Basalt Regional Library District Board of Trustees Meeting
Monday, August 17, 2026, 5:15 PM
Basalt Library Community Room
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.

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 July 23, 2026, Board Meeting (page 3)
    c. July 2026 Accounts Payable (page 24)

6. Friends of the Library Update, *Deb McCanne, Chair, Friends of the Library*

7. Executive Director Evaluation Process, Joy White, CuraHR

8. Director's Report, *Amy Shipley* (page 8)
    a. Which Trustee might like to participate in the meeting with the Library Trust regarding our fundraising goal for the Trust?

9. Facilities Committee, *Cathy Click, chair*

10. Finance Committee, *Eric Pelander, chai*r
    a. July 2026 Financials (page 15)
    b. 2027 Draft Budgets

11. Governance Committee, *Elaine Nagey, chair*
    a. First reading of draft committee charge statements (page 34)

12. Personnel Committee, *Deborah Smith, chair*
    a. ED Evaluation Process Update

13. Policy Committee, *Elaine Nagey, chair*

Back to Agenda

a. Discussion and possible vote to approve Photography & Videography Policy (page 30)

14. Strategic Plan Update (page 36)

15. Board Reapportionment Update (page 53)

16. First Reading of Draft 2027 Board Meeting Calendar (page 55)

17. Adjourn Meeting

Basalt Regional Library District Board of Trustees Meeting
Thursday, July 23, 2026, 5:15 PM

MINUTES

1. Call to order

   Deb called the meeting to order at 5:17pm

   Board Trustees Present:
   - Deborah Smith, President
   - Elaine Nagey, Vice President
   - Eric Pelander, Treasurer
   - Cathy Click, Secretary
   - Carolyn Kane, Trustee

   Absent Trustees:
   - None

   Public Present:
   - None

   Staff Present:
   - Amy Shipley
   - Samuel Schoon
   - Christy Baumgarten

2. Public Comments

   None

3. Board Comments

   Cathy Click commented on recent highway closures and asked the Board to consider ways to support staff during these events when people can’t get to work or home, including things like hotel vouchers, meal vouchers, and more flexible working arrangements. Amy Shipley replied that this could be included in the creative benefits package in the strategic plan

4. Staff Comments

   None

5. Action Item – Approve agenda, minutes, and payables
   a. Approve agenda
   b. Minutes of June 15, 2026, Board Meeting (page 3)
   c. June 2026 Accounts Payable (page 18)

      Elaine Nagey moved to approve the agenda, minutes, and accounts payable. Eric Pelander seconded. Cathy commented that the minutes should be more formal, having more context for each agenda item. She would also like the use of bullet points in the minutes to help draw attention to certain topics. She said that it was hard for her to follow the minutes when different agenda items talk about multiple things. One way to make the minutes more professional would be to refer to people as their full name, even if it's in the agenda item title. Carolyn Kane said that we are a library and people who support libraries have high skills and the minutes should reflect the highest standard possible. The motion passed unanimously.

6. Social Media Video Recap, *Christy Baumgarten, IT & Marketing Manager*

   Christy Baumgarten presented a slideshow presentation about the social media videos that staff are creating. These slides showed the reach of the videos, and how staff try and create one video a week. She also discussed the Library's viral video, which has over 81,000 views and over 5,000 reactions. It was mentioned that after the release of this video is when staff started hearing from patrons in person how much they enjoyed the videos. Christy then discussed the purpose of these videos, which is to help with staff engagement and entertainment, show that the library is relatable, and improve reach and engagement. Christy showed how all the social media numbers are higher compared to last year, despite last year having many posts using paid promotion and this year having used no paid promotion. Amy reiterated the staff engagement piece, commenting on how much fun staff are having with them whether they're in the videos or on the sideline giving ideas.

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

   Amy discussed how there is a new law with electric vehicle charging stations, and that the Library must register their charging stations. Eric asked about youth summer reading program attendance being lower, and Amy responded saying it's in part because of teen programming dropping the ball. Cathy said that she really likes the maroon bells passes and would love for the Library to have more passes like that. Amy said that the Adult Programming Coordinator position has been filled, the Spanish Outreach Coordinator position is still vacant, and a candidate for the Teen Librarian position is being interviewed next week.

8. Facilities Committee, *Cathy Click, chair*

   The facilities committee did meet. Cathy said that the committee did a walkthrough of the building and discussed fixing the following items: problem floor tiles, changing old lights in the building to LED, replacing community room furniture, figuring out something to do with the green art piece in the lobby, expanding the food pantry, remodeling the community room kitchen, and a full landscaping refresh.

9. Finance Committee, *Eric Pelander, chai*r
   a. June 2026 Financials (page 11)

      Year-to-date we are tracking exactly where we should be on revenue. Expenses are all tracking appropriately, except for payroll, which is at 40% instead of 50%. Eric said that this is due to open positions. Carolyn s on Spanish programs being at 3.8% spent, and Amy said this is because we are not doing Spanish Language programming due to the vacant Spanish Outreach Coordinator position.

   b. 2027 Draft Budgets

When citizens approved the renewal of the bond mill levy for operations, the Library went from an allowable 2.61 mills to 3.69 mills. In 2026, the Library levied 3.13 mills, and the Finance committee is figuring out what rate is needed for 2027. The current draft budget levies 3.19 mills. Eric said that the budget needs have a surplus of $175,000 and that the mill levy will need to be increased to meet that. In this draft budget of payroll there are two new positions included, which includes an assistant director, and a middle school librarian. The total of those two positions would be about $200,000 including benefits. In this draft budget, speeding up the livable wage by one year to 4 years instead of five is also included. In order to include the two new positions, the quicker ramp up, and the $175,000 surplus, the mill levy would have to be increased to approximately 3.47. This causes concern that the Library would be getting too close to the ceiling and losing wiggle room.

10. Governance Committee, *Elaine Nagey, chair*

    The committee did meet and are drafting charges for each committee. Future agenda topics include the trustee recruitment process, the format for minutes, and creating a record of how the Board operates.

11. Personnel Committee, *Deborah Smith, chair*

    The personnel committee dove deep into how to possibly structure staffing differently. One idea included instead of having of a costly assistant director, the Library could combine the circulation manager position with an operation manager position. The desire would be that person to be 2nd in command when Amy is out of town or otherwise unavailable. Cathy shared an idea about possibly combining the vacant Spanish Outreach Coordinator position with the proposed operation manager position. This could help hire someone for that position which has been vacant for a long time, and help elevate the Spanish programming and collection development to a higher level.

    a. Executive Director Evaluation Process Update

       CuraHR worked with the personnel committee to help reduce the 40 questions of the executive director evaluation process into 6 categories and fewer questions. The new process will also use a standardized 1/5 rating scale, with ratings clearly defined. Everyone agreed to remove secondary players in the process, meaning the Friends of the Library and the Library Trust as they have historically not had much to say. The details will be finalized in August for Board approval at the next Board meeting.

12. Policy Committee, *Elaine Nagey, chair*

    The policy committee is reconvening to work on the photography and videography policy. Elaine mentioned that the policy is not the hard part, but the procedure is going to be the hard thing to implement.

13. Strategic Plan Update (page 29)

    Carolyn commented that she had a hard time following this format for the strategic plan. The formatting will be reverted back to the previous format as a large table. Amy reported that the Library is making good progress, and the Board felt they cannot get a proper picture that progress is being made with the statistics currently presented. Amy will come back to the August board meeting with another report, which will come in time before the executive director evaluation process.

14. Board Recruiting Update
    a. Population changes 1970 to 2020 (page 33)

       Amy said that after speaking with an attorney, it is possible to change the composition of the Board. There were possibly Intergovernmental Agreements created with Pitkin County and Eagle County when the District was created, and the attorney doesn't have those if they exist. A possible next step would be a political step, where the Board decides what they want in terms of board composition, and to then meet with the Boards of County Commissioners of Eagle and Pitkin Counties and with the Town of Basalt Town Council. The next steps after that would be writing new Intergovernmental Agreements with all the involved parties to codify the agreement and to also edit the Library's bylaws to match that as well. Amy said that the Board might not have to convert Pitkin County seats to Eagle County seats; that the agreement could be made such that if Pitkin seats can't be fulfilled by a certain amount of time, then the position is open to anyone in the district. Carolyn requested that the Board create an ad hoc committee to which the Board agreed. Amy and Carolyn will meet and work together to prepare something for the August board meeting.

    b. Review and Approve Board Trustee Candidate Interview Questions (page 34)

       The Board agreed that the questions would suffice and had no suggestions to make.

15. Discussion about possibly moving Board meetings to every other month or other frequency
    a. Proposed Sequence of Meetings (page 36)

       The proposed sequence of meetings showed which deadlines happen each month at the Board meeting, what would happen in the Finance Committee, and other important items at each Board meeting. Carolyn looked at dates of statutory financial requirements and found that things could be moved around in terms of financials and budgeting timelines and that everything could be met with 8 meetings a year. Eric moved that the Board approve an 8 meeting per year schedule starting next year and to formalize the details. Carolyn seconded. The motion passed unanimously.

16. Plan for recognizing 50th Anniversary of BRLD December 28, 2026
    a. Discussion and possible vote to create ad hoc committee and assign a chair

       The Board discussed planning this anniversary as an event, and how to do so in a way that doesn't take a lot of capacity from the staff. There was discussion about the library lovers party and how attendance is currently down compared to previous years, and possibility of the anniversary taking the place of that party. The Board agreed to create an ad hoc committee to work on this event. Elaine and Cathy will be on the committee and will discuss these ideas further.

17. Adjourn Meeting

Cathy moved to adjourn the meeting. Eric seconded. The motion passed unanimously. The meeting adjourned at 7:28pm.

BASALT REGIONAL LIBRARY DISTRICT
LEADERSHIP MONTHLY REPORT
AUGUST 2026

Administration
The strategic plan update for July has been reformatted for this Board packet. Feedback on the utility of this report is welcome.

Library Trust Fundraising Goal Update
The three specific tasks defined in the library's strategic plan were to identify three new volunteers to think strategically about fundraising, develop a sustainable fundraising mechanism, and create three joint fundraising activities. We easily accomplished the first task, with numerous volunteers coming forward, and have held two meetings and several email conversations with various participants; the group is still settling out, but we will have at least three people committed to this work. Meetings have primarily focused on providing background information to those who are new to working with the Library, which the volunteers are now using to consider how their personal and professional skills might contribute to the second and third tasks.

Collectively, we have clarified several key challenges to developing a sustainable fundraising mechanism:

- our fundraising objectives do not yet specify which unmet needs should be addressed, how much funding is required, or how private fundraising should or should not be combined with operational funding for new initiatives;
- the Library Trust remains uncomfortable with the Library's strategic plan language directing it to expand into an area for which members feel ill-prepared;
- the Library staff and Trust do not currently have the expertise or infrastructure to meet the objectives within the stated timeline; and
- private fundraising for a public institution carries risks that require clear guardrails within both organizations, including the potential to
    - suggest a more dire financial situation than exists,
    - imply that future public support is unnecessary,
    - divert private funds from other essential community nonprofits, or
    - raise legal issues that should be reviewed with Library counsel.

Despite these challenges, the volunteers are interested in continuing to explore possible ways forward. One volunteer has suggested a simple Planning and Decision-Making Process (PDMP) for working through the questions raised by these challenges while simultaneously building buy-in for whatever path forward is developed. She has experience leading this process within a government agency that also had a separate fundraising foundation and therefore understands the unique circumstances of our strategic fundraising initiative.

After demonstrating the process to the Executive Director using an example from the volunteer's previous work and an imagined set of steps for the Library, the Executive Director is confident this is the right next step. We can schedule a three- to four-hour meeting very quickly, during which the volunteer would lead the discussion and participate. Given the nature of the questions we are raising for the Library and the Trust, she recommends including one Library Board member, one Library Trust member, and the new strategic fundraising volunteers.

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The process, called PDMP, is a model based in rational action theory and developed by the U.S. Army, and at the conclusion of the meeting, a recommended course of action would be provided to the Executive Director, who would then present it to the Library Board for consideration.

Personnel Management
Our new Adult Programming Coordinator started on Monday, August 10, and she is working steadily on learning how to work in a library. Once her customer service training is completed, we will begin work on her programming training.

The Former Patron Services Manager has transferred to the Teen Librarian role, and will retain her Youth Services Manager title. She and the Executive Director are developing a transition plan for the Executive Director to act as Interim Patron Services Manager until that position is filled.

We have an interview with a candidate for Spanish Language Outreach Coordinator scheduled for Monday, August 17, and remain hopeful that we might fill this position soon.

The Personnel Committee have been working on a revision to the Executive Director job description in preparation for consideration of creation of Assistant Director role. The Committee hopes to present a revised Executive Director job description to the board for approval at the September Board of Trustees meeting.

In July, HR continued to support core operations, talent acquisition, employee relations, and organizational initiatives. Three payroll cycles were successfully completed, and one employee offboarding was processed. Recruitment efforts continued for the Spanish Language Outreach Coordinator position, including ongoing candidate outreach and coordination. Interviews were conducted for the Adult Programming Coordinator position, culminating in an accepted offer with the selected candidate, and the Teen Librarian/Youth Services Manager position was successfully posted and filled.

HR continued to support workplace accommodation and employee relations matters and advanced the flexible schedule benefit through the final stages of review and development. The Chamber Ski Pass Program was successfully established, with enrollment now available should employees elect to participate.

Organizational development efforts included successfully facilitating Psychological Safety training for staff and launching a post-training feedback survey, as well as launching the all-staff Pulse & Engagement Survey Plan to support ongoing employee feedback and engagement efforts.

Payroll compliance work also progressed significantly, with outstanding Q1 and Q2 state filing issues with Paychex resolved and Paychex agreeing to cover associated fees and penalties resulting from filing errors. Additionally, HR worked directly with the Colorado Department of Labor and Employment to update and streamline the Library’s unemployment account administration, including correcting HR contact information, removing Paychex as the unemployment claims responder while retaining its tax filing responsibilities, and enrolling the Library in ESIDES to ensure future unemployment claims and correspondence are routed directly to HR electronically for timely and efficient handling.

