

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: New Castle Branch Library
February 1, 2024

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** - Adrian gave Zoom attendees instructions on how to indicate they would like to make a public comment. Kevin Hettler conducted the roll call. Susan Use excused.

Board Member Present:

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

Public Present:

John Lepkowski
Daniel Kail
Deb Grizzle
Sarah Kemme
Bill Anschuetz
Willow Brotzman
Mae Gray

Staff Present:

Jamie LaRue
Kevin Hettler
Nancy Barnes
Kim Owens
Amaranda Fregoso
Rob Zimmermann
Sara Friend
Jenn Cook
Brandi Neuroth
Jon Medrano
James Larson
Jackie Skala
Alex Garcia
Ana Gaytan
Lauren Harutun
Eileen Cummings

Zoom Attendees:

Emily Hisel
Toni Carsten
Kim Seter

- A. Comment on January 4, 2024, Board Meeting Public Participation
i. The Board added the Zoom option, and it is being recorded in the spirit of transparency.
- B. Public Participation: 3 minutes per person

February 1st:

John Lepkowski, Silt, CO: reading a passage from the bible he checked out at the Silt Library. John also read an excerpt from Emily Drabinski, ALA President. He states that Drabinski is a Marxist and that he is disappointed we are a member of ALA and support Marxist ideology. John said that the Silt library is safer because John has checked out all the red dot books. He believes only child molesters would want to check these out. Talks about the petitions they have signed. Wants the King James large print bible in the Silt library as well as a World Almanac.

Daniel Kail, New Castle, CO: stated he is a licensed clinical professional practicing for 25 years, working with children and families. He said he is concerned about sexually suggestive materials available to children. He discussed children's brain development and the need to protect them. Encourages the Board to do what they can within their abilities to give parents the power to choose for their children.

Sarah Kemme, Carbondale, CO: Thanked the board for all the programs that are offered to the community. She is involved in some of the programs like the winter reading program and was fortunate to be a part of the Human Library this past weekend. She felt that we listened to our communities and brought in a variety of people with a variety of experiences to speak to before the group.

Mae Gray, New Castle, CO: said she is here to support the library and always will be. Stated her message is consistently to support the board, library staff, how the libraries are run, and the books the library has. Mae mentioned a bill in the Colorado state legislature. Wants the library to not change anything.

- C. Approval of the agenda
 - i. Move Discussion item B to before Discussion item A.
 - ii. Delete Action item A.
 - iii. Crystal moved, and Jocelyn seconded unanimous approval.

II. CONSENT AGENDA FOR APPROVAL – Jocelyn moved, John seconded, and unanimous 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)
- C. Minutes of Library Board meeting January 4, 2024 (pp. 1-2) Crystal moved to approve, and Jocelyn 2nd. Passed.
- D. Claims for Board Approval: General Fund Dec 16, 2023, through January 15, 2024 (pp.3-4); move to approve by Jocelyn, John 2nd...passed
Alpine Bank Credit Card Statement December (pp. 5-6)

III. ACTION ITEMS

- A. Architectural proposal: drawings for Parachute and New Castle (postponed until March)

IV. DISCUSSION ITEMS

- A. Trustee Update, posting of vacancy notice/process, Adrian Rippey-Sheehy
 - i. Letters of intent for the Rifle Board Member vacancy should be sent to Jamie LaRue and he will send them to the Board for review.
- B. Select board retreat date, location, and agenda.
 - i. 2/20/2024 at the Rifle Branch Library
 - 1. Part of the agenda will be developing interview questions for the vacant position.
 - 2. Will conduct individual assessment of each board member.
 - 3. Will work on the District's long-range plan.
 - ii. 2/23/2024 – Board vacancy for Rifle will be posted, will be open for letters of intent until 3/23/2024 per GCPLD bylaws.
 - iii. 4/04/2024 – Will hold interviews for candidates at the regularly scheduled board meeting.
- C. Management Report, Jamie LaRue (pp.7-10)
 - i. Jocelyn and Susan have each been conducting community interviews.
 - ii. Jamie reviewed the overarching District mind map from the community interview process and staff considerations for action both internally and externally.
 - iii. 93% increase in database visits, much to do with school visits; 60% increase in program attendance; 16% door count; 12% in PC usage increase. This tells us that word is getting out and we're reaching more people in our communities.
 - iv. We see value in analyzing traffic by the hour and getting door counters that will do that.

- v. CALCON will have a Board Trustee track, Board Members are encouraged to attend and introduced Jenn Cook as the Colorado Association of Libraries President.
 - vi. Jamie was voted in as the President of the Colorado River Valley Economic Development Committee.
 - vii. James Larson gave the Board a presentation of the updated GCPLD website. The current platform is being phased out and the District had to update the website. We partnered with a local company, Align Multimedia, to create the new website. Anticipate the new website will launch around the end of February.
 - viii. Jamie will send the self-assessment form to the Board of Trustees.
- D. Finance Report, Kevin Hettler (pp. 11-17)
- i. Kevin discussed a local economic update provided by Colorado Mesa University that is issued quarterly for Montrose, Mesa, and Garfield counties. This is a tool that Kevin uses to help forecast for the year ahead.
 - ii. Sales tax is up about 12% in Rifle, up 11% in Garfield County, and up 8% in Glenwood Springs.
 - iii. Gross Domestic Product for Garfield County is up 4.9% this quarter – this is good growth and projects 2% for the fourth quarter.
 - iv. Inflation has stabilized around 3.2%, the cost of living isn't accelerating as quickly, but it is not going down. The cost of living and housing are still expensive. Food has gone from 10% to 3.2%. Still more expensive than a few years ago.
 - v. Unemployment in Garfield County is under 3%, lower than the state percentage. This is a measurement of people looking for work, not those who opt out of the workforce. It shows it is important to retain our staff.
 - vi. Median home prices were up more than 5% from last year at \$682,000.
 - vii. Henry Hubb price for BTU (values natural gas) is down to \$2.59 (down 67% from 2023). During the height of Ukraine invasion, BTU was around \$12.00. The revenue in 2025 is projected to be \$3,000,000 less because of the drop in the BTU.
 - 1. Natural gas production continues to decline, so the \$3,000,000 reduction may be a low estimate.
 - 2. Production peaked around 2012 and has been steadily dropping since then, 5% each year. Don't expect a larger percentage decrease than what we're seeing.
 - 3. \$2.92/BTU is the breakeven point for gas companies to make a profit.
 - viii. The District will be ok financially, revenues may be higher than in 2021 with the help of sales tax.
 - ix. Because of the known drop in revenue, the Board decided not to temporarily reduce the mill levy.
 - x. The board packet includes the year-end financials (unaudited). The year ended strongly with money going into the reserves which will help carry the District in years like 2025 when revenues are lower.
 - xi. The 2024 budget has been filed and submitted.
- E. New Castle Branch Library report, Ana Gaytan
- i. Ana reported to the Hispanic Outreach Committee (HOC).
 - 1. Jamie established goals and Ana developed four sub-committees to work on the goals.
 - a. Collection – Goal was to increase the Spanish collection 1%, 1,600 books for the whole District; exceeded the goal and grew the collection by 5%.
 - i. Long-range goal is to increase collection to 20% Spanish and 20% representing the Hispanic community.
 - b. Outreach & Programs – Completed 10 outreach programs.
 - i. At the Cinco de Mayo event alone, 12 library cards were issued.
 - ii. The District had its first Spanish library card.
 - iii. Partnerships with other organizations were established and grown around the District.
 - c. Staffing
 - i. Attended the REFORMA state conference and gained ideas for programming, overcoming problems, staff training, and more. Reinvigorated those who attended.
 - ii. Provided in-person Spanish classes for staff and online Spanish classes which are still going on.

- iii. Researched, tested, and developed our own Spanish language assessment tool – this was a yearlong project.
 1. Skills most needed are to communicate and understand.
 2. Assessment is ready to be launched to the District.
2. Ana thanked all the branch staff and support services staff for their support to allow the members of the Hispanic Outreach Committee to do this important work.
3. The Chair is transitioning from Ana Gaytan to Amaranda Fregoso, and the new name of the committee is Spanish Services Team.
4. The Board asked how they can support this team, Ana said keep in mind that if we want to expand Spanish Services, eventually we'll need more funds and staff in this area (front-line and support staff).

The Board Zoom recording will be uploaded to www.gcpld.org.

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: SPECIAL MEETING BOARD OF TRUSTEES RETREAT
Place: Rifle Branch Library
February 20, 2024**

I. CALL TO ORDER

Adrian Rippy-Sheehy called the meeting to order at 10:00 am. Kevin Hettler conducted roll call.

Board Members Present:

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

Public Present:

None

Staff Present:

Jon Medrano	Jenn Cook
James Larson	Kevin Hettler
Nancy Barnes	

II. AGENDA

10 - Overview of agenda

10:15-11:30

- Review of Community interview findings
- GCL Planning
- GCL initiatives

11:30-12 Lunch (catered)

12-12:30 Director self-assessment, due to the Director's illness, this item was deferred to a later meeting

12:30-1 Board self-assessment.

1-1:15 Break

1:15-2 Overview of Trustee interview process.

- Timeline – vacancy to be posted 2/23/24.
- Resources review
 - GCL Bylaws
 - Ethics statement
 - Library Bill of Rights
 - Colorado Library Law

Next Board Meeting March 7, 2024, 2 pm, Location: Silt Branch Library, 680 Home Ave

Adjourned at 2:07 pm by Adrian Rippy-Sheehy.

