

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, December 6, 2018 6:00PM
Place: Carbondale Branch Library, 320 Sopris Avenue, Colorado

I. CALL TO ORDER

- A. Roll Call
- B. Recitation of the Board Mission Statement
 - i. The GCPLD Board supports the GCPLD mission, vision, and values through the following actions: Ensuring financial stability, investing in staff development, providing service advocacy, and promoting District library innovation
- C. Public Participation: 3 minutes per person
- D. Approval of the agenda

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board meeting- November 1, 2018 (pp.1-3)
- B. Claims for Board Approval General Fund October 16, 2018 through November 15, 2018 (pp.4-5)

III. BRANCH REPORT

- A. Carbondale Branch – Lacy Dunlavy

IV. HUMAN RESOURCES

- A. Staffing report

V. FINANCE

- A. Finance Update
- B. 2019 Mill Levy Certification (Resolution 18-014) (pp.6-7)
- C. 2019 Budget Adoption (Resolution 18-015) (p.8)
- D. 2019 Appropriations (Resolution 18-016) (p.9)

VI. DIRECTORS' REPORTS

- A. Assistant Executive Director, Amy Shipley
 - i. District Operations Update
- B. Executive Director, Brett Lear

VII. GENERAL ITEMS

- A. 2019 Holiday Closures
- B. 2019 Board Meeting dates
- C. Data Disposal Policy
- D. Janitorial Contract
- E. Heating and Cooling Contract Renewal
- F. Staff Appreciation

VIII. INFORMATION ITEMS

- A. Measure 6A results (pp.10-13)
- B. 2019 Holiday Closures (p.14)
- C. 2019 Board Meeting dates (p.15)
- D. Data Disposal Policy (p.16)
- E. Janitorial contracts (pp.17-22)
- F. Heating and cooling contract renewal (pp.23-28)
- G. Branch narratives (pp.29-33)

- H. Staffing report (p.34)
- I. October financial data visualization (pp.35-36)
- J. October Alpine Bank credit card statement (pp.37-39)
- K. Profit and loss to budget general fund October 2018 (p.40)
- L. Balance sheet general fund October 2018 (p.41)
- M. Sales tax revenue report – October 2018 (pp.42-43)
- N. Year to date branch statistics (p.44)
- O. Year to date digital statistics (p.45)
- P. Facilities report (p.46)

IX. EXECUTIVE SESSION

- A. An Executive Session is requested for the discussion of personnel matters pursuant to C.R.S 24-60-402(4)(f).
- B. An Executive Session is requested for the purpose of discussing negotiations pursuant to C.R.S. §24-6-402(4)(e).

Next Board Meeting: January 3, 2019 at the Glenwood Springs Branch Library, 815 Cooper Avenue, Glenwood Springs, Colorado, 81601

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 970-625-4270 prior to the meeting.

Prepared by: Amy Shipley
Posted on: October 24, 2018

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Parachute Branch Library, Parachute, CO
November 1, 2018**

I. CALL TO ORDER

Todd Anderson called the meeting to order at 6:02pm. Amy Shipley conducted the roll call.

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Amy Shipley
Joe Gunter
Brenda Kingen
Kevin Hettler
Laurin Arnold
Kim Owens
Kim Benson

PUBLIC PRESENT:

Landon Churchill

GUESTS PRESENT:

none

BOARD MEMBERS EXCUSED:

none

PUBLIC COMMENT SECTION:

none

AGENDA CHANGES/ADDITIONS:

none

APPROVAL OF AGENDA

A motion to approve the agenda was made by Adrian Rippy-Sheehy, seconded by Alice Bedard-Voorhees - **Motion passed unanimously.**

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the October 4, 2018 board meeting minutes as corrected was made by Monica Miller, seconded by Michelle Foster - **Motion passed unanimously.**

A motion to approve the consent items was made by Adrian Rippy-Sheehy, seconded by Sandi Kister - **Motion passed unanimously.**

III. BRANCH REPORT

A. Parachute Branch Report, Joe Gunter

Joe updated the board on happenings in the Parachute Branch Library over the past 6 months and

into the future.

IV. HUMAN RESOURCES

A. Staffing report

Kim presented the staffing report to the board.

B. Executive Director onboarding plans

Kim talked with the board about options for facilitating the beginning the relationship with Brett and communicating priorities.

V. FINANCE

Finance update, Kevin Hettler

September 2018 Financials:

September 2018 Year to date income was 87.48% of annual budget (\$4,209,473 actual, \$4,812,080 annual budget) while operating expenses were 79.51% of annual budget (\$3,873,612 actual, \$4,872,080 annual budget).

Total cash assets, as of September 30, 2018 totaled \$4,338,500 compared to \$ 3,950,313 the previous month.

Sales Tax Revenue:

Sales tax revenue (before the refund) in July, 2018 was \$266,233 which was up \$21,958 or 8.99% from July, 2017. Year to date increase is up \$210,638 or 14.69% from 2017. Sales tax revenue (after the refund) in July, 2018 was \$264,478 which was up \$22,284 or 9.20% from July, 2017.

B. 2019 Budget

A motion to accept the draft 2019 budget was made by Adrian Rippy-Sheehy, seconded by Alice Bedard-Voorhees - **Motion passed with 6Y, 0N, 0Abstain.**

C. Bank Account for FSA reimbursements

A motion to approve resolution 18-013 was made by Sandi Kister, seconded by Monica Miller - **Motion passed unanimously.**

VI. DIRECTOR'S REPORT

A. Staff Day Recap

Staff day was Tuesday, October 16 at the Glenwood Springs branch.

B. Verizon Update

The latest version of the lease agreement between GCPLD and Verizon has been received and is on the District's Attorney's desk.

C. 2019 e-Rate

Kevin gave a brief overview of how e-rate works and what he is doing for the District.

VII. GENERAL ITEMS

A. Election Discussion

The Board is optimistic that the ballot measure will pass on November 6.

B. Foundation Update

The GCPL Foundation met on October 12 and approved a resolution amending the Foundation bylaws to allow contributions to election campaigns that directly support the mission of the Library District and reducing the minimum number of Foundation Board members to 5. The Foundation also voted to donate \$7,000 to the campaign.

IX. EXECUTIVE SESSION

No executive session was needed at this meeting.

Seeing no objections, the meeting adjourned at 8:33 pm.

NEXT MEETING

The next scheduled board meeting will be held December 6, 2018 at the Carbondale Branch Library 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
10/16/18 - 11/15/18

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
10/17/2018	EFT	Colorado Dept of Revenue- Sales Tax	3 Qtr 2018 Sales Tax	-832.85
10/17/2018	EFT	City of GL- Sales Tax	3 Qtr City Sales Tax	-162.93
10/17/2018	EFT	Town of CA- Sales Tax	3 Qtr City Sales Tax	-145.88
10/17/2018	EFT	City of RI-Sales Tax	3 Qtr 2018 City Sales Tax	-133.54
10/31/2018	23368	All Around Property Maintenance, Inc	Oct landscape maint.	-1,195.70
10/31/2018	23369	American Janitor LLC	PA Oct Cleaning	-850.00
10/31/2018	23370	Black Hills Energy	CA GW gas	-142.27
10/31/2018	23371	Colorado Library Consortium	CLEL Registration for Paul Stanley	-60.00
10/31/2018	23372	Cooperative Personnel Services	Professional fees: ED search	-8,070.36
10/31/2018	23373	DeLage Landen Financial Services, Inc.	Copier lease	-449.00
10/31/2018	23374	Friends/Foundation	donations/book sales	-2,171.06
10/31/2018	23375	Ingram Library Services	Library materials	-6,021.93
10/31/2018	23376	Kimble, Shawn	CA GW janitorial	-2,600.00
10/31/2018	23377	Kingston, Jill	Material Replacement Refund	-14.95
10/31/2018	23378	Lincoln National Life Insurance Company	LTD insurance	-646.59
10/31/2018	23379	Midwest Tape	Library materials	-2,049.94
10/31/2018	23380	OverDrive	E-materials	-312.98
10/31/2018	23381	S & S Automatics and Door Service, LLC	RI NC CA P&M Door service	-1,318.00
10/31/2018	23382	Sandy's Office Supply	Office supplies	-51.59
10/31/2018	23383	TRIAD EAP	EAP Program 10/1-12/31	-415.80
10/31/2018	23384	Unilink, Inc	Copier copies	-401.80
10/31/2018	23385	Wells Fargo Corporate Trust Services	2010 COP Paying agent fee	-1,000.00
10/31/2018	23386	Wes Tech LLC	RI Projector Repair	-725.00
10/31/2018	23387	Willis Towers/CEBT	Health Insurance Nov	-21,577.92
10/31/2018	23388	Worton, Sarah	RI SI NC Oct cleaning	-5,425.00
10/31/2018	23389	Wright, Amy	CLEL training reimb	-195.48
10/31/2018	Elec	CCOERA	Oct Retirement	-3,814.17
10/31/2018	Elec	CCOERA	Oct Retirement	-3,756.19
11/15/2018	23390	625-Water(9283)	SI RI Staff water	-46.10
11/15/2018	23391	AFLAC	Supplemental insurance	-131.80
11/15/2018	23392	Arnette, Niki	Material Replacement Refund	-14.99
11/15/2018	23393	Arreguin, Rodrigo	Programming Performer	-250.00
11/15/2018	23394	Black Hills Energy	CA GW gas	-840.68
11/15/2018	23395	CDC Janitorial	Janitorial supplies	-562.48
11/15/2018	23396	Cedar Networks	Nov telephone	-1,758.00
11/15/2018	23397	CenturyLink	fire alarm and elevator telephone service	-704.40
11/15/2018	23398	City of Glenwood Springs	water / sewer	-873.50
11/15/2018	23399	City of Rifle	water / sewer	-108.90
11/15/2018	23400	Colorado Mountain News Media	Posting of 2019 budget	-34.36
11/15/2018	23401	Cook, Jennifer	Training Expense Reimbursement	-73.52
11/15/2018	23402	Great America Financial Services	Telephone lease	-1,043.98
11/15/2018	23403	Hill, Elaine	Program Supplies Reimbursement	-43.34
11/15/2018	23404	Ingram Library Services	library materials	-3,517.15
11/15/2018	23405	Mountain Pest Control, Inc.	All pest control	-282.00
11/15/2018	23406	Mountain Waste & Recycling	SI GW recycling	-84.00
11/15/2018	23407	OCLC	cataloging and ill	-261.21
11/15/2018	23408	OverDrive	E-materials	-169.99
11/15/2018	23409	Schindler Elevator Corporation	annual elevator P&M contract	-5,421.24
11/15/2018	23410	Shiple, Amy	Reimbursement for Library Purchases	-75.94

