

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, July 6, 2017
Place: Glenwood Springs Branch Library, Glenwood Springs, CO

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, June 1 (pp. 1-4)
- B. Claims for Board Approval General Fund May 16, 2017 through June 15, 2017 (pp. 9-10)

III. FINANCE

- A. Presentation of the 2016 financial audit, Daniel Cudahy, McMahan and Associates, LLC
- B. Finance update, Kevin Hettler

IV. FACILITIES

- A. Morgridge Commons management and naming proposal, Carrie Hauser, Peter Waller (pp. 16-25)
- B. Facilities Report, Jerry Morris

V. BRANCH REPORT

- A. Glenwood Springs Branch Manager, Laurin Arnold

VI. DIRECTORS' REPORT

- A. Executive Director, Jesse Henning
 - i. Statistics update
 - ii. Staffing update
 - iii. Community leader meetings update
 - iv. Budget committee update
- B. Assistant Executive Director, Amy Shipley
 - i. District operations update

VII. BOARD DEVELOPMENT

- A. Discussion of Colorado State Library planning meeting
- B. Discussion of future Board Development topics

VIII. GENERAL ITEMS

- A. Amendment to Pay Chart, Employee Handbook, Kim Owens (pp. 31-32)
- B. Update from Rifle City Hall design charrette, Jerry Morris, Monica Miller, Jesse Henning
- C. Discussion of FMLD Minigrant opportunity, Jesse Henning

IX. INFORMATION ITEMS

- A. Colorado Mountain College Memorandum to Library Board (pp. 16-17)
- B. Morgridge Commons Room Rates (pg. 18)
- C. Facility Use Agreement and Permit (pp. 19-25)
- D. Branch narratives (pp. 26-29)
- E. Staffing report (pg. 30)
- F. Employee Handbook 'Compensation' (pg. 31)
- G. Revised Pay Chart (pg. 32)
- H. Garfield County Libraries 'By the Numbers' factsheet sample (pp. 33-34)

- I. May financial data visualization (pp. 5-6)
- J. May Alpine Bank credit card statement (pp. 11-12)
- K. Profit and loss to budget General Fund May 2017 (pg. 13)
- L. Balance sheet General Fund May 2017 (pp. 14-15)
- M. Sales tax revenue report February 2017 (pp. 7-8)
- N. May service statistics (p. 35-36)

Next Board Meeting- August 3, 2017 at the New Castle Branch Library, New Castle, CO 81647

Adjourn meeting.

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

Prepared by: Jesse Henning

Posted on: June 27, 2017

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING

New Castle Branch Library, New Castle, CO

June 1, 2017

I. CALL TO ORDER

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

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Jesse Henning
Kevin Hettler
Amy Shipley
Jerry Morris
Brenda Kingen

PUBLIC PRESENT: None.

GUESTS PRESENT: None.

BOARD MEMBERS EXCUSED: Michelle Foster.

PUBLIC COMMENT SECTION: None.

AGENDA CHANGES/ADDITIONS: ‘Branch Manager Report, Jeannine Stickle’ was added as item (VI)(A)

II. CONSENT ITEMS FOR APPROVAL: Minutes of the May 3 Board Meeting, May 4 Board Meeting; April-May fund claims. A motion to approve the consent items was made by Rippy-Sheehy, seconded by Miller. **Motion passed.**

III. FACILITIES: Facilities Manager, Jerry Morris.

Planning work for the Verizon Wireless installation on the Rifle Branch roof continues. Jerry is working with Verizon to determine electrical costs for the equipment and how those costs will be paid by the tenant. A security camera on the second floor of the Rifle Branch is out and will need to be replaced – options are being explored to replace the single camera or install a new system. The construction on the second floor of the Glenwood Springs Branch has been taxing – the Friends’ Community Room had to be closed due to excessive noise and R.A. Nelson is paying to relocate community groups who had booked the room. The failed electric shades in Glenwood have been replaced, paid for by FCI Constructors. Jerry, Jesse, and Stephanie have been invited to a meeting with the City of Rifle to discuss potential plans for the future of the Rifle City Hall. Jerry’s work truck, purchased in 2011, has reached 100,000 miles.

IV. FINANCE: Finance Manager, Kevin Hettler.

April 2017 Financials:

April 2017 Year to date income was 899.71% of budget (\$18,274,600 actual, \$2,031,166 budgeted) while expenses were 1965.67% of budget (\$19,164,155 actual and \$974,940 budgeted). The reason for these large swings in actual vs. budget was the COP Refunding that was completed on 4/28/17.

Total cash assets, as of April 30, 2017 totaled \$4,549,636 compared to \$5,595,661 the previous month.

Sales Tax Refund update:

The County has informed us that two large sales tax refunds are going to be processed in the coming months – one for \$33,000 and another for \$146,000. The County does not yet know the exact amount that will be withheld from the District's sales tax distribution or when the withholding will take place.

Kevin requested a two-year personal property tax abatement from DeLage Landen Financial Services on our copier lease as the District should have been exempted from paying this tax in the past.

V. DIRECTOR'S REPORT: Jesse Henning, Executive Director

Aspen Institute Dialogue: Jesse relayed information about the discussion at the Aspen Institute Dialogue on Public Libraries. A substantial amount of the discussion was related to discussing the library's role in contributing to the resilience of rural communities. The Aspen Institute Action Guide was recommended as a tool to help long-range planning for the District.

Colorado Public Library Director's Retreat: Networking with other Colorado library directors and participating in the New Directors' Orientation were both excellent professional development opportunities. Jesse indicated that meeting other directors face-to-face helped to build his professional support system.

Morgridge Commons update: The Colorado Mountain College has optioned to purchase the space on the second floor of the Glenwood Springs Branch that is currently being leased to them. The College is hoping to close on the property sale in June. Discussions continue about operations and management plans for the Morgridge Commons space. Jerry and Jesse are working with the College to develop a room reservation procedure that is in line with the District's current Meeting Room Policy.

Statistics update: Statistics are tabulated in a new, single page format. Information about electronic resources will be included in future reports and will include historical data.

Staffing update: Postings for the Parachute Branch Manager and Silt/New Castle Youth Services Coordinator will be open by the end of the week. A new staffing update information item was included in this Board packet and will be present in future packets.

Incident reports regarding the second floor of Rifle have decreased since Jaimie Schauf began as Administrative Assistant. A concern still remains about the availability of Support Services and the appearance that the department is 'closed' when no one is at the front desk. Rifle staff frequently refer patrons to the second floor and call Support Services staff to inform them.

Amy Shipley will be serving as the interim Parachute Branch Manager until a replacement is hired. The new Parachute Branch Manager will be involved in the hiring of the Parachute Youth Services Coordinator.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT: Amy Shipley, Assistant Executive Director

Marmot Directors' Meeting: Amy thanked Marmot Library Network partners for allowing the District to borrow their materials while staff are being trained to purchase items for the collection. Marmot costs will increase in coming years as Marmot has been intentionally spending its cash reserve down by subsidizing services.

District operations update: Amy has been meeting with Branch Managers and spending time in each branch training staff on ordering and processing new materials. The first material order of the year was placed in May – new items are on their way to the shelves now. Sandi requested that the branch narratives include more information about meetings and programs.

Amendment to Circulation Policy: Amy presented an amended Circulation Policy that changes the maximum limit for holds from a policy matter to a procedural one, allowing staff to change and dial in a new maximum limit for holds. A motion to approve the policy was made by Bedard-Voorhees, seconded by Kister. **Motion passed.**

VI. GENERAL ITEMS

Approval of D.A. Davidson & Co. acknowledgement letter: The text of the acknowledgement letter was amended by Alice. A motion to approve the letter and send it as amended was made by Kister, seconded by Miller. **Motion passed.**

Budget committee formation and discussion: The District's Finance Policy needs to be updated to match the Board Bylaws and reflect changes in staff titles and positions. Todd appointed Monica as the non-officer Board representative on the Budget Committee. A motion to establish the Budget Committee and set its first meeting date as June 21 was made by Sweeney, seconded by Miller. **Motion passed.**

Board meeting calendar / Grand Avenue Bridge discussion: No changes to the Board calendar were made to accommodate the Grand Avenue Bridge construction. A physical quorum of members should be able to be present with other members in Carbondale and Glenwood Springs joining by teleconference.

FMLD Fall Cycle grant discussion:

Two proposals were brought to the Board by Jesse for consideration for the FMLD Fall grant

cycle. Replacement of the District's aging self-check equipment was considered for the Traditional grant program. A proposal to purchase new Library vehicles for the Mini-Grant program was declined due to several Board member concerns about annual vehicle costs. Jesse will pursue gathering information about self-check system vendors and will work with staff to develop a new Mini-Grant proposal.

A motion to adjourn was made by Anderson, seconded by Miller. The meeting adjourned at 10:00pm.

NEXT MEETING

The next scheduled board meeting will be held at the Glenwood Springs Branch Library, on July 6, 2017 at 6:00pm.

_____ Todd Anderson, President, Board of Trustees

_____ Sandi Kister, Secretary/Treasurer, Board of Trustees

May YTD Financial Visualization

The following charts indicate all income received and expenditures made from 1/1/17 through 5/31/17 with the exception of income and expenditure related to the refinancing of District certificates of participation.