Prepared by: Kevin Hettler, Chief Financial Officer

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

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
01/16/2024	Eft	Tiger, Inc.	Gas delivery	(2,365.10)
01/17/2024	Eft	CRA	Retirement plan contributions	(8,880.43)
01/17/2024	Eft	CRA	Retirement plan contributions	(5,097.34)
01/22/2024	Eft	CenturyLink	Fire and elevator alarm telephone	(434.94)
01/23/2024	Eft	Amazon .com	December purchases	(3,573.19)
01/26/2024	Eft	Alpine Bank	Dec c.c. pmt	(24,659.46)
01/30/2024	Eft	Black Hills Energy	GW and CA gas	(2,932.85)
01/31/2024	26231	A Clean Break, LLC	RI, SI, NC Jan cleaning	(6,700.00)
01/31/2024	26232	AFLAC	Jan supplemental insurance	(107.70)
01/31/2024	26233	American Janitor LLC	PA cleaning	(1,096.00)
01/31/2024	26234	Anvil Points Upholst...	RI SI carpets and furniture	(4,975.00)
01/31/2024	26235	Aspen Science Center	STEM programs	(1,260.00)
01/31/2024	26236	Biggs, Eliza	Mileage reimb	(9.17)
01/31/2024	26237	Cardiff Cleaning Ser...	CA GW janitorial service	(4,557.00)
01/31/2024	26238	Carsten, Toni	Mileage reimb	(26.20)
01/31/2024	26239	Cengage Learning I...	2024 Gale database renewal	(2,445.25)
01/31/2024	26240	Citadel Security Gro...	GW RI security service	(6,763.39)
01/31/2024	26241	Coco, Katie	Mileage reimb	(98.89)
01/31/2024	26242	Colorado Special Di...	WC deductible claim	(8.75)
01/31/2024	26243	Daly Property Servic...	CA GW snow removal	(1,076.50)
01/31/2024	26244	Demco	CA library cart	(583.87)
01/31/2024	26245	Elite Plumbing & Dr...	CA restroom plumbing repair	(660.00)
01/31/2024	26246	Employers Council, I...	HR Member consulting	(225.00)
01/31/2024	26247	Fregoso, Amaranda	Mileage reimb	(170.18)
01/31/2024	26248	Hollingsworth, Erin	Mileage reimb	(53.60)
01/31/2024	26249	Ingram Library Servi...	Library materials	(7,665.28)
01/31/2024	26250	JanWay Company U...	Winter reading promos blankets/mugs	(9,659.59)
01/31/2024	26251	Larson, James	Mileage reimb	(117.25)
01/31/2024	26252	Louisiana State Univ...	MLS Education assistance	(1,665.00)
01/31/2024	26253	Mango Languages	Mango subscription renewal	(1,160.00)
01/31/2024	26254	Marmot Library Net...	Online magazine subscriptions	(8,116.76)
01/31/2024	26255	Micro Plastics, Inc.	Custom vinyl sign	(1,155.00)
01/31/2024	26256	Midwest Tape	Library materials	(1,788.16)
01/31/2024	26257	Millberry, Tahrea	Mileage reimb	(34.45)
01/31/2024	26258	OverDrive	Library eMaterials	(286.69)
01/31/2024	26259	Patterns of Joy LLC	Holiday craft CA	(250.00)
01/31/2024	26260	Ramos, Jose	CA drywall repair	(623.56)
01/31/2024	26261	Rayzor, Britny	Painting classes	(1,700.00)
01/31/2024	26262	Reliance Standard	Feb disability insurance	(815.91)
01/31/2024	26263	Reyelts, Sierra	Education assistance	(1,575.00)
01/31/2024	26264	Roaring Fork Valley ...	Bolsitas Rojas Programming	(3,600.00)
01/31/2024	26265	Smith, Natalie	Mileage reimb	(88.44)
01/31/2024	26266	Stanley, Paul	Mileage reimb	(93.93)
01/31/2024	26267	Trane US Inc.	RI HVAC repair	(1,740.00)
01/31/2024	26268	Uline	CA 2 adjustable height desks	(1,757.54)
01/31/2024	26269	Unique Managemen...	December collections service	(189.05)
01/31/2024	26270	Universal Mechanic...	RI water heater replacement	(3,510.17)
01/31/2024	26271	Wells, Cassie	Face painting fantasy worlds festival	(600.00)
01/31/2024	26272	Western Paper Distr...	Janitorial supplies	(1,504.85)
01/31/2024	26273	Willis Towers/CEBT	Feb health ins	(48,810.93)
01/31/2024	26274	Wolburg, Natasha	Mileage reimb	(90.45)
02/01/2024	Eft	ImageNet Consultin...	Copier lease	(1,161.66)
02/01/2024	Eft	Alpine Bank- CC	Feb merchant fees	(221.50)
02/05/2024	Eft	Tiger, Inc.	Gas delivery	(3,514.55)
02/05/2024	Eft	CRA	Retirement plan contributions	(8,687.60)
02/05/2024	Eft	CRA	Retirement plan contributions	(5,110.97)
02/07/2024	Eft	Verizon Wireless	Cell phones, hotspots, filtering service,...	(16,557.03)
02/13/2024	Eft	CRA	Retirement plan contributions	(8,721.09)
02/13/2024	Eft	CRA	Retirement plan contributions	(5,154.12)
02/15/2024	26275	625-Water(9283)	RI SI staff water	(146.15)
02/15/2024	26276	Acme Fire Alarm Co...	Annual testing and inspections	(1,868.21)
02/15/2024	26277	AFLAC	Feb supplemental insurance	(107.70)
02/15/2024	26278	AlwaysMountainTim...	Radio ads	(3,450.00)
02/15/2024	26279	Anvil Points Upholst...	RI lower level carpets and furniture	(2,708.00)
02/15/2024	26280	Aspen Dance Conne...	Black history month celebration	(9,500.00)
02/15/2024	26281	Birds Beware Windo...	Window cleaning in/out all branches	(4,350.00)
02/15/2024	26282	Brodart Co.	CA childrens book caddy	(1,569.77)

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

02/16/24

Accrual Basis

Date	Num	Name	Memo	Amount
02/15/2024	26283	Cedar Networks	February broadband	(1,194.00)
02/15/2024	26284	Citadel Security Gro...	GW RI security service	(6,280.84)
02/15/2024	26285	Colorado Library Co...	Patron incident tracking system setup f...	(1,205.00)
02/15/2024	26286	Colorado Mountain ...	January print ads	(421.68)
02/15/2024	26287	Cooper Commons C...	1/2 2024 assessment	(29,146.87)
02/15/2024	26288	Cummings, Eileen	Mileage reimb	(23.45)
02/15/2024	26289	Cura HR, LLC	Goal planning, strategy, and senior co...	(812.50)
02/15/2024	26290	Daly Property Servic...	GW CA January snow removal	(3,120.90)
02/15/2024	26291	EverGreen ZeroWaste	CA compost service	(65.00)
02/15/2024	26292	Fregoso, Amaranda	PLA airfare and mileage reimb	(507.24)
02/15/2024	26293	Garcia-Bernal, Aleja...	PLA airfare and mileage reimb	(548.78)
02/15/2024	26294	Garfield County Tre...	Landfill fees	(13.95)
02/15/2024	26295	Hargadon, Steven D.	Library 2.0 emotional intelligence webi...	(499.00)
02/15/2024	26296	ImageNet Consultin...	Copier copies	(1,527.22)
02/15/2024	26297	Ingram Library Servi...	Library materials	(9,185.18)
02/15/2024	26298	Jean's Printing	Staff business cards	(906.74)
02/15/2024	26299	Jerkunica, Alexandra	CA Ballet barre and pilates class	(300.00)
02/15/2024	26300	Kallassy, Tracy	Mileage and exp reimb	(131.69)
02/15/2024	26301	Mac's Landscape S...	PA snow removal Dec Jan	(1,160.00)
02/15/2024	26302	Midwest Tape	Library materials	(11,151.85)
02/15/2024	26303	Mountain Pest Contr...	PA RI spraying	(100.00)
02/15/2024	26304	Munoz Velazquez, A...	RI Zumba classes	(480.00)
02/15/2024	26305	New Castle Chambe...	Chamber dues	(125.00)
02/15/2024	26306	Newmind Group, Inc.	Google Workspace renewal through 3/...	(10,368.00)
02/15/2024	26307	OverDrive	Library materials	(6,637.55)
02/15/2024	26308	Poland, Shannon	NC Jan snow removal	(210.00)
02/15/2024	26309	Rifle Crossfit	Geri-fit classes	(1,500.00)
02/15/2024	26310	S.T.E.A.M. Junction ...	Bigfoot treetop track	(585.00)
02/15/2024	26311	Seter, Vander Wall ...	Legal services	(770.00)
02/15/2024	26312	Sopris Sun	Print ad	(320.00)
02/15/2024	26313	Special District Asso...	2024 membership dues	(1,237.50)
02/15/2024	26314	Tonozzi, Amy	Mileage reimb	(284.08)
02/15/2024	26315	Town of Parachute	water / sewer / trash	(129.40)
02/15/2024	26316	Trane US Inc.	1st quarter maintenance	(3,186.50)
02/15/2024	26317	Transparent Informa...	Background checks	(287.55)
02/15/2024	26318	Uline	RI mobile desk	(308.85)
02/15/2024	26319	Unique Managemen...	Collections service	(368.15)
02/15/2024	Eft	Garfield County Publ...	Fdn donations and book sales	(803.76)
02/15/2024	Eft	Garfield County Publ...	Fdn donations and book sales	(1,778.93)
02/15/2024	Eft	Mountain Waste & R...	SI trash / recycling	(106.54)
02/15/2024	Eft	Town of Silt	water / sewer	(229.19)
Total 10010 · Alpine Bank- Gen(..7072)				(348,204.06)
TOTAL				(348,204.06)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 01/31/2024

