

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, February 1, 2024, 2:00 PM

Zoom Access:
<https://us02web.zoom.us/meeting/register/tZ0vdeCrqDoqH9d--UIDnjPc8vZntGMeWeuC>
Passcode
487270

Place: New Castle 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 January 4, 2024, 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 January 4, 2024 (pp. 1-2)
- B. Claims for Board Approval: General Fund Dec 16, 2023, through January 15, 2024 (pp.3-4); Alpine Bank Credit Card Statement December (pp. 5-6)

III. ACTION ITEMS

- A. Architectural proposal: drawings for Parachute and New Castle

IV. DISCUSSION ITEMS

- A. Trustee Update, posting of vacancy notice/process, Adrian Rippy-Sheehy
- B. Select board retreat date, location, and agenda
- C. Management Report, Jamie LaRue (pp.7-10)
- D. Finance Report, Kevin Hettler (pp. 11-17)
- E. New Castle Branch Library report, Ana Gaytan

Next Board Meeting March 7, 2024, 2 pm, Location: Silt Branch Library, 680 Home 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
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Rifle Branch Library
January 4, 2024

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-via phone John Lepkowski
Robin Pruett Judith Hayward
Robin Robinson Deb Grizzle
Carole O’Brien Mae Gray
Salomi Gonzalez Shiri Hunter
Willow Brotzman Beth Daver-via phone

Staff Present:

Jon Medrano	Kim Owens
Melissa Terry	Darla Baumli
Amaranda Fregoso	Kim Benson
Jenn Cook	Jackie Skala
Erin Hollingsworth	Tracy Kallassy
Kim Spangenberg	Laura West
Abraham Korah	Emily Hisel
Amy Tonozzi	Tamara Ochoa
Nancy Barnes	Kevin Hettler
Jamie LaRue	

- A. Comment on December 7, 2023, Board Meeting Public Participation
 - i. DA and Sheriff say 1st amendment law and ok to carry what books we have. Checking ID’s is a violation of 1st Amendment. We are not breaking the law.
- B. Public Participation: 3 minutes per person
 - i. Trish O’Grady – Put in an open records request for 2023 annual salaries for several positions and for any funding the library is supplying to the ALA. Submitted letter on various items that want to be changed for Board Meetings in the future.
 - ii. Robin Pruett – Asked Jamie LaRue how Grapes of Wrath corresponds to books currently being challenged. She said pictures draw in more young people.
 - iii. John Lepkowski – Says a licensed therapist disagrees with Jamie LaRue’s opinion on the books. Wants adult content books behind glass.
 - iv. Judith Hayward – Thanked Parachute Library and staff for the partnership with the Historical Society. Specifically named Natalie Smith and Amaranda Fregoso.
 - v. Carole O’Brien – Encouraged people to stay for the Board Meeting, not just public comments.
 - vi. Mae Gray – Enjoys everything that the library is offering. Thanked the Board for volunteering their time for free.
 - vii. Shiri Hunter – Supports the library.
 - viii. Willow Brotzman – Supports the library.
- C. Approval of the agenda – **Jocelyn motioned to approve the agenda and Crystal seconded. Motion passed.**

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)
 - i. **John motioned to approve the consent agenda and Jocelyn seconded. Motion passed.**

III. ACTION ITEMS

- A. Vendor selection recommendation PA and NC Facility improvement project, Jon Medrano, Jamie LaRue
 - i. Reached out to 5 vendors, but only 2 responded.
 - ii. FCI Constructors Inc. is the proposed vendor.
 - 1. Clear & detailed bid.
 - 2. Reputation of professionalism in large projects.
 - 3. Price is lower than the other bid.
 - iii. **Jocelyn motioned to approve FCI Constructors Inc. as the vendor and Crystal seconded. Motion passed.**
- B. Vendor selection recommendation Automated Material Handling units, Jenn Cook, Jamie LaRue
 - i. Reached out to 4 vendors and received 3 bids.
 - ii. FE Technologies is the proposed vendor.
 - 1. Cost is lower than other bids.
 - 2. Able to recommend solutions for all the Branches.
 - a. Will focus on Rifle, Glenwood Springs, and Carbondale.
 - 3. Already have a good report with them.
 - iii. **Sue motioned to approve FE Technologies for Automated Material Handling units and Jocelyn seconded. Motion passed.**
- C. Board meeting times and remote access
 - i. **Sue motioned to continue meetings at 2 pm and open Zoom for public participation and Jocelyn seconded. The vote was 4 Yes and 2 No. Motion passed.**
- D. Board officer elections for President, Vice-President, Treasurer, and Secretary, Adrian Rippy-Sheehy
 - i. Positions as follows:
 - 1. President – Adrian, Vice-President – Jocelyn, Treasurer – Michelle, Secretary – Susan.
 - ii. **John motioned to approve the slate and Crystal seconded. Motion passed.**

IV. DISCUSSION ITEMS

- A. Trustee Update, Adrian Rippy-Sheehy
 - i. February going to post the vacancy of trustee in Rifle.
- B. Management Report, Jamie LaRue (pp. 9-12)
 - i. Responded to the open records request by Trish O’Grady within an hour of its receipt.
 - ii. Nancy Barnes discussed community interview results.
 - iii. Year-end reflections.
- C. Rifle Branch Library report, Amy Tonozzi
 - i. Staffing changes.
 - ii. New security guard in Rifle.
 - iii. Programs overview.

Adjourned at 4:07 pm by Adrian Rippy-Sheehy.

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

Claims for Board Approval

December 16, 2023 through January 15, 2024

01/15/24

Accrual Basis

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
12/16/2023	Eft	Black Hills Energy	GW and CA gas	(2,095.12)
12/16/2023	Eft	CenturyLink	Fire and elevator alarm telephone	(434.82)
12/16/2023	Eft	City of Glenwood Springs	GW electric	(751.96)
12/16/2023	Eft	City of Rifle	RI water/sewer	(189.62)
12/16/2023	Eft	ImageNet Consulting - fka De La...	Copier lease	(1,161.66)
12/16/2023	Eft	Mountain Waste & Recycling	SI trash/recycling	(103.44)
12/16/2023	Eft	Town of New Castle	water / sewer	(221.65)
12/16/2023	Eft	Town of Silt	water / sewer	(188.80)
12/16/2023	Eft	Waste Management	RI CA NC trash/recycling	(400.54)
12/16/2023	Eft	WEX Bank	Nov vehicle fuel	(529.72)
12/16/2023	Eft	Xcel Energy	NC PA RI SI CA electricity	(3,905.21)
12/18/2023	Eft	Amazon .com	Nov amazon invoices	(9,768.70)
12/21/2023	Eft	CRA	Retirement plan contributions	(8,379.30)
12/21/2023	Eft	CRA	Retirement plan contributions	(5,230.05)
12/26/2023	Eft	Alpine Bank	Nov c.c. pmt	(18,317.86)
12/29/2023	26149	A Clean Break, LLC	RI, SI, NC December cleaning	(6,700.00)
12/29/2023	26150	American Janitor LLC	PA cleaning	(1,096.00)
12/29/2023	26151	Amigos Library Services	Library materials	(180.00)
12/29/2023	26152	Barnes, Nancy	Mileage reimb	(124.45)
12/29/2023	26153	Bearicuda, Inc	CA bear proof storage locker	(1,996.12)
12/29/2023	26154	Callison, Jennifer	Mileage reimb	(141.48)
12/29/2023	26155	Cardiff Cleaning Service	CA GW cleaning	(4,422.00)
12/29/2023	26156	Citadel Security Group, LLC	GW security service	(4,575.68)
12/29/2023	26157	Cummings, Eileen	Mileage reimb	(58.30)
12/29/2023	26158	Fregoso, Amaranda	Mileage reimb	(182.09)
12/29/2023	26159	Friend, Sara	Mileage reimb	(43.23)
12/29/2023	26160	Gaytan, Ana	Lodging and airfare reimb PLA and FIL	(718.57)
12/29/2023	26161	Ink & Thread of Colorado	GCPLD logo on caps	(90.00)
12/29/2023	26162	Larson, James	Mileage and toll charge reimb	(82.48)
12/29/2023	26163	Library Ideas LLC	Library materials	(43.96)
12/29/2023	26164	Masters Telecom LLC	Fax service	(191.43)
12/29/2023	26165	Mountain Valley Tires, LLC	Snow tires for bookmobile	(560.96)
12/29/2023	26166	Northwest Colorado Council of G...	RI annual elevator inspections	(790.00)
12/29/2023	26167	Pinyon Mesa Automatic Services...	NC interior door repair	(444.30)
12/29/2023	26168	Rodriguez, Rosalba Bautista	Day of the Dead tamales	(250.00)
12/29/2023	26169	Ruiz Florez , Martha	Day of the Dead tamales	(250.00)
12/29/2023	26170	Specialty Store Services Inc	CA,RI, SI branch furniture	(3,633.92)
12/29/2023	26171	Thomas Klise/Crimson Multimedia	Library materials	(197.47)
12/29/2023	26172	University of Chicago	Banned book week posters	(224.02)
12/29/2023	26173	Wolburg, Natasha	Supplies reimb	(84.98)
12/29/2023	26174	Zimmermann, Robert	Mileage reimb	(129.17)
12/29/2023	Eft	Garfield County Public Library Fo...	Book sales / donations	(844.87)
12/29/2023	Eft	CRA	Retirement plan contributions	(7,361.11)
12/29/2023	Eft	CRA	Retirement plan contributions	(4,280.49)
12/29/2023	Eft	CRA	Retirement plan contributions	(118.98)
01/01/2024	26175	Acme Fire Alarm Company Inc	2024 1st quarter fire system monitoring	(405.28)
01/01/2024	26176	Colorado Special Districts Prop&...	2024 Prop, Liab, WC insurance	(79,069.00)
01/01/2024	26177	EBSCO	2024 consumer reports database	(3,186.75)
01/01/2024	26178	Glenwood Springs Chamber Res...	2024 membership	(640.00)
01/01/2024	26179	InfoUSA Marketing, Inc.	Reference solutions database 2024	(3,800.00)
01/01/2024	26180	Kanopy, Inc.	Kanopy streaming service 2024	(12,000.00)
01/01/2024	26181	Mango Languages	2024 database renewal	(4,209.30)
01/01/2024	26182	Motion Picture Licensing Corp	Umbrella movie license renewal	(881.16)
01/01/2024	26183	Mountain West Insurance	Public official bond	(2,100.00)
01/01/2024	26184	Reliance Standard	Jan disability insurance	(851.06)
01/01/2024	26185	Tumbleweed Press Inc	2024 subscription renewal	(1,800.00)
01/01/2024	26186	Willis Towers/CEBT	Jan health ins	(44,900.61)
01/02/2024	Eft	Town of Carbondale	water / sewer	(80.92)
01/02/2024	Eft	Alpine Bank- CC	Jan merchant fees	(222.41)
01/07/2024	Eft	Verizon Wireless	Cell phones, hotspots, filtering service,...	(7,102.31)
01/10/2024	Eft	City of GL- Sales Tax	4Q sales tax	(111.78)
01/10/2024	Eft	City of RI-Sales Tax	4Q sales tax	(85.92)
01/10/2024	Eft	Colorado Dept of Revenue-Sales...	4Q sales tax	(732.73)
01/10/2024	Eft	Town of CA- Sales Tax	4Q sales tax	(128.37)
01/15/2024	26187	625-Water(9283)	RI staff water	(89.50)
01/15/2024	26188	Ajax Roofing Company LLC	CA roof repairs	(223.00)
01/15/2024	26189	All Around Property Maintenance...	PA fall landscape maintenance	(730.00)

Garfield County Public Library District
Claims for Board Approval
December 16, 2023 through January 15, 2024

