

**AGENDA**  
**Garfield County Public Library District Board of Trustees Meeting**  
**Date: Thursday, January 4, 2024, 2:00 PM**  
**Place: Rifle Branch Library**

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

**I. CALL TO ORDER**

- A. Roll Call
- B. Comment on December 7, 2023, Board Meeting Public Participation
- C. Public Participation: 3 minutes per person
- D. Approval of the agenda

**II. CONSENT AGENDA FOR APPROVAL**

- A. Minutes of Library Board meeting December 7, 2023 (pp. 1-4)
- B. Claims for Board Approval: General Fund Nov 16 through December 15, 2023 (pp. 5-6);  
Alpine Bank Credit Card Statement November (pp. 7-8)

**III. ACTION ITEMS**

- A. Vendor selection recommendation PA and NC Facility improvement project, Jon Medrano, Jamie LaRue
- B. Vendor selection recommendation Automated Material Handling units, Jenn Cook, Jamie LaRue
- C. Board meeting times and remote access
- D. Board officer elections for President, Vice-President, Treasurer, and Secretary, Adrian Rippy-Sheehy

**IV. DISCUSSION ITEMS**

- A. Trustee Update, Adrian Rippy-Sheehy
- B. Management Report, Jamie LaRue (pp. 9-12)
- C. Finance Report, Kevin Hettler (pp. 13-19)
- D. Rifle Branch Library report, Amy Tonzzi

Next Board Meeting February 1, 2024, 2 pm, Location: New Castle Branch Library, 402 Main St.

Adjourn meeting.

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

Prepared by: Jamie LaRue, Executive Director

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT**  
**RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING**  
**Place: New Castle Branch Library**  
**December 7, 2023**

**I. CALL TO ORDER**

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

**Board Member Present:**

Adrian Rippy-Sheehy  
Crystal Mariscal  
Jocelyn Durrance  
Susan Use  
Michelle Foster  
John Mallonee

**Public Present:**

Trish O’Grady  
John Lepkowski  
Bill Anschuetz  
Tela Forehand  
Hanna Arauza  
Sarah Kemme  
Mae Gray  
Carole O’Brien  
Kevin O’Brien  
Robin Robinson

**Staff Present:**

Kevin Hettler  
Rob Zimmermann  
Eileen Cummings  
James Larson  
John Medrano  
Amy Tonozzi  
Ana Gaytan  
Emily Hisel  
Kim Spangenberg  
Amaranda Fregoso  
Nancy Barnes  
Jenn Cook  
Kim Owens  
Tracy Kallassy  
Brandi Neuroth  
Jackie Skala  
Sara Friend  
Brenda Ramirez  
Kim Setter (via phone)

- A. Comment on November 2, 2023, Board Meeting Public Participation
  - i.
- B. Public Participation: 3 minutes per person
  - i. John Lepkowski, Silt, CO – Is a library user and feels 98% of the library is great. Glad GCPLD carries the Holy Bible. Feels the library has tremendous services. Wants some books either put on a higher shelf or in a staff-only area of the library.
  - ii. Trish O’Grady, Rifle, CO – Requested the Board Meetings be changed to evening hours to allow easier public attendance; add more time/flexibility for public comment; live stream or record the meeting; allow public participation via Zoom; and require verification of Garfield County residency to make a public comment. Wants her request to be responded to at the January board meeting. Presented additional signatures on her petition.
  - iii. Tela Forehand, Silt, CO – Believes GCPLD has adequate funding to restrict content from children.

- iv. Robin Robinson, Silt, CO – Agrees with the prior three speakers. Believes the Board and staff aren't listening to taxpayers.
  - v. Mae Gray, New Castle, CO – Expressed support for the Board's service and requested they continue to hold their stated position on not restricting materials.
  - vi. Carol O'Brien, New Castle, CO – Thanked the Board for their patience and professionalism. Expressed her bafflement at the arguments being made to restrict materials. Believes no person should be able to decide to restrict materials for another person. Believes misinformation is being spread by people trying to restrict certain materials. Asked the Board to keep doing what they're doing. Sees libraries as a gift.
- C. Approval of the agenda

## II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting November 2, 2023 (pp.1-3)
- B. Claims for Board Approval: General Fund Oct 16 through November 15, 2023 (pp. 4-5); Alpine Bank Credit Card Statement October (pp. 6-7)

## III. ACTION ITEMS

- A. Resolution 23-1 to Adopt the 2024 Budget
  - i. No changes from the draft budget presented in November. Anticipate having a budget amendment for capital projects in 2024 once final numbers are ready for large capital projects.
  - ii. The budget was originally presented on Oct 6 and then posted for public comment from Oct 6 - Nov 4, no comments were received.
  - iii. After the budget is approved it will be presented to the County Commissioners for approval.
  - iv. John moved to approve, and Crystal seconded. Motion passed.
- B. Resolution 23-2 to Appropriate Sums of Money for the 2024 budget year
  - i. Resolution states how much money the District will spend in 2024.
  - ii. Michelle moved to approve, and Jocelyn seconded the motion. Motion passed.
- C. Resolution 23-3 to Set Mill Levies for the year 2024.
  - i. Certifies the mill levy for property tax revenue in 2024.
  - ii. This will be submitted by December 15 to the County Assessor's office.
  - iii. Susan made the motion, and John seconded the motion. Motion passed.
- D. Paid Family Medical Leave proposal, Kim Owens
 

We opted out of the state plan. Kim will present a plan to replace the state option. Received 3 bids from Insurance companies. We are proposing we self-monitor our own PFML. We may need to revisit in 2025. Self-administering is more economical for the district. Susan moves to accept the proposal Crystal seconds. Motion passed.
- E. 2024 Holiday closures, Kim Owens
 

Holiday closures: 2024 Holiday closures close and pay staff for the same 8 holidays as 2023. We propose to replace the Spring All staff meeting with Carbondale, New Castle, and Rifle close to complete branch projects. February 21 Silt, GWS, and Parachute close for their branch project. Jocelyn moves to approve Crystal seconds. Motion passed.
- F. 2024 Board Meeting Dates, Jamie LaRue
  - i. The First Thursday of July 2024 is Independence Day, and the Board selected July 11 as the Board Meeting date.
  - ii. The Board discussed the regular meeting time of 2 pm and adding a virtual option primarily for public participation, which could be an option for board members if they're unable to attend in person.
  - iii. Legal counsel was asked if voting via Zoom is acceptable for board members and counsel confirmed that votes made via Zoom are acceptable.
  - iv. Jocelyn made a motion and Adrian seconded the motion to approve the board meeting dates to add a virtual option for meeting attendance and keep the meeting at 2 pm
  - v. The motion was amended to change the July meeting date to July 11 and next month presents a remote attendance option.
  - vi. Adrian would like to allow time for public input on potential changes to meeting times and develop procedures to go along with it.
  - vii. Jocelyn rescinded her motion.

- viii. John moved to approve the 2024 Board meeting dates and times, amended to change the July meeting to July 11 and subject to being reviewed within the next two meetings as an action item to add a virtual attendance option and discuss the meeting time. Michelle seconded the motion. 5 aye, 1 nay.
- G. Colorado River Valley Economic Development Partnership membership (see Management Report)
  - i. Reviewed the CO River Economic Development Partnership presentation from the November meeting.
  - ii. Propose a \$10,000 membership fee to be paid out of the 2023 budget and the 2026 membership fee will come out of the 2025 budget.
  - iii. Jocelyn moved to approve, and Crystal seconded. Motion passed.
- H. Follow-up to 11/01/23 Special Meeting: how long before we reconsider requests for reconsideration or appeals? (see Management Report)
  - i. Reconsideration requests require significant staff and board time.
  - ii. We don't want to shut off public participation or remove avenues to address concerns. Environmental changes could play a role in new challenges of materials that have already been challenged and appealed.
  - iii. John made a motion to restrict the review of material that has already undergone the District procedures for 3 years, but a review can be requested by any member of the public by the ED so long as new facts are presented to the ED and the ED decides whether or not to have staff review the book. If the decides not to have staff review the book, the ED presents to the Board the decision for their review and the board can vote to review the material themselves with a super-majority vote (no more than 2 dissenting). Jocelyn seconded. Discussed that three years is a reasonable amount of time for restriction. Motion passed.
- I. Holiday Gifts for staff
  - i. Historically staff have been given City Market gift cards as a year-end thank you.
  - ii. Adrian moved that staff receive one-hundred-dollar gift cards to City Market, John seconded, motion passed.

## J. DISCUSSION ITEMS

- K. Trustee Update, Adrian Rippy-Sheehy
  - i. United for Libraries training
    - 1. Short Takes for Trustees virtual training provided at no cost via the American Library Association and Colorado State Library.
  - ii. Community interview
    - 1. Adrian interviewed Caitlyn Carey, a New Castle city council member. They discussed wildfire concerns and escape routes.
    - 2. Encouraged the other Board Members to conduct community interviews with people in their community.
  - iii. Crystal gave an update on the Guadalajara Book Fair she attended with staff.
- L. Management Report, Jamie LaRue
  - i. From the community interview process one area GCLD has an opportunity to help in is the community's concern for mental health.
  - ii. The Latino population is looking for Latino materials, not so much English materials directly translated into Spanish. Attending the Guadalajara Book Fair supports the District's mission to better represent the Latino community.
  - iii. Board Retreat in February in Rifle during the library closure
- M. Citizen Oversight Committee annual report, Kevin Hettler
  - i. This committee's charge is to ensure adherence to the District's 6A ballot measure commitments.
  - ii. The committee met in May and November and meeting minutes were sent to the Board of Trustees Secretary (Susan Use).
  - iii. The District has expanded open hours later into the evenings and every branch is open on Sundays.
  - iv. The District is offering more large events like the Hispanic Heritage Festival and the Bee Mural open house.
    - 1. Other events and programs include the Winter Reading program, author talks, and concerts.
  - v. The District is responding to the facilities' needs to ensure they are safe and comfortable for the public and staff.
  - vi. The District has significantly increased its collection budget, both print and materials.

- vii. The District is investing in technology that will allow staff to work more efficiently, including new sorters for materials being returned and new self-check machines at all branches.
  - viii. The District has been able to invest in staff development by adopting a learning management system and library-specific training and Spanish for Librarian classes.
- D. Finance Report, Kevin Hettler
- i. 2024 audit is scheduled for May 6, 2024
  - ii. Sales tax is still solid, up about 8% from last year.
  - iii. Mill levies are strong for 2024.
  - iv. 2025 revenue forecasts to come.
- E. Employee Educational Support in 2023
- F. New Castle Branch Library report, Ana Gaytan
- i. New Castle staff have done an amazing job serving the public.
  - ii. A couple of changes were challenging for the public and staff responded amazingly well and supported each other.
    - 1. Self-checks
    - 2. Passwords
    - 3. New phone system
  - iii. New Castle staff have focused on the District values and made a noticeable effort to welcome everyone into the library, listen to what the public wants, and respond accordingly.
    - 1. Mario Kart tournament for Teens and Tweens
    - 2. Senior Tai Chi
    - 3. Gave library tours.
    - 4. Day of the Dead in honor of Lisa Detweiler
    - 5. Staff development opportunities (MUG, CALCON conferences)
    - 6. The Guadalajara Book Fair allowed Ana to learn about publishers and trends in Spanish language materials (Spain and Argentina have adapted their Spanish and standardized the language making materials easier to read across dialects).
      - a. All attendees received scholarships from ALA to help cover expenses.
    - 7. Staff training on individual and group strengths
    - 8. Ana's time as chair of the Hispanic Outreach Committee is ending. Major milestones include.
      - a. Hispanic Outreach Committee
      - b. La Posada
      - c. New library cards in Spanish
      - d. Spanish language training and better support for bilingual staff
    - 9. A young child was in the library with her mom and told her mom that she liked the library and asked her mom if they could live in the library. Her mom told her no, but we could come back and go to Storytime. The young child said ok, I'll take all the books!
    - 10. Eight-week ESL classes for the public helped a patron find her community and make friends, the goal she shared with Ana at the beginning of the class.

Adjourned at 351pm.

Next Board Meeting January 4, 2024, 2 pm, Location: Rifle Branch Library, 207 East Ave.

Adjourn meeting.