Garfield County Public Library District
Claims for Board Approval
10/16/18 - 11/15/18

Date	Num	Name	Memo	Amount
11/15/2018	23411	Town of Carbondale	water / sewer	-58.38
11/15/2018	23412	Town of New Castle	water / sewer	-166.89
11/15/2018	23413	Town of Parachute	water / sewer / trash	-129.40
11/15/2018	23414	Town of Silt	water / sewer	-134.33
11/15/2018	23415	Tri County Fire Protection, Inc.	Fire extinguisher annual P&M	-545.50
11/15/2018	23416	Walker Electric Inc.	GW Lighting Grant	-416.45
11/15/2018	23417	Waste Management	RI NC CA trash / recycling	-214.79
11/15/2018	23418	Xcel Energy	NC PA RI SI CA electric	-4,883.74
11/15/2018	23419	Alpine Bank	Oct. credit card	-5,730.52
11/15/2018	23420	WEX Bank	October Vehicle Fuel	-505.34
11/15/2018	23421	Lowes	Oct. bldg maint.	-64.78
Total 10010 - Alpine Bank- Gen(..7072)				<u>-93,688.63</u>
TOTAL				<u>-93,688.63</u>

Resolution 18-014

A RESOLUTION PURSUANT TO 39-5-128, C.R.S. AND 39-1-111, C.R.S. LEVYING PROPERTY TAXES FOR THE YEAR 2019, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Garfield County Public Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 6, 2018 and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$2,374,891, and;

WHEREAS the 2018 total net assessed valuation for the Garfield County Public Library District as certified by the County Assessor is \$2,374,891,510.

NOW, THEREFORE, LET IT BE RESOLVED BY THE BOARD OF TRUSTEES OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of the Garfield County Public Library District during the 2019 budget year, there is hereby levied a tax of 1.000 mills upon each dollar of the total net assessed valuation of all taxable property within the Garfield County Public Library District for the year 2018.

Section 2. That the Executive Director is hereby authorized and directed to immediately certify to the County Commissioners of Garfield County, Colorado, the mill levies for the Garfield County Public Library District as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of Garfield County, Colorado, the mill levies as hereinabove determined and set.

ADOPTED, this 6th day of December, A.D., 2018

Todd Anderson, President of the Board of Trustees

Brett W. Lear, Executive Director

ATTEST: _____
Michelle Foster, Vice President of the Board of Trustees

Resolution 18-014

A RESOLUTION PURSUANT TO 39-5-128, C.R.S. AND 39-1-111, C.R.S. LEVYING PROPERTY TAXES FOR THE YEAR 2019, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Garfield County Public Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 6, 2018 and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$2,545,883, and;

WHEREAS the 2018 total net assessed valuation for the Garfield County Public Library District as certified by the County Assessor is \$2,374,891,510.

NOW, THEREFORE, LET IT BE RESOLVED BY THE BOARD OF TRUSTEES OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of the Garfield County Public Library District during the 2019 budget year, there is hereby levied a tax of 1.072 mills (1.000 voter approved mill and 0.072 mills for refunds and abatements) upon each dollar of the total net assessed valuation of all taxable property within the Garfield County Public Library District for the year 2018.

Section 2. That the Executive Director is hereby authorized and directed to immediately certify to the County Commissioners of Garfield County, Colorado, the mill levies for the Garfield County Public Library District as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of Garfield County, Colorado, the mill levies as hereinabove determined and set.

ADOPTED, this 6th day of December, A.D., 2018

Todd Anderson, President of the Board of Trustees

Brett W. Lear, Executive Director

ATTEST: _____
Michelle Foster, Vice President of the Board of Trustees

RESOLUTION: 18-015

A RESOLUTION/AN ORDINANCE SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2019 AND ENDING ON THE LAST DAY OF DECEMBER, 2019. (PURSUANT TO §29-1-108, C.R.S.)

WHEREAS, the Board of Trustees of the Garfield County Public Library District has appointed Kevin Hettler, Finance Manager, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, Kevin Hettler, Finance Manager, has submitted a proposed budget to this governing body on September 6, 2018, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 1, 2018 and December 6, 2018 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of the Garfield County Public Library District in Garfield County, Colorado:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Garfield County Public Library District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President of the Board of Trustees and made a part of the public records of the District.

ADOPTED, this 6th day of December, A.D., 2018

Todd Anderson, President of the Board of Trustees

Brett W. Lear, Executive Director

ATTEST: _____
Michelle Foster, Vice President of the Board of Trustees

Resolution 18-016

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2019 BUDGET YEAR.

WHEREAS, the Garfield County Public Library District Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 6, 2018, and;

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Garfield County Public Library District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

GENERAL FUND:

Current Operating Expenditures:	\$3,879,620
Debt Service:	\$1,659,800
TOTAL GENERAL FUND:	\$5,539,420

ADOPTED, this 6th day of December, A.D., 2018

Todd Anderson, President of the Board of Trustees

Brett W. Lear, Executive Director

ATTEST: _____
Michelle Foster, Vice President of the Board of Trustees

Ballot Measure 6A Results



Jean M. Alberico, Garfield County Clerk and Recorder
109 8th Street, Suite 200, Glenwood Springs, Colorado 81601 (970) 384-3700

State of Colorado
County of Garfield

Certification of Results for the 2018 General Election
Held November 6, 2018
Certified November 20, 2018

I, Jean M. Alberico, Garfield County Clerk and Recorder, do hereby certify that the following is a complete and accurate accounting of the abstract of votes cast for:

Garfield County Public Library District Ballot Issue 6A

At the General Election, held in said County on the Sixth Day of November, 2018, as set forth in the Certified Abstract of the November 2018 General Election filed in my office.

Ballot Choice	Votes Cast
Yes/For	16,894
No/Against	6,373

Witness my hand and seal the 26th Day of November, 2018.


Jean M. Alberico
Garfield County Clerk & Recorder
Designated Election Official



**Canvass Report — Mail Voters — Official
Garfield County, Colorado — 2018 General Election — November 06, 2018**

11/20/2018 12:59 PM
Precincts Reporting 0 of 28 = 0.00%

Total Number of Voters : 24,564 of 37,414 = 65.65%

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Garfield County Public Library District Ballot Issue 6A

Precinct	Mail Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	YES/FOR	NO/AGAINST	Totals
1	1244	1244	1845	67.43%	965	200	1165
2	1358	1358	1724	78.77%	1088	192	1280
3	1272	1272	1781	71.42%	965	190	1155
4	1285	1285	1732	74.19%	943	209	1202
5	1156	1156	1748	66.13%	801	292	1093
6	764	764	1231	62.00%	531	165	716
7	656	656	1003	65.40%	408	119	617
8	675	675	1065	63.39%	507	132	639
9	840	840	1195	70.29%	615	185	800
10	1244	1244	1728	71.99%	881	304	1185
11	740	740	1004	73.71%	512	193	705
12	829	829	1388	59.81%	600	197	797
13	502	502	924	54.33%	330	146	476
14	1228	1228	1820	67.47%	870	301	1171
15	1154	1154	1744	66.17%	808	291	1099
16	1120	1120	1762	63.56%	707	353	1060
17	998	998	1421	70.23%	559	393	952
18	562	562	760	73.95%	305	230	535
19	1105	1105	1704	64.85%	697	374	1071
20	940	940	1515	62.05%	598	300	898
21	985	985	1535	64.17%	556	286	842
22	727	727	1445	50.31%	484	214	698
23	621	621	1139	54.52%	402	198	600
24	448	448	591	75.7%	251	173	424
25	445	445	638	53.10%	273	149	422
26	993	993	1544	64.31%	649	300	949
27	627	627	1230	50.98%	379	217	596
Totals	24516	24516	37414		16094	6373	22467