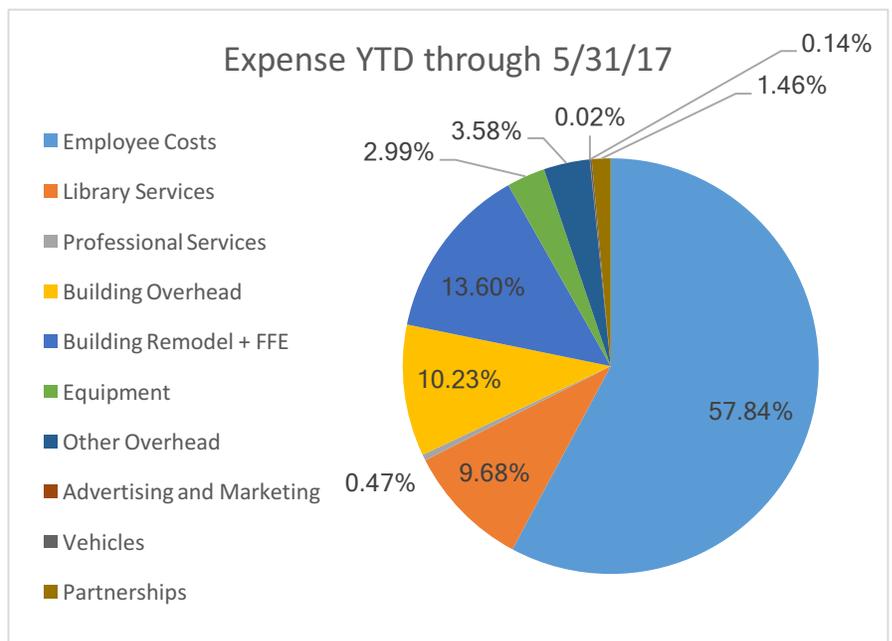
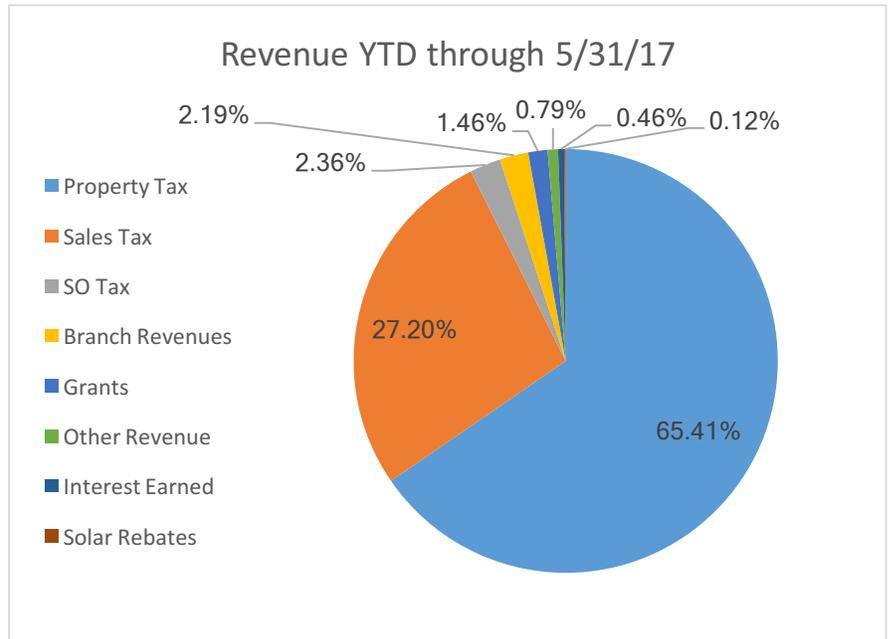
Total income as of 5/31/17 less COP proceeds are \$2,757,969.09.

Total expenditure as of 5/31/17 less COP expenditure is \$1,253,462.40.

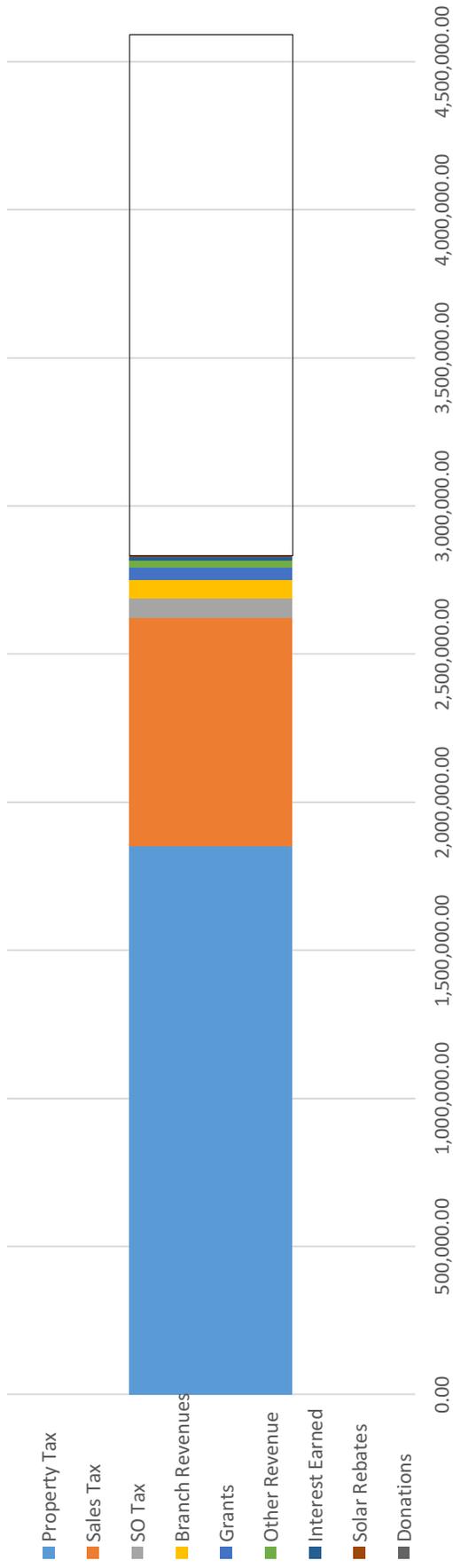
41.6% of the year has passed as of 5/31/17.

27.2% of budgeted expenditure (\$4,591,997.78) has been used.

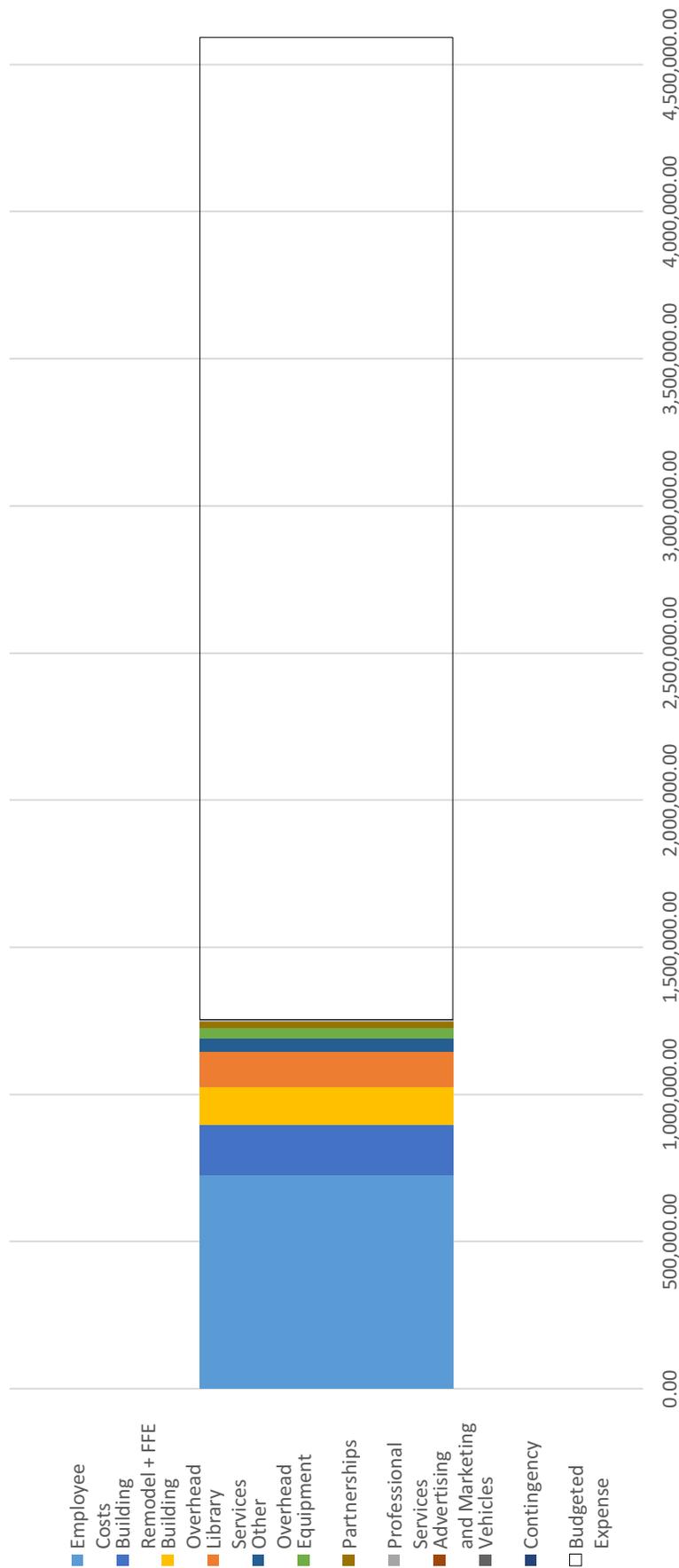
The attached bar charts reflect income and expenditure relative to their respective annual budgets.



