

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, July 11, 2019 6:00PM
Place: Glenwood Springs Branch Library, 815 Cooper Ave.

Board Mission Statement: 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.

I. CALL TO ORDER

- A. Roll Call
- B. Public Participation: 3 minutes per person
- C. Approval of the agenda

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting- June 6, 2019 (pp.1-4)
- B. Claims for Board Approval: General Fund May 16, 2019 through June 15, 2019 (pp.5-6); Alpine Bank Credit Card Statement May 2019 (pp.7-9).

III. PRESENTATION OF AUDIT

- A. Dan Cudahy, McMahan and Associates, LLC

IV. ACTION ITEMS

- A. Adopt resolution 19-009 to accept the financial statement audit as prepared by McMahan & Associates, LLC., Kevin Hettler/Board of Trustees (p.10)
- B. Formation of 2020 budget committee, Kevin Hettler/Board of Trustees
- C. Select Library Trustee to serve on Glenwood Springs' Urban Renewal Authority board, Board of Trustees
- D. Decide whether to direct Executive Director to draft a resolution for the August meeting calling an election in November 2018 for a mill levy increase, Board of Trustees

V. DISCUSSION ITEMS

- A. Discussion of library district's finances and path forward to financial sustainability, Board of Trustees
- B. Glenwood Springs Branch Report, Laurin Arnold, Branch Manager
- C. Management Report, Brett Lear (pp.11-26)
- D. Finance Report, Kevin Hettler (pp.27-33)
- E. Library Foundation update, Adrian Rippy-Sheehy

Next Board Meeting: August 1, 2019 at the New Castle Branch Library, 402 West Main St., New Castle, CO 81647

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: Brett Lear
Posted on: July 8, 2019

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Carbondale Branch Library, Carbondale, CO
June 6, 2019**

I. CALL TO ORDER

Sandi Kister called the meeting to order at 5:02 pm. Lacy Dunlavy conducted the roll call.

BOARD MEMBERS PRESENT:

Monica Miller

Alice Bedard-Vorhees
Adrian Rippy-Sheehy
Michelle Foster
Perry Sweeney
Landon Churchill
Sandi Kister

STAFF PRESENT:

Brett Lear
Kevin Hettler
Lacy Dunlavy
Amy Shipley

PUBLIC PRESENT:

Todd Anderson

GUESTS PRESENT:

None

BOARD MEMBERS EXCUSED:

None

PUBLIC COMMENT SECTION:

None

AGENDA CHANGES/ADDTIONS:

A late motion was made to add "Action Item B." by Monica Miller, seconded by Alice Bedard-Voorhees - **Motion passed unanimously.**

APPROVAL OF AGENDA

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

II. CONSENT ITEMS FOR APPROVAL

A. Minutes of Library Board meeting- April 25, 2019 and May 9, 2019

A motion to approve the April 25, 2019 board meeting minutes was made by Monica Miller, seconded by Perry Sweeney - **motion passed unanimously.**

A motion to approve the May 9, 2019 minutes was made by Monica Miller, seconded by Michelle Foster - **motion passed unanimously.**

- B. Claims for Board Approval: General Fund April 16, 2019 through May 15, 2019; Alpine Bank Credit Card Statement April 2019
Perry and Sandi asked for more information on the expenditure for design conference for Patrick Tonozzi.
Sandi had a question about the boiler inspection; boilers must be inspected to meet state requirements.

A motion to approve the claims and credit card statement was made by Michelle Foster, seconded by Adrian Rippy-Sheehy - **motion passed unanimously.**

III. ACTION ITEMS

- A. Adopt resolution 19-008 to accept the terms of the Garfield County Federal Mineral Lease District Mini Grant Agreement and to authorize the Executive Director to sign the Agreement on behalf of GCPLD
A motion to approve the resolution was made by Alice Bedard-Voorhees, seconded by Monica Miller - **motion passed unanimously.**
- B. Resolution regarding agreement for rooftop lease located at Rifle Branch
A motion to approve the rooftop lease resolution was made by Michelle Foster, seconded by Adrian Rippy-Sheehy - **motion passed unanimously.**

IV. DISCUSSION ITEMS

- A. **Library Foundation update:** Adrian Rippy-Sheehy, Brett Lear
Adrian shared the balance sheet of the Library Foundation. Adrian reported that there have been two recent meetings. No officers have been elected. Current assignment is to contact more people, encourage more members, prepare for funding request from board to support initiatives related to the potential ballot measure (e.g. mailings). Next meeting: June 12 @ New Castle Branch History Room 3:30 PM.
- B. **Carbondale Branch Report:** Lacy Dunlavy, Branch Manager
Lacy gave an update on staff changes, including an internal promotion for the Circulation Coordinator position and the hiring of a temporary employee to cover previous staff shortage. Outreach has been a focal point in May; staff were able to attend Dandelion Days and host many preschool and daycare groups for storytime and outreach.

C. Strategic Plan Update: Amy Shipley

Branch managers have been working with Amy to put Strategic Plan into action. Changed Strategic Actions to Strategic Objectives; added Action Statement(s) that can be measured. Each priority has 8-10 objectives; next step is to narrow down, focus, and figure out immediate action items; develop measurements that make sense and can be accomplished.

Immediate focus contains: After school programming; revamp across district; creating centralized programming information form for website: immediate way for community members to reach the library about what they offer, who they are, etc.; partner with local organizations to present educational series; civic dialogue events; communication around library funding streams.

D. Management Report: Brett Lear

Staff are completing their speaking engagements with community leaders and groups regarding the potential ballot measure. Board members shared updates on meetings with elected, community members, organizations, endorsements, and groups. Overall positive response; responses to library needs still include hours, staff, more books, access to classes, specifically technology classes.

Information campaign: sending out a mailer to every household in the county. Content is very close to information sheet. Draft mailer presented. Survey will be included on postcard to provide an opportunity for public engagement. Scheduled to be mailed over the next few weeks. Foundation will support funding of mailer expenses.

Timeline presented for potential ballot measure.

Verizon project: paperwork submitted to/from Wells Fargo as the mortgage holder; Verizon was given permission to speak with the City of Rifle to address zoning requirements; GCPLD work has been completed, now working with other stakeholders.

Parachute Branch Manager position, Amy Shipley: 5 applicants, working on initial interviews.

E. Finance Report: Kevin Hettler (pp.38-44)

Budget is tracking normally.

Financial audit this month; no surprises. Draft is complete, copy will be presented to board as early as next week. Kevin is available for questions.

Accounting software has been moved to the cloud; Kevin can now access anywhere.

V. EXECUTIVE SESSION

No executive sessions was needed.

The meeting adjourned at 7:42 pm.

NEXT MEETING

The next scheduled board meeting will be held July 11, 2019 at the Glenwood Springs Branch Library at 6:00pm.

Prepared by: Brett Lear
June 13, 2019

Garfield County Public Library District
Claims for Board Approval
May 16 - June 15, 2019

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
05/29/2019	Elec	CCOERA	May Retirement	-5,728.88
05/29/2019	Elec	CCOERA	May Retirement	-1,252.65
05/31/2019	23780	A Clean Break, LLC	RI SI NC May Cleaning	-5,425.00
05/31/2019	23781	American Janitor LLC	PA May Cleaning	-850.00
05/31/2019	23782	Bauman, Kara	NC branch manager interview mileage reimb	-212.28
05/31/2019	23783	Cardiff Cleaning Service	GW CA May cleaning	-3,185.00
05/31/2019	23784	Davison, Peter	SRP Performer	-1,800.00
05/31/2019	23785	DeLage Landen Financial Services, Inc.	Copier lease	-449.00
05/31/2019	23786	Demco	Processing supplies	-105.71
05/31/2019	23787	Gard, Denise	SRP Performer	-1,740.00
05/31/2019	23788	Ingram Library Services	Library materials	-6,439.52
05/31/2019	23789	Midwest Tape	Library materials	-1,913.69
05/31/2019	23790	OverDrive	Library e-materials	-2,243.19
05/31/2019	23791	Sandy's Office Supply	Office supplies	-47.99
05/31/2019	23792	Suarez, Dulce Andrea	Spanish translation SRP	-210.00
05/31/2019	23793	Terris Barnes Walters Boigon Heath, Inc.	May consulting; Jared travel for staff day	-7,375.30
05/31/2019	23794	Wells Fargo Corporate Trust Services	UCC filing fee	-15.67
05/31/2019	23795	Willis Towers/CEBT	Health Insurance June	-20,424.80
05/31/2019	23796	Wright, Amy	Training mileage reimb	-72.38
06/15/2019	23797	Alpine Bank	May credit card payment	-6,751.42
06/15/2019	23798	625-Water(9283)	SI RI staff water	-55.00
06/15/2019	23799	Acme Fire Alarm Company	3rd Quarter Monitoring	-310.20
06/15/2019	23800	All Around Property Maintenance, Inc	May Landscape	-1,229.99
06/15/2019	23801	Aspen Science Center	Summer starlab program	-600.00
06/15/2019	23802	bibliotheca, LLC	self-checks, sorters, rfid service renewals	-16,286.94
06/15/2019	23803	Capraro, Veronica	Presentation and materials	-100.00
06/15/2019	23804	Cedar Networks	June telephone	-1,758.00
06/15/2019	23805	CenturyLink	alarm, elevator telephone lines	-402.48
06/15/2019	23806	City of Glenwood Springs	water / sewer	-981.17
06/15/2019	23807	City of Rifle	water / sewer	-114.96
06/15/2019	23808	Early Childhood Network	Growing Readers Together grant	-2,600.00
06/15/2019	23809	Findaway World LLC	Library materials	-10,247.15
06/15/2019	23810	Friends/Foundation	donations / book sales	-1,649.94
06/15/2019	23811	Garfield County Public Library Foundation	donations	-328.75
06/15/2019	23812	Great America Financial Services	telephone lease	-1,043.98
06/15/2019	23813	ImageNet Consulting LLC	copier copies	-637.58
06/15/2019	23814	Ingram Library Services	Library materials	-7,849.69
06/15/2019	23815	McCartney, Mike	SRP Presenter	-2,100.00
06/15/2019	23816	Midwest Tape	Library materials	-1,257.36
06/15/2019	23817	Mountain Pest Control, Inc.	May spraying	-282.00
06/15/2019	23818	Mountain Waste & Recycling	recycling	-84.00
06/15/2019	23819	Mutual of Omaha	Disability insurance	-545.53
06/15/2019	23820	Nature's Educators	SRP Presenter	-1,200.00
06/15/2019	23821	OCLC	cataloging / ill	-261.21
06/15/2019	23822	OverDrive	e-materials	-60.00
06/15/2019	23823	Pratt, Heather	Reimburse program materials	-40.24
06/15/2019	23824	R & H Mechanical, LLC	3rd Qtr P&M	-6,255.50

