

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, August 3, 2017
Place: New Castle Branch Library, New Castle, CO

I. CALL TO ORDER

- A. Roll Call
- B. Recitation of the Board Mission Statement and GCL Mission and Vision Statements
- C. Public Participation: 3 minutes per person
- D. Approval of the agenda

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board meeting, July 6 (pp. 1-4)
- B. Claims for Board Approval General Fund June 16, 2017 through July 15, 2017 (pp. 5-6)

III. FINANCE

- A. Finance update, Kevin Hettler

IV. FACILITIES

- A. Facilities Report, Jerry Morris

V. BRANCH REPORT

- A. New Castle Branch Manager, Linda Lewis

VI. DIRECTORS' REPORTS

- A. Executive Director, Jesse Henning
 - i. Statistics update
 - ii. Community leader meetings update
 - iii. Leaders' Lunch update
 - iv. Budget committee update
- B. Assistant Executive Director, Amy Shipley
 - i. District operations update
 - ii. Staffing update

VII. BOARD DEVELOPMENT

- A. Discussion of Board Mission Statement

VIII. GENERAL ITEMS

- A. Discussion of open hours schedule, Jesse Henning, Amy Shipley
- B. Discussion of issue committee formation
- C. Resolution to name the Glenwood Springs second floor meeting room (17-003) (pg. 7)
- D. Discussion of Glenwood Springs second floor meeting room management

IX. INFORMATION ITEMS

- A. Resolution 17-003 (pg. 7)
- B. Branch narratives (pp. 8-12)
- C. Staffing report (pg. 13)
- D. June financial data visualization (pp. 14-15)
- E. June Alpine Bank credit card statement (pp. 16-17)
- F. Profit and loss to budget General Fund May 2017 (pg. 18)
- G. Balance sheet General Fund June 2017 (pp. 19-20)
- H. Sales tax revenue report April 2017 (pp. 21-22)

I. June service statistics (pp. 23-24)

Next Board Meeting- September 7, 2017 at the Silt Branch Library, Silt, CO 81652

Adjourn meeting.

This agenda is subject to change, including the addition of items up to 24 hours in advance or the deletion of items at any time. All times are approximate. If special accommodations are necessary per ADA, please call 625-4270 prior to the meeting.

Prepared by: Jesse Henning

Posted on: July 28, 2017

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING

New Castle Branch Library, New Castle, CO

July 6, 2017

I. CALL TO ORDER

Todd Anderson called the meeting to order at 6:00pm. Jesse Henning conducted the roll call.

BOARD MEMBERS PRESENT:

Todd Anderson
Alice Bedard-Voorhees
Adrian Rippy-Sheehy
Michelle Foster
Perry Sweeney
Monica Miller

STAFF PRESENT:

Jesse Henning
Kevin Hettler
Amy Shipley
Jerry Morris
Brenda Kingen
Laurin Arnold
Kim Benson
Kim Owens
Sheldon Emery
Toni Carsten

PUBLIC PRESENT: None.

GUESTS PRESENT: Dan Cudahy, McMahan and Associates, LLC; Pete Waller, Julie Hanson, Carrie Hauser, Colorado Mountain College.

BOARD MEMBERS EXCUSED: Sandi Kister.

PUBLIC COMMENT SECTION: None.

AGENDA CHANGES/ADDITIONS: General Item A, Amendment to Pay Chart, was taken out of order. An addition to item (VI)(A) was added – ‘CMC Option to Purchase update’. A motion to approve the agenda as amended was made by Rippy-Sheehy, seconded by Bedard-Voorhees. **Motion passed unanimously.**

II. CONSENT ITEMS FOR APPROVAL: Minutes of the June 1 Board Meeting, May-June fund claims. A motion to approve the consent items was made by Miller, seconded by Sweeney. **Motion passed unanimously.**

III. FINANCE:

Presentation of the 2016 financial audit: Dan Cudahy, McMahan and Associates, LLC. Mr. Cudahy presented the results of the District’s 2016 financial audit. The auditors gave a clean opinion of the District’s financial statements, indicating that the audit went well with no difficulties or disagreements with management. The auditors made no further recommendations

on the District's financial internal controls and stated that the District was in good financial standing at the end of 2016. One amendment in the audit was required to reflect the District's current reserve policy. A motion to approve the financial audit was made by Rippy-Sheehy, seconded by Miller. **Motion passed unanimously.**

Finance update: Kevin Hetter, Finance Manager

Solar rebate income numbers appear inflated over 2016 YTD revenue due to better tracking and timing. CCOERA employee forfeitures were explained. Spending for the Bessie Minor Swift grant is occurring.

May 2017 Financials

May 2017 Year to date income was 749.47% of budget (\$18,743,659 actual, \$2,500,923) while expenses were 1674% of budget (\$19,364,913 actual and \$1,156,815). The reason for these large swings in actual vs. budget was the COP Refunding that was completed on 4/28/17.

Total cash assets, as of May 31, 2017 totaled \$4,835,663 compared to \$4,549,636 the previous month.

Sales Tax Revenue:

Sales tax revenue (before the refund) in March, 2017 was \$191,924 which was up 8.97% from March, 2016. Sales tax revenue (after the refund) in February, 2017 was \$185,435 which was up 12.9% from March, 2016.

IV. FACILITIES

Morgridge Commons management and naming proposal: Carrie Hauser, Pete Waller, Julie Hanson, Colorado Mountain College.

The Colorado Mountain College made a proposal to the Board to manage the District's second-floor space of the Glenwood Springs Branch according to a hybrid policy and room rate schedule that differs from the District's current Meeting Room Policy and Agreement. Additionally, a suggestion was made to the Board to name the Library-owned space as a nod to the Federal Mineral Lease District. Alice suggested that the College manage the space according to current District policies with the College as the central point of contact. Concerns about uniformity of service were brought up by the College. Todd suggested that the District manage its own space for six months to evaluate the feasibility of library staff managing the space and to evaluate the operations of the College-owned Morgridge Commons space. No Board action was taken to accept or decline the College's proposal.

Facilities report: Jerry Morris

The service desk in Parachute needed to be repaired after regular wear and tear. A large amount of Jerry's time has been consumed by the Glenwood Springs construction project as it enters the final punch list and project completion stages. The Rifle Branch's security camera system will be replaced as individual replacement cameras are no longer compatible with the current system. The card reader access system in the Glenwood Springs branch failed and was repaired. Shelving changes in the Silt and New Castle Branches are taking place as the sliding DVD drawer shelves are beginning to fail. The newer of the two Ford Escape vehicles the District owns is close to 100,000 miles and the older is having more frequent maintenance alerts.

V. BRANCH REPORT: Laurin Arnold, Glenwood Springs Branch Manager

Summer Reading Program events are being very well attended at Glenwood – with 193 attendees at the Didgeridoo Nation program!

Construction is still an issue in Glenwood, with elevator construction and upstairs work creating noise and displacing meeting room guests. Contractors paid to relocate a community group when the noise became too overwhelming.