CURRENT STAFF				
Total Staff Count	**Total FTE**	**Total Staff Hours per Week**	**Count of Staff Eligible for Benefits (20+ hours)**	**Count of Staff Not Eligible for Benefits (under 20 hours)**
20	12.72	508.79	17	3

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
Total	80	2	

Board

Members of the Board and staff met earlier this month to solidify plans for the BRLD 50th birthday party. Please save Monday, December 28 from 5pm to 7pm for this festive gathering. A Board Trustee and the Executive Director have worked on a draft letter to the three governing bodies to serve as talking points to request reapportionment of the Library Board.

Finances

Collection

Technical Services continues to catalog and process new books, repair damaged books, and run monthly maintenance procedures, and has been utilizing volunteer help in getting new books ready. Inventory continues to run smoothly. The adult collection coordinator and cataloging librarian met with the executive director to assess the progress of the non-fiction refresh project and establish goals and budgets for 2027. The cataloging librarian has been setting up toniebox kits with the goal of having them available for checkout by the end of August. Technical services also met with the youth services team to update reading level categories for the easy reader collection, and will work together with them to make this collection easier to browse and follow public library best practices.

Programs

The music program completed ten programs this month - five tunes and tales story times done in collaboration with our children's librarian, two concerts in partnership with the Aspen Music Festival and School, two songwriting workshops, and one teen concert done in collaboration with our teen programming coordinator. Our tunes and tales events have been extremely well attended with between 70 and 130 participants, with a high number of attendees coming from preschool day care camps/programs thanks to Linda's outreach. Our attendees at the concerts this month have been blown away by the level of talent displayed by the students visiting from the Aspen Music Festival and are eagerly awaiting our three concerts planned with them next month. Our attendees in the new songwriting workshops have found the sessions to be “very personal, warm and open and exciting”, and a “very supportive group”. These quotes come directly from the testimonials we are collecting to send to the Basalt Public Arts Commission as a part of the grant we received to make these workshops possible.

In addition to all of these programs, the music program coordinator has started to plan the concert series for 2027. 6 out of the 12 months are already locked in with performance contracts signed or local partnerships, and they are in talks with 3 more performers to sign contracts soon. The concert series this next year will focus on showcasing Colorado-based artists, with a balance between local and out-of-town acts, that covers a diverse range of musical genres and performances.

Summer Reading Program Statistics

Registrations	**2026**	**2025**	**2024**	**2023**
Adults (Ages 18+)	79	114	193	N/A
Teens (Going into 5th - 12th Grade)	60	102	112	68
Kids (Going into 1st - 4th Grade)	101	121	124	137
Preschoolers (3 -5 years old)	44	51	61	73
Babies (0 - 2 years old)	21	18	25	29
Totals	305	406	515	307
Reading Logs	**2026**	**2025**	**2024**	**2023**
Adults (Ages 18+)	274	268	291	0
Teens (Going into 5th - 12th Grade)	156	196	481	445
Kids (Going into 1st - 4th Grade)	247	297	198	154
Preschoolers (3 -5 years old)	51	91	62	61
Babies (0 - 2 years old)	50	34	25	25
Totals	778	886	1057	685

Community Relations and Outreach

Staff are participating on a committee led by the Town of Basalt on Basalt’s 125th Birthday celebration. This event will be held at Arbaney Park on Saturday, October 10. Library staff will be participating in this event. Library staff continue to partnership with Roaring Fork School District and Garfield County Libraries on the new School Student ID library card campaign. The School District is projecting a launch of this program in November. After that, each student in the school district will have a public library card account attached to their student ID number, so they’ll be able to use their student ID as a library card.

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Marketing
The IT and Marketing Manager and the Executive Director continue to work on the marketing study with Forward Cadence. They have finalized a few surveys directed at target audiences and have begun to push for responses to them, including attending Wednesday outdoor concerts and the Sunday Basalt market as well as putting up signs inside the library. The IT and Marketing Manager will be joining the Youth Services Manager at the middle school orientation day to conduct a survey to that audience.
The IT and Marketing Manager was out for a few weeks in July, resulting in little to no social media presence during those times. The stats for social media declined as a result, highlighting the need for consistent content. They are going to work on getting content created and ready to post earlier to avoid large gaps in content in the future.

	Views	Average Reach per post	Interactions	Average # of reactions per post
Facebook	13.2K		179	
Instagram	18.2K		250	
Combined		762		21

Technology
The new computers for the year have been installed, and Marmot performed maintenance on the other computers. The self-check computers were replaced with this year's batch, and now we are having trouble with the RFID reader connected to the one on the adult side. The IT & Marketing associate is working with Marmot to determine the cause.

Marmot also implemented new VPN protocols that incorporate 2 factor authentication. Staff and vendors that have access to a VPN connection have received instructions for the new process, and most have gotten the new connection set up.

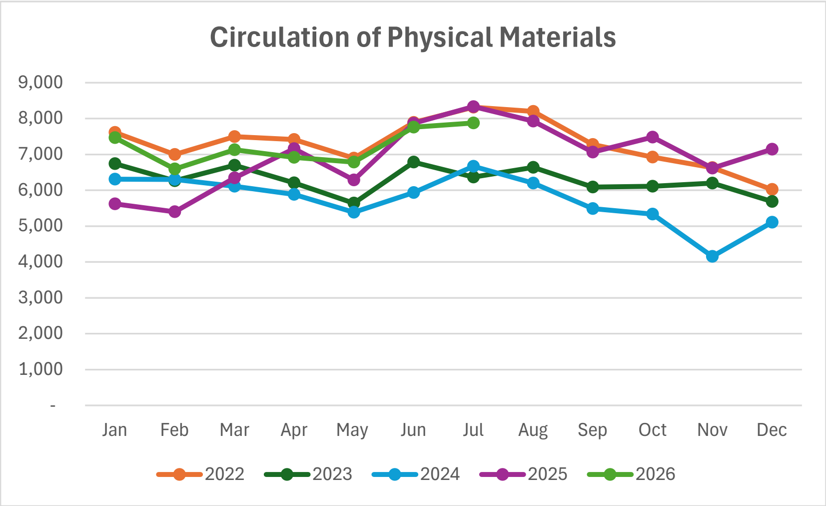
The IT and Marketing Associate and Manager completed onboarding tasks for the new Adult Programming Coordinator, including setting up computer and email access, creating necessary accounts, ensuring access to the building and more.

Facility Maintenance and Management
The Executive Administrative Assistant completed a map of all of the window replacements completed in both 2025 and 2026. This way we have a record of which windows were replaced when so we know their warranty term. Completed facility repairs include: parking lot repair and resurfacing and replacing the HVAC control hardware. A water heater in the equipment room began leaking and we are working on replacing that. This will cost at least $7,000. The Finance Committee directed staff to look into greener alternatives such as an on-demand water heater or a heat pump instead of a standard electric water heater. This may raise the cost, but the Finance Committee felt that a greener option would be more in line with our District's values. The wood siding on the exterior of the building will be stained this month. Our contract with Waste Management ends in late September, and we will transition to a new vendor after that is complete.

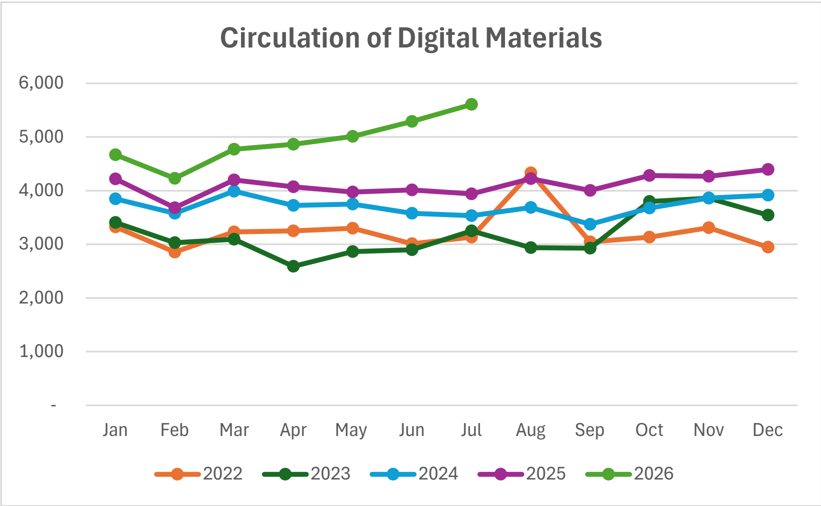
Leadership and Professional Development

The Executive Director is in her final year of serving as chair of the Colorado Association of Libraries Leadership Institute committee. The year-long cohort has begun, and the Executive Director will be presenting at a two-day long session in late August. The Executive Director, Youth Services Manager, Cataloging and Collection Librarian, and a Patron Services Associate will be attending CALCON in early September.

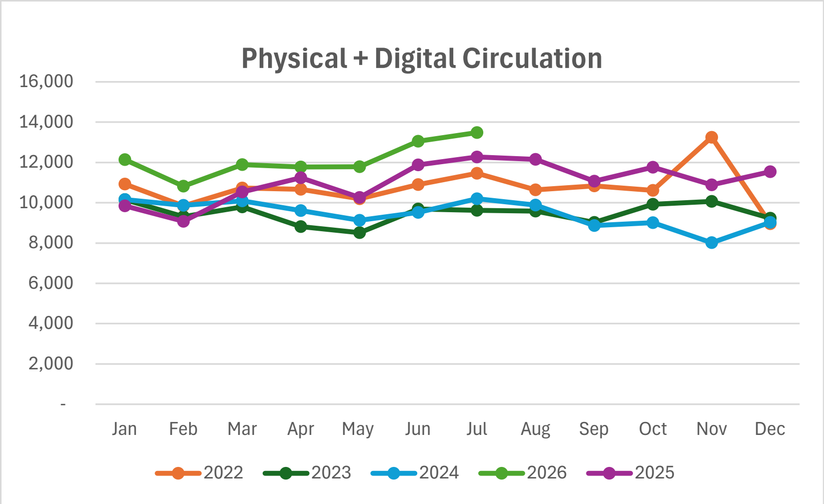
Collection Statistics

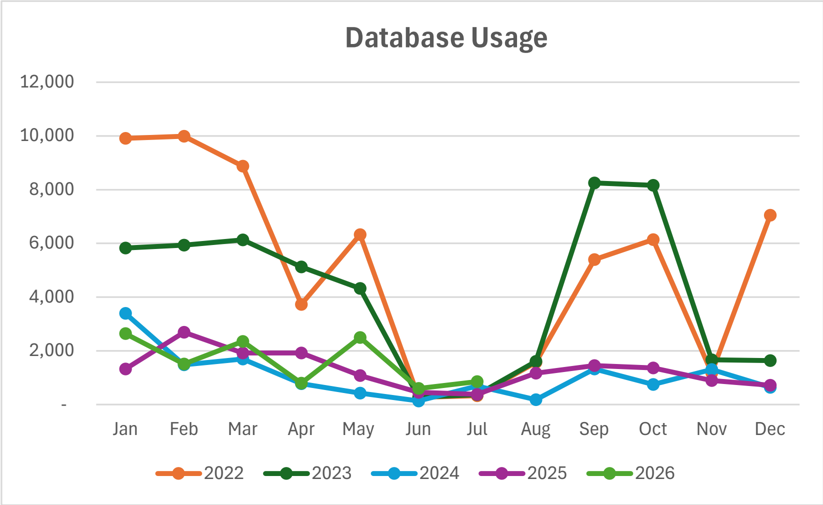


All physical items for checkout inside the library



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





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Basalt Regional Library District
Balance Sheet
July 2026

	General Operating Fund	Bond Repayment Fund	Capital Reserve Fund	Total Balance	Adjustments (Conversion Fund)	Statement of Net Position
ASSETS						
Cash in Banks						
Alpine Bank #0127	118,029			118,029		118,029
Colo Trust - Tabor Reserve #8003	62,013			62,013		62,013
Colo Trust - Operating Fund #8004	2,218,298			2,218,298		2,218,298
Colo Trust - Bond Repayment #8002		1		1		1
Colo Trust - Capital Rsv Fund #8005			851,470	851,470		851,470
Cash with County Treasurer	-			-		-
Employee Ski Pass Repayment Program	112			112		112
Prepaid Expense	24,903			24,903		24,903
Property Tax Receivable	132,558			132,558		132,558
Pooled Cash (Interfund Transfers)	25,011	(1)	(25,011)	(0.85)		(1)
Capital Assets, net of depreciation	-	-	-	-	8,640,909	8,640,909
Total Assets	**2,580,924**	**0**	**826,459**	**3,407,383**	**8,640,909**	**12,048,292**
LIABILITIES						
Current Liabilities						
Accounts Payable & Accrued Liabilities	4,527	-	-	4,527		4,527
Other Current Liabilities						
Accrued Interest				-	-	-
Deferred Property Tax	132,558			132,558		132,558
Current Bonds Payable, 2012				-	-	-
Total Current Liabilities	137,085	-	-	137,085	-	137,085
Long Term Liabilities						
Bonds Payable, 2012		-		-	-	-
Accrued Compensated Absences				-	60,065	60,065
Total Long Term Liabilities	-	-	-	-	60,065	60,065
Total Liabilities	137,085	-	-	137,085	60,065	197,150
Fund Balance / Net Position						
Net Investment in Capital Assets	-	-	-	-	8,640,909	8,640,909
Non Spendable	24,903	-	-	24,903	(24,903)	-
Restricted for:						
Tabor	69,000			69,000	-	69,000
Debt Service		0		0	-	0
Committed for Future Projects			826,459	826,459	(826,459)	-
Unassigned / Unrestricted	2,349,936	-	-	2,349,936	791,297	3,141,233
Current Year Fund Balance / Net Position	2,443,839	0	826,459	3,270,299	8,580,843	11,851,142
Total Liabilities and Fund Balance / Net Position	**2,580,924**	**0**	**826,459**	**3,407,383**	**8,640,909**	**12,048,292**

