

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

Zoom Access:

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZErdu-trj8oH9YomFpKvH1dr_R6KLLZCdQj

After registering, you will receive a confirmation email containing information about joining the meeting.

Place: Parachute Branch
244 Grand Valley Way, Parachute CO 81635

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 April 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 April 4, 2024 (pp. 1-3)
- B. Minutes of Library Board special meeting April 15, 2024 (pp.4)
- C. Claims for Board Approval: General Fund March 16 through April 15, 2024 (pp. 5-6);
Alpine Bank Credit Card Statement March (pp. 7-8)

III. ACTION ITEMS

- A. Recommendation to BOCC regarding Trustee applicants

IV. DISCUSSION ITEMS

- A. Executive Director annual evaluation
- B. Management Report, Jamie LaRue (pp.9-10)
- C. Library card filtering options. (pp.11-13)
- D. Finance Report, Kevin Hettler (pp. 14-20)
- E. Parachute Branch Library report, Amaranda Fregoso
- F. Trustee reports and comments

V. EXECUTIVE SESSION – TBD

- A. Executive session pursuant to §24-6-402(4)(b), C.R.S., for a conference with the attorney to receive legal advice concerning the process for appointment of library trustees.
- B. An Executive Session may be requested on any item appearing on the agenda.

VI. ACTION ITEM – TBD

- A. Action needed after the executive session, if any

Next Board Meeting June 6, 2024, 2 pm, Location: Carbondale Branch, 320 Sopris Avenue, Carbondale CO 81623

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: James LaRue, Executive Director

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Silt Branch Library
April 4, 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. Kim Owens conducted the roll call.

Board Member Present:

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

Public Present:

Sarah Kemme
Nancy Talpers
Rose Vu
Bill Anschuetz
Sallie Moore
John Gracey
Trish O’Grady
Timothy Peterson
Mae Gray

Zoom Attendees:

Staff:

Melissa Wiley
Brenda Ramirez
Kim Benson
Emily Hisel
Jackie Skala
Darla Baumli

Public:

Debra Grizzle
Carole O’Brien
Kathy Small
Beth Dauer
Kim Seter
Willow Brotzman

Staff Member Present:

Melissa Terry
Kevin Hettler
Kim Owens
Eileen Cummings
Jon Medrano
Jamie LaRue
Sarah Vail
Jess Peterson
Toni Carsten
Seth Bontrager

- A. Comment on March 7, 2024, Board Meeting Public Participation.
- B. Public Participation: 3 minutes per person
 - i. Carole O'Brien – Wonderful job the Board is doing and to keep doing what they are doing.
 - ii. Rose Vu – Appreciates the library and the ability to have knowledge and information.
 - iii. John Gracy – Asked if a TABOR refund applies to the library budget. Read a letter regarding the word ambiguous.
 - iv. Trish O'Grady – Appreciates doing Zoom. Stated that she has never called for the banning of books, only the restriction of titles with “Parental Warning” stickers on them. Wants the side that is ok with the graphic novels in question to open the books and determine why they are ok.
 - v. Mae Gray – Talked about Project Blitz, all over the county, and the ramifications it could have on books, programs, legal, and Boards of libraries.
- C. Approval of the amended agenda. The Executive Session was removed from the agenda.
 - i. **Crystal moved to approve the agenda and Jocelyn seconded. Motion passed.**

II. CONSENT AGENDA FOR APPROVAL – Jocelyn moved to approve the consent agenda and Crystal seconded. Motion passed.

- A. Minutes of Library Board meeting March 7, 2024 (pp. 1-3)
- B. Claims for Board Approval: General Fund February 16 through March 15, 2024 (pp. 4-5); Alpine Bank Credit Card Statement February (pp. 6-7)

III. ACTION ITEMS

- A. Architectural proposal: drawings for Parachute and New Castle – Jon Medrano
 - i. Sought out 3 companies and received 3 bids. Looked for qualifications and expertise, qualities and references, and cost.
 - ii. Recommending Blythe Group Company.
 - iii. The company has worked on the Parachute Library before. In this bid, they came in 2nd in cost. They will also do 10 in-person on-site meetings as well.
 - iv. **Susan Use moved to accept Blythe Group Company for the construction at the Parachute and New Castle Libraries. Crystal seconded – Motion passed.**
- B. Compensation Study vendor recommendation, Kim Owens
 - i. Sought out 3 vendors. They will analyze base comp and incentive pay, and create a comp study to attract, retain, and maintain staff, develop a flexible pay structure, and incentivize education. The District continues to remain in compliance with CO comp laws. Received 3 proposals.
 - ii. Recommending Employers Council. It will take about 9 weeks to complete. They are a Colorado-based comp company.
 - iii. We already used them to keep up on employment law and they helped to write our new Employee Handbook.
 - iv. **Susan moved to accept Employers Council as our vendor for the compensation study. Michelle seconded – Motion passed.**
- C. Appeal of decision regarding request for reconsideration concerning *Kill or Be Killed*.
 - i. 12/11/2023 - Trish O'Grady sent in the reconsideration request. Jamie responded on 01/02/2024. 03/07/2024 - Trish sent Adrian an appeal to Jamie's response.
 - ii. Jamie read the letter he sent to Trish.
 - iii. The book in question does not have a parental advisory sticker on it. – Susan, Jocelyn
 - iv. **Susan motioned to retain *Kill or Be Killed* and to keep it as catalogued. Jocelyn seconded – Motion passed.**

IV. DISCUSSION ITEMS

- A. Board of Trustees vacancy interviews
 - i. April 30 @ 1:00 pm at the County Community Room in Glenwood.
 - ii. 14 Applicants.

- iii. Adrian will be on the panel.
- B. Management Report, Jamie LaRue (pp.8-17)
 - i. Sent many employees to PLA. He said the conference was focused on public libraries and this is where future Directors are made.
 - ii. People have been pulling LGBTQ and Spanish books throughout the library and hiding them.
- C. Finance Report, Kevin Hettler (pp. 18-24)
 - i. Explained the 1.0 mill levy sunsets in 2027 and what that looks like moving forward.
 - ii. Addressed the TABOR question. In 2018, Garfield County voters approved the District's ballot measure allowing the District to be exempt from revenue growth limits through the Colorado TABOR statutes. The District is not obligated to return any excess revenues to the taxpayers.
 - iii. Sales tax revenue has grown by 60% since 2019.
 - iv. Book sorting machines for Rifle, Carbondale, and Glenwood have been ordered. We may need a budget amendment for 2024 when the machines are delivered.
- D. Glenwood Springs Branch Library report, Abraham Korah (via video recording)
 - i. Stat highlights, 10% increase in door count, more Spanish book club participants, and more early childhood program attendance.
 - ii. Sarah Vail presenting at a conference in April.
 - iii. New partnerships – Discover Café, West Mountain Regional Health Alliance, Project Linus, and Yampah Mountain High School.

V. EXECUTIVE SESSION – Removed from agenda.

- A. Executive session pursuant to §24-6-402(4)(b), C.R.S., for a conference with the attorney to receive legal advice concerning the process for appointment of library trustees.

A motion to adjourn the meeting was made by Adrian Rippy-Sheehy.
The meeting adjourned at **3:27 pm**.

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

Next Board Meeting May 2, 2024, 2 pm, Location: Parachute Branch, 244 Grand Valley Way, Parachute CO 81635.

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Prepared by: Jamie LaRue, Executive Director

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Special Board Meeting via Zoom
April 15, 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 called the Zoom meeting to order at 9:03 a.m. Jamie LaRue conducted the roll call.

Board Members Present:

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

Public Present:

None

Counsel:

Kim Seter
Beth Dauer

Staff Member Present:

Jamie LaRue

- A. Executive session pursuant to §24-6-402(4)(b), C.R.S., for a conference with the attorney to receive legal advice concerning the process for appointment of library trustees Executive Session. Adrian moved to go to executive session, Jocelyn seconded, motion passed unanimously.
- B. At 10:03 a.m. Jocelyn moved to end the executive session, Crystal seconded, motion passed unanimously, and the meeting was adjourned.

Next Board Meeting May 2, 2024, 2 pm, Location: Parachute Branch Library, 244 Grand Valley Way, Parachute CO 81635.

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

March 16 through April 15, 2024

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
03/18/2024	Eft	Amazon .com	Feb Amazon purchases	(11,582.19)
03/19/2024	Eft	CenturyLink	Elevator and fire alarm telephone	(434.94)
03/21/2024	Eft	Tiger, Inc.	Gas delivery	(2,880.05)
03/24/2024	Eft	Masters Telecom LLC	Fax service	(191.48)
03/26/2024	Eft	Alpine Bank	Feb c.c. pmt	(13,787.72)
03/28/2024	Eft	CRA	Retirement plan contributions	(8,864.45)
03/28/2024	Eft	CRA	Retirement plan contributions	(5,103.47)
03/29/2024	26384	A Clean Break, LLC	RI, SI, NC Mar cleaning	(6,700.00)
03/29/2024	26385	American Janitor LLC	PA cleaning	(1,096.00)
03/29/2024	26386	Amigos Library Services	Library cataloging training	(180.00)
03/29/2024	26387	Anvil Points Upholstery & ...	PA Carpets and furniture	(1,498.80)
03/29/2024	26388	Aspen Maintenance Supply...	CA janitorial supplies	(133.50)
03/29/2024	26389	Barnum, Jessica A	Poetry workshop	(150.00)
03/29/2024	26390	Cardiff Cleaning Service	GW CA cleaning	(4,557.00)
03/29/2024	26391	Carsten, Toni	Mileage reimb	(53.60)
03/29/2024	26392	Cengage Learning Inc / Gale	Library materials	(24.00)
03/29/2024	26393	Citadel Security Group, LLC	GW RI security service	(6,306.96)
03/29/2024	26394	Colorado Library Consortium	Roaring Fork Valley journal digitization	(8,364.82)
03/29/2024	26395	Cummings, Eileen	Mileage reimb	(32.16)
03/29/2024	26396	Demco	Processing supplies	(246.22)
03/29/2024	26397	Dungan, Stephanie	Mileage reimb	(10.65)
03/29/2024	26398	ECOS Environmental & Dis...	CA Bio hazard remediation	(973.69)
03/29/2024	26399	Employers Council, Inc.	HR consulting - workplace safety / FMLA / ADA	(375.00)
03/29/2024	26400	Fregoso, Amaranda	Mileage/conference travel reimb	(248.02)
03/29/2024	26401	Friend, Sara	Mileage reimb	(197.15)
03/29/2024	26402	Garcia-Bernal, Alejandro	Mileage reimb	(117.92)
03/29/2024	26403	Gray, Suzanne Alyce	CA slide presentations	(225.00)
03/29/2024	26404	Hollingsworth, Erin	Mileage reimb	(44.22)
03/29/2024	26405	Ingram Library Services	Library materials	(29,343.80)
03/29/2024	26406	Jean's Printing	Poster printing	(69.15)
03/29/2024	26407	Korah, Abraham	ALA airfare reimb	(567.09)
03/29/2024	26408	Laramie County Library Sy...	Replace missing book	(15.99)
03/29/2024	26409	Larson, James	Mileage reimb	(84.42)
03/29/2024	26410	Lively Electric, Inc.	RI Replace GFI in staff elevator	(174.29)
03/29/2024	26411	Marmot Library Network, Inc.	LinkedIn Learning db	(12,468.75)
03/29/2024	26412	Midwest Tape	Library materials	(3,618.06)
03/29/2024	26413	Millberry, Tahrea	Mileage reimb	(73.70)
03/29/2024	26414	Munoz Velazquez, Alejandr...	RI zumba class	(360.00)
03/29/2024	26415	OverDrive	Library eMaterials	(1,078.63)
03/29/2024	26416	Owens, Kim	Employers Council Propwa & unions training	(195.00)
03/29/2024	26417	Pye Barker Fire & Safety, L...	CA Fire alarm monitoring set up	(1,245.00)
03/29/2024	26418	Reliance Standard	Apr disability insurance	(995.50)
03/29/2024	26419	School Outfitters LLC	RI staff workroom workbench	(5,871.25)
03/29/2024	26420	Springshare LLC	LibCal annual subscription for public laptops	(3,102.00)
03/29/2024	26421	The Library Store	Book deodorizer	(51.94)
03/29/2024	26422	Tonozzi, Amy	Mileage reimb	(320.26)
03/29/2024	26423	Unique Management Servi...	February collections service	(99.50)
03/29/2024	26424	Willis Towers/CEBT	Apr health ins	(47,251.25)
03/29/2024	26425	World Book, Inc.	Online world book databases	(4,536.00)
04/01/2024	Eft	Black Hills Energy	GW and CA gas	(2,013.16)
04/08/2024	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	(8,687.14)
04/08/2024	Eft	Colorado Dept of Revenue-...	1Q sales tax	(930.03)
04/08/2024	Eft	City of GL- Sales Tax	1Q sales tax	(109.41)
04/08/2024	Eft	City of RI-Sales Tax	1Q sales tax	(112.32)
04/10/2024	Eft	CRA	Retirement plan contributions	(8,873.51)
04/10/2024	Eft	CRA	Retirement plan contributions	(5,089.41)
04/11/2024	26426	625-Water(9283)	RI staff water	(89.85)
04/11/2024	26427	AlwaysMountainTime LLC	Radio ads	(1,000.00)
04/11/2024	26428	Aspen Maintenance Supply...	CA janitorial supplies	(145.90)
04/11/2024	26429	Associated Governments o...	AGNC EDD membership - JL	(250.00)
04/11/2024	26430	Barnes, Nancy	PLA conf perdiem/travel reimb	(494.43)
04/11/2024	26431	Cedar Networks	April broadband	(1,194.00)
04/11/2024	26432	Chulainn Publishing Corp.	Library materials	(884.25)
04/11/2024	26433	Citadel Security Group, LLC	RI GW security service	(3,161.52)
04/11/2024	26434	Colorado Mountain News ...	Ad Rifle board opening	(125.00)
04/11/2024	26435	Computershare Trust Com...	COP Trustee fee	(2,500.00)
04/11/2024	26436	Cook, Jennifer	Education assistance	(3,780.27)

