

AGENDA

Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, November 1, 2018 6:00PM

Place: Parachute Branch Library, 244 Grand Valley Way, Parachute, Colorado

I. CALL TO ORDER

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

II. CONSENT ITEMS FOR APPROVAL

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

III. BRANCH REPORT

- A. Parachute Branch – Joe Gunter

IV. HUMAN RESOURCES

- A. Staffing report
- B. Executive Director onboarding plans

V. FINANCE

- A. Finance Update
- B. 2019 Budget
- C. Bank Account for FSA reimbursements

VI. DIRECTOR'S REPORT

- A. Staff Day Recap
- B. Verizon Update
- C. 2019 e-Rate

VII. GENERAL ITEMS

- A. Election Discussion
- B. Foundation Update

VIII. INFORMATION ITEMS

- A. Branch narratives (pp.6-10)
- B. Staffing report (p.11)
- C. September financial data visualization (pp.12-13)
- D. September Alpine Bank credit card statement (pp.14-16)
- E. Profit and loss to budget general fund September 2018 (p.17)
- F. Balance sheet general fund September 2018 (pp.18-19)
- G. Sales tax revenue report – September 2018 (pp.20-21)
- H. Resolution 18-013 Creation of Alpine Bank Account (p.22)
- I. Year to date branch statistics (p.23)
- J. Year to date digital statistics (p.24)
- K. Facilities report (p.25)

IX. EXECUTIVE SESSION

- A. An Executive Session is requested for the discussion of personnel matters pursuant to C.R.S 24-60-402(4)(f).

Next Board Meeting: December 6, 2018 at the Carbondale Branch Library, 320 Sopris Avenue, Carbondale, Colorado, 81623

Adjourn meeting.

This agenda is subject to change, including the addition of items up to 24 hours in advance or the deletion of items at any time. All times are approximate. If special accommodations are necessary per ADA, please call 970-625-4270 prior to the meeting.

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

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Rifle Branch Library, Rifle, CO
October 6, 2018**

I. CALL TO ORDER

Todd Anderson called the meeting to order at 6:05pm. Amy Shipley conducted the roll call.

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Laurin Arnold
Kim Benson
Kevin Hettler
Linda Lewis
Kim Owens
Janelle Schuler
Amy Shipley
Steven Weiler

PUBLIC PRESENT:

none

GUESTS PRESENT:

none

BOARD MEMBERS EXCUSED:

Adrian Rippy-Sheehy

PUBLIC COMMENT SECTION:

none

AGENDA CHANGES/ADDITIONS:

Item VII., A., iii. Foundation status was added to the agenda.

APPROVAL OF AGENDA

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

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the September 6, 2018 board meeting minutes was made by Monica Miller, seconded by Perry Sweeney - **Motion passed unanimously.**

A motion to approve the consent items was made by Monica Miller, seconded by Michelle Foster - **Motion passed unanimously.**

III. BRANCH REPORT

A. Rifle Branch Report, Introducing Steven Weiler

IV. HUMAN RESOURCES--Kim Owens

A. Staffing report

Kim Owens reviewed the staffing report

V. FINANCE

A. Finance update, Kevin Hettler

Aug 2018 Financials:

Aug 2018 Year to date income was 75.3% of annual budget (\$3,623,448 actual, \$4,812,080 annual budget) while operating expenses were 75.69% of annual budget (\$3,687,574 actual, \$4,872,080 annual budget).

Total cash assets, as of Aug 31, 2018 totaled \$3,950,313 compared to \$5,796,737 the previous month.

Sales Tax Revenue:

Sales tax revenue (before the refund) in June, 2018 was \$261,824 which was up \$27,027 or 11.51% from June, 2017. Year to date increase is up \$188,681 or 5.23% from 2017. Sales tax revenue (after the refund) in June, 2018 was \$261,219 which was up \$27,283 or 11.66% from June, 2017.

2018 Budget--amount underspent against budget

Executive Director Search firm final invoice

Gallagher committee in the State legislature

1. repeal Gallagher--this would have to go to the voters in 2019
2. set the residential assessment rate regionally, not statewide
3. backfill special districts when they see a shortfall larger than 5%

B. 2019 Budget

Two draft budgets were presented to the board, one version if the 2018 ballot measure passes, one version if it does not.

i. FSAs

A motion to have the District offer a healthcare FSA including roll-in and roll-out up to the IRS maximum contribution was made by Sandi Kister, seconded by Alice Bedard-Voorhees, 6 Y, 0 N, 0 Abstain, **motion passes**.

ii. Split Branch Manager

The Board directed Amy to post a Branch Manager position with a start date of no earlier than January 1, 2019.

A motion to post the draft budget as amended for public comment was made by Sandi Kister, seconded by Perry Sweeney, 6 Y, 0 N, 0 Abstain, **motion passes**.

VI. DIRECTOR’S REPORT

A. Compensation Analysis Project

This item was tabled until the December meeting.

VII. GENERAL ITEMS

A. Election Discussion

i. Press Release

There were no questions about the press release issued by the District earlier this week.

ii. Campaign update

The campaign has calling parties scheduled in Parachute, Rifle, and Glenwood Springs and is working on the other 3 towns.

iii. Foundation status

A Foundation Board meeting is scheduled for Tuesday, October 9 at 1pm via the conference phone line to discuss a resolution amending the Board Bylaws to allow Foundation contributions to political campaigns that directly benefit the District, and to reduce the minimum number of Foundation Board members from nine to five. The Foundation will also discuss whether to donate money to the campaign supporting the Library Districts ballot measure this fall.

VIII. INFORMATION ITEMS

IX. EXECUTIVE SESSION

An executive session was not needed.

A motion to adjourn was made by Perry Sweeney, seconded by Monica Miller - **Motion passed unanimously.** The meeting adjourned at 10:21 pm.

NEXT MEETING

The next scheduled board meeting will be held November 1, 2018 at the Parachute Branch Library at 6:00pm.

_____ Todd Anderson, President, Board of Trustees

_____ Sandi Kister, Secretary/Treasurer, Board of Trustees

Garfield County Public Library District
Claims for Board Approval
 9/16/18 - 10/15/18