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						24,678.43
Cleared Transactions						
Charges and Cash Advances - 85 items						
Credit Card Charge	01/02/2024	NCDrfMWDef	Winter reading prizes	X	(100.00)	(100.00)
Credit Card Charge	01/02/2024	RIUSPS	Monthly ill postage and st...	X	(48.29)	(148.29)
Credit Card Charge	01/02/2024	NCCity Mkt	Refreshments for staff	X	(13.38)	(161.67)
Credit Card Charge	01/03/2024	MMGWFord	Maintenance truck repair	X	(2,068.74)	(2,230.41)
Credit Card Charge	01/03/2024	SSTokyoTrt	Refreshments for anime ...	X	(276.00)	(2,506.41)
Credit Card Charge	01/03/2024	NCUSPS	Monthly ill postage and st...	X	(110.76)	(2,617.17)
Credit Card Charge	01/03/2024	GWLocalKitc	Staff morale	X	(83.80)	(2,700.97)
Credit Card Charge	01/03/2024	SSHumnLibry	Human Library T-shirt	X	(42.00)	(2,742.97)
Credit Card Charge	01/03/2024	SSAdobe	Adobe creative cloud	X	(29.99)	(2,772.96)
Credit Card Charge	01/03/2024	SSCLIC	Virtual conference	X	(25.00)	(2,797.96)
Credit Card Charge	01/03/2024	SSWalmart	Party favors for dragon day	X	(18.99)	(2,816.95)
Credit Card Charge	01/03/2024	CAUSPS	Monthly ill postage	X	(17.92)	(2,834.87)
Credit Card Charge	01/03/2024	CAPeppinos	Prize for guess how man...	X	(9.90)	(2,844.77)
Credit Card Charge	01/04/2024	SSCityMkt	Refreshments for board ...	X	(47.95)	(2,892.72)
Credit Card Charge	01/04/2024	GWUSPS	Monthly ill postage	X	(7.64)	(2,900.36)
Credit Card Charge	01/05/2024	MMColumford	Bookmobile repair	X	(441.67)	(3,342.03)
Credit Card Charge	01/05/2024	SIWalmart	Office supplies / refresh...	X	(137.83)	(3,479.86)
Credit Card Charge	01/05/2024	RIWalmart	Christmas storage and h...	X	(123.82)	(3,603.68)
Credit Card Charge	01/05/2024	PAOnHookFis	Staff morale	X	(92.85)	(3,696.53)
Credit Card Charge	01/05/2024	RIWalmart	Refreshments for anime ...	X	(40.44)	(3,736.97)
Credit Card Charge	01/05/2024	RIWhisPig	Ugly sweater contest priz...	X	(20.00)	(3,756.97)
Credit Card Charge	01/05/2024	RIWalmart	Winter reading prizes	X	(14.00)	(3,770.97)
Credit Card Charge	01/07/2024	CACricut	Cricut monthly subscription	X	(10.61)	(3,781.58)
Credit Card Charge	01/08/2024	MMAutonomou	Chair for admin	X	(499.00)	(4,280.58)
Credit Card Charge	01/08/2024	MMNFldMedic	Bloodborn pathogen spill ...	X	(295.82)	(4,576.40)
Credit Card Charge	01/08/2024	MMWayfair	Admin cabinet and privac...	X	(207.01)	(4,783.41)
Credit Card Charge	01/08/2024	SSNametgInc	HR name tag blanks	X	(204.63)	(4,988.04)
Credit Card Charge	01/08/2024	SSWalmart	Admin office supplies	X	(48.97)	(5,037.01)
Credit Card Charge	01/09/2024	SSBagsUnltd	Cases for hotspots	X	(178.75)	(5,215.76)
Credit Card Charge	01/09/2024	MMVersatbl	Admin computer monitor ...	X	(134.10)	(5,349.86)
Credit Card Charge	01/09/2024	SS2BonfireC	Board development	X	(26.28)	(5,376.14)
Credit Card Charge	01/09/2024	CACM	Refreshments for present...	X	(8.79)	(5,384.93)
Credit Card Charge	01/09/2024	PAFamily\$	Refreshments for book cl...	X	(7.70)	(5,392.63)
Credit Card Charge	01/10/2024	SSTax1099	Form 1099 e-filing	X	(186.76)	(5,579.39)
Credit Card Charge	01/10/2024	GWWalmart	Wiggles SPARK and kids...	X	(115.71)	(5,695.10)
Credit Card Charge	01/10/2024	CANotrystam	Notary stamp and book	X	(50.12)	(5,745.22)
Credit Card Charge	01/10/2024	SSAdobe	Adobe creative cloud	X	(29.99)	(5,775.21)
Credit Card Charge	01/10/2024	SSNCCoffee	Refreshments for DLC/P...	X	(20.00)	(5,795.21)
Credit Card Charge	01/11/2024	RI2Adobe	Adobe Stock	X	(29.99)	(5,825.20)
Credit Card Charge	01/11/2024	SI\$General	Loteria supplies	X	(7.90)	(5,833.10)
Credit Card Charge	01/12/2024	SSSHRM	SHRM renewal	X	(244.00)	(6,077.10)
Credit Card Charge	01/12/2024	CAWhtRvrBks	Winter reading prizes	X	(150.00)	(6,227.10)
Credit Card Charge	01/12/2024	RIUWCC	Webinar programming wi...	X	(148.50)	(6,375.60)
Credit Card Charge	01/12/2024	SIShamrock	Mardi Gras Supplies	X	(147.45)	(6,523.05)
Credit Card Charge	01/12/2024	RIBrkhse	Winter reading prizes	X	(50.00)	(6,573.05)
Credit Card Charge	01/12/2024	RIThaiChili	Winter reading prizes	X	(50.00)	(6,623.05)
Credit Card Charge	01/12/2024	RIWhisPig	Winter reading prizes	X	(50.00)	(6,673.05)
Credit Card Charge	01/12/2024	SSWalmart	Paper punch for staff rec...	X	(17.99)	(6,691.04)
Credit Card Charge	01/13/2024	NCWalmart	Winter adult kits	X	(119.98)	(6,811.02)
Credit Card Charge	01/13/2024	SIWalmart	Art contest prizes	X	(102.78)	(6,913.80)
Credit Card Charge	01/13/2024	SIWalmart	Refreshments for unsolv...	X	(31.08)	(6,944.88)
Credit Card Charge	01/14/2024	PACityMkt	Refreshments for fantasy...	X	(58.98)	(7,003.86)
Credit Card Charge	01/15/2024	CACityMkt	Trash bags	X	(9.99)	(7,013.85)
Credit Card Charge	01/16/2024	PAWalmart	Refreshments for fantasy...	X	(224.27)	(7,238.12)
Credit Card Charge	01/16/2024	SIUSPS	Monthly ill postage and st...	X	(55.87)	(7,293.99)
Credit Card Charge	01/16/2024	SS3CLIC	Virtual Conference	X	(25.00)	(7,318.99)
Credit Card Charge	01/17/2024	SSBrkhsPizz	Refreshments for chamb...	X	(108.00)	(7,426.99)
Credit Card Charge	01/17/2024	SSWalmart	Refreshments for chamb...	X	(76.21)	(7,503.20)
Credit Card Charge	01/17/2024	NCSpeckFthr	Winter reading prizes	X	(50.00)	(7,553.20)
Credit Card Charge	01/17/2024	GWWalmart	SPARK supplies	X	(35.19)	(7,588.39)
Credit Card Charge	01/17/2024	SSCarniceri	Refreshments for chamb...	X	(18.00)	(7,606.39)
Credit Card Charge	01/17/2024	SI\$General	Batteries	X	(15.50)	(7,621.89)
Credit Card Charge	01/18/2024	SSEImUSA	Sanding discs for cd buffi...	X	(112.45)	(7,734.34)
Credit Card Charge	01/18/2024	RICityMkt	Refreshment for staff me...	X	(72.39)	(7,806.73)
Credit Card Charge	01/18/2024	PAUSPS	Monthly ill postage	X	(45.24)	(7,851.97)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 01/31/2024