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

Prepared by: Jamie LaRue, Executive Director

## Garfield County Public Library District

## Claims for Board Approval

November 16 through December 15, 2023

12/18/23

Accrual Basis

Date	Num	Name	Memo	Amount
<b>10010 · Alpine Bank- Gen(..7072)</b>				
11/16/2023	Eft	CenturyLink	Fire and elevator alarms	(434.82)
11/16/2023	Eft	City of Glenwood Springs	GW electric	(755.65)
11/16/2023	Eft	City of Rifle	Water / sewer	(172.12)
11/16/2023	Eft	Mountain Waste & Recycling	SI trash / recycling	(103.44)
11/16/2023	Eft	Town of Carbondale	Water / sewer	(98.92)
11/16/2023	Eft	Town of Silt	Water / sewer	(188.80)
11/16/2023	Eft	Waste Management	NC RI trash/recyclin	(625.49)
11/16/2023	Eft	WEX Bank	October vehicle fuel	(714.33)
11/16/2023	Eft	Xcel Energy	NC PA RI CA electricity	(7,437.60)
11/16/2023	Eft	Alpine Bank	Oct c.c. pmt	(28,699.71)
11/24/2023	Eft	CRA	Retirement plan contributions	(7,938.41)
11/24/2023	Eft	CRA	Retirement plan contributions	(4,302.40)
11/24/2023	Eft	Town of New Castle	water / sewer	(221.65)
11/28/2023	Eft	Amazon .com	Oct branch program/event/suppl...	(9,333.76)
11/28/2023	Eft	Black Hills Energy	GW and CA gas	(1,097.84)
11/28/2023	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	(1,161.66)
11/30/2023	26059	4imprint, Inc.	Winter reading lapel pins	(1,254.47)
11/30/2023	26060	A Clean Break, LLC	RI, SI, NC Nov cleaning	(6,700.00)
11/30/2023	26061	Ajax Roofing Company LLC	NC roof repair	(4,068.00)
11/30/2023	26062	American Janitor LLC	PA cleaning	(1,096.00)
11/30/2023	26063	Anvil Points Upholstery & Carpet	GW carpets and furniture	(3,105.00)
11/30/2023	26064	Ball, Johanna	Christmas music series	(3,000.00)
11/30/2023	26065	Barnes, Nancy	PLA airfare reimb	(558.40)
11/30/2023	26066	Bascom, Beth	Mileage reimb	(22.27)
11/30/2023	26067	Breakout, Inc.	Breakout edu subscription	(594.00)
11/30/2023	26068	Campbell, Robert	Oran mor musical concerts	(4,950.00)
11/30/2023	26069	Cardiff Cleaning Service	GW CA cleaning	(4,422.00)
11/30/2023	26070	Chenoweth, Nicole	Mileage reimb	(22.27)
11/30/2023	26071	Citadel Security Group, LLC	GW security service	(2,901.56)
11/30/2023	26072	Colorado Library Consortium	2024 Learning express database	(2,120.42)
11/30/2023	26073	Cruz Guerrero, Livier C.	NC Storytelling and crafts	(300.00)
11/30/2023	26074	Demco	Display tables and processing su...	(1,881.77)
11/30/2023	26075	Fregoso, Amaranda	Mileage reimb	(221.39)
11/30/2023	26076	Gaytan, Ana	Mileage and FIL bookfair airfare ...	(991.80)
11/30/2023	26077	iSolved, Inc.	COBRA flex admin	(400.00)
11/30/2023	26078	Jean's Printing	Ad poster	(390.31)
11/30/2023	26079	Masters Telecom LLC	Fax service	(191.43)
11/30/2023	26080	Midwest Tape	Library materials	(3,776.40)
11/30/2023	26081	Mountain Parent LLC	Winter ads	(700.00)
11/30/2023	26082	OverDrive	Library eMaterials	(656.27)
11/30/2023	26083	Reliance Standard	Dec disability insurance	(1,223.06)
11/30/2023	26084	S.T.E.A.M. Junction LLC	PA winter event	(585.00)
11/30/2023	26085	Sodexo, Inc & Affiliates	staff day lunch	(1,169.10)
11/30/2023	26086	Suarez, Dulce Andrea	Translation services	(472.50)
11/30/2023	26087	The Library Store	SI outdoor book return	(6,665.93)
11/30/2023	26088	Trane US Inc.	RI HVAC repair	(776.00)
11/30/2023	26089	Value Line Publishing LLC	Research library database	(4,595.00)
11/30/2023	26090	Western Paper Distributors	CA janitorial supplies	(389.38)
11/30/2023	26091	Zimmermann, Robert	Mileage and PLA airfare reimb	(701.74)
11/30/2023	26092	Ingram Library Services	Library materials	(13,015.63)
11/30/2023	26093	Patterns of Joy LLC	GW Sewing lessons for children	(500.00)
11/30/2023	26094	Reyes de Velasco, Veronica	ESL summer/fall childcare	(1,144.00)
11/30/2023	26095	Cowan, Jesse	Exp reimb for teen event	(31.31)
11/30/2023	Eft	Garfield County Public Library Foundation	Book sales / donations	(1,288.60)
12/01/2023	Eft	Alpine Bank- CC	Dec merchant fees	(234.52)
12/04/2023	Eft	Colorado Dept of Revenue-Sales Tax	2024-2025 sales tax license rene...	(96.00)
12/04/2023	26096	Amazon .com	Oct admin supplies	(887.83)
12/07/2023	Eft	Verizon Wireless	Cell phones, hotspots, filtering s...	(8,478.00)
12/08/2023	wire	Kroger	year end staff thank you cards	(8,217.50)
12/09/2023	Eft	CRA	Retirement plan contributions	(8,052.71)
12/09/2023	Eft	CRA	Retirement plan contributions	(3,395.82)
12/15/2023	Eft	Tiger, Inc.	Gas delivery PA RI SI NC	(881.12)
12/15/2023	26097	4imprint, Inc.	Winter reading totes and notebo...	(4,890.57)
12/15/2023	26098	625-Water(9283)	RI staff water	(107.55)
12/15/2023	26099	AFLAC	Nov & Dec supplemental insuran...	(215.40)
12/15/2023	26100	All Around Property Maintenance, Inc	CA fall landscape maintenance	(1,000.00)
12/15/2023	26101	AlwaysMountainTime LLC	Radio ads / interviews	(5,450.00)

## Garfield County Public Library District

## Claims for Board Approval

November 16 through December 15, 2023

Date	Num	Name	Memo	Amount
12/15/2023	26102	Antillon, Ramona P	NC Refreshments for Posada Na...	(1,800.00)
12/15/2023	26103	Anvil Points Upholstery & Carpet	NC PA carpet and furniture clean...	(3,523.80)
12/15/2023	26104	Arreguin, Rodrigo	Live music performance	(1,500.00)
12/15/2023	26105	Aspen Science Center	Oct - Dec stem classes	(4,485.00)
12/15/2023	26106	Aunt Flow	NC RI janitorial supplies	(560.00)
12/15/2023	26107	Baker, Karina	Mileage reimb	(157.20)
12/15/2023	26108	Benson, Kim	Mileage reimb	(37.99)
12/15/2023	26109	Cedar Networks	December broadband	(1,194.00)
12/15/2023	26110	Citadel Security Group, LLC	GW security service	(2,408.03)
12/15/2023	26111	Colorado Mountain College RI	ESL childcare	(1,056.00)
12/15/2023	26112	Cook, Jennifer	Mileage and airfare reimb	(376.44)
12/15/2023	26113	Cummings, Eileen	Mileage reimb	(53.71)
12/15/2023	26114	Cura HR, LLC	Mgr retreat facilitation / DISC / g...	(7,253.58)
12/15/2023	26115	Daly Property Services, Inc.	CA snow removal	(300.00)
12/15/2023	26116	Demco	GW RI SI display furniture	(9,404.61)
12/15/2023	26117	EverGreen ZeroWaste	CA compost service	(65.00)
12/15/2023	26118	Friend, Sara	Mileage reimb	(86.46)
12/15/2023	26119	Garcia-Bernal, Alejandro	Mileage reimb	(87.77)
12/15/2023	26120	Garfield County Treasurer	Landfill fee - pallet disposal	(6.00)
12/15/2023	26121	Glenwood Springs Kiwanis	Kiwanis Burn-off event sponsors...	(250.00)
12/15/2023	26123	ImageNet Consulting LLC	Copier copies	(1,246.66)
12/15/2023	26124	Ingraham, Ildiko	CA sound immersion event	(300.00)
12/15/2023	26125	iSolved, Inc.	November flex admin	(50.00)
12/15/2023	26126	Laughing Valley Ranch, LLC	Christmas reindeer display	(5,600.00)
12/15/2023	26127	Library Ideas LLC	Library materials	(998.76)
12/15/2023	26128	Mac's Landscape Services LLC	PA snow removal	(145.00)
12/15/2023	26129	Medrano, Jonathan	Mileage reimb	(87.77)
12/15/2023	26130	Midwest Tape	Library materials and hoopla stre...	(7,013.66)
12/15/2023	26131	Mountain Pest Control, Inc.	PA spraying	(50.00)
12/15/2023	26132	OverDrive	Library eMaterials	(565.36)
12/15/2023	26133	Poland, Shannon	NC snow removal	(30.00)
12/15/2023	26134	Pye Barker Fire & Safety, LLC	Fire extinguisher annual inspecti...	(1,519.00)
12/15/2023	26135	Rifle Regional Economic Devel Corp	2023 membership	(10,000.00)
12/15/2023	26136	Seter & Vander Wall, P.C.	Legal services	(2,302.00)
12/15/2023	26137	Skala, Jackie	Mileage reimb	(115.28)
12/15/2023	26138	Suarez, Dulce Andrea	Translation services	(35.00)
12/15/2023	26139	Thomas Klise/Crimson Multimedia	Library materials	(5,854.09)
12/15/2023	26140	Tonozzi, Amy	CAL membership dues	(120.00)
12/15/2023	26141	Town of Parachute	water / sewer / trash	(129.40)
12/15/2023	26142	Trane US Inc.	RI hvac repairs; system wide sof...	(20,921.05)
12/15/2023	26143	Transparent Information Services, LLC	Background check	(19.50)
12/15/2023	26144	Unique Management Services, Inc.	Nov collections service	(159.20)
12/15/2023	26145	Universal Mechanical Services, LLC	NC HVAC repair	(1,049.94)
12/15/2023	26146	Western Paper Distributors	RI janitorial supplies	(544.19)
12/15/2023	26147	Willis Towers/CEBT	Dec health ins	(48,162.20)
12/15/2023	26148	Ingram Library Services	Library materials	(35,947.51)
Total 10010 · Alpine Bank- Gen(..7072)				(359,645.79)
<b>TOTAL</b>				<b>(359,645.79)</b>

**Garfield County Public Library District**  
**Reconciliation Detail**  
**20510 · Alpine Bank Purchase Card, Period Ending 11/30/2023**

