

**AGENDA**  
**Garfield County Public Library District Board of Trustees Meeting**  
**Date: Thursday, April 7, 2022, 2:00 PM**  
**Place: Glenwood Springs Branch Library**

Board Mission Statement: The GCPLD Board supports the GCPLD mission, vision, and values through the following actions: Ensuring financial stability, investing in staff development, providing service advocacy, and promoting District library innovation.

**I. CALL TO ORDER**

- A. Roll Call
- B. Public Participation: 3 minutes per person
- C. Approval of the agenda

**II. CONSENT AGENDA FOR APPROVAL**

- A. Minutes of Library Board meeting March 3, March 4, 2022 (pp 1-5)
- B. Claims for Board Approval: General Fund February 16, 2022 to March 15, 2022 (pp 6-7); Alpine Bank Credit Card Statement February 2022 (pp. 8-9)

**III. ACTION ITEMS**

- A. Approve Gifts and Loans of Public Art Policy (pp 10-12)
- B. Approve Agreement for Gifts of Artwork Form (pp 13-14)
- C. Approve Community Endorsements Policy (pp 15)
- D. Disability Insurance Provider vendor selection recommendation, Kim Owens

**IV. DISCUSSION ITEMS**

- A. Introductions and Interviews with 2 At-Large Board member candidates, Adrian Rippy-Sheehy
- B. Management Report, Kevin Hettler
- C. Treasurer/Finance Report, Michelle Foster (pp.16-21)
- D. Branch Report, Daniel Messer, Glenwood Springs Branch Manager
- E. "Did You Know", Susan Use

Next Board Meeting May 5, 2022, 2pm, Location: Parachute Branch Library, 244 Grand Valley Way, Parachute

Adjourn meeting.

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

Prepared by: Kevin Hettler, Interim Executive Director  
Posted on: March 31, 2022

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING  
Place: Silt Branch Library  
March 3, 2022**

**I. A. CALL TO ORDER**

**Adrian Rippy - Sheehy** called the meeting to order at **2:00 pm**. Kim Owens conducted the roll call.

**BOARD MEMBERS PRESENT:**

Adrian Rippy -Sheehy  
Michelle Foster  
Crystal Mariscal  
Jocelyn Durrance  
Carolyn Tucker  
Susan Use

**STAFF PRESENT:**

Kevin Hettler	Amy Tonozzi
Kim Owens	Deanah Rayne
James Larson	Daniel Messer
Jenn Cook	Janelle Schuler
Brenda Kingen	Paul Stanley
Emily Hisel	Lisa Detweiler
Darla Baumli	Rebecca Zuniga
Jen Callison	Ari Beachey
Tracy Kallassy	
Ana Gaytan	

**PUBLIC PRESENT:**

Dave Durrance  
Robyn Lupa  
Jessica Junker

**GUESTS PRESENT:**

Kim Seter  
Jennifer Reading  
Heather McEntee

**BOARD MEMBERS EXCUSED:**

All Present

**I. B. PUBLIC COMMENT:**

None

## **I. C. APPROVAL OF THE AGENDA**

Adrian Rippy-Sheehy requested an Agenda amendment to move Item V. ATTACHMENTS underneath III. ACTION ITEMS

A motion to approve the agenda with amendments was made by Crystal Mariscal, seconded by Carolyn Tucker - **Motion passed unanimously**

## **II. CONSENT ITEMS FOR APPROVAL**

A motion to approve the February 3, 2022 board minutes with a modification to list 2022 board officer election results with board member names and titles was made by Jocelyn Durrance, seconded by Susan Use - **Motion passed unanimously.**

A motion to approve the consent items was made by made by Jocelyn Durrance, seconded by Susan Use - **Motion passed unanimously.**

## **III. ACTION ITEMS - None**

## **IV. DISCUSSION ITEMS**

- A. Executive Director candidate finalists Jennifer Reading and Heather McEntee were interviewed for the Executive Director position. Prior to the board meeting, a random draw by the Library's Executive Director search committee determined the order of candidate interviews. The third Executive Director finalist Jamie LaRue will be interviewed at a special board meeting scheduled for Friday March 4.

A motion to adjourn was made by Adrian Rippy-Sheehy, seconded by Jocelyn Durrance. **Motion passed unanimously.**

The meeting adjourned at **4:02** pm.

## **NEXT MEETING**

The next special board meeting will be held March 4, 2022 at the Silt Branch Library at 10:00am.

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES SPECIAL MEETING  
Place: Silt Branch Library  
March 4, 2022**

**I. A. CALL TO ORDER**

**Adrian Rippy - Sheehy** called the meeting to order at **10:00 am**. Kim Owens conducted the roll call.

**BOARD MEMBERS PRESENT:**

Adrian Rippy -Sheehy  
Michelle Foster  
Crystal Mariscal  
Jocelyn Durrance  
Carolyn Tucker  
Susan Use

**STAFF PRESENT:**

Kevin Hettler	Amy Tonozzi
Kim Owens	Deanah Rayne
James Larson	Daniel Messer
Jenn Cook	Janelle Schuler
Brenda Kingen	Ari Beachey
Emily Hisel	Rebecca Zuniga
Darla Baumli	Rob Zimmerman
Jen Callison	Tracy Kallassy
Lisa Detweiler	Jon Medrano
Jade Flowers	Alex Garcia-Bernal

**PUBLIC PRESENT:**

Dave Durrance

**GUESTS PRESENT:**

Kim Seter  
Jamie LaRue

**BOARD MEMBERS EXCUSED:**

All Present

## **I. B. APPROVAL OF THE AGENDA**

A motion to approve the agenda was made by Michelle Foster, seconded by Susan Use - **Motion passed unanimously**

## **II. DISCUSSION ITEM**

The third Executive Director candidate finalist James LaRue was interviewed by the Library Board of Trustees.

## **III. EXECUTIVE SESSION**

- A. An Executive Session for the discussion of personnel matters pursuant to C.R.S. 24-6-402(4)(f)(I) and (4)(e)(I). Discussion of Executive Director interview candidates and negotiations of employment contract.

A motion to enter Executive Session for the discussion of personnel matters pursuant to C.R.S. 24-6-402(4)(f)(I) and (4)(e)(I). Discussion of Executive Director interview candidates and negotiations of employment contract was made by Jocelyn Durrance, seconded by Crystal Mariscal - **Motion passed unanimously**. Entered Executive Session at **11:45** am.

A motion to exit Executive Session was made by Adrian Rippy-Sheehy, seconded by Jocelyn Durrance - **Motion passed unanimously**. Exited Executive Session at **1:30** pm.

## **IV. ACTION ITEMS – no action taken.**

A motion for a meeting continuance for a Board of Trustees announcement and vote on the candidate selected for the Executive Director position to be scheduled for March 7, 2022, 4pm, Silt Branch Library or zoom was made by Adrian Rippy-Sheehy, seconded by Jocelyn Durrance. **Motion passed unanimously.**

## **MEETING CONTINUANCE**

The meeting continuance was held March 7, 2022 at the Silt Branch Library and zoom at 4:00pm. The following board members present to reconvene:

Adrian Rippy -Sheehy (in person)  
Michelle Foster (via zoom)  
Crystal Mariscal (via zoom)  
Jocelyn Durrance (via zoom)  
Susan Use (via zoom)

Carolyn Tucker (absent – excused)

#### **IV. ACTION ITEM**

Board Chair – Adrian Rippy-Sheehy – Having completed our executive director search, receiving the recommendations of the search committee, reviewing relevant information and the terms and conditions of a contract form, I make a motion the Board of Trustees to offer a contract to serve as executive director of the Garfield County Public Library District to candidate Jamie LaRue at an annualized salary of \$140,890; and that, upon satisfactory completion of a criminal background check, negotiation and acceptance of a final contract form, and Adrian Rippy-Sheehy, the Board Chair be authorized to sign the contract to be effective for a period of one year automatically renewing unless otherwise terminated as provided in the contract, seconded by Michelle Foster. **Motion passed unanimously.**

A motion to adjourn was made by Adrian Rippy-Sheehy, seconded by Jocelyn Durrance. **Motion passed unanimously.**

The meeting adjourned at **4:08** pm.