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
09/30/2018	23322	All Around Property Maintenance, Inc	Sept landscape maint.	-1,195.70
09/30/2018	23323	American Janitor LLC	PA Janitorial service	-850.00
09/30/2018	23324	DeLage Landen Financial Services, Inc.	Copier leases	-449.00
09/30/2018	23325	Friends/Foundation	book sales / donations	-2,529.58
09/30/2018	23326	Garfield County Public Library Foundation	donations	-188.05
09/30/2018	23327	Ingram Library Services	Library materials	-1,657.90
09/30/2018	23328	Kimble, Shawn	CA GW Janitorial service	-2,600.00
09/30/2018	23329	KPVW	Spanish radio ads	-1,800.00
09/30/2018	23330	Leah Grams-Johnson	2 - 1.5hr songwriting clinics - CA	-300.00
09/30/2018	23331	Lincoln National Life Insurance Company	LTD insurance	-577.89
09/30/2018	23332	Midwest Tape	Library materials	-565.11
09/30/2018	23333	OverDrive	Library e-materials	-317.98
09/30/2018	23334	Schindler Elevator Corporation	Rifle elevator repair	-650.64
09/30/2018	23335	Stuver & LeMoine, P.C.	legal services	-1,410.00
09/30/2018	23336	Unilink, Inc	copier copies	-491.82
09/30/2018	23337	Willis Towers/CEBT	Health Insurance Oct	-20,432.91
09/30/2018	23338	Worton, Sarah	RI SI NC Janitorial service	-5,425.00
10/02/2018	Elec	CCOERA	Sept Retirement	-5,019.60
10/02/2018	Elec	CCOERA	Sept Retirement	-3,964.01
10/08/2018	Eft	Verizon Wireless	Cell Phone through 9/18/18	-84.80
10/15/2018	23339	Alpine Bank	Sept c.card	-6,220.66
10/15/2018	23340	Lowes	Sept Bldg maint.	-75.95
10/15/2018	23341	WEX Bank	Sept vehicle fuel	-240.19
10/15/2018	23342	625-Water(9283)	SI RI Staff water	-46.80
10/15/2018	23343	CDC Janitorial	Janitorial supplies	-331.52
10/15/2018	23344	Cedar Networks	Oct telephone	-1,758.00
10/15/2018	23345	CenturyLink	Fire alarm and elevator telephone service	-408.12
10/15/2018	23346	City of Glenwood Springs	water / sewer	-1,187.33
10/15/2018	23347	City of Rifle	water / sewer	-115.98
10/15/2018	23348	Colo Dept of Labor and Employment	GW Boiler inspection certificate	-180.00
10/15/2018	23349	Great America Financial Services	telephone system lease	-1,043.98
10/15/2018	23350	Ingram Library Services	Library materials	-772.13
10/15/2018	23351	Kingston, Jill	Material Replacement Refund	-24.94
10/15/2018	23352	Marmot Library Network, Inc.	Qtr 4 2018	-47,528.00
10/15/2018	23353	Midwest Tape	Library materials	-41.19
10/15/2018	23354	Mountain Pest Control, Inc.	All pest control	-282.00
10/15/2018	23355	Mountain Waste & Recycling	SI Recycling	-30.00
10/15/2018	23356	OCLC	cataloging and ill	-261.21
10/15/2018	23357	OverDrive	e-materials	-2,220.39
10/15/2018	23358	Pederson, Patricia	Material Replacement Refund	-18.99
10/15/2018	23359	Town of Carbondale	water / sewer	-58.38
10/15/2018	23360	Town of New Castle	water / sewer	-166.89
10/15/2018	23361	Town of Parachute	water / sewer / trash	-129.40
10/15/2018	23362	Town of Silt	water / sewer	-134.33
10/15/2018	23363	Transparent Information Services, LLC	Background checks	-139.25
10/15/2018	23364	Waste Management	RI NC CA trash / recycling	-214.75
10/15/2018	23365	Wells Fargo Corporate Trust Services	2009 cop paying agent annual fee	-1,000.00
10/15/2018	23366	Xcel Energy	NC PA RI SI CA electric	-5,170.94
10/15/2018	23367	AFLAC	supplemental insurance	-131.80

Garfield County Public Library District
Claims for Board Approval
9/16/18 - 10/15/18

Date	Num	Name	Memo	Amount
Total 10010 - Alpine Bank- Gen(..7072)				-120,443.11

New Castle/Silt Branch Narratives

Success

We hosted two presenters in September, Captain Gail Harris (retired Navy Captain) gave a talk on Cyber Security, and Colorado author, Ian Neligh talked about his book, Gold! We got a lot of positive feedback from both events. We also saw the return of RAR Spanish Storytime at New Castle; and we started Tech Tips. Paws to Read is back at Silt, and a new Lego Club is starting.

Challenge

Biggest challenge? Trying to figure out how to plan a program using our new telescope! If you know any astronomers or enthusiasts, please let us know.



Opportunity

September was the first of two months of training opportunities for almost everyone. Linda presented at and attended the annual state library conference, CALCON. Jenn had her first in-person training for the CAL Leadership Institute. We are learning from and sharing ideas with library people across the state, which benefits all of us.

Stories



A couple of months ago, I reported that the Silt Branch had received a gift of \$500 from the Rich DeWyne Estate. Everyone chipped in on ideas, and we bought many new, cool things for our patrons!

I know that all the Board members know this, but it's worth repeating periodically. Every member of the staff at the New Castle and Silt branches is as hard working as they come, and every day I'm proud and thankful to work with such a dedicated and talented group of librarians.

Glenwood Branch Narrative

Positive:

We hired a new page! Our long-time page left us to go to college in August but we were able to find someone relatively quickly who hit the ground running and is a great fit for our branch.

Challenge:

September started off fine but became hairy quickly due to trainings, PDO, and MSL. Applying to present at a conference but not marking the time off to prevent PDO requests was a hard lesson for me to learn but thanks to Kim Owens and Amy Shipley, we were able to survive. What made the rest of the month hairy was a few bouts of sickness, family member surgery, scheduling mix-up, and (good news) a new addition to a family. Life happens (including mistakes) but it would be nice to have a bit more cushion in staffing for when it does.

Opportunity:

I came up with the idea of a staff art show at the beginning of the year. September, with help from Kim Owens and Emily Hisel, my vision came to fruition. Ten staff members submitted one or two pieces for the show. It ended up being a great mixture of mediums and staff from across the district (even a board member!). This is the first annual staff art show and you may see it through October on our gallery wall.

Stories:

A woman was attempting to take an online class but because of her hearing aids she was unable to hear the presentation well when listening at our public computers with earphones. Now that she's using a study room with a chromebook, she keeps gushing about how easy it is for her to hear the presentation and learn! She's even able to print off the class sheets from the chromebook!

A young man wanted to check out a DVD Gabriel was attaching to a record but since she was not going to finish it quickly, she let him take it with the promise to return it to her. A week later he came back and asked specifically for Gabriel so that he could hand it to her. How responsible!

Carbondale Branch Narrative

Positive

We stayed open every day the last few weeks of September. I'm really really stumped on how we pulled it together, but we did. We are so grateful for Support Services jumping into action and helping us out when we needed it. I know better than to take co-workers like this for granted and despite being miles and miles away, I'm so grateful that the 'team' vibe always prevails. (And by "we", I mean, everyone but me because I have been in a permanent coughing fit...)

Challenge

On top of short staff and sickness, we also were missing our library page for most of the month. It was a challenge to keep up on shelving, internal use carts, and courier but everyone pitched in. With that being said... I cannot overstate enough how much of a relief it is to have a new library page hired!

Opportunity

I've been using the community room application process to introduce myself to different organizations and people in the community; finally, one group took the bait and now I'm working with the Carbondale Writer's Group on a Christmastime book event.