Garfield County Public Library District

Claims for Board Approval

March 16 through April 15, 2024

04/15/24

Accrual Basis

Date	Num	Name	Memo	Amount
04/11/2024	26437	Cummings, Eileen	Mileage reimb	(40.87)
04/11/2024	26438	Cura HR, LLC	Training and development, DiSC and goal planning	(2,877.50)
04/11/2024	26439	Daly Property Services, Inc.	CA GW snow removal	(1,252.60)
04/11/2024	26440	Dungan, Stephanie	Education assistance	(1,890.14)
04/11/2024	26441	EverGreen ZeroWaste	CA compost service	(70.00)
04/11/2024	26442	Garcia-Bernal, Alejandro	Education assistance	(1,890.14)
04/11/2024	26443	Hinge Architects, Ltd.	Silt Library trellis	(2,950.00)
04/11/2024	26444	Ingram Library Services	Library materials	(12,151.12)
04/11/2024	26445	Invengo American Corp	30% deposit for bin sorters and installation	(75,456.43)
04/11/2024	26446	JanWay Company USA, Inc.	SRC Children's mini binoculars	(2,900.00)
04/11/2024	26447	Jean's Printing	posters / SRC flyers	(2,508.48)
04/11/2024	26448	Karrel, Thomas	Event facilitation presenter	(600.00)
04/11/2024	26449	Larson, James	PLA conf perdiem/travel reimb	(470.82)
04/11/2024	26450	Lectorum Publications, Inc.	Library materials	(4,550.63)
04/11/2024	26451	Louisiana State University	Education assistance	(1,665.00)
04/11/2024	26452	Marmot Library Network, Inc.	Q2 2024 IT support	(61,578.00)
04/11/2024	26453	Micro Plastics, Inc.	National library week banners	(960.00)
04/11/2024	26454	Midwest Tape	Library materials / hoopla	(9,631.33)
04/11/2024	26455	Millberry, Tahrea	Mileage reimb	(88.24)
04/11/2024	26456	Morning Star Elevator, LLC	NC semi annual elevator service	(574.00)
04/11/2024	26457	Mountain Pest Control, Inc.	March spraying	(185.00)
04/11/2024	26458	NewsBank, inc.	Online annual subscription	(1,516.00)
04/11/2024	26459	Northwest Colorado Council...	NC annual elevator inspection	(334.00)
04/11/2024	26460	OverDrive	Library eMaterials	(7,899.95)
04/11/2024	26461	Poland, Shannon	NC Mar snow removal	(105.00)
04/11/2024	26462	Schiesser, Kathy	Craft supplies for creator club	(9.49)
04/11/2024	26463	Schindler Elevator Corpora...	RI Elevator repair	(1,414.09)
04/11/2024	26464	Seter, Vander Wall & Mielk...	Legal services	(9,674.50)
04/11/2024	26465	Town of Parachute	water / sewer / trash	(129.40)
04/11/2024	26466	Transparent Information Se...	Background checks	(309.15)
04/11/2024	26467	Uline	3 mobile desks	(889.29)
04/11/2024	26468	Western Paper Distributors	Janitorial supplies	(595.90)
04/11/2024	26469	Zimmermann, Robert	Mileage reimb	(121.87)
Total 10010 · Alpine Bank- Gen(..7072)				(432,629.73)
TOTAL				(432,629.73)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 03/31/2024

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						13,787.72
Cleared Transactions						
Charges and Cash Advances - 77 items						
Credit Card Charge	03/01/2024	SS#RgniSply	Large format printer parts	X	(153.60)	(153.60)
Credit Card Charge	03/01/2024	PACitymkt	Refreshments for teen events	X	(128.92)	(282.52)
Credit Card Charge	03/01/2024	SIBrngMtnPz	Refreshments for SI bookclub	X	(108.00)	(390.52)
Credit Card Charge	03/01/2024	MMCityMkt	Refreshments for employee appreci...	X	(102.50)	(493.02)
Credit Card Charge	03/01/2024	CAUSPS	Monthly ill postage and stamps	X	(74.47)	(567.49)
Credit Card Charge	03/01/2024	NCCityMkt	Refreshments for safe and abunda...	X	(64.35)	(631.84)
Credit Card Charge	03/01/2024	SS3Colodoug	Staff appreciation day	X	(60.00)	(691.84)
Credit Card Charge	03/01/2024	SS3Walmart	Staff appreciation day supplies	X	(39.76)	(731.60)
Credit Card Charge	03/01/2024	SICityMkt	Refreshments for staff morale	X	(29.46)	(761.06)
Credit Card Charge	03/01/2024	SIUSPS	Monthly ill postage	X	(22.40)	(783.46)
Credit Card Charge	03/02/2024	SSWingate	NC presenter lodging	X	(140.00)	(923.46)
Credit Card Charge	03/05/2024	SSEtsy	Social media signs	X	(224.70)	(1,148.16)
Credit Card Charge	03/05/2024	PAEITapatio	Winter reading prizes	X	(75.00)	(1,223.16)
Credit Card Charge	03/06/2024	SSCalcon	Calcon hotel deposit	X	(317.76)	(1,540.92)
Credit Card Charge	03/06/2024	MMVlyLumber	Ice maker supply line and drill battery	X	(170.96)	(1,711.88)
Credit Card Charge	03/06/2024	GWUSPS	Monthly ill postage and stamps	X	(94.53)	(1,806.41)
Credit Card Charge	03/06/2024	SSAmButton	Button making supplies	X	(72.61)	(1,879.02)
Credit Card Charge	03/06/2024	RIWalmart	Supplies and refreshments for story...	X	(35.36)	(1,914.38)
Credit Card Charge	03/06/2024	RIStarbucks	Refreshments for staff morale	X	(31.85)	(1,946.23)
Credit Card Charge	03/07/2024	SSNicheClic	Niche academy and CLic Registration	X	(124.00)	(2,070.23)
Credit Card Charge	03/07/2024	SSWalmart	Refreshments for board meeting	X	(59.16)	(2,129.39)
Credit Card Charge	03/07/2024	SSCOResShar	CO resource sharing conference	X	(35.00)	(2,164.39)
Credit Card Charge	03/07/2024	CACricut	Cricut subscription	X	(10.61)	(2,175.00)
Credit Card Charge	03/08/2024	PAUSPS	Monthly ill postage and stamps	X	(77.24)	(2,252.24)
Credit Card Charge	03/08/2024	RIBrhksePiz	Refreshments for staff morale	X	(50.00)	(2,302.24)
Credit Card Charge	03/08/2024	RIUSPS	Monthly ill postage	X	(26.29)	(2,328.53)
Credit Card Charge	03/08/2024	RICityMkt	Refreshments for staff morale	X	(12.99)	(2,341.52)
Credit Card Charge	03/08/2024	PAFamily\$	Refreshments for bookclub	X	(8.80)	(2,350.32)
Credit Card Charge	03/08/2024	RIWalmart	Refreshments for artist reception	X	(2.62)	(2,352.94)
Credit Card Charge	03/11/2024	SS3Trnfrm24	Transform 24 HR conference lodgin...	X	(1,206.37)	(3,559.31)
Credit Card Charge	03/11/2024	PAFamily\$	Refreshments for children's programs	X	(40.20)	(3,599.51)
Credit Card Charge	03/11/2024	CACityMkt	Staff morale	X	(35.19)	(3,634.70)
Credit Card Charge	03/11/2024	SSAdobe	Adobe cloud	X	(29.99)	(3,664.69)
Credit Card Charge	03/11/2024	RI2Adobe	Adobe creative cloud	X	(29.99)	(3,694.68)
Credit Card Charge	03/11/2024	RI2Adobe	Adobe stock	X	(29.99)	(3,724.67)
Credit Card Charge	03/11/2024	GWDominos	Refreshments for high school book ...	X	(15.18)	(3,739.85)
Credit Card Charge	03/12/2024	CACityMkt	Craft supplies for storytime and refr...	X	(80.57)	(3,820.42)
Credit Card Charge	03/12/2024	GWCityMkt	Supplies for wonder wednesdays a...	X	(62.46)	(3,882.88)
Credit Card Charge	03/12/2024	SI\$Tree	Prizes for loteria	X	(36.25)	(3,919.13)
Credit Card Charge	03/12/2024	CATheraDogs	Sitckers for PAWS to read	X	(27.00)	(3,946.13)
Credit Card Charge	03/12/2024	GWLookLines	Visual journal download kit	X	(25.00)	(3,971.13)
Credit Card Charge	03/13/2024	SSDenPost	Denver post renewal	X	(50.91)	(4,022.04)
Credit Card Charge	03/13/2024	GWCityMkt	SPARK pies for pi day	X	(17.47)	(4,039.51)
Credit Card Charge	03/14/2024	MMLowe's	Shelvng unit supplies	X	(387.11)	(4,426.62)
Credit Card Charge	03/14/2024	CAUSPSWM	Stamps and supplies for love of the ...	X	(68.06)	(4,494.68)
Credit Card Charge	03/14/2024	RIWalmart	Supplies for slime project52322	X	(18.56)	(4,513.24)
Credit Card Charge	03/14/2024	RI2USPS	Monthly ill postage	X	(16.40)	(4,529.64)
Credit Card Charge	03/14/2024	SIWalmart	Refreshments for loteria	X	(15.30)	(4,544.94)
Credit Card Charge	03/18/2024	RIALA	ALA membership and conference	X	(510.00)	(5,054.94)
Credit Card Charge	03/18/2024	GWALA	ALA conference registration	X	(410.00)	(5,464.94)
Credit Card Charge	03/18/2024	SSAmButton	Employee Appreciation button maki...	X	(89.61)	(5,554.55)
Credit Card Charge	03/18/2024	NCUSPS	Monthly ill postage and stamps	X	(81.86)	(5,636.41)
Credit Card Charge	03/19/2024	RIWalmart	DVD for spring break movie	X	(19.96)	(5,656.37)
Credit Card Charge	03/19/2024	SIWalmart	Refreshments for Silt's unsolved sle...	X	(9.46)	(5,665.83)
Credit Card Charge	03/20/2024	SSBrkhseWM	Refreshments for chamber of com...	X	(169.17)	(5,835.00)
Credit Card Charge	03/21/2024	MMVlyLumber	Metal shelf pegs	X	(19.96)	(5,854.96)
Credit Card Charge	03/21/2024	CACityMkt	Refreshments for staff morale	X	(4.49)	(5,859.45)
Credit Card Charge	03/22/2024	SIWalmart	Prizes for art in the stacks	X	(100.01)	(5,959.46)
Credit Card Charge	03/22/2024	GWWalmart	Refreshments for teen tech and du...	X	(54.50)	(6,013.96)
Credit Card Charge	03/23/2024	SSHRAAdobe	HR Adobe acrobat pro	X	(23.99)	(6,037.95)
Credit Card Charge	03/25/2024	SSSHRM	HR day at the capitol	X	(109.00)	(6,146.95)
Credit Card Charge	03/25/2024	RIWalmart	Spring break movies and sensory st...	X	(56.91)	(6,203.86)
Credit Card Charge	03/26/2024	MMBestNest	Telescoping bat house pole	X	(129.99)	(6,333.85)
Credit Card Charge	03/26/2024	GWWalmart	Copier paper	X	(16.71)	(6,350.56)
Credit Card Charge	03/27/2024	SSIronMtnSp	Prizes for winter reading challenge	X	(750.00)	(7,100.56)

