

AGENDA

Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, June 3, 2021, 2:00 PM

Place: via Zoom: <https://us02web.zoom.us/j/88399666786?pwd=WUVMM2kyaE1NdnViZVIMNVZLQW1CUT09>

For technical support with Zoom, please contact Jaimie Schauf at jschauf@gcpld.org

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-May 6, 2021 (pp.1-3)
- B. Claims for Board Approval: General Fund April 16, 2021 to May 15, 2021 (pp.4-5); Alpine Bank Credit Card Statement April 2021 (pp.6-8)

III. ACTION ITEMS

- A. Approve Customer Service Policy revisions, Brett Lear (p.9-10)

IV. DISCUSSION ITEMS

- A. Management Report, Brett Lear (pp.11-27)
- B. Finance Report, Kevin Hettler (pp.28-33)
- C. 2022 spending needs/priorities, Kevin Hettler
- D. Website Redesign presentation, James Larson
- E. Admin Office Space project presentation, Frederick Penny
- F. Branch Report, Amaranda Fregoso, Interim Carbondale Branch Manager
- G. Treasurer's Report, Michelle Foster
- H. Education (Did you know?), Susan Use

Next Board Meeting: July 1, 2021, location via Zoom.

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: May 31, 2021

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING**

Zoom meeting:

<https://us02web.zoom.us/j/83776658982?pwd=bHJObmdQMfdjQjVMK3hjNGtqOVBYQT09>

May 6, 2021

I. CALL TO ORDER

Adrian Rippy-Sheehy called the meeting to order at 2:00 pm. Jaimie Schauf conducted the roll call.

BOARD MEMBERS PRESENT:

Adrian Rippy-Sheehy
Jocelyn Durrance
Michelle Foster
Susan Use
Carolyn Tucker

STAFF PRESENT:

Amaranda Fregoso	Jenn Cook
Brett Lear	Kara Lindahl
Christine Dyar	Kevin Hettler
Emily Hisel	Kim Owens
Frederick Penny	Sara Murphy
Jaimie Schauf	Stacy Meier
James Larson	Toni Carsten

PUBLIC PRESENT:

Beau Ruechel
Laurin Arnold

GUESTS PRESENT:

Kim Seter Mike Harary
Beth Dauer Georg Krammer

BOARD MEMBERS EXCUSED:

Crystal Mariscal
Landon Churchill

PUBLIC COMMENT SECTION:

Beau Ruechel addressed the Board about an email they had previously sent to three Board members.

AGENDA CHANGES/ADDITIONS:

The Executive Director requested that our guests from Koff & Associates and Seter & Vander Wall, P.C. give their presentations to the Board directly after the consent agenda.

APPROVAL OF AGENDA

A motion to approve the agenda with amendments was made by Michelle Foster, seconded by Susan Use - **Motion passed unanimously.**

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the consent agenda was made by Michelle Foster, seconded by Jocelyn Durrance - **Motion passed unanimously.**

III. ACTION ITEMS

- A. Appoint a Trustee to the Facilities Master Plan RFP process committee, Frederick Penny Carolyn Tucker volunteered to serve on the Facilities Master Plan RFP committee.

A motion to approve Carolyn Tucker to volunteer to be on the Facilities Master Plan RFP selection committee was made by Michelle Foster, seconded by Jocelyn Durrance, Carolyn Tucker abstains - **Motion passed unanimously.**

- B. Introduce Kim Seter, Seter & Vander Wall, P.C. Approve the engagement letter from Seter & Vander Wall, P.C. to provide general legal counsel services to GCPLD and allow the Executive Director to sign, Kevin Hettler
Representatives from Seter & Vander Wall, P.C. joined the meeting to answer any questions regarding Seter & Vander Wall, P.C. providing general legal counsel services to the District.

A motion to approve the Executive Director to sign the engagement letter from Seter & Vander Wall, P.C. was made by Jocelyn Durrance, seconded by Susan Use - **Motion passed unanimously.**

IV. DISCUSSION ITEMS

- A. Management Report, Brett Lear
The Executive Director reported on the District's response to the Governor's amended mask order, the progress of the classification and compensation study, the interviews for the branch manager, Technology and Innovations Manager and the contracted grant writer positions, the hiring of Amaranda Fregoso as the Interim Branch Manager at Carbondale, and the launch of our customer service program "Every Question Answered."
- B. Finance Report, Kevin Hettler
The Finance Manager gave a 6-year revenue projection presentation.
- C. Inventory Control presentation, James Larson
The Communications and Marketing Manager gave a presentation on the inventory control project.
- D. Comparator Agency List presentation, Koff & Associates
Representative from Koff & Associates joined the meeting for the Board's input on the the comparator agency list for the classification and compensation study.
- E. Branch Report, Stacy Meier, Parachute Branch Manager
The Parachute Branch Manager gave an update on the activities at the Parachute Branch.

F. Treasurer's Report, Michelle Foster

Michelle Foster gave the treasurer's report

G. Education (Did you know?), advocacy, Jocelyn Durrance

Jocelyn Durrance attended the United for Libraries learning pilot Proactive Advocacy for Trustees and Staff and shared what she learned with the other Board members.

A motion to adjourn the meeting was made by Jocelyn Durrance, seconded by Susan Use—
Motion passed unanimously. The meeting adjourned at 3:19 pm.

NEXT MEETING

The next scheduled board meeting will be held on June 3, 2021, via Zoom.

Garfield County Public Library District
Claims for Board Approval
4/16 - 5/15/21

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
04/19/2021	Elec	Colorado Dept of Revenue-Sales Tax	1 Qtr 2021 Sales Tax	-491.34
04/19/2021	Elec	City of RI-Sales Tax	1st Q City Sales Tax	-90.01
04/19/2021	Elec	City of GL- Sales Tax	1st Q City Sales Tax	-114.16
04/19/2021	Elec	Town of CA- Sales Tax	1st Q City Sales Tax	-26.83
04/22/2021	Elec	CRA	January retirement contribution	-286.84
04/26/2021	Elec	Alpine Bank	March purchase card payment	-11,911.48
04/28/2021	Elec	CRA	April retirement contribution	-9,023.02
04/28/2021	Elec	CRA	April retirement contribution	-2,372.73
04/30/2021	24583	A Clean Break, LLC	RI, SI, NC April cleaning	-5,425.00
04/30/2021	24584	Colorado Library Consortium	EBSCO package July 2021 through June 2021	-6,630.92
04/30/2021	24585	Ingram Library Services	Library materials	-18,053.69
04/30/2021	24586	Midwest Tape	Library materials	-4,068.91
04/30/2021	24587	One Source Lighting	50% down pmt: LED retrofit for PA	-12,722.38
04/30/2021	24588	Scholastic Inc.	Scholastic library materials	-5,008.25
04/30/2021	24589	Willis Towers/CEBT	May health insurance	-35,282.86
04/30/2021	24590	Amazon .com	March Amazon account - covid, event, & office	-1,777.98
04/30/2021	bp elec 849	AFLAC	April supplemental insurance	-131.80
04/30/2021	1000624	Amazon Capital Services	Event supplies; office supplies	-761.24
04/30/2021	bp elec 851	Asavie Technologies Inc	March hotspot filtering service	-449.40
04/30/2021	bp elec 852	Black Hills Energy	GW & CA gas	-876.03
04/30/2021	1000625	Cardiff Cleaning Service	GW CA janitorial service	-3,335.00
04/30/2021	1000626	Citadel Security USA, LLC	GW security service	-4,152.65
04/30/2021	1000627	Colorado Special Districts Prop&Liab Pool	Workers comp deductible	-228.18
04/30/2021	bp elec 856	Demco	Processing supplies	-353.06
04/30/2021	1000628	EBSCO	Consumer Reports database 5/1/21 - 12/31/21	-1,926.67
04/30/2021	1000629	Findaway World LLC	Library materials	-309.80
04/30/2021	1000630	Garfield County Landfill	Lightbulb recycling	-153.00
04/30/2021	1000631	Mountain Temp Services LLC	PA RI NC SI covid day sanitizing service	-3,173.63
04/30/2021	1000632	Mutual of Omaha	May disability insurance	-1,026.73
04/30/2021	1000633	NewsBank, inc.	Post Independent annual subscription July 2021	-2,657.00
04/30/2021	1000634	Northwest Colorado Council of Governments	NC elevator inspection	-263.00
04/30/2021	1000635	OverDrive	Library eMaterials	-260.50
04/30/2021	1000636	Ross, Bonnie F.	Returned material replacement	-14.00
04/30/2021	1000637	Suarez, Dulce Andrea	Spanish translation	-60.00
04/30/2021	bp elec 867	Uline	Bags for Mother's Day take & make kits	-97.30
04/30/2021	1000638	Wells Fargo Corporate Trust Services	COP annual trustee fee	-2,500.00
05/03/2021	Elec	Alpine Bank- CC	May Merchant fees	-172.40
05/04/2021	Elec	CRA	January retirement contribution	-15.69
05/10/2021	24591	Eggleston, Jeffrey	mileage reimb for branch mgr candidate	-218.40
05/14/2021	24592	American Janitor LLC	day sanitizing service PA, SI, NC, RI and PA j	-13,022.50
05/14/2021	24593	Authors Unbound Agency	Author talk	-5,000.00
05/14/2021	24594	Garfield County Public Library Foundation	donations / book sales	-1,630.25
05/14/2021	24595	Ingram Library Services	Library materials	-16,882.19
05/14/2021	24596	Isaman, Logan	mileage reimb for branch mgr candidate	-712.00
05/14/2021	24597	Koff & Associates, Inc	progress work on class and comp study	-8,737.50