01/15/24

Accrual Basis

Date	Num	Name	Memo	Amount
01/15/2024	26190	AlwaysMountainTime LLC	Radio ads/promo	(2,250.00)
01/15/2024	26191	Bernal Urbina, Samuel	Posada event master of ceremonies	(500.00)
01/15/2024	26192	Best Version Media, LLC	Colorado River Neighbors magazine ads	(1,618.20)
01/15/2024	26193	Cardio Partners Inc	AED replacements	(7,668.00)
01/15/2024	26194	Cedar Networks	January broadband	(1,194.00)
01/15/2024	26195	Citadel Security Group, LLC	GW security service	(2,023.03)
01/15/2024	26196	Colorado Alliance of Research Li...	Prospector fees	(10,000.00)
01/15/2024	26197	Convey Language Services	Translate transcripts for film showings	(2,157.30)
01/15/2024	26198	Cura HR, LLC	Goal planning, strategy, and training	(2,785.00)
01/15/2024	26199	Daly Property Services, Inc.	CA snow removal Dec	(394.40)
01/15/2024	26200	Demco	Processing supplies	(114.24)
01/15/2024	26201	Durrance, Jocelyn	mileage reimb	(390.38)
01/15/2024	26202	Empathy Studios, LLC	Annual homeless training subscription	(999.00)
01/15/2024	26203	Employers Council, Inc.	Annual membership	(3,800.00)
01/15/2024	26204	EverGreen ZeroWaste	CA compost service	(65.00)
01/15/2024	26205	Fregoso, Amaranda	Education assistance	(385.00)
01/15/2024	26206	Hisel, Emily	Mileage reimb	(53.71)
01/15/2024	26207	Holton, Jennifer	NC Tai chi for arthritis	(210.00)
01/15/2024	26208	ImageNet Consulting LLC	Copier copies	(1,103.03)
01/15/2024	26209	JanWay Company USA, Inc.	Promo pens	(3,931.45)
01/15/2024	26210	Korah, Abraham	PLA conf airfare reimb	(582.04)
01/15/2024	26211	Larson, James	Education assistance/Pla conf flight rei...	(4,278.48)
01/15/2024	26212	Lively Electric, Inc.	CA Set controller for outside entry lights	(300.00)
01/15/2024	26213	Ingram Library Services	Library materials	(19,744.37)
01/15/2024	26214	Marmot Library Network, Inc.	Q1 2024 IT support	(66,060.00)
01/15/2024	26215	Midwest Tape	Library materials	(7,075.23)
01/15/2024	26216	Mountain Pest Control, Inc.	PA spraying	(50.00)
01/15/2024	26217	OverDrive	Library eMaterials	(8,393.27)
01/15/2024	26218	Poland, Shannon	NC snow removal	(120.00)
01/15/2024	26219	ProQuest LLC	2024 ancestry library database renewal	(1,455.94)
01/15/2024	26220	Renteria, Iliana	Posada event master of ceremonies	(500.00)
01/15/2024	26221	Reyelts, Sierra	Education assistance	(3,150.00)
01/15/2024	26222	S.T.E.A.M. Junction LLC	PA science event	(585.00)
01/15/2024	26223	Setzer & Vander Wall, P.C.	Legal services	(2,167.50)
01/15/2024	26224	Terry, Melissa	Education assistance	(670.67)
01/15/2024	26225	Town of Parachute	water / sewer / trash	(129.40)
01/15/2024	26226	Transparent Information Service...	Background checks	(149.55)
01/15/2024	26227	Uline	RI portable room dividers	(4,284.90)
01/15/2024	26228	Universal Mechanical Services, L...	GW RI Hvac repairs	(1,930.82)
01/15/2024	26229	Van Devender, Jeffrey	Ukulele lessons	(700.00)
01/15/2024	26230	Western Paper Distributors	PA janitorial supplies	(366.62)
01/15/2024	Eft	City of Glenwood Springs	GW electric	(705.64)
01/15/2024	Eft	City of Rifle	RI water/sewer	(150.23)
01/15/2024	Eft	ImageNet Consulting - fka De La...	Copier lease	(1,161.66)
01/15/2024	Eft	Mountain Waste & Recycling	SI trash / recycling	(106.54)
01/15/2024	Eft	Town of Carbondale	water / sewer	(77.32)
01/15/2024	Eft	Town of New Castle	water / sewer	(221.65)
01/15/2024	Eft	Town of Silt	water / sewer	(188.80)
01/15/2024	Eft	Waste Management	RI CA NC trash/recycling	(399.41)
01/15/2024	Eft	WEX Bank	Dec vehicle fuel	(445.89)
01/15/2024	Eft	Xcel Energy	NC RI SI electricity	(2,501.99)
Total 10010 · Alpine Bank- Gen(..7072)				(425,139.27)
TOTAL				(425,139.27)

Garfield County Public Library District
Reconciliation Detail
20510 · Alpine Bank Purchase Card, Period Ending 12/31/2023

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						18,317.86
Cleared Transactions						
Charges and Cash Advances - 113 items						
Credit Card Charge	12/01/2023	MMValleyLum	Propane heater and bottle exchange	X	(261.26)	(261.26)
Credit Card Charge	12/01/2023	PA2GuadBook	Guad bookfair	X	(184.24)	(445.50)
Credit Card Charge	12/01/2023	GWChamber	GW Prizes for NaNoRiMo	X	(128.75)	(574.25)
Credit Card Charge	12/01/2023	GWUSPS	GW Monthly ill postage and stamps	X	(90.45)	(664.70)
Credit Card Charge	12/01/2023	MMValleyLum	Propane heater accessories and ge...	X	(86.99)	(751.69)
Credit Card Charge	12/01/2023	CA2GuadBook	Guad bookfair	X	(66.61)	(818.30)
Credit Card Charge	12/01/2023	CANotaryStm	CA Notary stamp and journal	X	(50.12)	(868.42)
Credit Card Charge	12/01/2023	SSAdobe	HR Acrobat pro subscription	X	(47.98)	(916.40)
Credit Card Charge	12/01/2023	NCWalmart	NC Supplies for SPARK and Christ...	X	(45.71)	(962.11)
Credit Card Charge	12/01/2023	SI\$Gen	SI Refreshments for ASL	X	(30.70)	(992.81)
Credit Card Charge	12/01/2023	PAUSPS	PA Monthly ill postage	X	(24.65)	(1,017.46)
Credit Card Charge	12/01/2023	CABonfirCof	Board appreciation	X	(10.00)	(1,027.46)
Credit Card Charge	12/01/2023	PACoffShak	Board appreciation	X	(10.00)	(1,037.46)
Credit Card Charge	12/01/2023	CACityMkt	PA Staff morale	X	(4.49)	(1,041.95)
Credit Card Charge	12/03/2023	SSHolidayIn	Lodging for reindeer event	X	(244.00)	(1,285.95)
Credit Card Charge	12/04/2023	GWbordFox	Supplies for magic the gathering pr...	X	(143.98)	(1,429.93)
Credit Card Charge	12/04/2023	NCUSPS	Monthly ill postage	X	(42.88)	(1,472.81)
Credit Card Charge	12/04/2023	GWDominos	Refreshments for NaNoWrMo party	X	(31.45)	(1,504.26)
Credit Card Charge	12/04/2023	CACityMkt	Refreshments for SPARK	X	(23.94)	(1,528.20)
Credit Card Charge	12/04/2023	SIWalmart	Refreshments for Christmas concert	X	(5.36)	(1,533.56)
Credit Card Charge	12/05/2023	SS4Imprint	Hand sanitizers with carabiner	X	(2,688.58)	(4,222.14)
Credit Card Charge	12/05/2023	RI2TedyMtn	Teddy bears for posada	X	(432.53)	(4,654.67)
Credit Card Charge	12/05/2023	CACM\$Gen	Staff holiday celebration supplies	X	(121.90)	(4,776.57)
Credit Card Charge	12/05/2023	RIWalmart	Christmas decor	X	(74.03)	(4,850.60)
Credit Card Charge	12/05/2023	CACM\$Gen	Refreshments for NaNoWriMo	X	(54.88)	(4,905.48)
Credit Card Charge	12/05/2023	GWChamber	Gift cards for volunteers	X	(20.40)	(4,925.88)
Credit Card Charge	12/06/2023	SIUAirOrbit	PLA Airfare	X	(1,267.00)	(6,192.88)
Credit Card Charge	12/06/2023	SIWMCityMkt	Refreshments for holiday family pro...	X	(121.91)	(6,314.79)
Credit Card Charge	12/06/2023	SSAmButton	Button making supplies	X	(113.83)	(6,428.62)
Credit Card Charge	12/06/2023	RI2USPS	Monthly ill postage and stamps	X	(97.65)	(6,526.27)
Credit Card Charge	12/06/2023	SSOTC	Christmas mugs	X	(73.71)	(6,599.98)
Credit Card Charge	12/06/2023	SI\$Gen	staff morale	X	(2.95)	(6,602.93)
Credit Card Charge	12/07/2023	SIWalmart	Christmas decor and posada supplies	X	(180.53)	(6,783.46)
Credit Card Charge	12/07/2023	NCCityMkt	Refreshments for board meeting	X	(90.46)	(6,873.92)
Credit Card Charge	12/07/2023	SIUSPS	Monthly ill postage and stamps	X	(48.56)	(6,922.48)
Credit Card Charge	12/07/2023	SSCityMkt	Refreshments for board meeting	X	(38.94)	(6,961.42)
Credit Card Charge	12/07/2023	CACricut	Cricut monthly subscription	X	(10.61)	(6,972.03)
Credit Card Charge	12/07/2023	NCDrifters	Board appreciation	X	(10.00)	(6,982.03)
Credit Card Charge	12/08/2023	MMNtlBusFur	Admin employee desk	X	(1,855.36)	(8,837.39)
Credit Card Charge	12/08/2023	MMDisply2Go	Large displays for branches	X	(1,837.28)	(10,674.67)
Credit Card Charge	12/08/2023	MMGibllndus	GW 3 large whiteboards	X	(917.84)	(11,592.51)
Credit Card Charge	12/08/2023	PAFunkyBear	PA staff holiday celebration	X	(537.63)	(12,130.14)
Credit Card Charge	12/08/2023	MMStorSuppl	RI white grid display	X	(290.48)	(12,420.62)
Credit Card Charge	12/08/2023	MMValleyLum	RI Garbage disposal	X	(253.95)	(12,674.57)
Credit Card Charge	12/08/2023	MMBigJohns	Plumbing supplies and safety glasses	X	(67.81)	(12,742.38)
Credit Card Charge	12/08/2023	GWCityMkt	Refreshments for Christmas concert	X	(35.45)	(12,777.83)
Credit Card Charge	12/08/2023	CAUSPS	Monthly ill postage	X	(34.73)	(12,812.56)
Credit Card Charge	12/10/2023	SI\$Tree	Posada supplies and Christmas decor	X	(31.25)	(12,843.81)
Credit Card Charge	12/11/2023	PACLIC	2024 CLiC virtual winter workshop	X	(50.00)	(12,893.81)
Credit Card Charge	12/11/2023	GWWalmart	Craft supplies for SPARK	X	(21.92)	(12,915.73)
Credit Card Charge	12/11/2023	RICityMkt	Refreshments for ukulele class	X	(11.47)	(12,927.20)
Credit Card Charge	12/11/2023	CACityMkt	Refreshments for meet the author e...	X	(5.49)	(12,932.69)
Credit Card Charge	12/12/2023	SSAmButton	Button maker and supplies	X	(582.66)	(13,515.35)
Credit Card Charge	12/12/2023	CACMTnyPine	Staff appreciation lunch	X	(338.54)	(13,853.89)
Credit Card Charge	12/12/2023	GWCMJimJon	Refreshments for DiSC training	X	(204.97)	(14,058.86)
Credit Card Charge	12/12/2023	GWRoll20	Dungeons and dragons video games	X	(25.97)	(14,084.83)
Credit Card Charge	12/12/2023	SSWalmart	Supplies for new managers training	X	(22.30)	(14,107.13)
Credit Card Charge	12/12/2023	CA\$Tree	Christmas decor	X	(2.50)	(14,109.63)
Credit Card Charge	12/13/2023	RIWalmart	Supplies for crafting circle	X	(346.21)	(14,455.84)
Credit Card Charge	12/13/2023	NCarnElias	Refreshments for Posada	X	(296.34)	(14,752.18)
Credit Card Charge	12/13/2023	NCWalmart	Supplies for posada	X	(109.43)	(14,861.61)
Credit Card Charge	12/13/2023	SSHbyLbyWM	Supplies for posada event	X	(73.21)	(14,934.82)
Credit Card Charge	12/13/2023	CATruNatur	Refreshments for community intervi...	X	(32.84)	(14,967.66)
Credit Card Charge	12/14/2023	CAVlgSmithy	Staff holiday celebration	X	(800.00)	(15,767.66)
Credit Card Charge	12/14/2023	SITXRoadhse	Staff holiday celebration	X	(755.79)	(16,523.45)
Credit Card Charge	12/14/2023	SS3ThaiChil	SS staff holiday celebration	X	(295.75)	(16,819.20)