Stories

We still can't sell all of our donations, so we have had 2-3 huge plastic bins of free kid's books at the desk for over a month now. Kids love looking through for books that they get to keep and call *theirs*. Just as their parent/guardian is about to say they've checked out as many books as they're allowed, we get to say, "But they're free to take home!". There is no age range for recognizing how fun free stuff is! 😊

Parachute Branch Narrative

Positive

Storytime attendance. Wednesdays (5th=**45**, 12th=**40**, 19th=**48**, 26th=**53**). Nicole Chenoweth is our new Library Assistant and is fitting in perfectly to our developing TEAM. Being left-handed is a BONUS! The new books coming in have been awesome – especially the New Easy Books (i.e. DUDE!!!) so special kudos to Kim B for her choices in this genre.

Challenge

Other than the branch manager 4077th Mash unit that has been needed here at Parachute also – the only real challenges ongoing is keeping Storytime growing and successful and getting the word out about the ballot issue.

Opportunity

Public Awareness about the library is starting to grow. Partnership with Wendy's is developing which should make them a major player for summer reading – and a free Frosty from time to time is great! Will be on KSUN local radio program on Friday AM October 12th

Stories

Local author Walker Jean Mills read her book "The Good Dog" for a storytime and brought "Charlie" with her who was a big hit with the kids – and staff of course. We had the kids write thank you notes to Charlie – ok, the parent's did the writing part – and put them on a huge poster to give to Walker and Charlie! Favorite note: "Thank you for sniffing me!" Which goes to show you that you can do all kinds of pops and whistles at storytime but when it comes to competing with a dog or any other animal for that matter – you're going to lose!

Rifle Branch Narrative

POSITIVE

I'm completing my third week as the new Branch Manager, and I'm very pleased to report that we have a dedicated, selfless, and energetic staff who serve a wonderful community that loves and appreciates its library. I think our team will (continue to) do great things!

CHALLENGE

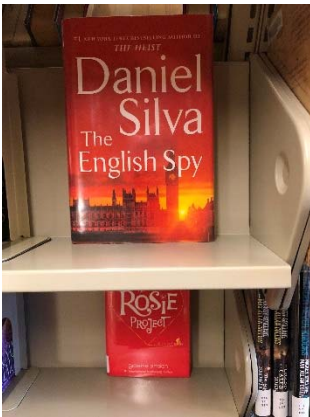
The schedule is finely tuned to bring the best possible level of service to the community with a lean staffing model. However, when an unexpected absence occurs it feels like a mad scramble to cover gaps and fill holes. We've had to do this a few times in the past three weeks, but our great staff always steps up in a big way without complaint.

OPPORTUNITY

I'm looking forward to my first outreach opportunity next week. I'll be tending a table at Rifle Middle School for their student-led conferences, where I'll be able to introduce myself and promote the library.

STORIES

In our Adult Fiction and Large Print sections Carolyn (Library Assistant) faced out books with red, orange, and yellow covers, creating a festive fall atmosphere and an eye-catching aesthetic.



Staffing Report - Since 9/24/2018:

New Hires: 1

Promotions/Transfers: 1

Departures: 1

Vacancies: 3

- Branch Manager - Silt or New Castle (earliest start date 1/2/2019)
- Digital Services Manager (Details TBD) – Support Services
- Circulation Coordinator (40 hours per week) – Rifle

Additional Staffing Information:

Headcount as of 10/15/2018:

- 44 total staff members
- 13 staff at 40 hours; 31 staff under 40
- 21 benefit eligible staff (32 - 40 hours per week); 23 staff with less than 32 hours per week

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

Staff Stats by Location – 10/15/2018				
<u>Location</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> (total of all staff)	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	7	190	3	4
Glenwood	7	212	4	3
New Castle	6	154	2	4
Silt	5	152	2	3
Rifle	7	202	4	3
Parachute	6	160	2	4
Support Services	6	192	4	2
Grand Total	44	1262	21	23

The following charts indicate all income received and expenditures made from 1/1/18 through 9/30/18.

Total income as of 9/30/18 less sales tax and property tax refunds is 4,209,473.

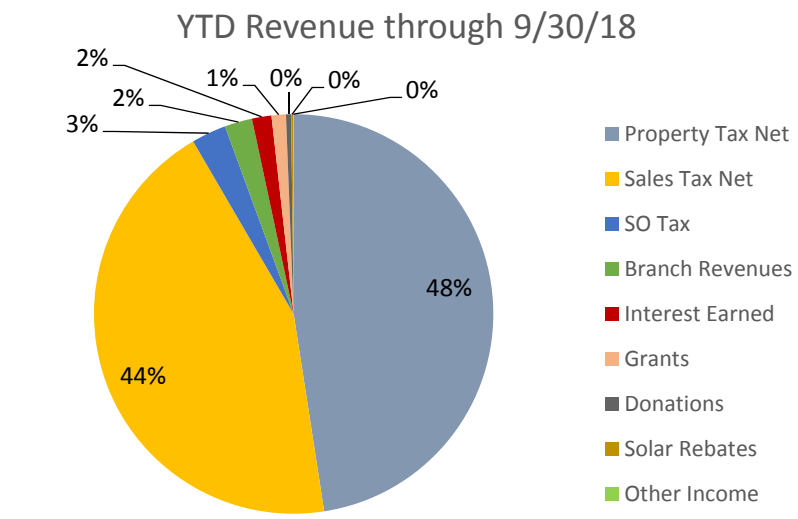
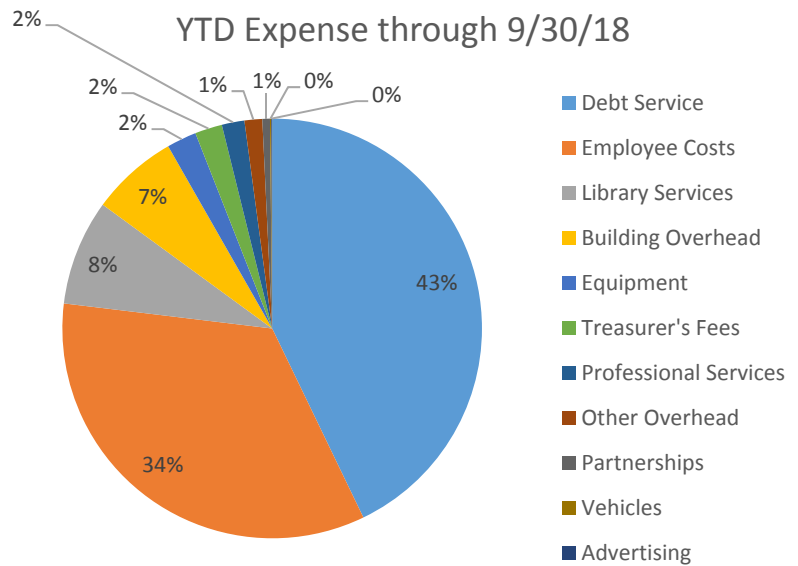
Total expenditure as of 9/30/18 is \$3,873,612.

