

AGENDA

Garfield County Public Library District Board of Trustee Meeting

Date: Thursday, January 5, 2017

Place: Glenwood Springs Branch Library, Glenwood Springs, CO 81601

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. Corrected Minutes of Library Board meeting-October 3, 2016 (p.1)
- B. Minutes of Telephone Library Board meeting- November 23, 2016 (p.2)
- C. Minutes of Library Board meeting- December 1, 2016 (pp.3-5)
- D. Claims for Board Approval General Fund November 16, 2016 through December 15, 2016 (pp.6-7)

III. FACILITIES

- A. Facilities by Jerry Morris

IV. FINANCE

- A. Finance by Kevin Hettler

V. GENERAL ITEMS

- A. Branch Manager Report
- B. Resolution to approve Alpine Bank purchasing cards (17-001)
- C. Annual Survey update
- D. Refunding of Certificates of Participation
- E. Board officer elections

VI. DIRECTOR'S REPORT

- A. HR Manager and Branch Manager search update

VII. INFORMATION ITEMS

- A. Resolution 17-001 (p.8)
- B. Credit card statement (pp.9-10)
- C. Profit and Loss to Budget General Fund (pp.11-13)
- D. Balance Sheet General Fund (pp.14-16)
- E. Sales Tax Revenue Report (pp.17-18)
- F. Statistics (pp.19-25)

Next Board Meeting- February 2, 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: Amy Shipley

Posted on: December 29, 2016

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING

Rifle Branch Library, Rifle, CO

October 3, 2016 *Corrected by Amy Shipley 12/27/16*

I. CALL TO ORDER

Nella Barker called the meeting to order at 6:05 pm. Kevin Hettler conducted the roll call.

BOARD MEMBERS PRESENT:

Marilee Rippy
Monica Miller
Nella Barker
Michelle Foster
Adrian Rippy-Sheehy

STAFF PRESENT:

Dan Mickelson
Sue Schnitzer
Michelle Duran
Amy Shipley
Zac Compton
Jesse Henning
~~Kevin Hettler~~ *not present ADS 12/27/16*

Emily Hisel
Sara Francis
Brigitt Widmer
Sandi Kister
Jerry Morris
Stephanie Stocking

GUESTS PRESENT: Larry Otterstein, Verizon Wireless, Alice Bedard-Voorhies, Cheryl Currier, Michael Weerts, and, Gary Miller

BOARD MEMBERS EXCUSED: Todd Anderson, Perry Sweeney

PUBLIC COMMENT SECTION: None

AGENDA CHANGES/ADDTIONS: None

II. CONSENT ITEMS FOR APPROVAL: Minutes of the September 1, 2016, September 13, 2016, and September 22, 2016 and the August 27, 2016 to September 30, 2016 general fund claims. A motion to approve the consent items was made by Sheehy and seconded by Miller.
Motion Passed.

III. FACILITIES: Jerry Morris

IV. FINANCE: ~~Kevin Hettler~~ *Not Present ADS 12/27/16*

August 2016 Financials:

August, 2016 income was 95% of budget (\$255,014 actual and \$268,008 budgeted) while expenses were 89% of budget (\$272,282 actual and \$304,702 budgeted). There was a net loss of \$32,241. Year to date income was 78% of budget (\$4,695,786 actual and \$5,093,112 budgeted) while expenses were 50% of budget (\$2,955,839 actual and \$3,203,719 budgeted). There was a net gain of \$60,000. Total cash assets as of August 31, 2016 are \$10,467,413 compared to last month at \$10,482,951.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING

Telephone Meeting

November 23, 2016

I. CALL TO ORDER

Todd Anderson called the meeting to order at 10:40 am. Becky Sirotek conducted the roll call.

BOARD MEMBERS PRESENT:

Monica Miller
Todd Anderson
Adrian Rippy-Sheehy
Sandi Kister

STAFF PRESENT:

Becky Sirotek
Jesse Henning

BOARD MEMBERS EXCUSED:

Michelle Foster
Perry Sweeney
Alice Bedard-Voorhees

II. GENERAL ITEMS

Branch closure December 6, 2016: A motion to close all branches on December 6, 2016 for staffing and hours changes was made by Kister and seconded by Sheehy. **Motion passed.**

December 7th Start Date: A motion to have December 7th be the start date for new branch open hours was made by Sheehy and seconded by Kister. **Motion passed.**

Reschedule Holiday Party: A motion to reschedule the holiday party was made by Kister and seconded by Anderson. **Motion passed.**

Todd Anderson adjourned the meeting.

NEXT MEETING

The next board meeting will be December 1, 2016, at the Carbondale Branch Library, 320 Sopris Ave, Carbondale, CO 81623

Todd Anderson, Vice-President, Board of Trustees
Secretary/Treasurer, Board of Trustees

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING

Carbondale Branch Library, Carbondale, CO

December 1, 2016

I. CALL TO ORDER

Todd Anderson called the meeting to order at 6:06 pm. Becky Sirotek conducted the roll call.

**BOARD MEMBERS
PRESENT:**

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

STAFF PRESENT:

Becky Sirotek
Jerry Morris
Amy Shipley
Jeannine Stickle
Kevin Hettler
Jesse Henning

GUESTS PRESENT:

Morgan Hill
Brandon de Benedet
Trinidad Rodriguez
Jonathan Heroux
John Martin

BOARD MEMBERS EXCUSED:

Michelle Foster

PUBLIC COMMENT SECTION: None

AGENDA CHANGES/ADDITIONS: The following presentation will not take place: Leslie Bethel, Downtown Development Association. Amy Shipley will present a Closure Policy.

II. CONSENT ITEMS FOR APPROVAL: Minutes of the November 3, 2016 board meeting with corrections, and the 10/5/2016 through 10/31/2016 general fund claims. A motion to approve the consent items was made by Kister and seconded by Voorhees. **Motion passed.**

III. FACILITIES: Facilities Manager Jerry Morris

Parachute, doors replaced

Rifle, issues with boiler, up and running

Silt, none

New Castle, repaired the lift

Glenwood Springs, Cooper Commons plaza closed due to winter weather. Construction work is noisy.

Carbondale, none.

IV. FINANCE

Met with Marmot to reduce costs for 2017. We did not see a significant decrease in property tax numbers for 2017 now that the final numbers are in from the Assessor.

October 2016 income was 96.8% of budget (\$236,184 actual and \$243,780 budgeted) while expenses were 97% of budget (\$1,799,168 actual and \$1,854,112 budgeted). Year to date income was 92.7% of budget (\$5,187,444 actual and \$5,592,427 budgeted) while expenses were 95.2% of budget (\$5,108,657 actual and \$5,366,158 budgeted). There was a net gain of \$78,787.

Total cash assets, as of October 31, 2016 are \$5,201,745 compared to \$10,394,883 last month.

Before the sales tax refund, sales tax revenue in August, 2016 was \$211,396 which was up 1.08% from August, 2015. After the sales tax refund, sales tax revenue in August, 2016 was \$210,454 which was up 1.03% from August, 2015.

V. GENERAL ITEMS

Branch Manager Report: Carbondale's staff reduction has already taken place through attrition. Jerry installed a doorbell at the front desk allowing branch to staff the desk with one person. Cinthya has been having high attendance at Storytime. Former employee John Steuben has come back as a volunteer.

Presentation, Garfield County Public Health: Morgan Hill presented a request for monitoring stations to be placed on the roof of the Rifle Library. Public Health staff would need to access the monitoring stations about once a month.

Presentation, Brandon DeBenedet, D.A. Davidson: Brandon and Trinidad presented options for refunding the COPs to the Board.

Presentation, P. Jonathan Heroux, Piper Jaffray & Co.: Jonathan presented options for refunding the COPs to the Board.

Board meeting dates for 2017: A motion to approve the Board meeting dates and locations for 2017 was made by Sheehy and seconded by Kister. **Motion passed.**

Branch Closures 2017: A motion to approve the Branch closures and holidays for 2017 as amended was made by Sheehy and seconded by Voorhees. **Motion passed.**

Appoint District representatives for the CCCA Board: A motion to approve Jesse as the Library District's representative to the CCCA Board was made by Kister and seconded by Sheehy. **Motion passed.**

Closure Policy: Amy Shipley presented a closure policy. No motion to pass was made.

