

AGENDA

Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, June 4, 2020 2:00PM

Place: Place: via Zoom: <https://us02web.zoom.us/j/84789218230>

For technical support with Zoom, please contact Jaimie Schauf at jschauf@gcpld.org

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-May 7, 2020 (pp.1-4)
- B. Claims for Board Approval: General Fund April 16, 2020 to May 15, 2020 (pp.5-6); Alpine Bank Credit Card Statement April 2020 (pp.7-8).

III. ACTION ITEMS

- A. Vote to appoint Citizen Oversight Committee volunteer, Alice Bedard-Voorhees
- B. Composition of Budget Committee, Alice Bedard-Voorhees
- C. Approval of Cura, LLC agreement (Resolution 20-009), Kim Owens (p.9-13)
- D. Termination of TRIAD EAP contract (Resolution 20-010), Kim Owens(p.14-15)
- E. Approval of GCPLD By-Law revisions (Resolution 20-011), Alice Bedard-Voorhees (p.16-23)

IV. DISCUSSION ITEMS

- A. Management Report, Brett Lear (pp.24-36)
- B. Branch Report, Lacy Dunlavy, Carbondale Branch Manager
- C. Finance Report, Kevin Hettler (pp.37-43)
- D. Compensation and Classification Studies, Kim Owens
- E. Marketing Division Update, Emily Hisel, Kim Owens, Brett Lear
- F. Treasurer's Report, Monica Miller
- G. Foundation Update, Adrian Rippy-Sheehy
- H. Glenwood Springs Urban Renewal Authority update, Landon Churchill

Next Board Meeting: July 2, 2020, location TBD.

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: Brett Lear

Posted on: June 1, 2020

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING**

Zoom meeting: <https://us02web.zoom.us/j/87476399958>

May 7, 2020

I. CALL TO ORDER

Alice Bedard-Voorhees called the meeting to order at 2:08 pm. Jaimie Schauf conducted the roll call.

BOARD MEMBERS PRESENT:

Alice Bedard-Voorhees
Michelle Foster
Landon Churchill
Monica Miller
Jocelyn Durrance

STAFF PRESENT:

Brett Lear	Kim Owens
Jaimie Schauf	Amy Shipley
Kevin Hettler	Jade Flowers
Emily Hisel	Rebecca Ransom
Stacy Meier	Brian Fratzke

PUBLIC PRESENT:

Amy Marsh-KDNK

GUESTS PRESENT:

None

BOARD MEMBERS EXCUSED:

Adrian Rippy-Sheehy

PUBLIC COMMENT SECTION:

Amy Marsh had a question about how the financial impacts from COVID-19 affect the gains from the ballot initiative; it won't. Our ballot measure was based on property tax, not sales tax. 2/3 of our budget comes from property tax and sales tax is taking the hit due to businesses being closed because of COVID-19.

AGENDA CHANGES/ADDITIONS:

Change: Adrian will not be giving a Foundation update and Alice will lead the by-law committee reviews.

APPROVAL OF AGENDA

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

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the April 16, 2020 board meeting minutes was made by Monica Miller, seconded by Jocelyn Durrance - **Motion passed unanimously.**

A motion to approve the consent items was made by Monica Miller, seconded by, Jocelyn Durrance. **Motion passed unanimously.**

III. ACTION ITEMS

None

IV. DISCUSSION ITEMS

A. Branch Report, Stacy Meier, Parachute Branch Manager

Stacy gave her first branch report to the board. The first week of the stay at home order staff determined what services, programs and events could be transitioned to online. Storytimes, a teen book club, and a teen Magna Club are all now available online. The District will purchase an online tutoring platform called Brainfuse. Staff are working on transitioning the Summer Reading Program over to a virtual program via Beanstack. Other staff have been working on launching an online reference assistance service, as well as attending trainings, and developing procedures and best practices for reopening and for handling returned materials. Daily building checks have been going well, and the project to create additional workspaces for new staff is complete and looks great. New staff will start orientation and training in the branch starting next week. Alice asked about training challenges with new staff. Shifting to an online training format and not being able to be physically in the branches to train staff have been challenging. Each new staff member has a staff mentor s/he can contact directly with any questions, concerns, or challenges.

B. Management Report, Brett Lear

One person expressed interest in joining the Citizens Oversight Committee. Brett will send the applicant's letter of interest to board members prior to the June Board meeting. A Citizens Oversight Committee meeting will convene following the applicant's appointment. There has been no interest in the vacant board seat to date. It has been posted on our website and in the *Post Independent*. We have reached out to members of the public that live in New Castle to judge their interest in joining. Alice will reach out to former Board member Perry Sweeney for recommendations. GCPLD is on the agenda for the Board of County Commissioners meeting on Monday May 11th to ask for \$5,000 in grant funding to assist in launching a mobile hotspots lending program. GCPLD will match the grant and the Rifle CMC board has agreed to contribute \$2,500. With this we would be able to acquire 45 hotspots with unlimited data usage from Verizon for circulation from June 1st to December 31, 2020. CMC's loan rules would be different than ours. CMC will want to get them into their students' hands; we would loan to our patrons. Since the stay at home orders went in effect, staff have been doing a tremendous amount of work to flip many of our traditional services to online services. Staff have also been very busy crafting a reopening plan. Phase I of our reopening plan will begin on Monday May 11th. Our hours will be M-F, 4 hours each day. We have settled on two patrons/family units in the building at a time, with all public areas closed off other than access to the service desk. Sneeze guards have been installed in each branch and we will require patrons and staff to wear a mask or face covering while in the library. We will frequently sanitize high touch area and will maintain social distancing for both patrons and staff. All materials that are returned will be quarantined for 72 hours per CDC guidelines and classes and events will continue to be held online only. Phase I will be in

effect until we hear that it is safe to have gatherings of more than 10 people. We will get feedback from front line staff on how things are running and make any necessary tweaks as needed.

C. Finance Report, Kevin Hettler

Two new staff members have joined the Finance Department, Jade Flowers, Finance Assistant, and Rebecca Ransom, Project Manager. Jade has been training with Jaimie. Rebecca came in right when reopening was getting started. She assisted staff in developing our reopening plan. The March sales tax report has come in; it's about the same this year as 2019. It's indicative of a strong economy, but April will be the true tale. We may see a 70% reduction in sales tax for April. Some of our line items will be underspent and we have some reserves that could be used to supplement any reductions in revenue, if needed. We'll have to see what 2021 looks like, but 2020 should be ok. Our audit started April 27th and we are on a good track there. The draft will be ready by July, but if we get it earlier, Kevin will get it out to the Board. The budget committee will be formed in July and Alice will appoint a board member in addition to the Treasurer, Monica Miller, to serve on the committee.

D. By-laws Committee Review, Alice Bedard-Voorhees

Alice went through the changes being proposed. No changes were made to Article I. With Article II Membership and Responsibilities #3: Change to members serving 3-year terms instead of 5 years. Alice spoke to the State Library and to other boards, and 3-year terms are the common term limit. Changing the term limits will create more flexibility and make serving more desirable. With Article II #5: Change to include informing the Executive Director of a board member's absence so he knows if there is a quorum for the meeting. The Foundation will approve the funding language of Article II #6 and will figure out funding procedures. With Article III, #4: Change the language to, the Board Secretary is responsible for making sure meeting minutes are available. For Article IV: Remove #6, it is a duplicate of #5 and is not needed. Number 14 will be removed. For #17: Leave as is until we review the finance policy. In order to maintain ongoing library operations, the Executive Director needs to be able to sign some contracts without bringing them to the board for approval beforehand. The board will set a threshold for bringing contracts before them. Number 18 doesn't pertain to us and we will ask the attorney if it's needed. The Executive Director would like to delete Number 19. Alice will poll the other board members for input on this item before determining if it should be removed. For Article V, Funds of the Library: Rewrite the language. With Article VI: Added virtual meeting as an option to meet and include our website as a place to post notices. Jocelyn and Alice will attend training with the Special District Association on remote meeting procedures and best practices for executive sessions. With Article VIII: Revised the language. Article IX was removed. With Article XI: Changed the principal office address to the correct address. Alice will send out the final draft. A resolution number will be assigned and added to the June agenda.

E. Policy Review Report, Brett Lear, Jocelyn Durrance, Monica Miller

Jocelyn did some research on exactly what a policy is and what does it mean for staff, and she reviewed the policies that were distributed by staff. The formats of our various

policies are inconsistent. Many of our policies appear to be staff procedures rather than policy. We will work with the Project Manager to determine how to move through the review process. The Executive Director will meet with the Project Manager next week to discuss the project and get a better understanding of the scope of it.

F. Treasurer's Report, Monica Miller

No meetings have been scheduled due to COVID-19. Talked with the Finance Manager about meeting in July at the first budget committee meeting. Monica will report back after that.

G. Foundation Update, Adrian Rippey-Sheehy

No update; Adrian excused from meeting.

H. Urban Renewal Update, Landon Churchill

No meetings or communication have taken place. The developer has backed out due to COVID-19.

A motion to adjourn was made by Monica Miller, seconded by Michelle Foster - **Motion passed unanimously**. The meeting adjourned at 3:46pm.

NEXT MEETING

The next scheduled board meeting will be held June 4, 2020, will be held via Zoom.

Garfield County Public Library District
Claims for Board Approval
4/16 - 5/15/20

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
04/20/2020	Elec	CRA (ccoera)	Mar retirement	-73.92
04/26/2020	AutoDraft	Alpine Bank	March purchase card payment	-8,126.52
04/30/2020	24377	A Clean Break, LLC	April cleaning for Rifle, Silt, New Castle	-5,425.00
04/30/2020	24378	Colorado Special Districts Prop&Li	Workers comp claims	-1,161.82
04/30/2020	24379	Cura HR, LLC	Feb and Mar HR support	-14,783.75
04/30/2020	24380	DeLage Landen Financial Service	copier lease	-449.00
04/30/2020	24381	Early Childhood Network	Growing readers together grant	-7,490.00
04/30/2020	24382	Mountain Temp Services LLC	HR support	-630.00
04/30/2020	24383	Mutual of Omaha	May disability insurance	-712.28
04/30/2020	24384	OverDrive	Library e-Materials	-37,833.02
04/30/2020	24385	S & S Automatics and Door Servic	Auto door P&M service	-1,451.00
04/30/2020	24386	Sandy's Office Supply	Temp work space cubicles	-5,548.69
04/30/2020	24387	Suarez, Dulce Andrea	spanish translation	-30.00
04/30/2020	24388	Trane US Inc.	2nd quarter maintenance	-2,511.00
04/30/2020	24389	Vari Sales Corporation	Glenwood variable height desks	-1,908.00
04/30/2020	24390	Willis Towers/CEBT	Health Insurance May	-22,883.44
04/30/2020	24391	Amazon .com	March library event/office/bldg supplies	-1,933.12
04/30/2020	1000096	Current Solutions	RI cable runs for new staff computers/merchan	-429.35
04/30/2020	elec bp 133	ImageNet Consulting LLC	copier copies	-40.32
04/30/2020	1000094	Ingram Library Services	Library materials	-153.78
04/30/2020	elec bp 134	Mountain Pest Control, Inc.	spraying	-45.00
04/30/2020	1000095	OCLC	cataloging / ill	-271.23
04/30/2020	1000093	Sopris Sun	ad for citizen oversight committee	-85.00
04/30/2020	1000092	UW-Milwaukee	ill replacement	-15.00
04/30/2020	elec bp 135	Western Paper Distributors	janitorial supplies	-49.50
04/30/2020	Elec	CRA (ccoera)	Apr retirement	-1,618.28
04/30/2020	Elec	CRA (ccoera)	Apr retirement	-6,460.98
05/05/2020	Elec	Alpine Bank- CC	May Merchant fees	-91.44
05/15/2020	24392	Brainfuse Inc.	Online tutoring subscription	-5,900.00
05/15/2020	24393	Colorado Dept of Revenue-Income	Garnishment	-30.00
05/15/2020	24394	OverDrive	Library e-Materials	-12,009.35
05/15/2020	24395	Sandy's Office Supply	Office chairs / supplies	-9,360.89
05/15/2020	24396	US Postal Service	RI PO Box fee	-274.00
05/15/2020	24397	Waste Management	CA RI NC trash / recycling	-255.35
05/15/2020	24398	Willis Towers/CEBT	Health Insurance June	-27,528.01
05/15/2020	elec bp140	AFLAC	May supplemental insurance	-131.80
05/15/2020	1000097	All Around Property Maintenance,	CA & PA spring landscaping cleanup & mainte	-1,409.99
05/15/2020	elec bp142	Black Hills Energy	GW & CA gas usage	-753.04
05/15/2020	1000098	CenturyLink	Telephone elevators and alarms	-410.52
05/15/2020	elec bp144	City of Glenwood Springs	GW electric	-557.01
05/15/2020	1000099	City of Rifle	RI sewer/water	-91.47
05/15/2020	elec bp146	Colorado Mountain News Media	Ad postings for library at home, events, stream	-2,641.00
05/15/2020	1000100	Cura HR, LLC	HR support	-4,691.25
05/15/2020	1000101	Employers Council, Inc.	Pandemic training Kim and Amy	-250.00