Garfield County Public Library District Reconciliation Detail

01/15/24

20510 · Alpine Bank Purchase Card, Period Ending 12/31/2023

Type	Date	Num	Memo	Clr	Amount	Balance	
Credit Card Charge	12/14/2023	RICityMkt	Refreshments for anime club	X	(115.29)	(16,934.49)	
Credit Card Charge	12/14/2023	NCTapatios	Holiday lunch for branch managers	X	(108.90)	(17,043.39)	
Credit Card Charge	12/14/2023	CABonfirCof	Gift cards for volunteers	X	(75.00)	(17,118.39)	
Credit Card Charge	12/14/2023	PA\$GenFmly\$	Refreshments and supplies for hom...	X	(72.35)	(17,190.74)	
Credit Card Charge	12/14/2023	CATruNature	Staff morale	X	(30.00)	(17,220.74)	
Credit Card Charge	12/14/2023	GWCityMkt	Refreshments for Christmas concert	X	(18.56)	(17,239.30)	
Credit Card Charge	12/14/2023	NCSTarget	Staff refreshments and storage bags	X	(17.97)	(17,257.27)	
Credit Card Charge	12/14/2023	GWBluBirdCf	Refreshments for community interv...	X	(15.21)	(17,272.48)	
Credit Card Charge	12/14/2023	SI\$Gen	Community interview thank you gifts	X	(8.75)	(17,281.23)	
Credit Card Charge	12/15/2023	GWFrida	GW staff holiday celebration	X	(296.40)	(17,577.63)	
Credit Card Charge	12/15/2023	SS3GuadBook	Guad bookfair	X	(148.18)	(17,725.81)	
Credit Card Charge	12/16/2023	SSZoom	2024 video conferencing subscription	X	(1,139.70)	(18,865.51)	
Credit Card Charge	12/16/2023	RIGWVaudvil	GW staff holiday celebration	X	(480.00)	(19,345.51)	
Credit Card Charge	12/16/2023	SSHogbkPiz	Refreshments for posada	X	(109.80)	(19,455.31)	
Credit Card Charge	12/19/2023	SSWhPBkBis	Refreshments for managers meeting	X	(482.35)	(19,937.66)	
Credit Card Charge	12/19/2023	CACMRFCoop	Refreshments for SPARK and bulb f...	X	(127.77)	(20,065.43)	
Credit Card Charge	12/19/2023	NCCoffeCM	Refreshments for new supervisors ...	X	(98.21)	(20,163.64)	
Credit Card Charge	12/19/2023	RI\$General	Christmas craft supplies	X	(40.00)	(20,203.64)	
Credit Card Charge	12/20/2023	SSHHumanLibr	T-shirts for human library event	X	(420.00)	(20,623.64)	
Credit Card Charge	12/20/2023	NCTapatios	NC Staff holiday celebration	X	(374.42)	(20,998.06)	
Credit Card Charge	12/20/2023	PAWalmart	staff appreciation	X	(217.29)	(21,215.35)	
Credit Card Charge	12/20/2023	RI2Adobe	Adobe stock and cloud	X	(59.98)	(21,275.33)	
Credit Card Charge	12/20/2023	NCCLiC	2024 CLiC virtual winter workshop	X	(50.00)	(21,325.33)	
Credit Card Charge	12/20/2023	GWWalmart	GW Craft supplies for SPARK and ...	X	(19.38)	(21,344.71)	
Credit Card Charge	12/20/2023	SSWalmart	File folders	X	(15.62)	(21,360.33)	
Credit Card Charge	12/20/2023	PAClarks	Refreshments for staff meeting	X	(10.78)	(21,371.11)	
Credit Card Charge	12/21/2023	SI\$Gen	Craft supplies and air freshener	X	(60.35)	(21,431.46)	
Credit Card Charge	12/21/2023	SICLiC	2024 CLiC virtual winter workshop	X	(50.00)	(21,481.46)	
Credit Card Charge	12/21/2023	RICM\$TrWP	RI Plates and beverages for holiday...	X	(35.74)	(21,517.20)	
Credit Card Charge	12/21/2023	SIWalmart	Community handouts	X	(12.24)	(21,529.44)	
Credit Card Charge	12/21/2023	SI\$Gen	Refreshments for Christmas program	X	(11.25)	(21,540.69)	
Credit Card Charge	12/21/2023	CACOSecSt	CA Notary application fee	X	(10.00)	(21,550.69)	
Credit Card Charge	12/22/2023	RIWalmart	RI Craft supplies and toys for storyti...	X	(519.55)	(22,070.24)	
Credit Card Charge	12/22/2023	RI2COCPA	2024 federal tax update	X	(425.00)	(22,495.24)	
Credit Card Charge	12/22/2023	NCUofWiscon	NC Spanish for librarians	X	(100.00)	(22,595.24)	
Credit Card Charge	12/22/2023	PAFunkBear	Refreshments for staff morale	X	(54.50)	(22,649.74)	
Credit Card Charge	12/22/2023	RINotary	RI Notary public course	X	(25.00)	(22,674.74)	
Credit Card Charge	12/26/2023	SSWalmart	Care package for employee	X	(209.96)	(22,884.70)	
Credit Card Charge	12/27/2023	PAUofWiscon	PA Collection management basics	X	(324.00)	(23,208.70)	
Credit Card Charge	12/27/2023	RI2Canva	Collaboration software	X	(300.00)	(23,508.70)	
Credit Card Charge	12/27/2023	SIWalmart	Toaster oven for staff kitchen	X	(222.39)	(23,731.09)	
Credit Card Charge	12/27/2023	SITwinkl	Twinkl publishing subscription	X	(72.00)	(23,803.09)	
Credit Card Charge	12/27/2023	GWTarget	GW Supplies for SPARK and teen j...	X	(62.95)	(23,866.04)	
Credit Card Charge	12/29/2023	SSSwiftComm	Employment ad for archivist intern	X	(432.12)	(24,298.16)	
Credit Card Charge	12/29/2023	NCUSPS	P O box renewal	X	(152.00)	(24,450.16)	
Credit Card Charge	12/29/2023	PADominos	Refreshments for homeschool lunch...	X	(50.98)	(24,501.14)	
Credit Card Charge	12/31/2023	NC2GuadBook	Guad bookfair	X	(322.75)	(24,823.89)	
Total Charges and Cash Advances						(24,823.89)	(24,823.89)
Payments and Credits - 3 items							
Credit Card Credit	12/12/2023	SSEmbSuites	Tax refund	X	95.46	95.46	
Check	12/26/2023	Eft	Nov c.c. pmt	X	18,317.86	18,413.32	
Credit Card Credit	12/28/2023	SSAmButton	Customer appreciation refund	X	50.00	18,463.32	
Total Cleared Transactions						(6,360.57)	(6,360.57)
Cleared Balance						6,360.57	24,678.43
Register Balance as of 12/31/2023						6,360.57	24,678.43
Ending Balance						6,360.57	24,678.43

Management Report - December 2023

Jamie LaRue, Executive Director

Planning: preparation for the February Board retreat

On January 10, 2024, the District Leadership Council met with our branch managers to brainstorm ideas for our strategic plan. We took two broad approaches: responses to the issues identified through our community interview process (or **external** initiatives), and key organizational development needs by category (or **internal** initiatives). (See attachment: *GCL Planning*.) This document is *not* a promise to do everything on the mindmap. But it does represent our best thinking right now about key projects and initiatives. Between now and our board retreat (at Rifle on Tuesday, February 20, tentatively from 10 am-2 pm, OR at Glenwood, on Wednesday, February 21), staff will be whittling down the list. We will then present some key initiatives for the board to review as part of our strategic plan. Our goal is to **be** strategic, focusing on projects that strengthen our community and build our capacity.

Another board topic includes *self-assessment*. I have attached a document (a *Board self-assessment form* culled from various sources, originally from the Massachusetts State Library). Not everything will apply to GPLD trustees. However, it's a good tool to consider board performance individually and collectively. The idea is to have each board member review the packet ahead of time, filling it out for themselves. At the retreat, trustees would share only what they are comfortable saying. The short version of what the self-assessment is supposed to provide:

- What have **I** done well over this past year? It's worth celebrating personal insights and accomplishments. As with our staff, we hope board members will learn and grow.
- What has the **board** done well over this past year? That's worth reflecting on, too.
- What area of skill, knowledge, or action would I like to improve? This could be helpful as we seek continuing education topics.
- What area of skill, knowledge, or action should the board improve? This too might identify some budget commitments or procedural changes.

Like our facilities, our collections, our services, and our staff, the Trustees represent a significant institutional asset. Given that the board is a self-sustaining body, accountable to its own bylaws and policies, this annual review is a best practice to ensure high standards and public trust.

A third topic would be my own evaluation. Although my second anniversary is 3 months away, I could also provide my self-assessment, to keep the board's evaluations, my evaluation, and district planning closely coordinated.

A fourth topic might be a review of our reconsideration processes and policies. We have no doubt learned some things in the past year, and this might be the opportunity to adjust our course.

I did invite boards from three neighboring libraries to consider meeting with us, but alas, have had no takers this year.

Where are libraries going?

