

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, November 4, 2021, 2:00 PM
Place: Silt Branch Library, 680 Home Ave. Silt, CO 81652

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-October 7, 2021 (pp.1-3)
- B. Claims for Board Approval: General Fund September 16, 2021 to October 15, 2021 (pp.4-5); Alpine Bank Credit Card Statement September 2021 (pp.6-7)

III. ACTION ITEMS

- A. Approval of appointment of vacant At-Large Trustee position, Board of Trustees (pp.8)
- B. Approval of 2022 Janitorial contracts, Frederick Penny
- C. Approval of the 2022 Flexible Spending Plan vendor selection, Kim Owens

IV. DISCUSSION ITEMS

- A. Management Report, Kevin Hettler
- B. Finance/Treasurer's Report, Michelle Foster, Kevin Hettler (pp.13-18)
- C. Branch Report, Brenda Kingen, Interim Silt Branch Manager
- D. Citizen Oversight Committee 2021 brief, Kevin Hettler (pp.19)
- E. 2022 Budget Committee Update, Kevin Hettler
- F. Donation of Artwork review process, Board of Trustees
- G. Education (Did you know?), Board of Trustees

Next Board Meeting: December 2, 2021

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
Posted on: October 30, 2021

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Rifle Branch Library, Rifle, CO
October 7, 2021**

I. CALL TO ORDER

Adrian Rippy-Sheehy called the meeting to order at 2:03 pm. Kim Owens conducted the roll call.

BOARD MEMBERS PRESENT:

Adrian Rippy-Sheehy
Jocelyn Durrance
Michelle Foster
Susan Use

STAFF PRESENT:

Rob Zimmermann	James Larson
Jon Medrano	Janelle Schuler
Daniel Messer	Kevin Hettler
Emily Hisel	Rebecca Zuniga
Frederick Penny	Rebecca Ransom
Jade Flowers	Sara Friend
Kim Gorsett	Gabriel Tamaska
Kim Owens	Tracy Kallassy
Amy Tonozzi	

PUBLIC PRESENT:

Jaimie Schauf

BOARD MEMBERS ABSENT - UNEXCUSED:

Carolyn Tucker
Crystal Mariscal

PUBLIC COMMENT:

None

APPROVAL OF AGENDA

Unanimous approval of the agenda.

II. CONSENT ITEMS FOR APPROVAL

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

III. ACTION ITEMS

A. Appoint Board Trustee for Vice President, Secretary officer positions, Adrian Rippy-Sheehy

A motion to appoint Jocelyn Durrance as Vice President and Susan Use as Secretary of the GCPLD Board of Trustees was made by Michelle Foster, seconded by Susan Use - **Motion passed unanimously.**

B. Appoint Acting Interim Executive Director, Adrian Rippy-Sheehy

A motion to appoint Kevin Hettler, Finance Manager as Acting Interim Executive

Director was made by Michelle Foster, seconded by Jocelyn Durrance - **Motion passed unanimously.**

C. Communication Project vendor recommendation, Telecom Committee, James Larson

A motion to approve a new contract with Nextiva for telecom services was made by Jocelyn Durrance, seconded by Susan Use - **Motion passed unanimously.**

D. Auditing Services vendor recommendation, Finance Committee, Kevin Hettler

A motion to approve renewing the contract with the current auditing service, McMahan & Associates, was made by Michelle Foster, seconded by Susan Use - **Motion passed unanimously.**

E. 2022 Budget draft – approve release of budget draft for public comment, Budget Committee, Kevin Hettler

A motion to approve the release of the 2022 budget draft for public comment was made by Jocelyn Durrance, seconded by Michelle Foster - **Motion passed unanimously.**

F. Appoint member to the Cooper Commons Condo Association Board, Kevin Hettler

A motion to appoint Daniel Messer, Glenwood Springs Branch Manager to the Cooper Commons Condo Association Board was made by Susan Use, seconded by Jocelyn Durrance - **Motion passed unanimously.**

IV. DISCUSSION ITEMS

A. Management Report, Kevin Hettler

The Acting Interim Executive Director's priority has been the compensation & classification study and implementation plan. The goal is to finalize the 2021 implementation plan in the next couple weeks and then move on to the 2022 plan. The 2021 funds are already approved within the 2021 budget. Job description reviews will be completed by the Acting Interim Executive Director, HR Manager, and Jessica Junker from Cura HR and sent back to Koff for clean up and clean drafts will be sent to all staff to review their own job descriptions. Staff then have opportunity to ask questions. Koff requires staff to sign off on their job descriptions.

B. Finance/Treasurer's Report, Michelle Foster, Kevin Hettler

The Emergency Connectivity Fund grant application has been certified and results are pending. Sales tax collection is up 34% from the same period last year. Michelle Foster and Kevin Hettler's names were added as check signers after the resignation of the executive director to ensure bills continue to be paid, Kevin is only a backup to Michelle.

C. Branch Report, Amy Tonozzi, Rifle Branch Manager

The Rifle Branch Manager gave an update about the Rifle branch. Events and programs are gaining steam, patron visits are increasing, nearly all vacancies are filled.

D. Building Refresh: What are they and Why do we need them?, Frederick Penny, Facilities Manager

The Facilities Manager gave a presentation about why building refreshes are important, how they benefit the public and staff, and how refreshes protect the investment in the buildings.

E. Executive Director search update, Adrian Rippy-Sheehy

Adrian stated the District's priority is hiring Branch Managers. The Executive Director job description and pay scale need to be finalized before the Executive Director search can begin. A clear path of communication for Human Resources to the Board for matters regarding the future Executive Director is required; the Board's expectation is that both Human Resources and the Executive Director will communicate positive and negative input about the Executive Director directly to the Board in a timely fashion.

F. Education (Did you know?), Jocelyn Durrance

During the September board meeting, Jocelyn recommended the Board attend the staff meetings of their local branches and as of the October board meeting 4 of the 6 branches have had a board member attend a staff meeting. The Board is not going to start telling staff how to run their branch or interfere in operations, but want to open a dialogue between staff and their board rep. Feedback from staff is that they would like the Board to attend their staff meetings quarterly and conduct board meetings via Zoom for ease of attendance.

The meeting adjourned at 3:29 pm.

NEXT MEETING

The next scheduled board meeting will be held on November 4, 2021.