Laurin is working with the City of Glenwood Springs to have deeper involvement with the annual Fourth of July celebration and attended a Glenwood Springs Kiwanis meeting last week on the 27th.

VI. DIRECTORS' REPORT: Jesse Henning, Executive Director

Statistics update: Electronic resource statistics have been re-introduced to the statistics package. Overdrive eBook circulation is up over 30% year-to-date. New financial data visualizations were presented to better align with Board requests.

Staffing update: Hires for the Silt Branch Circulation Coordinator and New Castle/Silt Youth Services are in the works. The search for a Parachute Branch Manager is still underway.

Community leader meetings update: Meetings between Jesse, individual Board members, and town councils have taken place in Silt and New Castle, with meetings scheduled for Carbondale and Parachute. Jesse has met with all of the local school district superintendents in Garfield 16, RE-1, and RE-2; Chamber of Commerce leaders in Rifle, Glenwood Springs, and Carbondale; Kiwanis groups in Glenwood Springs and Parachute/Battlement Mesa; and the Rifle Rotary. Jesse and Laurin Arnold met with the librarian at Valley View Hospital's Delaney Medical Library.

Budget Committee update: The Budget Committee has set its future meeting schedule and has reviewed the YTD 2017 budget. Preliminary property valuation estimates will be available on July 10th. The Budget Committee examined the cuts made from last year to identify successes and challenges – the majority of the technology-related cuts have been successful while limited staffing levels continue to be a challenge.

District operations update: Amy Shipley, Assistant Executive Director

Branch Managers are going to start meeting on the fifth Thursday of the month when there is one.

The Parachute Branch Manager position has been posted on all relevant free online job boards.

Material orders are coming in on a semi-regular basis. The entirety of the Colorado State Library grant has been spent. Rifle Branch staff are helping out with the work previously assigned to the Technical Services Coordinator.

VII. BOARD DEVELOPMENT

Discussion of Colorado State Library planning meeting

Jacqueline Murphy, a Colorado State Library consultant, advised the Board at the planning meeting to collect Aspen Institute-inspired input from four groups: the community, community leaders, staff, and the Board. Planning for an invite-only August 'lunch with leaders' has started, with an invitation list to be compiled by the second week of July.

Discussion of future Board Development topics

The Board Development topic list continues to be refined with a focus on making sure that topics align with the newly-developed Board mission statement.

VIII. GENERAL ITEMS

Amendments to Pay Chart and Employee Handbook: Kim Owens, HR Manager.

An amended Pay Chart adjusting rates of pay to accommodate staff earning above and below posted pay rates was presented. A motion to approve the Pay Chart as amended was made by Foster, seconded by Miller. **Motion passed unanimously.** An amended Employee Handbook removing the Spanish language proficiency and Master of Library Science stipends for future employees was presented. A motion to approve the Employee Handbook as amended was made by Bedard-Voorhees, seconded by Rippy-Sheehy. **Motion passed unanimously.**

Update from Rifle City Hall design charrette: Jesse Henning, Executive Director
Jesse, Jerry, Monica, Stephanie Freas, and Stephanie Stocking attended a design charrette for a proposed mixed-use development with the City of Rifle and a developer. The plan is to build a new building to house the Rifle City Hall with several floors of housing. Jerry and Jesse will learn more at a meeting with Nathan Lindquist at the City next week.

Discussion of FMLD Minigrant opportunity: Jesse Henning, Executive Director
A proposal to apply for a mini-grant to purchase Chromebook laptop computers was presented as a potential project. The application period for the grant will open in August.

A motion to adjourn was made by Anderson, seconded by Bedard-Voorhees. The meeting adjourned at 9:30pm.

NEXT MEETING

The next scheduled board meeting will be held at the New Castle Branch Library on August 3, 2017 at 6:00pm.

_____ Todd Anderson, President, Board of Trustees

_____ Sandi Kister, Secretary/Treasurer, Board of Trustees

Garfield County Public Library District Claims for Board Approval

June 16 - July 15, 2017

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
06/20/2017	22493	Didgeridoo Down Under	SRP Presenter	-1,800.00
06/20/2017	22494	Epley, Beth Ann	SRP Presenter	-1,050.00
06/20/2017	22495	Nature's Educators	SRP Presenter	-900.00
06/27/2017	EFT	CCOERA	June Retirement	-3,794.15
06/27/2017	EFT	CCOERA	June Retirement	-3,920.18
06/30/2017	22496	AAF International	RI HVAC filter	-53.06
06/30/2017	22497	AICPA	Kevin CPA renewal	-265.00
06/30/2017	22498	Artillum, LLC	SRP Presenter	-1,260.00
06/30/2017	22499	Cardiff Cleaning Services	June Janitorial services	-8,105.00
06/30/2017	22500	CenturyLink	June	-397.26
06/30/2017	22501	Colorado Library Consortium	EBSCO DB Package 12 months	-6,068.32
06/30/2017	22502	Feeney, Sandra	Lost, paid for and returned book	-12.99
06/30/2017	22503	Government Finance Officers Assoc	Kevin GFOA renewal	-160.00
06/30/2017	22504	Ingram Library Services	Library Materials	-1,500.97
06/30/2017	22505	Lincoln National Life Insurance Company	LTD/STD insurance	-662.99
06/30/2017	22506	Mango Languages	Subscription 7/1/17 - 12/31/18	-5,454.00
06/30/2017	22507	Mr. Kneel, LLC	SRP Presenter	-1,500.00
06/30/2017	22508	ProQuest LLC	Ancestry d.b. renewal 07/01/17 - 12/31/18	-1,830.00
06/30/2017	22509	R & H Mechanical, LLC	PA a/c repair	-671.27
06/30/2017	22510	Stuver & LeMoine, P.C.	Legal counsel	-150.00
06/30/2017	22511	The Party People, LLC	SRP Presenter	-1,500.00
06/30/2017	22512	Transparent Information Services, LLC	Background Checks	-130.55
06/30/2017	22513	Unilink	copies	-518.85
06/30/2017	22514	Unique Management Services, Inc.	collections services	-402.75
06/30/2017	22515	Zuba, Tesia	Lost book, paid for and returned	-19.95
06/30/2017	22516	Amazon .com	CA FOL: piano supplies	-20.99
06/30/2017	22517	Swallow Oil	vehicle fuel 6/15/17 stmt	-232.13
06/30/2017	22518	Midwest Tape	Library materials	-1,592.77
07/07/2017	Elec	Verizon Wireless	Cell Phone through 6/18/17	-67.46
07/13/2017	EFT	Colo Dept of Revenue- Sales Tax	2 Qtr 2017 Sales Tax	-876.00
07/13/2017	EFT	City of GL- Sales Tax	2 Qtr 2017 City Sales Tax	-154.10
07/13/2017	EFT	City of RI- Sales Tax	2 Qtr 2017 City Sales Tax	-136.30
07/13/2017	EFT	Town of CA- Sales Tax	2 Qtr 2017 City Sales Tax	-181.08
07/15/2017	22519	All Around Property Maintenance, Inc	CA PA June landscaping	-1,555.70
07/15/2017	22520	CDC Janitorial	Janitorial supplies	-161.44
07/15/2017	22521	Cedar Networks	July Telephone	-1,817.53
07/15/2017	22522	City of Rifle	RI water/sewer	-103.73
07/15/2017	22523	Colorado Doorways, Inc.	GWS Door repair	-195.00
07/15/2017	22524	Consolidated Electrical Distributors, Inc	Ri repair	-3.96
07/15/2017	22525	Cota-Peraza, Kenia	Returned material reimbursement	-15.99
07/15/2017	22526	DeLage Landen Financial Services, Inc.	July Copier Lease	-1,411.33
07/15/2017	22527	Ellena, Helen	Returned material reimbursement	-6.00
07/15/2017	22528	Great American Financial Services	telephone system lease 42-1425592	-1,043.98
07/15/2017	22529	Ingram Library Services	Library materials	-274.71

