

**AGENDA**  
**Garfield County Public Library District Board of Trustees Meeting**  
**Date: Thursday, October 7, 2021, 2:00 PM**  
**Place: Rifle Branch Library, 207 East Ave. Rifle, CO 81650**

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-September 2, 2021 (pp.1-2); Special Board meeting-September 23, 2021(pp.3 )
- B. Claims for Board Approval: General Fund August 16, 2021 to Septemeber 15, 2021 (pp.4-5); Alpine Bank Credit Card Statement Aug 2021 (pp.6-7)

**III. ACTION ITEMS**

- A. Appoint Board Trustee for Vice President, Secretary officer positions, Adrian Rippy-Sheehy
- B. Appoint Acting Interim Executive Director, Adrian Rippy-Sheehy
- C. Communication Project vendor recommendation, Telecom Committee, James Larson
- D. Auditing Services vendor recommendation, Finance Committee, Kevin Hettler
- E. 2022 budget draft - approve release of budget draft for public comment, Budget Committee, Kevin Hettler
- F. Appoint Member to the Cooper Commons Condo Assoc Board, Kevin Hettler

**IV. DISCUSSION ITEMS**

- A. Management Report, Acting Interim Executive Director
- B. Finance/Treasurer's Report, Michelle Foster, Kevin Hettler (pp.12-16)
- C. Branch Report, Amy Tonozzi , Interim Rifle Branch Manager
- D. Building Refresh: What are they and Why do we need them?, Frederick Penny
- E. Executive Director search update, Adrian Rippy-Sheehy
- F. Education (Did you know?), Board of Trustees

Next Board Meeting: November 4, 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: September 30, 2021

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING  
Carbondale Branch Library, Carbondale, CO  
September 2, 2021**

**I. CALL TO ORDER**

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

**BOARD MEMBERS PRESENT:**

Adrian Rippy-Sheehy  
Jocelyn Durrance  
Michelle Foster ( via phone)  
Crystal Mariscal  
Carolyn Tucker  
Susan Use

**STAFF PRESENT:**

James Larson  
Tracy Kallassy  
Kevin Hettler  
Emily Hisel  
Amy Tonozzi  
Jenn Cook  
Frederick Penny

**PUBLIC PRESENT:**

Joanne Teeple  
Lynn Burton

**GUESTS PRESENT:**

Adam Murray  
Jessica Junker  
State Senator Bob Rankin  
Joyce Rankin  
Mike Harary (via video link)  
Georg Kramer (via video link)

**BOARD MEMBERS EXCUSED:**

Adrian reads Landon Churchill s resignation letter

**PUBLIC COMMENT SECTION:**

Lynn Burton inquired of the Board the terms around the previous Executive Director's separation of the Library.

**AGENDA CHANGES/ADDITIONS:**

Urban renewal cancelled by Adrian Rippy-Sheehy - This group is no longer meeting

**APPROVAL OF AGENDA**

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

**II. CONSENT ITEMS FOR APPROVAL**

A motion to approve the August 5th board meeting minutes with edit to Executive Session paragraph 3 was made by Carolyn Tucker, seconded by Susan Use - **Motion passed unanimously.**

**III. ACTION ITEMS**

None

#### IV. DISCUSSION ITEMS

- A. Classification & Compensation Update, Koff & Associates-Mike Harary, Georg Kramer  
Mike and Georg presented updates and background on the class and compensation study. They talked about next steps which include delivering a copy of job descriptions to all employees within the next few weeks. They will present their study to the board privately as soon as possible for it to be considered, Kim will step into this project when she returns as the HR manager and Koff will present the final results at a later Board Meeting.
- B. Gallagher update presentation, Sen. Bob Rankin  
He is the senator for our district. His wife Joyce is our 3rd Congressional District Board of Education representative (she did not speak). Gallagher Amendment repealed by vote in 2020 affecting library, school and fire districts. Ballot initiative 27 proposed to reset tax rates on ballot this November. Adrian circulated chart with breakdown of tax info. He supports individual districts control their own tax rates, not the state. Imbalance between front range and Western Slope. Large growth in CO budget due to Federal funds coming in for pandemic relief that districts and businesses should apply for their share.
- C. Marmot Update, Marmot Library Network- Dr. Adam Murray, Executive Director  
Update on who Marmot is and how they support GCPLD. Offered staff training. Mentioned new innovations and services coming. Will meet with ELT and PSMT in the coming month.
- D. Cura HR Everything DiSC overview, Jessica Junker  
DISC overview. Will be scheduling DISC analysis for all board members.
- E. Branch Report, Tracy Kallassy, Carbondale Branch Manager  
Carbondale branch report. Highlights - start of Spanish Story time, ESL and outreach/mural with local art students.
- F. Management Report, Interim Executive Director  
Daniel Messer, Glenwood Springs branch manager will start 9/13. Kim Owens will be starting 9/20 as well as Jenn Cook transitioning to Collections Manager. Ongoing search now for Interim New Castle Branch Manager. Highlighted collaboration with ELT and staff including new All Staff meeting format, Updates on phone project, hot spots, and Colorado Trust investment opportunity.  
Jocelyn Durrance  
Read suggestion that board meet individually with staff, and as a group with administration; each would meet with the branch of the community they represent. With Landon gone, Carolyn who is "at large" can represent Rifle. The Board needs to assess the Executive Director's relationship with staff and issues brought up regarding him/her through HR privately and not through ED. The board will begin to work with Jessica on this.
- G. Finance/Treasurer's Report, Michelle Foster, Kevin Hettler  
Updated on 2 grants, sales tax still solid growth up until May. Wait to see if I70 closure affected sales tax this summer.
- H. 2022 draft budget, Kevin Hettler  
Kevin provided handout of draft 2022 budget.
- I. Expanded hours update, Branch Managers  
James Larson presented the expanded hours timetable that was finalized by the branch managers with the input of their staff. ELT approved the expanded hours calendar - Nov 1st for expanded morning hours (all branches open at 10 AM); Jan
- J. Education (Did you know?), Carolyn Tucker  
No Report
- K. Glenwood Springs Urban Renewal Authority update, Landon Churchill  
No Report

A motion to adjourn the meeting was made by Adrian Rippey-Sheehy, seconded by Susan Use –  
**Motion passed unanimously.** The meeting adjourned at 3:30 pm.

#### NEXT MEETING

The next scheduled board meeting will be held October 7, 2021 at the Rifle Branch Library

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES SPECIAL MEETING  
Date: Thursday Sept 23, 2021, 3:00 PM; Place: Virtual**

**I. CALL TO ORDER**

Adrian Rippy-Sheehy called the meeting to order at 3:00 pm. Kevin Hettler conducted the roll call.

**BOARD MEMBERS PRESENT:**

Adrian Rippy-Sheehy  
Jocelyn Durrance  
Michelle Foster  
Susan Use

**STAFF PRESENT:**

Kim Owens  
Kevin Hettler

**GUESTS PRESENT:**

Kim Seter, Seter & Vander Wall  
Mike Harary, Georg Krammer – Koff and Associates  
Jessica Junker, Cura HR

**BOARD MEMBERS EXCUSED:**

Crystal Mariscal  
Carolyn Tucker

**APPROVAL OF AGENDA**

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

**II. EXECUTIVE SESSION**

- A. The Board will enter into Executive Session to receive information from Koff & Associates pursuant to C.R.S 24-6-402(4)(f) concerning evaluation of personnel positions, job classifications and pay scales and other matters.

A motion to enter executive session pursuant to C.R.S 24-6-402(4)(f) was made by Michelle Foster, seconded by Jocelyn Durrance - **Motion passed unanimously.** The special meeting adjourned at 3.11pm.

A motion to exit the executive session was made by Adrian Rippy-Sheehy, seconded by Susan Use – **Motion passed unanimously.** The regular meeting resumed at 4:30 pm.

A motion to adjourn the meeting was made by Adrian Rippy-Sheehy, seconded by Susan Use – **Motion passed unanimously.** The meeting adjourned at 4:30 pm.

**NEXT MEETING**

The next scheduled board meeting will be held on October 7, 2021.