Garfield County Public Library District Claims for Board Approval 4/16 - 5/15/21

Date	Num	Name	Memo	Amount
05/14/2021	24598	Marmot Library Network, Inc.	2nd Qtr IT service; laptop computers	-74,410.41
05/14/2021	24599	Medrano, Jonathan	Exp reimb	-13.99
05/14/2021	24600	Midwest Tape	Hoopla subscription and library materials	-10,140.08
05/14/2021	24601	Mueller, Amy	mileage reimb for branch mgr candidate	-200.48
05/14/2021	24602	OverDrive	Library eMaterials	-10,587.20
05/14/2021	24603	R & H Mechanical, LLC	2nd Qtr p&m contract; NC RI boiler repairs	-12,601.72
05/14/2021	24604	Ramos, Nathaniel	mileage reimb for branch mgr candidate	-212.80
05/14/2021	24605	US Postal Service	RI po box renewal	-278.00
05/14/2021	1000639	625-Water(9283)	RI SI staff water	-85.65
05/14/2021	1000640	All Around Property Maintenance, Inc	PA & CA April landscape maintenance	-1,230.49
05/14/2021	1000641	Amazon Capital Services	Library materials; teen take and make supplie:	-2,533.42
05/14/2021	bp elec 872	Asavie Technologies Inc	Filtering Jan Feb	-898.80
05/14/2021	1000642	Cedar Networks	May telephone & broadband	-1,121.00
05/14/2021	1000643	CenturyLink	Elevator and fire alarm telephone service	-464.88
05/14/2021	1000644	Citadel Security USA, LLC	GW security service weekending 5/1	-1,084.45
05/14/2021	bp elec 876	City of Glenwood Springs	GW electric	-925.84
05/14/2021	1000645	City of Rifle	RI water/sewer	-126.35
05/14/2021	1000646	Colorado Society of CPAs	membership renewal	-360.00
05/14/2021	1000647	Cook, Jennifer	Mileage reimbursement	-39.20
05/14/2021	1000648	Cura HR, LLC	DiSC training ; HR support	-2,635.00
05/14/2021	bp elec 881	De Lage Landen Financial Services, Inc.	Copier leases	-449.00
05/14/2021	bp elec 882	Demco	processing supplies	-595.17
05/14/2021	1000649	Garfield County Landfill	NC basement dump run	-6.00
05/14/2021	1000650	Government Finance Officers Assoc	membership renewal	-160.00
05/14/2021	bp elec 885	Great America Financial Services	telephone lease payment	-1,043.98
05/14/2021	1000651	Hutchens, Jeremiah	Film of Cinco de Mayo performance	-550.00
05/14/2021	bp elec 887	ImageNet Consulting LLC	copier copies and RI machine lease payment	-1,229.60
05/14/2021	bp elec 888	Mountain Pest Control, Inc.	April spraying	-282.00
05/14/2021	1000652	Mountain Temp Services LLC	GW CA covid day sanitizing service	-3,034.13
05/14/2021	1000653	Mountain Waste & Recycling	SI trash / recycling	-142.00
05/14/2021	1000654	Rifle Lock and Safe	PA patio gate keys	-15.00
05/14/2021	1000655	Rocky Mountain Reserve	Admin flex plan	-70.10
05/14/2021	1000656	S & S Automatics and Door Service, LLC	RI NC GW CA 6 month P&M service	-1,676.50
05/14/2021	1000657	Springshare LLC	LibCal year subscription for public laptops, 5/2	-2,798.00
05/14/2021	1000658	Suarez, Dulce Andrea	spanish translation	-97.50
05/14/2021	1000659	Town of Carbondale	water / sewer	-61.79
05/14/2021	bp elec 897	Town of New Castle	water / sewer	-208.90
05/14/2021	1000660	Town of Parachute	water / sewer / trash	-129.40
05/14/2021	bp elec 899	Town of Silt	water / sewer	-146.96
05/14/2021	bp elec 900	Verizon Wireless	Cellphones & hotspot service	-3,997.49
05/14/2021	bp elec 901	Waste Management	RI, NC, CA trash/recycling	-263.11
05/14/2021	bp elec 902	Western Paper Distributors	janitorial supplies	-169.06
05/14/2021	bp elec 903	WEX Bank	April vehicle fuel	-185.15
05/14/2021	bp elec 904	Xcel Energy	Gas/electric	-4,660.15

Total 10010 · Alpine Bank- Gen(..7072)

-324,327.07

Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 04/30/2021

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						11,911.48
Cleared Transactions						
Charges and Cash Advances - 98 items						
Credit Card Charge	03/31/2021	SSFacebook	Facebook ads	√	(167.41)	(167.41)
Credit Card Charge	03/31/2021	SSAmazon	Facilities - head lamp	√	(59.99)	(227.40)
Credit Card Charge	04/01/2021	SSLowe's	Lightbulbs & tools	√	(126.40)	(353.80)
Credit Card Charge	04/01/2021	SSLowe's	Tools & janitorial supplies	√	(87.96)	(441.76)
Credit Card Charge	04/01/2021	PAWalmart	Supplies for poetry program	√	(5.92)	(447.68)
Credit Card Charge	04/02/2021	CAWhiteHous	CA staff morale	√	(114.41)	(562.09)
Credit Card Charge	04/02/2021	SSTheStampM	RI office supplies	√	(39.85)	(601.94)
Credit Card Charge	04/05/2021	NCUSPS	ILL postage	√	(2.75)	(604.69)
Credit Card Charge	04/06/2021	SSAmazon	Drillset combo	√	(428.95)	(1,033.64)
Credit Card Charge	04/06/2021	GWSlope&Hat	GW staff morale	√	(86.40)	(1,120.04)
Credit Card Charge	04/06/2021	NCHogbackPi	NC staff morale	√	(76.80)	(1,196.84)
Credit Card Charge	04/06/2021	RIBrickhous	RI staff morale	√	(60.00)	(1,256.84)
Credit Card Charge	04/06/2021	RIUSPS	RI stamps	√	(55.00)	(1,311.84)
Credit Card Charge	04/06/2021	SSAmazon	Tools	√	(16.99)	(1,328.83)
Credit Card Charge	04/07/2021	SSAmazon	PA janitorial supplies	√	(279.00)	(1,607.83)
Credit Card Charge	04/07/2021	SSLowe's	GW lightbulbs	√	(89.82)	(1,697.65)
Credit Card Charge	04/07/2021	SSValleyLum	GW lock & supplies	√	(60.77)	(1,758.42)
Credit Card Charge	04/07/2021	SSAmazon	Tools	√	(56.83)	(1,815.25)
Credit Card Charge	04/07/2021	SSQuill	PA office supplies	√	(28.91)	(1,844.16)
Credit Card Charge	04/07/2021	SSQuill	PA janitorial supplies	√	(18.06)	(1,862.22)
Credit Card Charge	04/08/2021	SSAmazon	Tools	√	(54.97)	(1,917.19)
Credit Card Charge	04/08/2021	SSAmazon	GW lighbulbs	√	(32.01)	(1,949.20)
Credit Card Charge	04/09/2021	SSKingsley	5 book drop flaps	√	(108.75)	(2,057.95)
Credit Card Charge	04/09/2021	SSALA	ALA workshop - Transforming Senior Servi	√	(71.10)	(2,129.05)
Credit Card Charge	04/09/2021	SSAmazon	Tools	√	(38.49)	(2,167.54)
Credit Card Charge	04/09/2021	SIWalmart	SI office supplies	√	(36.92)	(2,204.46)
Credit Card Charge	04/11/2021	SSAdobe	Adobe Stock subscription	√	(29.99)	(2,234.45)
Credit Card Charge	04/12/2021	SSTheStampM	NC office supplies	√	(36.85)	(2,271.30)
Credit Card Charge	04/12/2021	SSMtnHighPa	SI paint	√	(31.32)	(2,302.62)
Credit Card Charge	04/13/2021	SSSurveyMon	SurveyMonkey annual renewal, 4/13/21 - 4	√	(900.00)	(3,202.62)
Credit Card Charge	04/13/2021	CAWhiteHous	CA staff day	√	(177.96)	(3,380.58)
Credit Card Charge	04/13/2021	NCRollingFo	NC staff day	√	(142.80)	(3,523.38)
Credit Card Charge	04/13/2021	PAEITapatio	PA staff day	√	(128.70)	(3,652.08)
Credit Card Charge	04/13/2021	GWRockyMtnP	GW staff day	√	(115.16)	(3,767.24)
Credit Card Charge	04/13/2021	RIBrickhous	RI staff day	√	(60.00)	(3,827.24)
Credit Card Charge	04/13/2021	SSWalmart	Admin staff day	√	(10.13)	(3,837.37)
Credit Card Charge	04/14/2021	SIBurningMt	SI staff morale - Natl Library Week	√	(72.02)	(3,909.39)
Credit Card Charge	04/15/2021	SSALA	ALA 2021 conference registrations: LD, AC	√	(358.00)	(4,267.39)
Credit Card Charge	04/15/2021	SSALA	ALA 2021 conference registrations: BL, LC	√	(358.00)	(4,625.39)
Credit Card Charge	04/15/2021	SSBeHealthy	Admin staff day	√	(212.00)	(4,837.39)
Credit Card Charge	04/15/2021	SSALA	ALA 2021 conference registrations: JM, M	√	(198.00)	(5,035.39)
Credit Card Charge	04/15/2021	SSALA	ALA 2021 conference registrations: JL, RR	√	(179.00)	(5,214.39)
Credit Card Charge	04/15/2021	SSALA	ALA 2021 conference registration: CD	√	(179.00)	(5,393.39)
Credit Card Charge	04/15/2021	SSAmazon	GW light ballasts	√	(116.54)	(5,509.93)
Credit Card Charge	04/15/2021	SSALA	ALA 1-year memberships: JM, MC	√	(106.00)	(5,615.93)

Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 04/30/2021

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	04/15/2021	SSAmazon	Vacuum breaker stock	√	(60.00)	(5,675.93)
Credit Card Charge	04/15/2021	SSCODEptofS	Notary commission renewal - JS	√	(10.00)	(5,685.93)
Credit Card Charge	04/16/2021	SSDice	1-month job posting: Tech. & Innov. Manag	√	(395.00)	(6,080.93)
Credit Card Charge	04/16/2021	SSQuill	SI office supplies	√	(63.98)	(6,144.91)
Credit Card Charge	04/16/2021	SSZoom	Webinar license upgrade, 3 days prorated	√	(18.06)	(6,162.97)
Credit Card Charge	04/16/2021	SSQuill	SI janitorial supplies	√	(15.29)	(6,178.26)
Credit Card Charge	04/17/2021	SSAmazon	Tools	√	(16.71)	(6,194.97)
Credit Card Charge	04/18/2021	SSGreaseMon	Car washes	√	(36.00)	(6,230.97)
Credit Card Charge	04/19/2021	SSWasp	Processing supplies	√	(87.98)	(6,318.95)
Credit Card Charge	04/19/2021	SSRobly	Robly subscription	√	(52.50)	(6,371.45)
Credit Card Charge	04/19/2021	SSWalmart	Car detailing supplies	√	(35.93)	(6,407.38)
Credit Card Charge	04/20/2021	SSMicroPlas	Branded decals for 3 vehicles	√	(603.00)	(7,010.38)
Credit Card Charge	04/20/2021	SSZoom	Zoom & webinar licenses	√	(239.96)	(7,250.34)
Credit Card Charge	04/20/2021	SSAmazon	RI janitorial supplies	√	(95.04)	(7,345.38)
Credit Card Charge	04/20/2021	SSMtnCareer	Job posting - IT Manager	√	(79.00)	(7,424.38)
Credit Card Charge	04/20/2021	SSAdobe	Adobe CS subscription	√	(29.99)	(7,454.37)
Credit Card Charge	04/20/2021	SSStarbucks	Admin staff support	√	(20.00)	(7,474.37)
Credit Card Charge	04/20/2021	SSAmazon	NC lightbulbs	√	(15.99)	(7,490.36)
Credit Card Charge	04/20/2021	GWUSPS	ILL postage	√	(4.34)	(7,494.70)
Credit Card Charge	04/21/2021	SSRifleLock	PA duplicate gate keys	√	(8.32)	(7,503.02)
Credit Card Charge	04/21/2021	SSRifleLock	PA duplicate gate keys	√	(3.68)	(7,506.70)
Credit Card Charge	04/22/2021	SSAmazon	CA June adult take & make kit supplies	√	(506.87)	(8,013.57)
Credit Card Charge	04/22/2021	SSSkillPath	Webinar: Thinking on Your Feet: KO	√	(153.32)	(8,166.89)
Credit Card Charge	04/22/2021	SSAmazon	Lightbulbs stock	√	(114.47)	(8,281.36)
Credit Card Charge	04/22/2021	SSAmazon	CA plant & seed program	√	(107.94)	(8,389.30)
Credit Card Charge	04/22/2021	RIWalmart	RI craft supplies	√	(48.12)	(8,437.42)
Credit Card Charge	04/22/2021	GWUSPS	ILL postage	√	(2.75)	(8,440.17)
Credit Card Charge	04/23/2021	SSAmazon	SI bldg repairs - sloan valve	√	(158.67)	(8,598.84)
Credit Card Charge	04/23/2021	SSOfficeSup	RI May creation station supplies	√	(47.91)	(8,646.75)
Credit Card Charge	04/23/2021	SSAdobe	Adobe Pro DC subscriptions	√	(33.98)	(8,680.73)
Credit Card Charge	04/23/2021	SSJean'sPri	Office supplies	√	(6.96)	(8,687.69)
Credit Card Charge	04/23/2021	SIUSPS	ILL postage	√	(4.34)	(8,692.03)
Credit Card Charge	04/24/2021	SSAmazon	Lightbulbs stock	√	(168.26)	(8,860.29)
Credit Card Charge	04/24/2021	SSAmazon	Tools	√	(26.98)	(8,887.27)
Credit Card Charge	04/25/2021	SSAmazon	CA plant & seed program	√	(507.57)	(9,394.84)
Credit Card Charge	04/26/2021	SSAmazon	PA & Admin janitorial supplies	√	(498.00)	(9,892.84)
Credit Card Charge	04/26/2021	SSAmazon	CA June adult take & make kit supplies	√	(175.14)	(10,067.98)
Credit Card Charge	04/26/2021	SSMtnHighPa	RI paint	√	(153.06)	(10,221.04)
Credit Card Charge	04/27/2021	SSGotchaCov	GW blind repair	√	(125.00)	(10,346.04)
Credit Card Charge	04/27/2021	GWWalmart	GW planter soil	√	(103.04)	(10,449.08)
Credit Card Charge	04/27/2021	SSALA	Professional collection	√	(57.88)	(10,506.96)
Credit Card Charge	04/27/2021	SSAmazon	RI flourescent lampholders	√	(48.86)	(10,555.82)
Credit Card Charge	04/28/2021	SSLibrary2.	Webinar group registration: Substance Abu	√	(299.00)	(10,854.82)
Credit Card Charge	04/28/2021	SSColumbine	BookMobile tire change	√	(135.00)	(10,989.82)
Credit Card Charge	04/28/2021	SSALA	ALA webinar - BL	√	(59.00)	(11,048.82)
Credit Card Charge	04/28/2021	SSJean'sPri	Office supplies	√	(15.30)	(11,064.12)
Credit Card Charge	04/28/2021	SSAmazon	RI lightbulbs	√	(13.00)	(11,077.12)
Credit Card Charge	04/28/2021	SSValleyLum	Office supplies	√	(2.25)	(11,079.37)

Garfield County Public Library District
Reconciliation Detail
20510 - Alpine Bank Purchase Card, Period Ending 04/30/2021

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	04/29/2021	SSJaliscoGr	Staff day card drawing	√	(10.00)	(11,089.37)
Credit Card Charge	04/29/2021	SSMisty'sCo	Staff day card drawing	√	(10.00)	(11,099.37)
Credit Card Charge	04/29/2021	SSBurningMt	Staff day card drawing	√	(10.00)	(11,109.37)
Credit Card Charge	04/29/2021	SSBonfireCo	Staff day card drawing	√	(10.00)	(11,119.37)
Credit Card Charge	04/29/2021	SSCanva	Canva media license for CS launch	√	(5.00)	(11,124.37)
Total Charges and Cash Advances					(11,124.37)	(11,124.37)
Payments and Credits - 5 items						
Credit Card Credit	04/01/2021	SSAmazon	Refunds for returned teen take & make kit	√	623.48	623.48
Credit Card Credit	04/02/2021	SSAmazon	Refunds for returned teen take & make kit	√	95.92	719.40
Credit Card Credit	04/22/2021	SSAmazon	Refund on returned tools	√	23.88	743.28
Check	04/26/2021	Elec	March purchase card payment	√	11,911.48	12,654.76
Credit Card Credit	04/28/2021	SSSkillPath	Refund on sales tax paid 4/22	√	4.32	12,659.08
Total Cleared Transactions					1,534.71	1,534.71
Cleared Balance					(1,534.71)	10,376.77
Register Balance as of 04/30/2021					(1,534.71)	10,376.77
New Transactions						
Payments and Credits - 1 item						
Check	05/26/2021	elec	April p.card payment		10,376.77	10,376.77
Total New Transactions					10,376.77	10,376.77
Ending Balance					(11,911.48)	0.00

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
CUSTOMER SERVICE POLICY - CURRENT**

The Garfield County Public Library District strives to offer excellent library services, which includes quality facilities and collections. The library staff endeavors to provide accurate, efficient and friendly service to all customers at all times. Garfield County residents, as voters and taxpayers, are the people to whom the library staff is ultimately responsible.

The *Customer Service Policy of the Garfield County Public Library District* is the foundation for all staff interactions with the general public. Each staff member, while at work, serves as a representative of the library and the Garfield County Public Library District.

As an organization, we pledge the following:

- Our libraries will offer the same quality of service to all members regardless of age, race, sex, sexual-orientation, nationality, educational background, religious beliefs, physical limitations or any other criteria, which may be the source of discrimination.
- The needs and requests of library customers will be taken seriously and treated with respect.
- If a mistake is made by the library, staff will take responsibility for correcting the error and apologize.
- If a staff member is unable to comply with a request, they will strive to offer the customer an alternative.
- Staff members will be familiar with library policies, be able to articulate them, and explain the rationale behind them.
- Staff members will be familiar with the Library District, its finances and operations.
- Staff members will act in a friendly, helpful manner to ensure that every customer will walk away feeling that their experience with the library has been a positive one.
- Equal consideration and treatment will be given to users within established guidelines and in a non-judgmental environment.
- Interactions and transactions between a library member and staff will be considered confidential and will be discussed only in a professional context. *Staff are trained to know that confidentiality is the law.*

Customer Service Policy - REVISED

Policy	The Garfield County Public Library District (GCPLD) is committed to providing excellent library services, quality facilities, and diverse collections. Our knowledgeable library staff provides accurate, efficient, and friendly service to all customers at all times. Garfield County residents, as voters and taxpayers, are the people to whom the library staff is ultimately responsible. The Customer Service Policy is the foundation for all staff interactions with the general public. Each staff member, while at work, serves as a representative of the library and the Garfield County Public Library District.	
Effective Date		
Responsibility	Executive Director	
Procedures	<p>As an organization, our library staff pledge the following to our customers:</p> <ul style="list-style-type: none"> • Our libraries will offer the same quality of service to all members, regardless of age, race, sex, sexual-orientation, gender identity, nationality, educational background, religious beliefs, physical limitations or any other criteria that may be the source of discrimination. • Our libraries will provide free access to books, ideas, and resources. • Our libraries will provide a consistent service experience from all levels of our organization and across all our locations. • Staff members will act in a friendly, helpful, non-judgmental manner to ensure that every customer walks away feeling that the library experience has been a positive one. • The needs and requests of library customers will be taken seriously and treated with respect. • If a mistake is made by the library, staff will apologize and take responsibility for correcting the error. • Staff will be flexible and seek alternatives when fulfilling customers’ requests. • Staff will take the time to understand the customer’s question and provide the correct answer or referral. • Staff members will be familiar with library policies, be able to articulate them, and be able to explain the rationale behind them. • Staff members will be familiar with the Library District, its finances and operations, and will be able to answer questions from the public on library finances and operations. • Interactions and transactions between customers and staff will be considered confidential and will be discussed only in a professional context. Staff are trained to know that confidentiality is the law. • Staff will continuously review library programs and services in order to maintain the highest levels of service to our patrons. 	
Supporting Documentation	<ul style="list-style-type: none"> • GCPLD trains its staff in exceptional customer service through its “Every Question Answered” training program. 	
Reviewed by & Approved by / Date	APPROVED: Board of Trustees	Date:

Management Report

Executive Director's Report

In May the Governor eliminated any statewide mask orders applying to public-facing government buildings and/or public libraries. In May the City of Glenwood Springs and the Town of Carbondale rescinded their mask orders. The County currently has no mask orders in place that apply to libraries. In light of all of this, Garfield County Libraries no longer requires masks to be worn inside our buildings. This also applies to staff that have been vaccinated. We have also lifted the temporary capacity quotas for our buildings and our capacities will revert back to our fire-code capacities.

The classification and compensation project continues. Koff & Associates is currently working to obtain salary data from our comparator agencies.