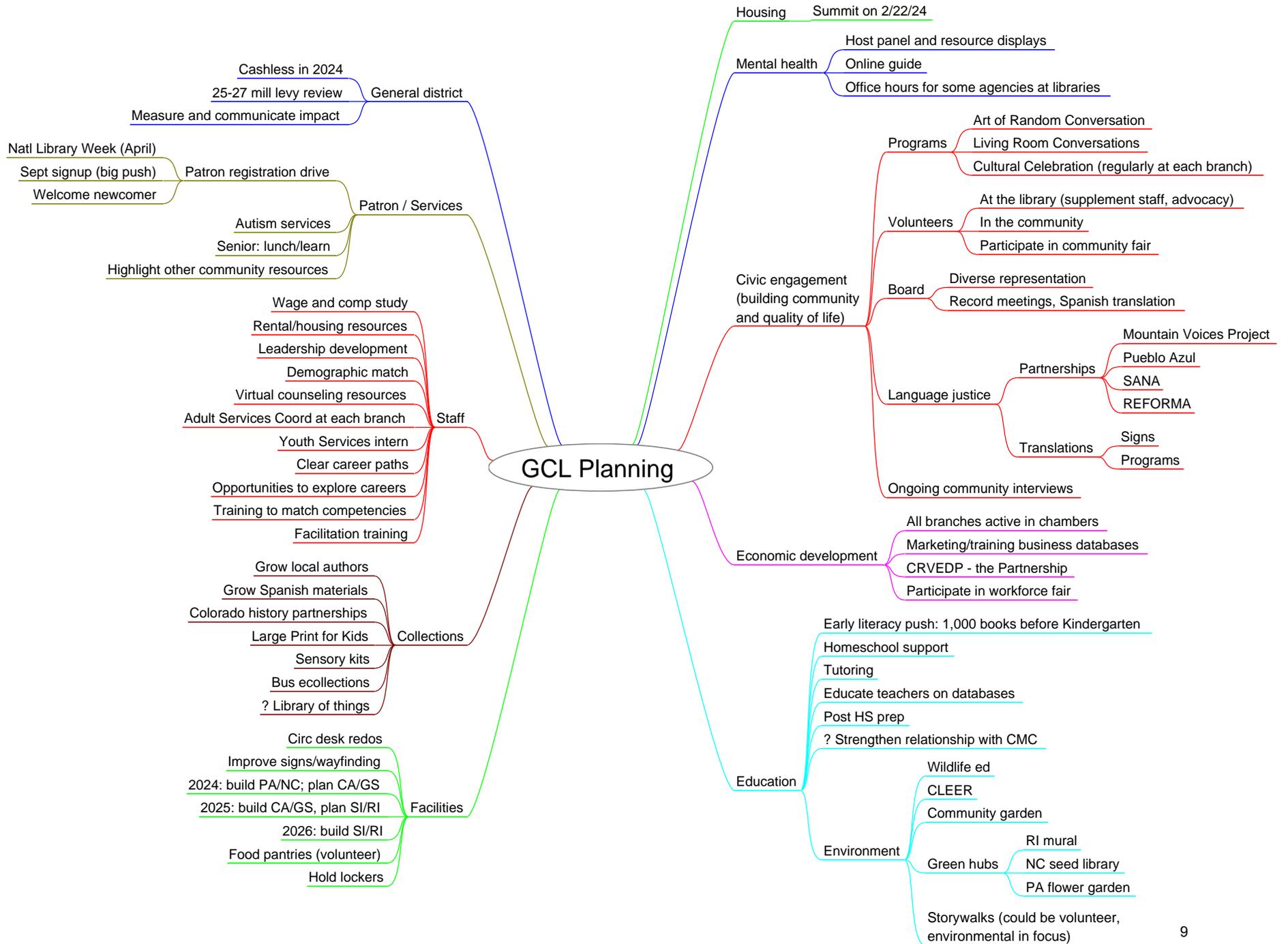
This attached article highlights some of the ways libraries depart from “traditional services” (lending of materials) to the integration of emerging technologies to connect our communities to the world and each other.

Senate Bill 24-049: library challenges in Colorado

On January 12, 2024, SB24-049 was introduced to the Colorado State Senate by sponsors Cutter and Kolker. (Additional Senate sponsors include Hinrichsen, Michaelson Jenet, and Priola. House sponsors include Joseph and Harmick, Garcia, Kipp, Lider, Titone, and Vigil.) The bill is a friendly attempt to address the rise of censorship attempts in the state. The primary focus is schools. The bill (in its current draft) does several things:

- Incorporates the Library Bill of Rights, almost verbatim, into Colorado law.
- States that librarians are required to develop and comply with policies to ensure that they are “providing access to library resources regardless of an individual’s age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin or ancestry.”
- Sets as a standard the prohibition of discrimination based on any of the above in the selection and retention of library resources, displays, acquisition standards, and public meeting spaces.
- Stipulates that only residents (or parents of students attending a school) may request a reconsideration, and only of their own library. Moreover, they can only file for one item at a time, as opposed to a grab bag of titles or resources.
- Requires schools and public libraries not only to post a reconsideration form, but to post a summary of completed forms to indicate what had been challenged and why, and what decision was made and why. The idea is to make both attempts to censor and decisions about those attempts more transparent.

I have been involved in discussions with Senator Cutter and her staff, as well as other members of the Colorado Association of Libraries. However, the Senator directed the drafting. Currently, some other public librarians and I are working through the bill to make some suggested amendments. No legislation is perfect, and I am relieved that some of our representatives are taking the offensive on the issue. But there may be some tweaks to it. At present, there appears to be sufficient support to see the bill through.



Libraries aren't going anywhere

Their important service to communities isn't going anywhere either.

With the rise of the internet and mobile devices spoiling us with instant access to a seemingly infinite amount of information, printed media has less of a place in our world now than ever before. And with the declining popularity of paper books, it may seem plausible that your local library has become a desolate, cobweb-ridden husk of its former self.

Maybe you haven't visited your local library recently, but others have. According to Gallup, on average American adults visit libraries 10.5 times per year, making library-going the most common cultural activity. How is this possible when the competition for our attention is so fierce?

Simple. Libraries, once citadels of printed knowledge, now confidently stride into today's tech revolution. To maintain their relevance, libraries across the United States are adeptly harnessing digital solutions to serve as hubs for the communities in which they exist, a function that upholds their value and has helped to shepherd them into the 21st century.

Plenty of upgrades

To remain relevant and useful to the people it serves, a library must provide resources and services that are accessible and valuable. Today's modern libraries offer more than rows of physical books. Visitors can access books, magazines, audiobooks, music, video and other digital content through computers, self-service kiosks and download stations. The integration of modern technology into libraries also allows for increased accessibility, bringing text-to-speech and other enhancements to their experience and helping to serve an even broader audience.

Tools to create

In addition to revolutionizing the way information is delivered in the library setting, recent developments in technology as well as public interest have transformed the local library into a bastion of creation. With equipment like 3D printers, laser cutters, sewing machines, robotics labs and production studios, many libraries now serve as educational workshops where students, hobbyists and professionals alike can gather to hone and develop their skills.

Here to serve

While exciting tech can be a great draw, one thing about libraries that hasn't changed is their service to the good of the community. With over 88% of all public libraries having some formal or informal digital literacy program, one in five offering classes related to computers and many more offering laptops and mobile technology to those who need them, libraries help people navigate a quickly changing world. These resources keep us connected and help prevent vulnerable community members from being left behind as technology continues to evolve and become essential to daily life. **W**



Leaders in more than literacy

- **1 in 5** libraries provide guidance related to coding, computer programming, robotics or 3D printing.
- **93%** or more of U.S. public libraries offer digital collections.
- **88.3%** of public libraries offer digital literacy training, with a particular focus on foundational skills.

As community pillars, libraries remain vibrant and relevant. It's worth keeping a keen eye on the tech companies driving these innovations. Because libraries are not relics of the past. They serve as architects of our future – a future where knowledge and culture continue to thrive and enrich our communities.

Financial / Treasurer Report, January 2024

By Kevin Hettler, Chief Financial Officer

Garfield County Economic summary through the 3rd 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 3rd Qtr., with estimated 2.1% growth in the 4th 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 12/31/23 and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 12/31/23 are \$13,203,039.

Total expenditures made as of 12/31/23 are \$9,077,403.

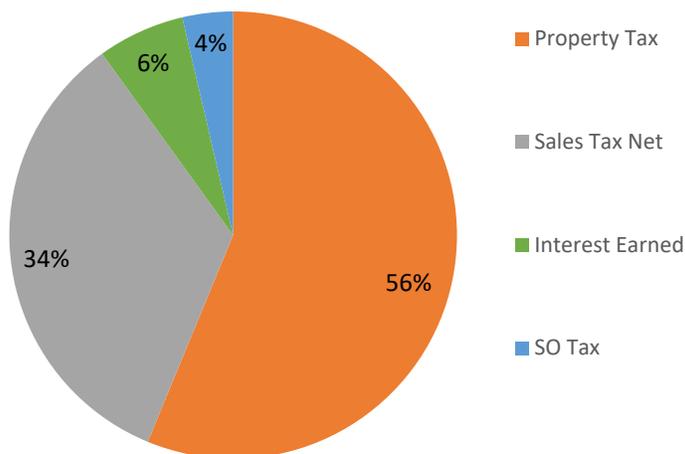
100% of the year has elapsed as of 12/31/23.

114% of budgeted revenue (\$11,545,399) has been received.

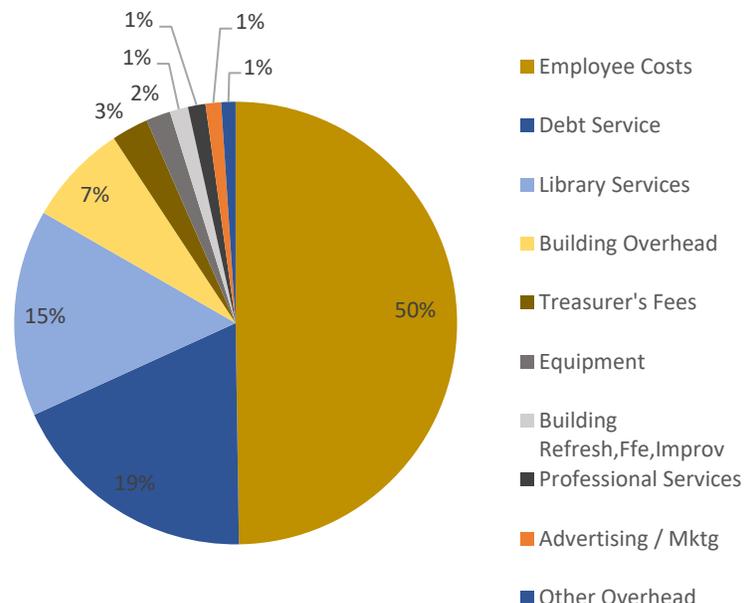
87% of budgeted expenditure (\$10,340,129) has been made.