Basalt Regional Library District
General Fund
July 2026

		YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 7/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
General Operating Beginning Fund Balance		**1,497,931**	**1,265,444**	**1,304,261**	38,817	**1,266,134**	
Eagle County							
	Assessed Value	**419,653,120**	**473,973,270**	**473,973,270**		**483,452,735**	2% increase due to new inventory
	% Increase			12.94%		2.00%	
	Operating Mill Levy Rate	**2.610**	**3.103**	**3.103**		**3.460**	
Pitkin County							
	Assessed Value	**299,274,620**	**307,415,620**	**307,415,620**		**313,563,932**	2% increase due to new inventory
	% Increase			2.72%		2.00%	
	Operating Mill Levy Rate	**2.610**	**3.103**	**3.103**		**3.460**	
REVENUES							
4005	General Operating Mill Levy						
4010	Eagle County	1,121,770	1,470,739.06	1,435,136	97.58%	1,672,746.46	
4020	Pitkin County	779,740	953,910.67	873,147	91.53%	1,084,931.21	
	Total General Operating Mill Levy	1,901,510	2,424,649.73	2,308,283	95.20%	2,757,677.67	114%
4100	MVSO - General Operating						
4110	Eagle County	81,206	70,000	30,755	43.94%	50,000	71%
4120	Pitkin County	28,714	30,000	12,030	40.10%	21,000	70%
	Total MVSO - General Operating	109,920	100,000	42,785	42.78%	71,000	71%
4200	Fines & Fees						
4261	Miscellaneous	13,704	20,000	7,059	35.30%	10,000	50%
	Total Fines & Fees	13,704	20,000	7,059	35.30%	10,000	50%
4300	Earnings on investments						
4310	Colotrust Int Op Acct	63,821	80,000	32,637	40.80%	30,000	38%
4320	Mill Levy Interest	4,976	-	8,280	Not Budgeted	-	
	Total Earnings on investments	68,797	80,000	40,917	51.15%	30,000	38%
4400	Contributions *see detail						
4410	Contributions- Non-Restricted	9,193	5,000	5,145	102.89%	5,000	flat
4412	Contributions- Restricted	1,729	1,000	-	0.00%	1,000	flat
	Total Contributions	10,922	6,000	5,145	85.74%	6,000	100%
4500	Grants - Non-Restricted						
4505	Grants - General Operating Grants	2,500	5,000	-	0.00%	5,000	flat
	Total Grants - Non-Restricted	2,500	5,000	-	0.00%	5,000	100%
4600	Grants - Restricted						
4604	Restricted - Library Friends	9,774	9,000	-	0.00%	9,000	flat
4620.14	Restricted - Library Trust	9,941	5,000	8,391	167.83%	5,000	flat
4620.15	Restricted - Other Misc	15,447	5,000	11,684	233.68%	5,000	flat
	Total Restricted Fund Income - Foundation/Friends	35,162	19,000	20,075	105.66%	19,000	100%
TOTAL REVENUES		**2,142,515**	**2,654,650**	**2,424,264**	**91.32%**	**2,898,678**	109%
	OPERATING:						
	Administration						

Prepared for Internal Use Only

General Fund

July 2026

Code	Account	YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 7/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
	Contract Services						
5010	Accounting	5,122	7,000	3,595	51.36%	7,210	3% inflation
5020	Audit - Annual	14,800	15,781	15,500	98.22%	16,254	3% inflation
5030	Courier	9,014	7,500	5,401	72.02%	7,725	flat
5040	Legal	1,728	5,000	59	1.18%	5,000	flat
5050	Miscellaneous Contracts	88,857	120,000	61,016	50.85%	-	
	Human Resources - Outsourced					96,000	new budget code, previously included in 5050
	Human Resources - Special Projects					24,000	new budget code, previously included in 5050
	Total Contract Services	119,520	155,281	85,571	55.11%	156,189	101%
5100	Insurance						
5110	Property & Liability Insur	46,227	45,000	43,703	97.12%	45,014	3% increase over actuals
5120	Worker's compensation	5	2,000	-	0.00%	2,000	flat
	Total Insurance	46,232	47,000	43,703	92.99%	47,014	100%
5220	Professional Dev. & Memberships						
5230	Board	1,195	1,500	581	38.73%	1,500	flat
5235	Employers Council	3,881	3,600	2,330	64.73%	3,600	flat
5240	Library Association Dues	1,450	3,000	660	22.00%	3,000	flat
5250	Spec District Ass'n Due	1,217	1,275	1,238	97.06%	1,275	flat
5260	Staff	9,328	12,000	2,628	21.90%	10,000	83%
5270	Travel expenses	9,908	12,000	5,775	48.13%	10,000	83%
5275	Volunteer Appreciation	65	1,000	-	0.00%	1,000	flat
5276	Staff Appreciation	1,384	2,500	32	1.28%	2,500	flat
	Total Professional Dev. & Memberships	28,428	36,875	13,244	35.92%	32,875	89%
5280	Publicity						
5285	Radio	17,067	19,500	18,729	96.05%	19,750	101%
5286	Spanish Language Interpretation/Translating	3,505	6,400	1,360	21.25%	6,400	flat
5287	Job Ads	2,710	2,000	1,235	61.74%	2,000	flat
5290	Advertising - General	2,403	6,000	3,715	61.91%	9,000	150%
5293	Signage	307	500	157	31.31%	500	flat
5295	Social Media Ads	744	2,000	457	22.87%	2,000	flat
5297	Targeted Newspaper Ads	7,369	10,250	3,420	33.37%	11,275	110%
	Total Publicity	34,105	46,650	29,072	62.32%	50,925	109%
5300	Supplies						
5310	Office Supplies	12,322	14,000	6,388	45.63%	14,000	flat
5320	Technical Cataloging & Service	5,668	8,500	8,639	101.63%	10,000	118%
5330	Postage & Shipping	71	500	8	1.67%	500	flat
	Total Supplies	18,060	23,000	15,035	65.37%	24,500	107%
5350	Treasurer's fees						
5360	Eagle fees	33,702	44,122	43,066	97.61%	50,182	3% of revenue per state law
5370	Pitkin fees	39,055	47,696	44,036	92.33%	54,247	5% of revenue per state law
	Total Treasurer's fees	72,757	91,818	87,102	94.86%	104,429	114%
	Total Administration	**319,103**	**400,624**	**273,728**	**68.33%**	**415,932**	104%
	Facility Expenses						
5410	Janitorial	59,771	56,650	23,125	40.82%	58,350	3% inflation
5420	Janitorial Supplies	8,579	11,000	3,911	35.55%	11,330	3% inflation
5430	Landscaping	11,550	17,000	7,744	45.56%	17,510	3% inflation
5440	Maintenance *Detailed List Attached	32,199	20,000	11,882	59.41%	20,600	3% inflation
5460	Snow Removal	1,848	5,196	2,772	53.35%	5,352	3% inflation
	Total Facility Expenses (Maintenance)	113,947	109,846	49,434	45.00%	113,142	103%
5500	Utilities						
5510	Electric	6,782	8,500	2,724	32.05%	6,000	over-budgeted in 2026
5515	Compost Collection System	830	2,400	548	22.83%	2,000	over-budgeted in 2026

Basalt Regional Library District

General Fund

July 2026

		YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 7/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
5520	Gas	10,533	16,000	5,234	32.71%	12,000	over-budgeted in 2026
5530	Internet Connectivity	10,313	16,000	4,421	27.63%	16,000	flat
5540	Sanitation	4,103	3,777	2,238	59.25%	6,000	under-budgeted in 2026
5550	Telephone	6,207	9,500	2,604	27.41%	9,785	plan to change telephone systems which may result in increased ongoing costs
5560	Trash	8,956	10,446	5,410	51.79%	5,000	plan to change vendors
5570	Water	5,050	5,356	1,685	31.46%	5,517	3% inflation
	Total Utilities	52,774	71,979	24,864	34.54%	62,302	87%
	Total Facility Expenses	166,721	181,826	74,298	40.86%	175,443	96%
	Library Programs						
5610	Adult Program	13,632	11,000	6,440	58.54%	15,000	136%
5620	Children's	18,383	6,500	7,729	118.90%	13,250	204%
5633	Movie License	-	1,000	550	55.00%	1,000	flat
5634	Liquor License	759	400	-	0.00%	400	flat
5640	Music	33,201	17,000	19,004	111.79%	17,000	flat
5650	Spanish Language	2,599	4,500	173	3.85%	4,500	flat
5660	Teens	9,397	4,500	2,917	64.81%	5,500	122%
5601	Summer Reading						
5601.01	Adult Summer Reading	679	1,000	793	79.28%	1,000	flat
5601.02	Teen Summer Reading	8,277	3,000	2,083	69.43%	4,000	133%
5601.03	Children's Summer Reading	6,435	6,000	5,387	89.78%	7,000	117%
5601.04	Spanish Language Summer Reading	-	2,000	400	20.00%	2,000	flat
5602	Community Events	15,127	17,000	12,233	71.96%	17,000	flat
	Total Library Programs	108,487	73,900	57,708	78.09%	87,650	119%
	Technology & Equipment						
	Copiers & Equipment						
5740	Service Agreement / Copy Usage	5,120	6,000	1,759	29.31%	6,500	108%
	Total Copiers & Equipment	5,120	6,000	1,759	29.31%	6,500	108%
5760	Marmot ILS System	103,504	115,000	57,032	49.59%	119,600	4% increase quoted by vendor
5770	Miscellaneous Parts	2,021	3,000	248	8.28%	3,500	117%
5780	Support & Service Agreements						
5781	Marketing & Graphic Design	2,613	3,700	2,763	74.67%	4,400	119%
5785	Communication & Time Management	6,693	8,880	4,920	55.40%	9,080	102%
5783	Website Tools	3,105	4,800	4,276	89.08%	8,860	185%
	Total Support & Service Agreements	12,411	17,380	11,959	68.81%	22,340	129%
	Total Technology	**123,056**	**141,380**	**70,998**	**50.22%**	**151,940**	107%
	Collections						
5910	Audio						
5920	Adult BCD	2,303	3,000	1,317	43.90%	2,500	83%
5922	Spanish Audio Adult	426	500	163	32.55%	500	flat
5924	Spanish Audio Youth	500	500	339	67.82%	500	flat
5930	Youth Audio	3,588	3,500	1,394	39.84%	3,500	flat
	Total Audio	6,817	7,500	3,213	42.84%	7,000	93%
6000	Books & Magazines						
6010	Adult fiction books	12,948	12,800	8,013	62.60%	14,000	109%
6020	Adult non-fiction books	12,529	20,000	9,455	47.27%	20,000	flat
6025	Board Games	240	500	163	32.59%	500	flat
6030	Juvenile Fiction	8,784	9,600	7,198	74.98%	10,000	104%
6040	Juvenile Non-Fiction	3,548	5,000	4,739	94.78%	7,000	140%
6045	Large Print	1,995	3,000	1,564	52.14%	4,000	133%
6050	Print Subscriptions	4,054	6,000	1,342	22.37%	6,000	flat
6055	Replacement Books - Purchased	3,395	3,000	3,467	115.56%	6,000	200%
6060	Spanish Adult fiction	2,073	2,000	963	48.15%	2,000	flat
6070	Spanish adult non-fiction	1,498	1,500	668	44.56%	1,500	flat
6080	Spanish children's books	4,750	5,000	1,519	30.37%	5,000	flat

Basalt Regional Library District

General Fund

July 2026

Acct	Description	YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 7/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
6100	YA Fiction	3,199	4,000	2,788	69.69%	4,500	113%
6110	YA Non-Fiction	1,382	1,700	600	35.28%	2,000	118%
6120	Special Items	1,628	2,000	728	36.41%	2,000	flat
	Total Books	62,021	76,100	43,207	56.78%	84,500	111%
6200	Digital Resources						
6300	Downloadable Titles:						
6305	Kanopy	5,000	5,000	3,000	60.00%	6,500	130%
6320	Overdrive	30,957	31,500	18,664	59.25%	36,000	114%
6340	Online Databases	6,785	12,000	7,892	65.77%	13,500	113%
6350	Online Newspaper Subscriptions	1,302	1,500	594	39.60%	1,500	flat
	Total Digital Resources	44,043	50,000	30,150	60.30%	57,500	115%
6400	Media						
6430	Adult Movies	5,746	6,000	3,088	51.46%	6,000	flat
6440	Juvenile Movies	901	1,000	535	53.46%	1,000	flat
6460	Video / Games	1,404	1,800	639	35.49%	2,000	111%
	Total Media	8,051	8,800	4,261	48.42%	9,000	102%
	Total Collections	**120,933**	**142,400**	**80,832**	**56.76%**	**158,000**	111%
6800	**Restricted Funds**						
6801	Restricted Exp - Misc	-	30,000	-	0.00%	30,000	flat
	Total Restricted Funds	**-**	**30,000**	**-**	**0.00%**	**30,000**	100%
	Total Operating expenses	**838,301**	**970,129**	**557,563**	**57.47%**	**1,018,966**	105%
6900	**Payroll Expenses**						
6910	Payroll	1,003,301	1,168,880	579,658	49.59%	1,301,082	111%
6920	Payroll Service	14,408	10,537	6,696	63.54%	10,411	99%
6930	Payroll Taxes	81,131	93,916	51,879	55.24%	104,834	112%
6940	Retirement Plan	24,249	34,315	12,327	35.92%	37,867	110%
6950	Health Insurance	133,609	185,820	76,205	41.01%	232,218	125%
6957	Background Check	1,891	1,900	481	25.32%	1,900	100%
6960	Life Insurance	-	645	-	0.00%	678	105%
6965	STD/LTD	-	3,504	-	0.00%	4,416	126%
6970	FAMLI	6,712	9,313	-	0.00%	11,710	126%
	Total Payroll Expenses	**1,265,301**	**1,499,517**	**727,247**	**48.50%**	**1,705,116**	114%
TOTAL EXPENDITURES		**2,103,602**	**2,478,959**	**1,284,809**	**51.83%**	**2,724,082**	110%
Net General Fund Income/(Loss)		38,913	175,690	1,139,455		174,596	99%
	Allocation to Capital Reserve Outlay	232,583	175,000	-	0.00%	175,000	
	Allocation (to)/from Bond Repayment			123		242	
General Fund Balance		**1,304,261**	**1,266,134**	**2,443,839**	**193.02%**	**1,265,730**	63%