Next Board Meeting April 7, 2022, 2pm, Location: Glenwood Springs Branch Library

## Garfield County Public Library District

## Claims for Board Approval

February 16 through March 15, 2022

Date	Num	Name	Memo	Amount
<b>10010 · Alpine Bank- Gen(..7072)</b>				
02/25/2022	Elec	Alpine Bank	Jan c.c. pmt	(30,468.24)
02/28/2022	24881	A Clean Break, LLC	RI, SI, NC February cleaning	(6,030.00)
02/28/2022	24882	Amazon Capital Services	Summer Reading kids packs and supplies	(5,426.96)
02/28/2022	24883	Durgin Electric LLC	CA materials deposit for LED project	(5,250.00)
02/28/2022	24884	Ingram Library Services	Library materials	(8,559.26)
02/28/2022	24885	Midwest Tape	Library materials	(2,976.81)
02/28/2022	24886	Newmind Group, Inc.	Google user licenses renewal	(10,152.00)
02/28/2022	24887	OverDrive	Library eMaterials	(15,387.26)
02/28/2022	24888	Amazon .com	Event / office / facilities supplies	(2,884.58)
02/28/2022	24889	Friend, Sara	Mileage reimbursement	(171.99)
02/28/2022	1001029	Acme Fire Alarm Company Inc	alarm testing and maintenance	(1,100.30)
02/28/2022	bp elec13...	Anvil Points Upholstery & Carpet	carpet and upholstery cleaning - 3 branches	(4,621.55)
02/28/2022	1001030	Arbitrage Compliance Specialists, Inc.	5th year arbitrage rebate calculation for 2017 COPs	(1,500.00)
02/28/2022	1001031	B & B Plumbing and Heating	PA hot water heater	(1,409.00)
02/28/2022	bp elec14...	Black Hills Energy	GW & CA gas	(2,303.40)
02/28/2022	1001032	Califa Group	Infopeople event registration: Library Supervision and Management	(200.00)
02/28/2022	1001033	Cardiff Cleaning Service	CA GW janitorial service	(3,726.00)
02/28/2022	1001034	Citadel Security USA, LLC	GW security service, w/e 2/12	(1,350.00)
02/28/2022	bp elec14...	City of Glenwood Springs	GW electricity	(850.90)
02/28/2022	bp elec14...	Colorado Mountain News Media	newspaper bid request / promotional articles and ads	(3,876.16)
02/28/2022	1001035	Dale, Jamie	Mileage reimbursement	(37.44)
02/28/2022	1001036	Elmer Glass Co of Rifle Inc	Replacement of broken window in RI community room	(625.00)
02/28/2022	1001037	Findaway World LLC	Playaway lanyards	(54.92)
02/28/2022	bp elec14...	ImageNet Consulting LLC	PA copies	(76.77)
02/28/2022	1001038	Ishenart, Jeremy	Concert filming & video upload	(200.00)
02/28/2022	1001039	Jorgensen, Allison	Patron refund for returned lost item	(7.00)
02/28/2022	1001040	Lively Electric, Inc.	RI, 1st floor: electrical install for garbage disposal	(553.20)
02/28/2022	1001041	Medrano, Jonathan	Mileage reimbursement	(111.74)
02/28/2022	1001042	Micro Plastics, Inc.	Updated branch hours signage	(237.50)
02/28/2022	1001043	Mutual of Omaha	March disability insurance	(981.16)
02/28/2022	1001044	Rocky Mountain Reserve	Admin flex plan	(58.40)
02/28/2022	1001045	School Life, a division of ImageStuff	Summer Reading children's prizes	(1,002.97)
02/28/2022	1001046	Seter & Vander Wall, P.C.	Legal services	(738.00)
02/28/2022	1001047	StageDrop LLC	Stage deck platforms	(2,703.91)
02/28/2022	1001048	Suarez, Dulce Andrea	Spanish translation services	(30.00)
02/28/2022	1001049	Tiger, Inc.	natural gas delivery	(4,476.06)
02/28/2022	1001050	Trane US Inc.	SI heating service call	(778.00)
02/28/2022	1001051	Universal Mechanical Services, LLC	SI hvac service call	(425.00)
02/28/2022	1001052	Watson Label Products	Barcode labels	(776.14)
02/28/2022	1001053	Zuniga, Rebecca	Mileage reimbursement	(16.38)
03/01/2022	Eft	CRA	Feb cra contributions	(9,785.28)
03/01/2022	Eft	CRA	Feb cra contributions	(9,688.88)
03/07/2022	Elec	Verizon Wireless	Cell phones, hotspots, & moda service	(6,322.79)
03/15/2022	24890	Armendariz, Joanna	Mileage reimbursement	(99.45)
03/15/2022	24891	AWE Acquisition, Inc	ARPA grant - Early Literacy stations	(21,858.00)
03/15/2022	24892	Brainfuse Inc.	State Grant - Brainfuse helpnow online tutoring services, 5/8/22 - 5/7/23	(5,900.00)
03/15/2022	24893	Chadd's Walking with Wildlife LLC	Rocky mountain big horn sheep presentations	(6,000.00)
03/15/2022	24894	Cook, Jennifer	Mileage reimbursement	(54.99)
03/15/2022	24895	Cooper Commons Condo Association	Jan - June assessment	(23,762.06)
03/15/2022	24896	Hettler, Kevin	Mileage reimbursement	(66.69)
03/15/2022	24897	Ingram Library Services	Library materials	(3,384.27)
03/15/2022	24898	Midwest Tape	Library materials	(5,391.72)
03/15/2022	24899	OverDrive	Library eMaterials	(5,618.85)
03/15/2022	24900	Owens, Kim	Mileage reimbursement	(66.69)
03/15/2022	24901	Tonozzi, Amy	Mileage reimbursement	(22.24)
03/15/2022	24902	Willis Towers/CEBT	March health insurance	(23,720.65)
03/15/2022	eft	Garfield County Public Library Found...	book sales / donations	(1,261.48)
03/15/2022	1001054	625-Water(9283)	RI SI staff water	(94.05)
03/15/2022	1001055	Acme Fire Alarm Company Inc	2022 2nd quarter fire system monitoring	(341.28)
03/15/2022	bp elec14...	AFLAC	March supplemental insurance	(107.70)
03/15/2022	1001056	Ajax Roofing Company LLC	NC leak repair	(636.73)
03/15/2022	1001057	AlwaysMountainTime LLC	radio ads	(684.00)
03/15/2022	1001058	Amazon Capital Services	event supplies	(502.38)
03/15/2022	1001059	American Janitor LLC	PA February cleaning	(986.40)
03/15/2022	1001093	Aspen Daily News	Ads	(150.00)
03/15/2022	1001060	Bosley, Annastasia	Mileage reimbursement	(23.01)
03/15/2022	1001061	Califa Group	Infopeople event registration: Library Supervision and Management	(200.00)
03/15/2022	1001062	Carbondale Chamber of Commerce	CA Chamber annual dues	(286.00)
03/15/2022	1001063	Carsten, Toni	Mileage reimbursement	(19.65)
03/15/2022	1001064	Cedar Networks	March broadband	(744.00)
03/15/2022	1001065	Citadel Security USA, LLC	GW security service - 2 weeks	(2,666.25)
03/15/2022	1001066	City of Rifle	RI water/sewer	(169.05)
03/15/2022	bp elec14...	Cura HR, LLC	HR support	(1,690.00)
03/15/2022	1001067	Daly Property Services, Inc.	CA snow removal	(813.75)
03/15/2022	bp elec14...	De Lage Landen Financial Services, ...	Copier lease	(449.00)
03/15/2022	bp elec14...	Demco	Processing supplies	(145.68)
03/15/2022	1001068	Emery, Sheldo	Mileage reimbursement	(30.42)

## Garfield County Public Library District

## Claims for Board Approval

February 16 through March 15, 2022

Date	Num	Name	Memo	Amount
03/15/2022	bp elec14...	ImageNet Consulting LLC	Copier copies	(582.58)
03/15/2022	1001069	Jean's Printing	Bookmarks	(718.50)
03/15/2022	1001070	Kallassy, Tracy	Mileage reimbursement	(124.02)
03/15/2022	1001071	Kline, Stacy	Mileage reimbursement	(17.58)
03/15/2022	1001072	LaRue, James	Executive Director candidate travel reimbursement	(350.00)
03/15/2022	1001073	Mathias, Deborah	Fuel & car wash reimbursement	(65.00)
03/15/2022	1001074	McEntee, Heather	Executive Director candidate travel reimbursement	(1,036.99)
03/15/2022	1001075	Messer, Daniel	Mileage reimbursement	(38.60)
03/15/2022	1001076	Morning Star Elevator, LLC	NC elevator repair - 50% deposit	(402.57)
03/15/2022	1001077	Mountain Parent LLC	Ads	(450.00)
03/15/2022	bp elec14...	Mountain Pest Control, Inc.	PA spraying	(90.00)
03/15/2022	1001078	Mountain Waste & Recycling	SI GW trash / recycling	(79.03)
03/15/2022	1001079	Reading, Jennifer	Executive Director candidate travel reimbursement	(218.79)
03/15/2022	1001080	Roaring Fork Valley Early Learning F...	spanish Bolsitas Rojas programming	(2,400.00)
03/15/2022	1001081	Rocky Mountain Reserve	Admin flex plan	(58.40)
03/15/2022	1001082	Town of Carbondale	water / sewer	(62.61)
03/15/2022	bp elec14...	Town of New Castle	water / sewer	(215.18)
03/15/2022	1001083	Town of Parachute	water / sewer / trash	(129.40)
03/15/2022	bp elec14...	Town of Silt	water / sewer	(151.20)
03/15/2022	1001084	Transparent Information Services, LLC	Background checks	(189.50)
03/15/2022	1001085	Unique Management Services, Inc.	Collections service	(199.00)
03/15/2022	1001086	Universal Mechanical Services, LLC	PA emergency repairs	(1,716.82)
03/15/2022	bp elec14...	Waste Management	Trash/recycling	(301.82)
03/15/2022	1001088	Western Paper Distributors	Janitorial supplies	(367.87)
03/15/2022	bp elec14...	WEX Bank	Feb vehicle fuel	(677.42)
03/15/2022	1001089	WT.COX Information Services	Virtual magazine subscription	(197.99)
03/15/2022	bp elec14...	Xcel Energy	Electricity	(3,868.91)
03/15/2022	bp elec14...	Young Services	PA gas leak emergency call	(1,003.00)
03/15/2022	1001090	Zimmermann, Robert	Mileage reimbursement	(64.88)
03/15/2022	1001091	Zuniga, Rebecca	Mileage reimbursement	(32.76)
Total 10010 · Alpine Bank- Gen(..7072)				(271,687.81)
<b>TOTAL</b>				<b>(271,687.81)</b>



## Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 02/28/2022

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>						30,468.24
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 66 items</b>						
Credit Card Charge	01/31/2022	SSSHRM	SHRM membership - KO	X	(219.00)	(219.00)
Credit Card Charge	01/31/2022	SSWalmart	Facilities supplies	X	(57.84)	(276.84)
Credit Card Charge	01/31/2022	NCUSPS	ILL postage	X	(3.19)	(280.03)
Credit Card Charge	02/01/2022	SSSchoolOut	CA storytime supplies	X	(293.76)	(573.79)
Credit Card Charge	02/01/2022	SSNextDayFI	Business cards	X	(82.57)	(656.36)
Credit Card Charge	02/01/2022	SSAceHardwa	Facilities tools	X	(79.98)	(736.34)
Credit Card Charge	02/01/2022	SSAceHardwa	Facilities supplies	X	(15.98)	(752.32)
Credit Card Charge	02/02/2022	GWALA	ALA & PLA 1-year membership - DM	X	(295.00)	(1,047.32)
Credit Card Charge	02/02/2022	GWUSPS	GW stamps	X	(58.00)	(1,105.32)
Credit Card Charge	02/02/2022	PACLiC	CLiC 2022 Virtual Winter Workshop r...	X	(25.00)	(1,130.32)
Credit Card Charge	02/03/2022	SSLowe's	Facilities supplies	X	(57.03)	(1,187.35)
Credit Card Charge	02/03/2022	SSAutoZone	Facilities supplies	X	(23.98)	(1,211.33)
Credit Card Charge	02/04/2022	SSQuill	Office supplies	X	(217.94)	(1,429.27)
Credit Card Charge	02/04/2022	SSGrantWatc	1-year GrantWatch subscription	X	(199.00)	(1,628.27)
Credit Card Charge	02/04/2022	SSTheStampM	Office supplies	X	(24.75)	(1,653.02)
Credit Card Charge	02/04/2022	RIUSPS	ILL postage	X	(6.38)	(1,659.40)
Credit Card Charge	02/05/2022	SSAmazon	RI infrared all-in-one remote	X	(335.00)	(1,994.40)
Credit Card Charge	02/05/2022	SSAmazon	RI Sony Blu-ray player	X	(79.99)	(2,074.39)
Credit Card Charge	02/07/2022	SSAmazon	PA recessed valve steel box for court...	X	(169.49)	(2,243.88)
Credit Card Charge	02/07/2022	SSAmazon	RI optical audio cable	X	(12.99)	(2,256.87)
Credit Card Charge	02/08/2022	SSValleyLum	Facilities tools	X	(72.94)	(2,329.81)
Credit Card Charge	02/08/2022	GWNewCastle	GW staff morale	X	(23.00)	(2,352.81)
Credit Card Charge	02/09/2022	SIDollarGen	SI office supplies	X	(12.95)	(2,365.76)
Credit Card Charge	02/09/2022	SIDollarGen	SI staff morale	X	(3.95)	(2,369.71)
Credit Card Charge	02/10/2022	SSConsoloda	GW LED patio light replacement	X	(226.98)	(2,596.69)
Credit Card Charge	02/10/2022	SSWalmart	SI furniture repair	X	(10.52)	(2,607.21)
Credit Card Charge	02/11/2022	SSDisplays2	Sign holders to promote programs	X	(162.14)	(2,769.35)
Credit Card Charge	02/11/2022	SSAdobe	Adobe Stock subscription	X	(29.99)	(2,799.34)
Credit Card Charge	02/11/2022	SSAdobe	Adobe Creative Cloud subscription	X	(20.84)	(2,820.18)
Credit Card Charge	02/11/2022	GWUSPS	ILL postage	X	(3.03)	(2,823.21)
Credit Card Charge	02/12/2022	CAEtsy	CA posters for Women's History inter...	X	(20.25)	(2,843.46)
Credit Card Charge	02/14/2022	SSUniversal	NC Reme Halo lightbulb service	X	(295.00)	(3,138.46)
Credit Card Charge	02/14/2022	SSSherwinWi	Backpack & painting supplies	X	(89.65)	(3,228.11)
Credit Card Charge	02/14/2022	SSValleyLum	Facilities supplies	X	(53.45)	(3,281.56)
Credit Card Charge	02/14/2022	SSStarbucks	Reimbursement for coffee for E.D. Se...	X	(40.00)	(3,321.56)
Credit Card Charge	02/14/2022	RIUSPS	ILL postage	X	(3.19)	(3,324.75)
Credit Card Charge	02/15/2022	SSWalmart	Summer Reading kid's activities suppl...	X	(371.88)	(3,696.63)
Credit Card Charge	02/15/2022	PAWalmart	PA office supplies	X	(11.77)	(3,708.40)
Credit Card Charge	02/15/2022	PAWalmart	PA outlet covers	X	(6.43)	(3,714.83)
Credit Card Charge	02/16/2022	SSTheSuccul	PA Earth Day terrarium kits	X	(565.95)	(4,280.78)
Credit Card Charge	02/16/2022	SSCLiC	CLiC 2022 Virtual Winter Workshop r...	X	(225.00)	(4,505.78)
Credit Card Charge	02/16/2022	NCWalmart	NC storytime supplies	X	(38.44)	(4,544.22)
Credit Card Charge	02/16/2022	SSTarget	CA office supplies	X	(28.49)	(4,572.71)
Credit Card Charge	02/17/2022	SSAmazon	Laptop bag	X	(98.76)	(4,671.47)
Credit Card Charge	02/17/2022	RIWalmart	RI staff morale	X	(29.41)	(4,700.88)
Credit Card Charge	02/17/2022	RIWalmart	RI craft supplies	X	(11.07)	(4,711.95)
Credit Card Charge	02/18/2022	SSAmazon	Carbon monoxide tester	X	(119.99)	(4,831.94)
Credit Card Charge	02/19/2022	SSNextiva	Nextiva recurring subscription plan	X	(1,898.26)	(6,730.20)
Credit Card Charge	02/19/2022	PADomino'sP	PA staff morale	X	(113.94)	(6,844.14)
Credit Card Charge	02/19/2022	SSRobly	Robly email newsletter platform subsc...	X	(87.50)	(6,931.64)
Credit Card Charge	02/19/2022	PAClark'sMa	PA staff morale	X	(8.56)	(6,940.20)
Credit Card Charge	02/19/2022	RIUSPS	ILL postage	X	(4.23)	(6,944.43)
Credit Card Charge	02/20/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(6,974.42)
Credit Card Charge	02/21/2022	SSCostumeSp	Storytime costume	X	(290.00)	(7,264.42)
Credit Card Charge	02/21/2022	SSValleyLum	Facilities tools & supplies	X	(47.47)	(7,311.89)
Credit Card Charge	02/23/2022	SSAdobe	Adobe Pro DC subscriptions	X	(33.98)	(7,345.87)
Credit Card Charge	02/23/2022	SIBurningMt	SI staff morale	X	(13.85)	(7,359.72)
Credit Card Charge	02/23/2022	NCUSPS	ILL postage	X	(3.19)	(7,362.91)
Credit Card Charge	02/23/2022	RIUSPS	ILL postage	X	(3.19)	(7,366.10)
Credit Card Charge	02/24/2022	SSDenco	Large format printer ink	X	(970.11)	(8,336.21)
Credit Card Charge	02/24/2022	SSStaples	Replacement laptop case	X	(31.44)	(8,367.65)
Credit Card Charge	02/24/2022	PAUSPS	ILL postage	X	(3.03)	(8,370.68)
Credit Card Charge	02/25/2022	SSAmazon	Amazon Business Prime 1-year rene...	X	(179.00)	(8,549.68)
Credit Card Charge	02/25/2022	GWALA	RUSA Virtual Forum registration - DM	X	(119.99)	(8,669.67)

**Garfield County Public Library District  
Reconciliation Detail**

**20510 · Alpine Bank Purchase Card, Period Ending 02/28/2022**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Credit Card Charge	02/25/2022	RISweetColo	RI staff morale	X	(24.00)	(8,693.67)
Credit Card Charge	02/27/2022	RIWorldMark	RI crafting circle materials	X	(15.98)	(8,709.65)
Total Charges and Cash Advances					(8,709.65)	(8,709.65)
<b>Payments and Credits - 6 items</b>						
Credit Card Credit	02/01/2022	PASkillPath	Refund on sales tax paid	X	7.08	7.08
Credit Card Credit	02/01/2022	PASkillPath	Refund on sales tax paid	X	11.37	18.45
Credit Card Credit	02/04/2022	SSWayfair	Refund on sales tax paid	X	70.04	88.49
Credit Card Credit	02/17/2022	SSPLA	Refund for downgrading PLA confere...	X	66.00	154.49
Credit Card Credit	02/23/2022	SSDisplays2	Refund on sales tax paid	X	4.57	159.06
Check	02/25/2022	Elec	Jan c.c. pmt	X	30,468.24	30,627.30
Total Cleared Transactions					21,917.65	21,917.65
Cleared Balance					(21,917.65)	8,550.59
Register Balance as of 02/28/2022					(21,917.65)	8,550.59
<b>New Transactions</b>						
<b>Payments and Credits - 1 item</b>						
Check	03/28/2022	elec	Feb c.c. pmt		8,550.59	8,550.59
Total New Transactions					8,550.59	8,550.59
<b>Ending Balance</b>					<b>(30,468.24)</b>	<b>0.00</b>

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
POLICY and PROCEDURE**

**GIFTS AND LOANS OF PUBLIC ART**

Garfield County Public Library District (GCPLD) do not serve as art galleries nor provide exhibition space for art generally. However, GCPLD may accept gifts and loans of art for display in public spaces under the terms and conditions of this policy.

