

Basalt Regional Library District Board of Trustees Meeting
Monday, September 21, 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.

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

MISSION STATEMENT

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

AGENDA

1. Call to order
2. Public Comments
3. Board Comments
4. Staff Comments
5. Action Item – Approve agenda, minutes, and payables
 - a. Approve agenda
 - b. Minutes of July 24, 2026, Board Meeting (page 3)
 - c. Minutes of August 17, 2026, Board Meeting (page 4)
 - d. August 2026 Accounts Payable (page 21)
6. How Books are Repaired – *Kristen Doyle, Cataloging and Collections Librarian*
7. 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?
8. Finance Committee, *Eric Pelander, chair*
 - a. August 2026 Financials (page 14)
 - b. 2027 Draft Budgets
 - i. Preliminary Budget Approval
9. Governance Committee, *Elaine Nagey, chair*
 - a. Governance Committee History (page 29)
 - b. Discussion and possible vote to approve BRLD Bylaws (page 31)
10. Personnel Committee, *Deborah Smith, chair*
 - a. ED Evaluation update
11. Board Reapportionment Update (page 59)

12. Adjourn Meeting

**Basalt Regional Library District Board of Trustees Meeting
Friday, July 24, 2026, 9:00 AM**

MINUTES

1. Call to order

Deborah Smith called the meeting to order at 9:00 AM.

Board Trustees Present:

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

Absent Trustees:

- Cathy Click, Secretary

Public Present:

- Jeffery Woodruff

Staff Present:

- Amy Shipley (via Zoom)

2. Interview Laurie Smith

3. Discussion and possible vote to recommend Laurie Smith be appointed to the BRLD Board of Trustees

Eric Pelander moved and Deborah Smith seconded the motion to recommend Laurie Smith for appointment to the Board of Trustees by the Pitkin County Board of County Commissioners. The motion passed unanimously

4. Adjourn Meeting

Eric motioned to adjourn the meeting. Carolyn seconded. The motion passed unanimously. The meeting adjourned at 9:45 AM.

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

MINUTES

1. Call to order

Deborah Smith called the meeting to order at 5:16 PM.

Board Trustees Present:

- Deborah Smith, President
- Elaine Nagey, Vice President
- Cathy Click, Secretary
- Carolyn Kane, Trustee
- Laurie Smith, Trustee

Absent Trustees:

- Eric Pelander, Treasurer

Public Present:

- None

Staff Present:

- Amy Shipley
- Samuel Schoon

2. Public Comments

None

3. Board Comments

None

4. Staff Comments

Amy Shipley commented that she forgot to create minutes for July 24th Board Meeting Interview. The minutes will be created and added to next month's agenda.

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)

Cathy moved to approve the agenda, minutes, and accounts payable. Laurie seconded. Cathy said:

- She didn't understand the part where it said, "teen programming dropping the ball" and that it should be clarified.

- “Maroon Bells” should be capitalized.
- Financial committee comments had some mistyping and is missing some words.
- The governance committee comments need to change tense.
- The personnel committee comments were hard to follow.
- To change “everyone agreed” to “the Board agreed” in the ED evaluation update.
- The Strategic plan updates are awkward and cumbersome and to update it to make it a little more straightforward.

Elaine Nagey said that when one paragraph has a lot of items it would be easier to add bullets. The motion with the amended minutes passed unanimously.

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

Deb McCanne said that the Friends of the Library are depositing about \$100 a week. The volunteer annual meeting is being planned. The Friends of the Library have updated their donation rules and are only accepting large donations on certain days. Deb will meet with Christy Baumgarten to get new signs about the updated donation rules. Friends of the Library are receiving less funding requests from the Library, which is believed to be because of staff turnover.

7. Executive Director Evaluation Process, Joy White, CuraHR

After Joy White reviewed the documentation of the ED evaluation, she researched the best practices for ED evaluations by Boards in Nonprofit and library settings. Some of the best practices include:

- Aligning the evaluation with BRLD’s mission and strategic goals.
- Gathering input focused on organizational performance.
- Using staff and stakeholder feedback.
- Focusing on objective, evidence-based results.

The major process changes for the evaluation include:

- Having the review period start on July 1st and ending on June 30th of the next year.
- Decreasing the number of participants.
- Going from 40+ questions to 13 questions this year and 17 questions starting next year.
- Using a 5 point rating scale with clear definitions.
- Using outcome-focused goals instead of activity-focused goals.
- Using a standardized evaluation form, goals, and objectives with success indicators and metrics instead of using average scores and a narrative letter from the personnel committee.

This year’s evaluation will look a little different than it will moving forward because we are already at the time where evaluation needs to start. Next year, the ED evaluation will be fully implemented as there will be time to fully transition. Laurie Smith asked about a mid-year check in, where it could include a realignment with the Board and the director on goals as things pop up and things change. Laurie moved to approve new ED evaluation. Carolyn

Kane feels that she needs a little more information. Cathy seconded with reservations. Elaine feels she is missing a huge component about how staff are feeling, and that it's a big part of her reasoning to renew or not a contract. Carolyn moved, Laurie seconded. The motion passed unanimously.

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

Amy updated the Board on graffiti incidents that were occurring in the men's bathroom. After hourly checks of the bathroom and reviewing camera footage, the perpetrator had been caught. The Library did not press charges but will work with the teen to have them volunteer at the Library as restorative justice. In addition, Amy updated the board that:

- Amy and Laura Baumgarten have received court summons again for a crime that happened 4 years ago. She is hopeful it will resolve soon.
- There was an interview for Spanish Outreach Coordinator that went well. Amy is hopeful to hire them and fill the position.
- The Patron Services Manager has transferred roles and now Amy is the interim Patron Services Manager, meaning that her priorities are shifting a little bit.
- There are currently 30 responses to a survey in relation to the marketing study, which is helping the Library figure out what is working and what isn't working with the marketing

Cathy and Elaine had met with Amy and Laura to discuss the 50th anniversary of BRLD. Elaine said that the ad hoc committee is not needed for that. Cathy moved to disband the committee. Laurie seconded. The motion passed unanimously.

- a. Which Trustee might like to participate in the meeting with the Library Trust regarding our fundraising goal for the Trust?

Cathy suggested moving this agenda item to next meeting.

9. Facilities Committee, *Cathy Click, chair*

The facilities committee did not meet.

10. Finance Committee, *Eric Pelander, chair*

- a. July 2026 Financials (page 15)

Deborah Smith said that the Library is trending very well in expenses and revenue, with payroll still being underspent due to staff vacancies.

- b. 2027 Draft Budgets

Valuation estimates will be arriving soon, which will help refine how much tax revenue the Library will receive and how many mills the Library will levy. The 2027 draft budget includes a payroll increase for existing staff, and two new positions including an assistant director and a middle school librarian. In addition, the Library will put \$175,000 towards the capital reserve. October 13th is the public hearing of the budget.

11. Governance Committee, *Elaine Nagey, chair*

- a. First reading of draft committee charge statements (page 34)

Under personnel committee, the 3rd and 4th line, a comma is needed.

12. Personnel Committee, *Deborah Smith, chair*

- a. ED Evaluation Process Update

Deborah said that the Personnel Committee should work towards creating an ED Evaluation Policy.

13. Policy Committee, *Elaine Nagey, chair*

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

Carolyn moved to approve the Photography and Videography Policy. Laurie seconded. The motion passed unanimously.

14. Strategic Plan Update (page 36)

Carolyn commented on the items that are committed to the Executive Director, none of them are listed as a high lift and Carolyn feels the ED is selling herself short.

15. Board Reapportionment Update (page 53)

Carolyn said that the district populations are currently 74% Eagle County and 26% Pitkin County. After talking with an attorney, there is no reason the District couldn't seek a reapportion if the three entities (Pitkin County, Eagle County, and the Town of Basalt) agree. Carolyn found an IGA with Eagle County and Pitkin County but not with the Town of Basalt. The Board could ask Pitkin to lower their seats from 3 to 2 and then that seat could become Eagle or Town of Basalt seat, or an at-large seat. The Board could also talk to Pitkin County and have it so that after a certain amount of time, if a Pitkin seat can't be filled, it can be filled with someone else from the district.

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

The draft board meeting calendar should say that the December board meeting must happen before December 15th, as that is the deadline to send the approved budget to Eagle County and Pitkin County. Need to update the draft calendar to change President's Day to MLK day.

17. Adjourn Meeting

Laurie moved to adjourn the meeting. Carolyn seconded. The motion passed unanimously. The meeting adjourned at 7:39 PM.



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

Administration

With the Patron Services Manager position vacant and the Community Engagement Manager role currently unfilled as we consider the appropriate structure for that department, I am directly supervising the employees in both departments. For Patron Services, this includes individual meetings with six team members every other week and a weekly team meeting. For Community Engagement, it includes weekly individual meetings with three team members and a weekly team meeting. I am also participating in the weekly Programming Team meeting. These responsibilities are in addition to managing my existing direct reports, with whom I continue to meet weekly.

My normal recurring responsibilities also continue, including alternating biweekly all-staff and management-team meetings; monthly Governance Committee, Finance Committee, and Board meetings; monthly executive coaching; every-other-week payroll review and approval; weekly accounts payable processing; and the day-to-day leadership and administration of the organization. I am also currently working with Carolyn Kane on the Board reapportionment project.

We are onboarding two new employees: the Adult Programming Coordinator and Spanish Language Outreach Coordinator. I am directly involved in training both people. I am also working with HR to develop job descriptions for the proposed Assistant Director and Middle School Librarian positions as we continue working toward an organizational structure that distributes leadership and operational responsibility more sustainably. At the same time, I continue to devote significant attention to the organizational culture work discussed previously with the Board.

September and October also include several significant and time-sensitive projects. We are in the midst of budget development; continuing development of the marketing plan with our consulting team; planning Staff Training Day for October 6; planning the Library's 50th anniversary celebration; and beginning the required procurement process for internet service under eRate requirements. The IT & Marketing Manager will carry much of the ISP procurement work, with executive oversight and support as needed.

We are also currently managing two active workers' compensation claims, one active Colorado FAMLI leave, and an employee accommodation matter requiring consultation with legal counsel. I have a court appearance later this month, in Eagle, related to an incident at the Library three years ago.

I also recently returned from scheduled vacation and a continuing education conference at which I presented. As a result, I am also working through the normal catch-up that accompanies time away from the Library while incorporating the work and learning from the conference.

There is a great deal of good and important work happening at the Library right now, and I am pleased with the progress we continue to make during a period of staffing transition. Management transitions,

onboarding, budget season, and several major projects have converged to make this an unusually full period.

Personnel Management

For August, Human Resources successfully onboarded the new Adult Programming Coordinator and completed development of the New Hire Orientation Deck to support a more consistent onboarding experience. Open enrollment planning for the 2027 benefits year was finalized, and benefit offerings were confirmed. Two payrolls were processed successfully, and a pulse survey was completed to gather employee feedback and support ongoing engagement efforts. In recruiting activities, an offer was extended and accepted for the Spanish Language Outreach Coordinator position (9/14 start date), and onboarding preparations are underway. Human Resources also continued to work with an employee through the workplace accommodation process and is supporting an employee currently on Colorado FAMLI leave. In addition, HR continued to support core operations, including employee relations, benefits administration, payroll, recruiting, and day-to-day staff support.

