

AGENDA

Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, January 4, 2018

Place: Glenwood Springs Branch Library, Glenwood Springs, CO

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, December 7 (pp. 1-5)
- B. Claims for Board Approval General Fund November 16, 2017 through December 15, 2017 (pp. 6-7)

III. FOUNDATION

- A. Foundation update, Marilee Rippy, Angie Anderson

IV. FINANCE

- A. Finance update, Kevin Hettler

V. FACILITIES

- A. Facilities Report, Jerry Morris
- B. Resolution authorizing Meridian Intermountain contract renewal (18-001) (pg. 8)
- C. Resolution authorizing Three Girls and a Mop housekeeping contract (18-002) (pg. 9)

VI. BRANCH REPORT

- A. Glenwood Springs Branch Report, Laurin Arnold

VII. DIRECTOR REPORTS

- A. Assistant Executive Director, Amy Shipley
 - i. Staffing and district operations update
- B. Executive Director, Jesse Henning
 - i. Strategic Planning Committee update
 - ii. Property transfer update

VIII. GENERAL ITEMS

- A. Resolution authorizing Neil-Garing insurance contract renewal (18-003) (pg. 10)
- B. Board Directory review
- C. Board officer elections
- D. County oil and gas mitigation fund discussion

IX. INFORMATION ITEMS

- A. Branch narratives (pp. 11-14)
- B. Staffing report (pp. 15-16)
- C. November financial data visualization (pp. 17-18)
- D. November Alpine Bank credit card statement (pp. 19-20)
- E. Profit and loss to budget General Fund October 2017 (pp. 21-22)

- F. Balance sheet General Fund October 2017 (pg. 23)
- G. Sales tax revenue report September 2017 (pp. 24-25)
- H. October service statistics (pp. 26-27)

Next Board Meeting- February 1, 2018 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: December 28, 2017

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING

Rifle Branch Library, Rifle, CO

December 7, 2017

I. CALL TO ORDER

Todd Anderson called the meeting to order at **6:04pm**. Jesse Henning conducted the roll call.

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Amy Shipley
Kevin Hettler
Jerry Morris
Brenda Kingen
Stephanie Freas
Jesse Henning

PUBLIC PRESENT: None.

GUESTS PRESENT: Mike Samson, Garfield County Board of County Commissioners.

BOARD MEMBERS EXCUSED: Adrian Rippy-Sheehy.

PUBLIC COMMENT SECTION: None.

AGENDA CHANGES/ADDTIONS: None.

I. CALL TO ORDER

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

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the consent items was made by Foster, seconded by Bedard-Voorhees. **Motion passed unanimously.**

III. WORK SESSION

Work session with Garfield County Board of County Commissioners, Mike Samson

Commissioner Samson expressed his appreciation for the Library District and the work it does. Jesse asked about the *Oxy* settlement and its potential effect on the library's property tax revenue for 2018. Commissioner Samson indicated that the District should expect to pay a refund next year for overpaid taxes from oil and gas producers with 1% per month interest. Jesse asked about the presence of an oil and gas mitigation fund and Commissioner Samson mentioned that the County has an approximately \$2 million fund to defray unforeseen revenue shortfalls caused by the nature of oil and gas development. An additional audit of oil and gas property is scheduled

for next year and may result in increased revenues when the property is revalued. Commissioner Samson also outlined local business development initiatives that the County is pursuing with the SBDC.

IV. FINANCE

Finance update, Kevin Hettler

October 2017 Financials:

October 2017 Year to date income was 106.39% of budget (\$4,327,930 actual , \$4,067,634 budget) while operating expenses were 149.37% of budget (\$4,036,367 actual and \$2,702,180). The reason for this variance is due to the timing of the new debt service in 2017. This variance will self-adjust in December.

Total cash assets, as of October 31, 2017 totaled \$3,603,181 compared to \$3,550,738 the previous month.

Sales Tax Revenue:

Sales tax revenue (before the refund) in August, 2017 was \$231,464 which was up \$20,069 or 9.49% from August, 2016. Sales tax revenue (before the refund) from Jan through August 2017 is up \$173,522 or 11.63% from the same period in 2016. Sales tax revenue (after the refund) in August, 2017 was \$230,488 which was up 9.52% from August, 2016. Year to date sales tax refunds total \$77,067.

Resolution to set mill levy for 2018

In setting the District's mill levy for 2018, discussion was made about choosing to claim abatement millage. The District is entitled by statute to take abatement millage if it so chooses and abatements were made in the prior tax year. A motion to accept Resolution 17-007, a mill levy resolution not including abatement millage, was made by Kister, seconded by Bedard-Voorhees. **Motion failed, two for, three against.** A motion to accept Resolution 17-017 was made by Miller, seconded by Sweeney. **Motion passed unanimously.** Discussion continued about the potential for the District to exceed its revenue limit and future property tax refunds. Sandi suggested that the Executive Director and Finance Manager seek legal guidance about routes for a TABOR refund, the potential for a ballot initiative to remove the District's overall revenue limit, and continue to keep tabs on the upcoming refunds.

Resolution to appropriate funds for 2018

A motion to accept Resolution 17-008, a resolution appropriating funds for 2018, was made by Foster, seconded by Sweeney. **Motion passed unanimously.**

Resolution authorizing McMahan + Associates engagement letter

A motion to accept Resolution 17-009, a resolution awarding a contract for financial statement auditing services to McMahan and Associates was made by Bedard-Voorhees, seconded by Miller. **Motion passed unanimously.**

Resolution authorizing CLiC courier agreement

A motion to accept Resolution 17-010, a resolution to renew the Courier Agreement with the Colorado Library Consortium, was made by Bedard-Voorhees, seconded by Sweeney. **Motion passed unanimously.**

Resolution authorizing Bibliotheca service agreement renewal

A motion to accept Resolution 17-011, a resolution to renew the Service and Support Agreement with Bibliotheca, was made by Miller, seconded by Bedard-Voorhees. **Motion passed unanimously.**

Resolution for budget contingency

A motion to accept Resolution 17-016, a resolution to amend the 2017 budget, changing the General Fund appropriation from \$4,591,998 to \$6,717,118 on the grounds of an unforeseen contingency created by financial market conditions becoming advantageous for the District to refund its outstanding Certificates of Participation debt, was made by Kister, seconded by Miller. **Motion passed unanimously.**

V. FACILITIES

Facilities report, Jerry Morris

Jerry is continuing ongoing maintenance on the buildings. The vehicles have their snow tires on. Jerry also interviewed the new cleaning company owner with Jesse. An additional security camera is being installed at the Glenwood Springs Branch in the staff workroom.

Resolutions authorizing housekeeping contracts

A motion to approve Resolution 17-012, a resolution awarding a housekeeping services contract to Sarah Worton for the Rifle, Silt, and New Castle Branches, was made by Miller, seconded by Kister. **Motion passed unanimously.** A motion to approve Resolution 17-013, a resolution awarding a housekeeping services contract to Cardiff Cleaning Services for the Parachute, Carbondale, and Glenwood Springs Branches was made by Kister, seconded by Bedard-Voorhees. **Motion passed unanimously.**

VI. BRANCH REPORT

Carbondale Branch Report, Jeannine Stickle

Jeannine gave her Branch Report as a video. Two Carbondale staff members took advantage of the Marmot User Group conference in Grand Junction in early October. Carbondale staff were also able to take scheduled vacations without any staffing concerns – the first time in several months.