Garfield County Public Library District Claims for Board Approval

June 16 - July 15, 2017

Date	Num	Name	Memo	Amount
07/15/2017	22530	Marmot Library Network, Inc.	Qtr 3 2017	-42,943.10
07/15/2017	22531	Midwest Tape	Library materials	-258.50
07/15/2017	22532	Morning Star Elevator, LLC	NC elevator maintenance	-325.00
07/15/2017	22533	Mountain Pest Control, Inc.	104933	-282.00
07/15/2017	22534	OCLC	Cataloging / ILL 31-0734115	-238.86
07/15/2017	22535	R & H Mechanical, LLC	SI Boiler repair	-316.80
07/15/2017	22536	R. A. Nelson, LLC	Cooper Commons Draw #8	-14,980.22
07/15/2017	22537	Town of Carbondale	water/sewer	-58.79
07/15/2017	22538	Town of New Castle	water/sewer	-162.51
07/15/2017	22539	Town of Parachute	water/sewer/trash	-449.50
07/15/2017	22540	Town of Silt	water/sewer	-131.84
07/15/2017	22541	Tri County Fire Protection	Fire ext maint	-73.00
07/15/2017	22542	TRIAD EAP	EAP Program 7/1/17 - 9/30/17	-472.50
07/15/2017	22543	Trujillo, Donna	Returned material reimbursement	-9.60
07/15/2017	22544	Waste Management	trash/recycling NC, RI, CA	-200.03
07/15/2017	22545	Xcel Energy	Electric NC PA RI SI CA	-5,340.61
07/15/2017	22546	Lowe's	bldg repairs/supplies 9900 903141 2	-154.22
07/15/2017	22547	Swallow Oil	6/30/17 stmt vehicle fuel	-115.61
07/15/2017	22548	Alpine Bank	..8633 June credit card	-4,650.97
07/15/2017	22549	Friends/Foundation	book sales / donations	-2,999.57
Total 10010 · Alpine Bank- Gen(..7072)				-126,140.72
TOTAL				<u>-126,140.72</u>

Resolution 17-003

Resolution Approving the Naming of the Second Floor Meeting Room of the Glenwood Springs Branch Library

Whereas it is the responsibility of the Garfield County Public Library District Board of Trustees to consider naming proposals for buildings, library areas, and rooms; and

Whereas the Garfield County Federal Mineral Lease District granted the Garfield County Public Library District and the Colorado Mountain College \$750,000 for the construction and finishing of the second floor space of the Glenwood Springs Branch Library; now therefore be it

Resolved, that the Garfield County Public Library District names the second floor meeting space of the Glenwood Springs Branch Library the "Garfield County FMLD Room"

Adopted this 3rd day of August, 2017 AD

Jesse Henning, Executive Director

Todd Anderson, President of the Board of Trustees

ATTEST: _____
Sandra Kister, Secretary-Treasurer of the Board of Trustees

Branch Narratives

Glenwood Springs – Laurin Arnold, Branch Manager

The summer reading program has been very good to us this year, thanks in large part to the Youth Services Coordinator Amy Wright at Rifle who organized the performers for the entire system. Our numbers have topped out at over 100 for every children's event so far and close to 10 for every teen event (a real triumph when it comes to teens!) We have lots of participants from all age groups, with 282 children, 81 teens, and 239 adults registered as of July 10th. None of this would be possible without our wonderful volunteers and volunteers! Because of our volunteers returned items get shelved for our customers to find, high-use materials get cleaned, and our booksale always has great materials for customers to browse and purchase. Because of our volunteers attendance at our SRP programs get counted, customers are able to get their prizes, and misc little things that would take staff time get done. We are very lucky to have such great volunteers and volunteers!

Now that upstairs construction is mostly over, our challenge has really been moving beyond our everyday tasks. Maybe it is the warm weather but we are much busier than we were in the Spring with more in-depth questions/concerns and when that is added with staff vacations, everyone is on the desk more. We are able to get the holds out to our customers, fill paging requests, and staff the desk when we are open. However, important parts of our jobs such as collection management, program planning, and staff continuing education fall by the wayside. It is as if we are just treading water, unable to do the great things we know we are capable of.

One of the greatest opportunities has been wonderful programs other branches have worked to create at their locations that they have then invited us to share. Because of Janelle in Silt we will be offering a program about the eclipse, a general email to all branches led to three of us offering a 911 for kids program, and because of Linda in New Castle/Silt we will be offering a program about historic mining maps. It has been a huge help to us knowing that we have programs to offer our customers even with our time constraints.

Storytimes

(every Tuesday and Wednesday):

June 20th - 45

June 21st - 35

June 27th - 25

June 28th - 30

July 5th - 14

July 11th - 33

July 12th - 36

July 18th - 25

July 19th - 45

July 11th - 168

July 18th - 102

SRP Teen Programs (every second Wednesday):

June 28th - 9

July 12th - 7

SRP Cooking Science Classes (Fridays):

June 30th - 11

July 7th - 7

July 14th - 11

SRP Kids Programs (every Tuesday):

June 20th - 170

June 27th - 130

July 6th - 145

Minecraft (every Monday, Tuesday, and Wednesday):

No attendance for this passive program, may suspend until school starts

June 21st - 6

July 19th - 4

Your Story, Your Life (every second and fourth Friday):

June 16th - 9

STEM @ Your Library (every third Wednesday):

July 7th - 12

Parachute – Amy Shipley, Assistant Executive Director, Interim Branch Manager

Success

We increased hours temporarily for a couple staff to ease the burden of not having a permanent branch manager. Amy is now able to spend a bit more time per week at Support Services.

Jo Berger recruited a handful of dedicated, skilled teen volunteers to help with the Summer Reading Program.

Challenge

Accomplishing anything other than daily tasks to keep the library open while being under-staffed continues to be a challenge. The air conditioning was out for a few days just as the weather turned hot.