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)
22	14.72	588.79	19	3

STAFF VACANCIES			
Position	Scheduled Hours per Week	FTE	Benefits Eligible? (Y/N)
N/A	N/A	N/A	N/A
Total			

The IT & Marketing department completed onboarding and training tasks for the new Adult Programming Coordinator that started in August. They have also begun onboarding tasks for the Spanish Language Outreach Coordinator that starts in September.

Finances

Revenues are tracking exactly where we budgeted at this point in the year. Expenses are tracking lower than anticipated. The Finance Committee will recommend preliminary approval of the 2027 budget at the September Board of Trustees meeting.

Collection

The adult collection coordinator has been ordering newer titles in the non-fiction collection by dewey range. The technical services associate has helped out with several programs this past month - thank you, Gaby! The toniebox kits are now available and are extremely popular - all 6 kits checked out within two days of becoming available. The cataloging and collection librarian has been working with the teen services librarian and executive director on school ID/library card project with Roaring Fork School District and Garfield Public Libraries.

Programs

This month, the music program wrapped up its concert series partnership with the Aspen Music Festival and School with three concerts featuring solo piano works, violin/piano duos, and classical guitar. Our patrons thoroughly enjoyed these concerts and asked me to keep the weekly series going. We also had two more songwriting sessions, which had higher attendance than the previous month. We collected testimonials from these sessions that spoke to the community building power of this type of programming, and that asked us to continue providing these workshops in the future. We'll be sharing these testimonials with the Basalt Public Arts Commission, who funded the program. Behind the scenes, the music program coordinator finished the marketing side of our upcoming music technology workshop series. They also added a music in AI discussion panel, which will take place in October in partnership with the Aspen Science Center and feature members of our community. Planning for the 2027 concert series is also under way, with 7 months confirmed, 2 months penciled in, and 3 months in the planning phase.

Community Relations and Outreach

Social media engagement is trending up, after being down in July. We have continued to post a mix of program photos and video reels.

	Views	Average Reach per post	Interactions	Average # of reactions per post
Facebook	14.9K		156	
Instagram	23.8K		334	
Combined		1296		37

Marketing

Work on the marketing study continued, with the target audience surveys being distributed at the final two Basalt Concerts, one Basalt Sunday Market, the high school orientation, the middle school orientation, and the middle school back to school night. A link for a parent specific survey will also be in upcoming middle and high school newsletters.

Technology

The IT & Marketing Manager downloaded and reviewed security camera footage to track down the person responsible for repeated graffiti in the men's restrooms. They also worked with the Music Program Coordinator to get a staff booking system set up for audio technology equipment. This will allow staff to book and receive training on equipment for future programs.

The IT & Marketing Associate initiated staff wide phishing training, which most staff have completed. There were also follow-up test phishing emails sent to all staff, and only one staff member clicked on a link within.

The IT & Marketing Manager and the Executive Director completed an onboarding call with the Marmot based ERate Consultant. For the 2027/2028 funding year we will need to collect bids from service providers and begin a new service contract which makes the eRate process more complicated. The consultants will help guide us through the process and keep us on track.

The Microsoft program Publisher is nearing its end of life. Initially it was thought that the impacts to staff would be minimal, but the IT & Marketing Manager recently became aware that more staff were using the program than anticipated. Unfortunately, there is not a direct replacement so staff will need to manually recreate templates in a new program.

There were quite a few technology issues this month:

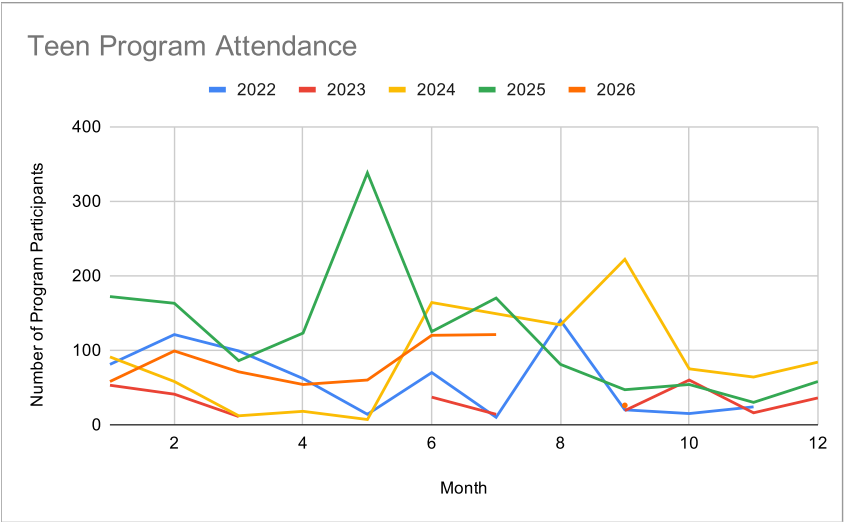
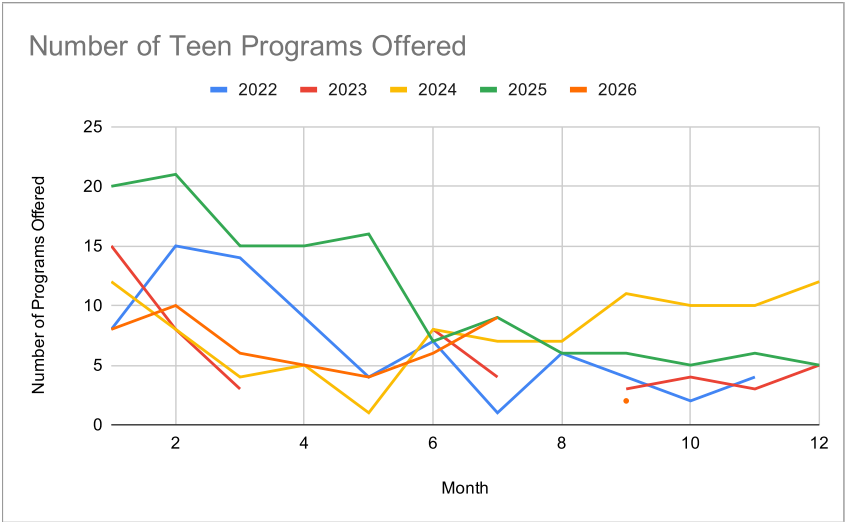
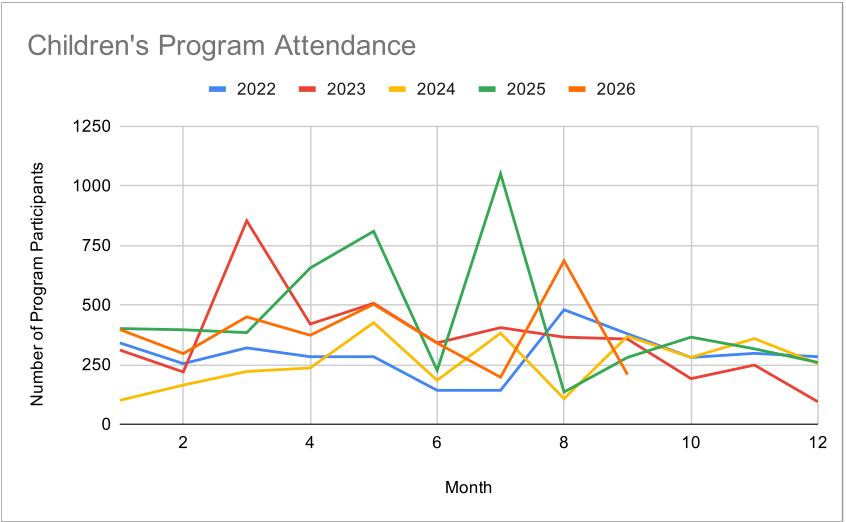
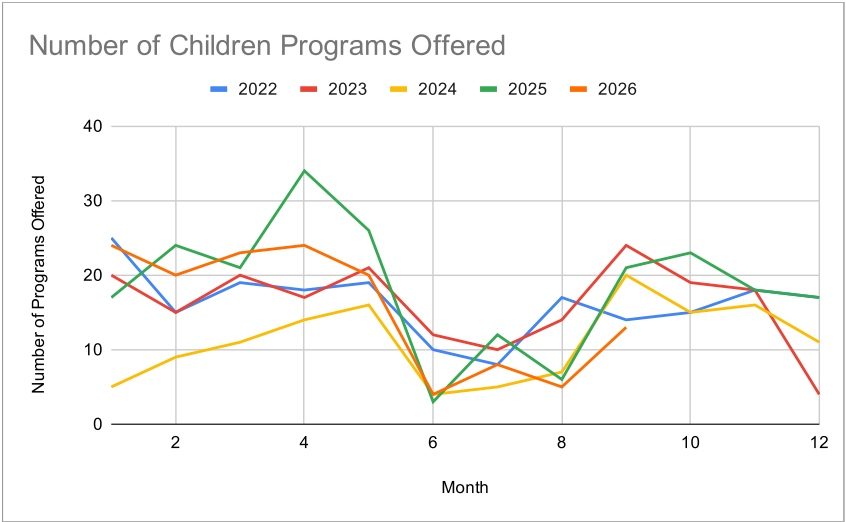
- Trouble continues with the RFID reader connected to the self-check machine near the front desk. The IT & Marketing associate has done a lot of troubleshooting and working with Marmot to try to get to the bottom of the issue. Envisionware, the manufacturer of the reader, was contacted and a potential fix has been put in place. The reader is being monitored to see if the change fixed the problem.
- Marmot implemented a new VPN set-up, which caused quite a few access issues, most of which have since been resolved. We have discovered that we are unsure of how to remote access a Mac computer, so Marmot is investigating further.
- The computer we use for our QuickBooks server was due for replacement this year, and the installation of the new computer resulted in a few access issues for the Finance Manager and other staff. Those have been resolved.
- The system used to display the room bookings each day has been discontinued, causing the TV by the new books area to be down for about a week while a new solution was found. The Chromebox controlling the TV is now back up and running, though a few small issues still need to be resolved.
- A couple of website issues have been worked through. First an update to the server resulted in staff being unable to log in to make changes. Then we could not upload images and were instead getting an error message.
- The IT & Marketing Manager cannot extract ZIP files on the Marmot hosted shared drive. The issue is still being investigated but may not be able to be resolved. There is an issue with the way the Mac operating system interacts with the platform the server runs on. Marmot is looking into workarounds but for now ZIP files must be extracted on the device rather than the server.