**Garfield County Public Library District**  
**Claims for Board Approval**  
8/16 - 9/15/21

Date	Num	Name	Memo	Amount
<b>10010 - Alpine Bank- Gen(..7072)</b>				
08/26/2021	elec	Alpine Bank	July c.c. payment	-4,133.57
08/31/2021	24660	A Clean Break, LLC	RI, SI, NC August cleaning	-5,425.00
08/31/2021	24661	Cooper Commons Condo Association	2021 July - December operating account assr	-16,570.55
08/31/2021	24662	Ingram Library Services	Library materials	-13,216.23
08/31/2021	24663	Lively Electric, Inc.	SI LED light retrofit project	-22,837.00
08/31/2021	24664	Midwest Tape	Library materials	-4,237.18
08/31/2021	24665	OverDrive	Library e-materials	-5,090.12
08/31/2021	24666	Verizon Wireless	Cellphones & hotspot service	-7,774.15
08/31/2021	24667	Amazon .com	July supply orders	-1,212.78
08/31/2021	24668	Tonozzi, Amy	Mileage reimbursement	-39.20
08/31/2021	bp elec1094	AFLAC	August supplemental insurance	-107.70
08/31/2021	1000802	All Around Property Maintenance, Inc	CA PA landscape maint Aug	-1,125.00
08/31/2021	1000803	Amazon Capital Services	Event supplies	-336.50
08/31/2021	bp elec1097	Black Hills Energy	GW & CA gas	-305.09
08/31/2021	1000804	Cardiff Cleaning Service	CA GW Janitorial service Aug	-3,335.00
08/31/2021	1000805	Citadel Security USA, LLC	GW security service, w/e 8/7	-1,084.45
08/31/2021	bp elec1100	City of Glenwood Springs	GW electric	-1,441.45
08/31/2021	1000806	Colorado Doorways, Inc.	CA fob system repairs	-1,168.00
08/31/2021	1000807	Fregoso, Amaranda	Mileage reimbursement	-95.20
08/31/2021	1000808	Jean's Printing	750 copies of 2020 annual report	-1,387.94
08/31/2021	1000809	Kallassy, Tracy	Mileage reimbursement	-144.48
08/31/2021	bp elec1105	R & H Mechanical, LLC	hvac repairs	-614.60
08/31/2021	1000810	Reading, Jennifer	Libraries Manager candidate travel expenses	-449.66
08/31/2021	1000811	Technology Systems Consultants, Inc.	RI NC lobby phone install and repair	-1,150.00
08/31/2021	1000812	Tiger, Inc.	gas	-331.90
08/31/2021	1000813	Trane US Inc.	GW service call for unit fan not working	-962.63
08/31/2021	1000814	Weldon, Wendy	CA YSC candidate travel expenses	-512.09
08/31/2021	1000815	Western Paper Distributors	janitorial supplies	-123.98
08/31/2021	bp elec1112	Xcel Energy	RI gas	-40.74
08/31/2021	elec	CRA	August retirement contribution	-8,516.42
08/31/2021	elec	CRA	August retirement contribution	-1,687.23
09/15/2021	24669	Cook, Jennifer	Mileage reimbursement	-52.64
09/15/2021	24670	Garfield County Public Library Foundatio	Donations & book sales	-1,396.37
09/15/2021	24671	Ingram Library Services	Library materials	-8,475.16
09/15/2021	24672	Midwest Tape	Library materials	-10,845.63
09/15/2021	24673	ProSpace Interiors, Inc.	RI high density storage shelving, 50% deposi	-12,048.23
09/15/2021	24674	R & H Mechanical, LLC	RI PA hvac repairs	-11,505.66
09/15/2021	24675	Tonozzi, Amy	Mileage reimbursement	-44.80
09/15/2021	24676	Willis Towers/CEBT	September health insurance	-22,147.47
09/15/2021	24677	Xcel Energy	Gas/electric	-6,869.41
09/15/2021	24678	Zuniga, Rebecca	Mileage reimbursement	-15.68
09/15/2021	1000816	625-Water(9283)	RI SI staff water	-94.30
09/15/2021	1000817	Acme Fire Alarm Company Inc	fire system checks and repairs	-2,086.48
09/15/2021	bp elec1115	AFLAC	September supplemental insurance	-107.70
09/15/2021	1000818	All Around Property Maintenance, Inc	PA & CA August lanscape maintenance	-1,230.49

## Garfield County Public Library District Claims for Board Approval 8/16 - 9/15/21

Date	Num	Name	Memo	Amount
09/15/2021	1000819	Amazon Capital Services	NC office/janitorial supplies	-209.47
09/15/2021	1000820	American Janitor LLC	PA August cleaning	-892.50
09/15/2021	1000821	Association for Rural & Small Libraries	ARSL conference registration - RZ	-350.00
09/15/2021	1000822	Barnum, Jessica	GW & CA Energetic Alignment Mindfulness S	-2,310.00
09/15/2021	bp elec1121	Black Hills Energy	GW & CA gas	-306.98
09/15/2021	1000823	Cedar Networks	September telephone & broadband	-805.26
09/15/2021	1000824	CenturyLink	elevator and fire alarm telephone service	-430.44
09/15/2021	1000825	Citadel Security USA, LLC	GW security service 4 weeks - aug-sept	-3,993.95
09/15/2021	bp elec1125	City of Glenwood Springs	GW electric	-1,481.01
09/15/2021	1000826	City of Rifle	RI water/sewer	-131.21
09/15/2021	bp elec1127	De Lage Landen Financial Services, Inc.	copier lease - 3 mos	-1,347.00
09/15/2021	bp elec1128	Demco	Processing supplies	-269.87
09/15/2021	bp elec1129	Great America Financial Services	Telephone lease	-1,043.98
09/15/2021	1000827	Hinge Architects, Ltd.	Plan layouts / phase updates / elec. plans	-800.00
09/15/2021	bp elec1131	ImageNet Consulting LLC	copier copies and RI lease	-837.90
09/15/2021	1000828	International E-Z UP, Inc.	Weight bags for event canopy	-37.80
09/15/2021	1000829	Koff & Associates, Inc	Progress work on class & comp; perf eval pro	-2,651.25
09/15/2021	1000830	Meier, Stacy	Mileage reimbursement	-104.83
09/15/2021	1000831	Mills, Walker	Library readings in PA, RI, GW, CA	-100.00
09/15/2021	1000832	Mountain Parent Magazine	Autumn 2021 ads	-450.00
09/15/2021	bp elec1137	Mountain Pest Control, Inc.	August spraying	-282.00
09/15/2021	1000833	Mountain Waste & Recycling	SI GW recycling/trash	-125.00
09/15/2021	1000834	Mutual of Omaha	September disability insurance	-869.35
09/15/2021	1000835	OverDrive	Library e-materials	-162.44
09/15/2021	1000836	Seter & Vander Wall, P.C.	Legal services	-4,261.00
09/15/2021	1000837	Suarez, Dulce Andrea	Spanish translation services	-30.00
09/15/2021	1000838	Technology Systems Consultants, Inc.	Lobby phone installation	-37.03
09/15/2021	1000839	The Center on Colfax	LGBTQ+ Basics training - staff day	-1,500.00
09/15/2021	1000840	Town of Carbondale	water / sewer	-59.13
09/15/2021	bp elec1146	Town of New Castle	water / sewer	-208.90
09/15/2021	1000841	Town of Parachute	water / sewer/ irrig water / trash	-995.90
09/15/2021	bp elec1148	Town of Silt	water / sewer	-146.96
09/15/2021	1000842	Transparent Information Services, LLC	Background checks	-459.70
09/15/2021	bp elec1150	Waste Management	RI, NC, CA trash/recycling	-262.19
09/15/2021	1000843	Western Paper Distributors	Janitorial supplies	-213.00
09/15/2021	bp elec1152	WEX Bank	August vehicle fuel	-762.55
09/15/2021	1000844	Zometool Inc.	SI Full STEAM Ahead program supplies	-124.20
Total 10010 · Alpine Bank- Gen(..7072)				-211,428.66

## Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 08/31/2021

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>						4,133.57
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 73 items</b>						
Credit Card Charge	08/01/2021	SSLaQuinta	Hotel for branch manager interview c...	X	(192.00)	(192.00)
Credit Card Charge	08/02/2021	SSCAL	CAL membership 1-year renewal - BL	X	(150.00)	(342.00)
Credit Card Charge	08/02/2021	SSValleyLum	Facilities' supplies	X	(6.05)	(348.05)
Credit Card Charge	08/03/2021	SSInkswell	Every Question Answered t-shirts & s...	X	(1,287.00)	(1,635.05)
Credit Card Charge	08/03/2021	SSAmazon	Library materials	X	(388.20)	(2,023.25)
Credit Card Charge	08/03/2021	SSALA	PLA webinar registration: Designed w...	X	(59.00)	(2,082.25)
Credit Card Charge	08/03/2021	SSAmazon	Office supplies	X	(55.24)	(2,137.49)
Credit Card Charge	08/03/2021	SSValleyLum	NC deck supplies	X	(43.34)	(2,180.83)
Credit Card Charge	08/03/2021	SSWalmart	Staff picnic supplies	X	(41.88)	(2,222.71)
Credit Card Charge	08/04/2021	SSAmazon	NC water filter	X	(79.98)	(2,302.69)
Credit Card Charge	08/04/2021	CACityMarke	Refreshments for adult program	X	(14.66)	(2,317.35)
Credit Card Charge	08/05/2021	SSFacebook	Facebook ads	X	(125.00)	(2,442.35)
Credit Card Charge	08/05/2021	SSSweetColo	NC SRP celebration	X	(69.58)	(2,511.93)
Credit Card Charge	08/05/2021	SSAmazon	Tail light for library truck	X	(64.71)	(2,576.64)
Credit Card Charge	08/05/2021	SSAmazon	NC icemaker replacement	X	(60.79)	(2,637.43)
Credit Card Charge	08/06/2021	SSQdoba	Staff picnic catering	X	(1,053.42)	(3,690.85)
Credit Card Charge	08/06/2021	SSWalmart	Staff picnic supplies	X	(133.98)	(3,824.83)
Credit Card Charge	08/06/2021	SSValleyLum	RI door stoppers	X	(48.93)	(3,873.76)
Credit Card Charge	08/06/2021	SSAmazon	GW vandal resistant control stop cover	X	(22.08)	(3,895.84)
Credit Card Charge	08/06/2021	SSWalmart	Staff picnic supplies	X	(6.36)	(3,902.20)
Credit Card Charge	08/08/2021	SSLaQuinta	Hotel for branch manager interview c...	X	(238.00)	(4,140.20)
Credit Card Charge	08/09/2021	SSMtnCareer	Job postings	X	(159.00)	(4,299.20)
Credit Card Charge	08/09/2021	SSLowe's	Lightbulbs & pick up magnet	X	(125.86)	(4,425.06)
Credit Card Charge	08/09/2021	SSLaQuinta	Hotel for Neighborhood Libraries Man...	X	(119.00)	(4,544.06)
Credit Card Charge	08/09/2021	GWUSPS	Stamps & ILL postage	X	(25.28)	(4,569.34)
Credit Card Charge	08/09/2021	GWCityMarke	GW staff morale	X	(22.47)	(4,591.81)
Credit Card Charge	08/09/2021	SSFacebook	Facebook ads	X	(16.06)	(4,607.87)
Credit Card Charge	08/09/2021	SSValleyLum	Facilities' supplies	X	(15.17)	(4,623.04)
Credit Card Charge	08/09/2021	SSWalmart	NC edge cushion	X	(8.84)	(4,631.88)
Credit Card Charge	08/09/2021	NCUSPS	ILL postage	X	(2.75)	(4,634.63)
Credit Card Charge	08/10/2021	SSCollerInd	Office supplies	X	(369.17)	(5,003.80)
Credit Card Charge	08/10/2021	SSAmazon	Lightbulbs	X	(72.20)	(5,076.00)
Credit Card Charge	08/11/2021	SS4imprint	Library card sign-up month promotion...	X	(1,700.80)	(6,776.80)
Credit Card Charge	08/11/2021	SSAdobe	Adobe Stock subscription	X	(29.99)	(6,806.79)
Credit Card Charge	08/11/2021	SSAdobe	Adobe Creative Cloud subscription	X	(19.99)	(6,826.78)
Credit Card Charge	08/12/2021	SS4imprint	Library card sign-up month promotion...	X	(1,408.14)	(8,234.92)
Credit Card Charge	08/13/2021	PAUSPS	ILL postage	X	(2.75)	(8,237.67)
Credit Card Charge	08/14/2021	SSWalmart	Supplies for meet the author events	X	(79.23)	(8,316.90)
Credit Card Charge	08/14/2021	PAUSPS	ILL postage	X	(2.75)	(8,319.65)
Credit Card Charge	08/16/2021	SSLaQuinta	Hotel for adult events performer	X	(268.00)	(8,587.65)
Credit Card Charge	08/17/2021	SSSoprisAlp	Summer Reading grand prizes	X	(619.24)	(9,206.89)
Credit Card Charge	08/17/2021	SSLowe's	AC unit	X	(399.99)	(9,606.88)
Credit Card Charge	08/17/2021	SSHarrelson	Microphone for events	X	(60.41)	(9,667.29)
Credit Card Charge	08/18/2021	SSNapa	Air compressor parts	X	(8.77)	(9,676.06)
Credit Card Charge	08/19/2021	SSSoprisFis	Summer Reading grand prizes	X	(900.00)	(10,576.06)
Credit Card Charge	08/19/2021	SSAmazon	Extension cords	X	(189.78)	(10,765.84)
Credit Card Charge	08/19/2021	SSAmazon	COVID-19 masks	X	(185.42)	(10,951.26)
Credit Card Charge	08/19/2021	SSWalmart	Ratchet straps, first aid kit, office sup...	X	(134.22)	(11,085.48)
Credit Card Charge	08/19/2021	SSLowe's	Shelving supplies	X	(101.32)	(11,186.80)
Credit Card Charge	08/19/2021	SSWhiteHous	Summer Reading grand prize	X	(100.00)	(11,286.80)
Credit Card Charge	08/19/2021	SSRobly	Robly email newsletter platform subs...	X	(52.50)	(11,339.30)
Credit Card Charge	08/20/2021	SS4imprint	Library card sign-up month promotion...	X	(3,267.48)	(14,606.78)
Credit Card Charge	08/20/2021	SSNewmindGr	15 additional G Suite licenses	X	(603.60)	(15,210.38)
Credit Card Charge	08/20/2021	SSZoom	Zoom licenses	X	(199.96)	(15,410.34)
Credit Card Charge	08/20/2021	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(15,440.33)
Credit Card Charge	08/23/2021	SSPhilLongH	Air conditioner motor for library truck	X	(1,488.18)	(16,928.51)
Credit Card Charge	08/23/2021	SSAmazon	Lightbulbs	X	(41.27)	(16,969.78)
Credit Card Charge	08/23/2021	SSAdobe	Adobe Acrobat Pro DC subscriptions	X	(33.98)	(17,003.76)
Credit Card Charge	08/23/2021	SSLowe's	LED lightbulbs	X	(33.54)	(17,037.30)
Credit Card Charge	08/23/2021	NCFedEx	ILL shipping	X	(12.25)	(17,049.55)
Credit Card Charge	08/23/2021	NCUSPS	ILL postage	X	(5.58)	(17,055.13)
Credit Card Charge	08/24/2021	SSAceHardwa	Shovel, trash can, extension cords	X	(187.93)	(17,243.06)
Credit Card Charge	08/24/2021	SSLowe's	GW lightbulbs	X	(107.82)	(17,350.88)
Credit Card Charge	08/24/2021	SSSilentair	Air compressor parts	X	(102.40)	(17,453.28)
Credit Card Charge	08/25/2021	SSGlenwoodC	Summer Reading grand prizes	X	(2,500.00)	(19,953.28)

**Garfield County Public Library District**  
**Reconciliation Detail**  
**20510 - Alpine Bank Purchase Card, Period Ending 08/31/2021**

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	08/26/2021	SSWalmart	Janitorial supplies	X	(43.39)	(19,996.67)
Credit Card Charge	08/26/2021	NCCityMarke	NC staff morale	X	(36.46)	(20,033.13)
Credit Card Charge	08/27/2021	SSAmazon	Janitorial supplies	X	(101.58)	(20,134.71)
Credit Card Charge	08/27/2021	SSLowe's	SI shelving supplies	X	(32.98)	(20,167.69)
Credit Card Charge	08/28/2021	SSFacebook	Facebook ads	X	(125.00)	(20,292.69)
Credit Card Charge	08/30/2021	SSNetworkSo	1-yr web domain renewal	X	(15.99)	(20,308.68)
Credit Card Charge	08/30/2021	SSMonoprice	GW office supplies	X	(12.74)	(20,321.42)
Credit Card Charge	08/30/2021	PAUSPS	ILL postage	X	(3.19)	(20,324.61)
Total Charges and Cash Advances					(20,324.61)	(20,324.61)
<b>Payments and Credits - 4 items</b>						
Credit Card Credit	08/18/2021	SSSoprisAlp	Refund on sales tax paid 8/18	X	23.24	23.24
Credit Card Credit	08/19/2021	SSAmazon	Refund for returned lightbulbs	X	66.73	89.97
Credit Card Credit	08/26/2021	SSQdoba	Refund for sales tax paid on 8/6	X	83.42	173.39
Check	08/26/2021	elec	July c.c. payment	X	4,133.57	4,306.96
Total Cleared Transactions					(16,017.65)	(16,017.65)
Cleared Balance					16,017.65	20,151.22
Register Balance as of 08/31/2021					16,017.65	20,151.22
<b>New Transactions</b>						
<b>Payments and Credits - 1 item</b>						
Check	09/26/2021	Elec	Aug c.c. payment		20,151.22	20,151.22
Total New Transactions					20,151.22	20,151.22
<b>Ending Balance</b>					<b>(4,133.57)</b>	<b>0.00</b>



