

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, March 3, 2022, 2:00 PM
Place: Silt 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 February 3, 2022 (pp 1-3)
- B. Claims for Board Approval: General Fund January 16, 2022 to February 15, 2022 (pp 4-5); Alpine Bank Credit Card Statement January 2022 (pp.6-7)

III. ACTION ITEMS - None

IV. DISCUSSION ITEM

- A. Interviews with Executive Director candidate finalists: James LaRue; Jennifer Reading; Heather McEntee (order tbd), Board of Trustees

V. ATTACHMENTS

- A. Management and Departmental Reports, (pp 8-22)
- B. Silt Branch Report, Brenda Kingen (pp 25-26)

Next Board Meeting March 4, 2022, 10:00AM Location: Silt Branch Library

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: February 24, 2022

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Zoom virtual - <https://us02web.zoom.us/j/85895116947>
February 3, 2022**

I. CALL TO ORDER

Adrian Rippy - Sheehy called the meeting to order at **2:00 pm**. Rosa Menchaca 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	Eileen Cummings
James Larson	Daniel Messer
Jenn Cook	Janelle Schuler
Rosa Menchaca	Patti Anderson
Emily Hisel	Toni Carsten
Brenda Kingen	Kim Benson
Jade Flowers	Stacy Kline
Tracy Kallassy	Robert Zimmermann
Ana Gaytan	
Frederick Penny	

PUBLIC PRESENT:

None

GUESTS PRESENT:

Kim Seter

BOARD MEMBERS EXCUSED:

All Present

PUBLIC COMMENT SECTION:

None

AGENDA CHANGES/ADDTIONS:

A motion to remove action item C. Gifts and Loans of Public Art Policy Agreement Forms approved by Jocelyn Durrance, seconded by Susan Use. **Motion passed unanimously.**

APPROVAL OF AGENDA

A motion to approve the agenda with amendments was made by Adrian Rippy-Sheehy, seconded by Crystal Mariscal - **Motion passed unanimously.**

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the January 6, 2022 board meeting minutes was made by Michelle Foster, seconded by Jocelyn Durrance- **Motion passed unanimously.**

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

III. ACTION ITEMS

- A. Susan Use, Board of Trustee term renewal to expire 12/31/2024.

A motion to approve Susan Use Board of Trustee term renewal was made by Carolyn Tucker, seconded by Crystal Mariscal. **Motion passed unanimously.**

- B. 2022 Board Officer elections.

A motion to approve Board Officer elections was made by Carolyn Tucker, seconded by Crystal Mariscal. **Motion passed unanimously.**

IV. DISCUSSION ITEMS

- A. Management Report, Kevin Hettler

Jenn has been elected president for the Colorado Association of Libraries. Ana Gaytan promoted to regular fulltime Branch Manager for New Castle. Amy Tonozzi promoted to regular fulltime Branch Manager for Rifle. Two vacancies posted internally Youth Services Coordinator in Rifle and Circulation Coordinator for New Castle. Silt Branch Manager position has been posted externally. Pause was made to all in person programming and events due to the uptick of covid. Some events shifting to virtual and others postponed until March or April.

- B. Treasurer/Finance Report, Michelle Foster

Sales tax collection is up 27%. Budget was adopted by the state and the audit has started. The bid proposals for the RFP broadband services. Didn't receive the bids that we wanted to get and went back out to the current service provider and some of the other local providers to submit a bid.

- C. Branch Report, Ana Gaytan, New Castle Branch Manager

Patrons are loving the new extended hours. Starting to receive new books and putting them out in the shelves. Although events have been paused some events are still happening like story time at home, "Know your Rights" virtual film discussion and even a concert. Keep inviting patrons to participate in winter reading program. New programs starting in March are season adult social hours, get the wiggles out, Cinemax showtime (bilingual). Working with Valley Settlement to provide lifelong learning classes for adults for the Latino community. Beginning Spanish class. New Castle is adjusting to

their new positions and roles and have found areas for growth. Will be focusing on training for staff during the pause of programming,

- D. Executive Director Search Committee update, Jocelyn Durrance, Kim Owens
Moving right along since the January board meeting the brochure find your future has been updated. Will be used as a follow up to the screening interview if the applicant has been asked to return for a second interview. Jessica Junker from CURA met with the search committee and shared ideas. Tracy Kallassy sent out to staff an optional anonymous survey asking for feedback on what competencies and skills they would like to see in the new ED. Copy was also sent to the Board members and received 45 responses more than expected. There are three levels of interviews which are a screening interview, second and interview and final interview with the Board of Trustees. Kim Owens will be making calls for the background checks. The search committee will be developing reference check questions and seeking board input.
- E. Requests for Community Endorsements, Adrian Rippy-Sheehy
Been approached a few times for different endorsements from the board. The most recent one concentrating on affordable housing. The board would not like to devote their time on other organizations and endorse at this point.
- F. “Did You Know” training, Crystal Mariscal
First library was established in New Castle during the great depression as a works progress administration project.

A motion to adjourn was made by Jocelyn Durrance, seconded by Susan Use.

The meeting adjourned at **3:04** pm.

NEXT MEETING

The next scheduled board meeting will be held March 3, 2022 at the Silt Branch Library at 2:00pm.

Garfield County Public Library District
Claims for Board Approval
January 16 through February 15, 2022

