere with the administration or supervision of staff.
- **Mutual Respect:** In the conduct of business, Trustees model mutual respect for colleagues and all other participants despite any disagreement on action taken. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes acknowledging the formal position of the Board despite personal disagreement.
- **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 for all Library patrons.
- **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.

The Code of Ethics provides parameters for Trustee behavior. A Trustee agrees to comply by signing the Agreement and Affirmation document when beginning a Trustee term and annually thereafter as long as they serve.

Article 5: Membership on the Board of Trustees

Section 1. Number of Trustees.

C.R.S. 24-90-108, states, "(1) The management and control of any library established, operated, or maintained under the provisions of this part 1 shall be vested in a board of not fewer than five nor more than seven trustees. Appointees to the library board of trustees shall be chosen from the residents within the legal service area of the library." Therefore, the BRLD Board will consist of 7 members. Since the District's boundaries include portions of Eagle and Pitkin Counties and the entire Town of Basalt (herein after referred to as the "Legislative Bodies"), there will be three Trustees representing each county and one Trustee representing the Town of Basalt. Trustees must be permanent residents of the area they represent and must be at least eighteen years of age on the date of the first regular Board meeting following appointment.

Section 2. Appointment of Trustees.

C.R.S. 24-90-108 (2)(c) states, "In a library district established by only one governmental unit, the legislative body of the governmental unit shall decide the number of its members to be appointed to the committee formed to appoint the initial board of trustees in accordance with the requirements of this paragraph (c). In a library district established by more than one governmental unit, the legislative body of each participating governmental unit shall appoint two of its members to a committee that shall appoint the initial board of trustees. Thereafter, any such legislative body or bodies may either continue such a committee or delegate to the Board of trustees of the library district the authority to recommend new trustees. Trustee appointments shall be ratified by a two-thirds majority of the legislative body; except that the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment." Accordingly, prior to the expiration of a Trustee's term or upon the occurrence of a vacancy on the Board, the Legislative Body in the part of the District with the vacancy will appoint one to two members to a joint committee with BRLD Trustees and Executive Director to interview applicants. The BRLD Trustees wish to maintain objectivity in the selection of Board members, and therefore request participation of the Legislative Bodies in

trustee interviews and selection. Interviews may be conducted in-person or via web conferencing technology. After the interview, the joint committee will present its recommendation to the Board of Trustees for a vote to recommend the candidate to the associated Legislative Body for ratification.

Section 3. Vacancies and Recruitment.

Vacancies to fill partial terms will be addressed as they arise, in the same manner as new appointments for term expirations. Upcoming term expirations will be announced by the Secretary at the regularly scheduled December meeting. The Board will request the Executive Director to advertise the open position and set a prescribed closing date for applications. A Trustee who is eligible to apply for a second term must also apply by the deadline. The Executive Director will collect applications, confirm residency, coordinate interview schedules, and schedule interviews with the candidate, the Board of Trustees, and at least one representative from the respective Legislative Body. All applications received by the closing day will be distributed to the BRLD Board and respective Legislative Body.

Section 4. Term of Office.

A full term of office for each Trustee is three years. Terms expire on March 1, or until the Legislative Bodies approve and ratify Trustee appointments or re-appointments for expiring seats. One Trustee from each county will be appointed in each of three consecutive years to stagger terms in a three-year cycle.

Trustees may serve on the Board for two full consecutive terms. However, if a Trustee completes a partial term of one year or less, that person will be eligible to apply for an additional two terms. If a Trustee completes a partial term of more than one year, that person will be eligible to apply for only one additional term. A Trustee may hold office for a maximum of seven consecutive years. After this time, he or she must wait a minimum of one year before reapplying for a Board position.

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

1. Board meeting attendance (see Section 6, below).
2. Committee participation.
3. Reading and adhering to BRLD Bylaws. Bylaws will be provided to all newly appointed Trustees.
4. Reading and adhering to BRLD Code of Ethics, Article 4 of these Bylaws.

Section 6. Removal of a Trustee.

A Library Trustee may be removed only by a majority vote of their appointing Legislative Body, but only upon a showing of good cause as defined here:

1. When a Trustee accumulates five (5) unexcused absences (or nine (9) absences of any type from March 1 through February 28, the Board President and/or Executive Director

will meet with the Trustee to understand why they have been absent. A plan will be made to support the Trustee in participation and accountability. If the Trustee does not follow and meet the plan, the issue will be elevated to the Board.

- a. The A trustee is considered absent any time they do not attend a Board meeting or committee meeting. An absence can be either excused or unexcused.

Excused absences require that the Trustee notify the President of the Board or the Executive Director as soon as possible. Excused absences as defined in the Bylaws are any absence for which a trustee notifies in advance that they will be absent, Trustees are asked to recognize that occasionally there are significant consequences to the District for not having a quorum at a Board meeting. In that case, the Trustee may be asked to attend virtually if at all possible. Emergency absences will be considered excused. Trustees absent due to travel are asked to consider attending a meeting virtually.