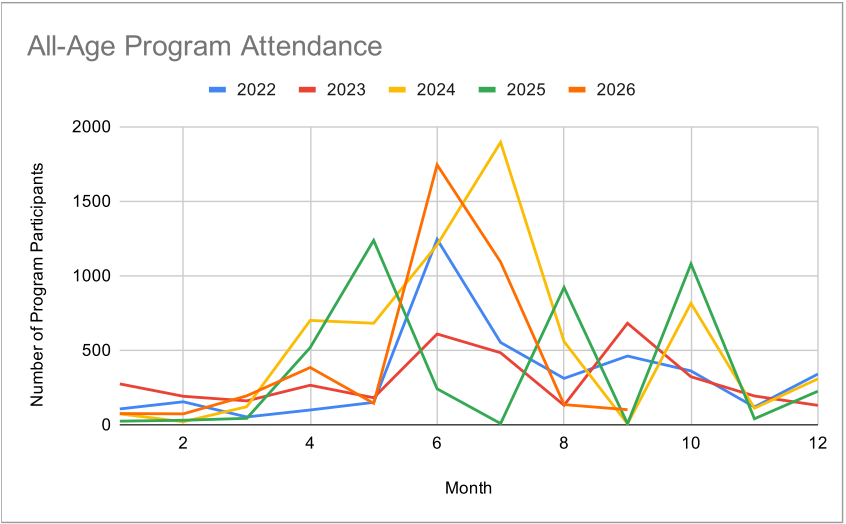
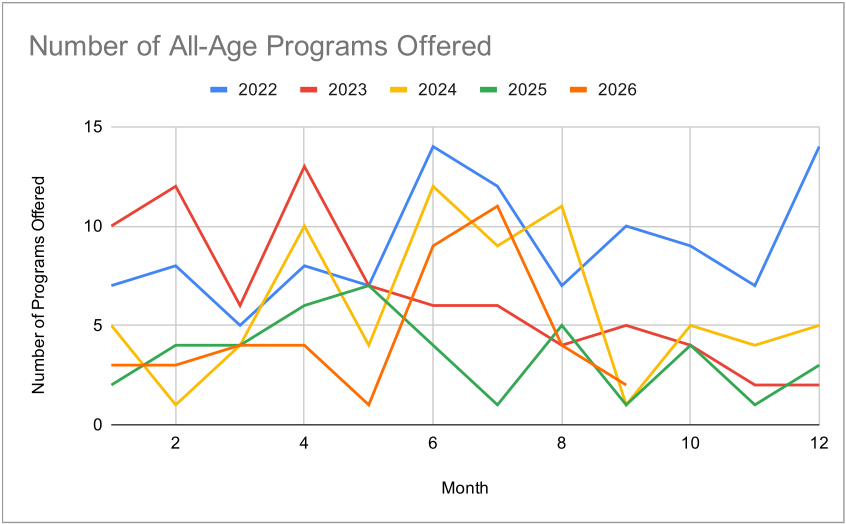
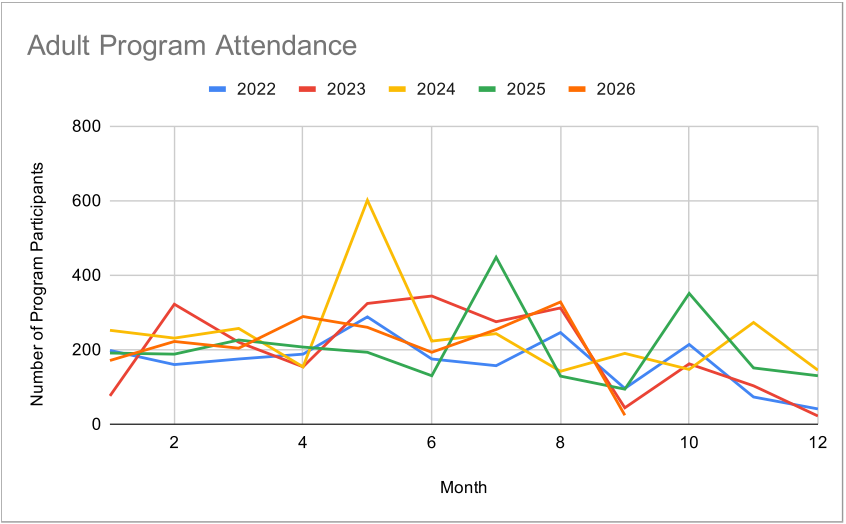
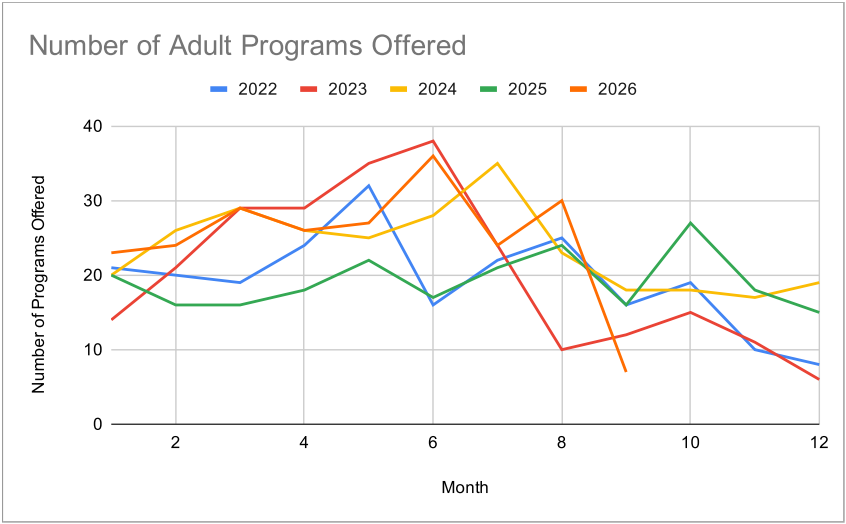
Facility Maintenance and Management

Staining the outside wood on the library is complete and looks fresh and new. The contractors also stained the outdoor benches, which have never looked better. We are moving forward with switching trash vendors from Waste Management to Valley Waste Solutions. That transition will be complete around October 1. We are moving forward with replacing the water heater with a heat pump water heater. We anticipate receiving grant funding from CORE to cover 50% of the cost, and a reimbursement grant from Holy Cross to cover 25% of the cost.

Leadership and Professional Development

Four staff including the executive director, the cataloging and collections librarian, the youth services manager/teen librarian, and a patron services associate attended the Colorado Association of Libraries annual conference in Aurora and are excited to bring what they learned back to the library.





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

	General Operating	Capital Reserve	Total	Adjustments	Statement of
	Fund	Fund	Balance	(Conversion Fund)	Net Position
ASSETS					
Cash in Banks					
Alpine Bank #0127	150,358		150,358		150,358
Colo Trust - Tabor Reserve #8003	62,215		62,215		62,215
Colo Trust - Operating Fund #8004	2,050,846		2,050,846		2,050,846
Colo Trust - Bond Repayment #8002			-		-
Colo Trust - Capital Rsv Fund #8005		854,235	854,235		854,235
Cash with County Treasurer	-		-		-
Employee Ski Pass Repayment Program	112		112		112
Prepaid Expense	29,653		29,653		29,653
Property Tax Receivable	70,960		70,960		70,960
Pooled Cash (Interfund Transfers)	49,749	(49,748)	(0.85)		(1)
Capital Assets, net of depreciation	-	-	-	8,640,909	8,640,909
Total Assets	2,413,892	804,487	3,218,377	8,640,909	11,859,286
LIABILITIES					
Current Liabilities					
Accounts Payable & Accrued Liabilities	13,489	-	13,489		13,489
Other Current Liabilities					
Accrued Interest			-	-	-
Deferred Property Tax	70,960		70,960		70,960
Current Bonds Payable, 2012			-	-	-
Total Current Liabilities	84,448	-	84,448	-	84,448
Long Term Liabilities					
Bonds Payable, 2012			-	-	-
Accrued Compensated Absences			-	60,065	60,065
Total Long Term Liabilities	-	-	-	60,065	60,065
Total Liabilities	84,448	-	84,448	60,065	144,514
Fund Balance / Net Position					
Net Investment in Capital Assets	-	-	-	8,640,909	8,640,909
Non Spendable	29,653	-	29,653	(29,653)	-
Restricted for:					
Tabor	69,000		69,000	-	69,000
Debt Service			(1)	-	(1)
Committed for Future Projects		804,487	804,487	(804,487)	-
Unassigned / Unrestricted	2,230,790	-	2,230,790	774,074	3,004,864
Current Year Fund Balance / Net Position	2,329,443	804,487	3,133,929	8,580,843	11,714,772
Total Liabilities and Fund Balance / Net Position	2,413,892	804,487	3,218,377	8,640,909	11,859,286

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

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 8/31/26	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		476,489,010	per August valuations
	% Increase					12.94%		0.53%	
	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		320,730,010	per August valuations
	% Increase					2.72%		4.33%	
	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	1,454,641	98.91%	1,648,651.97	
4020	Pitkin County			779,740	953,910.67	915,240	95.95%	1,109,725.83	
	Total General Operating Mill Levy			1,901,510	2,424,649.73	2,369,881	97.74%	2,758,377.81	114%
4100	MVSO - General Operating								
4110	Eagle County			81,206	70,000	36,833	52.62%	50,000	71%
4120	Pitkin County			28,714	30,000	14,415	48.05%	21,000	70%
	Total MVSO - General Operating			109,920	100,000	51,249	51.25%	71,000	71%
4200	Fines & Fees								
4261	Miscellaneous			13,704	20,000	9,031	45.15%	5,000	25%
	Total Fines & Fees			13,704	20,000	9,031	45.15%	13,500	68%
4300	Earnings on investments								
4310	Colotrust Int Op Acct			63,821	80,000	39,953	49.94%	30,000	38%
4320	Mill Levy Interest			4,976	-	9,297	Not Budgeted	6,800	
	Total Earnings on investments			68,797	80,000	49,250	61.56%	36,800	46%
4400	Contributions *see detail								
4410				9,193	5,000	5,145	102.89%		
4412	Contributions- Restricted			1,729	1,000	-	0.00%	1,000	flat
	Total Contributions			10,922	6,000	5,145	85.74%	1,000	17%
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	12,641	252.83%	5,000	flat
	Total Restricted Fund Income - Foundation/Friends			35,162	19,000	21,033	110.70%	19,000	100%
TOTAL REVENUES				2,142,515	2,654,650	2,505,588	94.38%	3,002,178	113%
OPERATING:									
Administration									

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

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 8/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
		Contract Services						
5010		Accounting	5,122	7,000	4,202	60.03%	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	1,749	34.98%	5,000	flat
5050		Miscellaneous Contracts	88,857	120,000	85,396	71.16%	-	
		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	112,249	72.29%	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	882	58.79%	1,500	flat
5235		Employers Council	3,881	3,600	3,995	110.97%	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	3,721	31.01%	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	220	8.79%	2,500	flat
		Total Professional Dev. & Memberships	28,428	36,875	16,490	44.72%	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	2,020	31.56%	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	512	25.61%	2,000	flat
5297		Targeted Newspaper Ads	7,369	10,250	6,019	58.72%	11,275	110%
		Total Publicity	34,105	46,650	32,386	69.42%	50,925	109%
5300		Supplies						
5310		Office Supplies	12,322	14,000	7,651	54.65%	14,000	flat
5320		Technical Cataloging & Service	5,668	8,500	9,787	115.14%	10,000	118%
5330		Postage & Shipping	71	500	33	6.58%	500	flat
		Total Supplies	18,060	23,000	17,471	75.96%	24,500	107%
5350		Treasurer's fees						
5360		Eagle fees	33,702	44,122	43,665	98.96%	49,460	3% of revenue per state law
5370		Pitkin fees	39,055	47,696	46,169	96.80%	55,486	5% of revenue per state law
		Total Treasurer's fees	72,757	91,818	89,834	97.84%	104,946	114%
		Total Administration	319,103	400,624	312,133	77.91%	416,449	104%
		Facility Expenses						
5410		Janitorial	59,771	56,650	36,487	64.41%	58,350	3% inflation
5420		Janitorial Supplies	8,579	11,000	4,646	42.23%	11,330	3% inflation
5430		Landscaping	11,550	17,000	9,351	55.00%	11,000	over-budgeted in 2026
5440		Maintenance *Detailed List Attached	32,199	20,000	17,039	85.20%	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	70,294	63.99%	106,632	97%
5500		Utilities						
5510		Electric	6,782	8,500	5,035	59.24%	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
August 2026**

			YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 8/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
5520		Gas	10,533	16,000	5,462	34.14%	12,000	over-budgeted in 2026
5530		Internet Connectivity	10,313	16,000	6,239	38.99%	16,000	flat
5540		Sanitation	4,103	3,777	3,324	88.02%	6,000	under-budgeted in 2026
5550		Telephone	6,207	9,500	3,133	32.98%	9,785	plan to change telephone systems which may result in increased ongoing costs
5560		Trash	8,956	10,446	6,408	61.34%	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	31,835	44.23%	62,302	87%
		Total Facility Expenses	166,721	181,826	102,129	56.17%	168,933	93%
		Library Programs						
5610		Adult Program	13,632	11,000	7,655	69.59%	15,000	136%
5620		Children's	18,383	6,500	9,878	151.97%	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	21,494	126.43%	17,000	flat
5650		Spanish Language	2,599	4,500	173	3.85%	4,500	flat
5660		Teens	9,397	4,500	4,108	91.30%	5,500	122%
5601		Summer Reading						
5601.01		Adult Summer Reading	679	1,000	868	86.78%	1,000	flat
5601.02		Teen Summer Reading	8,277	3,000	2,220	74.00%	4,000	133%
5601.03		Children's Summer Reading	6,435	6,000	6,067	101.12%	7,000	117%
5601.04		Spanish Language Summer Reading	-	2,000	400	20.00%	2,000	flat
5602		Community Events	15,127	17,000	13,133	77.25%	17,000	flat
		Total Library Programs	108,487	73,900	66,546	90.05%	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	737	24.57%	3,500	117%
5780		Support & Service Agreements						
5781		Marketing & Graphic Design	2,613	3,700	3,471	93.80%	4,400	119%
5785		Communication & Time Management	6,693	8,880	5,777	65.05%	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	13,523	77.81%	22,340	129%
		Total Technology	123,056	141,380	73,051	51.67%	151,940	107%
		Collections						
5910		Audio						
5920		Adult BCD	2,303	3,000	2,002	66.72%	2,500	83%
5922		Spanish Audio Adult	426	500	330	65.90%	500	flat
5924		Spanish Audio Youth	500	500	339	67.82%	500	flat
5930		Youth Audio	3,588	3,500	1,562	44.62%	3,500	flat
		Total Audio	6,817	7,500	4,232	56.42%	7,000	93%
6000		Books & Magazines						
6010		Adult fiction books	12,948	12,800	9,623	75.18%	14,000	109%
6020		Adult non-fiction books	12,529	20,000	11,653	58.27%	20,000	flat
6025		Board Games	240	500	163	32.59%	500	flat
6030		Juvenile Fiction	8,784	9,600	8,975	93.49%	10,000	104%
6040		Juvenile Non-Fiction	3,548	5,000	5,534	110.67%	7,000	140%
6045		Large Print	1,995	3,000	1,946	64.85%	4,000	133%
6050		Print Subscriptions	4,054	6,000	1,867	31.12%	6,000	flat
6055		Replacement Books - Purchased	3,395	3,000	4,149	138.31%	6,000	200%
6060		Spanish Adult fiction	2,073	2,000	1,311	65.57%	2,000	flat
6070		Spanish adult non-fiction	1,498	1,500	994	66.28%	1,500	flat
6080		Spanish children's books	4,750	5,000	2,577	51.55%	5,000	flat

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

				YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 8/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
6100			YA Fiction	3,199	4,000	2,993	74.82%	4,500	113%
6110			YA Non-Fiction	1,382	1,700	600	35.28%	2,000	118%
6120			Special Items	1,628	2,000	741	37.04%	2,000	flat
			Total Books	62,021	76,100	53,126	69.81%	84,500	111%
6200			Digital Resources						
6300			Downloadable Titles:						
6305			Kanopy	5,000	5,000	4,750	95.00%	6,500	130%
6320			Overdrive	30,957	31,500	23,628	75.01%	36,000	114%
6340			Online Databases	6,785	12,000	12,885	107.38%	13,500	113%
6350			Online Newspaper Subscriptions	1,302	1,500	594	39.60%	1,500	flat
			Total Digital Resources	44,043	50,000	41,857	83.71%	57,500	115%
6400			Media						
6430			Adult Movies	5,746	6,000	4,463	74.38%	6,000	flat
6440			Juvenile Movies	901	1,000	748	74.81%	1,000	flat
6460			Video / Games	1,404	1,800	1,186	65.89%	2,000	111%
			Total Media	8,051	8,800	6,397	72.70%	9,000	102%
			Total Collections	120,933	142,400	105,612	74.17%	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	659,471	67.98%	1,012,973	104%
6900			Payroll Expenses						
6910			Payroll	1,003,301	1,168,880	653,049	55.87%	1,301,082	111%
6920			Payroll Service	14,408	10,537	8,112	76.98%	10,411	99%
6930			Payroll Taxes	81,131	93,916	58,392	62.18%	104,834	112%
6940			Retirement Plan	24,249	34,315	13,232	38.56%	37,867	110%
6950			Health Insurance	133,609	185,820	87,791	47.25%	237,888	128%
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	821,058	54.75%	1,710,786	114%
			TOTAL EXPENDITURES	2,103,602	2,478,959	1,480,529	59.72%	2,723,759	110%
			Net General Fund Income/(Loss)	38,913	175,690	1,025,059		278,419	158%
			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	2,329,443	183.98%	1,369,553	69%

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

					YTD Actuals 12/31/2025	2026 Final Budget	YTD Actuals 8/31/26	Actuals vs Budget YTD %	2027 Prelim Budget	Budget Assumptions
Capital Reserve Beginning Fund Balance					664,373	861,797	861,798	0	804,487	
REVENUES										per August valuations
7210		Allocation From General Fund			232,000	175,000	-	0.00%	175,000	
7230		Interest Earned - Reserve Fund			63,523	35,000	21,215	60.62%	35,000	projected 5% rate
7540		Furniture Grant			25,000	-	-	0.00%		
TOTAL REVENUES					320,523	210,000	21,215	10.10%	210,000	per August valuations
EXPENDITURES										
8310		Miscellaneous			-	25,000	1,361	5.44%	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%	30,000	
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	3,627	7.25%	50,000	
8310.19		Replace telephone system			-	10,000	-	0.00%	10,000	
8310.20		Replace kitchen appliances			147	2,500	300	12.00%	2,500	
8310.21		HVAC Parts			6,293	-	-	0.00%	5,000	
8310.22		Replace/repair windows			24,130	5,000	9,229	184.58%	5,000	
8310.23		Handicap Accessible Door Openers			8,636	-	-	0.00%	-	
8310.24		Asphalt - Seal/Repair			-	14,550	3,775	25.95%	-	
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%	13,500	
8310.28		Packaged Air Unit - Maintain			-	8,250	-	0.00%	-	
8310.29		Wood Siding - Repair/Repaint			-	35,000	11,886	33.96%	-	
8310.30		Traffic Counter System - Replace			-	6,800	-	0.00%	6,800	
8310.31		Landscaping			-	-	5,860	Not Budgeted	-	
		LED lighting conversion							25,000	placeholder
TOTAL EXPENDITURES					123,098	276,000	78,527	28.45%	203,800	
Net Fund Income/(Loss)					197,425	(66,000)	(57,311)	86.83%	6,200	
Capital Reserve Fund Balance					861,798	795,797	804,487	101.09%	810,687	

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
07/17/26	R&A Enterprises of Carbondale	Building/Interior Maintenance	Replace Lighting Fixtures	\$ 1,430.78
07/25/26	Grizzly Creek Enterprises, Inc	Miscellaneous	Change filters in large HVAC unit, Turn off unit for service (6/1), Fix drawers at check out des...	\$ 130.00
07/31/26	Daly Property Services, Inc.	Miscellaneous	Irrigation Repair	\$ 85.00
Sub-Total July				\$ 1,890.84
08/06/26	Integrity Fire Safety Services	Miscellaneous	Sprinkler Inspection Repair	\$ 1,036.00
08/14/26	Young Services	Plumbing / Heating	Water Leak	\$ 270.00
08/17/26	Orkin Pest Control	Pest Control	Pest Control 9/1/26-12/31/26	\$ 537.60
08/24/26	Integrity Fire Safety Services	Miscellaneous	Sprinkler Inspection Repair	\$ 612.88
08/24/26	Integrity Fire Safety Services	Miscellaneous	Sprinkler Inspection Repair	\$ 424.88
08/26/26	Orkin Pest Control	Pest Control	Rodent Repellent Program - Mon 7/5/2026 & 8/2/2026	\$ 140.00
Sub-Total August				\$ 3,021.36
Alarm / Monitoring				\$ 1,199.02
Electrical				\$ -
Fireplace maintenance				\$ -
Building/Interior Maintenance				\$ 6,736.26
Inspection / Testing				\$ -
Pest Control				\$ 1,228.00
Plumbing / Heating				\$ 2,230.00
Roof Maintenance				\$ -
Signage				\$ -
Telephones				\$ -
Window Cleaning				\$ 2,247.00
Miscellaneous				\$ 2,908.76
				\$ 16,549.00

Var	\$	-
Var to Financials	\$	(490.00)

BASALT REGIONAL LIBRARY DISTRICT
ACCOUNTS PAYABLE LIST
Aug 7 - Sept 15

BUDGET DESCRIPTION	PAYEE	AMOUNT
Accounting	*Bill.com	262.98
Accounting	*Square	49.00
Adult Movies	Midwest Tape	363.03
Community Events	EverGreen ZeroWaste	260.00
Electric	*Holy Cross Energy	835.05
Gas	*Black Hills Energy	64.64
Internet Connectivity	Zayo Education LLC	210.00
Maintenance	Daly Property Services, Inc.	1,691.45
Maintenance	Integrity Fire Safety Services	1,036.00
Miscellaneous Contracts	Cura HR, LLC	24,783.04
Multiple	*Divvy	8,881.75
Multiple	Ingram Library Services	3,726.74
Online Databases	Lingöpie	1,000.00
Overdrive	Overdrive, Inc	1,057.25
Payroll Liabilities	*TIAA-CREF	8,702.24
Payroll Service	*Paychex Payroll Service	654.95
Prepaid Expense	Orkin Pest Control	1,612.80
Sanitation	Basalt Sanitation District	1,086.42
Targeted Newspaper Ads	Aspen Daily News	478.15
Targeted Newspaper Ads	The Sopris Sun	450.00
Trash	Waste Management	997.83
		\$ 58,203.32



Monthly statement

This is not a bill.

VISA

Basalt Library

Account: MQU18040

Pay cycle: Auto once monthly*

Statement Summary

Balance (from previous cycle)	\$6,895.82
Transactions	\$8,881.75
Fees	\$0.00
Adjustments	\$0.00
Payments	-\$6,895.82
Statement balance	\$8,881.75

We appreciate you.