Garfield County Public Library District
Claims for Board Approval
 May 16 - June 15, 2019

Date	Num	Name	Memo	Amount
06/15/2019	23825	Rocky Mountain Reserve	FLEX plan admin	-66.20
06/15/2019	23826	Terris Barnes Walters Boigon Heath, Inc.	June consulting fee	-6,500.00
06/15/2019	23827	Town of Carbondale	water / sewer	-61.72
06/15/2019	23828	Town of New Castle	water / sewer	-196.92
06/15/2019	23829	Town of Silt	water / sewer	-138.36
06/15/2019	23830	Transparent Information Services, LLC	background checks	-15.30
06/15/2019	23831	Waste Management	RI NC CA trash / recycling	-223.01
06/15/2019	23832	Western Paper Distributors	janitorial supplies	-683.67
06/15/2019	23833	Xcel Energy	NC PA RI SI CA electric / gas	-4,207.98
06/15/2019	23834	Lowe's	May Lowe's card - bldg maint	-111.57
06/15/2019	23835	WEX Bank	May vehicle fuel	-233.25
06/15/2019	23836	Louie the computer guy	50% down on new security key fob system	-1,737.50
Total 10010 · Alpine Bank- Gen(..7072)				<u>-138,699.63</u>
TOTAL				<u>-138,699.63</u>

Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 05/31/2019

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					6,464.03
Cleared Transactions					
Charges and Cash Advances - 108 items					
Credit Card Charge	04/30/2019	SSFacebook	Facebook Ads	-264.67	-264.67
Credit Card Charge	04/30/2019	PAWalmart	Star Wars Program	-43.14	-307.81
Credit Card Charge	04/30/2019	PAWalmart	Office supplies	-17.98	-325.79
Credit Card Charge	04/30/2019	GW CtyMarket	Interview supplies	-2.99	-328.78
Credit Card Charge	05/01/2019	PALiCoffee	Coffee w/ Director series	-143.25	-472.03
Credit Card Charge	05/01/2019	SSVerizon	Cell through 4/18/19	-84.85	-556.88
Credit Card Charge	05/01/2019	CAPeppinos	Teen Programming	-78.81	-635.69
Credit Card Charge	05/01/2019	PAWalmart	Star Wars Program	-45.51	-681.20
Credit Card Charge	05/01/2019	CA CtyMarket	Teen Programming	-11.98	-693.18
Credit Card Charge	05/02/2019	SSLibJour	Design Conference	-126.99	-820.17
Credit Card Charge	05/02/2019	SSUnited	Baggage Fees	-30.00	-850.17
Credit Card Charge	05/02/2019	RIAmazon	Adult Programming	-22.98	-873.15
Credit Card Charge	05/03/2019	SSAmazon	CA Kids Programming	-31.99	-905.14
Credit Card Charge	05/03/2019	SSAmazon	CA Kids Programming	-9.98	-915.12
Credit Card Charge	05/03/2019	GWUSPS	ILL Postage	-6.20	-921.32
Credit Card Charge	05/04/2019	SSDIA	Parking Fee	-48.00	-969.32
Credit Card Charge	05/04/2019	SSAmazon	CA kids programming	-32.13	-1,001.45
Credit Card Charge	05/04/2019	SSUnited	Baggage Fees	-30.00	-1,031.45
Credit Card Charge	05/04/2019	SSAmazon	CA Kids Programming	-9.79	-1,041.24
Credit Card Charge	05/06/2019	SIDemco	SRP Staff Tees	-47.70	-1,088.94
Credit Card Charge	05/06/2019	GWSun&Moon	staff bday supplies	-46.00	-1,134.94
Credit Card Charge	05/06/2019	SSAmazon	Light Bulbs all branches	-29.99	-1,164.93
Credit Card Charge	05/06/2019	SSUSPS	Board Packet Postage	-10.15	-1,175.08
Credit Card Charge	05/06/2019	SSAmazon	CA Kids programming	-8.98	-1,184.06
Credit Card Charge	05/06/2019	SSAmazon	CA Kids programming	-6.36	-1,190.42
Credit Card Charge	05/07/2019	SSTechSoup	QB online	-150.00	-1,340.42
Credit Card Charge	05/07/2019	GWCLIC	Reforma registration	-30.00	-1,370.42
Credit Card Charge	05/07/2019	SSVallyLumb	Tools	-13.99	-1,384.41
Credit Card Charge	05/07/2019	NCUSPS	ILL Postage	-7.83	-1,392.24
Credit Card Charge	05/08/2019	SSNxtDayFly	Business Cards for Linda & Jenn	-69.89	-1,462.13
Credit Card Charge	05/08/2019	RIWalmart	Art Reception supplies	-69.54	-1,531.67
Credit Card Charge	05/08/2019	RIWalmart	Kids Programming	-29.26	-1,560.93
Credit Card Charge	05/08/2019	SSAmazon	SI Light Bulbs	-17.99	-1,578.92
Credit Card Charge	05/09/2019	SSMorningSt	NC Lift Part for elevator	-1,029.26	-2,608.18
Credit Card Charge	05/09/2019	RIWalmart	Art Reception supplies	-18.07	-2,626.25
Credit Card Charge	05/10/2019	SSOTC	RI SRP supplies	-87.16	-2,713.41
Credit Card Charge	05/10/2019	SSWalmart	SI Adult Programming	-31.89	-2,745.30
Credit Card Charge	05/10/2019	CAUSPS	ILL Postage & Stamps	-14.10	-2,759.40
Credit Card Charge	05/11/2019	SSAmazon	Office supplies	-41.99	-2,801.39
Credit Card Charge	05/11/2019	SSAmazon	GW SRP supplies	-31.98	-2,833.37
Credit Card Charge	05/11/2019	SSAmazon	RI SRP supplies	-31.98	-2,865.35
Credit Card Charge	05/11/2019	SSAmazon	SRP Book buck supplies	-30.88	-2,896.23
Credit Card Charge	05/11/2019	SSAdobe	Adobe Stock	-29.99	-2,926.22
Credit Card Charge	05/11/2019	SSAmazon	CA SRP supplies	-15.99	-2,942.21
Credit Card Charge	05/11/2019	SSAmazon	PA SRP Supplies	-15.99	-2,958.20

Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 05/31/2019

Type	Date	Num	Memo	Amount	Balance
Credit Card Charge	05/11/2019	SSAmazon	SI SRP Supplies	-15.99	-2,974.19
Credit Card Charge	05/11/2019	SSAmazon	GW Janitorial supplies	-12.14	-2,986.33
Credit Card Charge	05/11/2019	SSAmazon	SI Janitorial supplies	-8.00	-2,994.33
Credit Card Charge	05/13/2019	SSAED	AED Battery Pads	-255.23	-3,249.56
Credit Card Charge	05/13/2019	SSDisply2Go	GW Circ Desk repair	-33.88	-3,283.44
Credit Card Charge	05/13/2019	SSAmazon	SI office supplies	-18.25	-3,301.69
Credit Card Charge	05/13/2019	GW CtyMarket	Business & Breakfast supplies	-16.98	-3,318.67
Credit Card Charge	05/14/2019	SSAmazon	Growing Readers Grant	-217.68	-3,536.35
Credit Card Charge	05/14/2019	PADemco	Staff SRP Tees	-41.69	-3,578.04
Credit Card Charge	05/14/2019	SSAmazon	NC SRP supplies	-12.96	-3,591.00
Credit Card Charge	05/14/2019	SSAmazon	NC SRP Supplies	-8.50	-3,599.50
Credit Card Charge	05/15/2019	SSAmazon	RI SRP supplies	-98.90	-3,698.40
Credit Card Charge	05/15/2019	SSAmazon	NC SRP supplies	-63.67	-3,762.07
Credit Card Charge	05/15/2019	SIWalmart	SRP supplies	-52.98	-3,815.05
Credit Card Charge	05/15/2019	SSAmazon	RI SRP supplies	-13.95	-3,829.00
Credit Card Charge	05/16/2019	SSQuickLane	Truck Trans fluid change	-371.29	-4,200.29
Credit Card Charge	05/16/2019	SSCALCON	CALCON registration for Amy S.	-260.00	-4,460.29
Credit Card Charge	05/16/2019	SSWineCount	Marmot Council Hotel	-170.56	-4,630.85
Credit Card Charge	05/16/2019	SS1000Bulbs	RI Electrical	-52.07	-4,682.92
Credit Card Charge	05/16/2019	SIBurnMtnPi	Adult Programming	-21.00	-4,703.92
Credit Card Charge	05/16/2019	SSAmazon	NC SRP Supplies	-8.39	-4,712.31
Credit Card Charge	05/17/2019	SSOTC	RI SRP supplies	-43.15	-4,755.46
Credit Card Charge	05/17/2019	GWKum&Go	Reforma Grant	-37.90	-4,793.36
Credit Card Charge	05/17/2019	SSAMazon	PA SRP supplies	-17.53	-4,810.89
Credit Card Charge	05/17/2019	SSAmazon	SI SRP Supplies	-10.99	-4,821.88
Credit Card Charge	05/17/2019	SSAmazon	SI Office supplies	-10.00	-4,831.88
Credit Card Charge	05/17/2019	SSAmazon	Janitorial supplies	-2.19	-4,834.07
Credit Card Charge	05/18/2019	GW Candlewoo	Reforma Grant	-109.00	-4,943.07
Credit Card Charge	05/18/2019	GWKum&Go	Reforma Grant	-39.65	-4,982.72
Credit Card Charge	05/18/2019	GWSexyPizza	Reforma Grant	-10.00	-4,992.72
Credit Card Charge	05/19/2019	SSRobly	Robly	-52.50	-5,045.22
Credit Card Charge	05/19/2019	SSAmazon	SI Janitorial supplies	-4.71	-5,049.93
Credit Card Charge	05/20/2019	SSEmployCou	Employers Council Conference Kim O.	-219.00	-5,268.93
Credit Card Charge	05/20/2019	SSDemco	GW Staff SRP Tees	-120.16	-5,389.09
Credit Card Charge	05/20/2019	RIDemco	Staff SRP tees	-68.65	-5,457.74
Credit Card Charge	05/20/2019	SSDemco	RI SRP Supplies	-55.57	-5,513.31
Credit Card Charge	05/20/2019	SSDemco	GW SRP supplies	-49.42	-5,562.73
Credit Card Charge	05/20/2019	SSDemco	CA SRP Supplies	-43.27	-5,606.00
Credit Card Charge	05/20/2019	SSDemco	NC SRP Supplies	-43.27	-5,649.27
Credit Card Charge	05/20/2019	SSDemco	SI SRP supplies	-39.18	-5,688.45
Credit Card Charge	05/20/2019	SSDemco	PA SRP Supplies	-30.97	-5,719.42
Credit Card Charge	05/20/2019	SSAdobe	Adobe Creative Suite	-29.99	-5,749.41
Credit Card Charge	05/20/2019	SSPaypal	A/V plug	-25.00	-5,774.41
Credit Card Charge	05/20/2019	GW Walmart	Soil for Planters	-16.62	-5,791.03
Credit Card Charge	05/20/2019	GW Walmart	SRP Supplies	-7.76	-5,798.79
Credit Card Charge	05/21/2019	SSQuill	Copy Paper	-324.90	-6,123.69
Credit Card Charge	05/21/2019	SSAmazon	RI SRP Supplies	-99.30	-6,222.99
Credit Card Charge	05/21/2019	RIWalmart	WIG Out supplies	-44.34	-6,267.33

Garfield County Public Library District Reconciliation Detail

20510 - Alpine Bank Purchase Card, Period Ending 05/31/2019

Type	Date	Num	Memo	Amount	Balance
Credit Card Charge	05/21/2019	RIWalmart	Adult Programming	-8.31	-6,275.64
Credit Card Charge	05/22/2019	SSValleyLum	Storywalk Plexiglass	-55.98	-6,331.62
Credit Card Charge	05/22/2019	SSAmazon	NC Office supplies	-25.94	-6,357.56
Credit Card Charge	05/22/2019	NCUSPS	ILL Postage	-16.50	-6,374.06
Credit Card Charge	05/23/2019	PAUSPS	ILL Postage	-2.61	-6,376.67
Credit Card Charge	05/24/2019	SSAmazon	CA SRP Supplies	-92.56	-6,469.23
Credit Card Charge	05/24/2019	GWWalmart	GW Plaza: Boy Scout Eagle Project	-69.26	-6,538.49
Credit Card Charge	05/24/2019	NCWalmart	SRP Supplies	-37.36	-6,575.85
Credit Card Charge	05/24/2019	RIWalmart	SRP Kickoff	-33.07	-6,608.92
Credit Card Charge	05/28/2019	SSAmazon	Office supplies	-56.25	-6,665.17
Credit Card Charge	05/28/2019	SSAmazon	NC Print	-17.95	-6,683.12
Credit Card Charge	05/29/2019	NCGoofballs	SRP Supplies	-39.95	-6,723.07
Credit Card Charge	05/29/2019	GWGWChamber	Strawberry Days Parade Fee	-35.00	-6,758.07
Credit Card Charge	05/29/2019	GWUSPS	ILL Postage	-3.10	-6,761.17
Credit Card Charge	05/30/2019	GWRiverBlen	Staff Fund	-9.48	-6,770.65
Total Charges and Cash Advances				-6,770.65	-6,770.65
Payments and Credits - 2 items					
Credit Card Credit	05/14/2019	SSAED	AED Battery Pads tax reimbursement	19.23	19.23
Check	05/15/2019	23744	April c.c. payment	6,464.03	6,483.26
Total Cleared Transactions				-287.39	-287.39
Cleared Balance				287.39	6,751.42
Register Balance as of 05/31/2019				287.39	6,751.42
New Transactions					
Charges and Cash Advances - 1 item					
Credit Card Charge	06/01/2019	SSVerizon	Cell through 5/18/19	-84.85	-84.85
Total Charges and Cash Advances				-84.85	-84.85
Payments and Credits - 1 item					
Check	06/15/2019	23797	May c.card payment	6,751.42	6,751.42
Total New Transactions				6,666.57	6,666.57
Ending Balance				-6,379.18	84.85

RESOLUTION: 19-009

A RESOLUTION APPROVING THE 2018 FINANCIAL STATEMENT AUDIT PREPARED BY McMAHAN AND ASSOCIATES, L.L.C. FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Garfield County Public Library District Board of Trustees have received the 2018 financial statement audit as prepared by McMahan and Associates, L.L.C.

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

Section 1. The Garfield County Public Library District Board of Trustees approves the 2018 financial statement audit as prepared by McMahan and Associates, L.L.C

ADOPTED THIS 11th day of July, 2019 A.D.

Brett W. Lear, Executive Director

Sandra Kister, President of the Board of Trustees

ATTEST: _____
Alice Bedard-Voorhees, Vice President to the Board of Trustees

Management Report

Executive Director's Report

Continued to work extensively on our public information campaign and community engagement. Brett and staff continue to meet with community organizations and community leaders to provide them with information on the potential tax measure and to seek their input. Staff spent considerable time in June working with TBWB to create and fine tune the public mailer.

Verizon worked with Wells Fargo to get the information it needs regarding Wells Fargo's lease agreement documents with the GCPLD.

Other activities over the past month included:

- Hosted a Coffee with the Director at the New Castle library and interacted with community partners from New Castle's Recreation Department and from Colorado Rural Workforce
- Spoke at the June 11 meeting of the Rifle Rotary
- Participated in a community panel as part of the hiring process for a new dean of the Rifle campus of CMC
- Attended a meeting with Glenwood Springs staff and community organizations to explore ways in which all involved can contribute to workforce development in the county
- Met with the superintendent of Re-16, Brad Ray
- Met with the superintendent of Re-2, Brent Curtice
- Met with the superintendent of Roaring Fork School District, Rob Stein
- Attended Silt Branch Library's staff meeting
- Helped the Library Foundation recruit additional members
- Attended the June 12 Foundation meeting during which officers were selected
- Met with Nicky Faust of Mountain Valley Development Services to explore volunteer opportunities for its clients at the Glenwood Springs Branch, and to explore how we can offer classes and events that appeal to this segment of our population
- Attended the annual Special District Association workshop in Parachute
- Attended a meeting of regional library directors at Basalt Regional Library on June 17
- Met with the executive director of the Carbondale Chamber of Commerce, Andrea Stewart
- Submitted the necessary documents to Garfield County Mineral Lease District in order to receive our mini-grant award
- Attended the American Library Association's annual conference (June 19 - June 25)
- Vacation (June 27 - July 4)

Assistant Executive Director's Report

Kim Owens and I had our first Substitute hiring event in Rifle on June 11. We have another hiring event at Glenwood Springs on June 19. The goal is to hire enough substitutes that we could staff an entire branch at once to relieve the staff to be able to attend training together as a staff. This will support our strategic goal of being a place of reference by allowing branch managers to bring in local agencies to train staff on what services they provide so that we will know whom to connect our patrons to when they are in need. We are offering substitute positions to five candidates interviewed at the June 11 hiring event and hope to offer at least that many more after the June 19th event. Darla Baumli, Library Collections Coordinator, will be instrumental in helping to train these subs.

I have been meeting with individuals regarding our public information campaign to share information about our potential mill levy, listen to concerns, and find out who else in the community we should be talking to.

We hosted the Colorado Association of Libraries Leadership Institute (CALLI) for a two day in-person leadership session at the Glenwood Springs Branch on June 6 and 7. Librarians from all over Colorado attended this session, and hopefully this will be the beginning of us hosting this session for each CALLI cohort.

I attended an information session in Denver on June 4 on a new open source library software called FOLIO. FOLIO is similar to our existing Sierra software, and is currently in beta with several academic libraries participating. I believe that we should and/or Marmot should consider looking at open source software for our integrated library system in the near future, but FOLIO is a few years out from being a viable option in my opinion.