Garfield County Public Library District Claims for Board Approval 4/16 - 5/15/20

Date	Num	Name	Memo	Amount
05/15/2020	1000102	Fratzke, Brian	mileage reimbursement	-83.95
05/15/2020	1000103	Government Finance Officers Assn	Membership renewal	-160.00
05/15/2020	elec bp151	Great America Financial Services	Telephone lease	-1,043.98
05/15/2020	elec bp152	ImageNet Consulting LLC	Copier copies	-93.00
05/15/2020	1000104	Ingram Library Services	Library materials	-282.68
05/15/2020	1000105	LeFebre, Robert	4/21/20 Virtual poetry event	-200.00
05/15/2020	elec bp155	Mountain Pest Control, Inc.	spraying	-192.00
05/15/2020	1000106	Mountain Temp Services LLC	HR support	-945.00
05/15/2020	1000107	Mountain Waste & Recycling	SI trash / recycling	-60.00
05/15/2020	1000108	OCLC	Cataloging / ill	-271.23
05/15/2020	1000109	Penny, Frederick	mileage reimbursement	-43.38
05/15/2020	elec bp160	R & H Mechanical, LLC	CA hvac repair	-270.85
05/15/2020	1000110	Ransom, Rebecca	mileage reimbursement	-73.60
05/15/2020	1000111	Rocky Mountain Reserve	Flex plan administration	-62.30
05/15/2020	1000112	Sopris Sun	Ad for Citizen Oversight Committee	-85.00
05/15/2020	1000121	Suarez, Dulce Andrea	spanish translation	-60.00
05/15/2020	1000114	Technology Systems Consultants, RI	2nd floor data cabling for new staff workspa	-1,542.09
05/15/2020	1000115	Town of Carbondale	water / sewer	-55.78
05/15/2020	elec bp167	Town of New Castle	water / sewer	-202.84
05/15/2020	1000116	Town of Parachute	water / sewer / trash	-129.40
05/15/2020	elec bp169	Town of Silt	water / sewer	-142.52
05/15/2020	1000117	Transparent Information Services,	Background checks	-1,024.55
05/15/2020	1000118	Walker Electric Inc.	RI: new floor outlet installation	-311.15
05/15/2020	1000119	Wells Fargo Corporate Trust Servi	2017 COP Annual trustee fee	-2,500.00
05/15/2020	elec bp173	Western Paper Distributors	covid supplies	-661.20
05/15/2020	elec bp174	WEX Bank	April vehicle fuel	-118.26
05/15/2020	elec bp175	Xcel Energy	Gas & electric	-4,378.68
05/15/2020	1000120	Zoobean Inc	Annual beanstack subscription	-1,820.00
Total 10010 · Alpine Bank- Gen(..7072)				-205,317.56
TOTAL				<u>-205,317.56</u>

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 04/30/2020

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						8,126.52
Cleared Transactions						
Charges and Cash Advances - 37 items						
Credit Card Charge	03/31/2020	SSFacebook	Facebook ads	√	(263.60)	(263.60)
Credit Card Charge	04/01/2020	SSMtnHighPa	CA paint	√	(67.02)	(330.62)
Credit Card Charge	04/03/2020	SSSkillpath	online staff training	√	(318.24)	(648.86)
Credit Card Charge	04/03/2020	SSSkillpath	online staff training	√	(106.08)	(754.94)
Credit Card Charge	04/03/2020	SSAceHardwa	GW tools	√	(22.99)	(777.93)
Credit Card Charge	04/03/2020	SSAceHardwa	GW tools	√	(16.99)	(794.92)
Credit Card Charge	04/03/2020	SSAceHardwa	GW sink repair	√	(6.99)	(801.91)
Credit Card Charge	04/08/2020	SSAmazon	People counters for CA/GW/SI	√	(654.00)	(1,455.91)
Credit Card Charge	04/09/2020	SSTaradel	Every door direct mail postcards	√	(8,738.24)	(10,194.15)
Credit Card Charge	04/09/2020	SSAmazon	Office supplies	√	(207.00)	(10,401.15)
Credit Card Charge	04/09/2020	SSAceHardwa	GW light repair	√	(9.24)	(10,410.39)
Credit Card Charge	04/10/2020	SSDice	Online job postings	√	(395.00)	(10,805.39)
Credit Card Charge	04/10/2020	SSVerizon	Cell through 3/18/20; hotspot 2/26 - 4/18	√	(118.78)	(10,924.17)
Credit Card Charge	04/10/2020	SSWebClarit	Online job posting branch manager	√	(100.00)	(11,024.17)
Credit Card Charge	04/10/2020	SSWalmart	Office supplies	√	(10.88)	(11,035.05)
Credit Card Charge	04/11/2020	SSAdobe	Monthly Adobe subscription	√	(29.99)	(11,065.04)
Credit Card Charge	04/13/2020	SSSurveyMon	Survey Monkey subscription	√	(900.00)	(11,965.04)
Credit Card Charge	04/14/2020	SSWalmart	Office supplies	√	(23.73)	(11,988.77)
Credit Card Charge	04/15/2020	SSAmLibAsso	ALA training	√	(59.00)	(12,047.77)
Credit Card Charge	04/17/2020	SSCGFOA	CGFOA training classes	√	(120.00)	(12,167.77)
Credit Card Charge	04/17/2020	SSCGFOA	CGFOA membership - Jade	√	(50.00)	(12,217.77)
Credit Card Charge	04/18/2020	SSOfficeDep	Office supplies	√	(42.19)	(12,259.96)
Credit Card Charge	04/19/2020	SSRoblyDigi	Monthly email newsletter host subscrip	√	(52.50)	(12,312.46)
Credit Card Charge	04/20/2020	SSZoom	Zoom subscription	√	(91.89)	(12,404.35)
Credit Card Charge	04/20/2020	SSAdobe	Monthly Adobe subscription	√	(29.99)	(12,434.34)
Credit Card Charge	04/22/2020	SSAmazon	COVID-19 supplies	√	(189.40)	(12,623.74)
Credit Card Charge	04/23/2020	SSNapaAuto	Replacement windshield wipers	√	(53.38)	(12,677.12)
Credit Card Charge	04/24/2020	SSAmazon	COVID-19 supplies	√	(329.90)	(13,007.02)
Credit Card Charge	04/27/2020	SSValleyLum	COVID-19 sneeze guards	√	(279.90)	(13,286.92)
Credit Card Charge	04/27/2020	SSValleyLum	COVID-19 sneeze guards	√	(100.85)	(13,387.77)
Credit Card Charge	04/27/2020	SSWalmart	Admin office supplies	√	(11.00)	(13,398.77)
Credit Card Charge	04/27/2020	SSIlovePDF	Office board packet prep	√	(6.00)	(13,404.77)
Credit Card Charge	04/28/2020	SSAmazon	GW carpet supplies	√	(85.00)	(13,489.77)
Credit Card Charge	04/28/2020	SSValleyLum	COVID-19 sneeze guards	√	(76.82)	(13,566.59)
Credit Card Charge	04/28/2020	SSAmazon	GW boiler emergency shutoff sign	√	(15.18)	(13,581.77)
Credit Card Charge	04/29/2020	SSAmazon	Lightbulb replacements	√	(125.73)	(13,707.50)
Credit Card Charge	04/29/2020	SSValleyLum	COVID-19 sneeze guards	√	(80.76)	(13,788.26)
Total Charges and Cash Advances					(13,788.26)	(13,788.26)
Payments and Credits - 3 items						
Credit Card Credit	04/14/2020	SSWalmart	Office supplies returned	√	13.97	13.97
Check	04/26/2020	AutoDraft	March purchase card payment	√	8,126.52	8,140.49
Credit Card Credit	05/15/2020	SSSHRM	Training refund	√	258.20	8,398.69

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 04/30/2020

Type	Date	Num	Memo	Clr	Amount	Balance
Total Cleared Transactions					(5,389.57)	(5,389.57)
Cleared Balance					5,389.57	13,516.09
Register Balance as of 04/30/2020					5,389.57	13,516.09
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Charge	05/10/2020	SSVerizon	Cell through 4/18/20; hotspot 4/19 - 5/18		(807.39)	(807.39)
Total Charges and Cash Advances					(807.39)	(807.39)
Payments and Credits - 1 item						
Check	05/26/2020	AutoDraft	4485806000048633		13,516.09	13,516.09
Total New Transactions					12,708.70	12,708.70
Ending Balance					(7,319.13)	807.39



AGREEMENT FOR PROFESSIONAL SERVICES CONSULTING

CuraHR.com

A " M A
 R V A \$ M M M f M " x
 M 3 v : j \$ 3 M 3 V
 v: _____

M " V: e V4f Af V3 V4

M M 3
 M j \$ j \$ A j \$
 f V4V\$Axj \$ M 4 x l4f
 M j \$ M "

"j IMAx: MA t: 4 A4RV l"3 V4

M M M M M
 M M M M
 j \$

MkIV4 \$V ": 4 LLxl IV

- L
- "
- " M M
- M

M \$A MkIV4 \$VxA t: 4 j l"

4 M A M A M



Af \$W3 V4 e: \$"\$: eV l: 4Ax V\$ lMv M 4 x l4f

V4f Af V3 V4 eW \$A V

A

R

M

V

R

u

u

V

uu M j \$

M

3

M

V

R

V

\$

V	\$	j	\$
"	M		
	M		
M			
f	A		

l

M

M

A

M

3

M

V "V4 V

M

M

M

V

\$

M

M

M

4

M

M

x

L

A

" M A

x

M

M

M

l

M

\$A VxV "V4 V

M

M

l

M

M 4 V\$ l: 4 eW

M

M

M

A

CuraHR.com

" Af V

Af \$W3 V4 e: \$ " \$: eV l: 4Ax V\$ lM/ M 4 x l4f

M M M M M M

M	M	M	M	e
f				

"A 3V4 V\$3 A4RM 4Rl l: 4

M M

M V

M 4elRV4 lAxl

M M

A

M

L

A

A

V4f Af V3V4 R \$A l: 4 A4R V\$3l4A l: 4

A

A

A V V R V R R

A

l

A

A M

A

M

l4RV3 4lelMA l: 4

M

M

M M

A

M

M

M

M M

A

M



CuraHR.com

" Af V

Af \$W3V4 e: \$"\$: eV l: 4Ax V\$ lM/ M 4 x l4f

xl3l A l: 4 : e xlALxl

l4 4: V V4 j Axx Vl j V\$ "A\$ LVxlALxV : j V: j V\$: \$: A4 j l\$R "A\$ e: \$
A4 x: : e V \$V V4 V: \$"\$: el : \$e: \$A4 M 4 V V4 lAx l4MRV4 Ax l4Rl\$VM
V V3"xA\$ "VMAx : \$" 4l l VRA3Af V