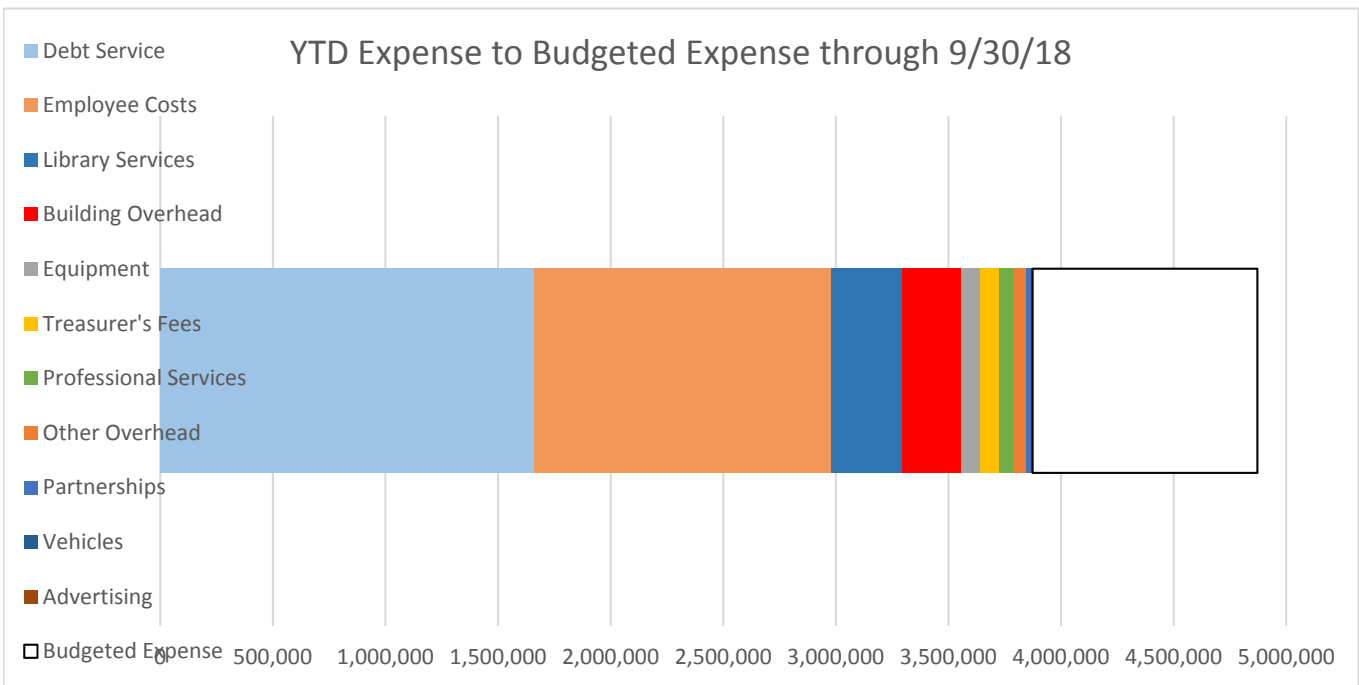
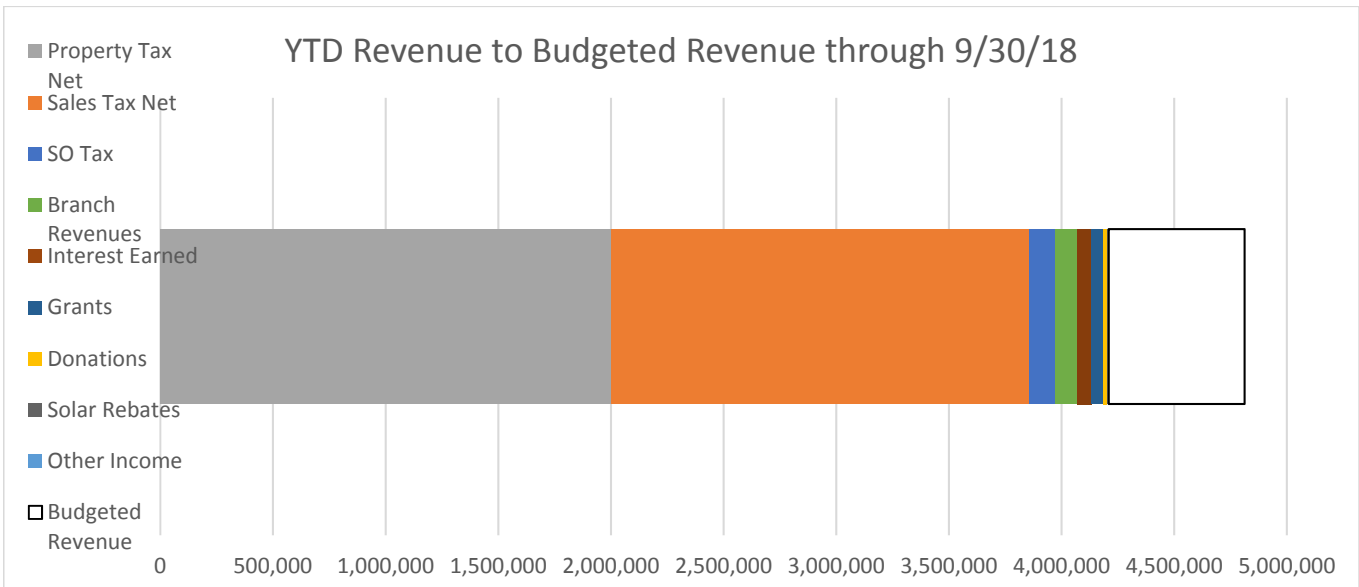
75% of the year has elapsed as of 9/30/18.

87.48% of budgeted income (\$4,812,080) has been received.

79.51% of budgeted expenditure (\$4,872,080) has been made.

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





Garfield County Public Library District
Reconciliation Detail
20510 - Alpine Bank Purchase Card, Period Ending 09/30/2018