**Garfield County Public Library District
 Claims for Board Approval
 9/16/21 - 10/15/21**

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
09/26/2021	Elec	Alpine Bank	Aug c.c. payment	-20,151.22
09/30/2021	24679	A Clean Break, LLC	RI, SI, NC September cleaning	-5,425.00
09/30/2021	24680	Demco	Library supplies / processing supplies	-419.82
09/30/2021	24681	Hopkins Architecture, LLC	Facilities Master Plan 50% deposit	-5,000.00
09/30/2021	24682	Ingram Library Services	Library materials and data analytics software	-18,556.71
09/30/2021	24683	Midwest Tape	Library materials	-2,964.59
09/30/2021	24684	Mountain Painting and Drywall, Inc.	RI public spaces painting	-5,156.00
09/30/2021	24685	Penny, Frederick	Mileage reimbursement	-25.65
09/30/2021	24686	Verizon Wireless	Cell phones, hotspots, & moda service	-6,395.56
09/30/2021	24687	Willis Towers/CEBT	VOID: October health insurance - have an upr	0.00
09/30/2021	24688	Zuniga, Rebecca	ARSL conference airfare reimbursement	-426.40
09/30/2021	24689	Amazon .com	August amazon	-1,201.16
09/30/2021	1000845	Amazon Capital Services	Pumpkin carving kits	-1,688.70
09/30/2021	1000846	Anvil Points Upholstery & Carpet	NC carpet & furniture cleaning	-2,025.00
09/30/2021	1000847	Benson, Kim	Mileage reimbursement	-92.85
09/30/2021	1000848	Berger, Marc	Four Marc Berger concerts	-1,800.00
09/30/2021	1000849	Cardiff Cleaning Service	Sept GW CA janitorial service	-3,335.00
09/30/2021	1000850	Citadel Security USA, LLC	GW security service	-1,481.20
09/30/2021	1000851	Dale, Jamie	Mileage reimbursement	-275.49
09/30/2021	bp elec1161	De Lage Landen Financial Services, Inc.	Copier lease	-449.00
09/30/2021	1000852	Dobbs, Alda P.	Presentation of "Barefoot Dreams of Petra Lu	-800.00
09/30/2021	1000853	Emery, Sheldo	Mileage reimbursement	-37.52
09/30/2021	1000854	International E-Z UP, Inc.	Two event canopies	-3,703.51
09/30/2021	1000855	Kallassy, Tracy	Mileage reimbursement	-193.49
09/30/2021	1000856	Meier, Stacy	ARSL conference airfare reimbursement	-227.40
09/30/2021	1000857	Mutual of Omaha	October disability insurance	-295.02
09/30/2021	1000858	OverDrive	Library eMaterials	-4,202.07
09/30/2021	bp elec1169	R & H Mechanical, LLC	RI NC Boiler repairs	-1,548.17
09/30/2021	1000859	Rocky Mountain Reserve	Admin flex plan	-70.10
09/30/2021	1000860	Suarez, Dulce Andrea	spanish translation	-60.00
09/30/2021	1000861	Tiger, Inc.	Sept gas	-251.77
09/30/2021	1000862	Western Paper Distributors	GW janitorial supplies	-123.98
09/30/2021	1000863	Zimmermann, Robert	Mileage reimbursement	-75.60
10/04/2021	elec	CRA	Sept retirement contribution	-3,756.63
10/04/2021	elec	CRA	Sept retirement contribution	-1,647.60
10/15/2021	24690	Armendariz, Joanna	Mileage reimbursement	-105.28
10/15/2021	24691	Colorado Department of Labor	CA boiler inspection	-80.00
10/15/2021	24692	Hopkins Architecture, LLC	Progress work on facilities master plan projec	-18,750.00
10/15/2021	24693	Ingram Library Services	Library materials	-13,950.14
10/15/2021	24694	Marmot Library Network, Inc.	4th Qtr IT services	-66,839.24
10/15/2021	24695	Mathias, Deborah	mileage reimb	-697.97
10/15/2021	24696	One Source Lighting	completed work on RI LED project	-39,313.02
10/15/2021	24697	Penny, Frederick	mileage reimb	-104.16
10/15/2021	24698	R & H Mechanical, LLC	4th Qtr p&m contract	-8,321.75

**Garfield County Public Library District
 Claims for Board Approval
 9/16/21 - 10/15/21**

Date	Num	Name	Memo	Amount
10/15/2021	24699	Willis Towers/CEBT	October health insurance	-23,222.58
10/15/2021	24700	Young Services	replaced all toilet flush valves in CA RI SI PA	-9,682.00
10/15/2021	1000864	All Around Property Maintenance, Inc	PA & CA September landscape maintenance,	-1,770.49
10/15/2021	1000865	Amazon Capital Services	fall event supplies	-749.85
10/15/2021	1000866	American Janitor LLC	PA September cleaning	-892.50
10/15/2021	1000867	Barnum, Jessica	GW & CA Energetic Alignment Mindfulness S	-1,830.00
10/15/2021	1000868	Cedar Networks	October telephone & broadband	-1,121.00
10/15/2021	1000869	Citadel Security USA, LLC	GW security service, w/e 9/25	-1,058.00
10/15/2021	bp elec1181	City of Glenwood Springs	GW electric	-1,339.88
10/15/2021	1000870	City of Rifle	RI water/sewer	-126.35
10/15/2021	1000871	ConferTel	Teleconferencing services for Board meeting	-32.30
10/15/2021	bp elec1184	Cura HR, LLC	August HR support	-4,102.50
10/15/2021	1000872	Current Solutions	RI office space project wiring	-3,612.50
10/15/2021	1000873	ELM USA, Inc.	Supplies for disc resurfacing machine	-149.99
10/15/2021	1000874	Friend, Sara	Mileage reimbursement	-73.92
10/15/2021	bp elec1188	Great America Financial Services	telephone lease	-1,043.98
10/15/2021	bp elec1189	ImageNet Consulting LLC	copier copies	-321.90
10/15/2021	1000875	Meier, Stacy	Mileage reimbursement	-61.49
10/15/2021	1000876	Messer, Daniel	mileage reimb	-51.52
10/15/2021	1000877	Midwest Tape	Library materials	-2,995.59
10/15/2021	1000878	Morning Star Elevator, LLC	NC service contracts for semi-annual elevator	-338.00
10/15/2021	bp elec1194	Mountain Pest Control, Inc.	Sept spraying	-282.00
10/15/2021	1000879	Mountain Waste & Recycling	SI trash/recycling	-71.00
10/15/2021	1000880	OverDrive	Library eMaterials	-2,611.38
10/15/2021	1000881	ProSpace Interiors, Inc.	Admin keyboard trays	-1,601.16
10/15/2021	1000882	S & S Automatics and Door Service, LLC	annual door repairs/service	-2,043.25
10/15/2021	1000883	Sopris Sun	Event marketing ads	-480.00
10/15/2021	1000884	Suarez, Dulce Andrea	spanish translation	-60.00
10/15/2021	1000885	Town of Carbondale	water / sewer	-62.40
10/15/2021	bp elec1202	Town of New Castle	water / sewer	-208.90
10/15/2021	1000887	Town of Parachute	water / sewer / trash	-1,005.90
10/15/2021	bp elec1203	Waste Management	RI, NC, CA trash/recycling	-267.26
10/15/2021	1000886	Western Paper Distributors	janitorial supplies	-507.71
10/15/2021	bp elec1205	WEX Bank	Sept vehicle fuel	-776.64
Total 10010 · Alpine Bank- Gen(..7072)				-306,577.71