I attended two Economic Development meetings in Brett's place this month. One was a new group centered in Glenwood Springs looking at the need in the community to develop professionals who will stay in the area. Our local unemployment rate is 2.6, which is extremely low which puts pressure on business owners to retain employees. The other was the Garfield County Economic Development Partners meeting, which is an information sharing meeting in a roundtable format where each entity presented updates, progress reports and ideas to share.

Branch Narratives

Carbondale Branch Narrative

Success:

Outreach was a big success in May. Britney was able to host several storytimes for local school groups-- as in almost one every day for a few weeks, I'm exhausted just saying that-- and we also made an appearance at Dandelion Day in Carbondale with library swag, summer reading info, and rock painting. Britney also held a "Bike Wash" to coincide with Bonedale Bike Week

(as cute as it sounds). We've been trying to figure out the most effective plan of attack for reaching kids and parents in general, as well as folding ourselves into other community events and happenings, so I'm thrilled we were able to make time!

Challenge:

The Community Room schedule has become a challenge for us as a staff with so many pending reservations and the "Well, so-and-so said..." throughout the month. My challenge is to come up with a better template and procedures for our reservations.

Opportunity:

A librarian from CRMS reached out to meet this summer to discuss how we can start off the school year together in partnership. Usually, Britney is chasing teachers down during the school year so I'm excited for the opportunity to *plan ahead* with a school librarian and see how we can be helpful to these students and librarians. Fingers crossed!

Stories:

During Book Bingo this month, several shocking things happened:

- 1) We had a group of teenage boys
- 2) They stayed the whole time
- 3) Less shocking out of this group, but so sweet: they band together to help a younger boy win an eraser as a prize!



Rifle Branch Narrative

Success:

For several weeks in May the library hosted a collaborative end of the school year art show displaying works by students from three Garfield Re-2 schools: Rifle High School, Rifle Middle School, and Riverside Middle School. Room was created by moving furniture in the main library area and making use of available wall space to turn the entire library into an art gallery. Receptions were held for the high school and two middle schools, and each brought in well over 100 visitors to the library. Many attendees were visiting for the first time and had nice things to say about the library. Likewise, regular patrons to the library took in the art and were impressed by the talent on display.

Challenge:

Youth Services Coordinator Amy Wright represented Rifle on the Summer Reading Program planning committee. One of the main challenges she faced in the planning phase was booking quality performers on a limited budget. This challenge was overcome by the generosity of the Aspen Dance Connection, who gave the district a tremendous deal so that more funds could be made available to book additional performers.

Opportunity:

Interviews were conducted to fill two openings for temporary Library Assistant. We were successful in recruiting Stephanie Pasternak, who has prior experience at the Silt Branch. She will begin in June and will be a major help in alleviating our staffing shortage. Interviews will continue to fill the second vacancy.

Stories:

One Saturday was noteworthy for the volume of unsolicited comments the library and staff received. After an ordinary interaction, a gentleman said out of the blue, "Librarians rule!" Another woman said, "Libraries are the best thing going around." A few others expressed how much they love and appreciate the library service. One thing we cannot say is that working at the library is thankless job.

New Castle Branch Narrative

Success:

Raising a Reader Blue Bag days are done for 2019, and we now have around 125 new preschool-aged patrons! I love watching their pride and enthusiasm in checking out their first books and zipping them into their very own library bags!

Challenge:

Ana Gaytan has transitioned from interim to permanent Circulation Coordinator, for which we are extremely pleased! However, we still need to fill both Library Assistant and Youth Services Coordinator positions, so staffing numbers continue to be a challenge. Temporary staff and substitute staff continue to help us fill the gaps.

Opportunity:

We have redesigned our service desk area, and it appears to be a success! After a few technological hiccoughs, things seem to be running smoothly. Previously, one of the computers was situated so that a staff member was seated with their back to customers, making it difficult to be aware of customer needs. Both computers are now customer-facing, which helps make staff more approachable and responsive.

Stories:

Helping some of our oldest to our youngest patrons:

A 96-year-old patron called in for assistance with putting some books on hold, and when she came in to pick up the books, she said she always knows that when she calls here, she can count on everyone to be very helpful.

A very earnest young boy, about 4 or 5 years old, called asking for a specific DVD. I very much enjoyed our conversation (and could hear dad prompting him through the phone) and was able to connect him to the movie. Another young girl not much older very seriously inquired about her book on the hold shelf and insisted on finding it and checking it out for herself. I wish I were half as put-together and confident as these young library users are!

New Castle is ready for Summer Reading!



Glenwood Springs Branch Narrative

Positive:

We hired a new page! We have been very impressed with Nathan, a very responsible, polite, and capable young man who fits in well with us.

Challenge:

May was the start of the summer vacation season. Everyone needs to take vacations to keep refreshed and productive, but because of our staffing levels it keeps things stressful.

Opportunity:

May 18 I was able to attend the Colorado REFORMA conference. REFORMA the organization was created to help librarian's better serve the Hispanic/Latinx community. Considering that around 30% of our county, and GWS, is Hispanic/Latinx it is important that we do more to support them. Hopefully what I learned at this conference will help.

Stories:

From Gabriel: A class from GSES (3 or 4th grade I think) came in today to present us with thank you cards. They were super cute and sweet. One kid was the class representative who talked and then several others gave us the cards they had written. Soon after that a 6ish year old came in and was super excited about a Kylo Ren book from the May the 4th display "Mom, we've GOTTA get this Kylo Ren book!!!!" Its great seeing kids excited about the library and books.

Silt Branch Narrative

Success:

We finished all of the Raising a Reader sessions, visits to schools and school visits to the library in May. Once again, Paul did an amazing job visiting and being available for our area students and teachers. Congratulations to Kat in completing her first year with us at Silt. Please see the story below for more.

Challenge:

Everyone has such amazing ideas for book and movie purchases, displays and programs! Our challenge is having the time and the money to develop and execute the great program ideas and purchase the materials that we know our patrons would enjoy.

Opportunity:

We got to watch our Page, Jenny, progress toward being promoted to Library Assistant at Glenwood! We wish her all the best, and will miss her a lot. She has left some big shoes to fill. Everyone has worked so hard over the past few weeks to get our Universe of Stories

displays and programs up. I'm looking forward to seeing the positive results of all of our efforts.

Stories:

"I come to this branch to see you," said one of our patrons to Kat. With the choices that I know people have, I really appreciate that this person took the time to tell Kat this, and that I got to hear it as well.

In another show of support from our community, our local Girl Scout troop spent an afternoon pulling all the weeds from the planters on the patio and planting some lovely flowers to enjoy today and bulbs to enjoy next spring.



Parachute Branch Narrative

Positive:

Challenge:

Opportunity:

Stories:

YTD Stats

5																					
2019																					
STATISTICS MAY YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Springs			Carbondale		
	2019 Actual	2018 Actual	% change	2019 Actual	2018 Actual	% change	2019 Actual	2018 Actual	% change	2019 Actual	2018 Actual	% change	2019 Actual	2018 Actual	% change	2019 Actual	2018 Actual	% change	2019 Actual	2018 Actual	% change
Cardholders																					
Active Patrons	26218	28360	-7.55%	2827	3094	-8.63%	6368	6876	-7.39%	2168	2340	-7.35%	2792	2978	-6.25%	6320	6884	-8.19%	5743	6188	-7.19%
New Library Cards	1674	1859	-9.95%	199	209	-4.78%	510	605	-15.70%	113	110	2.73%	176	195	-9.74%	386	409	-5.62%	290	331	-12.39%
Patron Services																					
Door Count	149144.5	154081	-3.20%	13045.5	13511	-3.45%	29968.5	34644	-13.50%	15150	14471	4.69%	15758.5	16593	-5.03%	45194.5	47245	-4.34%	30027.5	27617	8.73%
Meeting Room Usage	3208	2259	42.01%	117	152	-23.03%	970	817	18.73%	255	189	34.92%	504	299	68.56%	285	270	5.56%	1077	532	102.44%
Meeting Room Attendance	22113	16490	34.10%	740	889	-16.76%	7075	4847	45.97%	2345	1402	67.26%	2824	1559	81.14%	6446	6435	0.17%	2683	1358	97.57%
Adult Programs	116	76	52.63%	5	5	0.00%	32	17	88.24%	12	4	200.00%	31	22	40.91%	20	21	-4.76%	16	7	128.57%
Adult Program Attendance	1523	840	81.31%	63	74	-14.86%	459	185	148.11%	58	36	61.11%	247	178	38.76%	330	223	47.98%	366	144	154.17%
School-Age Programs	105	176	-40.34%	4	12	-66.67%	25	21	19.05%	16	28	-42.86%	14	34	-58.82%	21	56	-62.50%	25	25	0.00%
School-Age Program Attendance	1852	1924	-3.74%	48	192	-75.00%	402	262	53.44%	204	226	-9.73%	116	233	-50.21%	336	333	0.90%	746	678	10.03%
Teen Programs	62	59	5.08%	1	4	-75.00%	22	22	0.00%	10	6	66.67%	4	1	300.00%	13	19	-31.58%	12	7	71.43%
Teen Program Attendance	996	1082	-7.95%	62	78	-20.51%	455	628	-27.55%	116	23	404.35%	87	17	411.76%	130	194	-32.99%	146	142	2.82%
Early Childhood Programs	194	177	9.60%	20	14	42.86%	42	55	-23.64%	24	18	33.33%	41	37	10.81%	17	22	-22.73%	50	31	61.29%
Early Childhood Attendance	5724	5257	8.88%	675	385	75.32%	1150	2146	-46.41%	427	262	62.98%	842	718	17.27%	551	675	-18.37%	2079	1071	94.12%
Adult Outreach Visits	55	35	57.14%	9	13	-30.77%	8	18	-55.56%	0	0		17	2	750.00%	3	2	50.00%	18	0	
Adult Outreach Attendance	776	377	105.84%	40	55	-27.27%	552	284	94.37%	0	0		36	2	1700.00%	48	36	33.33%	100	0	
Youth Outreach Visits	51	55	-7.27%	8	6	33.33%	5	31	-83.87%	6	0		12	14	-14.29%	1	4	-75.00%	19	0	
Youth Outreach Attendance	2392	862	177.49%	334	147	127.21%	744	150	396.00%	508	0		470	501	-6.19%	56	64	-12.50%	280	0	
STEM Programs	30	103	-70.87%	0	10	100.00%	1	19	-94.74%	2	9	-77.78%	14	9	55.56%	13	49	-73.47%	0	7	-100.00%
STEM Program Attendance	263	1072	-75.47%	0	116	100.00%	6	212	-97.17%	18	47	-61.70%	104	48	116.67%	135	294	-54.08%	0	355	-100.00%
ESL Programs	49	35	40.00%	0	0		31	19	63.16%	0	0		16	16	0.00%	0	0		2	0	
ESL Program Attendance	947	1064	-11.00%	0	0		568	794	-28.46%	0	0		338	270	25.19%	0	0		41	0	
Book A Librarian Sessions	148	64	131.25%	18	10	80.00%	5	6	-16.67%	32	12	166.67%	89	27	229.63%	0	0		4	9	-55.56%
Physical Circulation																					
Juvenile	38229	36396	5.04%	3427	3296	3.97%	7462	7776	-4.04%	4008	3910	2.51%	5377	4015	33.92%	7989	7879	1.40%	9966	9520	4.68%
Young Adult	3580	3847	-6.94%	573	620	-7.58%	1109	1160	-4.40%	303	425	-28.71%	545	461	18.22%	660	650	1.54%	390	531	-26.55%
Adult Fiction	13700	14122	-2.99%	2437	2555	-4.62%	2959	3157	-6.27%	1059	1069	-0.94%	1728	1907	-9.39%	3159	3206	-1.47%	2358	2228	5.83%
Adult Non-Fiction	8512	8045	5.80%	886	882	0.45%	1635	1778	-8.04%	942	964	-2.28%	1272	1082	17.56%	2003	1842	8.74%	1774	1497	18.50%
Large Print	1293	1201	7.66%	135	122	10.66%	337	351	-3.99%	95	90	5.56%	52	69	-24.64%	337	301	11.96%	337	268	25.75%
World Languages	1972	1746	12.94%	163	80	103.75%	320	248	29.03%	64	54	18.52%	219	314	-30.25%	656	465	41.08%	550	585	-5.98%
New Books	8769	10336	-15.16%	1031	1297	-20.51%	1596	2467	-35.31%	699	993	-29.61%	851	1135	-25.02%	2332	3102	-24.82%	2260	1342	68.41%

Reference/Colorado	34	65	-47.69%	5	7	-28.57%	8	23	-65.22%	12	5	140.00%	2	18	-88.89%	0	1	100.00%	7	11	-36.36%
DVD	43896	37376	17.44%	4398	4081	7.77%	10519	10404	1.11%	5496	3862	42.31%	5097	3639	40.07%	10450	9184	13.78%	7936	6206	27.88%
CD Audiobook	4388	3642	20.48%	434	378	14.81%	751	612	22.71%	282	264	6.82%	652	482	35.27%	1148	1139	0.79%	1121	767	46.15%
Playaway	321	223	43.95%	63	57	10.53%	42	44	-4.55%	12	2	500.00%	30	29	3.45%	57	38	50.00%	117	53	120.75%
Magazines	771	1170	-34.10%	76	239	-68.20%	53	103	-48.54%	204	227	-10.13%	197	223	-11.66%	127	193	-34.20%	114	185	-38.38%
Video Games	45	577	-92.20%	7	60	-88.33%	9	281	-96.80%	5	71	-92.96%	9	44	-79.55%	11	82	-86.59%	4	39	-89.74%
CD Music	1520	1495	1.67%	137	162	-15.43%	421	340	23.82%	140	136	2.94%	249	222	12.16%	319	331	-3.63%	254	304	-16.45%
ILL	63	57	10.53%	10	8	25.00%	4	15	-73.33%	6	1	500.00%	28	16	75.00%	15	8	87.50%	0	9	-100.00%
Materials borrowed from other libraries	24950	19610	27.23%	2703	2154	25.49%	4558	3637	25.32%	2431	1818	33.72%	2689	1937	38.82%	5560	4951	12.30%	7009	5113	37.08%
Collection																					
Items Added	6533	5214	25.30%	762	643	18.51%	1175	1196	-1.76%	847	684	23.83%	826	827	-0.12%	1550	1121	38.27%	1373	743	84.79%
Total Items in Collection	171109	179015	-4.42%	29442	30659	-3.97%	33130	32936	0.59%	21303	21942	-2.91%	28676	31168	-8.00%	29055	32060	-9.37%	29503	30250	-2.47%
Technology																					
PAC Usage (hours)	12689	12906	-1.68%	828	1060	-21.89%	2160	3194	-32.37%	1358	1444	-5.96%	1250	1236	1.13%	4831	3918	23.30%	2262	2054	10.13%
PAC Usage (sessions)	19399	22096	-12.21%	1600	1994	-19.76%	3624	5088	-28.77%	2285	2496	-8.45%	2170	2346	-7.50%	5797	6282	-7.72%	3923	3890	0.85%
Wireless Sessions	43434	34162	27.14%	1880	1732	8.55%	8843	8125	8.84%	4016	2879	39.49%	4002	2888	38.57%	18402	12514	47.05%	6291	6024	4.43%
Volunteers																					
Volunteer Hours	1339	1531	-12.54%	160	177	-9.60%	135	252	-46.43%	61	27	125.93%	247	213	15.96%	303	329	-7.90%	433	533	-18.76%

YTD Digital Stats

5			
2019			
STATISTICS MAY YTD	District		
	2019 Actual	2018 Actual	% change
Website			
Website Visits	93424	99394	-6.01%
Downloadables			
Overdrive - total eBook, audio, video	21595	16657	29.65%
Zinio	2639	1488	77.35%
Subscription Resources			
Ancestry - Searches	347	913	-61.99%
EBSCO Databases - Sessions	1159	4727	-75.48%
Biography in Context - Sessions	618	1012	-38.93%
Kids InfoBits - Sessions	25	55	-54.55%
Learning Express - Sessions	91	41	121.95%
Mango - Sessions	771	678	13.72%
MyHeritage - Sessions	43	152	-71.71%
Research in Context - Sessions	112	36	211.11%
Tumblebooks - Book Views	211	240	-12.08%

Community Engagement

Events

Summer Reading began with kickoff events at all locations. Then the first main performer for children was the highly talented Peter Davison who was both entertaining and educational in his “LocoMotion: The Science and Circus Arts Show.” The series of teen escape rooms also occurred at each branch. They were all space themed, and ranged from teens escaping alien invasions, pirate attacks, and helping BB-8 in the *Star Wars* saga.

Special Media Coverage

Alex Zorn wrote an article about the Summer Reading Program and it appeared in both the Post Independent and Citizen Telegram.

We placed an ad in Mountain Parent as well as the Rifle Recreation Summer Brochure to promote our Summer Reading Program.

Other

Information from the handout/website created in partnership with TBWB last month was sent to all subscribers of our email newsletter as part of the June email.

Statistics

Number of Events Promoted in June:

Special Events - 45 Recurring Events - 45

Followers:

Facebook – 2,378 Instagram – 997 Email Newsletter – 18,523

Facebook Reach (the number of unique people who saw our content) in May:

Total – 29,946 Paid – 19,592

SUMMER READING EVENTS

LocoMotion: The Science & Circus Arts Show: National Juggling Champion and movement artist Peter Davison presents juggling, unicycling, balancing, acrobatics and more while teaching the science behind the artistry. June 11-13.

Star Dogs: Denise Gard of Story Creations will bring her "Star Dogs" Joey and Sienna that perform tricks. The event will include performances from the dogs and stories about star constellations. June 18-20.

Nature's Educators: Animals of the Wizarding World: A look at some of the fantastical beasts from Harry Potter's wizarding world found in real life, their habitat, diet and natural history, as well as their role in the story. June 25-27.

Ice Cream Social: Ice cream to be offered at the local libraries to help the kids beat the heat for a few days. July 2-3.

Music & Magic from the Polka-Verse: Music, comedy and trivia for the whole family. July 9-11.

Indiana Bones: Keeper of Legends: Archeology, action, adventure, mythology, and folklore weaved into one for crooks for children, families, and sci-fi lovers alike. July 16-18.

Moving through Space: Aspen Dance Connection will lead choreography with the audience on space, time and energy. Check <https://www.gcpld.org/summer-reading-kids> for more information.

Garfield County Libraries look to keep kids reading this summer

Alex Zorn
Fort Independent

The Garfield County Libraries Summer Reading Program is under way. Each of the local branches will offer a wide range of activities for kids, families, teens and even adults.

While the Rifle Library had its launch party for the summer reading events on May 31, the other branches host their kick-offs this Friday, June 7.

The event calendar starts with National Juggling Champion Peter Davison for a presentation on the art and science behind it beginning on June 11.

