

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, December 5, 2024, 2:00 PM

Zoom Access:
Register in advance for this meeting:

https://us02web.zoom.us/webinar/register/WN_woVmPJBHTNype-ncuOQRsw

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

Place: New Castle Branch Library
402 W. Main St., New Castle, CO 81647

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

I. CALL TO ORDER

- A. Roll Call
- B. Public Participation: 3 minutes per person
- C. Approval of the agenda

II. CONSENT AGENDA FOR APPROVAL

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

III. ACTION ITEMS

- A. Resolution 24-1 to Adopt the 2025 Budget, Kevin Hettler (pp. 9)
- B. Resolution 24-2 to Appropriate Sums of Money for the 2025 budget year, Kevin Hettler (pp. 10)
- C. Resolution 24-3 to Set Mill Levies for the year 2025, Kevin Hettler (pp. 11)
- D. 2025 Holiday closures, Kim Owens (pp. 12)
- E. 2025 Board Meeting Dates, Jamie LaRue (pp. 13-14)
- F. Director contract approval (pp. 15)
- G. Holiday Gift Cards for staff
- H. Budget for Parachute and New Castle refreshes
- I. Recommend retaining Seter, Vander Wall & Mielke P.C. for legal services, Jamie LaRue

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 16-26)
- B. Finance Report, Kevin Hettler (pp. 27-31)
- C. New Castle Branch Library report – Ana Gaytan
- D. Trustee reports and comments, All Trustees

Next Board Meetings:

Regular Meeting: January 2, 2024, 2pm, Location: Rifle Branch Library, 207 East Avenue, Rifle, CO 81650

Adjourn meeting.

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

Prepared by: Jamie LaRue, Executive Director

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Silt Branch Library
November 7, 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 Members Present:

Michelle Foster – via phone.
Susan Use
John Mallonee
Adrian Rippy-Sheehy
Myrna Fletchall

Board Members absent (excused):

Jocelyn Durrance

Board Members absent (unexcused):

Crystal Mariscal

Public Present:

Larry Metzger
Salomi Gonzales
John Lepkowski
Britton Fletchall
Sarah Kemme
Bill Anshutz
Abdon Rivera
Tela Forehand
Fran Thrower
Tony O'Rourke
Trish O'Grady
Deb Grizzle

Zoom Public:

Carole O'Brien
Amy Hadden Marsh
Brittany Cocina
Hanna Arauza
Julianna O'Clair
Katrina McAlpine
Kim Seter
Mae Gray
Willow Brotzman

Zoom Staff:

Darla Baumli
Fernanda Flesner
Jen Callison
Kim Benson
Marcy Garcia
Melissa Wiley
Toni Carsten
Amy Tonozzi

Staff Members Present:

Laura West
Sara Friend
Emily Hisel
Rob Zimmermann
Ivett Segura
James Larson
Jon Medrano
Paul Stanley
Amaranda Fregoso
Ana Gaytan
Jenn Cook
Jamie LaRue
Nancy Barnes
Melissa Terry
Kevin Hettler
Jackie Skala
Shylo Harlan
Natasha Wolburg
Brenda Ramirez
Kim Owens

- A. Call to order by Adrian Rippy-Sheehy at 2:02 pm.
- B. Public Participation: 3 minutes per person
 - i. Fran Thrower, Rifle – recited the Pledge of Allegiance.
 - ii. Tony O’Rourke, GWS – Liberals using LGBTQ as a platform to send a message. Talked about a gay pride event in another state of a man twerking in underwear. Talked about the “Goodnight, Pump On” book. Says “explicit content” from the author and says it needs to be behind the desk. Says trying to steal children’s innocence.
 - iii. Trish O’Grady, Rifle – Has a letter of interest she is submitting to the Citizen’s Oversight Committee. Said the policy for applying to the committee is vague. Would like more information about the process of submitting applications to the Citizen’s Oversight Committee and how appointments work.
 - iv. John Lepkowski, Silt – Wants books to be reassigned age-appropriate. Said this is not banning. Wants age restricted books put to where kids can’t get hold of them. Brought up book banning event library held and said this is a sidestep, because not asking for books to be banned. Allowing children to be groomed by having these books be accessible.
 - v. Britton Fletchall, Rifle – Appreciates what the Board does. Thankful that every time he walks into the library there is staff. Went to the book ban event, and said that the books there had nothing to do with the books and graphic novels that have been brought up. Talked about the Board saying the Pledge is political, yet the book ban event was political. Felt was a Democratic rally where people signed petitions and walked to the community commissioners' building to protest. Also, had a political candidate as the speaker at the event.
 - vi. Sarah Kemme, Carbondale – Thanked the Board. Has been a long-time library member. Enjoys all the programs, particularly the knitting program. Appreciates the wide range of people served.
 - vii. Bill Anshutz, Carbondale – Appreciate the Board’s service to the community. The real strength of the library is the diverse range and ways to access information. Likes that people can suggest books, videos, talks, etc. Applauded the openness. Do not focus on national agendas and focus time and energy on making the library an even stronger resource for our community.
 - viii. Abdon Riviera, Rifle – Fully support the Pledge of Allegiance. Has been doing it since a kid in school. Thinks it is important to do it. Thinks there should be age-restricted library cards to keep kids from seeing inappropriate books.
 - ix. Carole O’Brien, New Castle – No one is trying to put books in anyone’s hands. The librarians choose appropriate books. Censorship shows the lack of society's confidence in itself. Book banning and restricting is the same thing. Read a passage from Supreme Court Justice William Brennan. It’s no one’s business to determine what other children can read.
 - x. Katrina McAlpine, New Castle – Thankful for the services the Branch offers. Says the first people to speak want the first books banned, but said we have someone running our country who openly rapes women.
- C. Approval of the amended agenda.
 - i. **Susan Use moved to approve the agenda and Michelle Foster seconded. Motion passed.**