Garfield County Public Library District Reconciliation Detail

10/13/21

20510 · Alpine Bank Purchase Card, Period Ending 09/30/2021

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						20,151.22
Cleared Transactions						
Charges and Cash Advances - 96 items						
Credit Card Charge	08/30/2021	SSQuill	GW office supplies	X	(181.54)	(181.54)
Credit Card Charge	08/31/2021	SSAmazon	Admin staff morale	X	(37.54)	(219.08)
Credit Card Charge	08/31/2021	SSWalmart	Facilities supplies	X	(21.75)	(240.83)
Credit Card Charge	09/01/2021	SS4imprint	GCPLD lanyards	X	(390.43)	(631.26)
Credit Card Charge	09/01/2021	SSValleyLum	Laptop Loan Project supplies	X	(152.89)	(784.15)
Credit Card Charge	09/01/2021	NCOHIONET	Basics of Original Catalogin...	X	(125.00)	(909.15)
Credit Card Charge	09/01/2021	NC2Coronas	Summer Reading prize	X	(100.00)	(1,009.15)
Credit Card Charge	09/01/2021	SSChicagoBo	Bookmarks	X	(79.33)	(1,088.48)
Credit Card Charge	09/01/2021	SSAGNCEcono	AGNC Economic Summit re...	X	(54.67)	(1,143.15)
Credit Card Charge	09/01/2021	RIWalmart	RI office supplies	X	(44.96)	(1,188.11)
Credit Card Charge	09/02/2021	SSOrientalT	CA holiday crafts	X	(136.84)	(1,324.95)
Credit Card Charge	09/02/2021	CACityMarke	Board meeting supplies	X	(42.22)	(1,367.17)
Credit Card Charge	09/02/2021	SSWhistlePi	Facilities support	X	(30.00)	(1,397.17)
Credit Card Charge	09/02/2021	SSValleyLum	CA wall anchors	X	(4.01)	(1,401.18)
Credit Card Charge	09/03/2021	NCWalmart	NC SPARK & storytime sup...	X	(48.93)	(1,450.11)
Credit Card Charge	09/03/2021	CAUSPS	CA stamps	X	(23.20)	(1,473.31)
Credit Card Charge	09/03/2021	RIUSPS	ILL postage	X	(4.90)	(1,478.21)
Credit Card Charge	09/07/2021	SSValleyLum	Facilities supplies	X	(56.96)	(1,535.17)
Credit Card Charge	09/08/2021	SSARSL	ARSL conference registratio...	X	(350.00)	(1,885.17)
Credit Card Charge	09/09/2021	SSLaQuinta	Lodging for presenter	X	(139.00)	(2,024.17)
Credit Card Charge	09/09/2021	SSSherwinWi	PA children's area paint	X	(86.37)	(2,110.54)
Credit Card Charge	09/09/2021	SSFacebook	Facebook ads	X	(62.42)	(2,172.96)
Credit Card Charge	09/09/2021	RIUSPS	RI stamps & ILL postage	X	(61.63)	(2,234.59)
Credit Card Charge	09/09/2021	SIWestinWes	CALCON per diem	X	(47.01)	(2,281.60)
Credit Card Charge	09/09/2021	PATokyoJoes	CALCON per diem	X	(38.84)	(2,320.44)
Credit Card Charge	09/09/2021	CAArvadaTav	CALCON per diem	X	(38.39)	(2,358.83)
Credit Card Charge	09/09/2021	NCBenders	CALCON per diem	X	(17.00)	(2,375.83)
Credit Card Charge	09/09/2021	PADunkinDon	CALCON per diem	X	(11.14)	(2,386.97)
Credit Card Charge	09/10/2021	SS4imprint	GCPLD vests	X	(2,055.70)	(4,442.67)
Credit Card Charge	09/10/2021	SSSecondSta	Books for Hispanic Heritage...	X	(402.92)	(4,845.59)
Credit Card Charge	09/10/2021	SSARSL	ARSL conference registratio...	X	(350.00)	(5,195.59)
Credit Card Charge	09/10/2021	NCKachina	CALCON per diem	X	(58.76)	(5,254.35)
Credit Card Charge	09/10/2021	PASpaghetti	CALCON per diem	X	(53.40)	(5,307.75)
Credit Card Charge	09/10/2021	SSARSL	ARSL membership: AG	X	(49.00)	(5,356.75)
Credit Card Charge	09/10/2021	CAHickory&A	CALCON per diem	X	(13.01)	(5,369.76)
Credit Card Charge	09/10/2021	CAWafflerit	CALCON per diem	X	(10.19)	(5,379.95)
Credit Card Charge	09/10/2021	PAWestminst	CALCON per diem	X	(7.34)	(5,387.29)
Credit Card Charge	09/10/2021	CAStarbucks	CALCON per diem	X	(6.10)	(5,393.39)
Credit Card Charge	09/11/2021	CASteuben's	CALCON per diem	X	(47.93)	(5,441.32)
Credit Card Charge	09/11/2021	SSWalmart	Supplies for author presenta...	X	(34.87)	(5,476.19)
Credit Card Charge	09/11/2021	SSAdobe	Adobe Stock subscription	X	(29.99)	(5,506.18)
Credit Card Charge	09/11/2021	PAQdoba	CALCON per diem	X	(26.17)	(5,532.35)
Credit Card Charge	09/11/2021	SSAdobe	Creative Cloud subscription	X	(19.99)	(5,552.34)
Credit Card Charge	09/11/2021	CAWestminst	CALCON per diem	X	(9.58)	(5,561.92)
Credit Card Charge	09/13/2021	PAARSL	ARSL conference registratio...	X	(505.00)	(6,066.92)
Credit Card Charge	09/13/2021	SSWalmart	Admin staff morale	X	(36.82)	(6,103.74)
Credit Card Charge	09/13/2021	SSGreaseMon	Car wash for truck	X	(12.00)	(6,115.74)
Credit Card Charge	09/13/2021	NCUSPS	ILL postage	X	(7.01)	(6,122.75)
Credit Card Charge	09/13/2021	SSWalmart	Janitorial supplies	X	(1.66)	(6,124.41)
Credit Card Charge	09/14/2021	SSDemco	RI book carts	X	(1,257.99)	(7,382.40)
Credit Card Charge	09/14/2021	PAARSL	ARSL conference registratio...	X	(350.00)	(7,732.40)
Credit Card Charge	09/14/2021	SSOrientalT	NC creation station supplies	X	(218.79)	(7,951.19)
Credit Card Charge	09/14/2021	SSAceHardwa	Circular saw & blade	X	(144.98)	(8,096.17)
Credit Card Charge	09/14/2021	SSLowe's	Jail cell decor for banned bo...	X	(81.18)	(8,177.35)
Credit Card Charge	09/14/2021	RIWalmart	RI Early Literacy supplies	X	(36.26)	(8,213.61)
Credit Card Charge	09/15/2021	SSDenco	Large format printer paper	X	(464.90)	(8,678.51)
Credit Card Charge	09/15/2021	SSNextDayFI	Business cards	X	(145.31)	(8,823.82)
Credit Card Charge	09/15/2021	SSValleyLum	Facilities supplies	X	(140.57)	(8,964.39)
Credit Card Charge	09/15/2021	PAWalmart	PA office supplies	X	(35.37)	(8,999.76)
Credit Card Charge	09/15/2021	PAWalmart	PA staff morale	X	(29.04)	(9,028.80)
Credit Card Charge	09/15/2021	SSWalmart	Supplies for banned book w...	X	(15.94)	(9,044.74)
Credit Card Charge	09/15/2021	SSValleyLum	Supplies for banned book w...	X	(8.54)	(9,053.28)
Credit Card Charge	09/16/2021	SSAmazon	RI shower threshold	X	(31.49)	(9,084.77)
Credit Card Charge	09/16/2021	NCCityMarke	NC staff morale	X	(27.92)	(9,112.69)
Credit Card Charge	09/16/2021	RIUSPS	ILL postage	X	(3.63)	(9,116.32)