An unexcused absence is any absence that does not meet the above criteria. An unexcused absence may be changed to an excused absence for good cause by the Director and President.

- b. At a Board meeting, the Board will discuss and possibly vote to direct the President to send a letter to the appropriate appointing body requesting the removal of the trustee. A Trustee may only be removed from the Board by a majority vote of the appointing body. For BRLD, the appointing body is the Board of County Commissioners of Eagle or Pitkin County, or the Town of Basalt Town Council.
2. A Conflict of Interest as described in Article 5, Section 7 of these Bylaws,
3. Neglect of an Officer's duties, defined in Article 6, Sections 3-6 of these Bylaws, or
4. Any other violation of BRLD's Code of Ethics, in Article 4 of these Bylaws.

If any of the above conditions are met, the President may, with the approval of a majority vote of the Board of Trustees, send a letter to the Board of County Commissioners or Town Council requesting that the Trustee be removed for good cause.

A Trustee may resign at any time by giving written notice to the President or Secretary of the Board of Trustees. Any resignation will take effect at the time specified in the notice.

Section 7. Conflict of Interest.

A conflict of interest arises when a Trustee is in a position to derive personal benefit from actions or decisions made in their official capacity. BRLD strives to promote public confidence in the Library by ensuring the impartiality, integrity, and honesty of itself and the Board. As such, the Board of Trustees and its appointed committees will ensure that their actions do not present a conflict of interest. If a Trustee voices a conflict of interest, it will be noted in the Board meeting minutes. The Trustee will recuse himself/herself/themselves from both the discussion and vote and will not otherwise participate in this item.

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Bylaws reviewed: March 2023, October 2025, November 2025, June 2026

Bylaws approved: October 2018, September 2023, October 2025, November 2025

Section 8. Compensation.

A Trustee will not receive any compensation for services. If the Board approves, a Trustee may be reimbursed for traveling expenses and registration fees when traveling on Library business.

Section 9. Solicitation on Premises.

No Trustee is permitted to engage in solicitation of any kind, or in any political activity on the library premises.

Article 6: Officers and their Duties

Section 1. Officers.

The officers of the Board of Trustees will be President, Vice President, Secretary and Treasurer. Officers will be elected each year at the regular March meeting of the Board. Each officer will serve for a period of one year and cannot serve more than two consecutive years in the same office. If an officer resigns his/her/their position during the year, the Board will make an appointment, by majority vote, to fulfill the remainder of the officer's term.

Section 2. Election of Officers.

Each year at the Annual Meeting, to be held in January, the President will appoint two non-officers to form an Ad Hoc Nominating Committee. The Nominating Committee will gather and present nominees for officers at the March Board of Trustees meeting. Officers will be elected at the March meeting. New officer terms will take effect at the next regular meeting following election of officers.

Section 3. Duties of the President.

The President is the chief executive officer of the Board. The President sets Board Meeting agendas with input from other Trustees and the Executive Director, conducts all Board Meetings following Parliamentary Procedure, appoints all committees and arranges for presentation of their reports at Board Meetings, executes all documents authorized by the Board, and performs other official duties as the Board may request.

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- Taking and archiving of minutes of official Board meetings. Taking minutes may be delegated to the Executive Director who may further delegate this responsibility to staff. The Secretary reviews the minutes for adoption at the following month's Board meeting and again after corrections have been made, and signs the final version of the minutes for archiving.
- Attesting to the official documents of the District as necessary.

- Announcing upcoming term expirations at the regularly scheduled December meeting.

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Article 7: Meetings

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The Annual Meeting will be the regularly scheduled meeting held in January of each year. The purposes of this meeting are to:

1. Provide a current, accurate map of the District boundaries.
2. Establish the location on the Library premises where notice of meetings will be posted during the year.
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2. Quorum. A quorum for the transaction of business will consist of four (4) Trustees. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular or special meeting at which there is a quorum.
3. Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.
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2. Finance Committee
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4. Personnel Committee
5. Policy Committee

Standing committees may be comprised of Trustees, staff, and community members. The Personnel Committee will be comprised of the Board President and another Trustee, the Executive Director, and a member of the staff, preferably the Human Resources Manager.

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The Board will adopt a budget and make appropriations for the ensuing fiscal year. This budget will be submitted to the governing legislative bodies, as required by law. The Board will certify to the Legislative Bodies the sums necessary to maintain and operate the library during the ensuing year.

Section 3. Annual Audit.

The Board will enter into an agreement with a Certified Public Accounting firm to conduct an annual audit of the financial statements of the District in a timely manner as mandated by state law.

Section 4. Financial Operations.

The Board is responsible for all other financial operations of the District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended by the Executive Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the District.

Section 5. Gifts.

The Board will accept and acknowledge gifts that will benefit the users of the Library. This duty may be delegated to the Executive Director.

Section 6. Land.

The Board may hold land by loan, gift, lease, or purchase for Library purposes, to be held in the name of the "Board of Trustees of the BRLD."

Section 7. Buildings.