The Executive Director continues to work with the Finance Manager and the Executive Leadership Team to build the 2022 library budget. The Finance Manager will share some preliminary information with the Board at its June meeting.

The Executive Director continues to work with the Facilities Manager, Board member Carolyn Tucker, and others to select a firm to assist staff with developing a Facilities Master Plan.

The Policy Review Committee continues its work. A revised Customer Service Policy is included in the June Board packet.

Interviews have concluded for the Glenwood Springs, Silt, and Carbondale branch manager vacancies. The Executive Director is working with Human Resources on reference checks and job offers.

The Executive Director, HR Manager, and Director of Operations conducted one interview for the vacant Technology and Innovation Manager position in May.

The 2020 annual report is nearly complete. Staff will send each Board member a copy of the report when it is complete.

Work continues on the inventory control project and the telephones/communication project.

Work continues on converting the classroom and unfinished storage space on the second floor of the Rifle Branch Library to workspaces for some of the new personnel we hired in 2020 as a result of the successful passage of 6A. The Facilities Manager will present an overview of this project at the June Board meeting.

In May library staff submitted three award nominations to the Colorado Association of Libraries: Kim Owens for the Unsung Hero Award; Lisa Detweiler for the Lucy Schweers Award for Excellence in

Support Services for the amazing work that she did with event planning for us for many months, and the great job she did in helping us pivot to an online events environment; and our REME HALO air purification installations at all six of our locations for the Innovative Spaces Award for the safety this technology brings to our staff and the public.

The Executive Director attended a webinar that our legal counsel, Kim Seter, presented for the California Association of Libraries. It was an informative session during which Mr. Seter confirmed that the First Amendment applies to most instances of public use of library facilities. As a general rule, public libraries cannot restrict speech on library property or in our meeting rooms based on content, just as we do not restrict which books we purchase based on content. This means that libraries must allow groups that some would consider offensive or even hateful to use public spaces such as library meeting and study rooms.

The Executive Director gave a presentation about library services over the past year to the Grand Valley Kiwanis Club on May 11.

The Executive Director attended the Marmot Library Network annual council meeting on May 20.

The Executive Director hosted a "Coffee with the Director " public discussion on May 20.

The Executive Director and Finance Manager attended a webinar of the National Special Districts Coalition that gave special districts detailed advice on how to request federal COVID funding that will flow to counties and municipalities.

The Executive Director attended a Glenwood Springs Urban Renewal Authority Meeting on June 3.

Lastly, with the COVID pandemic hopefully beginning to subside, it's time for us to begin planning on fulfilling our promise to our 6A voters to restore library hours. The Executive Director will work with staff and bring to the Board in the coming months a plan for expanding our hours at all six of our locations.

Public Services Report

In-Branch Services

Some degree of normalcy is returning to our branch libraries. We have stopped quarantining returned library materials for 72 hours. Materials are now returned to the shelf once returned by our customers. We have returned to fire code capacities for our six libraries, and the libraries are phasing out the greeters that were placed near our entrances who greeted people as they entered and reminded people to wear masks. Facilities staff are working with the branch managers to return furniture to the branches that was removed during the pandemic to enhance social distancing.

A task force is looking at how we staff our service desks and analyzing what tasks staff perform at the public service desks. Ultimately the task force will present recommendations to the Public Services Management Team chair, the HR Manager, and the Executive Director that will create some systemwide standards around how we staff our service desks and the work that is done from these service points. Branch managers are also preparing for the eventual expansion of our public service hours by drafting work schedules and desk schedules for the forthcoming expanded hours.

Branch staff are gearing up for this year's summer reading program. Our six libraries are working with local food banks to host food delivery programs to these locations to ensure that local youth do not go hungry during the summer when separated from their schools' free or reduced lunch programs. Most of our branch managers and circulation coordinators have completed our newly launched "Every Question Answered" customer service program. And, three of our frontline staff will attend the American Library Association's virtual annual conference in June.

Library Collections

Most of the new database resources are live. A few are still being worked on. The library now offers access to *The Denver Post* online image edition through Newsbank as well as the archive for *The Post Independent*. We just got ConsumerReports access up and running. This will allow our patrons to interact with this resource directly on their site, similarly to the way they would through a personal subscription.

This month we lowered our Hoopla checkout limits for patrons from 30 to 5. Hoopla is a very popular resource that we pay for as patrons use it. This change will offer more sustainability for this resource.

The laptops that we will loan to the public have arrived and processing is well underway. We'll be checking these out differently than we would other resources by using a reservation system instead. We're hoping to have everything ready for a soft launch in early to mid-June.

Education & Events

In April, GCPLD hosted the first in-person event of the year. The Silt Branch library organized an Easter egg decorating workshop to go along with the Town of Silt's Easter Egg Hunt on Saturday, April 3. The event was held on the pathway between the library and the Town of Silt's offices. Participants were required to maintain the mask and social distancing procedures. As part of National Library Week, GCPLD hosted two Meet the Author events. The first was on Tuesday, April 6. The library hosted author DJ Hill in a presentation of her new children's book, *Who's That I hear*. The second was on Friday, April 9th. The library hosted author Judy Marshall in a presentation of her new novel, *Still Crazy*.

GCPLD continued to host events focused on diversity and inclusion. The library hosted a conversation on the book *White Fragility* by Robin DiAngelo. The library also hosted three events focused on diversity and the environment. The first was a conversation on the film, *Fire and Flood*, on Thursday, April 22. The film covered the topic of the LGBTQ community's efforts to combat climate change. The second was a Meet the Author event on Wednesday, April 21. The library hosted author Lisa Dancing-Light in a presentation of her new children's book, *Magic Mountain*, a book about nature and the outdoors, to celebrate Earth Day. The third was a conversation with author and journalist James

Edwards Mills, whose book *The Adventure Gap*, covers the history of racial inequity in exploration and outdoor activities. This was held on Wednesday, April 28 as part of GCPLD's Spring Lecture Series.

GCPLD hosted two conversations on COVID and the state of public health at this point in the pandemic. The library collaborated with Senior Matters in presenting their April installment of "Reopening Our Lives", the topic was "Coping with our COVID Future." The library also collaborated with the Aspen Institute and the Basalt Regional Library in presenting the first session of the Hurst Community Initiative Town Hall Speaker Series. The topic was "Mental Health Wellness in a Post-COVID World." Both of these events were held on Tuesday, April 20.

YTD Stats

4																					
2021																					
STATISTICS APRIL YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Springs			Carbondale		
	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change
Cardholders																					
Active Patrons	22417	25184	-10.99%	2305	2689	-14.28%	4857	6130	-20.77%	1967	2119	-7.17%	2560	2717	-5.78%	5342	6002	-11.00%	5386	5527	-2.55%
New Library Cards	1215	1047	16.05%	87	98	-11.22%	193	175	10.29%	106	78	35.90%	185	124	49.19%	237	266	-10.90%	407	306	33.01%
Patron Services																					
Door Count	57526	64151	-10.33%	6298.5	6343.5	-0.71%	8399	13299.5	-36.85%	5699	8959	-36.39%	7788.5	7797	-0.11%	24587.5	13806	78.09%	4753.5	13946	-65.91%
Meeting Room Usage	1229	1734	-29.12%	31	57	-45.61%	330	520	-36.54%	87	193	-54.92%	142	231	-38.53%	199	108	84.26%	440	625	-29.60%
Meeting Room Attendance	1597	8541	-81.30%	57	252	-77.38%	444	2161	-79.45%	122	1228	-90.07%	188	1953	-90.37%	210	1698	-87.63%	576	1249	-53.88%
Adult Programs	26	50	-48.00%	7	13	-46.15%	0	5	100.00%	0	7	100.00%	13	15	-13.33%	2	3	-33.33%	4	7	-42.86%
Adult Program Attendance	198	838	-76.37%	62	193	-67.88%	0	141	100.00%	0	114	100.00%	46	218	-78.90%	30	52	-42.31%	60	120	-50.00%
School-Age Programs	112	61	83.61%	66	15	340.00%	0	7	100.00%	1	9	-88.89%	18	10	80.00%	16	6	166.67%	11	14	-21.43%
School-Age Program Attendance	1517	1043	45.45%	296	159	86.16%	0	70	100.00%	15	104	-85.58%	531	294	80.61%	400	97	312.37%	275	319	-13.79%
Teen Programs	24	28	-14.29%	8	5	60.00%	0	3	100.00%	0	5	100.00%	4	0		8	5	60.00%	4	10	-60.00%
Teen Program Attendance	211	337	-37.39%	40	133	-69.92%	0	19	100.00%	0	54	100.00%	46	0		85	32	165.63%	40	99	-59.60%
Early Childhood Programs	22	116	-81.03%	6	18	-66.67%	2	32	-93.75%	0	20	100.00%	6	19	-68.42%	4	8	-50.00%	4	19	-78.95%
Early Childhood Attendance	311	2633	-88.19%	63	408	-84.56%	55	830	-93.37%	0	289	100.00%	78	330	-76.36%	55	102	-46.08%	60	674	-91.10%
Adult Outreach Visits	14	21	-33.33%	9	3	200.00%	5	3	66.67%	0	1	100.00%	0	5	100.00%	0	0		0	9	100.00%
Adult Outreach Attendance	63	89	-29.21%	36	11	227.27%	27	17	58.82%	0	7	100.00%	0	10	100.00%	0	0		0	44	100.00%
Youth Outreach Visits	3	9	-66.67%	0	4	-100.00%	0	0		0	1	100.00%	3	2	50.00%	0	1	100.00%	0	1	100.00%
Youth Outreach Attendance	569	178	219.66%	0	0		0	0		2	25	-92.00%	555	63	780.95%	8	12	-33.33%	4	78	-94.87%
STEM Programs	10	18	-44.44%	0	3	-100.00%	0	1	100.00%	0	5	100.00%	10	1	900.00%	0	0		0	8	100.00%
STEM Program Attendance	0	289	100.00%	0	30	-100.00%	0	3	100.00%	0	57	100.00%	0	3	100.00%	0	0		0	196	100.00%
ESL Programs	2	49	-95.92%	0	13	-100.00%	1	9	-88.89%	0	10	100.00%	1	11	-90.91%	0	5	100.00%	0	1	100.00%
ESL Program Attendance	49	738	-93.36%	0	150	-100.00%	36	252	-85.71%	0	97	100.00%	13	177	-92.66%	0	44	100.00%	0	18	100.00%