YTD Revenue to Budgeted Revenue through 5/31/17



YTD Expense to Budgeted Expense through 5/31/17



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

	2013		2014		2015		2016		2017	
January	194,046.37	0.61%	157,954.01	-18.60%	171,255.99	8.42%	165,205.96	-3.53%	173,042.62	4.74%
February	182,378.70	-1.82%	164,955.33	-9.55%	156,611.76	-5.06%	152,316.39	-2.74%	174,041.11	14.26%
March	177,292.08	-11.84%	274,667.44	54.92%	183,651.55	-33.14%	176,125.01	-4.10%	191,923.78	8.97%
April	163,915.05	-24.21%	204,502.95	24.76%	176,436.28	-13.72%	178,186.85	0.99%		-100.00%
May	186,178.84	-7.10%	195,754.32	5.14%	198,774.79	1.54%	181,387.29	-8.75%		-100.00%
June	221,124.48	-1.27%	228,122.58	3.16%	220,869.13	-3.18%	218,515.17	-1.07%		-100.00%
July	226,206.33	-22.44%	214,080.13	-5.36%	215,309.82	0.57%	208,583.74	-3.12%		-100.00%
August	197,303.22	-0.46%	210,611.26	6.74%	209,135.70	-0.70%	211,395.73	1.08%		-100.00%
September	188,999.79	-0.71%	213,398.38	12.91%	260,179.02	21.92%	206,068.49	-20.80%		-100.00%
October	202,437.20	6.21%	194,336.20	-4.00%	182,241.69	-6.22%	193,259.35	6.05%		-100.00%
November	176,439.55	1.74%	185,574.02	5.18%	179,760.58	-3.13%	188,021.40	4.60%		-100.00%
December	223,816.76	15.19%	216,260.57	-3.38%	206,781.54	-4.38%	231,320.02	11.87%		-100.00%
TOTAL	2,340,138.37	-4.83%	2,460,217.19	5.13%	2,361,007.85	-4.03%	2,310,385.40	-2.14%	539,007.51	-76.67%

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

	2013		2014		2015		2016		2017	
January	180,138.00	0.82%	156,389.73	-13.18%	119,021.52	-23.89%	107,887.11	-9.35%	167,563.47	55.31%
February	1,791.28	-98.98%	158,289.73	8736.68%	152,508.02	-3.65%	104,937.79	-31.19%	170,638.18	62.61%
March	2,596.31	-98.68%	213,739.69	8132.44%	181,435.06	-15.11%	164,251.80	-9.47%	185,434.83	12.90%
April	10,339.93	-94.81%	172,267.76	1566.04%	175,817.96	2.06%	175,020.34	-0.45%		-100.00%
May	182,645.85	-7.74%	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%		-100.00%
June	219,883.80	-0.51%	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%		-100.00%
July	226,206.33	-21.96%	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%		-100.00%
August	190,814.23	38.06%	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%		-100.00%
September	28,846.67	-84.50%	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%		-100.00%
October	202,437.20	21.70%	193,230.38	-4.55%	181,007.55	-6.33%	189,878.10	4.90%		-100.00%
November	173,105.29	2.58%	176,964.94	2.23%	177,841.00	0.50%	186,362.81	4.79%		-100.00%
December	55,763.79	-70.72%	215,164.22	285.85%	205,642.96	-4.43%	230,459.68	12.07%		-100.00%
TOTAL	1,474,568.68	-36.12%	2,301,936.95	56.11%	2,277,081.95	-1.08%	2,176,519.11	-4.42%	523,636.48	-75.94%

Garfield County Public Library District Claims for Board Approval

May 16 - June 15 2017

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
05/31/2017	EFT	CCOERA	May Retirement	-5,076.86
05/31/2017	EFT	CCOERA	May Retirement	-3,920.18
05/31/2017	22444	AFLAC	May Supplemental insurance	-367.44
05/31/2017	22445	Beeson, Nicole	Returned material refund	-25.95
05/31/2017	22446	Cardiff Cleaning Services	May Janitorial Services	-8,105.00
05/31/2017	22447	CDC Janitorial	Janitorial supplies	-96.09
05/31/2017	22448	CenturyLink	Fire alarm telephone	-397.26
05/31/2017	22449	Humphries Poli Architects. PC	Prof svcs 1/26 - 2/25 2017	-200.00
05/31/2017	22450	Ingram Library Services	State Grant Library materials	-4,145.80
05/31/2017	22451	Lincoln National Life Insurance Company	JUN STD/LTD	-642.06
05/31/2017	22452	Sandy's Office Supply	RI Sealing tape	-27.40
05/31/2017	22453	Scholastic Inc.	SRP Books	-49.00
05/31/2017	22454	Unilink	Copies	-574.52
05/31/2017	22455	Unique Management Services, Inc.	Collections	-1,091.90
05/31/2017	22456	Amazon .com	GW Office supplies	-29.98
05/31/2017	22457	Swallow Oil	vehicle fuel 5/15/17 stmt	-187.29
06/08/2017	Elec	Verizon Wireless	Cell Phone through 5/18/17	-67.46
06/15/2017	22458	Acme Fire Alarm Company	3Q Monitoring	-465.30
06/15/2017	22459	AFLAC	supplemental insurance	-367.44
06/15/2017	22460	All Around Property Maintenance, INC	CA, PA landscaping	-1,675.70
06/15/2017	22461	Black Hills Energy	GW, CA gas	-367.27
06/15/2017	22462	CDC Janitorial	Janitorial supplies	-590.03
06/15/2017	22463	Cedar Networks	June Telephone	-1,745.00
06/15/2017	22464	City of Glenwood Springs	Electric	-924.78
06/15/2017	22465	City of Rifle	water/sewer	-110.48
06/15/2017	22466	DeLage Landen Financial Services, Inc.	June Copier Lease	-1,411.33
06/15/2017	22467	Demco	processing supplies	-169.73
06/15/2017	22468	Gale Cengage Learning	2017(6mos) & 2018(12 mos) DBs	-2,737.00
06/15/2017	22469	Great American Financial Services	telephone lease 42-1425592	-1,043.98
06/15/2017	22470	Hisel, Emily	Reimbursement-Pizza for Staff Day	-35.00
06/15/2017	22471	Ingram Library Services	library materials	-6,742.40
06/15/2017	22472	Marmot Library Network, Inc.	OverDrive special assessment	-2,551.00
06/15/2017	22473	Midwest Tape	library materials	-1,875.84
06/15/2017	22474	Mountain Pest Control, Inc.	pest control all branches 104933	-282.00
06/15/2017	22475	OCLC	cataloging / ill 31-0734115	-238.86
06/15/2017	22476	OverDrive	e-books / audiobooks	-3,899.36
06/15/2017	22477	R & H Mechanical, LLC	3 Qtr Maint agreement	-5,631.25
06/15/2017	22478	Sandy's Office Supply	office supplies	-39.61
06/15/2017	22479	Shipley, Amy	Reimbursement-washer fluid bookmol	-4.00
06/15/2017	22480	Suarez, Dulce Andrea	Translated SRP Bookmarks	-30.00
06/15/2017	22481	Town of Carbondale	water/sewer	-56.10
06/15/2017	22482	Town of New Castle	water/sewer	-162.51
06/15/2017	22483	Town of Silt	water/sewer	-131.69
06/15/2017	22484	Waste Management	NC, RI, CA trash/recycling	-199.85

Garfield County Public Library District Claims for Board Approval

May 16 - June 15 2017

Date	Num	Name	Memo	Amount
06/15/2017	22485	Willis Towers/CEBT	Health Insurance July	-20,553.36
06/15/2017	22486	Xcel Energy	CA, NC, SI, RI, PA Electric	-4,309.41
06/15/2017	22487	Swallow Oil	vehicle fuel 5/31/17 stmt	-96.48
06/15/2017	22488	Lowe's	Repair supplies	-107.42
06/15/2017	22489	Alpine Bank	May credit card	-3,161.11
06/15/2017	22490	Friends/Foundation	book sales	-2,264.53
06/15/2017	22491	R. A. Nelson, LLC	Cooper Commons Draw #7	-22,903.32
06/15/2017	22492	Town of Parachute	water/sewer/trash	-400.10
Total 10010 · Alpine Bank- Gen(..7072)				-112,287.43
TOTAL				<u>-112,287.43</u>

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 05/31/2017

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					1,667.92
Cleared Transactions					
Charges and Cash Advances - 42 items					
Credit Card Charge	05/01/2017	CAAmazon	Building Repairs	-228.62	-228.62
Credit Card Charge	05/01/2017	CAUSPS	ILL Postage;stamps	-40.34	-268.96
Credit Card Charge	05/04/2017	GWUSPS	Stamps	-49.00	-317.96
Credit Card Charge	05/06/2017	NCWalmart	FOL: Youth Programming	-83.73	-401.69
Credit Card Charge	05/08/2017	GWSweetColo	FOL: Apr/May Business Breakfast	-16.00	-417.69
Credit Card Charge	05/08/2017	SSDMCA	DMCA Registration	-6.00	-423.69
Credit Card Charge	05/09/2017	RICityMrkt	FOL: Youth Programming; wow pizza party	-27.02	-450.71
Credit Card Charge	05/10/2017	GWCityMrkt	FOL: Youth Programming	-13.99	-464.70
Credit Card Charge	05/11/2017	RIJohnstone	Building Repairs	-248.64	-713.34
Credit Card Charge	05/12/2017	SIMistys	SRP Adult Prize	-20.00	-733.34
Credit Card Charge	05/12/2017	SIMinerscla	SRP Adult Prize	-20.00	-753.34
Credit Card Charge	05/15/2017	SICntryFlor	SRP Adult Prize	-20.00	-773.34
Credit Card Charge	05/15/2017	SIHywayFeed	SRP Adult Prize	-20.00	-793.34
Credit Card Charge	05/16/2017	SSEncore	Foundation: 300 Earbuds	-297.00	-1,090.34
Credit Card Charge	05/17/2017	RILtleCaes	SRP-Teen Volunteer Orientation	-38.10	-1,128.44
Credit Card Charge	05/17/2017	NCBrnMtnBak	SRP Adult Prize	-20.00	-1,148.44
Credit Card Charge	05/17/2017	NCCityMrkt	SRP Adult Prize	-20.00	-1,168.44
Credit Card Charge	05/17/2017	NCHogback	SRP Adult Prize	-20.00	-1,188.44
Credit Card Charge	05/17/2017	SIWalmart	SRP-Teen Volunteer Orientation	-18.72	-1,207.16
Credit Card Charge	05/17/2017	SSUSPS	Certified Mail	-7.01	-1,214.17
Credit Card Charge	05/17/2017	GWCityMrkt	SRP Promo Visit	-4.50	-1,218.67
Credit Card Charge	05/18/2017	GWJuicyLucy	SRP Adult Prize	-20.00	-1,238.67
Credit Card Charge	05/18/2017	GWPullman	SRP Adult Prize	-20.00	-1,258.67
Credit Card Charge	05/18/2017	GWSlopeHate	SRP Adult Prize	-20.00	-1,278.67
Credit Card Charge	05/18/2017	PAUSPS	ILL Postage	-2.97	-1,281.64
Credit Card Charge	05/20/2017	SSAdobe	Adobe Creative Suite	-29.99	-1,311.63
Credit Card Charge	05/20/2017	NCRacingbuy	FOL:Teen Programming	-28.20	-1,339.83
Credit Card Charge	05/20/2017	GWVaudville	SRP Adult Prize	-20.00	-1,359.83
Credit Card Charge	05/20/2017	NCCityMrkt	SRP-Teen Volunteer Orientation	-16.52	-1,376.35
Credit Card Charge	05/22/2017	SSLakeshore	Bessie Minor Grant	-1,093.45	-2,469.80
Credit Card Charge	05/22/2017	SSEtsy	Bessie Minor Grant	-201.85	-2,671.65
Credit Card Charge	05/22/2017	SSAmazon	Janitorial/Office Supplies	-94.54	-2,766.19
Credit Card Charge	05/22/2017	SSPayPal	Bessie Minor Grant	-72.15	-2,838.34
Credit Card Charge	05/22/2017	SSTherapy	Bessie Minor Grant	-61.97	-2,900.31
Credit Card Charge	05/22/2017	SSAmazon	facial tissues	-25.77	-2,926.08
Credit Card Charge	05/22/2017	SSWalmart	Bessie Minor Grant	-19.50	-2,945.58
Credit Card Charge	05/23/2017	PADominos	SRP-Teen Volunteer Orientation	-29.95	-2,975.53
Credit Card Charge	05/24/2017	GWDominos	SRP-Teen Volunteer Orientation	-49.99	-3,025.52
Credit Card Charge	05/25/2017	RIUSPS	ILL Postage and Stamps	-52.61	-3,078.13
Credit Card Charge	05/25/2017	CADominos	SRP-Teen Volunteer Orientation	-23.96	-3,102.09
Credit Card Charge	05/25/2017	CACityMrkt	SRP-Teen Volunteer Orientation	-6.07	-3,108.16
Credit Card Charge	05/30/2017	SIPaperOpti	FOL:Youth Programming	-62.95	-3,171.11