Resolution 16-019 approving Monica Miller for extension of term ending 12/31/21: A motion to approve Resolution 16-019 was made by Sheehy and seconded by Voorhees. **Motion passed.**

Resolution 16-020 to set Mill Levy for 2016 property tax collected in 2017: A motion to approve Resolution 16-020 was made by Miller and seconded by Sheehy. **Motion passed.**

Resolution 16-021 and 16-022 for appropriation of funds 2017: A motion to approve Resolution 16-021 was made by Sheehy and seconded by Miller. **Motion passed.** A motion to approve Resolution 16-022 was made by Voorhees and seconded by Sweeny and Kister. **Motion passed.**

VI. DIRECTOR'S REPORT

Holiday Party planning: We will be sending out an invitation to the Staff Holiday Party on Sunday January 8, at 6pm.

Open letter discussion: Some changes were made to the open letter. It will be sent out soon. Meeting was adjourned at 10:02 pm.

NEXT MEETING

The next Board Meeting will be January 5, 2017 at the Glenwood Springs Branch Library, 815 Cooper Avenue Glenwood Springs, CO 81601

Todd Anderson, Vice-President, Board of Trustees
Secretary/Treasurer, Board of Trustees

**Garfield County Public Library District
 Claims for Board Approval
 11/16/16 - 12/15/16**

Type	Date	Num	Name	Memo	Amount
10010 - Alpine Bank- 7072					
Check	11/30/2016	22051	Lowes	Lowes Credit Card	-5.05
Bill Pmt -Check	11/30/2016	22052	AFLAC	Supplemental insurance	-526.88
Bill Pmt -Check	11/30/2016	22053	Amazon .com	Library Materials	-15.81
Bill Pmt -Check	11/30/2016	22054	Brinklow, Shelly	Lost Materials Returned	-17.99
Bill Pmt -Check	11/30/2016	22055	Cardiff Cleaning Services	Janitorial services	-9,885.00
Bill Pmt -Check	11/30/2016	22056	CenturyLink	Telephone service	-679.04
Bill Pmt -Check	11/30/2016	22057	Compton, Zach	Reimbursement	-3.53
Bill Pmt -Check	11/30/2016	22058	Consolidated Electrical Distributors, Inc	Repairs	-406.73
Bill Pmt -Check	11/30/2016	22059	Friends of the New Castle Branch Library	Book Sales	-113.94
Bill Pmt -Check	11/30/2016	22060	Friends/Foundation	Book Sales	-1,742.24
Bill Pmt -Check	11/30/2016	22061	Friesen, Kathleen	Programming	-100.00
Bill Pmt -Check	11/30/2016	22062	Gale Cengage Learning	Library Materials	-23.20
Bill Pmt -Check	11/30/2016	22063	Garfield County Public Library Foundation	General donations	-104.25
Bill Pmt -Check	11/30/2016	22064	HealthSmart, Inc.	FLEX	-100.00
Bill Pmt -Check	11/30/2016	22065	Horton Group, Inc.	Virgin Health Miles	-586.75
Bill Pmt -Check	11/30/2016	22066	Ingram Library Services	Library Materials	-3,439.85
Bill Pmt -Check	11/30/2016	22067	Lincoln National Life Insurance Company	STD/LTD	-808.14
Bill Pmt -Check	11/30/2016	22068	Midwest Tape	Library Materials	-915.50
Bill Pmt -Check	11/30/2016	22069	Morning Star Elevator, LLC	Repair NC elevator	-487.61
Bill Pmt -Check	11/30/2016	22070	Noda Audio Visual, LLC	Library Materials	-19.00
Bill Pmt -Check	11/30/2016	22071	OverDrive	Library Materials	-1,968.71
Bill Pmt -Check	11/30/2016	22072	Popular Subscription Service	Magazines	-5,214.15
Bill Pmt -Check	11/30/2016	22073	Proctor, Marie	Mileage	-59.83
Bill Pmt -Check	11/30/2016	22074	Rayne, Alan	Santa Program	-150.00
Bill Pmt -Check	11/30/2016	22075	Unilink	Copies	-519.44
Bill Pmt -Check	11/30/2016	22076	Wall, Donovan	Reimburse for Silt Program	-22.06
Bill Pmt -Check	11/30/2016	22078	Proctor, Marie	Replace lost check #21330 dtd 3/15/16	-29.27
Check	11/30/2016	Elec	Alpine Bank	Harland Clarke deposit books	-204.02
Check	12/06/2016	Elec	CCOERA	Nov Retirement	-4,179.63
Check	12/06/2016	Elec	CCOERA	Nov Retirement	-3,879.79
Bill Pmt -Check	12/08/2016	Elec	Verizon Wireless	Cell Phone through 11/18/16	-174.08
Check	12/09/2016	22080	W.A.	Reimburse garnishment. Paid in full.	-656.02
Check	12/15/2016	22081	UMB Bank	Nov credit card statement	-3,587.05
Check	12/15/2016	22082	Swallow Oil	Vehicle fuel 11/30/16 stmt	-156.39
Bill Pmt -Check	12/15/2016	22083	625-Water(9283)	Rifle Water	-29.30
Bill Pmt -Check	12/15/2016	22084	Acme Alarm Company	Alarm Test & Inspection	-387.75
Bill Pmt -Check	12/15/2016	22085	Black Hills Energy	Natural Gas Utilities	-1,344.19
Bill Pmt -Check	12/15/2016	22086	Canas, Cinthya	Mileage	-66.37
Bill Pmt -Check	12/15/2016	22087	CDC Janitorial	Janitorial supplies	-803.27
Bill Pmt -Check	12/15/2016	22088	Cedar Networks	December Telephone	-1,745.00
Bill Pmt -Check	12/15/2016	22089	Center Point Large Print	Library Materials	-130.02
Bill Pmt -Check	12/15/2016	22090	CenturyLink	Telephone Service	-397.12
Bill Pmt -Check	12/15/2016	22091	City of Glenwood Springs	Electric	-919.02
Bill Pmt -Check	12/15/2016	22092	City of Rifle	Water/Sewer	-98.74
Bill Pmt -Check	12/15/2016	22093	Colorado Library Consortium	Chiltons Library 12/1/16 - 11/30/17	-2,220.00
Bill Pmt -Check	12/15/2016	22094	Consolidated Electrical Distributors, Inc	Electrical repairs	-85.70
Bill Pmt -Check	12/15/2016	22096	ELM USA, Inc.	CD Cleaner maintenance/parts	-251.65
Bill Pmt -Check	12/15/2016	22097	Great American Leasing Corporation	Telephone system lease	-1,043.98
Bill Pmt -Check	12/15/2016	22098	Hall, Louisa	CA OBOT program reimbursement	-184.16
Bill Pmt -Check	12/15/2016	22099	HealthSmart, Inc.	FLEX	-100.00

Garfield County Public Library District
Claims for Board Approval
11/16/16 - 12/15/16

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/15/2016	22100	Herald, Di	Mileage Reimbursement	-84.24
Bill Pmt -Check	12/15/2016	22101	Herring, Alicia	Lost book refund	-3.99
Bill Pmt -Check	12/15/2016	22102	Humphries Poli Architects. PC	Cooper Commons Prof svcs 10/26 - 11/25	-336.07
Bill Pmt -Check	12/15/2016	22103	Ingram Library Services	Library Materials	-9,524.35
Bill Pmt -Check	12/15/2016	22105	Mickelson, Dan	Mileage	-86.40
Bill Pmt -Check	12/15/2016	22106	Midwest Tape	Library Materials	-726.93
Bill Pmt -Check	12/15/2016	22107	Morning Star Elevator, LLC	Elevator service	-485.00
Bill Pmt -Check	12/15/2016	22108	Morris, Jerry	Supplies	-17.08
Bill Pmt -Check	12/15/2016	22109	Mountain Pest Control, Inc.	Pest Control	-45.00
Bill Pmt -Check	12/15/2016	22110	Northwest Colorado Council of Governmer	Elevator Inspections	-600.00
Bill Pmt -Check	12/15/2016	22111	R & H Mechanical, LLC	Boiler repair	-335.19
Bill Pmt -Check	12/15/2016	22112	R.A. Nelson LLC	Cooper Commons work to date	-8,555.01
Bill Pmt -Check	12/15/2016	22113	S & S Automatics and Door Service, LLC	Rifle door repair	-363.71
Bill Pmt -Check	12/15/2016	22114	Sandy's Office Supply	Office supplies	-208.94
Bill Pmt -Check	12/15/2016	22115	Stickle, Jeannine	Staff day Coloradough	-34.56
Bill Pmt -Check	12/15/2016	22116	Stuver & LeMoine, P.C.	Legal Counsel	-1,125.00
Bill Pmt -Check	12/15/2016	22117	Town of Carbondale	Water/Sewer	-61.13
Bill Pmt -Check	12/15/2016	22118	Town of New Castle	Water/Sewer	-162.51
Bill Pmt -Check	12/15/2016	22119	Town of Parachute	Water/Sewer	-87.90
Bill Pmt -Check	12/15/2016	22120	Town of Silt	Water/Sewer	-135.28
Bill Pmt -Check	12/15/2016	22121	Tumbleweed Press Inc	TumbleBook Database 2017	-1,650.00
Bill Pmt -Check	12/15/2016	22122	Unilink	Copier copies	-402.85
Bill Pmt -Check	12/15/2016	22123	Unique Management Services, Inc.	Placements	-358.00
Bill Pmt -Check	12/15/2016	22124	US Post Office	NC PO Box 320	-110.00
Bill Pmt -Check	12/15/2016	22125	Waste Management	Trash service	-189.65
Bill Pmt -Check	12/15/2016	22126	Webster, Diane	Program supplies reimbursement	-21.85
Bill Pmt -Check	12/15/2016	22127	Willis HRH	Health Insurance Dec	-28,634.79
Bill Pmt -Check	12/15/2016	22128	Xcel Energy	Electric/Gas	-4,925.44
Check	12/15/2016	22129	Garfield County Public Library District	Transfer SO Tax	-12,902.35
Bill Pmt -Check	12/15/2016	22130	Driskel, Loretta	Silt Program stipend/supplies	-107.22
Total 10010 - Alpine Bank- 7072					-122,867.66
TOTAL					-122,867.66