Book A Librarian Sessions	267	89	200.00%	232	21	1004.76%	0	8	100.00%	3	16	-81.25%	32	44	-27.27%	0	0		0	0	
Physical Circulation																					
Juvenile	20901	16787	24.51%	1448	1549	-6.52%	3794	3020	25.63%	2385	2138	11.55%	2758	2295	20.17%	4270	3184	34.11%	6246	4601	35.75%
Young Adult	2104	1651	27.44%	207	154	34.42%	572	363	57.58%	247	231	6.93%	271	265	2.26%	453	374	21.12%	354	264	34.09%
Adult Fiction	8071	6645	21.46%	1361	1039	30.99%	1486	1228	21.01%	666	598	11.37%	1186	849	39.69%	1822	1702	7.05%	1550	1229	26.12%
Adult Non-Fiction	4946	4008	23.40%	433	364	18.96%	892	891	0.11%	600	409	46.70%	706	560	26.07%	1366	891	53.31%	949	893	6.27%
Large Print	648	525	23.43%	77	63	22.22%	186	140	32.86%	60	64	-6.25%	55	34	61.76%	206	110	87.27%	64	114	-43.86%
World Languages	1077	757	42.27%	48	37	29.73%	155	218	-28.90%	158	34	364.71%	167	71	135.21%	296	184	60.87%	253	213	18.78%
New Books	8988	6423	39.93%	826	1020	-19.02%	1447	1123	28.85%	1290	777	66.02%	1183	694	70.46%	2475	1525	62.30%	1767	1284	37.62%
Reference/Colorado	39	29	34.48%	3	0		10	14	-28.57%	3	8	-62.50%	5	1	400.00%	5	0		13	6	116.67%
DVD	12598	19960	-36.88%	1133	2362	-52.03%	3046	5152	-40.88%	1803	2669	-32.45%	1678	2383	-29.58%	3147	3977	-20.87%	1791	3417	-47.59%
CD Audiobook	1642	1671	-1.74%	99	155	-36.13%	234	310	-24.52%	153	101	51.49%	248	238	4.20%	388	426	-8.92%	520	441	17.91%
Playaway	331	277	19.49%	49	59	-16.95%	48	30	60.00%	37	48	-22.92%	28	46	-39.13%	31	23	34.78%	138	71	94.37%
Magazines	813	514	58.17%	40	45	-11.11%	30	103	-70.87%	135	145	-6.90%	245	74	231.08%	157	89	76.40%	206	58	255.17%
Video Games	146	126	15.87%	18	13	38.46%	48	34	41.18%	30	20	50.00%	25	25	0.00%	9	26	-65.38%	16	8	100.00%
CD Music	790	628	25.80%	55	49	12.24%	113	147	-23.13%	91	72	26.39%	176	124	41.94%	205	126	62.70%	150	110	36.36%
ILL	20	35	-42.86%	1	4	-75.00%	5	13	-61.54%	1	5	-80.00%	9	10	-10.00%	4	3	33.33%	0	0	
Materials borrowed from other libraries	15609	12322	26.68%	1219	1359	-10.30%	2111	2166	-2.54%	2197	1129	94.60%	1850	1806	2.44%	3357	2515	33.48%	4875	3347	45.65%
Collection																					
Items Added	11308	4934	129.19%	1303	666	95.65%	2051	792	158.96%	1938	740	161.89%	1908	656	190.85%	2369	924	156.39%	1739	1156	50.43%
Total Items in Collection	171079	172621	-0.89%	25516	29546	-13.64%	33228	34108	-2.58%	22961	21378	7.40%	28611	28001	2.18%	30123	29615	1.72%	30640	29973	2.23%
Technology																					
PAC Usage (hours)	4092	5980	-31.57%	350	338	3.55%	884	1089	-18.82%	637	808	-21.16%	310	474	-34.60%	1212	2048	-40.82%	699	1223	-42.85%
PAC Usage (sessions)	6133	9015	-31.97%	608	695	-12.52%	1364	1734	-21.34%	932	1382	-32.56%	545	810	-32.72%	1640	2414	-32.06%	1044	1980	-47.27%
Wireless Sessions	16664	21963	-24.13%	789	1109	-28.85%	3245	5116	-36.57%	1976	2341	-15.59%	1635	2061	-20.67%	6890	8993	-23.38%	2129	2343	-9.13%
Volunteers																					
Volunteer Hours	0	463	100.00%	0	59	-100.00%	0	151	100.00%	0	24	100.00%	0	105	100.00%	0	55	100.00%	0	69	100.00%

YTD Digital Stats

4			
2021			
STATISTICS APRIL YTD	District		
	2021 Actual	2020 Actual	% change
Website			
Website Visits	56830	65153	-12.77%
Downloadables			
Overdrive - total eBook, audio, video	23183	21288	8.90%
Zinio	781	2684	-70.90%
Subscription Resources			
Ancestry - Searches	10638	4071	161.31%
EBSCO Databases - Sessions	32483	1787	1717.74%
Biography in Context - Sessions	439	433	1.39%
Kids InfoBits - Sessions	63	49	28.57%
Learning Express - Sessions	44	68	-35.29%
Mango - Sessions	5570	6605	-15.67%
MyHeritage - Sessions	42	66	-36.36%
Research in Context - Sessions	1097	360	204.72%
Tumblebooks - Book Views	265	220	20.45%

Virtual Events Stats

April 2021 - FINAL	Number of Views														
Title	Number of Events	Age	Language	STEM, ESL or Outreach	Zoom Livestream	YouTube Livestream	Facebook Livestream	Google Livestream (Classroom or Forms)	Co-Sponsor Platform Livestream	Total Livestream	YouTube Recorded	Facebook Streaming Views	Co-Sponsor Platform Recorded	Total Recorded / Never Livestream	Total Recorded / Originally Livestream
Meet the Author: Who's That I Hear	1	Adult	English		38					38					20
Book Discussion: White Fragility	1	Adult	English		6					6					
Meet the Author: Still Crazy	1	Adult	English		3					3					
Town Hall Speaker	1	Adult	Bilingual	Outreach	29					29					9

Series: Mental Wellness in a Post Covid World															
Reopening Our Lives: Coping with Our Covid Future	1	Adult	Bilingual	Outreach	20					20					4
Meet the Author: Magic Mountain	1	Adult	English		20					20					12
Film Disussion: Fire and Flood	1	Adult	English	Outreach	3					3					
Spring Lecture Series: Changing the Face of the Outdoors	1	Adult	Bilingual	Outreach						11					
Coffee w/ the Director	1	Adult	Bilingual		0					0					
ESL Immersion: Fire Safety	1	Adult	Bilingual	ESL, Outreach	5					5					
Learn in Minutes	1	Adult								13					
Adult Total	11					0	0	0	0	38				0	45
Storytime	4									33	123			134	
Early Childhood Total	4					0	0	0	0	0				134	0
Teen Manga Club	1	teen			2										
Teen Total	1				2	0	0	0		2				0	0

Technology Report

Progress continues to be made on the inventory control and communication projects. The laptop loan project is also well under-way and we expect a soft launch of the laptops in the next month. We have had screening interviews with candidates for the Technology & Innovation Manager position.

Facilities Report

In April, the Facilities Department continued to navigate the implementation of systems providing long-term health of the district. With this navigation arose a deep dive into the 2022 budget & assessment of how the current year will track quarterly. The large 2021 projects for

Facilities fiscally will remain as the Facilities Master Plan & administrative office space project. The request for proposals for the Facilities Master Plan was completed and posted to our website, Bidnet, & CIP. CIP Information Service is an avenue provided by the Facilities Manager and was founded in 1988 by Maralyn Moore to provide valuable lead information about public projects throughout Colorado. CIP will also accompany, always ideal, local contractor leads. The architect contract was awarded and the foundation of design for the administrative office space project has begun via digital schematic build. Facilities Manager provides IT support in the interim of onboarding a new Technology and Innovations Manager. Consisting of support via Marmot requests and assisting installs relative to the laptop loan project. The data wire is scheduled to be installed within the "attic" space of Rifle, this will not only amplify the laptop loan project but also enhance preliminaries for the administrative office space project. Another preliminary being assessed related to the administrative office space project will be additions to storage efficiency through high-density storage location assessments. The light-emitting diode (LED) ballast bypass project progressed with Parachute & Silt contractor approval, bringing long-term return on investment benefits, ergonomics to the workplace, a more sustainable future, and enhancing minimal impact on our environment. The Facilities Manager took the opportunity of staff day to unveil all of the pragmatics the LED Ballast Bypass Project will bring to the District & the community. The Communications and Marketing and Facilities units met with *Sopris Sun* newspaper to relay the success story behind the REME HALO ionization system. The REME HALO Project is also up for nomination for the Colorado Association of Libraries Innovative Spaces 2020 award. The Facilities Manager gave a warm welcome tour of Silt and New Castle branches to the South Routt Library District staff. The tour will assist their design ideas for their new facility. The Carbondale fireplace gas line securement has been solidified and is on schedule. As we progressed into the spring season, the quarterly exterior window wash was completed and landscaping contracts began District-wide. Concluding the month was the vehicle branding project, providing a "driving around town" advertisement for the Library District.

Human Resources Report

The HR Manager has spent the bulk of the last month on recruiting and staffing.

Recruiting update: The Glenwood Springs Branch Manager position has been filled and the candidate will start in early June. At the time of this writing, the Carbondale Branch Manager finalist interviews are scheduled for May 24. The recruiting process has been modified to include a preliminary screening interview for all front-line positions before proceeding to an in-person interview. This has proved effective in bringing in higher quality candidates for the Branch Managers to interview and hire. The HR Assistant is diligently working with each branch that has front-line openings to fill these positions. The HR department is exploring third-party recruiting assistance to help with the Technology & Innovation Manager hire.

Staff Education and Development Update: The interim Education & Development Coordinator led the first two cohorts through the GCPLD Customer Service Model "Every Question Answered" training initiative in the month of May. Branch Managers and Circulation

Coordinators will collaborate with the interim Education & Development Coordinator to bring this training to all front-line staff through Summer 2021.

Volunteer Update: This work is on pause.

Compensation, Classification, and Job Analysis Study Update: Koff is finding it challenging to get salary and benefits data from other library systems. They continue their efforts. The Executive Director sent a communication to fellow library directors requesting their assistance with these efforts.