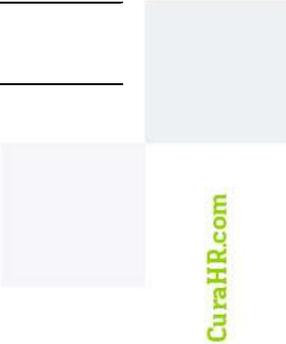
f: V\$4l4f xA V4 V

A M A
R M M A

AMM" A4M/A4RA j : \$l A l: 4

V A M
M A A 4
A A A
A

" M V R A
M j \$ xxM
M x V 4
" 4 A e 4 3 x 3 j
A M:
A
R R



Resolution 20-009

A RESOLUTION APPROVING THE CURA HR, LLC AGREEMENT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Garfield County Public Library District desires the services of a professional human resources firm to facilitate the screening, interviewing, and hiring process; the writing and review of job descriptions, interview questions, and human resource policies and;

WHEREAS, CURA HR, LLC is a qualified, experienced professional human resources firm;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO:

Section 1. The Garfield County Public Library District Board of Trustees authorizes the Executive Director to approve and sign the agreement with Cura HR, LLC.

ADOPTED, this 4th day of June, A.D., 2020

Alice Bedard-Voorhees, President of the Board of Trustees

Brett Lear, Executive Director

ATTEST: _____
Monica Miller, Treasurer of the Board of Trustees

**TERMINATION OF
EMPLOYEE ASSISTANCE PROGRAM AGREEMENT**

RECITALS

A. Triad EAP (Triad) and Garfield County Public Library District ("Employer") are parties to an Employee Assistance Program Agreement dated January 1, 2018 for the provision of EAP Services to Clients. The Employee Assistance Program Agreement and any amendments thereto shall collectively be referred to as the "Agreement." All definitions and terms of the Agreement are incorporated herein by this reference.

B. Triad and Employer desire to terminate the Agreement because Employer has chosen to access EAP Services from Triad through a separate agreement between Triad and CEPT ("CEPT Agreement").

WHEREFORE, in consideration of the above recitals and the mutual promises below, the parties agree as follows:

1. Employer hereby warrants and represents that Employer is a member employer group with CEPT, and that effective July 1, 2020 Employer will access Triad EAP Services as a member of CEPT through the CEPT Agreement.

2. Notwithstanding any provisions of the Agreement between Triad and Employer, Employer and Triad hereby agree that the Agreement shall terminate effective 11:59 p.m. on June 30, 2020 ("Termination Date").

3. Employer and all persons eligible to receive EAP Services pursuant to the Agreement will no longer have access to EAP Services under the Agreement as of the Termination Date. Employer agrees that EAP Services (as defined in the CEPT Agreement) will be made available pursuant to the CEPT Agreement after the Termination Date, provided that Employer continues to elect to receive services pursuant to the CEPT Agreement and complies with applicable requirements of such agreement.

Triad EAP

Garfield County Public Library District

Name: John Gribben

Name: _____



(signature)

(signature)

Title: Owner / Manager

Title: _____

Date April 7, 2020

Date _____

Address:

844 Grand Ave., Suite A
Grand Junction, CO 81501

Address:

PO Box 832
Rifle, CO 81650

Resolution 20-010

A RESOLUTION APPROVING THE TERMINATION OF THE TRIAD EMPLOYEE ASSISTANCE PROGRAM CONTRACT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Garfield County Public Library District wishes to change the vendor who provides the Employee Assistance Program for the District's full and part-time employees;

WHEREAS, the Garfield County Public Library District desires to end the contract with TRIAD EAP to provide an Employee Assistance Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO:

Section 1. The Garfield County Public Library District Board of Trustees authorizes the Executive Director to approve and sign the termination of the contract with TRIAD EAP.

ADOPTED, this 4th day of June, A.D., 2020

Alice Bedard-Voorhees, President of the Board of Trustees

Brett Lear, Executive Director

ATTEST: _____
Monica Miller, Treasurer of the Board of Trustees

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT RESOLUTION

WHEREAS, the Board of the Garfield County Public Library District (GCPLD) having determined it to be in the best interest of the District to review and make certain amendments to the By-Laws of the Garfield Library District; and

WHEREAS, in accordance with Article XII of the By-Laws of GCPLD, amendments to the By-Laws may be adopted by a majority vote of the members of the Board present at a regular meeting subsequent to notification of all Board members of the proposed change.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Article I Name

The name of this organization is the Garfield County Public Library District (GCPLD), with headquarters located at Rifle, Colorado. The District may conduct some or all of its business using the name "Garfield County Library System" or "Garfield County Libraries". The District is a political subdivision of the State of Colorado.

Article II Membership and Responsibilities

1. The management and control of the Garfield County Public Library District shall be vested in a board of seven trustees appointed by the Board of County Commissioners of Garfield County. Appointees to the GCPLS Board of Trustees shall be chosen from the residents within the legal service area of the library and recommended by the Board of Trustees of the District for the consideration of the Board of County Commissioners. Preferably, one Trustee be chosen from the geographic area of each area of each branch. However, in the event of an ongoing vacancy in one branch, a trustee from outside the geographic location may be appointed. The seventh Trustee shall be chosen at large. Trustee selection strives to represent the diverse elements of the County population.
2. Any new member of the Board shall be presented to the Garfield County Commissioners to affirm an appointment.
3. Each Trustee shall be appointed for a term of five (5) years. A Trustee may serve no more than two (2), five-year terms. However, if a Trustee first serves an unexpired partial term, the Trustee is still eligible to serve two (2) additional, three-year terms.
4. In accordance with C.R.S. 24-90-108(5), a GCPLD trustee may be removed by a majority vote of the Board of County Commissioners, but only upon a showing of good cause as defined in, but not limited to, the by-laws adopted by the Board. Good cause shall be defined as willful misconduct, refusal to obey an order of the presiding officer, or neglect of duty in office.
5. Acceptance of an appointment to a Trustee position assumes a commitment to attend all monthly meetings. All Trustees must contact the Executive Director and the Board president no later than the day before the scheduled meeting in order to determine if there will be a quorum. Failure to attend three meetings of the Board in any year without excuses from the presiding officer for each absence will

constitute neglect of duty. (See Meetings.)

6. Trustees serve without compensation. Necessary traveling and subsistence expenses incurred on behalf of the library may be paid from the GCPLD Library Foundation. Also, memberships in Library organizations and conferences can be paid under the guidelines of Board Policy.

7. The Board shall retain a qualified librarian as Executive Director who shall administer policies adopted by the Board, employ, direct and supervise staff members, prepare required reports, recommend policies and promote effective library service and otherwise serve at the Board direction.

8. Vacancies in Trustee positions shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen.

Article III Officers and Duties

1. The Board of Trustees shall elect from its membership a President, a Vice-president, a Secretary, and Treasurer and other roles as the Board may deem necessary.

2. Officers are elected annually at the regular meeting of the Board in January and shall take office immediately. The officers shall be elected by a majority of the Board voting at said election.

3. The President shall sign either by manual, facsimile, or electronic signature any leases, deeds, mortgages contracts, deeds, and other instruments which the Board has authorized or executed. on behalf of District. In the absence of the President, the Vice-president shall chair the meeting. If the office of President should become vacant in the middle of a term, the Vice-president shall assume the duties of the President.

4. The Secretary shall be responsible for ensuring meeting minutes are available.

5. The Treasurer shall be a member of the Budget Committee. The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of District in permanent records.

Article IV Powers and Duties of the Board

The Board shall have all those duties and responsibilities authorized a public library district by the Colorado Revised Statutes 24-90-101, *et seq.* and any future revisions. All powers, privileges and duties vested in, or imposed upon, the Garfield County Public Library District by law shall be exercised and performed by and through the Board of Trustees, whether set forth specifically or implicitly in these By Laws. The Board may delegate to officers and employees of District any or all administrative and ministerial powers, such as the taking or transcribing minutes.

Without restricting the general powers conferred by law or these By Laws, it is hereby expressly declared that the Board of Trustees shall have the following powers and duties:

1. Adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as it deems expedient. The bylaws shall include, but not be limited to, provisions for the definition of good cause to be applied in the removal of a trustee pursuant to section 24-90-108(5); designation of those officers to be appointed or elected and the manner of such appointment or election; rules and regulations for the conducting of meetings; rules for public participation in meetings; and procedures for amending the bylaws. The bylaws of a library district shall further provide for the length and number of terms of board members. A copy of the bylaws shall be filed with the legislative body of each participating governmental unit.
2. Have supervision, care and custody of all property of the library, including rooms or buildings constructed, leased or set apart therefore.
3. Employ a librarian as Executive Director and employ such other employees as may be necessary, prescribe his/her duties, and compensation.
4. Submit annually a budget as prescribed by law and certify to the Board of County Commissioners the sum necessary to maintain and operate during the ensuing year.
5. Adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, C.R.S., and have exclusive control and spending authority over the disbursement of library funds as set forth in section 24-90-112(2)(a).
6. Accept such gifts of money or property as it deems appropriate for GCPLD.
7. Hold and acquire land by gift, lease or purchase GCPLD purposes.
8. Lease, purchase, or erect any appropriate building for GCPLD purposes and acquire such other property as may be needed.
9. Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.
10. Borrow funds for library purposes by means of a contractual short-term loan when monies are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
11. Authorize the bonding of persons entrusted with library funds as required by statute and/or by agreement with Garfield County.
12. Conduct an annual audit of the financial statements of the district.

13. Hold title to property given to or for the use or benefit of the GCPLD, to be used according to the terms of the gift.
14. Do all other acts necessary for the orderly and efficient management and control of the library.
15. Have the authority to enter into contracts.
16. Receive the true and correct copies of all school district collective bargaining agreements submitted pursuant to the "Colorado School Collective Bargaining Agreement Sunshine Act", section 22-32-109.4, C.R.S., and create a repository for all of said current collective bargaining agreements at the library that is available to the public for inspection during regular business hours in a convenient and identified location.
17. Will be kept informed of all policy and operational implementation of internet safety for minors in the district's libraries.
18. Have the authority to request the Board of County Commissioners that an election be held to alter the maximum tax levied to support the library district pursuant to section 24-90-112(1)(b)(III).

Article V Funds of the Library

Pursuant to agreement with the Treasurer of Garfield County, the GCPLD shall be the custodian of the funds of the library, whether derived from taxation, gifts, etc. The funds shall only be used for library purposes.