8																					
2021																					
STATISTICS AUGUST YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Springs			Carbondale		
	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change
Cardholders																					
Active Patrons	21029	23892	-11.98%	1886	2515	-25.01%	4261	5648	-24.56%	2140	2053	4.24%	2427	2607	-6.90%	5073	5713	-11.20%	5242	5356	-2.13%
New Library Cards	2718	1930	40.83%	251	180	39.44%	425	321	32.40%	244	136	79.41%	359	187	91.98%	542	458	18.34%	897	648	38.43%
Patron Services																					
Door Count	141011	95921	47.01%	12674	9741	30.11%	20478	16836	21.63%	11301.5	15428	-26.75%	15571.5	12338	26.21%	52119	25303	105.98%	28867	16275	77.37%
Meeting Room Usage	2580	1941	32.92%	68	59	15.25%	729	555	31.35%	135	208	-35.10%	318	273	16.48%	327	127	157.48%	1003	719	39.50%
Meeting Room Attendance	3630	8789	-58.70%	137	255	-46.27%	1091	2201	-50.43%	203	1244	-83.68%	430	1998	-78.48%	405	1719	-76.44%	1364	1372	-0.58%
Adult Programs	65	51	27.45%	20	13	53.85%	3	5	-40.00%	2	8	-75.00%	21	15	40.00%	6	3	100.00%	13	7	85.71%
Adult Program Attendance	696	859	-18.98%	93	193	-51.81%	40	141	-71.63%	11	135	-91.85%	286	218	31.19%	84	52	61.54%	182	120	51.67%
School-Age Programs	227	61	272.13%	98	15	553.33%	2	7	-71.43%	2	9	-77.78%	35	10	250.00%	79	6	1216.67%	11	14	-21.43%
School-Age Program Attendance	2757	1043	164.33%	641	159	303.14%	33	70	-52.86%	16	104	-84.62%	1056	294	259.18%	701	97	622.68%	310	319	-2.82%
Teen Programs	41	28	46.43%	17	5	240.00%	0	3	100.00%	0	5	100.00%	8	0		12	5	140.00%	4	10	-60.00%
Teen Program Attendance	318	337	-5.64%	72	133	-45.86%	0	19	100.00%	0	54	100.00%	81	0		125	32	290.63%	40	99	-59.60%
Early Childhood Programs	45	116	-61.21%	16	18	-11.11%	3	32	-90.63%	1	20	-95.00%	12	19	-36.84%	9	8	12.50%	4	19	-78.95%
Early Childhood Attendance	530	2633	-79.87%	115	408	-71.81%	82	830	-90.12%	11	289	-96.19%	144	330	-56.36%	118	102	15.69%	60	674	-91.10%
Adult Outreach Visits	37	22	68.18%	12	3	300.00%	15	3	400.00%	0	2	100.00%	10	5	100.00%	0	0		0	9	-100.00%
Adult Outreach Attendance	294	110	167.27%	47	11	327.27%	110	17	547.06%	0	28	100.00%	137	10	1270.00%	0	0		0	44	-100.00%
Youth Outreach Visits	10	9	11.11%	0	4	-100.00%	6	0		0	1	100.00%	4	2	100.00%	0	1	-100.00%	0	1	-100.00%
Youth Outreach Attendance	1356	178	661.80%	0	0		755	0		2	25	-92.00%	587	63	831.75%	8	12	-33.33%	4	78	-94.87%
STEM Programs	18	18	0.00%	1	3	-66.67%	0	1	100.00%	2	5	-60.00%	14	1	1300.00%	0	0		1	8	-87.50%

STEM Program Attendance	149	289	-48.44%	11	30	-63.33%	0	3	100.00%	4	57	-92.98%	94	3	3033.33%	0	0		40	196	-79.59%
ESL Programs	3	49	-93.88%	0	13	-100.00%	1	9	-88.89%	0	10	100.00%	2	11	-81.82%	0	5	-100.00%	0	1	-100.00%
ESL Program Attendance	65	738	-91.19%	0	150	-100.00%	36	252	-85.71%	0	97	100.00%	29	177	-83.62%	0	44	-100.00%	0	18	-100.00%
Book A Librarian Sessions	321	235	36.60%	250	22	1036.36%	0	108	100.00%	3	42	-92.86%	66	63	4.76%	2	0		0	0	
<b>Physical Circulation</b>																					
Juvenile	48323	27147	78.00%	3900	2243	73.87%	8348	4895	70.54%	5661	3388	67.09%	6300	3905	61.33%	9839	5001	96.74%	14275	7715	85.03%
Young Adult	5448	3179	71.37%	671	404	66.09%	1499	688	117.88%	722	416	73.56%	631	450	40.22%	1046	697	50.07%	879	524	67.75%
Adult Fiction	15873	11730	35.32%	2607	1864	39.86%	2879	2097	37.29%	1307	1040	25.67%	2272	1685	34.84%	3843	2958	29.92%	2965	2086	42.14%
Adult Non-Fiction	9173	6317	45.21%	846	611	38.46%	1631	1277	27.72%	1024	681	50.37%	1288	901	42.95%	2571	1419	81.18%	1813	1428	26.96%
Large Print	1339	908	47.47%	144	161	-10.56%	343	238	44.12%	124	99	25.25%	123	58	112.07%	477	204	133.82%	128	148	-13.51%
World Languages	2115	1135	86.34%	111	61	81.97%	283	267	5.99%	287	72	298.61%	302	151	100.00%	589	282	108.87%	543	302	79.80%
New Books	19406	13173	47.32%	2002	1632	22.67%	3145	2059	52.74%	2620	1791	46.29%	2424	1768	37.10%	5207	3113	67.27%	4008	2810	42.63%
Reference/Colorado	88	63	39.68%	5	0		20	19	5.26%	15	16	-6.25%	12	4	200.00%	13	1	1200.00%	23	23	0.00%
DVD	24809	28211	-12.06%	2347	3130	-25.02%	6184	7010	-11.78%	3670	3996	-8.16%	3270	3474	-5.87%	5693	6031	-5.60%	3645	4570	-20.24%
CD Audiobook	3956	2910	35.95%	669	217	208.29%	488	501	-2.59%	324	230	40.87%	520	411	26.52%	904	725	24.69%	1051	826	27.24%
Playaway	1042	481	116.63%	122	81	50.62%	126	50	152.00%	131	88	48.86%	149	64	132.81%	145	47	208.51%	369	151	144.37%
Magazines	1579	1137	38.87%	98	77	27.27%	73	152	-51.97%	290	269	7.81%	451	221	104.07%	319	261	22.22%	348	157	121.66%
Video Games	242	253	-4.35%	33	37	-10.81%	67	68	-1.47%	48	47	2.13%	41	40	2.50%	27	36	-25.00%	26	25	4.00%
CD Music	1363	864	57.75%	137	78	75.64%	184	161	14.29%	176	98	79.59%	279	188	48.40%	354	159	122.64%	233	180	29.44%
ILL	35	43	-18.60%	7	5	40.00%	6	19	-68.42%	2	5	-60.00%	16	11	45.45%	4	3	33.33%	0	0	
Materials borrowed from other libraries	28737	21801	31.82%	2626	2273	15.53%	4097	3632	12.80%	3956	2464	60.55%	3601	2680	34.37%	6396	4515	41.66%	8061	6237	29.24%
<b>Collection</b>																					
Items Added	21487	14930	43.92%	2474	2156	14.75%	4203	2103	99.86%	3556	2289	55.35%	3397	2369	43.39%	4402	3127	40.77%	3455	2886	19.72%
Total Items in Collection	171300	174727	-1.96%	26091	28687	-9.05%	32394	34374	-5.76%	23703	22187	6.83%	29075	28330	2.63%	30281	30294	-0.04%	29756	30855	-3.56%
<b>Technology</b>																					
PAC Usage (hours)	9970	6985	42.73%	823	504	63.29%	1625	1188	36.78%	2048	1056	93.94%	669	570	17.37%	3064	2324	31.84%	1741	1343	29.64%
PAC Usage (sessions)	14173	10719	32.22%	1352	979	38.10%	2582	1925	34.13%	2554	1734	47.29%	1190	997	19.36%	3915	2872	36.32%	2580	2212	16.64%
Wireless Sessions	35361	37071	-4.61%	1603	1692	-5.26%	7268	8127	-10.57%	3609	3914	-7.79%	3426	3406	0.59%	14528	15975	-9.06%	4927	3957	24.51%
<b>Volunteers</b>																					
Volunteer Hours	20	463	-95.68%	0	59	-100.00%	20	151	-86.75%	0	24	100.00%	0	105	-100.00%	0	55	-100.00%	0	69	-100.00%