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 05/31/2017

Type	Date	Num	Memo	Amount	Balance
Total Charges and Cash Advances				-3,171.11	-3,171.11
Payments and Credits - 2 items					
Check	04/25/2017	22443	April purchase card statement	1,667.92	1,667.92
Credit Card Credit	05/30/2017	SSCottonKan	Bessie Minor Grant; shipping refund	10.00	1,677.92
Total Cleared Transactions				-1,493.19	-1,493.19
Cleared Balance				1,493.19	3,161.11
Register Balance as of 05/31/2017				1,493.19	3,161.11
New Transactions					
Payments and Credits - 1 item					
Check	06/15/2017	22489	May credit card	3,161.11	3,161.11
Total New Transactions				3,161.11	3,161.11
Ending Balance				-1,667.92	0.00

Garfield County Public Library District Profit & Loss Budget vs. Actual January through May 2017

Ordinary Income/Expense	Jan - May 17 Actual	Jan - May 17 Budget	Annual Budget	Jan - May % Actual to Annual Budget	Jan - May 16 Actual	\$ Increase / (Decrease) in Actual '16 to '17
Income						
40100 · Sales tax revenue-	770,327.53	733,333.34	2,200,000.00	35.01%	700,428.90	69,898.63
40200 · Property Tax Revenue	1,852,309.54	1,689,000.00	2,212,311.00	83.73%	2,605,975.32	-753,665.78
40300 · Specific Ownership Tax Revenue	66,737.87	68,333.31	164,000.00	40.69%	69,507.05	-2,769.18
40900 · Interest Earned on Investments	13,073.45	4,166.69	10,000.00	130.73%	11,503.70	1,569.75
41000 · Grants-	41,466.38	0.00	20,300.00	204.27%	12,677.71	28,788.67
41010 · Donations or Contributions	0.00	0.00	20,000.00	0.0%	0.00	0.00
41200 · Other Revenue / Asset sales	22,454.98	0.00	0.00	#DIV/0!	0.00	22,454.98
41300 · Solar Rebates	3,267.10	1,133.00	8,337.00	39.19%	959.93	2,307.17
41400 · Certificate Proceeds-Par Amount	15,985,690.35	0.00	0.00	#DIV/0!	15,985,690.35	
42000 · Branch Revenues	62,069.51	61,403.00	145,296.00	42.72%	61,717.20	352.31
43000 · COST OF RECEIVING REVENUE	-73,737.27	-56,446.64	-188,246.22	39.17%	-186,960.61	113,223.34
Total Income	18,743,659.44	2,500,922.70	4,591,997.78	749.47%	3,275,809.20	15,467,850.24
Expense						
50001 · DEBT SERVICE	18,111,451.01	0.00	1,828,000.00	990.78%	0.00	18,111,451.01
51000 · EMPLOYEE COSTS-	724,949.89	772,611.52	1,844,553.40	39.3%	1,119,804.80	-394,854.91
52000 · LIBRARY SERVICES	121,335.87	157,717.32	401,908.00	30.19%	251,330.40	-129,994.53
53000 · PROFESSIONAL SERVICES	5,857.27	5,833.31	45,000.00	13.02%	4,005.31	1,851.96
54000 · BUILDING OVERHEAD-	128,199.59	130,809.63	313,603.00	40.88%	140,518.00	-12,318.41
54500 · BUILDING REMODEL & ADDING FFE	170,497.91	0.00	0.00	#DIV/0!	1,501.13	168,996.78
55000 · EQUIPMENT	37,512.55	22,193.24	41,704.00	89.95%	40,444.09	-2,931.54
56000 · OTHER OVERHEAD-	44,895.30	51,125.00	69,700.00	64.41%	56,210.77	-11,315.47
57000 · ADVERTISING & MARKETING	269.17	2,066.69	4,980.00	5.41%	5,777.35	-5,508.18
58000 · VEHICLES	1,694.85	1,958.38	4,700.00	36.06%	3,235.62	-1,540.77
59000 · PARTNERSHIPS	18,250.00	12,500.00	25,000.00	73.0%	50,000.00	-31,750.00
59100 · CONTINGENCY	0.00	0.00	12,849.38	0.0%	0.00	0.00
Total Expense	19,364,913.41	1,156,815.09	4,591,997.78	1,673.99%	1,672,827.47	17,692,085.94
Net Income	-621,253.97	1,344,107.61	0.00		1,602,981.73	

Footnotes:

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Footnotes:

1. Received 50% of FMLD Grant for GWS 2nd Floor buildout.
2. Includes 2017 rent income from CMC \$18,867.
3. Completed COP Refunding 4/28/17 with Bank Placement.
4. Includes \$161,418.91 yfd expenditures for GWS 2nd Floor buildout and \$9,079 for PA front door.
5. Includes \$22,008 - 2017 Annual Maintenance contract Bibliotheca.

**Garfield County Public Library District
 Balance Sheet**

**As of May 31, 2017
 May 31, 17**

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	626,235.97
10030 · Alpine Bank- FLEX(..7137)	2,647.65
10040 · Wells Fargo- SO Tax	5,003.56
10050 · Colo Trust - General	3,079,755.40
10051 · Colo Trust - SO Funds	1,015,530.69
10055 · C-Safe	100,536.90
10060 · Alpine Bank- Payroll(..8785)	4,127.53
10300 · Petty Cash- Cash drawer fund	1,075.00
11060 · WF-23652010 - COI Fund 2017	<u>750.02</u>

Total Checking/Savings 4,835,662.72

Other Current Assets

12100 · Property tax transfer by Treas	<u>2,212,086.00</u>
--	---------------------

Total Other Current Assets 2,212,086.00

Total Current Assets 7,047,748.72

Other Assets

18600 · Prepaid Subsc	1,824.67
19100 · Due to/fr Foundation & Friends	6,157.10
19150 · Due tr/fr Employees	<u>105.50</u>

Total Other Assets 8,087.27

TOTAL ASSETS 7,055,835.99

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	<u>23,232.92</u>
--------------------------	------------------

Total Accounts Payable 23,232.92

Credit Cards

20510 · Alpine Bank Purchase Card	3,161.11
20550 · Fuel Cards- Swallow Oil	96.48
20600 · Lowes Store Account	107.42
20650 · Amazon Credit	<u>20.99</u>

Total Credit Cards 3,386.00

Other Current Liabilities

21100 · Other Payroll Payables-	-232.34
21200 · Payroll Payable-	<u>53,076.81</u>

Total Other Current Liabilities 52,844.47

Total Current Liabilities 79,463.39

Long Term Liabilities

22100 · Deferred Property Tax Revenue	2,212,086.00
22400 · Unearned Rent Revenue	<u>149,760.33</u>

Total Long Term Liabilities 2,361,846.33

Total Liabilities 2,441,309.72

2:53 PM
06/20/17
Accrual Basis

Garfield County Public Library District

Balance Sheet

As of May 31, 2017

May 31, 17

Equity	
30000 · Unassigned Fund Balance	4,743,425.22
30005 · Non-Spendable Fund Balance	45,555.00
30010 · Restricted Fund Balance	177,600.00
30040 · Assigned For Replacement	60,000.00
30100 · Retained Earnings	210,508.74
Net Income	-622,562.69
Total Equity	<u>4,614,526.27</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,055,835.99</u></u>

Memorandum



TO: Garfield County Public Library District Board
FROM: Carrie Besnette Hauser, President & CEO, Colorado Mountain College
Click [here](#) to enter text.
DATE: June 19, 2017
SUBJECT: Morgridge Commons Rental Management and Facility Use Agreement

Background:

Colorado Mountain College and the Garfield County Public Library Districts have been partners for many years. This partnership was recognized by the Governor in 2014 and noted in our application to the Federal Mineral Lease District (FMLD):

“The unfinished space is the result of a collaborative partnership that originally included the Glenwood Springs Downtown Development Authority, the City of Glenwood Springs, the Garfield County Public Library District, Colorado Mountain College and the Glenwood Springs Chamber Resort Association. This group shared a Downtown Excellence Award for Best Group Effort or Multi-jurisdictional Cooperation presented by the Governor of Colorado in 2014.”