RESOLUTION: 17-001

A RESOLUTION/AN ORDINANCE APPROVING A PURCHASING CARD CONTRACT FOR GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Garfield County Public Library District Board of Trustees have approved a contract with Alpine Bank to provide a \$20,000 line of credit and 8 purchasing cards.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE Garfield County Public Library District OF THE STATE OF COLORADO.

ADOPTED THIS 5th day of January, 2017 AD

Jesse Henning, Executive Director

Todd Anderson, Vice President of the Board of Trustees

ATTEST: _____
Adrian Rippy-Sheehy, Board of Trustees

Garfield County Public Library District Reconciliation Detail

20500 - UMB bank for purchase cards, Period Ending 11/30/2016

	Date	Num	Memo	Amount	Balance
Beginning Balance					6,342.85
Cleared Transactions					
Charges and Cash Advances - 37 items					
	11/01/2016	ADBed Bug S	Janitorial supplies	-59.00	-59.00
	11/01/2016	PAFamily Do	Halloween Program	-12.80	-71.80
	11/02/2016	ADOREilly	Brakes for Escape	-140.97	-212.77
	11/02/2016	ADDiscount	Change to snow tires	-50.00	-262.77
	11/02/2016	ADDiscount	Change to snow tires	-50.00	-312.77
	11/02/2016	SICity Mark	Snacks for Program	-26.82	-339.59
	11/03/2016	ADORiental	Supplies for Program FOL funds	-74.71	-414.30
	11/03/2016	ADCity Mark	Flowers/Gift for S.K.	-39.99	-454.29
	11/03/2016	AdGoogleDri	Google drive storage for emily	-1.99	-456.28
	11/05/2016	SIAmazon	Supplies Programming	-38.91	-495.19
	11/08/2016	SIWalmart	Supplies and DVD's	-121.82	-617.01
	11/08/2016	NCORiental	Supplies for Polar Express	-39.95	-656.96
	11/08/2016	SIUSPS	Mailing ILL	-2.61	-659.57
	11/09/2016	ADAmazon	Programming Supplies for CA	-27.40	-686.97
	11/09/2016	ADAmazon	Programming Supplies for CA	-8.40	-695.37
	11/11/2016	ADSentinal	Newspaper for Parachute	-234.00	-929.37
	11/11/2016	ADSentinal	Newspaper for Rifle	-234.00	-1,163.37
	11/11/2016	ADAdobeStoc	Adobe Stock	-9.99	-1,173.36
	11/11/2016	SIDollarG	Program supplies	-4.28	-1,177.64
	11/14/2016	ADConstant	Constant Contact	-1,589.25	-2,766.89
	11/15/2016	ADCarbondal	Sales tax License renewal	-25.00	-2,791.89
	11/15/2016	ADColorado	Foundation Renewal	-10.00	-2,801.89
	11/17/2016	ADGFOA	CPE Training for K.H.	-170.00	-2,971.89
	11/18/2016	SIDollar	Program supplies	-9.09	-2,980.98
	11/19/2016	AdSurveyMon	Survey Monkey for patron survey	-26.00	-3,006.98
	11/20/2016	ADAdobe	Creative Suite for Madlab/Emily's computer	-29.99	-3,036.97
	11/21/2016	CAUSPS	Postage	-24.22	-3,061.19
	11/21/2016	SICityMkt	Program Food	-10.34	-3,071.53
	11/23/2016	RIORiental	crafts for hometown holidays	-325.41	-3,396.94
	11/23/2016	ADAmazon	Office Supplies for GS	-44.45	-3,441.39
	11/23/2016	ADAmazon	2016 1099 forms	-42.08	-3,483.47
	11/23/2016	CAGarcia	Programming	-21.54	-3,505.01
	11/23/2016	ADUSPS	Mailing Board Packets	-9.52	-3,514.53
	11/29/2016	RIWalmart	WIG out Weds supplies	-56.96	-3,571.49
	11/29/2016	CACity Mark	Programming	-23.67	-3,595.16
	11/30/2016	RIFacebook	Nov Facebook boosts	-4.56	-3,599.72
	11/30/2016	SIUSPS	usps iLL mailing	-2.48	-3,602.20
			Total Charges and Cash Advances	-3,602.20	-3,602.20
Payments and Credits - 2 items					
	11/02/2016	ADAmazon	Programming for CA	15.15	15.15
	11/15/2016	22045	Oct credit card statement	6,342.85	6,358.00
			Total Cleared Transactions	2,755.80	2,755.80
			Cleared Balance	-2,755.80	3,587.05

Garfield County Public Library District Reconciliation Detail

20500 - UMB bank for purchase cards, Period Ending 11/30/2016

	Date	Num	Memo	Amount	Balance
Uncleared Transactions					
Charges and Cash Advances - 1 item					
	11/28/2016	ADLorex	Cooper Commons Construction	-674.98	-674.98
Total Charges and Cash Advances				-674.98	-674.98
Total Uncleared Transactions				-674.98	-674.98
Register Balance as of 11/30/2016				-2,080.82	4,262.03
New Transactions					
Charges and Cash Advances - 2 items					
	12/01/2016	ADNewmind	Google Licenses	-1,800.00	-1,800.00
	12/02/2016	GWDenverPos	GW Denver Post 52 weeks	-364.95	-2,164.95
Total Charges and Cash Advances				-2,164.95	-2,164.95
Payments and Credits - 1 item					
	12/15/2016	22081	Nov credit card statement	3,587.05	3,587.05
Total New Transactions				1,422.10	1,422.10
Ending Balance				-3,502.92	2,839.93

Garfield County Public Library District

Profit & Loss Budget vs. Actual

November 2016

	Nov 16	Budget	\$ Over Budget	% of Budget
Income				
40100 · Sales tax revenue-	206,068.49	260,179.00	-54,110.51	79.2%
40200 · Property Tax Revenue	8,424.54	7,310.00	1,114.54	115.25%
40300 · Specific Ownership Tax Revenue	12,902.35	14,708.00	-1,805.65	87.72%
40900 · Interest Earned on Investments	1,607.65	250.00	1,357.65	643.06%
41000 · Grants-	0.00	4,166.66	-4,166.66	0.0%
41010 · Donations or Contributions	0.00	4,166.66	-4,166.66	0.0%
41300 · Solar Rebates-	472.79	931.00	-458.21	50.78%
42000 · Branch Revenues	11,952.01	10,998.00	954.01	108.67%
43000 · COST OF RECEIVING REVENUE	-5,316.04	-5,500.00	183.96	96.66%
Total Income	236,111.79	297,209.32	-61,097.53	79.44%
Expense				
51000 · EMPLOYEE COSTS-	180,952.22	221,146.19	-40,193.97	81.83%
52000 · LIBRARY SERVICES	19,284.54	35,366.70	-16,082.16	54.53%
53000 · PROFESSIONAL SERVICES	536.63	2,333.33	-1,796.70	23.0%
54000 · BUILDING OVERHEAD-	28,406.37	32,173.46	-3,767.09	88.29%
55000 · EQUIPMENT	3,079.64	3,625.00	-545.36	84.96%
56000 · OTHER OVERHEAD-	329.38	3,825.00	-3,495.62	8.61%
57000 · ADVERTISING & MARKETING	1,659.79	1,431.16	228.63	115.98%
58000 · VEHICLES	561.21	750.00	-188.79	74.83%
59000 · PARTNERSHIPS	1,656.05	0.00	1,656.05	100.0%
Total Expense	236,465.83	300,650.84	-64,185.01	78.65%
Net Income	-354.04	-3,441.52	3,087.48	10.29%