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>						28,699.71
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 103 items</b>						
Credit Card Charge	11/01/2023	SSUWCCReg	Making a collection count...	X	(1,036.80)	(1,036.80)
Credit Card Charge	11/01/2023	CA4Imprint	CA specific donations - t...	X	(390.18)	(1,426.98)
Credit Card Charge	11/01/2023	CAUofWiscon	Spanish classes for empl...	X	(200.00)	(1,626.98)
Credit Card Charge	11/01/2023	NCUWCC	Registration for online sp...	X	(100.00)	(1,726.98)
Credit Card Charge	11/01/2023	GWUSPS	Monthly ill postage and st...	X	(91.40)	(1,818.38)
Credit Card Charge	11/01/2023	RICityMkt	Refreshments for Nanow...	X	(89.94)	(1,908.32)
Credit Card Charge	11/01/2023	CABonfire	Refreshments for commu...	X	(69.02)	(1,977.34)
Credit Card Charge	11/01/2023	SIUSPS	Monthly ill postage and st...	X	(61.25)	(2,038.59)
Credit Card Charge	11/01/2023	RI Walmart	Decor for veterans day	X	(55.42)	(2,094.01)
Credit Card Charge	11/01/2023	CACitymkt	Refreshments for Nanow...	X	(54.69)	(2,148.70)
Credit Card Charge	11/01/2023	PAWalmart	Halloween candy	X	(43.94)	(2,192.64)
Credit Card Charge	11/01/2023	CACityMkt	Halloween candy	X	(41.96)	(2,234.60)
Credit Card Charge	11/01/2023	RITheWell	Refreshments for Nanow...	X	(35.94)	(2,270.54)
Credit Card Charge	11/01/2023	SIRussoPizz	Refreshments for staff m...	X	(34.79)	(2,305.33)
Credit Card Charge	11/01/2023	GWWalmart	Halloween candy	X	(21.00)	(2,326.33)
Credit Card Charge	11/01/2023	SSWalmart	Refreshments for end of l...	X	(20.58)	(2,346.91)
Credit Card Charge	11/01/2023	SIDollGen	Halloween candy	X	(20.00)	(2,366.91)
Credit Card Charge	11/01/2023	CAPlosky's	Refreshments for commu...	X	(15.00)	(2,381.91)
Credit Card Charge	11/01/2023	NCDrifter	Refreshments for commu...	X	(12.48)	(2,394.39)
Credit Card Charge	11/01/2023	NCCityMkt	Refreshments for passiv...	X	(7.38)	(2,401.77)
Credit Card Charge	11/02/2023	MMLowes	NC Replacement refriger...	X	(1,049.00)	(3,450.77)
Credit Card Charge	11/02/2023	MMAceHardwa	Solar lights for staff door	X	(79.55)	(3,530.32)
Credit Card Charge	11/02/2023	MMWalmart	Monthly office supplies	X	(68.67)	(3,598.99)
Credit Card Charge	11/02/2023	RI2CityMkt	Refreshments for board ...	X	(50.07)	(3,649.06)
Credit Card Charge	11/02/2023	SSTubelite	Shipping for large format ...	X	(46.81)	(3,695.87)
Credit Card Charge	11/02/2023	MMAceHardwa	Liquid plumber and toolbox	X	(21.97)	(3,717.84)
Credit Card Charge	11/02/2023	MMWhisPig	Refreshments for facilitie...	X	(12.60)	(3,730.44)
Credit Card Charge	11/02/2023	SSAmButton	Shipping for american bu...	X	(11.80)	(3,742.24)
Credit Card Charge	11/03/2023	PABestNest	Bat habitat	X	(188.99)	(3,931.23)
Credit Card Charge	11/03/2023	CACitymkt	Refreshments for Dia de ...	X	(53.85)	(3,985.08)
Credit Card Charge	11/03/2023	NCTapatios	Refreshments for adult c...	X	(50.48)	(4,035.56)
Credit Card Charge	11/03/2023	SSWalmart	Supplies for day of the d...	X	(49.94)	(4,085.50)
Credit Card Charge	11/03/2023	SIEsty	Native american heritage...	X	(7.79)	(4,093.29)
Credit Card Charge	11/04/2023	SS3HolidayI	Lodging for rocky mounta...	X	(151.20)	(4,244.49)
Credit Card Charge	11/04/2023	GWWMCityMkt	FFN Decor and refreshm...	X	(128.85)	(4,373.34)
Credit Card Charge	11/04/2023	GW2HoneyHam	Admin t.giving celebration	X	(104.01)	(4,477.35)
Credit Card Charge	11/04/2023	SSDomain.or	Garfieldlibraries.org dom...	X	(43.99)	(4,521.34)
Credit Card Charge	11/06/2023	CACocoaClub	Refreshments for commu...	X	(13.81)	(4,535.15)
Credit Card Charge	11/07/2023	MMVersatabl	3 Sit to stand desks and ...	X	(3,191.40)	(7,726.55)
Credit Card Charge	11/07/2023	MMAutonomou	Ergo chair	X	(414.56)	(8,141.11)
Credit Card Charge	11/07/2023	MMHarelsonM	Sound mixer for conferen...	X	(150.00)	(8,291.11)
Credit Card Charge	11/07/2023	FTVLmbrLoes	Outlet plates, padlocks a...	X	(78.43)	(8,369.54)
Credit Card Charge	11/07/2023	FTRubuDub	Car wash for book mobile	X	(24.00)	(8,393.54)
Credit Card Charge	11/07/2023	CACricut	Cricut monthly subscription	X	(10.61)	(8,404.15)
Credit Card Charge	11/08/2023	CACityMkt	Program snacks and sup...	X	(209.80)	(8,613.95)
Credit Card Charge	11/08/2023	RICafeKape	Refreshments for the une...	X	(100.00)	(8,713.95)
Credit Card Charge	11/08/2023	RIWalmart	Refreshments and decort...	X	(84.30)	(8,798.25)
Credit Card Charge	11/08/2023	GW2CityMkt	Support services thanksg...	X	(67.59)	(8,865.84)
Credit Card Charge	11/08/2023	CAUSPS	Monthly ill postage	X	(24.85)	(8,890.69)
Credit Card Charge	11/08/2023	RIDolrTree	Supplies for crafting circle	X	(23.85)	(8,914.54)
Credit Card Charge	11/09/2023	PAFmlyDir	Refreshments for movie ...	X	(52.60)	(8,967.14)
Credit Card Charge	11/09/2023	RIWalmart	Art supplies for spark	X	(35.79)	(9,002.93)
Credit Card Charge	11/09/2023	SIWalmart	Refreshments for Loteria	X	(28.35)	(9,031.28)
Credit Card Charge	11/09/2023	PAClark's	Refreshments for homes...	X	(13.84)	(9,045.12)
Credit Card Charge	11/10/2023	NCCMLzyBear	Refreshments for nc staff...	X	(259.65)	(9,304.77)
Credit Card Charge	11/10/2023	RIWalmart	GRT grant refreshments ...	X	(133.42)	(9,438.19)
Credit Card Charge	11/10/2023	SSAmButton	Button making supplies	X	(80.51)	(9,518.70)
Credit Card Charge	11/10/2023	RIBrkHouse	RI Employee anniversary...	X	(54.50)	(9,573.20)
Credit Card Charge	11/10/2023	SIWalmart	Refreshments and pizzle...	X	(42.56)	(9,615.76)
Credit Card Charge	11/10/2023	SIDolGen	Kids craft supplies	X	(13.85)	(9,629.61)
Credit Card Charge	11/10/2023	SSDenverPos	Denver Post digital subsc...	X	(1.00)	(9,630.61)
Credit Card Charge	11/11/2023	SSAdobe	Adobe stock and cloud	X	(59.98)	(9,690.59)
Credit Card Charge	11/11/2023	RI2Adobe	Adobe creative cloud	X	(29.99)	(9,720.58)
Credit Card Charge	11/12/2023	SS2CAL	CAL Membership	X	(150.00)	(9,870.58)
Credit Card Charge	11/13/2023	NCUSPS	Monthly ill postage	X	(21.44)	(9,892.02)



## Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 11/30/2023

Type	Date	Num	Memo	Clr	Amount	Balance	
Credit Card Charge	11/13/2023	SILtIcEasar	Refreshments for teen bo...	X	(20.96)	(9,912.98)	
Credit Card Charge	11/14/2023	RIOTCBrands	Hometown holiday christ...	X	(587.74)	(10,500.72)	
Credit Card Charge	11/14/2023	SS3BeverRun	Lodging for CGFOA conf...	X	(420.24)	(10,920.96)	
Credit Card Charge	11/14/2023	SIALA	ALA membership	X	(247.00)	(11,167.96)	
Credit Card Charge	11/14/2023	SS2LocalKit	Refreshments for commu...	X	(47.54)	(11,215.50)	
Credit Card Charge	11/14/2023	CACMDlrTree	Refreshments and cards ...	X	(19.97)	(11,235.47)	
Credit Card Charge	11/15/2023	RICafeKape	Refreshments for Nanow...	X	(16.00)	(11,251.47)	
Credit Card Charge	11/15/2023	NCNCCoffee	Refreshments for commu...	X	(12.05)	(11,263.52)	
Credit Card Charge	11/15/2023	PAClark's	Refreshments for staff m...	X	(11.96)	(11,275.48)	
Credit Card Charge	11/16/2023	GW2WineCnty	Manager's retreat lodging	X	(1,936.40)	(13,211.88)	
Credit Card Charge	11/16/2023	NCWalmart	Supplies for spark, storyt...	X	(46.97)	(13,258.85)	
Credit Card Charge	11/16/2023	RIWhisPig	Refreshments for commu...	X	(21.47)	(13,280.32)	
Credit Card Charge	11/17/2023	SIWalmart	Refreshments for staff	X	(156.24)	(13,436.56)	
Credit Card Charge	11/19/2023	NCTedyMtn	Supplies for tree lighting ...	X	(422.00)	(13,858.56)	
Credit Card Charge	11/19/2023	NCDolrTree	Table decor for posada	X	(110.00)	(13,968.56)	
Credit Card Charge	11/20/2023	NCWMDolGen	Decorations for posada	X	(114.08)	(14,082.64)	
Credit Card Charge	11/20/2023	GWWalmart	Refreshments for nanowr...	X	(90.24)	(14,172.88)	
Credit Card Charge	11/21/2023	SIMktgOutre	Webinar strategies to en...	X	(210.99)	(14,383.87)	
Credit Card Charge	11/21/2023	PAUSPS	ill postage and stamps	X	(70.43)	(14,454.30)	
Credit Card Charge	11/21/2023	PABatWorld	Bat habitat	X	(50.00)	(14,504.30)	
Credit Card Charge	11/25/2023	PA2GuadBook	Guad Bookfair	X	(356.92)	(14,861.22)	
Credit Card Charge	11/25/2023	CA2GuadBook	Guad Bookfair	X	(298.75)	(15,159.97)	
Credit Card Charge	11/26/2023	SS3GuadBook	Guad bookfair	X	(312.06)	(15,472.03)	
Credit Card Charge	11/26/2023	CADlrTreeCM	Candy for guessing jar a...	X	(59.19)	(15,531.22)	
Credit Card Charge	11/27/2023	RI2Robly	Marketing software renewal	X	(535.50)	(16,066.72)	
Credit Card Charge	11/27/2023	RI2Tubelite	Paper for large format pri...	X	(498.85)	(16,565.57)	
Credit Card Charge	11/27/2023	RI2CMFidel	Refreshments for branch ...	X	(353.63)	(16,919.20)	
Credit Card Charge	11/27/2023	RI2COCPA	Avoiding ethical pressure...	X	(213.00)	(17,132.20)	
Credit Card Charge	11/27/2023	GWChamber	Winter reading challenge...	X	(154.50)	(17,286.70)	
Credit Card Charge	11/27/2023	RI2VistaPri	Return address labels	X	(14.58)	(17,301.28)	
Credit Card Charge	11/28/2023	RICanva	Canva subscription rene...	X	(119.40)	(17,420.68)	
Credit Card Charge	11/28/2023	PAWalmart	PA Refreshments for fant...	X	(30.10)	(17,450.78)	
Credit Card Charge	11/29/2023	RIUSPS	Monthly ill postage	X	(53.05)	(17,503.83)	
Credit Card Charge	11/29/2023	CALibWorks	Promoting your collection...	X	(49.00)	(17,552.83)	
Credit Card Charge	11/29/2023	SIWildCoffe	Gift card for board	X	(18.00)	(17,570.83)	
Credit Card Charge	11/29/2023	RIWhisPig	Gift card for board	X	(10.00)	(17,580.83)	
Credit Card Charge	11/29/2023	CACODeptSt	Notary application fee	X	(10.00)	(17,590.83)	
Credit Card Charge	11/30/2023	NC2GuadBook	Guad Bookfair	X	(745.49)	(18,336.32)	
Total Charges and Cash Advances						(18,336.32)	(18,336.32)
<b>Payments and Credits - 3 items</b>							
Credit Card Credit	11/07/2023	MMAutonomou	sales tax refund on furnit...	X	15.56	15.56	
Credit Card Credit	11/16/2023	SSGoogle	google credit	X	2.90	18.46	
Check	11/16/2023	Eft	Oct c.c. pmt	X	28,699.71	28,718.17	
Total Cleared Transactions						10,381.85	10,381.85
Cleared Balance						(10,381.85)	18,317.86
Register Balance as of 11/30/2023						(10,381.85)	18,317.86
<b>Ending Balance</b>						<b>(10,381.85)</b>	<b>18,317.86</b>

## Management Report - November 2023

Jamie LaRue, Executive Director

### Public comment recommendations to the Board

At our December meeting, Trish O'Grady made a series of requests. Most of the topics have been discussed piecemeal by the board at various times, but we will be taking them up again as discussion and perhaps action items in January. My responses are as follows:

- Change the meeting time to the evening.