Opportunity

Having Amy at the branch affords us some opportunities for training. Amy has trained Kim Benson, the Circulation Coordinator, to run one of the weekly reports she used to do. Great opportunity for staff to learn something new while also removing a task from Amy's plate.

Statistics and Stories

As of 6/25 we had 283 people registered for the summer reading program and 251 reading logs completed. Our highest attended Summer Reading Program event in June was Didgeridoo Down Under with 41 attendees.

Carbondale – Jeannine Stickle, Branch Manager

Success

Our children's Summer Reading shows continue to draw large crowds this year. In Carbondale, many of the attendees are summer camps who typically attend every week. Many families also attend. From the five shows we have held so far, we averaged 111 attendees, with our largest crowd coming in to see Nature's Educators showcase some animals the week of 6/19. However, we are still seeing a drop in attendance from last year, which averaged 170 attendees per show at our branch.

Challenge

Staffing the library during Summer Reading has been extra challenging this year due to reduced staff. The sign up and bookmark collection process adds another task to our already busy service desk, which is usually only staffed with one person. Fortunately, we have had some dedicated

and hard working volunteers to help with these extra tasks. Unfortunately, summer reading signups have been negatively effected as staff often do not have the time to tell nonparticipants about the program. At week five in the program last year, the Carbondale branch had 369 infants, toddlers and children registered, compared to 210 at week 5 of the program this year. Numbers for registered teens at week 5 are 111 compared to 175 last year. And adults are at 187 compared to 363 at the same time last year. This is disappointing since our Summer Reading Program is so important for retaining learning for children and teens over summer vacation and we are not able to effectively promote this program. As a district, our challenge will be how to best engage to community in this important program with our reduced staffing levels.

Opportunity

In June, I (Jeannine) was fortunate to be able to attend the annual American Library Association conference held in Chicago. I did this with the support of Amy and Jesse, though I personally covered the costs of my conference registration, lodging, meals, and travel. I am very grateful to have had this professional development opportunity as I had many great opportunities for learning that I can't wait to share with my fellow GCPLD staff members.

Program Statistics and Stories

The Carbondale Branch has been experiencing an interesting change from the norm from our school year to summer in regards to storytime attendance. The previous few years, we typically experienced moderate storytime attendance at our all ages storytime during the school year (typically between 15 and 30 attendees). When we reduced down to one storytime in the summer months, we typically saw an increase in attendance to between 25 and 50 attendees. During this past 2016 - 2017 school year, several preschools and daycare groups began attending our all ages storytime on Thursdays and that storytime saw an increase to between 30 and 70 attendees! As a result, the new rule seems to be that storytime gets smaller in the summer (between 25 and 40 attendees) than during the school year, even though we shrink down from two storytimes to one.

Silt / New Castle – Linda Lewis, Branch Manager

The big story from both branches was our struggle to stay open during a staff shortage. I feel like the only way to adequately thank everyone is by name. Absolutely *everyone* deserves recognition and a medal for getting us through this month.

Christy - for coming down early from a mountain top (!) to cover hours

Brenda and Ana - for their teamwork and being so gracious after an incredibly busy Tuesday made more busy by Linda's coverage error

Brenda - for entering the deposit numbers and making the deadline

Ana - for her willingness to change/add hours to her schedule

Jenn - for jumping back into the fray after time off and immediately catching issues that need to be dealt with

Janelle - for allowing me to change her hours almost daily without complaint

Rachel - for looking ahead on the schedule and alerting us with upcoming issues

And thanks to everyone at Support Services and Stephanie Freas from Rifle - for covering so many hours for us at both branches. We wouldn't have made it without your help.

Here's what I have learned about Summer Reading Performance days and what they include: greet the performer, help bring materials and equipment (as needed), set up chairs, introduce performer, count attendees, process the book return "dump" of loads of materials that happens on performance days, assist the crowds of patrons in the library before and after the show, hand out more bookmarks and prizes, help the performer break down, etc., put room back to normal.

Even with all this, we have continued to weed, purchase and process new materials, and schedule events after summer reading including:

July:

911 for Kids

Sunshine Bus Pre-school on Wheels enrollment days

DIY Google cardboard from teens

August:

Resuming Storytimes week of August 7th

2 Solar Eclipse programs

September:

History of Mining Maps

New Castle:

Challenge:

A new schedule with new hires and covering all the hours without stretching everyone so thin. We are reeling from the high numbers of attendance on Wednesdays during summer performances.

Highlight:

It was planned that I would be able to introduce the performance at both branches, but it hasn't worked out that way and the New Castle crew willingly stepped above the call and took on the task. The Friends of the Library also help so much by serving the ice cream at the ice cream social event.

Silt:

Challenge:

A new schedule with new hires and covering all the hours without stretching everyone so thin. Wednesdays are very, very busy.

Highlight:

Community appreciation day - we received thank you letters and rice crispy treats from community members.

This has been a challenging month for us, and we're looking forward to a bit of relief by getting to full-staffing numbers so that we can help with determining the best strategies for future coverage and work duties.

We have great patron support, and summer reading has been so much fun!! Exhausting, but Fun!

Rifle – Stephanie Freas, Branch Manager

Summer at Rifle Branch has been a great opportunity for people to stop in and get out of the heat! This week, we were given cookies from a woman for giving her a quiet space to take her online course, and lately, our study rooms are booked full. The overflow often goes into our Madlab and meeting rooms. Recently, a local man started up bringing board games from home to the library to play with anyone who's interested- it's been a great to see a pop-up game between strangers. As a result of the heat, sugar-infused programs, or influx of new travelers to the area, the branch has seen an uptake in negative behavior and incident reports (8 this month)-- from rowdy teens to intoxicated adults. It has been a challenge, especially as the library gets busy during programs and with less staff in the building. Staff are working to keep up morale and documenting any issues that they see. Stephanie has had some great opportunities to get out and about in the community and talk with people about the library. She's spoken with the Rifle Correctional Center Librarian to talk about ways that we can work together (inmates participating in summer reading!). She also met with the officers of the Rifle Police, the new VP of Rifle CMC, and many other community members to brainstorm partnership and program ideas, share fun facts about the library (Spanish story time, ebooks, and more!).

Homebound Outreach-15
Duct Tape Creations- 23
Nature's Educators- 173
Cooking Science- 12
Color the Earth- 123

Ice Cream Social- 110
Master Builders Lego Club- 21
Friends of the Library Book Club- 5
Pizza and a Movie- 32
Kyle Groves and Mr. E.- 193

Staffing Report, July 2017, Kim Owens, HR Manager

Since 6/20:

New Hires: 1 - Paul Stanley, Youth Services Coordinator, shared between Silt & New Castle starts Monday, 7/24

Promotions: 1 - Brenda Kingen promoted to Circulation Coordinator & moving to Silt on or about 7/24

Terminations: 0

Vacancies:

1. Branch Manager – Parachute (completed 1 interview, 2 more scheduled)
2. Library Assistant (22 hours per week shared between branches) - Silt/New Castle
3. Page – Silt (8 hours per week)

Additional Staffing Information:

Headcount as of 7/24:

45 total staff members

14 staff at 40 hours; 31 staff under 40

23 benefit eligible staff (32 - 40 hours per week); 22 staff with less than 32 per week

Notes: There are two, 40 hour per week, staff members (Paul Stanley and Linda Lewis) who split their time between Silt & New Castle. This split is reflected below in the Total Staff Count and Scheduled Staff Hours per Week columns. For purposes of Benefit Eligible Staff count, these two are included in the New Castle count.