6A results by preceinct

Precinct	Total ballots cast	# Yes/For	% Yes/For
1	1244	955	76.77%
2	1358	1088	80.12%
3	1272	995	78.22%
4	1285	943	73.39%
5	1156	801	69.29%
6	764	531	69.50%
7	656	498	75.91%
8	675	507	75.11%
9	840	615	73.21%
10	1244	881	70.82%
11	740	512	69.19%
12	829	600	72.38%
13	502	330	65.74%
14	1228	870	70.85%
15	1154	808	70.02%
16	1120	707	63.13%
17	998	559	56.01%
18	562	305	54.27%
19	1105	697	63.08%
20	940	598	63.62%
21	985	656	66.60%
22	727	484	66.57%
23	621	402	64.73%
24	446	251	56.28%
25	445	273	61.35%
26	993	649	65.36%
27	627	379	60.45%



2019 Holidays and Library Closures Schedule

HOLIDAYS (Closed and paid)

NEW YEAR'S DAY	Tuesday, January 1
MEMORIAL DAY	Monday, May 27
INDEPENDENCE DAY	Thursday, July 4
LABOR DAY	Monday, September 2
THANKSGIVING DAY	Thursday, November 28
DAY AFTER THANKSGIVING	Friday, November 29
CHRISTMAS EVE	Tuesday, December 24
CHRISTMAS DAY	Wednesday, December 25

CLOSED (Paid and working)

STAFF WORK DAY	Thursday, April 25
STAFF WORK DAY	Tuesday, October 15

Staff Days are mandatory for all GCPLD Staff with the exception of Library Pages, temporary employees and substitute staff.

EARLY CLOSURE DATES (Closed, not paid)

DAY BEFORE THANKSGIVING	Wednesday, Nov 21, close at 5:00 pm
NEW YEAR'S EVE	Tuesday, December 31, close at 5:00 pm

EVENTS FOR THE LIBRARY DISTRICT STAFF

District Picnic	Friday, August 2, starting at 6:00 pm
Holiday Reception	Sunday, Dec 1, starting at 6:00 pm



**2019 Board of Trustees Meeting Schedule
All Meetings at 6:00pm**

January 3, 2019	Glenwood Springs Branch Library
February 7, 2019	New Castle Branch Library
March 7, 2019	Silt Branch Library
April 4, 2019	Rifle Branch Library
May 2, 2019	Parachute Branch Library
June 6, 2019	Carbondale Branch Library
July 11, 2019	Glenwood Springs Branch Library
August 1, 2019	New Castle Branch Library
September 5, 2019	Silt Branch Library
October 3, 2019	Rifle Branch Library
November 7, 2019	Parachute Branch Library
December 5, 2019	Carbondale Branch Library



GARFIELD COUNTY PUBLIC LIBRARY DISTRICT DATA DISPOSAL POLICY

Garfield County Libraries requires that certain documents be disposed of in a safe and secure manner. This is true whether the document is in paper or electronic form. These documents include:

- All documents containing Social Security numbers; personal identification numbers, passport numbers; biometric data (e.g., fingerprints); an employer, student, or military identification number; or a financial transaction device (e.g., cancelled check, credit or debit card number).
- All consumer reports or documents derived from consumer reports. A consumer report is the report generated by a background screening service that bears upon the customer, applicant, or employee's credit, character, general reputation, personal characteristics, or mode of living. Examples include credit reports, motor vehicle records checks, and criminal background screens when obtained through a background screening service.

Documents described above must not be disposed of in ordinary trash or recycling receptacles. If in paper form, the documents must be shredded.

If in electronic form, the documents must be rendered unreadable, indecipherable, and unrecoverable.

Contact the Executive Director or his or her designee for proper disposal of electronic documents. When uncertain if a document falls under this disposal policy assume that it does.

https://www.huntonprivacyblog.com/wp-content/uploads/sites/28/2018/06/Colorado_18-1128.pdf



New Castle/Silt Branch Narratives

Success

In September, I alluded to another month of training coming up, and October was big for training!

Two people from each Branch attended the MUG (Marmot User's Group) training in Grand Junction. It was beneficial for everyone. The following week, both Paul and Cherelle attended CLEL (Colorado Libraries for Early Literacy) in Denver. This was especially beneficial because each Branch sent Youth Services staff so everyone was involved. Lastly, we all participated on the All Staff Day training at the Glenwood Branch.

Challenge

Scheduling is still the biggest challenge for us. We have been stretched very thin lately. One noticeable effect is the lack of overlap with co-workers. It can be very difficult to communicate effectively with a co-worker that you work with only once a week, and in October, some of us went ten days to two weeks between overlapping shifts.

Opportunity

The job announcement for Branch Manager was posted in October. Everyone is looking forward to getting a full-time Branch Manager and dreaming of the future possibilities.

Stories

A *Warm heart* story from Cherelle and Sara:

We just had a patron leave that told us a wonderful story. She was in earlier this week and found a picture book on the book sale that was about baseball. She told us how much her mother LOVES watching baseball but doesn't read much because it was hard for her. This book she bought had large enough print that her mother was able to enjoy it. She was so grateful for that!

Rifle Branch Narrative

SUCCESS

Over 460 people participated in the annual Halloween Parade in Rifle. This is one of the biggest events the library organizes every year. The parade forms in the common area in front of the library and follows a route through downtown Rifle. This year the Rifle Police Department and several local businesses set up booths in the parking lot where they handed out candy to trick-or-treaters and wished everyone a Happy Halloween. The staff at the Rifle Library got into the spirit by having all hands in costume. Our candy bowls were a big hit and the contents disappeared quickly. Special thanks to Amy Wright for being the library's mastermind in organizing this fun and successful event.

CHALLENGE

Too many donations! It's a good kind of problem to have. For whatever reason a high volume of book donations have been arriving lately. All of the Rifle staff chip in by accepting as much as our space will allow, but Janelle has taken the lead in managing the book sale and organizing our inventory. She's doing a great job keeping the shelves stocked and tidy. Part of our "big picture" vision of the library is the goal of encouraging people to read more by getting books in their hands. To this end, we have set aside around a dozen or so free books from our donations. Visitors to the library love the serendipity of discovering a free book to keep.

OPPORTUNITY

Another "big picture" vision for the library is as a place people can use to become successful at whatever it is they want to do in life. I met an artist who specializes in a variety of different mediums. She's currently showing some of her designs in one of the library's display cases. Her aspiration is to connect with other artists in Rifle, so I'm looking forward to being a facilitator as she develops an idea to start a Makers Market that will meet regularly at the library. There are so many people who want to get involved in this community and achieve their aspirations through the library. Rodrigo Arreguin, a rising musician from Rifle, recently performed a well-attended concert at the library, and our own Carolyn McCann will be displaying her art in the library starting in November. We hope to meet or reach out to other artists and creative-types in Rifle to let them know the library is amenable to their aspirations.

STORY

In a single week ninety books arrived at the library by courier to fulfill holds for one person. Was this a prank? A mistake? A teachable moment? No, just one eager young reader with a voracious appetite for books.

Glenwood Branch Narrative

Positive:

October saw a month's long project to create more display space come to fruition. Displays are one of the best ways to get ordinary parts of the collection checking out because it makes them front and center. However, most of our display holders were being used to display new books, a section that does not need to be put front and center because customers will always look there to see what they can find. For the past few months our Circulation Coordinator Darla weeded the entire adult fiction collection for books that have not circulated in years while also shifting the collection back. Thanks to her we not only have a great spot for the NEW books but a spot by adult fiction for the adult graphic novels, a location that makes way more sense than the beginning of non-fiction. We immediately started displaying books and I'm excited to see how this helps circulation in the months to come.

Challenge:

After receiving a kit from Image Comics to celebrate Walking Dead Day, I decided to use the opportunity to try and make a program specifically targeting young adults. Walking Dead Trivia Night was the program and I worked very hard to put together the trivia questions, prizes, and atmosphere. Unfortunately, even with extra advertising on my part no one came for the program. It's very disappointing when a program you work very hard on doesn't pan out, especially when working on developing a program from whole cloth means that you cannot work on other projects. I am still determined to reach this group but may need to find more partnerships to make it work.

Opportunity:

Thanks to the generous support of local organizations and companies, we were able to make some great facilities improvements in October. The Glenwood Springs Ross Dress for Less collected a portion of their profits in February and donated them to several organizations, including the library. We were able to use some of that money to finally get lighting in the juvenile nonfiction corner. This corner has been a problem for years but now you can see perfectly! And months of work finally came to fruition in October when a local Eagle Scout put up a new trellis and seating area on our plaza. This young man was very impressive in his commitment and drive to see this project designed (to code!), paid for, and built. I look forward to everyone seeing these improvements when you come to the branch in January!

Stories:

One day we had four generations of library users in the library at once. A regular customer was in with her daughter, granddaughter, and great granddaughter, all using the library. It's great to see a love of libraries being passed down!

Youth Services Coordinator Sheldon overheard a guardian at her storytime tell another that the GWS storytime is much better than the Basalt one. Way to go, Sheldon!