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	01/18/2024	RIFreddy's	Staff training refreshments	X	(12.47)	(7,864.44)
Credit Card Charge	01/18/2024	RIWalmart	Craft supplies for storytime	X	(11.76)	(7,876.20)
Credit Card Charge	01/20/2024	SS\$Tree	Adult craft supplies	X	(30.00)	(7,906.20)
Credit Card Charge	01/21/2024	RI2Adobe	Adobe creative cloud	X	(29.99)	(7,936.19)
Credit Card Charge	01/22/2024	SSDisSchSpy	PA Children's art supplies	X	(253.87)	(8,190.06)
Credit Card Charge	01/23/2024	PACoffeeShk	Winter reading award	X	(27.00)	(8,217.06)
Credit Card Charge	01/23/2024	MMSunCarCar	Truck wash	X	(25.00)	(8,242.06)
Credit Card Charge	01/23/2024	SSAdobe	HR adobe acrobat pro	X	(23.99)	(8,266.05)
Credit Card Charge	01/24/2024	CACM	Refreshments for SPARK	X	(129.87)	(8,395.92)
Credit Card Charge	01/24/2024	SIFreddy's	Staff training refreshments	X	(32.02)	(8,427.94)
Credit Card Charge	01/24/2024	SIWalmart	Refreshments for winter r...	X	(7.28)	(8,435.22)
Credit Card Charge	01/25/2024	PASwayFmly\$	Refreshments for homes...	X	(60.48)	(8,495.70)
Credit Card Charge	01/26/2024	MMVlyLumber	RI replace faucet in staff ...	X	(201.14)	(8,696.84)
Credit Card Charge	01/26/2024	SS2CLEER	Lunch with CLEER repre...	X	(45.72)	(8,742.56)
Credit Card Charge	01/27/2024	CAMichaels	Creator club craft supplies	X	(76.73)	(8,819.29)
Credit Card Charge	01/28/2024	SSCityMkt	Refreshments for human ...	X	(718.46)	(9,537.75)
Credit Card Charge	01/28/2024	SIWalmart	Mardi gras refreshments ...	X	(103.84)	(9,641.59)
Credit Card Charge	01/30/2024	CAMakerStit	Prizes for in stitches prog...	X	(100.00)	(9,741.59)
Credit Card Charge	01/30/2024	CACityMkt	Supplies for SPARK	X	(87.45)	(9,829.04)
Credit Card Charge	01/30/2024	MMBigJon's	GW plumbing supplies	X	(21.58)	(9,850.62)
Total Charges and Cash Advances					(9,850.62)	(9,850.62)
Payments and Credits - 3 items						
Credit Card Credit	01/02/2024	SIWalmart	Returned kettle	X	18.97	18.97
Credit Card Credit	01/19/2024	SSOTC	Sales tax refund	X	0.73	19.70
Check	01/26/2024	Eft	Dec c.c. pmt	X	24,659.46	24,679.16
Total Cleared Transactions					14,828.54	14,828.54
Cleared Balance					(14,828.54)	9,849.89
Register Balance as of 01/31/2024					(14,828.54)	9,849.89
Ending Balance					(14,828.54)	9,849.89

Management Report, February

Jamie LaRue, Executive Director

In January, we not only reached out to many of our branch communities to report our interview results, but we also worked to prepare for two key events that have now concluded.

Much of February, for me, was taken up with awe-inspiring travel followed by humbling and persistent illness. Would I pay again with 9 days (and counting) of phlegm and coughing for an encounter with the Northern Lights? I would. But I do apologize for my absences.

A big shout out to my extraordinary team, who stepped in to see through the successful delivery of our board retreat and the housing forum. This is a mark of the impressive capacity of our District Leadership Council. Kudos in particular to Kevin Hettler, who emceed the housing forum, to James Larson and Alex Garcia-Benal who worked so smoothly with the Ute Theater, to Nancy Barnes (and others) who explicated the flow from community interview to community initiatives, and to Eileen Cummings for retreat logistics.

Thank you as well for the board's attention and engagement.

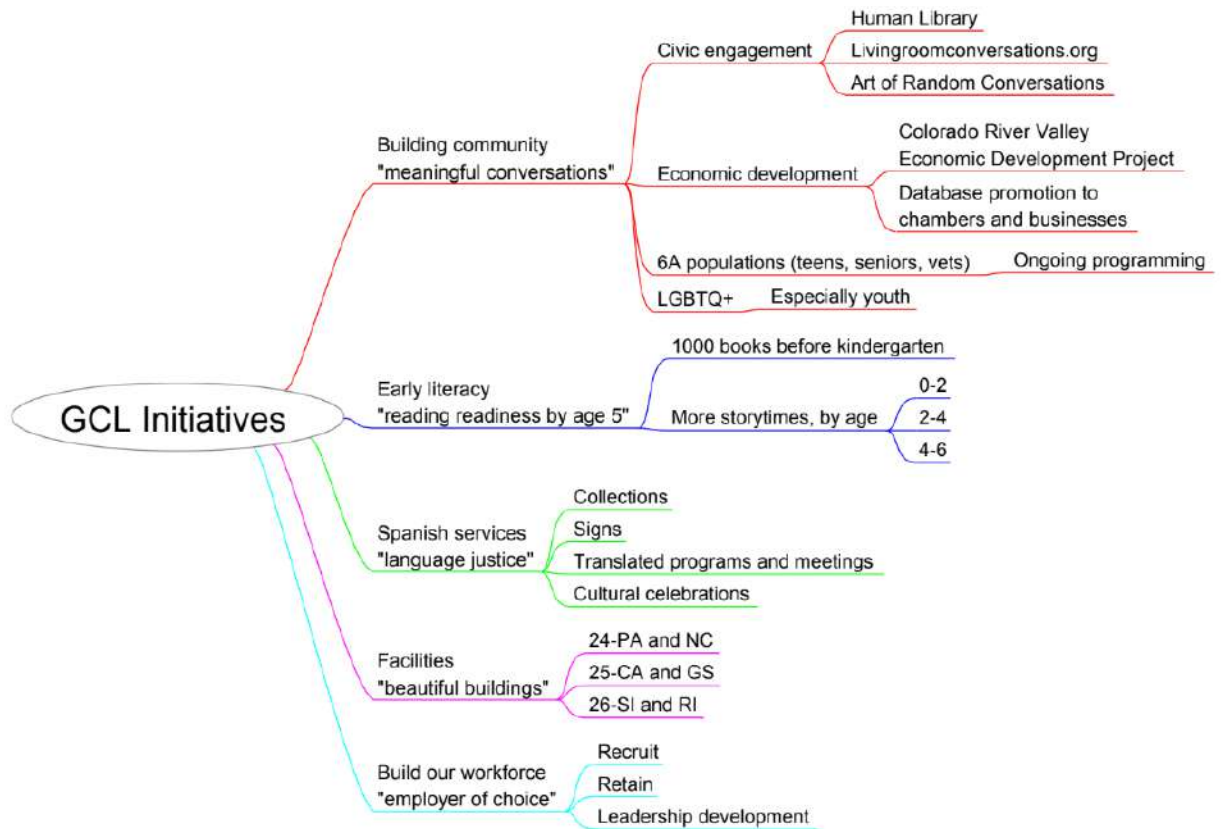
Public statement on censorship

Reviewing some recent BOCC meetings, I realize that we have a broken communication loop. For instance: the Commissioners adopt a resolution that refers to us. Do they have any obligation to communicate that to us? Does the library have an obligation to formally respond? I'd appreciate some advice about perhaps meeting with the county's attorney to set out some protocols for clearer communication. I continue to hear people repeat already disproven claims at public meetings. Perhaps the library should correct them for the public record, maybe in the form of Frequently Asked Questions posted on our website. Then we can point to a single source of response rather than a smattering of partially correct newspaper articles.

5 things

At the February 20 board retreat, the board reviewed and approved five key directions for the library. Staff will have a bit of work to do to flesh out the

initiatives, assign target dates and measures, and get mobilized. I'd also like to start sketching out a way for the board to keep on top of the plan's implementation. (I'm thinking about a monthly checklist.) But I believe the five directions, shown in the mindmap below, do a good job of finding the balance between community development and library organizational development.



Upcoming speaking engagements

Censorship attacks continue to dominate the library profession. In addition to being asked to provide various webinars, I have agreed to speak in person at the following events:

- March 14, Denver Press Club, On Censorship, 6:30-7:30 p.m.
- April 18, 10-11 am, Texas Library Association, San Antonio. "On Censorship: A Public Librarian Examines Cancel Culture in the US"
- April 26, Twin Falls ID, keynote on Intellectual Freedom at a regional library conference

- June 3, morning, Dundee Scotland, Chartered Institute of Library and Information Professionals in Scotland. "On Censorship"

A reminder: when I speak in Colorado, I consider it part of my professional responsibilities. When I travel out of state--to Texas, Idaho, or Scotland--I take time off, both for travel and for speaking. I receive no pay from GCPLD.

Here's an interesting tidbit from a library colleague in Florida, who wrote, "Unfortunately, with us being in Florida and our funding coming through the Governor's office, we've been subjected to quite a few stipulations in the past two years that we have not experienced before. Literature has been added to our grants about who we can/can't work with (ALA, FLA, Affiliates, etc.); there has also been extra weight placed on us to be very 'selective' of the type of programs we offer to our membership. For the time being, we have essentially stopped promoting/registering people for training of any kind that is related to DEI, anti-racism, Censorship, book banning – basically, the hot-button issues that are in our profession (and especially FL) right now."

In other words, at a time when librarians most need professional guidance and ongoing support, precisely those programs are now being blocked by the government--or forced to hide under other names. In intellectual freedom terms, this is the classic "chilling effect."



February 23, 2024

Garfield County Public Library District Board of Trustees

207 East Avenue

Rifle, CO 81650

970-625-4720

Dear Applicant,

Thank you for your interest in the vacancy for the GCPLD Board of Trustees, Rifle representative.

Please read and review the enclosed packet. It contains our rules, by-laws, beliefs, and expectations for a GCPLD Trustee.

We will be interviewing candidates at our regularly scheduled Board meeting at the Glenwood Springs Library Branch on April 4th at 2:00 pm. Please plan to participate in the interview process.

Sincerely,

Garfield County Public Library District's Board of Trustees

Financial / Treasurer Report, February 2024

By Kevin Hettler, Chief Financial Officer

The following charts depict all revenues received and expenditures made from 1/1/24 through 1/31/24 and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 1/31/24 are \$160,503.

Total expenditures made as of 1/31/24 are \$741,625.