Article VI Meetings

1. The regular physical or virtual meetings of the Board of Trustees shall be held monthly at a date and time determined by the Board at its annual January meeting. The set date and time and location for any meeting may change upon consensus of the Board. The Board will abide by all requirements of Colorado law regarding open meetings and notification. Notice of regular meetings shall be posted for all GCPLD websites, and at the Garfield County Clerk and Recorder's Offices/Website. All meetings of the Board, other than executive sessions, shall be open to the public and in compliance with state statutes.
2. Special meetings may be held at any time when called by the President or at the request of four members of the Board. All members must be notified at least seventy-two (72) hours in advance of a special meeting. In addition, notice of special meetings of the Board shall be posted in each library operated by the District and at the Garfield County Clerk and Recorder's offices. Only items on the announced agenda may be considered at a special meeting.
3. After three unexcused absences by a trustee in any year, the library Board will notify the appointing Board of Commissioners that the absences have occurred, and request that the Board of County Commissioners adopt a resolution declaring the position of the absentee trustee to be vacant.
4. Any action of the Board shall require the affirmative vote of a majority of the Directors present and

voting. A quorum of the Board consists of four members. All official business of the Board shall be transacted at a regular or special meeting at which a quorum of the Directors shall be present, except when special or emergency circumstances affecting the affairs of District and the health and safety of District residents so dictate, then those Directors available at the time may undertake whatever action is considered necessary and may so instruct District's employees, such actions which shall later be subject to ratification by the Board.

5. The order of business for each regular meeting of the Board shall include the following, but not necessarily in the order listed:

- Call to Order
- Roll Call
- Minutes of the previous meeting
- Discussion
- Action
- Recognition of visitors and establishing time limits for presentations
- Financial Report-Claims for Board Approval and asset report
- Narratives from Administrative Team and Branch Managers
- Reports of Trustees and Committees
- Time and Place of Next Meeting
- Adjournment

6. Meetings of the Board of Trustees are recorded for the convenience of the recording secretary in transcribing minutes only and do not constitute the official record of Board meetings. Recordings are retained only until the official minutes have been approved at a subsequent meeting of the Board of Trustees. Persons wishing to review recordings of Board meetings may do so at the business office of the Garfield County Public Library District in accordance with the Colorado Open Records Act, C.R.S. 24-72-205. The Garfield County Public Library District does not provide facilities for duplicating recordings. Executive session minutes shall be kept separate from minutes of the regular session minute book and recordings and shall not be open to the public, except as provided by law. Executive session minutes shall be retained for ninety (90) days and then destroyed.

7. Any Board member's potential conflict of interest shall be disclosed in accordance with Colorado law.

8. All official business of the Board shall be conducted at regular or special meetings. Executive Sessions may be called at regular or special meetings, and conducted according to the following guidelines:

(a) Calling the Executive Session. The topic for discussion in the Executive Session shall be announced in a motion, and the specific statute that authorizes the Executive Session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in Executive Session. An affirmative vote of two-thirds (2/3) of the quorum present shall be required to go into Executive Session.

(b) Conducting the Executive Session. No formal action shall take place in an Executive

Session. The discussion in Executive Sessions shall be limited to the reasons for which the Executive Session was called. An electronic record of the actual contents of the discussion in the Executive Session, shall be used, and a record kept for ninety days, after which, if no Open Records Act request has been filed, they may be erased or destroyed.

Article VII Committees

1. The Board of Trustees may function as a committee of the whole without appointment of standing committees.
2. The Board may establish standing committees, which shall make regular reports. Membership on standing committees shall be for one year by appointment of the president.
3. Special committees may be authorized and appointed by the President for special, limited purposes and shall serve only until the completion of the assignment.
4. There shall be a permanent committee, known as the Budget Committee, composed of the Treasurer, a member of the Board appointed by the President, and the Executive Director, which shall be responsible for preparation of the annual budget of GCPLD and such other matters as may be assigned to it by the President or the Board

Article VIII Annual Reports

The Board of Trustees of shall make a report to the state library in the form of a response to a survey to be designed and administered by the state library. The report shall contain such other statistics and information as may be required by the state library.

Article IX Parliamentary Authority

Robert's Rules of Order, latest revision (edition), shall govern the proceedings of the Board and of its committees to the extent applicable.

Article X Principal Office

The principal business office of District shall be at 207 East Avenue, Rifle, CO 81650, PO Box 832 Rifle CO 81650. The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment

Article XII Amendments

1. Amendments to these by-laws or to any policy documents of the Board may be adopted by a majority vote of the members of the Board present at a regular meeting subsequent to notification of all Board members of the proposed change.
2. The date of adoption of the by-laws must be noted in the minutes of the meeting at which they were adopted as well as being noted on the instrument.

3. Amendments must be attached to the by-laws.

Adopted, by a majority vote of the members of the Board subsequent to notification of all Board members of the proposed changes, at its regular meeting, this ___ day of ___ 2020

Garfield County Public Library District ATTEST:

President

Secretary

Exhibit A: Current GCPLD Board of Trustees

Alice Bedard-Voorhees, Glenwood Springs, for a term ending 12/31/21

Jocelyn Durrance, Carbondale, for a term ending 12/31/2024

Adrian Rippy-Sheehy, Silt, for a term ending 12/31/2023

Michelle Foster, Parachute, for a term ending 12/31/2020

Monica Miller, Rifle, for a term ending 12/31/2021

Landon Churchill, At Large, for a term ending 12/31/2020 (partial term)

Resolution 20-011

A RESOLUTION APPROVING THE REVISIONS TO THE BY-LAWS FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Board of Trustees of the Garfield County Public Library District having determined it to be in the best interest of the District to make amendments to the By-Laws of the Garfield County Public Library District; and

WHEREAS, in accordance with Article XII of the By-Laws of the Garfield County Public Library District, amendments to the By-Laws may be adopted by a majority vote of the members of the Board present at a regular meeting subsequent to notification of all Board members of the proposed change;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO:

The Assistant to the Executive Director shall cause the Amendments to be attached to and kept with the By-Laws, and shall cause the date of adoption of these amendments to be noted in the minutes of the meeting at which they were adopted as well as on the By-Laws. In accordance with Colorado State Library Law. The Assistant to the Executive Director shall cause a copy of the amended By-Laws to be filed with the legislative body of each participating governmental unit and the State Library.

ADOPTED, this 4th day of June, A.D., 2020

Alice Bedard-Voorhees, President of the Board of Trustees

Brett Lear, Executive Director

ATTEST: _____
Monica Miller, Treasurer of the Board of Trustees

Management Report

Executive Director's Report

The first phase of our reopening is going well. Two customers are permitted in the library at any given time. While in our buildings, customers may check out print materials, pick up holds, and request copying services. The Executive Director is monitoring local and state health orders. The District will move into the next phase of reopening when the State and County give the go ahead for restaurants, bowling alleys, theaters, and other similar-sized agencies to begin letting people into their facilities. If the governor gives the go ahead for businesses to begin letting in people at 30% or 50% of their building capacities, then GCPLD will likely follow suit and begin letting people in at 30% or 50% of our fire code capacities. The County has requested a variance from the State on some of the COVID 19-related health orders, so, if the variance is granted, the District might be able to loosen some of our service restrictions locally before the governor loosens restrictions at a state level. The District will not bring back in-house classes, events, and meeting spaces until staff are confident that they can enforce social distancing with these services.

UPDATE AS OF 5/29/2020: Garfield County received a variance for most of the businesses that it requested permission to open; the Governor also approved the reopening of many businesses at 50% capacity with mandatory social distancing procedures in place. On May 26th, the Executive Director requested approval from the County to open our libraries at 50% capacity (based on fire code capacities) with social distancing measures put in place to keep staff and customers as well as public computers and seating 6-feet apart at all times. On May 27th, the Governor's Office mentioned libraries for one of the first times by revising the Safer at Home Order to limit library services to curbside service. In light of this, Garfield County Public Health communicated to the Executive Director that we may continue to operate under our current service plan, but we may not increase the number of customers we allow into our buildings at any given time at this point. The current Safer at Home Order is set to expire in June 1. If the Order is extended and continues to limit libraries to curbside service, the District may want to pursue a variance of the Order and request permission to expansion public access to 50% of our buildings' capacities, which would align with the County variance that was approve by the State in late May.

Staff are currently investigating how we can bring back computing services for the public while also keeping the surfaces of the computers, keyboards, and mice sanitary. It might be easier to check out laptops to the public versus trying to keep the in-house public desktop computers sanitary after each use. In light of this, staff are pursuing an Institute of Museum & Library Services CARES Act grant opportunity that would allow us to acquire and loan laptops to the public. Not only would this new program get computers to those who may not have one at home, it would also allow us to ensure that the public is accessing computers that have been sanitized before and after each use.

Staff continue to work on enhancing our online services. Brainfuse is one of the new online tools. It is an online tutoring service that provides online tutors to work with students in real time. The summer reading program begins on June 1 and staff have acquired an electronic resource called Beanstack that

will help participants track their reading over the summer. GCPLD has also started partnering with Raising a Reader staff to provide various workshops in Spanish for children, parents, and caregivers.

CMC Rifle and Garfield County Libraries received \$2,500 in discretionary grant funding to assist in funding a new hotspot lending program for county residents. CMC Rifle and GCPLD will also contribute funding to this program. One in five homes in the county still do not have high speed internet access at home. Of those homes with internet access, 60% of those homes have inadequate access, making it difficult or impossible for many county residents to apply for jobs at home (with county unemployment currently at around 13%), to work from home during the COVID 19 pandemic, to apply for CARES Act small-business assistance, and to keep their children engaged in online learning. So, beginning June 1, the District will begin offering mobile hotspots for check out in order to bridge some of the digital divide that still exists in the county.

Verizon had subcontractors on site at the Rifle Branch Library several times over the past month as work continues on installing the telecommunications equipment on the rooftop.

We have received one letter of interest for the Citizens Oversight Committee. The Finance Manager has shared that letter with the Board of Trustees and the Trustees will vote on whether to appoint that person to the committee at the June Board meeting.

As of the writing of this report, the Executive Director has not received any letters of interest for the vacant Board of Trustee position.

Assistant Executive Director's Report

Reopening

Staff worked tirelessly at developing our service plan for reopening our libraries, and we reopened on May 11 with reduced services and reduced hours. A big portion of this plan was training staff on the safety procedures they would need to be able to safely open the branch. We know that our patrons could not wait for us to reopen: A staff member crossed paths with a patron at the grocery store. The patron was very excited to learn we would soon be opening, and had many nice things to say about GCPLD and how much she values us. She was positively gleeful, and said that she was missing the library the most out of everything.

Services

This month we added an email reference service to the list of services we provide. Customers can fill out a form on our website to get help with any question they might have, and our staff reply to them by email to get their question answered.

Library Events

Changing our Summer Reading Program to virtual in a short period of time is ongoing. Our Youth Services Coordinators were able to connect with young patrons virtually by creating content for posting online. We were able to host the St. Mary's bloodmobile blood drive that had been scheduled before the pandemic closings occurred. The bloodmobile parked outside the library and used heightened safety measures. The teens participating in Coding Club have been very engaged. When it's

time to wrap the meeting up, kids keep asking to keep going. Overheard on a mic one week was a club member getting called to dinner, and the 11- or 12-year old's response was "I'm still in a meeting mom!" We are working at adding many more adult events in June and July to educate and entertain the adults of our communities.

Library Collection

This month we added two new online collections for children, Bookflix and Scholastic Teachables, which the Library Collections Coordinator spoke about in the March Board of Trustees meeting.

Staffing

We celebrated National Library Week, even at a distance. Everyone at Support Services put together a Zoom meeting for all staff where all employees had the opportunity to see each other's faces and ask burning questions about how the District is responding to the coronavirus pandemic. We continued to prove our resourcefulness by working together to figure out the best way to provide virtual programming and a plan for reopening. Half of our new staff has hit the ground running and learning the ropes. We're excited to fold in more new staff over the next month! We've started lots of in-branch projects that are usually pushed aside for time's sake and it's a big part of getting our collection where we've wanted it to be. It's still exciting to get our new books and patrons have been excited at the huge selection waiting for them when they walk in.