VII. DIRECTORS' REPORT

Staffing and district operations update, Amy Shipley

There were two internal promotions in October and Circulation Coordinator Zee Russell is retiring after 15 years with the District. The District is on track to spend all of its collection budget by the end of 2017. Amy is training the new Parachute Branch Manager, Joe Gunter, on local practices to get him fully settled by the end of the year.

Strategic Planning Committee update, Jesse Henning

The online strategic planning survey ended on December 4th with 366 participants responding. This is the last piece of survey information that needs to be collected before the Strategic Planning Committee meets on December 12th in Silt. The goal of the Committee will be to establish three to four strategic priorities for the District to focus on from 2018 to 2020 or 2021. The strategic planning process should finish in February 2018 with a final presentation to the Board happening at the March Board meeting.

Grant funding update, Jesse Henning

The District received a \$2,500 grant from the Clough Family Foundation and a \$4,000 disbursement from Colorado Community Newspapers, Inc. An application for \$15,000 has been submitted for the El Pomar Foundation's open grant cycle for picture book shelving in New Castle. A grant request from the Anschutz Family Foundation is currently being worked on.

Colorado Gives Day, Jesse Henning

\$1,710 in donations were collected from 24 donors during the 2017 Colorado Gives Day drive. While this is a decrease in the amount of total collection from last year, the number of donors has risen since 2016.

VII. GENERAL ITEMS

Resolution authorizing conveyance of property

The final legal description of the second floor of the Glenwood Springs building is with the City of Glenwood Springs. An amendment needed to be submitted to properly describe an easement that was not included on the first application. As soon as the legal description is accepted, the District can convey property to the Colorado Mountain College and the Cooper Commons Condominium Association. A resolution to accept Resolution 17-015, a resolution authorizing the Board President to convey the property pending review by the Executive Director and legal counsel was made by Foster, seconded by Bedard-Voorhees. **Motion passed unanimously.**

Staff recognition discussion

In the past, staff were given an end-of-year recognition gift from the Board of Trustees for their work, typically a \$100 gift card to City Market or other business. Discussion was held about the business to be selected for this year's gift, with City Market being the most feasible choice. A motion to approve a \$100 City Market gift card for all employees and covering payroll tax on the gift was made by Kister, seconded by Sweeney. **Motion passed unanimously.**

Board meeting calendar for 2018

A motion to accept the 2018 Board meeting calendar with locations was made by Sweeney, seconded by Bedard-Voorhees. **Motion passed unanimously.**

Branch closure schedule for 2018

A motion to accept the 2018 branch closure schedule was made by Miller, seconded by Foster. **Motion passed unanimously.**

X. EXECUTIVE SESSION

Pursuant to C.R.S. 24-6-402(4)(e) to discuss personnel matters.

A motion to enter executive session pursuant to C.R.S. 24-6-402(4)(e) for the purposes of developing strategy for upcoming contract negotiations was made by Kister, seconded by Bedard-Voorhees. **Motion passed unanimously.** The regular Board meeting adjourned at 9:18pm.

A motion to exit executive session was made by Kister, seconded by Sweeney. **Motion passed unanimously.** The regular Board meeting resumed at 9:57pm.

A motion to adjourn the meeting was made by Miller, seconded by Foster. **Motion passed unanimously.** The meeting adjourned at 10:00pm.

NEXT MEETING

The next scheduled board meeting will be held at the Glenwood Springs Branch Library on January 4, 2017 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
 11/16/17 - 12/15/17

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
11/28/2017	Elec	CCOERA	Nov Retirement	-5,595.52
11/28/2017	Elec	CCOERA	Nov Retirement	-4,539.03
11/30/2017	22774	All Around Property Maintenance, Inc	CA PA Nov. landscape clean-up	-1,620.00
11/30/2017	22776	CDC Janitorial	Janitorial supplies	-328.02
11/30/2017	22777	Friends/Foundation	Book sales / donations	-2,171.28
11/30/2017	22778	Hisel, Emily	Library materials: reimb. Stranger Thing	-20.94
11/30/2017	22779	Ingram Library Services	Library materials	-20,891.89
11/30/2017	22780	Lincoln National Life Insurance Company	Dec STD/LTD	-754.01
11/30/2017	22781	Midwest Tape	Library materials	-9.99
11/30/2017	22782	OverDrive	e-materials	-1,344.77
11/30/2017	22783	R. A. Nelson, LLC	Cooper Commons Draw #10	-6,002.43
11/30/2017	22784	Riley, Patrick	Returned material refund	-26.95
11/30/2017	22785	Tri County Fire Protection	Fire extinguisher annual p&m	-418.00
11/30/2017	22786	Unilink	copier copies	-613.88
11/30/2017	22787	Williams, Suzette	Returned material refund	-14.99
11/30/2017	22788	Cardiff Cleaning Services	November janitorial service	-7,598.35
12/08/2017	Elec	Verizon Wireless	Cell Phone through 11/18/17	-95.01
12/12/2017	Elec	Great American Financial Services	011-0963794-000 Electronic payment f	-2,087.96
12/15/2017	22789	Alpine Bank	..8633 Nov c.c. payment	-3,721.80
12/15/2017	22790	Lowe's	9900 903141 2	-163.37
12/15/2017	22791	WEX Bank	0496-00-312181-1 Vehicle fuel	-240.33
12/15/2017	22792	Acme Fire Alarm Company	RI alarm repair	-110.00
12/15/2017	22793	AFLAC	December	-310.36
12/15/2017	22794	Black Hills Energy	CA GW gas	-682.07
12/15/2017	22795	Byman, Ann	Returned material reimbursement	-6.99
12/15/2017	22796	Carbondale Arts	FOL Rosybel Mobile Makerspace	-60.00
12/15/2017	22797	CDC Janitorial	Janitorial supplies	-56.72
12/15/2017	22798	Cedar Networks	December Telephone	-1,758.00
12/15/2017	22799	CenturyLink	fire alarm telephone	-414.30
12/15/2017	22800	City Market	City Market Cards	-4,512.00
12/15/2017	22801	City of Glenwood Springs	Elec	-754.11
12/15/2017	22802	City of Rifle	Water / Sewer	-118.92
12/15/2017	22803	Consolidated Electrical Distributors, Inc	Small tools	-32.09
12/15/2017	22804	Demco	Processing supplies	-152.15
12/15/2017	22805	Friends/Foundation	Book sales/donations	-1,341.88
12/15/2017	22806	Ingram Library Services	Library materials	-1,251.74
12/15/2017	22807	Micro Plastics, Inc.	2nd floor GW sign lettering	-38.00
12/15/2017	22808	Midwest Tape	Library materials	-1,937.53
12/15/2017	22809	Morris, Jerry	Lowe's reimbursements	-29.42
12/15/2017	22810	Mountain Pest Control, Inc.	104933 PA	-45.00
12/15/2017	22811	Northwest Colorado Council of Governments	RI Elevator Inspections	-600.00
12/15/2017	22812	OCLC	31-0734115	-247.22
12/15/2017	22813	Stuver & LeMoine, P.C.	Legal services	-1,530.00
12/15/2017	22814	Town of Carbondale	Water / Sewer	-58.09
12/15/2017	22815	Town of New Castle	Water / Sewer	-162.51
12/15/2017	22816	Town of Parachute	Water / Sewer / Trash	-129.40
12/15/2017	22817	Town of Silt	Water / Sewer	-131.69

Garfield County Public Library District Claims for Board Approval

11/16/17 - 12/15/17

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/15/2017	22818	Unilink	copier copies	-850.75
12/15/2017	22819	Unique Management Services, Inc.	Collection services	-1,619.95
12/15/2017	22820	Waste Management	NC CA RI trash/recycling	-204.26
Total 10010 - Alpine Bank- Gen(..7072)				<u>-77,403.67</u>
TOTAL				<u>-77,403.67</u>

Resolution 18-001

A RESOLUTION APPROVING THE MERIDIAN INTERMOUNTAIN CONTRACT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Garfield County Public Library District requires periodic service of its fire suppression and alarm systems at the Carbondale Branch Library, and;

WHEREAS, the Garfield County Public Library District desires to renew the service agreement with Meridian Intermountain to provide fire suppression and alarm system service;

NOW, THEREFORE, BE IT RESOLVED/ORDAINED 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, subject to review by the Executive Director and District legal counsel, to approve and sign the contract with Meridian Intermountain.