DEFINITIONS

Art or Work of Art: An original, limited edition or copy of a work that is functional or purely aesthetic, exterior or interior, integrated or stand-alone, temporary, semi-permanent or permanent and which is suitable for public display.

GCPLD's Public Art Collection: All public art either owned and/or maintained by GCPLD.

Public Art: Art or Works of Art that are of aesthetic or historical interest or beauty and which are suitable for display and viewing in Public Spaces accessible to library patrons of all ages.

Public Spaces: Areas of library branches, grounds, landscaping, display, advertising or travel owned, used or maintained by GCPLD for access and use by the public generally.

Provocative Art: Public Art that promotes, promotes or otherwise displays a political, sexual, ethnic, race based or artistic viewpoint that might provoke discussion, anger or opposing points of view.

Owner: The person or entity that owns or otherwise holds the right to possess or display Art or a Work of Art and demonstrates or certifies ownership and right to assign or authorize transfer or conveyance, or the right to display, to GCPLD to its satisfaction.

1.0 PURPOSE

These policies and procedures govern the acquisition by GCPLD of Art and Works of Art for ownership, borrowing and temporary or permanent display.

1.1 Public Purpose. GCPLD will not acquire any Work of Art unless it is suitable for display in Public Spaces which GCPLD will determine in its sole discretion.

1.2 Sole Discretion. GCPLD retains sole discretion to determine whether to accept, display or otherwise use any Work of Art, the location and duration of any display.

1.3 Provocative Art. GCPLD will not reject displaying any art simply on the basis of its point of view. However, GCPLD is required to provide equal access to various points of view if

one point of view is accommodated. Accordingly, GCPLD, may remove, reject or decline to display Public Works of Art that it deems to be Provocative Art on the basis that it cannot provide equal or similar time, space and manner display for opposing or other viewpoints.

## 2.0 PROCEDURES/PROCESS

2.1 GCPLD may acquire Public Art by requisition, acquisition, gift or loan.

2.1.1 Requisitions. Requisitions will be made at the discretion of the Board of Trustees through a request for proposals or bids which will contain a detailed list of criteria for the requisitioned Public Art.

2.1.2 Acquisitions.

2.1.2.1 If GCPLD seeks to acquire Public Art it will make an offer for a unique Art Work or issue a request for proposals to provide the Art or Work of Art. Terms and conditions will be contained in the request for proposals.

2.1.2.2 GCPLD will entertain offers to sell Public Art from the Owner upon receipt of a written offer demonstrating Ownership. Acquisition is in the sole discretion of GCPLD and subject to the provisions of this Policy.

2.2 Gifts. Any Gift must be unconditional, transferring all rights of ownership and display to GCPLD from the verified Owner.

2.2.1 Those wishing to provide a Gift to GCPLD must complete a Garfield County Public Library District Agreement for Gifts of Artwork, available from GCPLD (the "Gift Agreement").

2.2.2 The Gift Agreement signed by the donor will be reviewed by GCPLD and will be accepted or declined in writing.

2.2.3 Terms and conditions of acceptance are contained in the Gift Agreement and the donor must acknowledge that GCPLD may display, not display, locate, relocate and dispose of the Work of Art by sale, trade or other means in its sole discretion.

2.2.4 The Gift Agreement or an additional letter may be provided as described in the Gift Agreement to allow the donor to seek a tax benefit. Donor acknowledges that the gift may or may not be tax deductible as determined by the Internal Revenue Service and it is not the responsibility of GCPLD to obtain a valuation or seek and secure a tax benefit for the donor.

2.3 Borrowing/Loans. GCPLD may request to borrow a Work of Art for public education purposes, to use as an example of a genre or for display from time to time; and, Owners may desire to Lend a Work of Art to GCPLD for public display or other purposes from time to time.

2.3.1 Borrowing. GCPLD will contact the Owner directly in the event it desires to borrow a Work of Art for any purpose. In the event a Work of Art is borrowed, GCPLD will specifically state the purpose of borrowing, the time period requested and its intended use.

2.3.1.1 Owner and GCPLD will enter into a Loan/Bailment Agreement under which GCPLD will be responsible for the use, care and return of the Work in a condition the same or similar to its condition upon receipt.

2.3.1.2 GCPLD will, at the request of the Owner, provide insurance to cover damage or replacement of the Work.

2.3.1.3. GCPLD will provide credit to and acknowledgement of the Owner for allowing use or display of the Work of Art to be agreed upon between the Owner and GCPLD.

2.3.2 Loans. An Owner of a Work of Art may seek to loan the Art to GCPLD for public display or other purposes. A request to Loan a Work of Art may be presented by completing a copy of the Gift Agreement described in Section 2.2. The process for lending a Work of Art will follow the same process described in Section 2.2.

2.3.2.1 Owner may provide information on the artist or Owner, or the Work of Art to be included with the display in a agreement with the Executive Director of GCPLD.

2.3.2.2 Display of Works of Art loaned at the request of Owner will be limited in time in order to allow the display of other artists or Owners.

2.3.2.3 GCPLD will take no responsibility for damage or wear and tear to a Public Art Work Loaned at the request of the Owner unless otherwise agreed in the Gift Agreement.

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
AGREEMENT FOR GIFTS OF ARTWORK**

The following artwork has been donated as a gift to the Garfield County Public Library District (the district) in agreement with the conditions on this form:

**Description of Property:** \_\_\_\_\_

The district offers these conditions:

- If an appraisal is desired, the appraisal of the artwork must be done by an agency independent of the district or the donor. The district will not bear the costs of an appraisal.
- The placement and display of the artwork are the sole prerogative of the district. The artwork may be placed in any of the district's six locations. The wishes of the donor regarding the location of the artwork will be taken into account by the district. At the request of the donor, a small plaque, not exceeding 12" x 12" in size, will be placed near the artwork to identify it and to recognize the donor and/or the honoree. The decision concerning the design and placement of such a plaque is the sole prerogative of the district.
- It is the district's policy that artwork must not contain advertising information such as corporate agency logos, but only logos that pertain to the district.
- Gifts of artwork are accepted with the understanding that the district has the right to determine retention, preservation or deaccession of the gift.

The donor guarantees the following information:

- The donor has the authority to make this gift.
- The donor understands and accepts the district's artwork gift policy.
- The donor waives all liability against the district for any possible cause of action or claim concerning the gift.
- The donor accepts all the criteria in the district's Gifts and Loans of Public Artwork Policy and all applicable laws.
- The donor transfers all rights to property ownership to the district, including all rights to the artwork's image for promotional and display purposes.
- Any values claimed for tax purposes from this donation are the sole responsibility of the donor or their agent.

The donor has received no goods or services in return for the contribution listed in this agreement. Gifts of artwork to the district are deductible in accordance with current tax law.

Adopted by the GCPLD Board of Trustees on \_\_\_\_\_

I \_\_\_\_\_ of \_\_\_\_\_, own and desire to give the Garfield County Public Library District or the Garfield County Public Library Foundation the following described work of art which was transferred on \_\_\_\_\_.

**Property Rights:** Now therefore I convey and transfer to the Garfield County Public Library District or the Garfield County Public Library Foundation the above-described artwork irrevocable and subject to no conditions or restrictions whatsoever.

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Executive Director, GCPLD

\_\_\_\_\_  
Address

\_\_\_\_\_  
Trustee, GCPLD

\_\_\_\_\_

\_\_\_\_\_

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
POLICY and PROCEDURE**

**COMMUNITY ENDORSEMENTS  
RECOGNITION AND SPONSORSHIPS**

The Garfield County Public Library District (“GCPLD”) is a governmental entity formed under the Colorado Library Law and supported by taxation to “promote the establishment and development of all types of publicly supported free library services ... and ensure equal access to information without regard to age, physical or mental health, place of residence, or economic status” race, creed, sexual orientation or religion within Garfield County, Colorado.

In order to fulfill its purpose to serve all people, the District’s Board of Trustees adopts the following:

**POLICY STATEMENT**

Garfield County Libraries and the Garfield County Public Library District Board of Trustees will not release any official statement or position endorsing or promoting any non-profit or for-profit corporation, entity or person or its or their services, products, events or programs.

To ensure clarity, the Board of Trustees provides the following:

**POLICY GUIDANCE**

- A. This Policy does not prevent GCPLD from utilizing donated or otherwise provided materials or supplies whether or not such materials or supplies contain logos or other information identifying the donor.
- B. This Policy does not prevent GCPLD from endorsing or promoting events or programs provided in cooperation with any non-profit or for-profit corporation, entity or person that is consistent with or promotes GCPLD’s purposes, or is otherwise participated in by GCPLD.
- C. This Policy does not prevent GCPLD from providing donation letters or letters of appreciation to any non-profit or for-profit corporation, entity or person acknowledging gifts or other support provided, or for the purpose of seeing tax benefits for such support of GCPLD.
- D. These and other forms of recognition or appreciation may be specifically approved by the GCPLD Board of Trustees.



# Financial Report

Net sales tax collection year to date through December 2021 is up 26% from the same period last year.