I understand that before we changed our board meeting hours (precipitated by COVID), we very rarely had visitors or speakers. It is also the case that many of our current board members find it onerous to drive from one end of the county to the other at night, particularly in the winter. Many public bodies, such as the Board of County Commissioners, hold their meetings during regular business hours. The library board must balance their availability and safety against public access and transparency. There are other ways to do that than holding meetings in the evening.

- Allow 30 minutes or 10 speakers for public comment.

At present, our procedures call for up to a 15-minute public comment period, extendable to 30 minutes at the board president's discretion. Again, regular public meetings should allow some time for public comment, particularly when the board is seeking public input on a pending decision. On the other hand, the board does have business to conduct. It is reasonable to keep a public comment period proportionate to the total time needed for that business.

- Livestream and/or record meetings. Make them publicly available.

Many public entities do this now, as do a fair number of Colorado public libraries. We have the technical expertise to provide this. Reports from other libraries indicate that although the feeds have little public use, many noticed an increase in civility when a public record is available.

- Allow Zoom participation for those who sign up within 24 hours.

Public comment via Zoom can also be accommodated, subject to the same public comment procedures.

- Ensure that only residents of the County speak.

At present, we only require that they identify where they reside. Of course, many of our programs, and our resources, are shared regionally. We might have visitors with interesting comments as well. This hasn't proven to be any kind of burden although of course the comment might have greater or lesser influence on the board, depending on the speaker's residence.

## Request for Reconsideration: Kill or Be Killed

On December 22, 2023, a group of 6 staff members (encompassing staff from Carbondale, Glenwood Springs, New Castle, Parachute, and Rifle) reviewed both the entirety of a recently challenged title (the adult graphic novel *Kill or Be Killed*) and our relevant policies. The unanimous staff recommendation to me was to retain the titles as cataloged (adult graphic novels, which do not include publisher Parental Warning stickers, although an attached petition seemed to claim that it did). It should be noted, however, that one copy of the book hasn't checked out in the two years we've had it and is likely to be weeded for that reason. This contrasts with the previously challenged *Finder* and *Prison School* graphic novels, which have seen a significant surge in use. Of course, the library strives to have sufficient copies to meet demand.

I have communicated the staff recommendation and my decision, which agrees with their recommendation, to the patron.

In related news, I recently ran across an [article](#) in the Washington Post from June, 2023 that reported, "A small number of people were responsible for most of the book challenges, The Post found. Individuals who filed 10 or more complaints were responsible for two-thirds of all challenges. In some cases, these serial filers relied on a network of volunteers gathered under the aegis of conservative parents' groups such as Moms for Liberty." In fact, the report continues, "The majority of the 1,000-plus book challenges analyzed by The Post were filed by just 11 people." Library use numbers far outstrip public challenges from this minority.

## Reflections: 2023

At a recent District Leadership Council (my direct reports and I), I asked everyone to reflect on what library changes they considered significant about 2023. While the items listed below don't capture everything they said, they reflect the general themes. It's been a good year.

- A healthy culture

One of the best signs of a healthy culture is that the public is greeted with people who are smiling at them. Over the past year, our staff has coalesced around a few clear goals. They have been encouraged to explore, experiment, and above all learn. They are engaged and growing. That's worth celebrating.

- Staff empowerment

In addition to the above, several staff commented on feeling strongly supported by the district. Our continuing education commitment is real. Our student loan support was deeply appreciated. Our new stipend for Spanish-speaking staff has been well received. We also made some great hires in 2023--a sign that we know what we're looking for, and how to identify it.

- Intellectual freedom challenges

The attempts to restrict or remove library materials have got us a lot of attention in the past year. At times, particularly given the nastiness of some personal attacks (board and staff alike have been told not only that we're going to hell, but we have also been publicly called perverts, pedophiles, and criminals), our staff now has a much better sense of what we stand for. Many now have read and thought about our policies and mission. They understand the thoughtfulness that goes into both the purchase of materials and their reconsideration. They remain committed to serving the entire public--even knowing that our support for some seems to bring condemnation from others. Moreover, I know from having spoken to a score or more of municipal, educational, business, and non-profit leaders how much respect we have earned from our steadfast adherence to our institutional mission and values. Conflict can be clarifying.

- Investment in infrastructure

We spent a lot of time this year rethinking and finding the right tools to lay a foundation for the future. Among these have been the successful installation of our new self-check systems and the acquisition of such collection analysis tools as OCLC's Collection HQ (which helps us identify gaps in our collection, or target materials that are likely to have been superseded by more current titles). We've also spent a year teeing up our building refreshes in Parachute and New Castle. All these projects will enable us to serve our communities better. Moreover, our conservative savings and investments will help us weather anticipated drops in revenue from oil and gas in 2025 and beyond.

- Increased use

Even before COVID, the use of many libraries was falling, largely the result of increased digital commercial offerings. At this point, we are far busier in many ways than we were before the pandemic. Our very successful programming outreach to the Hispanic community, and expansion of Spanish-language materials, is part of that growth. Several of our new electronic resources have proven very popular. Last year, we provided some truly innovative programming, well-supported by topnotch graphics and messaging. And while we didn't quite hit my suggested 20% growth in circulation, we're up by almost 10%.

- Turning outward

When I was hired by GCPLD I talked a lot about the shift in the profession from library- to community-centric planning. The completion of our community interviews, and the extraordinary involvement of staff, is part of that shift. At this point, we already know a lot more about the concerns of our communities than we did a year ago. Now it's time to gear up to demonstrate our value.

## Community Interviews

Nancy Barnes, who managed our interview process, will report on this separately, but I believe we have gathered some useful insights into the issues faced by our community. We are currently scheduling presentations to each of our six communities. I would also like to present an overview of our findings to the Board of County Commissioners when we offer our 2024 budget in January. Our community wants to see governments work together to solve real problems. Kevin and our Marketing department have been working on hosting a planning summit concerning lessons learned about affordable housing after 30 years of experimentation in Breckenridge. We're working with the county's public health department to highlight mental health resources. We're building community through our cultural celebrations. All of these represent appropriate library responses to actual community concerns and demonstrate the value we can and should provide.

# Financial / Treasurer Report, December 2023

By Kevin Hettler, Chief Financial Officer

Garfield County Economic summary through the 3<sup>rd</sup> Qtr 2023(provided by Colorado Mesa University Davis School of Business)

- Sales taxes are up in most regions since last year: Rifle is up 11.6%; Garco is up 11.3%; Glenwood is up 7.9%.
- US GDP growth was up 4.9% in the 3<sup>rd</sup> Qtr., with estimated 2.1% growth in the 4<sup>th</sup> Qtr.
- October inflation rate in October was 3.2%, down from the month prior; Housing/shelter is still high but falling to 6.7%. Same for food, falling to 3.2%.
- Local labor unemployment rate is 2.8%; CO statewide rate is 3.4%; Nationally at 3.8%.
- Median residential sales price \$682,000, up 5.4% from last year.
- Henry Hub Natural gas price \$2.59, down 67% from last year. We've been talking about this for 2 years; this decrease will be reflected in a sizeable reduction in our 2025 property tax revenues. More discussions to follow.

The following charts depict all revenues received and expenditures made from 1/1/23 through 11/30/23 and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 11/30/23 are \$12,652,653.

Total expenditures made as of 11/30/23 are \$8,360,818.

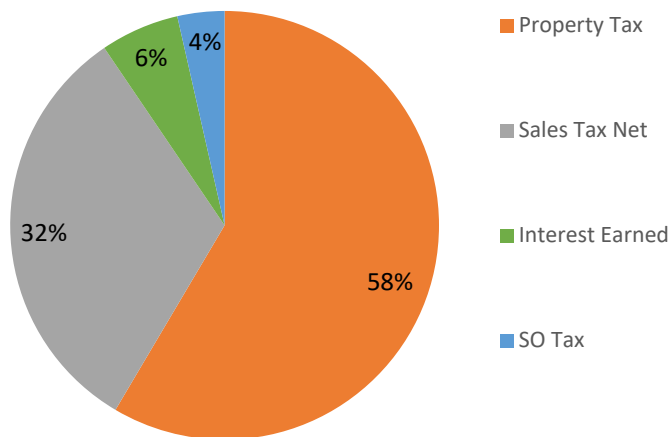
91% of the year has elapsed as of 11/30/23.

109% of budgeted revenue (\$11,545,399) has been received.

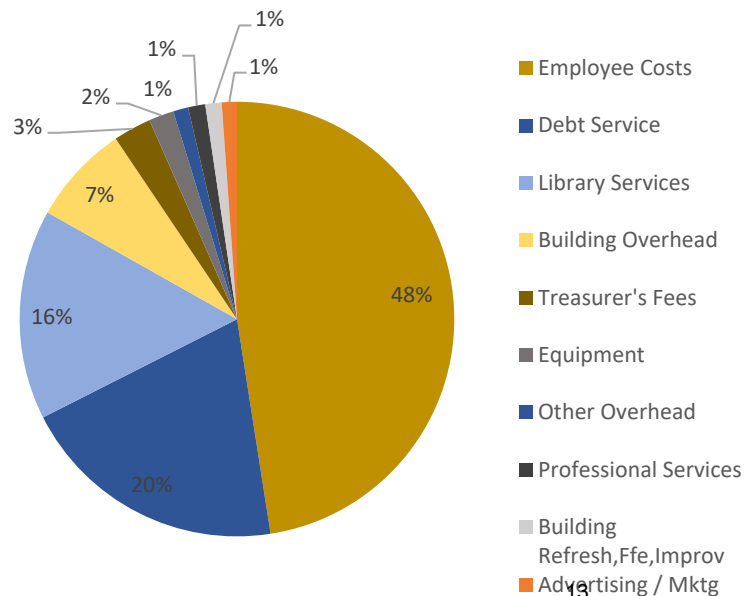
80% of budgeted expenditure (\$10,340,129) has been made.