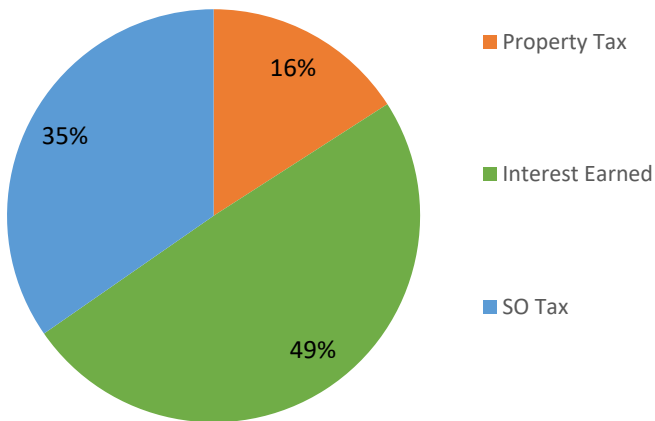
8% of the year has elapsed as of 1/31/24.

1% of budgeted revenue (\$14,839,872) has been received.

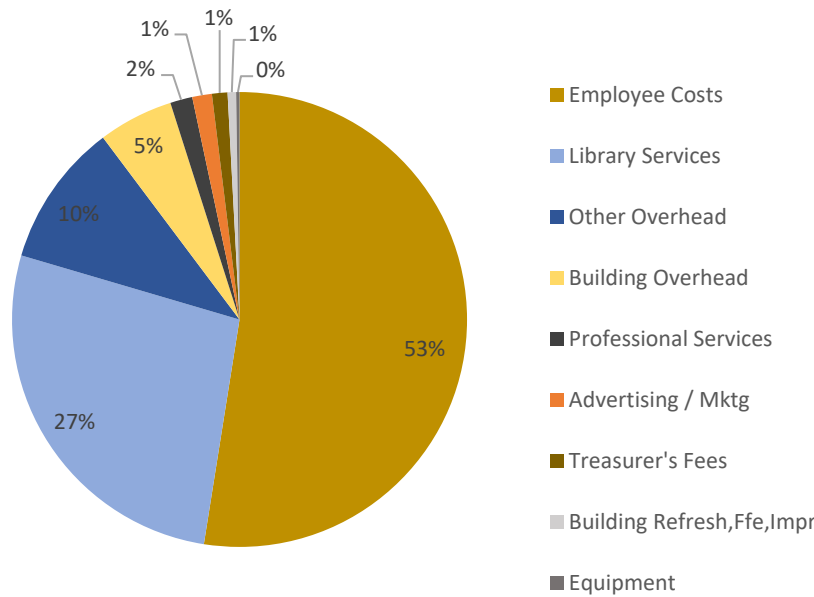
6% of budgeted expenditure (\$11,351,853) has been made.

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

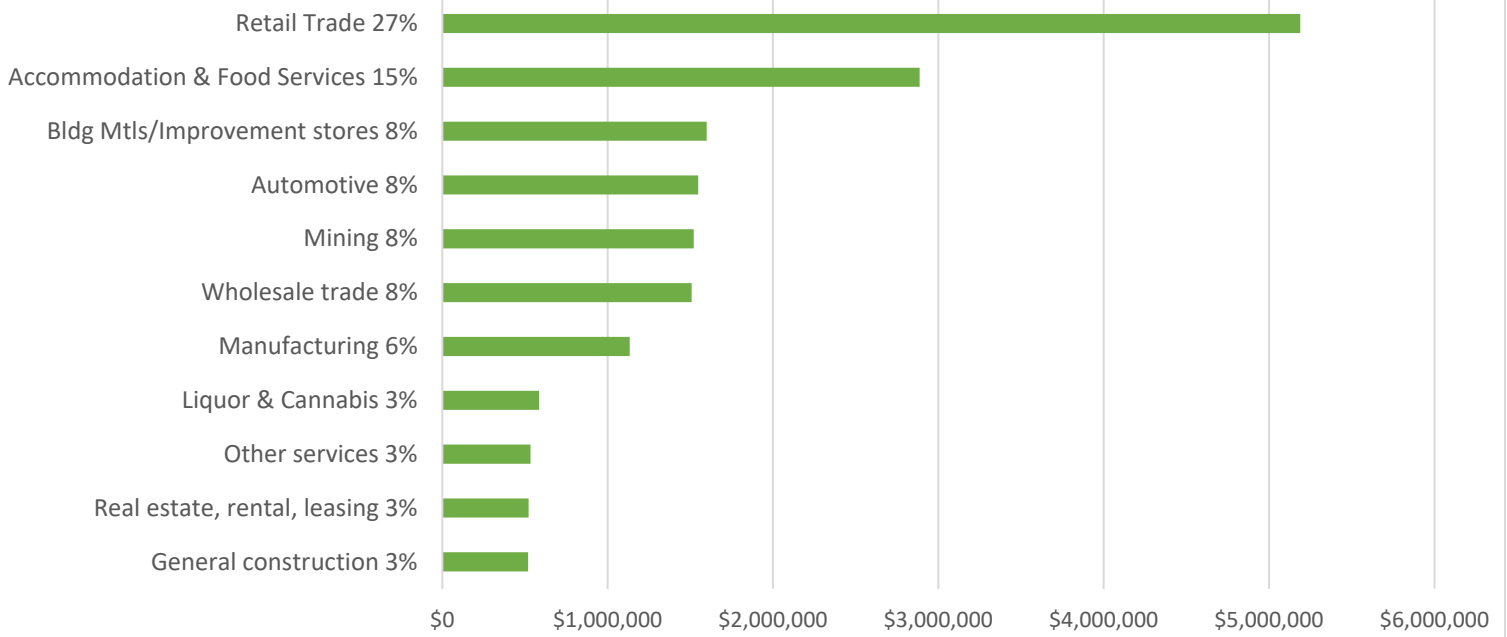
YTD Revenues through 1/31/2024



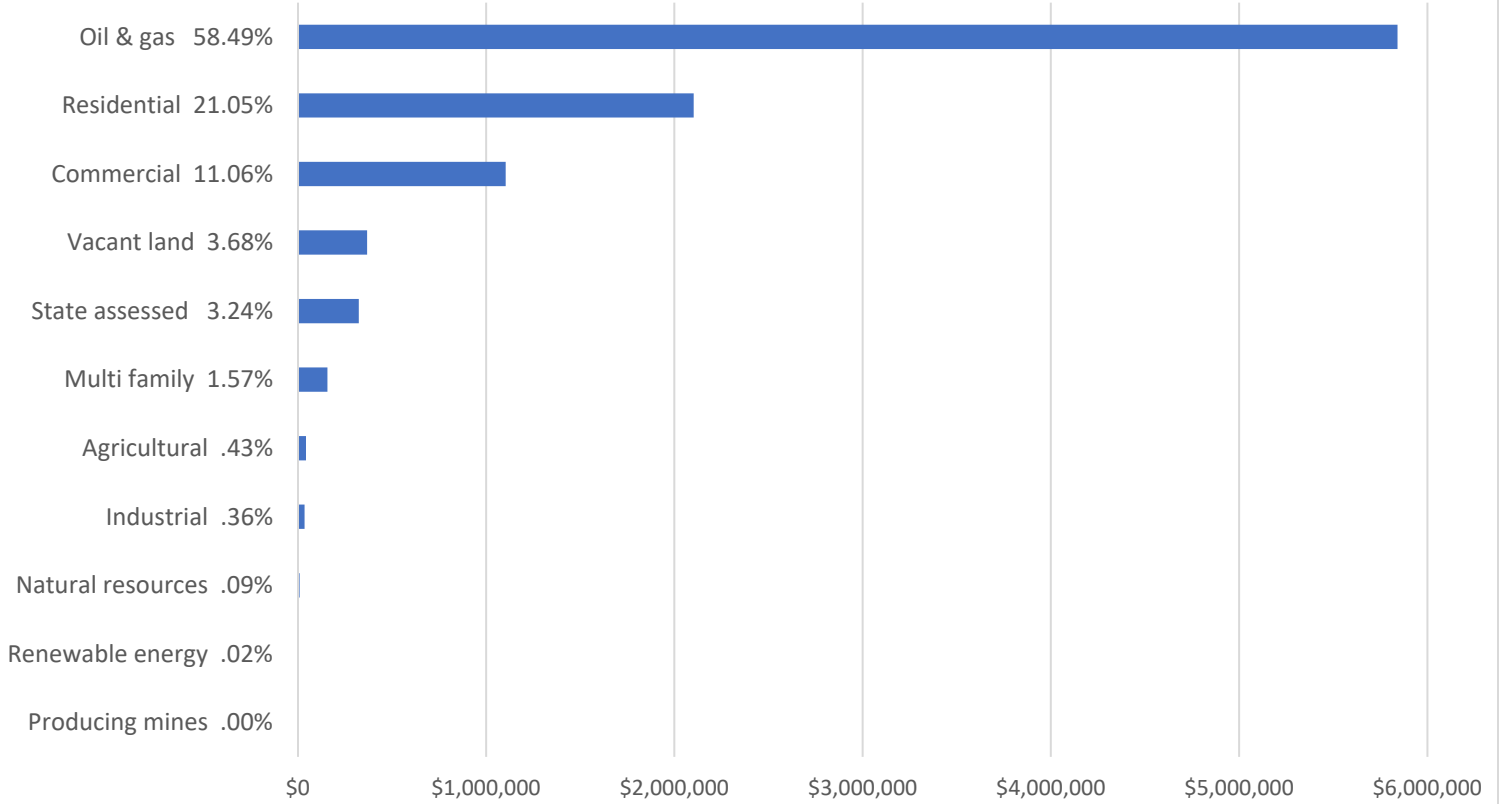
YTD Expenditures through 1/31/2024



2023 Sales tax collections by industry(Top 11 Garco county wide)



2024 Property Tax revenue by property type



Garfield County Public Library District
Profit & Loss Budget vs. Actual (unaudited)
Jan 2024