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Basalt Regional Library District

Capital Reserve Fund

July 2026

		YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 7/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance		**664,373**	**861,797**	**861,798**	0	**861,797**	
REVENUES							
7210	Allocation From General Fund	232,000	175,000	-	0.00%	175,000	
7230	Interest Earned - Reserve Fund	63,523	35,000	18,451	52.72%	35,000	projected 5% rate
7540	Furniture Grant	25,000	-	-	0.00%		
TOTAL REVENUES		**320,523**	**210,000**	**18,451**	**8.79%**	**210,000**	
EXPENDITURES							
8310	Miscellaneous	-	25,000	-	0.00%	25,000	
8310.04	Computers - Patron	3,930	28,000	10,224	36.51%	28,000	
8310.05	Computers - Staff	21,562	28,000	20,050	71.61%	28,000	
8310.07	Copiers - Staff and Public Purchase	-	13,000	12,215	93.96%	-	
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%	5,000	
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%	-	
8310.31	Landscaping	-	-	5,860	Not Budgeted	-	
	LED lighting conversion					25,000	placeholder
	HVAC control system					25,000	placeholder
TOTAL EXPENDITURES		**123,098**	**276,000**	**53,789**	19.49%	**86,000**	
Net Fund Income/(Loss)		**197,425**	**(66,000)**	**(35,338)**	53.54%	**124,000**	
Capital Reserve Fund Balance		**861,798**	**795,797**	**826,459**	103.85%	**985,797**	

Basalt Regional Library District

Maintenance Detail

Date	Name	Category	Memo	Amount
01/07/2026	R&A Enterprises of Carbondale	Building/Interior Maintenance	Bathroom Light R&M	$ 498.05
01/27/2026	Young Services	Plumbing / Heating	Plumbing	$ 709.00
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
05/29/26	Roto Rooter Plumbing	Building/Interior Maintenance	Kitchen Sink Repair & Maintenance	$ 448.00
	Sub-Total May			**$ 2,695.00**
06/01/26	Johnson Controls Security Solutions	Alarm / Monitoring	Qtrly Billing 6/1/26 - 9/30/26	$ 299.09
06/01/26	Acme Alarm Company	Alarm / Monitoring	3rd Qtr Monitoring	$ 145.41
06/03/26	Grizzly Creek Enterprises, Inc	Miscellaneous	Repair rolling cooler, Move HR file cabinet, Move chair	$ 175.00
06/16/26	Colorado Controls	Building/Interior Maintenance	Bathroom Fan Repair	$ 1,950.00
06/19/26	Young Services	Plumbing / Heating	Plumbing	$ 440.00
	Sub-Total June			**$ 3,009.50**
07/08/26	All Fine Finishes	Building/Interior Maintenance	Patch work in bathrooms	$ 245.06
	Sub-Total July			**$ 245.06**

Alarm / Monitoring	$ 1,199.02
Electrical	$ -
Fireplace maintenance	$ -
Building/Interior Maintenance	$ 5,305.48
Inspection / Testing	$ -
Pest Control	$ 550.40
Plumbing / Heating	$ 1,960.00
Roof Maintenance	$ -
Signage	$ -
Telephones	$ -
Window Cleaning	$ 2,247.00
Miscellaneous	$ 620.00
	$ 11,881.90

Var	$ -
Var to Financials	$ -

Amazon Transaction Details
July

Order Date	Order ID	PO Number	Order Subtotal	Title
7/30/2026	111-7784624-6519415	5310	17.96	Gorilla Super Glue Gel XL, Clear 25g (Pack of 1) - Fast-Setting, No-Drip Control for Precise All-Purpose Repairs
7/27/2026	114-3244264-0685033	6460	27.49	Crash Bandicoot N. Sane Trilogy (Nintendo Switch)
7/23/2026	113-7214469-5962610	5620	42.75	25 Pcs Unfinished Wood Fairy Door and Window Kit, Unpainted Miniature Oak Wooden Garden Doors Blank Windows for Crafts, DIY Fairy House Accessories for Wall Tree Dollhouse Decoration
7/23/2026	113-7214469-5962610	5620		100pcs Wood Window Cutouts - Multipurpose Unfinished Wood Slices, Unfinished Wood Crafts for DIY, Kids Crafts, and Home Decor Projects
7/23/2026	113-7214469-5962610	5620		Realistic Miniature Vines - Hanging Moss Scenery for Diorama Supplies & Model Building - Mini Miniature Plants for Rainforest, Dollhouse, Fairy Gardens, Crafts DIY, Tabletop Wargaming (Natural Green)
7/23/2026	113-2228952-4343463	6055	26.21	Bedwina Magnetic Drawing Board for Kids - (Pack of 6) Erasable Doodle Sketch Tablet and Travel Drawing Pad for Boys and Girls, Birthday Party Favors and Party Stocking Stuffers for Kids
7/23/2026	113-2228952-4343463	6055		CAT Construction Toys CAT Construction Die Cast Metal 3 Pack Vehicles - Steam Roller/Excavator/Wheel Loader for Ages 3+
7/22/2026	113-5972139-9584206	5601.03	9.49	100 Pieces (9x12 Inch) Clear Plastic Bags for Packaging, Clothing & T-Shirts Strong Packing Self Adhesive Cellophane Bag
7/22/2026	114-3277626-5888239	5770	41.45	Ubluker 10K 8K DisplayPort 2.1 Cable 54Gbps 5 FT, Certified DP to DP Cord 4K 240Hz 165Hz 144Hz 120Hz 10K 8K 120Hz Nylon Braided UHBR HDCP2.3 FreeSync G-Sync RTX5090 Gaming Monitor PC Projector
7/21/2026	113-9378671-6542600	5620	26.93	Whaline Halloween Bats Stickers Roll Black Bats Shape Waterproof Decals 5 Designs Sparkly Self-Adhesive Stickers for Halloween Party Envelope Scrapbook Decor, 500Pcs
7/21/2026	113-9378671-6542600	5620		BeYumi Halloween Pumpkin Ghost Stickers - 1000Pcs Halloween Laser Pumpkin Ghost Boo Stickers in 2 Rolls Holographic Sparkly Glitter Adhesive Decals Gift Party School Classroom Envelope Decor for Kids
7/21/2026	113-9378671-6542600	5620		JarThenaAMCS 580Pcs Halloween Sticker Bat Spider Paper Decals Black Self-Adhesive Stickers for Envelopes Scrapbook Gifts DIY
7/21/2026	114-7191924-3212264	5770	122.45	130W USB C Laptop Charger Compatible with Dell Computer XPS 15 17 9575 9500 9510 9520 9530 9700 9710 9720 9730,Precision 5470 5480 5550 5560 5530 5570 5750 5760 5770 3550 3560 3570 3571 2in1,Latitude
7/21/2026	113-0301832-6841844	5601.03	36	Country Time Lemonade Powdered Drink Mix, 1 Canister, for Flavorful Hydration and Shareable Refreshment, Naturally Flavored with Other Natural Flavor, No Artificial Sweeteners or Flavors, 63 oz
7/20/2026	113-3353683-3234647	6055	8.76	Wild Republic Pocketkins Skunk Stuffed Animal - 5"
7/20/2026	111-8761772-3281842	5310	35.15	Ziploc Gallon Food Storage Bags, Stand-Up Bottom, Easy to Fill, 162 Count
7/20/2026	111-8761772-3281842	5310		BIC Round Stic Xtra Life Ballpoint Pens - 1mm, Pack of 96 Black Pens
7/17/2026	113-2784942-2915457	5620	191.04	Palmatte 140PCS Mini Animal Erasers Bulk Kids Prizes Treasure Box Toys Classroom Rewards Teacher Must Haves Desk Pets Back to School Supplies Random Eraser Party Favors Kids Toys Gifts Pinata Stuffers
7/17/2026	113-2784942-2915457	5620		Leyndo 200 Pcs Mini Stuffed Animals Bulk for Kids Small Stuffed Animals Keychain Tiny Plush Toys for School Gifts Birthday Carnival Classroom Prizes Operation Christmas Goodie Bag Stuffers(Mixed)
7/17/2026	113-2784942-2915457	5620		100 Packs Mini Notebooks for School Mini Cute Animal Notebooks Mini Notebooks Bulk for Christmas Day Office Classroom prizes College Ruled Pages(Cartoon Animals)
7/17/2026	114-4133395-2978618	5660	229.67	Frito Lay Flamin' Hot Mix, 6 Flavor Single Serve Cheetos, Doritos, Chester's & Funyuns Variety Pack, (40 Count)
7/17/2026	114-4133395-2978618	5660		Dot's Homestyle Pretzels Variety Pack, Original, Honey Mustard, and Parmesan Garlic Twist Snack, 1oz Individually Sized Bags (18 Count)
7/17/2026	114-4133395-2978618	5660		Slim Jim Smoked Jerky Snack Sticks, Original Flavor, 6g Protein Per Serving, 0.28 oz. (100-Count)
7/17/2026	114-4133395-2978618	5660		Ocyfym 5 Tier Kitchen Fruit Vegetable Storage Cart with One-Piece Rotating Basket, Pantry Organizer Shelf Rack Floor Stand for Veggie Onion Potato Produce Spice, Rolling Snack Cart on Wheels, Black
7/17/2026	114-4133395-2978618	5660		Frito-Lay Snacks Variety Pack 35, Classic Mix, 1 Count
7/16/2026	114-2222475-9605049	5660	208.3	ZIFTY 240Pcs Silicone Beads for Keychain Making Kit 15mm Silicone Beads Bulk 30 Colors Loose Round Rubber Silicone Focal Beads for Pens, Necklace Bracelet Making Kit, Jewelry, Art, Crafts, DIY
7/16/2026	114-2222475-9605049	5660		120pcs 20mm Rhinestone Beads, 24 Colors Round Crystal Resin Rhinestone Disco Ball Chunky Bubblegum Beads for Pens, DIY Jewelry Making, Bracelets, Necklace
7/16/2026	114-2222475-9605049	5660		300pcs Silicone Beads for Keychain Making Kit 60 Colors Focal Rubber Round Mixed Color Silicone Beads Bulk for Pens, DIY Keychain,Necklace Bracelet Making Kit, Jewelry,Art Crafts
7/16/2026	114-2222475-9605049	5660		250 Pcs Beads for Pens - Focal Beads for Beadable Pens, Acrylic Bead for Beaded Pen, Spacer Bead Keychains Bracelets Crafts
7/16/2026	114-2222475-9605049	5660		DASTTUIS 150 Pieces DIY Beadable Pen Kit - 50 Plastic Ballpoint Pens with Refills & Bags, Beads Not Included - School Supplies, Office Accessories & Craft Gifts for Students & Teachers (Multicolor)
7/16/2026	114-2222475-9605049	5660		250 Pcs Beads for Pens, Focal Beads for Beadable Pens, Rhinestone Bead, Spacer Bead for Bracelets
7/16/2026	114-2222475-9605049	5660		CTEAKOP 100 Pcs Flower Beads for Jewelry Making, Gold-Plated Flower Charms, Cherry Blossom Beads, Acrylic Floral Beads for Crafts, Bracelets (Multiple Colors)
7/16/2026	114-2222475-9605049	5660		100 Pcs 20mm Beads for Pens Rhinestone Bubblegum Beads Mixed Crystal Acrylic Round Chunky Bead Sparkly Craft Large Balls Bead for Pen Beadable Keychain Bracelet Necklace DIY Jewelry Making Supplies
7/16/2026	114-2222475-9605049	5660		YOPPIX 100Pcs Silicone Focal Beads Bulk, Random Pattern Focal Beads for Pens Keychain Bracelet Lanyard Making DIY Your Holiday Gift
7/16/2026	114-2222475-9605049	5660		DASTTUIS 150 Pieces DIY Beadable Pen Kit - 50 Plastic Ballpoint Pens with Refills & Bags - School Supplies, Office Accessories & Decorative Items for Students & Teachers (Gradient Colors)
7/16/2026	114-7141245-6509060	5660	11.88	30,50 Pcs Random Silicone Focal Beads for Pens,Keychain Making Bulk Pen Charms,Mixed Non-Repeat Jewelry Making DIY Gift Cute Charms.(30)
7/15/2026	113-8010457-3983469	5620	16.82	Boao 40 Pieces Mixed Color Ribbon Sticks with Bell, Ribbon Sticks for Stick Party, Streamers for Wedding Birthday Party Celebration Favors(Multicolor)
7/14/2026	113-5170271-0714606	6055	19.01	Special Needs Bilingual Number Bean Bag Set - English/Spanish Numbers 1-10 for Fine Motor Skills, Sensory Learning & Early Math Activities
7/14/2026	113-7598075-0001869	5620	56.94	MYDBUYSOME 2774pcs Gem Stickers Jewels for Crafts, Self Adhesive Rhinestone Jewel Stick on Gems, Acrylic Bling Heart Stickers, Craft Supplies for Kids