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

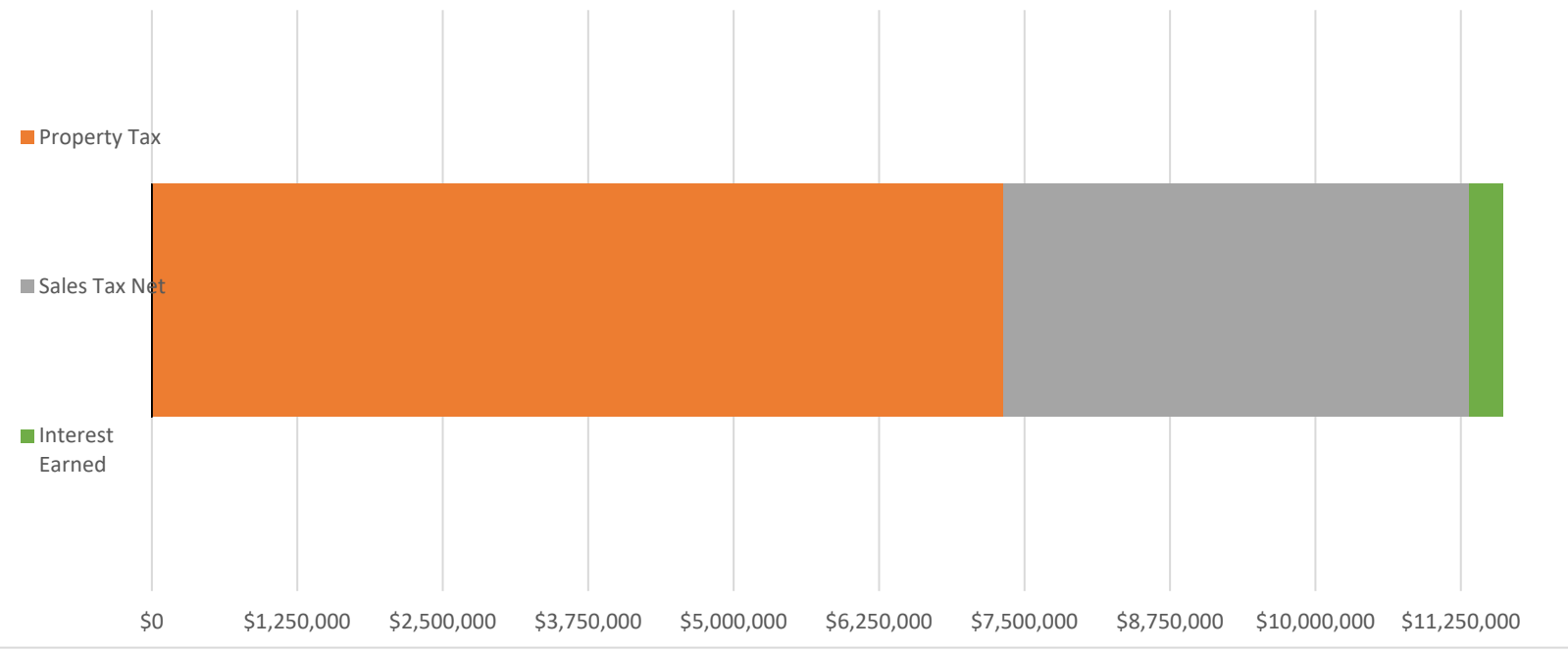
YTD Revenues through 11/30/2023



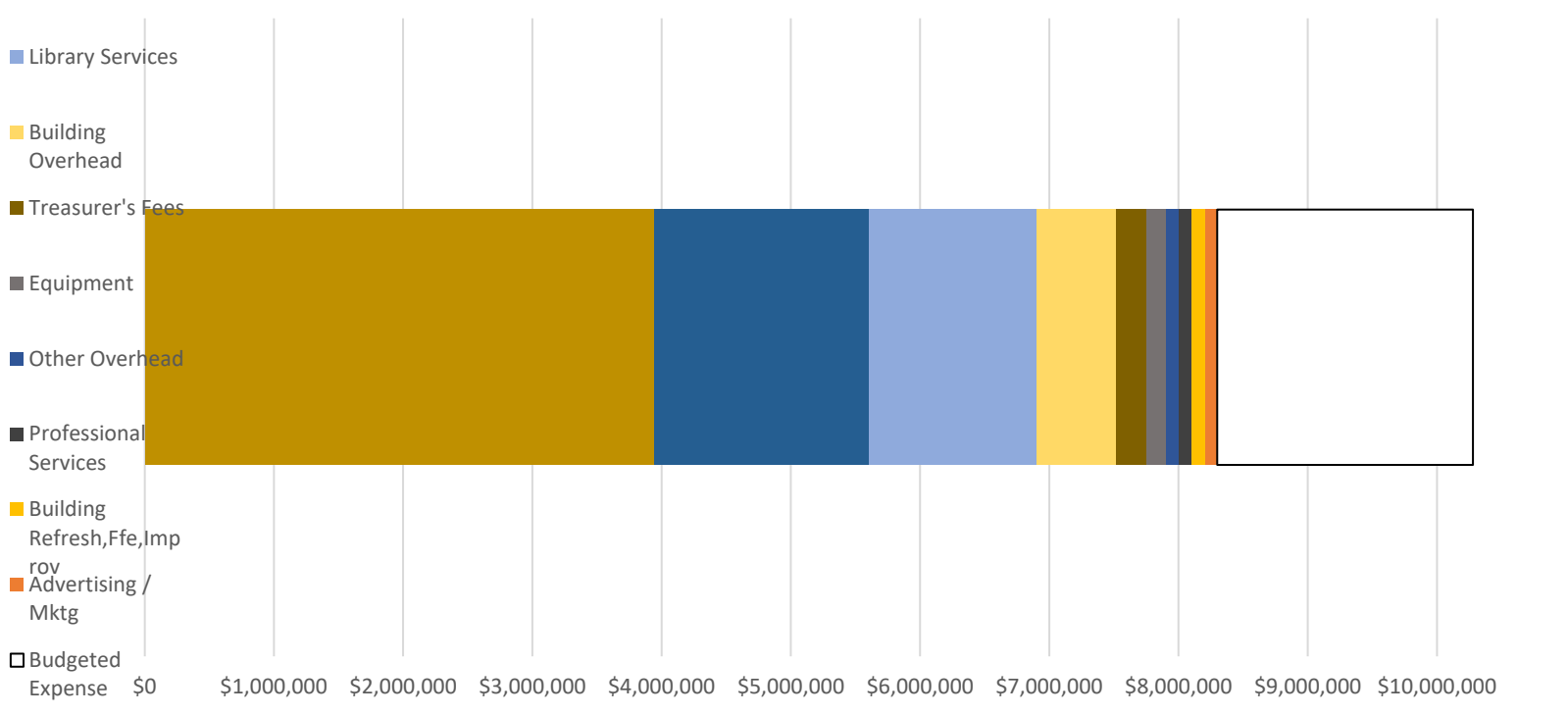
YTD Expenditures through 11/30/2023



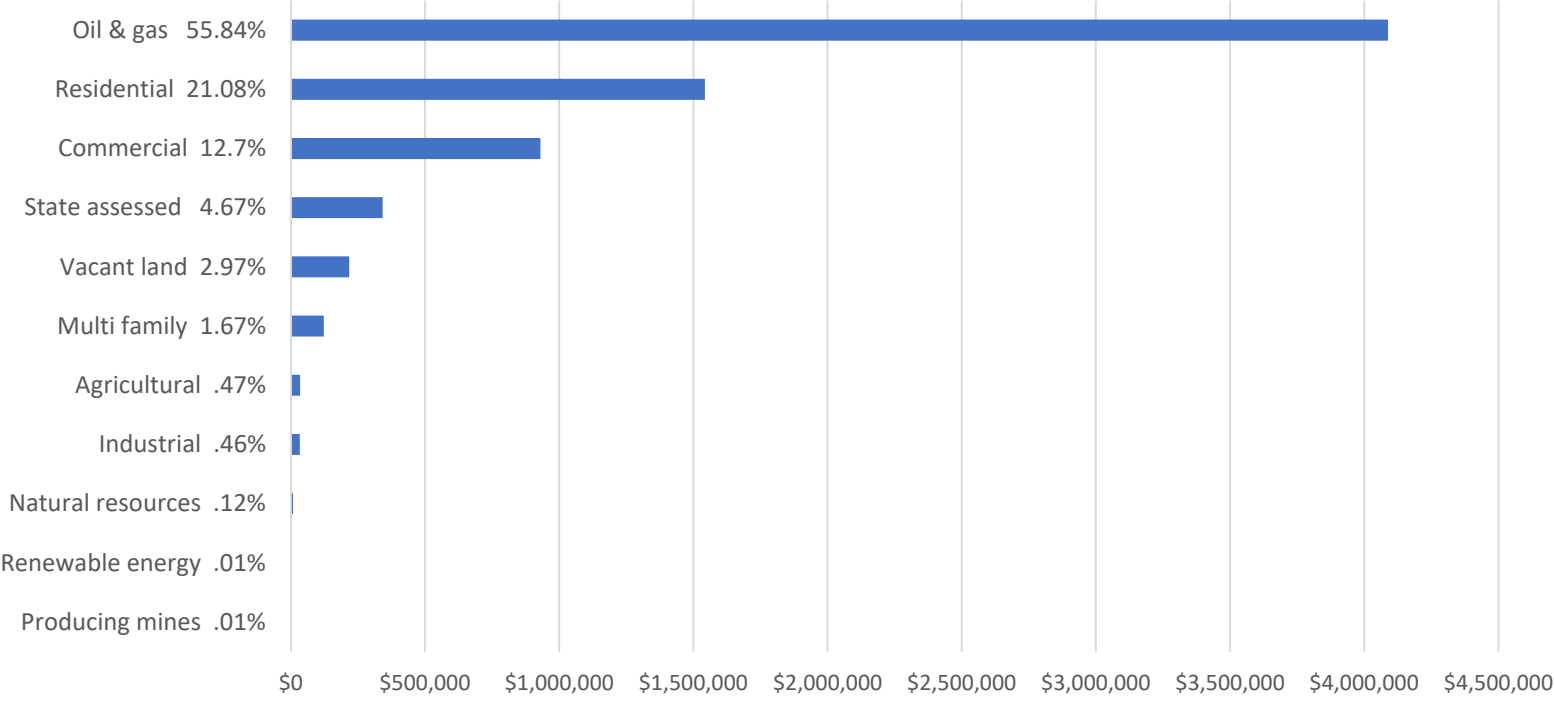
### YTD Revenues to Budgeted Revenues through 11/30/2023



### YTD Expenditures to Budgeted Expenditures through 11/30/2023



### 2023 Property Tax revenue by property type





**Garfield County Public Library District**  
**Profit & Loss Budget vs. Actual** (unaudited)  
Jan-Nov 2023

	Jan - Nov 2023			Footnotes	\$ Increase / (Decrease) in Actual '22 to '23	
	Actual	Annual Budget	% of Annual Budget		Jan - Nov 2022 Actual	(Decrease) in Actual '22 to '23
<b>Income</b>						
40100 · Sales Tax Revenue	4,039,186.64	3,580,000.00	112.83%		3,744,689.61	294,497.03
40102 · Sales Tax Refunds	(33,202.82)	(80,000.00)	41.5%		(96,268.10)	63,065.28
40200 · Property Tax Revenue	7,318,825.18	7,306,045.00	100.17%		5,375,459.21	1,943,365.97
40300 · Specific Ownership Tax Revenue	443,804.09	400,000.00	110.95%		371,186.09	72,618.00
40900 · Interest Earned on Investments	742,419.93	150,000.00	494.95%	1.	176,467.17	565,952.76
41000 · Grants	33,603.81	81,692.00	41.13%		41,848.25	(8,244.44)
41200 · Other Revenue	55,056.86	62,662.00	87.86%		39,301.89	15,754.97
41300 · Solar Rebates	6,642.11	9,000.00	73.8%		7,423.04	(780.93)
42000 · Branch Revenues	46,317.92	36,000.00	128.66%		48,551.58	(2,233.66)
<b>Total Income</b>	<b>12,652,653.72</b>	<b>11,545,399.00</b>	<b>109.59%</b>		<b>9,708,658.74</b>	<b>2,943,994.98</b>
<b>Expense</b>						
50001 · TREASURER'S FEES	233,913.08	224,121.00	104.37%		186,707.34	47,205.74
50005 · DEBT SERVICE	1,659,799.61	1,659,800.00	100.0%		1,659,799.60	0.01
51000 · EMPLOYEE COSTS	3,944,598.14	4,715,937.00	83.64%		3,289,339.85	655,258.29
52000 · LIBRARY SERVICES	1,297,034.45	1,357,567.00	95.54%		1,187,920.67	109,113.78
53000 · PROFESSIONAL SERVICES	105,899.33	146,311.00	72.38%		96,801.94	9,097.39
54000 · BUILDING OVERHEAD	616,295.85	866,393.00	71.13%		544,855.42	71,440.43
54500 · BUILDING REFRESH, FURNITURE,IMI	100,462.76	850,000.00	11.82%	2.	335,545.90	(235,083.14)
55000 · EQUIPMENT	155,476.86	226,396.00	68.67%		40,074.87	115,401.99
56000 · OTHER OVERHEAD	92,553.16	84,825.00	109.11%		78,386.15	14,167.01
57000 · ADVERTISING & MARKETING	93,230.88	131,500.00	70.9%		59,010.71	34,220.17
58000 · VEHICLES	10,596.14	18,541.00	57.15%		16,704.20	(6,108.06)
59000 · PARTNERSHIPS	50,958.50	58,738.00	86.76%		47,524.32	3,434.18
<b>Total Expense</b>	<b>8,360,818.76</b>	<b>10,340,129.00</b>	<b>80.86%</b>		<b>7,542,670.97</b>	<b>818,147.79</b>
<b>Net Income</b>	<b>4,291,834.96</b>	<b>1,205,270.00</b>			<b>2,165,987.77</b>	<b>2,125,847.19</b>

**Footnotes:**

1. The 30 day yield on the ColoTrust account for Nov was 5.5601%. Up from 3.8299% in Nov 2022.
2. Budgeted building refresh projects to commence in 2024