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

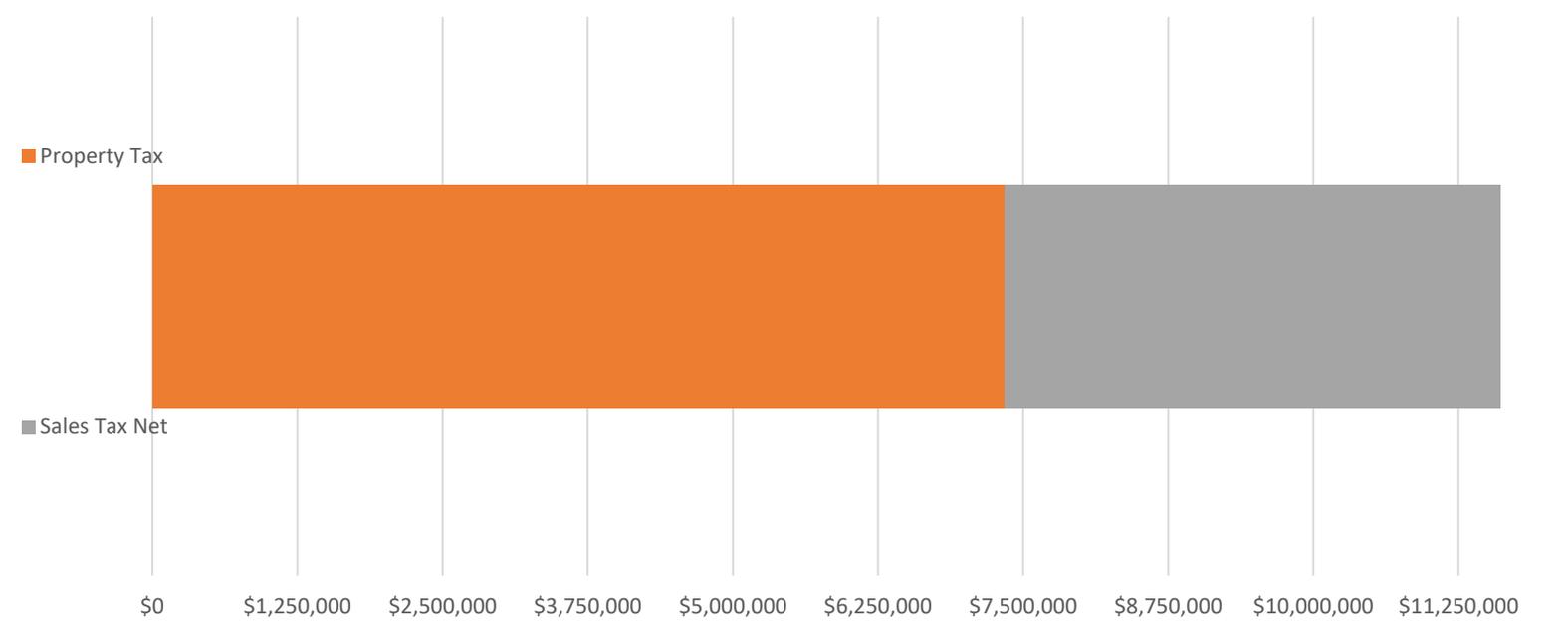
YTD Revenues through 12/31/2023



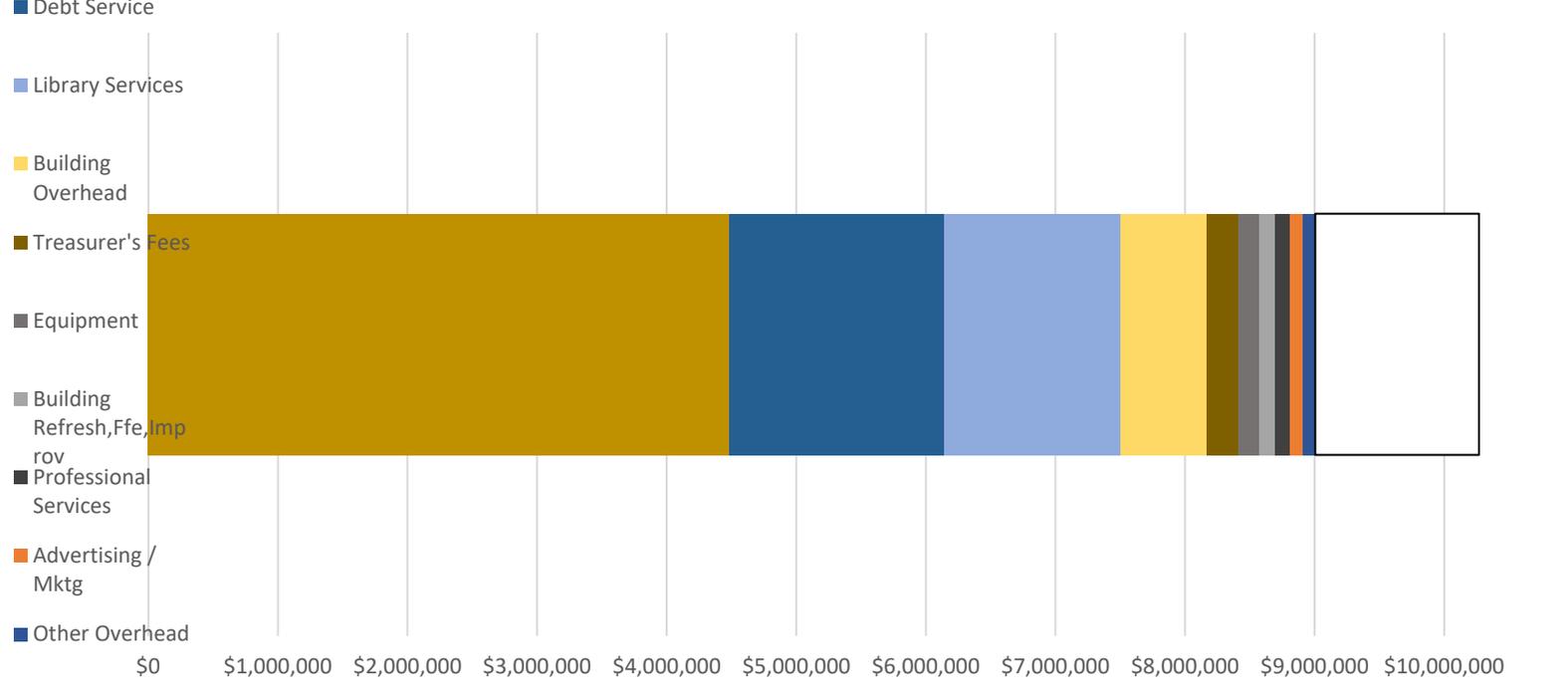
YTD Expenditures through 12/31/2023



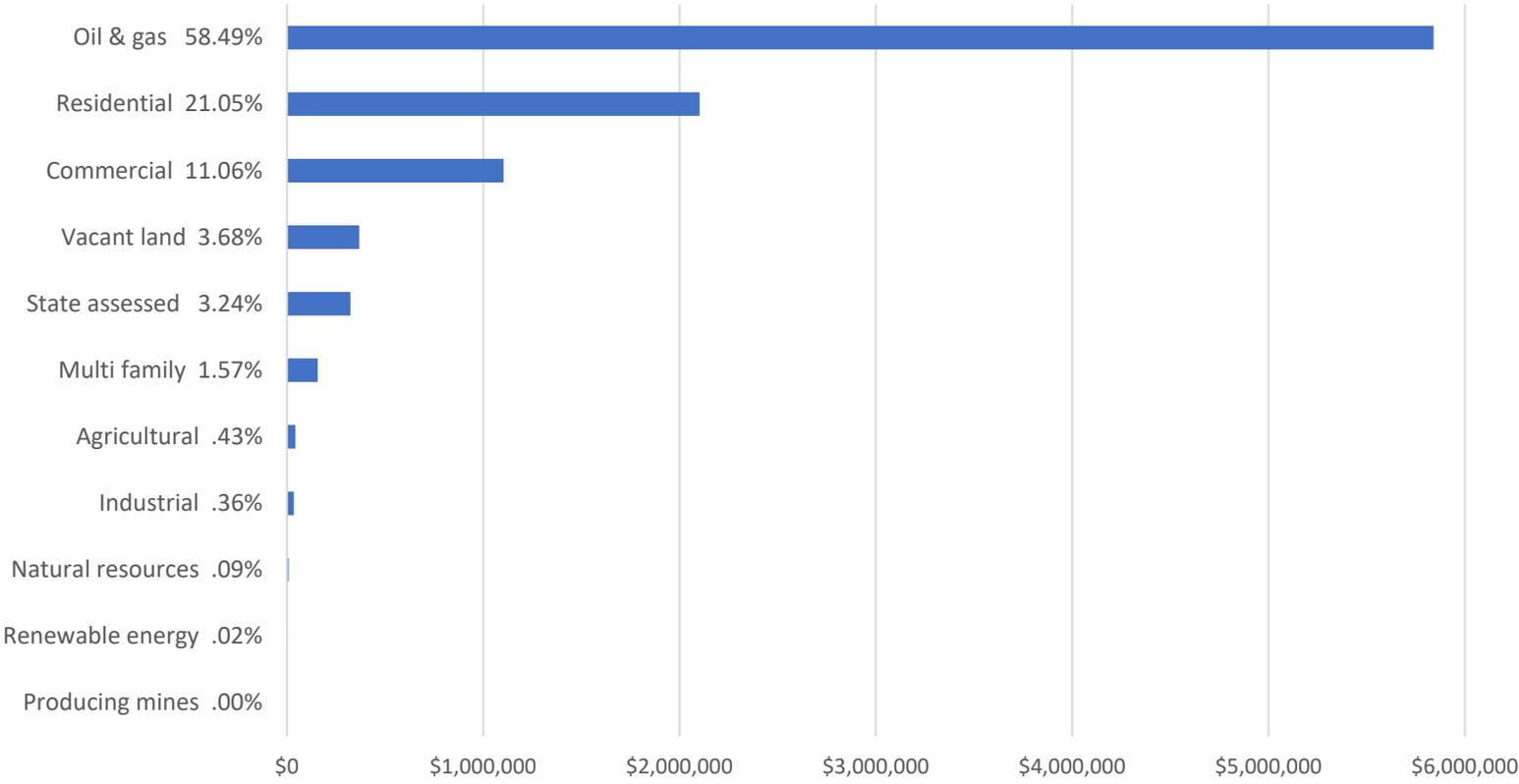
YTD Revenues to Budgeted Revenues through 12/31/2023



YTD Expenditures to Budgeted Expenditures through 12/31/2023



2024 Property Tax revenue by property type



Garfield County Public Library District

01/16/24

Balance Sheet (unaudited)

Accrual Basis

As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	674,441.53
10050 · Colo Trust - General	16,748,669.95
10055 · C-Safe	57,368.02
10060 · Alpine Bank- Payroll(..8785)	2,007.87
10070 · Alpine Bank - Flex(..0583)	1,451.73
10210 · Alerus- Flex deposit	544.45
10300 · Petty Cash- Cash drawer fund	1,125.00
11010 · CS-23652000-Annual Interest Pmt	201.03
11050 · CS-23652001-Annual Princ. Pmt	1,479.55
Total Checking/Savings	<u>17,487,289.13</u>
Other Current Assets	
12050 · Sales tax transfer by Treasurer	426,540.57
12100 · Property tax transfer by Treas	7,311,889.00
12250 · Leases Receivable	397,545.80
Total Other Current Assets	<u>8,135,975.37</u>
Total Current Assets	<u>25,623,264.50</u>
Other Assets	
18400 · Prepaid Exps	38,741.77
19075 · Due to / from reimbursements	50.00
19150 · Due to/fr Employees	10.98
Total Other Assets	<u>38,802.75</u>
TOTAL ASSETS	<u>25,662,067.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	87,032.92
Total Accounts Payable	87,032.92
Credit Cards	
20510 · Alpine Bank Purchase Card	24,678.43
Total Credit Cards	24,678.43
Other Current Liabilities	
20660 · Grants Payable	1,871.67
20670 · Unearned Revenue	1,591.81
21100 · Other Payroll Payables-	2,297.53
21200 · Payroll Payable-	64,511.00
Total Other Current Liabilities	<u>70,272.01</u>
Total Current Liabilities	181,983.36
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	426,540.57
22100 · Deferred Property Tax Revenue	7,311,889.00
22250 · Deferred inflow - verizon lease	397,545.80
Total Long Term Liabilities	<u>8,135,975.37</u>
Total Liabilities	8,317,958.73

1:50 PM

Garfield County Public Library District

01/16/24

Balance Sheet (unaudited)

Accrual Basis

As of December 31, 2023

	<u>Dec 31, 23</u>
Equity	
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	<u>4,125,635.76</u>
Total Equity	<u>17,344,108.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,662,067.25</u></u>

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

	Jan - Dec 2023			Footnotes	Jan - Dec 2022		\$ Increase / (Decrease) in Actual '22 to '23
	Actual	Annual Budget	% of Annual Budget		Actual		
Income							
40100 · Sales Tax Revenue	4,450,637.65	3,580,000.00	124.32%		4,515,716.30	(65,078.65)	
40102 · Sales Tax Refunds	(35,434.14)	(80,000.00)	44.29%		(98,261.37)	62,827.23	
40200 · Property Tax Revenue	7,341,198.41	7,306,045.00	100.48%		5,380,413.14	1,960,785.27	
40300 · Specific Ownership Tax Revenue	477,659.37	400,000.00	119.41%		402,099.29	75,560.08	
40900 · Interest Earned on Investments	821,830.05	150,000.00	547.89%	1.	221,363.86	600,466.19	
41000 · Grants	34,648.81	81,692.00	42.41%		111,342.62	(76,693.81)	
41200 · Other Revenue	55,316.86	62,662.00	88.28%		51,235.55	4,081.31	
41300 · Solar Rebates	7,040.78	9,000.00	78.23%		7,729.97	(689.19)	
42000 · Branch Revenues	50,141.75	36,000.00	139.28%		52,428.55	(2,286.80)	
Total Income	13,203,039.54	11,545,399.00	114.36%		10,644,067.91	2,558,971.63	
Expense							
50001 · TREASURER'S FEES	242,557.81	224,121.00	108.23%		194,720.75	47,837.06	
50005 · DEBT SERVICE	1,659,799.61	1,659,800.00	100.0%		1,659,799.60	0.01	
51000 · EMPLOYEE COSTS	4,480,816.18	4,715,937.00	95.01%		3,753,223.68	727,592.50	
52000 · LIBRARY SERVICES	1,361,137.12	1,357,567.00	100.26%		1,309,151.26	51,985.86	
53000 · PROFESSIONAL SERVICES	115,422.14	146,311.00	78.89%		105,936.23	9,485.91	
54000 · BUILDING OVERHEAD	668,003.29	866,393.00	77.1%		605,613.39	62,389.90	
54500 · BUILDING REFRESH, FURNITURE,IMI	120,950.54	850,000.00	14.23%	2.	340,685.42	(219,734.88)	
55000 · EQUIPMENT	159,930.95	226,396.00	70.64%		106,107.76	53,823.19	
56000 · OTHER OVERHEAD	94,031.94	84,825.00	110.85%		80,068.94	13,963.00	
57000 · ADVERTISING & MARKETING	102,192.71	131,500.00	77.71%		60,380.55	41,812.16	
58000 · VEHICLES	11,602.99	18,541.00	62.58%		17,553.67	(5,950.68)	
59000 · PARTNERSHIPS	60,958.50	58,738.00	103.78%		47,524.32	13,434.18	
Total Expense	9,077,403.78	10,340,129.00	87.79%		8,280,765.57	796,638.21	
Net Income	4,125,635.76	1,205,270.00			2,363,302.34	1,762,333.42	