Amazon Transaction Details
July

Order Date	Order ID	PO Number	Order Subtotal	Title
7/14/2026	113-7598075-0001869	5620		Thenshop 120 Pcs White DIY Paper Crowns for Kids to Decorate Blank Birthday Party Decoration Crowns for Kids Princess Queen(Stylish Style)
7/14/2026	113-7598075-0001869	5620		6124Pcs Gem Stickers-Self-Adhesive Face Jewelry Stickers, Acrylic Gems DIY Crafts, Sparkling Heart-Shaped Rhinestone for Kids, for Party & Holiday Supplies
7/14/2026	113-7598075-0001869	5620		WFPLUS 60 Pcs 10ml Small Glass Bottles with Cork Stopper - DIY Mini Glass Jars, Tiny Clear Vials with Cork for Display Art Crafts Decoration Wedding Party Supplies
7/13/2026	113-8104042-5777857	6440	19.95	The Super Mario Galaxy Movie (DVD)
7/13/2026	111-3628798-6197061	5310	55.15	HE HUDSON EXCHANGE 7.5" x 4" x 3" (12 Pack) Plastic Stackable Storage Bin, Clear
7/13/2026	111-8955594-2799418	5310	121.95	9 Pcs Stacking Office Drawer Organizers - Desktop & Wall Mounted 9 Drawer Storage Closet with 18pcs Clear Dividers Multifunctional Organizer Rack with 9pcs Tag Card for Home Small Items
7/13/2026	111-8955594-2799418	5310		Vtopmart 12.1''W Clear Stackable Storage Drawers,3 Pack Acrylic Plastic Organizers Bins for Makeup Palettes, Cosmetics, and Beauty Supplies,Ideal for Vanity, Bathroom,Cabinet,Desk Organization
7/9/2026	111-0458300-0461866	5310	9.99	Magnetic Key Box, Hide A Key Holder, Under Car Magnetic Key Storage, Waterproof Hidden Key Box for Outside, Car Key Hider Magnet for Vehicles Travel (MM1 Regular)
7/9/2026	113-2393971-9840209	5620	30.99	Kingsnow 100 Pieces Multi-Color Ribbon Wands Streamers Sticks with Gold Bell, Chromatic Silk Wish Wands Fairy Stick Party Rhythm Ribbon Streamers for Wedding Send Off Bridal Shower Party Photo Props
7/7/2026	114-6642512-6509014		75.98	PerkHomy 36" x 1,440" (120') Dark Green Kraft Paper Roll for Craft Bulletin Board Paper Art Table Covering Crafting Gift Wrapping Bouquet Packing Parcel 80GSM 55LB (Dark Green, 36" x 120')
7/7/2026	114-6642512-6509014			PerkHomy 36" x 1,440" (120') Navy Blue Kraft Paper Roll for Craft Bulletin Board Paper Art Table Covering Crafting Gift Wrapping Bouquet Packing Parcel 80GSM 55LB (Navy Blue, 36" x 120')
7/7/2026	111-3063809-6297831	5310	6.29	Cabinet Magnetic Catch Jiayi 4 Pack Ultra Thin Cabinet Door Magnetic Catch for Drawer Magnets Adhesive Cabinet Latch Magnetic Closures for Kitchen Closet Door Closing Magnetic Door Catch Closer
7/6/2026	113-2052531-3769022	5620	19.96	PIPITREE 40 PCS Small Glass Bottles with Cork Stoppers Set Tiny Potion Bottles with Box Small Glass Jars for DIY Crafts Wishing Bottle Wedding Party Favors Decoration and Gift Making Geometric Shape
7/1/2026	113-0520352-0038643	5601.03	9.99	Summer Craft Kits for Kids Make A Ocean Animals Worlds Stickers Scene, Summer Craft Under The Sea Scene Sticker Shark Tropical Fish Sea Animal Bulk Set for Home Classroom Game Activities (24Set)
7/1/2026	113-0065777-9937852	5620	26.99	CycleMore 40 Pcs 4oz Clear Glass Mini Mason Jars With Silver Separable Lids and Diamond appearance, Small Spice Canning Jars for Honey, Jam, Jelly, Wedding Favors, Kitchen Food Storage
7/1/2026	113-5515383-7849856	5620	77.96	Winlyn 36 Sets Halloween Crafts Kits Holiday Fall Kids Crafts DIY Halloween Bookmarks Ornaments Art Sets Bats Monster Ghost Foam Stickers Arts and Crafts for Kids Classroom Activities Party Favors
7/1/2026	113-5515383-7849856	5620		Renbuzhu 40PCS Halloweens Crafts Bulk: Ghosts Pumpkins Paper Suncatchers DIY Kit Party Activities Decorations, Window Stained Glass Effect Art Supplies
7/1/2026	113-5515383-7849856	5620		Fairy Magic Potions Kit for Kids, with Magical House, 26 DIY Mixed Magic Wizard Potion Bottles, Mystery Potions Craft Kit, Christmas Decorations Birthday Gifts for Age 6 7 8 9 10+ Year Old Girls Boys
7/1/2026	113-5515383-7849856	5620		80UncleKimby 30PCS Halloween Crafts in Bulk - Felt Face Masks DIY Arts Kit, Hallowmas Party Favors Classroom Activities Supplies
		Total	**1,583.50**	

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
July 12 -Aug 7

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	245.94
Accounting	*Square	49.00
Adult BCD	Playaway Products	248.76
Adult Movies	Midwest Tape	811.69
Adult non-fiction books	Raising a Reader	1,039.50
Asphalt - Seal/Repair	rj sealing co.	3,775.00
Capital Reserve Exp-Staff Comp	Marmot Library Network, Inc.	29,024.57
Community Events	EverGreen ZeroWaste	260.00
Internet Connectivity	Zayo Education LLC	210.00
Janitorial Supplies	Aspen Maintenance Supply	613.54
Juvenile Fiction	dino odell	20.00
Legal	Garfield & Hecht, P.C.	1,235.00
Maintenance	All Fine Finishes	245.06
Maintenance	Daly Property Services, Inc.	1,801.45
Maintenance	Grizzly Creek Enterprises, Inc	4,530.00
Maintenance	R&A Enterprises of Carbondale	1,430.78
Miscellaneous Contracts	Cura HR, LLC	13,623.00
Multiple	*Divvy	6,895.82
Multiple	Ingram Library Services	11,770.01
Office Supplies	ODP Business Solutions	95.20
Online Databases	Cengage Learning	3,252.37
Overdrive	Overdrive, Inc	3,676.96
Payroll Liabilities	*TIAA-CREF	3,683.96
Payroll Service	*Paychex Payroll Service	656.60
Print Subscriptions	EBSCO	66.00
Sanitation	Basalt Sanitation District	1,086.42
Staff Appreciation	Alicia Creyts	31.90
Targeted Newspaper Ads	Aspen Daily News	860.67
Targeted Newspaper Ads	The Sopris Sun	810.00
Technical Cataloging & Service	Brodart Co.	69.28
Technical Cataloging & Service	OCLC, Inc.	1,529.89
Telephone	Century Link	529.04
Translation / Interpretation	Dulce Andrea Suarez	40.00
Trash	Waste Management	997.83
Wellness/Health Insurance	CEBT Willis of Colorado	12,596.85
Wood Siding - Repair/Repaint	highlander paint finishes	11,886.00
		$ 119,698.09

Statement period: 06/15/2026 - 07/14/2026

Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

We appreciate you.

Statement Summary

Balance (from previous cycle)	$9,224.14
Transactions	$6,895.82
Fees	$0.00
Adjustments	$0.00
Payments	-$9,224.14
Statement balance	$6,895.82

Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
06/16/2026	**** 8447	CITY-MARKET #0433	$4.73	Samuel Schoon
06/16/2026	**** 8447	WHOLEFDS BLT #10298	$37.39	Samuel Schoon
06/16/2026	**** 1224	AMAZON MKTPL*VN8GH3YI3	$391.95	Laura Baumgarten
06/17/2026	**** 8447	CITY MARKET 447	$20.91	Samuel Schoon
06/17/2026	**** 7327	SP LEAVE NO TRACE CE	$12.41	Kristen A Doyle
06/17/2026	**** 8447	AMAZON RETA* FR9NU9WY3	$65.72	Samuel Schoon
06/17/2026	**** 7553	AMAZON MKTPL*4X8J60LE3	$5.57	Linda Campbell
06/17/2026	**** 7553	AMAZON MKTPL*1Y4H68OU3	$6.57	Linda Campbell
06/18/2026	**** 7327	DENVER POST CIRCULATION	$99.67	Kristen A Doyle
06/18/2026	**** 2151	AMAZON MARK* M58SR1C13	$66.50	Christy Baumgarten
06/18/2026	**** 1224	AMAZON MKTPL*383CL4QX3	$23.99	Laura Baumgarten
06/19/2026	**** 2151	AMAZON MKTPL*AK2ZK3IL3	$258.76	Christy Baumgarten
06/19/2026	**** 1224	AMAZON MKTPL*K01HS9213	$41.75	Laura Baumgarten
06/19/2026	**** 7553	AMAZON MKTPL*XR4FR8553	$20.89	Linda Campbell
06/21/2026	**** 7553	AMAZON MKTPL*TP0MD9LQ3	$23.47	Linda Campbell
06/21/2026	**** 7553	AMAZON MKTPL*AS15U4DQ3	$88.95	Linda Campbell
06/22/2026	**** 7327	AMAZON RETA* G123Z7SJ3	$49.94	Kristen A Doyle
06/22/2026	**** 9304	CAL* CO	$197.50	Amy Shipley
06/23/2026	**** 8447	AMAZON RETA* RD03R7X23	$39.96	Samuel Schoon
06/23/2026	**** 9304	CITY-MARKET #0433	$41.84	Amy Shipley
06/23/2026	**** 7327	D J*WSJ	$40.12	Kristen A Doyle
06/23/2026	**** 7327	AMAZON MKTPL*OV9KF4A93	$404.29	Kristen A Doyle
06/23/2026	**** 7327	AMAZON MKTPL*FF4WF6FQ3	$65.54	Kristen A Doyle
06/23/2026	**** 7553	TEMU.COM	$52.93	Linda Campbell
06/24/2026	**** 7553	TONIES USA	-$416.00	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
06/24/2026	**** 1224	AMAZON MKTPL*TB8XA8AZ3	$27.14	Laura Baumgarten
06/24/2026	**** 1224	AMAZON MKTPL*219E07J73	$15.63	Laura Baumgarten
06/24/2026	**** 1224	Amazon.com*M35WA9FA3	$11.20	Laura Baumgarten
06/25/2026	**** 9304	CITY-MARKET #0433	$24.70	Amy Shipley
06/25/2026	**** 8447	USPS PO 0706120530	$6.08	Samuel Schoon
06/25/2026	**** 7553	AMAZON MKTPL*CM8XC9ST3	$34.98	Linda Campbell
06/25/2026	**** 7553	Etsy.com*Multiple Shops	$75.82	Linda Campbell
06/26/2026	**** 1224	Amazon.com*P239B9G53	$137.19	Laura Baumgarten
06/26/2026	**** 8447	NESPRESSO USA, INC.	$140.00	Samuel Schoon
06/27/2026	**** 7327	AMAZON RETA* 016WF94V3	$19.90	Kristen A Doyle
06/27/2026	**** 2151	WAL-MART #5232	$408.76	Christy Baumgarten
06/27/2026	**** 7553	AMAZON MKTPL*QD1D78QO3	$33.61	Linda Campbell
06/29/2026	**** 7327	NYTIMES	$40.00	Kristen A Doyle
06/29/2026	**** 1224	AMAZON MKTPLACE PMTS	-$22.76	Laura Baumgarten
06/30/2026	**** 1224	CITY-MARKET #0433	$7.51	Laura Baumgarten
06/30/2026	**** 1224	AMAZON MKTPL*5J1GV88R3	$8.99	Laura Baumgarten
06/30/2026	**** 7327	AMAZON MKTPL*G77WC2GB3	$24.71	Kristen A Doyle
06/30/2026	**** 2151	FACEBK *TKAJ6V5NH2	$4.05	Christy Baumgarten
06/30/2026	**** 2151	AMAZON RETA* Z640298S3	$1,360.97	Christy Baumgarten
06/30/2026	**** 7327	DEMCO	$79.93	Kristen A Doyle
07/01/2026	**** 7553	AMAZON MKTPL*KB5KO2E33	$27.26	Linda Campbell
07/01/2026	**** 8447	WALMART.COM 8009256278	$27.98	Samuel Schoon
07/01/2026	**** 2151	Google Workspace_basaltli	$428.40	Christy Baumgarten
07/03/2026	**** 7553	AMAZON MKTPL*GE0WT1HD3	$9.99	Linda Campbell
07/03/2026	**** 0933	AMAZON MKTPL*4I7HK4KT3	$28.47	Stephanie Rifkin
07/03/2026	**** 7553	AMAZON MKTPL*291V47873	$77.11	Linda Campbell
07/03/2026	**** 0933	AMAZON MKTPL*TU5IG6VW3	$40.40	Stephanie Rifkin
07/03/2026	**** 0933	AMAZON MKTPL*BJ2LY6LS3	$23.06	Stephanie Rifkin
07/03/2026	**** 7553	AMAZON MKTPL*4P8NG5F43	$26.99	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
07/04/2026	**** 2151	SMK*SURVEYMONKEY.COM	$468.00	Christy Baumgarten
07/06/2026	**** 9304	DREAMTIME WATER DIST	$143.00	Amy Shipley
07/07/2026	**** 1224	CITY MARKET 447	$45.27	Laura Baumgarten
07/08/2026	**** 8447	AMAZON MKTPL*PB5GI9B03	$6.29	Samuel Schoon
07/08/2026	**** 7553	AMAZON MKTPL*602XP7US3	$19.96	Linda Campbell
07/08/2026	**** 1224	AMAZON MKTPL*M43QW4YV3	$75.98	Laura Baumgarten
07/10/2026	**** 7327	DENVER POST CIRCULATION	$99.67	Kristen A Doyle
07/10/2026	**** 2151	TMOBILE POSTPAID WEB	$518.56	Christy Baumgarten
07/10/2026	**** 7553	AMAZON MKTPL*9B7UZ4UH3	$30.99	Linda Campbell
07/10/2026	**** 7553	TEMU.COM	$33.76	Linda Campbell
07/11/2026	**** 2151	ADOBE *ADOBE	$239.88	Christy Baumgarten
07/11/2026	**** 7327	PATCHES.CO	$234.00	Kristen A Doyle
07/12/2026	**** 8447	AMAZON MKTPL*MH0UF2XB3	$9.99	Samuel Schoon
07/13/2026	**** 8447	AMAZON MKTPL*EO8AC4YW3	$55.15	Samuel Schoon
07/14/2026	**** 1224	Amazon.com*K903C0O33	$19.95	Laura Baumgarten
07/14/2026	**** 8447	AMAZON MKTPL*W083X1NV3	$121.95	Samuel Schoon
		Total		**$6,895.82**