Garfield County Public Library District

Profit & Loss Budget vs. Actual

January through November 2016

	Jan - Nov 16			Jan - Nov%
	Actual	YTD Budget	Annual budget	Actual to Annual Budget
Income				
40100 · Sales tax revenue-	1,904,566.17	2,188,239.00	2,300,000.00	82.81%
40200 · Property Tax Revenue	3,409,353.39	3,410,750.00	3,410,750.00	99.96%
40300 · Specific Ownership Tax Revenue	150,472.86	161,035.00	175,000.00	85.98%
40900 · Interest Earned on Investments	24,997.52	9,750.00	10,000.00	249.98%
41000 · Grants-	300.00	45,833.34	50,000.00	0.6%
41010 · Donations or Contributions	19,463.00	45,833.34	50,000.00	38.93%
41100 · E-Rate Received	12,677.71	0.00	0.00	100.0%
41300 · Solar Rebates-	7,256.23	9,728.00	10,000.00	72.56%
42000 · Branch Revenues	132,765.08	128,883.00	140,000.00	94.83%
43000 · COST OF RECEIVING REVENUE	-238,272.85	-110,415.00	-114,215.00	208.62%
Total Income	5,423,579.11	5,889,636.68	6,031,535.00	89.92%
Expense				
50001 · DEBT SERVICE	1,828,616.26	1,829,000.00	1,829,000.00	99.98%
51000 · EMPLOYEE COSTS-	2,346,821.41	2,437,796.41	2,658,942.00	88.26%
52000 · LIBRARY SERVICES	590,573.70	681,967.36	715,704.00	82.52%
53000 · PROFESSIONAL SERVICES	31,769.30	45,666.67	48,000.00	66.19%
54000 · BUILDING OVERHEAD-	337,789.56	366,234.79	396,489.00	85.2%
54500 · BUILDING REMODEL & ADDING FFE	4,246.13	27,500.00	27,500.00	15.44%
55000 · EQUIPMENT	68,434.17	127,375.00	138,500.00	49.41%
56000 · OTHER OVERHEAD-	64,339.87	68,075.00	71,900.00	89.49%
57000 · ADVERTISING & MARKETING	8,345.37	20,943.84	22,500.00	37.09%
58000 · VEHICLES	5,286.56	8,250.00	9,000.00	58.74%
59000 · PARTNERSHIPS	61,182.59	54,000.00	54,000.00	113.3%
Total Expense	5,347,404.92	5,666,809.07	5,971,535.00	94.36%
Net Income	76,174.19	222,827.61	60,000.00	

Garfield County Public Library District

Profit & Loss YTD Comparison

January through November 2016

	Jan - Nov 16	Jan - Nov 15	\$ Change
Income			
40100 · Sales tax revenue-	1,904,566.17	2,008,484.60	-103,918.43
40200 · Property Tax Revenue	3,409,353.39	3,146,996.01	262,357.38
40300 · Specific Ownership Tax Revenue	150,472.86	164,810.91	-14,338.05
40900 · Interest Earned on Investments	24,997.52	14,788.46	10,209.06
41000 · Grants-	300.00	114,167.00	-113,867.00
41010 · Donations or Contributions	19,463.00	0.00	19,463.00
41100 · E-Rate Received	12,677.71	12,677.71	0.00
41200 · Asset sales/Other Revenue	0.00	36,971.71	-36,971.71
41300 · Solar Rebates-	7,256.23	8,706.54	-1,450.31
42000 · Branch Revenues	132,765.08	128,094.59	4,670.49
43000 · COST OF RECEIVING REVENUE	-238,272.85	-186,002.72	-52,270.13
Total Income	5,423,579.11	5,449,694.81	-26,115.70
Expense			
50001 · DEBT SERVICE	1,828,616.26	388,370.37	1,440,245.89
51000 · EMPLOYEE COSTS-	2,346,821.41	2,349,834.84	-3,013.43
52000 · LIBRARY SERVICES	590,573.70	593,729.19	-3,155.49
53000 · PROFESSIONAL SERVICES	31,769.30	49,933.74	-18,164.44
54000 · BUILDING OVERHEAD-	337,789.56	327,245.34	10,544.22
54500 · BUILDING REMODEL & ADDING FFE	4,246.13	59,329.85	-55,083.72
55000 · EQUIPMENT	68,434.17	68,587.30	-153.13
56000 · OTHER OVERHEAD-	64,339.87	71,893.27	-7,553.40
57000 · ADVERTISING & MARKETING	8,345.37	24,943.47	-16,598.10
58000 · VEHICLES	5,286.56	9,286.45	-3,999.89
59000 · PARTNERSHIPS	61,182.59	60,444.40	738.19
66900 · Reconciliation Discrepancies	0.00	-2.01	2.01
Total Expense	5,347,404.92	4,003,596.21	1,343,808.71
Net Income	76,174.19	1,446,098.60	-1,369,924.41

Garfield County Public Library District
Balance Sheet
 As of November 30, 2016

	<u>Nov 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- 7072	564,110.75
10030 · Alpine Bank- FLEX(..7137)	1,973.10
10040 · Wells Fargo- SO Tax	938,707.66
10050 · Colo Trust	627,264.45
10055 · C-Safe	908,406.73
10060 · Alpine Bank- Payroll	24,565.35
10200 · Bankcorp Bank- FSA	2,500.00
10300 · Petty Cash- Cash drawer fund	1,075.00
11000 · WF-23652002-Reserve 2009 COPS	1,375,000.00
11010 · WF-23652000-Annual Interest Pmt	487.20
11040 · WF-23652009-Reserve 2010 COPS	747,450.00
11050 · WF-23652001-Annual Princ. Pmt	0.01
11100 · GASB 31 adj - Balance Sheet	<u>555.00</u>
Total Checking/Savings	5,192,095.25
Other Current Assets	
12050 · Sales tax transfer by Treasurer	206,781.54
12100 · Property tax transfer by Treas	<u>3,408,644.00</u>
Total Other Current Assets	<u>3,615,425.54</u>
Total Current Assets	8,807,520.79
Other Assets	
18500 · Prepaid Ins	4,522.31
18600 · Prepaid Subsc	7,077.00
19100 · Due to/fr Foundation & Friends	3,346.35
19150 · Due tr/fr Employees	<u>529.22</u>
Total Other Assets	<u>15,474.88</u>
TOTAL ASSETS	<u><u>8,822,995.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>18,420.23</u>
Total Accounts Payable	18,420.23
Credit Cards	
20500 · UMB bank for purchase cards	4,262.03
20550 · Fuel Cards- Swallow Oil	<u>156.39</u>
Total Credit Cards	4,418.42
Other Current Liabilities	
21100 · Other Payroll Payables-	11,311.17
21200 · Payroll Payable-	<u>70,665.90</u>
Total Other Current Liabilities	<u>81,977.07</u>
Total Current Liabilities	104,815.72
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	206,781.54

Garfield County Public Library District
Balance Sheet
As of November 30, 2016

	<u>Nov 30, 16</u>
22100 - Deferred Property Tax Revenue-	3,408,644.00
Total Long Term Liabilities	<u>3,615,425.54</u>
Total Liabilities	3,720,241.26
Equity	
30000 - Unassigned Fund Balance	4,793,939.22
30005 - Non-Spendable Fund Balance	53,341.00
30010 - Restricted Fund Balance	179,300.00
Net Income	76,174.19
Total Equity	<u>5,102,754.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,822,995.67</u></u>