Date	Num	Memo	Amount	Balance
Beginning Balance				3,382.51
Cleared Transactions				
Charges and Cash Advances - 85 items				
08/31/2018	SSFacebook	Facebook Ads	-47.84	-47.84
08/31/2018	SIWalmart	Adult Programming	-15.68	-63.52
08/31/2018	PAUSPS	ILL Postage	-6.04	-69.56
09/01/2018	GWBrodat	Office Supplies	-239.85	-309.41
09/01/2018	PAGoodwill	Children's Programming	-24.81	-334.22
09/03/2018	PASonic	Staff Fund	-4.74	-338.96
09/04/2018	NCCtyMarket	Adult Programming	-18.02	-356.98
09/05/2018	SSKens	Bookmobile Tire change over	-71.80	-428.78
09/05/2018	SSCGFOA	CGFOA Membership	-50.00	-478.78
09/05/2018	PAClarks	Children's Programming	-20.96	-499.74
09/05/2018	RIUSPS	ILL Postage	-12.04	-511.78
09/06/2018	SSCOCPA	COCPA Season Pass	-930.00	-1,441.78
09/06/2018	SSCGFOA	CGFOA Annual Conference	-325.00	-1,766.78
09/06/2018	SIAmazon	Rich DeWyne Grant	-271.18	-2,037.96
09/06/2018	SIHolidayIn	Hotel for Programming	-239.00	-2,276.96
09/06/2018	SIBreakout	Rich DeWyne Grant	-150.00	-2,426.96
09/06/2018	SSCGFOA	CGFOA CPE	-85.00	-2,511.96
09/06/2018	RIWalmart	Teen Programming	-52.20	-2,564.16
09/06/2018	SSAmazon	Elec Socket Silt	-23.87	-2,588.03
09/06/2018	SIAmazon	Rich DeWyne Grant	-13.07	-2,601.10
09/07/2018	NCWalmart	Adult Programming	-58.36	-2,659.46
09/07/2018	SSDestLight	Silt Light	-23.51	-2,682.97
09/08/2018	SSAmazon	PA-Office Supplies	-89.99	-2,772.96
09/08/2018	NCCLIC	CLEL Registration	-60.00	-2,832.96
09/10/2018	GWStarbucks	BnB Supplies	-103.35	-2,936.31
09/10/2018	SSAmazon	RI-Office Supplies	-73.77	-3,010.08
09/10/2018	NCMr. Ts	Adult Programming	-43.97	-3,054.05
09/10/2018	GWCTyMarket	BnB Supplies	-11.96	-3,066.01
09/10/2018	PAUSPS	ILL Postage	-5.54	-3,071.55
09/11/2018	SSNxtDayFly	Business Cards	-127.00	-3,198.55
09/11/2018	GWCLIC	CLEL Registration	-60.00	-3,258.55
09/11/2018	SSCMNM	Post Independent Ad	-50.00	-3,308.55
09/11/2018	SSAdobe	Adobe Stock	-29.99	-3,338.54
09/11/2018	SICtyMarket	Adult Programming	-5.99	-3,344.53
09/12/2018	SSAmazon	RI-Office Supplies	-22.99	-3,367.52
09/12/2018	SSCarwash	Truck Wash	-3.80	-3,371.32
09/13/2018	SSAmazon	Janitorial Supplies	-55.68	-3,427.00
09/13/2018	SSAmazon	SI Electrical	-22.23	-3,449.23
09/13/2018	SSAmazon	Equipment Repair	-13.88	-3,463.11
09/13/2018	PAUSPS	ILL Postage	-3.97	-3,467.08
09/15/2018	SIEmbassy	Hotel at CALCON	-164.00	-3,631.08
09/15/2018	GWCLIC	CLEL Registration	-60.00	-3,691.08
09/15/2018	PAOfficeDep	Office Supplies	-58.28	-3,749.36
09/15/2018	PAHobbyLob	Children's Programming	-18.13	-3,767.49
09/17/2018	SSAmazon	NC Chromebox	-232.48	-3,999.97
09/17/2018	SSAmazon	Window Cleaning	-9.36	-4,009.33
09/18/2018	SSAce	Tools	-9.07	-4,018.40
09/18/2018	CAUSPS	ILL Postage	-3.17	-4,021.57

Garfield County Public Library District
Reconciliation Detail
20510 - Alpine Bank Purchase Card, Period Ending 09/30/2018

Date	Num	Memo	Amount	Balance
09/19/2018	SSRobly	Robly	-52.50	-4,074.07
09/19/2018	SSVllyLumb	Repair GW Air Conditioner	-17.57	-4,091.64
09/19/2018	SSAmazon	CA-Office Supplies	-9.45	-4,101.09
09/19/2018	PAClarks	Staff Fund	-7.98	-4,109.07
09/20/2018	SSAdobe	Adobe Creative Suite	-29.99	-4,139.06
09/20/2018	GW CtyMarket	Staff Art Show	-16.60	-4,155.66
09/20/2018	PAUSPS	ILL Postage	-3.01	-4,158.67
09/21/2018	SSLakeshore	CA-Children's Programming	-481.80	-4,640.47
09/21/2018	NCCourtyard	Meet the Author Hotel	-279.00	-4,919.47
09/21/2018	SSAmazon	GW-Teen Programming	-114.50	-5,033.97
09/21/2018	GWJimmyjon	Staff Art Show	-88.00	-5,121.97
09/21/2018	CACLEL	CLEL Registration	-60.00	-5,181.97
09/21/2018	SSWalmart	Janitorial Supplies	-21.32	-5,203.29
09/22/2018	GW Ace	Drano Men's Room	-9.98	-5,213.27
09/24/2018	CAWalmart	Teen Programming	-39.88	-5,253.15
09/24/2018	SSVllyLumb	Primer/Chair Rail GW	-39.69	-5,292.84
09/24/2018	SSAmazon	CA-Office Supplies	-9.49	-5,302.33
09/25/2018	SSSHRM	SHRM Renewal	-189.00	-5,491.33
09/25/2018	SSAce	Fasteners CA	-24.00	-5,515.33
09/25/2018	SSAce	Doorbell Batteries	-9.99	-5,525.32
09/25/2018	RIUSPS	ILL Postage	-6.02	-5,531.34
09/26/2018	SSNetwrkSol	Domain Renewal	-55.98	-5,587.32
09/26/2018	SSCMNM	Post Independent Ad	-50.00	-5,637.32
09/26/2018	SSFacebook	Facebook Ads	-50.00	-5,687.32
09/26/2018	CAWhiteHous	Staff Fund	-32.48	-5,719.80
09/26/2018	SSLowe's	Silt Doorbell	-19.98	-5,739.78
09/26/2018	PAClarks	Staff Fund	-12.77	-5,752.55
09/27/2018	GWBreakout	Escape Room Kits	-275.00	-6,027.55
09/27/2018	SSAmazon	Emergency Light Repair-NC	-51.60	-6,079.15
09/27/2018	SSAmazon	RI Plumbing	-32.99	-6,112.14
09/27/2018	NCCarlos	CALLI Meal	-18.14	-6,130.28
09/27/2018	PAUSPS	ILL Postage	-7.46	-6,137.74
09/27/2018	SSUSPS	Form 990 Tax Return Postage-Foundation	-4.58	-6,142.32
09/28/2018	SSNapa	Tool for Toilets	-61.49	-6,203.81
09/28/2018	NCGreenLine	CALLI Meal	-13.50	-6,217.31
09/28/2018	SSUSPS	Board Packet Postage	-12.88	-6,230.19
09/28/2018	NCSubway	CALLI Meal	-8.45	-6,238.64
Total Charges and Cash Advances			-6,238.64	-6,238.64
Payments and Credits - 3 items				
09/15/2018	23287	Aug c.card payment	3,382.51	3,382.51
09/22/2018	GW Ace	Drano Men's Room	4.99	3,387.50
09/28/2018	SSAmazon	Staff Fund	12.99	3,400.49
Total Cleared Transactions			-2,838.15	-2,838.15
Cleared Balance			2,838.15	6,220.66
Register Balance as of 09/30/2018			2,838.15	6,220.66
New Transactions				
Charges and Cash Advances - 1 item				
10/10/2018	SSGenieU	Gift for Amy - Bosses Day	-65.00	-65.00
Total Charges and Cash Advances			-65.00	-65.00
Payments and Credits - 1 item				
10/15/2018	23339	Sept c.card	6,220.66	6,220.66

Garfield County Public Library District

Reconciliation Detail

20510 - Alpine Bank Purchase Card, Period Ending 09/30/2018

	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions				6,155.66	6,155.66
Ending Balance				-3,317.51	65.00