	Jan 2024 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan 2023 Actual	\$ Increase / (Decrease) in Actual '23 to '24
Income						
40100 · Sales Tax Revenue	0.00	4,000,000.00	0.0%		0.00	0.00
40102 · Sales Tax Refunds	(2,012.23)	(80,000.00)	2.52%		(2,606.15)	593.92
40200 · Property Tax Revenue	25,087.04	9,866,513.00	0.25%		38,448.33	(13,361.29)
40300 · Specific Ownership Tax Revenue	54,656.95	450,000.00	12.15%		44,265.16	10,391.79
40900 · Interest Earned on Investments	77,954.92	500,000.00	15.59%	1.	47,296.97	30,657.95
41000 · Grants	200.00	18,314.00	1.09%		0.00	200.00
41200 · Other Revenue	531.92	48,045.00	1.11%		3,175.00	(2,643.08)
41300 · Solar Rebates	177.54	8,000.00	2.22%		374.01	(196.47)
42000 · Branch Revenues	3,907.17	29,000.00	13.47%		4,567.19	(660.02)
Total Income	160,503.31	14,839,872.00	1.08%		135,520.51	24,982.80
Expense						
50001 · TREASURER'S FEES	8,137.07	284,730.00	2.86%		8,283.80	(146.73)
50005 · DEBT SERVICE	0.00	1,659,799.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	387,821.20	5,424,039.00	7.15%		326,085.93	61,735.27
52000 · LIBRARY SERVICES	199,769.95	1,541,681.00	12.96%		177,218.03	22,551.92
53000 · PROFESSIONAL SERVICES	11,675.63	204,144.00	5.72%		6,480.71	5,194.92
54000 · BUILDING OVERHEAD	39,342.92	888,633.00	4.43%		61,944.65	(22,601.73)
54500 · BUILDING REFRESH, FURNITURE,IMI	4,476.27	850,000.00	0.53%		12,453.07	(7,976.80)
55000 · EQUIPMENT	1,745.53	178,141.00	0.98%		3,250.84	(1,505.31)
56000 · OTHER OVERHEAD	75,375.27	92,548.00	81.44%	2	71,420.76	3,954.51
57000 · ADVERTISING & MARKETING	10,309.97	140,500.00	7.34%		5,798.49	4,511.48
58000 · VEHICLES	2,971.21	18,400.00	16.15%		913.89	2,057.32
59000 · PARTNERSHIPS	0.00	69,238.00	0.0%		23,762.06	(23,762.06)
Total Expense	741,625.02	11,351,853.00	6.53%		697,612.23	44,012.79
Net Income	(581,121.71)	3,488,019.00			(562,091.72)	-19,029.99

Footnotes:

1. The 30 day yield on the ColoTrust account for Jan was 5.5547%. Up from 4.5584% in Jan 2023.
2. Annual property and liability insurance paid in January

Garfield County Public Library District

02/19/24

Balance Sheet (unaudited)

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	772,230.37
10050 · Colo Trust - General	16,426,326.22
10055 · C-Safe	57,635.53
10060 · Alpine Bank- Payroll(..8785)	2,326.98
10070 · Alpine Bank - Flex(..0583)	14,732.57
10210 · Alerus- Flex deposit	544.45
10300 · Petty Cash- Cash drawer fund	1,125.00
11010 · CS-23652000-Annual Interest Pmt	201.92
11050 · CS-23652001-Annual Princ. Pmt	1,486.11
Total Checking/Savings	<u>17,276,609.15</u>
Other Current Assets	
12031 · Account Receivable	12,618.87
12100 · Property tax transfer by Treas	9,980,686.00
12250 · Leases Receivable	404,999.66
Total Other Current Assets	<u>10,398,304.53</u>
Total Current Assets	<u>27,674,913.68</u>
Other Assets	
18400 · Prepaid Exps	38,741.77
Total Other Assets	<u>38,741.77</u>
TOTAL ASSETS	<u><u>27,713,655.45</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	39,911.52
Total Accounts Payable	<u>39,911.52</u>
Credit Cards	
20510 · Alpine Bank Purchase Card	9,849.89
Total Credit Cards	<u>9,849.89</u>
Other Current Liabilities	
20660 · Grants Payable	48,423.56
20670 · Unearned Revenue	1,591.81
21100 · Other Payroll Payables-	16,127.79
21200 · Payroll Payable-	66,369.00
Total Other Current Liabilities	<u>132,512.16</u>
Total Current Liabilities	<u>182,273.57</u>
Long Term Liabilities	
22100 · Deferred Property Tax Revenue	9,980,686.00
22250 · Deferred inflow - verizon lease	404,999.66
Total Long Term Liabilities	<u>10,385,685.66</u>
Total Liabilities	<u>10,567,959.23</u>

11:34 AM

Garfield County Public Library District

02/19/24

Balance Sheet (unaudited)

Accrual Basis

As of January 31, 2024

	<u>Jan 31, 24</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
30100 · Retained Earnings	4,508,345.17
Net Income	(581,121.71)
Total Equity	<u>17,145,696.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,713,655.45</u></u>

**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%	383,779.59	1.44%
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%	4,407,876.68	-3.47%

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%	381,767.36	1.60%
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%	4,374,476.89	-2.05%

Human Resources Report, February 2024

Kim Owens, HR Director

Our staff had very productive Staff Workdays in February and I was able to participate at Carbondale and Parachute in teambuilding activities and DiSC training. Laura West, our Employee Development Coordinator, provided Patron Privacy training and delivered bloodborne pathogen cleanup kits to all the branches.

The Spanish Services Team finalized the Spanish Language Assessment process and has two days scheduled for staff to test their proficiency. Providing this stipend helps recognize this much-needed skill to serve 30% of Garfield County. Our staff who are proficient in Spanish are often called upon to help with the translation of documents, assistance at various programs, support other branches when a Spanish-speaking staff member isn't available, and outreach events that our non-Spanish speaking staff aren't equipped to handle. This contributes to the District's long-range goal around providing Spanish services.

The District formed an Employee Appreciation Committee in January and it's been actively working to help build a culture that encourages continuous meaningful appreciation across all levels of the District so that a spirit of appreciation and recognition is engrained in all of us.

Staff Education and Development update:

We've been collaborating with libraries around the Western Slope to have a few members of our staff go on field trips. This allows staff to explore new spaces and learn about services, programs, and collections that other libraries are offering. Staff have gone to Mesa County Libraries, Pitkin County Library, and Vail Public Library; and we have trips scheduled to Bud Werner in Steamboat for March and Delta County Library in April. We chose these libraries because they participated in the 1000 Books Before Kindergarten program.

Nancy Barnes and I met virtually with our Library Specialists to discuss their job core competencies and led them through some activities to help bring deeper understanding of what those competencies mean and how they come to life in their jobs.

Sarah Vail, Library Specialist at Glenwood Springs, submitted a presentation proposal for the Colorado Teen Literature Conference in Denver and it was accepted! Sarah will be talking about alternative literature (graphic novels, etc.) and how it aids literacy. We're so proud of Sarah!

Recruiting and Staffing update:

The Archivist Intern position in conjunction with the Glenwood Springs Historical Society has been accepted by one of our own Library Specialists and will transfer on March 4.

Staffing Report - Since 1/19/2024:

New Hires: 2

- Part-time Library Specialist at Carbondale – 2/7/2024 – 20hrs/week
- Full-time Library Specialist at Carbondale – 1/24/2024 – 40hrs/week

Promotions/Transfers: 0

Vacancies: 3

- Library Specialist – Rifle, 28hrs/week – scheduled to start 2/27/2024.
- Temporary Full-time Facilities Technician – Support Services, 40hrs/week
- Library Specialist – Parachute, 24hrs/week

Departures: 1

- Library Specialist – Parachute, 24hrs/week – 2/15/2024

Additional Staffing Information:

Headcount as of 2/23/2024:

- 77 total staff members (does not include subs)
- 44 benefit-eligible staff (32 - 40 hours per week); 33 staff with less than 32 hours per week
- 60.45 FTE

Staff Stats by Location – 2/23/2024					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> (total of all staff)	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	8.4	12	336	5	7
Glenwood	8.25	11	330	5	6
New Castle	6.9	10	276	4	6
Silt	6.5	8	260	4	4
Rifle	7.55	11	302	5	6
Parachute	5.45	7	218	4	3
Support Services	17.4	18	696	17	1
Grand Total	60.45	77	2418	44	33

Branch Libraries Report, February 2024

Nancy Barnes, Branch Libraries Director

Library Field Trips

A number of staff participated in library fields to neighboring libraries including Pitkin County Library, Mesa County Libraries' Central, Orchard Mesa and Clifton branches. Staff were particularly impressed with the dedicated teen room at MCL's Central branch and with Pitkin County's study rooms.

Community Interview Public Debriefs

The community interview public meetings have gone exceedingly well. While attendance has been relatively low, those who attend have asked good questions and given insightful feedback. It's been a great opportunity to connect with our communities around common themes of concern. The attendees were overwhelmingly impressed with the thoroughness of the interview process and with the district's commitment to listening to community members and taking their concerns seriously.

Branch Staff Work Days

Branch staff workdays were held on February 20 and 21. Branches worked on a variety of projects including: collection inventory, organization of storage areas, collection refresh (shifting, weeding, etc.), cross-training, patron privacy training, and team building. Branch managers were pleased with how successful the day was. Staff achieved many long overdue tasks and experienced team building as a result.

Branch Staff Shine

New Castle manager Ana Gaytan was a presenter at the annual CLiC (Colorado Library Consortium) workshops. Ana presented on the Posada Navidena event and gave important tips for replicating the program at other Colorado libraries.