ADOPTED, this 4th day of January, A.D., 2018

Todd Anderson, President of the Board of Trustees

Jesse Henning, Executive Director

ATTEST: _____
Sandra Kister, Secretary-Treasurer of the Board of Trustees

Resolution 18-002

A RESOLUTION APPROVING THE CONTRACTOR AGREEMENT WITH THREE GIRLS AND A MOP TO PROVIDE FACILITY CLEANING SERVICES TO THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Board of Trustees of the Garfield County Public Library District has a responsibility to keep library facilities clean, safe, and accessible, and;

WHEREAS, the Garfield County Public Library District desires to enter into a Contractor Agreement with Three Girls and a Mop to provide facility cleaning services for the Carbondale and Glenwood Springs Branches;

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, subject to review by the Executive Director and District legal counsel, to approve the Contractor Agreement with Three Girls and a Mop.

ADOPTED, this 4th day of January, A.D., 2018

Todd Anderson, President of the Board of Trustees

Jesse Henning, Executive Director

ATTEST: _____
Sandra Kister, Secretary-Treasurer of the Board of Trustees

Resolution 18-003

A RESOLUTION APPROVING THE NEIL-GARING INSURANCE CONTRACT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Garfield County Public Library District requires adequate liability, property, automobile, and other insurance coverage for its employees and assets, and;

WHEREAS, the Garfield County Public Library District desires to renew the contract with Neil-Garing Insurance to provide insurance coverage;

NOW, THEREFORE, BE IT RESOLVED/ORDAINED 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, subject to review by the Executive Director and District legal counsel, to approve and sign the contract with Neil-Garing Insurance.

ADOPTED, this 4th day of January, A.D., 2018

Todd Anderson, President of the Board of Trustees

Jesse Henning, Executive Director

ATTEST: _____
Sandra Kister, Secretary-Treasurer of the Board of Trustees

November Branch Narratives

Parachute Branch – Joe Gunter

Success

The library celebrated 'Picture Book Month' in November with daily displays of some of our newest and best children's picture books! We received a \$500 grant from the Mt. Callahan foundation to obtain library 'toys' for the children's area. The library is closing in on being fully staffed and is looking forward to bigger and better things in 2018. We had an awesome response to our 'Christmas Card' program (Kim B) and our 'Hour of Code' event (Rob Z).

Challenge

In many ways the library is 'rebooting' for the new year. Fortunately we are creating a staff that will be able to meet this challenge head on starting in 2018! Attendance at Storytime started slow this month with the continued staffing shortage and new changes at the library. This issue is being addressed and attendance has started to grow. Changing our starting time from 10:00 to 10:30 has contributed to this growth rate.

Opportunity

In January we will begin working with Judith Hayward of the Grand Valley Historical Society on all types of programming adventures. Judith has great expertise in all things historical in the area – I didn't know about the great Train Robbery – sounds like something out of Butch Cassidy and the Sundance Kid!

Statistics

Storytime and Children's Programming – 8 programs, 101 attendance

Adult Programming – 3 programs – 24 attendance

Contributions to the Cause

Inspiration that came from the Parachute Branch library staff:

Shorten the guest pass on PC Reservation from 13 to 3 numbers for patron logins!

Expand the time limit for 'printing from home' from 24 to 48 hours!

Carbondale Branch Library – Jeannine Stickle

Success

In November, I was very happy that we were able to provide coverage so that two staff members could take vacation during Thanksgiving week. Before the second hours change, we were unable to have two staff on vacation at the same time. I am again extremely grateful that we were able to change the hours again to create a healthier workplace where I am able to reward my staff and provide them with breaks from their hard work.

A bonus success story: our First Wednesday Book Club has gained so many regulars that they were too cramped in our largest study room. Starting in December, the book group is "graduating" to the Community Room! This is an exciting milestone.

Challenge

The end of this month was (pretty much) our deadline for spending our collections budget, so ordering was our main focus on November and getting a year's worth of money spent in a month certainly was a challenge, even if it was an enjoyable one.

Opportunity

In November, we were very excited to begin partnering with Raising a Reader on a Spanish language storytime. This storytime is one that Raising a Reader holds to reach Spanish-speaking preschoolers who are not attending preschool and their families. This storytime has previously been held at Crystal River Elementary School. This is a wonderful partnership for the library because this allows us to expand our offerings and better serve our Spanish-speaking patrons.

Program Statistics

11/1 - Storytime - 42	11/15 - Makerspace - 68
11/1 - Makerspace - 68	11/16 - Storytime - 47
11/7 - Story Art with Aspen - 8	11/16 - Cuentos en Espanol - 12
11/8 - Storytime - 16	11/18 - Senior Tech Class - 15
11/8 - Makerspace - 45	11/25 - Dance Around the World - 19
11/9 - Storytime - 30	11/28 - Kids Cook - 7
11/9 - Cuentos en Espanol (storytime with Raising a Reader) - 5	11/29 - Storytime - 18
	11/29 - Makerspace - 42

Rifle Branch – Stephanie Freas

Success

We received a grant from the Community Newspapers of Colorado and from the Clough Foundation for a total of \$5,000. We've decided to use these gifts to create new programming at the branch. The programming will focus on children and teens and include things like escape rooms, crafting events, video game coding, technology programming, drones, more Legos, and a circulating board game collection. Our teen programming is already going strong with the new video programming coding technology.

Challenge

Our longtime Circulation Coordinator, Zee, retired this month. It has been a challenge to take over Zee's tasks and begin the processing of hiring a Circulation Coordinator at Rifle for the first time in a decade. We are looking forward to hiring a new staff member at the branch soon.

Opportunity

We have been approached by the Bookcliff Conservation District to host the book signing for the Garfield County Ag Expo in February with keynote speaker, Temple Grandin. We have partnered with the Book Train in Glenwood Springs to provide outreach and sell books then.

This will be a wonderful opportunity to reach out to people in the community who may not be regular library users. Jeannine from Carbondale and Jenn from New Castle will be working the table that day!

Stats and Stories

Storytimes and Children's Programming: 12 programs, 282 attendance

Teen Programming: 5 programs, 88 attendance

Youth Outreach: 7 programs, 66 attendance

Adult Homebound, Proctoring, and Outreach: 7 events, 66 attendance

Adult Programming: 5 programs, 47 attendance

At one of our middle school class visit in November, Amy Wright gave a research presentation and library scavenger hunt to 200 middle school kids in waves of 50. We also had a boy come up to Jennie and said "Miss Jennie is my librarian grandma." The other kids in the group started to ask if she could also be their "librarian grandma," too.