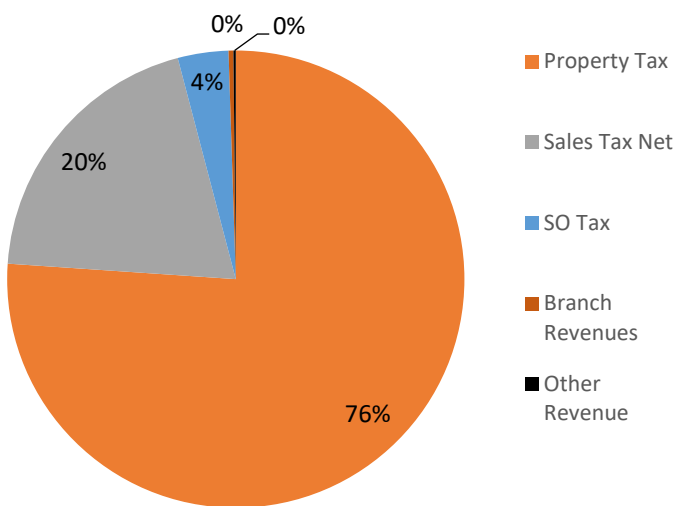
Work continues to progress on the preparation and planning of our 2021 financial statement audit scheduled for the week of April 25.

The following charts depict all revenues received and expenditures made from 1/1/22 through 2/28/22, and are relative to their respective annual budgets (Unaudited).

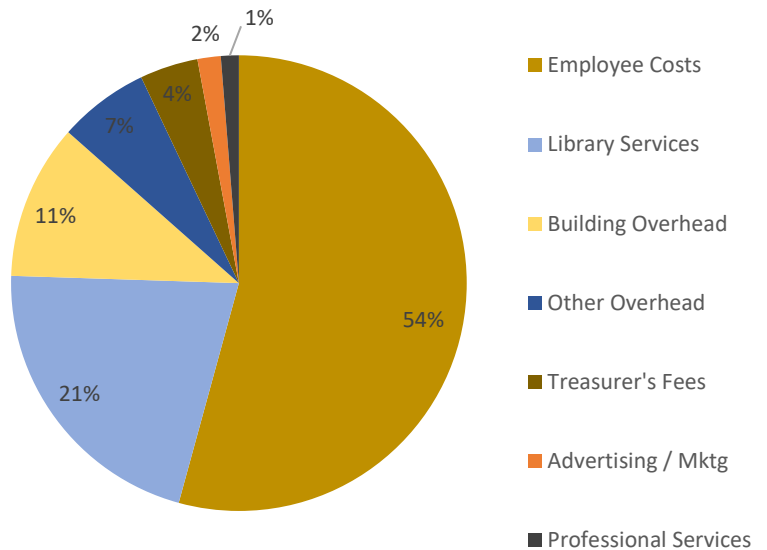
- Total revenues received as of 2/28/22 is \$1,887,109.
- Total expenditures made as of 2/28/22 is \$1,039,004.
- 16.6% of the year has elapsed as of 2/28/22.
- 20.52% of budgeted revenue (\$9,196,298) has been received.
- 11.3% of budgeted expenditure (\$9,196,298) has been made.
- All cash and investment accounts have been reconciled for February.