Footnotes:

1. The 30 day yield on the ColoTrust account for Dec was 5.5660%. Up from 4.3094% in Dec 2022.
2. Budgeted building refresh projects to commence in 2024

**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
January	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%
February	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%
March	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%
April	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%
May	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%
June	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%
July	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%
August	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%
September	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%
October	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%	392,680.20	17.67%	411,451.01	4.78%
November	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%	378,346.49	21.15%		#VALUE!
December	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%	426,540.57	13.47%		#VALUE!
TOTAL	3,059,260.74	6.59%	3,151,203.50	3.01%	3,906,322.49	23.96%	4,566,349.35	16.90%	4,024,097.09	-11.87%

AFTER REFUND

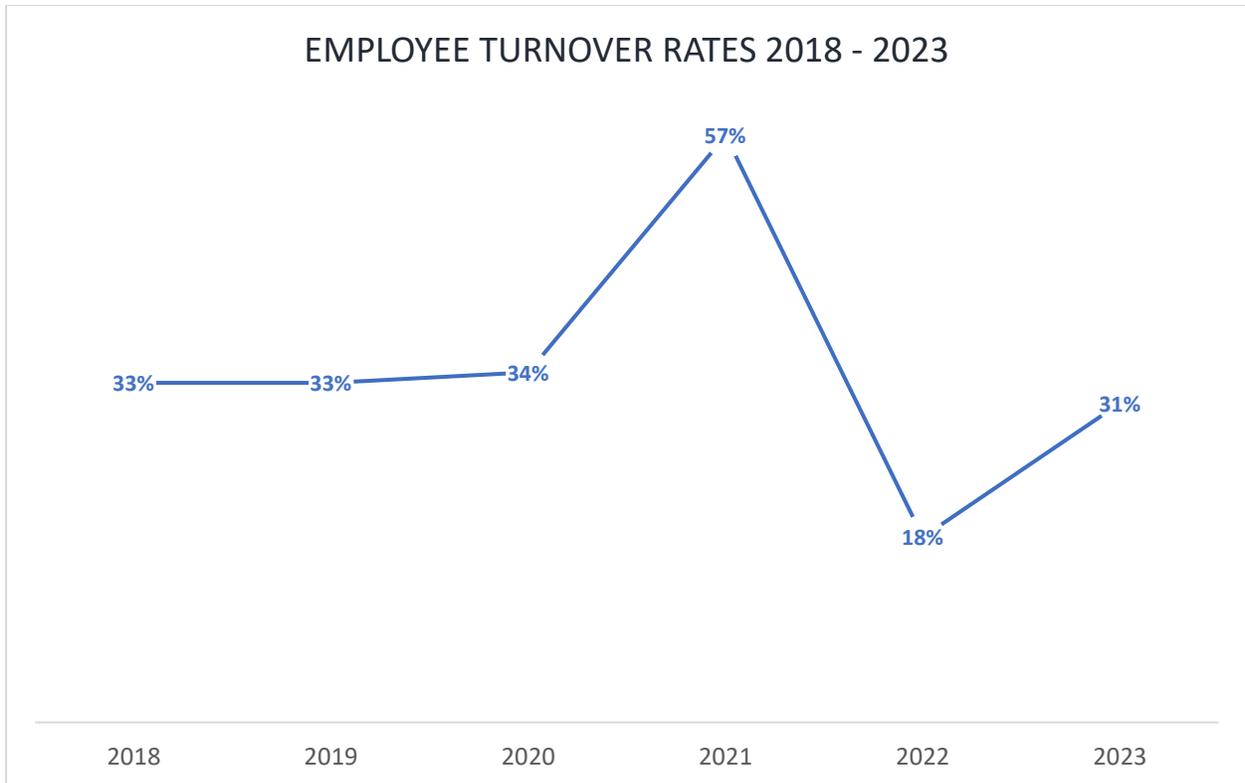
	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
January	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%	335,755.71	18.88%
February	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%	321,339.27	2.65%
March	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%
April	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%
May	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%
June	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%
July	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%
August	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%
September	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%
October	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%	390,686.93	17.51%	409,219.69	4.74%
November	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%	375,740.34	20.93%		-100.00%
December	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%	425,100.13	13.22%		-100.00%
TOTAL	2,999,959.02	5.30%	3,048,078.90	1.60%	3,844,568.91	26.13%	4,466,056.31	16.17%	3,992,709.53	-10.60%

Human Resources Report, January 2023

By Kim Owens, HR Director

Our 2023 turnover rate was 31%. The two main reasons for departure were relocating from the area and going to school. The positions with the highest numbers of turnover were the Library Page and Library Specialist I and that made up 72% of departures.

We use the data collected from exit interviews and resignation letters to compile this data.



Staff Education and Development update:

Kate Compton, an Early Literacy Consultant, from the Colorado State Library will be attending a Youth Services Coordinator meeting this spring to present current trends and methods for Early Childhood Literacy programs.

Rachel Forsyth is a nurse from Garfield County Public Health, she will be presenting at the Public Services Team meeting in February to discuss and train on the use of naloxone kits.

The Assistant Branch Manager team is embracing their new roles in each of their branches. Quarterly training topics have been decided for the year to support their development. Topics include Feedback/Coaching, Writing Performance Evaluations, and Gaining Confidence in Decision-Making.

We received five requests for Tuition Assistance for the 2024 Spring semester. Two of the five requests were from staff enrolled in programs for Masters in Library Science.

Recruiting and Staffing update:

Most of the new positions approved in the 2024 budget are filled. The Adult Services Coordinator position was filled in Carbondale with a staff member who started at GCPLD as a Substitute and then transferred into a full-time Library Specialist position. They have an MLS and over nine years of library experience.

The Digital Content & Interlibrary Loan Technician has been filled by a staff member with almost four years of experience at GCPLD as a Library Specialist and Circulation Coordinator.

The Archivist Intern position in conjunction with the Glenwood Springs Historical Society is conducting final interviews at the end of January to fill that position.

We'll be working on the Youth Services summer intern positions soon.

I'm working with Nancy Barnes to analyze staffing trends and needs around the District based on patron usage and circulation data. We'll be recommending adjustments to staffing levels to provide adequate support at each branch. Historically, headcounts have been set based on the number of opening hours and size of the community served. Now that the District is collecting additional data like circulation stats and door count, we can conduct a more thorough analysis and respond.

Staffing Report - Since 12/23/2023:

New Hires: 0

Promotions/Transfers: 4

- Full-time Library Specialist promoted to Adult Services Coordinator – 12/24/2023 – Carbondale, 40hrs/week
- Full-time Library Specialist promoted to Digital Content & Interlibrary Loan Technician – 1/22/2024 – Support Services (Technical Services), 40hrs/week
- Part-time Library Specialist promoted to Full-time Library Specialist – 1/21/2024 – Rifle, 40hrs/week
- Part-time Library Specialist at Silt transferred to Substitute Library Specialist – 1/7/2024

Vacancies: 4

- Library Specialist – Carbondale, 40hrs/week
- Library Specialist – Carbondale, 20hrs/week
- Library Specialist – Rifle, 28hrs/week
- Temporary Part-time Facilities Technician – Support Services, 28hrs/week

Departures: 0

Additional Staffing Information:

Headcount as of 1/19/2024:

- 77 total staff members (does not include subs)
- 43 benefit-eligible staff (32 - 40 hours per week); 34 staff with less than 32 hours per week
- 59.95 FTE

Staff Stats by Location – 1/19/2024					
<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	8.25	11	330	5	6
New Castle	6.9	10	276	4	6
Silt	6.5	8	260	4	4
Rifle	8.95	13	358	6	7
Parachute	6.05	8	274	4	4
Support Services	16.4	17	656	16	1
Grand Total	59.95	77	2430	43	34

Branch Libraries Report, February 2024

By Nancy Barnes, Branch Libraries Director

Community Interview Public Debriefs

The community interview public debriefs began in late January and continued through February. Jamie and Nancy, in collaboration with each branch manager, are detailing the interview process and the emergent community themes at each branch location.

Branch Staff Shine

Glenwood branch staff member Shirley Helmer created all the original artwork for the *Reading in a Winter Wonderland* winter reading challenge.



Program Success

January marked a bustling month of programming for the Rifle branch, including new initiatives like Spanish Language Immersion for adult learners, Senior Game days, Winter History Series, beginning guitar lessons for adults, Lunch and Learn with the Alzheimer’s Association, and Zumba classes. Alongside of this, we continued our successful 2023 programs such as ESL Classes, Geri Fit, Friends of the Library book club, kids Ukulele lessons, Preschool Storytime, and playgroup.

The Carbondale Library hosted a screening of *The Paradise Paradox*, a film that sheds light on the root causes of the mental health challenges that are plaguing America's mountain resort towns.

The New Castle library hosted its Winter Reading kick-off event featuring Neva Hiscock, the great, great, great-granddaughter of New Castle’s founder Jasper Ward. A patron who attended the event thanked staff for “*making a program like this. It gives me a reason to come out of the house and be with people learning about our community.*”

The Parachute Library recently launched a children’s ukulele class. Ten participants are registered for the class series. The library also recently hosted its annual Fantasy World Fest on January 20th. Costumes, games, trivia, and crafts were part of the fun.

The Glenwood Branch Youth Services Coordinator, Red Millberry, has created several take-and-make activities celebrating the holiday season. Approximately 60 per week with Hannukah and Christmas cards, and most recently for Lunar (Chinese) New Year have been distributed.



Participants in Glenwood’s Spanish Book Club meet monthly to discuss Spanish literature. Members alternate between fiction and non-fiction with a desire to expand their horizons and exposure to a variety of literature. The book club members had the opportunity to immerse themselves in the impassioned writing of Isabel Allende after reading the memoir *Paula* in January.



Community Outreach

Erin Hollingsworth coordinated with Carbondale Arts to revive our rotating display of local artists. Our first exhibition is a series of photographs by Siri Raitto, the official photographer of the Idaho Sled Dog Challenge and a photographer of the Iditarod. Both races take place in February and March, so this is a super timely exhibit!

Parachute branch manager Amaranda Fregoso gave a presentation to the local Kiwanis club and received a \$500 donation to benefit the branch.

Stories of Impact

New Castle staff member Brandi N. created the Winter Care Kit program after being inspired by a compassion fatigue class she took last year. Forty-three people attended the event to help build the kits and to discuss the importance of helping those in need.



Staffing

Rifle Library experienced a major change when they bid a fond farewell to Melissa Wiley, who transitioned to her new role in Administration as the Digital Collections and ILL Technician. Melissa has been with the branch since March 2020 and leaves behind a legacy of dedication, knowledge, and warmth. Melissa will be dearly missed, but she will no doubt thrive in her new position. Maria Gaytan will be filling Melissa's vacant position. Maria, who has been serving as an interim for several months, has already demonstrated exceptional dedication and skill.