Transactions

DATE	CARD	MERCHANT	AMOUNT	NAME
07/15/2026	**** 7553	AMAZON RETA* SW01K87M3	\$19.01	Linda Campbell
07/15/2026	**** 8447	CAL* CO	\$70.00	Samuel Schoon
07/15/2026	**** 8447	CAL* CO	\$825.00	Samuel Schoon
07/15/2026	**** 7553	AMAZON MKTPL*7O1ML2553	\$56.94	Linda Campbell
07/15/2026	**** 7553	AMAZON MKTPL*YN4AV5XJ3	\$16.82	Linda Campbell
07/16/2026	**** 7553	TEMU.COM	\$45.96	Linda Campbell
07/16/2026	**** 0933	CITY-MARKET #0433	\$180.40	Stephanie Rifkin
07/17/2026	**** 7327	REI.COM 800-426-4840	\$23.50	Kristen A Doyle
07/17/2026	**** 1224	AMAZON MKTPL*1E29N0623	\$11.88	Laura Baumgarten
07/20/2026	**** 1224	AMAZON MKTPL*8C2SH1323	\$206.33	Laura Baumgarten
07/20/2026	**** 8447	AMAZON MKTPL*CM41R6SQ3	\$35.15	Samuel Schoon
07/21/2026	**** 9304	BASALT MOUNTAIN INN	\$373.50	Amy Shipley
07/21/2026	**** 9304	CITY-MARKET #0433	\$35.48	Amy Shipley
07/21/2026	**** 7327	D J*WSJ	\$40.12	Kristen A Doyle
07/21/2026	**** 7553	AMAZON MKTPL*FP4LK1CY3	\$185.52	Linda Campbell
07/21/2026	**** 2151	AMAZON MARK* Q42MU31K3	\$97.96	Christy Baumgarten
07/21/2026	**** 7553	AMAZON MKTPL*JR6I85JC3	\$8.76	Linda Campbell
07/22/2026	**** 9304	CITY-MARKET #0433	-\$3.08	Amy Shipley
07/22/2026	**** 1224	AMAZON MKTPL*DK8MH1PA3	\$229.67	Laura Baumgarten
07/22/2026	**** 2151	AMAZON MARK* EE90U7GB3	\$41.45	Christy Baumgarten
07/23/2026	**** 0933	CITY-MARKET #0433	\$112.46	Stephanie Rifkin
07/23/2026	**** 0933	CITY-MARKET #0433	\$99.97	Stephanie Rifkin
07/23/2026	**** 7553	AMAZON MKTPL*AS8KF5H43	\$36.00	Linda Campbell
07/23/2026	**** 7553	AMAZON MKTPL*M395V2F33	\$9.49	Linda Campbell
07/23/2026	**** 7553	AMAZON MKTPL*OR6C13TF3	\$25.03	Linda Campbell

DATE	CARD	MERCHANT	AMOUNT	NAME
07/24/2026	**** 8447	CITY-MARKET #0433	\$46.54	Samuel Schoon
07/24/2026	**** 8447	USPS.COM POSTAL STORE	\$18.50	Samuel Schoon
07/24/2026	**** 7553	AMAZON MKTPL*1S0GP9YC3	\$26.21	Linda Campbell
07/25/2026	**** 7553	AMAZON MKTPL*ZB26Z4GH3	\$42.75	Linda Campbell
07/27/2026	**** 7327	NYTIMES	\$40.00	Kristen A Doyle
07/28/2026	**** 7553	CITY-MARKET #0433	\$272.89	Linda Campbell
07/28/2026	**** 7327	AMAZON MKTPL*9A29W21T3	\$27.49	Kristen A Doyle
07/29/2026	**** 1224	WALMART.COM	\$92.42	Laura Baumgarten
07/30/2026	**** 1224	TIMBOS PIZZA	\$109.92	Laura Baumgarten
07/30/2026	**** 8447	AMAZON RETA* 5N3QV4VT1	\$17.96	Samuel Schoon
07/31/2026	**** 2151	FACEBK *7A23HY5NH2	\$50.85	Christy Baumgarten
08/01/2026	**** 2151	Google Workspace_basaltli	\$428.40	Christy Baumgarten
08/05/2026	**** 7553	AMAZON MKTPL*564LA2141	\$18.99	Linda Campbell
08/05/2026	**** 7553	AMAZON MKTPL*562J420W1	\$26.99	Linda Campbell
08/06/2026	**** 8447	SP HAWORTHSTORE	\$2,290.00	Samuel Schoon
08/06/2026	**** 1224	PY *THE ARTS CAMPUS AT WI	\$75.00	Laura Baumgarten
08/06/2026	**** 0933	CITY-MARKET #0433	\$136.94	Stephanie Rifkin
08/07/2026	**** 2151	TMOBILE POSTPAID WEB	\$879.77	Christy Baumgarten
08/07/2026	**** 1224	AMAZON MKTPL*563403HR1	\$19.98	Laura Baumgarten
08/07/2026	**** 8447	NESPRESSO USA, INC.	\$308.00	Samuel Schoon
08/07/2026	**** 7327	DENVER POST CIRCULATION	\$99.67	Kristen A Doyle
08/08/2026	**** 7553	AMAZON MKTPL*565PY42H1	\$35.82	Linda Campbell
08/10/2026	**** 9304	DREAMTIME WATER DIST	\$130.50	Amy Shipley
08/12/2026	**** 2151	AMAZON MARK* 5H84E1EH2	\$24.00	Christy Baumgarten
08/12/2026	**** 7553	AMAZON MKTPL*5H6DS1PG0	\$74.16	Linda Campbell
08/12/2026	**** 7553	AMAZON MKTPL*5H06A5VR1	\$144.72	Linda Campbell
08/13/2026	**** 0933	CITY-MARKET #0433	\$118.00	Stephanie Rifkin
08/13/2026	**** 8447	SP HAWORTHSTORE	\$170.00	Samuel Schoon
08/13/2026	**** 1224	TIMBOS PIZZA	\$147.50	Laura Baumgarten

DATE	CARD	MERCHANT	AMOUNT	NAME
08/13/2026	**** 2151	AMAZON MARK* 5H81A1M92	\$57.79	Christy Baumgarten
08/13/2026	**** 2151	DUNKIN #358838	\$40.42	Christy Baumgarten
08/13/2026	**** 7553	AMAZON MKTPL*5H5OQ8VK2	\$19.99	Linda Campbell
08/13/2026	**** 7553	AMAZON MKTPL*5H8OM6660	\$14.69	Linda Campbell
08/14/2026	**** 8447	AMAZON MKTPL*5H57F46N0	\$66.97	Samuel Schoon
08/14/2026	**** 8447	AMAZON RETA* 5H2372KT0	\$24.60	Samuel Schoon
Total			\$8,881.75	