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting September 12, 2024 (pp. 1-4)
- B. Claims for Board Approval: General Fund August 16 through September 15, 2024 (pp.5-6); Alpine Bank Credit Card Statement August (p. 7-8)
 - i. **John Mallonee moved to approve the consent agenda and Myrna Fletchall seconded. Motion passed.**

III. ACTION ITEMS

- A. Recommend Library Board Trustee reappointments of Jocelyn Durrance and Susan Use
 - i. Adrian Rippy-Sheehy read the letters of intent from Jocelyn Durrance and Susan Use. The letters have also been sent to the Board of County Commissioners.

- ii. Read a portion of the bylaws. Only new members must be sent to the County Commissioners. Also talked about how County Commissioners can only remove existing members for due cause. She listed the reasons that would be considered due cause.
 - iii. **Adrian Rippy-Sheehy moved to reappoint Jocelyn Durrance until 2029, Susan Use seconded. Motion passed.**
 - iv. **Adrian Rippy-Sheehy moved to reappoint Susan Use until 2027, John Mallonee seconded. Motion passed.**
- B. Appoint member(s) – 6A Citizen Oversight Committee, Kevin Hettler
- i. **Adrian Rippy-Sheehy moved to table until the January 2025 Board meeting. Wants to spend more time on vetting out the process. John Mallonee seconded. Motion passed.**
- C. Recommend retaining McMahan & Associates, LLC for the 2024 financial statement audit, Kevin Hettler
- i. McMahan has been the auditor for the last 3 seasons.
 - ii. Has never had issues from the state auditors Board with audits submitted.
 - iii. Would like to review policy and extend terms from 3-year terms to 5-year terms.
 - iv. **John Mallonee moved to retain McMahan & Associates, LLC for a period of 1 year and then consider going out to bid for the following year, Adrian Rippy-Sheehy seconded. Motion passed.**
- D. Recommend retaining Seter, Vander Wall & Mielke P.C. for legal services, Jamie LaRue
- i. Would like this tabled for a month. Recommend that if anyone has concerns about our legal representation to forward those to Adrian Rippy-Sheehy.
 - ii. **John Mallonee moved to table item until the next Board meeting in December, Myrna Fletchall seconded. Motion passed.**

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 10-12)
- i. Brought up the Board of Trustee checklist and said we have checked a lot of those off.
 - ii. Adrian Rippy-Sheehy wants it listed that we are providing Spanish interpretation services at our Board meetings.
 - iii. Discussed progress on long-range plans.
 - iv. Myrna Fletchall asked to clarify that our market study is every 3 years.
- B. Budget Committee update and public hearing, John Mallonee, Kevin Hettler
- i. There were no public comments received.
 - ii. Myrna Fletchall wants a commitment from employees to stay employed if we are paying for their tuition and grades at the end of the class to show passed.
 - iii. Myrna Fletchall and Susan Use want to send out a survey to the employees about the commuting stipend.
 - iv. Susan Use wants something in place so we don't fall behind with employees' market rates.
- C. 6A Citizen Oversight Committee 2024 report, Kevin Hettler (pp. 17)
- i. Presented annual report to the Board on money spent for 6A.
 - ii. Community outreach, keeping up with employee pay and benefits, updated technology, computers, and book sorters, keeping buildings maintained and repaired.
 - iii. Myrna Fletchall wants better advertising for openings on the Citizen Oversight Committee.
- D. Finance Report, Kevin Hettler (pp. 18-27)
- i. The new 2024 house bill requires certain questions to be answered for certification of the mill levy.
 - ii. Forbes magazine just released a study on the cities in the US that have seen the highest home value appreciation rate in the last 20 years. Carbondale ranked #1, Rifle ranked #13, and Glenwood Springs ranked #19. Garfield County is still #1 on the NBC Housing Index for hardest county in the country to attain a home.
 - iii. Sales tax revenue has leveled off and is starting to decline. Still tracking above budget for 2024. It will also not impact our 2025 budget.
- E. Silt Branch Library report – Brenda Ramirez
- i. 12th-year Silt being in the new building, Installed a new gate on the back patio.
 - ii. Spoke to a patron about the book banning. Gave thanks that we have stayed strong and partnering in the schools.