Together we approached the FMLD Board with the intent to create a large cohesive community space to serve the public.

“Colorado Mountain College and the Garfield County Public Library District are proud to partner in this application for the Tenant Improvement of Cooper Commons located in Glenwood Springs.”

As we have moved through the grant process and construction phase of the project, the Library has faced financial challenges and the College has experienced declines in revenue. In order to honor our commitment to the FMLD Board, we have worked together to fill in the financial gaps where possible, ensuring the Morgridge Commons space will be completed and available for the public to use as promised in the grant proposal. In order to collaborate on the FMLD grant, the College was willing to purchase a portion of the Library space. This allowed for no out of pocket cost to the Library to construct the remaining Library space. As written in the grant:

“The Library District will use the final real property transfer funds as a cash match for the project.”

Originally in the grant, it was planned that both CMC and the Library would participate in the operating costs of the space:

“The GCPLD will allocate funds in their annual budget toward cleaning, utilities and maintenance as well as the programming and staff costs for the newly developed programming space.”

As the financial challenges faced by the Library became more acute, the College offered to manage the space for the Library as one cohesive space. Additionally, the College has offered to share net revenues (covering all costs first) with the Library based on square foot percentage rather than individual room rentals which should be more advantageous to the Library. As a result, the Library will have zero out of pocket expense with managing the space, yet will benefit from net revenues. This was discussed with the Library Board when naming rights of the second floor space were agreed upon.

In addition the College approached the donor with a request to utilize a portion of the donor funds to provide the technology and furniture for the Library space. Our understanding is that without this the Library would not have been able to furnish the space, thus leaving it unavailable for public use.

Both organizations have experience renting space to the public, thus we have been sharing best practices and concerns over the past several months. Utilizing CMC's in house general counsel, we have referenced both CMC's and the Library's current facility use agreements and combined them into one agreement. Recognizing that the Morgridge Commons space is different from all the other spaces we each have available to the public, the singular agreement involves a little give and take from both parties to allow for one seamless agreement to be used in managing the space. The space is incredible and the public will come to know it as Morgridge Commons, not the Library or CMC.

Following are the few items that the singular use agreement (attached) includes which differ slightly from the current Library use agreement:

	Library/current	Proposed/Morgridge Commons space
Allow for-profit business use/rentals	Yes	Yes, with priority preference to non-profit and public-sector organizations (application process to be developed)
Standard Hours	When Library is open	M, T, Th 8 am - 6 pm W, F, noon - 9 pm Sat 8 am - 5 pm
Allow after hour rentals	Yes	In special circumstances (application process to be developed)
Fees	Non-profits free	Non-profits minimal fee to cover cleaning/maintenance
Fees	\$25 per hour with sliding scale	Varies by room size (set-up/take-down considerations, cleaning, maintenance)
Alcohol	Allowed after hours	In special circumstances (application process to be developed)

Analysis:

The Morgridge Commons space, considered as a whole as was presented to FMLD, is very different from other existing Library rooms and other existing CMC rooms/facilities. Different rates and rules for Library space vs. CMC space creates internal competition between the two organizations, which is contrary to the partnership presented to the FMLD Board and smooth/consistent operation of the shared space. Additionally, it is confusing for the public and difficult to manage if the Library and CMC spaces are presented differently to the public.

Next Steps and Recommendations:

At this point, nothing is set in stone related to managing the space. The operation of the space will ebb and flow over the first six months as we gain experience with how the space is being used and listen to requests of end users. However, we must open the space with agreement on how it is fundamentally managed.

Attached is an Agreement for Re-Naming and Rental Management to be approved by both entities. This agreement will be renewed annually, offering opportunity to propose changes.

Also attached is the Facility Use Agreement for Morgridge Commons including the Use Permit and Fee Schedule. This document will also be reviewed annually, offering opportunity to propose changes.

It is recommended that the Library Board approve both the Agreement for Re-Naming and Rental Management and the Facility Use Agreement for Morgridge Commons including the Use Permit and Fee Schedule at the July meeting in order to "soft open" the space during the summer months.

Morgridge Commons Room Rates

First hour free for non-profits
Minimum 2 hour rental weekdays
Minimum 4 hour rental Saturdays

Room	Max Occupancy	Non-Profit Government Rate/Hr.	For Profit Rate/Hr. *
Flexible Learning Space #1	93	\$ 20.00	TBD
Flexible Learning Space #2	105	\$ 20.00	TBD
Innovation Space	68	\$ 20.00	TBD
Board Room	72	\$ 30.00	TBD
Library Space	94	\$ 25.00	TBD
Small Flex Space #1	10	\$ 10.00	TBD
Small Flex Space #2	10	\$ 10.00	TBD
Small Flex Space #3	15	\$ 15.00	TBD
Flexible Learning Space#1 & #2	198	\$ 40.00	TBD
Flexible Learning Space #1,2 &3	266	\$ 60.00	TBD
Flexible Learning Space #1,2,3 & Boardroom	338	\$ 90.00	TBD
Entire floor (Space 1, 2, 3, Library and Board room)	432	\$ 115.00	TBD
Kitchen Fees Per meeting		\$ 30.00	
Cleaning Fees Per meeting		TBD	
Miscellaneous Fees		TBD	

* For profit rates are to be determined based on further investigation of rates charged by local hotels and Community Center and based on type of activity. Sensitivity to the businesses serving the same needs is a priority.

USE PERMIT FOR MORGRIDGE COMMONS

[NAME OF MEETING SPACE 1] [NAME OF MEETING SPACE 2] [NAME OF MEETING SPACE 3] [NAME OF MEETING SPACE 4]

User Representative (Name, Title, Organization, Address, Phone & Email): _____

Morgridge Commons Authorized Representative (Designee): _____

1-1. Uses Permitted: Morgridge Commons Condominium Association ("Morgridge Commons") hereby grants User permission to use the meeting spaces designated above, and the associated common areas (the "Premises") for the sole purpose of conducting the following activities: _____ (Event).

The Event will occur on _____, _____, 20__ (Event Date) between the following hours: _____ and _____. These hours include the set up and clean up for the Event and it is expected that participants and guests will arrive at: _____. User anticipates that no more than _____ people will be attending and/or participating in the Event. Until all conditions of this Use Permit have been met, NO access to the Premises will be granted. User representative must remain in the Event location until all non-Morgridge Commons personnel have departed.

User is not authorized to conduct any other activities on the Premises or on any other location within the Morgridge Commons facility except for common areas (access hallways, restrooms, etc.). At all times while utilizing the Premises, User is required to maintain possession of a completed copy of this Use Permit, approved by the Morgridge Commons Designee (Designee).

1-2. Fees: User agrees to pay Morgridge Commons rent, fees and other charges as follows, provided that any additional amounts owed based on actual usage will be calculated and paid by User no later than the day prior to the Event:

A. RENT: \$ _____

B. SUPERVISION/STAFF: Morgridge Commons User will provide Staff to provide support for any facility related issues that may arise. \$ _____

C. CLEAN-UP: Morgridge Commons User will be responsible for cleaning. \$ _____

D. ANCILLARY FURNITURE OR EQUIPMENT: Kitchens are available for catering and light food preparations upon request. Morgridge Commons will provide as part of Rental: \$ _____

E. SECURITY: (See paragraph 7 below). \$ _____

F. Other: _____ \$ _____

Estimated TOTAL: \$ _____

1-3. Facility Use Agreement. User agrees to execute and comply with the attached Facilities Use Agreement.

Morgridge Commons Designee

User Authorized Contact
Name:
Title:

FACILITY USE AGREEMENT FOR MORGRIDGE COMMONS

This Facility Use Agreement (“Agreement”) is made on _____, 2017, by and between Morgridge Commons Condominium Association ("Morgridge Commons"), a Colorado nonprofit corporation, and _____ (the “User”).

Recitals

A. The Association was formed by Colorado Mountain College and the Garfield County Library District in order to assist in the governance and control of common elements in the Morgridge Commons Condominiums.

B. The Association has agreed to provide staffing for the Association, which in turn will control the use of meeting space at the Morgridge Commons meeting facility ("Meeting Facilities") on behalf of the College and the Library.

C. The Meeting Facilities are reserved for use by the College, the Library, non-profit organizations, government entities and other members of the community. User has requested use of the Meeting Facilities as set forth in a written permit signed by User and incorporated as a part of this Agreement (the "Permit").

Agreement

1. **Permit Information.** The Association hereby grants to the User the limited right to use a designated portion of the Meeting Facilities for the purpose, and on the dates and times, set forth on the Permit that must be completed, signed by User, and approved by the Association prior to the use of the Meeting Facilities.

2. **Facilities and Services.**

- a. The User is granted permission to utilize the facilities, equipment and/or furniture as described on the Permit. The Association makes no representations or warranties with regard to the facilities, equipment and/or furniture and User agrees to accept the same in “as is” condition. Any other needed equipment or furniture must be supplied by the User upon receipt of the Association's prior written consent.
- b. User shall at its sole cost and expense, provide all personnel necessary to conduct the activity efficiently and safely. When the Premises are used by groups where the participants are less than 18 years of age, User must furnish adult supervision.
- c. After use of the facility, the User shall be responsible for returning the facility to its original condition and configuration. The User is responsible for ensuring that all trash is placed in containers provided.
- d. The User will be charged a custodial rate of up to \$50 per hour if the facility is not returned to its original condition.
- e. Meeting rooms may be reserved for repeating events however, prior use of Morgridge Commons meeting rooms shall not automatically entitle applicants to future use and no USERS should assume that a meeting room may be considered a permanent location for their activities.

