AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, March 7, 2019 6:00PM
Place: Silt Branch Library, 680 Home 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 ITEMS FOR APPROVAL

A. Minutes of Library Board meeting- February 7, 2019 (pp.1-3)
B. Minutes of Library Board meeting-February 20, 2019 (pp.4-5)
C. Claims for Board Approval: General Fund January 16, 2019 through February 15, 2019 (pp.6-7); Alpine Bank Credit Card Statement January 2019 (pp.8-9).

III. ACTION ITEMS

A. Selection of board member for vacant at-large position, Board of Trustees (pp.10-16)
B. Approve the Executive Director to sign the contract from Mutual of Omaha Insurance for 2019 Disability insurance, Kim Owens & Kevin Hettler (pp.17-38).
C. Decide whether to create District email addresses for Library Trustees, Brett Lear

IV. DISCUSSION ITEMS

A. Silt Branch Report, Linda Lewis, Branch Manager
B. Update on Carbondale Branch Library roof, Patrick Tonozzi
C. Update on Verizon rooftop lease project, Brett Lear
D. Management Report, Brett Lear (pp.39-52)
E. Financial Report, Kevin Hettler
   January financial data visualization, Profit and Loss to Budget general fund January 2019, Balance Sheet general fund January 2019 (pp.53-59)
F. Statistics in the Board packet and how to read them, Amy Shipley
G. Intellectual Freedom Presentation, Jay Ballenberger (co-chair of Colorado Libraries Intellectual Freedom Committee)

Next Board Meeting: April 4, 2019 at the Rifle Branch Library, 207 East Ave, Rifle, CO 81650

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: March 1, 2019

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
New Castle Branch Library, New Castle, CO
February 7, 2019

I. CALL TO ORDER

Alice Bedard-Voorhees called the meeting to order at 6:00 pm and conducted the roll call.

BOARD MEMBERS PRESENT:
Alice Bedard-Voorhees
Monica Miller
Adrian Rippy-Sheehy
Perry Sweeney

STAFF PRESENT:
Laurin Arnold
Kim Benson
Jenn Cook
Ana Gayton
Joe Gunter
Kevin Hettler
Brenda Kingen
Brett Lear
Kim Owens
Amy Shipley

PUBLIC PRESENT:
Scott Benson
Blair Bracken
Landon Churchill
Edward Chusid
Dr. Kip Kipping

GUESTS PRESENT:
none

BOARD MEMBERS EXCUSED:
Michelle Foster and Sandi Kister

PUBLIC COMMENT SECTION:
none

AGENDA CHANGES/ADDITIONS:
Alice Bedard-Voorhees requested that item IV. J. regarding library statistics be moved to the March agenda.

APPROVAL OF AGENDA
A motion to approve the agenda with changes was made by Adrian Rippy-Sheehy, seconded by Monica Miller - **Motion passed unanimously.**

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the January 3, 2019 board meeting minutes was made by Monica Miller, seconded by Adrian Rippy-Sheehy - **Motion passed unanimously.**
A motion to approve the Claims for Board Approval: General Fund December 16, 2018 through January 15, 2019 and the Alpine Bank Credit Card Statement December 2018 was made by Monica Miller, seconded by Adrian Rippy-Sheehy - **Motion passed unanimously.**

III. ACTION ITEMS

A. Selection of board member for vacant at-large position, Board of Trustees
The Board interacted with the four applicants: Blair Bracken, Landon Churchill, Edward Chusid, and Dr. Kip Kipping. The Board decided to table the selection of the at-large Trustee until the March meeting when all current Trustees will be present.

B. Approve the Executive Director to sign the Engagement Letter from McMahan & Associates for 2018 financial statement audit services, Kevin Hettler
Adrian Rippy-Sheehy made a motion to authorize the Executive Director to sign the engagement letter via Resolution 19-001, seconded by Perry Sweeney - **Motion passed unanimously.**

C. Approve updated Employee Classification and Pay Grade Chart, Kim Owens
The pay grade chart was updated to reflect the new minimum wage. Monica Miller made a motion to accept the revised chart, seconded by Adrian Rippy-Sheehy - **Motion passed unanimously.**

D. Decide whether to hold special meeting in February 2019 to approve contract for public information campaign and public surveying, Brett Lear
Director Lear asked the Board to hold a special meeting on February 20 to authorize the Director to sign a contract with a public information firm so that work could begin on public engagement and surveying in March. Adrian Rippy-Sheehy made a motion to hold a special meeting on February 20 at 6 pm at the Rifle Branch Library, seconded by Perry Sweeney - **Motion passed unanimously.**

IV. DISCUSSION ITEMS

A. New Castle Branch Report, Introducing Jenn Cook, Interim Branch Manager
Jenn gave an update on the happenings at the New Castle Branch Library.

B. Brainstorm potential new Library Foundation board members, Adrian Rippy-Sheehy
Adrian asked Board members to think about residents who might like to serve as Foundation board members and to send any suggestions to her.

C. Update on Carbondale Branch Library roof, Patrick Tonozzi
Director Lear gave an update on the Carbondale Branch Library roof. Patrick has made some repairs. Patrick and Carbondale staff continue to monitor the situation. Staff will give another update at the March meeting.

D. Launch of GCPLD's public information campaign, Brett Lear
Brett gave a brief presentation on the various elements of a public information campaign. He will begin launching this campaign in March with the intent of communicating the District's value to the community, sharing its ongoing challenges, and creating venues for the public to provide feedback on the District's programs and services.

E. Background on House Bill 19-1048, A Bill for an Act Concerning the Election of Library District Trustees, Brett Lear

Brett provided background on House Bill 19-1048, which would have allowed voters to directly elect library district board members. This bill was killed in committee.

F. Background on Senate Bill 48, A Bill for an Act Concerning Protecting Public School Students from Electronically Accessing Harmful Material, Brett Lear
Brett provided background on Senate Bill 48, which would have given parents the right to bring civil action against any entity—library, school district, digital content provider, etc.—that, in the eyes of the parent or guardian, provided a child with material considered obscene or harmful. This bill was killed in committee.

G. District email addresses for Library Trustees, Brett Lear
Brett proposed that the Trustees acquire District email addresses so that the public could contact Board members directly. This item was tabled until the March agenda.

H. Management Report, Brett Lear
Brett presented the Management Report, which included information on recruiting applicants for the vacant library board position, convening staff and citizens to seek advice on the upcoming public information campaign, speaking with firms to help with community outreach and public surveying, scheduling a library leadership retreat to share information on library current funding and to begin the implementation of our strategic plan, launching the "Coffee with the Director" series, and updating the Board on the Verizon rooftop lease agreement.

I. Financial Report, Kevin Hettler
Dec 2018 Financials (unaudited):
Dec 2018 Year to date income was 105.5% of annual budget ($5,076,575 actual, $4,812,080 annual budget) while operating expenses were 93.49% of annual budget ($4,554,863 actual, $4,872,080 annual budget).
Total cash assets, as of Dec 31, 2018 totaled $4,555,994 compared to $4,494,248 the previous month.
Sales Tax Revenue:
Sales tax revenue (before the refund) in Oct, 2018 was $242,842 which was up $28,451 or 13.27% from Oct, 2017. Year to date increase is up $305,341 or 14.52% from 2017. Sales tax revenue (after the refund) in Oct, 2018 was $238,703 which was up $26,229 or 12.34% from Oct, 2017.

J. Statistics in the Board packet and how to read them, Amy Shipley
This item was tabled until March.

EXECUTIVE SESSION
No executive session was needed at this meeting.

Seeing no objections, the meeting adjourned at 8:35 pm.

NEXT MEETING
The next scheduled board meeting will be held March 7, 2019 at the Silt Branch Library at 6:00 pm.
A special meeting will be held February 20, 2019 at the Rifle Branch Library at 6:00 pm.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: SPECIAL BOARD OF TRUSTEES MEETING
Rifle Branch Library, Rifle, CO
February 20, 2019

I. CALL TO ORDER

Alice Bedard-Voorhees called the meeting to order at 6:07 pm and conducted the roll call.

BOARD MEMBERS PRESENT:
Alice Bedard-Voorhees
Michelle Foster
Monica Miller (via phone)
Adrian Rippy-Sheehy (via phone)
Perry Sweeney

STAFF PRESENT:
Kevin Hettler
Brett Lear

PUBLIC PRESENT:
none

GUESTS PRESENT:
none

BOARD MEMBERS EXCUSED:
Sandi Kister

PUBLIC COMMENT SECTION:
none

AGENDA CHANGES/ADDITIONS:
none

APPROVAL OF AGENDA
A motion to approve the agenda was made by Michelle Foster, seconded by Perry Sweeney - Motion passed unanimously.

II. CONSENT ITEMS FOR APPROVAL

none

III. ACTION ITEMS

A. **Approve the Executive Director to sign a contract with TBWB Strategies to assist staff with conducting a public information campaign and a public survey**
Michelle Foster made a motion authorizing the Executive Director to enter into a contract with TBWB Strategies via Resolution 19-002, seconded by Perry Sweeney – motion passed unanimously. TBWB will assist staff with conducting a public information campaign and a public survey. This contract will run for approximately six months.

B. **Approve the Executive Director to apply for a mini-grant with the Garfield County Federal Mineral Lease District to fund public computers**
Brett asked the Board to authorize him to apply for a $25,000 Garfield County Federal Mineral Lease District mini-grant to fund the replacement of approximately 1/4th of the District's aging public computers. Adrian Rippy-Sheehy made a motion authorizing the Executive Director to apply for the grant via Resolution 19-003, seconded by Monica Miller – motion passed unanimously.

IV. DISCUSSION ITEMS
None

EXECUTIVE SESSION
No executive session was needed at this meeting.

Seeing no objections, the meeting adjourned at 6:30 pm.

NEXT MEETING
The next scheduled board meeting will be held March 7, 2019 at the Silt Branch Library at 6:00 pm.

Garfield County Public Library District
Claims for Board Approval
1/16/19 - 2/15/19

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
01/22/2019	Eft	CCOERA	Jan Retirement	-5,881.18
01/22/2019	Eft	CCOERA	Jan Retirement	-3,967.73
01/31/2019	23544	American Janitor LLC	PA Janitorial cleaning	-850.00
01/31/2019	23545	Cardiff Cleaning Service	CA GW Janitorial service	-2,595.12
01/31/2019	23546	Clements, Joanne	Material Replacement Refund	-28.00
01/31/2019	23547	DeLage Landen Financial Services, Inc.	Copier lease	-449.00
01/31/2019	23548	Demco	Processing supplies	-189.51
01/31/2019	23549	ELM USA, Inc.	CD Cleaner supplies	-60.71
01/31/2019	23550	Friends/Foundation	book sales / donations	-2,733.85
01/31/2019	23551	Garcia, Elizabeth	Material Replacement Refund	-18.99
01/31/2019	23552	Garfield County Public Library Foundation	Donations	-537.35
01/31/2019	23553	Heckert, Clark	Library materials	-16.00
01/31/2019	23554	ImageNet Consulting LLC	Copier copies	-457.26
01/31/2019	23555	Ingram Library Services	Library materials	-1,495.07
01/31/2019	23556	Mango Languages	2019 Mango database	-3,636.15
01/31/2019	23557	Midwest Tape	Library materials	-2,496.49
01/31/2019	23558	Sanchez, Martha	Material Replacement Refund	-5.30
01/31/2019	23559	Willis Towers/CEBT	Health Insurance Feb	-24,654.37
01/31/2019	23560	Worton, Sarah	RI SI NC Janitorial service	-5,425.00
01/31/2019	23561	Amazon .com	repair, janitorial, and office supplies	-237.04
02/15/2019	23562	Alpine Bank	Jan c.card	-2,794.54
02/15/2019	23563	625-Water(9283)	RI SI staff water	-59.80
02/15/2019	23564	Acme Fire Alarm Company	Annual test and inspection RI SI NC	-1,173.26
02/15/2019	23565	AFLAC	supplemental insurance	-131.80
02/15/2019	23566	Arreguin, Rodrigo	Program Performances @ CA & GW	-550.00
02/15/2019	23567	Black Hills Energy	CA GW Gas	-1,414.49
02/15/2019	23568	Cedar Networks	Telephone service	-1,758.00
02/15/2019	23569	CenturyLink	Elevator / alarm telephone service	-404.16
02/15/2019	23570	City of Glenwood Springs	Electric	-863.48
02/15/2019	23571	City of Rifle	water / sewer	-114.96
02/15/2019	23572	Daly Property Services, Inc.	CA Jan snow removal	-1,117.50
02/15/2019	23573	Employers Council, Inc.	HR Membership	-3,330.70
02/15/2019	23574	Great America Financial Services	Telephone lease	-1,043.98
02/15/2019	23575	Lincoln National Life Insurance Company	Feb disability insurance	-761.19
02/15/2019	23576	Marmot Library Network, Inc.	Digital magazine/audio	-3,138.35
02/15/2019	23577	Lowes	Building repairs	-172.11
02/15/2019	23578	CDC Janitorial	Janitorial supplies	-580.47
02/15/2019	23579	Colorado Mountain News Media	Jim Calaway ad	-414.96
02/15/2019	23580	ImageNet Consulting LLC	copier copies	-442.57
02/15/2019	23581	Ingram Library Services	Library materials	-5,362.97
02/15/2019	23582	Midwest Tape	Library materials	-483.05
02/15/2019	23583	Mountain Board of Coop Educational Svc	Star lab EREC Deposit	-200.00
02/15/2019	23584	Mountain Pest Control, Inc.	PA CA pest control	-90.00
02/15/2019	23585	Mountain Waste & Recycling	SI recycling	-30.00
02/15/2019	23586	OCLC	cataloging / ill	-261.21
02/15/2019	23587	OverDrive	E-materials	-2,920.28
02/15/2019	23588	Pomey, James Thomas	Program for GW	-100.00

Garfield County Public Library District
Claims for Board Approval
1/16/19 - 2/15/19

Date	Num	Name	Memo	Amount
02/15/2019	23589	Popular Subscription Service	2019 magazine subscriptions	-13,310.31
02/15/2019	23590	Rifle Area Chamber of Commerce	RI dues / chamber event	-228.50
02/15/2019	23591	Rocky Mountain Reserve	Feb flex admin	-66.20
02/15/2019	23592	Stuver & LeMoine, P.C.	independent contractor review, template / statut	-725.00
02/15/2019	23593	Tonozzi, Patrick	Reimbursement for landfill dump	-8.01
02/15/2019	23594	Town of Carbondale	water / sewer	-58.75
02/15/2019	23595	Town of New Castle	water / sewer	-196.92
02/15/2019	23596	Town of Parachute	water / sewer / trash	-129.40
02/15/2019	23597	Town of Silt	water / sewer	-138.36
02/15/2019	23598	Trane US Inc.	1 Qtr scheduled maint contract	-2,426.25
02/15/2019	23599	Transparent Information Services, LLC	background check	-39.30
02/15/2019	23600	Waste Management	NC CA RI trash / recycling	-221.48
02/15/2019	23601	Willis Towers/CEBT	Health Insurance Mar	-24,654.37
02/15/2019	23602	Xcel Energy	NC PA RI SI CA electric / gas	-6,797.77
02/15/2019	23603	WEX Bank	vehicle fuel	-132.66
02/15/2019	23604	DJ Hill	CA author book	-29.95
02/15/2019	23605	Gulliford, Andrew	Roosevelt program	-227.10
Total 10010 · Alpine Bank- Gen(..7072)				-134,838.28