New Castle and Silt Branches – Linda Lewis

Success

Home-grown programming, Lemur Land at Silt. Thanks to Janelle's travelogue and presentation skills, we had a wonderful program at Silt in November. The Power to Save Your Memory program was also well-received and well-attended. Both branches were designated polling places for the election on 11/7. This was a success in the library contributing to an important community event, and also a challenge to unlock and lock the doors at 7 am and 7 pm.

Challenge

I experienced an illness this past month (which is rare for me), and found it very difficult to stay home and cause a lot of difficulty for both branches. I did learn, however, that trying to work while sick ends up being counter-productive.

Opportunity

We were very proactive at both branches in encouraging patrons to complete the Strategic Plan Survey. Hopefully, there will be a lot of good information for the Strategic Planning Committee to use.

Stats and stories

Storytime (every Tuesday) - 132

STEM @ Your Library (Fridays) - 3 / 21

Book a Librarian - 3

Youth Outreach - 1 / 40

Adult programs - 1 / 8

Meeting Room / Study Room Usage - 50 / 309

Silt:

Storytime (every Wednesday) - 72

STEM @ Your Library (Fridays) - 2 / 23

Adult programs - 3 / 40

Book a Librarian - 1

Meeting Room / Study Room Usage - 45 / 133

This month, Brenda was guiding a patron through the frustration of a "problem" on one of our public computers, when she commented, "I'm grateful that libraries still have desktop computers for the public to use." For Brenda, it felt like they were just having a conversation, similar to chatting while walking in a park, instead of in one of the libraries of which she was referring. She was not trying to flatter but simply stating this wonderful fact and considers GCPLD public computers to be a benefit to the community!

We also had the pleasure of watching and listening to a young patron read a book to Bounder, the Golden Retriever during our first PAWS to READ at Silt. Hearts were swooning!

Glenwood Springs Branch – Laurin Arnold

Positive:

All the new items that were ordered! We had so many that we had trouble finding places to display them but our customers were excited and started checking them out immediately.

Challenge:

We had several security incidents in November that took a lot of staff time to address. It was frustrating because we also entered cold/flu season so staff time was even more valuable. Hopefully these incidents will be resolved by the end of the year.

Opportunity:

The Grand Avenue bridge re-opening has called back many customers to our branch. All of our numbers, from door-counts to program attendance to meeting room rentals are up and close to pre-bridge closure rates, if not surpassing them.

A woman bought a paperback, passed a \$10 onto Toni and told her the rest is a donation. "It's not the book that's worth 10, it's the library"

Stats:

Storytime (every Tuesday):164	Teen Advisory Group (2nd Wednesdays): 8
Minecraft (every Monday and Friday): 29	Thanksgiving Crafts (11/22/17): 60
STEM @ Your Library (every Wednesday): 42	Coffee with the Community(3rd Thursdays): 12
HS Book Club (2nd and 4th Wednesdays): 39	What the Health?! (November 16th): 9
Story Art (1st Thursdays): 16	Your Story, Your Life (1st and 3rd Fridays): 14

Staffing Report, November 2017, Kim Owens, HR Manager

Since 11/27/2017:

New Hires: 0

Promotions/Transfers: 1

- Cinthya Canas is transferring from the Carbondale Branch to the Rifle Branch to fill the Circulation Coordinator vacancy in January 2018

Departures: 1

- Jody Coxwell, Library Associate at Parachute, 12/4/2017

Vacancies: 3

- Youth Services Coordinator (40 hours per week) – Carbondale
- Library Assistant (24 hours per week) – Parachute
- Page (10 hours per week) – Rifle (backfill TBD)

Additional Staffing Information:

Headcount as of 12/27/17:

- 46 total staff members
- 14 staff at 40 hours; 32 staff under 40
- 23 benefit eligible staff (32 - 40 hours per week); 23 staff with less than 32 per week

Notes: There are three staff members shared between the New Castle and Silt branches:

1. Sara Murphy, Library Assistant, 16 hours/week at New Castle and 6 hours/week at Silt;
2. Paul Stanley, Youth Services Coordinator, approximately 20 hours each at New Castle and Silt;
3. Linda Lewis, Branch Manager, approximately 20 hours each at New Castle and Silt

This split is reflected below in the Total Staff Count and Scheduled Staff Hours per Week columns. For purposes of the Benefit Eligible and Not Eligible Staff counts, Sara, Paul and Linda are included in the New Castle counts.

Additionally, the New Castle Branch has four staff members who are assigned to only that branch and the Silt Branch also has four staff members who are assigned to only that branch.

Staff Stats by Location – 12/27/2017				
Location	Total Staff Count	Scheduled Staff Hours per Week	Count of Benefit Eligible Staff (over 32 hours)	Count of Staff not eligible for Benefits (under 32 hours)
Carbondale	7	160	2	5
Glenwood	7	212	4	3
New Castle	5.75	158	3	4
Silt	5.25	158	1	3
Rifle	7	214	5	2
Parachute	6	154	2	4
Support Services	8	261	6	2
Grand Total	46	1317	23	23

November YTD Financial Visualization

The following charts indicate all income received and expenditures made from 1/1/17 through 11/30/17 with the exception of income and expenditure related to the refinancing of District certificates of participation.

Total income as of 11/30/17 less COP proceeds and treasurer's fees is \$4,580,108.