## Garfield County Public Library District

12/18/23

## Balance Sheet (unaudited)

Accrual Basis

As of November 30, 2023

	<u>Nov 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 · Alpine Bank- Gen(..7072)	496,027.53
10050 · Colo Trust - General	16,969,554.40
10055 · C-Safe	57,101.29
10060 · Alpine Bank- Payroll(..8785)	145,072.78
10070 · Alpine Bank - Flex(..0583)	1,145.08
10210 · Alerus- Flex deposit	544.45
10300 · Petty Cash- Cash drawer fund	1,125.00
11010 · CS-23652000-Annual Interest Pmt	200.17
11050 · CS-23652001-Annual Princ. Pmt	1,473.22
<b>Total Checking/Savings</b>	<u>17,672,243.92</u>
<b>Other Current Assets</b>	
12050 · Sales tax transfer by Treasurer	426,540.57
12100 · Property tax transfer by Treas	7,311,889.00
12250 · Leases Receivable	414,444.84
<b>Total Other Current Assets</b>	<u>8,152,874.41</u>
<b>Total Current Assets</b>	<u>25,825,118.33</u>
<b>Other Assets</b>	
18400 · Prepaid Exps	38,741.77
19075 · Due to / from reimbursements	7.50
19100 · Due to / from Foundation	1,238.37
<b>Total Other Assets</b>	<u>39,987.64</u>
<b>TOTAL ASSETS</b>	<b><u>25,865,105.97</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	113,775.18
<b>Total Accounts Payable</b>	<u>113,775.18</u>
<b>Credit Cards</b>	
20510 · Alpine Bank Purchase Card	18,317.86
<b>Total Credit Cards</b>	<u>18,317.86</u>
<b>Other Current Liabilities</b>	
20660 · Grants Payable	1,747.77
21100 · Other Payroll Payables-	3,572.03
21200 · Payroll Payable-	64,511.00
<b>Total Other Current Liabilities</b>	<u>69,830.80</u>
<b>Total Current Liabilities</b>	<u>201,923.84</u>
<b>Long Term Liabilities</b>	
22000 · Deferred Sales tax Revenue	426,540.57
22100 · Deferred Property Tax Revenue	7,311,889.00
22250 · Deferred inflow - verizon lease	414,444.84
<b>Total Long Term Liabilities</b>	<u>8,152,874.41</u>
<b>Total Liabilities</b>	<u>8,354,798.25</u>

3:05 PM

**Garfield County Public Library District**

12/18/23

**Balance Sheet** (unaudited)

Accrual Basis

**As of November 30, 2023**

---

	<u>Nov 30, 23</u>
<b>Equity</b>	
30000 · Unassigned Fund Balance	12,862,143.94
30005 · Non-Spendable Fund Balance	36,928.82
30010 · Restricted Fund Balance	319,400.00
Net Income	4,291,834.96
	<hr/>
<b>Total Equity</b>	<b>17,510,307.72</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>25,865,105.97</u></u></b>

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

	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
<b>January</b>	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%	342,694.36	19.25%
<b>February</b>	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%	334,035.62	6.46%
<b>March</b>	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%	397,314.64	9.36%
<b>April</b>	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%	371,576.74	4.10%
<b>May</b>	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%	412,129.29	11.68%
<b>June</b>	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%	436,062.94	4.74%
<b>July</b>	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%	438,635.60	5.52%
<b>August</b>	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%	447,381.84	2.24%
<b>September</b>	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%	408,790.73	13.59%	432,815.05	5.88%
<b>October</b>	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%	392,680.20	17.67%		#VALUE!
<b>November</b>	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%	378,346.49	21.15%		#VALUE!
<b>December</b>	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%	426,540.57	13.47%		#VALUE!
<b>TOTAL</b>	3,059,260.74	6.59%	3,151,203.50	3.01%	3,906,322.49	23.96%	4,566,349.35	16.90%	3,612,646.08	-20.89%

**AFTER REFUND**

	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
<b>January</b>	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%	335,755.71	18.88%
<b>February</b>	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%	321,339.27	2.65%
<b>March</b>	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%	395,859.72	34.71%
<b>April</b>	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%	369,805.64	3.70%
<b>May</b>	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%	411,190.92	15.16%
<b>June</b>	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%	434,620.76	4.95%
<b>July</b>	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%	437,099.52	5.36%
<b>August</b>	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%	446,230.27	2.76%
<b>September</b>	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%	408,238.24	13.99%	431,588.03	5.72%
<b>October</b>	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%	390,686.93	17.51%		#VALUE!
<b>November</b>	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%	375,740.34	20.93%		#VALUE!
<b>December</b>	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%	425,100.13	13.22%		#VALUE!
<b>TOTAL</b>	2,999,959.02	5.30%	3,048,078.90	1.60%	3,844,568.91	26.13%	4,466,056.31	16.17%	3,583,489.84	-19.76%

## Human Resources Report, December 2023

Kim Owens, HR Director

This has been an incredible year with many professional development opportunities for our staff, from in-person Spanish classes to regional and national library conferences. We've seen our staff flourish with the freedom and empowerment to bring back their creative ideas to the District and implement them, and our patrons are the ultimate benefactors. I'm so grateful to work at GCPLD, with the support of our Board of Trustees who volunteer their time and bring their love for libraries, a first-class leadership team, and top-notch, talented, and enthusiastic staff.

With the approval of the 2024 budget in December we sent out a call for Tuition Assistance and have already received requests from staff pursuing higher education including two staff members working on their Master of Library Science (MLS) degrees.

Nancy has been analyzing branch usage and staffing statistics and data and we'll be working together to evaluate and address staffing levels across the District in 2024.

### Staff Education and Development update:

In mid-December, all our Circulation Coordinators and Branch Managers attended a day of intensive supervisory training in preparation for the transition from Circulation Coordinator to Assistant Branch Manager. Our Assistant Branch Managers will be collaborative partners with their Branch Manager in the daily operations of the branch and they will directly supervise our Library Pages. This change creates upward growth opportunities in the District and builds more support for our Branch Managers who, up until now, have been the only Exempt staff at the branch.

Coming up in January, staff field trips have been arranged to neighboring libraries: Mesa, Pitkin, and Vail. These libraries were selected because they're participating in the 1000 Books Before Kindergarten program and several of our Youth Services Coordinators will go on the field trips, in addition to other staff from around the District.

### Recruiting and Staffing update:

We're pleased to transfer one of our Substitute Library Specialists who holds an MLS and has nine years of public library experience into a full-time position at the Carbondale branch.

### Staffing Report - Since 11/22/2023:

**New Hires: 0**

**Promotions/Transfers: 8**

- Circulation Coordinator at each branch promoted to Assistant Branch Manager – 12/24/2023 – 40hrs/week (6 staff)
- Library Specialist Substitute promoted to full-time Library Specialist – 12/10/2023 – Carbondale, 40hrs/week.
- Library Specialist at Carbondale transferred to fill the full-time Library Specialist opening at Glenwood Springs – 12/10/2023.

**Vacancies: 2**

- Library Specialist – Carbondale, 40hrs/week
- Library Specialist – Glenwood Springs, 40hrs/week

**Departures: 1**

- Library Specialist – 12/30/2023 – Parachute, 24hrs/week

**Additional Staffing Information:**

Headcount as of 12/31/2023:

- 78 total staff members (does not include subs)
- 45 benefit-eligible staff (32 - 40 hours per week); 33 staff with less than 32 hours per week
- 61.30 FTE

Staff Stats by Location – 12/31/2023					
<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	6.9	10	276	4	6
Glenwood	8.3	11	332	5	6
New Castle	6.9	10	276	4	6
Silt	7.1	9	284	4	5
Rifle	8.95	13	358	6	7
Parachute	6.85	8	274	6	2
Support Services	16.3	17	652	16	1
<b>Grand Total</b>	<b>61.30</b>	<b>78</b>	<b>2452</b>	<b>45</b>	<b>33</b>

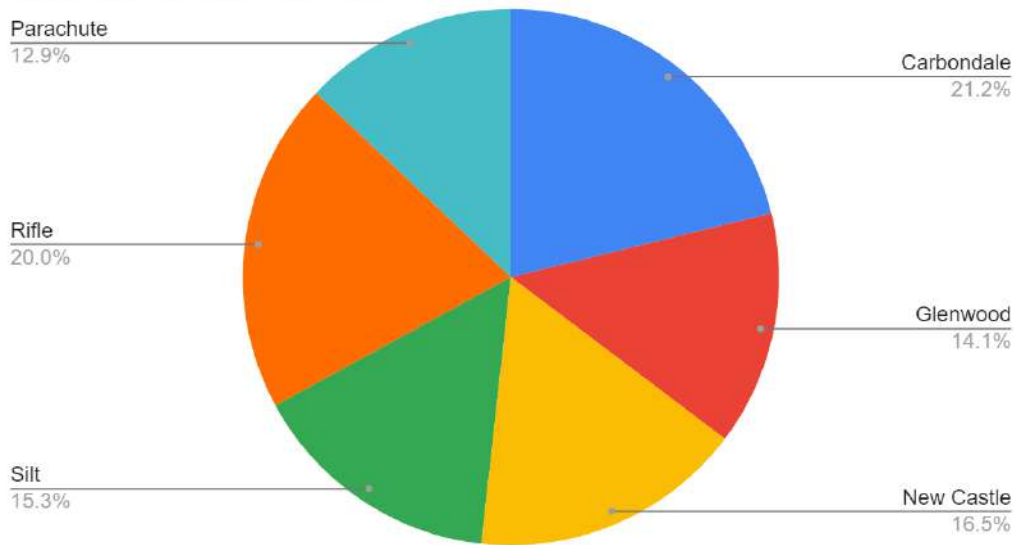
# Branch Libraries Report, January 2024

Nancy Barnes, Branch Libraries Director

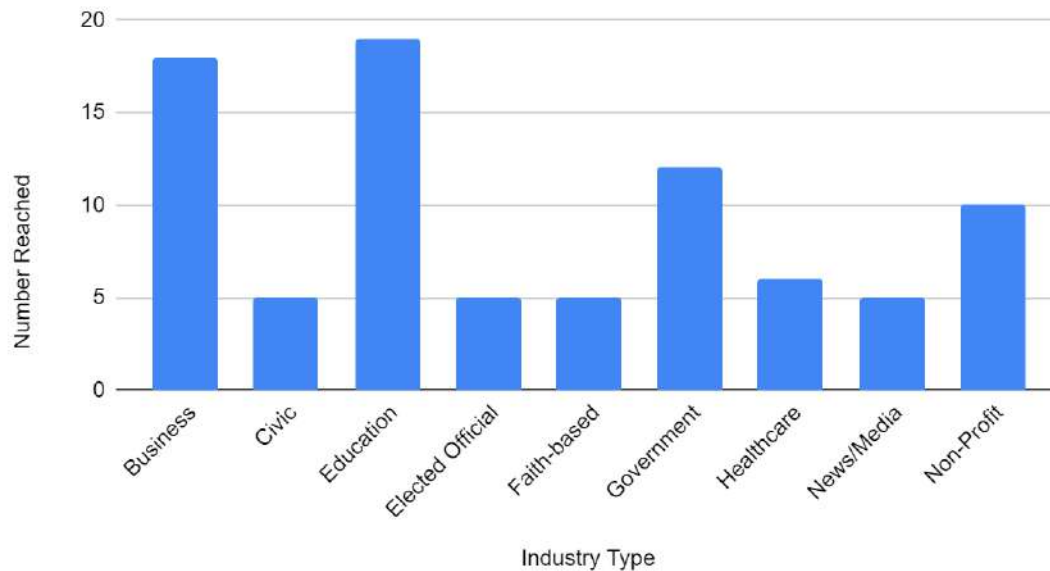
## Community Interview Results

Library staff completed eighty-five community interviews during October and November. Sixty-one unique staff participated in the interview process along with one board member, Adrian Rippy-Sheehy.