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
01/17/2022	24837	Colorado Dept of Revenue-Sales Tax	Sales tax license renewals	(96.00)
01/26/2022	Elec trsfr	Garfield County Public Library Foundation	Dec receipts	(953.73)
01/26/2022	Eft	Intuit, Inc.	bank checks	(370.98)
01/31/2022	24838	A Clean Break, LLC	RI, SI, NC January cleaning	(6,030.00)
01/31/2022	24839	AFLAC	January supplemental insurance	(107.70)
01/31/2022	24840	Black Hills Energy	GW & CA gas	(2,454.61)
01/31/2022	24841	Cardiff Cleaning Service	Dec and Jan cleaning	(7,061.00)
01/31/2022	24842	Cedar Networks	January broadband	(707.38)
01/31/2022	24843	Cengage Learning Inc / Gale	Gale database renewals 1/1/22-12/31/22	(2,217.90)
01/31/2022	24844	Citadel Security USA, LLC	GW security service	(4,063.50)
01/31/2022	24845	City of Glenwood Springs	GW electricity	(762.85)
01/31/2022	24846	Colorado Alliance of Research Libraries	Prospector fees 7/1/21 - 6/30/22	(10,000.00)
01/31/2022	24847	Colorado Mountain News Media	November ads	(1,507.07)
01/31/2022	24848	Community Resource Center	Colorado online grants guide	(776.10)
01/31/2022	24849	Cook, Jennifer	PLA conference travel reimbursement	(556.20)
01/31/2022	24850	Daly Property Services, Inc.	GW plaza snow removal	(3,163.75)
01/31/2022	24851	Demco	Processing supplies	(320.80)
01/31/2022	24852	Elliott, Mark	Event performer	(500.00)
01/31/2022	24853	Findaway World LLC	Playaway lanyards	(54.92)
01/31/2022	24854	Flood, Nancy	Author presentations	(400.00)
01/31/2022	24855	Ingram Library Services	Library materials	(807.79)
01/31/2022	24856	Messer, Daniel	Mileage reimbursement	(63.16)
01/31/2022	24857	Midwest Tape	Library materials	(1,508.63)
01/31/2022	24858	Mutual of Omaha	Jan and Feb insurance	(2,259.12)
01/31/2022	24859	Penny, Frederick	Mileage reimb	(141.57)
01/31/2022	24860	Poland, Shannon	NC snow removal	(330.00)
01/31/2022	24861	Pye Barker Fire & Safety, LLC	Fire extinguisher annual inspections and service	(741.50)
01/31/2022	24862	R & H Mechanical, LLC	RI boiler motor / air housing replacement	(4,932.29)
01/31/2022	24863	Rocky Mountain Reserve	Admin flex plan	(58.40)
01/31/2022	24864	Sandy's Office Supply	Janitorial & office supplies	(45.30)
01/31/2022	24865	Sopris Sun	Winter Reading ads	(340.00)
01/31/2022	24866	Tiger, Inc.	Gas 4 locations	(2,792.61)
01/31/2022	24867	Tonozzi, Amy	Mileage reimbursement	(32.76)
01/31/2022	24868	Trane US Inc.	CA water valve repairs and replacements	(3,894.00)
01/31/2022	24869	Uline	Bags for take home kits	(375.25)
01/31/2022	24870	Universal Mechanical Services, LLC	2022 Q1 HVAC p&m maintenance contracts; CA h...	(27,965.68)
01/31/2022	24871	Waste Management	Trash/recycling	(267.43)
01/31/2022	24872	WT.COX Information Services	2022 magazine / periodical subscription renewals	(15,482.55)
01/31/2022	24873	Young Services	Toilet leak service call	(519.00)
01/31/2022	24874	ImageNet Consulting LLC	Nov & Dec copier copies	(1,021.39)
01/31/2022	24875	Amazon .com	Events / office / janitorial supplies	(2,375.34)
02/07/2022	Elec	Verizon Wireless	Cell phones, hotspots, & moda service	(6,314.36)
02/07/2022	elec	CRA	Jan cra contributions	(6,102.07)
02/07/2022	Elec	CRA	Jan cra contributions	(9,435.85)
02/15/2022	24876	ImageNet Consulting LLC	copier copies - 2 months	(2,027.44)
02/15/2022	24877	Ingram Library Services	Library materials	(6,744.02)
02/15/2022	24878	Kanopy, Inc.	Kanopy streaming service	(12,000.00)
02/15/2022	24879	Midwest Tape	Library materials	(5,346.07)
02/15/2022	24880	Willis Towers/CEBT	February health insurance	(30,995.69)
02/15/2022	Eft	Garfield County Public Library Foundation	donations / book sales	(1,516.09)
02/15/2022	1000996	625-Water(9283)	RI: 52436, 53417, 53000, 53993; SI: 53915	(87.00)
02/15/2022	1000997	Acme Fire Alarm Company Inc	RI annual fire alarm test & inspection	(360.00)
02/15/2022	bp elec1354	AFLAC	February supplemental insurance	(107.70)
02/15/2022	1000998	AlwaysMountainTime LLC	Media advertising / promotion	(2,094.00)
02/15/2022	1000999	Amazon Capital Services	NC event hosting supplies	(292.57)
02/15/2022	1001000	American Janitor LLC	PA January cleaning	(986.40)
02/15/2022	bp elec1358	Aspen Daily News	Media advertising / promotion	(150.00)
02/15/2022	1001001	Aspen Science Center	January STEM programs	(1,110.00)
02/15/2022	1001002	Barnum, Jessica	Energetic Alignment Mindfulness Series - Nov class	(305.00)
02/15/2022	1001003	Birds Beware Window Washing	Exterior window cleaning - all branches	(2,325.00)
02/15/2022	1001004	Cedar Networks	February broadband	(744.00)
02/15/2022	1001005	CenturyLink	Elevator and alarm telephone service	(420.66)
02/15/2022	1001006	Citadel Security USA, LLC	GW security service	(2,700.00)
02/15/2022	1001007	City of Rifle	RI water/sewer	(126.08)
02/15/2022	bp elec1366	Colorado Mountain News Media	Media advertising / promotion	(3,240.12)
02/15/2022	bp elec1367	Cura HR, LLC	HR support	(1,400.00)
02/15/2022	1001008	Daly Property Services, Inc.	CA snow removal	(366.25)
02/15/2022	bp elec1369	De Lage Landen Financial Services, Inc.	Copier lease	(449.00)
02/15/2022	bp elec1370	Demco	Processing supplies	(227.60)
02/15/2022	1001009	Garfield County Treasurer	Landfill fees, lightbulb recycling	(215.74)
02/15/2022	1001010	Koff & Associates, Inc	Professional services for performance evaluation s...	(736.25)
02/15/2022	bp elec1373	LaborLawCenter, LLC	2022 Labor Law poster service subscription	(62.99)
02/15/2022	1001011	Mac's Landscape Services LLC	PA snow removal	(130.00)
02/15/2022	bp elec1375	Mountain Pest Control, Inc.	spraying	(135.00)
02/15/2022	1001012	Mountain Waste & Recycling	SI trash / recycling	(77.25)
02/15/2022	1001013	Mullenax Const & Roofing Inc	NC roof leak service call	(441.00)
02/15/2022	1001014	Northwest Colorado Council of Governments	RI annual elevator inspections	(684.00)
02/15/2022	1001015	OverDrive	Library eMaterials	(2,903.23)