- f. The Association reserves the right to deny applications for use based on the availability of space, frequency of use, or requests for space by other Users. Users that wish to secure the use of meeting rooms outside of normal business hours must arrange for meeting room access with Association staff. Use of meeting rooms outside of normal business hours is at the discretion of the Association and may be limited.

3. **Fees; Cancellations.**

- a. The fees for all facilities, required deposit, equipment and/or furniture are detailed on the Permit. User agrees to pay all use fees no later than seven calendar days in advance of the meeting date. If all fees are not paid in full by such date, the Association may terminate this Agreement and allow the Meeting Facilities to be used by another user. All amounts due and owing by User which are more than thirty (30) days past due will be assessed a twenty percent (20%) late fee. The User shall reimburse the Association for any collection costs, including attorneys or other professional's fees and costs.
- b. Cancellation notice must be received 24 hours prior to a scheduled event to receive a refund. Notice of cancellation must be made to the facility where the event is scheduled. Cancellation refunds may require up to 45 days for processing. A maximum of (3) three cancellations or no shows are allowed per fiscal year. Repeated failure to notify the Association of cancellations may result in privileges being revoked.

4. **Weather Cancellation.** In the event the Meeting Facilities are declared closed due to inclement weather or for other reasons, any permission to use the facilities is automatically withdrawn during the closure period. In such event, the Association shall provide notice of cancellation to the User and the User is solely responsible for notifying event participants.

5. **Rules and Regulations** User and its officers, agents, employees, volunteers and invitees must adhere to all Morgridge Commons Policies and Regulations, including but not limited to any applicable laws, rules and regulations of the federal, state or local governments, and the terms of this Agreement. User represents and warrants to the Association that User has, and shall keep in effect, at its sole cost, all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required of User for purposes of conducting the Event. The User agrees to use its best efforts to insure that all User participants obey all applicable policies, rules and regulations relating to the use and occupancy of the Meeting Facilities.

a. Possession or use of alcohol or illegal drugs (as defined by federal or state law or city ordinance) are strictly prohibited within the Meeting Facilities.

b. Morgridge Commons is a smoke free building.

c. Meeting rooms may not be used for private social events such as birthday parties, showers, etc.

d. Users must respect the privacy of other groups using the space at the same time. This includes not interrupting other meetings, keeping noise at a respectful level and exercising common courtesy when sharing common areas.

e. Morgridge Commons furniture, apparatus, and/or equipment shall not be removed, altered, or displaced without permission from the Association.

f. The Association, the Library, the College, and their employees will not handle, care for, or act as custodian of any equipment or any items or property before, during or after an event, nor will any of them be liable for any loss or damage to any items regardless of circumstance. Advance and overnight storage is prohibited.

g. All items must be received in accordance with “Rental Start” and removed immediately following the rental period. The Association shall not be liable for any loss or damage to such property. All vehicles must remain on paved surfaces. Transport of all goods on exterior areas must be made by non-motorized carts or by hand.

h. Use of the following decorative items is prohibited: Adhesive products, bird seed, confetti, fireworks, glitter, glue, hanging hardware (nails, staples, tacks, wire, etc.), pyrotechnics, uncooked rice, etc.

i. Maximum attendance shall be governed by the size of the room and applicable municipal codes, as set forth in the Occupancy Limits Addendum (attached).

Upon any violation of this Agreement or any policies, rules, or regulations, Association staff may in their sole discretion expel any individual violating the policy, or may terminate this entire Agreement, and in such event User shall not be entitled to any refunds. The Association reserves the right to deny applications for use if the User has previously violated the rules or if the use would be contrary to the purpose of the Morgridge Commons facility or Morgridge Commons policy. The User will use the facilities only for the purpose described.

6. **Damages.** The User agrees that all participants are under the direct and complete supervision and control of the User. The User shall be responsible for any damage to the facilities or personal property caused by the User, its participants, or guests. The User shall promptly notify Meetings Facilities staff if any such damage occurs. Surveillance tapes may be reviewed if the staff discovers or becomes aware of facility damage not reported, and will promptly notify the User. The Association shall not be liable for property damage, personal injury, damages, or other losses or expenses sustained by the User. The User assumes all risks, and hereby releases the Association, the Library, and the College from, loss or damages for injuries to its participants or to its property and the property of its participants.

7. **Security; Safety Compliance.** The User shall provide, at its own cost, any security that the User desires and shall be solely responsible for supervising all User activities conducted on the property. The Association reserves the right to require professional security if it deems the use of the facility and activity warrant such additional security measures. The User shall use and occupy the facilities in a safe and careful manner and shall comply with all applicable municipal, state and federal laws, and rules and regulations as prescribed by the fire and police departments and other governmental authorities. The following are specific fire and safety laws/regulations which govern the use of the facilities and must be observed at all times:

- a. Exit lights must be used
- b. Open flame (including candles) is prohibited
- c. Room capacity may not be exceeded.
- d. Temporary electrical or mechanical modifications are prohibited.
- e. Flammable holiday or other decorations are prohibited.

- f. Stairways, corridors and entrances/exits must be kept free of obstruction at all times.
- g. No equipment, scenery or decorations of any type may be used within the building or on the premises except as specifically outlined in the Rules and Regulations. Such equipment, scenery or decorations must conform to all local and state regulations and must not be attached to the walls, floors or ceilings (except to anchors presently provided).

8. **Publicity.** The User does not have permission and may not use the Morgridge Commons, the College's or the Library's logo or imply co-sponsorship of an event without advance authorization from the specific entity's administration and their public information officer. Any materials used to promote an event must be reviewed by these administrators in advance of publication. Without the express written permission of the Association, neither the User nor any promotional item may indicate that the User or the Event is supported, endorsed, or sponsored by the Morgridge Commons, the College or the Library. If requested by the Association, User shall issue express disclaimers to that effect.

9. **Abandoned Property.** Any personal property left by the User, its agents, its guests, its patrons, and its invitees shall, after a period of five (5) days, be deemed abandoned and shall become property of the Association to be disposed of or utilized in its sole discretion.

10. **Indemnification.** User (including its officers, agents, members, employees, affiliates, consultants, sub-consultants, representatives, or any other legal person for whom User bears legal responsibility) shall defend, indemnify, and save harmless the Association, the College and the Library, together with their respective trustees, directors, officers, agents, members, employees, affiliates, consultants, sub-consultants, volunteers, and representatives, from and against any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, or liability, property damage, personal injuries to (including, but not limited to, bodily injury, emotional injury or distress, sickness, or disease) or death of persons, in law or in equity, of every kind and nature whatsoever which actually or allegedly arises out of, is related to or connected with the Event or this Agreement.

11. **Insurance.** The User shall maintain the insurance coverages and limits as outlined in Insurance Requirements attached hereto. Additional coverage may be required dependent upon the nature and scope of the event or activity. **Any deviation from these requirements must be discussed with and approved by Association Risk Management prior to the issuance of the certificate of insurance.**

12. **Association Rights.** It is understood and agreed that the Association hereby reserves the right to control and manage its facilities and to enforce all necessary and proper rules for the management and operation of the same. Association staff shall have free access at all times to all space occupied by the User.

13. **Termination of Agreement**

- a. Termination by Association for Cause. If the User fails to timely meet its payment or other obligations under this Agreement, or otherwise violates any provision in the Agreement, the Association may terminate this Agreement immediately by delivery of written notice to User. The User shall remain liable for any fees, damages or other costs incurred prior to termination.

b. User agrees that if it fails to pay the charges or any part thereof in accordance with this Agreement, or if the User violates any other provisions of this Agreement, all of Association's obligations under this Agreement shall, cease and be terminated upon written notice to the User.

14. **Miscellaneous Provisions.**

a. This Agreement, and all matters or issues collateral to it, shall be governed by and construed in accordance with the laws of the State of Colorado and venue shall be proper in Garfield County, Colorado.

b. A waiver by either party of any of the terms or conditions, provisions or covenants of this Agreement in any instance shall be not deemed or construed to be a waiver or any such term, condition, provision or covenant for the future, or of any subsequent breach of same.

c. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements or understandings, written or oral, prior to the signing of this Agreement. This Agreement shall not be modified, assigned, altered or changed except by mutual agreement confirmed in writing by an authorized representative of each party to this Agreement.

d. Each person signing this Agreement represents and warrants that he or she has the full power and authority to sign this Agreement on behalf of his or her respective organization.

e. The Association will not discriminate against, and the User shall not exclude any group or individual from equal access to the Association facilities or equipment, based on age, race, sex, color, religion, national origin, disability, ancestry, sexual orientation, genetic information, or any other protected class. However, use may be denied or terminated if there is a violation of the rules set forth herein and/or if the use poses health or safety risks.

e. The User shall not assign or transfer any of its rights under this Agreement without prior written consent of the Association.

f. The Association does not relinquish control or custody of the facilities provided for herein and specifically retains the right to enforce any and all laws, rules and regulations applicable thereto. Association staff may enter upon the facility at all times to make inspections to ensure compliance with this Agreement.

g. The Association reserves the right to revoke use of the facilities and equipment to any participant whose conduct, solely in the staff's opinion, becomes injurious or potentially injurious to the community.

USER

MORGRIDGE COMMONS
CONDOMINIUM ASSOCIATION

By: _____

By: _____

Its: _____

Its: _____

INSURANCE REQUIREMENTS

Branch Narratives, June 2017

Rifle Branch, Stephanie Freas

Rifle Branch Library is in the full swing of our favorite time of the year: Summer Reading! Our first program was Digeridoo Down Under, and we were happily surprised to hear people say this was their favorite program ever. We have a lot of teens who are interested in helping the library, so we partner with them to help during our busy summer reading times. This year, we have 20 teens who are volunteering on a regular basis with staffing our summer reading prize and signup table, helping keep the library organized, and working at our programs each week.