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04/15/24

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 03/31/2024

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	03/27/2024	SSWRCStaff	Winter reading challenge prizes for ...	X	(175.00)	(7,275.56)
Credit Card Charge	03/27/2024	RIPLAUnited	Baggage fee for PLA	X	(120.00)	(7,395.56)
Credit Card Charge	03/27/2024	SIWalmart	Janitorial supplies and staff refresh...	X	(39.48)	(7,435.04)
Credit Card Charge	03/27/2024	PAFamily\$	Easter baskets for storytime	X	(28.75)	(7,463.79)
Credit Card Charge	03/28/2024	RILtIcaesWM	Refreshmenrts for spring break movie	X	(49.92)	(7,513.71)
Credit Card Charge	03/28/2024	SSUSPS	ill postage	X	(4.62)	(7,518.33)
Credit Card Charge	03/29/2024	NCWalmart	SPA Refreshmens/staff morale/ tee...	X	(125.99)	(7,644.32)
Credit Card Charge	03/29/2024	CACityMkt	Refreshments for adult programs	X	(105.27)	(7,749.59)
Credit Card Charge	03/29/2024	PALove's	Refreshments for homeschool lunc...	X	(71.67)	(7,821.26)
Credit Card Charge	03/29/2024	MMWalmart	Tarps and towels for water leak cle...	X	(39.91)	(7,861.17)
Credit Card Charge	03/29/2024	NCCityMkt	Refreshments for staff	X	(17.88)	(7,879.05)
Credit Card Charge	03/29/2024	CACityMkt	Refreshments for staff morale	X	(7.98)	(7,887.03)
Total Charges and Cash Advances					(7,887.03)	(7,887.03)
Payments and Credits - 3 items						
Credit Card Credit	03/05/2024	SSEtsy	Tax refund	X	16.93	16.93
Credit Card Credit	03/08/2024	SSWynngate	HR transform 24 room refund	X	327.67	344.60
Check	03/26/2024	Eft	Feb c.c. pmt	X	13,787.72	14,132.32
Total Cleared Transactions					6,245.29	6,245.29
Cleared Balance					(6,245.29)	7,542.43
Register Balance as of 03/31/2024					(6,245.29)	7,542.43
Ending Balance					(6,245.29)	7,542.43

Management Report –March-April 2024

Jamie LaRue, Executive Director

SB 24-049

This bill (see <https://leg.colorado.gov/bills/sb24-049>) which mandated new reporting requirements, policy adoption, and challenge protocols for school and public libraries, has been awarded “late status”—the opportunity to be considered once more before the end of the session. As I noted last month, most of the snags involved schools concerned with local control. It seems likely at this writing that the revised bill will address only public libraries. I see no negative impact on us; the bill primarily moves policies we have already adopted into state law, providing yet another level of defense against censorship. Unfortunately, the need is greater in public schools, many of whom do not have such policies. I’ve talked to a handful of school librarians who have lost their jobs over collections and challenges, and the problem isn’t going away.

Speaking engagements

Why do I do professional speaking engagements? There are three key reasons. The first is thought leadership. I believe it is a key part of my job to advocate for professional values locally and beyond. The talks I give, nationally and internationally, stand up for the role and principles of our institution. At this time in our national and global history, many educational institutions are under attack. I am proud to be a librarian, and passionately believe in our contribution to individual and community lives. Libraries need articulate defenders.

A second reason is recruitment. At every conference or gathering when I speak, I have the opportunity to network with the audience, and inevitably find someone drawn to our work.

A third reason: it’s fun. I learn things from my audiences.

My talk to the Jewish Congregation in Aspen was warmly received on March 29. My talk at the huge Texas Library Association in San Antonio on April 18 was attended by a couple hundred people, and it took just 15 minutes for me to sign the 25 books my publisher provided. Texas continues to be facing among the most intense, coordinated, and punitive attacks against library materials and staff. But I also had a chance to talk to the “TX Freedom Fighters (<https://www.txfreedomfighters.us/>),” a grassroots organization seeking to assist libraries, and others standing up for the First Amendment.

On April 23, I will be speaking at the Tattered Cover Bookstore in Denver from 6-7. On May 1, I will be providing a free workshop for LibraryWorks (a web-based professional education platform) on the topic “Don’t I Have the Right Not to Be Offended?”

Strategic Plan

On April 17, a combined meeting of administrative staff and branch managers focused on filling out the next level of our planning process. Nancy Barnes and I facilitated a discussion about specific goals and key activities under each of our five initiatives (building community, early literacy, Spanish services, facilities, and building our workforce). We’ll be presenting these to the board when we’re further along. At that time, I would also like to offer a new section of my management report, in which we track our progress.

Restricted Use Library Cards

James LaRue, April 22, 2024

At our April board meeting, John Mallonnee indicated that he would like to discuss the option of a technological means to allow parents and children to limit their ability to check out certain materials.

Can we add a new patron type restricting access to some materials?

Yes. We have a card that blocks access to DVDs, video games, and other media now. Children may not check out and take home laptops or wifi hotspots. We could create, at no charge from Marmot, a new patron type that blocks access to a new "itype" (e.g. Adult Graphic Novels, or Parental Warning). Alternatively, we could tweak existing card types. Creating such a card is the matter of minutes.

Can we add a new item type identifying the material of concern?

Yes. There is no cost to create a new item type. This, too, can be quickly accomplished. The idea is to identify a discrete collection, and convert its existing description to the new item type.

What level of effort is necessary to make this happen?

I have confirmed that *assigning* the new item type to materials that currently have another one is a manual process, requiring the handling of each item. There is no automated alternative. So it would be cost-prohibitive in terms of staff time to put **all** adult materials into this new item type. Nor am I inclined to put all graphic novels in the item type. There really is a difference between YA and adult graphic novels. There is another difference between adult graphic novels and those with Parental Warning stickers.

Pros

Parents and children could opt in; it would not be a default.

This would prevent minors from checking out some visually oriented materials the parents disapprove of without requiring parental presence.

Con

Time to set up (varies by approach)

Parental Warning only - fastest.

Adult graphic novels only - not difficult.

All adult - cost-prohibitive.

Does not prevent in-house use. This has been the most consistently expressed concern--not children checking out adult books, but them simply having access to such books within the library.

Does not prevent anyone from checking out other Marmot titles or digital materials (the itype restriction would only be a local collection).

If applied to the entire adult collection, could potentially prevent minors from doing school work from the adult collection, where most materials will be found.

Recommendation and reasoning

To adopt such a system constitutes a new restriction in the ability of patrons to use library materials. I believe it to be both intrusive and unnecessary. Older minors (17 or 18 years old)--the ones likely to be interested in the adult content anyhow--can handle reading a graphic novel. Our policies require us to recognize the First Amendment rights of everyone. Colorado Library Law specifically states, "24-90-102. Legislative declaration. The general assembly hereby declares that it is the policy of this state, as a part of its provision for public education, to promote the establishment and development of all types of publicly-supported free library service throughout the state to ensure **equal access to information without regard to age** [emphasis mine], physical or mental health, place of residence, or economic status, to aid in the establishment and improvement of library programs, to improve and update the skills of persons employed in libraries through continuing education activities, and to promote and coordinate the sharing of resources among libraries in Colorado and the dissemination of information regarding the availability of library services."

The doctrine of "strict scrutiny"-- a form of judicial review that courts use to determine the constitutionality of certain laws--often asks, "is this the least intrusive or restrictive way to accomplish a valid governmental concern?" The governmental concern in this case is to provide age appropriate access to content; we handle that by physically separating the materials within the building, and all evidence points to its success. Children read children's books and adults read adult. "Age appropriate" isn't a judgment about the topics of books; it simply describes their format and intended audience.

It is not the library's job to enforce individual parents' limitations on their children's reading. As I have communicated to patrons several times, it is far simpler, more direct, and certainly cheaper for parents simply to talk to their children. This requires no governmental action or overreach. Parents have rights. They also have obligations.

I understand the exploration of "compromise." But our policies are predicated on the First Amendment. In my experience, such "compromises" simply open the door to new demands. The books challenged over the past year or so are not obscene. They are not "harmful to minors."