Garfield County Public Library District
Reconciliation Detail
20510 · Alpine Bank Purchase Card, Period Ending 01/31/2019

Date	Num	Memo	Amount	Balance
Beginning Balance				**6,795.75**
Cleared Transactions				
Charges and Cash Advances - 53 items				
01/01/2019	SSQuill	Copy Paper for all	-309.90	-309.90
01/01/2019	SSFacebook	Facebook ads	-101.18	-411.08
01/01/2019	SSVerizon	Cell through 12/18/18	-84.87	-495.95
01/02/2019	GWCAL	CAL Membership	-95.00	-590.95
01/04/2019	RIWalmart	Discovery Health Supplies	-84.84	-675.79
01/04/2019	PAUSPS	ILL Postage	-3.01	-678.80
01/04/2019	SIUSPS	ILL Postage	-3.01	-681.81
01/07/2019	RIWalmart	Yule Ball Supplies	-143.78	-825.59
01/07/2019	SSAmazon	Child Safety Seat GW	-58.71	-884.30
01/07/2019	NCUSPS	ILL Postage & stamps	-27.59	-911.89
01/07/2019	NCAmazon	Programming supplies	-13.98	-925.87
01/09/2019	SSUSPS	Stamps	-350.00	-1,275.87
01/09/2019	GWUSPS	Stamps	-50.00	-1,325.87
01/09/2019	SICtyMarket	Programming supplies	-6.68	-1,332.55
01/09/2019	SIUSPS	ILL Postage	-3.49	-1,336.04
01/10/2019	NCCtymarket	Program supplies	-31.38	-1,367.42
01/10/2019	NCCtyMarket	Branch supplies	-9.98	-1,377.40
01/10/2019	PAWalmart	Children's Programming	-9.60	-1,387.00
01/11/2019	SSQuill	Copy Paper GW	-299.90	-1,686.90
01/11/2019	SSPensacola	Switches all branches	-119.97	-1,806.87
01/11/2019	SSAdobe	Adobe Stock	-29.99	-1,836.86
01/14/2019	CACAL	CAL Membership	-95.00	-1,931.86
01/14/2019	SSAce	Paint for CA	-34.32	-1,966.18
01/16/2019	SSGoogle	Emily Google Drive storage	-19.99	-1,986.17
01/16/2019	SSEasykeys	GW Keys	-9.88	-1,996.05
01/16/2019	GWTarget	Office Supplies	-8.99	-2,005.04
01/17/2019	SSALA	Professional Book for ED	-110.00	-2,115.04
01/17/2019	SSGWChamber	Chamber event - Brett	-60.00	-2,175.04
01/17/2019	SSValleyLum	Paint for RI	-7.99	-2,183.03
01/17/2019	SSCarwash	Truck wash	-4.15	-2,187.18
01/18/2019	SSAmazon	Plumbing all branches	-103.80	-2,290.98
01/18/2019	SSDoitDepot	NC Shelving	-14.55	-2,305.53
01/20/2019	SSGoDaddy	Domain renewal for GCPLD.org	-70.32	-2,375.85
01/20/2019	SSAdobe	Adobe Creative Suite	-29.99	-2,405.84
01/21/2019	SSRobly	Robly	-52.50	-2,458.34
01/21/2019	SSWalmart	RI Drinking Fountain repair	-5.97	-2,464.31
01/22/2019	PAWalmart	Branch supplies	-17.97	-2,482.28
01/22/2019	PAWalmart	Storytime Supplies	-8.68	-2,490.96
01/23/2019	PAOTC	Teen Programming	-39.95	-2,530.91
01/23/2019	PAOTC	Children Program	-37.66	-2,568.57
01/23/2019	CACtyMarket	Staff Meeting supplies	-26.17	-2,594.74
01/23/2019	SSBonfire	Employee performance discussion coffee	-6.26	-2,601.00

Garfield County Public Library District
Reconciliation Detail
20510 · Alpine Bank Purchase Card, Period Ending 01/31/2019

Date	Num	Memo	Amount	Balance
01/24/2019	SSWalmart	Truck Windshield wipers	-28.94	-2,629.94
01/25/2019	RIWalmart	Program supplies	-47.07	-2,677.01
01/26/2019	PAUSPS	ILL Postage	-3.01	-2,680.02
01/29/2019	PAWalmart	Storytime supplies	-32.87	-2,712.89
01/29/2019	NCCtyMarket	Linda's thank you	-24.46	-2,737.35
01/29/2019	SIUSPS	ILL Postage	-2.61	-2,739.96
01/29/2019	GWUSPS	ILL Postage	-2.61	-2,742.57
01/30/2019	SSCtyMarket	Leadership Retreat supplies	-19.15	-2,761.72
01/30/2019	GWCtyMarket	Childrens program supplies	-16.97	-2,778.69
01/30/2019	SSUSPS	Labels for midwest tapes	-11.20	-2,789.89
01/30/2019	SSUSPS	Tax form postage	-4.65	-2,794.54
Total Charges and Cash Advances			-2,794.54	-2,794.54
Payments and Credits - 1 item				
01/15/2019	23503	Dec c.card	6,795.75	6,795.75
Total Cleared Transactions			4,001.21	4,001.21
Cleared Balance			-4,001.21	2,794.54
Register Balance as of 01/31/2019			-4,001.21	2,794.54
New Transactions				
Charges and Cash Advances - 2 items				
02/01/2019	SSVerizon	Cell through 1/18/19	-84.89	-84.89
03/01/2019	SSVerizon	Cell through 2/18/19	-84.89	-169.78
Total Charges and Cash Advances			-169.78	-169.78
Payments and Credits - 1 item				
02/15/2019	23562	Jan c.card	2,794.54	2,794.54
Total New Transactions			2,624.76	2,624.76
Ending Balance			**-6,625.97**	**169.78**

Letter of Interest

Blair Bracken

Blair Bracken
635 Aspen Ave. / Rifle, CO 81650
Cell 970.930.7037
E-mail westernslopewriter@gmail.com

Brett Lear, Executive Director
Garfield County Libraries
PO Box 832 / Rifle, CO 81650
E-mail blear@gcpld.org

RE: Garfield County Public Library District – Board of Trustee at-Large Position

Date of submission: January 25, 2019

Mr. Lear and GCPLD Board of Trustees,

When I was twelve, I volunteered for one year at the Silt Branch Library – the preeminent place of intellectual sanctuary and exploration throughout my early youth. A touchstone of possibilities. It reliably served much of my world then and continues to do so as I further invest my time, attention and efforts toward broader, more stable and inclusive community development in what has now spanned fifteen years across three different public-service employment bases and embraced numerous other public entities oriented toward those shared goals.

An at-large opportunity to serve on the Board of Trustees of the Garfield County Public Library District would be, in a very meaningful way, a kind of homecoming - a finding of even greater place and purpose within and for the benefit of our broader, valley-wide community.

As noted, my values have led me across a very rewarding career of directly developing and always supporting cooperative, collaborative opportunities toward greater community diversity, inclusivity, stability and development.

This has resulted in acquiring a wide range of skills and abilities which I believe would be of great potential benefit to the Board and, of course, our county library system and extended community as a whole.

In my 14-year career divided among the Rifle Chamber of Commerce (Special Event's Coordinator); the City of Rifle (Cultural and Special Events Manager); Rifle Animal Shelter (Community Outreach Coordinator) and, Grand River Health (Community Relations Specialist), together with my formal participation in entities such as Rifle's Economic Development Corporation; the Greater Rifle Improvement Team; Rifle's Visitor Improvement Fund; and, the Parachute Chamber of Commerce, I have gained a diverse array of skills and abilities complimenting my natural drive toward community-centric leadership, development and outreach. Broadly, these skills include:

- Branding; messaging; and, marketing and promotion - including print, television and radio as well as digital platform and social media outreach

- Content development - including written communication; graphic design; photo editing; layout; and, print-to-digital production

- I've developed a highly successful and unique approach to program development, funding and engagement; committee guidance, facilitation and collaboration; volunteer recruitment and delegation; general event planning and coordination; sponsor and partnership building; public speaking and presentation; issue advocacy; resource management and allocation. Last year, 9Health Fair's most successful year was attributed to my application of this approach in my first year of shepherding Grand River Health's continued participation in this statewide event.

I feel confident these as well as other vital leadership qualities would complement an already highly attuned and effective Board of Trustees.

I share and am invested in the vision, mission and strategic direction of the Garfield County Public Library District. I appreciate the Board's long-standing and collective efforts toward providing our District-wide communities a more fortified future together with stable, innovative opportunities to engage it.

I recognize challenges both impending and looming which accompany population growth and ever-hastening technological advancements. I value the opportunity, in kind, to help lead in bridging divides while unifying capacities and communities toward shared benefit.

My personal history demonstrates a consistent commitment to recognizing possibilities; envisioning achievement and outcome; actuating development and engagement on behalf of our broader community; and, endeavoring tirelessly to secure an adaptive future, particularly for necessary community services. In every way, I consider free public access to library resources a necessity within a civilized society.

An at-large appointment to the GCPLD Board of Trustees, would enable my participation in the forward direction of our library system – an entity incredibly important to the future of our valley communities and very close to my heart.

Thank you for considering me for this opportunity to work with this highly effective board, administrative leadership, staff, volunteer base and supporting foundation which have produced a grand legacy of exemplary community service. I cannot overstate my recognition of this achievement, what it has commanded in terms of stability and growth, and what it would mean to me personally to effectively contribute to its continuance.

Best regards,

Blair Bracken

LANDON A CHURCHILL

(970) 309-9531
landon.a.churchill@gmail.com

500 Jarrad Ave
Rifle, CO 81650

November 2, 2018

Amy Shipley
Interim Executive Director
Garfield County Public Library District
ashipley@gcpld.org
207 E Ave
Rifle, CO 81650

Dear Amy,

This letter is to declare my enthusiastic interest in applying for the Board of Trustees for Garfield County Public Library District.

I am a lifetime Garfield County resident, and a frequent patron and supporter of our libraries. I still retain and treasure the same library card I was issued at 5 years old, and I was heavily involved in library activities as a child and young adult, both as an avid reader and a program attendee. In fact, I was summer reading champion three years running. ;) Now, with a child of my own, I'm renewing my engagement in this essential community resource, and I think this is a perfect opportunity to bring value to an organization that has created so much value for me.

While this would be my first trustee experience, I have considerable experience working on executive boards, community action committees, advisory committees, and steering groups. My most lengthy experience has been as President of Colorado River Fire Fighters Association, where I have served for the past 5 years. As such, I have a good grasp of meeting procedure and etiquette, and I believe I would fit in quickly and well.

As an employee of another special district in the area, I'm uniquely qualified to understand the multifarious challenges facing special taxing districts in contemporary times. I'm well versed in TABOR, Gallagher, de-brucing, sunshine laws, and many other nuances that are involved with special district governance, and I believe this will apply well in this context.

I do not believe that I bring any conflict of interest in applying for this position. While my family owned local dance studio has had occasional transactional dealings developing arts programming with the library district in the past, and my wife is a former employee, in both cases the experiences were overwhelmingly positive and

only reinforce my desire to support the district. I believe any programming partnerships with my family's dance studio are far enough removed to be a non-issue, and my wife left the workforce on good terms to care for our now 11 month old son, and shares my passion for the library district.

Thank you for your consideration, I look forward to hearing from you.

Warm Regards,

Landon A. Churchill

14 January 2019:

To: Brett Lear, Executive Director
Garfield County Libraries

RE: At-Large Member of the Board of Trustees – Garfield County Library

Good morning Executive Director Lear,

I was deeply pleased to read about the opportunity on the Garfield County Library website to fill a currently existing term on the Garfield County Library Board. Since moving to Glenwood Springs I have been highly impressed by the Garfield County Library system, the extreme professionalism of its staff, the wide and well cultivated collection, and the significant range of services it offers to the local community. As I have resided in the area my deep respect for the Garfield County Library has grown as I learned about how much it has achieved on a tight budget, from building new facilities to maintaining its excellent position in the community when facing significant revenue shortfalls over the years. As a resident of Garfield County I believe our library system is one of the greatest gems of the county, an investment by the citizens in accessibility for others and the human capital resources vital to enticing people to live in the area and businesses to establish themselves in our communities.

I have always had a deep passion for libraries throughout my life, I believe them to be one of the two foundational arms of any community's commitment to education. A well-educated community, in my opinion, requires a well-funded and well-staffed public education system for its young and a well-funded and well-staffed library system for its adults. Learning, personal growth, and intellectual discovery for adults rest upon access to a wide ecosystem of materials, from traditional books to periodicals to films to music. A library, maintained by a community through its tax revenue, is a mutual investment by that community membership in itself.

Beyond providing materials though a library is a community space, increasing in the 21st century a community's library is the only truly accessible public space that welcomes all members of a community and gives them a space to access vitally needed resources. From free digital access to assistance in navigating online resources, a library allows anyone an opportunity to engage in broader society regardless of their wealth or status. As our nation increasingly looks to privatization of community spaces our need for libraries grows. Finally the library provides people with a public forum, a space for the conducting of public business and for the populace to assemble and organize. Libraries are where society takes a moment to pause, to reflect, and to think. We need more of those spaces and we need citizens willing to defend those spaces.

I am incredibly passionate about libraries and I cherish our library system here in Garfield County. If given the privilege of serving on its Board of Trustees I would dedicate my time to ensuring the library continued to remain a vital part of our community and its valuable mission was understood by the community at large. From assisting serving Board members in steering the library's fiscal affairs to helping to ensure its strategic plan aligned with the needs of the community, I would give my utmost to ensure the success and longevity of our library system. This wonderful library system was here when I arrived to welcome me into the community, it would be my privilege to serve with it to ensure it was here for those coming after me.

I have an array of skills and abilities which I believe would be of service to the Garfield County Library District and the other trustees, in the event of my appointment. Some of these key skills and abilities include:

- I hold a Baccalaureate and a Masters in History

- I have worked professionally in higher education for twenty-three years in an assortment of positions with increasing responsibility including positions of management in University Housing
- I currently work with Colorado Mountain College where I have the honor of serving as that organizations Grant's Manager (four years to date)
- I have extensive experience in professional writing, budget review/budget creation, internal controls development and management, policy review and drafting, and human resources procedure review and development
- With Colorado Mountain College I have also had the honor to serve on multiple executive hiring committees (member), procurement review for large/bid items (member), and internal review committees (CMC Benefits Committee, 2017)
- I have also completed Leadership/Advanced Management skills training with Colorado Mountain College (L.I.F.T. program, 2017) and I am a certified Grants Manager (Management Concepts, 2015)

Additionally I currently volunteer with the Garfield County Historic Commission as a Commissioner, a position I have held for over four years to date.

Regarding the future for the Garfield County Library District I foresee several challenges with which its Board of Trustees will need to wrestle:

- Library staff retention and workload – due to the previous year's funding shortfalls the library, although staffed sufficiently at this point, has little slack in staffing resources and demands a great deal of its staff. Investing in prudent additional staffing, and ensuring existing staff feel well-appreciated, will be critical to ensuring continuity of library operations.
- Strengthening of public trust in the financial prudence of the library – with the libraries recent successful ballot initiative funding for its budget appears more secure but the library district will need to ensure Garfield County knows it is being highly prudent with these additional funds and the promises made to the community are being kept. Without this investment in public outreach I fear a backlash in the next few years by the community and demands for rate reductions at worse, or no additional budget support at best.
- Pending Recession – all indicators show that the U.S. economy is now overdue to enter a period of contraction. The longer the current economic boom continues the sharper that contraction may be. With a decline in the economy tax receipts for the library will fall combined with an increase in the demand for its services. I believe the Board of Trustees for the library should look upon this as vital a planning requirement as preparing for a physical disaster.
- Community engagement with library programming – the library offers a wide array of compelling programing. Unfortunately community engagement with that programming seems lackluster in many occasions. Finding ways to better promote and connect with the community will help our fellow citizens see the library as more than a repository of materials but instead as a vital part of the broader cultural space for the community at large.