## February 2022 Financial Visualization

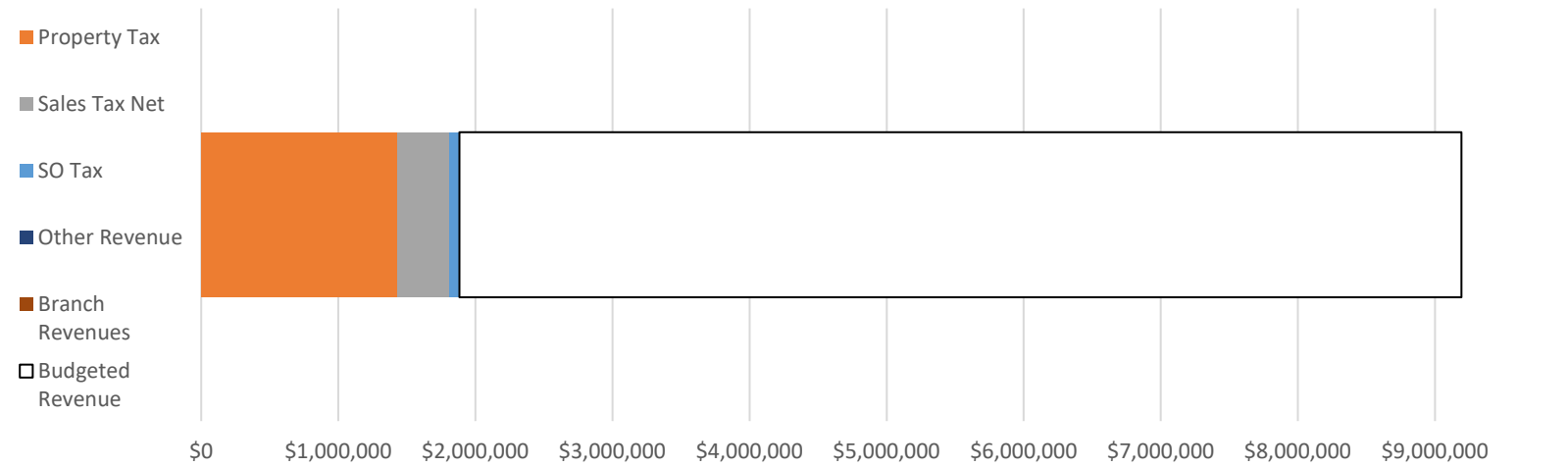
YTD Revenues through 2/28/2022



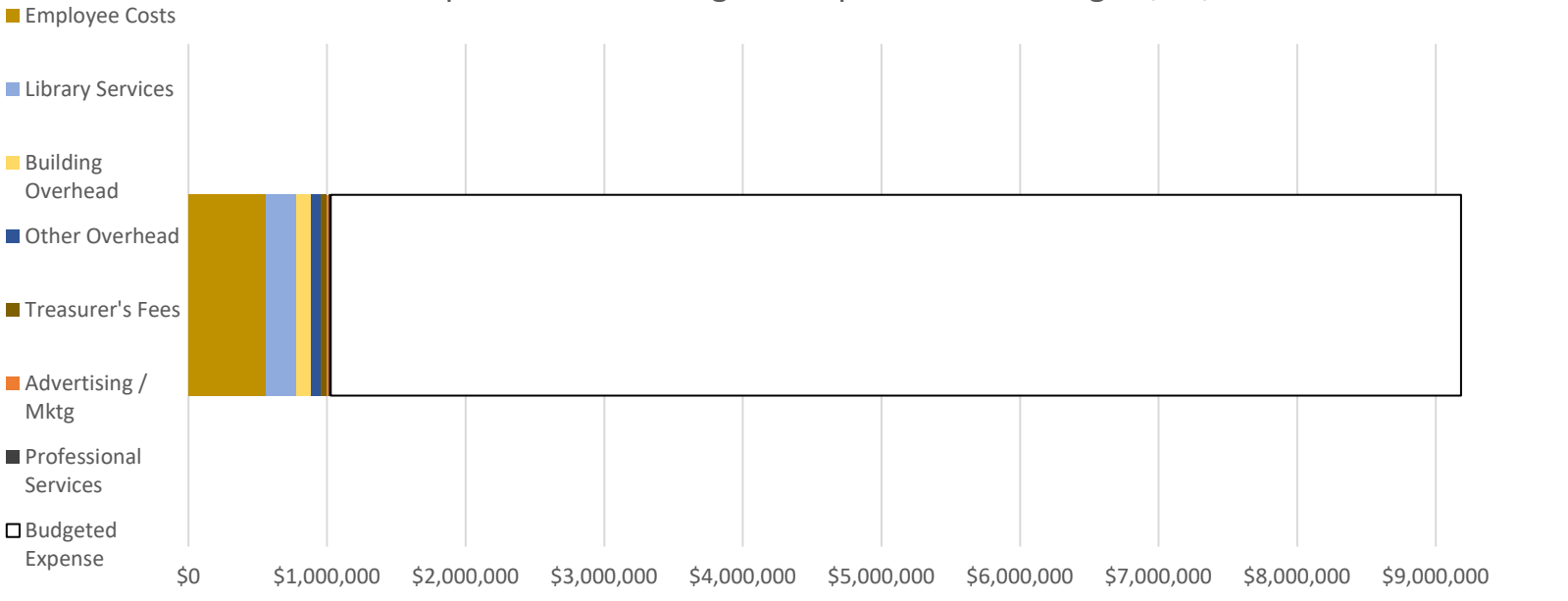
YTD Expenditures through 2/28/2022



### YTD Revenues to Budgeted Revenues through 2/28/2022



### YTD Expenditures to Budgeted Expenditures through 2/28/2022



**Garfield County Public Library District**  
**Profit & Loss Budget vs. Actual** (unaudited)  
Jan - Feb 2022

	Jan - Feb 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Feb 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
<b>Income</b>						
40100 · Sales Tax Revenue	375,907.52	3,320,000.00	11.32%		321,746.12	54,161.40
40102 · Sales Tax Refunds	(2,014.92)	(70,000.00)	2.88%		(18,603.33)	16,588.41
40200 · Property Tax Revenue	1,434,330.35	5,356,520.00	26.78%		1,714,182.79	(279,852.44)
40300 · Specific Ownership Tax Revenue	67,527.59	411,000.00	16.43%		76,786.55	(9,258.96)
40900 · Interest Earned on Investments	1,367.78	6,000.00	22.8%		1,234.28	133.50
41000 · Grants	0.00	98,538.00	0.0%		16,111.00	(16,111.00)
41200 · Other Revenue	3,121.20	24,220.00	12.89%		5,435.19	(2,313.99)
41300 · Solar Rebates	432.25	9,000.00	4.8%		256.79	175.46
42000 · Branch Revenues	6,437.80	41,020.00	15.69%		5,180.48	1,257.32
<b>Total Income</b>	<b>1,887,109.57</b>	<b>9,196,298.00</b>	<b>20.52%</b>		<b>2,122,329.87</b>	<b>(235,220.30)</b>
<b>Expense</b>						
50001 · TREASURER'S FEES	42,410.49	180,350.00	23.52%		45,765.86	(3,355.37)
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	556,430.81	4,314,734.00	12.9%		504,299.97	52,130.84
52000 · LIBRARY SERVICES	217,997.88	1,471,407.00	14.82%		292,298.38	(74,300.50)
53000 · PROFESSIONAL SERVICES	13,017.75	160,396.00	8.12%		12,897.63	120.12
54000 · BUILDING OVERHEAD	112,968.65	666,068.00	16.96%		100,667.22	12,301.43
54500 · BUILDING REFRESH, FURNITURE,IMI	3,032.96	340,000.00	0.89%		5,946.09	(2,913.13)
55000 · EQUIPMENT	6,146.15	216,969.00	2.83%		36,129.24	(29,983.09)
56000 · OTHER OVERHEAD	65,832.32	72,000.00	91.43%	1.	61,218.96	4,613.36
57000 · ADVERTISING & MARKETING	16,910.14	59,230.00	28.55%		1,237.55	15,672.59
58000 · VEHICLES	4,257.77	13,400.00	31.77%		185.60	4,072.17
59000 · PARTNERSHIPS	0.00	41,944.00	0.0%		0.00	0.00
<b>Total Expense</b>	<b>1,039,004.92</b>	<b>9,196,298.00</b>	<b>11.3%</b>		<b>1,060,646.50</b>	<b>(21,641.58)</b>
<b>Net Income</b>	<b>848,104.65</b>	<b>0.00</b>			<b>1,061,683.37</b>	<b>-213,578.72</b>

**Footnotes:**

1. Includes annual property, liability, and public official bond insurance.

## Garfield County Public Library District

## Balance Sheet

03/17/22

As of February 28, 2022

Accrual Basis

	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 · Alpine Bank- Gen(..7072)	1,885,130.04
10050 · Colo Trust - General	9,832,216.42
10055 · C-Safe	53,580.20
10060 · Alpine Bank- Payroll(..8785)	5,172.62
10070 · Alpine Bank - Flex(..0583)	4,955.67
10210 · Rocky Mtn Reserve/Alerus- Flex	904.10
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	0.59
11050 · WF-23652001-Annual Princ. Pmt	3.04
<b>Total Checking/Savings</b>	<b>11,783,037.68</b>
<b>Other Current Assets</b>	
12100 · Property tax transfer by Treas	5,362,948.00
<b>Total Other Current Assets</b>	<b>5,362,948.00</b>
<b>Total Current Assets</b>	<b>17,145,985.68</b>
<b>Other Assets</b>	
18400 · Prepaid Exps	33,538.84
19100 · Due to / from Foundation	5,900.00
<b>Total Other Assets</b>	<b>39,438.84</b>
<b>TOTAL ASSETS</b>	<b>17,185,424.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	30,137.50
<b>Total Accounts Payable</b>	<b>30,137.50</b>
<b>Credit Cards</b>	
20510 · Alpine Bank Purchase Card	8,550.59
20570 · Fuel Cards - WEX / NJPA	677.42
<b>Total Credit Cards</b>	<b>9,228.01</b>
<b>Other Current Liabilities</b>	
20660 · Grants Payable	6,348.08
20670 · Unearned Revenue	1,530.00
21100 · Other Payroll Payables-	
21105 · FLEX payable	2,339.70
21140 · CRA (retirement)	19,474.16
<b>Total 21100 · Other Payroll Payables-</b>	<b>21,813.86</b>
21200 · Payroll Payable-	50,144.00
<b>Total Other Current Liabilities</b>	<b>79,835.94</b>
<b>Total Current Liabilities</b>	<b>119,201.45</b>
<b>Long Term Liabilities</b>	
22100 · Deferred Property Tax Revenue	5,362,948.00
<b>Total Long Term Liabilities</b>	<b>5,362,948.00</b>
<b>Total Liabilities</b>	<b>5,482,149.45</b>

**Garfield County Public Library District**

**Balance Sheet**

As of February 28, 2022

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	<u>Feb 28, 22</u>
<b>Equity</b>	
30000 · Unassigned Fund Balance	8,265,718.91
30005 · Non-Spendable Fund Balance	33,939.48
30010 · Restricted Fund Balance	299,200.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	2,105,046.03
Net Income	848,104.65
<b>Total Equity</b>	<u>11,703,275.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,185,424.52</u></u>

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

	2017		2018		2019		2020		2021	% Incr(Decr) from prior yr
<b>January</b>	173,042.62	4.74%	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%
<b>February</b>	174,041.11	14.26%	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%
<b>March</b>	191,923.78	8.97%	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%
<b>April</b>	210,556.56	18.17%	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%
<b>May</b>	205,137.04	13.09%	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%
<b>June</b>	234,797.64	7.45%	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%
<b>July</b>	244,275.30	17.11%	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%
<b>August</b>	231,464.51	9.49%	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%
<b>September</b>	220,812.96	7.16%	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%
<b>October</b>	214,391.59	10.93%	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%
<b>November</b>	211,086.91	12.27%	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%
<b>December</b>	236,164.73	2.09%	249,188.16	5.51%	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%
<b>TOTAL</b>	<u>2,547,694.75</u>	<u>10.27%</u>	<u>2,870,165.76</u>	<u>12.66%</u>	<u>3,059,260.74</u>	<u>6.59%</u>	<u>3,151,203.50</u>	<u>3.01%</u>	<u>3,906,322.49</u>	<u>23.96%</u>

**AFTER REFUND**

	2017		2018		2019		2020		2021	% Incr(Decr) from prior yr
<b>January</b>	167,563.47	55.31%	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%
<b>February</b>	170,638.18	62.61%	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%
<b>March</b>	185,434.83	12.90%	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%
<b>April</b>	162,141.26	-7.36%	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%
<b>May</b>	198,292.51	11.04%	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%
<b>June</b>	233,936.90	7.65%	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%
<b>July</b>	242,194.12	17.36%	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%
<b>August</b>	230,488.40	9.52%	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%
<b>September</b>	220,265.47	7.44%	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%
<b>October</b>	212,474.94	11.90%	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%
<b>November</b>	197,432.38	5.94%	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%
<b>December</b>	235,522.80	2.20%	248,301.61	5.43%	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%
<b>TOTAL</b>	<u>2,456,385.26</u>	<u>12.86%</u>	<u>2,848,987.62</u>	<u>15.98%</u>	<u>2,999,959.02</u>	<u>5.30%</u>	<u>3,048,078.90</u>	<u>1.60%</u>	<u>3,844,568.91</u>	<u>26.13%</u>

## Facilities Report

The Facilities Department worked with Branch Managers to complete various tasks, and focused on building maintenance, gearing up for the Spring season. The following are worthy mentions that were completed within the last 30 days.

### Landscaping Bid Process

The Facilities Manager along with the Interim Executive Director, are collaborating to obtain bids from landscaping companies for the branch locations of Carbondale, Glenwood Springs and Parachute. Our 2021 vendor has proposed a large price increase for 2022. The Facilities Department is focused on maintaining the beauty of each location's landscaping while being diligent with public funds, and so it will award the best possible vendor after completing the bidding process.

### Bid Process Update for the Administrative Office Space Project (AOSP)

The Facilities Manager has completed project walkthroughs with 3 contractors for the Administrative Office Space Project at the Rifle Branch Location. Each contractor will be providing a bid for the AOSP, and negotiations will continue thereafter.

### Roof Capping at Glenwood Springs Branch

The Facilities Manager and CMC's Facilities Manager worked with Storm King Roofing to install a metal roof cap for the parapet of the Morgridge Commons Building. That project has now been completed as well as an inspection walkthrough, confirming satisfactory results. Storm King Roofing will be inspecting the metal cap once a year and applying sealant to joints as needed.

### District Wide HVAC Systems Evaluation

The Facilities Manager worked with a project engineer from Icon Energy, a partner on the Hopkins Architect team. On March 3rd and 4th, the HVAC Systems of all six branches were evaluated, gathering information that will be included in the Facilities Master Plan (FMP). When the final FMP is completed GCPLD will be given valuable information to ensure optimal HVAC system performance for years to come.

### Courtesy Phone Project

A last step of the phone transition project to Nextiva was the installation of a device necessary to transmit the new VoIP phone line back to an analog line for all our lobby courtesy phones. The Facilities Manager worked with a local electrician to provide a power source that will power an Analog Telephone Adapter (ATA). The Rifle Branch location was the first location to receive this device. The other branch locations are soon to follow.

### Early Learning Computer Implementation

The Facilities Manager partnered with the Technical Services Manager to begin the process of installing Early Learning Computers for each branch location. Each computer will be located in the children's area and will be installed in a child safe manner.

New Castle Material Lift Inspection & Chair Lift Repair

The Facilities Manager worked with Morning Star Elevator to complete the semi-annual safety inspection for New Castle Branch's material lift and chair lift. It was revealed that the chair lift needs a 24 vdc power supply replacement. The part has been ordered and has already been scheduled for installation.

Parachute Branch emergency repairs complete

Due to a faulty gasket and mounting plate, repairs have been made to stop the natural gas leak coming from the rooftop heating unit. We appreciate the patience of our public and staff while these repairs were made.

The Facilities Department thanks the cooperation of staff and board members for their continued support in providing the community of Garfield County with facilities excellence.

Thank you for all you do!