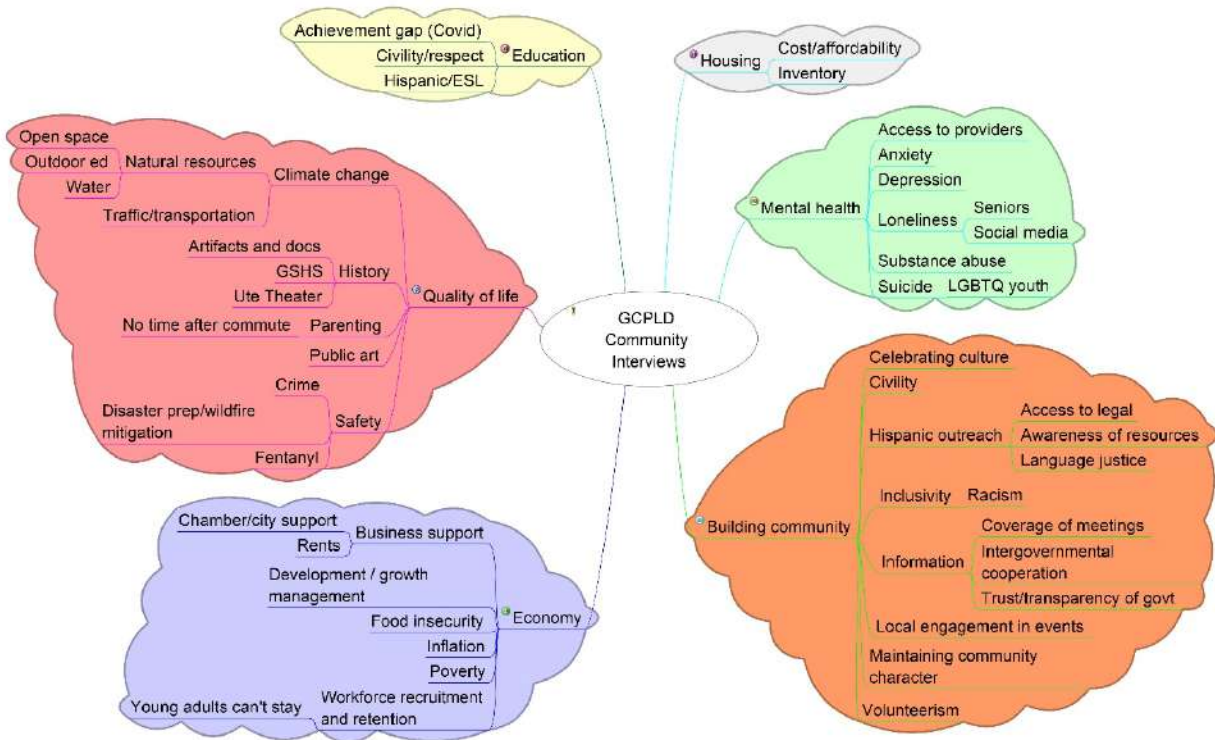
### Completed Interviews



### Movers and Shakers Interviews by Industry



After a thorough review of the interview data, Jamie and Nancy created the following mind map detailing the key community issues, and related subtopics, we heard about during the interview process.



Six community debriefs are scheduled during January and February in each community to share the individual community interview results with the interviewees and other interested community members. As the library district moves forward with its long-range plan in 2024, we will use these identified themes to help craft strategic initiatives in the areas where the library can best create value and impact in our communities.

## Branch Initiatives



In an effort to increase our early childhood literacy reach, Carbondale Library recently implemented weekly baby story time. Its popularity has been immediate, and we hope to see an increase in circulation of children's materials as a result.

### Branch Staff Shine

The Glenwood Branch team were able to gather, with facilitation from Kim Owens, for a training and team building session. Team members got to learn about each other's work styles and interests, DiSC profiles, as well as time to reflect on aspirations and future goals. The training commenced with an exercise where staff members worked in three groups with the goal of creating the tallest possible freestanding balloon towers with nothing but a bag of forty balloons, masking tape, and ingenuity. Unbeknownst to the three teams, the second part of the exercise asked the three groups to come together to now combine the towers into one large structure. The Glenwood staff rose to the occasion and combined forces to create a 10 ft 5-inch tower.



### Program Success

December's holiday concerts were a festive, fun time across all six library locations. Concerts featured Oran Mor, The Queen Bees, and Rodrigo Arreguin.

Glenwood Staff member Sarah Vail led a series of programs to bring writers together for National Novel Writing Month (NaNoWriMo). NaNoWriMo provides writers with the challenge of writing 50,000 words of a novel in thirty days. A Glenwood resident and participant in NaNoWriMo, Sarah started writing a fantasy novel, the first in a series of books, on November 1st. Sarah was able to meet the goal of 50,000 words by day ten. By November 30th at the Writers Soiree' celebration capping NaNoWriMo, Sarah proudly shared that she had completed a first draft of a 14-chapter 110,000-word novel. As the person who wrote the most during the month, Sarah won \$50 of Glenwood Gold to spend in the community.



Rifle Library participated in Rifle's Hometown Holiday celebration by having a large Christmas craft making event as well as reindeer in the plaza. This event grows larger every year, and this one was no exception with 712 people participating in the library's activities. Other December activities in Rifle included a special ukulele class where the students learned holiday songs, a holiday party for the Anime club, and the Adult Crafting Circle, where participants made ugly Christmas sweaters.



Craft making at the Rifle Library during Hometown Holiday



Gifts ready for the Angel Tree distribution

A new successful program at Rifle Library is Geri-Fit. This is a weekly exercise program that is suitable for all fitness levels and ages. There have been eight or more people each week faithfully attending these classes, many of them older patrons.

Silt Library provided meeting room space for children practicing violin all summer long. This month they asked if they could hold their Christmas concert at the library. The library set out 40 chairs and ended up having 65+ people attend. It was a fantastic opportunity for them to highlight their hard work over the summer.

New Castle Library celebrated its second annual Posada Navidena. Over two hundred people came together to play loteria, enjoy good food, music, and holiday crafts.

### Community Outreach

The Rifle Library has been an Angel Tree gift distribution site for many years and this year 144 presents were collected and given out to children of families who are experiencing financial hardship. This is always a special event to host, and it is heartwarming to see the Community Room lined up with all the gifts that await the families to pick them up.

Rifle Library partnered with Colorado Heart Healthy Solutions to provide free health screening to our patrons, which included cholesterol and glucose screening, blood pressure checks and BMI (Body Mass Index) screening. The individual appointments culminated with one-on-one health coaching based on the testing results. This was extremely popular, and all the appointment slots were filled on both of the dates of the service.

### Stories of Impact

Silt Library has received frequent calls from a community member who needs various business phone numbers. After several interactions, this person expressed their gratitude to the staff, stating that they do not have access to the internet and, thus, cannot find the information they require. This individual lives alone, and they find it comforting to speak to someone kind and caring. Another library patron recently visited the library and shared that since her husband passed away last year, she has had no human contact. She feels very lonely. For her, every visit to the library is important and makes a significant impact on her mental health.

Carbondale branch manager Tracy recently became a certified notary. On the first day of offering notary services, she notarized documents for two separate patrons. One of these patrons was so happy with the service, he made a \$20 donation to the library. A second staff member has now applied to be a notary, so Carbondale will soon have two notaries in our branch.

Some the participants of the AutoBody Tai Chi group, led by Burt Oglesby, presented the Glenwood Branch with a gift basket as a thank you for assistance and providing a space for twice weekly Tai Chi practice at the Glenwood Branch. In addition to the gift basket, the participants also struck a pose in the library.



## Staffing

Tamara Ochoa joined the Rifle Library team on November 27th as Circulation Coordinator. Tamara transferred from the Glenwood Branch, where she served as their Interim Circulation Coordinator over the summer. In the 2 weeks that she has been with the library she has fit in beautifully, and the whole team is happy to have her on board. We eagerly anticipate the positive impact she will contribute towards the future success of our branch.

# Marketing report, December 2023

James Larson, Communications and Marketing Director

## December Recap

A quick update on the new website. We will now be launching the site in January. Our web developer and Marmot are still working together to get things up and ready to run on their end. I have a list of staff volunteers to evaluate the new site before it officially goes live.

Housing forum – we will be hosting a housing forum with Laurie Best from Breckenridge Housing.... on Feb 22 at 2:00 pm at the Ute Theater in Rifle.

Thank you to Ana, her staff, the Hispanic Outreach Committee and other volunteers for a fun and successful Posada in New Castle on Dec 16<sup>th</sup>. We had around 160+ attendees with lots of great food, activities and gifts for the kids.

Kiwanis burn-off - Former County Manager Kevin Batchelder is now the president of the local Kiwanis club. He asked us to help co-sponsor a program they do in January. Last year they raised about \$3k, and they donated the money to Raising a Reader and Valley Settlement--so it's for early literacy. From Jan 1-28 participants record their time spent exercising for prizes. Registration deadline is Jan 5<sup>th</sup> for anyone who is interested in participating.

Reminder, the Winter Reading Challenge starts Jan. 15<sup>th</sup> and lasts through Feb. 29<sup>th</sup>!

## Social media analytics

Followers:

Facebook – 3,930 (8 new followers)

Instagram – 1,522 (4 new followers)

Email Newsletter – 14,655

Facebook Reach\* 26,700 (up 2%)

Instagram reach: 468 (down 47% from last month)

\* 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.

## Top 5 Facebook posts in December





### Happy Holidays! The Roaring Fork Youth Orchestra having a wonderful and merry time at our Silt Library!

Published by Alex Garcia-Bernal · December 26 at 7:03 PM · 🌐

Post Impressions ⓘ

**3,728**

Post reach ⓘ

**3,728**

Engagement ⓘ

**123**



### Reindeer (real and plush) at the New Castle Library Branch for the city's tree lighting.

Published by James Larson · December 15 at 6:00 PM · 🌐

Post Impressions ⓘ

**3,037**

Post reach ⓘ

**2,929**

Engagement ⓘ

**232**



### Please take a moment to recognize our newest team member, Marcionila Garcia. Marcy has been hired as th...

Published by James Larson · December 1 at 7:00 PM · 🌐

Post Impressions ⓘ

**2,643**

Post reach ⓘ

**2,470**

Engagement ⓘ

**262**



### Stop by the Silt Branch Library to see the spectacular artwork by Ricky Lively

Published by James Larson · December 22 at 10:00 AM · 🌐

Post Impressions ⓘ

**2,467**

Post reach ⓘ

**2,382**

Engagement ⓘ

**104**

## Top 5 Instagram posts in December



Boost



**Please take a moment to recognize our newest team member, ...**

December 1, 2023 at 7:00 PM  
ID: 17955479423593776

Interactions

41 likes

1 comment



Boost



**Congratulations to Sarah (holding certificate), our National No...**

December 2, 2023 at 9:00 AM  
ID: 18015747853965139

Interactions

25 likes

2 comments



Boost



**Some holiday cheer from @Rodrigo Arreguin in Rifle**

December 13, 2023 at 6:45 PM  
ID: 18019951516785587

Interactions

19 likes

0 comments



Boost



**Aspen Science Center at our Silt Branch. Check in soon for our ...**

December 12, 2023 at 11:00 AM  
ID: 18007076618507153

Interactions

13 likes

0 comments



Boost

scrambling for candy from the piñata at our La Posada event la...  
December 20, 2023 at 6:00 PM  
ID: 17991666551282628

Interactions

9 likes 0 comments

- 2023 Social media stats
- FB
  - Reach = 126.9K up 112% from last year
  - Interactions = 19K up 164% from last
  - Followers 3.9K up slightly from last year.
  - Link clicks 2.9K up 50% from last year.
  - Reach = 2.5K down 21% from last year
  - Interactions = 2.2K up 100% from last year
  - Followers 1.5K up slightly from last year
  - Link clicks = 12, up 100% from last year

\* 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

In the News – links to full articles.

<https://www.aspenpublicradio.org/community/2023-12-12/garfield-county-libraries-remain-committed-to-safe-spaces-for-kids-and-adult-patrons-alike>



Community

# Garfield County libraries remain committed to safe spaces for kids and adult patrons alike

Aspen Public Radio | By Caroline Llanes  
Published December 12, 2023 at 7:30 AM MST

▶ LISTEN • 6:22



Caroline Llanes / Aspen Public Radio

7-year-old Graham Aguirre of Glenwood Springs shows off a T-rex he made with help from his mom, Ashley, during a SPARK program session at the Glenwood Springs branch library. The Aguirres are just one of many families that rely on the library programming to supplement their kids' education.