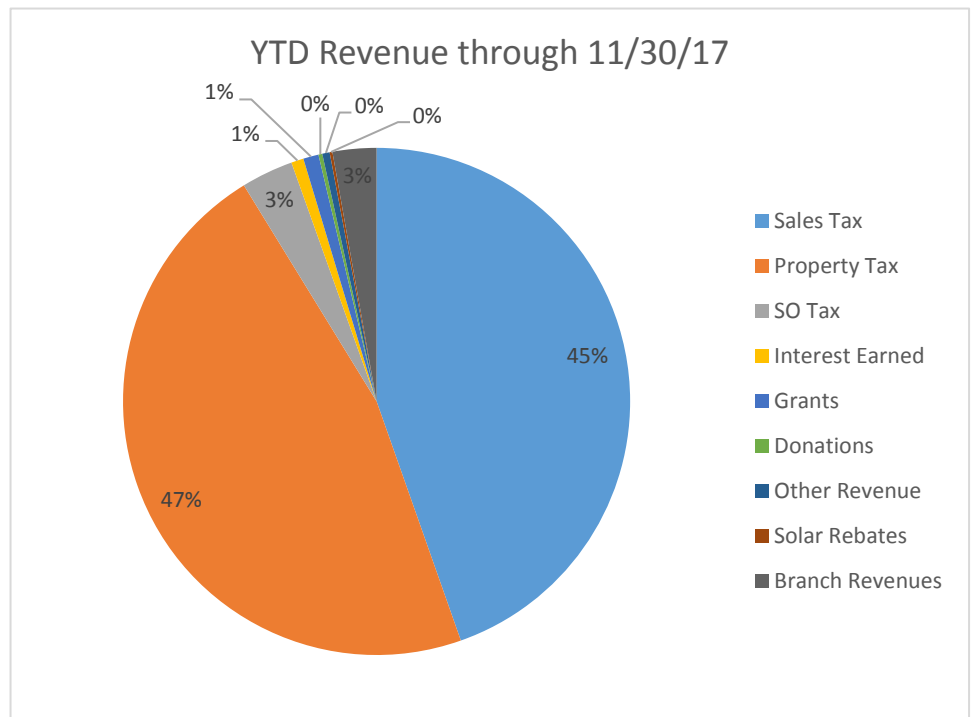
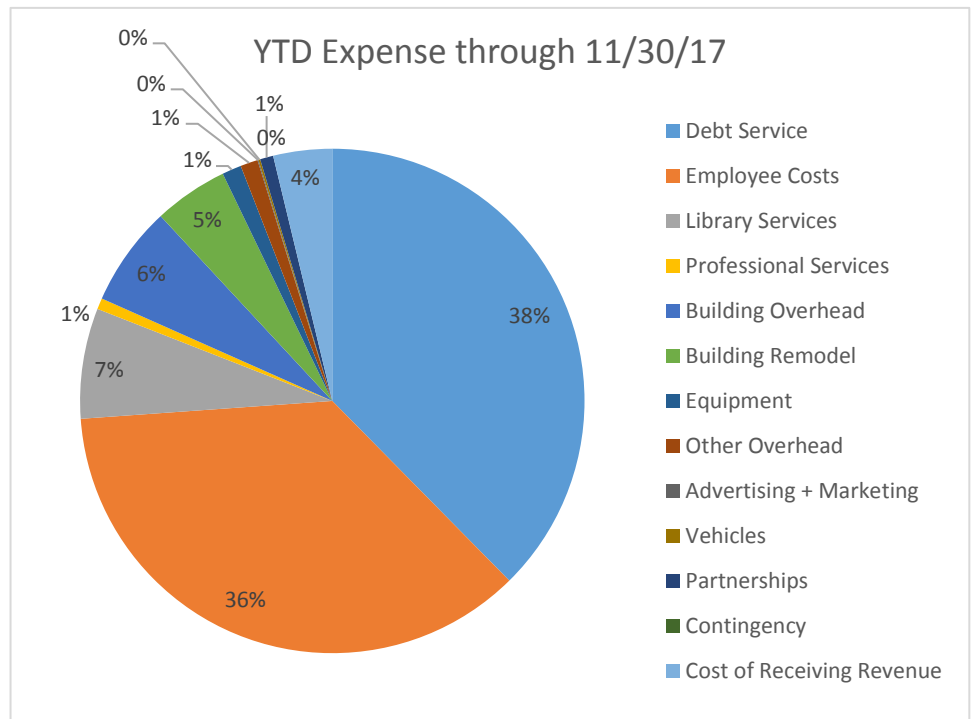
Total expenditure as of 10/31/17 less COP expenditure is \$4,245,733.

91% of the year has passed as of 11/30/17.

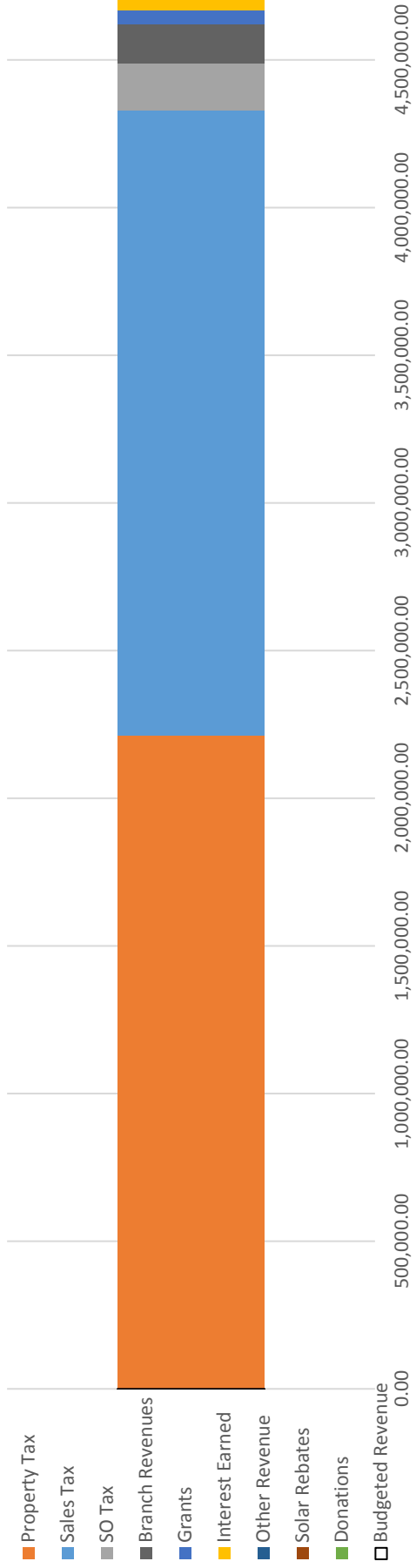
107% of budgeted income (\$4,591,997) has been received.

97% of budgeted expenditure (\$4,591,997) has been made.

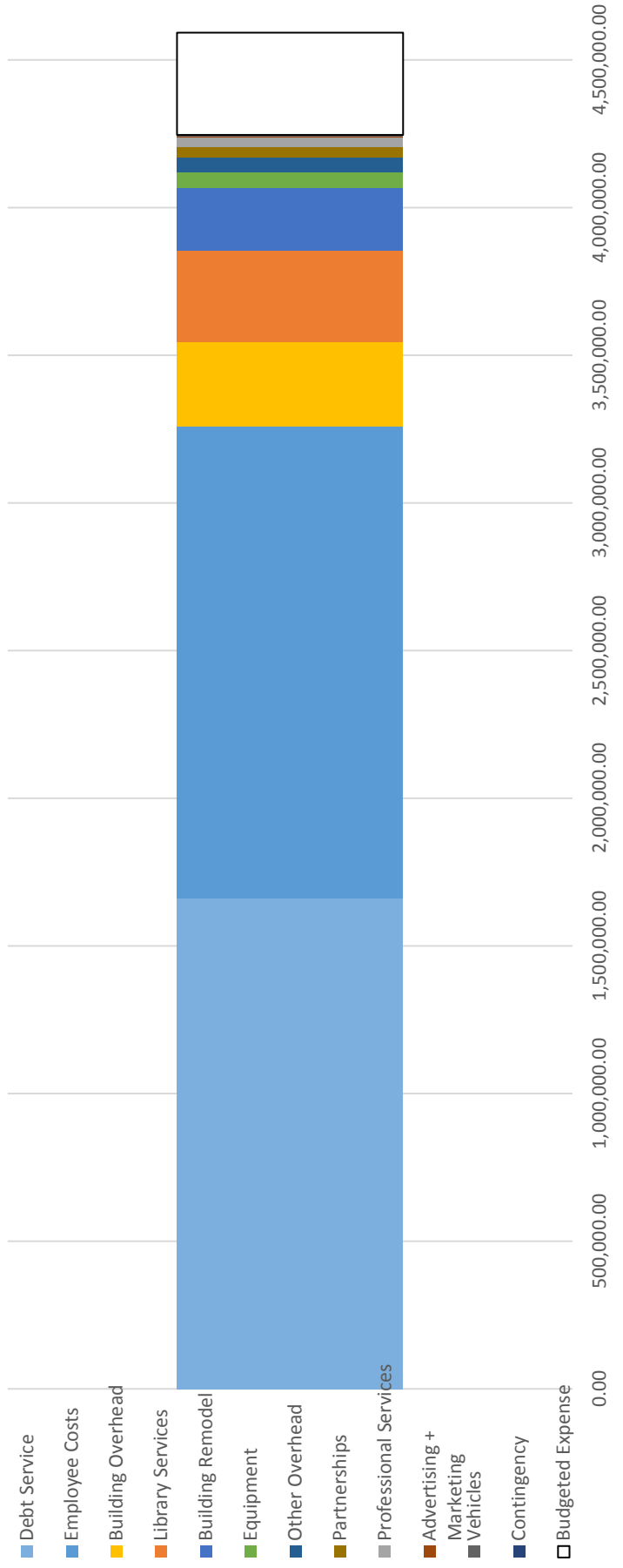
The attached bar charts reflect income and expenditure relative to their respective annual budgets.