Jon Medrano  
Interim Facilities Manager  
Garfield County Public Libraries



# Human Resources Report

The HR Director worked with the Board of Trustees and Acting Interim Executive Director to complete a thorough reference check and background check on the top candidate for the Executive Director position. The HR Director will continue to work with all applicable parties to ensure a smooth onboarding and assimilation takes place upon hire.

*Staff Education and Development update:* The interim Employee Development Coordinator (EDC) has resumed her role as Library Specialist at the Rifle branch, and will continue working on staff development for a few hours per week until mid-April. The HR Director will collaborate with the Acting Interim Executive Director on a plan for next steps with this position. We're promoting professional conference opportunities to staff as well as trying to meet specific training needs for individuals.

*Recruiting update:* The HR Director intends to seek guidance from the incoming Executive Director on the Silt Branch Manager position before proceeding with a second round of interviews. The top candidate is aware of this and has communicated they are OK with this. Initial screening interviews are scheduled with promising applicants for the Rifle Youth Services Coordinator position for the week of 3/31.

## **Staffing Report - Since 2/21/2022:**

### **New Hires: 3**

- Library Specialist – Carbondale, 24hrs/week – 2/28/2022
- Library Specialist – Glenwood, 24hrs/week – 3/2/2022
- Library Specialist – Silt, 24hrs/week – 3/8/2022

### **Promotions/Transfers: 0**

### **Vacancies: 6**

- Branch Manager - Silt, 40hrs/week
- Youth Services Coordinator – Rifle, 40hrs/week
- *Library Specialist – Carbondale, 24hrs/week – offer accepted, start date 3/31*
- Library Specialist – Carbondale, 20hrs/week
- Library Specialist – Parachute, 24hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*
- *Executive Director – Support Services, 40hrs/week – offer accepted, start date 5/2*
- Facilities Manager – Support Services, 40hrs/week – on hold pending Executive Director hire

### **Departures: 0**

### **Additional Staffing Information:**

Headcount as of 3/25/2022:

- 74 total staff members (does not include subs)
- 28 benefit eligible staff (32 - 40 hours per week); 47 staff with less than 32 hours per week
- 50.20 FTE

Staff Stats by Location – 2/28/2021					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	6.75	11	270	3	8
Glenwood	7.65	13	306	3	10
New Castle	5.7	9	228	3	7
Silt	5.9	9	236	3	6
Rifle	7.05	12	282	2	10
Parachute	5.15	7	206	3	4
Support Services	12	13	480	11	2
Grand Total	50.2	74	2008	28	47

## Events and Education Report

GCPLD put a hold on in person events for the month of February due to a concern about staff health during an uptake in Covid cases in the county. Planned in person events and programs were postponed or put on hold. Virtual events continued as planned.

The library hosted a live virtual presentation Know Your Rights: Labor Law on February 7th. This bilingual presentation was presented by Alpine Legal services and provided information about labor law during Covid.

GCPLD attended an outreach presentation with the Kiwanis on February 8th in Glenwood Springs. Alex Garcia and Sheldon Emery were in attendance, and they presented information about activities and programs for kids for the Library District for the Kiwanis.

A concert by Mark Elliot was scheduled live and in person for the Glenwood and Carbondale libraries on February 11 and 12. Due to the pause on in person events, the concert was filmed at a local Carbondale venue and presented as a virtual recorded event on GCPL's social media for the week of February 14th. Mark Elliot is a Nashville based musician, concert performer, blogger, podcaster, and author. His performance switched from music to the themes in his writing.

The library hosted a live virtual presentation on Heritage Seeds and Gardening on February 17th with Senior Matters and Master Gardener Deb Martin.

The library hosted two live virtual programs in honor of Black History Month. The first one was a community discussion on the film, "They Ain't Ready For Me". The documentary goes into the experience of a young African American Jewish woman and her daily struggle to demonstrate in her neighborhood against violence. The second presentation was also a community discussion. It was hosted on february 26th and centered on the book, Between the World and Me. The novel is written as a letter from a father to his teenage son about the experiences of being black in America.

2			
2022			
STATISTICS FEB YTD	District		
	2022 Actual	2021 Actual	% change
<b>Website</b>			
Website Visits	36321	38742	-6.25%
<b>Downloadables/Streaming</b>			
Overdrive - total eBook, audio, video, ma	11695	11657	0.33%
Hoopla - total	3684	7218	-48.96%
Kanopy	1963	2163	-9.25%
<b>Subscription Resources</b>			
Ancestry - Searches	7247	7606	-4.72%
MyHeritage - Sessions	36	37	-2.70%
EBSCO Databases - Sessions	12059	22304	-45.93%
Biography in Context - Sessions	970	177	448.02%
Research in Context - Sessions	31	1038	-97.01%
Learning Express - Sessions	11	3	266.67%
Brainfuse - Uses	119	259	-54.05%
Mango - Sessions	250	166	50.60%
LOTE Online for Kids - Story Views	7	0	
Tumblebooks - Book Views	21	139	-84.89%
NewsBank	96	0	
Wall Street Journal - Access	236	17	1288.24%
New York Times - Sessions	259	0	
Consumer Reports - Sessions	20	37	-45.95%

## Collection & Circulation Report

In planning for the use of our LSTA American Rescue Plan Act (ARPA) Grant funding which is provided by the Institute of Museum and Library Services through the Colorado State Library, several early literacy digital learning options were investigated for the children’s areas in our branches.

We decided on the purchase of AWE Learning’s All-In-One Workstations Platinum 2 Bilingual Spanish Station, with software programs for ages 2-12, that deliver 85+ award-winning, pre-loaded educational software titles directly on the workstation. With no internet required, we will be able to offer our young learners a safe learning environment on a digital platform. All content is STREAM-aligned (Science, Technology, Reading, Engineering, Art and Music, and Math). AWE Learning Stations are plug-and-play, eliminating any need to get an IT team involved. The wide variety of interactive content will keep kids engaged, and most importantly they will be learning. Educational titles include handwriting (including cursive), e-books (fiction, classic non-fiction, and poetry), coding, sight words, cyber safety and so much more. The content is closely aligned with school curriculum and features a host of administrative controls, including timed sessions and usage tracking.

The AWE Learning company provides literacy-focused digital learning solutions for early learners to public libraries throughout the United States and Canada, with a mission to inspire an enthusiasm for learning by supporting school readiness and literacy in the community. These systems are in more than 64% of all Colorado Public Libraries systems, and GCPLD had these in our branches for about ten years with great success.

We are in the process of getting these workstations installed at each branch and will work with the Marketing department on a press release and publicity to invite the early learners, parents, and guardians of our community to visit the branches and explore all the interactive games, and adventures that are included in on the AWE Learning All-In-One Workstations.



Items Added	3277	5140	-36.25%	368	566	-34.98%	698	812	-14.04%	418	905	-53.81%	568	957	-40.65%	667	1103	-39.53%	558	797	-29.99%
Total Items in Collection	167681	169047	-0.81%	25046	25067	-0.08%	31216	33107	-5.71%	24209	22571	7.26%	28040	28296	-0.90%	30945	29971	3.25%	28225	30035	-6.03%
<b>Technology</b>																					
PAC Usage (hours)	3267	2031	60.86%	269	152	76.97%	532	466	14.16%	573	325	76.31%	307	160	91.88%	929	610	52.30%	657	318	106.60%
PAC Usage (sessions)	4388	2911	50.74%	377	268	40.67%	791	612	29.25%	705	460	53.26%	458	283	61.84%	1034	840	23.10%	1023	448	128.35%
Wireless Sessions	8981	7813	14.95%	461	378	21.96%	1817	1509	20.41%	1154	913	26.40%	937	740	26.62%	3203	3264	-1.87%	1409	1009	39.64%
Hotspot Lending	139			39			15			36			14			19			16		
Laptop Lending	61			12			13			6			5			16			9		
<b>Volunteers</b>																					
Volunteer Hours	90	0		0	0		24	0		0	0		10	0		0	0		56	0	

## Marketing Report

All in-person events and programming were canceled for the month of February. We did host a few virtual events that were promoted, including a book discussion and a film discussion related to Black History Month. We also celebrated and educated our patrons during Black History month with book lists and various web and social links and informational posts.

Marketing met with circulation to plan featuring a specific database each month to drive use and awareness. This includes staff training on how to use the databases as many of the staff is unfamiliar with all we offer and more importantly, instructing patrons how to use the databases.

Our staff book review partnership with the *Sopris Sun* continues with great feedback from the paper's readers. There were 2 book reviews in the paper in February.

Social media interaction was down in February which was expected due to the pause in events and programming and lack of paid ads. We are finding posts about new staff/promotions, book reviews, historical/fun fact, event photos and videos, and concert events are the most popular posts. Followers don't react much to general event promotional posts.

### Statistics

Number of Events Promoted in January: 18

Followers:

Facebook – 3,469 (slight increase)

Instagram – 1,300

Email Newsletter (January) – 13,500

Facebook Reach: 2,685, down 62% (paid ads reach 997, down 76%)

Instagram reach: 792, up 19%

*Reach = The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more.*

Facebook Post Engagements: 319

*Engagement: The number of interactions your content received from users (likes, comments, shares, saves, etc.)*

## Library leadership

The Garfield County Public Library District welcomes two new branch managers. Ana Gaytan will take on the role at the New Castle Library, and Amy Tonnozi who will fill the position at the Rifle branch.

## Liderazgo de bibliotecas

El distrito de bibliotecas públicas del condado de Garfield le da la bienvenida a dos nuevas administradoras de sucursales. Ana Gaytan tomará el puesto en la biblioteca de New Castle, y Amy Tonnozi quien llenará la posición en la sucursal de Rifle.