Garfield County Public Library District - Govt Wide Gasb 34

Balance Sheet

As of November 30, 2016

Nov 30, 16

ASSETS

Fixed Assets

16010 · Glenwood Springs Branch Library	5,736,706.30
16020 · Rifle Branch Library	7,452,948.68
16030 · Silt Branch Library	2,005,711.16
16040 · Carbondale Branch Library	4,759,950.73
16050 · New Castle Branch Library	2,423,761.91
16060 · Parachute Branch Library	2,261,552.89
16210 · Shelving	503,792.70
16220 · Microfilm Machine	20,805.00
16230 · Furniture & Fixtures	1,235,949.49
16240 · Computers, etc	302,661.28
16241 · Solar Panels	119,612.25
16250 · Library Materials	3,848,642.52
16500 · Land	2,377,330.84
16700 · Vehicles	49,134.87
17000 · Accumulated Depreciation	-3,324,217.55
18000 · 99 yr lease-City of Rifle	951,066.87
18001 · Accumulated Amort - 99yr lease	-48,034.00

Total Fixed Assets

30,677,375.94

TOTAL ASSETS

30,677,375.94

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

20800 · Accrued PDO 79,184.28

Total Other Current Liabilities 79,184.28

Total Current Liabilities

79,184.28

Long Term Liabilities

21500 · Current Portion of COP Debt 1,080,000.00

24500 · Debt from COPS 16,335,000.00

24600 · Original Issue Premium, net 54,393.00

Total Long Term Liabilities

17,469,393.00

Total Liabilities

17,548,577.28

Equity

30020 · Investment in Fixed Assets 13,172,354.96

30030 · Prior Period Adjustment -102,033.00

32000 · Unrestricted Net Assets 58,476.70

Total Equity

13,128,798.66

TOTAL LIABILITIES & EQUITY

30,677,375.94

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

	2012		2013		2014		2015		2016	
January	192,870.81	12.21%	194,046.37	0.61%	157,954.01	-18.60%	171,255.99	8.42%	165,205.96	-3.53%
February	185,762.32	-9.30%	182,378.70	-1.82%	164,955.33	-9.55%	156,611.76	-5.06%	152,316.39	-2.74%
March	201,106.62	7.80%	177,292.08	-11.84%	274,667.44	54.92%	183,651.55	-33.14%	176,125.01	-4.10%
April	216,279.02	20.14%	163,915.05	-24.21%	204,502.95	24.76%	176,436.28	-13.72%	178,186.85	0.99%
May	200,415.74	-27.52%	186,178.84	-7.10%	195,754.32	5.14%	198,774.79	1.54%	181,387.29	-8.75%
June	223,967.85	3.31%	221,124.48	-1.27%	228,122.58	3.16%	220,869.13	-3.18%	218,515.17	-1.07%
July	291,652.18	38.47%	226,206.33	-22.44%	214,080.13	-5.36%	215,309.82	0.57%	208,583.74	-3.12%
August	198,222.56	-10.98%	197,303.22	-0.46%	210,611.26	6.74%	209,135.70	-0.70%	211,395.73	1.08%
September	190,349.10	-17.37%	188,999.79	-0.71%	213,398.38	12.91%	260,179.02	21.92%	206,068.49	-20.80%
October	190,595.91	-8.37%	202,437.20	6.21%	194,336.20	-4.00%	182,241.69	-6.22%	-	-100.00%
November	173,420.16	-18.81%	176,439.55	1.74%	185,574.02	5.18%	179,760.58	-3.13%	-	-100.00%
December	194,309.29	-24.11%	223,816.76	15.19%	216,260.57	-3.38%	206,781.54	-4.38%	-	-100.00%
TOTAL	2,458,951.56	-2.88%	2,340,138.37	-3.84%	2,460,217.19	5.99%	2,361,007.85	-3.09%	1,697,784.63	-28.50%

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

	2012		2013		2014		2015		2016	
January	178,672.94	3.95%	180,138.00	0.82%	156,389.73	-13.18%	119,021.52	-23.89%	107,887.11	-9.35%
February	175,390.46	10.67%	1,791.28	-98.98%	158,289.73	8736.68%	152,508.02	-3.65%	104,937.79	-31.19%
March	196,260.33	5.20%	2,596.31	-98.68%	213,739.69	8132.44%	181,435.06	-15.11%	164,251.80	-9.47%
April	199,322.33	20.80%	10,339.93	-94.81%	172,267.76	1566.04%	175,817.96	2.06%	175,020.34	-0.45%
May	197,973.56	129.66%	182,645.85	-7.74%	192,894.52	5.61%	196,717.28	1.98%	178,574.83	-9.22%
June	221,004.86	4.84%	219,883.80	-0.51%	205,070.24	-6.74%	215,786.91	5.23%	217,303.71	0.70%
July	289,871.88	37.63%	226,206.33	-21.96%	200,067.92	-11.56%	214,708.92	7.32%	206,367.67	-3.88%
August	138,212.42	190.96%	190,814.23	38.06%	206,760.52	8.36%	208,306.05	0.75%	210,453.58	1.03%
September	186,123.70	-19.20%	28,846.67	-84.50%	211,097.30	631.79%	248,288.72	17.62%	205,021.69	-17.43%
October	166,342.64	-13.89%	202,437.20	21.70%	193,230.38	-4.55%	181,007.55	-6.33%	-	-100.00%
November	168,751.02	64.02%	173,105.29	2.58%	176,964.94	2.23%	177,841.00	0.50%	-	-100.00%
December	190,432.25	2.08%	55,763.79	-70.72%	215,164.22	285.85%	205,642.96	-4.43%	-	-100.00%
TOTAL	2,308,358.39	30.88%	1,474,568.68	-28.88%	2,301,936.95	1611.08%	2,277,081.95	-1.50%	1,569,818.52	-31.61%

Garfield County Public Library District						
November, 2016						
CIRCULATION	2015 YTD	2016		November	November	
	Last Year	This Year	% change	Last Year	This Year	% change
Print Materials						
Adult	148861	140490	-5.62%	12367	11611	-6.11%
Young Adult	24346	23948	-1.63%	1935	1670	-13.70%
Juvenile	162308	151722	-6.52%	12168	12684	4.24%
World Languages	7379	6745	-8.59%	642	536	-16.51%
Magazines	6339	6097	-3.82%	474	498	5.06%
Total Print Circulation	349233	329002	-5.79%	27586	26999	-2.13%
AV Circulation						
e-books- Overdrive	21178	24892	17.54%	1838	2342	27.42%
Zinio (e-magazines)	5433	3395	-37.51%	327	247	-24.46%
Media	248605	243226	-2.16%	22000	20151	-8.40%
AV Circulation	275216	271513	-1.35%	24165	22740	-5.90%
Active Patrons	28611	30099	5.20%			
Materials Borrowed from other libraries	48086	44661	-7.12%	4014	3974	-1.00%
Total Materials Borrowed	48086	44661	-7.12%	4014	3974	-1.00%
CIRCULATION GRAND TOTAL	672535	645176	-4.07%	55765	53713	-3.68%
Self Check machines	302058	272008	-9.95%	25900	22511	
% of check out with self check	44.91%	42.16%		46.44%	41.91%	
Miscellaneous						
Library Cards	5826	4834	-17.03%	468	285	-39.10%
Reference Questions	92954	12875	-86.15%	6838	548	-91.99%
Door Count	614215	591920.08	-3.63%	47616	42378	-11.00%
Meeting Room Usage	1320	1539	16.59%	111	125	12.61%
Meeting Room Attendance	20061	21216	5.76%	2018	1998	-0.99%
Home Bound Items	356	317	-10.96%	25	27	8.00%
Exams Proctored	82	43	-47.56%	8	1	-87.50%
Number of Volunteers	775	709	-8.52%	63	73	15.87%
Volunteer hours	5065.26	4133.01	-18.40%	340.8	299.85	-12.02%
PROGRAMS						
Adult Programs	301	349	15.95%	25	22	-12.00%
Adult Program Attendance	5208	4783	-8.16%	336	201	-40.18%
Teen Programs	279	247	-11.47%	21	22	4.76%
Teen Program Attendance	3814	3376	-11.48%	193	213	10.36%
Tween Programs	247	213	-13.77%	27	24	-11.11%
Tween Program Attendance	5392	2949	-45.31%	403	311	-22.83%
Early Childhood Programs	557	568	1.97%	50	52	4.00%
Early Childhood Program Attendance	15371	15620	1.62%	1152	1245	8.07%
Class Visits to Library	188	136	-27.66%	14	11	-21.43%
Class Visits to Library Attendance	4445	2265	-49.04%	269	355	31.97%
Staff Visits to School	169	137	-18.93%	18	4	-77.78%
Staff Visits to School Attendance	6080	4912	-19.21%	648	122	-81.17%
ESL programs	48	50	4.17%	6	4	-33.33%
ESL Attendance	693	957	38.10%	84	92	9.52%
Outreach programs	57	59	3.51%	3	16	433.33%
Outreach Attendance	1888	1558	-17.48%	52	326	526.92%
Book a Librarian	137	483	252.55%	10	21	110.00%
Tech Assistance (5 minutes)	1204	4863	303.90%	352	422	19.89%
Summer Reading- Juvenile	7992	6120	-23.42%	0	0	#DIV/0!
Summer Reading- Teens	1334	1604	20.24%	0	0	#DIV/0!
Summer Reading- Outreach	53	120	126.42%	0	7	#DIV/0!
Summer Reading- Adults	21	191	809.52%	0	25	#DIV/0!
COLLECTION						
Items Added	20316	18578	-8.55%	1911	1234	-35.43%
Total items in collection	2097380	2079904	-0.83%	190007	189724	
TURN OVER RATES	3.21%	3.10%		2.93%	2.83%	
ELECTRONIC RESOURCES						
Ancestry - Searches	5094	5101	0.14%	225	226	0.44%
EBSCO Databases - Sessions	15179	24034	58.34%	713	799	12.06%
EBSCO Databases - Searches	52646	72470	37.66%	2686	1667	-37.94%
Chiltons - Searches	514	498	-3.11%	28	59	110.71%
Global Road Warrior - Sessions	99	107	8.08%	9	4	-55.56%
Global Road Warrior - Page Views	559	666	19.14%	97	7	-92.78%
Heritage Quest - Searches	1454	308	-78.82%	85	58	-31.76%
Learning Express - Sessions	102	117	14.71%	11	6	-45.45%
Learning Express - Page Views	98	910	828.57%	21	14	-33.33%
Mango - Sessions	859	1573	83.12%	111	159	43.24%
Newsbank - Searches	128	296	131.25%	40	10	-75.00%
Opposing Viewpoints - Sessions	675	352	-47.85%	3	9	200.00%
Opposing Viewpoints - Searches	2253	1013	-55.04%	10	20	100.00%
PAC Usage (hours)	59379.83	53374.7	-10.11%	4822.19	4018.64	-16.66%
Tumblebooks - Book Views	5669	888	-84.34%	23	173	652.17%
Website Visits	257081	242837	-5.54%	13213	22166	67.76%
World Book - Sessions	358	1027	186.87%	18	64	255.56%
World Book - Searches	510	1395	173.53%	20	60	200.00%