Garfield County Public Library District

10/13/21

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 09/30/2021

Type	Date	Num	Memo	Clr	Amount	Balance	
Credit Card Charge	09/17/2021	SSAceHardwa	Plumbing & window shade s...	X	(84.00)	(9,200.32)	
Credit Card Charge	09/17/2021	SSWalmart	GW office supplies	X	(4.99)	(9,205.31)	
Credit Card Charge	09/18/2021	SS4imprint	GCPLD logo tumblers & mo...	X	(2,284.41)	(11,489.72)	
Credit Card Charge	09/19/2021	SSRobly	Robly email newsletter platf...	X	(52.50)	(11,542.22)	
Credit Card Charge	09/20/2021	SSZoom	Zoom licenses	X	(199.96)	(11,742.18)	
Credit Card Charge	09/20/2021	SSValleyLum	Facilities supplies	X	(48.20)	(11,790.38)	
Credit Card Charge	09/20/2021	SSAdobe	Creative Cloud subscription	X	(29.99)	(11,820.37)	
Credit Card Charge	09/21/2021	SSCityMarke	Staff day prizes	X	(400.95)	(12,221.32)	
Credit Card Charge	09/21/2021	SSetsy	Staff day supplies	X	(156.78)	(12,378.10)	
Credit Card Charge	09/21/2021	SSTheStampM	CA office supplies	X	(19.80)	(12,397.90)	
Credit Card Charge	09/21/2021	NCUSPS	ILL postage	X	(4.45)	(12,402.35)	
Credit Card Charge	09/22/2021	PAAmtrak	Train ticket for ARSL confer...	X	(242.00)	(12,644.35)	
Credit Card Charge	09/22/2021	CATarget	CA Day of the Dead supplies	X	(22.81)	(12,667.16)	
Credit Card Charge	09/22/2021	CAWalmart	CA pumpkin display	X	(12.86)	(12,680.02)	
Credit Card Charge	09/23/2021	SSAdobe	Adobe Pro DC subscriptions	X	(33.98)	(12,714.00)	
Credit Card Charge	09/23/2021	SSCODEptRev	New license plates for truck ...	X	(8.72)	(12,722.72)	
Credit Card Charge	09/24/2021	SSWalmart	GW office supplies	X	(89.20)	(12,811.92)	
Credit Card Charge	09/24/2021	SSLowe's	RI landscape gravel	X	(25.40)	(12,837.32)	
Credit Card Charge	09/24/2021	SSWhistlePi	Admin staff morale	X	(25.00)	(12,862.32)	
Credit Card Charge	09/24/2021	SSWalmart	Supplies for banned book w...	X	(13.68)	(12,876.00)	
Credit Card Charge	09/25/2021	CADollarTre	CA Day of the Dead supplies	X	(12.00)	(12,888.00)	
Credit Card Charge	09/26/2021	SSFacebook	Facebook ads	X	(125.00)	(13,013.00)	
Credit Card Charge	09/27/2021	SSLowe's	GW garbage disposal	X	(164.78)	(13,177.78)	
Credit Card Charge	09/27/2021	GWUSPS	GW stamps	X	(23.20)	(13,200.98)	
Credit Card Charge	09/27/2021	NCUSPS	ILL postage	X	(3.82)	(13,204.80)	
Credit Card Charge	09/28/2021	SSLowe's	GW refrigerator filter	X	(59.99)	(13,264.79)	
Credit Card Charge	09/28/2021	SSAceHardwa	CA drip pipe chain	X	(20.72)	(13,285.51)	
Credit Card Charge	09/28/2021	SIDollarGen	Event supplies	X	(13.50)	(13,299.01)	
Credit Card Charge	09/29/2021	SSAnypromo	Thinking Money for Kids wal...	X	(373.47)	(13,672.48)	
Credit Card Charge	09/29/2021	SIClark'sMa	SI staff morale	X	(42.39)	(13,714.87)	
Credit Card Charge	09/29/2021	SIBurningMt	SI staff morale	X	(39.54)	(13,754.41)	
Total Charges and Cash Advances						(13,754.41)	(13,754.41)
Payments and Credits - 1 item							
Check	09/26/2021	Elec	Aug c.c. payment	X	20,151.22	20,151.22	
Total Cleared Transactions						6,396.81	6,396.81
Cleared Balance						(6,396.81)	13,754.41
Register Balance as of 09/30/2021						(6,396.81)	13,754.41
Ending Balance						(6,396.81)	13,754.41

Jaimie Schauf

October 14, 2021

Kevin Hettler
Interim Executive Director
Garfield County Libraries
207 East Ave.
Rifle, CO 81650
khettler@gcpld.org

Dear Kevin,

After attending the October Board of Trustees meeting and learning of the vacancy on the Board, I knew I needed to jump at the chance to serve as the At-Large Representative.

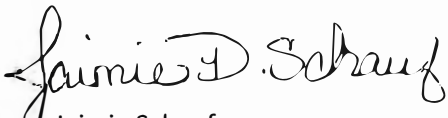
I've always believed knowledge is power and you are never alone when you have a book. When you learn you grow and when you read an adventure awaits. Our libraries are a place where dreams are made, ideas are grown, and curiosity is fostered. They offer a gathering place for the community, a place of safety and support, and learning for all.

As the former Assistant to the Executive Director of Garfield County Libraries, I have a unique insight into the partnerships, customer values, and the stakeholders the Library District serves. I am a Roaring Fork Valley native, growing up and graduating high school in Basalt before joining the United States Army.

Currently, I am the Executive Assistant to CMC's Vice President for Advancement and Foundation CEO, assisting and supporting the Foundation Board of Directors, donors, partners, regional development officers, and eleven different campus staff, students, and communities. I believe I can use my skills to positively impact the mission, help drive the programs and events offered, and serve as a voice for patrons, staff, and taxpayers in each community.

Our libraries are a community need and I look forward to the opportunity to serve as the At-Large representative and support the staff in their continued success at making each branch a place the patrons love and cherish.

Sincerely,


Jaimie Schauf

PAC Usage (hours)	0	7909	-100.00%	0	577	-100.00%	0	1381	-100.00%	0	1173	-100.00%	0	661	-100.00%	0	2691	-100.00%	0	1426	-100.00%
PAC Usage (sessions)	0	12083	-100.00%	0	1111	-100.00%	0	2211	-100.00%	0	1914	-100.00%	0	1143	-100.00%	0	3304	-100.00%	0	2400	-100.00%
Wireless Sessions	0	41668	-100.00%	0	1869	-100.00%	0	9050	-100.00%	0	4377	-100.00%	0	3824	-100.00%	0	17986	-100.00%	0	4562	-100.00%
Volunteers																					
Volunteer Hours	33	463	-92.87%	0	59	-100.00%	33	151	-78.15%	0	24	-100.00%	0	105	-100.00%	0	55	-100.00%	0	69	-100.00%

YTD Stats

9			
2021			
STATISTICS SEPTEMBER YTD	District		
	2021 Actual	2020 Actual	% change
Website			
Website Visits	107174	140666	-23.81%
Downloadables			
Overdrive - total eBook, audio, video	37999	49410	-23.09%
Zinio	1535	6131	-74.96%
Subscription Resources			
Ancestry - Searches	17501	12595	38.95%
EBSCO Databases - Sessions	34752	6568	429.11%
Biography in Context - Sessions	442	447	-1.12%
Kids InfoBits - Sessions	70	61	14.75%
Learning Express - Sessions	103	146	-29.45%
Mango - Sessions	11502	13374	-14.00%
MyHeritage - Sessions	1373	142	866.90%
Research in Context - Sessions	1097	371	195.69%
Tumblebooks - Book Views	331	325	1.85%

Public Services Report

Education and Events

During September, GCPLD continued with a hybrid program of in person and virtual events. The Glenwood Springs and Carbondale branch libraries hosted an eight week long Mindfulness Workshop series for adults and families. Storytimes were hosted in person at each branch. Raising a Reader helped to provide Spanish language story times at each branch through their Bolsitas Rojas program.

Author Donna Lee Humble continued her tour of the branches with a date in New Castle on September 11th. Rifle hosted the Cooking Matters series beginning on September 14th. GCPLD also hosted a concert series at the end of September, featuring New York based concert artist, Marc Berger with dates in Carbondale on September 26th, Rifle on September 27th, Silt on September 28th, and Glenwood Springs on September 29th.

GCPLD celebrated Hispanic Heritage by hosting several cultural events. The Rifle and New Castle branches began an bi monthly Loteria Club, which is a traditional Mexican Bingo game. The library hosted a virtual Author presentation featuring writer Alda P. Dobbs on the evening of September 11th. Her presentation centered on stories of Mexican Immigration.

Facilities Report

In September, the facilities department continued to focus on providing methodical strategies & implementations for overall stability. The Facilities Manager proceeds the process of creating mechanical schedules that incorporate a night/day time purge, this will enhance energy efficiency through utilization of night time cool air / day time warm air and run time of mechanical chiller/boiler systems. The district has breached its ten year age, creating a deeper dive assessment of modules, compressors, motors and components that typically have a ten year life span within mechanical systems; currently Rifle is receiving exhaust fan replacements. The request for proposal for the facilities master plan was posted in April, within the month of May the district received proposals from firms via the RFP as well as the Facilities Manager asking for a board representative to join the firm evaluation committee; Within the month of June the committee reviewed firm proposals, in turn relaying to the associated firms, a revised prioritized scope of work accommodating a not to exceed budget; Within the month of July the budgeted revised scope of work proposals were received from all firms and evaluation committee assessed; Within the month of August, a work plan was relayed to the associated staff; Within the month of September, the Facilities Manager & sustainable energy consultant walked all 6 sites and Phase 0 was initiated; This project will lead the district through a series of staff interviews, orchestrate many demographic studies, incorporate facilities related emergency plans and a final packet creation that many departments within the district will reference for many years to come.