I would consider it an honor to have the opportunity to support the Garfield County Library District in any capacity. To serve on its Board of Trustees would be a singular honor.

Thank you for considering my letter of interest and my thanks to the Board of Trustees for their current and future work in ensuring the Garfield County Library District remains the treasure it is currently.

-Edward Chusid

Robbie Kipping
PO box361
Rifle, Colorado 81650

Attention:
Bret Lear
Executive Director MLS EMBA
Garfield County Libraries
207 East Ave Rifle, Colorado 81650

Dear Bret,
Please let this serve as my letter of intent if my emails do not serve. I have for some time considered volunteering at the library.
I had the opportunity to retire from my professional practice early but I have been volunteering in various capacity since I was a child.
I started with the red Cross when I was about 12. I was among the youngest Junior life guards. Any way I have continued such service in various forms.
Currently I volunteer at Valley View Hospital in Glenwood Springs. I have been volunteering there over 8 years.
I have been volunteering at the Rifle Museum for over 3 years. I am currently on the board of directors for the Heritage association.
You should be aware I am a Vietnam combat Veteran. I am current rated as 100% disabled. I am a member of the Elks in rifle and I am a Mason.
In the summer I usually volunteer at the museums on Friday. As far as the volunteer time at the library I would rather volunteer in rifle.
Any way I look forward to hearing from you.
Respectively,
Dr. Robbie Kipping

Neil-Garing
INSURANCE

LongTerm Disability Cost Analysis for Garfield County Library District

Effective February 1, 2019

1/29/2019

	Lincoln Financial Current	Lincoln Financial Renewal	Mutual of Omaha Alternate
Benefit Percentage	60%	60%	60%
Monthly Benefit Max	$6,000	$6,000	$6,000
Definition of Disability	Own Occ	Own Occ	2 Year Own Occupation
Elimination Period	180 days	180 days	180 days
Benefit Duration	SSNRA	SSNRA	RBD to SSNRA
Mental & Nervous Coverage			24 months lifetime; combined
Chemical Dependency Coverage			
Preexisting Limitation			3/12
Rate Guarantee	1 year	1 year	2 years
Enrollment			
Total Lives	23	23	23
Monthly Volume (covered payroll)	$91,321	$91,321	$91,321
Monthly Premium Rates			
LTD Rate per $100	$0.29	$0.32	$0.29
Monthly Cost	**$265**	**$291**	**$265**
Annual Estimated Cost	$3,177.97	$3,495.77	$3,177.97
Annual $ Increase		**$318**	**$0**
Annual % Increase		10.00%	0.00%

This is a summary of plan designs and costs and is not comprehensive.
Verify coverages upon receipt of final contract.

Quoted plans for illustration purposes.
Rates/plans may vary based on actual effective date and enrollment.

Neil-Garing
INSURANCE

Short Term Disability Cost Analysis for Garfield County Library District

Effective February 1, 2019

1/29/2019

	Lincoln Financial Current	Lincoln Financial Renewal	Mutual of Omaha Alternate
Benefit Percentage	60%	60%	60%
Weekly Benefit Max	$1,500	$1,500	$1,500
Benefit Duration Max	24 weeks	24 Weeks	24 Weeks
Preexisting Limitation			
Waiting Periods			
Accident	15th day	15th day	15 days
Illness	15th day	15th day	15 days
Rate Guarantee			2 years
Enrollment			
Total Lives	23	23	23
Weekly Volume (covered payroll)	$12,644	$12,644	$12,644
Monthly Premium Rates			
STD Rate per $10	$0.36	$0.36	$0.29
Monthly Cost	**$459**	**$459**	**$367**
Annual Estimated Cost	$5,507.73	$5,507.73	$4,400.11
Annual $ Increase		**$0**	**-$1,108**
Annual % Increase		0.00%	-20.11%

This is a summary of plan designs and costs and is not comprehensive.
Verify coverages upon receipt of final contract.

Quoted plans for illustration purposes.
Rates/plans may vary based on actual effective date and enrollment.

NEW CUSTOMER VERIFICATION GUIDE

Presented To:

Garfield County Public Library District

GETTING STARTED

Thank you for choosing Mutual of Omaha for your Group Insurance needs. The New Customer Verification Guide ("Guide") is key to administering your plan effectively and efficiently. To ensure a smooth implementation, complete and sign the applicable section within the Guide.

STEP 1: Review the Group Insurance proposal and complete the sections within the Guide.

Guide	Description	Completed
Group Insurance Proposal	Applicant and Producer verify sold plan design and rates.	☐
Acceptance of Terms and Conditions	**Applicant signature** is required.	☐
Group Insurance Application	**Applicant signature** is required. • Must be signed prior to the proposed effective date	☐
Policy Administration		☐
Contact Information	Premium/Billing, Claims, Administration, and Renewal	
Billing Information	Billing type, format and location	
Eligibility Information	Class description and employee waiting periods	
Earnings Definition	Earnings definition, premium contributions, and ERISA	
Witholding and Tax Reporting	Required for Disability, Accident and Critical Illness coverage	

STEP 2: Return the completed and signed Guide to the Mutual of Omaha representative listed below at least 15 days prior to the requested effective date.

Additional Items Required		Included
Employee Census and Enrollment	• Census in Excel format (preferred method) • Employee enrollment forms, electronic or hard copy • Evidence of Insurability or Application forms • Applicant retains copy of enrollment material	☐
Replacing Prior Insurance Plan	☐ Yes ☐ No	
Prior Carrier Billing statement	Required if transferring coverage from another carrier	☐
Prior Carrier certificate booklet	Required if transferring coverage from another carrier	☐
Sample premium calculation spreadsheet	Required only for Self-administered groups	☐
Producer / Agent Use Only		
Producer Checklist	Producer identification and details	☐
Third Party Administrator Checklist	Required only if TPA is providing services	☐

If you have any questions, please contact your Mutual of Omaha representative.

Sales Representative	Christopher Poncsak	
Sales Assistant	Glynis Hanson	
Email	Glynis.Hanson@mutualofomaha.com	
Phone & Fax	303/605-3041	

Group Office	Denver		
Group Office Address	1675 Larimer St		
Address 2	Suite 460		
City, State, Zip	Denver	CO	80202

SHORT-TERM DISABILITY INSURANCE

Proposal for: Garfield County Public Library District
Alternate: 2.00

The following Short-Term Disability plan is being proposed on a fully-insured basis effective **02/01/19**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit *mutualofomaha.com*.

ELIGIBILITY

CLASS DEFINITION(S)	**Class 1:** All Eligible Employees
ELIGIBILITY REQUIREMENT	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
MINIMUM WORK HOURS	**Class 1:** ~~30~~ 32 or more hours each week

BENEFIT SUMMARY

	Class 1
BENEFIT PERCENTAGE	60%
MAXIMUM BENEFIT	$1,500
ACCIDENT ELIMINATION PERIOD	14 days
SICKNESS ELIMINATION PERIOD	14 days
ZERO DAY RESIDUAL	Included
OWN JOB DEFINITION	Loss of duties and earnings
BENEFIT DURATION	24 weeks
INTEGRATION	Yes
SS INTEGRATION METHOD	N/A
SALARY CONT.	Above 100% of Earnings
STATE DISABILITY PLAN OFFSET	Yes
MINIMUM BENEFIT	None

PARTIAL DISABILITY

	Class 1
EARNINGS TEST %	99% (Mutually Progressive Partial)
PARTIAL DISABILITY FORMULA	Mutually Progressive Partial

PARTICIPATION AND COST SUMMARY

PARTICIPATION ASSUMPTIONS

Minimum Participation	Number of Eligible Employees	Contribution Structure
100%	23	Gross Up

PARTICIPATION AND COST SUMMARY (CONT'D)

COST SUMMARY

	Number of Lives	Weekly Benefit Volume	Monthly Rate	Total Monthly Premium	Total Annual Premium
STD	23	$12,644	$0.29 (Per $10 of Weekly Benefit)	$366.69	$4,400.28

PACKAGE PRICING The rates and benefits for this coverage assume package pricing. The rates and/or benefits are subject to change if one or more coverages included in Option 1 are not selected by the employer.

RATE GUARANTEE 2 Years

RATE GUARANTEE DATE 02/01/2021

ADDITIONAL BENEFITS

DEFINITION OF WEEKLY EARNINGS Earnings Just Prior to Disability, Annual Salary

VOC REHAB INCENTIVE 5%

CONTINUATION FOR FEDERAL AND STATE LAWS **Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.

FICA PAYMENT The employer will deposit their portion of any applicable FICA tax with the IRS.

W-2 PREPARATION Mutual of Omaha will prepare IRS Form W-2 for each employee who receives benefits under the policy.

LONG-TERM DISABILITY INSURANCE

Mutual of Omaha

Proposal for: Garfield County Public Library District
Alternate: 3.01

The following Long-Term Disability plan is being proposed on a fully-insured basis effective **02/01/19**. This proposal assumes this coverage is underwritten by United of Omaha Life Insurance Company. For additional information about Mutual of Omaha's products and services, visit *mutualofomaha.com*.

ELIGIBILITY

Class Definition(s)	**Class 1:** All Eligible Directors **Class 2:** All Other Eligible Employees
Eligibility Requirement	This proposal provides coverage for all actively at work employees on the policy effective date working the minimum number of hours shown below in the United States, unless otherwise approved by Mutual of Omaha. Certain requirements apply.
Minimum Work Hours	**Class 1:** 30 or more hours each week **Class 2:** 30 or more hours each week

BENEFIT SUMMARY

	Class 1	Class 2
Benefit Percentage	60%	60%
Maximum Benefit	$6,000	$6,000
Guarantee Issue	$6,000	$6,000
Elimination Period	180 days	180 days
Accumulation Period	360 days	360 days
Zero Day Residual	Included	Included
Own Occ Definition	End of benefit period	24 months
Benefit Duration	RBD to SSNRA	RBD to SSNRA
Integration	Family	Family
Pre-Existing Condition	3/12	3/12
Mental Disorders	24 months - Lifetime	24 months - Lifetime
Drug & Alcohol	24 months - Lifetime	24 months - Lifetime
Minimum Benefit	$50	$50

PARTIAL DISABILITY

	Class 1	Class 2
Earnings Test %	99% Own Occ to age 65	99% during the Own Occ period, then 85% thereafter
Indexation	None	None
Partial Disability Formula	Mutually Progressive Partial; Family Care	Mutually Progressive Partial; Family Care
Work Incentive	To end of the maximum benefit period	To end of the maximum benefit period

PARTICIPATION AND COST SUMMARY

Participation Assumptions

	Minimum Participation	Number of Eligible Employees	Contribution Structure
Class 1, 2	100%	23	Gross Up

PARTICIPATION AND COST SUMMARY (CONT'D)

COST SUMMARY

	Number of Lives	Covered Monthly Payroll	Monthly Rate	Total Monthly Premium	Total Annual Premium
LTD	23	$91,321	$0.29 (Per $100 of Monthly Covered Payroll)	$264.83	$3,177.96

PACKAGE PRICING The rates and benefits for this coverage assume package pricing. The rates and/or benefits are subject to change if one or more coverages included in Option 1 are not selected by the employer.

RATE GUARANTEE 2 Years

RATE GUARANTEE DATE 02/01/2021

ADDITIONAL BENEFITS - CLASS 1

DEFINITION OF MONTHLY EARNINGS Earnings Just Prior to Disability, Annual Salary

VOC REHAB INCENTIVE 5%

COBRA PREMIUM REIMBURSEMENT $500/mo. for 18 months

RECURRENT DISABILITY 6 months

SURVIVOR BENEFIT 3 months

CONTINUATION FOR FEDERAL AND STATE LAWS **Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.

EMPLOYEE ASSISTANCE PROGRAM (EAP) Basic; 3 face to face visits

WAIVER OF PREMIUM Included

ENHANCED DISABILITY 10%

FICA PAYMENT If FICA tax is applicable, we will pay the employer's share of the FICA. This optional service has been included in the premium rates.

W-2 PREPARATION Mutual of Omaha will prepare IRS Form W-2 for each employee who receives benefits under the policy.

ADDITIONAL BENEFITS - CLASS 2

DEFINITION OF MONTHLY EARNINGS Earnings Just Prior to Disability, Annual Salary

VOC REHAB INCENTIVE 5%

COBRA PREMIUM $500/mo. for 18 months

Reimbursement	
Recurrent Disability	6 months
Retirement Income Protection	5% up to $5,000
Survivor Benefit	3 months
Continuation for Federal and State Laws	**Included** – The federal Family and Medical Leave Act (FMLA) and Uniformed Services Employment and Reemployment Rights Act (USERRA) and any amendments thereto, as well as other applicable federal or state laws, may allow continuation of insurance in certain instances for leaves of absence, layoff or termination. Insurance may be continued for the time period allowed by the applicable law, for the employee/member. This provision applies to employer and union groups only, subject to certain conditions.
Employee Assistance Program (EAP)	Basic; 3 face to face visits
Waiver of Premium	Included
Enhanced Disability	10%
FICA Payment	If FICA tax is applicable, we will pay the employer's share of the FICA. This optional service has been included in the premium rates.
W-2 Preparation	Mutual of Omaha will prepare IRS Form W-2 for each employee who receives benefits under the policy.

REQUIREMENTS AND ASSUMPTIONS

Mutual of Omaha

SIC Code	8231
Situs State	CO
Acceptance	This proposal is contingent upon Mutual of Omaha Home Office review and acceptance of the completed application for coverage. It is recommended that current coverage is not cancelled or dropped until notification of acceptance from Mutual of Omaha is received.
Package Pricing	The rates and benefits in this proposal assume package pricing. The rates and/or benefits are subject to change if one or more coverages are not selected by the employer.
Limitations & Standard Contract Notice	This proposal is subject to Mutual of Omaha's standard product terms, limitations, and exclusions. Additionally, this proposal requires use of standard system-compatible benefits and contract provisions. Applicable federal and state mandates are added at issuance. This proposal also assumes that all employees/members reside in the situs state of the group. If any employees/members reside outside of the situs state of the group, we must be notified of the number of employees/members by state during the implementation process so that all applicable state mandates can be accommodated. Please refer to a sample standard contract, certificate booklet and/or subscription agreement documents for additional information and detail, available upon request.
ERISA	Each plan presented in this proposal is considered to be an employer-sponsored ERISA benefit plan. If it is determined that any plan presented in this proposal is not an ERISA benefit plan, Mutual of Omaha reserves the right to re-rate or otherwise adjust the proposed plan(s).
Proposal Conditions	Mutual of Omaha reserves the right to re-rate or withdraw this proposal *prior* to the effective date if any of the following changes: ▪ SIC code ▪ Employer contributions ▪ Information regarding disabled or COBRA participants ▪ For groups that are experience rated - risk increases based on review of the current carriers claims experience, including open or pended claims ▪ Demographics (age, gender, occupation, earnings, location and size) ▪ Plan participation - increase or decrease of 10% or more lives ▪ Laws, regulations, judicial and/or administrative orders and decisions affecting benefits, cost of administration, or cost of health care services ▪ Proposed effective date ▪ Benefits or eligibility ▪ Premium tax On or after the effective date, Mutual of Omaha reserves the right to change rates or fees if there is a change in any factor listed above. In addition, Mutual of Omaha may change rates or fees any time after the most recent Rate Guarantee Date, provided at least 30 days advance notice of the rate or fee increase has been given to the group.
Proposal Expiration	This proposal is good for 90 days after 2/08/19, or the assumed effective date of the plan, whichever comes first.