CARBONDALE BRANCH LIBRARY						
November, 2016						
CIRCULATION	2015 YTD	2016		November	November	
	Last Year	This Year	% change	Last Year	This Year	% change
Juvenile	33646	33917	0.81%	3076	2962	-3.71%
Young Adult	3165	3459	9.29%	259	210	-18.92%
Magazines	708	826	16.67%	68	92	35.29%
Fiction	7913	9323	17.82%	835	856	2.51%
Non Fiction	6289	7557	20.16%	717	726	1.26%
Large Print	847	813	-4.01%	46	54	17.39%
World Languages	2363	2357	-0.25%	254	189	-25.59%
New Books	5482	5008	-8.65%	409	386	-5.62%
Reference/Colo Collection/Ace	50	42	-16.00%	3	2	-33.33%
ILL	44	51	15.91%	1	2	100.00%
Media	45280	44148	-2.50%	4330	3681	-14.99%
Materials borrowed from other libraries	10266	9717	-5.35%	999	911	-8.81%
CIRCULATION GRAND TOTAL	116053	117218	1.00%	10997	10071	-8.42%
Self Check machines	46020	41726		3832	3579	
% of check out with self check	39.65%	35.60%		34.85%	35.54%	
Miscellaneous						
Library Cards	1128	919	-18.53%	152	65	-57.24%
Reference Questions	12899	4783	-62.92%	1310	291	-77.79%
Door Count	93029	92659	-0.40%	9359	7103	-24.11%
Meeting Room Usage	179	164	-8.38%	17	12	-29.41%
Meeting Room Attendance	2614	2671	2.18%	287	269	-6.27%
Home Bound Items	36	46	27.78%	4	4	0.00%
Exams Proctored	17	1	-94.12%	0	0	#DIV/0!
Volunteers	220	200	-9.09%	26	21	-19.23%
Volunteer hours	1572.37	1501.53	-4.51%	129.75	138.1	6.44%
PROGRAMS						
Adult Programs	38	44	15.79%	10	3	-70.00%
Adult Program Attendance	1365	1439	5.42%	144	54	-62.50%
Teen Programs	60	67	11.67%	4	3	-25.00%
Teen Program Attendance	1593	1808	13.50%	79	90	13.92%
Tween Programs	46	35	-23.91%	2	6	200.00%
Tween Program Attendance	876	770	-12.10%	26	189	626.92%
Early Childhood (5 and under) Program	75	68	-9.33%	7	4	-42.86%
Early Childhood Program Attendance	1864	1834	-1.61%	157	65	-58.60%
Class Visits to Library	71	32	-54.93%	4		-100.00%
Class Visits to Library Attendance	1377	468	-66.01%	32		-100.00%
Staff Visits to School	24	49	104.17%	10		-100.00%
Staff Visits to School Attendance	784	1086	38.52%	214		-100.00%
ESL program	21	7	-66.67%		1	#DIV/0!
ESL Attendance	168	128	-23.81%	0	12	#DIV/0!
Outreach programs	11	15	36.36%	0	12	#DIV/0!
Outreach Attendance	406	348	-14.29%	6	285	4650.00%
Book A Librarian	7	236	3271.43%		2	#DIV/0!
Tech Assistance	265	2228	740.75%	240	230	-4.17%
Summer Reading- Children	1291	1397	8.21%			#DIV/0!
Summer Reading- Teens	289	196	-32.18%			#DIV/0!
Summer Reading-outreach	0	0	#DIV/0!			#DIV/0!
Summer Reading-Adults	0	0	#DIV/0!			#DIV/0!
TECHNOLOGY						
PAC Usage (hours)	9647.1	10262.2	6.38%	827.49	646.28	-21.90%
Wireless	13366	14624	9.41%	1326	1212	-8.60%
COLLECTION						
Items Added	3756	3765	0.24%	473	221	-53.28%
Total items in collection	293548	334273	13.87%	29623	30931	4.42%
TURN OVER RATES				3.71%	3.26%	

GLENWOOD SPRINGS BRANCH LIBRARY						
November, 2016						
CIRCULATION	2015 YTD	2016		November	November	
	Last Year	This Year	% change	Last Year	This Year	% change
Juvenile	32619	34862	6.88%	2654	3034	14.32%
Young Adult	4510	4837	7.25%	374	379	1.34%
Magazines	1101	819	-25.61%	83	46	-44.58%
Fiction	11935	12737	6.72%	1093	1169	6.95%
Non Fiction	10322	10317	-0.05%	958	831	-13.26%
Large Print	851	929	9.17%	72	88	22.22%
World Languages	1855	1973	6.36%	175	170	-2.86%
New Books	7465	7784	4.27%	665	535	-19.55%
Reference/Colo Collection/Ace	5	9	80.00%	0		#DIV/0!
ILL	22	30	36.36%	1	4	300.00%
Media	52465	54755	4.36%	5436	4538	-16.52%
Materials borrowed from other libraries	11198	10683	-4.60%	844	1015	20.26%
CIRCULATION GRAND TOTAL	134348	139735	4.01%	12355	11809	-4.42%
Self Check machines	62199	55253		6205	4957	
% of check out with self check	46.30%	39.54%		50.22%	41.98%	
Miscellaneous						
Library Cards	1621	1112	-31.40%	105	72	-31.43%
Reference Questions	24333	1737	-92.86%	2142	164	-92.34%
Door Count	152978	160923	5.19%	13388	13720	2.48%
Meeting Room Usage	253	388	53.36%	26	32	23.08%
Meeting Room Attendance	4687	8100	72.82%	617	837	35.66%
Home Bound Items	32	6	-81.25%	1		-100.00%
Exams Proctored	10	14	40.00%	0		#DIV/0!
Volunteers	98	161	64.29%	10	21	110.00%
Volunteer hours	566.25	620.75	9.62%	45.75	32.25	-29.51%
PROGRAMS						
Adult Programs	62	80	29.03%	3	4	33.33%
Adult Program Attendance	1276	1147	-10.11%	28	26	-7.14%
Teen Programs	24	24	0.00%	3	3	0.00%
Teen Program Attendance	219	173	-21.00%	10	34	240.00%
Tween Programs	34	40	17.65%	4	8	100.00%
Tween Program Attendance	602	296	-50.83%	38	34	-10.53%
Early Childhood Programs	103	136	32.04%	11	12	9.09%
Early Childhood Program Attendance	3904	5204	33.30%	375	441	17.60%
Class Visits to Library	46	59	28.26%	4	7	75.00%
Class Visits to Library Attendance	948	855	-9.81%	37	166	348.65%
Staff Visits to School	59	28	-52.54%	3		-100.00%
Staff Visits to School Attendance	1146	620	-45.90%	132		-100.00%
ESL program	9	15	66.67%	3		-100.00%
ESL attendance	124	215	73.39%	12		-100.00%
Outreach programs	14	27	92.86%	1	3	200.00%
Outreach Attendance	399	641	60.65%	6	34	466.67%
Book A Librarian	59	81	37.29%	8	7	-12.50%
Tech Assistance	336	1092	225.00%	91	110	20.88%
Summer Reading- Children	1371	958	-30.12%			#DIV/0!
Summer Reading- Teens	321	773	140.81%			#DIV/0!
Summer Reading- Adults	250	78	-68.80%			#DIV/0!
TECHNOLOGY						
PAC Useage (hours)	13788	12954.98	-6.04%	1206.42	1084.59	-10.10%
Wireless	17027	23727	39.35%	1818	2082	14.52%
COLLECTION						
Items Added	3530	3849	9.04%	402	296	-26.37%
Total items in collection	326225	354746	8.74%	32545	32902	1.10%
TURN OVER RATES				3.80%	3.59%	