Staffing Report - Since 04/16/2021:

New Hires: 1

- Library Associate – Parachute, 24hrs/week – 05/11/2021

Promotions/Transfers: 0

Vacancies: 19

- Education and Development Coordinator – Administration, 40hrs/week
- Community Outreach Specialist – Administration, 40hrs/week
- Technology & Innovation Manager – Administration, 40hrs/week
- Courier – Administration, 24hrs/week – *screening interviews begin the week of 6/1*
- Branch Manager - Silt, 40hrs/week
- Branch Manager – Glenwood, 40hrs/week – *offer accepted, start date mid-June*
- Branch Manager – Carbondale, 40hrs/week – *finalist interviews 5/24*
- Library Associate – Glenwood Springs, 24hrs/week – *offer accepted, conducting pre-employment checks as of 5/21/2021*
- Library Associate – Glenwood Springs, 24hrs/week
- Library Associate – Parachute, 24hrs/week
- Library Associate – New Castle, 24hrs/week
- Library Associate – Rifle, 24hrs/week
- Library Associate – Rifle, 24hrs/week
- Volunteer Coordinator – Administration, 40hrs/week
- Youth Services Coordinator – Carbondale, 40hrs/week
- Human Resources Manager – Administration, 40hrs/week
- Library Pages – 10hrs/week
 - 1 at Carbondale
 - 1 at Rifle
 - 1 at Silt

Departures: 7

- HR Manager – Administration, 40hrs/week – 06/02/2021
- Library Associate – Parachute, 24hrs/week – 05/31/2021
- Youth Services Coordinator – Carbondale, 40hrs/week – 05/28/2021
- Library Page – Silt, 10hrs/week – 05/27/2021
- Interim Branch Manager – Glenwood Springs, 40hrs/week – 05/15/2021

- Library Associate – Rifle, 24hrs/week – 05/12/2021
- Library Associate – Silt, 24hrs/week – 04/28/2021

Additional Staffing Information:

Headcount as of 06/02/2021:

- 73 total staff members (does not include subs)
- 32 benefit eligible staff (32 - 40 hours per week); 41 staff with less than 32 hours per week
- 52.00 FTE

Staff Stats by Location – 06/02/2021					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	6.1	10	244	2	8
Glenwood	4.95	9	198	2	7
New Castle	6.1	9	244	3	6
Silt	5.75	8	230	3	5
Rifle	6.5	10	260	3	7
Parachute	6	9	240	3	6
Support Services	16.6	18	664	16	2
Grand Total	52	73	2080	32	41

Marketing Report

April was an active month for Communications and Marketing both internally and externally. We were heavily involved in planning, promoting, and presenting our Staff Day as well as branding the customer service training program that launched in May. As you can see, we also were fortunate to have quite a bit of media coverage this month.

Regarding our digital presence, we are actively posting more content on Facebook regarding our events and local/library interest posts. Also, our website homepage was refreshed to include carousel images showcasing events, products, services, and curated reading.

Lastly, you may see our newly branded library vehicles driving around the county. Below are some pictures.



Statistics

Number of Events Promoted in April: 18

Followers:

Facebook – 2,908 Instagram – 1,209

Email Newsletter (May) – 19,500

Facebook Reach in past 28 days: 5,789

Facebook Post Engagements in past 28 days: 627

Promotional materials and media coverage



Scuttlebutt / Calendar, April 29, 2021

News | By Raleigh Burleigh, Published Apr. 28, 2021

Breathe easy

All Garfield County Libraries are now outfitted with a new air purification technology called REME HALO. For under \$20,000, this system works with the existing HVAC system in each of the district's six libraries, eliminating odors, air pollutants, smoke, mold, bacteria and viruses. The same technology is used in medical centers and subways throughout the world. According to James Larson, Communications and Marketing Manager, this project is up for an innovation award from the Colorado Association of Libraries.

THURSDAY APRIL 29

FIRE SAFETY

Garfield County Libraries host Maria Pina, Fire and Life Safety Educator for Colorado River Fire Rescue at 6 p.m. This online class is an English language immersion session presented by Literacy Outreach. More: gcpld.org/fire-safety

Lisa Dancing-Light shares "Magic"

News | By Raleigh Burleigh, Published Apr. 21, 2021



Author Lisa Dancing-Light shows off one of her favorite illustrations by Maggie Fricke for "A Song and Story of Magic Mountain." Photo by Raleigh Burleigh.

"Once upon a time in one of the most beautiful parts of the world, there was a very special mountain." Thus begins "A Song and Story of Magic Mountain," a culmination of decades of personal work and artistic exploration by local musician Lisa Dancing-Light. Beyond the children's book itself, published on April 22, Earth Day 2021, "Magic Mountain" consists of a teaching curriculum, a musical, and someday, Dancing-Light hopes, an animated television show.

The principle song of the work, referenced in the title, was first written in 1981 and incorporated into a Children's Rocky Mountain School preschool class in 1991.

Dancing-Light was invited to help lead an environmental program with a musical basis

and, with help from the Carbondale Council on Arts and Humanities (now Carbondale Arts), produced a musical. Artist Mary Noone helped to construct a giant, talking mountain out of canvas for the stage and "Magic" was born.

That first production included then-toddlers Nina Clark, Ki Chambliss, Molly Fales, Vallee Noone, Celeste Powers, Tanner Rollyson, Anna Schwinger, Tarn Udall, and others. When Dancing-Light shared the story with her granddaughter's teacher at a Montessori preschool in Salt Lake, she was told that their kids loved it too, the song stuck, and "I could write a whole semester curriculum based on this story."

Thirty years later, that seed is bearing fruit. With the pandemic as a creative impetus, Dancing-Light thought it imperative for herself and others to share comfort and peace during distressing times. "Nothing is going to take that mountain down," said Dancing-Light. "Something about [Mt.] Sopris gives me hope."

"Magic," the talking mountain of Dancing-Light's story, is inspired by her connection with Mt. Sopris. He tells important stories to people with "a special way of listening." When people forget to listen, Magic falls into a deep slumber during which the pristine beauty that surrounds him is steadily destroyed.

Dancing-Light lived for 38 years up Prince Creek Road with Mt. Sopris looming close. She describes hiking the mountain as "a metaphor for life: beautiful, a struggle, painful, exhausting... but the journey was worth every step." She recalls feeling insignificant on the summit, a humbling experience. "I've never taken it for granted."

Her journey to Colorado began with exploring Grand Lake and the surrounding wilderness as a child. She remembers riding horseback and experiencing the euphoric scent of wet balsam and the glistening sight of mica schist. "Whatever that activated in me brought an awareness that I craved until I was old enough to get back here."

She now makes her home in Carbondale, grateful for the conveniences of being in town but always holding dear the experience and inspiration of living so close to Mt. Sopris. A constant during the pandemic has been her communion with nature. In the vein of Dr. Seuss' "The Lorax," Dancing-Light felt urgency to share

"consciousness on how we're using resources" and "personifying 'magic' felt like a good segway."

Crucial to the success of the book was the discovery of illustrator Maggie Fricke who lives in New Castle (maggiefrickeart.com). Although Dancing-Light and Fricke have yet to meet in person, the author says that her illustrator feels like a sister after so much back-and-forth to communicate every detail down to articles of clothing worn by characters, the style of tents, and the flickering presence of an American Dipper to guide the narrative. "Maggie really felt into who Magic was, the personification, the kids — she nailed it."

The two were acquainted through Light of the Moon, Inc., a publishing company based in Carbondale. Dancing-Light will continue to work with Light of the Moon on a spiral bound workbook for her curriculum and a Spanish version of the story.

Reading through "Magic Mountain," one may feel tantalized to know the mountain's great stories. The book itself tells the story of the mountain, but what the mountain tells the people is left a mystery. Dancing-Light says that's because Magic's stories are collaborative. Part of the curriculum, written with help from Grace M. Zanni, involves writing stories, scripts, and songs. The book's "deeper messages are left unspoken," and require "a special kind of listening."

This approach was derived from the Suzuki method of teaching piano which Dancing-Light practices with her music students. "Listen to what's between the notes. What waits to be heard?" Her hope is to cultivate storytellers and curiosity linked to nature. Her musical background is also incorporated into the curriculum's musical, which borrows songs from her albums Point of Balance (1989) and Sophia Songs (2004).

A list of references at the end of the book includes "Last Child in the Woods," written by Richard Louv, and others espousing the "forest method" of educating children. "I didn't realize I was part of this movement, but I've been learning this way for 30 years."

A live reading event through Garfield County Libraries is scheduled for 3 p.m. on April 22. To learn more, visit gcpld.org/dancing-light

To order the book and download the curriculum, visit lisadancinglight.com/

Tags: [#children](#) [#Light of the Moon](#) [#Lisa Dancing-Light](#) [#Maggie Fricke](#) [#Mt. Sopris](#) [#music](#)



**Plant the Seeds of Literacy Today
and Watch Them Blossom Tomorrow**



Blue skies, bluebirds, bluebells, and Raising A Reader's blue library book bags – all sure signs that spring has arrived!

Springtime at Raising A Reader (RAR) signals summer reading is near and it's time for Blue Bag Library Days. This program introduces students to their local libraries so that they and their families can access books and other free resources during the summer months and beyond. This spring, more than 650 preschool and kindergarten students from Aspen to Parachute will receive their own RAR library book bags and shiny new library cards to check out their first books.

[Garfield County Libraries](#) is donating 2,300 storybooks to include in the blue canvas bags to help foster a love of reading in our community's youngest learners. Although we aren't yet able to facilitate school field trips to the libraries, we can still empower families with the resources and inspiration to read aloud together every day.

We are grateful for the partnership of our libraries!
Click on the logos to access children's resources in your community library.



BOARD NEWS

We are excited to announce new leadership on the Raising A Reader Board of Directors – **Anne Lorenson, M.D.**, as President and **Brett Lear** as Vice President. And we warmly welcome new board member **Briar Schreiber**. Many thanks to outgoing RAR Board President **Angie Davlyn**, who served six years on the board.