It's worth repeating that with the sole exception of a patron who handed a graphic novel to her son to see if he could check it out, we have no record of a minor circulating, or even seeking to read, the adult manga books. A new, more restrictive library card is a solution in search of a problem.

Consequently, I recommend against the creation of such a card. I also think that some of our previous restricted cards (for instance, limiting access to both adult and children's DVDs) should be reviewed. The intent seems to have been to protect parents from getting stuck with the fines we used to charge. But we don't charge those fines anymore, and DVDs themselves are a format that is seeing less and less use.

Financial / Treasurer Report, April 2024

By Kevin Hettler, Chief Financial Officer

The following charts depict all revenues received and expenditures made from 1/1/24 through 3/31/24 and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 3/31/24 are \$2,978,765.

Total expenditures made as of 3/31/24 are \$2,157,097.

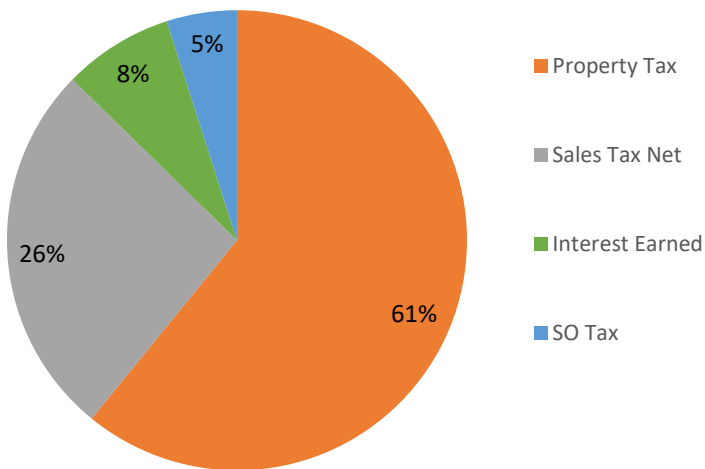
25% of the year has elapsed as of 3/31/24.

20% of budgeted revenue (\$14,839,872) has been received.

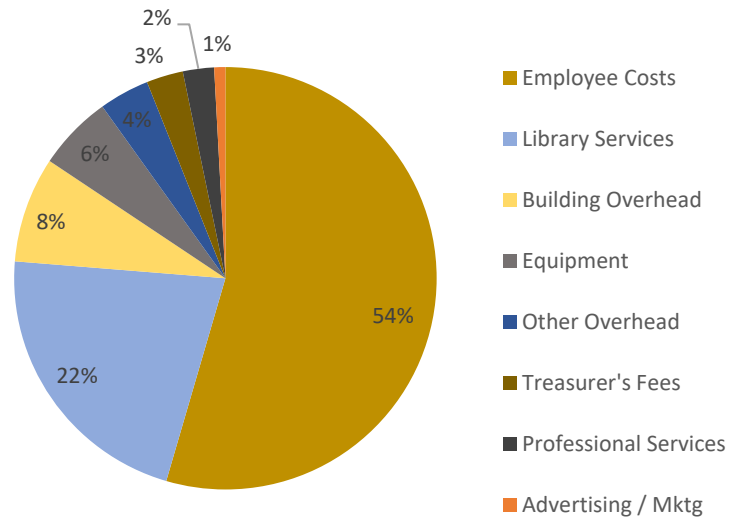
19% of budgeted expenditure (\$11,351,853) has been made.

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

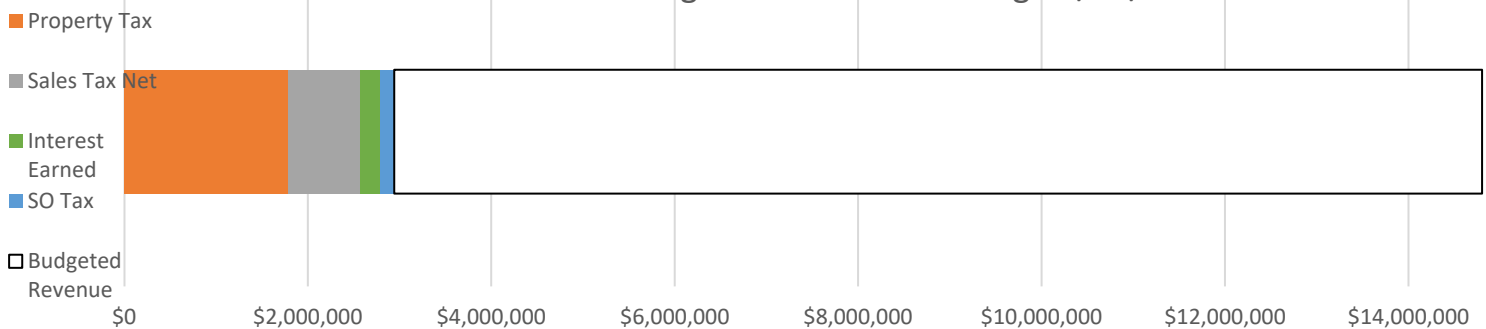
YTD Revenues through 3/31/2024



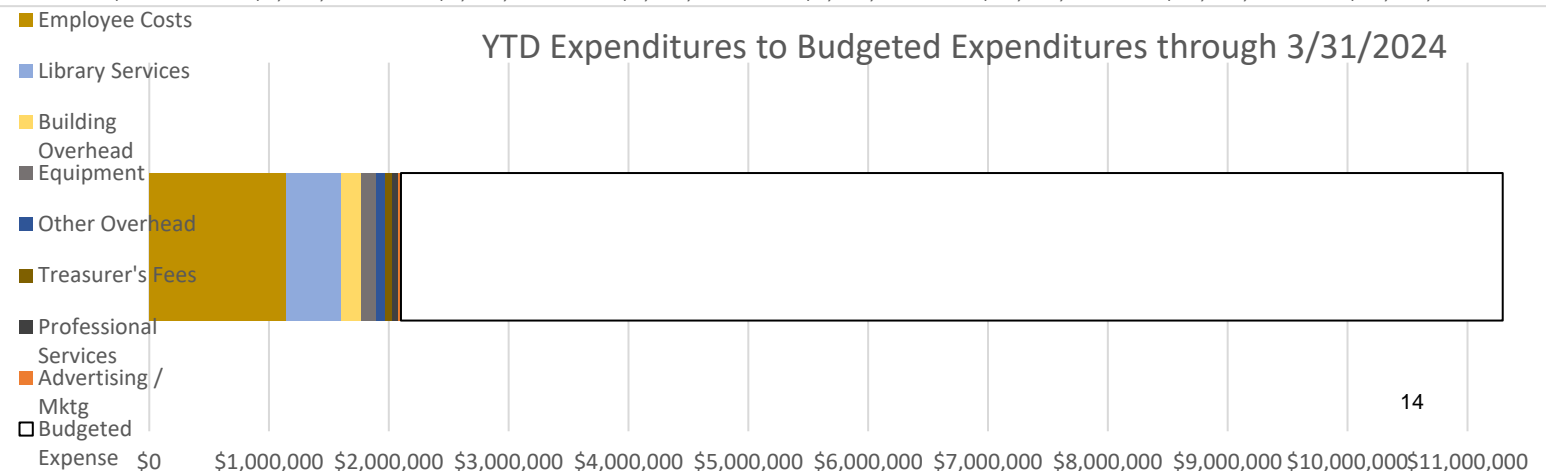
YTD Expenditures through 3/31/2024



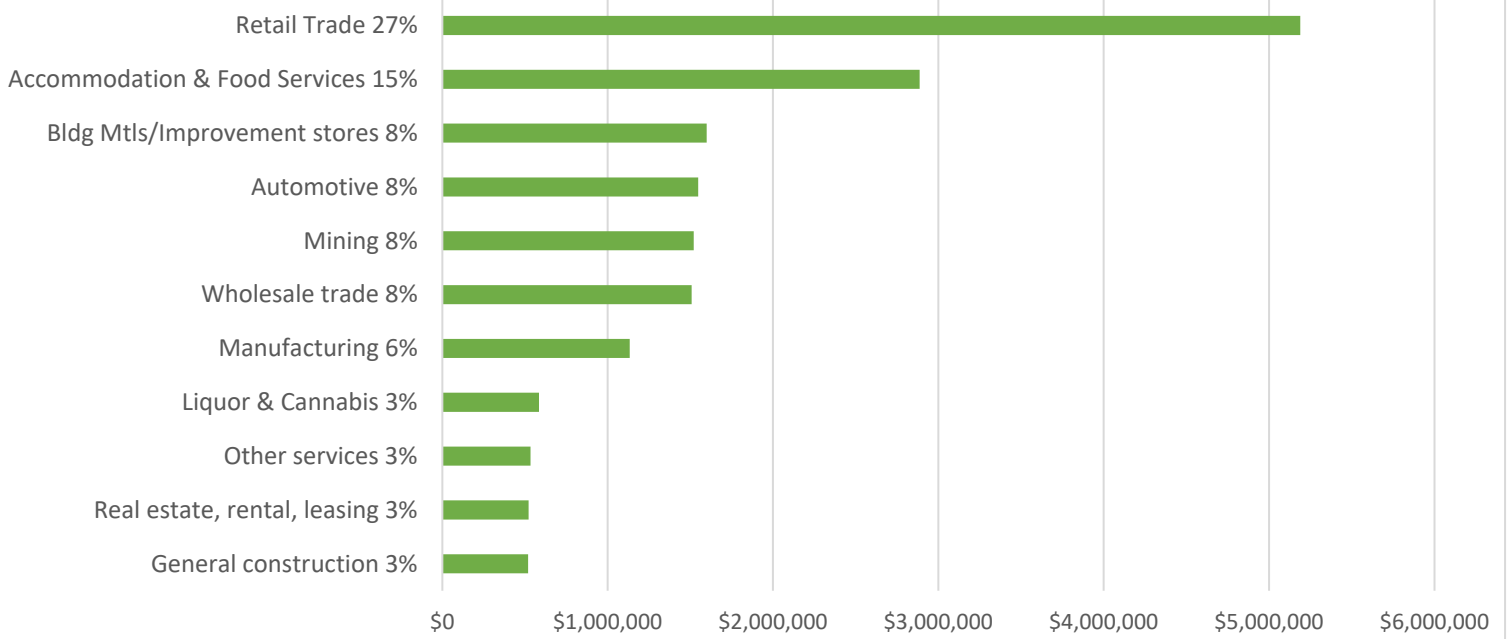
YTD Revenues to Budgeted Revenues through 3/31/2024