The Administrative Office Space Refresh is being worked through a redesign by the Facilities Manager to ensure the district keeps community spaces available for the community we serve. The facilities manager continues providing innovations & technology support in the interim of onboarding an IT & Innovations Manager, consisting of support via Marmot ticket requests and assisting installs relative to current district wide technology projects such as the Cloud Telephone Project, Laptop Loan Project & Community Room Technology Project. The Bibliotheca contracts were assessed by the Facilities Manager and acting Interim Executive Director, the facilities department will now maintain the equipment creating more fiscal stability for the district. Currently in Glenwood Springs, Colorado Mountain College & GCPLD Facilities Managers are evaluating a solution to the deteriorating masonry along the exterior building structure parapet, they will then present the project to Cooper Commons Condo Association for fiscal timing & approval. The Facilities Manager attended a library focused education seminar with Tappe's Architects, curating community driven designs and implementations. The Facilities Manager completed the final reviews of facilities related job descriptions for the Classification and compensation study. The Facilities Manager orchestrated a district wide free book stop study, with the ultimate goal of providing a free book stop to each city. The district wide quarterly deep clean of carpets and furniture continues progress, currently 75% of the district completed. The Facilities Technician is in the process of a district wide painting assessment, completing touch ups and contacting local vendors when deemed necessary. The district's annual fire equipment testing is now completed and will be sent to associated municipalities. The light-emitting diode (LED) ballast bypass project continues progression, Rifle, Silt & Parachute have completed installation; this project pilots long-term return on investment benefits (averaging 3.3 years installation ROI), ergonomics to the workplace, a more sustainable future enhancing minimal impact on our environment. All in all, the facilities department is committed to connecting our communities to a world of possibilities, providing methodical magnification within every stratagem.

Financial Report

The Library’s grant application for the Emergency Connectivity Fund (Federal stimulus funding) has been approved. We have been awarded \$59,098 to purchase additional wifi hotspots and the related service through June 2022.

In partnership with the Glenwood Springs Historical Society, we have been awarded a \$3,000 Colorado SIPA “Statewide Internet Portal Authority” Micro-grant to digitize several historical local newspapers. This will allow the public to have greater access to these historical publications that are currently being stored in storerooms. The digitization project should begin in November.

The Citizen Oversight Committee will meet in October to review the Library’s expenditures as they relate to the 2019 ballot measure 6A, a report brief will be presented to the Board at the November meeting.

Sales tax collection through June is up 34% from the same period last year.

The following charts depict all revenues received and expenditures made from 1/1/21 through 9/30/21, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 9/30/21 is \$8,881,131.

Total expenditures made as of 9/30/21 is \$6,019,231.

67% of the year has elapsed as of 9/30/21.

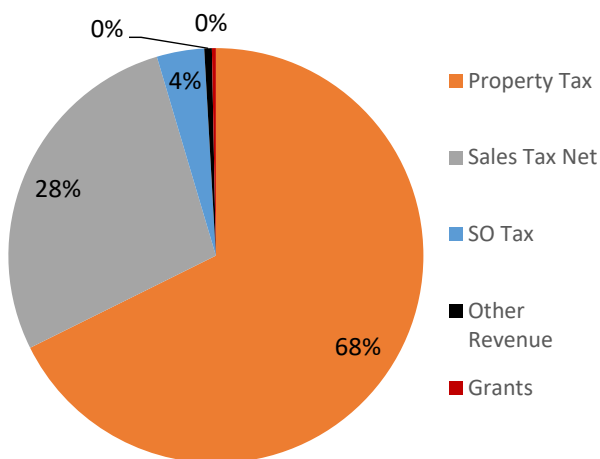
98% of budgeted revenue (\$9,000,364) has been received.

66% of budgeted expenditure (\$9,000,364) has been made.

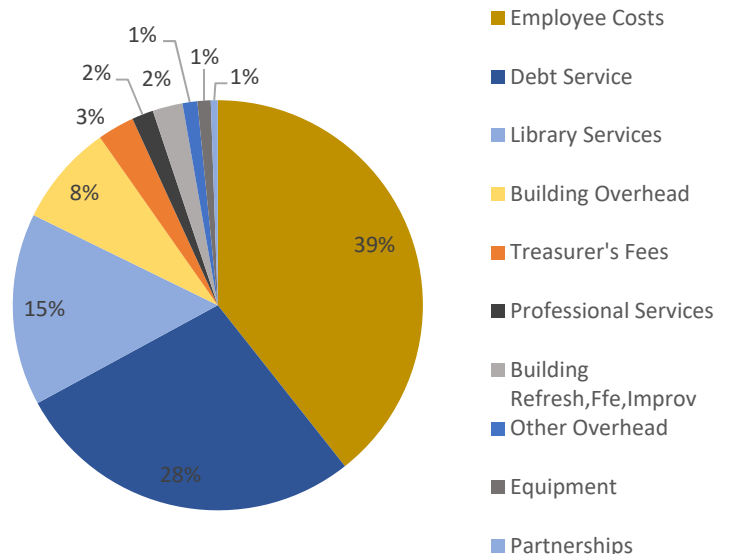
All cash and investment accounts have been reconciled by month end.