- iii. Fully staffed, participated in Silt parade, literacy festival, doing more outreach, part of book fair at Cactus Valley, costume exchange.
- F. Trustee reports and comments, All Trustees
 - i. Myrna Fletchall – Returned books in new book return in Rifle. Very excited and the new book drop is pretty cool. Went to the literacy event in Glenwood and was excited to be part of that. Was surprised that the event did end up turning out a little political. The library should be non-partisan. Need to work and partner with County Commissioners instead of fighting. Want to build bridges and not tear down.
 - ii. John Mallonee – The Day of the Dead in Carbondale was amazing. Glad the library provided a place for people to go. Addressed Trish O’Grady and said we do listen. We have provided Zoom access to Board meetings and will visit on how to provide more information on applying for the Citizen Oversight Committee. Addressed Britton Fletchall and agreed we need to do a better job of keeping politics separate. We do appreciate staff and want to give year-end gift cards to staff.

The meeting was adjourned at **4:20 p.m.**

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

Next Board Meetings:

Regular Meeting: December 5, 2024, 2pm, Location: New Castle Branch Library 402 W. Main St, New Castle, CO

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

Claims for Board Approval

October 16 through November 15, 2024

11/14/24

Accrual Basis

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
10/18/2024	Eft	Tiger, Inc.	gas delivery	(417.04)
10/20/2024	Eft	Amazon .com	Sept supply/events purchases	(5,271.18)
10/20/2024	Eft	CenturyLink	Elevator / alarm telephone service	(427.32)
10/20/2024	Eft	City of Glenwood Sp...	GW electricity	(1,026.89)
10/20/2024	Eft	City of Rifle	Water / sewer	(172.97)
10/20/2024	Eft	Town of New Castle	Water / sewer	(228.31)
10/20/2024	Eft	Town of Silt	Water / sewer	(229.19)
10/20/2024	Eft	WEX Bank	Sept vehicle fuel	(461.31)
10/20/2024	Eft	Windcave	Merchant fees	(30.00)
10/20/2024	Eft	Xcel Energy	NC PA RI SI CA electricity	(6,360.20)
10/23/2024	Eft	CRA	Retirement plan contributions	(9,226.24)
10/23/2024	Eft	CRA	Retirement plan contributions	(5,540.58)
10/30/2024	Eft	Masters Telecom LLC	Fax service	(178.59)
10/30/2024	Eft	Town of Carbondale	Water / sewer	(109.80)
10/30/2024	Eft	Waste Management	RI CA NC trash / recycling	(448.52)
10/31/2024	26984	A Clean Break, LLC	RI SI NC October cleaning	(6,700.00)
10/31/2024	26985	AFLAC	October supplemental insurance	(107.70)
10/31/2024	26986	Ajax Roofing Compa...	CA fall gutter cleaning	(1,842.50)
10/31/2024	26987	American Janitor LLC	PA cleaning	(1,096.00)
10/31/2024	26988	Anvil Points Upholst...	CA carpets and furniture	(2,594.00)
10/31/2024	26989	Aspen Maintenance ...	Janitorial supplies	(742.00)
10/31/2024	26990	Baker & Taylor	Library materials	(116.19)
10/31/2024	26991	Batchelder, Karin	Mileage reimb	(34.84)
10/31/2024	26992	Benson, Kim	Mileage reimb	(99.83)
10/31/2024	26993	Brown, Teagan	Raising a Reader performance	(600.00)
10/31/2024	26994	Callison, Jennifer	MUG mileage reimb	(106.32)
10/31/2024	26995	Cardiff Cleaning Ser...	CA GW cleaning	(4,557.00)
10/31/2024	26996	Cengage Learning I...	Library materials	(263.94)
10/31/2024	26997	Citadel Security Gro...	GW RI security service	(5,636.90)
10/31/2024	26998	Colorado Library Co...	Courier service annual renewal	(41,839.47)
10/31/2024	26999	Colorado Special Di...	WC deductible claim	(605.54)
10/31/2024	27000	Cook, Jennifer	Education assistance	(8,655.00)
10/31/2024	27001	Demco	Processing supplies	(173.12)
10/31/2024	27002	Harlan, Shylo	MUG mileage reimb	(89.39)
10/31/2024	27003	Ingraham, Ildiko	Sound immersion event	(300.00)
10/31/2024	27004	JanWay Company U...	Branded halloween promos	(3,400.00)
10/31/2024	27005	Lively Electric, Inc.	RI repairs	(556.46)
10/31/2024	27006	Ingram Library Servi...	Library materials	(33,930.04)
10/31/2024	27007	Jerkunica, Alexandra	CA Pilates mat class	(300.00)
10/31/2024	27008	Larson, James	Mileage reimb	(134.00)
10/31/2024	27009	MA Quality Builders ...	AMH building modifications CA GW RI	(28,596.00)
10/31/2024	27010	Mathias, Deborah	Mileage reimb	(104.43)
10/31/2024	27011	Mezcla Socials Dance	Hispanic Heritage festival performance	(4,500.00)
10/31/2024	27012	Midwest Tape	Library materials and hoopla	(4,888.70)
10/31/2024	27013	Mountain Temp Ser...	Maint tech contract labor	(2,187.51)
10/31/2024	27014	OverDrive	Library eMaterials	(6,819.90)
10/31/2024	27015	Peterson, Jess	Education assistance	(86.80)
10/31/2024	27016	Reliance Standard	November disability insurance	(943.04)
10/31/2024	27017	Roaring Fork Valley ...	Raising a Reader events	(7,650.00)
10/31/2024	27018	Schindler Elevator C...	Annual maintenance contract renewal	(7,766.88)
10/31/2024	27019	Skala, Jackie	Mileage reimb	(53.60)
10/31/2024	27020	Smith, Natalie	Education assistance & mileage reimb	(275.96)
10/31/2024	27021	Sopris Sun	Print ads	(510.00)
10/31/2024	27022	Trane US Inc.	4th quarter hvac maintenance	(3,186.50)
10/31/2024	27023	Unique Managemen...	July collections service	(149.25)
10/31/2024	27024	Universal Mechanic...	RI GW hvac repairs	(680.00)
10/31/2024	27025	West, Laura	MUG mileage & per diem reimb	(169.71)
10/31/2024	27026	Wiley, Melissa	MUG mileage & per diem reimb	(116.41)
10/31/2024	27027	Willis Towers/CEBT	November health insurance	(44,306.77)
10/31/2024	27028	Wolburg, Natasha	Mileage reimb	(26.80)
10/31/2024	27029	Wray, Kristi	Mileage & branch exp reimb	(343.04)
10/31/2024	27030	O'Connor, Roderick	CA self protection class	(300.00)
10/31/2024	Eft	Garfield County Publ...	Book sales / donations	(948.61)
10/31/2024	Eft	Black Hills Energy	GW and CA gas	(538.37)
10/31/2024	Eft	Masters Telecom LLC	Fax service	(178.72)
11/01/2024	Eft	Alpine Bank- CC	Nov merchant fees	(163.74)
11/04/2024	Eft	Alpine Bank	Oct c.c. pmt	(28,746.89)