Basalt Regional Library District 2026 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
6/15/2026	Raising A Reader	Blue Bag Days	5620	Children Program	$1,039.50	Library Trust
SUBTOTAL					**2,958.37**	
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
5/18/2026	High Country Sinfonia	Spring Concert Series	5640	Music	$200.00	Aspen Thrift Shop Grant
SUBTOTAL					**7,700.40**	
6/2/2026	Amazon	Switch 2	5660	Teens Program	$381.84	State Grants to Libraries
6/2/2026	Amazon	Switch 2	5660	Teens Program	$71.29	State Grants to Libraries
6/2/2026	Amazon	Switch 2	5660	Teens Program	$37.99	State Grants to Libraries
6/2/2026	Amazon	Switch 2	5660	Teens Program	$449.00	State Grants to Libraries
6/2/2026	Amazon	Switch 2	5660	Teens Program	$59.88	State Grants to Libraries
SUBTOTAL					**1,000.00**	
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
6/2/2026	Amazon	Tonies	6030	Juvenile Fiction	$336.00	State Grants to Libraries
SUBTOTAL					**1,271.81**	
5/27/2026	World Book	Encyclopedias	6040	Juvenile Nonfiction	$1,410.00	State Grants to Libraries
5/27/2026	World Book	Encyclopedias	6040	Juvenile Nonfiction	$90.00	State Grants to Libraries
SUBTOTAL					**1,500.00**	
2/3/2026	Ingram	BES Book Club	6080	Spanish Children Books	$56.85	Library Trust
SUBTOTAL					**56.85**	
6/9/2026	Ingram	JGN	6100	YA Fiction	$14.60	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$19.18	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$593.13	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$215.17	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$64.01	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$45.23	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$223.98	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$98.57	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$20.92	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$56.94	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$24.51	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$14.94	State Grants to Libraries
6/9/2026	Ingram	JGN	6100	YA Fiction	$15.64	State Grants to Libraries
SUBTOTAL					**1,406.82**	
6/2/2026	Overdrive	Spanish Overdrive	6,320.00	Overdrive	$58.47	State Grants to Libraries
6/2/2026	Overdrive	Spanish Overdrive	$6,320.00	Overdrive	$940.66	State Grants to Libraries
SUBTOTAL					**999.13**	

Final Totals

Budget Code	Budget Description	Amount
5610	Adult Program	811.33
5620	Children Program	2,958.37
5640	Music	7,700.40
5660	Teens Program	1,000.00
6030	Juvenile Fiction	1,271.81
6040	Juvenile Nonfiction	1,500.00
6080	Spanish Children Books	56.85
6100	YA Fiction	1,406.82
6320	Overdrive	999.13
	TOTAL	**17,704.71**

BASALT REGIONAL LIBRARY DISTRICT
PHOTGRAPHY AND VIDEOGRAPHY POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to allow the use of photography and videography by staff and designated individuals to market and promote library services and by library visitors who wish to capture memories of their time in the library. These activities are allowed only while protecting the privacy and safety of patrons and staff. ~~Consent to be photographed, filmed, or recorded is implied by one's presence at the Library.~~

RECORDING BY BRLD STAFF:
BRLD may photograph, film, or record during library events and programs, and at any time in the building for publicity and promotional purposes. Photos, videos, and/or recordings may be used in print, digital, or social media channels. ~~Library visitors and program attendees and/or participants consent to having their photograph taken and used for such purposes.~~

STAFF RESPONSIBILITY:

- Inform patrons and library users when photography, videography, or recording is taking place.
- To ensure the privacy of library users, full names will not be included in photo captions without prior permission.
- Make a reasonable effort to respect the wishes of users that do not wish to be photographed, filmed, or recorded.

PATRON RESPONSIBILITY:

- Inform library staff immediately if you do not wish to have your or your child's photo taken.

POLICY FOR MINORS
BRLD shall take reasonable measures to avoiding photographing, filming, or recording any minor child without consent from the child's parent or legal guardian. BRLD will not use or disseminate any photographs, videos, or other materials that publicize the child in an identifiable way unless the child's parent or legal guardian has executed a signed release consenting to the use of such photograph or material.

RECORDING BY BRLD VISITORS:
Visitors to the Basalt Regional Library may photograph and/or record on the premises without disrupting, harassing, or violating the privacy of ~~other~~ library users; however, BRLD Staff may limit or stop photography or recording to protect users' safety and security.

VISITOR RESPONSIBILITY:

- Be respectful of, and refrain from disturbing, other patrons as outlined in the Patron Behavior Policy.
- Accept sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted material.
- Inform staff if someone is recording you against your wishes.

SECURITY CAMERAS:
BRLD is committed to protecting the rights and safety of library users, volunteers, and staff. In pursuit of this objective, selected public areas of BRLD premises are under continuous video surveillance.

- BRLD’s video surveillance system is used for the identification of persons breaking the law or violating the Patron Behavior Policy, and for the protection and safety of library users, volunteers, staff, assets, and property.
- Reasonable efforts will be made to safeguard the privacy of library users, volunteers, and staff by installing security cameras in locations where there is no expectation of privacy. Examples include common areas such as entrances, near item collections, and in delivery areas.
- Recordings will be kept for a limited period and will be automatically removed from the system as storage limitations dictate. Recordings of incidents may be reviewed and saved for as long as considered necessary by BRLD Staff and will be kept in a secure area. Any request to review footage will prompt staff to retain that recording.
- Pursuant to Colorado Revised Statutes § 24-90-119, BRLD is required to protect the privacy of all patrons. Confidentiality and privacy issues prevent the public from accessing recordings which may contain personally identifiable information. Digital images or recordings may be disclosed pursuant to a subpoena, upon court order, or where otherwise required by law after requests are reviewed by the Library Director or their designee.
- Notice that recording devices are in use is posted at entrances to the library.

DISCLAIMERS:

- To protect the privacy of library customers, photos and video are restricted or prohibited in certain library locations where there is a reasonable expectation of privacy, including, but not limited to, restrooms.

Policy reviewed: 2023
Policy approved: January, 2024

BASALT REGIONAL LIBRARY DISTRICT
PHOTGRAPHY AND VIDEOGRAPHY POLICY

It is the policy of the Basalt Regional Library District (BRLD) Board of Trustees to allow the use of photography and videography by staff and designated individuals to market and promote library services and by library visitors who wish to capture memories of their time in the library. These activities are allowed only while protecting the privacy and safety of patrons and staff.

RECORDING BY BRLD STAFF:
BRLD may photograph, film, or record during library events and programs, and at any time in the building for publicity and promotional purposes. Photos, videos, and/or recordings may be used in print, digital, or social media channels.

STAFF RESPONSIBILITY:
- Inform patrons and library users when photography, videography, or recording is taking place.
- To ensure the privacy of library users, full names will not be included in photo captions without prior permission.
- Make a reasonable effort to respect the wishes of users that do not wish to be photographed, filmed, or recorded.

PATRON RESPONSIBILITY:
- Inform library staff immediately if you do not wish to have your or your child's photo taken.

POLICY FOR MINORS
BRLD shall take reasonable measures to avoiding photographing, filming, or recording any minor child without consent from the child's parent or legal guardian. BRLD will not use or disseminate any photographs, videos, or other materials that publicize the child in an identifiable way unless the child's parent or legal guardian has executed a signed release consenting to the use of such photograph or material.

RECORDING BY BRLD VISITORS:
Visitors to the Basalt Regional Library may photograph and/or record on the premises without disrupting, harassing, or violating the privacy of library users; however, BRLD Staff may limit or stop photography or recording to protect users' safety and security.

VISITOR RESPONSIBILITY:
- Be respectful of, and refrain from disturbing, other patrons as outlined in the Patron Behavior Policy.
- Accept sole responsibility for adherence to copyright law (Title 17, United States Code) regarding reproduction and distribution of copyrighted material.
- Inform staff if someone is recording you against your wishes.

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Policy reviewed: 2023
Policy approved: January, 2024

Governance Committee Agenda for 8/6/26

Suggested Standing Committee Charges:

Facilities Committee - is a standing committee charged with the oversight of the Library's facilities, including the building and grounds. The committee reviews and updates the Capital Replacement Plan annually, including recommending a budget for identified improvements and maintenance for Board approval. The Facilities Committee informs the Finance Committee of these recommendations.

This committee is comprised of at minimum one board trustee as chair, the Director, a member of staff and an optional community representative. This committee meets annually and more frequently as needed.

Finance Committee - is a standing committee charged with the oversight of the Library's finances, annual budget, audit, and mill levy distribution. This committee also works with the Director to make recommendations to the Board to enter into contracts, borrow funds, and request elections to alter tax funding from the Public. This committee periodically reviews and updates the Financial Management Manual for approval by the Board.

The Finance Committee reports to the Board and prepares the following year's operating and capital budgets to the Board for approval. Regular financial statements are available to the Board and the Public.

The Finance Committee chair is the Board Treasurer. The committee consists of at least one additional board member (appointed by the chair), the Director and optional community representative(s). Meetings are noticed and attendance is open to all. The committee meets monthly.

Governance Committee - is a standing committee that is charged with the creation, revision and evaluation of Board policies and procedures that support efficient and effective Board operations. Topics such as officer roles and responsibilities, nomination and election of officers, grievance resolution procedures, bylaws changes, board ethics, and trustee recruitment are undertaken by this committee.

The Governance Committee consists of a board member appointed by the President, one board member appointed by the chair, and the Director. The committee recommends approval to the Board of Board policies and bylaws changes. The committee meets monthly or as often as required to consider topics that have been identified to improve Board operations and/or to modify the Bylaws. Because this committee focus on internal Board operations, there are no community representatives.

Personnel Committee - is a standing committee charged with oversight and evaluation of the BRLD Director. The full board is responsible for hiring the Director, annually evaluating, and setting their annual contract. The Personnel Committee works with the Human Resources (HR) team to collect feedback from Board Trustees produce an evaluation, and then work with HR and Director to prepare a contract and set an annual salary for the following year. The Personnel Committee also works with HR to deal with issues that arise pertaining to the Director or the Director's contract during the year. This committee periodically reviews and updates the Employee Handbook for approval by the Board.

The Personnel Committee meets in the second half of the year to conduct the Director's annual evaluation. The committee continues to meet with Human Resources and the Director until the evaluation is completed and a contract is prepared for and signed by the Board President and the Director. Additional meetings may be held as needed.

The committee consists of the Board President, one other board trustee who is selected by the President, a Human Resources employee, and the Director. Community members are excluded from this committee because of the confidential nature of personnel matters.,.

Policy Committee - is a standing committee charged with creating, reviewing, updating, and retiring Library policy regarding library operations for recommendation to the Board for approval.

Library policies may be created, revised, or retired due to:

- circumstances within the library;
- legal requirements of local and state governing bodies;
- and societal and national issues affecting the Library's mission, values, and day-to-day operations.

The Policy Committee will meet at an interval necessary to fulfill its charge. At a minimum, it will meet once a year to conduct a review of all policies to assess their efficacy in the current Library climate.

The Policy Committee consists of a board member who is appointed chair by the Board President, an additional board member who is appointed by the chair, the Director, a staff member and optional community representative(s).

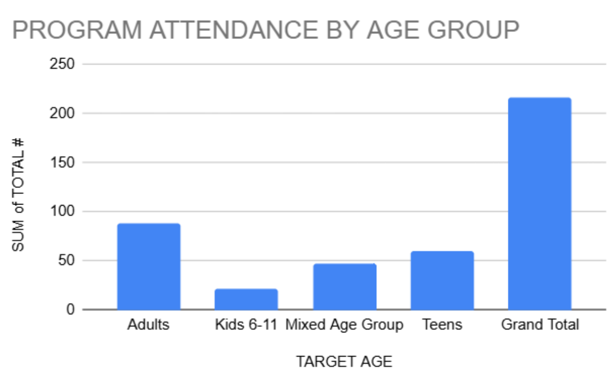
2026 STRATEGIC PLAN STATISTICS

Please note: Most data tracking did not start until 2026, the numbers reflected below are from the beginning of 2026 to now.

Goal: BRLD will increase community engagement and awareness of the Library of Things (LOT) by hosting a monthly program centered on a LOT item, such as a sewing class, camping workshop, or birding excursion, aiming for an average attendance of 15 participants per program throughout 2025.

Progress: There have been a total of 21 programs featuring a Library of Things item, averaging a little over 10 participants on average per program. Library of Things circulation has increased by 17.4% year-to-date compared to last year.