## YTD Stats

8			
2021			
STATISTICS AUGUST YTD			
	District		
	2021 Actual	2020 Actual	% change
<b>Website</b>			
Website Visits	107174	123670	-13.34%
<b>Downloadables</b>			
Overdrive - total eBook, audio, video	34491	44356	-22.24%
Zinio	1535	5375	-71.44%
<b>Subscription Resources</b>			
Ancestry - Searches	16524	11774	40.34%
EBSCO Databases - Sessions	34752	2468	1308.10%
Biography in Context - Sessions	442	442	0.00%
Kids InfoBits - Sessions	70	58	20.69%
Learning Express - Sessions	99	129	-23.26%
Mango - Sessions	10264	11693	-12.22%
MyHeritage - Sessions	42	133	-68.42%
Research in Context - Sessions	1097	365	200.55%
Tumblebooks - Book Views	310	317	-2.21%

## Public Services Report

### Education and Events

During June, GCPLD continued to roll out in person events and programs. We have been keeping practices to maintain a safe environment for the public. Masks and hand sanitizer are available for participants in events.

In August, the Carbondale and Glenwood Springs branches hosted a Mindfulness and Meditation eight week series. The Silt branch celebrated the end of Summer with a boat race extravaganza event for kids and their families on Saturday August 7. The Carbondale branch hosted three sessions of a Joy and Parenting workshop on August 11, 18, 25.

The Rifle branch began a series of concerts on August 18, featuring Japanese guitarist Hiroya Tsukamoto. The New Castle library began their Loteria Club, a traditional Mexican bingo game, with outreach at the New Castle farmers market for eight weeks. The club will continue out of the library. The GCPLD libraries also hosted local author Donna Lee Humble on a series of book talks about her newest title, Seek, Not for Love. Humble is in the process of visiting each of the branches with her presentation.

## Facilities Report

In August, 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. 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; and during the month of August, we awarded the firm that will lead the district through a series of staff interviews, orchestrate many demographic studies, and provide a final packet that many departments within the district will reference for many years to come.

The Administrative Office Space Project is being worked through a redesign by the Facilities Manager to ensure the district keeps community spaces available for the community we serve. The Human Resources Assistant, Director of Operations and Facilities Manager reviewed interviews, explored references and the internal courier position is now on board and thriving. With the internal courier on boarding, GCPLD is now providing patrons quicker turn around on internal district collection material transfers. The facilities manager continues providing innovations & technology support in the interim of on-boarding an IT & Innovations Manager, consisting of support via Marmot ticket requests and assisting installs relative to current district wide technology projects. The Bibliotheca contracts were assessed by the Facilities Manager and acting Interim Director, the facilities department will now maintain the equipment creating more fiscal stability for the district. The facilities manager has created a checklist to update branch manager new hires within their facility consisting of safety & facility procedures/"good artifacts to know ". The Facilities Manager has conducted the Facilities Technicians six-month review and proposed to the acting Interim Executive Director, after proposing amplifying motives to retain this quality staff member, it was directed by the Interim Director to wait for the Class & Compensation study results. The Facilities Manager attended an education seminar titled, PLA Webinar Designed with You in Mind: Creating an Inclusive Library Space, the Facilities Manager then shared implementations with the district, the motive is advocating for folks with disabilities.

The district wide quarterly deep clean of carpets and furniture continues progress, currently 66% of the district completed. The district is also in the process of annual fire equipment testing, Parachute, Rifle, Silt, New Castle, have been completed and will be sent to associated municipalities. The light-emitting diode (LED) ballast bypass project continues progression, Silt & Parachute have completed installation, Rifle has received material and is on schedule to begin 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

In response to our RFP for Auditing services, four firms have been selected to participate in interviews with our selection committee in late August and early September. The committee will present a recommendation to the Board at the October meeting.

The Library's grant application for the Emergency Connectivity Fund (Federal stimulus funding) is still under review, no award notification has been received.

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 8/30/21, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 8/30/21 is \$8,477,894.

Total expenditures made as of 8/30/21 is \$5,595,800.

67% of the year has elapsed as of 8/30/21.

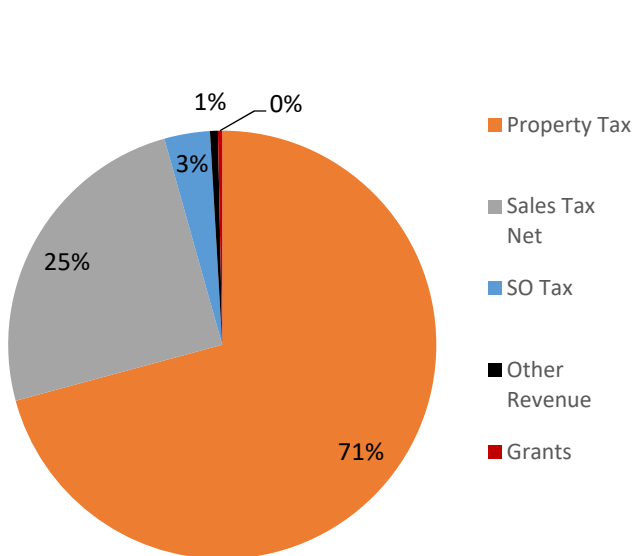
94% of budgeted revenue (\$9,000,364) has been received.

62% of budgeted expenditure (\$9,000,364) has been made.

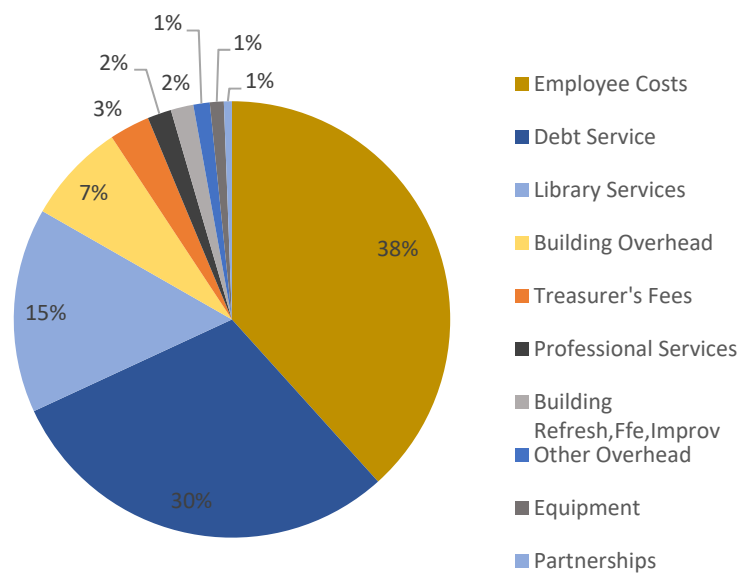
All cash and investment accounts have been reconciled by month end.