Staff Stats by Location - 7/24/2017				
Location	Total Staff Count	Scheduled Staff Hours per Week	Count of Benefit Eligible Staff (over 32 hours)	Count of Staff not eligible for Benefits (under 32 hours)
Carbondale	8	200	3	5
Glenwood	7	212	4	3
New Castle	5	136	3	3
Silt	4	134	1	2
Rifle	8	222	5	3
Parachute	5	120	1	4
Support Services	8	269	6	2
Grand Total	45	1293	23	22

June YTD Financial Visualization

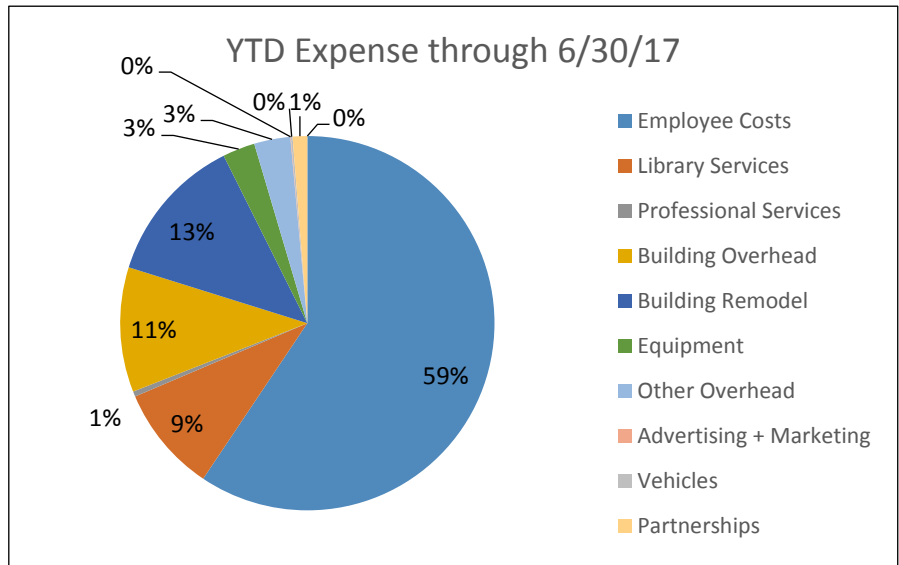
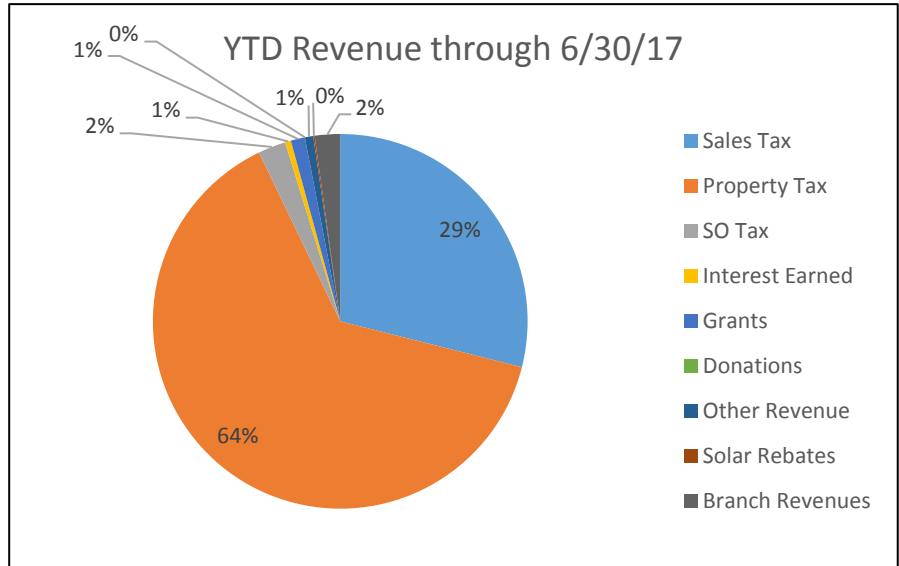
The following charts indicate all income received and expenditures made from 1/1/17 through 6/30/17 with the exception of income and expenditure related to the refinancing of District certificates of participation.

Total income as of 5/31/17 less COP proceeds and treasurer’s fees is \$3,257,872.22 (70.9% of annual budget).

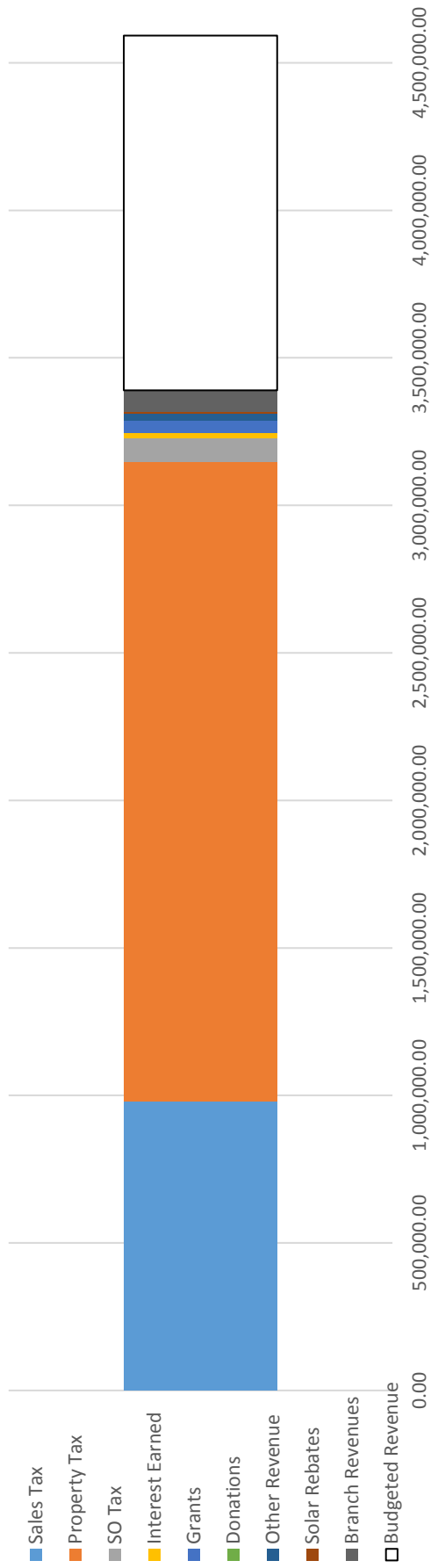
Total expenditure as of 5/31/17 less COP expenditure is \$1,449,182.67 (31.6% of annual budget).