Board Vice President Brett Lear



Brett Lear is the Executive Director of Garfield County Public Library District. He has over 30 years of library experience, having begun his career at the New York Public Library. Brett has worked in libraries in New York, Florida, Colorado, Oregon, and California. He holds a master's in library science (MLS) from Florida State University and an Executive Master of Business Administration (MBA) from Sonoma State University. Brett is an active member of the American Library Association (ALA) and has served on national committees such as the Services to Adults Committee and the Library

Services to the Spanish Speaking Committee. He is a past chair of the NorthNet Library System, a cooperative of over 50 library systems in Northern California. Additionally, he has authored a first and second edition of Adult Programs in the Library. In 2019, Brett volunteered to serve on the Raising a Reader (RAR) board to further strengthen the partnership between RAR and Garfield County Libraries. He was introduced to RAR when his son began participating in RAR programs as a kindergartener at Highlands Elementary in Rifle, CO. Some of Brett's hobbies and interests include running, weightlifting, watching classic movies, and collecting vinyl records. He and his seven-year-old son Wade spend their free time kayaking, Jeeping, road-tripping, and caring for their eleven pets, ranging from cats and a dog to fish to snakes and a ferret.



Scuttlebutt / Calendar – April 22, 2021

News | By Raleigh Burleigh, Published Apr. 21, 2021

FIRE & FLOOD

Garfield County Libraries host a virtual viewing and discussion of the film "Fire & Flood: Queer Resilience in the Era of Climate Change" with filmmaker Zephyr Elise at 6 p.m. To register for the film, visit gcpld.org/resilient

Garfield County libraries hosts discussion on diversifying public participation in the outdoors

Education | FOLLOW EDUCATION | April 19, 2021

PI Staff Report | FOLLOW



Garfield County libraries will host James Edward Mills in its second event of the spring lecture series for a virtual conversation about changing the faces of the outdoors.

A news release states the event is free for all to attend and will be at 6 p.m. on Wednesday, April 28. The presentation will simultaneously be streamed in English and Spanish, a choice that reflects the theme of Mills' message that focuses on how the great outdoors are meant to be enjoyed by everyone. Currently, minority populations are less likely to seek out recreation and adventure in designated wilderness spaces and protected lands, the release states.

"Bridging this 'adventure gap' often requires role models who can inspire the uninitiated to experience and enjoy wild places," the release states.

Mills is a freelance journalist and an independent media producer who specializes in telling stories about recreation in the outdoors, environmental conservation, sustainable living and charitable giving. He is the author of "The Adventure Gap: Changing the Face of the Outdoors," and stands by the thought that all it takes to inspire a love of the outdoors is an introduction, something that can make the difference from someone venturing out there to those who never had the chance.

The release states that bringing diversity to those who enjoy the outdoors is necessary for our country's wilderness to be protected - everyone needs to learn how to be a steward and advocate for the preservation of these spaces.



Virtual Book Presentation: Who's That I Hear?

In celebration of National Library Week, your Garfield County Libraries will host local author Du Hill for a live stream launch of her first children's book. In this updated take on the Sesame Street Classic, "Monster at the End of the Bed," the fear of 'bumps in the night' allows children to imagine what might be under the bed or in the closet, while following along with our young hero as he works up the courage to seek out the source of the noise on his own. The conclusion leaves the reader comforted by the late-night visitor and empowered to conquer their own bedtime fears. The event begins at 5 p.m. on Tuesday, April 6 and is free and open to all. Visit www.garfieldcountylibraries.org

Financial Report

The District's financial audit work continues to progress. All the fieldwork has been completed. We are currently waiting for a draft of the audit report, with the expectation that the final audit draft will be presented to the Board of Trustees at the July Board meeting.

As of this writing, the latest federal stimulus funding plan has not been fully revealed. Pieces continue to come out. We will give the Board more details as it unfolds.

Sales tax collection through February is up 8% from the same period last year.

The charts provided below depict all revenues received and expenditures made from 1/1/21 through 4/30/21, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 4/30/21 is \$5,359,283.

Total expenditures made as of 4/30/21 is \$1,958,535.

33% of the year has elapsed as of 4/30/21.

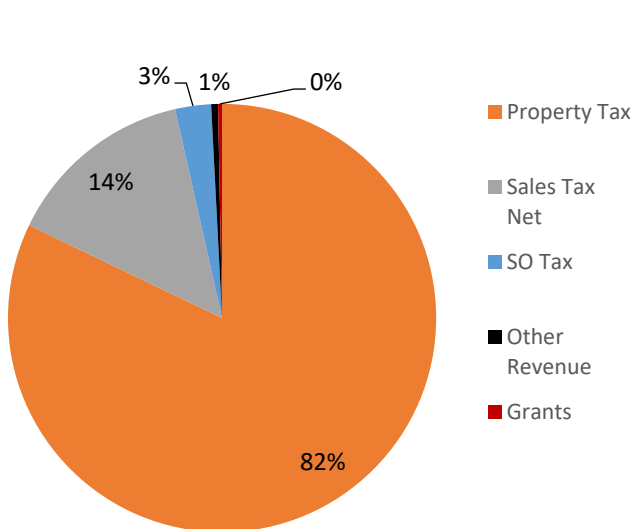
60% of budgeted revenue (\$9,000,364) has been received.

22% of budgeted expenditure (\$9,000,364) has been made.

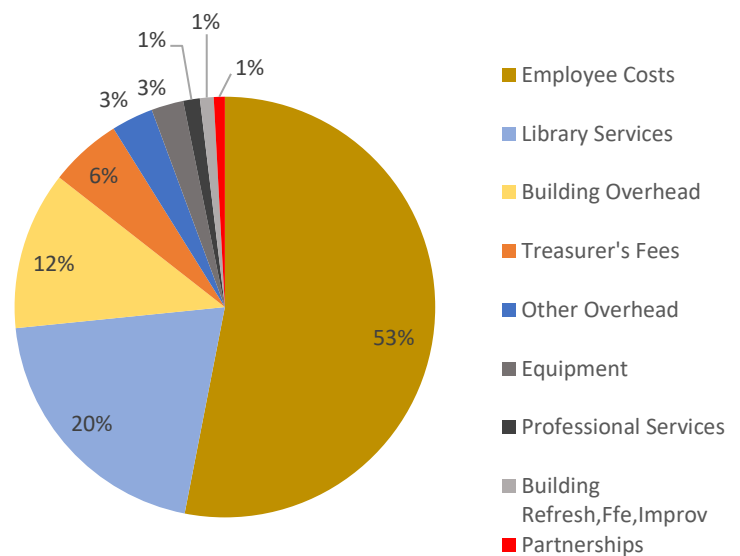
All cash and investment accounts have been reconciled by month end.