### August 2021 Financial Visualization

YTD Revenues through 8/30/2021



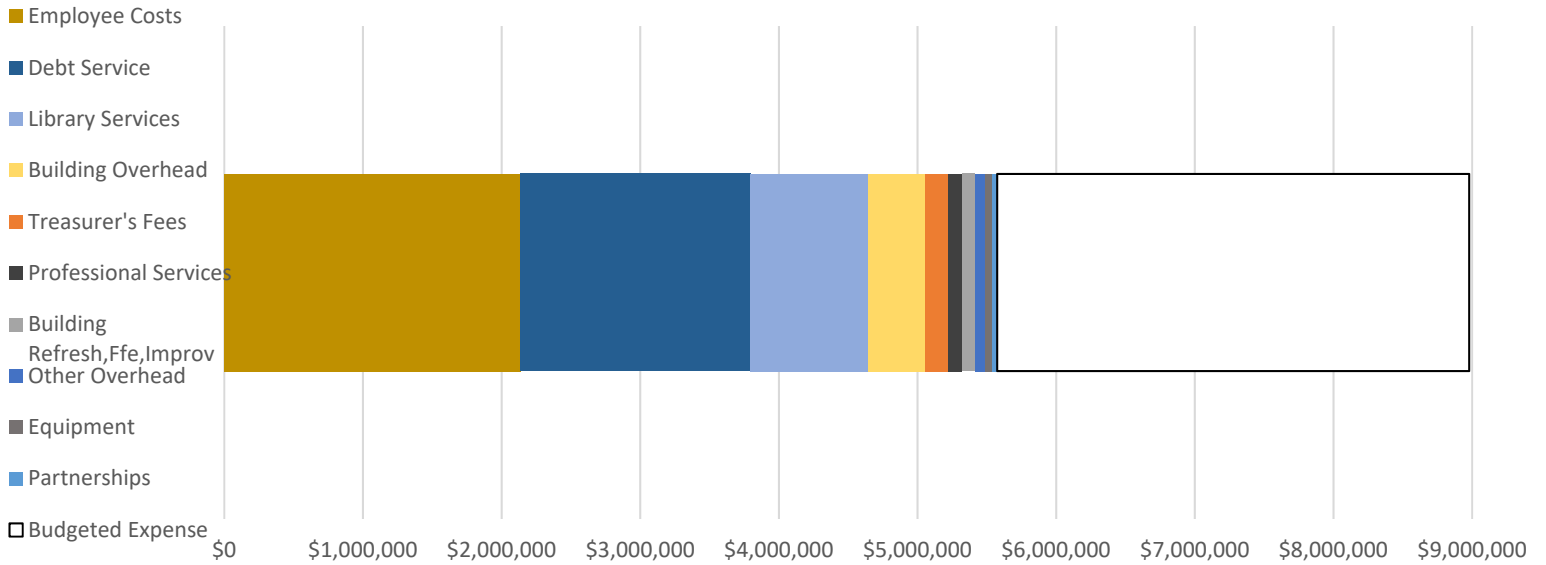
YTD Expenditures through 8/30/2021



### YTD Revenues to Budgeted Revenues through 8/30/2021



### YTD Expenditures to Budgeted Expenditures through 8/30/2021



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

	Jan - Aug 2021 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Aug 2020 Actual	\$ Increase / (Decrease) in Actual '20 to '21
<b>Income</b>						
40100 · Sales Tax Revenue	2,162,666.69	2,700,000.00	80.1%		1,659,299.61	503,367.08
40102 · Sales Tax Refunds	(64,232.18)	(70,000.00)	91.76%		(46,603.52)	(17,628.66)
40200 · Property Tax Revenue	5,977,228.71	5,739,953.00	104.13%		6,022,026.40	(44,797.69)
40300 · Specific Ownership Tax Revenue	290,228.70	383,000.00	75.78%		266,513.78	23,714.92
40900 · Interest Earned on Investments	3,668.27	62,000.00	5.92%		41,334.18	(37,665.91)
41000 · Grants	27,438.68	60,111.00	45.65%	1.	66,711.53	(39,272.85)
41200 · Other Revenue	50,222.90	33,000.00	152.19%	2.	15,006.03	35,216.87
41300 · Solar Rebates	5,695.50	8,000.00	71.19%		5,033.50	662.00
42000 · Branch Revenues	24,977.28	84,300.00	29.63%		19,976.32	5,000.96
<b>Total Income</b>	<b>8,477,894.55</b>	<b>9,000,364.00</b>	<b>94.2%</b>		<b>8,049,297.83</b>	<b>428,596.72</b>
<b>Expense</b>						
50001 · TREASURER'S FEES	166,914.95	175,059.00	95.35%		157,716.47	9,198.48
50005 · DEBT SERVICE	1,659,799.60	1,659,800.00	100.0%	3.	1,659,799.59	0.01
51000 · EMPLOYEE COSTS	2,136,489.16	4,067,809.00	52.52%		1,637,330.43	499,158.73
52000 · LIBRARY SERVICES	844,990.79	1,399,615.00	60.37%		784,398.71	60,592.08
53000 · PROFESSIONAL SERVICES	98,349.91	106,576.00	92.28%		86,830.08	11,519.83
54000 · BUILDING OVERHEAD	415,749.47	722,591.00	57.54%		287,363.90	128,385.57
54500 · BUILDING REFRESH, FURNITURE,IMI	93,386.32	365,000.00	25.59%		92,273.54	1,112.78
55000 · EQUIPMENT	57,501.78	273,320.00	21.04%		100,849.26	(43,347.48)
56000 · OTHER OVERHEAD	67,963.81	70,800.00	95.99%	4.	65,254.92	2,708.89
57000 · ADVERTISING & MARKETING	15,308.08	109,300.00	14.01%		28,914.91	(13,606.83)
58000 · VEHICLES	6,205.66	13,494.00	45.99%		4,041.71	2,163.95
59000 · PARTNERSHIPS	33,141.10	37,000.00	89.57%	5.	35,446.00	(2,304.90)
<b>Total Expense</b>	<b>5,595,800.63</b>	<b>9,000,364.00</b>	<b>62.17%</b>		<b>4,940,219.52</b>	<b>655,581.11</b>
<b>Net Income</b>	<b>2,882,093.92</b>	<b>0.00</b>			<b>3,109,078.31</b>	<b>-226,984.39</b>

**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 "mortgage" loan payment due in September
4. Annual property, liability, work comp insurance paid in Jan.
5. 2021 operating assessment - Cooper Commons Condo Assn (GWS)

**Garfield County Public Library District**  
**Balance Sheet**  
 As of August 31, 2021

Aug 31, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

10010 · Alpine Bank- Gen(..7072)	760,592.39
10050 · Colo Trust - General	10,929,904.02
10055 · C-Safe	53,572.48
10060 · Alpine Bank- Payroll(..8785)	1,613.02
10070 · Alpine Bank - Flex(..0583)	1,578.61
10075 · Alpine Bank - Br. Debit(..4144)	1,544.50
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00

**Total Checking/Savings** 11,750,518.42

**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** 6,073,179.12

**Total Current Assets** 17,823,697.54

**Other Assets**

19100 · Due to / from Foundation	(8,125.30)
19200 · Due to/from Staff branch fund	(1,544.50)

**Total Other Assets** (9,669.80)

**TOTAL ASSETS** 17,814,027.74

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts Payable	53,365.91
--------------------------	-----------

**Total Accounts Payable** 53,365.91

**Credit Cards**

20510 · Alpine Bank Purchase Card	20,151.22
20570 · Fuel Cards - WEX / NJPA	762.55

**Total Credit Cards** 20,913.77

**Other Current Liabilities**

21100 · Other Payroll Payables-	
21105 · FLEX payable	577.63

**Total 21100 · Other Payroll Payables-** 577.63

21200 · Payroll Payable-	33,773.00
--------------------------	-----------

**Total Other Current Liabilities** 34,350.63

**Total Current Liabilities** 108,630.31

**Long Term Liabilities**

22000 · Deferred Sales tax Revenue	321,746.12
22100 · Deferred Property Tax Revenue	5,751,433.00

**Total Long Term Liabilities** 6,073,179.12

**Total Liabilities** 6,181,809.43

**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	2,882,093.92

**Total Equity** 11,632,218.31

**TOTAL LIABILITIES & EQUITY** 17,814,027.74



**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%		#VALUE!
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!
<b>TOTAL</b>	<b>2,547,694.75</b>	<b>10.27%</b>	<b>2,870,165.76</b>	<b>12.66%</b>	<b>3,059,260.74</b>	<b>6.59%</b>	<b>3,151,203.50</b>	<b>3.01%</b>	<b>1,840,920.57</b>	<b>-41.58%</b>

**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%		-100.00%
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%
<b>TOTAL</b>	<b>2,456,385.26</b>	<b>12.86%</b>	<b>2,848,987.62</b>	<b>15.98%</b>	<b>2,999,959.02</b>	<b>5.30%</b>	<b>3,048,078.90</b>	<b>1.60%</b>	<b>1,795,291.72</b>	<b>-41.10%</b>

## Human Resources Report

The Human Resources Department welcomes back Kim Owens, Human Resources Manager. HR continues interviewing and posting open positions. HR is currently prioritizing filling the Branch Manager positions and other front-line positions. On top of recruiting, the HR Assistant continues working on FMLA, new hires, terminating employees, and payroll.

*Recruiting update:* Jessica Junker is working closely with the Board and helping Joanna, HR Assistant, by interviewing search firms to help hire the next Executive Director.

GCPLD is hiring for New Castle, Silt, and Rifle Branch Managers.