Garfield County Public Library District

02/17/22

Claims for Board Approval

Accrual Basis

January 16 through February 15, 2022

Date	Num	Name	Memo	Amount
02/15/2022	1001016	Penny, Frederick	Mileage reimbursement	(66.69)
02/15/2022	1001017	ProSpace Interiors, Inc.	Service desk furniture	(585.60)
02/15/2022	1001018	S & S Automatics and Door Service, LLC	GW NC door repairs	(1,625.00)
02/15/2022	1001019	Sandy's Office Supply	Office & janitorial supplies	(72.29)
02/15/2022	1001020	Sopris Sun	Winter Reading ads	(320.00)
02/15/2022	1001021	Town of Carbondale	water / sewer	(62.61)
02/15/2022	bp elec1386	Town of New Castle	water / sewer	(215.18)
02/15/2022	1001022	Town of Parachute	water / sewer / trash	(129.40)
02/15/2022	bp elec1388	Town of Silt	66,575.02	(151.20)
02/15/2022	1001023	Unique Management Services, Inc.	Collections service	(945.25)
02/15/2022	1001024	Universal Mechanical Services, LLC	NC Reme Halo bulb replacement	(787.42)
02/15/2022	1001025	Velasco Enterprises Limited	Spanish interpreting for children's event	(130.00)
02/15/2022	bp elec1392	Waste Management	Trash/recycling	(268.46)
02/15/2022	1001026	Western Paper Distributors	Janitorial supplies	(300.15)
02/15/2022	bp elec1394	WEX Bank	Jan vehicle fuel	(629.48)
02/15/2022	1001027	Whistle Pig Coffee Stop & Cafe	Staff morale	(83.50)
02/15/2022	1001028	Whiting, Marshall	Material replacement refund	(37.00)
02/15/2022	bp elec1397	Xcel Energy	Electricity	(4,325.80)
Total 10010 · Alpine Bank- Gen(..7072)				(222,151.72)
TOTAL				(222,151.72)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 01/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 98 items						
General Journal	12/31/2021	obe 1		X	(32,045.18)	(32,045.18)
Credit Card Charge	01/01/2022	SSPhilLongH	Bookmobile new brakes, new shoc...	X	(2,602.22)	(34,647.40)
Credit Card Charge	01/01/2022	SSPhilLongH	Silver Bullet oil change and detail	X	(252.51)	(34,899.91)
Credit Card Charge	01/01/2022	SIWalmart	SI staff morale	X	(200.00)	(35,099.91)
Credit Card Charge	01/01/2022	SIWalmart	SI youth program supplies	X	(107.35)	(35,207.26)
Credit Card Charge	01/01/2022	SIWalmart	SI staff morale	X	(89.30)	(35,296.56)
Credit Card Charge	01/01/2022	RIUSPS	ILL postage	X	(7.01)	(35,303.57)
Credit Card Charge	01/02/2022	CAPeppino's	CA staff morale	X	(68.51)	(35,372.08)
Credit Card Charge	01/03/2022	SSAmazon	RI Community Room soundbar	X	(1,647.99)	(37,020.07)
Credit Card Charge	01/03/2022	NCCityMarke	NC Teen Scene supplies	X	(34.33)	(37,054.40)
Credit Card Charge	01/04/2022	SSAmazon	RI Community Room 75" TV	X	(2,797.99)	(39,852.39)
Credit Card Charge	01/04/2022	RIWalmart	RI storage supplies	X	(66.30)	(39,918.69)
Credit Card Charge	01/04/2022	RIWalmart	RI creation station supplies	X	(14.90)	(39,933.59)
Credit Card Charge	01/05/2022	SSTaradelDi	Direct mail campaign postcards	X	(8,310.64)	(48,244.23)
Credit Card Charge	01/05/2022	SSWalmart	Vehicle supplies, windshield wash...	X	(26.47)	(48,270.70)
Credit Card Charge	01/06/2022	SSPublicLib	PLA conference registrations: JS, ...	X	(2,310.00)	(50,580.70)
Credit Card Charge	01/06/2022	SSALA	ALA & PLA membership - BK	X	(153.00)	(50,733.70)
Credit Card Charge	01/06/2022	SSALA	ALA & PLA membership - TK	X	(153.00)	(50,886.70)
Credit Card Charge	01/06/2022	SSALA	ALA & PLA membership - KD	X	(111.00)	(50,997.70)
Credit Card Charge	01/06/2022	SSALA	ALA & PLA membership - JS	X	(111.00)	(51,108.70)
Credit Card Charge	01/06/2022	PADomino'sP	PA staff appreciation	X	(60.21)	(51,168.91)
Credit Card Charge	01/06/2022	SSCardKingd	GW MTG supplies	X	(40.86)	(51,209.77)
Credit Card Charge	01/06/2022	SSWalmart	Ice melt	X	(26.54)	(51,236.31)
Credit Card Charge	01/06/2022	SSTheStampM	RI office supplies	X	(19.70)	(51,256.01)
Credit Card Charge	01/06/2022	SSALA	PLA membership - AG	X	(19.50)	(51,275.51)
Credit Card Charge	01/07/2022	SSAmazon	SI Community Room rolling metal ...	X	(399.98)	(51,675.49)
Credit Card Charge	01/07/2022	SSAmazon	COVID-19 KN95 masks	X	(372.19)	(52,047.68)
Credit Card Charge	01/07/2022	SSWalmart	GW office supplies	X	(55.64)	(52,103.32)
Credit Card Charge	01/07/2022	SIHogbackPi	SI teen program supplies	X	(22.50)	(52,125.82)
Credit Card Charge	01/07/2022	SSWalmart	RI children's program supplies	X	(17.97)	(52,143.79)
Credit Card Charge	01/09/2022	SSLaQuinta	Lodging for performer	X	(506.00)	(52,649.79)
Credit Card Charge	01/09/2022	SSFacebook	Facebook ads	X	(316.24)	(52,966.03)
Credit Card Charge	01/10/2022	SSUnited	Airfare for PLA conference	X	(578.20)	(53,544.23)
Credit Card Charge	01/10/2022	SSNextiva	6 Cisco ATA 192s	X	(400.00)	(53,944.23)
Credit Card Charge	01/11/2022	SSNextDayFI	Business cards	X	(187.41)	(54,131.64)
Credit Card Charge	01/11/2022	SSTarget	Anime & Manga club supplies	X	(149.90)	(54,281.54)
Credit Card Charge	01/11/2022	SSTarget	Anime & Manga club supplies	X	(74.95)	(54,356.49)
Credit Card Charge	01/11/2022	SIDollarGen	SI office supplies	X	(64.75)	(54,421.24)
Credit Card Charge	01/11/2022	GWRiverBlen	GW staff morale	X	(40.60)	(54,461.84)
Credit Card Charge	01/11/2022	SSAdobe	Adobe Stock subscription	X	(29.99)	(54,491.83)
Credit Card Charge	01/11/2022	SSWalmart	Office supplies	X	(25.19)	(54,517.02)
Credit Card Charge	01/11/2022	SSAdobe	Adobe Creative Cloud subscription	X	(20.84)	(54,537.86)
Credit Card Charge	01/11/2022	RIUSPS	ILL postage	X	(3.19)	(54,541.05)
Credit Card Charge	01/12/2022	SSUnited	Airfare for PLA conference	X	(623.20)	(55,164.25)
Credit Card Charge	01/12/2022	SSALA	PLA membership - JL	X	(45.50)	(55,209.75)
Credit Card Charge	01/12/2022	SSMountainJ	Executive Director job post	X	(24.15)	(55,233.90)
Credit Card Charge	01/12/2022	SSGoogle	Additional Google Drive storage - ...	X	(19.99)	(55,253.89)
Credit Card Charge	01/12/2022	SSHHistoryCo	Image rights	X	(15.30)	(55,269.19)
Credit Card Charge	01/13/2022	SSUSPS	Postage	X	(9.69)	(55,278.88)
Credit Card Charge	01/14/2022	SSUnited	Airfare for PLA conference	X	(623.20)	(55,902.08)
Credit Card Charge	01/14/2022	SSCityMarke	CA staff morale	X	(20.15)	(55,922.23)
Credit Card Charge	01/14/2022	CADollarTre	CA Winter Reading take-home cra...	X	(20.00)	(55,942.23)
Credit Card Charge	01/14/2022	SIDollarGen	SI office supplies	X	(19.99)	(55,962.22)
Credit Card Charge	01/14/2022	SITarget	SI office supplies	X	(16.79)	(55,979.01)
Credit Card Charge	01/16/2022	SSGreaseMon	Wash for Silver Bullet	X	(12.00)	(55,991.01)
Credit Card Charge	01/17/2022	SSAmazon	Admin computer accessories	X	(34.99)	(56,026.00)
Credit Card Charge	01/17/2022	GWWalmart	GW COVID-19 masks	X	(17.04)	(56,043.04)
Credit Card Charge	01/18/2022	SSLowe's	Exterior outlet & facilities supplies	X	(58.80)	(56,101.84)
Credit Card Charge	01/18/2022	SSLibraryWo	Webinar registration: Making Each...	X	(49.00)	(56,150.84)
Credit Card Charge	01/18/2022	SSLibraryWo	Webinar registration: Making Each...	X	(49.00)	(56,199.84)
Credit Card Charge	01/18/2022	SSGoDaddy	Annual web security gcpld.org	X	(4.99)	(56,204.83)
Credit Card Charge	01/18/2022	NCUSPS	ILL postage	X	(3.19)	(56,208.02)
Credit Card Charge	01/19/2022	SSNextiva	Nextiva recurring subscription plan	X	(1,904.02)	(58,112.04)
Credit Card Charge	01/19/2022	SSValleyLum	PA doorknob & door shim	X	(64.58)	(58,176.62)
Credit Card Charge	01/19/2022	SSRobly	Robly email newsletter platform su...	X	(52.50)	(58,229.12)
Credit Card Charge	01/19/2022	SSLibraryWo	Webinar registration: Making Each...	X	(49.00)	(58,278.12)