One current issue has been an influx of unsavory behavior of people around the outside of the library, and we're working with Jerry and Amy to find ways to minimize this. Current solutions are blocking the outlets that people are breaking on the building and getting staff comfortable with calling our police department to do a walk around the building for wellness checks.

As we have more people coming in for summer reading programs, we have the opportunity to show our great resources. So, we're building new, thematic displays that highlight our collection.

Also, we have built a partnership with the high school library, and as we go through our collection, if any items are not of interest to our community, we are sharing our donations or discarded items with the high school library's collection. The librarian gave Stephanie a tour of the high school library and showed that a significant portion of the high school library's collection is the branch's unwanted items. The new partnership is a great opportunity for both libraries to provide unique support to the Rifle community.

Programs:

Wamsley School Summer Reading Visit: 275

Teen Volunteer Orientation: 9

Storytimes: 25, 32, 42 (monthly total=99)

Final F@YL: 4

Homebound, 7, 7 (monthly total=14)

Let's Talk Dirt, 1

FOL Book Club, 5

Master Builders & Creators Lego Club, 27

Didgeridoo Down Under, 145

Summer Reading Storytime/Outreach at Rocky Mountain Vacation Bible School: 150

Silt and New Castle Branches, Linda Lewis

Silt:

Highlight: phenomenal Summer Reading participation - including teen volunteers thanks to Charity's help before she left.

New Castle:

Highlight: Teen involvement thanks to Christy and her programs including the Domino Challenge. And one patron highlight to pass on too. A regular patron surreptitiously paid for printouts for a family travelling through town. Goodwill is infectious!

These items apply to both Branches:

One Challenge: Being short a Youth Services Coordinator during Summer Reading challenges all of us to be extra creative in our time-management.

One Opportunity: Hiring a new Youth Services Coordinator provides us with more scheduling opportunities between the 2 branches.

Thanks!

Programs:

Leonard Curry Trio - 70

Didgeridoo at Silt - 130

Didgeridoo at NC - 190

Carbondale Branch Library, Jeannine Stickle

In May, the library was filled with elementary and middle school classes making field trips to the library to learn about the Summer Reading Program, hear booktalks, and check out books. We saw about 350 elementary school and middle school aged kids in the library. In addition, our Youth Services Coordinator, Cinthya, visited Crystal River Elementary school to speak to the Kindergarten and Fourth graders and also an all school assembly at the Carbondale Community School.

Traditionally at the Carbondale Branch, we drop all after school programming in the month of May to allow our Youth Services Coordinator more time to prepare for the Summer Reading program. In May we continued to see large crowds at our storytime programs (110 total attendees for our infant & toddler storytime for the month, 155 total for our all ages storytime). We also continued to accommodate displaced teachers and students from the Bridges High School construction in the Calaway Community Room and study rooms. We partnered with two community groups who held two very successful programs. Aspen Core held a Xeriscaping workshop which saw about 35 attendees and two lectures by reading and ESL

learning expert Stephen Krashen (one lecture exclusively for teachers and one open to the public), which each had about 60 attendees.

A challenge that we faced this month was finding the time to promote the Summer Reading program with reduced staff. Our new staffing levels made it difficult to schedule time for Cinthya to leave the building. As a result, we were not able to reach out to three of the Carbondale schools that we have traditionally visited to promote Summer Reading.

This month, our branch hosted an "Out-of-School Time" provider fair in partnership with the Roaring Fork School District. This is part of an ongoing effort to create programming around the early release that happens in the RE-1 school district on Wednesdays (children are let out of school at 2:00 on Wednesdays in order to allow for professional development time for teachers). The Aspen Community Foundation provided funding for after school programs on these days for three years, and this coming school year will be the first without this funding. As a result, the school district is working to connect service providers with each other in order to help create safe places for kids to spend time after school. At this meeting, we were able to connect with Stepping Stones, a Carbondale organization that provides an after school hangout for high school aged kids. They are looking to expand their services to middle schoolers, but need a space. We are looking at the possibility of partnerships with them, from providing them with space in our Community Room sometimes to outreach to programs to partnership with them on programs we already offer in the library. There are many exciting possibilities here that will hopefully all lead to providing better services to the many middle school students we typically see after school.

Glenwood Springs Branch, Laurin Arnold

Good: Wonderful SRP opening with 193 attendees at our first kids program!

Challenge: Elevator construction took longer than they first promised but they are mostly done now.

Opportunities: Working with City Hall to present a storytime at the 4th of July celebration.

Program List/Attendance May 15-June 15:

Minecraft: May 15th: 3

Storytime May 16th: 29

Minecraft May 16th: 3

Storytime May 17th: 36

STEM @ Your Library: May 17th: 4

Minecraft May 18th: 5

Your Story, Your Life May 19th: 8

Minecraft May 19th: 1

Minecraft May 21st: 2

Minecraft May 22nd: 0

Storytime May 23rd: 32

Storytime May 24th: 28

Teen Volunteer (VolunTeen) Orientation

May 24th: 10

Minecraft May 26th: 0

Minecraft May 27th: 2

Storytime May 30th: 25

Minecraft May 30th: 6

Spring Lecture Series, Evo Devo May 30th: 12

Storytime May 31st: 25

SRP Promotional Visit, St. Stephens May 31st: 148

Minecraft May 31st: 7

SRP Promotional Visit, GSES June 1st: 200

SRP Promotional Visit, Sopris ES June 2nd:
523
Minecraft June 2nd: 0
Storytime June 6th: 28
Storytime June 7th: 24
Minecraft June 12th: 0
FLOWS outreach program June 12th: 6

Storytime June 13th: 34
Didgeridoo Down Under (SRP) June 13th:
193
Meet the Author with Larry Rynearson June
13th: 26
Storytime June 14th: 30
Pizza and a Movie (SRP) June 14th: 12

Parachute Branch, Amy Shipley

Challenge:

Working within staffing challenges with vacations. Still waiting on applications for Branch Manager

Opportunity:

We're working hard to get everyone who walks through the door signed up for summer reading

Highlight:

Amy was able to get \$70 worth of local gift certificates donated for Adult Summer Reading prizes.

Digital Branch, Stephanie Stocking

On May 8, we launched a redesigned Research page that makes our subscription databases much easier to find and understand their use with clearer descriptions and images.

June has been a successful month on our social media accounts. Engagement has been particularly high for events and videos, so I'll be focusing on trying to attend some SRP events to capture content to share. As of 6/19, our most popular SRP video post reached 1,339 people, was viewed 573 times, and had 66 comments/reactions/shares.

I'm currently working with Marmot to migrate our website to their servers. This will take effect by September 5 when the contract with our current host, Acquia, expires. By using Marmot for hosting, we'll be able to save +/- \$6,000/year.

We are dropping four subscription databases on July 1: Lynda.com (staff use), Literary Reference Center, Newsbank, and Opposing Viewpoints due to cost, duplication of content, and overall low use. Dropping these subscriptions will save about \$11,500. We renewed our package with EBSCO and starting July 1, we will have a genealogy resource called MyHeritage that allows access from within the library and from home.

Staffing Report, June 2017, Kim Owens

New Hires: 0

Promotions: 0

Terminations:

1. Cydney Clink – Term Date 5/25/17, Branch Manager, Parachute
2. Charity Drew – Term Date 6/6/17, Youth Services Coordinator, Silt/New Castle
3. Karen Call – Term Date 6/19/17, Circulation Coordinator, Silt

Vacancies:

1. Branch Manager – Parachute
2. Youth Services Coordinator – Silt/New Castle
3. Circulation Coordinator – Silt
4. Page – Silt

Additional Staffing Information:

Headcount as of 6/22: 44 Employees

13 employees at 40 hours; 31 employees under 40
22 benefit eligible employees (32 - 40 hours per week); 22 employees with less than 32 per week

Count of Employees by

Location

<u>Location</u>	<u>Total</u>
Carbondale	8
Glenwood	7
New Castle	5.5
Silt	2.5
Rifle	8
Parachute	5
Support Services	8
Grand Total	44

COMPENSATION

Performance and Salary Review

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. The Library District conducts employee evaluations six (6) months after start date and each year thereafter. The evaluation will be based on the core competencies and job description. Recommendations for advancement are made during the evaluation process.

Payment of Wages

Work Week Defined: For pay purposes, the work week begins at 12:01 a.m. on Sunday and ends at midnight the following Saturday. Supervisors (or their designees) schedule their employees to work regular hours within this seven (7) day work week. Proper scheduling may require employees to work more or less than eight (8) hours in one day in order to be more cost-effective and/or to better serve the public.

Pay Periods/ Pay Days: Library District employees are paid every other Friday for a total of twenty-six (26) payrolls per year. Pay periods and actual paydays are posted annually for employees' reference. If exceptions to time worked, such as use of PDO or MSL, occur after the time sheet processing cut-off date, such exception or adjustments shall be processed with the next scheduled payroll.

Hiring Rate of Pay: Based on the position description, selected candidates' qualifications, and other relevant Library District and labor market factors, new employees are generally compensated at no less than the established minimum salary of the position's assigned pay grade. If circumstances support a higher starting salary, the hiring supervisor, in consultation with the Executive Director, may hire new employees at higher salary rates within the assigned pay grade. **A Library District employee holding a Master's Degree in Library Science and/or is fluent in Spanish (both verbal and written) may receive a differential in pay after six (6) months of successful employment.** Documented applicant supply shortages and other documented labor market conditions may indicate that a higher rate of pay is necessary to attract, hire, and retain qualified candidates. Hiring rates are subject to change as deemed necessary to comply with annual budget requirements.

Work Schedules: Branch Managers or their designee are responsible for making a schedule for the employees under their supervision and will post this schedule as far in advance as possible. Employees are expected to be available to work any hours the library is open.

Changing Work Schedules: The Branch Manager may grant requests to change an employee's schedule if it will not detract from the Library District's service to the public. Employees within the same library may trade schedules only if approved in advance by the Branch Manager, and only if the schedule change does not create increased expense to the Library District.