September 2021 Financial Visualization

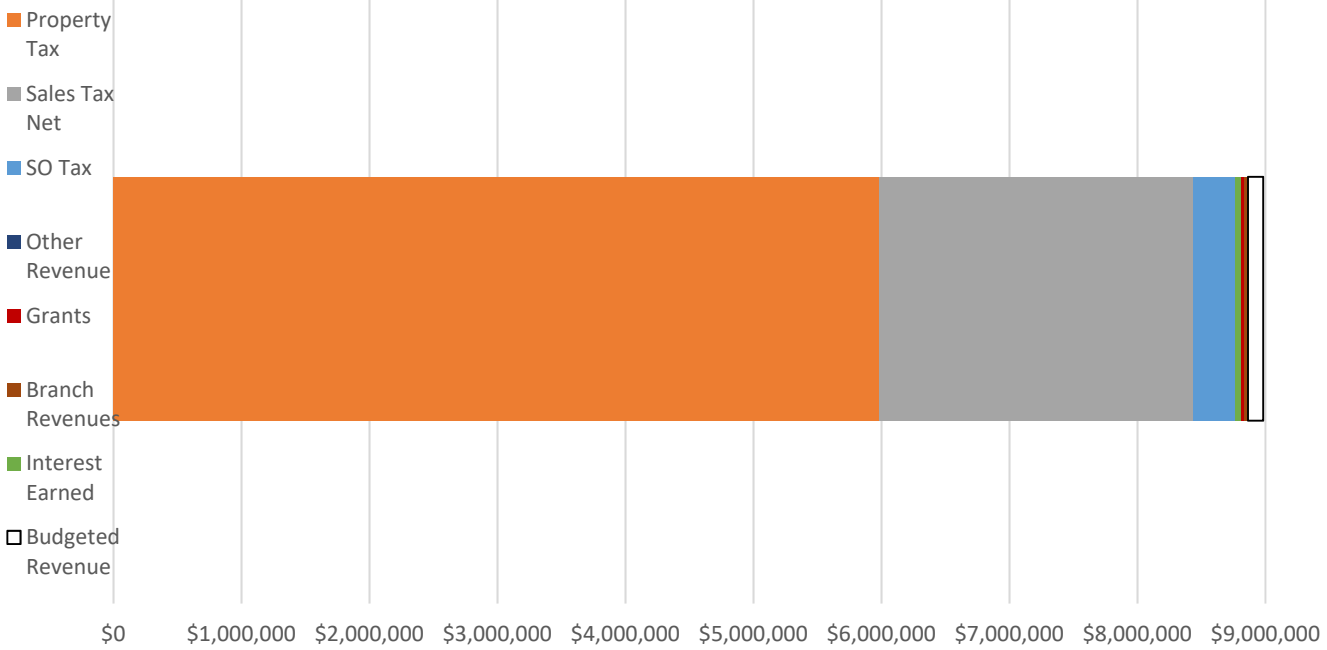
YTD Revenues through 9/30/2021



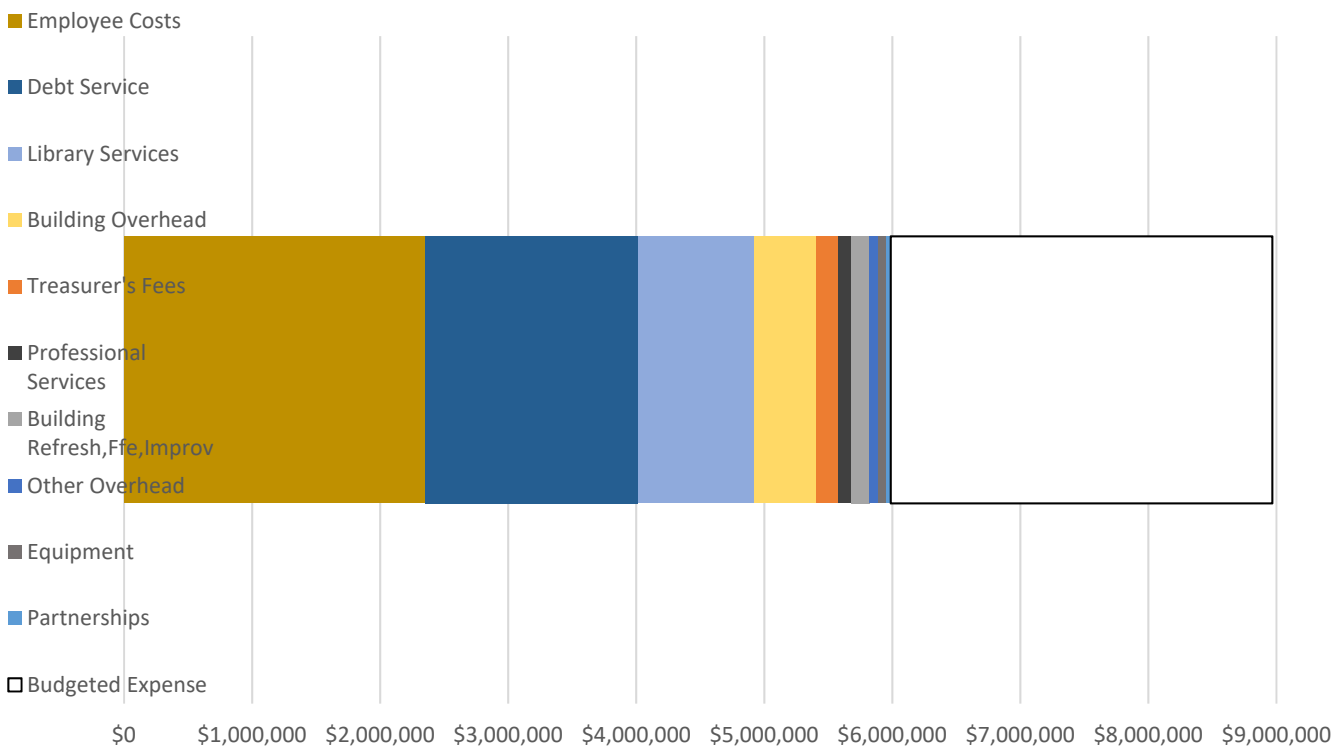
YTD Expenditures through 9/30/2021



YTD Revenues to Budgeted Revenues through 9/30/2021



YTD Expenditures to Budgeted Expenditures through 9/30/2021



Garfield County Public Library District
Profit & Loss Budget vs. Actual - PRELIMINARY DRAFT UNAUDITED
Jan - Sept 2021

	Jan - Sept 2021 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Sept 2020 Actual	\$ Increase / (Decrease) in Actual '20 to '21
Income						
40100 · Sales Tax Revenue	2,520,720.49	2,700,000.00	93.36%		1,955,470.65	565,249.84
40102 · Sales Tax Refunds	(67,279.53)	(70,000.00)	96.11%		(88,443.77)	21,164.24
40200 · Property Tax Revenue	5,983,746.49	5,739,953.00	104.25%		6,037,752.80	(54,006.31)
40300 · Specific Ownership Tax Revenue	326,726.68	383,000.00	85.31%		301,735.57	24,991.11
40900 · Interest Earned on Investments	3,668.85	62,000.00	5.92%		42,913.84	(39,244.99)
41000 · Grants	27,538.68	60,111.00	45.81%	1.	77,436.53	(49,897.85)
41200 · Other Revenue	51,812.90	33,000.00	157.01%	2.	16,779.98	35,032.92
41300 · Solar Rebates	6,249.64	8,000.00	78.12%		7,065.73	(816.09)
42000 · Branch Revenues	27,946.92	84,300.00	33.15%		23,448.97	4,497.95
Total Income	8,881,131.12	9,000,364.00	98.68%		8,374,160.30	506,970.82
Expense						
50001 · TREASURER'S FEES	174,145.49	175,059.00	99.48%		163,118.09	11,027.40
50005 · DEBT SERVICE	1,659,799.60	1,659,800.00	100.0%		1,659,799.59	0.01
51000 · EMPLOYEE COSTS	2,356,582.11	4,067,809.00	57.93%		1,855,053.84	501,528.27
52000 · LIBRARY SERVICES	907,376.02	1,399,615.00	64.83%		885,377.96	21,998.06
53000 · PROFESSIONAL SERVICES	101,656.16	106,576.00	95.38%		92,739.00	8,917.16
54000 · BUILDING OVERHEAD	479,889.49	722,591.00	66.41%		342,547.90	137,341.59
54500 · BUILDING REFRESH, FURNITURE,IMI	142,393.94	365,000.00	39.01%		94,320.10	48,073.84
55000 · EQUIPMENT	62,780.82	273,320.00	22.97%		102,959.56	(40,178.74)
56000 · OTHER OVERHEAD	69,413.03	70,800.00	98.04%	3.	66,001.38	3,411.65
57000 · ADVERTISING & MARKETING	25,004.35	109,300.00	22.88%		38,675.98	(13,671.63)
58000 · VEHICLES	7,049.31	13,494.00	52.24%		4,215.93	2,833.38
59000 · PARTNERSHIPS	33,141.10	37,000.00	89.57%	4.	35,446.00	(2,304.90)
Total Expense	6,019,231.42	9,000,364.00	66.88%		5,340,255.33	678,976.09
Net Income	2,861,899.70	0.00			3,033,904.97	-172,005.27

Footnotes:

1. Includes Colorado state grant for library materials and CSD safety grant
2. Includes dividend from CEBT health insurance trust, Verizon tower roof rent reimbursements, Cooper Commons security reimb.
3. Annual property, liability, work comp insurance paid in Jan.
4. 2021 operating assessment - Cooper Commons Condo Assn (GWS)