Garfield County Public Library District Reconciliation Detail

02/17/22

20510 · Alpine Bank Purchase Card, Period Ending 01/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	01/19/2022	NCWalmart	NC children's event supplies	X	(33.22)	(58,311.34)
Credit Card Charge	01/19/2022	NCWalmart	NC staff morale	X	(24.92)	(58,336.26)
Credit Card Charge	01/20/2022	3695297623	NC tween/teen program supplies	X	(1,560.04)	(59,896.30)
Credit Card Charge	01/20/2022	SI Copy Copy	SI cardstock	X	(91.66)	(59,987.96)
Credit Card Charge	01/20/2022	PAClark'sMa	PA staff morale	X	(57.77)	(60,045.73)
Credit Card Charge	01/20/2022	SSAmazon	NC digital wall clocks	X	(54.90)	(60,100.63)
Credit Card Charge	01/20/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(60,130.62)
Credit Card Charge	01/21/2022	CAUnited	Airfare for PLA conference	X	(648.20)	(60,778.82)
Credit Card Charge	01/21/2022	SSQuill	CA janitorial supplies	X	(35.99)	(60,814.81)
Credit Card Charge	01/22/2022	SSAmazon	COVID-19 KN95 masks	X	(86.99)	(60,901.80)
Credit Card Charge	01/23/2022	SSAdobe	Adobe Pro DC subscriptions	X	(33.98)	(60,935.78)
Credit Card Charge	01/24/2022	SSWalmart	Storage & office supplies	X	(100.31)	(61,036.09)
Credit Card Charge	01/24/2022	SSWalmart	Library truck accessories	X	(57.67)	(61,093.76)
Credit Card Charge	01/25/2022	SSHardwareS	PA handicap door push plate	X	(152.19)	(61,245.95)
Credit Card Charge	01/25/2022	SSMtnHighPa	SI paint & supplies	X	(39.22)	(61,285.17)
Credit Card Charge	01/25/2022	RIWalmart	RI office supplies	X	(20.56)	(61,305.73)
Credit Card Charge	01/25/2022	GWWalmart	GW office supplies	X	(10.36)	(61,316.09)
Credit Card Charge	01/26/2022	PASkillPath	Webinar registration: Traits of Hig...	X	(276.45)	(61,592.54)
Credit Card Charge	01/26/2022	PASkillPath	Webinar registration: Coaching an...	X	(199.00)	(61,791.54)
Credit Card Charge	01/26/2022	SSLowe's	Facilities tools	X	(65.92)	(61,857.46)
Credit Card Charge	01/26/2022	FacAmazon	RI doorbell	X	(24.99)	(61,882.45)
Credit Card Charge	01/26/2022	SSCityMarke	Admin staff support	X	(14.99)	(61,897.44)
Credit Card Charge	01/26/2022	SSWalmart	Iron for facilities	X	(12.92)	(61,910.36)
Credit Card Charge	01/26/2022	SSUSPS	Postage for IRS 1099/96 forms	X	(5.11)	(61,915.47)
Credit Card Charge	01/27/2022	SSALA	PLA membership - TK	X	(75.00)	(61,990.47)
Credit Card Charge	01/27/2022	RIUSPS	ILL postage	X	(3.63)	(61,994.10)
Credit Card Charge	01/27/2022	GWUSPS	GW postage due	X	(2.01)	(61,996.11)
Credit Card Charge	01/28/2022	SSQualityIm	RI SPARK Rubik's cubes	X	(436.50)	(62,432.61)
Credit Card Charge	01/28/2022	PAUSPS	PA stamps	X	(58.00)	(62,490.61)
Credit Card Charge	01/28/2022	GWUSPS	ILL postage	X	(3.03)	(62,493.64)
Credit Card Charge	01/30/2022	NCWalmart	NC staff support	X	(14.84)	(62,508.48)
Credit Card Charge	01/30/2022	NCWalmart	NC janitorial supplies	X	(4.94)	(62,513.42)
Total Charges and Cash Advances					(62,513.42)	(62,513.42)
Payments and Credits - 1 item						
Check	01/06/2022	Elec	Dec c.c. pmt	X	32,045.18	32,045.18
Total Cleared Transactions					(30,468.24)	(30,468.24)
Cleared Balance					30,468.24	30,468.24
Register Balance as of 01/31/2022					30,468.24	30,468.24
New Transactions						
Payments and Credits - 1 item						
Check	02/25/2022	Elec	Jan c.c. pmt		30,468.24	30,468.24
Total New Transactions					30,468.24	30,468.24
Ending Balance					0.00	0.00

Financial Report

Sales tax collection year to date through November 2021 is up 24% from the same period last year.

We received our first 5-year Arbitrage Rebate Report for our Series 2017 Certificates of Participation for the period 4/28/2017 – 9/01/2021. The good news is there is no tax liability and nothing to file with the IRS.

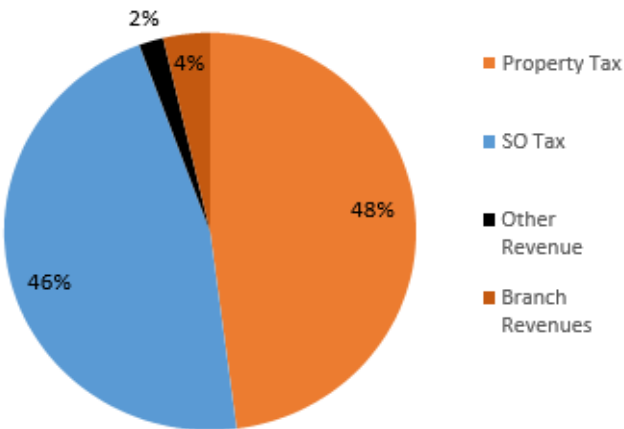
We received 3 bid proposals on our 2022 E-Rate RFP for broadband services. The selection was made through a matrix weighting analysis consisting of pricing, maintenance needs, equipment upgrade needs, network design, contract terms, company experience quality, bandwidth needs and specifications, we have selected our current provider to remain as our broadband service provider. With this renewal we are able to retain fiber service with 5 times increased download speeds with only slight increases to cost. Many thanks to Marmot Library Network for their assistance with this process.

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

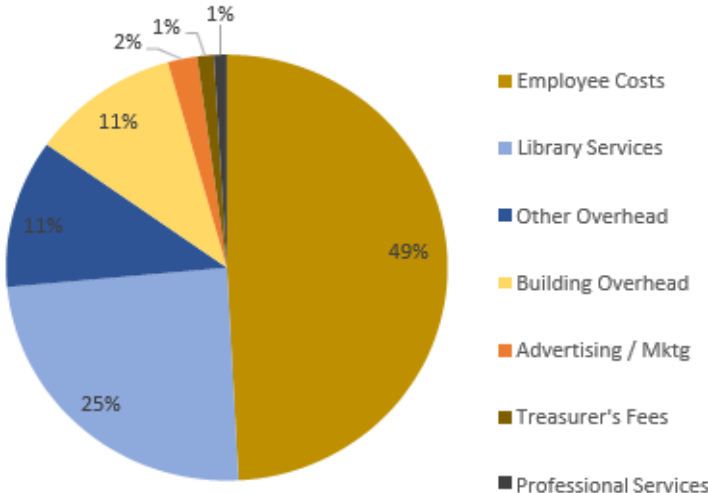
The following charts depict all revenues received and expenditures made from 1/1/22 through 1/31/22, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 1/31/22 is \$80,537.
 Total expenditures made as of 1/31/22 is \$581,716.
 8.3% of the year has elapsed as of 1/31/22.
 .88% of budgeted revenue (\$9,196,298) has been received.
 6.33% of budgeted expenditure (\$9,196,298) has been made.
 All cash and investment accounts have been reconciled.