Garfield County Public Library District
Claims for Board Approval
October 16 through November 15, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/06/2024	Eft	CRA	Retirement plan contributions	(7,226.28)
11/06/2024	Eft	CRA	Retirement plan contributions	(5,476.18)
11/07/2024	Eft	Verizon Wireless	Cell phones, hotspots, filtering service,...	(7,436.84)
11/14/2024	Eft	Tiger, Inc.	gas delivery	(461.87)
11/15/2024	27031	625-Water(9283)	SI RI staff water	(162.74)
11/15/2024	27032	AFLAC	October supplemental insurance	(107.70)
11/15/2024	27033	All Around Property ...	PA CA Oct landscape maintenance	(1,794.28)
11/15/2024	27034	AlwaysMountainTim...	Radio ads	(1,000.00)
11/15/2024	27035	Anvil Points Upholst...	SI carpets and furniture	(2,594.00)
11/15/2024	27036	Aspen Maintenance ...	Janitorial supplies	(611.65)
11/15/2024	27037	Barnum, Jessica	Poetry and writing events	(2,559.00)
11/15/2024	27038	Blackbishop LLC	Refreshments for human library	(932.00)
11/15/2024	27039	Blythe Group + co	NC PA construction documents and ad...	(8,415.00)
11/15/2024	27040	Callison, Jennifer	Education assistance	(2,472.86)
11/15/2024	27041	Cedar Networks	November broadband	(1,194.00)
11/15/2024	27042	Citadel Security Gro...	GW RI security service	(5,999.38)
11/15/2024	27043	Colorado Mountain ...	Print ads	(2,525.00)
11/15/2024	27044	Cooper Commons C...	4/4 2024 assessment	(14,573.44)
11/15/2024	27045	Cura HR, LLC	Training and development, goal planning	(6,600.00)
11/15/2024	27046	Demco	Processing supplies	(676.98)
11/15/2024	27047	Elite Plumbing & Dr...	NC fix outside spigot leak	(205.00)
11/15/2024	27048	EverGreen ZeroWaste	CA compost service	(70.00)
11/15/2024	27049	Garfield County Tre...	Landfill fees	(14.00)
11/15/2024	27050	Ingram Library Servi...	Library materials	(25,091.31)
11/15/2024	27051	Koko Gifts and Flow...	Hispanic heritage decor	(400.00)
11/15/2024	27052	Lively Electric, Inc.	NC exterior lighting installation	(1,250.00)
11/15/2024	27053	Louisiana State Univ...	Education assistance	(1,665.00)
11/15/2024	27054	Midwest Tape	Library materials and hoopla	(11,642.91)
11/15/2024	27055	Mountain Pest Contr...	Oct spraying	(322.00)
11/15/2024	27056	Mountain Temp Ser...	Maint tech contract labor	(2,079.68)
11/15/2024	27057	Niche Academy	Annual subscription for staff training	(3,300.00)
11/15/2024	27058	OverDrive	Library eMaterials	(6,238.42)
11/15/2024	27059	Penworthy Company	Library materials	(56.99)
11/15/2024	27060	Plaza-Munet, Mari	Day of the dead workshop	(993.00)
11/15/2024	27061	Seter, Vander Wall ...	Legal services	(4,548.06)
11/15/2024	27062	Shaw, Candice	Science programs	(600.00)
11/15/2024	27063	Sopris Sun	Print ads	(820.00)
11/15/2024	27064	Sowards, Adam Troy	Game programs	(1,750.00)
11/15/2024	27065	Swank Movie Licens...	Movie license renewal	(1,716.00)
11/15/2024	27066	Town of Parachute	water / sewer / trash	(218.22)
11/15/2024	27067	Transparent Informa...	Background checks	(180.60)
11/15/2024	27068	Uline	RI chairs	(1,294.72)
11/15/2024	27069	Unique Managemen...	October collections service	(119.40)
11/15/2024	27070	Value Line Publishin...	2025 subscription renewal	(4,730.00)
11/15/2024	27071	Wells, Cassie	Day of the dead face painter	(300.00)
11/15/2024	27072	Louisiana State Univ...	Education assistance	(1,665.00)
Total 10010 · Alpine Bank- Gen(..7072)				(432,935.52)
TOTAL				(432,935.52)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 10/31/2024