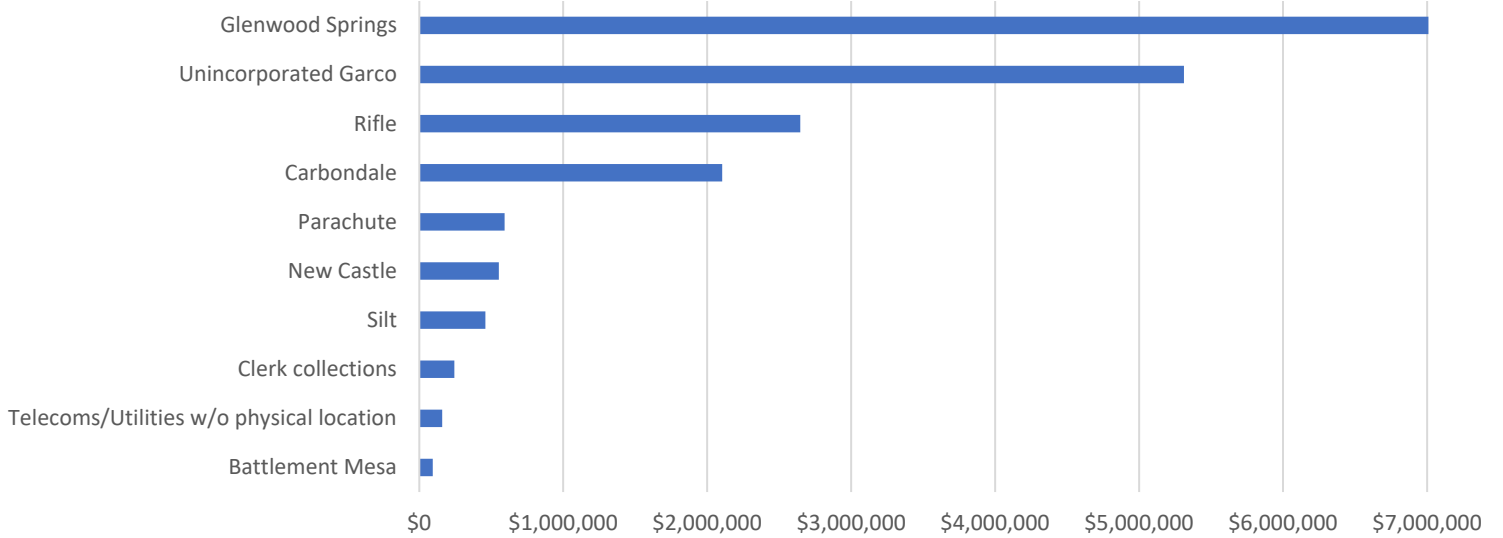
YTD Expenditures to Budgeted Expenditures through 3/31/2024



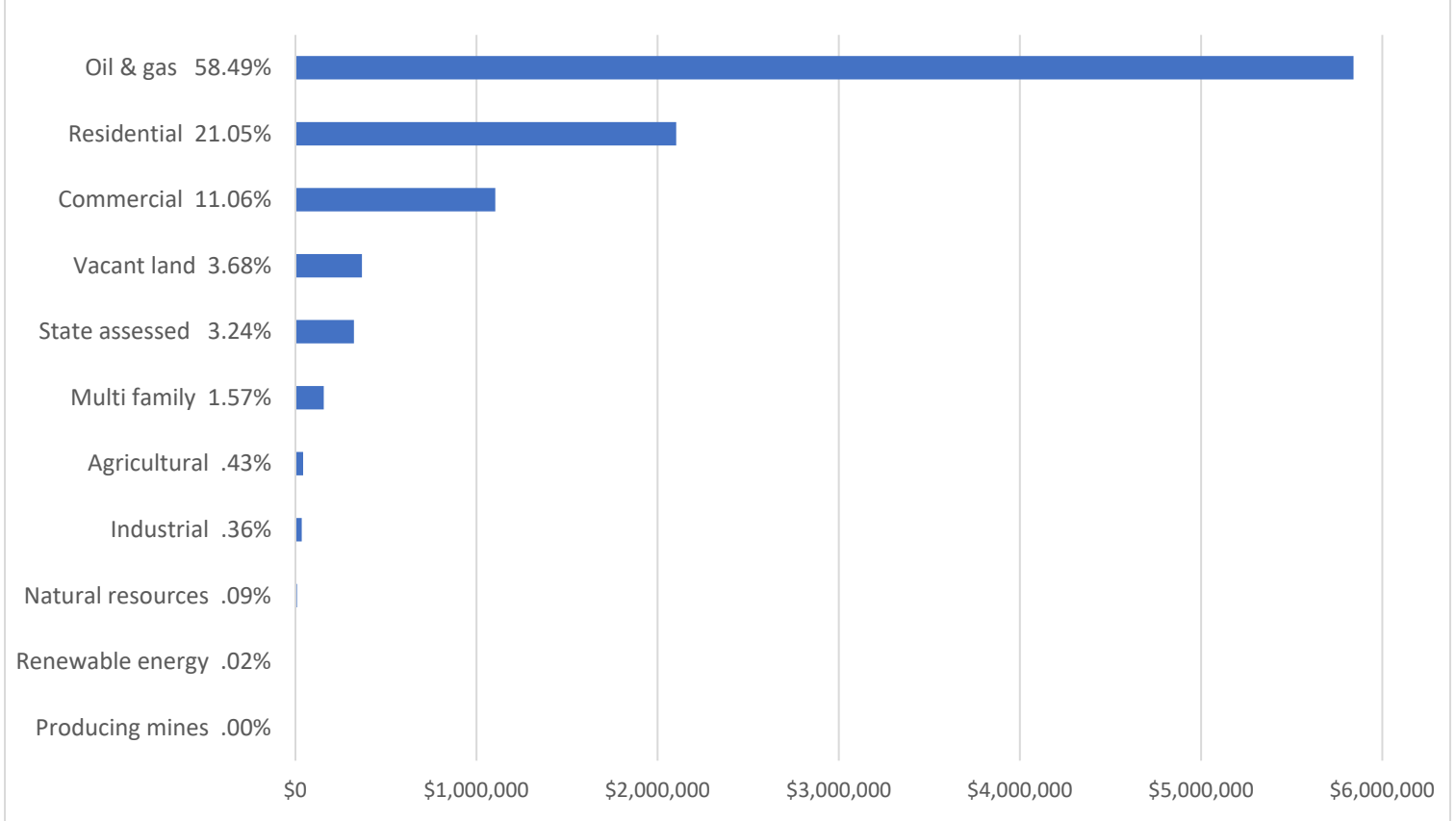
2023 Sales tax collections by industry (Top 11 of 22 industries; \$=Garfield County wide)



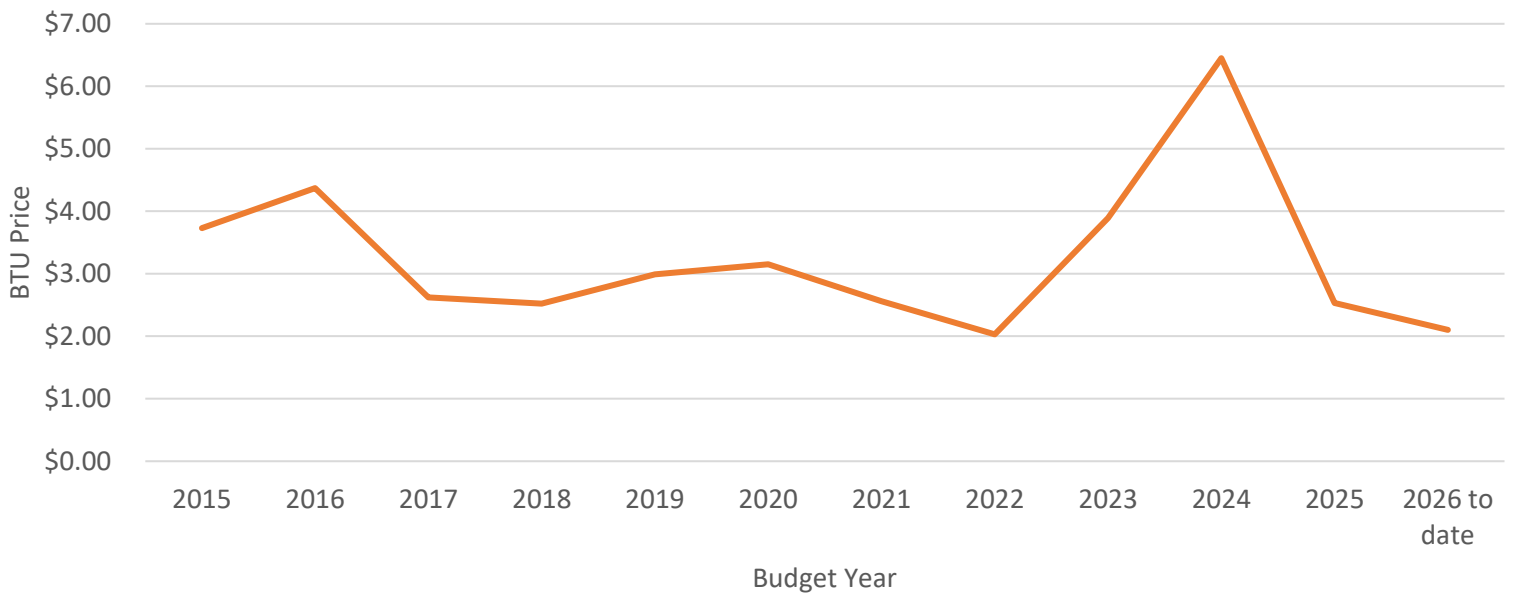
2023 Sales tax collections by location (\$=Garfield County wide)



2024 Library Property Tax revenue (2.5mills) by property type



Natural Gas BTU Historical Spot Price (eia.gov)



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

	Jan -Mar 2024 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Mar 2023 Actual	\$ Increase / (Decrease) in Actual '23 to '24
Income						
40100 · Sales Tax Revenue	781,259.13	4,000,000.00	19.53%		769,234.93	12,024.20
40102 · Sales Tax Refunds	(4,137.42)	(80,000.00)	5.17%		(10,985.24)	6,847.82
40200 · Property Tax Revenue	1,790,383.82	9,866,513.00	18.15%		3,133,115.29	(1,342,731.47)
40300 · Specific Ownership Tax Revenue	145,283.35	450,000.00	32.29%		122,606.75	22,676.60
40900 · Interest Earned on Investments	228,054.29	500,000.00	45.61%	1.	147,213.31	80,840.98
41000 · Grants	19,014.00	18,314.00	103.82%	2.	1,076.00	17,938.00
41200 · Other Revenue	4,958.62	48,045.00	10.32%		10,751.87	(5,793.25)
41300 · Solar Rebates	982.23	8,000.00	12.28%		700.80	281.43
42000 · Branch Revenues	12,967.33	29,000.00	44.71%		13,884.38	(917.05)
Total Income	2,978,765.35	14,839,872.00	20.07%		4,187,598.09	(1,208,832.74)
Expense						
50001 · TREASURER'S FEES	59,026.46	284,730.00	20.73%		85,394.36	(26,367.90)
50005 · DEBT SERVICE	0.00	1,659,799.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	1,145,355.87	5,424,039.00	21.12%		997,347.20	148,008.67
52000 · LIBRARY SERVICES	457,128.53	1,541,681.00	29.65%		397,533.16	59,595.37
53000 · PROFESSIONAL SERVICES	50,239.42	204,144.00	24.61%		20,387.45	29,851.97
54000 · BUILDING OVERHEAD	169,731.68	888,633.00	19.1%		181,419.87	(11,688.19)
54500 · BUILDING REFRESH, FURNITURE,IMI	12,201.35	850,000.00	1.44%		42,807.30	(30,605.95)
55000 · EQUIPMENT	120,670.95	178,141.00	67.74%		19,084.20	101,586.75
56000 · OTHER OVERHEAD	80,804.44	92,548.00	87.31%	3.	76,299.16	4,505.28
57000 · ADVERTISING & MARKETING	17,764.76	140,500.00	12.64%		10,421.15	7,343.61
58000 · VEHICLES	4,527.21	18,400.00	24.6%		2,398.59	2,128.62
59000 · PARTNERSHIPS	39,646.87	69,238.00	57.26%	4.	23,762.06	15,884.81
Total Expense	2,157,097.54	11,351,853.00	19.0%		1,856,854.50	300,243.04
Net Income	821,667.81	3,488,019.00			2,330,743.59	-1,509,075.78