YTD Revenue to Budgeted Revenue through 11/30/17



YTD Expense to Budgeted Expense through 11/30/17



Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 11/30/2017

Date	Num	Memo	Amount	Balance
Beginning Balance				3,862.64
Cleared Transactions				
Charges and Cash Advances - 50 items				
10/31/2017	SIWalmart	FOL Halloween Parade Supplies	-39.76	-39.76
10/31/2017	NCUSPS	ILLPostage	-2.97	-42.73
11/01/2017	SSAmzimage	GW Black Board Markers	-118.10	-160.83
11/01/2017	SSGrseMonky	Bookmobile Oil Change	-36.99	-197.82
11/01/2017	CACtyMarket	FOL Children's Programming	-1.39	-199.21
11/02/2017	SSAmazon	GW/SS Office labels	-72.51	-271.72
11/02/2017	SSAmazon	Batteries	-18.99	-290.71
11/02/2017	SSAmazon	Dry Erase Markers	-14.07	-304.78
11/02/2017	SSAmazon	GW Office Neon markers	-12.82	-317.60
11/02/2017	SSAmazon	GW Office Label Tape	-7.49	-325.09
11/02/2017	RIUSPS	ILL Postage	-2.63	-327.72
11/07/2017	SSOreilly	Techmobile Repairs	-117.99	-445.71
11/07/2017	SSLicnseTol	Toll Fee-S. Freas	-1.55	-447.26
11/08/2017	SS1000bulbs	Building Repair Supplies	-137.93	-585.19
11/08/2017	SSUSPS	Certified Letter & Stamps	-56.29	-641.48
11/08/2017	SSGrseMonky	Techmobile Oil Change	-40.99	-682.47
11/08/2017	CAUSPS	Stamps	-27.44	-709.91
11/10/2017	RIBreakout	Clough Grant: Escape Room - Youth Programn	-150.00	-859.91
11/10/2017	RIWalmart	FOL WIG Out Programming	-61.74	-921.65
11/10/2017	GWColoradou	FOL Coffee & Community Supplies	-32.13	-953.78
11/10/2017	SSValyLmber	Building Repair Supplies	-1.99	-955.77
11/11/2017	SSAdobe	Adobe Stock	-29.99	-985.76
11/11/2017	SSAmazon	FOL Retirement Gift for Zee	-18.78	-1,004.54
11/13/2017	SSNxtDayFly	Business Cards for Joe Gunter	-40.85	-1,045.39
11/13/2017	SSTownofCA	CA Sales Tax License	-25.00	-1,070.39
11/13/2017	SSAmazon	1099 Forms	-19.48	-1,089.87
11/13/2017	CAUSPS	ILL Postage	-4.85	-1,094.72
11/14/2017	RIUSPS	Stamps	-49.00	-1,143.72
11/14/2017	SSUSPS	Annual Report Postage	-35.49	-1,179.21
11/14/2017	SSUSPS	FMLD & GarCo DHS Postage	-2.80	-1,182.01
11/15/2017	SSMyProjLmp	Building Repair	-244.99	-1,427.00
11/15/2017	SSAmazon	Clough Grant Teen Programming	-104.97	-1,531.97
11/15/2017	SSEasybotic	Clough Grant: Teen Programming	-97.87	-1,629.84
11/15/2017	GWUSPS	ILL Postage & Stamps	-54.94	-1,684.78
11/16/2017	SSKensPit	Book & Techmobile Snow Tire Change	-124.00	-1,808.78
11/16/2017	SSAmazon	GWS Office Desk Organizers	-50.93	-1,859.71
11/16/2017	PAWalmart	FOL Crafting Children's/Adult Programming	-35.14	-1,894.85
11/20/2017	RIOriental	FOL Hometown Holidays Supplies	-287.44	-2,182.29
11/20/2017	SSAdobe	Adobe Creative Suite	-29.99	-2,212.28
11/21/2017	RICtyMarket	Retirement Cake for Zee	-20.99	-2,233.27
11/21/2017	RIUSPS	ILL Postage	-3.91	-2,237.18
11/22/2017	SSCrownAwrdr	Staff Service Awards	-144.94	-2,382.12

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 11/30/2017

Date	Num	Memo	Amount	Balance
11/22/2017	PAUSPS	ILL Postage	-5.94	-2,388.06
11/28/2017	CACTyMarket	FOL CA Children's Programming	-49.60	-2,437.66
11/28/2017	SIUSPS	Stamps	-29.40	-2,467.06
11/28/2017	PAWalmart	FOL PA Children's Programming	-26.17	-2,493.23
11/29/2017	SSDscntTire	Truck Tires	-1,067.00	-3,560.23
11/29/2017	SSWalmart	SS Hard Drive	-84.67	-3,644.90
11/29/2017	SSTarget	GW Office SD Card	-65.98	-3,710.88
11/29/2017	SSUSPS	Postage Board Packets	-10.92	-3,721.80
Total Charges and Cash Advances			-3,721.80	-3,721.80
Payments and Credits - 1 item				
11/15/2017	22737	Oct Credit card pmt..8633	3,862.64	3,862.64
Total Cleared Transactions			140.84	140.84
Cleared Balance			-140.84	3,721.80
Register Balance as of 11/30/2017			-140.84	3,721.80
New Transactions				
Payments and Credits - 1 item				
12/15/2017	22789	..8633 Nov c.c. payment	3,721.80	3,721.80
Total New Transactions			3,721.80	3,721.80
Ending Balance			-3,862.64	0.00