Garfield County Public Library District
Balance Sheet (unaudited)
 As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	805,090.54
10050 · Colo Trust - General	10,929,904.02
10055 · C-Safe	53,573.05
10060 · Alpine Bank- Payroll(..8785)	950.70
10070 · Alpine Bank - Flex(..0583)	944.14
10075 · Alpine Bank - Br. Debit(..4144)	1,512.26
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00
Total Checking/Savings	<u>11,793,688.11</u>
Other Current Assets	
12050 · Sales tax transfer by Treasurer	321,746.12
12100 · Property tax transfer by Treas	5,751,433.00
Total Other Current Assets	<u>6,073,179.12</u>
Total Current Assets	<u>17,866,867.23</u>
Other Assets	
19100 · Due to / from Foundation	(7,724.35)
19200 · Due to/from Staff branch fund	(1,244.01)
Total Other Assets	<u>(8,968.36)</u>
TOTAL ASSETS	<u><u>17,857,898.87</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	118,499.65
Total Accounts Payable	<u>118,499.65</u>
Credit Cards	
20510 · Alpine Bank Purchase Card	13,754.41
Total Credit Cards	<u>13,754.41</u>
Other Current Liabilities	
21100 · Other Payroll Payables-	
21105 · FLEX payable	729.81
21140 · CRA (retirement)	8,267.57
21150 · Health Ins	(2,270.00)
21160 · Life Ins	(108.78)
21190 · Garnishments	50.00
Total 21100 · Other Payroll Payables-	<u>6,668.60</u>
21200 · Payroll Payable-	33,773.00
Total Other Current Liabilities	<u>40,441.60</u>
Total Current Liabilities	<u>172,695.66</u>
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	321,746.12
22100 · Deferred Property Tax Revenue	5,751,433.00
Total Long Term Liabilities	<u>6,073,179.12</u>

Garfield County Public Library District
Balance Sheet (unaudited)
As of September 30, 2021

	<u>Sep 30, 21</u>
Total Liabilities	6,245,874.78
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
Net Income	<u>2,861,899.70</u>
Total Equity	<u>11,612,024.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>17,857,898.87</u></u>

**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%		#VALUE!
September	220,812.96	7.16%	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%		#VALUE!
October	214,391.59	10.93%	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%		#VALUE!
November	211,086.91	12.27%	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%		#VALUE!
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%	2,198,974.37	-30.22%

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%		-100.00%
September	220,265.47	7.44%	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%		-100.00%
October	212,474.94	11.90%	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%		-100.00%
November	197,432.38	5.94%	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%		-100.00%
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%	2,150,298.17	-29.45%

Citizen Oversight Committee 2021 Annual Report

Committee Purpose

The Citizens’ Oversight Committee shall assist the Board of Trustees in fulfilling its oversight responsibilities related to income and expenditures resulting from the November 2019 passage of ballot measure 6A. Revenues generated from 6A are used for library purposes that may include restoring library hours; keeping library facilities well-maintained and in good repair; retaining qualified staff; providing books, technology and other library materials; and providing educational classes and events for children, teens, and adults.

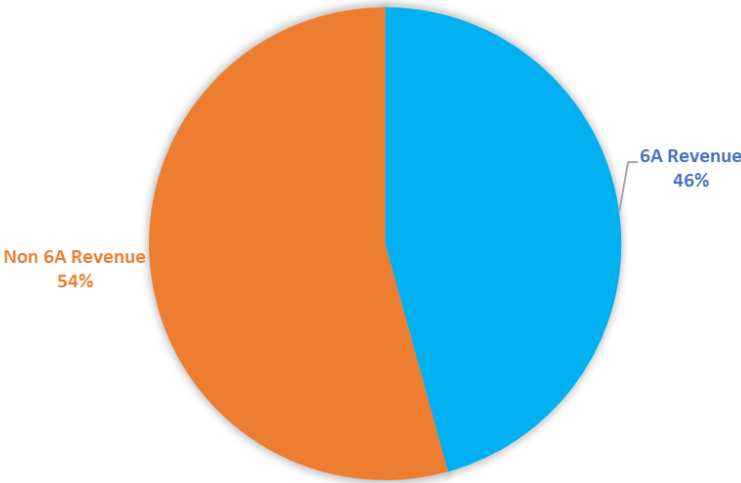
Committee Meeting Narratives

The Committee met in April and October 2021. We reviewed the Board approved committee charge and discussed how the committee was formed through the voter approved 2019 ballot measure 6A. We reviewed the ballot language and discussed each of the major categories of 6A spending commitments. We reviewed the District’s 2021 6A budget and profit and loss statement for spending through March 31 and Sept 30, 2021, respectively, highlighting the major categories of spending with increases in staffing/benefits, events, library collections, buildings, and technology. We discussed that even with the lingering effects of covid-19, the 6A funding resulted in noticeable improvements in the services provided to the public and building maintenance.

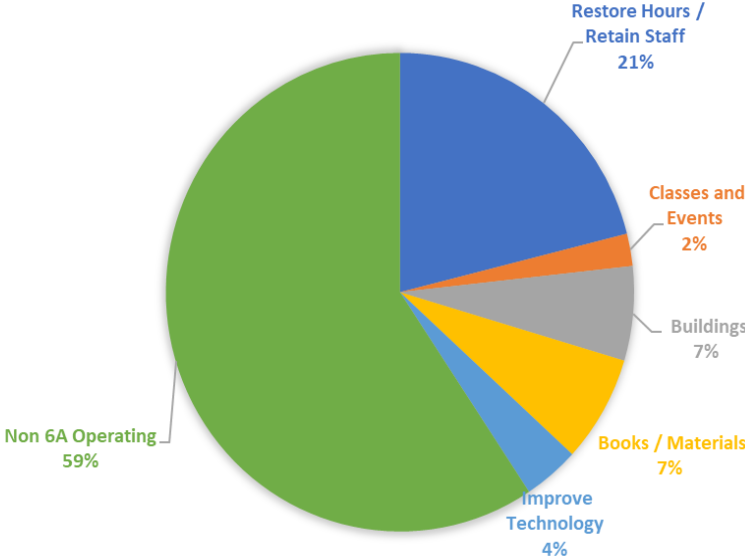
The following charts reflect year-to-date 2021 revenues and spending through 9/30/2021, broken out by 6A and non-6A categories.

The Committee’s next meeting is scheduled for April 2022.

YTD 2021 REVENUES



YTD 2021 6A EXPENDITURES



Human Resource Report

A major milestone of the Compensation and Classification study was met on October 19 with the communication of the implementation plan of the compensation study to all employees. The Board approved the study in early 2021, the 2021 budget was approved with funds intended to respond to the compensation study, so the District is well positioned to bring critical public service and administrative positions closer to the identified market median. This upholds the commitment to the voters of 6A in 2019 to retain qualified staff. All revised job descriptions have been reviewed by management and will be reviewed by each staff member in those positions, with an estimated completion date of October 29.

The fall Staff Day was a big success. It was great having our whole team together, safely, at the Glenwood Springs branch. We honored our staff with five or more years of service, had a LGBTQ+ presentation from the Center on Colfax, the District's Employee Assistance Program presented on the benefits it offers all of our staff and their dependents, and we wrapped up with Library Olympics. We are thankful to the Board for recognizing the importance of these bi-annual staff training days by allowing us to close the branches so all can attend.

The HR Manager and Acting Interim Executive Director are participating in DiSC Communication and Behavior training with the Board of Trustees.

The HR department is preparing for the annual benefits open enrollment for the 2022 plan year, and gearing up for year-end payroll.

Recruiting update: The HR department is coordinating the timing of the finished revised job descriptions with our current vacancies to update job postings. Branch Manager positions are expected to be reposted for New Castle, Silt, and Rifle upon completion of the revised job descriptions.

The HR Assistant is diligently working with each branch that has front-line openings to fill these positions.

Staff Education and Development Update: The HR Manager is reviewing upcoming conferences and working with Acting Interim Executive Director on an action plan to provide staff opportunities to attend.