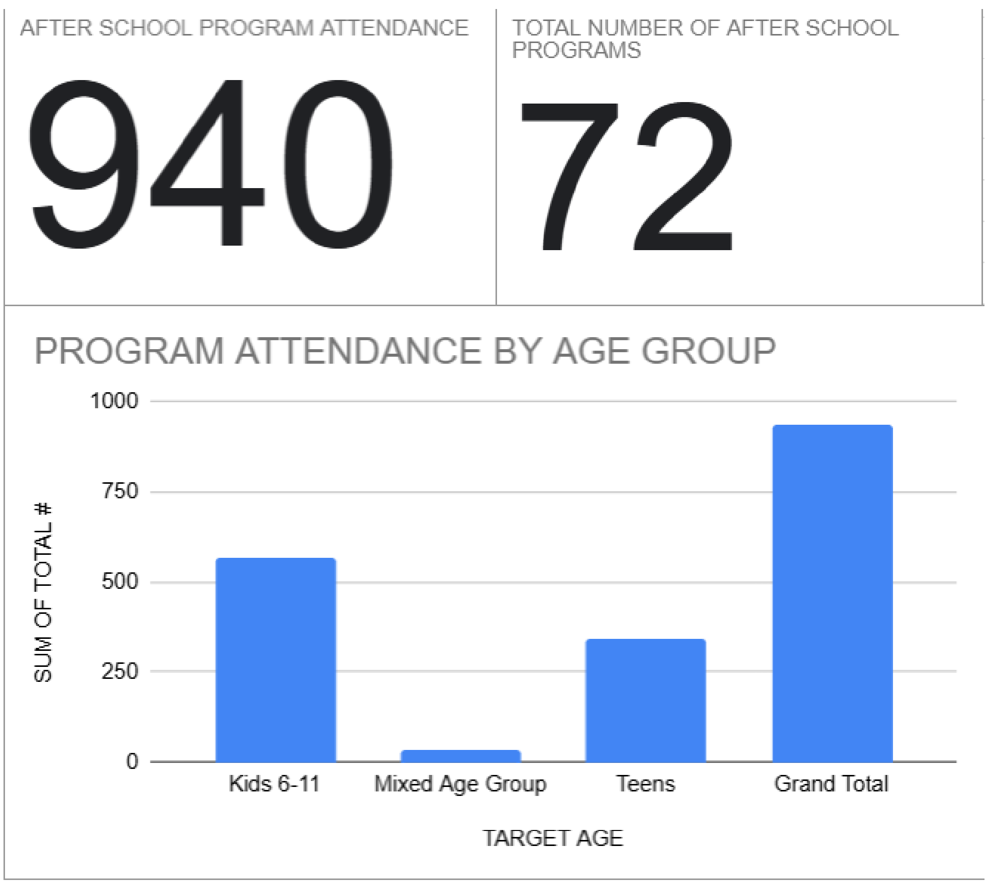
LOT PROGRAM ATTENDANCE	NUMBER OF LOT PROGRAMS
216	21



Combined Divisions* Circulation Statistics - Physical Materials				
	Jan-Jul 2026	**Jan-Jul 2025**	**Quantity Difference**	**Percentage Change**
Back of House	129	252	-123	-48.81%
Library of Things***	533	454	79	17.40%
Periodical	329	318	11	3.46%
Technology**	404	422	-18	-4.27%
Combined Divisions Total	**1,395**	**1,446**	-51	-3.53%

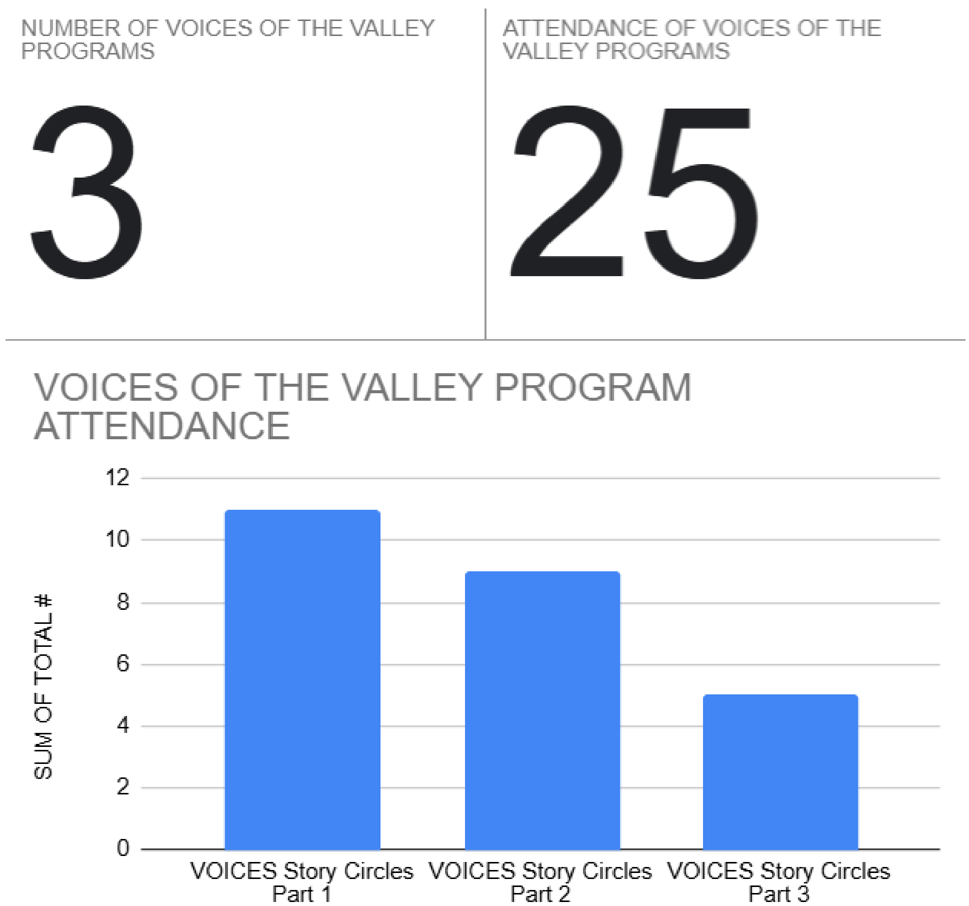
Goal: BRLD will establish a robust after-school and family program by Q3 2025 that provides consistent, free after-school programming for school-age youth until 5:30 p.m. and expands family-oriented activities to evenings and weekends, supporting families who need accessible childcare options and cannot attend daytime programming.

Progress: There have been 72 programs after school for kids and teens since the start of the year. With a total attendance of 940 kids, there has been an average of 13 kids in attendance per program. These programs include Kids Zone and Teen Café which happen consistently, and programs like Teen Fly Tying Club which is more specialized.



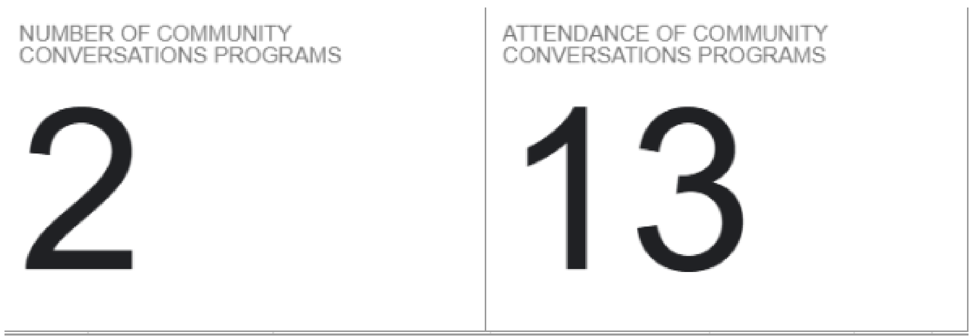
Goal: BRLD will launch a "Voices of the Valley" storytelling series by Q2 2025, in collaboration with local partners, offering events four times per year that highlight the history of the Roaring Fork Valley, with recordings preserved in the library's digital collection for future access.

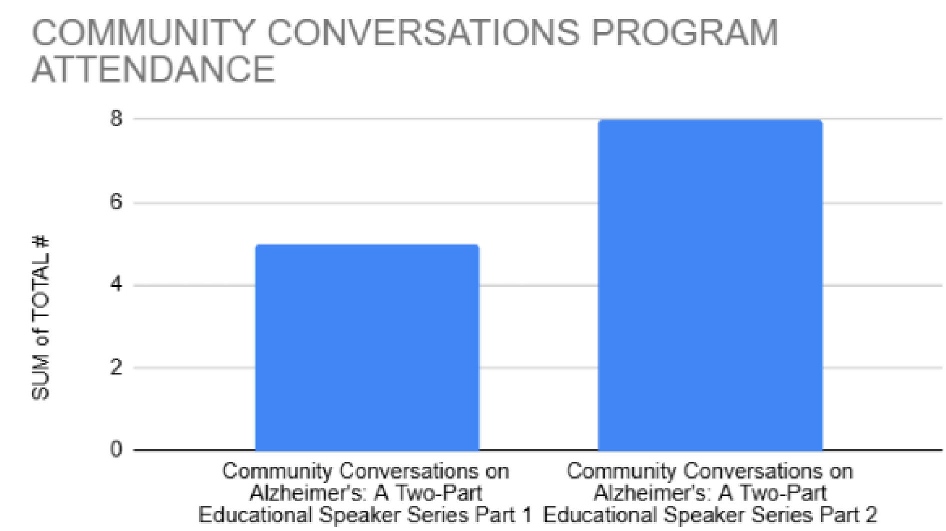
Progress: There have been 3 Voices of the Valley programs since the start of the year in 2026. These programs were in collaboration with VOICES, a nonprofit organization founded in 2016 in Roaring Fork Valley with the mission of amplifying voices in our community through the arts. The 2-hour session includes story sharing, deep listening, and writing workshops.



Goal: BRLD will launch a quarterly Community Conversations series by Q4 2026 to facilitate open discussions on difficult topics, aiming for at least 20 attendees per event. By year's end, 4 events will be held, supported by local partnerships and participant feedback, fostering understanding and engagement within the community.

Progress: There have been 2 Community Conversations programs in 2026, with 5 people in attendance for the first program, and 8 people in attendance for the second program. These programs were in collaboration with Healthy Aging and was led by Dr. Chad Federwitz, PhD, CPG.





Goal: BRLD will improve performance annually using these metrics as a guideline:

- Increase patron visits by 3%
  - Patron visits have increased by 0.5% year-to-date compared to last year
- Increase computer and internet (combined) use by 5%
  - Computer usage has decreased by 4.17%, with internet usage increasing by 1.96%. This is a combined decrease of 1.1%
- Increase physical circulation by 4%
  - Physical circulation has increased by 7.44% year-to-date compared to last year
- Increase database/electronic content usage by 3%
  - Circulation of electronic content has increased by 22.54% year-to-date compared to last year, and database usage has increased by 19.61% year-to-date compared to last year. This is an average increase of 21.07%.

	Jan-Jul 2026	Jan-Jul 2025	Quantity Difference	Percentage Change
Door Counts	58103.5	57827	277	0.48%
PC Reservation Usage	3192	3331	-139	-4.17%
Wifi (Users)	26041	25540	501	1.96%

	Jan-Jul 2026	Jan-Jul 2025	Quantity Difference	Percentage Change
Physical Materials Totals	50523	47023	**3,500**	**7.44%**

Circulation of Electronic Materials				
	Jan-Jul 2026	Jan-Jul 2025	Quantity Difference	Percentage Change
ebooks (Overdrive)	10212	9297	915	9.84%
eaudiobooks (Overdrive)	16199	12623	3,576	28.33%
emagazines (Overdrive)	4864	3968	896	22.58%
Craftsy (Overdrive)*	11	27	-16	-59.26%
Movies (Kanopy)	3150	2186	964	44.10%
Electronic Materials Totals	**34,436**	**28,101**	6,335	22.54%

Database Usage				
	Jan-Jul 2026	Jan-Jul 2025	Quantity Difference	Percentage Change
Britanica (Documents)	163	291	-128	-43.99%
Gale (Retrievals)	185	244	-59	-24.18%
Hiveclass	4	29	-25	-86.21%
Lingopie	607	308	299	97.08%
New York Times (Articles Read)	1008	1590	-582	-36.60%
PebbleGo/PebbleGo Next (Article Views)	3686	3511	175	4.98%
Peterson's Test & Career Prep	15	40	-25	-62.50%
Udemy	4406.25	2921.75	1,485	50.81%
Wall Street Journal (Page views)	1198	502	696	138.65%
Washington Post (Content Page Views)	23	7	16	228.57%
Database Usage Totals	**11,295**	**9,444**	1,852	19.61%

Goal: BRLD will implement a comprehensive data analytics system by Q3 2025 that tracks patron usage patterns, program attendance, resource circulation, and customer feedback, using these insights to optimize library services and increase program attendance by 5% year-over-year.

Progress: The comprehensive data analytics system for program tracking was implemented at the start of 2026. Program attendance has increased by 2.47% year-to-date compared to last year.