Group Insurance Application

United of Omaha Life Insurance Company
3300 Mutual of Omaha Plaza • Omaha, NE 68175

APPLICANT INFORMATION

Applicant (Full Legal Name) Garfield County Public Library District

Address 207 E. Avenue East

City Rifle State CO ZIP 81650

REQUESTED EFFECTIVE DATE

Insert Date on this Line ~~02-01-2019~~ 04-01-2019

If this application is approved, insurance will become effective on the requested effective date, unless United of Omaha Life Insurance Company sends written notice of a different effective date.

Coverage(s) being applied for	GROUP (Contributory / Non-Contributory)	GROUP VOLUNTARY (100% Employee Paid)
Life	☐	☐
Life / AD&D	☐	☐
Short Term Disability	☒	☐
Long Term Disability	☒	☐
Dental	☐	☐
Vision	☐	☐
Critical Illness	☐	☐
Accident	☐	☐

REQUIRED FRAUD WARNING

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

ACKNOWLEDGEMENT AND SIGNATURE

All statements in this application and any claims experience data provided to United of Omaha Life Insurance Company are true and complete and will be relied upon by United of Omaha Life Insurance Company to determine whether to issue a policy. Such statements and claims experience data, along with the group insurance proposal from United of Omaha Life Insurance Company, are the basis for any policy issued by United of Omaha Life Insurance Company. Any incomplete, incorrect or misleading statements or data may void this application and any issued policy as of the effective date.

If an authorized representative at United of Omaha Life Insurance Company's Home Office does not approve this application, no insurance is in effect at any time and any advance payment received will be returned.

Applicant Signature

Name Brett W. Lear

Title Executive Director | Date

Broker Signature | Name | License #

POLICY ADMINISTRATION

Mutual of Omaha

CONTACT INFORMATION

Applicant Information

Legal Name of Company	Garfield County Public Library District		
Doing Business As (DBA)	Garfield County Libraries		
Employer Identification Number *(Tax ID Number)*	13-4349347		
Legal Address of Company	207 East Ave		
Address 2	P.O. Box 832		
City, State, Zip	Rifle	CO	81650
Corporate Structure	☐ C-Corp ☐ S-Corp ☐ LLC ☐ Partnership ☒ Other: Gov't Special District		

CAUTION
Please Note

Please identify the controlling owners/partners on the census/enrollment:

- **If you are applying for Short Term or Long Term Disability and**
- **If your corporate structure is an S-Corp, a Partnership or a LLC and**
- **The premium is fully paid for by the employer**

Primary Contact

Contact For:
☒ Premium/Billing
☒ Claims
☒ Administration
☒ Renewal Census
(Self-administered only)
☒ EOI

Contact Name	Kim Owens	
Address (if different than above)		
Address 2		
City, State, Zip		
Contact Phone & Fax	970-625-4270	970-625-4472
Contact Email	Kowens@gcpld.org	
If above Contact Email is not specific to you please provide a unique email for accessing our employer website here:		
Should this contact have access to: Online Billing and Reporting ☒ Yes ☐ No Online Eligibility Maintenance (*List Billed customers only*) ☒ Yes ☐ No		

Additional Contact

Contact For:
☐ Premium/Billing
☐ Claims
☒ Administration
☐ Renewal Census
(Self-administered only)
☐ EOI

Contact Name	Amy Shipley	
Address (if different than above)		
City, State, Zip		
Contact Phone & Fax	970-625-4270	970-625-4472
Contact Email	Ashipley@gcpld.org	
If above Contact Email is not specific to you please provide a unique email for accessing our employer website here:		
Should this contact have access to: Online Billing and Reporting ☐ Yes ☐ No Online Eligibility Maintenance (*List Billed customers only*) ☐ Yes ☐ No		

POLICY ADMINISTRATION

BILLING INFORMATION

1. **Billing Assumptions:** All bills will be sent to the primary contact indicated in the Contact Information section above. Unless otherwise agreed to, or stated in the Group Insurance Proposal, billing statements will be issued on a monthly basis. Premium is due on the first day of the month. The group policy will include a premium grace period provision.

2. **Billing Type:** Select the type of bill you prefer:
   ☒ List Bill *(mandatory for Dental, Vision and Groups under 50 covered employees)*
   Are confirmation statements of Voluntary Term Life coverage necessary for each employee? ☐ Yes ☐ No
   ☐ Self – Administration Bill *(mandatory for Stand Alone AD&D, Stand Alone VAD&D, Business Travel)*

CAUTION
Please Note

We recommend that all groups under 200 covered employees be set up with the List Bill option that provides you with a monthly-itemized bill. This option provides you online access to the following:
- Enrollment Data Administration- Adds, Terminations and Changes
- Management Reports: Standard and On Demand formats
- Real-Time reporting access to Evidence of Insurability member status
- Administrative Invoice Verification Tool

3. **Enrollment Method** *(required for List Billing only)*: Indicate what method your billing should be based on:
   ☒ Excel census ☐ Enrollment forms ☐ Both
   Specify which method takes precedence in the event of conflicting information
   ☒ Excel census ☐ Enrollment forms

4. **Payroll Deduction Frequency**: Indicate payroll deduction frequency for any voluntary and/or contributory coverages: Select one option.

Monthly *(Standard)*	Weekly *(52/yr)*	Bi-Weekly *(26/yr)*	Semi-Monthly *(24/yr)*	9thly	10thly	13thly
☐	☐	☐	☐	☐	☐	☐

   Specify first payroll date following the effective date (mm/dd/yyyy):

5. **Billing Format**: If you have multiple locations, we can include a location name and number on your billing statement or send a separate bill to each location. Select the billing format you prefer:

   ☒ One bill for all locations/divisions sent to Primary Contact (Standard)
   ☐ One bill itemized by location/division codes sent to Primary Contact *(available for List Billed customers only)*
   ☐ One bill for each location/division sent to the applicable location contacts:

Additional Billing Location

Location Name & Number			
Contact Name			
Billing Address			
City, State, Zip			
Contact Phone & Fax			
Contact Email			
Should this contact have access to: Online Billing and Reporting ☐ Yes ☐ No Online Eligibility Maintenance (*List Billed customers only*) ☐ Yes ☐ No			

For additional locations, provide information on a separate sheet of paper.

POLICY ADMINISTRATION

ELIGIBILITY INFORMATION

Unless otherwise noted in the Group Insurance Proposal, the policy will be issued with the following provisions.

1. **Eligibility Rules:** A clear definition of eligibility rules by class is necessary to properly administer your plan. Complete the table below to clarify whether or not any classes have varying eligibility criteria by product (*include all variations*). If eligibility does not vary by class or product, only complete the first row of the below chart.
   - *Class Description- How the employees class should be described in the policy*
   - *Minimum Hours- Minimum number of hours an employee must work to be eligible for coverage*
   - *Waiting Period -- Days, months, years an employee must be employed full-time before becoming eligible for coverage*
   - *Effective Date -- Day on which coverage begins after employees satisfy the waiting period*
   - *Termination Date – Day on which coverage terminates once an employee is no longer eligible*

MINIMUM HOURS	COVERAGE WAITING PERIOD	COVERAGE EFFECTIVE DATE	COVERAGE TERMINATION DATE	APPLIES TO WHICH PRODUCTS
Class Description:				
32 Hours ☑ Week ☐ Month ☐ Quarter ☐ Year	____ Days ____ Months ____ Years	☐ on the day[1] ☐ first day of month coinciding with policy[2] ☑ first day of month following[3]	☑ on the day- *(Required for disability)* ☐ last day of month *(Required for critical illness)* *(Required for accident)*	☐ Life ☑ STD ☑ LTD ☐ Dental ☐ Crit Illness ☐ Accident ☐ Stand Alone AD&D ☐ Stand Alone VAD&D ☐ Vision ☐ Vol. Life ☐ Vol. STD ☐ Vol. LTD ☐ Vol. Dental ☐ Vol. Crit Ill ☐ Vol. Acc ☐ Busn Travel ☐ Vol. Vision
Class Description:				
____ Hours ☐ Week ☐ Month ☐ Quarter ☐ Year	____ Days ____ Months ____ Years	☐ on the day[1] ☐ first day of month coinciding with policy[2] ☐ first day of month following[3]	☐ on the day- *(Required for disability)* ☐ last day of month *(Required for critical illness)* *(Required for accident)*	☐ Life ☐ STD ☐ LTD ☐ Dental ☐ Crit Illness ☐ Accident ☐ Stand Alone AD&D ☐ Stand Alone VAD&D ☐ Vision ☐ Vol. Life ☐ Vol. STD ☐ Vol. LTD ☐ Vol. Dental ☐ Vol. Crit Ill ☐ Vol. Acc ☐ Busn Travel ☐ Vol. Vis
Class Description:				
____ Hours ☐ Week ☐ Month ☐ Quarter ☐ Year	____ Days ____ Months ____ Years	☐ on the day[1] ☐ first day of month coinciding with policy[2] ☐ first day of month following[3]	☐ on the day- *(Required for disability)* ☐ last day of month *(Required for critical illness)* *(Required for accident)*	☐ Life ☐ STD ☐ LTD ☐ Dental ☐ Crit Illness ☐ Accident ☐ Stand Alone AD&D ☐ Stand Alone VAD&D ☐ Vision ☐ Vol. Life ☐ Vol. STD ☐ Vol. LTD ☐ Vol. Dental ☐ Vol. Crit Ill ☐ Vol. Acc ☐ Busn Travel ☐ Vol. Vis

Note: All of the following examples assume a standard enrollment period of 31 days.

[1] **"on the day"** means insurance is effective on the day after satisfaction of the waiting period (if applicable), or on the day the enrollment form is signed (if applicable), whichever is later.
With no waiting period:
- Noncontributory Plan – Insurance for an employee with a hire date of April 15 would begin on April 15.
- Contributory Plan – Insurance for an employee with a hire date of April 15 that signs the enrollment form on or before May 16 would begin on the day the form is signed.

[2] **"first day of month coinciding with policy"** means insurance is effective on the first day of the month that coincides or follows satisfaction of the waiting period (if applicable), or on the *first day of the month coinciding with or following the day the enrollment form is signed* (if applicable), whichever is later.

With no waiting period:

- Noncontributory Plan – Insurance for an employee with a hire date of April 15 would begin on May 1. Insurance for an employee with a hire day of May 1 would also begin on May 1.
- Contributory or Voluntary Plan – Insurance for an employee with a hire date of April 15 that signs the enrollment form before May 1 would begin on May 1. Insurance for an employee with a hire date of May 1 that signs form on May 1 would begin on May 1. For either hire date, if the form is signed after May 1 but on or before May 16, insurance would begin on June 1.

[3] **"first day of month following"** means insurance is effective on the first day of the month that follows satisfaction of the waiting period (if applicable), or on the *first day of the month following the day the enrollment form is signed* (if applicable), whichever is later.
With no waiting period:
- Noncontributory Plan – Insurance for an employee with a hire date of April 15 would begin on May 1.
- Contributory or Voluntary Plan – Insurance for an employee with a hire date of April 15 that signs the enrollment form before May 1 would begin on May 1. If the form is signed on or after May 1 but on or before May 16, insurance would begin on June 1.

2. **Eligibility Assumptions**
   a. **Rehire/Reinstatement**
      - The Policyholder can elect to include a rehire/reinstatement provision in their coverage.
      - The standard rehire/reinstatement period for Leave of Absence for employer groups is 90 days for life, critical illness, accident, vision and dental coverages (basic and voluntary).
        - Rehire/reinstatement for Leave of Absence is **not available** for disability coverages.
        - Rehire/reinstatement for Leave of Absence is **not available** for non-employer groups.

   b. **Continuation of Coverage**
      - The Policyholder can elect to include a continuation provision in their coverage.
      - For Life, Critical Illness and Accident coverages, the standard Continuation period of Temporary Layoff or Personal Leave is 12 weeks.
      - For Disability coverages, Continuation for Temporary Layoff or Personal Leave is not standardly included.
      - For Dental and Vision coverage, the standard Continuation is until the end of the month.
      - Continuation is **not available** for non-employer groups.

   NOTE: Changes from standard may affect premium rates. Contact your Implementation Manager for Information.

3. **Domestic Partner:** Are Domestic Partners covered? ☐ Yes ☑ No

4. **Enrollment: Long Term Disability, Short Term Disability**
   Insurance may only be selected or increased through completion of the Evidence of Insurability health underwriting process for the covered participant(s), except for new covered participant(s) or those experiencing a life event according to the policy.

POLICY ADMINISTRATION

EARNINGS DEFINITION

Insurable earnings: All employees' insurable earnings must be clearly defined so that premiums and claim payments are correctly calculated. Specify Class Description and Definition of Earnings for each class of employees.

☑ Check this box if the Earnings Definition applies to all Class Descriptions and only complete Class 1.

	Class 1	Class 2	Class 3
Class Description			
Current Calendar Year[1]	☑	☐	☐
Overtime	☐	☐	☐
Differentials	☐	☐	☐
Other Extra Compensation	☐	☐	☐
Commissions	☐ Number of Months Averaged ☐ 12 ☐ 24 ☐ 36	☐ Number of Months Averaged ☐ 12 ☐ 24 ☐ 36	☐ Number of Months Averaged ☐ 12 ☐ 24 ☐ 36
Bonuses[2]	☐	☐	☐
Prior Year W-2[3]	☐	☐	☐
Prior Calendar Year Average Earnings	☐	☐	☐

[1]*Earnings will be determined on the last day worked. Salary shall not exceed payroll records or premium paid.*
[2]*Additional approval may be necessary*
[3]*Bonuses, Commissions and Overtime are included*
If the Earnings Definition you select here is different from what is shown on the Sold Proposal or if you do not see the Earnings Definition you want, please contact your Implementation Manager.

PREMIUM CONTRIBUTIONS

Key
A. **Non-Contributory** - 100% Employ**ER** funded.
B. **Contributory** - Employ**ER** & Employ**EE** funded.
C. **Voluntary** - 100% Employ**EE** funded with post-tax dollars. The Employ**ER** is not grossing up employee wages or indirectly funding the program.
D. **Gross-Up** - 100% Employ**EE** funded with post-tax dollars. The Employ**ER** grosses up the employee wages.
E. **Tax Choice (IRS Revenue Ruling 2004-55)** - 100% Employ**ER** funded. Employ**EE**s are offered the choice of whether to have the premium included in their taxable income.
F. **Core / Buy-Up** - Core plan is fully funded by the Employ**ER**. The Buy-Up plan is fully funded by the Employ**EE**.
G. **Section 125** - Employ**EE** or Employ**ER** funded.

Please take a minute to review the Group Insurance Proposal and verify the proposed plan's premium contributions and participation levels are accurate.