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						33,683.86
Cleared Transactions						
Charges and Cash Advances - 100 items						
Credit Card Charge	10/01/2024	RI2GrphSolu	Large format printer ink...	X	(1,444.40)	(1,444.40)
Credit Card Charge	10/01/2024	SSJailisco	Hispanic heritage staff ...	X	(256.00)	(1,700.40)
Credit Card Charge	10/01/2024	SSWalmart	Hispanic heritage festiv...	X	(237.98)	(1,938.38)
Credit Card Charge	10/01/2024	SSHampInn	CALLI lodging	X	(111.86)	(2,050.24)
Credit Card Charge	10/01/2024	RIMKA	Mexican consul refresh...	X	(55.00)	(2,105.24)
Credit Card Charge	10/01/2024	SI\$General	Staff morale	X	(11.15)	(2,116.39)
Credit Card Charge	10/02/2024	SSHumLibry	License to host human ...	X	(249.00)	(2,365.39)
Credit Card Charge	10/02/2024	SSZogics	Sanitizing wipes	X	(154.95)	(2,520.34)
Credit Card Charge	10/02/2024	CACityMkt	Community pantry initia...	X	(101.49)	(2,621.83)
Credit Card Charge	10/02/2024	FTWalmart	SI frame project	X	(11.60)	(2,633.43)
Credit Card Charge	10/03/2024	SSHomeBase	Timekeeping software	X	(1,440.00)	(4,073.43)
Credit Card Charge	10/03/2024	SSAmButton	Staff morale	X	(117.06)	(4,190.49)
Credit Card Charge	10/03/2024	SSCityMkt	Board meeting refresh...	X	(102.84)	(4,293.33)
Credit Card Charge	10/03/2024	SSJailisco	Staff morale	X	(87.34)	(4,380.67)
Credit Card Charge	10/03/2024	SSCityMkt	Staff day refreshments	X	(64.86)	(4,445.53)
Credit Card Charge	10/03/2024	SIDDDWMFmly\$	Staff morale and fall de...	X	(47.07)	(4,492.60)
Credit Card Charge	10/03/2024	SS3USPS	Monthly ill postage	X	(41.59)	(4,534.19)
Credit Card Charge	10/03/2024	NCCityMkt	Staff morale	X	(29.05)	(4,563.24)
Credit Card Charge	10/03/2024	FTLowe's	GW window tint	X	(18.76)	(4,582.00)
Credit Card Charge	10/04/2024	GWFoxGames	Magic the gathering ga...	X	(309.97)	(4,891.97)
Credit Card Charge	10/04/2024	CALingoda	Spanish classes for staff	X	(207.00)	(5,098.97)
Credit Card Charge	10/04/2024	RIStarbucks	Staff morale	X	(93.69)	(5,192.66)
Credit Card Charge	10/04/2024	SIWalmart	Staff day refreshments	X	(79.32)	(5,271.98)
Credit Card Charge	10/04/2024	GWWalmart	Monthly office supplies	X	(33.28)	(5,305.26)
Credit Card Charge	10/05/2024	SIWalmart	Halloween pumpkins	X	(14.94)	(5,320.20)
Credit Card Charge	10/07/2024	MMLowe's	PA replacement refrige...	X	(1,117.98)	(6,438.18)
Credit Card Charge	10/07/2024	SSEngnrsUp	Poster tubes	X	(89.89)	(6,528.07)
Credit Card Charge	10/07/2024	SSPEIm	Disc repair equipment	X	(82.45)	(6,610.52)
Credit Card Charge	10/07/2024	GWUSPS	Postage stamps	X	(73.00)	(6,683.52)
Credit Card Charge	10/07/2024	FTAce	Hose for pressure wash...	X	(59.99)	(6,743.51)
Credit Card Charge	10/07/2024	CACityMkt	Staff day refreshments	X	(53.88)	(6,797.39)
Credit Card Charge	10/07/2024	RIWalmart	Staff day gift basket co...	X	(39.70)	(6,837.09)