50% of the year has passed as of 6/30/17.

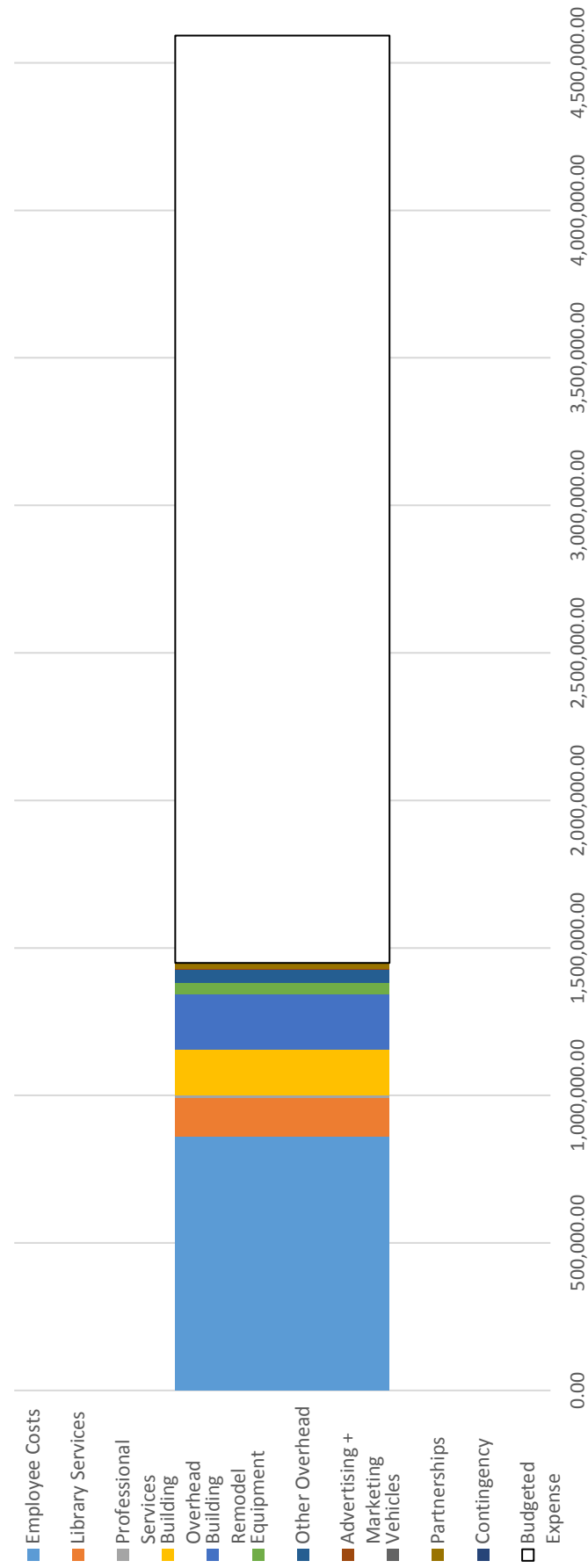
The attached bar charts reflect income and expenditure relative to their respective annual budgets.



YTD Revenue to Budgeted Revenue through 6/30/17



YTD Expense to Budgeted Expense through 6/30/17



Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 06/30/2017

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					3,161.11
Cleared Transactions					
Charges and Cash Advances - 47 items					
Credit Card Charge	05/30/2017			-1,246.83	-1,246.83
Credit Card Charge	05/31/2017	SSDenco	Large Format Printer Paper	-175.47	-1,422.30
Credit Card Charge	05/31/2017	SSUSPS	Stamps	-49.00	-1,471.30
Credit Card Charge	05/31/2017	SSNxtDayFly	Business Cards	-40.71	-1,512.01
Credit Card Charge	05/31/2017	CAUSPS	ILL Postage	-6.07	-1,518.08
Credit Card Charge	06/02/2017	SSAmazon	Office Supplies	-49.96	-1,568.04
Credit Card Charge	06/02/2017	SSAmazon	Office Supplies	-37.20	-1,605.24
Credit Card Charge	06/02/2017	SSAmazon	Office Supplies	-32.98	-1,638.22
Credit Card Charge	06/02/2017	GWWalmart	SRP Youth supplies	-29.83	-1,668.05
Credit Card Charge	06/02/2017	SSUSPS	ILL Postage for PA	-2.50	-1,670.55
Credit Card Charge	06/05/2017	CATown	Adult SRP Prize	-20.00	-1,690.55
Credit Card Charge	06/07/2017	PAUsps	Postage	-0.91	-1,691.46
Credit Card Charge	06/08/2017	NCBigsky	SRP Prize	-100.00	-1,791.46
Credit Card Charge	06/08/2017	SSAmazon	Office Supplies	-41.57	-1,833.03
Credit Card Charge	06/09/2017	SIBrenden	SRP Prize	-80.00	-1,913.03
Credit Card Charge	06/09/2017	SIWalmart	SRP Toy Hack tools	-28.01	-1,941.04
Credit Card Charge	06/12/2017	CABowtie	Teen SRP Prize	-43.00	-1,984.04
Credit Card Charge	06/12/2017	SSGrseMonke	Truck Oil change	-40.99	-2,025.03
Credit Card Charge	06/12/2017	PANalinis	Adult SRP Prize	-30.00	-2,055.03
Credit Card Charge	06/12/2017	PAEltapatio	Adult SRP Prize	-20.00	-2,075.03
Credit Card Charge	06/12/2017	PAMamas	Adult SRP Prize	-20.00	-2,095.03
Credit Card Charge	06/13/2017	PALilCoffee	Adult SRP Prize	-20.00	-2,115.03
Credit Card Charge	06/14/2017	GWDominoes	SRP Program	-49.99	-2,165.02
Credit Card Charge	06/14/2017	GWWalmart	SRP Kick Off	-24.36	-2,189.38
Credit Card Charge	06/14/2017	GWWalmart	SRP Kick Off (no tax)	-22.88	-2,212.26
Credit Card Charge	06/15/2017	RIOtcbands	FOL: Youth Programming Prizes	-54.92	-2,267.18
Credit Card Charge	06/15/2017	RIRpairClin	Fridge Part	-44.90	-2,312.08
Credit Card Charge	06/15/2017	CAPhattai	Adult SRP Prize	-20.00	-2,332.08
Credit Card Charge	06/15/2017	CAMrblDist	Adult SRP Prize	-20.00	-2,352.08
Credit Card Charge	06/16/2017	SSLaQuinta	Hotel for Digeridoo Nation SRP Performer	-267.00	-2,619.08
Credit Card Charge	06/19/2017	SSMarkertec	A/V Cables all branches	-100.65	-2,719.73
Credit Card Charge	06/19/2017	SSUSPS	Certified Mail	-7.01	-2,726.74
Credit Card Charge	06/20/2017	SSAdobe	Promo Materials	-29.99	-2,756.73
Credit Card Charge	06/20/2017	RIMancinell	Teen SRP Prize	-20.00	-2,776.73
Credit Card Charge	06/26/2017	SSWIX	Promo Materials	-149.00	-2,925.73
Credit Card Charge	06/27/2017	SSOverdrive	State Grant E-book	-1,101.95	-4,027.68
Credit Card Charge	06/27/2017	SSOverdrive	E-Books from ebook budget	-400.20	-4,427.88
Credit Card Charge	06/27/2017	SSGreseMonk	Bookmobile Oil change	-40.99	-4,468.87
Credit Card Charge	06/27/2017	RIBrickhous	Teen SRP Prize	-20.00	-4,488.87
Credit Card Charge	06/27/2017	SSUSPS	Board Packets	-11.27	-4,500.14
Credit Card Charge	06/28/2017	CADominos	Teen SRP	-15.98	-4,516.12
Credit Card Charge	06/28/2017	CACtyMrkt	Teen SRP	-6.97	-4,523.09