Parachute manager Amaranda Fregoso has taken over as chair of the Spanish Services Team (formerly Hispanic Outreach Committee).

Silt staff received training in data collection and statistics, and women's health and safety informational resources during the past two months.

Three New Castle staff are currently taking Spanish language classes to learn and improve their skills to better serve our Spanish speaking patrons.

Program Success

On Super Bowl Sunday, the Rifle library collaborated with Discovery Café to host a Sober Super Bowl party. The library welcomed nearly 50 attendees, including many individuals in recovery who greatly appreciated having a safe and sober environment to enjoy the game. It was heartening to see some of our patron's experiencing homelessness join in, finding support in having a place to join in the festivities. The Introduction to Zumba classes at Rifle library has been a hit, drawing in a consistent crowd of around 40 participants per session. The feedback has been overwhelmingly positive.

Parachute hosted its 2nd annual Fantasy Festival. There were dragons, mermaids, and magic fairies. It was a lot of fun and over 60 people were in attendance.

New programs at Parachute library include ukulele classes for kids and adults and a senior tech class. The library also recently wrapped a special art series for kids, teens, and adults. These were well attended, and the library will host another series of these in the fall.

Carbondale hosted the District's first Human Library on January 28. Sixty-eight people came to learn from six human "books" with life experiences ranging from living life as a transgender woman to being formerly incarcerated. Attendees reported that it was a valuable and enlightening experience. The library is also working with English in Action to begin English classes for speakers of other languages at the library beginning in March.

The Silt library had a large attendance for their Mardi Gras cultural program. The event featured Cajun Creole food, an incredible live band from Louisiana, and decorations. There were also book displays, information boards, and handouts in English and Spanish for all to learn.

Starting in March, Glenwood will be hosting a monthly senior-focused program called "Wonder"ful Wednesdays. Each program will feature a different topic of interest. Glenwood Springs Mayor Ingrid Wussow will be the featured speaker on March 13th at 10:30 a.m.

Community Outreach

Rifle library's long-standing partnership with High Country Volunteers continued this month. Each tax season they collaborate by providing space and resources for the volunteers to assist with the preparation and e-filing of Federal and State Income taxes, completely free of charge. This service is specifically tailored to benefit seniors, veterans, individuals with disabilities, and those earning less than \$60,000 annually.

Carbondale Library hosted its first pop-up library visit (book delivery) to Sopris Lodge. It was a huge hit, and the library staff will be delivering this service monthly.

Glenwood manager Abraham Korah recently connected with the West Mountain Regional Health Alliance. They have substantial grant funding and work with people experiencing housing insecurity and food insecurity. Potential collaboration with the group includes staff training, access to resources, and using the library space to connect the non-profit to potential clients.

Stories of Impact

Rifle recently launched a Homeschool Parent Advisory group. While it's currently in its development stage, we anticipate it will gain momentum as word spreads, ultimately becoming a valuable resource for homeschooling parents in the community.

Parachute Youth Services Coordinator Nicole recently hosted 2nd and 3rd grade classes. The students learned how to use the library and Mrs. Nicole explained the process of how a book gets published and onto our shelves.

An elderly patron came into the Silt library to learn Spanish and wanted a simple children's book. She was taken to the bilingual and Spanish picture books and then found a couple of Spanish picture

dictionaries. When she learned of the library's free Mango Languages app, she said she had investigated Babbel but wanted some knowledge before she paid for an app. She said she was 78, a retired nurse, and loves to keep learning. Staff reported that this is the third elderly patron who's come in to learn Spanish through books.

Ana recently took a reference request from a man calling from Kentucky. He wanted to see if the library had any photos of his parents. He is the last living family member and doesn't have a picture of his parents. He told Ana that the library was his last resource and that he remembered his mother telling him that she worked at the library during the time the library was moving to the building on Main and 4th Street. After unsuccessfully searching the library's historical collection, Ana reached out to Joe McNeal at the New Castle Museum. He was able to find a photo of the man's parents and send it to him. The man was so happy and couldn't thank Ana enough for her efforts.

Staffing

Carbondale welcomed two new staff this month and is happy to be fully staffed with a team of great people!

Rifle Branch Valentine Tree



Patrons were invited to share what they love about the library and hang their Valentine on the converted Christmas tree.

Young artists in Parachute

Parachute Fantasy Festival attendees.



Cl



Circulation and Collections Report, February 2024

Jenn Cook, Technical Services Director

Lucky Day → In Demand:

We have rebranded our “Lucky Day” books as “In Demand.” In the past, Lucky Day items were additional copies of the newest and most popular books that were only available on a first-come, first-served basis with no holds and no renewals, intending to make these titles available to more people faster. The name Lucky Day was often confusing to patrons, and not very recognizable marked with only a small, green clover sticker. By rebranding these titles to In Demand, the vendor has provided eye-catching, full-color wrappers that stand out on the shelf. These items can be held within the District only and check out for 3 weeks. Since the program began, 268 InDemand books have circulated at a rate of 1.24 times per book, compared to the other 872 new adult books in the same period that had only 0.65 circulations per title.



Stay Sharp kits:

A resource we have recently added for our senior patrons are new “Stay Sharp” kits, which are designed for folks looking for hands-on activity for cognitive stimulation and memory strength. The Stay Sharp kits contain senior-friendly activities for individuals or small groups. Themed bags like Travel the World, Golf, Nature and Trees, or the NFL will promote engagement and brain health.



Impact Stories:

Here are some that have been shared by branch staff recently:

- A patron in Silt commented on how many friends she's made since using the library daily for Winter Reading and feels less lonely.
- In Glenwood Springs, a patron came in asking about graphic novels and wanted to know more about what was going on. She checked one out for Winter Reading and came in later to thank the staff for recommending it to her as she learned so much from the book.
- Silt staff assisted a patron who had limited proficiency in English and came from another country to find her online job application and provided guidance on how to use a computer. She was thrilled to inform staff that her friend had secured a job at the VA because they had helped her with her application in English. Her friend's success story motivated her to seek our help with confidence.
- Also in Silt, a lady came in with very old pieces of cardstock with music on them, and she wanted to copy them full-size and not damage the originals. Staff helped her use the copy machine to make copies using poster-size paper and she was grateful to have copies to use now so that she could keep her sentimental originals safe and in plastic.

Marketing report, February 2024

By James Larson, Communications and Marketing Director

February Recap

The new website has been tested by a team of staff representing all 6 branches. Their comments and suggestions were forwarded to the web developer. I reviewed these with the web developer and am working through the final issues and questions. The next steps will be training for me, Jenn, and Emily on the WordPress platform and then launch sometime in March.

A “My first library card” frame was delivered to each branch to photograph (with permission) kids that have received their first library card (or adults and teens). These photos will be featured on social media.

I also attended the CLIC virtual conference this month focusing on the social media presentation of ideas and outreach to the Hispanic community.

Also, a big thank you to all staff involved in our first ever Housing Summit at the Ute theater on Feb. 22. We were very pleased with an attendance of around 70 people!

Social media analytics

Followers:

Facebook – 4,001 (38 new followers)

Instagram – 1,533 (11 new followers)

Email Newsletter – 16,274

Facebook Reach* 17,100 (up 26%)

Instagram reach: 550 (up 21%)

* 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 February



Garfield County Libraries
Published by James Larson · 1d ·

We would like to invite our patrons to sign up for this wonderful program at the Rifle Branch Library!

Reading Begins at Birth

We know that reading begins at birth, and the benefits of a home library go far beyond the simple act of reading. Research proves reading at home fosters a love of reading, kindergarten readiness, and social & emotional intelligence.... [See more](#)

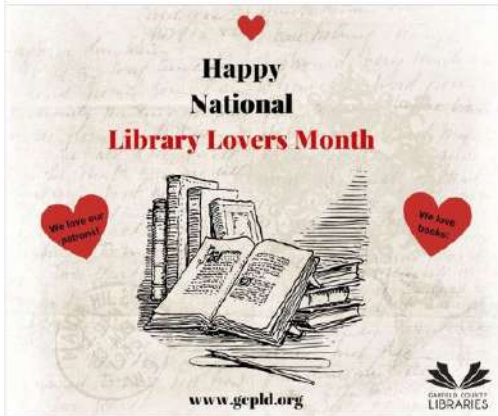


Garfield County Libraries
Published by James Larson · January 30 at 11:00 AM ·

Congratulations to Alonzo B. for winning Silt's Teen Art in the Stacks giveaway prize of \$100 of art supplies! We love seeing the art from the teens in the community!



Garfield County Libraries
Published by James Larson · February 6 at 7:00 PM ·



[See insights and ads](#)

[Boost](#)

64

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Top 5 Instagram posts in February

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garfieldcountylibraries Please join us in extending a warm welcome to our newest team member, Kurt Bau... more

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ROARING FORK REPERTORY THEATER'S
One-Acts in the Stacks

garfieldcountylibraries On Saturday, March 2, The Carbondale Branch Library will host the return o... more

In the News – links to full articles.

<https://soprissun.com/libraries-report-district-pays-for-archivist/>

<https://www.postindependent.com/news/finding-community-among-the-stacks-at-garfield-countys-libraries/>

<https://soprissun.com/libraries-report-district-pays-for-archivist/>

Housing Summit – *Sopris Sun, Post Independent, Citizen Telegram, Sol del Valle*

CONFERENCIA SOBRE VIVIENDA

Tus bibliotecas del condado de Garfield serán la sede de una conferencia sobre vivienda presentada por Laurie Best, administradora de los programas de vivienda y cuidado infantil de la Municipalidad de Breckenridge. Laurie ha pasado los últimos 30 años poniendo a prueba varias propuestas para resolver la crisis de vivienda accesible.