NEW CASTLE BRANCH LIBRARY							
November, 2016							
CIRCULATION	2015 YTD	2016			November	November	
	Last Year	This Year	% change	Last Year	This Year	% change	
Juvenile	17100	19213	12.36%	1524	1216	-20.21%	
Young Adult	2960	3518	18.85%	257	244	-5.06%	
Magazines	1249	1857	48.68%	106	124	16.98%	
Fiction	7417	8125	9.55%	711	690	-2.95%	
Non Fiction	6706	6552	-2.30%	490	528	7.76%	
Large Print	431	373	-13.46%	31	34	9.68%	
World Languages	604	546	-9.60%	0	48	#DIV/0!	
New Books	4040	4693	16.16%	326	411	26.07%	
Reference/Colo Collection/Ace	110	15	-86.36%	2		-100.00%	
ILL	40	14	-65.00%		1	#DIV/0!	
Media	27199	30653	12.70%	2874	2626	-8.63%	
Materials borrowed from other libraries	4471	4328	-3.20%	429	429	0.00%	
CIRCULATION GRAND TOTAL	72327	79887	10.45%	6750	6351	-5.91%	
Self Check machines	24901	24698		2096	1899		
% of check out with self check	34.43%	30.92%		31.05%	29.90%		
Miscellaneous							
Library Cards	474	434	-8.44%	34	27	-20.59%	
Reference Questions	7646	1505	-80.32%	653	46	-92.96%	
Door Count	43256	47653	10.17%	3759	3913	4.10%	
Meeting Room Usage	90	175	94.44%	13	12	-7.69%	
Meeting Room Attendance	929	1440	55.01%	220	47	-78.64%	
Home Bound Items	19	18	-5.26%	2	1	-50.00%	
Exams Proctored	3	3	0.00%	0	0	#DIV/0!	
Volunteers	77	98	27.27%	7	9	28.57%	
Volunteer hours	685.5	724.8	5.73%	54.5	42	-22.94%	
PROGRAMS							
Adult Programs	30	74	146.67%	3	3	0.00%	
Adult Program Attendance	275	596	116.73%	53	20	-62.26%	
Teen Programs	79	96	21.52%	7	11	57.14%	
Teen Program Attendance	477	555	16.35%	31	27	-12.90%	
Tween Programs	46	57	23.91%	4	3	-25.00%	
Tween Program Attendance	512	590	15.23%	49	29	-40.82%	
Early Childhood Programs	74	85	14.86%	7	9	28.57%	
Early Childhood Program Attendance	1817	1925	5.94%	191	204	6.81%	
Class Visits to Library	2	0	-100.00%			#DIV/0!	
Class Visits to Library Attendance	47	0	-100.00%			#DIV/0!	
Staff Visits to School	38	12	-68.42%	2	2	0.00%	
Staff Visits to School Attendance	915	258	-71.80%	25	25	0.00%	
ESL programs	0	0	#DIV/0!			#DIV/0!	
ESL Attendance	0	0	#DIV/0!			#DIV/0!	
Outreach- programs	3	4	33.33%		1	#DIV/0!	
Outreach- attendance	192	104	-45.83%		7	#DIV/0!	
Book A Librarian	13	87	569.23%	2	4	100.00%	
Tech Assistance	14	528	3671.43%	21	22	4.76%	
Summer Reading- Children	937	309	-67.02%			#DIV/0!	
Summer Reading- Teens	169	471	178.70%			#DIV/0!	
Summer Reading- Outreach	53	113	113.21%			#DIV/0!	
Summer Reading- Adults	0	0	#DIV/0!			#DIV/0!	
TECHNOLOGY							
PAC Usage (hours)	5059.88	5679.21	12.24%	435.41	401.44	-7.80%	
Wireles	5295	7164	35.30%	470	642	36.60%	
COLLECTION							
Items Added	2634	2675	1.56%	227	199	-12.33%	
Total items in collection	341607	372885		33751	33715	-0.11%	
TURN OVER RATES				2.00%	1.88%		

SILT BRANCH LIBRARY						
November, 2016						
CIRCULATION	2015 YTD	2016		November	November	
	Last Year	This Year	% change	Last Year	This Year	% change
Juvenile	17657	17692	0.20%	1298	1414	8.94%
Young Adult	2008	1942	-3.29%	121	169	39.67%
Magazines	1002	746	-25.55%	99	51	-48.48%
Fiction	5503	5610	1.94%	496	497	0.20%
Non Fiction	5615	5285	-5.88%	513	413	-19.49%
Large Print	314	333	6.05%	30	35	16.67%
World Languages	532	470	-11.65%	18	24	33.33%
New Books	2613	2526	-3.33%	230	244	6.09%
Reference/Colo Collection/Ace	111	140	26.13%	3	10	233.33%
ILL	14	23	64.29%		4	#DIV/0!
Media	26944	26366	-2.15%	2505	1956	-21.92%
Materials borrowed from other libraries	3885	4518	16.29%	463	434	-6.26%
CIRCULATION GRAND TOTAL	66198	65651	-0.83%	5776	5251	-9.09%
Self Check machines	20734	21089		1597	1671	
% of check out with self check	31.32%	32.12%		27.65%	31.82%	
Miscellaneous						
Library Cards	339	304	-10.32%	34	10	-70.59%
Reference Questions	15583	1912	-87.73%	880	244	-72.27%
Door Count	51685	50049	-3.17%	4146	3976	-4.10%
Meeting Room Usage	199	188	-5.53%	13	29	123.08%
Meeting Room Attendance	1267	1122	-11.44%	207	127	-38.65%
Home Bound	18	10	-44.44%	1		-100.00%
Exams Proctored	15	13	-13.33%	2	1	-50.00%
Volunteers	72	54	-25.00%	3	4	33.33%
Volunteer hours	474	244.5	-48.42%	16	11	-31.25%
PROGRAMS						
Adult Programs	39	26	-33.33%	3	2	-33.33%
Adult Program Attendance	494	228	-53.85%	31	22	-29.03%
Teen Programs	35	5	-85.71%	1	1	0.00%
Teen Program Attendance	298	27	-90.94%	9	7	-22.22%
Tween Programs	27	38	40.74%	5	4	-20.00%
Tween Program Attendance	394	693	75.89%	52	38	-26.92%
Early Childhood Programs	120	130	8.33%	10	12	20.00%
Early Childhood Program Attendance	2713	2885	6.34%	181	214	18.23%
Class Visits to Library	21	19	-9.52%			#DIV/0!
Class Visits to Library Attendance	487	388	-20.33%			#DIV/0!
Staff Visits to School	9	2	-77.78%			#DIV/0!
Staff Visits to School Attendance	174	38	-78.16%			#DIV/0!
ESL Program	1	1	0.00%			#DIV/0!
ESL Program attendance	1	3	200.00%			#DIV/0!
Outreach programs	1	2	100.00%			#DIV/0!
Outreach Attendance	50	52	4.00%			#DIV/0!
Book A Librarian	20	34	70.00%		8	#DIV/0!
Tech Assistance	29	417	1337.93%		60	#DIV/0!
Summer Reading- Children	988	686	-30.57%			#DIV/0!
Summer Reading- Teens	190	23	-87.89%			#DIV/0!
Summer Reading- Adults	0	0	#DIV/0!			#DIV/0!
TECHNOLOGY						
PAC Useage (hours)	6589.24	6013.1	-8.74%	585.09	437.14	-25.29%
Wireless	5947	6752	13.54%	575	595	3.48%
COLLECTION						
Items Added	2099	2242	6.81%	178	189	6.18%
Total items in collection	230591	248831		23146	23005	-0.61%
TURN OVER RATES				2.50%	2.28%	