Amazon Transaction Details
August

Order Date	Order ID	PO Number	Order Subtota	Title
8/31/2026	111-3037329-4401048	5660	223.96	VercanMonth 4 Pcs Laser Targets for Dry Fire Shooting, Rectangular Style
8/31/2026	111-3037329-4401048	5660		Laser Tag Set of 4, Gifts for Teenage Ages 8 9 10 11 12+Year Old Boy & Girl
8/31/2026	113-8284618-8954656	5620 LC	98.55	Wooden Puzzles for Toddlers 1-3 - 3 Montessori Kid Puzzles Ages 2-4
8/31/2026	113-8284618-8954656	5620 LC		Authentic Japanese Sushi Bento Box Pretend Play Dinner Food Set - 19 Piece Cutting Food Toy Play Set for Kids
				SainSmart Jr. Wooden Train Set Accessories, Magnetic Toy Car Set (10 PCS), Compatible with All Major Brands, Gift for
8/31/2026	113-8284618-8954656	5620 LC		Toddlers, Boys, and Girls Aged 3+
8/31/2026	113-8284618-8954656	5620 LC		Kienvy 10-Piece Wooden Play Kitchen Accessories, Pots & Pans Set, 3+
				Mentari Toys - Dotty Kettle - Wooden Play Kitchen Accessories - Perfect for Any Tea Party Set - Social, Creative, and
8/31/2026	113-8284618-8954656	5620 LC		Imaginative Development - Age 3+
				Whitmor Foldable Garment Rack - Rolling Clothes Rack - Adjustable Height Garment Rack, Heavy Duty Foldable Clothes
8/31/2026	111-3254818-3715418	5602	25.32	Rack with Adjustable Hanging Rod for Home Office- Silver & Black
				Nature's Bakery Fig Bars Variety Pack, 36 Count - Strawberry, Blueberry, Raspberry, Original Fig, Peach Apricot, , Oameal
8/28/2026	111-3521370-1498601	5602	69	Crumble Flavors: Apple, Strawberry, Raspberry Lemon & Double Chocolate Brownie Whole Grain, Vegan Snack Packs
8/27/2026	114-2052590-7338660	5660	11.98	4 Pack Gold Syrup Pump Dispenser for 750ml Plastic Bottles Torani
8/27/2026	114-4692548-7855425	5660	29.37	Torani Flavored Drink Syrup Soda Shop Variety Pack, 25.4 fl oz, Set of 4
8/27/2026	113-3931758-8182638		76.95	Climate Wayfinding: Healing Ourselves and the Planet We Call Home
8/27/2026	114-5779218-0342641	6020	15.39	Climate Wayfinding: Healing Ourselves and the Planet We Call Home
8/27/2026	114-7498306-0404229	6055	17.57	La otra historia de los estados unidos / A People's History of the United States: Desde 1492 Hasta Hoy / 1492 to Present
8/27/2026	114-9509576-6088255	6055	114.95	JBL Flip 6 (Teal) + Bundle with divvi! Protective Hardshell Case
8/27/2026	114-4087772-2781853	6055	49.99	Dave the Diver Complete Edition - Nintendo Switch 2
8/27/2026	114-5957483-3959446	6055	144.52	The Oregon Trail Nintendo Switch
8/27/2026	114-5957483-3959446	6055		Pokémon Violet - US Version
8/27/2026	114-5957483-3959446	6055		Super Mario 3D World + Bowser's Fury - US Version
8/26/2026	114-7000322-6535438	5660	216	COSTWAY Floor Chair, Folding Gaming Chair with Back Support (Gray)
8/26/2026	114-7000322-6535438	5660		COSTWAY Floor Chair, Folding Gaming Chair with Back Support (Gray)
8/26/2026	114-7000322-6535438	5660		COSTWAY Floor Chair, Folding Gaming Chair with Back Support (Gray)
8/26/2026	114-7704086-0535408	5660	142.84	Frito-Lay Fun Times Mix Variety Pack, 40 Count
				EOOUT 100pcs A5 Blank Kraft Notebooks, Journals in Bulk, Sketchbooks Bulk for Kids, 60 Pages, 80GSM, 8.3 X 5.5 Inch,
8/26/2026	114-7704086-0535408	5660		Travel Journal Set, Travelers, Students and Office
8/26/2026	114-7704086-0535408	5660		Frito-Lay Fun Times Mix Variety Pack, 40 Count
				EOOUT 100pcs A5 Blank Kraft Notebooks, Journals in Bulk, Sketchbooks Bulk for Kids, 60 Pages, 80GSM, 8.3 X 5.5 Inch,
8/26/2026	114-7704086-0535408	5660		Travel Journal Set, Travelers, Students and Office
				D-NYX Double Sided Tape Adhesive Dots Stickers 280, 350, 450, 550 or 700 Pack Removable Putty No Trace Clear Sticky
8/26/2026	114-8892159-1693837	5660	5.55	Tac Blue Sticky Tack Balloon Tassels Picture Hanging Strips (350 Sticky Dots)
				D-NYX Double Sided Tape Adhesive Dots Stickers 280, 350, 450, 550 or 700 Pack Removable Putty No Trace Clear Sticky
8/26/2026	114-8892159-1693837	5660		Tac Blue Sticky Tack Balloon Tassels Picture Hanging Strips (350 Sticky Dots)
8/26/2026	111-0452341-8726613	5310	49.29	Clorox Free & Clear Cleaning Wipes, Light Lemon Scent, 75 Count, Pack of 3 (Pack May Vary)
				Scotch Removable Magic Tape Refill 3/4" x 1296" - 6 Rolls (811 Tape, Matte Invisible, Repositionable Adhesive)
8/25/2026	111-7055779-3584269	5310	29.24	Temporary Posting Tape
				In The Raw Stevia Sweetener Packets, 1,000 Ct, Zero Calorie Sugar Substitute Packets, No Erythritol or Artificial Flavors,
8/25/2026	111-3304773-4134604	5310	36.92	USDA Organic, Non-GMO Project Verified, Vegan
8/25/2026	111-6033066-7746628	5310	41.55	Karat Earth 6-Inch Compostable Disposable Paper Plates, 1,000 Pack
				Sugar inthe Raw! - Bulk 500 Pack Natural Turbinado Cane Sugar Perfect for Coffee, Baking & More! By MOOCHI
8/25/2026	111-7095855-8577061	5310	22.99	Packaging Custom Bundled by MOOCHI
				Cornaby's Jam in a Jiffy - Low Sugar Jam Mix, Instant Fresh or Freezer, No Cook, 18 Oz - Easy Dessert Topping for
8/25/2026	113-0106459-3461031	5620 LC	13.5	Homemade Low Calorie Jam
8/25/2026	113-6538579-8318652	5620 LC	71.36	Amazon Grocery, All Purpose Flour, 5 Lb
8/25/2026	113-6538579-8318652	5620 LC		Garma Christmas Crafts for Kids 330PCS Foam Stickers DIY Art Craft Kit
8/25/2026	113-6538579-8318652	5620 LC		LEARNING ADVANTAGE One Dollar Play Bills, Set of 100, Sized Like Real Cash
8/25/2026	113-6538579-8318652	5620 LC		Fisher-Price Preschool Pretend Play Medical Kit 7-Piece Doctor Bag Dress Up Toys for Kids Ages 3+ Years
				30 Pcs Dinosaur Sticker Craft Make Your Own Dinosaur Party Stickers Games for Favors Paper DIY Party Decorations
8/25/2026	113-6538579-8318652	5620 LC		Back to Craft Activity Bulk First Day of Games
8/25/2026	113-6538579-8318652	5620 LC		RACETOP Compostable Small Paper Plates 6 Inch [100 Pack]
8/24/2026	114-5509720-5444264	5770	129.99	Anker Nano Laptop Docking Station, 13in1 Dock with Detachable 6in1 USB-C Hub
				DIY Stress Ball Making Kit with Fillers -15PCS Stress Ball Squishy Making Kit Includes 15Empty Squishy Skins, 18Fillers,
8/24/2026	114-8845682-7168260	5660	156.27	Air Pump & Expanded Tool for Adult ASMR Anxiety Relief & Sensory Play
				zavekia Acrylic Brochure Holder, 4 Packs 8 x 11.5 Inches Brochure Holder Wall Mount Flyer Holder Clear Literature
8/24/2026	114-8845682-7168260	5660		Holders Magazine Holder,Mail Holder For Wall (8 x 11.5 in / 4 pack)
				Liberty Imports 12 Pack LED Light Up Sabers Set - Motion Sensitive Retractable Swords with FX Sound Effects for Kids
8/24/2026	114-8845682-7168260	5660		Party Supplies, Bulk Party Favors and Cosplay (Full Retract)
8/21/2026	113-3964984-2229858	5620 LC	25.64	Bevegekos 2-Layer Carrying Case for Toniebox Gen 1 & 2, Holds 25+ Figures
8/20/2026	114-8861864-7545817	5050	22.43	Frito Lay Flamin' Hot Mix, 6 Flavor Single Serve Cheetos, Doritos, Chester's & Funyuns Variety Pack, (40 Count)
				108 Sheets Colored Cardstock 8.5" X 11", 50 Assorted Colors 180GSM/65LB Construction Paper Card Stock Printer
8/20/2026	113-5794995-6473834	5620 LC	14.39	Paper for DIY Crafts, Printing, Scrapbooking, Party Decorations, School Art Supplies
8/20/2026	111-7387110-5871406	5310	94.99	White Board Dry Erase 60x36, Maxtek Large Magnetic Whiteboard Wall Mounted
8/19/2026	114-2983839-2737061	5660 (pop up craft)	145.22	ARTPAR Air Dry Clay Kit,12 Desserts Modeling Magic Clay for Kids Craft Kit

Order Date	Order ID	PO Number	Order Subtotal	Title
8/19/2026	114-2983839-2737061	5660 (pop up craft)		CXIIIPOL 30 Pack Beadable Keychains Bars DIY Blank Beadable Keychains Metal Beaded Keychain Sliver Beads Keychain Making Kit for DIY Crafts Supplies Jewelry Making Gift
8/19/2026	114-2983839-2737061	5660 (pop up craft)		Novani 120pcs 20mm Rhinestone Beads, 24 Colors Resin Rhinestone Disco Ball
8/19/2026	114-2983839-2737061	5660 (pop up craft)		Pangda 36 Pcs Phone Tether Tab Cell Phone Charm Holder Bulk
8/19/2026	114-2983839-2737061	5660 (pop up craft)		ARTPAR Air Dry Clay Kit for Kids - 12 Fruit DIY Modeling Magic Clay Sets
8/19/2026	114-2983839-2737061	5660 (pop up craft)		232pcs Beads for Pens, Funtopia Acrylic Focal Beads for Keychains 16mm
8/19/2026	114-2983839-2737061	5660 (pop up craft)		250 Pcs Beads for Pens, Focal Beads for Beadable Pens
8/19/2026	113-0757329-4357004	5620 LC	9.99	Bluey Decal Variety Pack (100-Pack) Decal Variety Pack
				DULEFUN 50PCS Monster Truck Stickers, Truck Car Stickers for kids, Car Stickers Waterproof for Water Bottles
8/19/2026	113-6467613-9979428	5620 LC	46.34	Skateboard Car Bike Phone Case Laptop Suitcase, Monster Truck Gifts for Girls Boys Party
				100Pcs Cool Character Car Stickers for Water Bottles Skateboard Luggage Laptop Bumper Waterproof Vinyl Stickers Bulk for Boys Teens Adults (Car)
8/19/2026	113-6467613-9979428	5620 LC		JCFIRE 200PCS Stickers for Kids, Waterproof Cute Mixed Animal Food Vinyl Scrapbook Stickers for Water Bottle, Book, Laptop, Goodie Bags Stuffers Kids Party Favors, Classroom Supplies Must Haves
8/19/2026	113-6467613-9979428	5620 LC		PAW Patrol to The Rescue 50ct Vinyl L Deluxe, Tablet, Indoor/Outdoor
				100Pcs Cool Character Princess Stickers for Water Bottles Skateboard Luggage Laptop Bumper Waterproof Vinyl Stickers Bulk for Boys Teens Adults (Princess)
				100pcs Cartoon Disney Stickers for Kids,Vinyl Waterproof Princess Decal for Water Bottle Laptop Toy Sticker for DIY Decorate Bumper Phone Hard Hat Kids Teens Gifts
8/19/2026	111-5392534-7305065	5310	19.79	Better Office Steno Pad, 6" x 9", Gregg Ruled, Assorted Colors, 80 Sheets/Pad, 12 Pads/Pack (25812-12PK)
				Wood Designs - TP3131PGN20-BG -TP3131PGN20 Time-2-Play Duplo Compatible Square Table with Storage for Kids, 154 Blue & Green
8/18/2026	113-2661324-3885021	5620 LC		Little Folk Visuals Brown Bear, Brown Bear, What do You See? Precut Felt Pieces, 11 Pieces Set
8/18/2026	113-8716352-6099429	6055 LC	25.48	Ferraycle 232 Pcs Thanksgiving DIY Picture Frame Craft Kit,Leaf,Mix Color
8/18/2026	113-2842582-4265028	5601.03 LC	14.99	Fall Thanksgiving Leaf Stickers, 500Pcs Fall Maple Leaf Decals 1.5 Inch Holographic Self Adhesive Label Stickers Roll for
8/18/2026	113-2371532-8736209	5601.03 LC	48.42	Autumn Party Cards Gift Favors Box Seal Envelopes Supplies Decor, 5 Colors
				Thanksgiving Stickers 100 PCS Pack Pumpkin Turkey Fall Sticker Decals Waterproof Cute Aesthetic Stickers for Kids Teens Thanksgiving Day Decoration Gifts
8/18/2026	113-2371532-8736209	5601.03 LC		500Pcs Fall Thanksgiving Stickers Roll 1.2in Laser Turkey Waterproof Decals 5 Colors Sparkly Self-Adhesive Stickers for Kids for Fall Autumn Party Supplies Envelope Scrapbook Decor Supplies
8/18/2026	113-2371532-8736209	5601.03 LC		gegemaoyi 1000Pcs Clear Glue Dots Double Sided Adhesive Points for Balloons Craft Decor
8/18/2026	113-2371532-8736209	5601.03 LC		Holmgren Colorful Rooster Feathers Bulk for Crafting, 200pcs 5-7inch
				1600Pcs Colorful Craft Rooster Feathers 3-5-inch Bulk Feathers for Crafting Crafts, Wedding, Family Party Decorations, Dream Catcher Supplies, Natural Feathers (Multicolor)
8/18/2026	113-2371532-8736209	5601.03 LC		Fall Maple Leaf Stickers,60Pcs Transparent Autumn Thanksgiving Stickers, Waterproof PET Vinyl Decals for Journaling, Scrapbooking, Laptop, Water Bottle, Gift Tags, Seasonal Decor(colourful-B12)
8/18/2026	113-2371532-8736209	5601.03 LC	29.78	Clofiak 600PCS 1:12 Miniature Scene Dollars Set, 5 10 20 50 100 Dollar Bill
8/17/2026	113-0960841-2220266	5601.03 LC		LHZK Standing Utility Tote Bag with Metal Wire Frame and the Sides Reinforced, Large Tote Bag with Handle, Reusable Grocery Bags Foldable, Beach Bag, Car Tote (Blue, 18.5"x11.8"x11.5")
8/17/2026	113-0960841-2220266	5601.03 LC		Amazon Basics Electric Automatic Stapler for Desk, 25 Sheet Capacity, No Jam Technology, Adjustable Staple
8/17/2026	111-9540711-4767449	5310	23.14	Placement, Battery or AC Powered, Black
				Rubbermaid Commercial Deskside Recycling Container, 3.25-Gallon/13-Quart, Blue Recycling Symbol, Plastic, for
8/17/2026	111-1999160-4399415	5310	12.5	Bedroom/Bathroom/Office, Fits Under Desk/Sink/Cabinet
				KUSUFEFI Double Sided Adhesive tape Heavy Duty, Double Stick Mounting (2 Rolls, Total 20FT), Clear Two Sided Wall
8/14/2026	111-3094454-6813011	5310	6.99	tape Strips, Removable Poster tape for Home, Office, Car, Outdoor Use
8/13/2026	114-2195556-1244235	5660	99.99	Yuanjimi 5-Tier Foldable Storage Shelves with Wheels Wood Grain Transfer
8/13/2026	114-6255529-7244215	5660 (back to school)	144.75	Watersay 40 Pcs 3D Silicone Focal Beads for Pens, Animals
				100Pcs 20mm Beads for Pens Making Rhinestone Beads Mixed Acrylic Bubblegum Bead Crystal Round Sparkly Chunky Bead for Pens Beadable Bracelet Necklace Keychain DIY Craft Jewelry Making Supplies
8/13/2026	114-6255529-7244215	5660 (back to school)		232pcs Beads for Pens, Funtopia Acrylic Focal Beads for Keychains 16mm
8/13/2026	114-6255529-7244215	5660 (back to school)		250 Pcs Beads for Pens, Focal Beads for Beadable Pens
8/13/2026	114-6255529-7244215	5660 (back to school)		270 Pcs Beads for Pens Mixed Resin Rhinestone Chunky Bubblegum Beads
				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)
8/13/2026	114-6255529-7244215	5660 (back to school)		Tumwisk 100PCS Fuzzy Fluffy Fur Spacer Beads, Focal Beads Bulk for DIY Pens
8/13/2026	114-6255529-7244215	5660 (back to school)		ASTARON 100 Pcs 15mm Purple Pink Silicone Beads for Keychain Making Crafts
				Amazon Basics AAA Long-Lasting Alkaline Batteries, 36-Count, 1.5 Volt, Reliable Performance, 10-Year Shelf Life,
8/13/2026	111-9006807-7159436	5310	24.6	Emergency Storage
8/13/2026	111-9006807-7159436	5310		Softsoap Liquid Hand Soap, Fresh Breeze - 7.5 Fl Oz (Pack of 6)
				STRONGEST HOME Stoppers for Bottom of Door - Heavy Duty Metal Rubber Door Stopper, Non-Slip Door Stop for Heavy
8/13/2026	111-1814581-3510637	5310	19.57	Doors, Works on Wood, Tile & Carpet Floors, Wedge Black 2 PCs + 2 White Wall Protectors
8/13/2026	111-5212046-0975469	5310	26.33	Heavy Duty Door Stop, Anti-Skid Door Stoppers for Bottom of Door, Floor Door Stopper with Strong Grip for All Floor Types
				UXVEM 2-Pack Solid Black Rubber Door Stoppers Door Wedge Stopper Heavy Duty Door Stop Wedges for Bottom of Door, Non-Slip Design, Works on All Floor Surfaces, Ideal for Home/Office/School/Hospital
8/13/2026	111-5212046-0975469	5310		
8/12/2026	114-9519982-8719461	5050	57.79	Bulk Candy Individually Wrapped, Parade Kid's Dream, 5lb
8/12/2026	114-9519982-8719461	5050		Frito Lay Flamin' Hot Mix, 6 Flavor Single Serve Cheetos, Doritos, Chester's & Funyuns Variety Pack, (40 Count)
				QLKUNLA Newtons Cradle Balance Balls Science Physics Gadget Desktop Decoration Kinetic Motion Toy for Home and
8/12/2026	113-2955479-3341002	5601.03 LC	19.99	Office
8/12/2026	111-3291461-3168256	5310	0	Boardwalk Deskside Recycling Bin, 3 gal, Blue, Polypropylene
8/12/2026	111-3429256-4517813	5310	66.97	MOSISO Wrist Rest Support for Mouse Pad&Keyboard Set, Imperial Purple