Footnotes:

1. The 30 day yield on the ColoTrust account for Mar was 5.4512%. Up from 4.8616% in Mar 2023.
2. Colorado State library materials grant has been received in full.
3. Annual property and liability insurance paid in January
4. Includes 1st half assessment on Cooper Commons(GWS); Annual assessment on CLEER

Garfield County Public Library District
Balance Sheet (unaudited)
As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	1,289,696.82
10050 · Colo Trust - General	17,425,825.15
10055 · C-Safe	58,151.06
10060 · Alpine Bank- Payroll(..8785)	3,969.30
10070 · Alpine Bank - Flex(..0583)	12,398.70
10210 · Alerus- Flex deposit	544.45
10300 · Petty Cash- Cash drawer fund	1,125.00
11010 · CS-23652000-Annual Interest Pmt	203.65
11050 · CS-23652001-Annual Princ. Pmt	1,498.83
Total Checking/Savings	18,793,412.96
Other Current Assets	
12050 · Sales tax transfer by Treasurer	425,622.94
12100 · Property tax transfer by Treas	9,980,686.00
12250 · Leases Receivable	404,999.66
Total Other Current Assets	10,811,308.60
Total Current Assets	29,604,721.56
Other Assets	
18400 · Prepaid Exps	38,741.77
19100 · Due to / from Foundation	989.85
Total Other Assets	39,731.62
TOTAL ASSETS	29,644,453.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	140,825.95
Total Accounts Payable	140,825.95
Credit Cards	
20510 · Alpine Bank Purchase Card	7,542.43
Total Credit Cards	7,542.43
Other Current Liabilities	
20660 · Grants Payable	1,871.67
20670 · Unearned Revenue	1,591.81
21100 · Other Payroll Payables-	3,645.19
21200 · Payroll Payable-	66,369.00
Total Other Current Liabilities	73,477.67
Total Current Liabilities	221,846.05
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	425,622.94
22100 · Deferred Property Tax Revenue	9,980,686.00
22250 · Deferred inflow - verizon lease	404,999.66
Total Long Term Liabilities	10,811,308.60
Total Liabilities	11,033,154.65

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Garfield County Public Library District

04/15/24

Balance Sheet (unaudited)

Accrual Basis

As of March 31, 2024

	<u>Mar 31, 24</u>
Equity	
30000 · Unassigned Fund Balance	12,769,730.99
30005 · Non-Spendable Fund Balance	38,741.77
30010 · Restricted Fund Balance	410,000.00
30100 · Retained Earnings	4,571,157.96
Net Income	821,667.81
	<hr/>
Total Equity	18,611,298.53
	<hr/>
TOTAL LIABILITIES & EQUITY	29,644,453.18
	<hr/> <hr/>

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

	2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr	2024	% Incr(Decr) from prior yr
January	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%	342,694.36	19.25%	355,636.19	3.78%
February	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%	334,035.62	6.46%		-100.00%
March	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%	397,314.64	9.36%		-100.00%
April	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%	371,576.74	4.10%		-100.00%
May	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%	412,129.29	11.68%		-100.00%
June	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%	436,062.94	4.74%		-100.00%
July	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%	438,635.60	5.52%		-100.00%
August	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%	447,381.84	2.24%		-100.00%
September	308,802.67	12.74%	359,893.69	16.54%	408,790.73	13.59%	432,815.05	5.88%		-100.00%
October	298,225.56	10.87%	333,716.60	11.90%	392,680.20	17.67%	411,451.01	4.78%		-100.00%
November	270,897.91	8.96%	312,286.84	15.28%	378,346.49	21.15%	383,779.59	1.44%		-100.00%
December	321,746.12	12.48%	375,907.52	16.83%	426,540.57	13.47%	425,622.94	-0.22%		-100.00%
TOTAL	3,151,203.50	3.01%	3,906,322.49	23.96%	4,566,349.35	16.90%	4,833,499.62	5.85%	355,636.19	-92.64%

AFTER REFUND

	2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr	2024	% Incr(Decr) from prior yr
January	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%	335,755.71	18.88%	354,405.73	5.55%
February	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%	321,339.27	2.65%		-100.00%
March	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%	395,859.72	34.71%		-100.00%
April	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%	369,805.64	3.70%		-100.00%
May	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%	411,190.92	15.16%		-100.00%
June	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%	434,620.76	4.95%		-100.00%
July	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%	437,099.52	5.36%		-100.00%
August	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%	446,230.27	2.76%		-100.00%
September	306,570.32	12.13%	358,127.16	16.82%	408,238.24	13.99%	431,588.03	5.72%		-100.00%
October	295,679.43	10.76%	332,468.17	12.44%	390,686.93	17.51%	409,219.69	4.74%		-100.00%
November	262,364.84	6.30%	310,702.80	18.42%	375,740.34	20.93%	381,767.36	1.60%		-100.00%
December	311,675.86	12.42%	375,476.64	20.47%	425,100.13	13.22%	424,728.21	-0.09%		-100.00%
TOTAL	3,048,078.90	1.60%	3,844,568.91	26.13%	4,466,056.31	16.17%	4,799,205.10	7.46%	354,405.73	-92.62%

Human Resources Report, April 2023

By Kim Owens, HR Director

The Silt Branch library has been working with the Colorado Division of Vocational Rehabilitation to offer a grant-funded internship to a local high schooler interested in librarianship as a career. The grant fully funds the employment opportunity for up to 120 hours. This partnership will provide great employment experience and exposure for the Intern and offer the Silt library some additional support during the busy summer months.

Natasha Wolburg and Laura West represented GCPLD at a recent CMC Job Fair, talking with students about library jobs and library resources for students and job seekers.

April 8 – 12 was National Library Week, the Employee Appreciation Committee brought cheer to the District with a fun week of activities and food.

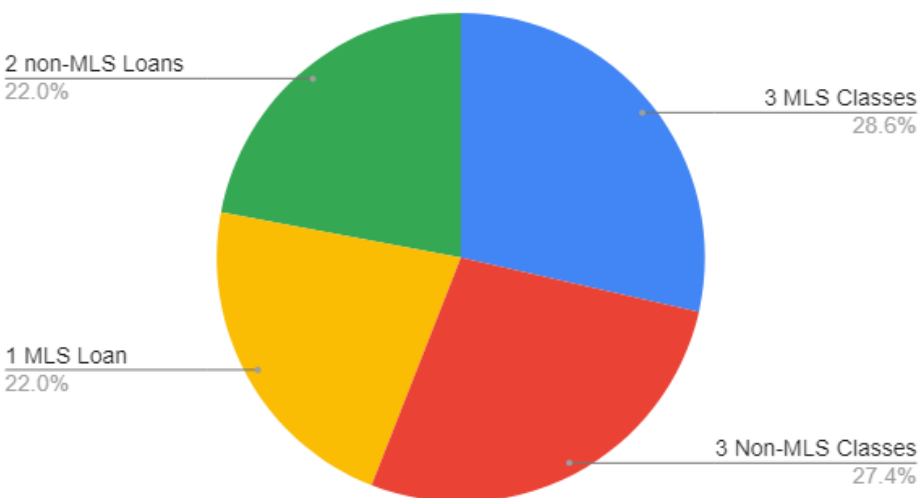
Staff Education and Development update:

We were pleased to be able to send a large group of GCPLD staff to the Public Library Association conference, in Columbus, Ohio (April 3-5). Staff in a variety of roles from Library Specialist to Branch Manager, and a few Support Services staff, came back with fresh ideas and excitement to implement them.

Our Employee Development Coordinator, Laura, created and launched De-Escalation Training for our front-line staff, delivering it in-person at each branch over the next month. This training has been highly requested by our staff, it covers treating everyone with empathy even when it's difficult, controlling our own body language and tone to avoid escalating a person further, and to bring a person back down when they come in already escalated, and keeps safety in the forefront. This training provides real tools that staff can use right away.

We distributed Education Assistance funds for the Spring term, fully funding MLIS classes for two Library Specialists who are pursuing their MLIS degrees and aiding one staff member with loans for their MLIS. This is an increase in MLIS support from 2023. The chart below shows more detail.

Spring



Recruiting and Staffing update:

We have received several qualified applicants for our Youth Services internship program and look forward to interviewing them toward the end of the month of April. Our goal is to have one intern per branch, each working 20 hours per week, for 12 weeks. Our program objectives are:

- Support the early literacy long-range plan initiative
- Access to fresh perspectives and new skills from early childhood education students
- Opportunity for staff to complete tasks and pursue projects that might otherwise not have been possible
- Future recruitment tool for GCPLD regular positions
- Build awareness about the library profession as a career opportunity
- Promote community partnership with CMC

The Youth Services Coordinator at Carbondale resigned, and we've started the search to fill this critical position. We will likely have a Sub assist with Storytime until this role is filled.

A part-time Library Specialist at Silt resigned which created two, part-time vacancies. We used those two positions to create an additional full-time Library Specialist at Silt.

Staffing Report - Since 3/19/2024:

New Hires: 2

- Library Page – Silt, 10hrs/week - 3/25/2024
- Part-time Library Specialist – Parachute, 24hrs/week - 4/1/2024

Promotions/Transfers: 2

- Substitute – transferred to Part-time Library Specialist – Rifle, 28hrs/week – 3/31/2024
- Library Specialist – Silt, 24hrs/week transferred Full-time Library Specialist – Silt, 40hrs/week – 4/14/2024

Vacancies: 3

- Temporary Full-time Facilities Technician – Support Services, 40hrs/week
- Library Specialist – Silt, 24hrs/week
- Youth Services Coordinator – Carbondale, 40hrs/week

Departures: 2

- Library Specialist – Silt, 28hrs/week – 4/10/2024
- Youth Services Coordinator – Carbondale, 40hrs/week – 4/11/2024

Additional Staffing Information:

Headcount as of 4/19/2024:

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

Staff Stats by Location – 4/19/2024					
<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	7.4	11	296	4	7
Glenwood	8.25	11	330	5	6
New Castle	6.9	10	276	4	6
Silt	5.25	6	210	5	1
Rifle	8.35	12	334	5	7
Parachute	6.05	8	242	4	4
Support Services	17.2	18	688	17	1
Grand Total	59.40	76	2376	44	32

Branch Libraries Report, May 2024

By Nancy Barnes, Branch Libraries Director

A number of library staff including branch managers attended the 2024 PLA Conference in Columbus, Ohio at the beginning of April. GCPLD staff attendees reported back on what they learned at staff meetings during the month. Workshop session highlights included crisis communication, dealing with book challenges, staff mentorship programs, and leadership by design. Library substitutes were a great help staffing the branches during the week of PLA while many staff attended the conference.