	RIFLE BRANCH LIBRARY					
	JANUARY, 2008					
	RIFLE BRANCH LIBRARY					
	November, 2016					
CIRCULATION	2015 YTD	2016		November	November	
	Last Year	This Year	% change	Last Year	This Year	% change
Juvenile	29653	28667	-3.33%	2318	2462	6.21%
Young Adult	4890	5304	8.47%	561	385	-31.37%
Magazines	570	523	-8.25%	38	52	36.84%
Fiction	13123	13559	3.32%	1154	979	-15.16%
Non Fiction	8393	9666	15.17%	846	804	-4.96%
Large Print	892	921	3.25%	93	54	-41.94%
World Languages	1016	1053	3.64%	137	74	-45.99%
New Books	6479	6401	-1.20%	593	487	-17.88%
Reference/Colo Collection/Ace	101	63	-37.62%	4	7	75.00%
ILL	92	114	23.91%	1	3	200.00%
Media	51412	59358	15.46%	4578	4875	6.49%
Materials borrowed from other libraries	8527	9151	7.32%	756	732	-3.17%
CIRCULATION GRAND TOTAL	125148	134780	7.70%	11079	10914	-1.49%
Self Check machines	75906	78380		6715	4843	
% of check out with self check	60.65%	58.15%		60.61%	44.37%	
Miscellaneous						
Library Cards	1212	1475	21.70%	109	82	-24.77%
Reference Questions	23268	1938	-91.67%	1702	3	-99.82%
Door Count	185606	201588.08	8.61%	13496	16808	24.54%
Meeting Room Usage	328	472	43.90%	29	30	3.45%
Meeting Room Attendance	6122	5891	-3.77%	437	557	27.46%
Home Bound	103	95	-7.77%	8	14	75.00%
Exams Proctored	19	3	-84.21%	0		#DIV/0!
Volunteers	122	75	-38.52%	6	8	33.33%
Volunteer hours	861	417.75	-51.48%	40	46	15.00%
PROGRAMS						
Adult Programs	52	61	17.31%	3	7	133.33%
Adult Program Attendance	810	948	17.04%	63	73	15.87%
Teen Programs	45	34	-24.44%	3	4	33.33%
Teen Program Attendance	890	659	-25.96%	47	55	17.02%
Tween Programs	43	17	-60.47%	10		-100.00%
Tween Program Attendance	2165	312	-85.59%	219		-100.00%
Early Childhood Programs	73	75	2.74%	7	8	14.29%
Early Childhood Program Attendance	2494	2146	-13.95%	123	194	57.72%
Class Visits to Library	23	26	13.04%	6	4	-33.33%
Class Visits to Library Attendance	1045	554	-46.99%	200	189	-5.50%
Staff Visits to School	3	12	300.00%			#DIV/0!
Staff Visits to School Attendance	313	965	208.31%			#DIV/0!
ESL programs	11	27	145.45%	3	3	0.00%
ESL Attendance	316	611	93.35%	72	80	11.11%
Outreach programs	17	2	-88.24%			#DIV/0!
Outreach Attendance	486	35	-92.80%			#DIV/0!
Book A Librarian	11	18	63.64%			#DIV/0!
Tech Assistance	67	322	380.60%			#DIV/0!
Summer Reading- Children	1467	1047	-28.63%			#DIV/0!
Summer Reading- Teens	240	48	-80.00%			#DIV/0!
Summer Reading- Adults	0	0	#DIV/0!			#DIV/0!
TECHNOLOGY						
PAC Usage (hours)	14599.62	13006.25	-10.91%	1245.28	1113.04	-10.62%
Wireless	15184	18786	23.72%	1400	1666	19.00%
COLLECTION						
Items Added	3525	3276	-7.06%	327	176	-46.18%
Total items in collection	401570	431081		40029	38053	-4.94%
TURN OVER RATES				2.77%	2.87%	

	PARACHUTE BRANCH LIBRARY					
	JANUARY, 2008					
	PARACHUTE BRANCH LIBRARY					
	November, 2016					
CIRCULATION	2015 YTD	2016		November	November	
	Last Year	This Year	% change	Last Year	This Year	% change
Juvenile	15857	17371	9.55%	1298	1596	22.96%
Young Adult	4586	4888	6.59%	363	283	-22.04%
Magazines	1157	1326	14.61%	80	133	66.25%
Fiction	11541	11519	-0.19%	988	920	-6.88%
Non Fiction	4488	4561	1.63%	590	426	-27.80%
Large Print	520	537	3.27%	32	63	96.88%
World Languages	367	346	-5.72%	58	31	-46.55%
New Books	5060	4799	-5.16%	431	345	-19.95%
Reference/Colo Collection/Ace	11	7	-36.36%			#DIV/0!
ILL	48	54	12.50%	3	3	0.00%
Media	23305	27946	19.91%	2277	2475	8.70%
Materials borrowed from other libraries	5565	6264	12.56%	523	453	-13.38%
CIRCULATION GRAND TOTAL	72505	79618	9.81%	6643	6728	1.28%
Self Check machines	34056	35095		3290	2973	
% of check out with self check	46.97%	44.08%		49.53%	44.19%	
Miscellaneous						
Library Cards	584	590	1.03%	34	29	-14.71%
Reference Questions	2387	1291	-45.92%	151	91	-39.74%
Door Count	40045	46151	15.25%	3468	3961	14.22%
Meeting Room Usage	160	152	-5.00%	13	10	-23.08%
Meeting Room Attendance	2424	1992	-17.82%	250	161	-35.60%
Home Bound Items	123	142	15.45%	9	8	-11.11%
Exams Proctored	10	9	-10.00%	6	0	-100.00%
Volunteers	123	121	-1.63%	11	10	-9.09%
Volunteer hours	565.34	623.68	10.32%	54.8	30.5	-44.34%
PROGRAMS						
Adult Programs	55	64	16.36%	3	3	0.00%
Adult Program Attendance	652	425	-34.82%	17	6	-64.71%
Teen Programs	15	21	40.00%	3	0	-100.00%
Teen Program Attendance	144	154	6.94%	17	0	-100.00%
Tween Programs	24	26	8.33%	2	3	50.00%
Tween Program Attendance	440	288	-34.55%	19	21	10.53%
Early Childhood Programs	62	74	19.35%	8	7	-12.50%
Early Childhood Program Attendance	1427	1626	13.95%	125	127	1.60%
Class Visits to Library	11	0	-100.00%			#DIV/0!
Class Visits to Library Attendance	272	0	-100.00%			#DIV/0!
Staff Visits to School	18	34	88.89%	3	2	-33.33%
Staff Visits to School Attendance	2100	1945	-7.38%	277	97	-64.98%
ESL programs	0	0	#DIV/0!			#DIV/0!
ESL Attendance	0	0	#DIV/0!			#DIV/0!
Outreach programs	8	9	12.50%	2		-100.00%
Outreach Attendance	303	378	24.75%	40		-100.00%
Book A Librarian	17	27	58.82%			#DIV/0!
Tech Assistance	141	276	95.74%			#DIV/0!
Summer Reading- Children	1938	1723	-11.09%			#DIV/0!
Summer Reading- Teens	125	93	-25.60%			#DIV/0!
Summer Reading- Adults	21	113	438.10%		25	#DIV/0!
TECHNOLOGY						
PAC Usage (hours)	4873.8	5458.96	12.01%	522.5	336.15	-35.67%
Wireless	3686	4998	35.59%	369	448	21.41%
COLLECTION						
Items Added	2861	2771	-3.15%	304	153	-49.67%
Total items in collection	313832	338088		30913	31118	0.66%
TURN OVER RATES				2.15%	2.16%	