Circulation and Collections Report, January 2024

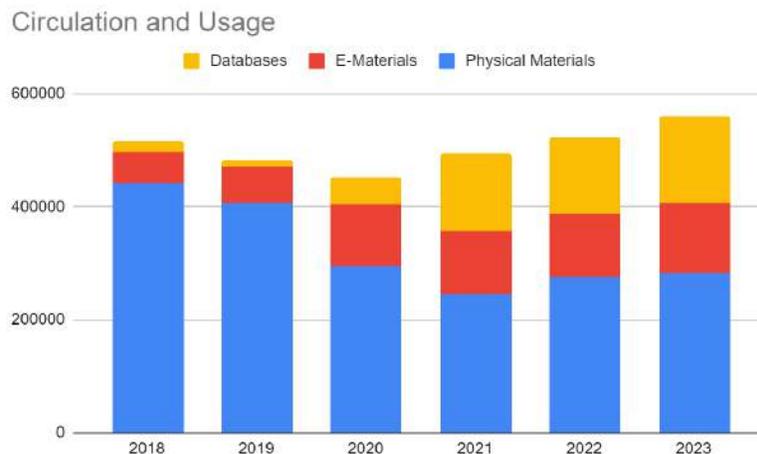
Jenn Cook, Technical Services Director

CAL leadership:

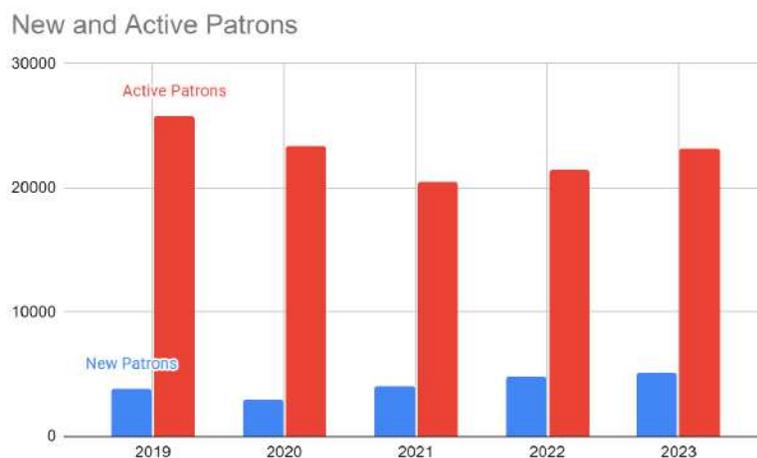
I have begun my role as President of the Colorado Association of Libraries this month. I attended some inspiring training with ALA in Chicago on navigating our state legislature, working with lobbyists, dealing with media interviews, engaging ally organizations, understanding the current intellectual freedom landscape, and more! One of our early issues this year, directly impacting GCPLD, is [Colorado SB24-049](#) that has been introduced to the legislature, which specifies that it is a discriminatory practice and unlawful for anyone to discriminate against anyone in the selection, retention, reconsideration, or display of a library resource, and establishes a process by which each library resource that is reconsidered must be evaluated.

2023 in review:

While overall usage continues to increase each year, the rate of growth in e-material surpasses that of physical materials.

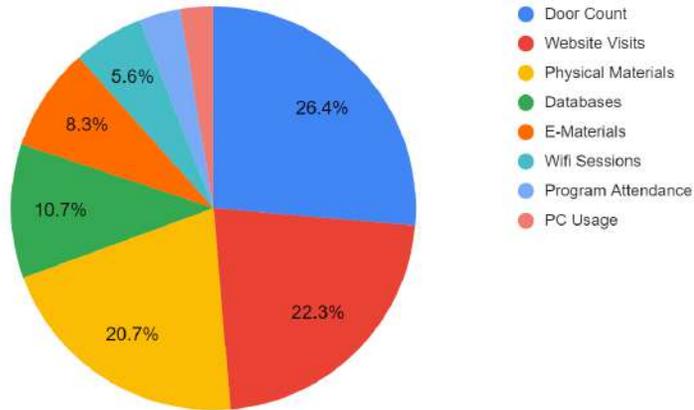


It makes sense how closely this graph of patrons matches that of usage. GCPLD is prioritizing a targeted membership registration drive to raise both benchmarks.



This graph shows how people interact with the library. Some increases worth noting include a 16% increase in door counts and 12% in PC usage. A 96% increase in database usage is accounted for by the growing popularity of genealogy resources like Ancestry and MyHeritage, school resources like EBSCO, World Book Gale Research in Context and Scholastic Teachables, news and financial resources like Consumer Reports, New York Times and Valueline, and business and career resources like Brainfuse VetNow, Reference Solutions, and Code Combat. Finally, and most impressively is program attendance, which increased by 60% over last year.

2023 Library Services



Impact Stories:

More interesting than facts and figures are the stories behind the numbers. Here are some that have been shared by branch staff recently:

- A boy said, " When I grow up, I am going to come back to the library to remember how much fun I had at Pokémon Club!"
- We had a little girl pick a random book suggestion and she got a prompt to check out a cookbook. So, she went and got a really fun cookbook and was so happy.
- A young toddler walked in hugging mom saying, "I love you Mommy." Mom told us this was because the toddler begged to go to the library, and this was their response to her bringing them in. She said I will come every day if my kid responds this way.
- A patron saw a book on our staff recommend shelf and left so excited that they forgot to check it out. She called later to check it out over the phone.
- On a day that was super cold with lots of traffic, staff received several compliments thanking us for keeping the library open.

Marketing report, February 2024

By James Larson, Communications and Marketing Director

February Recap

The new website is in the testing phase. I have a team of testers, volunteers from each branch to go through the website page by page, looking for problems. This is a 2-week process. I will give all staff access to the new website in the second week. Then the web developer and Marmot will take over and make any corrections or updates noted from the testing. Our launch date will depend on how long that takes. We should be ready to launch some time in February.

Our Winter Reading Challenge (WRC) for adults kicked off Jan. 15th and will last through the end of February. So far, As of 1/19, we have 206 registrations. Each participant received a WRC tote bag with a blanket, pin, mug, bingo card and pen.

Also, thank you Tracy for pulling together a new Program Stats Sheet for the branches to complete after every event. This now gives us a more organized and user-friendly way to gather statistics that will help us plan the right programming going forward.

Social media analytics

Followers:

Facebook – 3,963 (41 new followers)

Instagram – 1,522 (4 new followers)

Email Newsletter – 14,655

Facebook Reach* 16,100 (down 36% due to not as many posts during the holidays)

Instagram reach: 466 (no change)

* 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





Garfield County Libraries

Published by James Larson · December 22, 2023 at 10:00 AM

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



Garfield County Libraries

Published by James Larson · December 29, 2023 at 9:45 AM

COOKING MATTERS



Join your library and Cooking Matters in this six week course and learn about the importance of healthy eating as a family and working together to plan and prepare healthy meals on a budget. Participants will learn how to cook simple and easy healthy recipes on a budget and receive a free cookbook as you graduate from the course.

THURSDAYS
JAN. 4 - FEB. 1
6 PM
PARACHUTE BRANCH LIBRARY

Únase a su biblioteca y Cooking Matters en este curso de seis semanas y aprenda sobre la importancia de una alimentación saludable en familia y de trabajar juntos para planificar y preparar comidas saludables con un presupuesto limitado. Los participantes aprenderán a cocinar recetas saludables sencillas y fáciles con un presupuesto limitado y recibirán un libro de cocina gratuito al graduarse del curso.

JUEVES
4 DE ENERO - 1 DE FEBRERO
6 PM
BIBLIOTECA DE PARACHUTE



Garfield County Libraries

Published by James Larson · January 11 at 10:00 AM



HUMAN LIBRARY®

unjudge someone.

Experience a different life perspective through conversation.

Participants will get to sit with three of six unique individuals and read them through conversation as if they were books. Space is limited and registration is required.

Experimente una perspectiva de vida diferente a través de la conversación.

Los participantes podrán sentarse con tres de las seis personas únicas y leerlas a través de una conversación como si fueran libros. El espacio es limitado y es necesario registrarse.

1/28/24

10 AM - 1 PM

CARBONDALE BRANCH LIBRARY

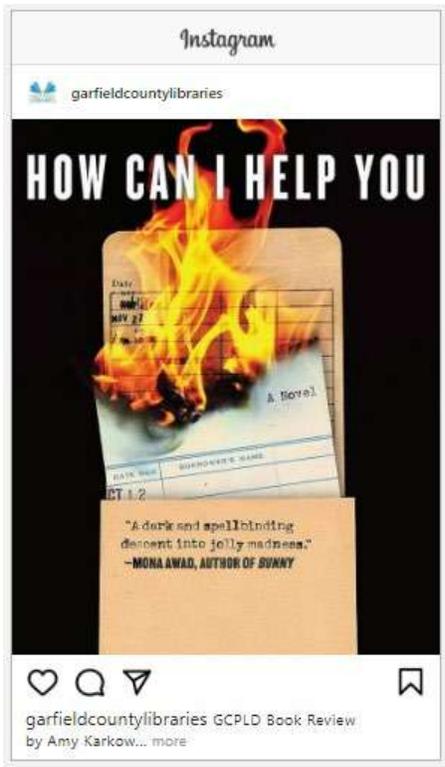
Sign up at:

bit.ly/human-library-carbondale

Regístrate en:

Top 5 Instagram posts in December





In the News – links to full articles.

[Yellow Slide meteorite story making another appearance at the Rifle Branch Library](#)

[Carbondalians learn about 'Community Interviews' on Jan. 24](#)

[Garfield County Libraries winter reading challenge coming up](#)

<https://soprissun.com/garco-report-new-year-new-subdivision-old-library-woes/>

<https://soprissun.com/garco-report-library-budget-approved-malcontent-speaks-twice/>

Thursday, January 11, 2024



Carbondale Branch Library

Film Screening: **The Paradise Paradox**

Isolation, inadequate resources, substance abuse, and social stigmas.

The Paradise Paradox sheds light on the root causes of the mental health challenges that are plaguing America's mountain resort towns and how they're banding together to create innovative solutions that break the cycle.

Executive produced by Olympic ski racer Bode Miller and Emmy Award-winning impact sports filmmaker Brett Rapkin, *The Paradise Paradox* explores the mental health crisis affecting America's mountain towns and the innovative solutions being developed in response. It features incredible athletes like 2023 ESPY Award-winner Mikaela Shiffrin and hard-working, inspiring individuals and families who make these towns function.

Wednesday, January 17, 6:00 pm at Carbondale Branch Library

[Learn More](#)



Human Library loaning living books in Carbondale for a day

Staff report
Pat Independent

At the Carbondale Branch Library on Sunday, Jan. 28, the Human Library will be taking place.

Participants will be able to sit down with three of six unique individuals and read them through conversation as if they were books and experience a different life perspective through this conversation.

This event is in collaboration with Age-Friendly Carbondale, The Aspen Institute, At Our Homes, Tom Karnal Coaching, and most of all, The Human Library Project, a Danish idea started in 2000.

From The Human Library website describing itself: "The Human Library is designed to build a positive framework for conversations that can challenge stereotypes and prejudices through dialogue. The Human Library is a place where

real people are on loan to readers. A place where different questions are expected, appreciated and answered. The Human Library is now available in more than 50 countries."

This event at the Carbondale Branch Library is free and open to both English and Spanish speakers. It requires a sign-up, as spaces are limited. Sign up at lib.by/human-library-carbondale. For more information, call the library at 970-963-2889.

Fantasy Worlds Festival teleporting in to Parachute Branch Library this Saturday

Staff report
Pat Independent

This Saturday, the Parachute Branch Library invites all wizards, witches, fairies, dragons, and magic believers to the Fantasy Worlds Festival, a new release from the library stand.

This celebration of the worlds of fantasy includes J.R.R. Tolkien's Middle Earth, the dragons from "Wings of Fire," the Wizarding World of Harry Potter, and many more, the release stand.