Staff Training

We continued our safety training through videos and information sharing. We learned more about how to safely don and doff a mask, not something that is typically covered in Library School. We also had many opportunities to attend webinars with other library workers to learn about their best practices during this time. Learning how to inspire motivation, accountability, and productivity with remote staff and how to conduct virtual one-on-one's and staff meetings. Luckily, there were plenty of webinars sharing tips and techniques for managers to grow these skills.



Dearest Carbondale Public Library Branch ~

The Elanfield County Public Library's Facebook page has been somewhat of a lifeline to me these past 7 1/2 weeks! I have so appreciated the numerous daily posts, keeping me informed & my family excited about reading. We miss you all tremendously, though. WOW. What an eye-opening experience to truly appreciate how much our family relies on our public library. Thank you for keeping →

current on the titles you offer on the shelves for check-out. Thank you for being a safe space for students to aggregate after school (pre-covid19!). And thank you for providing an essential service to our community in so many arenas. We can't wait to donate books to you again... and check out dozens of materials at a time!



The Kraus Family

YTD Stats

4																						
2020																						
STATISTICS APRIL YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Springs				Carbondale		
	2020 Actual	2019 Actual	% change	2020 Actual	2019 Actual	% change	2020 Actual	2019 Actual	% change	2020 Actual	2019 Actual	% change	2020 Actual	2019 Actual	% change	2020 Actual	2019 Actual	% change	2019 Actual	2019 Actual	% change	
Cardholders																						
Active Patrons	25184	26581	-5.26%	2689	2862	-6.04%	6130	6442	-4.84%	2119	2210	-4.12%	2717	2811	-3.34%	6002	6429	-6.64%	5527	5827	-5.15%	
New Library Cards	1047	1368	-23.46%	98	166	-40.96%	175	421	-58.43%	78	89	-12.36%	124	153	-18.95%	266	310	-14.19%	306	229	33.62%	
Patron Services																						
Door Count	63580	118691	-46.43%	6343.5	10384	-38.91%	13299.5	23987	-44.56%	8909	11297	-21.14%	7276	12491.5	-41.75%	13806	36269	-61.93%	13946	24262.5	-42.52%	
Meeting Room Usage	1716	2575	-33.36%	57	83	-31.33%	520	798	-34.84%	193	193	0.00%	213	393	-45.80%	108	216	-50.00%	625	892	-29.93%	
Meeting Room Attendance	8469	16510	-48.70%	252	558	-54.84%	2161	5556	-61.11%	1228	1279	-3.99%	1881	2032	-7.43%	1698	4978	-65.89%	1249	2107	-40.72%	
Adult Programs	49	99	-50.51%	13	4	225.00%	5	24	-79.17%	7	12	-41.67%	14	27	-48.15%	3	20	-85.00%	7	12	-41.67%	
Adult Program Attendance	833	1326	-37.18%	193	53	264.15%	141	370	-61.89%	114	58	96.55%	213	218	-2.29%	52	330	-84.24%	120	297	-59.60%	
School-Age Programs	61	92	-33.70%	15	3	400.00%	7	19	-63.16%	9	16	-43.75%	10	12	-16.67%	6	21	-71.43%	14	21	-33.33%	
School-Age Program Attendance	1043	1443	-27.72%	159	13	1123.08%	70	151	-53.64%	104	204	-49.02%	294	102	188.24%	97	336	-71.13%	319	637	-49.92%	
Teen Programs	28	47	-40.43%	5	1	400.00%	3	17	-82.35%	5	7	-28.57%	0	3	-100.00%	5	13	-61.54%	10	6	66.67%	
Teen Program Attendance	337	742	-54.58%	133	62	114.52%	19	326	-94.17%	54	62	-12.90%	0	81	-100.00%	32	130	-75.38%	99	81	22.22%	
Early Childhood Programs	115	159	-27.67%	18	17	5.88%	32	35	-8.57%	20	17	17.65%	18	36	-50.00%	8	17	-52.94%	19	37	-48.65%	
Early Childhood Attendance	2622	4572	-42.65%	408	554	-26.35%	830	937	-11.42%	289	314	-7.96%	319	723	-55.88%	102	551	-81.49%	674	1493	-54.86%	
Adult Outreach Visits	21	37	-43.24%	3	3	0.00%	3	7	-57.14%	1	0		5	11	-54.55%	0	3	-100.00%	9	13	-30.77%	
Adult Outreach Attendance	89	275	-67.64%	11	18	-38.89%	17	127	-86.61%	7	0		10	23	-56.52%	0	48	-100.00%	44	59	-25.42%	
Youth Outreach Visits	8	27	-70.37%	4	7	-42.86%	0	3	-100.00%	1	1	0.00%	1	3	-66.67%	1	1	0.00%	1	12	-91.67%	
Youth Outreach Attendance	165	717	-76.99%	0	312	-100.00%	0	114	-100.00%	25	8	212.50%	50	85	-41.18%	12	56	-78.57%	78	142	-45.07%	
STEM Programs	18	27	-33.33%	3	0		1	1	0.00%	5	2	150.00%	1	11	-90.91%	0	13	-100.00%	8	0		
STEM Program Attendance	289	243	18.93%	30	0		3	6	-50.00%	57	18	216.67%	3	84	-96.43%	0	135	-100.00%	196	0		
ESL Programs	49	38	28.95%	13	0		9	23	-60.87%	10	0		11	15	-26.67%	5	0		1	0		
ESL Program Attendance	738	772	-4.40%	150	0		252	455	-44.62%	97	0		177	317	-44.16%	44	0		18	0		
Book A Librarian Sessions	85	117	-27.35%	21	16	31.25%	8	3	166.67%	13	26	-50.00%	43	68	-36.76%	0	0		0	4	-100.00%	
Physical Circulation																						
Juvenile	16787	30465	-44.90%	1549	2675	-42.09%	3020	5951	-49.25%	2138	3182	-32.81%	2295	4165	-44.90%	3184	6382	-50.11%	4601	8110	-43.27%	
Young Adult	1651	2967	-44.35%	154	483	-68.12%	363	938	-61.30%	231	262	-11.83%	265	457	-42.01%	374	507	-26.23%	264	320	-17.50%	
Adult Fiction	6645	11077	-40.01%	1039	1976	-47.42%	1228	2398	-48.79%	598	860	-30.47%	849	1381	-38.52%	1702	2586	-34.18%	1229	1876	-34.49%	
Adult Non-Fiction	4008	6967	-42.47%	364	735	-50.48%	891	1379	-35.39%	409	773	-47.09%	560	1007	-44.39%	891	1610	-44.66%	893	1463	-38.96%	

Large Print	525	1031	-49.08%	63	103	-38.83%	140	275	-49.09%	64	72	-11.11%	34	40	-15.00%	110	274	-59.85%	114	267	-57.30%
World Languages	757	1600	-52.69%	37	99	-62.63%	218	252	-13.49%	34	42	-19.05%	71	185	-61.62%	184	528	-65.15%	213	494	-56.88%
New Books	6423	7158	-10.27%	1020	843	21.00%	1123	1298	-13.48%	777	568	36.80%	694	715	-2.94%	1525	1893	-19.44%	1284	1841	-30.26%
Reference/Colorado	29	30	-3.33%	0	5	-100.00%	14	8	75.00%	8	10	-20.00%	1	2	-50.00%	0	0		6	5	20.00%
DVD	19960	35769	-44.20%	2362	3659	-35.45%	5152	8603	-40.11%	2669	4625	-42.29%	2383	4124	-42.22%	3977	8499	-53.21%	3417	6259	-45.41%
CD Audiobook	1671	3550	-52.93%	155	361	-57.06%	310	620	-50.00%	101	210	-51.90%	238	542	-56.09%	426	929	-54.14%	441	888	-50.34%
Playaway	277	261	6.13%	59	40	47.50%	30	36	-16.67%	48	7	585.71%	46	23	100.00%	23	50	-54.00%	71	105	-32.38%
Magazines	514	616	-16.56%	45	67	-32.84%	103	41	151.22%	145	153	-5.23%	74	153	-51.63%	89	105	-15.24%	58	97	-40.21%
Video Games	126	29	334.48%	13	5	160.00%	34	6	466.67%	20	3	566.67%	25	6	316.67%	26	8	225.00%	8	1	700.00%
CD Music	628	1225	-48.73%	49	122	-59.84%	147	354	-58.47%	72	106	-32.08%	124	202	-38.61%	126	241	-47.72%	110	200	-45.00%
ILL	35	49	-28.57%	4	9	-55.56%	13	3	333.33%	5	3	66.67%	10	21	-52.38%	3	13	-76.92%	0	0	
Materials borrowed from other libraries	12322	20215	-39.05%	1359	2140	-36.50%	2166	3596	-39.77%	1129	1986	-43.15%	1806	2213	-18.39%	2515	4491	-44.00%	3347	5789	-42.18%
Collection																					
Items Added	4934	4690	5.20%	666	594	12.12%	792	897	-11.71%	740	581	27.37%	656	583	12.52%	924	995	-7.14%	1156	1040	11.15%
Total Items in Collection	172621	169938	1.58%	29546	29294	0.86%	34108	32883	3.73%	21378	21174	0.96%	28001	28595	-2.08%	29615	28765	2.95%	29973	29227	2.55%
Technology																					
PAC Usage (hours)	5980	10125	-40.94%	338	693	-51.23%	1089	1796	-39.37%	808	1060	-23.77%	474	1019	-53.48%	2048	3770	-45.68%	1223	1787	-31.56%
PAC Usage (sessions)	9015	15447	-41.64%	695	1312	-47.03%	1734	2956	-41.34%	1382	1786	-22.62%	810	1714	-52.74%	2414	4577	-47.26%	1980	3102	-36.17%
Wireless Sessions	21963	34171	-35.73%	1109	1462	-24.15%	5116	6978	-26.68%	2341	3162	-25.96%	2061	3152	-34.61%	8993	14454	-37.78%	2343	4963	-52.79%
Volunteers																					
Volunteer Hours	460	1036	-55.60%	59	120	-50.83%	151	91	65.93%	24	33	-27.27%	102	215	-52.56%	55	224	-75.45%	69	353	-80.45%

YTD Digital Stats

4			
2020			
STATISTICS APRIL YTD	District		
	2020 Actual	2019 Actual	% change
Website			
Website Visits	65153	75116	-13.26%
Downloadables			
Overdrive - total eBook, audio, video	21288	17227	23.57%
Zinio	2684	2100	27.81%
Subscription Resources			
Ancestry - Searches	4071	336	1111.61%
EBSCO Databases - Sessions	1787	898	99.00%
Biography in Context - Sessions	433	614	-29.48%
Kids InfoBits - Sessions	49	23	113.04%
Learning Express - Sessions	68	69	-1.45%
Mango - Sessions	6605	658	903.80%
MyHeritage - Sessions	66	43	53.49%
Research in Context - Sessions	360	109	230.28%
Tumblebooks - Book Views	220	155	41.94%

Virtual Events Stats

April 2020 - FINAL	Number of Views												
	Number of Events	Age	Language	STEM, ESL or Outreach?	Zoom Live	YouTube Live	Facebook Live	Google Live (Classroom or Forms)	Co-Sponsor Platform Live	Total Live	YouTube Recorded	Co-Sponsor Platform Recorded	Total Recorded
How to complete your census	4	adult	3 Spanish, 1 English		22								
Zoom practice for census events	1	adult	Spanish		11								
Lecture: Nobody's Monster	1	adult	English		10	2					162		
Linda - Census is Important	1	adult	English								28		

Secret's Out: Tips & Tricks	5	adult	English	17							108		
Business & Breakfast	5	adult	English	139							115		
Library Lovers Book Club	1	adult	English	7									
Coffee with the Director	1	adult	English	11									
Home and School at Home Strategies	1	adult	Bilingual	7							7		
GRT Make & Take Workshops-Spanish	1	adult	Spanish						22			46	
Poetry Open Mic	2	adult	English	50									
Adult Total	23			274	2	0	0	22	298	420	46	466	
Storytime	12	early childhood	English								1311		
Arts & Crafts	8	early childhood	English								389		
Early Childhood Total	20			0	0	0	0	0	0	1700	0	1700	
Teen Coding Club	4	teen	English	44									
Teen Manga Club	4	teen	English	4									
Escape Room (Music Store)	1	teen	English				25						
Teen Total	9			48	0	0	25	0	73	0	0	0	

Human Resources Report

Over the last month the HR Manager, together with the Assistant Executive Director and Executive Director, finalized the job descriptions for five of our essential support positions – Library Collections Manager, Staff Trainer, HR Assistant, Education and Events Coordinator, and Community Outreach Specialist. By the time of the June board meeting all of these positions should be posted and applications being reviewed.