Garfield County Library Communications and Marketing Manager Emily Hisei said this year's series has activities for the whole family as she hopes to see hundreds of kids attending each program.

Hisei emphasized the importance of offering new and exciting programs for students as studies show a summer slide occurs for students who can lose ground on their reading level when they aren't reading as much or at all.

According to Colorado Department of Education, the "summer slide" is the tendency for students, especially for those from low-income families, to lose some of the achievement gains they made during the previous school year.

According to recent studies, children in low-income households fall behind an average of two months in reading during the summer. In fact, reading just four to six books over the summer can prevent a decline in reading achievement scores from the spring to the fall, the studies indicate.

In 2018, 16 Colorado libraries participated in a survey conducted by the Colorado State Library to address summer learning loss. About half of respondents reported that their children's enjoyment of reading, reading skills and reading by choice increased after participating in summer reading, according to Library Research Service.

As the Garfield County Libraries summer reading program continues to grow, Hisei is particularly excited about the theme that was chosen this year.

"It's all about space this year," she said. "What we are able to offer is pretty exciting."

azorn@citizentelgram.com

What's Happening Next? MOUNTAIN PARENT's June E-News

Mountain Parent magazine [unsubscribe](#) 11:11 AM (6 minutes ago)

JUNE 2019
WEBSITE CALENDAR MAGAZINE CONTACT

What's Happening

LIBRARY LOVE

SUMMER READING

SPECIAL EVENTS AT THE LIBRARIES

LocoMotion: Science & Circus Arts
Columbine Branch, June 11, 11:30 AM
Glenwood Springs, June 11, 2:30 PM

Nature's Educators:
Animals of the Wizarding World
Columbine Branch, June 25, 11:30 AM
Glenwood Springs, June 25, 2:30 PM

After Work Storytime: Animals of the Wizarding World
Bassett Regional Library, June 13, 5:30 - 6:00 PM
Explore the science of our solar system together during this fun and interactive storytime, that includes a science experiment.

SUMMER READING + RESOURCES
Garfield County Libraries: All ages, June 1 - July 31, Launch Parties at each Garfield County branch, Friday, June 7. Check-ins, Read special books, plus angry magic, storytelling, singing and dancing.

Also visit the Bassett Regional Library & Pitkin County Library for more about their programs.

Recall Free Bookshelves
Tuesdays and Thursdays, 12:00 - 1:00 PM
A free tag lunch for kids up to age 15 - provided in partnership with Food Bank of the Rockies. Snacks, games and activities while waiting your food. No sign-up or registration are required.

Mountain Parent's Email Blast

Ad in Mountain Parent Magazine

The collage features several distinct advertisements:

- July Happenings:** A grid of small event cards for the month of July, including 'July 1st - 1st Annual Community Meeting', 'July 11th - 11th Annual Summer Reading Kick-off', and 'July 15th - 15th Annual Summer Reading Kick-off'.
- Wild Roots Landscaping:** An advertisement for landscaping services featuring vibrant purple flowers.
- A Universe of Stories:** An advertisement for a storytime event at the local library, featuring a book cover illustration.
- Enrolling Now:** An advertisement for Ross Montessori School, highlighting its focus on early childhood education.
- Other Community Events:** Various smaller notices and event listings scattered throughout the collage.

Ad in Rifle Recreation's Summer Brochure



A UNIVERSE OF STORIES

All kids, teens, and adults are invited for an out-of-this-world Summer Reading Program!

June 1 through July 31

Register for free at your local Garfield County Library.

www.gcpld.org

Find Your **STORY** GARFIELD COUNTY LIBRARIES

SPORTS

Stayin' alive
Warrior hang onto star status, win Game 5 of NBA Finals. **PAGE A12**

LOCAL

Riding in
Bike the Rockies into the valley today. **PAGE A3**

GLENWOOD SPRINGS
POST INDEPENDENT

Tuesday, June 01, 2020 postindependent.com Volume 127, Number 362 | Free

Downtown Market & Music Series starts today

Event kicks off its season at 4 p.m. in Centennial Park

Matthew Bennett
PHOTOGRAPHER

Celebrating its 14th season, Glenwood Springs Market & Music Series will welcome visitors and artists to Centennial Park every Tuesday for the next 12 weeks. "It was just a group of women who decided that we should have a summer market in downtown Glenwood by using the community wealth of Glenwood Springs Market & Music Series board member Cindy Strates and of the summer tradition, which began in 2007. "It's something the community appreciates, and we love doing it for others. Beginning June 1 and running through Sept. 15, residents and tourists alike can enjoy vendors and live music between 4 p.m. and 8 p.m. in Centennial Park located at the corner of Grand Avenue and Third Street.

Local farmers and producers, food vendors offer everything from tamales to ice cream, and artisans showcase an assortment of handmade jewelry and pottery, a very much-loved product the market will end next week.

However, despite being kept intentionally small, Glenwood Springs Market & Music Series would not exist without the help of numerous helping hands in the community, Strates explained. "This year — just three weeks ago — we found out that we were going to have to pay for our own street closures, and it was an enormous amount of money for us." Strates said of the ready respondents, which organizers were unsure how they would fund.

"Mark Gissel graciously

MARKET, A11

Keith O'Brien from New Castle shops for summer at the Glenwood Springs downtown Market.

DRAWING A ROAR BREED

Eight-year-old Eligh Mathison refers to the animal book he checked out at the Glenwood Springs Library while drawing a picture of a mountain lion during his summer art class at the Glenwood Springs Community Art Center. The center this week is hosting an Annuals of Garfield County art class for kids 8-12. The art will be on display at the end of the week on Friday from 3:30-4 p.m.



Staffing Report

Staffing Report - Since 05/22/2019:

New Hires: 3

- Rifle – Temporary Library Assistant – 06/14/2019
- Glenwood Springs – Library Assistant – 6/17/2019
- Parachute – Temporary Library Assistant – 06/18/2019

Promotions/Transfers: 3

- Parachute Circulation Coordinator transferred to Interim Parachute Branch Manager – 05/18/2019
- New Castle Temporary Library Assistant transferred to Substitute Library Assistant – 06/08/2019
- Parachute Library Page transferred to Parachute Temporary Library Assistant – 06/10/2019

Departures: 1

- Rifle – Full-time (32 hr/week) Library Specialist – 06/27/2019

Vacancies: 6

- Branch Manager – Parachute, 40 hours/week
- Circulation Coordinator – Rifle, 40 hours/week
- Library Assistant – Carbondale, 28 hours/week
- Youth Services Coordinator – New Castle, 28 hours/week
- Library Page – Silt, 8 hours/week
- Library Page – Parachute, 10 hours/week

Additional Staffing Information:

Headcount as of 6/17/2019:

- 47 total staff members (does not include subs)
- 17 staff at 40 hours; 30 staff under 40
- 21 benefit eligible staff (32 - 40 hours per week); 26 staff with less than 32 hours per week
- 9 Substitute staff

Notes: There is one staff member shared between the New Castle and Silt branches (approximately 8 hours/week at New Castle and 32 hours/week at Silt). This staff member is included in the Silt Total Staff Count column and the hours are included in the Scheduled Staff Hours per Week column of the applicable branch.

Staff Stats by Location – 5/27/2019				
Location	Total Staff Count	Scheduled Staff Hours per Week (total of all staff)	Count of Benefit Eligible Staff (over 32 hours)	Count of Staff not eligible for Benefits (under 32 hours)
Carbondale	7	190	3	4
Glenwood	9	236	3	6
New Castle	5	146	2	3
Silt	5	162	3	2
Rifle	8	210	3	5

Parachute	5	134	1	4
Support Services	8	273	6	2
Grand Total	47	1351	21	26

Facilities Report

Rifle

Clean light fixtures in Community room. Replace light bulbs and repair broken light fixture in upstairs men's restroom, also fix light in Library. Check lock on front automatic door and lubricate. Spent time trying to eliminate carpet stain upstairs. Order new AED battery and replace along with new pads. Hang planets for Summer Reading Program.

Parachute

Clean windows. Fix storage room light switch. Install new blinds on south facing windows.

Silt

Repair hours sign. Fix community room sink sprayer. Adjust outside patio gate, also repair part of fence that was coming apart.

New Castle

Start Circulation desk computer relocation project, day 1. Finish relocation project day 2. Lift checks and preventative maintenance by Morningstar. Look into part to repair handicap lift and purchase, day 1. Install part in lift, day 2. Replace light bulbs.

Glenwood

Install shelf in children's section. Talked with Laurin about separating adult computer stations and moved the 2 halves apart from each other (bolted together) Research, purchase and replace wall outlet in community room for computer connection to projector. Make floor pieces for planter boxes in plaza. Repair shelving (parts of it delaminating all over the library) Respond to fire alarm panel problem on a Tuesday and meet with Tech on Friday to repair system. Hang planets from ceiling for Summer Reading Program.

Carbondale

Work on community room, storage room door to get new door handle working properly. Replace light bulbs. Remove old art sign from wall and repair drywall.

Support Services

To Design conference, 3 days. Oil and transmission fluid change in truck. Inventory old computers and prepare them to give to Marmot, then Marmot picked them up. Clean and organize tools and truck. Program fobs and issue keys. Deliver supplies to branches.

Met with the R&H mechanical manager about repair bids at Rifle and Glenwood. Our heating systems in Glenwood and Rifle are in need of some repair. The expansion tanks in both locations have failed internally (which happens with age) and Rifle needs a new gas valve and a controller on one of the boilers. I have challenged them to get the prices down, and they have. We are still looking at about \$19,000 for the repairs.