YTD Revenues through 1/31/2022



YTD Expenditures through 1/31/2022



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

	2017		2018		2019		2020		2021	% Incr(Decr) from prior yr
January	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%
February	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%
March	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%
April	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%
May	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%
June	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%
July	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%
August	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%
September	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%
October	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%
November	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%
December	236,164.73	2.09%	249,188.16	5.51%	286,039.62	14.79%	321,746.12	12.48%		#VALUE!
TOTAL	2,547,694.75	10.27%	2,870,165.76	12.66%	3,059,260.74	6.59%	3,151,203.50	3.01%	3,530,414.97	12.03%

AFTER REFUND

	2017		2018		2019		2020		2021	% Incr(Decr) from prior yr
January	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%
February	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%
March	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%
April	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%
May	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%
June	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%
July	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%
August	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%
September	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%
October	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%
November	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%
December	235,522.80	2.20%	248,301.61	5.43%	277,231.38	11.65%	311,675.86	12.42%		-100.00%
TOTAL	2,456,385.26	12.86%	2,848,987.62	15.98%	2,999,959.02	5.30%	3,048,078.90	1.60%	3,469,092.27	13.81%

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

	Jan 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
Income						
40100 · Sales Tax Revenue	0.00	3,320,000.00	0.0%		0.00	0.00
40102 · Sales Tax Refunds	(1,584.04)	(70,000.00)	2.26%		(8,533.07)	6,949.03
40200 · Property Tax Revenue	38,894.35	5,356,520.00	0.73%		281,143.33	(242,248.98)
40300 · Specific Ownership Tax Revenue	37,692.03	411,000.00	9.17%		38,752.14	(1,060.11)
40900 · Interest Earned on Investments	625.22	6,000.00	10.42%		710.55	(85.33)
41000 · Grants	0.00	98,538.00	0.0%		1,000.00	(1,000.00)
41200 · Other Revenue	1,560.60	24,220.00	6.44%		3,030.00	(1,469.40)
41300 · Solar Rebates	348.75	9,000.00	3.88%		0.00	348.75
42000 · Branch Revenues	3,000.51	41,020.00	7.31%		2,283.57	716.94
Total Income	80,537.42	9,196,298.00	0.88%		318,386.52	(237,849.10)
Expense						
50001 · TREASURER'S FEES	6,992.14	180,350.00	3.88%		10,870.12	(3,877.98)
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	282,177.13	4,314,734.00	6.54%		252,205.33	29,971.80
52000 · LIBRARY SERVICES	140,069.38	1,471,407.00	9.52%		199,950.37	(59,880.99)
53000 · PROFESSIONAL SERVICES	6,151.50	160,396.00	3.84%		8,559.83	(2,408.33)
54000 · BUILDING OVERHEAD	62,500.29	666,068.00	9.38%		57,305.37	5,194.92
54500 · BUILDING REFRESH, FURNITURE,IMI	399.98	340,000.00	0.12%		5,946.09	(5,546.11)
55000 · EQUIPMENT	2,918.01	216,969.00	1.34%		22,682.69	(19,764.68)
56000 · OTHER OVERHEAD	64,589.26	72,000.00	89.71%	1.	58,528.67	6,060.59
57000 · ADVERTISING & MARKETING	12,338.91	59,230.00	20.83%		832.46	11,506.45
58000 · VEHICLES	3,580.35	13,400.00	26.72%		-8.88	3,589.23
59000 · PARTNERSHIPS	0.00	41,944.00	0.0%		0.00	0.00
Total Expense	581,716.95	9,196,298.00	6.33%		616,872.05	(35,155.10)
Net Income	(501,179.53)	0.00			(298,485.53)	-202,694.00

Footnotes:

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

Garfield County Public Library District

Balance Sheet

02/21/22

As of January 31, 2022

Accrual Basis

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	560,022.50
10050 · Colo Trust - General	9,831,476.73
10055 · C-Safe	53,577.37
10060 · Alpine Bank- Payroll(..8785)	9,751.67
10070 · Alpine Bank - Flex(..0583)	5,415.10
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
Total Checking/Savings	10,462,226.10
Other Current Assets	
12031 · Account Receivable	5,800.02
12100 · Property tax transfer by Treas	5,362,948.00
Total Other Current Assets	5,368,748.02
Total Current Assets	15,830,974.12
Other Assets	
18400 · Prepaid Exps	33,538.84
19150 · Due to/fr Employees	4.94
Total Other Assets	33,543.78
TOTAL ASSETS	15,864,517.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	35,148.22
Total Accounts Payable	35,148.22
Credit Cards	
20510 · Alpine Bank Purchase Card	30,468.24
Total Credit Cards	30,468.24
Other Current Liabilities	
20660 · Grants Payable	5,848.08
20670 · Unearned Revenue	1,530.00
21100 · Other Payroll Payables-	
21105 · FLEX payable	2,186.08
21140 · CRA (retirement)	18,869.25
Total 21100 · Other Payroll Payables-	21,055.33
21200 · Payroll Payable-	50,144.00
Total Other Current Liabilities	78,577.41
Total Current Liabilities	144,193.87
Long Term Liabilities	
22100 · Deferred Property Tax Revenue	5,362,948.00
Total Long Term Liabilities	5,362,948.00
Total Liabilities	5,507,141.87

Garfield County Public Library District

Balance Sheet

As of January 31, 2022

	<u>Jan 31, 22</u>
Equity	
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	2,108,431.17
Net Income	(501,179.53)
Total Equity	<u>10,357,376.03</u>
TOTAL LIABILITIES & EQUITY	<u>15,864,517.90</u>

Facilities Report

During the last 30-day period...

The Facilities Department continued to meet community and staff needs through routine winter maintenance and addressed issues as they arose. The following are worthy mentions that were completed within the last 30 days.

Facilities Master Plan

The Facilities Manager met the team from Hopkins Architecture LLC to continue the process of the Facilities Master Plan. In the month of January, on site walkthroughs were performed at the New Castle Branch library. This time was dedicated to take assessments of the building's current structural state, revisit city codes and obtain additional required information needed for the FMP. The time lapse capture task has now been completed for all branch libraries. As previously stated, this task of capturing patron traffic's highlighted areas within the branch will benefit the FMP as it focuses on meeting the community needs.

District Fire Tests

The Facilities Manager along with the Facilities Technician, partnered with Acme Fire Alarm to complete the Districts annual fire tests for the Parachute, Rife, Silt and New Castle branches. No issues were found during the process and all components are functioning as normal.

Roof Capping at Glenwood Springs Branch

The Facilities Manager and CMC's Facilities Manager are working together with Storm King Roofing to install a metal cap on the entire roof parapet of the Glenwood Springs library. This project will address the corrosion happening on the roof's masonry, due to harsh weather conditions over the years. It will also give an appealing presentation to the overall look of the building. This project is about ready to start.

Rolling Media Station Implementation

The Facilities Manager and Facilities Technician have created a demo Rolling Media Station, to meet the community's audio and visual needs when meeting rooms are being used. Rifle Branch will be the first to demo this station. The Education and Events Manager already has plans to use this for upcoming Teen Events. The Rolling Media Station is equipped with a 75" Samsung Smart flat screen television, Blue Ray and DVD player, high definition webcam, and additional media inputs. All of these devices are securely fixed on a rolling media cart for easy mobility and set up for user friendly access.

District Copy Machine Upgrades

The Facilities Manager has been working on replacing the Library's aging copy machines. These machines are highly used for day to day staff projects and public uses. Branch Managers are working with the Facilities Manager and Interim Executive Director, to ensure that every branch staff will receive the upgraded machine that meets their project needs.

Emergency Roof Leak Repair at New Castle Branch

The Facilities Manager and Facilities Technician worked together to address an emergency roof leak at the New Castle Branch. The winter provided heavy snow and ice settlement and created a small leak as a result. Mullenax Roofing addressed and repaired the leak in a timely manner. The Facilities Manager has chosen to add another line of heat tape on the New Castle roof. This will ensure that more snow and ice will melt and drain from the roof for winters to come.

Elevator Repair at Rifle Branch

The Facilities Manager scheduled inspections for the two elevators at the Rifle Branch. Elevator #1 was found to have a faulty safety component and is temporarily out of service. An elevator technician is expected to carry out the repair in the coming weeks.

Updated Furniture at Carbondale Branch

The Facilities Manager and Carbondale Branch Manager joined together to have the branch's furniture reupholstered. These seating areas are in constant patron use. As the district continues to focus on keeping patrons safe by ensuring all areas and environments are sanitized and clean, it was decided to address this specific need. After a few years of use patrons now enjoy newly cleaned cushions and new print designs.

The Facilities Department thanks all staff and board members for their cooperation to ensure that GCPLD continues to provide our communities with excellent facilities."