The Marketing and Communications Manager, Executive Director, and HR Manager are conducting interviews for the Community Engagement Coordinator and are pleased with a couple of local candidates so far. We are inviting a Branch Manager candidate for a final interview in Rifle at the end of May. We have at least 12 qualified candidates for the Library Collections Manager position and screening interviews will begin in early June. We continue to look for a Technology and Innovation Manager. We have one promising candidate and have

lost a couple of applicants due to various personal circumstances. HR Assistant interviews are starting the week of May 25.

The training for our newest Library Associates has been rescheduled for the week of June 1.

The Executive Leadership Team has been committed to providing timely and relevant information to all staff throughout the COVID-19 crisis to keep staff informed about what's going on in the District. To that end each member strives to send out a weekly update from their department. We also hosted another All Staff Meeting via Zoom on May 18 and it is our intention to continue holding All Staff Meetings regularly.

Staffing Report - Since 04/23/2020:

New Hires: 4 (these three Pages are carried over from the April report)

- Page – Carbondale, 10hrs/week – offer pending
- Page – Glenwood, 10hrs/week – offer pending
- Page – Rifle, 10hrs/week – hire date 5/27/2020
- Library Specialist – Glenwood Springs, 24hrs/week – hire date 5/26/2020

Promotions/Transfers: 1

- Library Specialist transferred from Glenwood Springs to Collections Processing Specialist – Support Services, 20hrs/week

Vacancies: 10

- Library Associate – Rifle, 24hrs/week
- Library Collections Manager – Support Services, 40hrs/week
- Branch Manager – Rifle, 40hrs/week
- Technology and Innovation – Support Services, 40hrs/week
- Community Engagement Coordinator – Support Services, 40hrs/week
- Staff Trainer – Support Services, 40hrs/week
- HR Assistant – Support Services, 40hrs/week
- Education and Events Coordinator – Support Services, 40hrs/week – will be posted soon
- Community Outreach Specialist – Support Services, 40hrs/week – will be posted soon
- Volunteer Coordinator – Support Services, 40hrs/week – will be posted soon

Departures: 1

- Library Associate – Rifle, 24hrs/week – 5/8/2020

Additional Staffing Information:

Headcount as of 5/20/2020:

- 69 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
- 49.60 FTE
- 13 Substitute staff

Staff Stats by Location - 5/20/2020					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week (total of all staff)</u>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	7.35	11	294	3	8
Glenwood	6.65	10	266	3	7
New Castle	5.75	8	230	3	5
Silt	6.35	9	254	3	6
Rifle	5.75	9	230	2	7
Parachute	6.35	9	254	2	6
Support Services	11.3	13	452	11	3
Grand Total	49.5	69	1980	27	42

Facilities Report

During the month of April, the lighting has been reprogrammed at each location to coincide with our staffing hours. A security/ loss prevention system has been implemented for staff keys and fobs across the district. A fob system will be installed in the Parachute Branch with completion estimated at the end of June. The semiannual maintenance of the automatic doors has been completed by S & S Doors. The Verizon project continues to gain traction with the electrical installation now complete. The refinishing of the chalkboard wall in Carbondale is complete and research into adding water bottler fillers to the water fountains at each branch is ongoing. The Facilities department continues to update their budgeting plan for the remainder of 2020 to focus on structural demands and various maintenance needs.

Community Engagement

Events

Youth Services staff not only continued to record “Storytime at Home” videos, but they also participated in live chats on Facebook when the events were published on Tuesdays and Wednesdays. These “Watch and Chat” events allowed parents and children to interact in real time with their librarians even when our doors were closed.

We recently hosted multiple events including “Coffee with the Library Director” and “The Mask You Live In” online in English with real time interpretation in Spanish. This has allowed us to broaden the conversation and reach a wider audience.

Other

Our website now has a new, temporary homepage to help connect people directly to the most relevant information and resources. We also now have a calendar that shows all our virtual events, with links to our YouTube channel and specific playlists (including Business & Breakfast, Storytime at Home, and Arts and Crafts).

We launch our Summer Reading Challenge June 1. Much work has been done by the planning committee members to change this regularly in-person flagship program into a mainly virtual experience. Members also added a new interactive element, Beanstack for participants to track their progress. The website www.gcpld.org/summer-reading has details on the reading challenge, tracking, bonus quests, and events.

We continue to use themed email newsletter blasts to reach almost 19,000 people on a weekly basis. This has allowed us to showcase our digital offerings, highlight initiatives from community partners, and relay critical information to our community.

Statistics –

Number of Events Promoted in May:

Special Events (Virtual) - 18 Special Events - 4 (in person blood drives outside our libraries)

Followers:

Facebook – 2,943

Instagram – 1,099

Email Newsletter – 18,929

Facebook Reach (the number of unique people who saw our content) in April:

Total – 72,660

Paid – 55,650

Glenwood Springs Chamber Resort Association via auth.ccsend.c... 9:13 AM (3 hours ago) ☆ ↶ ⋮

← Chamber Email Blast

GLENWOOD SPRINGS CHAMBER RESORT ASSOCIATION

Chamber Connection

BUSINESS & BREAKFAST

Featured Topic: Developing a Rebound Strategy

Join Bryn Sisk, MBA and business development strategist, for a quick-hitting, idea-generating roundtable on how to create a rebound strategy during the pandemic.

TUESDAY, MAY 5
9 - 10:30 AM • ATTEND VIRTUALLY AT WWW.GCPLD.ORG/BUSINESS

Virtual Business and Breakfast: Developing a Rebound Strategy - There's a Lot to Consider! Tuesday, May 5 | 9-10:30 a.m.

Join Bryna Sisk, MBA and business development strategist, for a quick-hitting, idea-generating roundtable on how to create and implement a rebound and/or turnaround strategy during and after the COVID-19 pandemic. Learn the fundamentals of how to evaluate your core product(s) and processes, write or re-write your business plan and implement your new strategy so that your business will not only survive the recent economic downturn, but maybe even thrive during these uncertain times.

This event series is free and presented by the Glenwood Springs Chamber Resort Association, Glenwood Springs Post Independent, BlizzardPress, River Blend Coffee House, Colorado Mountain College, and Garfield County Libraries.

[REGISTER HERE](#)

Post Independent | Monday, May 4, 2020 | A11

COMMUNITY BRIEFS

Virtual Coffee with the Library Director / Café con el director (virtual)

Brett Lear, executive director of the Garfield County Libraries, would like to hear from residents to chat about the community, the libraries, and our changing world. It will be held in English with real-time interpretation in Spanish. This particular event will be held online at 9 a.m. Friday, May 8, so BYOC (bring your own coffee) and visit www.gcpld.org/news-and-events and click the event listing to connect to the live Zoom webinar. Or call in using the number 1-669-900-9128 and meeting ID of 843 0651 0719.

create and implement a rebound and/or turnaround strategy during and after the COVID-19 pandemic. Join in at 9 a.m. on Tuesday, May 5, to learn the fundamentals of how to evaluate your core product(s) and processes, write or re-write your business plan and implement your new strategy so that your business will not only survive the recent economic downturn, but maybe even thrive during these uncertain times. This event series is free, open to the public, and presented by the Glenwood Springs Chamber Resort Association, Glenwood Springs Post Independent, BlizzardPress, River Blend Coffee House, Colorado Mountain College, and Garfield County Libraries. This particular class will be held virtually so BYOB (bring your own breakfast) and visit www.gcpld.org/business to connect to the live Zoom class or watch on YouTube.

Virtual Business and Breakfast: Developing a Rebound Strategy

Bryna Sisk, MBA and business development strategist, presents a quick-hitting, idea-generating roundtable on how to

MARKET

From page A1

never been really big."

Frank Martin, a local musician who has been performing at Glenwood's Downtown Market & Music Series for nearly a decade, said he always looked forward to the market's open-air and casual audiences.

"I'll miss playing," Martin said. "I really don't know what's going to happen for performing artists."

Kitti Sanderson and her husband Bobby Sanderson, who co-own Aspen Mini Donuts, had mapped out a busy festival season prior to the pandemic.

"This year was going to be a banner year for us," Kitti Sanderson said.

Several festivals, including Strawberry Days and Glenwood's Fourth of July celebration, have already been canceled due to health and safety concerns as a result of the pandemic.

"We've had at least 10 events cancel," Sanderson said.

The Sandersons still plan on serving as many donuts as they can at Glenwood's Downtown Market & Music Series this summer.

"This unfortunate situation has impacted any vendor that's in this line of work greatly," Sanderson said. "We're all hoping and banking on these farmers markets to kind of save us."

mabennett@postindependent.com

The City of Rifle Colorado

Government Services How Do L...

Page Navigation:
Report a Concern
Departments Phone Directory
Rifle City Council
Rifle Municipal Code & Charter
Recreation Programs
Sales Tax
Projects Under Design/Construction
Projects Out To Bid
GIS / City Maps
Additional Resources

City of Rifle Community Alert!

City Of Rifle update regarding changes to Local activities, events, & services from COVID-19

City of Rifle update regarding changes to local Activities, Events, & Services from COVID-19

The City of Rifle would like to keep our citizens up to date with local information regarding COVID-19 to help keep you safe and provide you with details regarding Local activities, events, and services.

Update #19 / May 13th @ 1:15pm

INDEX OF CATEGORIES, along with highlighted topics
(✓ = NEW / UPDATED information/topics)

- Changes to City of Rifle Activities & Services
 - ✓ (NEW) RHS Graduation Seniors Car Procession
 - ✓ (NEW) Rifle Branch Library Reopens
 - ✓ (NEW) Extension of State of Emergency
 - ✓ (NEW) State Timeline For The Reopening
- Video updates with Rifle City Manager
 - ✓ (NEW) VOLUME #6 Video update from Rifle City Manager, Scott Hahn - May 12th (see more below)
- Local Food Resources for Citizens
- Business Resources for Economic Changes
- Other Helpful Local Information
- Referrals to Credible Sources

← Library Reopening Featured on City of Rifle's Website



Support for Teens

Distance learning and stay-at-home orders can be challenging, and your Garfield County Libraries want you to know we are here for you.

We have an array of educational resources online, teens-only virtual events, and eBooks that can help. See below for details and ideas to brighten your day.

Virtual Events Just for Teens



Virtual Coding Club
Wednesdays at 4 pm

Middle school and high school students are invited to join an online coding club and learn programming with JavaScript to create video filters, animations, augmented reality, and other creative projects.