Staffing Report - Since 9/20/2021:

New Hires: 5

- Library Associate – Glenwood Springs, 24hrs/week – 10/18/2021
- Library Associate – Glenwood Springs, 24hrs/week – 10/18/2021
- Library Associate – Silt, 24hrs/week – 10/14/2021
- Library Page – Glenwood Springs, 10hrs/week – 10/11/2021
- Library Page – Parachute, 10hrs/week – 10/20/2021

Promotions/Transfers: 1

- Library Associate to Library Specialist – Rifle, 24hrs/week – 10/20/2021

Vacancies: 14

- Branch Manager - Silt, 40hrs/week
- Branch Manager – Rifle, 40hrs/week
- Branch Manager – New Castle. 40hrs/week
- Circulation Coordinator – Carbondale, 40hrs/week

- Library Associate – Carbondale, 24hrs/week
- Library Associate – Glenwood Springs, 24hrs/week
- Library Page – Glenwood Springs, 10hrs/week
- Library Page – Glenwood Springs, 10hrs/week
- Library Page – Parachute, 10hrs/week
- Youth Services Coordinator – Carbondale, 40hrs/week
- Executive Director – Administration, 40hrs/week
- Director of Operations – Administration, 40hrs/week – *On pause*
- Innovation and Technology Manager – Administration, 40hrs/week – *On pause*
- Education and Development Coordinator – Administration, 40hrs/week – *On pause*

Departures: 2

- Library Page – Parachute, 10hrs/week – 9/27/2021
- Circulation Coordinator – Carbondale, 40hrs/week – 9/29/2021

Additional Staffing Information:

Headcount as of 10/20/2021:

- 74 total staff members (does not include subs)
- 29 benefit eligible staff (32 - 40 hours per week); 45 staff with less than 32 hours per week
- 51.00 FTE

Staff Stats by Location – 10/20/2021					
<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	5.55	10	222	2	8
Glenwood	6.75	10	270	3	7
New Castle	5.7	9	228	3	7
Silt	5.8	9	232	3	6
Rifle	7.95	13	318	3	10
Parachute	5.75	8	230	3	5
Support Services	13.5	15	540	12	3
Grand Total	51.00	74	2040	29	45

Collection & Circulation Report

The collection department has been busy implementing circulation procedure changes that had been previously been approved but not yet initiated, including:

1. **Renewals:** The Library will now automatically renew borrowed items twice after the initial due date if the item is not reserved for other library users and the Borrower's account is in good standing (i.e. account is not blocked due to charges of more than \$25.00 for lost or damaged items). Each renewal will extend the due date by twenty-one (21) days.
2. **Loan Periods:** Most items within the library's collection may now be borrowed for 21 days unless otherwise noted. Certain types of material may be subject to further restriction due to reasons such as high demand, high cost, or rare/archival materials. Such items include but are not limited to Colorado Collection, interlibrary loan, reference, and state park passes.
3. **Loan Limits:** There are no longer limits on the number of items someone may have checked out at one time, including DVDs, as long as the account is in good standing.
4. **Simplified Library Card Types:**

Full Access

- 18 years and older, or minors under 18 with parent or guardian signature
- No limits on the number of items to borrow, however, certain types of material may be subject to further restriction to allow for equitable availability in the community

Media Restricted

- 18 years and older, or minors under 18 with parent or guardian signature
- DVD, CD, video games, and other media are not allowed

Limited Access

- No age limits
- No parent or guardian signature required
- No ID or mailing address required
- May borrow only 1 book at a time
- DVD, CD, video games, and other media are not allowed
- May not place holds on items from outside of GCPLD
- One (1) year expiration

In addition, the collection department is finalizing plans for getting Hotspots and Laptops ready to circulate. This involves big changes for branch staff to become familiar with managing circulation through a reservation service, rather than checking in and out the way other materials in the library do, so we are doing our very best to make sure that staff feels confident with this service before we make these available to our patrons. November 1st is the launch date for our Laptop Loan program.

Marketing Report

In September, the Marketing Department continued to focus more on the return to in-person events, National Hispanic Heritage Month, and Library Card Sign-up month. As September is officially library card sign-up month, GCPLD promoted the event with ads in the *Post Independent* and the *Sopris Sun* as well as FB posts, webpage features, and paid digital ads offering anyone who signed-up for a new card or renewed their existing card. As a result, the branches reported a definite increase in requests for new cards and renewals throughout this time.

For National Hispanic Heritage Month, press releases of our celebratory and educational events were sent to the local papers and we re-established contact with the Spanish radio stations for promotion in the very near future. Due to continued concerns over Covid, we “softly” promoted the events given the already popular attendance of the launch of Spanish story times and the huge success of Lotería.

Also on social media only, we softly promoted the return to in-person StoryTime at all branches, including the Bolsitas Rojas Spanish StoryTime partnership we have with Raising a Reader. We also had some fun with Banned Books Week, posting images of staff “in jail” for reading a banned book.

Statistics

Number of Events Promoted in September: 28

Followers:

Facebook – 2,945

Instagram – 1,288

Email Newsletter (August) – 18,900

Facebook Reach last 30 days: 2,542

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: 543

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


LIBRARY CARD SIGN-UP MONTH



We're celebrating with on array of giveaways and raffles!

Participate and learn more at:
Participa y aprende más en:

WWW.GCPLD.ORG/LCSU

Find Your
Story

GARFIELD COUNTY
LIBRARIES

GIVEAWAYS AND RAFFLES ALL MONTH LONG!

- Get a new library card or renew your current card in September
- Comment on special sign-up month threads on Facebook
- Share pictures on Instagram and tag us @garfieldcountylibraries

¡Sorteos y rifas durante todo el mes!

- Obtenga una nueva tarjeta de la biblioteca o renueve su tarjeta actual en septiembre
- Comente sobre historias especiales del mes de registro en Facebook
- Comparte fotos en instagram con el tag @garfieldcountylibraries

LIBRARY CARD SIGN-UP MONTH

Participate and learn more at:
WWW.GCPLD.ORG/LCSU

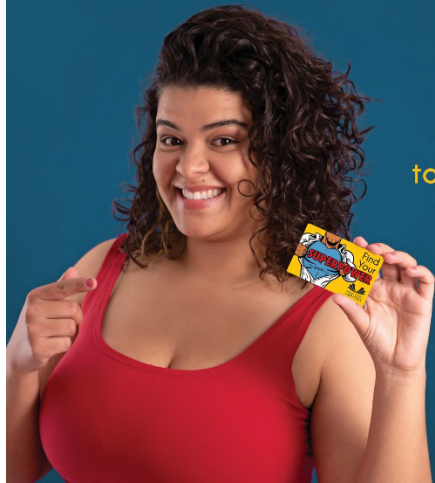


Giveaways
and raffles
all month
long!


GARFIELD COUNTY
LIBRARIES

MES DE REGISTRO DE LA TARJETA DE LA BIBLIOTECA

Participa y aprende más en:
WWW.GCPLD.ORG/LCSU



¡Sorteos y rifas durante todo el mes!



Garfield County LIBRARIES

CARBONDALE, GLENWOOD SPRINGS, NEW CASTLE, SILT, RIFLE AND PARACHUTE BRANCHES
(970) 625-4270 GCPLD.ORG



ALL-AGE PROGRAMS

COOKING MATTERS
TUESDAYS: SEPTEMBER 14 - OCTOBER 19
11:00 AM - 1:00 PM
RIFLE BRANCH LIBRARY

This free 6-week course teaches you how to prepare and shop for healthy, low-cost meals while empowering families to raise healthy eaters. Students receive a bag of groceries every week along with the food prepared in class.

NATIONAL HISPANIC HERITAGE MONTH
SEPTEMBER 15 - OCTOBER 15

During September and October the Library pays tribute to the generations of Hispanic Americans who have enriched our nation and society.



NEW PROGRAMS

THINKING MONEY FOR KIDS
OCTOBER 11 - 19
AGES 7 - 11

How much do your kids know about money? Garfield County Libraries is one of a handful of libraries selected for this new exhibit which makes financial literacy fun for kids. The interactive exhibit uses games, activities and a fun storyline to help children understand what money is, its function in society, and how to use it responsibly.



STORYTIMES

GLENWOOD SPRINGS
TUESDAYS, 10:30 AM

NEW CASTLE
TUESDAYS, 10:30 AM

Hora de cuentos. Todos los jueves.

Young children and their accompanying adults are invited to your local library branch every week for stories, songs, and new friends.