1. For Contributory coverage, indicate the percentage of premium paid by both the Employ**ER** and Employ**EE**.

	Life	Dep. Life	LTD	STD	Dental (EE)	Dental (DEP)	CI	CI (SP)	ACC	Stand Alone AD&D	VIS (EE)	VIS (DEP)
ER %												
EE %												
Pre-Tax							☐ Yes		☐ Yes			
Post-Tax							☐ Yes		☐ Yes			
Section 125 Plan	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes	☐ Yes

If any benefits are offered under a Section 125 plan, please indicate your subsequent enrollment period (mm/dd): _____

2. If Disability coverage is being applied for, it is important to know how premiums are funded as this will affect the tax treatment of benefit payments. Please select how Disability premiums will be funded.

Type (See Above Key)	Contribution	STD	LTD
A. Non-Contributory	100% EmployER	☒ Yes	☒ Yes
B. Contributory	EmployER / EmployEE	☐ Yes	☐ Yes
C. Voluntary	100% EmployEE	☐ Yes	☐ Yes
D. Gross-Up	100% EmployEE	☐ Yes	☐ Yes
E. Tax-Choice	EmployER	☐ Yes	☐ Yes
F. Core / Buy-Up	EmployER / EmployEE	☐ Yes	☐ Yes
G. Section 125	EmployER / EmployEE	☐ Yes	☐ Yes

POLICY INFORMATION

Active at work requirement: We will issue our standard and approved policy language.

Will all proposed insureds meet the Active Work requirement?

Yes ☒ All employees listed on the census will meet the Active Work requirement and will appear on the billing statement.

No ☐ Not all employees meet the Active Work requirement.

For Life, Dental, Vision, Accident, and Critical Illness coverage, if employees are not "actively at work", continuity of coverage options may apply. Employees who will not meet the Active Work requirement, or who are not eligible under Mutual of Omaha's continuity of coverage provisions, will be covered once they return to active work and will be added to the billing statement at that time.

Continuity of Coverage Information:
If the Mutual of Omaha policy replaces a prior plan that contained a provision allowing for continuation of coverage, the Mutual of Omaha policy will provide coverage subject to **all** of the conditions below for an employee who:

- was insured under the prior plan on the day prior to the Mutual of Omaha policy effective date
- is otherwise eligible under the Mutual of Omaha policy, but is not actively working on the policy's effective date due to injury or sickness or a leave of absence under federal or state law that allows for continuation of insurance
- is not eligible for benefits or continuation of insurance under any provision of the prior plan (i.e. waiver of premium, conversion, portability)
- is not a retired employee (unless the policy provides coverage for retired employees)
- **is not totally disabled** on the Mutual of Omaha policy's effective date (applies to continuity of **Life** coverage only)

PLEASE NOTE:

- Insurance is subject to uninterrupted payment of premium to us when due.
- Collection of premium does not guarantee payment of a claim. For **Life** claims, if it is determined at the time of claim that the insured was totally disabled as of the policy effective date, the claim will not be paid.
- For **Life, Accident and Critical Illness** coverage, if the insured has not returned to active work with the Policyholder by the end of the Continuity of Coverage provision, the Policyholder is responsible for providing the insured with conversion rights within 31 days of coverage ending.

For Disability coverage, employees who will not meet the Active Work requirement will be covered once they return to active work.

Extraterritorial States
The states listed below have enacted legislation that requires insurers to provide specific coverage for people residing in their states. If you have employees residing in any of these states, please select the states that would apply.

- ☐ APO/FPO Americas
- ☐ APO/FPO Europe
- ☐ APO/FPO Pacific
- ☐ Alabama
- ☐ Alaska
- ☐ American Samoa
- ☐ Arizona
- ☐ Arkansas
- ☐ BR Virgin Isl
- ☐ CANAL Zone
- ☐ California
- ☑ Colorado
- ☐ Connecticut
- ☐ Delaware
- ☐ District of Columbia
- ☐ Fed St of Micronesia
- ☐ Florida
- ☐ Foreign
- ☐ Georgia
- ☐ Guam
- ☐ Hawaii
- ☐ Idaho
- ☐ Illinois
- ☐ Indiana
- ☐ Iowa
- ☐ Kansas
- ☐ Kentucky
- ☐ Louisiana
- ☐ Maine
- ☐ Marshall Islands
- ☐ Maryland
- ☐ Massachusetts
- ☐ Michigan
- ☐ Minnesota
- ☐ Mississippi
- ☐ Missouri
- ☐ Montana
- ☐ N Mariana Islands
- ☐ Nebraska
- ☐ Nevada
- ☐ New Hampshire
- ☐ New Jersey
- ☐ New Mexico
- ☐ New York
- ☐ North Carolina
- ☐ North Dakota
- ☐ Ohio
- ☐ Oklahoma
- ☐ Oregon
- ☐ Palau
- ☐ Panama
- ☐ Pennsylvania
- ☐ Puerto Rico
- ☐ Rhode Island
- ☐ South Carolina
- ☐ South Dakota
- ☐ Tennessee
- ☐ Texas
- ☐ Utah
- ☐ Vermont
- ☐ Virgin Islands
- ☐ Virginia
- ☐ Washington
- ☐ West Virginia
- ☐ Wisconsin
- ☐ Wyoming

ERISA
Employee Retirement Income Security Act of 1974 (ERISA) is the federal law that sets minimum standards for most employer-sponsored benefits plans. For more information on ERISA, visit the U.S. Department of Labor (DOL) website at https:\\www.dol.gov/dol/topic/health-plans/erisa.htm.

1. Are your benefit plan(s) subject to ERISA?
   Nearly 90% of our clients are ERISA plans. Corporations, partnerships, sole proprietorships, and non-profit organizations are covered, **but governmental employers and churches are not**, and are exempt from the application of ERISA.
   ☐ Yes ☑ No

If yes, you must complete numbers 2-4 on this page.

2. Provide the ERISA plan administrator contact information below. This person is employed at your company and will receive information for annual reporting to the DOL.

Name	
Email Address	
Mailing Address	
Phone	

3. In the boxes below, please provide the three-digit Plan Number (beginning with a '5'), Plan Year and type of coverage. This information can be found on your welfare benefit plan Form 5500.

Plan Number	5	5	5	5	5	5
Plan Anniversary (mm/dd)	/	/	/	/	/	/
Type of Coverage						

Summary Plan Document (SPD) materials include ERISA plan numbers and anniversary dates. Plan anniversary dates also indicate when you need information for your annual 5500 Schedule A DOL filing.

4. Would you like your ERISA information included in your Certificate booklet(s)?
   This relates to ERISA SPD requirements.
   ☐ Yes ☐ No

Note: The employer is ultimately responsible under ERISA for the benefits it agrees to provide its employees.

POLICY ADMINISTRATION

W-2 AND FICA TAX REPORTING SERVICES

1. **Employee:** Mutual of Omaha will withhold the employee portion of any (a) federal income tax; and (b) applicable Federal Insurance Contributions Act (FICA) tax. Mutual of Omaha will deposit withheld amounts with the IRS and will provide you with monthly reports that show the gross benefit paid and taxes withheld for each claimant.

2. **Federal Insurance Contributions ACT (FICA):**
   Accountability for W-2 preparation and payment of the employer's portion of FICA in the event of a disability claim is outlined in the 'ADDITIONAL BENEFITS' section of your Group Insurance Proposal. These are the options you have selected:

   Mutual of Omaha to prepare W-2 and pay employer's share of FICA tax without reimbursement - This option is intended to reduce the administrative burden associated with FICA handling. Your share of the FICA tax will be included in your premium rate, and you will not be billed separately. We will provide you a monthly report reflecting gross benefits paid and taxes withheld for each beneficiary. (LTD)

   Mutual of Omaha to prepare W-2, Employer will pay own share of FICA tax, if applicable - With this option, Mutual of Omaha prepares IRS Form W-2 for each employee who receives benefits under the policy. The employer will deposit their portion of any applicable FICA tax with the IRS. We will provide you daily and monthly reports reflecting gross benefits paid and taxes withheld for each beneficiary. (STD)

3. **For Other Taxes:** You will determine and deposit with appropriate agencies the applicable amount of federal and state unemployment taxes, including FUTA taxes, state disability insurance taxes, state or local occupations taxes, workers' compensation taxes and other taxes applicable to STD and/or LTD benefits. You will timely submit Form 940 or Form 940EZ to the IRS, using your name, address and EIN. You will be responsible for any federal, state and local tax obligations not set forth as Mutual's obligations herein, including, with limitation, reporting, disclosure, deposit and payment of taxes.

4. **FICA Contact Information:** If Premium Billing Primary Contact is also your FICA contact, check this box ☒
   Otherwise, please specify your FICA Contact:

Contact Name			
Address			
City, State, Zip			
Phone & Fax			
Email			

List any additional location to which FICA information should be sent:

Location Name & Number			
Contact Name			
Address			
City, State, Zip			
Phone & Fax			
Email			

Provide the above information for any additional contacts or locations on a separate attachment.

POLICY ADMINISTRATION

ACCEPTANCE OF TERMS AND CONDITIONS

I confirm that I have reviewed and completed all appropriate sections of the Group Insurance Application and the Policy Administration document included in this Guide.

I agree to and accept the terms and conditions of the Group Insurance Proposal, the Group Insurance Application, and eligibility, benefit, cost details and other information provided in this Guide.

Company Name: Garfield County Public Library District

Printed name of Authorized Company Representative: Brett W. Lear

Signature of Authorized Company Representative:

Title: Executive Director Date:

An implementation call will take place during the setup of your new coverage. Who should be contacted in this call?

☒ Primary Contact ☐ Producer ☐ Other

Name:

Phone:

Management Report

Executive Director's Report

Brett spent a considerable amount of time in February contacting and holding conversations with experts who could assist staff with the District's upcoming public information campaign and public surveying efforts. At the February 20 special meeting of the Board, the Board authorized Brett to sign a contract with TBWB Strategies. This firm, along with subcontractor FM3, will carry out these duties. Additionally, Brett and staff are speaking with EveryLibrary, a nonprofit social welfare organization chartered to work on information campaigns and local library ballot initiatives, to see if their staffers are available in April to attend our Staff Day and give staff insight into how to run an effective public information campaign.

Brett continued his outreach efforts by hosting the first "Coffee with the Director" conversation at the Glenwood Springs Branch Library on February 15. Seventeen community members attended. Many of the questions focused on the District's finances. Participants also shared that they would like to see the District continue to expand its community partnerships and its offerings of events and classes for adults and families. Brett appeared on KDNK radio on February 15 to introduce himself to the listening community and share library news.

Brett verified with the Rifle City Manager that he was aware of the Verizon rooftop lease project. He also verified with City staff that any zoning issues had been discussed prior to Brett's involvement with the project. Next steps are for Brett to bring the lease agreement and other documents to the April Board meeting for approval.

Brett worked with staff to form two teams that will help guide the District's strategic direction and daily operations. The Executive Leadership Team will support the Executive Director in setting the strategic direction of the library system and championing the services and programs set forth in the strategic plan. This team develops and monitors library policies, goals, budgets, and communications. The Executive Director and the Executive Leadership Team (ELT) assist the Library Board of Trustees in carrying out library policy and delivering the programs and services funded through the annual budget. Membership includes the Executive Director, Assistant Executive Director, Finance Manager, Communications & Marketing Manager, Human Resources Manager, and Facilities Manager.

The second new team, the Public Services Management Team, will work in collaboration with the Assistant Executive Director and the Executive Management Team to plan, design, implement, and maintain quality public services at Garfield County Library. This team assumes a leadership role in implementing and maintaining the programs and services set forth in the

Library's Strategic Plan. This team consists of the branch managers and the Assistant Executive Director.

Other activities over the past month included:

- Submitted an application for a $25,000 Garfield County Federal Mineral Lease District mini-grant to fund the replacement of approximately 1/4th of the District's aging public computers.
- Began working with Colorado Mountain College in order for the District to become a stronger partner in CMC's community reads project, Common Reader.
- Assisted with the Library Collections Coordinator hire.
- Attended the 14th Annual State of the Community Luncheon at the Ute Theater on February 12.
- Attended the Garfield County Food & Nutrition Summit on February 21. This was an excellent program. Brett networked with many people from agencies throughout the county that focus on eliminating hunger in our community. The District can become a much stronger partner in connecting those in need with food and other health-related resources.
- Attended a meeting with City of Glenwood Springs staff on February 25 to learn more about the formation of the new urban renewal authority board.
- Attended the Glenwood Springs City Council meeting on March 3 so that the City Manager could introduce him to the Council.

Assistant Executive Director's Report

Brett and Amy held a Leadership Retreat at the end of the month at which we defined two new teams within the organization, the Public Services Management Team (PSMT), and the Executive Leadership Team (ELT). We began work on implementing the strategic plan.

The Library Collections Coordinator position was posted internally and interviews will begin in February for that position.

As we explore how we will be implementing the strategic plan, we will be talking extensively about what current programs and services we should continue, which we should sunset, and which we should start. We will be keeping in mind our available resources in terms of staff and budget, with the goal of maximizing our ability to meet the needs of our communities.

Amy worked on drafting a work description for a contractor we would like to find to help us implement the Growing Readers Together grant. Staff at Carbondale and Rifle are planning programs and outreach efforts related to this grant as well.

Amy is now the co-chair of the Colorado Association of Libraries Leadership Development Committee, which is the group that develops and implements the Colorado Association of Libraries Leadership Institute.

Amy submitted a proposal to present at the CLiC Spring Workshops in Grand Junction, and that proposal was accepted. The CLiC Spring Workshops are one of the few continuing education opportunities we have on the Western Slope for staff to receive training and network with staff from other libraries.

Library material orders were placed twice during January, and branch managers were trained how to set up automatic selection lists to facilitate discovery of titles we should order. Branch managers will train their staff to set up these lists.

Branch Narratives

Carbondale Branch Narrative

Positive:

Our circulation desk move went as smooth as possible! I'm still troubleshooting an RFID pad with Bibliotheca, but considering all the moving pieces here... I'll take it. We can now use RFID at the front desk! (Shout out to Patrick for your help!)

Challenge:

Wrangling summer reading programming, winter programming, springtime programming, upcoming partnership programs, which events we want to involve ourselves through the town... it's challenging. On the other hand, it's falling into place and we'll be able to get the programs, organizations that we want with planning things so far in advance.

Opportunity:

Britney is organizing a Childcare Resource Fair for April and we've had a great response so far. Not only does this fit our grant and outreach goals, but is a prime opportunity to meet and work with many local groups that support our community. I'm excited to see what comes out of this!

Stories:

John was asked to assist a man who was completing an online application for 7-11 in town. The man had dyslexia, is experiencing homelessness, and was having trouble concentrating and reading the screen. John worked with him through the process to submit the application. A few days later, he came in again and gave us the update that his application was processing and was so thankful for John helping him fill out the application. These stories make my heart so full and I'm so proud of our staff!

Rifle Branch Narrative

Success:

Author and Professor Andrew Gulliford visited the Rifle Branch Library to give a lecture on Theodore Roosevelt and the West to a standing-room only audience. Dr. Gulliford spent a good deal of time on the historic Roosevelt Stained Glass Windows on display at the library, as well as Roosevelt's travels throughout Garfield County. This successful program was made possible by the mutually beneficial partnership the library has with the Rifle Heritage Center.

Challenge:

The amount of offers the library receives from performers (musicians, artists, authors, etc.) to provide programs at the library exceeds the available funds and staff time to reasonably consider them all. The library lacks a systematic way of vetting these offers. We feel that the community might be missing out on significant opportunities when we must pass on offers, particularly from hidden gems without extensive resumes.