Human Resources Report

The HR Director's primary focus over the last month has been on the Executive Director search. After completing 21 screening interviews and several secondary panel interviews, the committee is presenting three qualified candidates to interview in-person with the Board of Trustees on March 3 – 4. The candidates will also visit each of the six branches and be encouraged to explore Garfield County while they are here.

Staff Education and Development update: The Employee Development Coordinator (EDC) has been collaborating with the Branch Managers and Circulation Coordinators to identify staff development needs and to create a staff training plan that is manageable, effective, and meaningful. The EDC has also formed the Spring Staff Day planning committee. Staff Day is on April 20 and will be hosted in the Grand River Health public meeting spaces in Rifle, CO. The EDC has received staff input regarding the topics staff would like to have covered and is working to finalize the content for the day.

Recruiting update: The Facilities Technician has been appointed as Interim Facilities Manager upon the departure of the Facilities Manager. The Facilities Manager position will be posted once a new Executive Director is hired so they will be able to assess the candidates and make the hiring decision. Screening interviews for the Silt Branch Manager position will soon be scheduled depending on interview committee availability.

The Technical Services Specialist position has been filled internally by the Silt Branch's interim Circulation Coordinator. The interim Circulation Coordinator position has been backfilled by one of Silt's Library Specialists'.

The Youth Services Coordinator at Parachute is relocating effective 2/25 and as such we posted internally for a full-time Youth Services Coordinator to backfill this position. We're pleased to promote from within and fill this role with our current interim Youth Services Coordinator at Rifle, she'll be taking over Parachute starting 2/28. We're grateful for our staff's team spirit and dedication to our communities, as shown by their willingness to adapt and adjust schedules to allow for cross-training and a smooth transition during this time. While we pursue external candidates for the Rifle Youth Services position, our new Parachute YSC will continue hosting weekly story times at Rifle through the month of March.

The interim Circulation Coordinator at New Castle has been hired to take on the regular, full-time Circulation Coordinator position at New Castle and that will take effect on or about 4/4.

Library Specialist hiring is in progress across the District with several pending offers and hire dates to be determined.

Hiring Library Specialists at the Carbondale branch has proved especially difficult. Challenges for this position include the exceptionally high cost of living in the Carbondale area and the need for library staff to be able to work a varying schedule including evenings and weekends. The HR department and the Carbondale Branch Manager continue to collaborate on new ways to look for applicants.

Staffing Report - Since 1/21/2022:

New Hires: 1

- Library Specialist – Silt, 24hrs/week – 2/17/2022

Promotions/Transfers: 3

- Interim Youth Services Coordinator at Rifle/Library Specialist at Parachute promoted to Youth Services Coordinator at Parachute – 40hrs/week – 2/28/2022
- Interim Circulation Coordinator/Library Specialist at Silt transferred to Technical Services Specialist at Support Services – 40hrs/week – 2/9/2022

- Library Specialist at Carbondale transferred to the Sub Pool – 01/18/2022

Vacancies: 11

- Branch Manager - Silt, 40hrs/week
- Youth Services Coordinator – Rifle, 40hrs/week
- Library Specialist – Carbondale, 24hrs/week (2 openings)
- Library Specialist – Carbondale, 20hrs/week
- Library Specialist – Glenwood Springs, 24hrs/week
- Library Specialist – Silt, 24hrs/week
- Library Specialist – Parachute, 24hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*
- Executive Director – Support Services, 40hrs/week
- Facilities Manager – Support Services, 40hrs/week – on hold pending Executive Director hire

Departures: 3

- Facilities Manager – Support Services – 2/9/2022
- Technical Services Specialist – 2/24/2022
- Youth Services Coordinator – Parachute – 2/25/2022

Additional Staffing Information:

Headcount as of 2/28/2022:

- 71 total staff members (does not include subs)
- 30 benefit eligible staff (32 - 40 hours per week); 42 staff with less than 32 hours per week
- 48.60 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> (total of all staff)	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	6.15	10	246	3	7
Glenwood	7.05	12	282	3	9
New Castle	5.7	9	228	3	7
Silt	5.1	8	204	3	5
Rifle	6.35	11	254	2	9
Parachute	5.45	7	218	4	3
Support Services	12.8	14	512	12	2
Grand Total	48.6	71	1944	30	42

Education and Events Report

During January 2022, GCPLD continued with a combination of in person and virtual events. Story times numbers continued to grow strong at all branches. Raising A Reader continued with their Spanish language story time program, Bolsitas Rojas, and attendance for this was also strong. Schools out programs also continued strong for each of the branches. These events are hosted with partnerships with local education organizations or hosted fully by library staff. They are held on Mondays for Parachute, Fridays for Rifle, Silt, and New Castle, and Wednesdays for Glenwood Springs and Carbondale. The Silt Branch Library continued to host Tai Chi for Seniors in partnership with the County's Senior Program.

The Glenwood Springs Library hosted a Cupcake Wars program for kids and teens on January 3rd. Kids decorated cupcakes and worked budgeting into the program. It was presented with help from the Bookcliffs Art Center.

Our Winter Reading Challenge began on January 3rd. It will continue through the end of February. Kids, Teens, and Adults are invited to read for prizes. The theme was Color Your World and activities and programs are all based around an art theme. Special Presenter Mr. Kneel, hosted comic book themed hip hop workshops for kids at all libraries as part of the Winter

Reading Challenge. He appeared in New Castle and Glenwood Springs on January 6th, in Silt and Rifle on January 7th, in Parachute and Carbondale on January 8th.

The Bookcliffs Art Center hosted an adult art workshop as part of the Winter Reading Challenge in Carbondale on January 8th, in Glenwood Springs on January 15th, in Silt on January 22nd, and in New Castle on January 29th. Bristlecone Art Collective hosted an art workshop for teens in New Castle on January 28th and an adult watercolor workshop in Rifle on January 29th. Bookcliffs and Bristlecone were scheduled to continue workshops through February before the pause of in-person events was put in place.

Marketing Report

Our Marketing focus in January was the promotion of the Winter Reading Program as well as promoting the second phase of hours expansion on Jan 3rd when we expanded to longer evening hours. The Winter Reading program was promoted through our website and social media, newspaper ads, bookmarks, posters and flyers, radio announcements in English and Spanish, and regional magazines and tourist guides.

Our biggest project this month was sending out a mass mailer to all valid addresses in Garfield County advertising our expansion of hours. (see attached artwork). The mailer was in English and Spanish

Branded banners were purchased and sent to all 6 branches.

Our staff book review partnership with the *Sopris Sun* continues with great feedback from the paper's readers.

We also worked with a Rifle based media company to revamp the recruitment video we have on the website and to send to potential applicants.

Statistics

Number of Events Promoted in January: 18

Followers:

Facebook – 3,452 (slight increase)

Instagram – 1,300

Email Newsletter (December) – 18,900

Facebook Reach last 30 days: 4,243, down 50% (paid ads reach 750, (down 90% - we didn't buy many ads this period)

Instagram reach last 30 days: 757, up 5%

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 in past 30 days: 1,636 (up 109%)

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



**THERE'S NOW
MORE TIME
TO VISIT YOUR
LIBRARIES**

AHORA HAY MÁS TIEMPO PARA VISITAR SUS BIBLIOTECAS



**AS OF
NOVEMBER 1**
**A PARTIR DEL
1 DE NOVIEMBRE**
All Six
Libraries
Now Open
Monday
Through
Saturday at
Las seis
bibliotecas
ahora abren
de lunes a
sábado a las

10 AM



**STARTING
JANUARY 3**
**COMENZANDO EL
3 DE ENERO**
All Six
Libraries
Will Be Open
Two Times
Per Week
Until
Las seis
bibliotecas
estarán
abiertas dos
veces por
semana hasta las

8 PM



**STARTING
SPRING 2022**
**COMENZANDO EN LA
PRIMAVERA 2022**
All Six
Libraries
Will Be
Open
Sundays
Las seis
bibliotecas
estarán
abiertas los
domingos de

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www.GCPLD.ORG

Find Your
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GENERAL CONTRACTOR

BIDS NEEDED

Garfield County Libraries is searching for local General Contractors interested in working with a previously selected design architect to provide a bid for a small scale office space buildout within the library facility in Rifle. We intend for this project to begin within the first quarter of 2022. The trades that will be required are Demolition, Mechanical, Fire Sprinkler, Windows/Doors, Flooring, Drywall & Grid Ceiling.