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## Library branch managers named for New Castle, Rifle

**John Stroud**  
Post Independent

The Garfield County Public Library District has promoted from within to fill the branch manager positions in New Castle and Rifle.

Ana Gaytan becomes the district's first Latina branch manager, bringing her eight years of experience with the local libraries to the role.

In addition, another longtime library

employee, Amy Tonnozi, has accepted the position as full-time Rifle Branch manager.

Tonnozi and Gaytan had both been serving in the interim manager positions at the respective branches since last year.

Gaytan has worked her way up from various positions in multiple Garfield County library locations, from page, assistant



Gaytan



Tonnozi

manager, associate and specialist at the Glenwood Springs Branch to circulation coordinator and interim manager in New Castle. She has a bachelor's degree in management and leadership

"Ana's education, district knowledge and diverse experience is a huge benefit to our patrons, the New Castle branch, the branch manager team and the District,"

Jame Larson, communications and marketing manager for the library district, said in a news release announcing the appointments.

"She is very dedicated to communicating all of our library services to the Spanish community," Larson said of Gaytan.

To be able to appoint both new managers in-house was also helpful, given the tight labor market and hiring difficulties, he said.

LIBRARY, A14



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## LIBRARY

From page A4

Tonozzi brings a wealth of experience to the job, as well, having worked 14 years at the Rifle Branch as page, youth services coordinator and interim branch manager.

"We're confident that Amy will continue to be a tremendous asset to the Rifle Branch, as well as the entire district," Larson said. "Her overall experience and many years in youth services brings great perspective to the district and will be instrumental in what we accomplish going forward."

The appointments come after the Glenwood Springs and Carbondale branch manager positions were filled in the fall. Daniel Messer is the new branch manager in Glenwood Springs, and Tracy Kallassy is the new manager in Carbondale.

The district is still looking to fill the Silt branch manager position, which was just re-announced following the completion of a comprehensive library employee salary study and changes in some of the job descriptions, Larson said.

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*Senior Reporter/Managing Editor John Stroud can be*

## RECOMMENDED READING

# A book about cooking... in space

By Daniel Messer  
Glenwood Branch Manager

Where to start with Cat Rambo's latest book? Their humor misses its mark and the characters and setting were full of tropes and cliches. However, it works wonderfully. The tropes and cliches serve their purpose as shorthand, allowing us to get to the heart of the story faster and delve deeper into the grand space opera they are trying to tell.

And, while the idea of a space captain turned restaurateur and forced back into the captain's chair seems absurdist at face value, Cat Rambo does a wonderful job of ensuring that the situation stays serious and the cooking is actually relevant to the plot. The humor largely stems from the juxtaposition of culinary arts, politics and trying to understand another being far removed from yourself, while still accepting them for what and who they are. Whether it be the former admiral, Niko, the sergeant-turned-chef, Dabry, Princess Atlanta, squid-like Skidoo, or the space mystic, Lassite, the cast of characters is highly engaging and interesting and goes well beyond the tropes.

While I personally think the humor missed its mark, the setting is still engaging. We are taken from a backwater space station to an organic spaceship that forms almost everything from its own tissue, then to a third destination that I can't say without spoiling too much.



The book starts off slow at Twicfar Station where we are introduced to the crew at Last Chance Restaurant and the story's initial conflict: the Nikkelin Orb, equivalent to a Michelin Star and the Holy Hive Mind. Through a series of events, the crew at Last Chance end up on a BioShip called "You Sexy Thing," destined for a prison planet. They are also joined by an heir of the Pexian Empire and a famous food critic. Things really get going when a

sudden destination change brings Captain Niko on a collision course with a dangerous enemy and former flame. The cast of characters, while diverse and occasionally falling into wish fulfillment territory, still manage to intrigue. You want Captain Nico to succeed, you want You Sexy Thing to grow and want to know more about Lassite's Spiral of Destiny and Golden Path.

Despite its flaws "You Sexy Thing" is a great read and well worth your time. It isn't going to win the Nobel Prize, but it might just win a prized slot on your winter reading list. As for me, I am interested in what Cat Rambo will do with this cast of characters going forward. They have teased a potential sequel and I want to know if we will see more of Captain Niko.

*"Recommended Reading" is a collaboration between The Sopris Sun and the Garfield County Public Libraries District.*

## RECOMMENDED READING

# Love is 'strange'

By Amy Krakow  
Carbondale Library

It's the amorous month of February, so it would be appropriate to review a romantic novel. Instead, however, I am going to steal an arrow from Cupid's quiver and review a hilarious and sensitive graphic novel that I'm madly in love with. Based on his wildly popular Instagram comics, it's Nathan W. Pyle's "Strange Planet," a 2020 Goodreads choice winner.

In these tumultuous times of a tiresome and exasperating pandemic, comic relief is a necessity; and you'll be filled with a plethora of endorphins reading



this little gem. Keeping with the theme of love, aliens in "Strange Planet" would draw a valentine for their beloved as a "vital organ being wounded" accompanied by the charming phrase, "You remove the air from my lungs."

This compact 6 by 6 inch book is bedecked with pink, purple and blue, eye bulging stick figures whose every word is taken verbatim. Throughout the book each paneled strip takes you to their literal universe, which at times is not easily understood and leaves one to ponder its meaning.

This delightfully clever graphic novel takes the reader on a journey where the inhabitants go about their daily lives confronting different life topics including: 1) Young Beings, where a park is buildings that surround nature — nature being regulated; 2) Friendship, where hugs are absorbing one another; 3) Adulthood, where a relocated organism from nature gives us joy and oxygen; and 4) Recreation, where a preferred level of nature, though unsafe, is highly recommended.

Aliens who find themselves holding a stray cat at arm's length would frantically exclaim, "I found this and it's vibrating." Their friend would respond, "Great, that means it's working."

Trapping carbon dioxide in ephemeral spheres is the same as blowing bubbles. In their world, one does not worry over the need for sun protection because they "crave star damage" and consider it a sign of beauty. Personal star dimmers are sunglasses, foot fabric tubes are socks, spin-blasters are microwaves and refrigerators are sustenance preservers. Luckily, there's a glossary of commonly used objects to help you navigate this parallel universe.

As a fan of the Emmy winning television series "The Big Bang Theory," it was difficult to read this book without hearing Sheldon Cooper's voice in my car while flipping through pages of laughs. I would recommend this read for teens to adults with an intact sense of humor. If you find yourself craving more from Pyle, check out his most recent graphic novels "Stranger Planet " and "Strange Planet: The Sneaking, Hiding, Vibrating Creature" for young children.

So this Valentine's Day you might be inspired to tell your partner that they too "remove the air from your lungs."

## Glenwood Springs Branch Report - Daniel L. Messer, Branch Manager

### **Highlights:**

I am pleased to report to the Board that for the first time since October of 2020, the Glenwood Springs Branch is fully staffed. I would like to thank Human Resources for all of their help in getting us to this point and the staff at the Glenwood Springs Branch for sticking with us. I would specifically like to thank Toni Carsten for training so many of us.

### **Programming:**

Programming numbers are down as a result of both the one month pause and the continuing pandemic. However, we are getting back in the swing of things and the number should pick up as the year progresses.

**Youth** – This month Glenwood Springs has started “Get your wiggles out” modeled after New Castle’s Program. It has so far proved to be very popular, we had 35 participants on 3/24. I’ve peeked in on it a few times and every time I do. It brings a smile to my face watching the children play and work on their fine motor skills. “Explorer’s Club” the library’s youth after school club is still going strong with 35 participants for our guest presenters La Medici on 3/23. I would like to thank Sheldon Emery and the rest of the youth services team for putting everything together.

**Teen** – This month we started both “Teen Tuesday’s” and “Table Top Gamers”. Both are off to bumpy starts with lower than anticipated attendance. However, teenagers are a notoriously challenging group to reach. Hopefully, attendance will pick up in the future as we re-advertise the programs.

**Adult** – On the 4<sup>th</sup> of March, the Glenwood Springs Branch Library hosted a reception for the Glenwood Springs Art Guild’s exhibit featuring 46 wonderful pieces of art from 27 local artists. Around 60 people attended the opening reception. The exhibit is still up if you would like the opportunity to see it after the meeting or anytime between now and May 2<sup>nd</sup>. We have also just started “Paper Crafts and Chit Chat,” our monthly crafting class. It’s off to a slow start since was the first adult program that was launch following the pause, however it is on track to do better with its next meeting on April 2<sup>nd</sup>. We have also just started “Magic at your Library!” a soon to be regular program for players of Magic the Gathering and those interested in learning the game.

**Upcoming** – We will be starting a volunteer hosted “Open Mic Night” on Friday nights starting on March 25<sup>th</sup>. We will also be continuing the concert series, thank you Alex Garcia-Bernal for organizing that for the district. As well as many other programs at various stages of the planning process.

**Touching Moments:**

On 3/24 a family of four brought their infant to “Get your wiggles out” and according to Leslie it was so cute to see the young family bringing both their two-week old and toddler to the program. It was also great to see the toddlers playing with each other and their parents.

At the Art Reception, I talked to the President of the Glenwood Springs Art Guild about the show. She was overjoyed with the turn out and expressed interest in future exhibits beyond once a year show.

On 3/24 we had a lady come in to return “The Animal Dialogues” and noticed that it was the CMC common reader and that we had copies we were giving away. She asked if he was visiting and was disappointed when she found out she’d just missed him. However, she was very excited once we informed her about our “Walking with Wildlife: Rocky Mountain Bighorn Sheep” which was schedule for Friday Night.