Order Date	Order ID	PO Number	Order Subtotal	Title
8/12/2026	111-3429256-4517813	5310		ComfiLife Anti Fatigue Floor Mat - 3/4 Inch Thick Kitchen Mats for Floor, Standing Desk Mat, Kitchen Rug - Comfort at Home, Office - Durable - Stain Resistant - Non-Slip Bottom (20" x 32", Black)
8/11/2026	114-5551833-0065869	5660	35.93	40000 Pcs 40 Colors Resin Jelly Rhinestones for Bedazzling Kit,3 mm Resin Flat Back Gems in 40 Grid Organizer Box for Bedazzling, Diamond Art, Clothing, Shoes and Craft Projects (40000)
8/11/2026	114-5551833-0065869	5660		ARTISTRO Precision Dual-Tip Acrylic Paint Marker Pens - Set of 36
8/11/2026	113-9232712-1729813	5601.03 LC	74.16	Melissa & Doug Zoo Animals Sound Puzzle - 8-Piece Wooden Peg Puzzle with Light-Activated Sounds, Music Learning Toy for Toddlers and Preschoolers Ages 2+
8/11/2026	113-9232712-1729813	5601.03 LC		Esjay Busy Board Montessori Toys for Boys and Girls, Sensory Book Educational Activities for Learning Fine Motor Skills, Birthday Gifts, Travel Toys for Airplane Car, Green Multipages
8/11/2026	113-9232712-1729813	5601.03 LC		Melissa & Doug Farm Sound Puzzle - Wooden Peg Puzzle with Sound Effects (8 pcs)
8/11/2026	113-9232712-1729813	5601.03 LC		2 in 1 Magnetic Maze Board for Kids Montessori Toys Double-Sided Counting Magnetic Alphabet Letters ABC Magnets
8/11/2026	113-9232712-1729813	5601.03 LC		Puzzles 3-5 Age Boys and Girls Birthday Gifts
8/11/2026	113-9232712-1729813	5601.03 LC		Learning Resources Big Feelings Nesting Fruit Friends
8/10/2026	114-0370798-5345818	5660	48.76	Frienda 24 Pcs Phone Card Holder Adhesive Silicone Wallet, Lovely Color
8/10/2026	114-0370798-5345818	5660		30 Pack Blank Phone Grip Holder, Expandable Phone Grip Stand,Black, White
8/10/2026	114-2820823-3446654	5770	25.26	UGREEN 4K@60Hz 2K@240Hz HDMI 2.0 Extender HDMI Extension Cable, 3FT
8/7/2026	113-0611738-1039460	5601.03 LC	35.82	Mott's Assorted Fruit Flavored Snacks, Made with Real Fruit Puree (40 Pack)
8/7/2026	113-0611738-1039460	5601.03 LC		24 Pieces Stencils, Large Drawing Stencils Chalk Template, 8 Inches Washable Shape Template Stencils Kit for Crafts, Painting Drawing (Primary, 8 inch)
8/7/2026	113-0611738-1039460	5601.03 LC		Goldfish Crackers Big Smiles Variety Pack with Cheddar, Colors, and Pretzels, Snack Packs, 30 Ct
8/6/2026	114-4490605-4909054	5602	19.98	Jesginboo Countertop Paper Towel Holder for Kitchen, Black Tension Arm
8/5/2026	113-5802300-3530616	5601.03 LC	26.99	Nicunom 6 Pack Cubby Bin Storage Bins, Multi-Purpose Plastic Storage Bins Stackable Organizer Storage Cubbies for Home, Nursery, Playroom, Classroom
8/5/2026	113-4783547-4962647	5601.03 LC	159.41	Melissa & Doug Favorite Condiments Play Kitchen Food Toys
8/5/2026	113-4783547-4962647	5601.03 LC		WoodenEdu Wooden Pop up Toaster Play Kitchen Set, Pretend Play Food for Kids
8/5/2026	113-4783547-4962647	5601.03 LC		Melissa & Doug Food Groups, 21-Piece Wooden Toys Set of Pretend Play Food & Kids Play Kitchen Accessories, Preschool Toys for Girls & Boys Ages 3+
8/5/2026	113-4783547-4962647	5601.03 LC		GAGAKU Kids Wooden Play Dishes Set -27Pcs Montessori Play Kitchen Accessories Plates and Bowls Set, Storage Stand & Play Food, Pretend Cooking Toys for Ages 3-5, Educational Gift for Toddler
8/5/2026	113-4783547-4962647	5601.03 LC		Le Toy Van - Educational Wooden Honeybake Pretend Play Doughnuts Set Toy Cakes Gorgeous Pretend Play Food Birthday Cake Or Afternoon Tea Role Play Toy Great As A Gift
8/5/2026	113-4783547-4962647	5601.03 LC		Tiny Land 43 Pieces Wooden Play Food Sets for Kids Kitchen
8/5/2026	113-4783547-4962647	5601.03 LC		Le Toy Van - Wooden Honeybee Market Fruits '5 a Day' Crate Fun Role Play Supermarket Pretend Play Shop Food Great Gift for Boys Or Girls, Smoothie Fruits Crrate (TV183)
8/5/2026	113-4783547-4962647	5601.03 LC	159.41	Melissa & Doug Wooden Protein Food Groups Play Set, 1 EA
8/5/2026	113-6463186-9777055	5601.03 LC	18.99	Oterri File Organizer, File Box, File Cabinet for Letter File Folder Storage, Portable Storage Bins with Lids for Office/Decor/Home, Document Organizer, 1 Pack, Green-Box Only
8/4/2026	D01-3301841-5270665	5784	499	Prime Business Annual Membership Fee - Small
Total			<u><u>4,050.84</u></u>	

A Recap of Governance Committee Activity since its beginning

December 2024

- Board votes to approve Governance Committee charge
- Name committee membership and chair: Elaine Nagey, chair, Sarah Johnson, Trustee, Amy Shipley, Executive Director
- Set first meeting

January 2025

- Develop timeline and list of tasks at next meeting

February

- Presented ALA Resolution 2025-03 Library Bill of Rights. - Accepted as a foundational document by Board
- Presented ALA Resolution 2025-04 Freedom to Read - Accepted as a foundational document by Board

March

- Preparing a policy for review and approval in April including the email and attendance policies as well as the Bylaws.

April

- Board Email Policy passed
- Board Office Nominations and Elections Policy passed

May

- Ad Hoc Bylaws committee eliminated. Charge the Governance Committee with editing the Bylaws: passed
- Board Attendance Policy discussed

July

- No meeting

August

- No meeting

September

- No meeting

October

- Presented edits to Bylaws, approved
- Presented Attendance Policy, approved

November

- Presented and approved edits to Bylaws

December

- No meeting

January 2026

- Discussion, but no action on a Code of Ethics for the Board including use of AI. The Governance Committee will expand the current Code of Ethics.

February

- Discussion of Code of Ethics, Sarah Johnson not seeking for second Board term

March

- Further discussion of Code of Ethics with placement in the Bylaws. Vote postponed pending presentation of Bylaws revision.

April

- Carolyn Kane appointed to Governance Committee
- Amended Trustee emeritus policy adopted
- Discussion of Nominating Policy

May

- The committee discussed its operational procedures. It will work on Bylaw provisions that support the policies they have developed and will develop

June

- Discussion and vote to return Facilities Committee and Personnel Committee back to standing committees. Chairs assigned to Policy and Facilities committees. Code of Ethics Policy passed

July

- Met to draft charges for committees. For future consideration: Trustee recruitment process, format for minutes and finalization process, and creating a record through the minutes of how the Board operates.

August

- Committee charges completed for presentation to the Board.