Credit Card Charge	10/07/2024	GWCityMkt	Refreshments for adult ...	X	(21.45)	(6,858.54)
Credit Card Charge	10/07/2024	CACricut	Cricut subscription	X	(10.61)	(6,869.15)
Credit Card Charge	10/08/2024	SSWMQdoba	Staff day refreshments	X	(2,436.58)	(9,305.73)
Credit Card Charge	10/08/2024	GWSunshine	Refreshments for staff ...	X	(313.25)	(9,618.98)
Credit Card Charge	10/09/2024	RI2Calli	CALLI per diem	X	(76.85)	(9,695.83)
Credit Card Charge	10/09/2024	NCUSPS	Postage stamps	X	(73.00)	(9,768.83)
Credit Card Charge	10/09/2024	SSReforma	Reforma membership a...	X	(65.00)	(9,833.83)
Credit Card Charge	10/09/2024	SSReforma	Reforma membership a...	X	(65.00)	(9,898.83)
Credit Card Charge	10/09/2024	SIDknDonuts	Staff morale	X	(18.62)	(9,917.45)
Credit Card Charge	10/10/2024	SSUSPS	Monthly ill postage	X	(113.76)	(10,031.21)
Credit Card Charge	10/10/2024	PA\$Tree	Sickers for outreach	X	(21.25)	(10,052.46)
Credit Card Charge	10/11/2024	SSHampInn	CALLI lodging	X	(223.72)	(10,276.18)
Credit Card Charge	10/11/2024	NCWCM	Halloween handouts an...	X	(84.69)	(10,360.87)
Credit Card Charge	10/11/2024	RI2Adobe	Adobe stock and creati...	X	(59.98)	(10,420.85)
Credit Card Charge	10/11/2024	SSAdobe	Adobe creative cloud	X	(34.99)	(10,455.84)
Credit Card Charge	10/12/2024	PACityMkt	Viking festival refreshm...	X	(123.15)	(10,578.99)
Credit Card Charge	10/12/2024	PADominos	Viking fest refreshments	X	(86.78)	(10,665.77)
Credit Card Charge	10/12/2024	PAClark's	Viking festival refreshm...	X	(43.03)	(10,708.80)
Credit Card Charge	10/14/2024	FTLowe's	SI privacy blinds	X	(77.98)	(10,786.78)
Credit Card Charge	10/15/2024	SSZogics	Sanitizing wipes	X	(129.88)	(10,916.66)
Credit Card Charge	10/15/2024	NCDrifters	SRC staff gift card	X	(25.00)	(10,941.66)
Credit Card Charge	10/15/2024	CACityMkt	Day of the dead refresh...	X	(5.69)	(10,947.35)
Credit Card Charge	10/16/2024	SSGoofballs	United against book ba...	X	(95.31)	(11,042.66)
Credit Card Charge	10/16/2024	CACityMkt	SPARK refreshements	X	(90.74)	(11,133.40)
Credit Card Charge	10/16/2024	NCWalmart	Staff morale	X	(37.98)	(11,171.38)
Credit Card Charge	10/16/2024	FTVlyLumber	Nuts and bolts for book...	X	(7.38)	(11,178.76)
Credit Card Charge	10/17/2024	SSCMWM	Halloween pumpkins a...	X	(553.24)	(11,732.00)
Credit Card Charge	10/17/2024	RI2SHRM	Human Resources me...	X	(423.00)	(12,155.00)
Credit Card Charge	10/17/2024	SIWalmart	Pumpkin painting suppl...	X	(49.52)	(12,204.52)
Credit Card Charge	10/17/2024	FTVlyLumber	Supplies for book retur...	X	(27.54)	(12,232.06)
Credit Card Charge	10/18/2024	SS3LaQuinta	Presenter lodging	X	(859.94)	(13,092.00)
Credit Card Charge	10/18/2024	SITarget	Halloween candy for pa...	X	(85.43)	(13,177.43)
Credit Card Charge	10/18/2024	SIUSPS	Postage stamps	X	(73.00)	(13,250.43)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 10/31/2024