We are also going to upgrade the security system in July, (entry to various doors in the district using fobs) because it is severely outdated and no longer updateable. This has been in the works for over a year and is necessary for this system to continue being used, as the current system is 9 years old. This is going to cost \$3,475.00 plus a new computer from Marmot for \$759.00. (Full price on that computer \$1,204.00) Failure of this system means replacing the locks, handles, and door strike plates on 19 doors and issuing keys to a large number of staff and vendors. We would also have to give keys to the public who use the meeting rooms before and after hours. I compared bids from 3 different companies before hiring the one we will be using.

Financial Report

May 2019 Financial Visualization

The following charts indicate all revenues received and expenditures made from 1/1/19 through 5/31/19.

Total revenue as of 5/31/19 is \$2,975,544.

Total expenditure as of 5/31/19 is \$1,413,248.

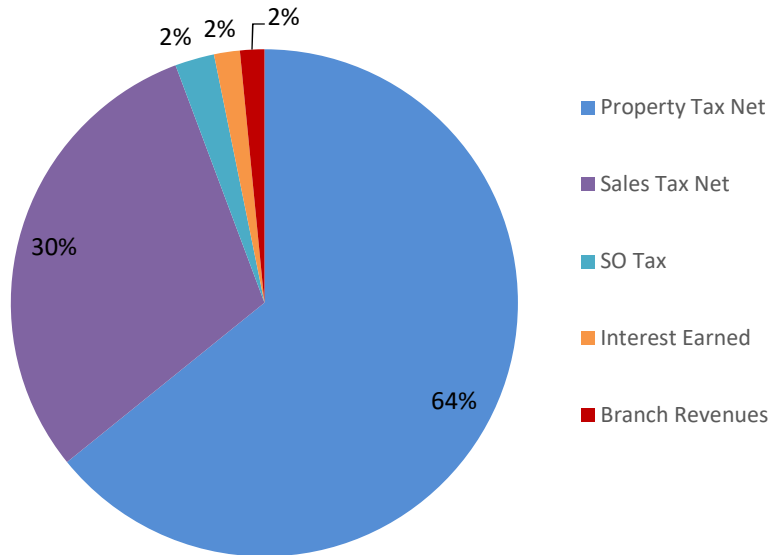
41.6% of the year has elapsed as of 5/31/19.

55.1% of budgeted revenue (\$5,400,188) has been received.

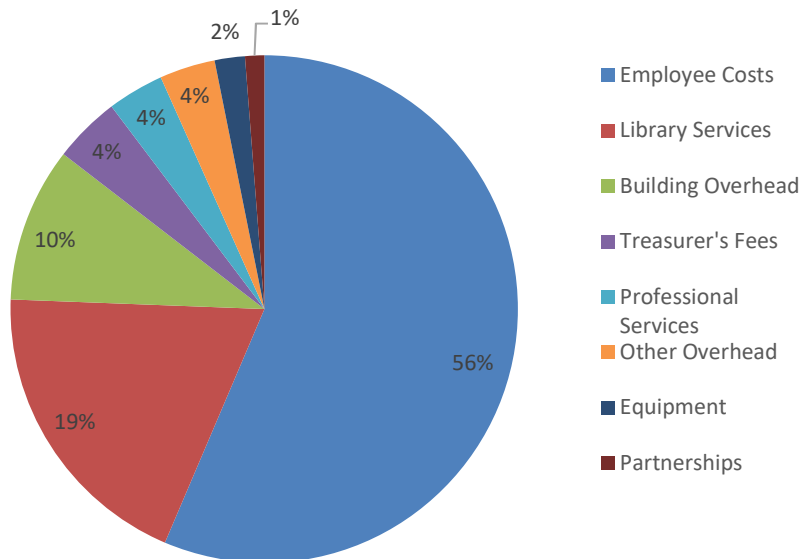
25.51% of budgeted expenditure (\$5,539,420) has been made.

The attached bar charts reflect revenues and expenditures relative to their respective annual budgets

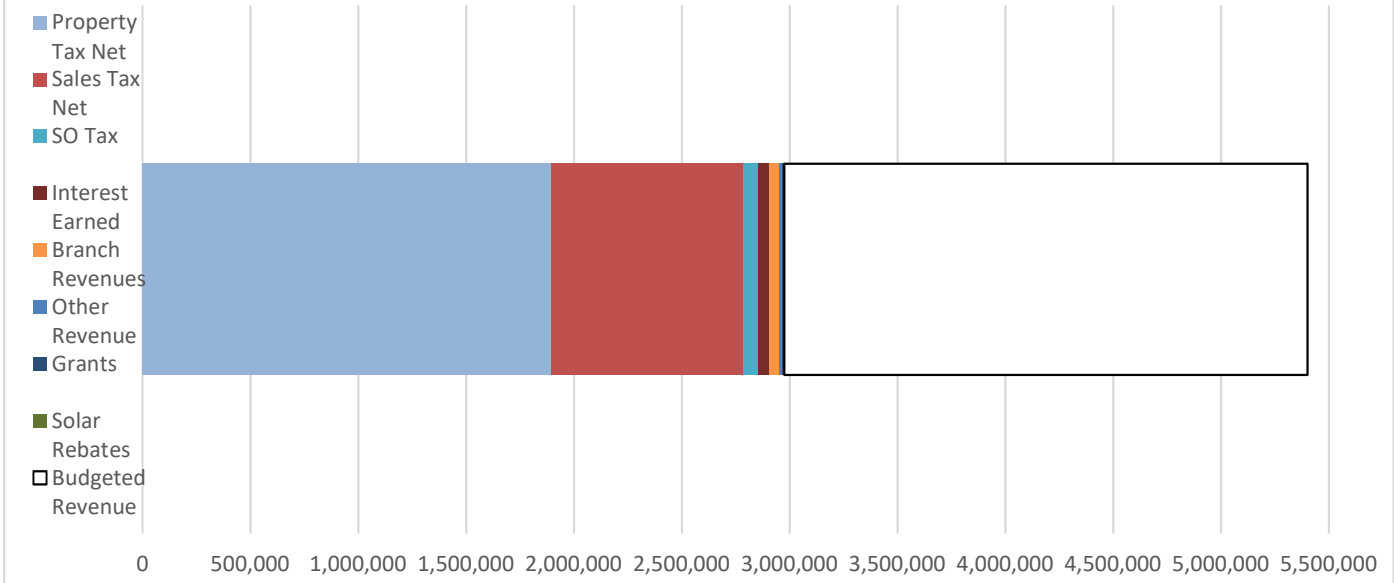
YTD Revenues through 5/31/19



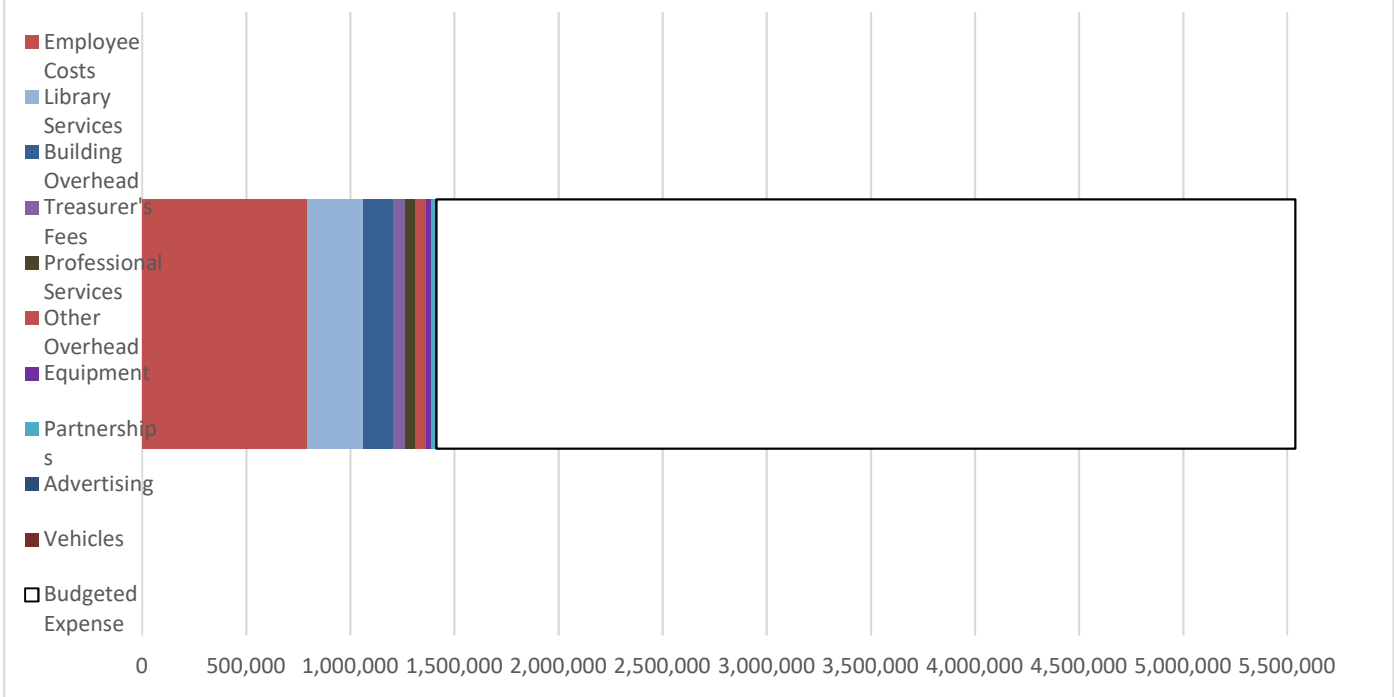
YTD Expenditures through 5/31/19



YTD Revenues to Budgeted Revenues through 5/31/19



YTD Expenditures to Budgeted Expenditures through 5/31/19



Garfield County Public Library District
Profit & Loss Budget vs. Actual
Jan-May 2019