Please call the libraries' Facilities Manager, Frederick Penny at 970-989-3870 if you are interested in taking a tour of the space and/or receiving the schematics/schedules.

Thank you
for your interest!

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Winter Reading Challenge



**COLOR
YOUR
WORLD**

Read to earn great prizes
& enjoy exciting in-person and virtual events!

JAN. 3 TO FEB. 25

Adults, teens, and children can register and participate for free at any Garfield County Library.

www.gcpld.org/winter-reading

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Steamboat Springs rancher comes to Rifle to talk about changes in the industry

Staff Report
Post Independent

A Steamboat Springs rancher is coming to Rifle to talk about how the ranching industry has changed over the years, a Rifle Heritage Center official announced.

Jo Stanko, of the Stanko Ranch near Steamboat Springs, is slated to present at the Rifle Branch Library at 1 p.m. Saturday. The Rifle Branch Library is located at 207 East Ave.

Stanko will highlight changes in ranching at altitude through three generations, as well as the challenges they face moving forward.

“It may have been gold and silver that brought non-indigenous people to Colorado, but it was the rich agricultural resources and diverse opportunities which caused them to stay,” a Heritage Center news release states.

Call 970-625-4862 or 970-625-3471 for more information.

Collection & Circulation Report

The technical services department is undergoing some staffing changes as Gabriel Tamaska is wrapping up 7½ years with the District and moving away from the valley at the end of February. Her expertise and her friendly, speedy, accurate assistance will be greatly missed. We are thrilled that Jen Callison has agreed to transition from the Silt Branch. Jen has already begun training with Gabriel and rounds out our team with her competence and her warm, approachable demeanor.

The technical services manager is working to complete the 2021 Public Library Annual Report. The PLAR is mandated by law and is used by the State Library to collect data about Colorado public libraries. The data is also reported to the Institute of Museum and Library Services and is used in national reports to represent public libraries in Colorado. In addition, it provides important information for the District to use in planning, evaluating, and budgeting.

We are working with Marmot to explore vendor options for updating end-of-life patron self-check machines and staff RFID readers at all branches. We are also investigating the feasibility of integrating a point-of-sale component at the circulation desk and/or at the self-check for payment of print and copy services and lost and damaged charges to streamline money-handling tasks for staff.

1			
2022			
STATISTICS JANUARY YTD			
	District		
	2022 Actual	2021 Actual	% change
Website			
Website Visits	20014	20485	-2.30%
Downloadables/Streaming			
Overdrive - total eBook, audio, video, mag	6093	6027	1.10%
Hoopla - total	1762	3651	-51.74%
Kanopy	1041	1067	-2.44%
Subscription Resources			
Ancestry - Searches	4071	2592	57.06%
MyHeritage - Sessions	1	22	-95.45%
EBSCO Databases - Sessions	2060	3768	-45.33%
Biography in Context - Sessions	954	4	23750.00%
Research in Context - Sessions	28	936	-97.01%
Learning Express - Sessions	7	3	133.33%
Brainfuse - Uses	3	216	-98.61%
Mango - Sessions	121	112	8.04%
LOTE Online for Kids - Story Views	2	0	
Tumblebooks - Book Views	5	3	66.67%
NewsBank	44	0	
Wall Street Journal - Access	105	0	
New York Times - Sessions	132	0	
Consumer Reports - Sessions	12	2	500.00%

1																					
2022																					
STATISTICS JANUARY YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Springs			Carbondale		
	2022 Actual	2021 Actual	% change	2022 Actual	2021 Actual	% change	2022 Actual	2021 Actual	% change	2022 Actual	2021 Actual	% change	2022 Actual	2021 Actual	% change	2022 Actual	2021 Actual	% change	2022 Actual	2021 Actual	% change
Cardholders																					
Active Patrons	20608	23261	-11.41%	2044	2401	-14.87%	3951	5379	-26.55%	1962	2009	-2.34%	2490	2544	-2.12%	4827	5509	-12.38%	5334	5419	-1.57%
New Library Cards	555	410	35.37%	26	26	0.00%	87	55	58.18%	108	45	140.00%	118	102	15.69%	76	54	40.74%	140	128	9.38%
Patron Services																					
Door Count	26950	14251	89.11%	1524	1629	-6.45%	4023	2005	100.65%	0	703	-100.00%	2386.5	1737.5	37.35%	10420	5953.5	75.02%	8596	2223	286.68%
Meeting Room Usage	546	265	106.04%	14	3	366.67%	88	67	31.34%	59	10	490.00%	48	24	100.00%	141	64	120.31%	196	97	102.06%
Meeting Room Attendance	1595	336	374.70%	31	5	520.00%	196	95	106.32%	448	17	2535.29%	277	29	855.17%	193	68	183.82%	450	122	268.85%
Adult Programs	28	13	115.38%	6	1	500.00%	1	0		4	0		2	10	-80.00%	1	1	0.00%	14	1	1300.00%
Adult Program Attendance	91	59	54.24%	10	28	-64.29%	8	0		39	0		5	1	400.00%	2	15	-86.67%	27	15	80.00%
School-Age Programs	35	16	118.75%	16	3	433.33%	1	0		4	0		6	4	50.00%	6	5	20.00%	2	4	-50.00%
School-Age Program Attendance	418	350	19.43%	64	25	156.00%	13	0		61	0		111	100	11.00%	130	125	4.00%	39	100	-61.00%
Teen Programs	16	5	220.00%	7	2	250.00%	1	0		1	0		3	0		2	2	0.00%	2	1	100.00%
Teen Program Attendance	106	43	146.51%	17	12	41.67%	2	0		4	0		30	1	2900.00%	19	20	-5.00%	34	10	240.00%
Early Childhood Programs	22	8	175.00%	6	3	100.00%	3	1	200.00%	4	0		3	2	50.00%	3	1	200.00%	3	1	200.00%
Early Childhood Attendance	359	142	152.82%	63	48	31.25%	86	36	138.89%	65	0		57	28	103.57%	24	15	60.00%	64	15	326.67%
All Ages/Family Programs	0	0		0	0		0	0		0	0		0	0		0	0		0	0	
All Ages/Family Attendance	0	0		0	0		0	0		0	0		0	0		0	0		0	0	
Adult Outreach Visits	3	5	-40.00%	0	3	-100.00%	1	2	-50.00%	0	0		0	0		0	0		2	0	
Adult Outreach Attendance	27	20	35.00%	0	12	-100.00%	8	8	0.00%	0	0		0	0		0	0		19	0	
Youth Outreach Visits	3	3	0.00%	0	0		1	0		0	0		1	3	-66.67%	0	0		1	0	
Youth Outreach Attendance	48	563	-91.47%	0	0		21	0		0	0		17	555	-96.94%	0	8	-100.00%	10	0	
STEM Programs	10	10	0.00%	0	0		4	0		2	0		3	10	-70.00%	0	0		1	0	
STEM Program Attendance	135	0		0	0		51	0		21	0		58	0		0	0		5	0	
ESL Programs	4	2	100.00%	2	0		0	1	-100.00%	1	0		1	1	0.00%	0	0		0	0	
ESL Program Attendance	26	49	-46.94%	13	0		0	36	-100.00%	8	0		5	13	-61.54%	0	0		0	0	
Book A Librarian Sessions	154	13	1084.62%	134	5	2580.00%	0	0		0	3	-100.00%	20	5	300.00%	0	0		0	0	
Physical Circulation																					
Juvenile	7312	5130	42.53%	570	288	97.92%	1269	1157	9.68%	1041	649	60.40%	983	605	62.48%	1352	910	48.57%	2097	1521	37.87%
Young Adult	701	631	11.09%	95	54	75.93%	155	163	-4.91%	101	91	10.99%	89	66	34.85%	98	118	-16.95%	163	139	17.27%
Adult Fiction	2713	2089	29.87%	447	322	38.82%	469	382	22.77%	287	189	51.85%	421	287	46.69%	623	489	27.40%	466	420	10.95%
Adult Non-Fiction	1808	1317	37.28%	180	139	29.50%	373	211	76.78%	184	175	5.14%	304	188	61.70%	413	350	18.00%	354	254	39.37%
Large Print	291	157	85.35%	32	30	6.67%	58	55	5.45%	46	11	318.18%	40	10	300.00%	82	36	127.78%	33	15	120.00%
World Languages	347	310	11.94%	12	13	-7.69%	42	63	-33.33%	16	69	-76.81%	66	44	50.00%	109	62	75.81%	102	59	72.88%
New Books	2949	2303	28.05%	306	185	65.41%	451	368	22.55%	298	404	-26.24%	296	349	-15.19%	623	587	6.13%	975	410	137.80%
DVD	3716	3195	16.31%	410	285	43.86%	1186	790	50.13%	539	437	23.34%	440	389	13.11%	667	842	-20.78%	474	452	4.87%
CD Audiobook	351	398	-11.81%	24	17	41.18%	38	60	-36.67%	46	51	-9.80%	63	54	16.67%	69	93	-25.81%	111	123	-9.76%
Playaway	131	63	107.94%	18	3	500.00%	22	21	4.76%	33	8	312.50%	18	6	200.00%	14	5	180.00%	26	20	30.00%
Magazines	165	194	-14.95%	16	12	33.33%	12	9	33.33%	42	18	133.33%	22	69	-68.12%	40	36	11.11%	33	50	-34.00%
Video Games	39	35	11.43%	4	2	100.00%	17	12	41.67%	5	9	-44.44%	5	4	25.00%	7	2	250.00%	1	6	-83.33%
CD Music	151	174	-13.22%	18	12	50.00%	36	43	-16.28%	11	16	-31.25%	34	19	78.95%	35	48	-27.08%	17	36	-52.78%
ILL	10	9	11.11%	0	1	-100.00%	5	3	66.67%	0	0		1	3	-66.67%	2	2	0.00%	2	0	
Materials borrowed from other libraries	3620	3697	-2.08%	296	257	15.18%	542	469	15.57%	493	529	-6.81%	472	444	6.31%	865	735	17.69%	952	1263	-24.62%
Collection																					