Carbondale Branch Narrative

Positive

October was a busy month! First, we were able to send Amaranda, our library specialist, to MUG and Britney, Youth Services Coordinator, to CLEL. I'm so glad that they were able to attend and thank you to everyone for supporting this! Halloween was also busy and so fun here: we had spooky storytime, a candy corn counting contest for a prize, trick-or-treat toddler parade through the library, and every staff member dressed up to celebrate. Finally, our new library page just finished up her first month with us! It's very different having someone who also works as a school librarian in this position, she sees things the way we do and has been really helpful with displays, keeping the library looking nice in general.

Challenge

We've been taking yet another look at the library and how we have things organized and labeled. The challenge is that we have the space, but it's not in the right areas? Amaranda has been working on new labels for the library that are clearer and simpler, as well as helping Britney reconfigure some areas in juvenile to (hopefully!) increase circulation and use (and also preparing for when we have many more books...).

Another challenge was the computer guest pass situation on Wednesday afternoons. We discovered that kids could enter "1234" as the guest pass and get 2 hours on the computer?! We thought we were going crazy, but Marmot was quick to our rescue.

Opportunity

After Staff Day, we were energized to discover more ways to support organizations like Valley Settlement. We had an opportunity fall into our lap: Sarah Kelly from English in Action reached out to me with the intention to explain more about their programs, tutors, and what services they offer in the valley given how frequently their tutors utilize our library. English in Action also provides a list of libraries to their tutors and which titles for learning, teaching are available; we were the only up valley library not on the list (Pitkin, Basalt, El Jebel). Sarah was able to provide their 'core collection' literacy book list, then Amaranda and I were able to fit many (many more than expected!) titles into our end-of-year spending for reference and/or circulation. Mary & Sid, our book sale volunteers, were also able to find some items in the book sale room! I'm really glad that we can be part of this up valley effort in providing resources for these organizations while bolstering our reference section at the same time. We hope to do more in 2019.

Stories

Throughout the month of October, we had many people calling the library or asking us at the desk, point blank, "How do I vote to support the library?" or "Can you tell me how to vote on 6A?" While we're all relieved to be out of the political minefield that is election law, the other byproduct was people reminding us, unprompted, just how much they appreciate us, the library, and our organization being an integral part of the community. [insert Sally Field "You like me! You really like me!" moment here]

Parachute Branch Narrative

Positive

Storytime attendance. Wednesdays (3RD =40, 10th=48, 17TH=53, 24th=44). Monday Madness has finally kicked in and Kelly Lovato is doing a great job with the STEM programs! Kim B. got to attend the MUG conference and Paytan D. attended the CLEL conference – great continuing education opportunities. Staff day on the 16th was fantastic! Friday Night at the Movies with Mr. Joe got a great kick-off with a sing-a-long Sound of Music presentation which was followed Saturday by a successfully attended movie “The Nightmare Before Christmas” with Mr. Rob! Kim B. continues to do a great job in keeping us up to date on the latest Sierra fun stuff and Nicole is catching on fast to what it is to be a productive Paratrooper and has been a welcomed addition to the crew. Finally a shout out to all of our fellow branches. Your dedication and sharing of your knowledge and daily challenges help us to realize that we’re not alone out west – and that we’re all in this together!

Challenge

Getting the book ordering plan together – especially with the successful library campaign – want to hit the floor / bookshelf running when 2019 appears. With storytimes growing and outreach really taking off need to keep the momentum that the staff has worked so hard getting off the ground. Need to be wary of any lulls and continue to grind it out through the holidays and hit that floor thing again. The physicality of storytimes are requiring that Mr. Joe and Miss Paytan possibly pursue increased usage of the memberships with the local Recreation Center. Right now we’re toast after two episodes of “Head, Shoulders, Knees and Toes!”

Opportunity

Public Awareness about the library continues to grow. Did a library awareness program on KSUN on Friday October 12. Went so well that I’ve been invited back so maybe can pursue my true passion of having my own radio program! Just kidding ;) Paytan is expanding her youth services knowledge again with the chance to attend the CLEL conference and with the much appreciated help from Miss Britany. Plans are in place to have Paytan attend and assist with a storytime at the Carbondale Branch. Further plans are developing on how to conduct outreach services to the Center for Learning and Grand Valley Middle School and to utilize there Learning Resource libraries space to conduct storytimes and various library skill opportunities for their respective students. Work is also underway for a joint program with the local historical society to be presented sometime in the spring.

Stories

The hills were alive with the Sound of Music! Had an 84 year old youngster show up who had driven all the way from New Castle to see the movie. Everyone had a blast and audience participation was great prompting our visitor from New Castle to ask if we were going to show it again tomorrow!

Staffing Report - Since 10/15/2018:

New Hires: 2

Promotions/Transfers: 1

Departures: 0

Vacancies: 3

- Branch Manager - New Castle (earliest start date 1/2/2019)
 - Two Skype interviews completed, one Skype interview scheduled & one in-person interview scheduled
- Digital Services Manager (Details TBD) – Support Services
- Circulation Coordinator (40 hours per week) – Rifle

Additional Staffing Information:

Headcount as of 11/15/2018:

- 46 total staff members
- 14 staff at 40 hours; 32 staff under 40
- 22 benefit eligible staff (32 - 40 hours per week); 24 staff with less than 32 hours per week

Notes: There are two staff members shared between the New Castle and Silt branches and this split is reflected below in the Total Staff Count and Scheduled Staff Hours per Week columns.

Staff Stats by Location – 11/15/2018				
<u>Location</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> (total of all staff)	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	7	190	3	4
Glenwood	7	212	4	3
New Castle	6	154	2	4
Silt	5	152	2	3
Rifle	8	232	4	4
Parachute	6	160	2	4
Support Services	7	232	5	2
Grand Total	46	1332	22	24

October 2018 Financial Visualization

The following charts indicate all income received and expenditures made from 1/1/18 through 10/31/18.

Total income as of 10/31/18 less sales tax and property tax refunds is \$4,508,742.

Total expenditure as of 10/31/18 is \$4,111,309.

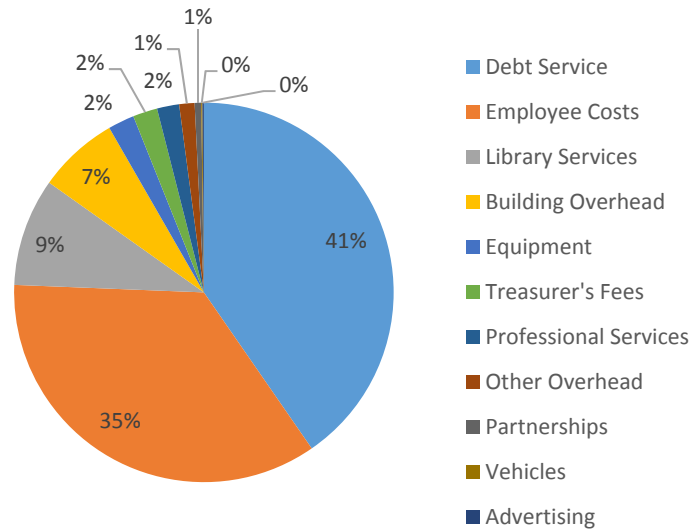
83.33% of the year has elapsed as of 10/31/18.

93.7% of budgeted income (\$4,812,080) has been received.

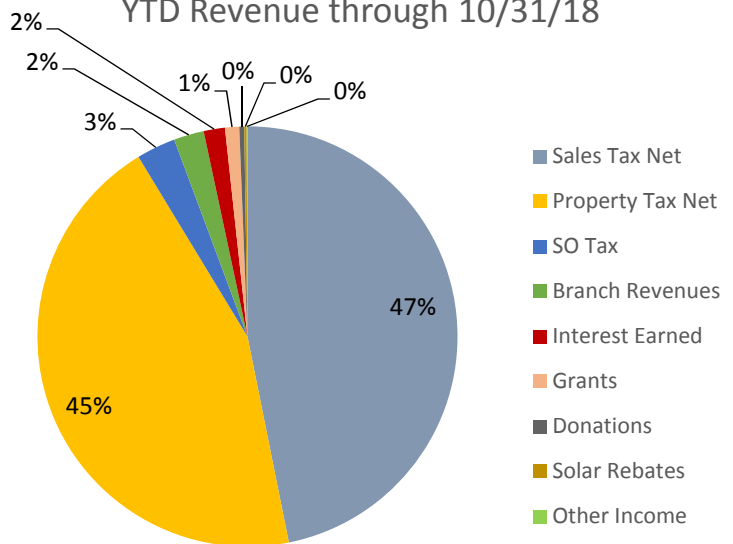
84.39% of budgeted expenditure (\$4,872,080) has been made.