April 2021 Financial Visualization

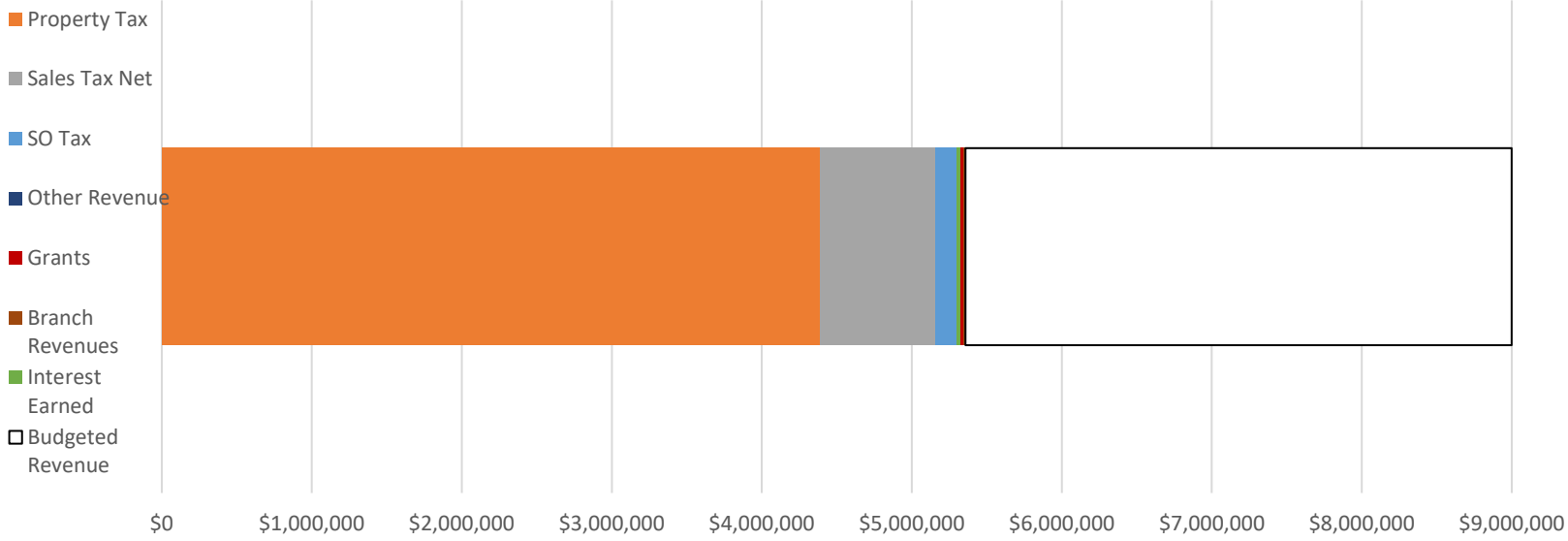
YTD Revenues through 4/30/2021



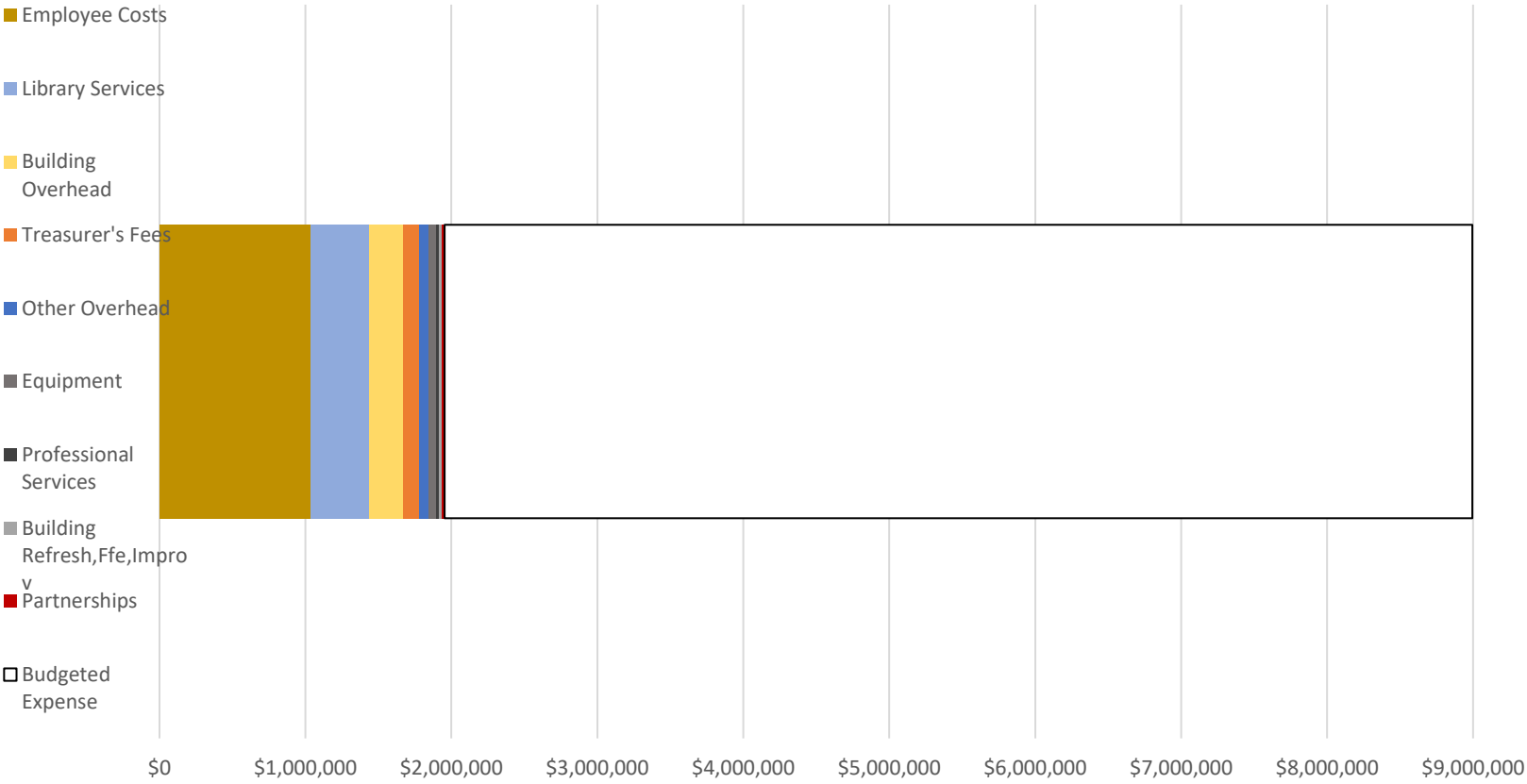
YTD Expenditures through 4/30/2021



YTD Revenues to Budgeted Revenues through 4/30/2021



YTD Expenditures to Budgeted Expenditures through 4/30/2021



Garfield County Public Library District
Profit & Loss Budget vs. Actual - PRELIMINARY DRAFT UNAUDITED
Jan - April 2021

	Jan - Apr 2021		% of Annual	Footnotes	Jan - Apr 2020	\$ Increase / (Decrease) in
	Actual	Annual Budget	Budget		Actual	Actual '20 to '21
Income						
40100 · Sales Tax Revenue	815,011.59	2,700,000.00	30.19%		717,665.28	97,346.31
40102 · Sales Tax Refunds	(48,624.66)	(70,000.00)	69.46%		(14,634.78)	(33,989.88)
40200 · Property Tax Revenue	4,388,832.55	5,739,953.00	76.46%		3,690,035.99	698,796.56
40300 · Specific Ownership Tax Revenue	144,955.46	383,000.00	37.85%		128,837.79	16,117.67
40900 · Interest Earned on Investments	2,158.52	62,000.00	3.48%		28,108.03	(25,949.51)
41000 · Grants	16,111.00	60,111.00	26.8%	1.	32,434.53	(16,323.53)
41200 · Other Revenue	27,417.83	33,000.00	83.08%	2.	7,287.36	20,130.47
41300 · Solar Rebates	1,387.17	8,000.00	17.34%		2,136.80	(749.63)
42000 · Branch Revenues	12,034.27	84,300.00	14.28%		17,352.81	(5,318.54)
Total Income	5,359,283.73	9,000,364.00	59.55%		4,609,223.81	750,059.92
Expense						
50001 · TREASURER'S FEES	108,523.81	175,059.00	61.99%		92,834.22	15,689.59
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%	3.	0.00	0.00
51000 · EMPLOYEE COSTS	1,037,010.11	4,067,809.00	25.49%		717,512.99	319,497.12
52000 · LIBRARY SERVICES	397,333.13	1,399,615.00	28.39%		390,618.10	6,715.03
53000 · PROFESSIONAL SERVICES	24,932.86	106,576.00	23.39%		42,839.14	(17,906.28)
54000 · BUILDING OVERHEAD	237,824.54	722,591.00	32.91%		122,510.06	115,314.48
54500 · BUILDING REFRESH, FURNITURE, IMI	20,668.47	365,000.00	5.66%		58,847.62	(38,179.15)
55000 · EQUIPMENT	48,332.20	273,320.00	17.68%		70,154.75	(21,822.55)
56000 · OTHER OVERHEAD	63,012.40	70,800.00	89.0%	4.	59,042.05	3,970.35
57000 · ADVERTISING & MARKETING	2,973.58	109,300.00	2.72%		17,111.06	(14,137.48)
58000 · VEHICLES	1,353.45	13,494.00	10.03%		1,365.74	(12.29)
59000 · PARTNERSHIPS	16,570.55	37,000.00	44.79%	5.	17,723.00	(1,152.45)
Total Expense	1,958,535.10	9,000,364.00	21.76%		1,590,558.73	367,976.37
Net Income	3,400,748.63	0.00			3,018,665.08	382,083.55

Footnotes:

1. Includes Colorado state grant for library materials
2. Includes dividend return from CEBT health insurance trust
3. Annual COP loan payment due in September
4. Annual property, liability, work comp insurance paid in Jan.
5. Includes first half 2021 operating assessment - Cooper Commons Condo Assn (GWS)

Garfield County Public Library District
Balance Sheet (Preliminary draft - unaudited)
As of April 30, 2021

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	2,578,168.66
10050 · Colo Trust - General	9,523,885.16
10051 · Colo Trust - SO Funds	64,307.04
10055 · C-Safe	53,568.13
10060 · Alpine Bank- Payroll(..8785)	2,912.80
10070 · Alpine Bank - Flex(..0583)	2,130.15
10075 · Alpine Bank - Br. Debit(..4144)	3,489.42
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	1.13
11050 · WF-23652001-Annual Princ. Pmt	4.98

Total Checking/Savings 12,230,180.87

Other Current Assets

12050 · Sales tax transfer by Treasurer	321,746.12
12100 · Property tax transfer by Treas	5,751,433.00

Total Other Current Assets 6,073,179.12

Total Current Assets 18,303,359.99

Other Assets

18400 · Prepaid Exps	28,845.04
18600 · Prepaid Subsc	5,094.44
19100 · Due to / from Foundation	(8,742.07)
19150 · Due to/fr Employees	35.73
19200 · Due to/from Staff branch fund	(3,489.42)

Total Other Assets 21,743.72

TOTAL ASSETS 18,325,103.71

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	56,634.03
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Total Accounts Payable 56,634.03

Credit Cards

20510 · Alpine Bank Purchase Card	10,376.77
20570 · Fuel Cards - WEX / NJPA	185.15

Total Credit Cards 10,561.92

Other Current Liabilities

21100 · Other Payroll Payables-	
21105 · FLEX payable	82.62

Total 21100 · Other Payroll Payables- 82.62

21200 · Payroll Payable-	33,773.00
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Total Other Current Liabilities 33,855.62

Total Current Liabilities 101,051.57

Garfield County Public Library District
Balance Sheet (Preliminary draft - unaudited)
As of April 30, 2021

Long Term Liabilities	
22000 · Deferred Sales tax Revenue	321,746.12
22100 · Deferred Property Tax Revenue	5,751,433.00
Total Long Term Liabilities	<u>6,073,179.12</u>
Total Liabilities	6,174,230.69
Equity	
30000 · Unassigned Fund Balance	5,165,642.58
30005 · Non-Spendable Fund Balance	33,939.48
30010 · Restricted Fund Balance	299,200.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	3,100,076.33
Net Income	3,400,748.63
Total Equity	<u>12,150,873.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,325,103.71</u></u>

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

	2017		2018		2019		2020		2021	% Incr(Decr) from prior yr
January	173,042.62	4.74%	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%
February	174,041.11	14.26%	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%
March	191,923.78	8.97%	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%		#VALUE!
April	210,556.56	18.17%	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%		#VALUE!
May	205,137.04	13.09%	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%		#VALUE!
June	234,797.64	7.45%	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%		#VALUE!
July	244,275.30	17.11%	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%		#VALUE!
August	231,464.51	9.49%	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%		#VALUE!
September	220,812.96	7.16%	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%		#VALUE!
October	214,391.59	10.93%	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%		#VALUE!
November	211,086.91	12.27%	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%		#VALUE!
December	236,164.73	2.09%	249,188.16	5.51%	286,039.62	14.79%	321,746.12	12.48%		#VALUE!
TOTAL	2,547,694.75	10.27%	2,870,165.76	12.66%	3,059,260.74	6.59%	3,151,203.50	3.01%	493,265.47	-84.35%

AFTER REFUND

	2017		2018		2019		2020		2021	% Incr(Decr) from prior yr
January	167,563.47	55.31%	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%
February	170,638.18	62.61%	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%
March	185,434.83	12.90%	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%		-100.00%
April	162,141.26	-7.36%	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%		-100.00%
May	198,292.51	11.04%	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%		-100.00%
June	233,936.90	7.65%	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%		-100.00%
July	242,194.12	17.36%	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%		-100.00%
August	230,488.40	9.52%	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%		-100.00%
September	220,265.47	7.44%	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%		-100.00%
October	212,474.94	11.90%	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%		-100.00%
November	197,432.38	5.94%	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%		-100.00%
December	235,522.80	2.20%	248,301.61	5.43%	277,231.38	11.65%	311,675.86	12.42%		-100.00%
TOTAL	2,456,385.26	12.86%	2,848,987.62	15.98%	2,999,959.02	5.30%	3,048,078.90	1.60%	463,244.14	-84.80%