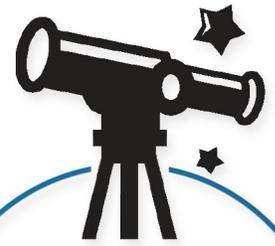
Recommended changes to everyone into corresponding pay grade

Grade	Min	Increments	Max	Job Titles	Salary range (full time)	Recommended New Full-time Salary Range (effective 07/2017)
Pay Grade 0 Hourly	\$ 9.30 \$ 10.20	\$0.50 \$	\$ 10.30 \$ 11.20	Page Page	\$19,344 - \$20,800	\$19,344 - \$21,424 \$21,216 - \$23,296 - 1/1/2018
Pay Grade 1 Hourly	\$12.50	\$0.25-\$0.50	\$ 13.50	Assistant Library Assistant	\$26,000 - \$28,080	no change unless increase approved Current staff in this title range between \$12.50 - \$13.50
Pay Grade 2 Hourly	\$ 13.50	\$0.25-\$0.50	\$ 15.00	Associates Library Associate Technical Services Associate Program Associate	\$28,080 - \$31,200	no change unless increase approved Current staff in these titles range between \$13.50 - \$14.50
Pay Grade 3 Hourly	\$ 15.00 \$ 15.00	\$0.25-\$0.50 \$	\$ 17.00 \$ 18.05	Specialists Library Specialist Technical Services Specialist Administrative Assistant Program Specialist	\$31,200 - \$35,360	\$31,200 - \$37,544 Current staff in these titles range between \$15.00 - \$18.05
Pay Grade 4 Hourly	\$ 17.00 \$ 17.00	\$0.25-\$0.50 \$	\$ 21.00 \$ 21.50	Coordinators Youth Services Coordinator Circulation Coordinator Volunteer/Foundation Coordinator Technology Trainer	\$35,360 - \$43,680	\$35,360 - \$44,720 Current staff in these titles range between \$17.72 - \$21.50
Pay Grade 5 Hourly	\$ 21.00	\$0.25-\$0.50	\$ 25.00	Manager I Branch Manager (non-MLS) Administrative/Human Resources Manager Brand Manager Digital Services Manager	\$43,680 - \$52,000	no change unless increase approved Current staff in these titles range between \$21.50 - \$24.75
Pay Grade 6 Hourly	\$ 25.00	\$0.25-\$0.50	\$ 32.00	Manager II Branch Manager (MLS or equiv.) Technical Services Manager Facilities Manager	\$52,000 - \$66,560	no change unless increase approved Current staff in these titles range between \$25.00 - \$31.50
Pay Grade 7 Hourly	\$ 32.00 \$ 31.00	\$0.25-\$0.50 \$	\$ 37.00 \$ 45.75	Assistant Directors Finance Manager Assistant Executive Director	\$66,560 - \$76,960	\$64,480 - \$95,160 Current staff in these titles range between \$31.00 - \$45.67
Pay Grade 8 Hourly	\$ 45.00 \$ 40.00	\$0.25-\$0.50 \$	\$ 50.00 \$ 50.00	Director Executive Director	\$93,600 - \$104,000	\$83,200 - \$104,000 Current staff in these titles range between \$31.00 - \$45.67

Garfield County Libraries

by the

NUMBERS



1,741

educational programs provided to adults, children, and families in 2016



456

Glenwood Springs students participated in Summer Reading in 2016

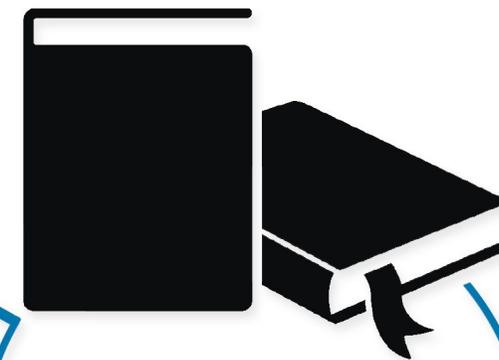


29,586

eBooks checked out in Garfield County in 2016

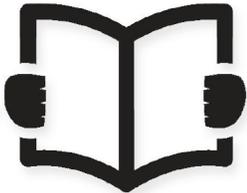
11.2

average checkouts per person



661,430

items checked out throughout the Garfield County Libraries in 2016

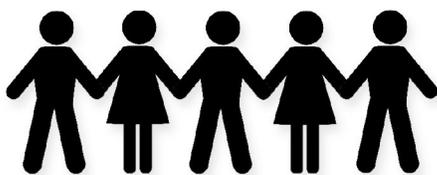


57,982

library cardholders

on average

1 out of 2 people in the county used the library in the last 2 years



173,551

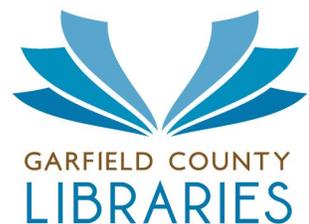
people visited the Glenwood Springs Branch Library in 2016



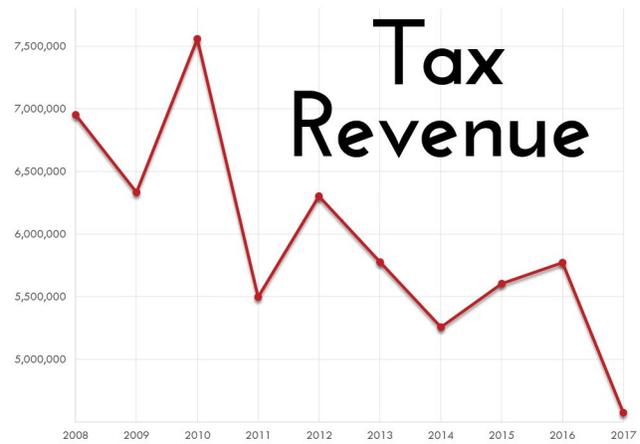
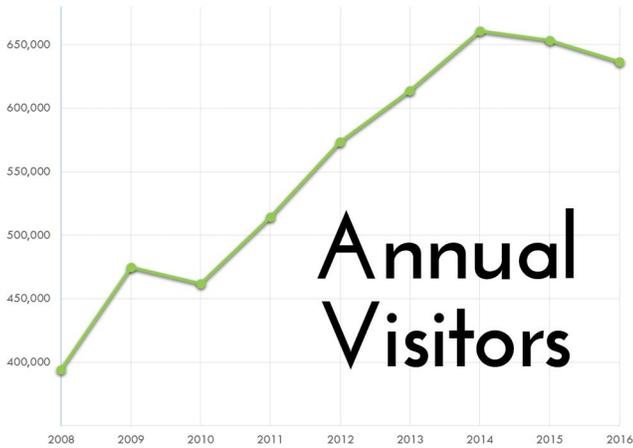
1,193

community meetings held in Glenwood Springs in 2016

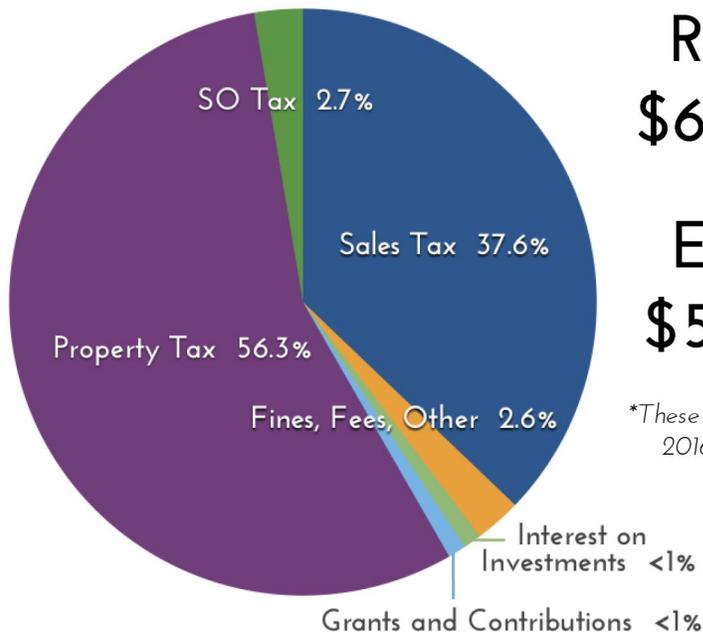
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STORY



Opposing Forces



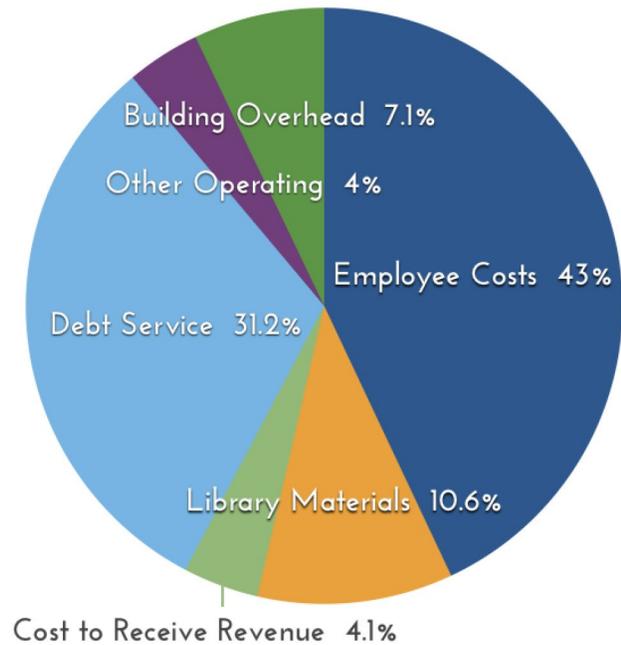
Since becoming a special district the libraries have experienced a dramatic increase in library use while property and sales tax revenues have plummeted.



Revenues
\$6,078,205

Expenses
\$5,867,697

**These numbers represent the 2016 draft audit figures.*



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