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

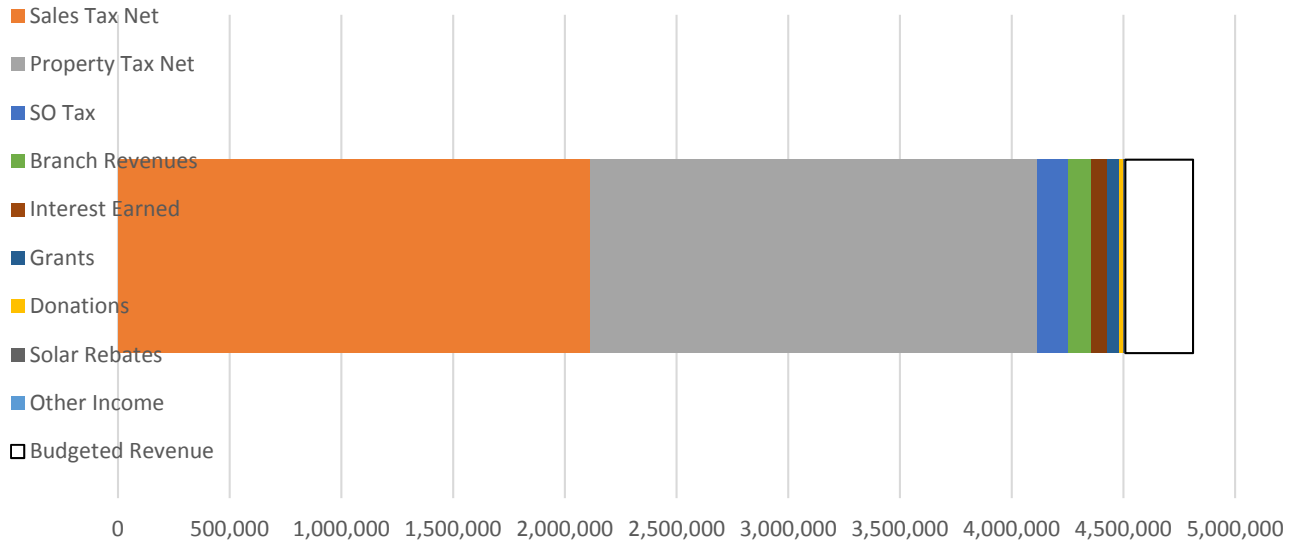
YTD Expense through 10/31/18



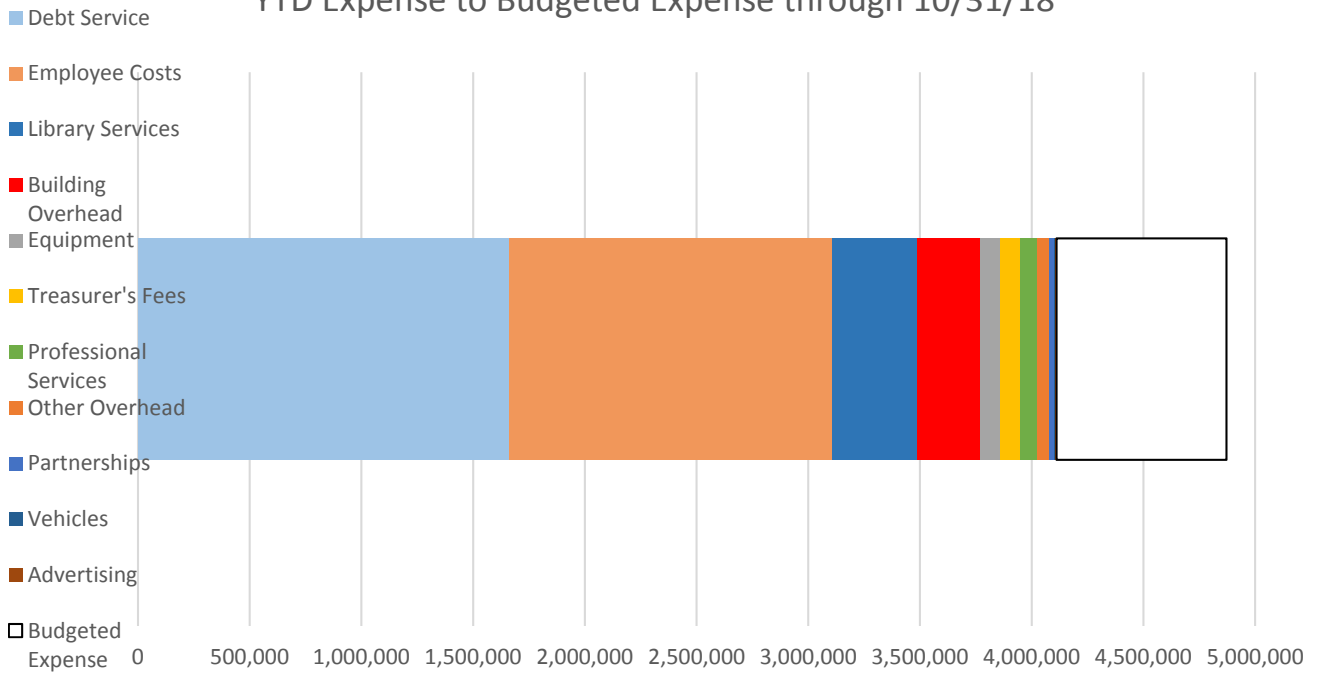
YTD Revenue through 10/31/18



YTD Revenue to Budgeted Revenue through 10/31/18



YTD Expense to Budgeted Expense through 10/31/18



Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 10/31/2018

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					6,220.66
Cleared Transactions					
Charges and Cash Advances - 91 items					
Credit Card Charge	09/28/2018	SSValleyLum	RI Plumbing	-3.59	-3.59
Credit Card Charge	09/29/2018	SIAmazon	Office Supplies	-45.40	-48.99
Credit Card Charge	09/29/2018	PAHobbyLobb	Movie night supplies	-32.65	-81.64
Credit Card Charge	09/30/2018	SSFacebook	Facebook Ads	-7.59	-89.23
Credit Card Charge	10/01/2018	SSTMS	RI/SI Plumbing	-71.06	-160.29
Credit Card Charge	10/02/2018	GWRiverBlen	BnB Breakfast supplies	-90.00	-250.29
Credit Card Charge	10/02/2018	SSValleyLum	RI Plumbing	-3.99	-254.28
Credit Card Charge	10/03/2018	GW CtyMarket	HS Book Club	-2.50	-256.78
Credit Card Charge	10/04/2018	SSAmazon	Amazon Prime Membership renewal	-119.00	-375.78
Credit Card Charge	10/04/2018	SSAce	RI Plumbing	-22.98	-398.76
Credit Card Charge	10/05/2018	SSAmazon	SI Doors	-81.09	-479.85
Credit Card Charge	10/05/2018	GWWalmart	Walking Dead program	-12.84	-492.69
Credit Card Charge	10/06/2018	SSAmazon	GW Ross Grant	-63.74	-556.43
Credit Card Charge	10/07/2018	SSAmazon	GW Ross Grant	-72.33	-628.76
Credit Card Charge	10/07/2018	SSAmazon	GW Ross Grant	-23.99	-652.75
Credit Card Charge	10/07/2018	GWTarget	Walking Dead Program	-23.43	-676.18
Credit Card Charge	10/07/2018	SS CtyMarket	Windsheild fluid	-7.49	-683.67
Credit Card Charge	10/08/2018	SSFWWebb	RI Sink Repair	-117.78	-801.45
Credit Card Charge	10/08/2018	SSAmazon	GW Ross Grant	-69.99	-871.44
Credit Card Charge	10/08/2018	NCRFBirds	Book by local Author	-17.50	-888.94
Credit Card Charge	10/08/2018	NC CtyMarket	Meet the Author Program	-5.98	-894.92
Credit Card Charge	10/09/2018	GWRFBirds	Book for collection from local author	-17.50	-912.42
Credit Card Charge	10/09/2018	SSAce	CA/GW Roof Leaks	-15.97	-928.39
Credit Card Charge	10/10/2018	SSGenie	Boss' Day gift for Amy	-65.00	-993.39
Credit Card Charge	10/10/2018	SSNxtDayFly	Business Cards for Brett & Steven	-63.45	-1,056.84
Credit Card Charge	10/11/2018	GWHampton	Hotel for Training	-144.16	-1,201.00
Credit Card Charge	10/11/2018	CASwtTomato	Meals for Training GW/CA	-36.46	-1,237.46
Credit Card Charge	10/11/2018	SSAdobe	Adobe Stock	-29.99	-1,267.45
Credit Card Charge	10/11/2018	PAJoeCrab	Meal at Training	-27.74	-1,295.19
Credit Card Charge	10/11/2018	SIJoesCrab	Training Meals	-26.80	-1,321.99
Credit Card Charge	10/11/2018	NCJoeCrab	Meal at Training	-22.00	-1,343.99
Credit Card Charge	10/12/2018	PAHampton	Hotel for Training	-159.80	-1,503.79
Credit Card Charge	10/12/2018	SIHampton	Hotel for Training	-132.98	-1,636.77
Credit Card Charge	10/12/2018	NCHampton	Hotel for Training	-132.98	-1,769.75
Credit Card Charge	10/12/2018	SSAmazon	NC Lights	-18.89	-1,788.64
Credit Card Charge	10/12/2018	PACHicFilA	Meal at Training	-15.22	-1,803.86
Credit Card Charge	10/12/2018	NCWendys	Meals at Training	-3.64	-1,807.50
Credit Card Charge	10/15/2018	GWSoprisLig	GW Lights for Library grant	-347.00	-2,154.50
Credit Card Charge	10/15/2018	SSNewMind	Newmind License for Chromebox	-150.00	-2,304.50
Credit Card Charge	10/15/2018	GW Courtyard	Hotel for Staff Day presenter	-94.00	-2,398.50
Credit Card Charge	10/15/2018	GWUSPS	ILL Postage & Stamps	-52.53	-2,451.03
Credit Card Charge	10/15/2018	SSRFRental	Move GW Planters	-25.00	-2,476.03
Credit Card Charge	10/15/2018	SSGoogle	Email storage upgrade for Amy S.	-19.99	-2,496.02
Credit Card Charge	10/15/2018	GWNaNoWriMo	NaNoWriMo program	-5.11	-2,501.13
Credit Card Charge	10/16/2018	SSThors	Staff Day meal	-452.50	-2,953.63

Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 10/31/2018

Type	Date	Num	Memo	Amount	Balance
Credit Card Charge	10/17/2018	RIWalmart	Teen Snacks	-68.08	-3,021.71
Credit Card Charge	10/17/2018	SSLowe's	Trellis Project	-63.94	-3,085.65
Credit Card Charge	10/18/2018	SIPryor	Staff to Supervisor training	-398.00	-3,483.65
Credit Card Charge	10/19/2018	SSQuill	Copy Paper	-220.88	-3,704.53
Credit Card Charge	10/19/2018	PAWalmart	Programming Supplies	-68.66	-3,773.19
Credit Card Charge	10/19/2018	SSRobly	Robly marketing	-52.50	-3,825.69
Credit Card Charge	10/19/2018	SSAmazon	Print Materials for GW	-23.99	-3,849.68
Credit Card Charge	10/19/2018	RICtyMarket	Walking Dead Program	-22.53	-3,872.21
Credit Card Charge	10/19/2018	CACtyMarket	Movie Matinee supplies	-11.27	-3,883.48
Credit Card Charge	10/19/2018	SSValleyLum	RI Plumbing	-8.48	-3,891.96
Credit Card Charge	10/20/2018	SSAmazon	Office/Janitorial Supplies	-125.35	-4,017.31
Credit Card Charge	10/20/2018	SSAmazon	PA Office Supplies	-64.64	-4,081.95
Credit Card Charge	10/20/2018	SSGoDaddy	Domain renewal	-53.14	-4,135.09
Credit Card Charge	10/20/2018	SSAmazon	Janitorial supplies	-52.94	-4,188.03
Credit Card Charge	10/20/2018	PAHobbyLobb	Movie Night Supplies	-43.73	-4,231.76
Credit Card Charge	10/20/2018	SSAdobe	Adobe Creative Suite	-29.99	-4,261.75
Credit Card Charge	10/20/2018	PAGoodwill	Adult Programming supplies	-14.03	-4,275.78
Credit Card Charge	10/20/2018	PASpiritHal	Movie Night Supplies	-9.71	-4,285.49
Credit Card Charge	10/21/2018	SSAmazon	Office Supplies	-11.98	-4,297.47
Credit Card Charge	10/22/2018	SSFord	Car Repair	-520.73	-4,818.20
Credit Card Charge	10/22/2018	SSLowe's	Light Bulbs	-45.67	-4,863.87
Credit Card Charge	10/22/2018	SSWebstaura	RI Plumbing	-41.00	-4,904.87
Credit Card Charge	10/22/2018	CADosGringo	Staff Meeting Breakfast	-37.90	-4,942.77
Credit Card Charge	10/22/2018	PALowe's	Children's Programming	-36.80	-4,979.57
Credit Card Charge	10/22/2018	GWWalmart	Children's programming supplies	-32.72	-5,012.29
Credit Card Charge	10/22/2018	PATarget	Children's Programming	-21.99	-5,034.28
Credit Card Charge	10/23/2018	GWUSPS	ILL Postage	-3.01	-5,037.29
Credit Card Charge	10/24/2018	CAWalmart	Staff break room supplies	-74.70	-5,111.99
Credit Card Charge	10/24/2018	RIWalmart	F@YL supplies	-21.30	-5,133.29
Credit Card Charge	10/24/2018	SSBleacher	Welcome Gift for Brett	-20.99	-5,154.28
Credit Card Charge	10/24/2018	RIUSPS	ILL Postage	-3.01	-5,157.29
Credit Card Charge	10/25/2018	PAWalmart	Children's Programming	-64.22	-5,221.51
Credit Card Charge	10/25/2018	SSAmazon	RI Electric	-40.79	-5,262.30
Credit Card Charge	10/25/2018	SSAmazon	Tools	-26.67	-5,288.97
Credit Card Charge	10/26/2018	SSBreakout	RI Breakout EDU renewal	-50.00	-5,338.97
Credit Card Charge	10/26/2018	CABonfire	Employee Review	-17.87	-5,356.84
Credit Card Charge	10/26/2018	SSUSPS	Board Packet Postage	-14.35	-5,371.19
Credit Card Charge	10/26/2018	PAWalmart	Adult Programming	-9.96	-5,381.15
Credit Card Charge	10/29/2018	SSEbay	Electric RI	-128.65	-5,509.80
Credit Card Charge	10/29/2018	CAWalmart	CLab supplies	-73.75	-5,583.55
Credit Card Charge	10/29/2018	NCCtyMarket	Halloween supplies	-15.79	-5,599.34
Credit Card Charge	10/30/2018	SSLightbulb	Lights for RI	-103.95	-5,703.29
Credit Card Charge	10/30/2018	RIWalmart	Halloween Parade Supplies	-39.84	-5,743.13
Credit Card Charge	10/30/2018	SSNapa	Truck Repair	-16.99	-5,760.12
Credit Card Charge	10/30/2018	CACtyMarket	CLab supplies	-13.35	-5,773.47
Credit Card Charge	10/30/2018	SSNapa	Truck Repair	-1.00	-5,774.47
Total Charges and Cash Advances				-5,774.47	-5,774.47

Payments and Credits - 4 items

Garfield County Public Library District
Reconciliation Detail
20510 - Alpine Bank Purchase Card, Period Ending 10/31/2018

Type	Date	Num	Memo	Amount	Balance
Credit Card Credit	10/09/2018	SSAce	RI Plumbing item return	15.99	15.99
Credit Card Credit	10/12/2018	NCHampton	Hotel tax refund	13.98	29.97
Credit Card Credit	10/12/2018	SIHampton	Tax credit Hotel for training	13.98	43.95
Check	10/15/2018	23339	Sept c.card	6,220.66	6,264.61
Total Cleared Transactions				<u>490.14</u>	<u>490.14</u>
Cleared Balance				<u>-490.14</u>	<u>5,730.52</u>
Register Balance as of 10/31/2018				-490.14	5,730.52
New Transactions					
Payments and Credits - 1 item					
Check	11/15/2018	23419	Oct. credit card	5,730.52	5,730.52
Total New Transactions				<u>5,730.52</u>	<u>5,730.52</u>
Ending Balance				<u>-6,220.66</u>	<u>0.00</u>

**Garfield County Public Library District
Profit & Loss Budget vs. Actual
January through October 2018**

	Jan - Oct 18 Actual	Jan - Oct 18 Budget	Annual Budget	% of Annual Budget	Footnotes:	Jan - Oct 17 Actual	\$ Increase / (Decrease) in Actual '17 to '18
Income							
40100 - Sales Tax Revenue	2,139,682.02	1,896,558.58	2,200,000.00	97.26%		1,896,558.58	243,123.44
40102 - Sales Tax Refunds	-27,493.43	-83,333.34	-100,000.00	27.49%		-77,067.81	49,574.38
40200 - Property Tax Revenue	2,172,997.02	2,169,673.68	2,177,000.00	99.82%		2,205,665.95	-32,668.93
40202 - Property Tax Refunds	-168,252.06		0.00	#DIV/0!	1.	0.00	-168,252.06
40300 - Specific Ownership Tax Revenue	135,974.37	141,829.99	164,000.00	82.91%		141,829.99	-5,855.62
40900 - Interest Earned on Investments	73,736.56	12,872.50	15,447.00	477.35%		33,750.47	39,986.09
41000 - Grants-	49,294.00	32,000.00	152,000.00	32.43%	2.	46,466.38	2,827.62
41010 - Donations or Contributions	17,000.00	0.00	50,000.00	34.0%		11,744.79	5,255.21
41200 - Other Revenue	3,000.00		0.00	#DIV/0!		20,381.67	-17,381.67
41300 - Solar Rebates	8,359.66	6,947.50	8,337.00	100.27%		7,648.12	711.54
42000 - Branch Revenues	104,444.62	121,080.00	145,296.00	71.88%		123,306.16	-18,861.54
Total Income	4,508,742.76	4,297,628.91	4,812,080.00	93.7%		4,410,284.30	98,458.46
Expense							
50001 - TREASURER'S FEES	86,552.63	81,326.00	87,540.00	98.87%		84,256.29	2,296.34
50005 - DEBT SERVICE	1,659,799.60	1,659,800.00	1,659,800.00	100.0%		1,659,799.60	0.00
51000 - EMPLOYEE COSTS-	1,449,472.07	1,597,833.34	1,917,240.00	75.6%		1,458,044.90	-8,572.83
52000 - LIBRARY SERVICES	377,981.04	426,814.45	452,607.00	83.51%		280,761.00	97,220.04
53000 - PROFESSIONAL SERVICES	77,527.21	43,061.66	45,440.00	170.61%	3.	29,267.00	48,260.21
54000 - BUILDING OVERHEAD-	282,302.13	279,909.84	333,795.00	84.57%		263,216.49	19,085.64
54500 - BUILDING REMODEL & ADDING FFE	0.00	60,000.00	60,000.00	0.0%		210,399.94	-210,399.94
55000 - EQUIPMENT	92,055.48	94,425.58	199,406.00	46.16%	2.	52,545.87	39,509.61
56000 - OTHER OVERHEAD-	53,463.34	58,150.00	60,600.00	88.22%		48,404.50	5,058.84
57000 - ADVERTISING & MARKETING	4,994.88	6,183.34	7,180.00	69.57%		2,605.58	2,389.30
58000 - VEHICLES	4,640.78	4,503.34	5,404.00	85.88%		3,570.58	1,070.20
59000 - PARTNERSHIPS	22,520.00	30,000.00	33,000.00	68.24%		37,250.00	-14,730.00
59100 - CONTINGENCY	0.00	0.00	10,068.00	0.0%		0.00	0.00
Total Expense	4,111,309.16	4,342,007.55	4,872,080.00	84.39%		4,130,121.75	-18,812.59
Net Income	397,433.60	-44,378.64	-60,000.00			280,162.55	117,271.05