<https://arkvalleyvoice.com/bvsd-and-lwvcc-inform-the-community-on-censorship-in-libraries-and-schools/>

# BVSD and LWVCC Inform the Community on Censorship in Libraries and Schools

[arkvalleyvoice.com/bvsd-and-lwvcc-inform-the-community-on-censorship-in-libraries-and-schools/](https://arkvalleyvoice.com/bvsd-and-lwvcc-inform-the-community-on-censorship-in-libraries-and-schools/)

By Carly Winchell

December 9, 2023

Reporting for public interest,  
not private profit. [DONATE NOW](#)

**ARK VALLEY VOICE** *Truth has a Voice*

**News Match**



Photo by Matthew Feeney on Unsplash

<https://coloradosun.com/2023/12/10/sunlit-james-larue-on-censorship/>

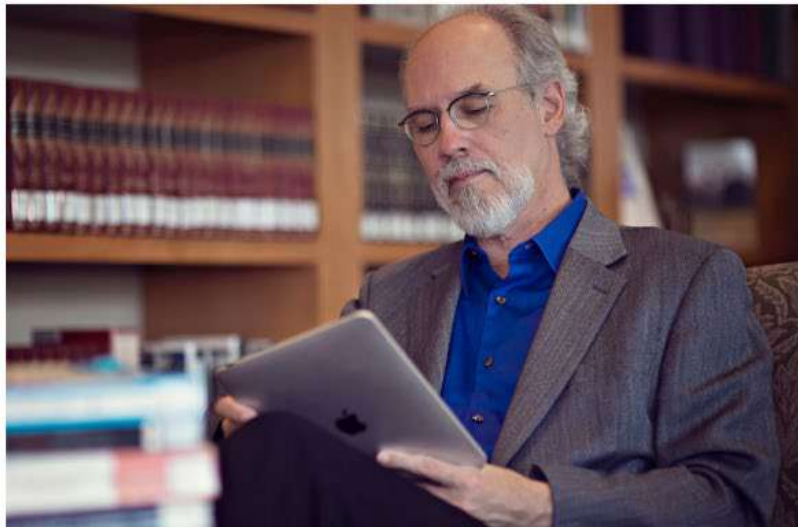
SUNLIT INTERVIEWS

# James LaRue's library experience led him to move censorship conversation beyond the stacks

The longtime librarian wrote "On Censorship" after seeing its rise reflecting broader shifts in the way people see the infrastructure of democracy



The Colorado Sun 2:10 AM MST on Dec 10, 2023



<https://soprissun.com/libraries-head-into-2024-down-a-board-member/>

LOCAL GOVERNMENT

# Libraries head into 2024 down a board member

Lynn Burton December 13, 2023



A recent snowy day at the Glenwood Springs Branch Library. Like the Carbonate Library, Glenwood Springs has several meeting rooms which are available to the public at no charge. Photo by Lynn "Jaki" Burton

### ABOUT US

The Sopris Sun is a 501(c)(3) community nonprofit weekly newspaper. Please help support our work by donating today and signing up for our newsletter.

Donate

Subscribe

Garfield County Public Library District (GCPLD) will go into 2024 short a board

# SNOW BETTER TIME TO READ!

After the holidays, relax and read a book, or several.

Adults are invited to join us for our annual  
**WINTER READING CHALLENGE**

January 15 through February 29

- Read to earn prizes!
- Win Grand Prize Packages!
- Weekly gift card raffles!
- Free and open to all adults!

Sign up starting December 15 at [gcpld.org](http://gcpld.org) or in person



8 | COLORADO RIVER NEIGHBORS | DECEMBER 2023

NEW CASTLE • SILT • RIFLE • PARACHUTE • BATTLEMENT MESA

# COLORADO RIVER

DECEMBER 2023

## Neighbors

PREMIERE EDITION

MEET THE HEDBERG FAMILY

PHOTO BY STEPHANIE HEDBERG PHOTOGRAPHY

POWERED BY **BVM** BEST PERSON MEDIA

The cover of the December 2023 issue of Colorado River Neighbors magazine. The main image is a photograph of a family of five (two adults and three children) standing in a snowy field. The family is dressed in winter clothing. The magazine title "COLORADO RIVER" is in large white letters with a mountain range silhouette, and "Neighbors" is in a red script font. A circular badge on the left says "PREMIERE EDITION". At the bottom, it says "MEET THE HEDBERG FAMILY" and "POWERED BY BVM BEST PERSON MEDIA".

## Events November 2023

Alex Garcia-Bernal, Education & Events Manager

The month of November wraps up GCPLD's fall events and programs calendar. We focused on programs celebrating family traditions and cultural celebrations.

### Special Events:

GCPLD Celebrating Day of the Dead in a big way this year. The programs began on October 28th at the Parachute library with a community event with the Colorado River Valley Team. The night featured food, music, costume contests and an educational presentation on the meaning of Day of the Dead. Around 150 participants attended. The Glenwood Library continued the celebration with a partner event with the Glenwood Springs Art Center on October 29th and 30th in which families were invited to a two-day altar-building workshop. All together, we had about 100 participants and around 20 unique family altars were displayed for the month. The final celebration was held in Carbondale on November 3rd. The library held a Day of the Dead activity night, including crafts, food, and face painting. This was held in preparation for the Day of the Dead parade held by the City of Carbondale.

The libraries also promoted National Novel Writing Month (NaNoWriMo) by hosting a series of programs across the District. The Parachute and Silt libraries hosted Writer's Nights each Tuesday and Thursday evening. The Carbondale library opened NaNoWriMo with a Writer's Rally on Tuesday, October 31st, and hosted a Writer's Work Hours and an Author's Write-In program each Tuesday evening. The Glenwood Springs Library hosted a mid-month check-in for writers on Thursday, November 16th.

The Glenwood and Rifle libraries hosted a special grant-funded program, Play Learn Grow Workshop, to educate parents on early childhood literacy activities and strategies on Saturday, November 4th and 11th. The program's funds were made available by the Growing Readers Together grant and in collaboration with Early Childhood Network.

### Partnered Children Events:

All GCPLD's libraries continued to host Raising a Reader as they provided a bilingual story time once per week at each of our locations. Each of our libraries also continued to host STEM activities once per month, featuring the Aspen Science Center. The Rifle Library hosted their weekly parent support group with Great Expectations each Tuesday. The Carbondale library hosted their Paws to Read story time with the animal shelter on Tuesday, November 7th and 21st.

### Library Children Events:

Each of our branches continued to host their weekly Storytimes throughout November. Each of the libraries also hosted their weekly Spark education and social programs on their community's free days from school. The Rifle Library hosted their weekly Pre-School Playgroup each Wednesday. The New Castle and Glenwood Springs libraries hosted their Get the Wiggles Out program weekly on Thursdays. The Carbondale library hosted their weekly on Fridays. The Silt

library hosted their Shake Your Sillies Out program weekly on Fridays. The Parachute Library hosted its monthly Homeschool Advisory Group on Friday, November 10th. The New Castle Library began its new monthly Tiny Hands toddler activity program on Thursday, November 16th. The Carbondale library also started their weekly baby Storytime, Baby and Me, on Tuesday, November 21st and 28th.

#### Teen/Tween Events:

The Rifle Library hosted its monthly Teen Tech Club on Friday, November 3rd. They also hosted their weekly Anime Club on Fridays. The Silt and New Castle libraries hosted their weekly teen game club, Game On! and NC Gamers, on Fridays. The Carbondale library hosted their Coding Club on Thursday, November 9th and 16th. The Glenwood Springs library hosted their monthly Dungeons and Dragons gaming group on Saturday, November 18th. The New Castle library hosted their monthly tween game group, Pokémon Club, on Saturday, November 25th.

#### Family Events:

The Silt library hosted a film showing of the Disney movie Coco in honor of Day of the Dead, on Thursday, November 2nd. The Parachute Library hosted its family puzzle program, Piece It Together each Sunday. The Silt library hosted their monthly bilingual family game night, Loteria, on Thursday, November 9th.

#### Book Clubs:

The Silt Library hosted its Teen Book Club on Thursday, November 9th, and Monday, November 13th. The Parachute Library hosted its monthly cookbook club, Food for Thought, on Thursday, November 9th, its monthly Western Colorado Book Club on Tuesday, November 14th, and its monthly Teen Book Club on Monday, November 27th. The Glenwood Springs library hosted their monthly Spanish language book club, Entre Las Páginas, on Saturday, November 11th their Glenwood High School Teen Book Club on Monday, November 13th and 27th and their monthly GSA (Gay-Straight-Alliance) Book Club on Friday, November 17th. The Rifle Library began its monthly Friends of the Library Book Club on Wednesday, November 15th. The Carbondale library hosted its monthly Third Thursday Book Club on November 16th.

#### Partnered Adult Events:

The Carbondale library continued to host Valley Settlement as a partnered program each Wednesday in November. The Rifle Library brought its Cooking Matters program to a close on Wednesday, November 1st. The Glenwood Springs library hosted their memoir, Your Story Your Life, writing club on Friday, November 3rd and 17th. The Rifle Library hosted a Business Knowledge Fest on how to start your own business, with the Colorado River Valley Chamber and Hispanics In Local Leadership on Wednesday, November 15th.

#### Adults Arts and Crafts:

The Carbondale library hosted its monthly Nature Journaling program on Friday, November 3rd. They also hosted their weekly knitting program, In Stitches, each Monday. The Parachute Library hosted its monthly crochet club on Saturday, November 4th. The Rifle Library finalized

its adult ukulele classes on Monday, November 6th. The Parachute Library hosted its monthly Fall Craft Series program on Saturday, November 11th. The Rifle and Silt libraries hosted their monthly adult crafting groups, Crafter's Circle and Crafty Saturday on Saturday, November 18th.

#### Adult Education Events:

The Rifle Library hosted its ESL program with CMC on Tuesdays and Wednesdays through November. The Rifle Library also hosted a special community resource program preparing for end-of-life on Friday, November 10th and 17th. The program included presenters from death doulas, grief counselors, the coroner's office, and the county's attorney on how to prepare for all aspects of end-of-life care. The New Castle Library hosted their weekly Spanish language computer classes on Fridays. The Silt Library began its American Sign Language class on Thursday, November 30th.

#### Social Events:

The Silt Library hosted their weekly Tai Chi program for Seniors on Wednesdays. The Rifle Library began hosting its weekly Geri-Fit program on Thursdays. Carbondale hosted their Senior Game Night on Monday, November 6th. The Rifle Library hosted their Spanish/English Conversation Circle on Wednesday, November 8th and 22nd. The Carbondale library hosted its monthly Lost Art of Random Conversations on Sunday, November 12th. The Glenwood Springs library hosted its monthly Chess Club on Thursday, November 16th. The Parachute Library hosted its monthly Fall Film Festival on Thursday, November 16th. The New Castle Library hosted its Evening of Poetics poetry program on Monday, November 27th.

#### Upcoming:

Oran Mor opened our Holiday Concert Series in New Castle on Monday, November 27th. Concerts will continue at each branch through December and feature performances by Rodrigo Arreguin and the Queen Bees.

The Carbondale Library is currently working on the Human Library project. We are scheduled to host it on Sunday, January 28th. We have selected 6 human books and run a breakout session-style 4-hour program in which participants can interview and converse with the books. We have a general plan to host this program 4 times per year at different branches, based on the pilot program in Carbondale.



## Facilities December Report

Jon Medrano, Facilities Manager

The Facilities Department completed a variety of projects and repairs. The following are worthy mentions from the Facilities Department from December.

### Library Reconfiguration for Parachute & New Castle Branches - UPDATE

GCPLD is preparing to present a vendor recommendation for this large capital project for the January board meeting. Information will be given to trustees about the recommended company.

### District Vehicles Repairs/Maintenance

The Facilities Manager scheduled maintenance for two of the library's district vehicles. Both the 2011 Ford F150 and the 2010 Ford Escape received needed repairs. Winter tires were also purchased for the Ford Escape for upcoming winter road conditions.

### Glenwood Springs Branch Patio Closed for Winter

Following suit from previous winters, the Glenwood Springs Branch will see its outdoor patio area closed for the winter. The purpose is for patron safety and cost savings. The labor to compile and haul off snow from the patio comes at an enormous price. For an outdoor space that is not used during the winter, snow will be left, and the patio will remain closed until Spring.

### District Fire Extinguisher Inspections

The Facilities Manager collaborated with a local company to complete annual fire extinguishers at all library locations. A new fire extinguisher was added to the 2<sup>nd</sup> floor of the Rifle Branch near the new admin office area.

### Facilities Department to Seek Part-Time Technician

The HR Director and the Facilities Manager are preparing to seek out applications for a part-time Facilities Technician position. This comes at a time when the current Facilities Technician is on a temporary leave of absence. The new hire will fill the position until the original technician returns.