Opportunity:

The popular Wig Out Wednesday program has moved from the Mad Lab into the Classroom. We are looking toward increasing usage of the Classroom, and the WOW program is a perfect fit. There is more room, more tables and chairs, better A/V equipment, and the atmosphere is better-suited for teens. Jennie Meyer deserves special recognition for leading this weekly program. She is beloved by the teens, and is always thinking of ways to make the program better. Anyone who has filled in for Jennie knows how mentally draining and physically exhausting it is to lead WOW, but she does it every time with equanimity.

Stories:

Fans of the library staff.

Whenever possible we try to personalize our customer service, get to know patrons as people, and go above and beyond to make their day. Inevitably a fan base is formed, library staff are sought out for special requests, or just to talk, and something like celebrity status (albeit D-list) attaches to each of us. You can liken Amy Wright's story times to a stand-up comedy act, and her following is huge. She can't get away. She might be trying to finish an email at her desk and then one of her little fans requests her presence. One day a little fan put together a picnic from the Discover Health toys and surprised Laura West at the Information Desk. Can't forget the fans of Kathy Goodman--they should form a club. And it's always entertaining to watch Janelle Schuler's fans from the Silt Branch react with delight when they spot her at Rifle.

New Castle Branch Narrative

Success:

One well-attended and engaging program in January was the Suicide Awareness rally. The Suicide Awareness event was a particular success because it had been re-tooled by Brenda in Silt with the presenter after a low turnout at that branch. The revamped program, which had 26 people in attendance at New Castle, used a masquerade theme to represent how the problem of suicide is so often masked by stigma in our communities and to visibly demonstrate that it is time to remove the masks and engage in open community conversations about the issue. The presentation was deeply moving, and participants left at the end asking for much more of this type of programming from our libraries.

Challenge:

We are so grateful for Linda's commitment to and leadership of the New Castle Branch -- she will be greatly missed! It is my privilege to take up the challenge to manage the branch for the Interim. While Linda's departure leaves a staffing shortage in New Castle, I am energized by the staff's enthusiasm, creativity, and dedication.

Opportunity:

We are excited about our plans for spending state grant funds this year. A large portion will go towards our highly popular Spanish language collection. After recently heavily weeding materials that were not circulating, this is a great chance to revitalize this area. Another portion of the funds are earmarked for educational manipulative kits that families can check out and will provide physical objects such as puzzles and markers that allow children to actively engage in discovery and play while learning and reviewing important concepts and skills. Finally, we also plan to purchase Launchpad tablets that patrons will be able to check out, which are pre-loaded with content for kids, teens, and adults, with no need for Wi-Fi access or downloading apps.

Stories:

A patron came in with her grandsons, and they had a great time picking out books to read "by themselves" and playing with Legos. When it was time to go, the grandmother had a hard time getting the boys to leave. She said, "You know this is a wonderful place when you can't get little boys to leave when they're supposed to go outside and go sledding!"

Glenwood Springs Branch Narrative

Positive:

This year I'm determined to have interesting, professional, and local art on the gallery wall at all times. January featured a young local artist who has never shown before. Her graffiti inspired art was a big hit with the community and inspired other artists to get in touch with me about showing in the future. If you know an artist or group of artists, please let them know that all of the libraries are looking for artists to exhibit on their gallery walls.

Challenge:

The self-checkouts were at their worst in January. Bibliotheca would try some fix and we would open them up again, only for each one to check-out to customers items that the person did not have. Having to check every book out to every customer placed a burden on staff that we all felt, especially since we seem to be busier than the fall. You never know what you've got till it's gone!

Opportunity:

Libraries are community spaces and like many community spaces it can get noisy at times. While our open floor plan is perfect for maintaining security and approachability with our staffing levels, it doesn't help keep noise contained. While discussing ways to improve the library at a staff meeting we decided to leave our conference room open to be used as a quiet study space when it is not being rented. This allows those who just want to quietly work a space to be, even if they need to work for longer than the 2 hours allowed with the study rooms.

Stories:

A woman came to the desk just to say thank you. She said she primarily uses e-books and things from home, but that as she sat in a meeting upstairs she started thinking about how amazing the resources our library offered were, especially for a small library. After the meeting she just wanted to come thank us for everything we do and provide.

Silt Branch Narrative

Success:

In January, Jenn was offered and accepted the Interim Branch Manager position at New Castle. We now have a full-time Branch Manager at all 6 branches. I want to thank everyone responsible for making this happen: Amy, Brett, all of the Board of Trustees, and everyone at Silt and New Castle. It's not only wonderful to have a full-time Branch Manager at both branches, but it's especially wonderful that it's Jenn. Huzzah for Middle Earth! I'd be remiss if I didn't express how much I'm going to miss New Castle. The people, the building, and the community.

Challenge:

Ordering twice as many books, DVDs, BCDs, and magazines was a time-consuming challenge. Fortunately, knowing in advance and everyone's ability to keep up with all the lists made the work a whole lot easier. Kudos to everyone for contributing to collection management!

Opportunity:

We had an applicant with a lot of library experience apply for our open position at Silt. We'll be able to train more quickly, and she'll be contributing to all aspects of library duties sooner. This month, the Rifle Branch offered to share the outreach Discover Health items at the Silt branch. They are a big hit with the kids! Thanks to Laura and Steven and everyone at the Rifle branch for sharing! And to Brenda for taking pictures.

"We need a head!" shouted one youngster while putting together a skeleton.

Stories:

One day this month, I watched Brenda and Kat help an older gentleman. He needed to print from his phone or maybe send a fax, I'm not sure exactly what he needed. He didn't speak or understand English that well. Brenda used Google translate to communicate to him in Russian. The entire time, everyone was smiling at each other and on the same page - helping people get and send the information that they need.

Parachute Branch Narrative

Positive:

In January - Story time attendance. Wednesdays (2nd=32*, 9th =15, 16th = 38, 23rd = 27, 30th = 38). School visits are beginning to pay off and with the addition of a 28 hour per week Youth Services Coordinator should really make for entertaining and wonderful possibilities.

Challenge:

The staff challenge with the departure of Paytan Drinkhouse has been challenging but Kim, Rob and Nicole have all stepped up to help fill the gap.

Opportunity:

Beginning early March Mr. Joe will be presenting WEEKLY library radio program on KSUN. It now has an official name for the program. 'The Next Chapter with Mr. Joe'. Show will be pre-recorded and played twice during the week (times coming on that). Figure in 3-6 months the show will become syndicated and be part of the Ground Zero program with Clive Lewis. (Just kidding - maybe). Just waiting for the arrival of a 'new' Youth Services Coordinator to kick in with all of our plans for outreach to the schools and other wondrous things.

Stories:

Just remember that you can tell great stories – use great props – provide all kinds of 'stuff' to entertain after story time – all it takes is one child to discover the great table hideaway to inspire the others to do the same!

And don't forget that special Dr. Seuss program on the 27th.

YTD Stats

2																				
2019																				
STATISTICS DECEMBER YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Sp			Carbondale		
	YTD 2019	YTD 2018	% change	YTD 2019	YTD 2018	% change	YTD 2019	YTD 2018	% change	YTD 2019	YTD 2018	% change	YTD 2019	YTD 2018	% change	YTD 2019	YTD 2018	% change	YTD 2019	YTD 2018	% change
Cardholders																				
Active Patrons	0	28962	-100.00%	0	3151	-100.00%	0	7029	-100.00%	0	2397	-100.00%	0	3049	-100.00%	0	7030	-100.00%	0	6306	-100.00%
New Library Cards	0	601	-100.00%	0	56	-100.00%	0	184	-100.00%	0	30	-100.00%	0	58	-100.00%	0	142	-100.00%	0	131	-100.00%
Patron Services																				
Door Count	46207	120713	-61.72%	4628.5	10427	-55.61%	18706	26642	-29.79%	0	11000	-100.00%	5283.5	12294	-57.02%	16264.5	37447	-56.57%	10677.5	22903	-53.38%
Meeting Room Usage	995	649	53.31%	38	69	-44.93%	277	312	-11.22%	0	70	-100.00%	179	114	57.02%	80	74	8.11%	421	10	4110.00%
Meeting Room Attendance	5945	5507	7.95%	256	340	-24.71%	1998	2052	-2.63%	0	455	-100.00%	872	468	86.32%	1791	1954	-8.34%	1028	238	331.93%
Adult Programs	31	31		2	2		10	9		0	0		13	8	62.50%	4	7	-42.86%	2	5	
Adult Program Attendance	415	339	0.00%	36	25	0.00%	220	111	11.11%	0	0		110	57	92.98%	24	54	-55.56%	25	92	-60.00%
			22.42%			44.00%			98.20%												-72.83%
School-Age Programs	29	73	-60.27%	2	5	-60.00%	6	8	-25.00%	0	9	-100.00%	6	14	-57.14%	7	27	-74.07%	8	10	-20.00%
School-Age Program Attendance	418	524	-20.23%	7	35	-80.00%	40	58	-31.03%	0	95	-100.00%	41	101	-59.41%	81	124	-34.68%	249	111	124.32%
Teen Programs	14	19	-26.32%	1	2	-50.00%	8	8	0.00%	0	2	-100.00%	0	0		3	7	-57.14%	2	0	
Teen Program Attendance	241	220	9.55%	62	31	100.00%	131	117	11.97%	0	0		0	0		18	72	-75.00%	30	0	
Early Childhood Programs	56	55	1.82%	8	6	33.33%	9	16	-43.75%	0	4	-100.00%	17	15	13.33%	4	9	-55.56%	18	5	260.00%
Early Childhood Attendance	1716	1484	15.63%	241	164	46.95%	298	709	-57.97%	0	39	-100.00%	328	233	40.77%	116	234	-50.43%	733	105	598.10%
Adult Outreach Visits	20	10	100.00%	1	1	0.00%	3	8	-62.50%	0	0		7	0		0	1	-100.00%	9	0	
Adult Outreach Attendance	109	185	-41.08%	7	7	0.00%	47	150	-68.67%	0	0		16	0		0	28	-100.00%	39	0	
Youth Outreach Visits	8	0		4	0		0	0		0	0		0	0		0	0		4	0	
Youth Outreach Attendance	200	0		126	0		0	0		0	0		0	0		0	0		74	0	
STEM Programs	12	42	-71.43%	0	3	-100.00%	1	8	-87.50%	0	4	-100.00%	6	4	50.00%	5	23	-78.26%	0	0	
STEM Program Attendance	87	234	-62.82%	0	18	-100.00%	6	58	-89.66%	0	18	-100.00%	41	22	86.36%	40	118	-66.10%	0	0	
ESL Programs	11	15	-26.67%	0	0		5	8	-37.50%	0	0		6	7	-14.29%	0	0		0	0	
ESL Program Attendance	259	460	-43.70%	0	0		125	357	-64.99%	0	0		134	103	30.10%	0	0		0	0	
Book A Librarian Sessions	41	29		8	2		1	1		0	9		29	11	163.64%	0	0		3	6	
			41.38%			300.00%			0.00%			-100.00%									-50.00%
Physical Circulation	7447	13384		672	1227		1342	2808		835	1412		899	1421		1612	2977		2087	3539	
Juvenile	779	1381	-44.36%	95	257	-45.23%	293	366	-52.21%	59	165	-40.86%	120	172	-36.73%	121	243	-45.85%	91	178	-41.03%
Young Adult			-43.59%			-63.04%			-19.95%			-64.24%			-30.23%			-50.21%			-48.88%
Adult Fiction	2691	5001	-46.19%	528	896	-41.07%	615	1183	-48.01%	206	356	-42.13%	301	662	-54.53%	610	1137	-46.35%	431	767	-43.81%
Adult Non-Fiction	1827	3126	-41.55%	189	365	-48.22%	397	714	-44.40%	191	348	-45.11%	241	410	-41.22%	425	736	-42.26%	384	553	-30.56%
Large Print	259	430	-39.77%	27	43	-37.21%	81	126	-35.71%	19	30	-36.67%	8	31	-74.19%	56	111	-49.55%	68	89	-23.60%
World Languages	443	660	-32.88%	13	33	-60.61%	91	82	10.98%	10	25	-60.00%	52	122	-57.38%	122	171	-28.65%	155	227	-31.72%
New Books	2374	3976	-40.29%	273	563	-51.51%	387	971	-60.14%	195	392	-50.26%	295	509	-42.04%	634	1241	-48.91%	590	300	96.67%
DVD	9892	21751	-54.52%	1043	2373	-56.05%	2339	6400	-63.45%	1422	2267	-37.27%	1086	1889	-42.51%	2362	5368	-56.00%	1640	3454	-52.52%
CD Audiobook	904	1933	-53.23%	78	197	-60.41%	133	319	-58.31%	47	136	-65.44%	162	252	-35.71%	243	614	-60.42%	241	415	-41.93%
Playaway	58	92	-36.96%	5	29	-82.76%	4	20	-80.00%	2	1	100.00%	7	6	16.67%	13	17	-23.53%	27	19	42.11%
Magazines	162	410	-60.49%	30	78	-61.54%	11	52	-78.85%	40	84	-52.38%	29	58	-50.00%	14	66	-78.79%	38	72	-47.22%
Video Games	6	294	-97.96%	1	32	-96.88%	0	125	-100.00%	2	35	-94.29%	2	19	-89.47%	1	55	-98.18%	0	28	-100.00%
CD Music	284	843	-66.31%	41	87	-52.87%	76	213	-64.32%	23	82	-71.95%	39	165	-76.36%	60	150	-60.00%	45	146	-69.18%
ILL	7	16	-56.25%	3	2	50.00%	1	5	-80.00%	0	1	-100.00%	2	3	-33.33%	1	2	-50.00%	0	3	-100.00%
Materials borrowed from other libraries	5358	9170	-41.57%	630	1028	-38.72%	892	1723	-48.23%	493	760	-35.13%	560	934	-40.04%	1144	2263	-49.45%	1639	2462	-33.43%
Collection																				
Items Added	1125	2477	-54.58%	166	287	-42.16%	118	535	-77.94%	123	362	-66.02%	143	443	-67.72%	251	512	-50.98%	324	338	-4.14%
Total Items in Collection	0	182050	-100.00%	0	30735	-100.00%	0	33834	-100.00%	0	21995	-100.00%	0	32336	-100.00%	0	32932	-100.00%	0	30218	-100.00%
Technology																				
PAC Usage (hours)	2538	5258	-51.73%	172	480	-64.17%	426	1328	-67.92%	306	557	-45.06%	242	510	-52.55%	928	1576	-41.12%	464	807	-42.50%
PAC Usage (sessions)	3861	8772	-55.98%	351	849	-58.66%	710	2066	-65.63%	463	956	-51.57%	404	919	-56.04%	1121	2465	-54.52%	812	1517	-46.47%
Wireless Sessions	8394	12725	-34.04%	354	677	-47.71%	1723	3130	-44.95%	800	1023	-21.80%	767	1091	-29.70%	3532	4412	-19.95%	1218	2392	-49.08%
Volunteers																				
Volunteer Hours	224	673	-66.72%	21	55	-61.82%	0	112	-100.00%	0	10	-100.00%	97	70	38.57%	34	183	-81.42%	72	243	-70.37%

YTD Digital Stats

2			
2019			
STATISTICS DECEMBER YTD	District		
	YTD 2019	YTD 2018	% change
Website			
Website Visits	0	40665	-100.00%
Downloadables			
Overdrive - total eBook, audio, video	0	6249	-100.00%
Zinio	0	671	-100.00%
Subscription Resources			
Ancestry - Searches	139	208	-33.17%
EBSCO Databases - Sessions	0	2395	-100.00%
Biography in Context - Sessions	2	979	-99.80%
Kids InfoBits - Sessions	3	9	-66.67%
Learning Express - Sessions	0	20	-100.00%
Mango - Sessions	0	239	-100.00%
MyHeritage - Sessions	0	62	-100.00%
Research in Context - Sessions	23	28	-17.86%
Tumblebooks - Book Views	0	120	-100.00%

Community Engagement

Events
Discover Health in Rifle opened in January and remains through March. A webpage (www.gcpld.org/discover-health) and folded handout was created to market this important, grant-funded exhibit and set of events. We also leveraged an ad placement that the City of Rifle Recreation Department gives us on a quarterly basis to promote Discover Health with a full-page ad.