Footnotes:

1. Encana and Caerus property tax abatement.
2. Includes \$24,300 and \$25,000 FMLD Grants to purchase 60 Chromebooks and service vehicle.
3. Includes final payment on CPS HR Consulting and Lake Research Partners polling.

Garfield County Public Library District
Balance Sheet
 As of October 31, 2018

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 - Alpine Bank- Gen(..7072)	356,322.03
10050 - Colo Trust - General	2,722,122.40
10051 - Colo Trust - SO Funds	1,255,704.78
10055 - C-Safe	51,846.92
10060 - Alpine Bank- Payroll(..8785)	4,199.70
10300 - Petty Cash- Cash drawer fund	1,075.00
11010 - WF-23652000-Annual Interest Pmt	93.38
11050 - WF-23652001-Annual Princ. Pmt	320.24
Total Checking/Savings	<u>4,391,684.45</u>
Other Current Assets	
12050 - Sales tax transfer by Treasurer	236,164.73
12100 - Property tax transfer by Treas	2,180,797.00
Total Other Current Assets	<u>2,416,961.73</u>
Total Current Assets	6,808,646.18
Other Assets	
18600 - Prepaid Subsc	3,125.34
19100 - Due to/fr Foundation & Friends	3,884.95
Total Other Assets	<u>7,010.29</u>
TOTAL ASSETS	<u><u>6,815,656.47</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-13,508.25
Total Accounts Payable	<u>-13,508.25</u>
Credit Cards	
20510 - Alpine Bank Purchase Card	5,730.52
20570 - Fuel Cards - WEX / NJPA	505.34
20600 - Lowes Store Account	8.09
Total Credit Cards	<u>6,243.95</u>
Other Current Liabilities	
21200 - Payroll Payable-	57,588.46
21400 - TABOR refund payable-	139,232.00
Total Other Current Liabilities	<u>196,820.46</u>
Total Current Liabilities	189,556.16
Long Term Liabilities	
22000 - Deferred Sales tax Revenue	236,164.73
22100 - Deferred Property Tax Revenue	2,180,797.00
Total Long Term Liabilities	<u>2,416,961.73</u>
Total Liabilities	2,606,517.89
Equity	
30000 - Unassigned Fund Balance	3,496,024.15
30005 - Non-Spendable Fund Balance	9,714.83
30010 - Restricted Fund Balance	154,700.00
30040 - Assigned For Replacement	151,266.00
Net Income	397,433.60
Total Equity	<u>4,209,138.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,815,656.47</u></u>

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

	2014		2015		2016		2017		2018	
January	157,954.01	-18.60%	171,255.99	8.42%	165,205.96	-3.53%	173,042.62	4.74%	199,981.78	15.57%
February	164,955.33	-9.55%	156,611.76	-5.06%	152,316.39	-2.74%	174,041.11	14.26%	214,635.71	23.32%
March	274,667.44	54.92%	183,651.55	-33.14%	176,125.01	-4.10%	191,923.78	8.97%	247,300.68	28.85%
April	204,502.95	24.76%	176,436.28	-13.72%	178,186.85	0.99%	210,556.56	18.17%	220,564.48	4.75%
May	195,754.32	5.14%	198,774.79	1.54%	181,387.29	-8.75%	205,137.04	13.09%	233,871.79	14.01%
June	228,122.58	3.16%	220,869.13	-3.18%	218,515.17	-1.07%	234,797.64	7.45%	261,824.92	11.51%
July	214,080.13	-5.36%	215,309.82	0.57%	208,583.74	-3.12%	244,275.30	17.11%	266,233.19	8.99%
August	210,611.26	6.74%	209,135.70	-0.70%	211,395.73	1.08%	231,464.51	9.49%	259,104.75	11.94%
September	213,398.38	12.91%	260,179.02	21.92%	206,068.49	-20.80%	220,812.96	7.16%		-100.00%
October	194,336.20	-4.00%	182,241.69	-6.22%	193,259.35	6.05%	214,391.59	10.93%		-100.00%
November	185,574.02	5.18%	179,760.58	-3.13%	188,021.40	4.60%	211,086.91	12.27%		-100.00%
December	216,260.57	-3.38%	206,781.54	-4.38%	231,320.02	11.87%	236,164.73	2.09%		-100.00%
TOTAL	<u>2,460,217.19</u>	<u>5.13%</u>	<u>2,361,007.85</u>	<u>-4.03%</u>	<u>2,310,385.40</u>	<u>-2.14%</u>	<u>2,547,694.75</u>	<u>10.27%</u>	<u>1,903,517.30</u>	<u>-25.28%</u>

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

	2014		2015		2016		2017		2018	
January	156,389.73	-13.18%	119,021.52	-23.89%	107,887.11	-9.35%	167,563.47	55.31%	198,871.12	18.68%
February	158,289.73	8736.68%	152,508.02	-3.65%	104,937.79	-31.19%	170,638.18	62.61%	212,320.26	24.43%
March	213,739.69	8132.44%	181,435.06	-15.11%	164,251.80	-9.47%	185,434.83	12.90%	245,105.81	32.18%
April	172,267.76	1566.04%	175,817.96	2.06%	175,020.34	-0.45%	162,141.26	-7.36%	216,979.46	33.82%
May	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%	198,292.51	11.04%	233,518.26	17.76%
June	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%	233,936.90	7.65%	261,219.50	11.66%
July	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%	242,194.12	17.36%	264,478.28	9.20%
August	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%	230,488.40	9.52%	257,827.63	11.86%
September	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%	220,265.47	7.44%		-100.00%
October	193,230.38	-4.55%	181,007.55	-6.33%	189,878.10	4.90%	212,474.94	11.90%		-100.00%
November	176,964.94	2.23%	177,841.00	0.50%	186,362.81	4.79%	197,432.38	5.94%		-100.00%
December	215,164.22	285.85%	205,642.96	-4.43%	230,459.68	12.07%	235,522.80	2.20%		-100.00%
TOTAL	<u>2,301,936.95</u>	<u>56.11%</u>	<u>2,277,081.95</u>	<u>-1.08%</u>	<u>2,176,519.11</u>	<u>-4.42%</u>	<u>2,456,385.26</u>	<u>12.86%</u>	<u>1,890,320.32</u>	<u>-23.04%</u>