Garfield County Public Library District Reconciliation Detail

20510 - Alpine Bank Purchase Card, Period Ending 06/30/2017

Type	Date	Num	Memo	Amount	Balance
Credit Card Charge	06/29/2017	GWUSPS	ILL Postage and Stamps	-54.00	-4,577.09
Credit Card Charge	06/29/2017	RIWalmart	SRP Ice Cream Social	-42.74	-4,619.83
Credit Card Charge	06/29/2017	SSWalmart	Phone case for Jerry Phone	-35.96	-4,655.79
Credit Card Charge	06/29/2017	RICityMarkt	SRP Ice cream social	-10.84	-4,666.63
Credit Card Charge	06/29/2017	SSUSPS	Video Camera Return	-8.70	-4,675.33
Total Charges and Cash Advances				-4,675.33	-4,675.33
Payments and Credits - 2 items					
Credit Card Credit	06/14/2017	GWWalmart	SRP Kick Off (refund for tax charge)	24.36	24.36
Check	06/15/2017	22489	May credit card	3,161.11	3,185.47
Total Cleared Transactions				-1,489.86	-1,489.86
Cleared Balance				1,489.86	4,650.97
Register Balance as of 06/30/2017				1,489.86	4,650.97
New Transactions					
Payments and Credits - 1 item					
Check	07/15/2017	22548	June Credit Card	4,650.97	4,650.97
Total New Transactions				4,650.97	4,650.97
Ending Balance				-3,161.11	0.00

Garfield County Public Library District Profit & Loss Budget vs. Actual January through June 2017

	Jan - Jun '17			Jan - June % Actual to Annual Budget			Jan - Jun 16 Actual		\$ Increase / (Decrease) in Actual '16 to '17
	Actual	Budget	Annual Budget	Budget	Budget	Budget	Actual	Actual	
Ordinary Income/Expense									
Income									
40100 · Sales tax revenue-	980,884.09	916,666.67	2,200,000.00	44.59%			878,615.75	102,268.34	
40200 · Property Tax Revenue	2,166,535.12	2,178,000.00	2,212,311.00	97.93%	1.		3,360,989.62	-1,194,454.50	
40300 · Specific Ownership Tax Revenue	80,836.62	81,999.98	164,000.00	49.29%			83,896.56	-3,059.94	
40900 · Interest Earned on Investments	17,195.93	5,000.02	10,000.00	171.96%			13,432.47	3,763.46	
41000 · Grants-	41,466.38	0.00	20,300.00	204.27%	2.		12,677.71	28,788.67	
41010 · Donations or Contributions	0.00	0.00	20,000.00	0.0%			0.00	0.00	
41200 · Other Revenue / Asset sales	24,321.81	0.00	0.00	#DIV/0!	3.		0.00	24,321.81	
41300 · Solar Rebates	4,195.84	2,785.00	8,337.00	50.33%			2,612.25	1,583.59	
41400 · Certificate Proceeds-Par Amount	15,985,690.35	0.00	0.00	#DIV/0!	4.		0.00	15,985,690.35	
42000 · Branch Revenues	74,116.42	72,986.75	145,296.00	51.01%			73,404.51	711.91	
43000 · COST OF RECEIVING REVENUE	-131,679.99	-71,893.30	-188,246.22	69.95%			-208,719.74	77,039.75	
Total Income	19,243,562.57	3,185,545.12	4,591,997.78	419.07%			4,216,909.13	15,026,653.44	
Expense									
50001 · DEBT SERVICE	18,111,451.01	359,000.00	1,828,000.00	5.044.97%	4.		374,308.13	17,737,142.88	
51000 · EMPLOYEE COSTS-	860,720.98	913,905.46	1,844,553.40	94.18%			1,315,572.45	-454,851.47	
52000 · LIBRARY SERVICES	133,364.23	180,355.56	401,908.00	73.95%			371,857.68	-238,493.45	
53000 · PROFESSIONAL SERVICES	6,529.87	6,999.98	45,000.00	93.28%			4,977.87	1,552.00	
54000 · BUILDING OVERHEAD-	156,223.11	154,151.54	313,603.00	101.34%			172,278.04	-16,054.93	
54500 · BUILDING REMODEL & ADDING FFE	185,478.13	0.00	0.00	#DIV/0!	5.		1,501.13	183,977.00	
55000 · EQUIPMENT	40,486.71	25,231.88	41,704.00	160.46%	6.		51,547.93	-11,061.22	
56000 · OTHER OVERHEAD-	45,336.73	52,350.00	69,700.00	86.6%			57,790.33	-12,453.60	
57000 · ADVERTISING & MARKETING	664.34	2,540.02	4,980.00	26.16%			6,252.44	-5,588.10	
58000 · VEHICLES	2,128.57	2,350.04	4,700.00	90.58%			3,677.08	-1,548.51	
59000 · PARTNERSHIPS	18,250.00	25,000.00	25,000.00	73.0%			50,000.00	-31,750.00	
59100 · CONTINGENCY	0.00	0.00	12,849.38	0.0%			0.00	0.00	
Total Expense	19,560,633.68	1,721,884.48	4,591,997.78	1,136.0%			2,409,763.08	17,150,870.60	
Net Income	-317,071.11	1,463,660.64	0.00				1,807,146.05		

Footnotes:

1. Most property tax revenue is collected in the first 6 months of the year. Significant decrease from 2016 due to 50% reduction in oil & gas property valuation.
2. Received 50% of FMLD Grant for GWS 2nd Floor buildout.
3. Includes 2017 rent income from CMC \$18,867.
4. Completed COP Refunding 4/28/17 with Bank Placement.
5. Includes \$176,399 ytd expenditures for GWS 2nd Floor buildout and \$9,079 for PA front door.
6. Includes \$22,008 - 2017 Annual Maintenance contract Bibliotheca.