	Jan-May 2019 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan-May 2018 Actual	\$ Increase / (Decrease) in Actual '18 to '19
Income						
40100 · Sales Tax Revenue	918,145.30	2,600,000.00	35.31%		898,082.89	20,062.41
40102 · Sales Tax Refunds	(29,215.24)	(100,000.00)	29.22%		(19,917.43)	(9,297.81)
40200 · Property Tax Revenue(net)	1,894,752.64	2,374,891.00	79.78%		1,542,476.94	352,275.70
40202 · Property Tax Refunds	0.00	0.00	0.0%		(168,252.06)	168,252.06
40300 · Specific Ownership Tax Revenue	74,085.50	162,000.00	45.73%		67,292.24	6,793.26
40900 · Interest Earned on Investments	48,116.00	40,000.00	120.29%		29,593.94	18,522.06
41000 · Grants	6,220.00	158,500.00	3.92%		24,300.00	(18,080.00)
41010 · Donations or Contributions	0.00	30,000.00	0.0%		0.00	0.00
41200 · Other Revenue	15,048.15	1,500.00	1,003.21%	1.	1,500.00	13,548.15
41300 · Solar Rebates	2,611.78	8,337.00	31.33%		3,569.81	(958.03)
42000 · Branch Revenues	45,780.59	124,960.00	36.64%		54,199.66	(8,419.07)
Total Income	2,975,544.72	5,400,188.00	55.1%		2,432,845.99	542,698.73
Expense						
50001 · TREASURER'S FEES	59,980.91	100,738.00	59.54%		49,261.29	10,719.62
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	793,993.35	2,106,810.00	37.69%		756,409.16	37,584.19
52000 · LIBRARY SERVICES	270,160.25	629,992.00	42.88%		220,728.73	49,431.52
53000 · PROFESSIONAL SERVICES	50,523.84	116,506.00	43.37%		14,357.02	36,166.82
54000 · BUILDING OVERHEAD	138,838.28	357,222.00	38.87%		149,115.55	(10,277.27)
54500 · BUILDING REMODEL & ADDING FFE	159.30	140,333.00	0.11%		0.00	159.30
55000 · EQUIPMENT	27,087.71	273,061.00	9.92%		69,823.65	(42,735.94)
56000 · OTHER OVERHEAD	49,891.20	61,645.00	80.93%	2.	49,661.11	230.09
57000 · ADVERTISING & MARKETING	3,943.39	8,380.00	47.06%		1,870.95	2,072.44
58000 · VEHICLES	1,455.60	6,400.00	22.74%		2,542.56	(1,086.96)
59000 · PARTNERSHIPS	17,214.22	33,000.00	52.16%	3.	15,000.00	2,214.22
59100 · CONTINGENCY	0.00	45,533.00	0.0%		0.00	0.00
Total Expense	1,413,248.05	5,539,420.00	25.51%		1,328,770.02	84,478.03
Net Income	1,562,296.67	(139,232.00)			1,104,075.97	458,220.70

Footnotes:

1. Includes 1-time CEBT Member Dividend; Rifle roof rent - Garco air monitoring
2. Includes 2019 annual property and liability insurance premium.
3. Cooper Commons 2019 half year operating assessment.

Garfield County Public Library District

Balance Sheet

As of May 31, 2019

May 31, 19

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	762,437.30
10050 · Colo Trust - General	4,086,562.00
10051 · Colo Trust - SO Funds	1,379,836.48
10055 · C-Safe	52,585.40
10060 · Alpine Bank- Payroll(..8785)	2,106.41
10070 · Alpine Bank - Flex(..0583)	2,049.66
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	151.40
11050 · WF-23652001-Annual Princ. Pmt	<u>520.20</u>

Total Checking/Savings 6,287,962.25

Other Current Assets

12050 · Sales tax transfer by Treasurer	249,188.16
12100 · Property tax transfer by Treas	<u>2,545,641.00</u>

Total Other Current Assets 2,794,829.16

Total Current Assets 9,082,791.41

Other Assets

18600 · Prepaid Subsc	3,218.94
19075 · Due to from reimbursements	200.00
19100 · Due to/fr Foundation & Friends	<u>25,539.60</u>

Total Other Assets 28,958.54

TOTAL ASSETS 9,111,749.95

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	<u>14,745.13</u>
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Total Accounts Payable 14,745.13

Credit Cards

20510 · Alpine Bank Purchase Card	6,751.42
20570 · Fuel Cards - WEX / NJPA	233.25
20600 · Lowes Store Account	111.57
20650 · Amazon Credit	<u>-95.66</u>

Total Credit Cards 7,000.58

Other Current Liabilities

21100 · Other Payroll Payables-	
21105 · FLEX payable	<u>209.12</u>

Total 21100 · Other Payroll Payables- 209.12

21200 · Payroll Payable-	<u>58,912.78</u>
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Total Other Current Liabilities 59,121.90

Total Current Liabilities 80,867.61

Garfield County Public Library District

Balance Sheet

As of May 31, 2019

Long Term Liabilities	
22000 · Deferred Sales tax Revenue	249,188.16
22100 · Deferred Property Tax Revenue	<u>2,545,641.00</u>
Total Long Term Liabilities	<u>2,794,829.16</u>
Total Liabilities	2,875,696.77
Equity	
30000 · Unassigned Fund Balance	4,354,729.60
30005 · Non-Spendable Fund Balance	8,960.91
30010 · Restricted Fund Balance	158,800.00
30040 · Assigned For Replacement	151,266.00
Net Income	<u>1,562,296.67</u>
Total Equity	<u>6,236,053.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,111,749.95</u></u>

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

	2015		2016		2017		2018		2019	% Incr(Decr) from prior yr
January	171,255.99	8.42%	165,205.96	-3.53%	173,042.62	4.74%	199,981.78	15.57%	232,350.29	16.19%
February	156,611.76	-5.06%	152,316.39	-2.74%	174,041.11	14.26%	214,635.71	23.32%	201,365.63	-6.18%
March	183,651.55	-33.14%	176,125.01	-4.10%	191,923.78	8.97%	247,300.68	28.85%	235,241.22	-4.88%
April	176,436.28	-13.72%	178,186.85	0.99%	210,556.56	18.17%	220,564.48	4.75%		-100.00%
May	198,774.79	1.54%	181,387.29	-8.75%	205,137.04	13.09%	233,871.79	14.01%		-100.00%
June	220,869.13	-3.18%	218,515.17	-1.07%	234,797.64	7.45%	261,824.92	11.51%		-100.00%
July	215,309.82	0.57%	208,583.74	-3.12%	244,275.30	17.11%	266,233.19	8.99%		-100.00%
August	209,135.70	-0.70%	211,395.73	1.08%	231,464.51	9.49%	259,104.75	11.94%		-100.00%
September	260,179.02	21.92%	206,068.49	-20.80%	220,812.96	7.16%	259,426.27	17.49%		-100.00%
October	182,241.69	-6.22%	193,259.35	6.05%	214,391.59	10.93%	242,842.17	13.27%		-100.00%
November	179,760.58	-3.13%	188,021.40	4.60%	211,086.91	12.27%	215,191.86	1.94%		-100.00%
December	206,781.54	-4.38%	231,320.02	11.87%	236,164.73	2.09%	249,188.16	5.51%		-100.00%
TOTAL	2,361,007.85	-4.03%	2,310,385.40	-2.14%	2,547,694.75	10.27%	2,870,165.76	12.66%	668,957.14	-76.69%

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

	2015		2016		2017		2018		2019	% Incr(Decr) from prior
January	119,021.52	-23.89%	107,887.11	-9.35%	167,563.47	55.31%	198,871.12	18.68%	209,576.47	5.38%
February	152,508.02	-3.65%	104,937.79	-31.19%	170,638.18	62.61%	212,320.26	24.43%	198,821.31	-6.36%
March	181,435.06	-15.11%	164,251.80	-9.47%	185,434.83	12.90%	245,105.81	32.18%	233,664.43	-4.67%
April	175,817.96	2.06%	175,020.34	-0.45%	162,141.26	-7.36%	216,979.46	33.82%		-100.00%
May	196,717.28	1.98%	178,574.83	-9.22%	198,292.51	11.04%	233,518.26	17.76%		-100.00%
June	215,786.91	5.23%	217,303.71	0.70%	233,936.90	7.65%	261,219.50	11.66%		-100.00%
July	214,708.92	7.32%	206,367.67	-3.88%	242,194.12	17.36%	264,478.28	9.20%		-100.00%
August	208,306.05	0.75%	210,453.58	1.03%	230,488.40	9.52%	257,827.63	11.86%		-100.00%
September	248,288.72	17.62%	205,021.69	-17.43%	220,265.47	7.44%	257,903.65	17.09%		-100.00%
October	181,007.55	-6.33%	189,878.10	4.90%	212,474.94	11.90%	238,703.94	12.34%		-100.00%
November	177,841.00	0.50%	186,362.81	4.79%	197,432.38	5.94%	213,758.10	8.27%		-100.00%
December	205,642.96	-4.43%	230,459.68	12.07%	235,522.80	2.20%	248,301.61	5.43%		-100.00%
TOTAL	2,277,081.95	-1.08%	2,176,519.11	-4.42%	2,456,385.26	12.86%	2,848,987.62	15.98%	642,062.21	-77.46%