Items Added	1225	2289	-46.48%	122	239	-48.95%	288	309	-6.80%	131	380	-65.53%	161	463	-65.23%	309	546	-43.41%	214	352	-39.20%
Total Items in Collection	167336	171375	-2.36%	24803	26119	-5.04%	31235	33625	-7.11%	24109	22547	6.93%	28083	28213	-0.46%	30965	30663	0.98%	28141	30208	-6.84%
Technology																					
PAC Usage (hours)	1567	912	71.82%	128	56	128.57%	229	194	18.04%	258	148	74.32%	181	96	88.54%	491	275	78.55%	280	143	95.80%
PAC Usage (sessions)	2150	1391	54.57%	195	124	57.26%	386	253	52.57%	347	218	59.17%	233	171	36.26%	519	406	27.83%	470	219	114.61%
Wireless Sessions	4496	3921	14.66%	238	196	21.43%	931	749	24.30%	565	456	23.90%	471	377	24.93%	1612	1641	-1.77%	679	502	35.26%
Hotspot Lending	73			22			10			19			7			9			6		
Laptop Lending	32			6			6			4			3			9			4		
Volunteers																					
Volunteer Hours	38	0		0	0		12	0		0	0		5	0		0	0		21	0	

SILT BRANCH REPORT – Brenda Kingen Interim Branch Manager

Thank you for all you pour into the libraries as a board member. Thank you for caring for libraries, and I hope you can enjoy the material, buildings, programs, and community connections in the Garfield County Libraries.

I am honored to say the Silt branch has a high standard of customer service, special story times, and interactive displays that draw people to the library. Our town's entertainment offerings are limited, so the kids visit the library for our displays, programs, and scavenger hunts. We are working hard to educate our community about different cultures of the world in a fun and educational environment. We have seen a noticeable increase recently in requests to use our study and community rooms.

Programs and events:

We just finished up our district-wide Winter Reading Challenge. The Silt team is proud to announce we had one of the highest numbers of new signups this year. Overall the program had 784 participants take the challenge to read 800 minutes between January 3rd and February 25th. Participants read a total of 400,392 minutes district-wide. We are grateful to see the incredible turnout for many of our program offerings. We are excited to resume our in-person events and programs in early March.

Upcoming featured events:

Gardening Club, computer classes, and a Mardi Gras Celebration on May 1st. Displays to honor Scottish Heritage, Asian Pacific Heritage, First People's History, educational scavenger hunts to teach the kids history and facts about the landscape, wildlife. Events centered around dance, music, other cultures, sailing and ocean currents.

Weekly happenings in Silt:

Mondays 10:30 am Spanish story time Bolsitas Rojas partnership with Raising a Reader.

Wednesdays 10:30 am Storytime with Mr. Paul & 1:00 pm Tai Chi.

Thursdays 6:00 pm -8:00 pm Flicks and friends movie nights for kids 4-6, teens 6-8.

Fridays 2:00 pm Full Steam Ahead & Meal Monkey; 11:30a Free lunches for kids.

First Friday of the month - is our Teen writing Club at noon.

Every second and fourth Thursday 5:30 pm Poetry by the fireplace.

Golden moments to celebrate:

A customer called and said she had come into the library on Saturday to get a library card. The customer is visually impaired, the staff helped her by describing what the library cards look like and informed her of Overdrive and Hoopla audiobooks. She called the next week to tell us that she had finished listening to her first library book, she had never been able to do that before. We were all in tears.

A customer referenced our Overdrive collection to a coworker. This coworker called us super excited to begin using our online resources, including Overdrive.

We often hear how patrons plan their day around our programs; some travel up to 30 miles out of their way.

A mom came in the other day and wanted to let us know that her son enjoyed a new series of books that we recently ordered. It is a science-based series in our juvenile series section. The mom said it was perfect for his reading level. He enjoyed the back of the book with a bit of quiz and several pages of science facts and a glossary; it's the best of everything, a science-based fiction story, with resources in the back to aid in comprehension. I love when we order books that are just right for our patrons.

We have had multiple comments about the Legos displayed from our Full Steam ahead program. The majority were from adults that were pleased to see we offer science energies-based programs for kids. Many were shocked to hear how young the minor participants completed the challenge.

A program that we noticed had the largest attendance was our Live Reindeer, who came to the library through our staff member connections during the winter season. We estimated 200 people came to this event despite the freezing rain. Many went inside the library for the first time to warm up. Many browsed through the collection to check out armloads of books, sign-up for new library cards, and meet new friends. We saw many who had never been inside a library and were blown away by all the material they now have at their fingertips. We were so grateful and pleased with the turnout and have had excellent attendance at our programs since.

"A grandma of a girl that comes to story time told us a story about her granddaughter. The little girl was looking for a glue stick, and she said we had to call Mr. Paul, so she pretended to call on her play phone. "Mr. Paul, Mr. Paul, then she switches and says Santa, where is Mr. Paul?" I have an impact on children that extends beyond when they are just at the library." -Paul

Thank you for reading about our adventures in Silt.