[Register to Participate on Zoom](#)



Teens Only: Virtual Book Club
Mondays at 12 pm

Here's your chance to join an exclusive, teens only book club! Participate by simply logging into our Google Classroom, right in your Google Apps.

We will officially meet (virtually) for weekly check-ins and discussions to talk about the books we are reading. The first Monday in June, we will, hopefully, have face-to-face party and final discussion to highlight some of our favorite things from the club!

[Login Information](#)



Virtual Yokoso! Manga Club
Mondays at 4 pm

Middle school and high school students are invited to join an online discussion of manga each week in April where we share our favorite series and authors with one another.

[Attend Live on Zoom](#)



Escape from the Record Store (Virtual)
Participate Anytime in April

The setting is an abandoned music shop in the future. You need to travel through time to follow your missing friend back into the past to stop the catastrophe currently threatening your era. Before you can do this, you must find all the pieces of a broken record from that year to feed the time machine.

[Go to the Virtual Escape Room](#)

Featured eBooks: Blue Spruce Award Nominees



[See the Entire Book List](#)

[Browse the Catalog](#)

The Beginning of Our Email Blasts from

April 15

April 27

May 11



Restoring In-Person Library Services

Our staff has been hard at work these past few weeks bringing additional eBooks, streaming movies, databases, and events online. We hope you've enjoyed these services during the state's stay-at-home order.

During this time we have also been working on our buildings and training staff remotely in preparation for reopening our facilities. We have been closely monitoring the situation and the directives from government officials as to when and how best to reopen our buildings.

After considering all the current information, we have decided to begin restoring in-person services on Monday, May 11.

Services will be phased in during limited open hours.

- At first, we will be:
 - checking out books and materials that are in the library
 - copying, scanning, and faxing
 - printing those items which are sent wirelessly from your phone, tablet, or home computer (no computers will be available)

We will be enforcing strict social distancing, and you will need to properly wear a mask covering your mouth and nose in order to enter the library.

To view up-to-date information and the schedule of our open hours, please visit our website.

www.gcpld.org/covid-19

Virtual Events Continue



Storytime at Home: Watch and Chat
Tuesdays and Wednesdays at 10:30 am

Garfield County Libraries, Basalt Regional Library, and Colorado Mountain College's Quigley Library are teaming up for some great discussions among book lovers in our various communities.

Every month a different library will host this event. At this first meeting, which will be virtual, we will ask participants what books they have been reading while sheltering at home.

[Chat on Facebook](#)



Business & Breakfast:
What "Safer at Home" Means for
Garfield County Businesses
Tuesday, April 28
9 am to 10:30 am

A representative from Garfield County Public Health will provide an overview and answer questions related to the transition to "Safer at Home" and what that means specifically for businesses located in Garfield County.

This event series is free, open to the public, and presented by the Glenwood Springs Chamber Resort Association, Glenwood Springs Post Independent, BlizzardPress, River Blend Coffee House, Colorado Mountain College, and Garfield County Libraries.

This particular class will be held virtually so BYOB (bring your own breakfast).

[Register and Participate Live via Zoom](#)

[Watch Later on YouTube](#)



Supporting Small Businesses

Small business is such an important part of our community and our economy. Your Garfield County Libraries are committed to supporting businesses and entrepreneurs through services, events, and connection to valuable information.

Virtual Events



Virtual Business and Breakfast
Webinars

Learn from local experts about tools and skills to help your small business respond to the COVID-19 crisis, succeed, and grow. We have recorded all our virtual events, and you can watch them on our YouTube channel at your convenience.

[Watch Past Events](#)

New Business & Breakfast events will return on Tuesday, May 19 and will continue to be held online at no charge to participants.

Featured eBooks: Business-Crisis Management



[See the Entire Book List](#)

[Browse the Catalog](#)

Free Online Tools from Your Library



Business Source Premier

Search full-text articles covering management, marketing, economics, finance, accounting, and international business.

[Access Now](#)



Regional Business News

Provides coverage for popular business publications like Colorado Magazine, Colorado Springs Business Journal, The Washington Post, Oil & Gas News, and more.

[Access Now](#)



Legal Information Reference Center

Learn about the law and processes involved in many activities. Access hundreds of publications, legal books by Nolo, and thousands of downloadable legal form templates.

[Access Now](#)

Business Tools & Assistance from Community Partners



CMC Offers Resources for Local Businesses

In an effort to aid our local businesses and business professionals, Colorado Mountain College is offering no-cost coaching, live educational trainings and consulting services to in-district businesses during this time of need.

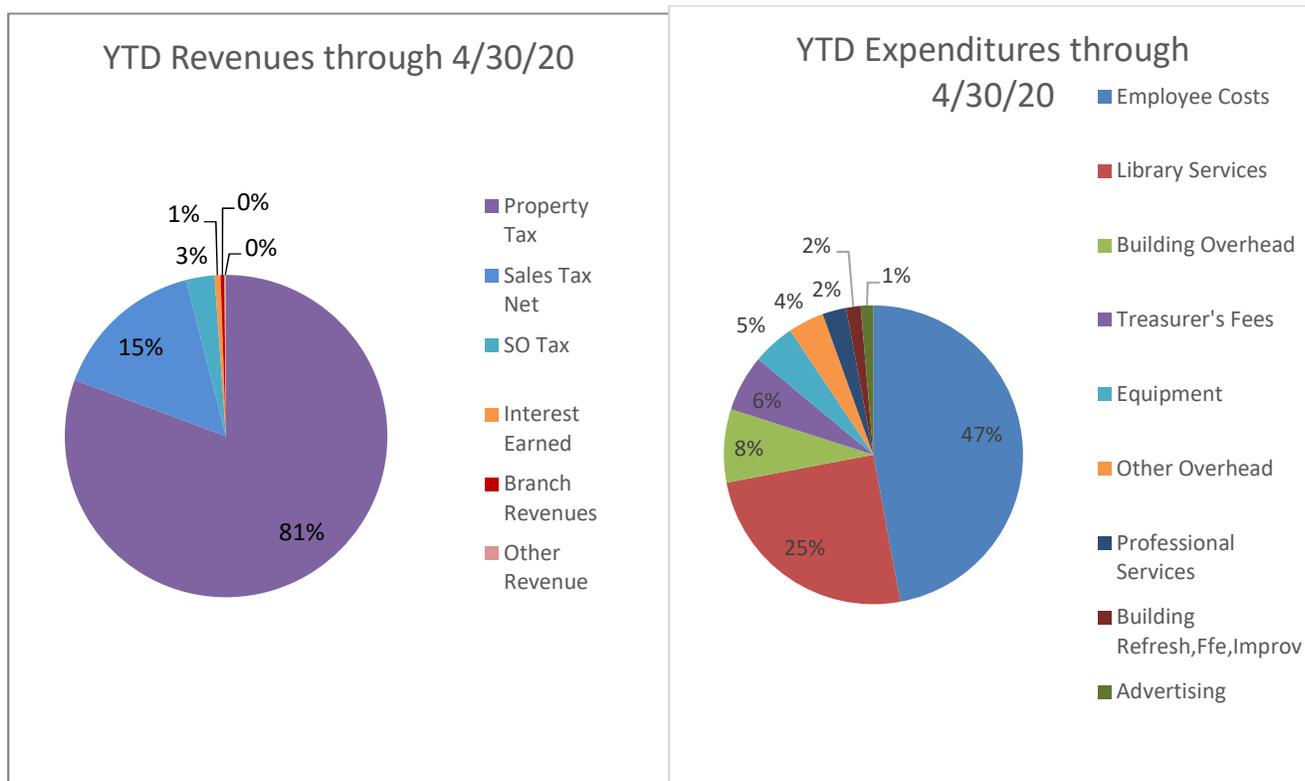
[Free Trainings & Live Webinars](#)

[Sign Up for Business Consultation Services](#)

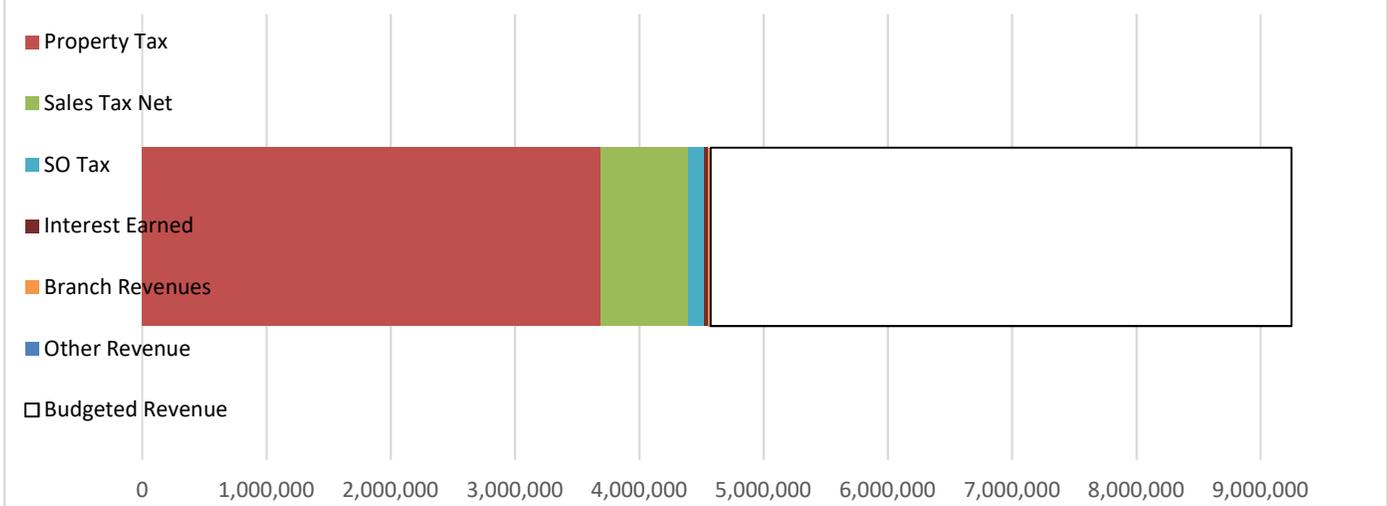
Financial Report

- Our 2019 Financial Statement audit is progressing. A draft of the audit will be provided to the Board prior to the July board meeting. Dan Cudahy with McMahan & Assoc will be presenting the audit in July.
- The Board will have the opportunity at the June board meeting to appoint an interested volunteer to the Citizen Oversight Committee. We are still soliciting for more volunteers on the Library's website and social media. Keep spreading the word.
- The charts provided below depict all revenues received and expenditures made from 1/1/20 through 4/30/20, and are relative to their respective annual budgets (Unaudited).
- Total revenues received as of 4/30/20 is \$4,583,182.
- Total expenditures made as of 4/30/20 is \$1,543,062.
- 33.3% of the year has elapsed as of 4/30/20.
- 49.5% of budgeted revenue (\$9,256,132) has been received.
- 16.7% of budgeted expenditure (\$9,256,132) has been made.
- All cash and investment accounts have been reconciled by month end.
- 2020 property tax revenue including 6A revenue has been coming in for 3 months.
- Increases in Jan-Apr 2020 expenditures to prior year relate to 6A funding for library collections, electronic materials, and build up of expanded library services.