Branch staff celebrated National Library Week with Hawaiian shirts, silly hats, and delicious food and treats provided by the library district and Board Member Susan Use.



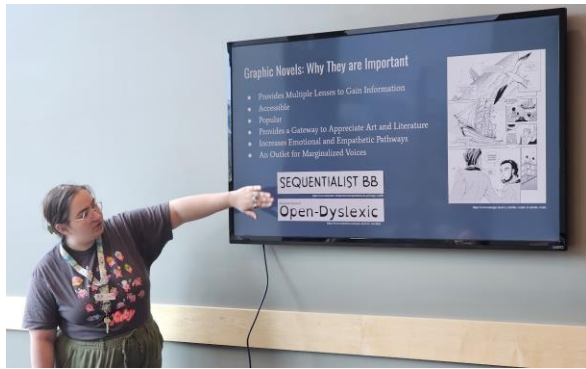
Branch Projects

Silt recently transitioned to a single circulation desk; a goal set by Jamie two years ago. Both staff and patrons have expressed great satisfaction with the new setup, praising its location and functionality. The Silt library also recently repositioned chairs from the back of the library to the lobby, transforming the space into a welcoming hub.

Branch Staff Shine

Sarah Vail, who recently received a promotion to Library Specialist II, led a presentation at the Colorado Teen Literature Festival. The presentation titled *The Importance of Alternative Literacy* focuses on ways that literacy can be encouraged through graphic novels, video games, and role-playing games. In late

March, Sarah also presented this information to district staff.



Program Success

Rifle Library's ukulele and guitar classes remain immensely popular, alongside their two exercise classes, Introduction to Zumba and Geri-Fit. Additionally, Rifle's Homeschool advisory group is steadily gaining momentum, while their sensory story time and playgroup initiatives are proving to be invaluable resources for our community. The library also recently hosted a well-attended seed starting workshop, reflecting anticipation for the upcoming growing season.

District staff will be on hand to help host the upcoming Dia del Niño celebration held at the Rifle library. All branches will be hosting an upcoming conservation discussion titled "Ranchers Facing the Challenges of Wolf Reintroduction."

Parachute Library is currently hosting a homeschool art show/ competition. They currently have twenty art pieces created by local homeschoolers. The public is welcome to come and vote for their favorite. The library's recent Solar Eclipse party had over 150 participants. Parachute staff are busy with school visits and other upcoming outreach events including staffing an outreach table at Parachute's second annual fish derby.

Silt Library also experienced great success with their Solar Eclipse party with over 300 people in attendance. The event attracted a diverse audience, including individuals from different ages and backgrounds, contributing to a vibrant atmosphere. One notable aspect of the event was the enthusiastic participation of local teachers and their students. Recognizing the educational value of experiencing such a rare celestial event, staff gave each teacher five glasses to share with their students. The *Post Independent* even featured a photo from Silt's event on their front page.

The Carbondale Library is now hosting a Spanish language computer class and Open Hours with English in Action, a drop-in style class that offers English conversation practice. Carbondale's recent program, Introduction to Apocalypse Survival, was a great hit! Participants learned the basics of obtaining water, shelter, fire, and food in an emergency.



Over 170 people picked up eclipse glasses from the New Castle library. Pictured are New Castle residents enjoying the solar event.

Community Outreach

The Glenwood Springs Art Guild's Spring Art Show can be viewed through May 19th in the library. Visitors will have the opportunity to vote on their favorite of the fifty works by local artists.



The New Castle Library received permission from the town to decorate their planters with blue pinwheels to raise awareness for National Child Abuse Prevention Month. The library also has book displays and free pinwheels.



The New Castle Library continues to build partnerships to serve the community better. Branch Manager, Ana, has been working with Safe and Abundant Nutrition Alliance (SANA) to bring workshops to the community in Spanish. The last workshop focused on leadership and how to improve communication skills. Also, on March 30th, the library partnered with Growing Empowerment. Master gardeners shared tips to grow healthier tomato plants, make planters, and test soil.

Additionally, New Castle Library is starting a seed library beginning on Earth Day, April 22. Anyone with a library card can take five packs of seeds per month. The seed library will include vegetable seeds, herbs, and native wildflowers. The library is also accepting seed donations.

Staffing

The Carbondale library Youth Services Coordinator resigned, and staff is working hard to keep story times and other programs going while they search for a replacement. Staff at the branch and across the district have been generous with their time and offered to help staff major events.

Mary Cleator, Library Specialist in Silt, recently accepted a full-time position at the library.

Circulation and Collections Report, March 2024

Jenn Cook, Technical Services Director

Spanish-language collection growth:

We have received delivery of the books that were ordered at the Guadalajara International Book Fair. The order of approximately 700 titles represents a mix of fiction, nonfiction, genres, and age levels to meet the needs of our Spanish-speaking community. This helps move the District towards a goal of a 2-4% increase in Spanish-language collection size this year. In addition, we are working on expanding our association with the two vendors we worked with to purchase a wider range of Spanish titles throughout the year.

Public Library Annual Report (PLAR):

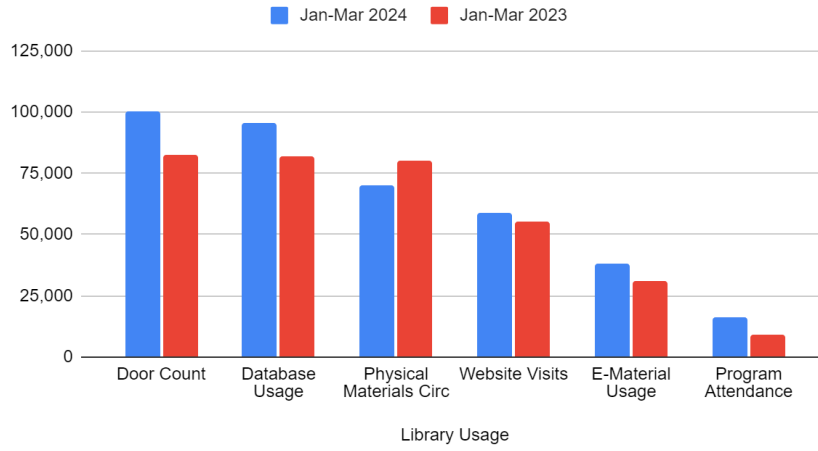
The 2023 Public Library Annual Report has been completed and submitted. The PLAR is mandated by law and is used by the State Library to collect data about Colorado public libraries. The data is also reported to the Institute of Museum and Library Services and is used in national reports to represent public libraries in Colorado. In addition, it provides important information for the District to use in planning, evaluating, and budgeting. Our total collection use, including both print and digital, has increased by 3.5%, visits to the library are up 16%, and program attendance is up 34% over 2022.

STEAM to Go kits:

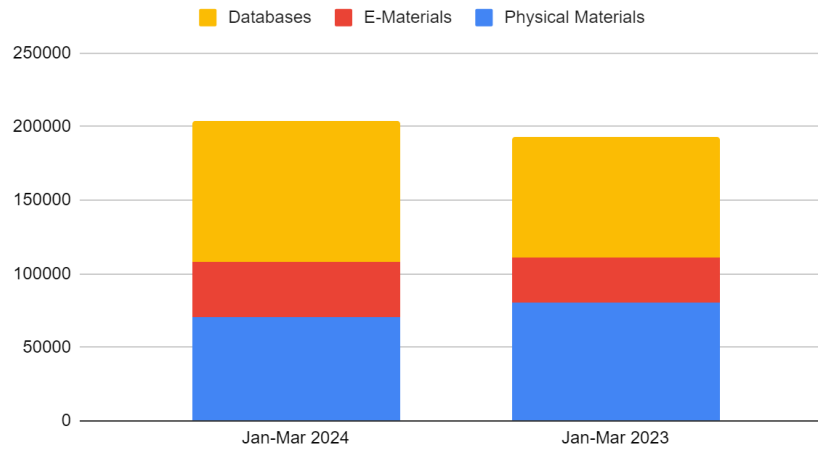
Our new STEAM (Science, Technology, Engineering, Arts, and Math) kits are now available and provide multisensory learning opportunities for our youngest patrons. The kits can be used many times by one child or a small group. STEAM-to-GO kits integrate high-interest books with hands-on STEAM resources to foster the development of critical thinking, problem-solving, and creativity.



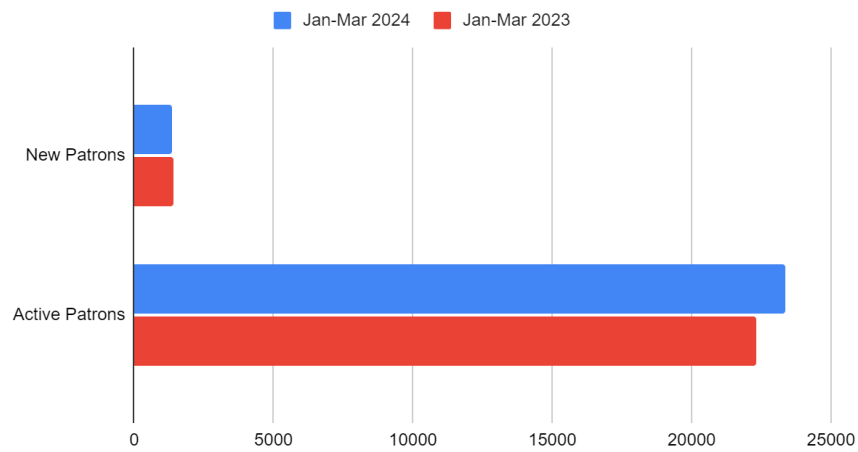
Library Usage 1st Quarter



Circulation and Usage 1st Quarter



New and Active Patrons 1st Quarter



Marketing report, April 2024

James Larson, Communications and Marketing Director

April Recap

We now have new National Library Week banners to use every year. Jon hung them outside of every branch for National Library Week last week.



The new website will launch on April 30th. We have posters, flyers, social media posts, newspaper ads and a patron email to announce the new site. The old website will still be accessible from the new website homepage for those who are not yet ready to transition to the new site. The planned room reservation system did not work out, but Marmot is currently testing calendar and reservation software that we will soon be able to integrate into our new site.

The large format printer is still down, but a service technician is coming to hopefully fix it this week.

Social media analytics

Followers:

Facebook – 4,015 (14 new followers)

Instagram – 1,533

Email Newsletter – 16,274

Facebook Reach* 14,800 (up 19%)

Instagram reach: 440 (down 13%)

* 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 April

 **Garfield County Libraries** ...
Published by [Emily Hisel](#) · March 27 at 10:15 AM · 

Homeschoolers in kindergarten through high school are invited to enter artwork in a special Homeschool Art Show at the Parachute Branch Library. Watercolor, clay, photography, charcoal, pencil, crayon, LEGO, paper mache, and other mediums are allowed. Participants can drop off their artwork during normal library hours on the weekend of April 13 & 14. The artwork will be on display April 15 through 19. For more information contact the library at 970-285-9870.



 **Garfield County Libraries** ...
Published by [James Larson](#) · 3d · 

Congratulations Tim and friend on you new library cards and welcome to the valley!