Games, crafts and snacks will be available. There will be drawings for door prizes. Costumes are welcome. This event is free and open to everyone, the release stand.

This year, it will be from 2-4

IF YOU GO...

What: Fantasy Worlds Festival
When: 2-4 p.m., Saturday
Where: Grand Valley Recreation Center at 398 Arroyo Drive in Parliament Mesa
How much: Free

p.m. at the Grand Valley Recreation Center. For more information, call the library at 970-260-9870, the release stand.

Also, check out the Post-Independence poll this week where you can vote for your favorite fantasy genre character, including the likes of Mr. Croup and Mr. Vanilestar from "Neverwhere" by Neil Gaiman, Gandalf from *The Lord of the Rings* by J.R.R. Tolkien and Meg Murray from Madeleine L'Engle's "A Wrinkle in Time."

Yellow Slide meteorite story making another appearance at the Rifle Branch Library

Staff report
Pat Independent

On Saturday, the Rifle Heritage Center is joining the Rifle Branch Library for a journey through time about the discovery of the Yellow Slide meteorite in Rifle.

Gary Miller, a local fixator, will share the curious story, which will connect the notorious Harvey

Logan, AKA Kid Curry, and the Parachute train robbery to the discovery of the meteorite in the late 1940s.

An article written by Willis Kane, a former archivist and volunteer for the Frontier Historical Society and Museum, about the Yellow Slide meteorite was written in 2010 and provides more information.

This event at the library is free

IF YOU GO...

What: preserving our Heritage: Rifle's Yellow Slide Meteorite
When: 1 p.m., Saturday
Where: Rifle Branch Library at 207 East Ave.
Cost: Free

and open to everyone. For more information on the event, call 970-625-4882 or 970-625-3471.

Winter Reading Ads – Sopris Sun, Post Independent, Citizen Telegram, Sol del Valle



¡Invitamos a los adultos a participar de manera gratuita en el Desafío de Lectura Invernal de este año!

Visita tu biblioteca local a partir del 15 de enero para recibir un paquete de inscripción y una tarjeta de actividad para jugar Bingo. ¡Entrega tu tarjeta de Bingo ya completa antes del 29 de febrero para tener la oportunidad de ganarte una velada en el Glenwood Springs Hot Springs Spa!

Apresúrate, porque los paquetes para recibir el premio especial se encuentran disponibles para los primeros 50 participantes de cada biblioteca.

WWW.GCPLD.ORG/WINTER-READING

Encuentra tu
HISTORIA 
GARFIELD COUNTY
LIBRARIES



Adults are invited to participate for free in this year's Winter Reading Challenge!

Stop by your local library starting on January 15 for a registration packet and activity bingo card. Turn in your completed bingo card by February 29 for a chance to win an evening at the Glenwood Springs Hot Springs Spa!

Hurry in because special prize packets are available to the first 50 participants at each library.

WWW.GCPLD.ORG/WINTER-READING

Find Your
STORY 
GARFIELD COUNTY
LIBRARIES

Events December 2023

Alex Garcia-Bernal, Education & Events Manager

December begins GCPLD's holiday program season with some slowdown around the Christmas Holiday. Most of our libraries enjoy family holiday activities and a well-deserved resting period.

Special Events:

The New Castle library kicked off the holidays by participating in the town of New Castle's Tree Lighting event. The library provided a craft and activity area and hosted the reindeer exhibition during the celebration. They also hosted our district bilingual holiday celebration, Posada Navidena on Saturday, December 16th, with about 150 participants in attendance.

The Holiday Concert Series continued through December. Carbondale hosted Oran Mor on Saturday, December 2nd, Silt hosted them on Monday, December 4th, the Glenwood Library hosted them on Friday, December 8th, and the Rifle Library hosted them on Saturday, December 9th. The Rifle Library hosted Rodrigo Arregin on Thursday, December 7th, the Silt Library hosted him on Tuesday, December 12th, The Glenwood Springs Library hosted him on Thursday, December 14th, and the Carbondale Library hosted him on Saturday, December 16th. The Silt library held a special holiday concert featuring the Roaring Fork Youth Orchestra on Saturday, December 9th. The Silt Library hosted the Queen Bees on Friday, December 15th, the Rifle Library hosted them on Sunday, December 17th, and the Carbondale Library hosted them on Monday, December 18th.

Partnered Children Events:

Each of the GCPLD libraries continued to host their weekly Boslitas Rojas, bilingual Storytime programs with Raising a Reader, with some breaks for the holidays. The Rifle and Silt libraries collaborate with Meal Monkey to provide free meals to kids during their regular programs such as Bolsitas Rojas and Spark. Each of the libraries also hosted the Aspen Science Center for their Stem Exploration Hour as its program or for Spark in December. The Rifle Library continued to host their parenting support group with Great Expectations weekly on Tuesdays. The Carbondale library hosted their Paws To Read story time with the animal shelter on Tuesday, December 5th and 19th.

Library Children Events:

Each of the GCPLD libraries, except Silt, continued hosting their weekly school-age kids' program, Spark, during their day or afternoon off from school. Each of the libraries also continued to host their weekly story time program. The Carbondale and Parachute libraries started hosting their baby Storytime, Baby and Me, weekly on Tuesdays and Fridays. The Carbondale and New Castle libraries hosted their weekly stay-and-play program, Get the Wiggles Out on Fridays and Thursdays. The Silt library hosted its weekly stay-and-play program, Shake Your Sillies program on Fridays. The Rifle Library hosted their stay and play program, Preschool Playgroup weekly on Wednesdays. The Carbondale library hosted a special holiday craft presentation with Patterns on Joy on Monday, December 4th. The New Castle library hosted their baby motor skills program, Tiny Hands, on Thursday 21st.

Teen/Tween Events:

The Rifle Library hosted its weekly Teen Tech Club on Friday, December 1st. They also hosted their weekly anime club on Fridays. The Silt and New Castle libraries hosted their teen gaming clubs, Game On! And NC Gamers, weekly on Fridays. The Carbondale library hosted their Creator Club on Friday, December 8th and 22nd. The Glenwood Springs library hosted their

gaming group, Magic At the Library, on Saturday, December 9th. The Carbondale library hosted their Coding Club with Aspen Science Center on Thursday, December 14th and 28th. The New Castle library hosted their monthly tween gaming club, Pokémon Club, on Saturday, December 30th.

Family Events:

The Parachute Library hosted their monthly Homeschool Parent Advisory Group on Friday, December 8th, and their Homeschool Luncheon on Friday, December 29th. They also hosted their weekly Piece It Together puzzle activity day on Sundays. The Rifle Library hosted a special Angel Trees gift distribution program on Thursday, December 14th. The Silt Library hosted its monthly bilingual family game night, Loteria, on Thursday, December 14th. The Silt Library hosted a special holiday movie day on Thursday, December 21st.

Book Clubs:

The Glenwood library hosted their monthly Spanish Language book club, Entre las Páginas, on Saturday, December 9th, and their Glenwood High School Book Club on Monday, December 11th. The Silt Library hosted its Teen Book Club on Monday, December 11th, and Thursday, December 14th. The Parachute Library hosted their Western Colorado Book Club with the Historical Society on Tuesday, December 12th, and their Food For Thought cookbook club on Thursday, December 14th. The Rifle Library hosted its monthly Friends of the Library book club on Friday, December 15th. The Carbondale library hosted their GSA Book Club on Friday, December 15th, and their Thursday Book Club on December 21st.

Partnered Adult Events:

The Glenwood Springs library continued to host their memoir writing group, Your Story Your Life on Friday, December 1st and 15th. The Carbondale library hosted education classes with Valley Settlement weekly on Wednesdays.

Adults Arts and Crafts:

The Carbondale library hosted its monthly Nature Journaling Club on Friday, December 1st. The Parachute Library hosted its monthly Crochet Club on Saturday, December 2nd. The Carbondale library hosted their weekly knitting club, In Stitches, on Mondays. The Rifle Library hosted a special holiday ukulele workshop with their adult ukulele class on Monday, December 4th and 11th. The Parachute Library hosted its monthly Fall Craft Series on Saturday, December 9th. The Rifle Library hosted its monthly Crafter's Circle on Saturday, December 16th.

Adult Education Events:

The Rifle Library hosted their Spanish/English Conversation Circle on Wednesday, December 13th and 27th. The Silt Library began hosting its American Sign Language class on Thursday, December 28th.

Social Events:

The Rifle Library began hosting a six-week-long workshop for senior fitness and mobility, Geri-Fit, on Thursday, December 7th and continued weekly on Thursdays through December. The Glenwood Springs library hosted its monthly chess club on Thursday, December 21st.

Author Events:

The Carbondale library hosted a presentation by writer James Mitchell on Monday, December 11th.

Upcoming:

The Carbondale Library will be hosting The Human Library Project presentation on Sunday, January 28th.

All libraries will be hosting a public presentation where Jamie and Nancy will report on our findings during our community interviews. Carbondale is the first to host on January 24th and Rifle hosts next on January 29th.

The Silt Library will be hosting its Mardi Gras Celebration on February 13th.

The libraries will host a Ghanese-American dance and drum group to celebrate Black History Month on February 23 and 24.

Facilities January 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 January.

Library Reconfiguration for Parachute & New Castle Branches - UPDATE

The library administration and Facilities manager thanks the board of trustees for their support of the vendor selection from the January library board meeting. At this time, the library consultant is compiling proposals from architectural companies that will join this remodel project. These architectural building plans will be provided for the General Contractor to obtain construction permits and the development of physical work.

Rifle Branch Library Elevator Work

The staff elevator at the Rifle Branch Library has work scheduled by the contracted company for preventative maintenance. Items include the cleaning of the elevator pit and the replacement of a GFCI wall outlet. This work does not affect the performance or operation of the elevator.

Door Counters for District

The Facilities Manager and the Technical Services Director have been working together to find a choice vendor that will provide smart technology door counters. The type of door counters will be able to offer high-accuracy occupancy data through user-friendly computer software. The software will also fit into the staff operations with necessary reports.

Roof Repair in Carbondale

A small leak was discovered in the exterior awning at the Carbondale Branch Library. The leak damaged a small section of the exterior ceiling drywall and so companies were called upon. One to repair the roof leak and another to repair the damaged drywall.

Emergency Response Repairs

Two emergency building repairs took place in January. The first was at the Rifle branch library on January 10th. A staff member smelled gas near the boiler room and immediately notified the Circ Coordinator. The Rifle Circ Coordinator took necessary safety measures and made sure all persons were evacuated safely, notified the gas company who responded right away to locate the leak and shut off the gas, and informed the Facilities Manager who planned for immediate repair of leaks. Everything took place in a matter of hours and the repair was completed by the later part of the afternoon. The second emergency response was on January 14th at the Parachute Branch Library. 30 minutes to closing, there was a lighting fixture in the children's area that suddenly caught on fire and brought smoke to the area. It lasted about a few short minutes and then went out by itself, all the while a staff member quickly called 911. The staff did note that the fire alarm did not go off as this incident occurred. By the time the fire department arrived the flame was gone, and the smoke had dissipated. After the incident, a firefighter responder walked the building and deemed it safe. The Facilities manager was notified of the incident. The next morning The Facilities Manager began investigating the failed lighting fixture and called both a lighting company for repair and the fire alarm system company for a detailed explanation

of why the alarm did not activate. The lighting company repaired the fixture and inspected the rest of the building to ensure safety. The fire alarm system company responded with a reassuring explanation of how the system works and assured the library that the fire alarm system WILL go off when the smoke meets the threshold for the detectors to go off. The alarm company did agree to move up the annual inspections for more peace of mind. The Facilities Manager would like to thank all the staff who helped maintain safety and order through both incidents.

Citadel Security in Rifle

At the beginning of the year Rifle Branch Library started receiving security services. Reflecting the service that is currently being offered at the Glenwood Springs Library, Rifle now has security personnel maintaining safety over the entire property. Staff have a greater focus on patron services and can allow security services to assist with order and the safety of all who are in the building.