We partnered with Lift-UP in February for the annual Food for Fines (FFF) program. FFF gives patrons the opportunity to clear up the balance on their library card account in exchange for donated food items. Lift-UP arranged for pick-up of all donations at all our locations.

The “Coffee with the Library Director” event series kicked off in February in Glenwood Springs with an impressive 17 engaged attendees. The series will continue once a month on a rotating basis throughout the District, with the next event in Rifle in March.

Highlighted Media Coverage
Long-time library supporter and philanthropist Jim Calaway passed way at the end of 2018. To honor him we placed a thank you ad in the Post Independent in the week before his Celebration of Life.

The partnership for the Business & Breakfast series in Glenwood Springs includes the Post Independent and Glenwood Springs Chamber. We created the graphic design items, and both organizations are using the materials to promote the events heavily in email blasts and printed ads.

Brett Lear was interviewed by KDNK for a “get to know you” style piece. There was also Post Independent coverage of his “meet and greet” event in Glenwood Springs.

The Sopris Sun produced an article about how they are working with the Carbondale Branch to make bound copies of the newspaper available to the public.

To celebrate the Super Bowl, we created a Facebook and Instagram post which asked people to add “at the Super Bowl” to the end of the title of the book they were reading. This was one of the most commented on posts for us and included titles such as “The Age of Miracles at the Super Bowl,” and “Of Blood and Bone at the Super Bowl,” and even “How to Respond When You're Angry at the Super Bowl.”

Statistics

Number of Events Promoted in February:

Special Events - 26 Recurring Events - 93

Followers:

Facebook - 2,224 Instagram - 943 Email Newsletter - 18,458

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

Total - 22,852 Paid - 9,536

Post Independent | Thursday, February 7, 2019 | A5

COLUMN

Join the new library director for coffee

Time flies when you are having fun leading a library district in beautiful Garfield County. One of the things that I've focused on during my first three months as Garfield County Libraries' new executive director is meeting residents throughout the county. It's important to me that our libraries continue to provide excellent service to our current customers. I've also been busy reaching out to residents, community leaders, leaders of nonprofits and business owners to hear from them and learn how our libraries can provide value and educational opportunities to as many people as possible.

This month I have launched a "Coffee with the Library Director" series. Each month I'll host a community conversation in one of our libraries. I'll use this opportunity to share news about new and ongoing library services, our strategic plan, our financial situation, and my thoughts and ideas about our library district's future. But

Brett Lear

mostly I want to hear from you. I want to hear about what you love about our libraries, what concerns you, and hear your ideas as to how our libraries can best serve our communities. We'll place our chairs in a circle and listen and learn from each other.

Our libraries have been through some tough times. We've lost over $4.1 million in property tax revenue over the past three years. Our libraries are open almost 2,000 fewer hours a year than they were in 2015. Yet our libraries remain an essential community resource. Residents visit our libraries over 424,000 times each year and read over a half-million books annually. Over 32,000 children and adults attend our educational classes and events. I inherited the helm of an organization that has done a tremendous job of doing wonderful things with limited resources. Going forward, I want to be sure that our libraries are doing the right things for you and our community.

The first "Coffee with the Library Director" will be held at 9 a.m. Friday, Feb. 15, at the Glenwood Springs Library. We will enjoy free coffee and pastries from River Blend Coffee House together. Please join me.

Brett Lear is executive director of the Garfield County Libraries.

New Garfield County Libraries director settles in

Thomas Phippen
Post Independent

CHELSEA SELF / POST INDEPENDENT

New Garfield County Library District Director Brett Lear speaks with public figures and other members of the community during a meet-and-greet at the Glenwood Springs Branch Library on Tuesday morning.

The new director for the Garfield County Public Library District had his eyes on Glenwood Springs more than a decade ago.

"I said, 'If an opportunity ever came up that seemed right, I would jump on it,'" said Brett Lear, who started as executive director for Garfield County Libraries in November.

Lear worked for the Jefferson County Public Library from 1996 to 2008, and would take weekend trips to Glenwood.

His goal to live on the Western Slope has come to fruition. He now lives with his wife, Marjorie, and 5-year-old son Wade in Rifle.

"Brett's really wanted to be around the district and become familiar with the staff that he works with," Alice Bedard-Voorhees, vice president of the library board, said.

"I've really been trying to get to know the different agencies, nonprofits, literacy outreach and various agencies," Lear said.

During a meet-and-greet Tuesday at the Glenwood Branch Library, Lear chatted with members of the Chamber of Commerce and representatives of Colorado Mountain College, which are connected to the library building through the Morgridge Commons.

Glenwood City Councilors Jim Ingraham, Shelly Kaup and Rick Voorhees also attended the informal session, along with community members and organization leaders.

Lear considers part of his job right now is to embed himself in the community and get to know the people around the six branches of the Garfield County library system.

"If I were younger, I think I might have wanted to come in and make a mark right away. But that's not appropriate; you kind of have to learn the ropes a little bit," Lear said.

THE RIGHT FIT

"What we were looking for in a candidate was a leader," Bedard-Voorhees said of the search for a director to replace Jesse Henning, who left the role of director in early 2018.

Board members agreed Lear's graduate degrees and work history had a winning combination of business knowledge and library executive experience.

He holds a master's degree in library science from Florida State University and a masters of business administration from Sonoma State University in California. He was the director of the Sonoma County Libraries until 2017. And he formed a library consultancy to advise districts around California before coming to Garfield County.

Lear said he hopes to improve the revenue side of the library system.

"I am always looking at finances," he said. "We came through some pretty dark days a couple of years ago, with layoffs and reduction of hours. That's something I've been focusing on for our finance manager to make sure the finances are in order and that we wouldn't be looking at layoffs and reduced hours if the economy were to dip again."

Garfield County voters overwhelmingly supported a ballot measure in November that allows the library district to keep property tax revenue instead of returning a portion of it, as required by Colorado's Taxpayer Bill of Rights, or TABOR.

MO' MONEY, MO' BOOKS

Lear said he gets the most feedback about short and inconsistent library hours at various branch locations. But, with many staff already working full time, it's difficult to add more hours and services at each branch, he said.

"We'd have to have more revenue to open more hours," Lear said.

Lear said he was encouraged by the community support for libraries.

"The measure passed with 70 percent. That was really terrific to see," he said.

The successful ballot measure, referred to as "de-Brucing" in reference to TABOR author Douglas Bruce, will add around $200,000 to the library district's annual budget, but it won't solve all of the challenges facing the district, Lear said.

"Right now, we're putting 100 percent of that into books, because our book budget was halved a couple years back," he said. "That will allow us to buy the same number of books we were buying three years ago," Lear said.

In October, the library said that the 2017 refund amount could buy 7,000 books.

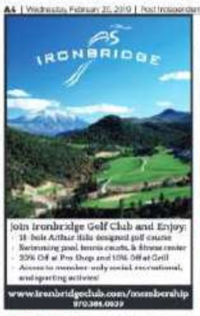
> "We came through some pretty dark days a couple of years ago, with layoffs and reduction of hours. That's something I've been focusing on for our finance manager to make sure the finances are in order and that we wouldn't be looking at layoffs and reduced hours if the economy were to dip again."
> — Brett Lear, executive director, Garfield County Libraries

tphippen@postindependent.com

Not so fast: Some restaurants resist third-party delivery

GLENWOOD SPRINGS
POST INDEPENDENT
Saturday, February 16, 2019 | postindependent.com | Volume 127, Number 47 | Free

SAY HELLO



TRUE COLORS

Gracialou Schwindt gets creative and colors a picture with friends at the Winterfest Community Color In at the New Castle Library on Monday evening.

The ties that bind

By Will Grandbois
Sopris Sun Staff

To say The Sopris Sun is a team effort is both a cliche and an understatement, but it's still the response I give every time someone compliments the paper (the same approach does not apply to complaints, I'm afraid).

Birthday Brunch attendees had a chance to look through bound volumes of past papers while folks from the very beginning right up to today hobnobbed. The Way Home did most of the heavy lifting, but some Sun decor brightened things up a bit more.

Meanwhile, we'll be hard at work writing this year's history book as we try inform, inspire and build community on another trip around the sun.

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Advertise with us
Become a DJ
kdnk

Staffing Report

Staffing Report - Since 01/17/2019:

New Hires: 1

- Library Assistant – Silt, 22 hours/week - 2/4/2019

Promotions/Transfers: 2

- Temporary Library Assistant at Silt transferred to New Castle – 1/27/2019
- Glenwood Circulation Coordinator transferred to Library Collections Coordinator in Support Services – transition to new position expected to occur over the next four to five weeks

Departures: 0

Vacancies: 5

- Branch Manager – New Castle, 40 hours/week
- Interim Circulation Coordinator – New Castle, 28 hours/week
- Youth Services Coordinator – Parachute, 28 hours/week
- Circulation Coordinator – Glenwood Springs, 40 hours/week
- Temporary Library Assistant – Location TBD, up to 28 hours/week – if the Glenwood Circulation Coordinator is filled by a current GCPLD employee, the Temporary Library Assistant will backfill at the branch with the resultant vacancy

Additional Staffing Information:

Headcount as of 2/25/2019:

- 45 total staff members (does not include subs)
- 17 staff at 40 hours; 28 staff under 40
- 23 benefit eligible staff (32 - 40 hours per week); 22 staff with less than 32 hours per week
- 7 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 – 2/25/2019

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	7	216	4	3
New Castle	6	166	1	5
Silt	6	170	3	3
Rifle	7	214	5	2
Parachute	5	146	2	3
Support Services	7	233	5	2
Grand Total	45	1335	23	22

Facilities Report

Work on getting Security computer upgrade- ongoing. Maintenance on security computer by deleting old names. Program fobs, copy keys. Leadership retreat ½ day. Deliver materials to branches. Purchase supplies, meetings. Shovel snow, spread ice melt, most branches.

Rifle

Get frozen doors working. Repair administration light, get restroom sink unclogged. Fire alarm checks. Install water bottle filler- ongoing.

Parachute

Repair light switch in manager office, repair lights. Adjust office desks by removing one row of cabinets and lowering the other row. Lower children's computer desk.

Silt

Repair leaking toilet. Fire alarm checks. Repair lights- ongoing.

New Castle

Fix floor outlet, replace light bulbs. Fire alarm checks.

Glenwood

Repair door hardware and lock. Get new custodians up to speed. Fix baby changing table in restroom. Replace valves in toilets. Prune tree by flagpole. Tighten iPad, repair floor outlets, re-install lock on cabinet after ordering new key.

Carbondale

Ongoing roof leak over front door and leak over back patio. Meet with manager about repairs and remodeling. Upholstery done for worn chairs. Repair and painting in community room. Install shelving in office, move main circulation desk, install RFID pads. Fix book carts, hang picture.

Financial Report

January 2019 Financial Visualization

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

Total revenue as of 1/31/19 is $67,242.

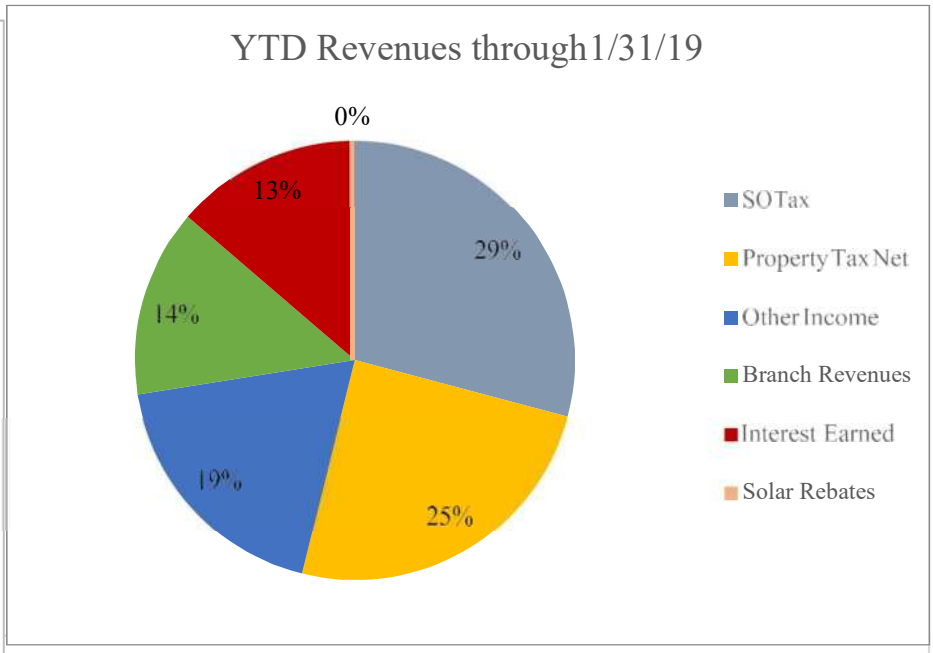
Total expenditure as of 1/31/19 is $371,886.

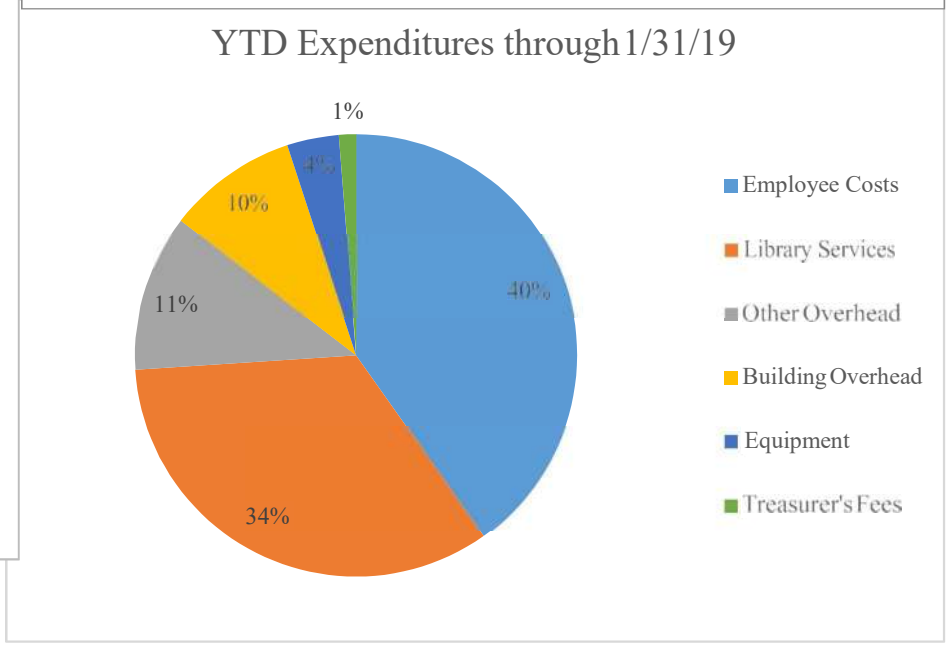
8.3% of the year has elapsed as of 1/31/19.