Garfield County Public Library District

Balance Sheet

As of June 30, 2017

Jun 30, 17

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	569,833.71
10030 · Alpine Bank- FLEX(..7137)	2,649.94
10040 · Wells Fargo- SO Tax	5,003.68
10050 · Colo Trust - General	3,337,647.28
10051 · Colo Trust - SO Funds	1,030,129.99
10055 · C-Safe	100,621.85
10060 · Alpine Bank- Payroll(..8785)	57,207.94
10300 · Petty Cash- Cash drawer fund	1,075.00
11060 · WF-23652010 - COI Fund 2017	750.23

Total Checking/Savings 5,104,919.62

Other Current Assets

12050 · Sales tax transfer by Treasurer	231,320.00
12100 · Property tax transfer by Treas	2,212,086.00

Total Other Current Assets 2,443,406.00

Total Current Assets 7,548,325.62

Other Assets

18600 · Prepaid Subsc	1,824.67
19100 · Due to/fr Foundation & Friends	3,651.21

Total Other Assets 5,475.88

TOTAL ASSETS 7,553,801.50

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	<u>-17,239.57</u>
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Total Accounts Payable -17,239.57

Credit Cards

20510 · Alpine Bank Purchase Card	4,650.97
20550 · Fuel Cards- Swallow Oil	115.61
20600 · Lowes Store Account	154.22

Total Credit Cards 4,920.80

Other Current Liabilities

20900 · Payroll check to be printed	-140.72
21200 · Payroll Payable-	53,076.81

Total Other Current Liabilities 52,936.09

Total Current Liabilities 40,617.32

Long Term Liabilities

22000 · Deferred Sales tax Revenue	231,320.00
22100 · Deferred Property Tax Revenue	2,212,086.00
22400 · Unearned Rent Revenue	149,760.33

Total Long Term Liabilities 2,593,166.33

Total Liabilities 2,633,783.65

2:35 PM
07/24/17
Accrual Basis

Garfield County Public Library District

Balance Sheet

As of June 30, 2017

Jun 30, 17

Equity	
30000 · Unassigned Fund Balance	4,953,219.96
30005 · Non-Spendable Fund Balance	45,555.00
30010 · Restricted Fund Balance	178,314.00
30040 · Assigned For Replacement	60,000.00
Net Income	<u>-317,071.11</u>
Total Equity	<u>4,920,017.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,553,801.50</u></u>

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
SALES TAX COMPARISON REPORT
BEFORE REFUND

	2013		2014		2015		2016		2017	
January	194,046.37	0.61%	157,954.01	-18.60%	171,255.99	8.42%	165,205.96	-3.53%	173,042.62	4.74%
February	182,378.70	-1.82%	164,955.33	-9.55%	156,611.76	-5.06%	152,316.39	-2.74%	174,041.11	14.26%
March	177,292.08	-11.84%	274,667.44	54.92%	183,651.55	-33.14%	176,125.01	-4.10%	191,923.78	8.97%
April	163,915.05	-24.21%	204,502.95	24.76%	176,436.28	-13.72%	178,186.85	0.99%	210,556.56	18.17%
May	186,178.84	-7.10%	195,754.32	5.14%	198,774.79	1.54%	181,387.29	-8.75%		-100.00%
June	221,124.48	-1.27%	228,122.58	3.16%	220,869.13	-3.18%	218,515.17	-1.07%		-100.00%
July	226,206.33	-22.44%	214,080.13	-5.36%	215,309.82	0.57%	208,583.74	-3.12%		-100.00%
August	197,303.22	-0.46%	210,611.26	6.74%	209,135.70	-0.70%	211,395.73	1.08%		-100.00%
September	188,999.79	-0.71%	213,398.38	12.91%	260,179.02	21.92%	206,068.49	-20.80%		-100.00%
October	202,437.20	6.21%	194,336.20	-4.00%	182,241.69	-6.22%	193,259.35	6.05%		-100.00%
November	176,439.55	1.74%	185,574.02	5.18%	179,760.58	-3.13%	188,021.40	4.60%		-100.00%
December	223,816.76	15.19%	216,260.57	-3.38%	206,781.54	-4.38%	231,320.02	11.87%		-100.00%
TOTAL	2,340,138.37	-4.83%	2,460,217.19	5.13%	2,361,007.85	-4.03%	2,310,385.40	-2.14%	749,564.07	-67.56%

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
SALES TAX COMPARISON REPORT
AFTER REFUND**

	2013		2014		2015		2016		2017	
January	180,138.00	0.82%	156,389.73	-13.18%	119,021.52	-23.89%	107,887.11	-9.35%	167,563.47	55.31%
February	1,791.28	-98.98%	158,289.73	8736.68%	152,508.02	-3.65%	104,937.79	-31.19%	170,638.18	62.61%
March	2,596.31	-98.68%	213,739.69	8132.44%	181,435.06	-15.11%	164,251.80	-9.47%	185,434.83	12.90%
April	10,339.93	-94.81%	172,267.76	1566.04%	175,817.96	2.06%	175,020.34	-0.45%	162,141.26	-7.36%
May	182,645.85	-7.74%	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%		-100.00%
June	219,883.80	-0.51%	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%		-100.00%
July	226,206.33	-21.96%	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%		-100.00%
August	190,814.23	38.06%	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%		-100.00%
September	28,846.67	-84.50%	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%		-100.00%
October	202,437.20	21.70%	193,230.38	-4.55%	181,007.55	-6.33%	189,878.10	4.90%		-100.00%
November	173,105.29	2.58%	176,964.94	2.23%	177,841.00	0.50%	186,362.81	4.79%		-100.00%
December	55,763.79	-70.72%	215,164.22	285.85%	205,642.96	-4.43%	230,459.68	12.07%		-100.00%
TOTAL	1,474,568.68	-36.12%	2,301,936.95	56.11%	2,277,081.95	-1.08%	2,176,519.11	-4.42%	685,777.74	-68.49%

2017			
STATISTICS JUNE YTD		District	
	YTD 2017	YTD 2016	% change
Website			
Website Visits	130139	153960	-15.47%
Downloadables			
Overdrive - total eBook, audio, video	17177	15221	12.85%
Zinio	1869	2509	-25.51%
Subscription Resources			
Ancestry - Searches	2549	4524	-43.66%
EBSCO Databases - Sessions	15914	21535	-26.10%
Biography in Context - Sessions	70	0	
Chilton Library - Searches	155	321	-51.71%
Global Road Warrior - Sessions	57	94	-39.36%
Heritage Quest - Searches	665	191	248.17%
Kids InfoBits - Sessions	168	0	
Learning Express - Sessions	84	85	-1.18%
Mango - Sessions	566	991	-42.89%
NewsBank - Searches*	299	173	72.83%
Opposing Viewpoints - Sessions*	241	336	-28.27%
Research in Context - Sessions	39	0	
Tumblebooks - Book Views	228	508	-55.12%
World Book - Sessions	142	880	-83.86%