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

	Jan - Sep 18 Actual	Jan - Sep 18 Budget	Annual Budget	% of Annual Budget	Footnotes:	Jan - Sep 17 Actual	\$ Increase / (Decrease) in Actual '17 to '18
Income							
40100 · Sales Tax Revenue	1,880,577.27	1,665,094.07	2,200,000.00	85.48%		1,665,094.07	215,483.20
40102 · Sales Tax Refunds	-26,216.31	-75,000.01	-100,000.00	26.22%		-76,091.70	49,875.39
40200 · Property Tax Revenue	2,169,881.42	2,164,702.55	2,177,000.00	99.67%		2,200,694.82	-30,813.40
40202 · Property Tax Refunds	-168,252.06		0.00	#DIV/0!	1.	0.00	-168,252.06
40300 · Specific Ownership Tax Revenue	118,477.00	124,730.84	164,000.00	72.24%		124,730.84	-6,253.84
40900 · Interest Earned on Investments	66,001.13	11,585.25	15,447.00	427.27%		30,144.29	35,856.84
41000 · Grants-	49,294.00	32,000.00	152,000.00	32.43%	2.	46,466.38	2,827.62
41010 · Donations or Contributions	17,000.00	0.00	50,000.00	34.0%		0.00	17,000.00
41200 · Other Revenue	1,500.00		0.00	#DIV/0!		20,381.67	-18,881.67
41300 · Solar Rebates	7,105.50	6,252.75	8,337.00	85.23%		7,003.77	101.73
42000 · Branch Revenues	94,105.96	108,972.00	145,296.00	64.77%		110,427.09	-16,321.13
Total Income	4,209,473.91	4,038,337.45	4,812,080.00	87.48%		4,128,851.23	80,622.68
Expense							
50001 · TREASURER'S FEES	81,333.62	76,598.00	87,540.00	92.91%		79,546.70	1,786.92
50005 · DEBT SERVICE	1,659,799.60	1,659,800.00	1,659,800.00	100.0%		1,659,799.60	0.00
51000 · EMPLOYEE COSTS-	1,319,309.14	1,438,784.01	1,917,240.00	68.81%		1,319,933.46	-624.32
52000 · LIBRARY SERVICES	315,158.59	348,995.30	452,607.00	69.63%		229,468.92	85,689.67
53000 · PROFESSIONAL SERVICES	67,818.98	39,872.49	45,440.00	149.25%	3.	27,652.30	40,166.68
54000 · BUILDING OVERHEAD-	259,774.99	255,346.45	333,795.00	77.82%		241,946.55	17,828.44
54500 · BUILDING REMODEL & ADDING FFE	0.00	60,000.00	60,000.00	0.0%		204,010.75	-204,010.75
55000 · EQUIPMENT	88,466.90	92,257.70	199,406.00	44.37%	2.	49,615.66	38,851.24
56000 · OTHER OVERHEAD-	52,888.40	56,925.00	60,600.00	87.27%	4.	47,541.45	5,346.95
57000 · ADVERTISING & MARKETING	3,011.36	5,660.01	7,180.00	41.94%		2,537.71	473.65
58000 · VEHICLES	3,531.26	4,053.01	5,404.00	65.35%		3,004.73	526.53
59000 · PARTNERSHIPS	22,520.00	30,000.00	33,000.00	68.24%		37,250.00	-14,730.00
59100 · CONTINGENCY	0.00	0.00	10,068.00	0.0%		0.00	0.00
Total Expense	3,873,612.84	4,068,291.97	4,872,080.00	79.51%		3,902,307.83	-28,694.99
Net Income	335,861.07	-29,954.52	-60,000.00			226,543.40	109,317.67

Footnotes:

1. Encana and Caerus property tax abatement.
2. Includes \$24,300 and \$25,000 FMLD Grants to purchase 60 Chromebooks and service vehicle.
3. Includes progress payments on CPS HR Consulting and Lake Research Partners polling.
4. Includes annual insurance renewals: SDA; Workers Comp; Property and Liability;

Garfield County Public Library District
Balance Sheet
 As of September 30, 2018

	<u>Sep 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	620,562.74
10050 · Colo Trust - General	2,416,961.59
10051 · Colo Trust - SO Funds	1,241,604.02
10055 · C-Safe	51,748.04
10060 · Alpine Bank- Payroll(..8785)	6,135.98
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	93.38
11050 · WF-23652001-Annual Princ. Pmt	320.24
Total Checking/Savings	<u>4,338,500.99</u>
Other Current Assets	
12050 · Sales tax transfer by Treasurer	236,164.73
12100 · Property tax transfer by Treas	2,180,797.00
Total Other Current Assets	<u>2,416,961.73</u>
Total Current Assets	<u>6,755,462.72</u>
Other Assets	
18600 · Prepaid Subsc	3,125.34
19100 · Due to/fr Foundation & Friends	480.66
Total Other Assets	<u>3,606.00</u>
TOTAL ASSETS	<u><u>6,759,068.72</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-17,799.93
Total Accounts Payable	<u>-17,799.93</u>
Credit Cards	
20510 · Alpine Bank Purchase Card	6,220.66
20570 · Fuel Cards - WEX / NJPA	240.19
20600 · Lowes Store Account	75.95
Total Credit Cards	<u>6,536.80</u>
Other Current Liabilities	
21100 · Other Payroll Payables-	8,983.61
21200 · Payroll Payable-	57,588.46
21400 · TABOR refund payable-	139,232.00
Total Other Current Liabilities	<u>205,804.07</u>
Total Current Liabilities	<u>194,540.94</u>
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	236,164.73
22100 · Deferred Property Tax Revenue	2,180,797.00
Total Long Term Liabilities	<u>2,416,961.73</u>
Total Liabilities	<u>2,611,502.67</u>
Equity	
30000 · Unassigned Fund Balance	3,496,024.15
30005 · Non-Spendable Fund Balance	9,714.83
30010 · Restricted Fund Balance	154,700.00
30040 · Assigned For Replacement	151,266.00
Net Income	<u>335,861.07</u>
Total Equity	<u>4,147,566.05</u>

Garfield County Public Library District
Balance Sheet
As of September 30, 2018

TOTAL LIABILITIES & EQUITY	<u>Sep 30, 18</u> <u>6,759,068.72</u>
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**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%		-100.00%
September	213,398.38	12.91%	260,179.02	21.92%	206,068.49	-20.80%	220,812.96	7.16%		-100.00%
October	194,336.20	-4.00%	182,241.69	-6.22%	193,259.35	6.05%	214,391.59	10.93%		-100.00%
November	185,574.02	5.18%	179,760.58	-3.13%	188,021.40	4.60%	211,086.91	12.27%		-100.00%
December	216,260.57	-3.38%	206,781.54	-4.38%	231,320.02	11.87%	236,164.73	2.09%		-100.00%
TOTAL	<u>2,460,217.19</u>	<u>5.13%</u>	<u>2,361,007.85</u>	<u>-4.03%</u>	<u>2,310,385.40</u>	<u>-2.14%</u>	<u>2,547,694.75</u>	<u>10.27%</u>	<u>1,644,412.55</u>	<u>-35.45%</u>