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

	Jan - Nov 17			Jan - Nov 16		% Jan - Nov Actual to Annual Budget	\$ Increase / (Decrease) in Actual '16 to '17
	Actual	Budget	Annual Budget	Jan - Nov 16	'16 to '17		
Ordinary Income/Expense							
Income							
40100 · Sales Tax Revenue	2,117,371.54	1,833,333.32	2,200,000.00	1,904,566.17	212,805.37	96.24%	
40200 · Property Tax Revenue	2,212,992.27	2,205,500.00	2,212,311.00	3,409,353.39	-1,196,361.12	100.03%	1.
40300 · Specific Ownership Tax Revenue	157,439.85	150,333.33	164,000.00	150,472.86	6,966.99	96.0%	
40900 · Interest Earned on Investments	37,385.21	9,166.67	10,000.00	24,997.52	12,387.69	373.85%	
41000 · Grants-	48,466.38	20,300.00	20,300.00	12,977.71	33,488.67	228.9%	2.
41010 · Donations or Contributions	11,744.79	20,000.00	20,000.00	19,463.00	-7,718.21	58.72%	
41200 · Other Revenue / Asset sales	22,262.11	0.00	0.00	0.00	22,262.11	#DIV/0!	3.
41300 · Solar Rebates	8,414.33	7,433.00	8,337.00	7,256.23	1,158.10	100.93%	
42000 · Branch Revenues	132,455.81	132,157.25	145,296.00	132,765.08	-309.27	91.16%	
43000 · COST OF RECEIVING REVENUE							
43010 · Sales Tax Refunds	-77,615.30	-20,000.00	-100,000.00	-131,023.63	53,408.33	77.62%	
43100 · Treasurer Fees	-88,808.14	-80,856.60	-88,246.22	-107,249.23	18,441.09	100.64%	
Total 43000 · COST OF RECEIVING REVENUE	-166,423.44	-100,856.60	-188,246.22	-238,272.86	71,849.42	165.01%	
Total Income	4,580,108.85	4,277,366.97	4,591,997.78	5,423,579.10	-843,470.25	107.08%	
Expense							
50001 · DEBT SERVICE	1,659,799.60	1,828,000.00	1,828,000.00	1,828,616.26	-168,816.66	90.8%	
51000 · EMPLOYEE COSTS-	1,599,485.25	1,682,027.04	1,844,553.40	2,346,736.41	-747,251.16	86.71%	
52000 · LIBRARY SERVICES	312,102.85	391,764.76	401,908.00	594,109.84	-282,006.99	77.66%	
53000 · PROFESSIONAL SERVICES	31,353.24	34,833.33	45,000.00	31,769.30	-416.06	69.67%	
54000 · BUILDING OVERHEAD-	283,810.91	287,361.09	313,603.00	343,193.92	-59,383.01	90.5%	
54500 · BUILDING REMODEL & ADDING FFE	210,169.94	0.00	0.00	14,753.74	195,416.20	#DIV/0!	4.
55000 · EQUIPMENT	54,476.41	39,152.42	41,704.00	68,685.82	-14,209.41	130.63%	5.
56000 · OTHER OVERHEAD-	49,381.08	63,475.00	69,700.00	64,369.59	-14,988.51	70.85%	
57000 · ADVERTISING & MARKETING	2,706.41	4,506.67	4,980.00	8,345.37	-5,638.96	54.35%	
58000 · VEHICLES	5,197.88	4,308.34	4,700.00	5,286.56	-88.68	110.59%	
59000 · PARTNERSHIPS	37,250.00	25,000.00	25,000.00	50,000.00	-12,750.00	149.0%	6.
59100 · CONTINGENCY	0.00	0.00	12,849.38	0.00	0.00	0.0%	
Total Expense	4,245,733.57	4,360,428.65	4,591,997.78	5,355,866.81	-1,110,133.24	92.46%	
Net Ordinary Income	334,375.28	-83,061.68	0.00	67,712.29			

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

	Jan - Nov 17 Actual	Jan - Nov 17 Budget	Annual Budget	% Jan - Nov Actual to Annual Budget	\$ Increase / (Decrease) in Actual '16 to '17
Other Income/Expense					
Other Expense					
71000 · OTHER FINANCING SOURCES & USES					
41400 · Certificate Proceeds-Par Amount	-15,985,690.35				
50070 · Refunding Escrow Deposits	17,927,992.64				
50080 · Costs of Issuance	182,817.79				
Total 71000 · OTHER FINANCING SOURCES & USES	2,125,120.08				
Total Other Expense	2,125,120.08				
Net Other Income	-2,125,120.08	0.00	-2,125,120.08	100.0%	
Net Income	-1,790,744.80	-83,061.68	-1,707,683.12	2,155.92%	

7.

Footnotes:

Footnotes:

1. Most property tax revenue is collected in the first 6 months of the year. Significant decrease from 2016 due to 50% reduction in oil & gas property valuation.
2. In 2017, we received 50% of FMLD Grant for GWS 2nd Floor buildout.
3. Includes 2017 rent income from CMC \$18,867.
4. Includes \$201,090 ytd expenditures for GWS 2nd Floor buildout and \$9,079 for PA front door.
5. Includes \$22,008 - 2017 Annual Maintenance contract Bibliotheca.
6. Costs to run Cooper Commons in 2017 higher than originally planned.
7. Completed COP Refunding 4/28/17 with Bank Placement.

Garfield County Public Library District Balance Sheet

As of November 30, 2017

Nov 30, 17

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	419,408.40
10050 · Colo Trust - General	2,051,431.76
10051 · Colo Trust - SO Funds	1,101,044.20
10055 · C-Safe	50,979.08
10060 · Alpine Bank- Payroll(..8785)	8,254.75
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	482.64
11050 · WF-23652001-Annual Princ. Pmt	391.99

Total Checking/Savings 3,633,067.82

Other Current Assets

12050 · Sales tax transfer by Treasurer	231,320.00
12100 · Property tax transfer by Treas	2,212,086.00

Total Other Current Assets 2,443,406.00

Total Current Assets 6,076,473.82

Other Assets

18600 · Prepaid Subsc	9,714.83
19100 · Due to/fr Foundation & Friends	911.78

Total Other Assets 10,626.61

TOTAL ASSETS 6,087,100.43

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	-9,612.37
Credit Cards	4,125.50
Other Current Liabilities	
21200 · Payroll Payable-	53,076.81

Total Other Current Liabilities 53,076.81

Total Current Liabilities 47,589.94

Long Term Liabilities

22000 · Deferred Sales tax Revenue	231,320.00
22100 · Deferred Property Tax Revenue	2,212,086.00
22400 · Unearned Rent Revenue	149,760.33

Total Long Term Liabilities 2,593,166.33

Total Liabilities 2,640,756.27

Equity

30000 · Unassigned Fund Balance	4,953,219.96
30005 · Non-Spendable Fund Balance	45,555.00
30010 · Restricted Fund Balance	178,314.00
30040 · Assigned For Replacement	60,000.00
Net Income	-1,790,744.80

Total Equity 3,446,344.16

TOTAL LIABILITIES & EQUITY 6,087,100.43

**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%	162,141.26	-7.36%
May	182,645.85	-7.74%	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%	198,292.51	11.04%
June	219,883.80	-0.51%	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%	233,936.90	7.65%
July	226,206.33	-21.96%	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%	242,194.12	17.36%
August	190,814.23	38.06%	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%	230,488.40	9.52%
September	28,846.67	-84.50%	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%	220,265.47	7.44%
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%	1,810,955.14	-16.80%