Some positions have been set on pause since our Executive Director has resigned, such as the Neighborhood Libraries Manager, the Director of Operations, the Education and Development Coordinator, the Assistant to the Executive Director and the Technology and Innovations Manager. Until a new Executive Director is in place, we will determine if these positions will continue or change.

We continue to include a preliminary screening interview for all front-line positions before proceeding to an in-person interview. This has proved effective in bringing in higher quality candidates for the Branch Managers to interview and hire. The HR Assistant is diligently working with each branch that has front-line openings to fill these positions.

*Staff Education and Development Update:* Work is on pause until a new Executive Director is hired.

*Volunteer Update:* The Volunteer Coordinator has resigned from this position. This position is on pause at this time.

### **Staffing Report - Since 08/16/2021:**

#### **New Hires: 6**

- Library Page – Rifle, 10hrs/week – 8/17/2021
- Library Page – New Castle, 10hrs/week – 9/22/2021
- Library Associate – Parachute, 24hrs/week – 9/7/2021
- Library Associate – Carbondale, 24hrs/week – 9/8/2021
- Branch Manager – Glenwood Springs, 40hrs/week – 9/13/2021
- Human Resources Manager – Administration, 40hrs/week – 9/20/2021

#### **Promotions/Transfers: 3**

- Library Associate to Library Specialist – Rifle, 24hrs/week – 8/5/2021
- Branch Manager to Library Collections Manager – New Castle to Administration, 40hrs/week – 9/20/2021
- Circulation Coordinator to Interim Branch Manager – New Castle, 40hrs/week – 9/20/2021

#### **Vacancies: 16**

- Branch Manager - Silt, 40hrs/week – *reposted position, screening interviews in process*
- Branch Manager – Rifle, 40hrs/week – *reposted position, screening interviews in process*
- Branch Manager – New Castle. 40hrs/week – *Posted, screening applications*
- Library Associate – Carbondale, 24hrs/week – *Position reposted, screening applications*
- Library Associate – Glenwood Springs, 24hrs/week – *Doing reference checks*
- Library Associate – Glenwood Springs, 24hrs/week – *Doing reference checks*

- Library Page – Glenwood Springs, 20hrs/week – *Doing reference check*
- Library Page – Glenwood Springs, 20hrs/week – *Position reposted, screening interviews*
- Library Page – Parachute, 20hrs/week – *Position reposted, doing reference checks*
- Youth Services Coordinator – Carbondale, 40hrs/week – *Position Reposted*
- Community Engagement Manager – Administration, 40hrs/week – *On pause*
- Innovation and Technology Manager – Administration, 40hrs/week – *On pause*
- Executive Director – Administration, 40hrs/week – *Firm searching in progress*
- Assistant to the Executive Director – Administration, 40hrs/week – *On pause*
- Director of Operations – Administration, 40hrs/week – *On pause*
- Education and Development Coordinator – Administration, 40hrs/week – *On pause*

**Departures: 6**

- Library Associate – Glenwood Springs, 24hrs/week – 8/2/2021
- Library Associate – Glenwood Springs, 24hrs/week – 9/17/2021
- Library Associate – Parachute, 24hrs/week – 9/3/2021
- Library Page – Glenwood Springs, 10hrs/week – 8/6/2021
- Library Page – Glenwood Springs, 10hrs/week – 9/11/2021
- Volunteer Coordinator – Administration, 20hrs/week – 8/26/2021

**Additional Staffing Information:**

Headcount as of 08/16/2021:

- 72 total staff members (does not include subs)
- 27 benefit eligible staff (32 - 40 hours per week); 41 staff with less than 32 hours per week
- 50.05 FTE

Staff Stats by Location – 08/16/2021					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	6.35	11	254	2	9
Glenwood	5.2	7	208	3	4
New Castle	5.6	9	224	2	7
Silt	6.4	9	256	3	6
Rifle	6.95	12	278	2	10
Parachute	6.95	10	278	3	7
Support Services	12.6	14	504	12	2
<b>Grand Total</b>	<b>50.05</b>	<b>72</b>	<b>2002</b>	<b>27</b>	<b>45</b>

## Marketing Report

In August, the Marketing Department finished up the Summer Reading Challenge and began focusing more on the return to more in-person events. We had advertisement placement *Mountain Parent Magazine* highlighting some of our biggest upcoming Fall events for kids and parents such as the upcoming Cooking Matters, Thinking Money for Kids, Storytime and National Hispanic Heritage Month. As well as public service announcements and Calendar event posts in the newspapers, we also loudly promoted on Facebook and our website the happy return of Storytime, the very popular Lotería game time at the New Castle Branch and several outdoor concerts.

The largest internally promoted event was the Staff Picnic at the beginning of August which James organized with the gracious help of others. It was a small gathering during the internal turmoil the library was experiencing, but successful nonetheless, and a welcome return to in-person staff gatherings.

### Statistics

Number of Events Promoted in August: 22

Followers:

Facebook – 3,384 (0.5% increase)

Instagram – 1,209

Email Newsletter (August) – 18,900

Facebook Reach last 30 days: 10,077 (down 24%)

*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: 1,184

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

## COMMUNITY

## COMMUNITY BRIEFS

**Summer Food Service Program at the Library**

Garfield County Libraries is partnering once again with the Food Bank of the Rockies' Food for Kids to provide free USDA sponsored meals to youth during the summer. Visit the Parachute Branch Library on Mondays and Fridays between noon and 2 p.m. through August to pick up a free meal in a grab-and-go fashion for youth 18 years or younger. For more information call the library at 970-285-9870.

**Boat Race Extravaganza**

Children and families are invited to make a boat and then

enter it in a boat race. The event begins at 11 a.m. Saturday, Aug. 7, and there will be live music and storytime with Mr. Paul from the Silt Branch Library. Free and open to all. For more information call the library at 970-876-5500.

**Energetic Alignment Mindfulness Series**

The Garfield County Libraries present author and mindfulness coach Jessica Barnum in a series where each class will include a mindfulness theme and activity, gentle yoga poses, a breathing technique, a meditation, wellness tips and a journal prompt to synchronize and empower

your multidimensional self. These free classes will be held in August and September at the Glenwood Springs Branch Library on Mondays (except for Labor Day) and at the Carbondale Branch Library on Thursdays (except for Sept. 9). Both libraries will hold two sessions each day, with the first from 2:30-3:30 p.m. for ages 60 and over, and the second session from 5:30-6:30 p.m. for ages 18 and over. No prior experience is necessary. Wear comfortable clothing, bring a yoga mat (or a large towel), journal, pen, water bottle, and a snack. Visit GCPLD.org for more information.

**Music on the Go**

Music on the Go will feature The Concert Truck and a free, hour-long concert to bring a little musical joy to the community. This concert will begin at 1 p.m. Tuesday, Aug. 10, in the parking lot of the Carbondale Branch Library and is one of a series of scheduled pop-up events around the Roaring Fork Valley featuring students of the Aspen Music Festival and School and The Concert Truck's founding artists, Nick Luby and Susan Zhang. This event is brought to you by the Carbondale Branch Library and Aspen Music Festival and School. Visit GCPLD.org for more information.

## HOW TO CONTACT US AND CONTRIBUTE

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## COMMUNITY

## COMMUNITY BRIEFS

**Are you ready to volunteer?**

Are you looking for a way to give back to your community? Would you like to connect with new people while helping fulfill the mission of a local nonprofit organization? High Country RSVP (Retired Senior Volunteer Program) is looking for help. RSVP helps meet critical community needs and assist local nonprofit organizations by harnessing the power of volunteerism by connecting older adults (age 55+) with meaningful volunteer opportunities that use their skills and life experiences in service to their community. RSVP has been serving Garfield County for 48 years and recently expanded into Pitkin County. For more information, contact Susie at 970-947-8461 (Garfield County) and Anne at 970-947-8441 (Pitkin County) for more information.

**Loteria with the Library**

The Garfield County Libraries invite friends and neighbors to play Loteria at the New Castle Community Market from 4:30-5:30 p.m. every Thursday through Sept. 2, at Burning Mountain Park. Loteria is a game with deep cultural roots going back over 100 years in Mexico. For more information call the New Castle Branch Library at 970-984-2346.

**Energetic Alignment Mindfulness Series**

The Garfield County Libraries present author and mindfulness coach Jessica Barnum in a series where each class will include a mindfulness theme and activity, gentle yoga poses, a breathing technique, a meditation, wellness tips and a journal prompt to synchronize and empower your multidimensional self. These free classes will be held in August and September at the Glenwood Springs Branch Library on Mondays (except for Labor Day) and at the Carbondale Branch Library on Thursdays (except for Sept. 9). Both libraries will hold two sessions each day, with the first from 2:30-3:30 p.m. for ages 60 and over, and the second session from 5:30-6:30 p.m. for ages 18 and over. No prior experience is necessary. Wear comfortable clothing, bring a yoga mat (or a large towel), journal, pen, water bottle, and a snack. Visit GCPLD.org for more information.