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

	2014		2015		2016		2017		2018	
January	156,389.73	-13.18%	119,021.52	-23.89%	107,887.11	-9.35%	167,563.47	55.31%	198,871.12	18.68%
February	158,289.73	8736.68%	152,508.02	-3.65%	104,937.79	-31.19%	170,638.18	62.61%	212,320.26	24.43%
March	213,739.69	8132.44%	181,435.06	-15.11%	164,251.80	-9.47%	185,434.83	12.90%	245,105.81	32.18%
April	172,267.76	1566.04%	175,817.96	2.06%	175,020.34	-0.45%	162,141.26	-7.36%	216,979.46	33.82%
May	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%	198,292.51	11.04%	233,518.26	17.76%
June	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%	233,936.90	7.65%	261,219.50	11.66%
July	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%	242,194.12	17.36%	264,478.28	9.20%
August	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%	230,488.40	9.52%		-100.00%
September	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%	220,265.47	7.44%		-100.00%
October	193,230.38	-4.55%	181,007.55	-6.33%	189,878.10	4.90%	212,474.94	11.90%		-100.00%
November	176,964.94	2.23%	177,841.00	0.50%	186,362.81	4.79%	197,432.38	5.94%		-100.00%
December	215,164.22	285.85%	205,642.96	-4.43%	230,459.68	12.07%	235,522.80	2.20%		-100.00%
TOTAL	<u>2,301,936.95</u>	<u>56.11%</u>	<u>2,277,081.95</u>	<u>-1.08%</u>	<u>2,176,519.11</u>	<u>-4.42%</u>	<u>2,456,385.26</u>	<u>12.86%</u>	<u>1,632,492.69</u>	<u>-33.54%</u>

RESOLUTION: 18-013

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT TO OPEN AN ACCOUNT AT ALPINE BANK FOR THE PURPOSE OF REIMBURSING ROCKY MOUNTAIN RESERVE, LLC FOR EMPLOYEE FLEXIBLE SPENDING ACCOUNT CLAIMS.

WHEREAS, the Garfield County Public Library District Board of Trustees has authorized the provision of a Flexible Spending Account benefit to staff; and

WHEREAS, Rocky Mountain Reserve, LLC is the company chosen by the Garfield County Public Library District staff to provide the Flexible Spending Account benefit; and

WHEREAS, the auditor of the Garfield County Public Library District recommends creating a separate account from which to reimburse Rocky Mountain Reserve, LLC for employee Flexible Spending Account claims; and

WHEREAS, Alpine Bank is the holder of the Garfield County Public Library Districts accounts used for this purpose

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

Section 1. The Garfield County Public Library District Board of Trustees authorizes the Executive Director to set up an account at Alpine Bank for the purpose of reimbursing Rocky Mountain Reserve, LLC for employee Flexible Spending Account claims.