STATISTICS NOVEMBER YTD	District		Parachute		Rifle		SIT		New Castle		Glennwood Spr		Carbondale		
	YTD 2017	YTD 2016	% change	YTD 2017	YTD 2016	% change	YTD 2017	YTD 2016	% change	YTD 2017	YTD 2016	% change	YTD 2017	YTD 2016	% change
Cardholders															
Active Patrons	29033	30177	-3.59%	3161	3237	-2.35%	6988	6966	0.03%	2419	2502	-3.32%	3100	3254	-4.73%
New Library Cards	4147	4932	-15.92%	444	590	-24.75%	1158	1475	-21.49%	278	304	-8.55%	390	434	-10.14%
Patron Services															
Door Count	386513	593455	-34.53%	37049	40801	-9.20%	84199.5	201588	-58.23%	38022	49831	-23.70%	41151.5	47653	-13.64%
Meeting Room Usage	3835	2313	65.80%	287	127	125.98%	1788	472	278.81%	564	182	209.89%	660	175	277.14%
Meeting Room Attendance	29728	20775	43.10%	1778	1861	-4.46%	8112	5891	37.70%	2533	1649	53.61%	3616	1440	151.11%
Adult Programs	273	346	-21.10%	33	60	-45.00%	34	61	-44.26%	17	27	-37.04%	28	74	-62.16%
Adult Program Attendance	2716	4751	-42.83%	290	403	-28.04%	553	948	-41.67%	298	218	36.70%	247	596	-58.56%
School-Age Programs	284	216	31.48%	40	22	81.82%	40	17	135.29%	37	37	0.00%	46	65	-29.23%
School-Age Program Attendance	7629	2857	167.03%	889	192	363.02%	1445	312	363.14%	1045	697	49.93%	1151	590	95.08%
Teen Programs	159	253	-37.15%	17	19	-10.53%	39	37	5.41%	26	4	550.00%	23	102	-77.45%
Teen Program Attendance	2438	3459	-29.52%	279	150	86.00%	879	754	16.58%	105	20	425.00%	114	554	-79.42%
Early Childhood Programs	386	569	-32.16%	50	67	-25.37%	66	75	-12.00%	73	129	-43.41%	46	94	-51.06%
Early Childhood Attendance	10774	15381	-29.95%	1288	1434	-10.18%	2779	2146	29.50%	1179	2881	-59.08%	1071	1882	-43.09%
Adult Outreach Visits	114	332	-65.66%	35	130	-73.08%	41	96	-57.29%	1	13	-92.31%	12	18	-33.33%
Adult Outreach Attendance	921	1943	-52.60%	149	457	-67.40%	376	111	238.74%	1	65	-98.46%	86	18	377.78%
Youth Outreach Visits	145	318	-54.40%	13	33	-60.61%	6	17	-64.71%	9	19	-52.63%	19	23	-17.39%
Youth Outreach Attendance	5290	9953	-46.85%	730	2626	-72.20%	711	1483	-52.06%	730	388	88.14%	666	421	58.19%
STEM Programs	187	209	-10.53%	19	10	90.00%	28	38	-26.32%	14	10	40.00%	14	31	-54.84%
STEM Program Attendance	2459	3201	-23.18%	135	101	33.66%	446	735	-39.32%	126	165	-23.64%	137	279	-50.90%
ESL Programs	45	48	-6.25%	0	0	0	20	24	-16.67%	0	2	-100.00%	24	0	0
ESL Program Attendance	883	1058	-16.54%	0	0	0	762	649	17.41%	0	43	-100.00%	103	0	0
Book A Librarian Sessions	152	295	-48.47%	13	32	-59.38%	18	19	-5.26%	28	27	-3.70%	62	75	-17.33%
Physical Circulation															
Juvenile	113297	147704	-23.29%	11799	17371	-32.08%	23719	28667	-17.26%	13446	17892	-24.00%	13172	17616	-25.23%
Young Adult	14922	23669	-36.66%	2192	4609	-52.44%	3913	5304	-26.23%	1317	1942	-32.18%	2302	3518	-34.57%
Adult Fiction	47489	60873	-21.99%	9512	11519	-17.42%	10350	13559	-23.87%	3938	5610	-29.80%	6513	8125	-19.84%
Adult Non-Fiction	32823	44217	-25.77%	3523	4840	-27.21%	7276	9666	-24.73%	3769	5285	-28.68%	4680	6552	-28.57%
Large Print	3358	3891	-13.70%	489	537	-8.94%	785	906	-13.36%	242	333	-27.33%	378	373	1.34%
World Languages	4788	6745	-29.31%	268	346	-23.12%	818	1053	-22.32%	309	470	-34.26%	546	546	-16.85%
New Books	26790	32944	-18.46%	3059	5191	-41.07%	5000	6873	-27.25%	3053	2649	15.25%	2896	4693	-38.29%
DVD	147272	194512	-24.29%	16466	23171	-28.94%	40004	48421	-17.38%	16283	22888	-20.12%	15623	23570	-33.72%
CD Audiobook	15898	21255	-25.20%	1547	2234	-30.75%	2641	3313	-20.28%	1127	1671	-32.56%	2359	3233	-27.03%
Playaway	1096	1589	-31.03%	360	475	-24.21%	364	551	-33.94%	3	3	0.00%	147	193	-23.83%
Magazines	4208	6097	-30.98%	702	1326	-47.06%	436	523	-16.63%	599	746	-19.71%	1130	1857	-39.15%
Video Games	1930	2816	-31.46%	178	333	-46.55%	884	1125	-21.42%	291	388	-25.00%	157	212	-25.94%
CD Music	8329	13190	-36.85%	1086	1684	-35.51%	2200	3533	-37.73%	964	1446	-33.33%	1420	2360	-39.83%
ILL	181	281	-35.59%	36	54	-33.33%	63	114	-44.74%	5	20	-75.00%	18	13	38.46%
Materials borrowed from other libraries	46551	46542	0.23%	4617	4518	2.19%	8908	9151	-2.65%	8086	6284	29.09%	4592	4813	-4.59%
Collection															
Items Added	12366	18562	-33.45%	1771	2775	-36.18%	2342	3276	-28.51%	1573	2242	-29.94%	1766	2675	-33.98%
Total Items in Collection	182854	189885	-3.69%	30566	31118	-1.77%	35005	38194	-8.35%	22001	23005	-4.36%	32485	33715	-3.65%
Technology															
PAC Usage (Hours)	38736	53150	-27.12%	3109	5466	-43.12%	9891	12744	-22.39%	4579	5989	-23.54%	3939	5687	-30.74%
PAC Usage (Sessions)	63853	87590	-27.10%	5684	9204	-38.24%	15325	19987	-23.86%	7452	10600	-29.70%	6814	8849	-22.00%
Wireless Sessions	77445	75575	2.47%	4306	4998	-13.85%	19310	18786	2.79%	6516	6796	-4.12%	7269	7164	1.47%
Volunteer Hours	4897	4055	20.76%	505	551	-8.35%	839	417	101.20%	170	242	-29.75%	605	721	-16.09%

STATISTICS NOVEMBER YTD	District		
	YTD 2017	YTD 2016	% change
Website			
Website Visits	224468	267010	-15.93%
Downloadables			
Overdrive - total eBook, audio, video	31966	27142	17.77%
Zinio	3656	3908	-6.45%
Subscription Resources			
Ancestry - Searches	4700	6038	-22.16%
EBSCO Databases - Sessions	5005	5121	-2.27%
Biography in Context - Sessions	115	0	
Chilton Library - Searches	294	517	-43.13%
Global Road Warrior - Sessions	80	193	-58.55%
Heritage Quest - Searches	665	314	111.78%
Kids InfoBits - Sessions	187	0	
Learning Express - Sessions	148	132	12.12%
Mango - Sessions	1248	1799	-30.63%
MyHeritage - Sessions	152	0	
NewsBank - Searches*	299	300	-0.33%
Opposing Viewpoints - Sessions*	241	365	-33.97%
Research in Context - Sessions	56	0	
Tumblebooks - Book Views	313	946	-66.91%
World Book - Sessions	180	1072	-83.21%