**Redstone Museum reopening**

The Redstone Historical Society hosts the grand re-opening of the Redstone Museum from 1-3 p.m. Sunday, Sept. 5, at Redstone Park. The event features music and walking tours of the Redstone coke ovens, departing every half hour from Redstone Park

**New Castle Community Market**

The New Castle Community Market takes place from 4:30-7 p.m. Thursday, Aug. 26, in Burning Mountain Park. Live music this week is by Valle Musico. A beer, wine and spirits sampling garden is hosted by New Castle Liquors. Noemi will provide free face painting. As always, the market features vendors offering produce, food, crafts and more.

**Potato Day 2021**

The 112th annual Carbondale Potato Day celebration is set for Saturday, Oct. 2, in Sopris Park. This year's theme is "Tuber Renaissance." The potato is an underground tuber, and renaissance means renewal. This year the town celebrates its renewal as it begins to emerge from the pandemic restrictions, like a potato tuber sending its leaves above ground to absorb the light, according to a news release.

The festival will include a parade down Main Street, booths and family activities in Sopris Park, along with the traditional community meal consisting of barbecued beef, salad and, of course, baked potato.

There are four ways for organizations and individuals to participate. For more information, go to the town of Carbondale's website's Parks and Recreation Page.

**Carbondale Business Confluence & Networking Event**

The Carbondale Chamber has announced the Carbondale Business Confluence will take place from 11 a.m. to 1 p.m. Wednesday, Sept. 15, at the Third Street Center and will include lunch. From 4-6 p.m. there will be an evening of networking, information, small bites and more at the Old Thompson Barn at River Valley Ranch.

Confluence highlights include updates from the town of Carbondale, Garfield County and the state on economic impacts and project updates as we emerge from the last year of challenges and lessons experienced during the COVID-19 pandemic.

Following the updates, there will be a workplace Impacts panel discussion that will include new trends in marketing businesses, exploring the return of events, sharing best employee hiring and retention practices and other get-back-to-business basics.

The cost is \$40 (before Aug. 31) for Carbondale Chamber members and \$50 for nonmembers and includes the confluence, lunch and evening networking.

For tickets, updated information and membership options, visit Carbondale.com or call the Carbondale Chamber office at 970-963-1890.

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# 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.

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Glenwood Springs Post Independent | Wednesday, August 11, 2021 | A3

# County libraries executive director resigns

Brett Lear's last official day slated for Aug. 20

Ray K. Erku  
Post Independent

The Garfield County Public Library District's executive director plans to step down Aug. 20.

"The Garfield County Public Library District's board of trustees has received and accepted the resignation of Brett Lear as executive director of the GCPLD effective

Aug. 20, 2021," GCPLD board president Adrian Rippey-Sheehy said in a Monday email sent out to library staff.

"As we move forward in strong support of our community libraries, we will keep all informed and involved in the processes of change together," Rippey-Sheehy said in a follow-up email to the Post Independent on Tuesday.

The resignation comes following multiple complaints surrounding Lear's supervision over administrators, support staff and

various library affairs. Allegations made by former employees range from Lear creating a toxic work environment to openly discriminating against LGBTQ rights.

The Post Independent reported in July that some employees specifically expressed concerns regarding Lear's propensity for lack of foresight and inability to take suggestions. Lear's accused conduct comes amid the county library system trying to recuperate following the COVID-19 pandemic

as well as following through on a 2019 mill levy increase.

The mill levy, which added about \$4 million to 2020's budget, aimed to increase library hours and improve buildings.

Meanwhile, the other major allegation surrounding Lear's discrimination against the LGBTQ community stems specifically from a complaint made by a former employee, who left the district earlier this year. The employee, who is transgender, accused Lear of refusing to use pronouns

in relation to addressing transgender people.

Since February, four branch managers have resigned. Meanwhile, at least 20 resignations have occurred since the beginning of 2021, according to library district board minutes.

In response, the library board held an executive session Aug. 5 in Parachute.

Reporter Ray K. Erku can be reached at 612-423-5273 or [rkerku@postindependent.com](mailto:rkerku@postindependent.com).

YOUR AD HERE »

## DeFrates column: Library leadership concerns need to be aired openly

Opinion [FOLLOW OPINION](#) | August 3, 2022

Lindsay DeFrates

Dear Readers who reside in Garfield County:

It is time to stop using our inside voices when discussing Library District leadership. The situation is dire enough that four separate librarians have reached out to me over the past few months (long before Post Independent reporter John Stroud's recent article) to ask for help in bringing awareness to it. All four were from different branches, different pay grades and almost totally unknown to each other, but these warm-hearted, book-loving purveyors

of wisdom all told me the same thing: If the community does not get involved, nothing will change, and if nothing changes, our libraries will pay a steep price. Let us review the facts.

According to the recent news article as well as a [current board of trustees memo](#), there are currently 25 vacancies in the district, including three of the six branch managers positions.

Two branch managers left within the last month; four total have left since January, with one replacement. Multiple other essential positions remain empty, including the HR manager, collections manager, education and development coordinator and the technology and innovation manager. Twenty-three employees have left the district since the beginning of the year. Stroud's article also contained several compelling personal perspectives on the director's lack of people skills from those few who were willing to go on record. There is more to say about that, but I am not the one to say it.

At a recent Coffee with the Director event, Thursday, July 29, which I and four other library patrons attended, the director was quick to point out that similar organizations throughout the state are also having trouble hiring new staff. The problems are well documented — housing, cost of living, mudslides, COVID-19, etc.

However, while we are all sympathetic to the difficulties of bringing in new employees, to lose nearly a third of an organization's existing staff in a matter of eight months is a completely different problem. When pressed on the issue, the director refused to acknowledge any other reason for this exodus besides the pay. He returned again and again to reference an "ongoing classification and compensation study." Quite common among public entities, these studies help determine how to adjust pay scale and job descriptions based on comparison with other companies of similar industry and location. This particular study, however, began on Dec. 3, 2020, when the board of trustees hired the consulting firm Koff and Associates. Over the last nine months, the Library District has paid them at least \$34,611 and has received, as of last Thursday, no answers.

"It's ongoing."

If we pretend that pay is indeed the only variable within his control to attract and retain qualified staff, then we must examine the newly minted "Neighborhood Libraries Manager" position. Boasting a salary range of \$52,000 to \$66,000, the position's duties include "supervising and supporting the branch managers."

Wedged in the district's organizational structure between the assistant director and the branch managers, this never-before-seen role provides the three remaining branch managers with exactly what they were missing most — another supervisor.

So, when faced with a need to pay existing employees more, the director's answer has been to redirect close to \$90,000 away from salaries in the form of a never-ending consulting bill and a more top-heavy management structure.

It is at this point that I would like to address the library board.

The compensation and classification is not the only other busywork dressed up as progress. Take, for example, the "ongoing" issue with phones and communication between libraries throughout the district. Easily observable day to day within the buildings and confirmed by all of my sources, it has been a long time since the phones worked every day of the week.

Yet, instead of fixing the phones first, the current director has chosen to pursue a "telephones/communications project," which is first referenced in the February board memo. The director explained, rightly, that perhaps upgrading to a new communication paradigm would engage a new audience. Great idea, but the study is "ongoing," and the phones are unfixable at least seven months later. New strategic plan? Much discussed, little decided. Longer hours? Soon, maybe, once the gaping hole in personnel is addressed.

We would all love to know what the board is doing to provide accountability for this director, but to find out we would all need to be in Parachute at 2 pm. this Thursday, Aug. 5, for the board meeting. It will not be streamed on the internet. Really? I understand the desire to get back to being face-to-face, but in the technology-rich environment of the library, the meetings cannot become a hybrid in-person/streaming model? At the going rate for meandering consultation projects, the board is welcome to contract out my 8-year-old son to learn how to do this.

In all seriousness, our libraries need us. Speak up. There is a good possibility that our current library director once made a great librarian.

There is also a good possibility that our current board of trustees needs to take a page out of some of the books on their shelves and grow a spine.

Please reach out to board at [boardoftrustees@gcpld.org](mailto:boardoftrustees@gcpld.org) with your questions and concerns today.

*Lindsay DeFrates is a Glenwood Springs resident and former regular columnist for the Post Independent.*