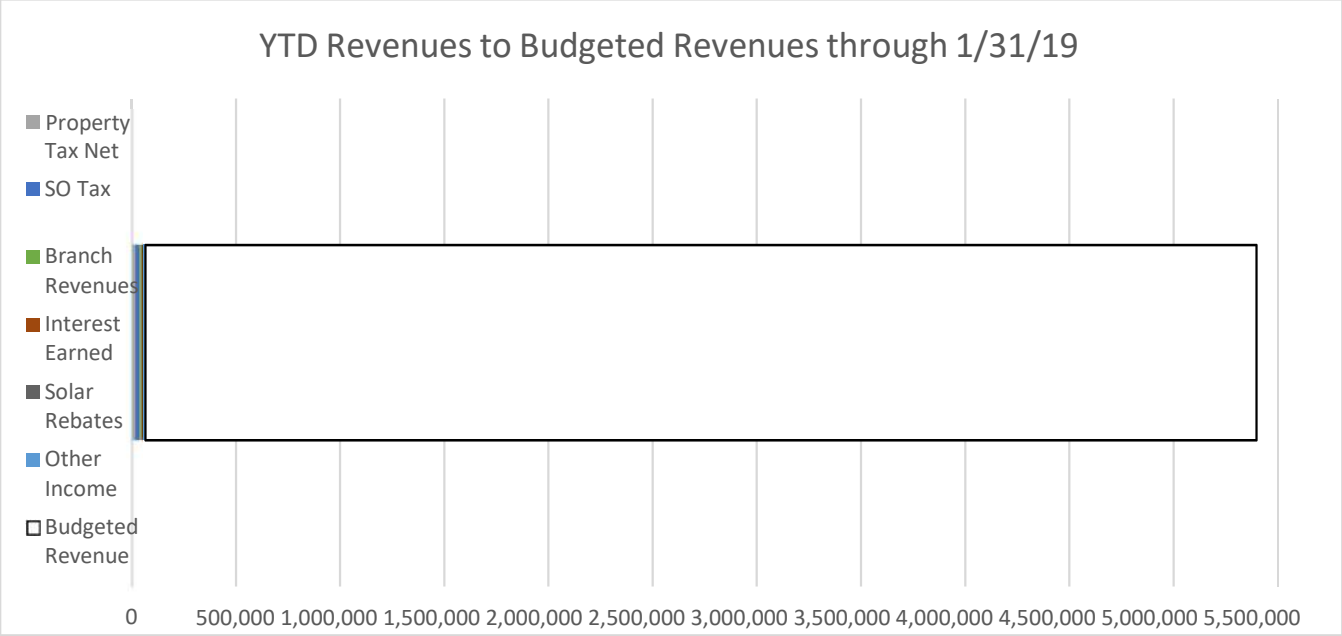
1.2% of budgeted revenue ($5,400,188) has been received.

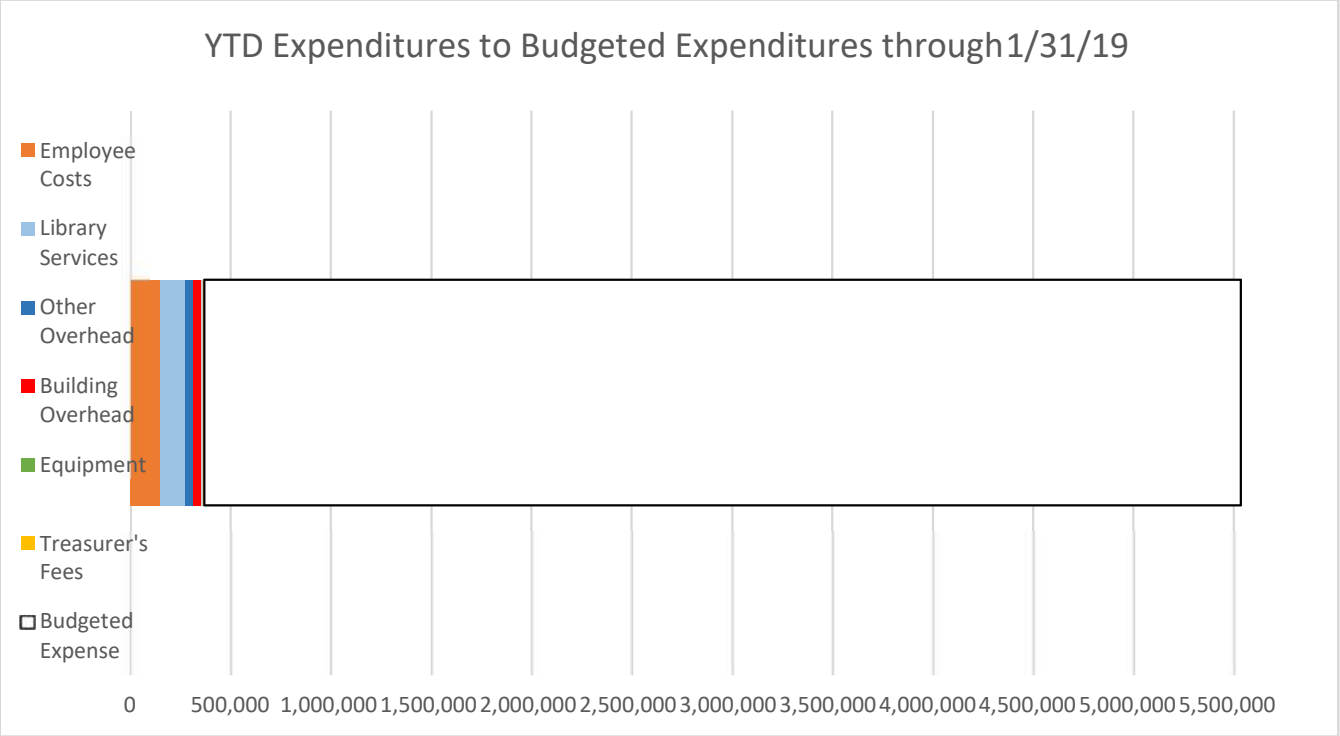
6.7% of budgeted expenditure($5,539,420)has been made.

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






YTD Revenues to Budgeted Revenues through 1/31/19
Property Tax Net
SO Tax
Branch Revenues
Interest Earned
Solar Rebates
Other Income
Budgeted Revenue
0
500,000
1,000,000
1,500,000
2,000,000
2,500,000
3,000,000
3,500,000
4,000,000
4,500,000
5,000,000
5,500,000


YTD Expenditures to Budgeted Expenditures through1/31/19
Employee Costs
Library Services
Other Overhead
Building Overhead
Equipment
Treasurer's Fees
Budgeted Expense
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Garfield County Public Library District
Profit & Loss Budget vs. Actual
January 2019

	Jan 2019	Annual Budget	% of Annual Budget	Footnotes	Jan 2018	$ Increase / (Decrease) in Actual '18 to '19
Income						
40100 · Sales Tax Revenue	0.00	2,600,000.00	0.0%		0.00	0.00
40102 · Sales Tax Refunds	-1,433.76	-100,000.00	1.43%		(13,654.53)	12,220.77
40200 · Property Tax Revenue	16,612.84	2,374,891.00	0.7%		48,292.76	(31,679.92)
40300 · Specific Ownership Tax Revenue	19,602.77	162,000.00	12.1%		15,713.89	3,888.88
40900 · Interest Earned on Investments	8,985.70	40,000.00	22.46%		4,446.68	4,539.02
41000 · Grants-	0.00	158,500.00	0.0%		0.00	0.00
41010 · Donations or Contributions	0.00	30,000.00	0.0%		0.00	0.00
41200 · Other Revenue	12,520.00	1,500.00	834.67%	1.	0.00	12,520.00
41300 · Solar Rebates	229.28	8,337.00	2.75%		1,000.49	(771.21)
42000 · Branch Revenues	9,291.83	124,960.00	7.44%		12,983.23	(3,691.40)
Total Income	65,808.66	5,400,188.00	1.22%		68,782.52	(2,973.86)
Expense						
50001 · TREASURER'S FEES	4,606.83	100,738.00	4.57%		4,914.80	(4,914.80)
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	148,426.24
51000 · EMPLOYEE COSTS-	148,426.24	2,106,810.00	7.05%		143,618.88	(18,764.87)
52000 · LIBRARY SERVICES	124,854.01	629,992.00	19.82%	2.	125,005.80	(123,822.19)
53000 · PROFESSIONAL SERVICES	1,183.61	116,506.00	1.02%		1,064.56	34,189.22
54000 · BUILDING OVERHEAD-	35,253.78	357,222.00	9.87%		30,617.54	(30,617.54)
54500 · BUILDING REMODEL & ADDING FFE	0.00	140,333.00	0.0%		0.00	13,945.32
55000 · EQUIPMENT	13,945.32	273,061.00	5.11%		37,791.32	4,530.67
56000 · OTHER OVERHEAD-	42,321.99	61,645.00	68.65%	3.	46,487.50	(45,358.88)
57000 · ADVERTISING & MARKETING	1,128.62	8,380.00	13.47%		598.71	(432.96)
58000 · VEHICLES	165.75	6,400.00	2.59%		1,358.23	(1,358.23)
59000 · PARTNERSHIPS	0.00	33,000.00	0.0%		15,000.00	(15,000.00)
59100 · CONTINGENCY	0.00	45,533.00	0.0%		0.00	371,886.15
Total Expense	371,886.15	5,539,420.00	6.71%		406,457.34	(712,534.83)
Net Income	-306,077.49	-139,232.00			-337,674.82	31,597.33

Footnotes:

1. **CEBT Dividend**
2. **Includes 2019 annual magazine subscription renewals, 9 months of Courier service, and 1Qtr Marmot IT Support.**
3. **Includes 2019 annual property and liability insurance premium.**

Garfield County Public Library District
Balance Sheet
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	319,688.58
10050 · Colo Trust - General	2,739,238.21
10051 · Colo Trust - SO Funds	1,310,414.82
10055 · C-Safe	52,160.27
10060 · Alpine Bank- Payroll(..8785)	56,704.76
10070 · Alpine Bank - Flex(..0583)	4,942.85
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	150.27
11050 · WF-23652001-Annual Princ. Pmt	516.32
Total Checking/Savings	4,485,529.48
Other Current Assets	
12031 · Account Receivable	307.80
12100 · Property tax transfer by Treas	2,545,641.00
Total Other Current Assets	2,545,948.80
Total Current Assets	7,031,478.28
Other Assets	
18500 · Prepaid Ins	5,469.57
18600 · Prepaid Subsc	3,491.34
19100 · Due to/fr Foundation & Friends	3,980.35
Total Other Assets	12,941.26
TOTAL ASSETS	**7,044,419.54**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	68,517.72
Total Accounts Payable	68,517.72
Credit Cards	
20510 · Alpine Bank Purchase Card	2,794.54
20570 · Fuel Cards - WEX / NJPA	132.66
20600 · Lowes Store Account	172.11
Total Credit Cards	3,099.31
Other Current Liabilities	
21100 · Other Payroll Payables-	574.71
21200 · Payroll Payable-	58,912.78
Total Other Current Liabilities	59,487.49
Total Current Liabilities	131,104.52
Long Term Liabilities	
22100 · Deferred Property Tax Revenue	2,545,641.00
Total Long Term Liabilities	2,545,641.00
Total Liabilities	2,676,745.52

Garfield County Public Library District
Balance Sheet
As of January 31, 2019

	Jan 31, 19
Equity	
30000 · Unassigned Fund Balance	3,492,678.07
30005 · Non-Spendable Fund Balance	8,960.91
30010 · Restricted Fund Balance	158,800.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	862,046.53
Net Income	-306,077.49
Total Equity	4,367,674.02
TOTAL LIABILITIES & EQUITY	**7,044,419.54**

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

SALES TAX COMPARISON REPORT

BEFORE REFUND

	2014		2015		2016		2017		2018	
January	157,954.01	-18.60%	171,255.99	8.42%	165,205.96	-3.53%	173,042.62	4.74%	199,981.78	15.57%
February	164,955.33	-9.55%	156,611.76	-5.06%	152,316.39	-2.74%	174,041.11	14.26%	214,635.71	23.32%
March	274,667.44	54.92%	183,651.55	-33.14%	176,125.01	-4.10%	191,923.78	8.97%	247,300.68	28.85%
April	204,502.95	24.76%	176,436.28	-13.72%	178,186.85	0.99%	210,556.56	18.17%	220,564.48	4.75%
May	195,754.32	5.14%	198,774.79	1.54%	181,387.29	-8.75%	205,137.04	13.09%	233,871.79	14.01%
June	228,122.58	3.16%	220,869.13	-3.18%	218,515.17	-1.07%	234,797.64	7.45%	261,824.92	11.51%
July	214,080.13	-5.36%	215,309.82	0.57%	208,583.74	-3.12%	244,275.30	17.11%	266,233.19	8.99%
August	210,611.26	6.74%	209,135.70	-0.70%	211,395.73	1.08%	231,464.51	9.49%	259,104.75	11.94%
September	213,398.38	12.91%	260,179.02	21.92%	206,068.49	-20.80%	220,812.96	7.16%	259,426.27	17.49%
October	194,336.20	-4.00%	182,241.69	-6.22%	193,259.35	6.05%	214,391.59	10.93%	242,842.17	13.27%
November	185,574.02	5.18%	179,760.58	-3.13%	188,021.40	4.60%	211,086.91	12.27%	215,191.86	1.94%
December	216,260.57	-3.38%	206,781.54	-4.38%	231,320.02	11.87%	236,164.73	2.09%		-100.00%
TOTAL	2,460,217.19	5.13%	2,361,007.85	-4.03%	2,310,385.40	-2.14%	2,547,694.75	10.27%	2,620,977.60	2.88%

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

SALES TAX COMPARISON REPORT

AFTER REFUND

	2014		2015		2016		2017		2018	
January	156,389.73	-13.18%	119,021.52	-23.89%	107,887.11	-9.35%	167,563.47	55.31%	198,871.12	18.68%
February	158,289.73	8736.68%	152,508.02	-3.65%	104,937.79	-31.19%	170,638.18	62.61%	212,320.26	24.43%
March	213,739.69	8132.44%	181,435.06	-15.11%	164,251.80	-9.47%	185,434.83	12.90%	245,105.81	32.18%
April	172,267.76	1566.04%	175,817.96	2.06%	175,020.34	-0.45%	162,141.26	-7.36%	216,979.46	33.82%
May	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%	198,292.51	11.04%	233,518.26	17.76%
June	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%	233,936.90	7.65%	261,219.50	11.66%
July	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%	242,194.12	17.36%	264,478.28	9.20%
August	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%	230,488.40	9.52%	257,827.63	11.86%
September	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%	220,265.47	7.44%	257,903.65	17.09%
October	193,230.38	-4.55%	181,007.55	-6.33%	189,878.10	4.90%	212,474.94	11.90%	238,703.94	12.34%
November	176,964.94	2.23%	177,841.00	0.50%	186,362.81	4.79%	197,432.38	5.94%	213,758.10	8.27%
December	215,164.22	285.85%	205,642.96	-4.43%	230,459.68	12.07%	235,522.80	2.20%		-100.00%
TOTAL	2,301,936.95	56.11%	2,277,081.95	-1.08%	2,176,519.11	-4.42%	2,456,385.26	12.86%	2,600,686.01	5.87%