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	10/18/2024	GWGSCChamber	SRC staff gift card	X	(25.50)	(13,275.93)
Credit Card Charge	10/18/2024	PAEITapatio	SRC staff gift card	X	(25.00)	(13,300.93)
Credit Card Charge	10/19/2024	PAWM\$Tree	Day of the dead supplies	X	(356.21)	(13,657.14)
Credit Card Charge	10/21/2024	RIWalmart	Scavenger hunt prizes ...	X	(171.08)	(13,828.22)
Credit Card Charge	10/21/2024	RIALA	Microaggressions webi...	X	(71.10)	(13,899.32)
Credit Card Charge	10/21/2024	GWDominos	Teen bookclub refresh...	X	(34.48)	(13,933.80)
Credit Card Charge	10/22/2024	SSIntIEZUp	Outreach canopies and...	X	(6,869.30)	(20,803.10)
Credit Card Charge	10/22/2024	SSKodoKids	Toys for kids' programs	X	(452.10)	(21,255.20)
Credit Card Charge	10/22/2024	SSWalmart	Poster tubes	X	(57.98)	(21,313.18)
Credit Card Charge	10/22/2024	SIMUG	MUG staff refreshments	X	(57.62)	(21,370.80)
Credit Card Charge	10/23/2024	GW2BrickHP	Director/ architect lunch...	X	(157.49)	(21,528.29)
Credit Card Charge	10/23/2024	PACityMkt	Staff morale	X	(111.10)	(21,639.39)
Credit Card Charge	10/23/2024	SSAdobe	Adobe acrobat pro	X	(16.99)	(21,656.38)
Credit Card Charge	10/23/2024	FTWalmart	Electronic cleaner	X	(10.87)	(21,667.25)
Credit Card Charge	10/23/2024	FTAce	Triflow lubricant	X	(9.58)	(21,676.83)
Credit Card Charge	10/24/2024	RILtiCaesar	Homeschool refreshme...	X	(71.91)	(21,748.74)
Credit Card Charge	10/24/2024	MMVlyLumber	Light switch	X	(13.99)	(21,762.73)
Credit Card Charge	10/25/2024	SSLaQuinta	Day of the dead presen...	X	(1,605.00)	(23,367.73)
Credit Card Charge	10/25/2024	GWTarget	Human Library and Na...	X	(117.42)	(23,485.15)
Credit Card Charge	10/25/2024	RIWhisPig	Staff morale	X	(26.96)	(23,512.11)
Credit Card Charge	10/27/2024	PADominos	Dungeons and dragons...	X	(47.71)	(23,559.82)
Credit Card Charge	10/27/2024	SIJoann	Posada prize baskets	X	(17.97)	(23,577.79)
Credit Card Charge	10/28/2024	CARvrVlyRan	CA staff party reservation	X	(767.00)	(24,344.79)
Credit Card Charge	10/28/2024	GWWalmart	NaNoWriMo prizes / ha...	X	(270.80)	(24,615.59)
Credit Card Charge	10/28/2024	RILtiCaesar	Madness Mondays refr...	X	(31.96)	(24,647.55)
Credit Card Charge	10/28/2024	RIWalmart	Slime making supplies	X	(21.36)	(24,668.91)
Credit Card Charge	10/29/2024	GWGoofballs	Day of the dead decora...	X	(186.14)	(24,855.05)
Credit Card Charge	10/29/2024	GWTonyBaker	Day of the dead refresh...	X	(54.21)	(24,909.26)
Credit Card Charge	10/30/2024	NC2Headspce	Headspace employee b...	X	(3,249.00)	(28,158.26)
Credit Card Charge	10/30/2024	SS3WMCM	Halloween pumpkins	X	(770.00)	(28,928.26)
Credit Card Charge	10/30/2024	RIWalmart	Coffee maker / clocks / ...	X	(284.31)	(29,212.57)
Credit Card Charge	10/30/2024	SSBrnMtnPiz	Refreshments for assist...	X	(151.15)	(29,363.72)
Credit Card Charge	10/30/2024	SSWMToniBak	Day of the dead refresh...	X	(142.13)	(29,505.85)
Credit Card Charge	10/30/2024	FTMtnHiPnt	Paint for book return sign	X	(31.34)	(29,537.19)
Credit Card Charge	10/30/2024	SIDknDonuts	Halloween escape roo...	X	(18.62)	(29,555.81)
Total Charges and Cash Advances					(29,555.81)	(29,555.81)
Payments and Credits - 4 items						
Credit Card Credit	10/01/2024	RIMKA	Mexican consul refresh...	X	132.26	132.26
Credit Card Credit	10/02/2024	PAALA	ALA membership refund	X	449.00	581.26
Check	10/08/2024	Eft	Sept c.c. pmt	X	33,683.86	34,265.12
Credit Card Credit	10/23/2024	SSSHRMTalen	SHRM lodging refund	X	227.66	34,492.78
Total Cleared Transactions					4,936.97	4,936.97
Cleared Balance					(4,936.97)	28,746.89
Register Balance as of 10/31/2024					(4,936.97)	28,746.89
New Transactions						
Payments and Credits - 1 item						
Check	11/04/2024	Eft	Oct c.c. pmt		28,746.89	28,746.89
Total New Transactions					28,746.89	28,746.89
Ending Balance					(33,683.86)	0.00