ADOPTED THIS 1st day of November, 2018 AD

Amy Shipley, Interim Executive Director

Todd Anderson, President of the Board of Trustees

ATTEST: _____
Sandi Kister, Secretary to the Board of Trustees

STATISTICS SEPTEMBER YTD

	District			Parachute			Rifle			Silt			New Castle			Glenwood Spr			Carbondale		
	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change	YTD 2018	YTD 2017	% change
Cardholders																					
Active Patrons	27600	29052	-5.00%	3006	3142	-4.33%	6699	6902	-2.94%	2260	2414	-6.38%	2909	3120	-6.76%	6673	7102	-6.04%	6053	6372	-5.01%
New Library Cards	3289	3452	-4.72%	398	371	7.28%	986	976	1.02%	198	235	-15.74%	350	327	7.03%	714	807	-11.52%	643	736	-12.64%
Patron Services																					
Door Count	281489.5	653878	-56.95%	25788.5	60041	-57.05%	125523	141342	-11.19%	28033	65972	-57.51%	30348	69217	-56.16%	85546.5	199562	-57.13%	49012	117744	-58.37%
Meeting Room Usage	4472	3051	46.57%	258	222	16.22%	1426	1404	1.57%	303	458	-33.84%	589	519	13.49%	510	344	48.26%	1386	104	1232.69%
Meeting Room Attendance	30119	24266	24.12%	1323	1563	-15.36%	8050	6434	25.12%	2674	2067	29.37%	2530	2978	-15.04%	12112	9322	29.93%	3430	1902	80.34%
Adult Programs	112	243	-53.91%	12	25	-52.00%	20	27	-25.93%	10	14	-28.57%	30	27	11.11%	28	22	27.27%	12	128	-90.63%
Adult Program Attendance	1250	2378	-47.43%	110	246	-55.28%	243	498	-51.20%	81	258	-68.60%	227	239	-5.02%	329	534	-38.39%	260	603	-56.88%
School-Age Programs	263	230	14.35%	17	30	-43.33%	44	33	33.33%	41	32	28.13%	46	39	17.95%	74	78	-5.13%	41	18	127.78%
School-Age Program Attendance	7079	6987	1.32%	272	751	-63.78%	1673	1385	20.79%	1077	994	8.35%	995	1110	-10.36%	1304	1841	-29.17%	1758	906	94.04%
Teen Programs	118	136	-13.24%	5	14	-64.29%	31	28	10.71%	17	25	-32.00%	6	23	-73.91%	31	24	29.17%	28	22	27.27%
Teen Program Attendance	1621	2065	-21.50%	88	272	-67.65%	742	718	3.34%	102	105	-2.86%	61	114	-46.49%	231	206	12.14%	397	650	-38.92%
Early Childhood Programs	248	316	-21.52%	26	39	-33.33%	68	51	33.33%	22	66	-66.67%	49	38	28.95%	35	86	-59.30%	48	36	33.33%
Early Childhood Attendance	7577	8160	-7.14%	860	1025	-16.10%	2509	1744	43.86%	295	1059	-72.14%	1000	764	30.89%	1174	2404	-51.16%	1739	1164	49.40%
Adult Outreach Visits	63	106	-40.57%	18	23	-21.74%	26	34	-23.53%	0	1	-100.00%	7	9	-22.22%	4	0		8	39	-79.49%
Adult Outreach Attendance	817	828	-1.33%	85	89	-4.49%	508	281	80.78%	0	1	-100.00%	82	83	-1.20%	84	1	8300.00%	58	373	-84.45%
Youth Outreach Visits	94	132	-28.79%	7	12	-41.67%	33	3	1000.00%	1	6	-83.33%	14	18	-22.22%	37	73	-49.32%	2	20	-90.00%
Youth Outreach Attendance	1143	4740	-75.89%	172	722	-76.18%	196	437	-55.15%	1	580	-99.83%	501	626	-19.97%	179	1739	-89.71%	94	636	-85.22%
STEM Programs	117	148	-20.95%	10	11	-9.09%	21	22	-4.55%	9	12	-25.00%	16	12	33.33%	54	72	-25.00%	7	19	-63.16%
STEM Program Attendance	1147	1974	-41.89%	116	105	10.48%	216	404	-46.53%	47	113	-58.41%	101	127	-20.47%	312	574	-45.64%	355	651	-45.47%
ESL Programs	44	39	12.82%	0	0		26	14	85.71%	0	0		18	24	-25.00%	0	0		0	1	-100.00%
ESL Program Attendance	1218	579	110.36%	0	0		924	458	101.75%	0	0		294	103	185.44%	0	0		0	18	-100.00%
Book A Librarian Sessions	158	115	37.39%	41	11	272.73%	6	10	-40.00%	21	16	31.25%	63	51	23.53%	0	0		27	27	0.00%
Physical Circulation																					
Juvenile	67489	97720	-30.94%	6257	10239	-38.89%	14601	20475	-28.69%	6326	11747	-46.15%	7914	11296	-29.94%	14761	21135	-30.16%	17630	22828	-22.77%
Young Adult	7441	13437	-44.62%	1220	1972	-38.13%	2020	3449	-41.43%	812	1183	-31.36%	933	2030	-54.04%	1339	2649	-49.45%	1117	2154	-48.14%
Adult Fiction	25506	42104	-39.42%	4561	8537	-46.57%	5593	9192	-39.15%	1964	3549	-44.66%	3306	5732	-42.32%	5896	9335	-36.84%	4186	5759	-27.31%
Adult Non-Fiction	13906	29560	-52.96%	1514	3202	-52.72%	2968	6464	-54.08%	1594	3447	-53.76%	1968	4241	-53.60%	3232	6739	-52.04%	2630	5467	-51.89%
Large Print	2243	2956	-24.12%	305	445	-31.46%	673	684	-1.61%	149	201	-25.87%	105	353	-70.25%	530	676	-21.60%	481	597	-19.43%
World Languages	3084	4010	-23.09%	145	221	-34.39%	505	732	-31.01%	107	283	-62.19%	477	377	26.53%	835	945	-11.64%	1015	1452	-30.10%
New Books	18023	21889	-17.66%	2421	2388	1.38%	4183	4015	4.18%	1920	2583	-25.67%	2019	2436	-17.12%	4947	5298	-6.63%	2533	5169	-51.00%
DVD	71321	127570	-44.09%	7546	14106	-46.51%	19204	34407	-44.19%	7653	16429	-53.42%	7337	13776	-46.74%	17484	28273	-38.16%	12097	20579	-41.22%
CD Audiobook	7594	13695	-44.55%	801	1336	-40.04%	1294	2298	-43.69%	594	934	-36.40%	1013	2030	-50.10%	2275	3836	-40.69%	1617	3261	-50.41%
Playaway	547	1018	-46.27%	123	343	-64.14%	107	337	-68.25%	9	2	350.00%	65	131	-50.38%	119	121	-1.65%	124	84	47.62%
Magazines	2071	3618	-42.76%	369	638	-42.16%	219	388	-43.56%	369	520	-29.04%	441	972	-54.63%	308	461	-33.19%	365	639	-42.88%
Video Games	1331	1681	-20.82%	165	162	1.85%	644	772	-16.58%	159	246	-35.37%	121	134	-9.70%	146	242	-39.67%	96	125	-23.20%
CD Music	2958	7511	-60.62%	346	987	-64.94%	737	1997	-63.09%	259	880	-70.57%	372	1303	-71.45%	628	1080	-41.85%	616	1264	-51.27%
ILL	1065	157	578.34%	30	28	7.14%	32	53	-39.62%	946	5	18820.00%	34	17	100.00%	12	45	-73.33%	11	9	22.22%
Materials borrowed from other libraries	38174	38028	0.38%	4267	3755	13.64%	7624	7257	5.06%	3409	7290	-53.24%	3921	3691	6.23%	9441	8175	15.49%	9512	7860	21.02%
Collection																					
Items Added	9442	9495	-0.56%	1316	1437	-8.42%	1947	1810	7.57%	1307	1245	4.98%	1561	1426	9.47%	1826	1784	2.35%	1485	1793	-17.18%
Total Items in Collection	174860	181870	-3.85%	31113	30366	2.46%	32590	34907	-6.64%	21939	22465	-2.34%	29837	32385	-7.87%	30093	32043	-6.09%	29288	29704	-1.40%
Technology																					
PAC Usage (hours)	24042	33466	-28.16%	1851	2607	-29.00%	5373	8564	-37.26%	3100	4104	-24.46%	2357	3428	-31.24%	7237	9116	-20.61%	4124	5647	-26.97%
PAC Usage (sessions)	40307	54977	-26.68%	3527	4822	-26.86%	8698	13186	-34.04%	4880	6560	-25.61%	4307	5869	-26.61%	11412	14513	-21.37%	7483	10027	-25.37%
Wireless Sessions	63497	63986	-0.76%	3106	3652	-14.95%	14864	16090	-7.62%	5331	5384	-0.98%	5204	6027	-13.66%	22244	20067	10.85%	12748	12766	-0.14%
Volunteers																					
Volunteer Hours	2912	4174	-30.23%	273	356	-23.31%	675	746	-9.52%	94	162	-41.98%	378	499	-24.25%	621	1015	-38.82%	871	1396	-37.61%

9			
2018			
STATISTICS SEPTEMBER YTD	District		
	YTD 2018	YTD 2017	% change
Website			
Website Visits	159076	187346	-15.09%
Downloadables			
Overdrive - total eBook, audio, video	28688	26085	9.98%
Zinio	2246	3013	-25.46%
Subscription Resources			
Ancestry - Searches	1198	4127	-70.97%
EBSCO Databases - Sessions	4853	4680	3.70%
Biography in Context - Sessions	1013	76	1232.89%
Kids InfoBits - Sessions	61	176	-65.34%
Learning Express - Sessions	60	104	-42.31%
Mango - Sessions	1231	1036	18.82%
MyHeritage - Sessions	184	44	318.18%
Research in Context - Sessions	37	42	-11.90%
Tumblebooks - Book Views	322	256	25.78%

Facilities Report September 2018

Rifle

We got the heating and cooling systems checked and ready to go for winter. There was a broken projector in the community room we sent in for repair. Sold the white Ford Escape. Started work on a plumbing issue with the lower men's restroom. Painting touch up here and there. Always light bulbs and ballast replacement. Took care of some lock and door issues. Exterior building cleaning. Check AED

Parachute

Heating and cooling Preventive Maintenance. Light bulbs. There is a tree on the property that leans and the landscapers wanted to cut it down, but after looking at it I decided to wait and see. It leans away from the building and it doesn't appear to be actively falling down, and is healthy (plus it won't hit anything if it does fall).

Silt

Heating and cooling P.M. Door bells stopped working. Lights. Exterior building cleaning and some windows. Check AED

New Castle

Heating and cooling P.M. Lights. Exterior building cleaning and some windows. Fire department inspection and replaced batteries in emergency lights. Check AED. Replace light bulbs.

Glenwood

Heating and cooling P.M. Backflow testing finally done. Still resolving lighting controls issues (8hrs plus). Cleaned mural wall and primed it for mural. Public sinks not draining well, fixed that. Office light repair. Fixed 2 floor (pop up) outlets. Checked AED. Working on replacement Janitors. Worked on getting light fixture for library.

Carbondale

Heating and cooling P.M. Wall repair and painting, plus a window sill repair. Fix pop up outlets. Working on getting some worn out chairs replaced under warranty. Exterior building cleaning. A little extra pest control. Working on replacement Janitors