10																					
2018																					
STATISTICS OCTOBER YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Spr			Carbondale		
	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change
Cardholders																					
Active Patrons	27300	28975	-5.78%	3001	3153	-4.82%	6495	6890	-5.73%	2246	2416	-7.04%	2907	3113	-6.62%	6641	7054	-5.85%	6010	6349	-5.34%
New Library Cards	3629	3796	-4.40%	443	404	9.65%	1075	1071	0.37%	219	259	-15.44%	386	365	5.75%	796	876	-9.13%	710	821	-13.52%
Patron Services																					
Door Count	317436.5	718077	-55.79%	28463.5	68750	-58.60%	138655	154874	-10.47%	36561.5	71998	-49.22%	33265.5	75973	-56.21%	93562.5	215487	-56.58%	56256	130995	-57.05%
Meeting Room Usage	5136	3463	48.31%	297	257	15.56%	1590	1604	-0.87%	445	519	-14.26%	646	590	9.49%	569	377	50.93%	1589	116	1269.83%
Meeting Room Attendance	34118	27120	25.80%	1483	1685	-11.99%	8935	7342	21.70%	3784	2400	57.67%	2668	3253	-17.98%	13370	10269	30.20%	3878	2171	78.63%
Adult Programs	137	255	-46.27%	17	32	-46.88%	20	29	-31.03%	21	14	50.00%	36	27	33.33%	31	23	34.78%	12	130	-90.77%
Adult Program Attendance	1527	2528	-39.60%	192	288	-33.33%	243	506	-51.98%	187	258	-27.52%	269	239	12.55%	376	538	-30.11%	260	699	-62.80%
School-Age Programs	294	253	16.21%	20	37	-45.95%	46	37	24.32%	48	35	37.14%	48	43	11.63%	82	83	-1.20%	50	18	177.78%
School-Age Program Attendance	7435	7211	3.11%	293	878	-66.63%	1707	1406	21.41%	1111	1015	9.46%	1012	1130	-10.44%	1349	1876	-28.09%	1963	906	116.67%
Teen Programs	135	149	-9.40%	5	16	-68.75%	37	34	8.82%	21	26	-19.23%	6	23	-73.91%	33	28	17.86%	33	22	50.00%
Teen Program Attendance	1860	2225	-16.40%	88	276	-68.12%	816	791	3.16%	128	105	21.90%	61	114	-46.49%	248	289	-14.19%	519	650	-20.15%
Early Childhood Programs	285	354	-19.49%	29	47	-38.30%	74	60	23.33%	30	71	-57.75%	56	42	33.33%	39	92	-57.61%	57	42	35.71%
Early Childhood Attendance	9205	9868	-6.72%	1008	1249	-19.30%	3123	2539	23.00%	450	1152	-60.94%	1143	970	17.84%	1328	2571	-48.35%	2153	1387	55.23%
Adult Outreach Visits	68	126	-46.03%	19	35	-45.71%	27	37	-27.03%	0	1	-100.00%	8	10	-20.00%	4	0		10	43	-76.74%
Adult Outreach Attendance	876	941	-6.91%	91	149	-38.93%	552	313	76.36%	0	1	-100.00%	83	84	-1.19%	84	1	8300.00%	66	393	-83.21%
Youth Outreach Visits	99	140	-29.29%	8	13	-38.46%	34	4	750.00%	2	9	-77.78%	14	18	-22.22%	37	73	-49.32%	4	23	-82.61%
Youth Outreach Attendance	1295	4986	-74.03%	232	730	-68.22%	226	467	-51.61%	51	730	-93.01%	501	626	-19.97%	179	1739	-89.71%	106	694	-84.73%
STEM Programs	128	167	-23.35%	11	16	-31.25%	22	25	-12.00%	9	13	-30.77%	18	14	28.57%	61	77	-20.78%	7	22	-68.18%
STEM Program Attendance	1221	2220	-45.00%	124	124	0.00%	236	407	-42.01%	47	123	-61.79%	118	137	-13.87%	341	609	-44.01%	355	820	-56.71%
ESL Programs	52	43	20.93%	0	0		30	18	66.67%	0	0		22	24	-8.33%	0	0		0	1	-100.00%
ESL Program Attendance	1510	794	90.18%	0	0		1136	673	68.80%	0	0		374	103	263.11%	0	0		0	18	-100.00%
Book A Librarian Sessions	181	135	34.07%	42	13	223.08%	9	15	-40.00%	35	25	40.00%	68	54	25.93%	0	0		27	28	-3.57%
Physical Circulation																					
Juvenile	75833	105742	-28.28%	6950	11064	-37.18%	16151	22216	-27.30%	7095	12679	-44.04%	9057	12260	-26.13%	16730	22525	-25.73%	19850	24998	-20.59%
Young Adult	8129	14247	-42.94%	1328	2079	-36.12%	2211	3704	-40.31%	866	1249	-30.66%	1036	2186	-52.61%	1488	2765	-46.18%	1200	2264	-47.00%
Adult Fiction	27977	44950	-37.76%	4813	9055	-46.85%	6219	9779	-36.40%	2158	3752	-42.48%	3639	6145	-40.78%	6484	10044	-35.44%	4664	6175	-24.47%
Adult Non-Fiction	15449	31193	-50.47%	1660	3357	-50.55%	3311	6874	-51.83%	1760	3595	-51.04%	2205	4473	-50.70%	3617	7119	-49.19%	2896	5775	-49.85%
Large Print	2502	3162	-20.87%	348	464	-25.00%	749	729	2.74%	162	222	-27.03%	110	366	-69.95%	599	722	-17.04%	534	659	-18.97%
World Languages	3500	4391	-20.29%	161	250	-35.60%	592	771	-23.22%	123	293	-58.02%	537	436	23.17%	946	1028	-7.98%	1141	1613	-29.26%
New Books	20170	24289	-16.96%	2751	2751	0.00%	4622	4530	2.03%	2179	2823	-22.81%	2288	2684	-14.75%	5399	5830	-7.39%	2931	5671	-48.32%
DVD	80916	137220	-41.03%	8633	15318	-43.64%	21615	37165	-41.84%	8679	17355	-49.99%	8382	14683	-42.91%	19918	30363	-34.40%	13689	22336	-38.71%
CD Audiobook	8640	14819	-41.70%	896	1436	-37.60%	1470	2484	-40.82%	661	1040	-36.44%	1149	2193	-47.61%	2632	4138	-36.39%	1832	3528	-48.07%
Playaway	610	1048	-41.79%	135	350	-61.43%	116	351	-66.95%	14	2	600.00%	70	135	-48.15%	133	124	7.26%	142	86	65.12%
Magazines	2327	3951	-41.10%	404	669	-39.61%	252	425	-40.71%	408	564	-27.66%	490	1071	-54.25%	341	512	-33.40%	432	710	-39.15%
Video Games	1342	1803	-25.57%	165	173	-4.62%	644	838	-23.15%	167	258	-35.27%	123	144	-14.58%	147	262	-43.89%	96	128	-25.00%
CD Music	3337	7887	-57.69%	446	1029	-56.66%	828	2097	-60.52%	273	913	-70.10%	402	1359	-70.42%	705	1154	-38.91%	683	1335	-48.84%
ILL	1069	168	536.31%	32	30	6.67%	32	58	-44.83%	947	5	18840.00%	34	18	88.89%	13	48	-72.92%	11	9	22.22%
Materials borrowed from other libraries	43071	42318	1.78%	4740	4160	13.94%	8690	8117	7.06%	3852	7699	-49.97%	4427	4121	7.43%	10630	9158	16.07%	10732	9063	18.42%
Collection																					
Items Added	10567	10406	1.55%	1423	1540	-7.60%	2123	1988	6.79%	1480	1407	5.19%	1786	1559	14.56%	2074	1936	7.13%	1681	1976	-14.93%
Total Items in Collection	174165	182714	-4.68%	30712	30457	0.84%	32558	35074	-7.17%	21930	22612	-3.02%	29662	32521	-8.79%	30168	32184	-6.26%	29135	29866	-2.45%
Technology																					
PAC Usage (hours)	26512	36202	-26.77%	1994	2866	-30.43%	5841	9259	-36.92%	3356	4354	-22.92%	2615	3698	-29.29%	8052	9872	-18.44%	4654	6153	-24.36%
PAC Usage (sessions)	44532	59503	-25.16%	3832	5249	-27.00%	9493	14303	-33.63%	5324	6995	-23.89%	4787	6365	-24.79%	12661	15653	-19.11%	8435	10938	-22.88%
Wireless Sessions	70592	70801	-0.30%	3421	3999	-14.45%	16439	17788	-7.58%	5915	5928	-0.22%	5735	6669	-14.01%	25055	22365	12.03%	14027	14052	-0.18%
Volunteers																					
Volunteer Hours	3122	4601	-32.15%	299	446	-32.96%	697	800	-12.88%	107	170	-37.06%	407	563	-27.71%	657	1070	-38.60%	955	1552	-38.47%

10			
2018			
STATISTICS OCTOBER YTD	District		
	YTD 2018	YTD 2017	% change
Website			
Website Visits	194893	206406	-5.58%
Downloadables			
Overdrive - total eBook, audio, video	36825	29051	26.76%
Zinio	2935	3299	-11.03%
Subscription Resources			
Ancestry - Searches	1298	4384	-70.39%
EBSCO Databases - Sessions	4966	4829	2.84%
Biography in Context - Sessions	1017	113	800.00%
Kids InfoBits - Sessions	63	181	-65.19%
Learning Express - Sessions	70	119	-41.18%
Mango - Sessions	1456	1187	22.66%
MyHeritage - Sessions	194	139	39.57%
Research in Context - Sessions	39	49	-20.41%
Tumblebooks - Book Views	491	284	72.89%

Facilities Report October 2018

Rifle- Door repairs and adjustment (standard doors) Automatic door preventative maintenance. Plumbing repairs, public restrooms and employee break room. Light repairs. Oil changes all vehicles, Bookmobile-wheel bearings, windshield, and winter tires installed. Study Verizon proposal. Research Parachute/Xcel energy solar issue.

Parachute- Solar/Xcel energy issue. Leaning tree inspection and tape off area.

Silt- Door repair. Plumbing repairs. Fix lights.

New Castle- Light repairs. Door repairs. Automatic door preventative maintenance.

Glenwood- Still working on entry lights. Auto door preventative maintenance. Electrician installed additional lighting. Public restroom sink drains. Move planters in plaza. Cooper commons meeting and contract resolutions. Resolve roof leak in book drop.

Carbondale- Roof leak. Heat issues. Wall repairs. Light repairs. Fire place check. Library property line check. Concrete wall anti grinding blocks. Auto door preventative maintenance. Resolve heating issue. Work with CLEER for possible grant money for Navigator building system.