September

- Reviewed history of the committee's work and decided to present to Board.
- Integrated committee charges into Bylaws for Board approval
- Will work on Board recruitment procedures for October meeting (Oct 13; 10:00a.m.) Elaine will do a rough draft and send to Amy and Carolyn .



BASALT REGIONAL LIBRARY DISTRICT
BYLAWS

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BASALT REGIONAL LIBRARY DISTRICT

BYLAWS

Article 1: Name

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

Article 2: Authority

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

Article 3: Purpose

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

Article 4: Trustee Code of Ethics

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

- **Fiduciary Duty:** Board Trustees serve as trustees for the community acting in the best interest of the Library and its mission. Trustees must avoid circumstances in which personal interests might be served or financial benefits gained at the expense of BRLD taxpayers and/or the fiduciary integrity of the District. If there is a perceived conflict of interest, the Trustee must recuse themselves.
- **Standards of Conduct:** Board Trustees shall observe ethical standards with absolute truth, transparency, integrity, and honor in the best interest of Library users, colleagues, and community. Trustees recognize that authority is vested in the whole board and not with its individual trustees. The Board concentrates on policy-making, ensuring that the District is well-managed but does not interfere with the administration or supervision of staff.
- **Mutual Respect:** In the conduct of business, Trustees model mutual respect for colleagues and all other participants despite any disagreement on action taken. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes acknowledging the formal position of the Board despite personal disagreement.
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The Code of Ethics provides parameters for Trustee behavior. A Trustee agrees to comply by signing the Agreement and Affirmation document when beginning a Trustee term and annually thereafter as long as they serve.

Article 5: Membership on the Board of Trustees

Section 1. Number of Trustees.

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

Section 2. Appointment of Trustees.

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

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

Section 3. Vacancies and Recruitment.

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

Section 4. Term of Office.

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

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

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

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

Section 6. Removal of a Trustee.

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

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

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

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

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

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

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

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

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

Section 7. Conflict of Interest.

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

Section 8. Compensation.

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

Section 9. Solicitation on Premises.

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

Article 6: Officers and their Duties

Section 1. Officers.

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

Section 2. Election of Officers.

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

Section 3. Duties of the President.

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

Section 4. Duties of the Vice-President.

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

Section 5. Duties of the Secretary.

The Secretary is responsible for:

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

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

Section 6. Duties of the Treasurer.

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

Article 7: Meetings

Section 1. Annual Meeting.

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

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

Section 2. Regular Meetings.

Regular monthly meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library and via web conferencing technology. Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty-four (24) hours in advance of the meeting at the official posting place for library notices. If more than two (2) Trustees are expected to attend any meeting, the meeting will be noticed pursuant to Article 7, Section 1.

Section 3. Special meetings.

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

Section 4. Board Meeting Protocol.

1. Agenda. The President of the Board, with the aid of the Executive Director and with input from other Trustees, will compose and provide an agenda and Board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Executive Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.

2. Quorum. A quorum for the transaction of business will consist of four (4) Trustees. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular or special meeting at which there is a quorum.
3. Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.
4. Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy.
5. Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees. If an Executive Session is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in an Executive Session.

Article 8: Committees

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

Section 1. Standing Committees.

The Board of Trustees standing committees are:

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

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

The Board has defined the structure and work of the standing committees in the following committee charge statements:

The **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.

The **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.

This 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.

The **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.

This 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.

The **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.

This 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.,.

The **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.

This 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).

Section 2. Ad Hoc Committees

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

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

Section 3. Work Sessions

Work sessions are called by the Executive Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 7, Section 1.

Section 4. Duties of Committee Chairs.

1. Appoint committee members.
2. Appoint community representatives.

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

Section 5. Community Representatives

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

Section 6. Duties of Community Representatives

Each Community Representative is responsible for the following:

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

Article 9: Duties of the Board of Trustees

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

Section 1. Employment of the Executive Director.

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

Section 2. Annual Budget.

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

Section 3. Annual Audit.

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

Section 4. Financial Operations.

The Board is responsible for all other financial operations of the District including bonding of persons entrusted with funds, authorizing purchase of equipment and materials recommended

by the Executive Director, entering into contracts, borrowing funds, and requesting elections to alter taxes to support the District.

Section 5. Gifts.

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

Section 6. Land.

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

Section 7. Buildings.

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

Section 8. Personal Property.

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

Section 9. Reports to the Legislative Bodies.

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

Section 10. Annual State Report.

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

Section 11. Appeals to Requests for Reconsideration.

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

Article 10. Amendment of Bylaws

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

Article 11: Parliamentary Authority

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

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

Date

Deborah Smith, Board President

Date

Elaine Nagey, Board Vice President



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BYLAWS

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Article 5: Membership on the Board of Trustees

Section 1. Number of Trustees.

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

Section 2. Appointment of Trustees.

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

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

Section 3. Vacancies and Recruitment.

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

Section 4. Term of Office.

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

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

Section 5. Trustee Responsibilities.

Each Trustee is responsible for the following:

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

Section 6. Removal of a Trustee.

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

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

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

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

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

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

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

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

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

Section 7. Conflict of Interest.

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

Section 8. Compensation.

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

Section 9. Solicitation on Premises.

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

Article 6: Officers and their Duties

Section 1. Officers.

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

Section 2. Election of Officers.

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

Section 3. Duties of the President.

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

Section 4. Duties of the Vice-President.

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

Section 5. Duties of the Secretary.

The Secretary is responsible for:

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

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

Section 6. Duties of the Treasurer.

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

Article 7: Meetings

Section 1. Annual Meeting.

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

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

Section 2. Regular Meetings.

Regular monthly meetings will be held on the third Monday of each month beginning at 5:15 pm in the Community Room of the library and via web conferencing technology. Notice of all regular and special Board meetings with their final meeting agendas will be posted at least twenty-four (24) hours in advance of the meeting at the official posting place for library notices. If more than two (2) Trustees are expected to attend any meeting, the meeting will be noticed pursuant to Article 7, Section 1.

Section 3. Special meetings.

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

Section 4. Board Meeting Protocol.

1. Agenda. The President of the Board, with the aid of the Executive Director and with input from other Trustees, will compose and provide an agenda and Board packet to all Board members prior to any regularly scheduled meeting or special meeting. The agenda will contain information for Trustees, staff, and members of the Public to connect to the meeting via web conferencing technology. Members of the public may request items be placed on the agenda, providing they do so in a timely manner. The Executive Director will post the agenda pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees.

2. Quorum. A quorum for the transaction of business will consist of four (4) Trustees. Trustees attending via web conferencing technology count toward a quorum. If a quorum will not be present on the official meeting date, the Board will not take any action until the next regular or special meeting at which there is a quorum.
3. Voting. All Trustees, including the President, are entitled to vote. A majority vote is required for passage. Trustees attending via web conferencing technology are entitled to vote. No vote may be taken in Executive Session.
4. Public Comment. The public is invited to all meetings of the Board and will have an opportunity to speak before the Board. Refer to the BRLD Public Comment Policy.
5. Executive Sessions. Executive Sessions will be on the agenda, and will be noticed as written in pursuant to CRS 24-6-402 (2) (c), as directed by the Board of Trustees. If an Executive Session is on the agenda the Board will follow the Colorado Open Meetings Law CRS 24-6-402 regarding Executive Session topics and procedures. No vote may be taken in an Executive Session.

Article 8: Committees

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

Section 1. Standing Committees.

The Board of Trustees standing committees are:

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

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

The Board has defined the structure and work of the standing committees in the following committee charge statements:

The 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.

The 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.

This 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.

The 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.

This 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.

The 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.

This 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.,.

The 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.

This 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).

Section 2. Ad Hoc Committees

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

Section 3. Work Sessions

Work sessions are called by the Executive Director, the President (in the case of Board work sessions), or the Chair of any library committee (in the case of committee work sessions). Work sessions are intended to be informational meetings of the Board or committee. No formal action may be taken. If more than two (2) Trustees are anticipated to be in attendance, the meeting will be noticed pursuant to Article 7, Section 1.

Section 4. Duties of Committee Chairs.

1. Appoint committee members.
2. Appoint community representatives.
3. Create an agenda for each committee meeting in coordination with the Executive Director.
4. Each committee will accept its charge and enact rules of procedure that it deems necessary, as long as those rules conform to these Bylaws.

5. The committees will serve as recommending bodies to the Board, and the Board retains final decision-making authority.

Section 5. Community Representatives

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

Section 6. Duties of Community Representatives

Each Community Representative is responsible for the following:

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

Article 9: Duties of the Board of Trustees

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

Section 1. Employment of the Executive Director.

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

Section 2. Annual Budget.

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

Section 3. Annual Audit.

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

Section 4. Financial Operations.

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

Section 5. Gifts.

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

Section 6. Land.

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

Section 7. Buildings.

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

Section 8. Personal Property.

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

Section 9. Reports to the Legislative Bodies.

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

Section 10. Annual State Report.

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

Section 11. Appeals to Requests for Reconsideration.

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

Article 10. Amendment of Bylaws

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

Article 11: Parliamentary Authority

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

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

_____	_____
Date	Deborah Smith, Board President

_____	_____
Date	Elaine Nagey, Board Vice President

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

MEMORANDUM

TO: Eagle County Commissioners, Pitkin County Commissioners, Town of Basalt Mayor and Council

FROM: Basalt Regional Library District Executive Director and Board of Trustees

DATE: Monday, September 21, 2026

RE: Request for Basalt Regional Library District Trustee Reapportionment

Dear Governing Bodies for Basalt Regional Library District,

The Basalt Regional Library District (BRLD) was formed in 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 Basalt 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 trustees 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, and the Basalt Town seat rotates every 3 years). There is a two-term limit for each trustee.

Over the past 3-5 years, it has become increasingly difficult to recruit three trustees from the Pitkin County portion of the Library District. In 2026, one Pitkin County trustee declined to reapply for a second term and a second Pitkin County trustee resigned for personal reasons. Despite recruiting efforts throughout 2026, the Library Board still has one open Pitkin County vacancy. At the same time, there is a waitlist of eligible board applicants from Eagle County.

As a step in examining our Trustee mix, we have recently gathered statistics to determine the population of registered voters 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%). In addition, the Basalt Town Planner (James Lindt) gives Basalt's updated population numbers as Pitkin: 1070 (26-28%) and Eagle: 2950 (72-74%), for a total of 4020 current residents.

Based on the above findings, we would like to propose a reapportionment of BRLD trustee mix to address more equitable trustee representation in our library district. In that formula, each board member would represent 1/7, or about 14% of the district's population. Our board recommends that one Pitkin County board seat be decreased and one at-large seat be added to our mix of board seats.

We feel this reapportionment would aid our board in trustee recruitment efforts and would thereby improve our effectiveness as a working board. When our board lacks a full seven trustees, its capacity to conduct the necessary administrative oversight is diminished, and the increased burden is felt by all remaining board members.

We have discussed reapportionment 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), an updated intergovernmental agreement between the three entities and a change to BRLD's bylaws.

We would like to meet as soon as feasible with the Pitkin and Eagle County Commission Chairs and the Basalt Town Mayor to discuss how we can best move forward to facilitate BRLD board reapportionment. Amy Shipley, Executive Director will contact each entity to schedule a work session in this regard.

Sincerely, Basalt Regional Library District Executive Director (Amy Shipley) and Board (Deb Smith, Elaine Nagey, Cathy Click, Eric Pelander, Carolyn Kane and Laurie Smith)