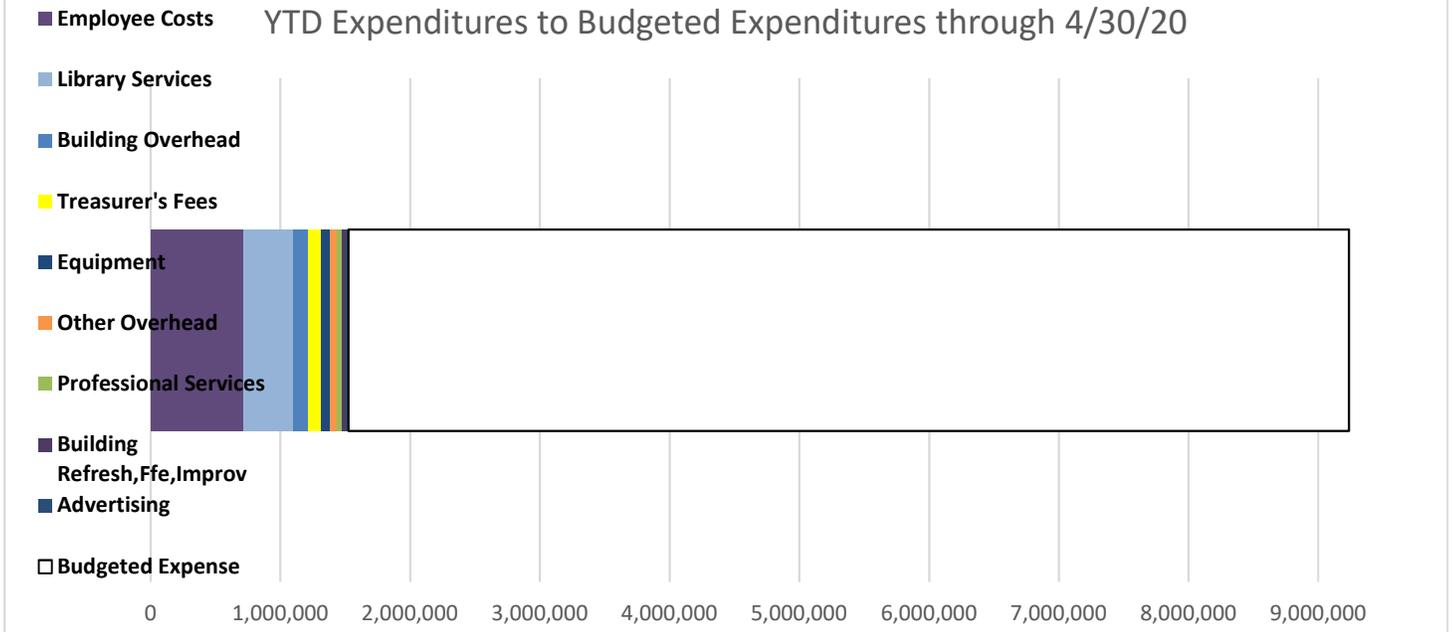
April 2020 Financial Visualization



YTD Revenues to Budgeted Revenues through 4/30/20



YTD Expenditures to Budgeted Expenditures through 4/30/20



Garfield County Public Library District
Profit & Loss Budget vs. Actual - PRELIMINARY DRAFT UNAUDITED
Jan-Apr 2020

	Jan - Apr 2020 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Apr 2019 Actual	\$ Increase / (Decrease) in Actual '19 to '20
Income						
40100 · Sales Tax Revenue	717,665.28	2,600,000.00	27.6%	1.	682,904.08	34,761.20
40102 · Sales Tax Refunds	(14,634.78)	(70,000.00)	20.91%		(27,638.45)	13,003.67
40200 · Property Tax Revenue	3,690,035.99	6,237,487.00	59.16%	2.	1,511,421.50	2,178,614.49
40300 · Specific Ownership Tax Revenue	128,837.79	162,000.00	79.53%		58,045.86	70,791.93
40900 · Interest Earned on Investments	28,108.03	90,000.00	31.23%		37,214.83	(9,106.80)
41000 · Grants	6,392.91	97,545.00	6.55%		650.00	5,742.91
41200 · Other Revenue	7,287.36	19,500.00	37.37%		15,213.67	(7,926.31)
41300 · Solar Rebates	2,136.80	8,000.00	26.71%		1,803.60	333.20
42000 · Branch Revenues	17,352.81	111,600.00	15.55%		36,140.53	(18,787.72)
Total Income	4,583,182.19	9,256,132.00	49.52%		2,315,755.62	2,267,426.57
Expense						
50001 · TREASURER'S FEES	92,834.22	178,590.00	51.98%		47,640.35	45,193.87
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	717,809.39	3,915,656.00	18.33%		650,562.22	67,247.17
52000 · LIBRARY SERVICES	379,882.00	1,541,611.00	24.64%		248,405.92	131,476.08
53000 · PROFESSIONAL SERVICES	39,089.14	237,296.00	16.47%		42,571.15	(3,482.01)
54000 · BUILDING OVERHEAD	120,565.39	635,331.00	18.98%		119,901.08	664.31
54500 · BUILDING REFRESH, FURNITURE, IMPF	24,330.13	404,000.00	6.02%		159.30	24,170.83
55000 · EQUIPMENT	70,154.75	522,699.00	13.42%		20,390.94	49,763.81
56000 · OTHER OVERHEAD	58,866.46	71,640.00	82.17%	3.	49,131.39	9,735.07
57000 · ADVERTISING & MARKETING	20,490.55	40,560.00	50.52%		3,397.96	17,092.59
58000 · VEHICLES	1,316.97	12,800.00	10.29%		889.83	427.14
59000 · PARTNERSHIPS	17,723.00	36,149.00	49.03%	4.	17,214.22	508.78
Total Expense	1,543,062.00	9,256,132.00	16.67%		1,200,264.36	342,797.64
Net Income	3,040,120.19	0.00			1,115,491.26	1,924,628.93

Footnotes:

1. Includes Jan - Mar installments
2. Includes first three installments of 6A revenue
3. Annual property and liability insurance paid in January.
4. Includes Jan - June operations assessment for Cooper Commons condo assoc

Garfield County Public Library District
Balance Sheet - PRELIMINARY DRAFT UNAUDITED
 As of April 30, 2020

Apr 30, 20

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	2,287,289.98
10050 · Colo Trust - General	4,826,540.20
10051 · Colo Trust - SO Funds	1,603,421.00
10055 · C-Safe	53,479.48
10060 · Alpine Bank- Payroll(..8785)	6,719.83
10070 · Alpine Bank - Flex(..0583)	2,979.84
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	260.39
11050 · WF-23652001-Annual Princ. Pmt	1,010.40

Total Checking/Savings 8,783,414.52

Other Current Assets

12050 · Sales tax transfer by Treasurer	286,039.62
12100 · Property tax transfer by Treas	6,249,961.00

Total Other Current Assets 6,536,000.62

Total Current Assets 15,319,415.14

Other Assets

18600 · Prepaid Subsc	3,218.94
19100 · Due to / from Foundation	5,444.14

Total Other Assets 8,663.08

TOTAL ASSETS 15,328,078.22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	2,789.89
--------------------------	----------

Total Accounts Payable 2,789.89

Credit Cards

20510 · Alpine Bank Purchase Card	13,774.29
20570 · Fuel Cards - WEX / NJPA	118.26

Total Credit Cards 13,892.55

Other Current Liabilities

21100 · Other Payroll Payables-	
21105 · FLEX payable	784.28

Total 21100 · Other Payroll Payables- 784.28

21200 · Payroll Payable-	59,442.63
--------------------------	-----------

Total Other Current Liabilities 60,226.91

Total Current Liabilities 76,909.35

Long Term Liabilities

22000 · Deferred Sales tax Revenue	286,039.62
22100 · Deferred Property Tax Revenue	6,249,961.00

Total Long Term Liabilities 6,536,000.62

Garfield County Public Library District
Balance Sheet - PRELIMINARY DRAFT UNAUDITED
As of April 30, 2020

	<u>Apr 30, 20</u>
Total Liabilities	6,612,909.97
Equity	
30000 · Unassigned Fund Balance	4,338,357.77
30005 · Non-Spendable Fund Balance	3,632.74
30010 · Restricted Fund Balance	180,500.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	1,001,291.55
Net Income	<u>3,040,120.19</u>
Total Equity	<u>8,715,168.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,328,078.22</u></u>

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

	2016		2017		2018		2019		2020	% Incr(Decr) from prior yr
January	165,205.96	-3.53%	173,042.62	4.74%	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%
February	152,316.39	-2.74%	174,041.11	14.26%	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%
March	176,125.01	-4.10%	191,923.78	8.97%	247,300.68	28.85%	235,241.22	-4.88%		-100.00%
April	178,186.85	0.99%	210,556.56	18.17%	220,564.48	4.75%	221,993.61	0.65%		-100.00%
May	181,387.29	-8.75%	205,137.04	13.09%	233,871.79	14.01%	251,876.55	7.70%		-100.00%
June	218,515.17	-1.07%	234,797.64	7.45%	261,824.92	11.51%	271,841.07	3.83%		-100.00%
July	208,583.74	-3.12%	244,275.30	17.11%	266,233.19	8.99%	283,289.61	6.41%		-100.00%
August	211,395.73	1.08%	231,464.51	9.49%	259,104.75	11.94%	283,746.69	9.51%		-100.00%
September	206,068.49	-20.80%	220,812.96	7.16%	259,426.27	17.49%	273,911.00	5.58%		-100.00%
October	193,259.35	6.05%	214,391.59	10.93%	242,842.17	13.27%	268,983.77	10.76%		-100.00%
November	188,021.40	4.60%	211,086.91	12.27%	215,191.86	1.94%	248,621.68	15.53%		-100.00%
December	231,320.02	11.87%	236,164.73	2.09%	249,188.16	5.51%	286,039.62	14.79%		-100.00%
TOTAL	<u>2,310,385.40</u>	<u>-2.14%</u>	<u>2,547,694.75</u>	<u>10.27%</u>	<u>2,870,165.76</u>	<u>12.66%</u>	<u>3,059,260.74</u>	<u>6.59%</u>	<u>431,625.67</u>	<u>-85.89%</u>

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

	2016		2017		2018		2019		2020	% Incr(Decr) from prior yr
January	107,887.11	-9.35%	167,563.47	55.31%	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%
February	104,937.79	-31.19%	170,638.18	62.61%	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%
March	164,251.80	-9.47%	185,434.83	12.90%	245,105.81	32.18%	233,664.43	-4.67%		-100.00%
April	175,020.34	-0.45%	162,141.26	-7.36%	216,979.46	33.82%	221,373.23	2.02%		-100.00%
May	178,574.83	-9.22%	198,292.51	11.04%	233,518.26	17.76%	236,645.79	1.34%		-100.00%
June	217,303.71	0.70%	233,936.90	7.65%	261,219.50	11.66%	270,813.24	3.67%		-100.00%
July	206,367.67	-3.88%	242,194.12	17.36%	264,478.28	9.20%	281,615.39	6.48%		-100.00%
August	210,453.58	1.03%	230,488.40	9.52%	257,827.63	11.86%	283,033.57	9.78%		-100.00%
September	205,021.69	-17.43%	220,265.47	7.44%	257,903.65	17.09%	273,401.59	6.01%		-100.00%
October	189,878.10	4.90%	212,474.94	11.90%	238,703.94	12.34%	266,965.89	11.84%		-100.00%
November	186,362.81	4.79%	197,432.38	5.94%	213,758.10	8.27%	246,816.73	15.47%		-100.00%
December	230,459.68	12.07%	235,522.80	2.20%	248,301.61	5.43%	277,231.38	11.65%		-100.00%
TOTAL	<u>2,176,519.11</u>	<u>-4.42%</u>	<u>2,456,385.26</u>	<u>12.86%</u>	<u>2,848,987.62</u>	<u>15.98%</u>	<u>2,999,959.02</u>	<u>5.30%</u>	<u>427,604.12</u>	<u>-85.75%</u>