The Board may receive by loan, gift, lease or purchase appropriate buildings for Library purposes. In addition, they may erect or acquire such other buildings as may be needed.

Section 8. Personal Property.

The Board may lease, rent, purchase, or otherwise acquire such items of personal property as are necessary to conduct Library operations.

Section 9. Reports to the Legislative Bodies.

At the close of each calendar year, the Board will supply the Legislative Bodies with a report showing the condition of its finances, money expended, the purposes of expenditures and other statistics the Board deems of public interest. This responsibility is delegated to the Executive Director.

Section 10. Annual State Report.

The Board will respond to the State Library's public library survey at the end of the calendar year. The report will contain such other statistics and information as may be required by the State Library. This duty is delegated to the Executive Director.

Section 11. Appeals to Requests for Reconsideration.

The Board of Trustees will act as an appeal committee and final arbiter to address any community member's appeal of a staff decision on a request for reconsideration. The decision of the Board of Trustees will be final and binding on all parties. For more information refer to the BRLD Reconsideration Policy.

Article 10. Amendment of Bylaws

A draft of proposed changes to the Bylaws will be presented for discussion at a regular meeting of the Board. At the following regular meeting it will be presented again for discussion and vote. A majority vote is required for passage.

Article 11: Parliamentary Authority

The most recent edition of Robert's Rules of Order, newly revised will serve as parliamentary authority for the Board of Trustees or committee meetings in the event that these bylaws do not provide for procedure.

These Bylaws were amended and adopted by a majority vote at a meeting of the Board of Trustees of BRLD on

_____	_____
Date	Deborah Smith, Board President
_____	_____
Date	Elaine Nagey, Board Vice President

Bylaws reviewed: March 2023, October 2025, November 2025, June 2026
Bylaws approved: October 2018, September 2023, October 2025, November 2025



Basalt Regional Library District

Board of Trustees

Code of Ethics Agreement Policy

It is the policy of the BRLD Board of Trustees to present each new Trustee with a copy of the Bylaws that includes the Code of ethics. The Code of Ethics governs Trustee behavior and is intended to ensure the highest level of trust, honesty, and transparency in the conduct of Library business by the Board of Trustees.

Procedure

1. New Trustees will be provided with a copy of the BRLD Bylaws during their orientation.
2. At the new Trustee's first meeting, they will be asked to sign an agreement provided by the President or their designee that they will abide by the Code of Ethics contained within the Bylaws.
3. Each year, continuing Trustees will receive the agreement for their signatures at the April Board meeting. This item will be on the meeting agenda.
4. The signed documents will be maintained by the Executive Director for a period of one year or until a new agreement is signed.

**AGREEMENT AND AFFIRMATION
of the
BRLD CODE OF ETHICS**

BRLD 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. Trustees must avoid circumstances in which personal interests might be served or financial benefits gained at the expense of BRLD taxpayers and/or the fiduciary integrity of the District. If there is a perceived conflict of interest, the Trustee must recuse themselves.

Standards of Conduct: Board Trustees shall observe ethical standards with absolute truth, transparency, integrity, and honor in the best interest of Library users, colleagues, and community. Trustees recognize that authority is vested in the whole board and not with its individual trustees. The Board concentrates on policy-making, ensuring that the District is well-managed but does not interfere with the administration or supervision of staff.

Mutual Respect: In the conduct of business, Trustees model mutual respect for colleagues and all other participants despite any disagreement on action taken. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes acknowledging the formal position of the Board despite personal disagreement.

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 for all Library patrons.

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.

The Code of Ethics provides parameters for Trustee behavior. A Trustee agrees to comply by signing the Agreement and Affirmation document when beginning a Trustee term and annually thereafter as long as they serve.

Disclose Any Relevant Associations or Financial Interests:

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

Signed this ____ day of _____, 20____:

[Name], Trustee

ATTEST:

[Name], Board Secretary

Master List of Marmot Services Affected by Server Move
(There will be no access to the following library functions)

Staff-facing

- Marmot hosted shared drive (files and documents available on all staff computers)
 - Functions affected
 - Unable to access any documents
 - Unable to save new documents
- Internet (hardwired and wifi)
 - Functions affected by lack of internet
 - Email & chat
 - Google drive
 - Room booking management
 - Staff scheduling platform
 - Event management platform
 - Unable to place book orders
- Sierra (platform used to check items in and out)
 - Functions affected
 - Unable to look up patrons
 - Unable to create new patrons
 - Unable to check items in or out
 - Unable to place items on hold
 - Unable to add new items to the collection
 - Unable to print labels for new items
 - Unable to pull list of items to send to other libraries
 - Unable to conduct inventory
 - Unable to update or edit items or patrons (catalog clean up)
- Pika (platform used to locate items)

Patron-facing

- Library website
- Pika (to view account information, locate items, place holds, etc)
- Internet (hardwired and wifi)
- Printing
- Scanning
- Computer use (system used to allow patrons to use the computers and manage the time allotted will not be running)
- Reserving study rooms