Garfield County Libraries

Published by James Larson · April 4 at 6:00 PM ·

Please join me in extending a warm welcome to our newest team member, Kristi Wray, who will be joining us as a Library Specialist at the Parachute Branch.

Kristi is married and has two grown boys, Ethan and Aaron. Ethan now lives in Reno and Aaron is still living in Kentucky. She also has one cat, Artemis.

Kristi brings with her a wealth of experience and a vibrant background. Originally hailing from Kentucky, once her kids were grown, Kristi made the bold move to Col... [See more](#)



Garfield County Libraries

Published by Emily Hisel · April 12 at 10:02 AM ·

Libraries around the country are hosts to fun and engaging events. What library event have you like the most -OR- what event would you love to see our libraries host?

[#NationalLibraryWeek](#)



Garfield County Libraries

Published by James Larson · March 28 at 12:00 PM ·

Congratulations Quinn on your new library card!



Top 5 Instagram posts in February

Instagram

garfieldcountylibraries



garfieldcountylibraries Congratulations Tim and friend on your new library cards and welcome to the valley!

Instagram post showing two men holding a sign that says "I GOT MY FIRST LIBRARY CARD TODAY!" and "GARFIELD COUNTY LIBRARIES". The sign features a stylized fox logo. The background is a library interior.

Instagram

garfieldcountylibraries



garfieldcountylibraries Please join me in extending a warm welcome to our newest team member, Kri... more

Instagram post showing a woman smiling in a library setting. She is wearing a striped shirt and glasses. The background shows a library interior with a window and a desk.



In the News – links to full articles.

<https://www.postindependent.com/news/discovery-cafe-brings-hope-and-support-to-glenwood-springs-with-peer-recovery-expansion/>

<https://soprissun.com/garfield-county-postpones-meeting-with-library-board-trustee-candidates/>

<https://soprissun.com/letters-11/>

<https://www.postindependent.com/news/pilates-in-carbondale-libraries-for-april/>

<https://www.postindependent.com/opinion/letter-to-the-editor/monday-letters-county-commissioners-are-losing-trust-the-meaning-of-lent-and-a-defense-of-caitlin-clark/>

Events March 2024

Alex Garcia-Bernal, Education & Events Manager

Special Events:

The Rifle Library hosted a special Art in the Stacks exhibition featuring local artist Ann Ramsey through the month of March. The New Castle Library hosted a special bilingual Leadership Workshop for Adults with community partners on Friday March 1st and 29th. The Carbondale Library hosted a three-part, Spirit of Music program on Saturday March 2nd, 9th, and 16th. A notable virtual guest was none other than Victor Wooten of rock and roll, blues, and jazz fame. They also hosted a special History of Carbondale presentation on Monday March 11th, a hybrid in person and virtual program, Updates in Dementia Treatment on Wednesday March 20, and a special Pioneer Women presentation in honor of Women's History Month on Monday March 25th.

The Rifle library hosted a presentation business Knowledge Fest with the Chamber of Commerce on Wednesday March 20th, a first presentation in a series of Mental Health Workshops with the Garfield County Health Department on Tuesday March 26th, and a presentation on Sexual Abuse Awareness on Thursday March 28th. The New Castle library hosted a Business After Hours social with their Chamber of Commerce on Wednesday March 27th.

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 own program or for Spark in March. 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 March 5th, and March 19th.

Library Children Events:

Each of the GCPLD libraries 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 Parachute library wrapped up their weekly Kids Ukulele class on Monday March 4th and 11th. The Carbondale and Parachute libraries hosted their baby story time, Baby and Me, weekly on Tuesdays and Fridays. The New Castle library hosted their weekly stay and play program, Get the Wiggles Out weekly on Thursdays. The Silt library hosted their 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 Rifle library began hosting their monthly Sensory Playgroup on Monday March 18th. The New Castle library hosted their baby motor skills program, Tiny Hands, on Thursday March 28th. 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 March 30th.

Teen/Tween Events:

The Rifle library hosted their monthly Teen Tech Club on Friday March 1st and their weekly Anime Club on Fridays. The Glenwood Springs library hosted a special Tech Day for Teens during Teen Tech Week on Tuesday March 5th with about 40 teens from Yampah High School in attendance. 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 Thursday March 8th and 22nd. The Glenwood Springs library hosted their Magic At Your Library game programs on Saturday March 9th and 23rd, and their Dungeons and Dragons game day on Saturday March 16th. The Carbondale library hosted their Coding Club with the Aspen Science Center on Friday March 14th and 28th. The Parachute Library hosted their Teen Gamers Club on Saturday March 23d. The Rifle library hosted a special Hunger Games Movie night for Spring Break for teens and tweens on Friday March 29th. The New Castle library hosted their Pokémon Club game program on Saturday March 30th.

Family Events:

The Parachute library hosted their Homeschool Parent Advisory Board on Friday March 8th and their Homeschool Luncheon on Friday March 29th. The Silt library hosted their monthly bilingual family game night, Loteria, on Thursday March 14th.

Book Clubs:

The Glenwood Springs library hosted their monthly Spanish language book club, Entre Las Páginas, on Saturday March 11th. The Silt library hosted their tween and teen books clubs on Monday March 11th and Thursday March 14th. The Glenwood Springs library hosted their Glenwood Springs High School Book Club on Monday March 11th and 25th. The Parachute library hosted their Western Colorado Book Club on Tuesday March 12th and their Food for Thought cookbook club on Thursday March 14th. The Rifle library hosted their Friends of the Library Book Club on Thursday March 20th. The Carbondale library hosted their Third Thursday Book Club on March 21st. The Parachute library hosted their Teen Book Club on Monday March 25th. The Silt library hosted their Spicy Book Club on Wednesday March 27th.

Partnered Adult Events:

The Rifle library continues with their partnership with Discovery Cafe in the upstairs classroom, and they host a special Tai Chi group, with Discovery Cafe each Saturday. The Glenwood

Springs library continued to host their memoir writing group, Your Story Your Life on Friday March 1st and 15th. The Carbondale library continued to host their education workshops with Valley Settlement each Wednesday.

Adults Arts and Crafts:

The Carbondale library hosted their In Stitches knitting club each Monday in March and their monthly Nature Journaling program on Friday March 1st. The Rifle library hosted their adult guitar classes weekly on Mondays. The Parachute library hosted an Adult Ukulele class weekly on Wednesdays and their Crafternoons series on Saturday March 9th. The Rifle library hosted their monthly Crafter's Circle on Saturday March 16th. The New Castle library hosted their Evening of Poetics program on Monday March 25th.

Adult Education Events:

The Rifle library hosted their Spanish Immersion class each Monday and Wednesday. The Rifle library hosted their ESL series with CMC each Tuesday and Wednesday in March. They also hosted their Spanish/English Conversation Circle each Wednesday in March. The Parachute library began to host their monthly Computer Basics for seniors on Tuesday March 19th. The Silt library hosted their American Sign Language program on Thursday March 28th.

Social Events:

The Carbondale library hosted their monthly Lost Art of Random Conversations on Sunday March 3rd. The Rifle library hosted their Geri-Fit senior mobility program on Thursdays, and their bilingual Zumba fitness program weekly on Tuesdays. The Silt library continued to host their weekly senior Tai Chi program on Wednesdays. The Glenwood Springs library began to host their monthly social program, Wonderful Wednesday for seniors on March 13th. The Carbondale library began a short monthly series on correspondence, Love of the Letter, in which participants write letters to their loved ones on Friday March 15th. The Silt library hosted their Mystery Investigation club on Tuesday March 19th. The Glenwood Springs library hosted their Chess Club on Thursday March 21st and their Pride Social program on Friday March 22nd. The Glenwood Springs library hosted their Chess Club on Thursday March 15th and their Pride Social program on Friday March 23rd.

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 collaboration with Colorado River Team, Raising a Reader, Focused Kids, FFN, and Great Expectations at the Rifle Library on Saturday April 27th. Alpine Bank will sponsor the event.

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.

The New Castle library is working on putting together a Seed Library sometime in April.

The libraries are also preparing to host a presentation on Ranchers and Conservation, the first topic will be the reintroduction of the Grey Wolves to our area.

Facilities April Report

Jon Medrano, Facilities Manager

The Facilities Department worked on a variety of building repairs and projects this past month of March. Some major building projects and updates are as follows.

Library Reconfiguration for Parachute & New Castle Branches - UPDATE

At this time GCPLD has secured a construction team for the large remodel of the Parachute and Library location.

Library Space Planning Consultant: Beth Planning Solutions

General Contractor: FCI Constructors Inc.

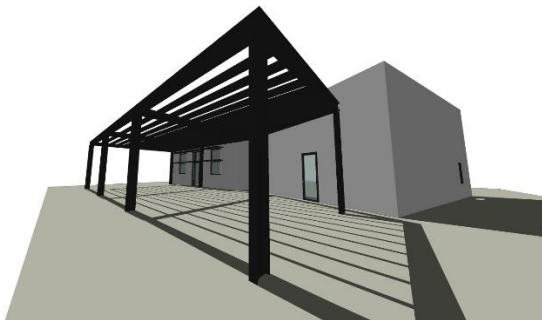
Architect Firm: Blythe Group + CO

Library Representatives: Executive Director, Branch Libraries Director, Parachute and New Castle Branch Managers, Facilities Manager.

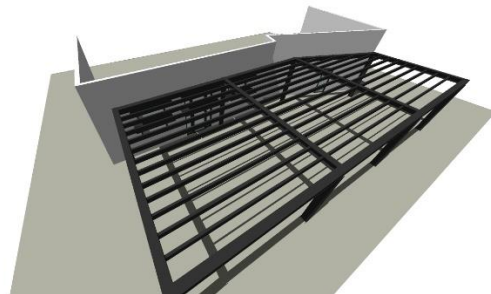
At the time of the creation of this report, communication has been sent to both the general contractor and the architect firm for dates for starting the project. Details on a project starting time will be sent once received.

Silt Branch Library Awning - UPDATE

The contracted architect on this specific project is currently revising the latest set of drawings. A local engineer was brought into the project to analyze and ensure stability. Once drawings are complete the project will go out to a formal bidding process. The following photos are what the design is tentatively looking like as of now. Updated plans will include covering the slats and round-shaped columns.



Front Right View



Top Left View

Glenwood Branch Library Collection Reconfiguration

The Glenwood Springs Branch Manager and staff have begun a plan to rearrange some of the main material collections. Areas such as the Spanish, Large Print, DVDs, Magazines, and Bookstore Materials will be reconfigured to serve the patrons more functionally, and for optimal circulation. The teen and children's area will be focused on with moving of book stacks and adding updated soft seating furniture.

Window Reglazing at New Castle Library

During a strong recent rainstorm, it was discovered that water was entering through some of the windows on the top of the roof of the New Castle Branch Library. At first, it was assumed that water was coming from the roof, but after a local roofing company's inspection, it was confirmed that the glazing from the windows was compromised. A local glass company is currently in the process of overseeing this repair project.

HVAC Preventative Maintenance

The contracted HVAC Company has begun its routine preventive maintenance on all district HVAC equipment. Common items such as belts, filters, and condensers are routinely replaced. As of now, HVAC equipment is running normally and no large issues are present.