¿Será posible que alguno de estos modelos (ya probados sobre terreno) nos ayude en el condado de Garfield?

Laurie presentará algunas de sus observaciones, responderá a preguntas, y al finalizar estará disponible para crear una red de contactos y conducir discusiones en grupos pequeños.

**JUEVES 22 DE FEBRERO
2 PM
UTE THEATER & EVENTS CENTER
132 EAST 4TH STREET EN RIFLE**

¡Gratis!
Para más información, visita:
www.gcpld.org

Encuentra tu **HISTORIA**  **GARFIELD COUNTY LIBRARIES**

HOUSING SUMMIT


Your Garfield County Libraries will host a housing summit featuring Laurie Best, Town of Breckenridge Housing and Childcare Programs Manager. Laurie has spent the last 30 years trying various approaches to the affordable housing crisis.

Would any of these field tested models help us in Garfield County?

Laurie will present some of her findings, take questions, and will be available for networking and small group discussion afterward.

**THURSDAY, FEBRUARY 22
2 PM
UTE THEATER & EVENTS CENTER
132 EAST 4TH STREET IN RIFLE**

Free!
For more information visit:
www.gcpld.org

Find Your **STORY**  **GARFIELD COUNTY LIBRARIES**

Events Report, February 2024

Alex Garcia-Bernal, Education & Events Manager

Special Events:

GCPLD kicked off the Winter Reading Challenge on January 15th. The program is set to go through the month of February. Adult patrons get a chance to pick up a Winter Reading Bingo Card and check it off as they read. Each week, a participant at each branch will win a 25-dollar certificate for a local business, and at the end of the challenge, one winner will receive passes for the Glenwood Springs Hot Springs. Each library hosted a kick-off day: Silt held its kick-off day on Tuesday, January 9th, Parachute held its kick-off day on Sunday, January 14th, the New Castle library held its kick-off day on Monday, January 15th, with a special presentation featuring Neva Hiscock, a relation to one of New Castle's founding pioneers. The other libraries hosted a passive registration day on Monday, January 15th.

The Parachute Library hosted our first major event for the year, The Fantasy Worlds Festival on Saturday, January 20th. Over 60 kids and their families came to enjoy an amazing and creative event with crafts, treats, face painting, games and activities, and all-around fantasy fun.

The Carbondale Library hosted our first-ever Human Library on Sunday, January 28th. We had six unique individuals to serve as books and around 50 readers who engaged in meaningful 30-minute conversation sessions with our books. The program was provided bilingual with interpretation. We plan to host the Human Library at other locations throughout the year.

The Carbondale library hosted their Community Interviews findings debrief on Wednesday, January 24th. The Rifle Library hosted theirs on Monday, January 29th. The other libraries will continue to host theirs in February.

Partnered Children Events:

Each of the GCPLD libraries continued to host their weekly Bolsitas Rojas, bilingual story time programs with Raising a Reader Both 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 January. 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, January 2nd, and January 3rd.

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 weekly 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 New Castle library hosted their baby motor skills program, Tiny Hands, on Thursday January 25th. The Parachute library began to host a weekly Kids Ukulele class on Mondays. The Rifle library continued to host their Kids Ukulele Class on Mondays. The Parachute library hosted a kids art program with Brit Lee on Tuesday January 30th.

Teen/Tween Events:

The Rifle library hosted their monthly Teen Tech Club on Friday January 5th and 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 Coding Club with the Aspen Science Center on Thursday January 11th and 25th and their Creator Club on Friday January 12th and 26th. The Glenwood Springs library hosted their Magic At Your Library game programs on Saturday January 13th and 27th, and their Dungeons and Dragons game day on Saturday January 20th. The New Castle library hosted their Pokemon Club game program on Saturday January 27th.

Family Events:

The Parachute library hosted their weekly Piece It Together puzzle activity day on Sundays. The Silt library hosted their monthly bilingual family game night, Loteria, on Thursday January 11th. The Parachute library hosted their Homeschool Parent Advisory Board on Friday January 12th and their Homeschool Luncheon on Friday January 26th. The Silt library hosted a special Dragon Day celebration with activities for the whole family on Saturday January 13th. The New Castle library hosted a special Winter Care Packets program in which families came together to put together winter care packets for the needy on Saturday January 13th. The Rifle library hosted their monthly Parenting Club program on Wednesday January 31st.

Book Clubs:

The Silt library hosted their tween, and their teen book clubs on Monday January 8th. The Glenwood Springs library hosted their Glenwood Springs High School Book Club on Monday January 8th and 22nd. The Parachute library hosted their Western Colorado Book Club on Tuesday January 9th and their Food for Thought cookbook club on Thursday January 11th. The Glenwood Springs library hosted their monthly Spanish language book club, Entre Las Páginas, on Saturday January 13th. The Rifle library hosted their Friends of the Library Book Club on Monday January 15th and Wednesday January 17th. The Carbondale library hosted their Third Thursday Book Club on January 18th and their GSA Book Club on Friday January 19th. The Parachute library hosted their Teen Book Club on Monday January 22nd.

Partnered Adult Events:

The Carbondale library hosted their adult education program, with Valley Settlement each Wednesday in January. The Glenwood Springs library continued to host their memoir writing group, Your Story Your Life on Friday January 5th and 19th. The Parachute library began hosting their weekly series with Cooking Matters on Thursday January 11th. The series will continue for six weeks. The Rifle library invited CMC for coffee and information in the lobby on Friday January 12th. The Rifle library hosted a presentation, Community Knowledge workshop, with the Western Colorado Chamber of Commerce, featuring local area businesses on how to

get information to get you started on your own business on Wednesday January 17th. The Rifle library also hosted a special presentation with the Rifle Historical Museum, Preserving Our Heritage: Rifle's Yellow Slide Meteorite, on Saturday January 20th. They also hosted a Tai Chi program with Discovery Cafe on Saturday January 20th. They also hosted their Art Heals, an art program with Discovery Cafe on Sunday January 21st and 28th.

Adults Arts and Crafts:

The Carbondale library hosted its In Stitches knitting club each Monday in January and their monthly Nature Journaling program on Friday January 5th. The Parachute library hosted their Crochet Club on Saturday January 6th and 13th. The Rifle library began hosting weekly adult guitar classes on Monday January 8th. The Rifle library hosted their monthly Crafter's Circle on Saturday January 20th.

Adult Education Events:

The Rifle library began to host their ESL series with CMC each Tuesday and Wednesday in January. They also hosted their Spanish/English Conversation Circle each Wednesday in January. The Rifle library hosted a special lunch and learn with the Alzheimer's Association on Thursday January 11th. The Rifle library began to host a Spanish Immersion class series on Monday January 15th. The course will continue for 6 weeks on Mondays and Wednesdays. The Silt library hosted their new American Sign Language program on Thursday January 25th.

Social Events:

The Rifle library began hosting their weekly Geri-Fit senior mobility program on Thursdays. The Carbondale library began hosting their weekly Senior Game Night on Mondays, and their monthly Lost Art of Random Conversations on Sunday January 7th. The Silt library continued to host their weekly senior Tai Chi program on Wednesday January 10th. The Carbondale library hosted a film screening of Paradise Paradox on Wednesday January 17th. The Rifle library began hosting their weekly Seniors Game Day on Thursday January 18th. The Glenwood Springs library hosted their Chess Club on Thursday January 18th. The New Castle library hosted, And Evening of Poetics, their monthly poetry program on Monday January 22nd.

Author Events:

Upcoming:

The libraries will be celebrating another Solar Eclipse Watch Party on April 8th.

The library is preparing to celebrate Dia Del Niño, Day of the Young Child in the last week of April.

The library will be participating in the Cinco de Mayo festival put together by the town of Rifle and the Chamber of Commerce on Friday May 3rd.

The Glenwood Springs library will be hosting our annual Comics Festival on Saturday May 4th.

Facilities February 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 Facilities Manager, Branch Library Director, and the Branch Managers of Parachute and New Castle met to begin the planning of the project phasing. Areas of planning were how the staff would function during construction, how patron services and programming would adjust, and the ideal phasing of each construction area.

Carbondale Fire Panel Work

A local fire system company was contracted to provide fire monitoring for the fire panel at the Carbondale library. The previous company did not meet expectations. The Facilities Manager is expecting a more efficient work relationship with the new company. The new service will begin this month of February.

Building Energy Meters at Carbondale

The Clean Energy Economy for the Region (CLEER) provided energy meters that were installed at the Carbondale Library. These meters will begin gathering energy data from both gas and electric usage. This data will be a part of a larger program that will help the library and other entities make energy and cost-saving changes in the future.

District HVAC Inspections

The contracted company that oversees the library's preventative maintenance on all HVAC equipment will be taking more time to inspect during PM visits. These will be deeper dives into what will need to be replaced sooner than later. The goal is to make any needed corrections before a piece of equipment reaches its end-of-life function or failure.

District Building Evacuation Drills

The library safety committee is planning to execute a building evacuation drill in the month of May. The goal is for staff readiness during an emergency. The Employee Development Coordinator is doing a great job putting these drills together.

Building Automates System Review from Trane

A representative from Trane (National HVAC Company) Met with the Facilities manager to go over an annual review of the Building Automated System for the district. This system oversees the entire HVAC operation of Carbondale, Glenwood Springs, Silt, and Rifle. There were a few small items to adjust and some reprogramming issues at Rifle. Overall, the system is running smoothly and operating as intended.