Program Attendance - In Person				
	Jan-Jul 2026	Jan-Jul 2025	Quantity Difference	Percentage Change
Adults	1565	1574	-9	-0.57%
Young Adult (Ages 12-18)	393	743	-350	-47.11%
Juvenile (Ages 11 & under)	2340	3508	-1,168	-33.30%
Mixed Age Group	2850	1151	1,699	147.61%
In Person Attend Totals	**7,148**	**6,976**	172	2.47%

Completed Goals

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
With outside consultant, undergo a culture assessment. Implement deliverables from culture assessment	7/31/2026	Executive Director Goal	Executive Director; Board; Staff	Culture Assessment Complete Implementing Goals: In Progress	High Importance; High Urgency	Participating in culture assessment: low lift; Implementing deliverables: unknown at this time
Get up-to-date on strategic plan activities, including taking action steps toward strategic plan goals. Identify a new schedule for delayed goals. Track data on the achievement of those goals. Communicate strategic plan data to stakeholders	3/31/2026	Executive Director Goal	Executive Director; Board; Staff; Community	Complete	High Importance; High Urgency	Medium lift for Executive Director, Light lift for stakeholders
Hold a series of strategic plan update meetings with stakeholders (board, staff, community)	12/31/2026	Executive Director Goal	Executive Director; Board; Staff; Community	Complete, repeat in September each year	High Importance; Medium Urgency	Low lift
Update Strategic plan document with changes identified from stakeholder meetings	12/31/2026	Executive Director Goal	Executive Director; Board; Staff; Community	Board directed me to skip this step	High Importance; Medium Urgency	Low lift

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Data Analytics	ongoing	Strategic Plan Goal (Initiative 1)	Executive Director; Executive Administrative Assistant; Staff; Board	Complete	High Importance; High Urgency	High lift for Executive Admin Assistant
Identify Budget Waste	5/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director; Board; Staff	Complete	Low Importance; Low Urgency	Medium lift
Recruit Library Trust Volunteers	12/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director; Library Trust	Complete	High Importance; High Urgency	Medium lift
Work with the board to develop a new executive director evaluation tool and procedure; Get training for the board on how to evaluate the executive director and how to support the director through growth when areas for growth are identified	7/31/2026	Executive Director Goal	Board; Executive Director	Complete	High Importance; Low Urgency	Since this will come from the culture assessment, low lift
Staff Satisfaction Survey	6/30/2026	Strategic Plan Goal (Initiative 3)	Executive Director; HR Team; Staff	Complete - April 2026, with pulse survey in July 2026	High Importance; Low Urgency	High lift for HR Team; Low lift for Executive Director; Low lift for staff
Asphalt seal and repair	12/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; Executive Administrative Assistant	Complete	High Importance; Medium Urgency	Low lift

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
At a management team meeting in February, show managers the documentation that is required in order for us to complete our audit	2/28/2026	Executive Director Goal	Executive Director; Management Team	Complete	Medium Importance; Medium Urgency	Low lift

In-Progress Goals

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
With outside consultant, undergo a culture assessment. Implement deliverables from culture assessment	7/31/2026	Executive Director Goal	Executive Director; Board; Staff	Culture Assessment Complete Implementing Goals: In Progress	High Importance; High Urgency	Participating in culture assessment: low lift; Implementing deliverables: unknown at this time
Execute strategic plan according to updated schedule	ongoing	Executive Director Goal	Executive Director; Board; Staff; Community	In-Progress	High Importance; High Urgency	Depends on goal
Hire a consultant to help us develop a marketing plan with a goal of increasing the library's visibility	12/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; IT & Marketing Manager	In-Progress	High Importance; High Urgency	high lift for Marketing & IT Manager; medium lift for Executive Director
Update Emergency Procedures	7/31/2026	Executive Director Goal	Executive Director; Staff; Board	In-Progress	High Importance; High Urgency	Medium Lift for Executive Director, Low lift for Board (information item)
Creative Benefits Package	6/30/2026	Strategic Plan Goal (Initiative 3)	Executive Director; HR Team	Will complete by 10/31/2026	High Importance; Medium Urgency	High lift for HR Team; Low lift for Executive Director

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Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Stain outdoor wood	12/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; Executive Administrative Assistant	In Progress, completion late-August 2026	High Importance; Medium Urgency	Low Lift

Ongoing Goals

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
After-School Programming	9/30/2025	Strategic Plan Goal (Initiative 4)	Staff	Ongoing	High Importance; Medium Urgency	Medium lift
Library of Things Programming	12/31/2025	Strategic Plan Goal (Initiative 1)	Staff	Ongoing	Medium Importance; Medium Urgency	Medium lift
Voices of the Valley Storytelling Program Series	6/30/2025	Strategic Plan Goal (Initiative 4)	Staff	Ongoing	Medium Importance; Medium Urgency	Medium lift
Community Conversations Program Series - controversial topics	12/31/2026	Strategic Plan Goal (Initiative 4)	Staff	Ongoing	Medium Importance; Medium Urgency	Medium lift
Regularly Update Capital Replacement Plan	ongoing	Strategic Plan Goal (Initiative 2)	Executive Director	2026 Complete, Ongoing	High Importance; Low Urgency	low lift
Living Wage for Staff	Ongoing through 2030 budget planning	Strategic Plan Goal (Initiative 3)	Executive Director; HR Team; Finance Committee	Ongoing	High Importance; Low Urgency	Low lift
Library Staff Training with outside organizations	12/31/2026	Strategic Plan Goal (Initiative 1)	Executive Director; Executive Administrative Assistant	Ongoing	High Importance; High Urgency	Low lift

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Increase Library Statistics	ongoing	Strategic Plan Goal (Initiative 1)	Staff	Ongoing	High Importance; Medium Urgency	Medium lift
Diversify Library Programming	12/31/2025 and ongoing	Strategic Plan Goal (Initiative 4)	Staff	Ongoing	High Importance; High Urgency	Medium lift

“Teed-Up” Goals

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Flexible Work Policy	6/30/2026	Strategic Plan Goal (Initiative 3)	Executive Director; HR Team	Will complete in 2027	High Importance; Medium Urgency	High lift for HR Team; Low lift for Executive Director
Provide one all-staff active harmer training	12/31/2026	Executive Director Goal	Executive Director; Staff	Not Started, depends on completion of updated emergency procedures	High Importance; Medium Urgency	Low lift
Update key fob system	12/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; IT & Marketing Manager	Not yet started, contingent on finishing marketing study	Medium Importance; Medium Urgency	Low lift for Executive Director; High lift for IT & Marketing Manager
Replace telephone system	12/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; IT & Marketing Manager	Not yet started, contingent on finishing key fob system project	High Importance; High Urgency	High lift for IT & Marketing Manager
Replace security camera hardware and software	3/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; IT & Marketing Manager	Not yet started, contingent on finishing telephone project	Medium Importance; Medium Urgency	High lift for IT & Marketing Manager
Implement marketing plan	12/31/2027	Executive Director Goal	Executive Director; IT & Marketing Manager; Staff	Will complete in 2027	High Importance; High Urgency	High lift for IT & Marketing Manager

Postponed Goals

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Research merit raises and decide whether to develop a budget, policy, and procedure for how staff can receive a merit raise	7/31/2026	Executive Director Goal	Executive Director; HR Team	Not yet started	Low Importance; Low Urgency	Medium lift
Develop a budget, policy, and procedures for funding some education expenses for staff for the 2027 budget	7/31/2026	Executive Director Goal	Executive Director; HR Team; Staff; Board	Not yet started	High Importance; Low Urgency	High lift for HR Team; Low lift for Executive Director; Low lift for Staff; Low lift for Board
Hold a community listening series by meeting with 15 community members	12/31/2026	Executive Director Goal; Strategic Plan Goal (Initiative 4)	Executive Director; Staff; Community	Not yet started — See below; See below	See below	See below
Seek training to become a facilitator of community conversations	12/31/2026	Executive Director Goal	Executive Director	Not yet started	Low Importance; Low Urgency	Low lift

Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Innovation Lab	3/31/2026	Strategic Plan Goal (Initiative 1)	Executive Director; Staff	Not yet started	High Importance; Low Urgency	High lift
Hold Three Library Trust Fundraising Events	12/31/2026	Strategic Plan Goal (Initiative 2)	Executive Director; Library Trust	Not yet started	High Importance; Low Urgency	High lift
Listening Tour	9/30/2025 And ongoing	Strategic Plan Goal (Initiative 4)	Executive Director; Staff	Not yet started for 2026	High Importance; Medium Urgency	High lift
Feasibility Study for Expanding Library Open Hours	9/30/2026	Strategic Plan Goal (Initiative 4)	Executive Director; Staff; Board; Community	Not yet started	Medium Importance; Low Urgency	High lift
Telehealth Access Station	9/30/2026	Strategic Plan Goal (Initiative 4)	Executive Director; Staff	Not yet started	Medium Importance; Low Urgency	Medium lift
Homebound Service	12/31/2026	Strategic Plan Goal (Initiative 4)	Executive Director; Staff	Not yet started	Medium Importance; Low Urgency	High lift for staff
MOUs with Partners	12/31/2026	Strategic Plan Goal (Initiative 4)	Executive Director; Community Partners; Staff	Not yet started	Medium Importance; Low Urgency	High lift for Executive Director; Low lift for community partners; Low lift for staff
Feasibility Study – Facility in El Jebel	9/30/2026	Strategic Plan Goal (Initiative 5)	Board; Executive Director	Not yet started	High Importance; Low Urgency	Very high lift

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Goal	Deadline	Category	Interest Holders	Status / Notes	Importance / Urgency	Lift Level
Update Library Outdoor Space	12/31/2026	Strategic Plan Goal (Initiative 5)	Executive Director; Executive Administrative Assistant; Town Staff; Board	Not yet started	Medium Importance; Low Urgency	Very high lift
Become a Disaster Hub	12/31/2026	Strategic Plan Goal (Initiative 5)	Executive Director; Staff	Not yet started — will investigate low lift options we can do	High Importance; High Urgency	Very high lift
Replace traffic counter system	12/31/2026	Executive Director Goal; 2026 Budget Goal	Executive Director; IT & Marketing Manager	Not yet started	Medium Importance; Low Urgency	Low lift for Executive Director; Medium lift for IT & Marketing Manager

BRLD Trustee Reapportionment - DRAFT

The Basalt Regional Library District (BRLD) was formed n 1976 by an intergovernmental agreement (IGA) between Pitkin and Eagle Counties. In accordance with Colorado Revised Statutes (CRS), a board of seven (7) trustees was created to administer the library. The CRS doesn't stipulate how trustees will be selected, but BRLD has long had the practice of selecting 3 Trustees from Pitkin County, 3 from Eagle County and 1 Trustee from Town of Basalt. Three-year terms are assigned on a rotating basis (one seat from each county rotates in 3 consecutive years), with a two-term limit for each trustee. The one Town of Basalt trustee is eligible for two 3-year terms.

Over the past 3-5 years, it has become increasingly difficult to recruit three trustees from the Pitkin County portion of the District. In early 2026, one Pitkin County trustee did not reapply for a second term, and a second Pitkin Trustee resigned for personal reasons. As of August 2026, we have filled one of those seats, but we are still short a third trustee. While we have a vacant Pitkin County trustee seat, there is a waitlist of eligible board applicants from Eagle County.

BRLD is a volunteer "working board" with active Finance, Facility, Personnel, Policy and Governance committees. When the board lacks a full seven trustees, its capacity to conduct the necessary administrative oversight is hampered, and the increased burden is felt by all remaining board members.

As a step in examining our Trustee mix, we have recently gathered statistics to determine the eligible population distribution (registered voters) in BRLD between Pitkin County and Eagle County. Our findings surprised us, and may surprise you, too. Pitkin County BRLD population is 3,185 (27%) and Eagle County BRLD population is 8,524 (73%). The Basalt planner (James Lindt) gives Basalt's updated population numbers as: Pitkin: 1070 (26-28%) and Eagle: 2950 (72-74%) for a total of 4020 residents.

We would like to propose a reapportionment of BRLD Trustee mix to address more equitable Trustee representation in our library district. In an equitable formula, each board member would represent 1/7, or about 14% of the district. We feel that reapportionment would also aid us in our Trustee recruitment efforts and would thereby improve our effectiveness as a board. We have discussed this with our legal counsel, who has advised that there is no legal impediment to this change. Reapportionment would require consent of our three governing bodies (Pitkin County, Eagle County and Town of Basalt) documented in updated InterGovernmental Agreements (IGAs) and a change to the BRLD Bylaws.

Possible reapportionment models we have studied include:

- Decrease Pitkin County representation from three (3) to two (2) trustees (Two board reps from Pitkin County would represent approximately 28% of the 7-member board.)
- Create one (1) "at large" board seat
- OR - Create a second "Town of Basalt" board seat (Basalt has both Pitkin and Eagle County residents). This would create more equity in representation between Pitkin County and Basalt, with two representatives from each of these entities.
- Try to fill a Pitkin County vacancy with a Pitkin County resident until a defined cut-off date at which point that term would be considered “at large”. When that term re-opens (meaning that Trustee leaves the board), we would try to fill it again with a Pitkin County resident until the same defined cut-off date (BRLD suggests May 31 as a cut-off date).
- The rotation of each board seat, with its corresponding 3-year term sequence, will need to be identified.

In summary, the long-term effect of reapportioning our board seat distribution would create flexibility in the board's recruiting efforts and would improve BRLD's ease of filling open seats as the composition of our district's population changes over time.

We would like to discuss everyone's thoughts, including other creative strategies, a transition plan, the effective date for this change, and a strategy for how future appointments would occur under the proposed reapportionment.

Proposed Board Meeting Sequence with Reduced Board Meeting Schedule

Month	Board	Finance	Strategic Plan Updates	Legal Deadlines	Notes
Jan	Appoint nominating committee Resolutions: district map, meeting place, etc. Budget letter	Preliminary Final Financials	Strategic Plan Update	Jan 31 – Budget filing deadline (with State)	Need to reschedule meeting – 3rd Monday is Presidents Day and is a library holiday closure
Feb	No Board Meeting	No Finance Committee Meeting			
Mar	Trustee emeritus Officer elections				Board terms end 3/31
Apr	No Board Meeting Half-Day Board Retreat with New Trustees	No Finance Committee Meeting			Board terms begin 4/1 New trustees official start
May	Welcome new Trustees Assign committee chairs Update committee membership Audit review	Audit review Budget timeline	Strategic Plan Update		New trustees first meeting
Jun	No Board Meeting	No Finance Committee Meeting		Jun 30 – deadline for auditor to present the audit to the Board	
Jul	Send a Trustee to CALCON? Strategic plan update (reaffirm goals) Audit approval	1st budget draft		July 31 – Deadline for Submitting Audit	
Aug	No Board Meeting	No Finance Committee Meeting		Aug 25 – deadline for assessors to deliver preliminary certifications of valuations	Exec Dir evaluation begins
Sep		2nd budget draft	Strategic Plan Update Strategic Plan ad hoc committee meets to refine goals for upcoming year		Exec Dir evaluation review

Oct		Public Budget hearing	Strategic Plan ad hoc committee presents recommended goals to Board	Oct 15 – Board must have seen a draft budget by this date. Oct 15 – Must publish "Notice of Budget" in Aspen Times	Set Goals for ED
Nov		Final Draft Budget			ED new year contract
Dec	Approve final budget, mill levy certifications, and budget resolution Secretary announces upcoming board vacancies, discuss process for filling vacancies	Final certifications		Dec 10 – deadline for assessors to deliver final certifications of valuations Dec 15 – deadline to file resolution, budget, and certifications of levies with counties	