RESOLUTION: 24-1

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025. (PURSUANT TO §29-1-108, C.R.S.)

WHEREAS, the Board of Trustees of the Garfield County Public Library District has appointed Kevin Hettler, Chief Financial Officer, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, Kevin Hettler, Chief Financial Officer, has submitted a proposed budget to this governing body on October 3, 2024, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection on October 4, 2024, by the public at a designated place, a public hearing was held on November 7, 2024, and interested taxpayers were given the opportunity through November 7, 2024, to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees of the Garfield County Public Library District in Garfield County, Colorado:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Garfield County Public Library District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President of the Board of Trustees and made a part of the public records of the District.

ADOPTED, this 5th day of December, A.D., 2024

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

ATTEST: _____
Jocelyn Durrance, Vice President of the Board of Trustees

Resolution 24-2

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Garfield County Public Library District Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 5, 2024, and;

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Garfield County Public Library District.

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

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

GENERAL FUND:

Current Operating Expenditures:	\$10,440,223
Debt Service:	\$1,659,800
TOTAL GENERAL FUND:	\$12,100,023

ADOPTED, this 5th day of December, A.D., 2024

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

ATTEST: _____
Jocelyn Durrance, Vice President of the Board of Trustees

Resolution 24-3

A RESOLUTION PURSUANT TO 39-5-128, C.R.S. AND 39-1-111, C.R.S. LEVYING PROPERTY TAXES FOR THE YEAR 2025, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Garfield County Public Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 5, 2024 and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$7,510,184 and;

WHEREAS the 2024 total net assessed valuation for the Garfield County Public Library District as certified by the County Assessor is \$3,004,073,710.

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

Section 1. That for the purpose of meeting all general operating expenses of the Garfield County Public Library District during the 2025 budget year, there is hereby levied a tax of 2.501 mills (1.000 and 1.500 voter approved mills and 0.001 mills for refunds and abatements) upon each dollar of the total net assessed valuation of all taxable property within the Garfield County Public Library District for the year 2024.

Section 2. That the Executive Director is hereby authorized and directed to immediately certify to the County Commissioners of Garfield County, Colorado, the mill levies for the Garfield County Public Library District as hereinabove determined and set.

ADOPTED, this 5th day of December, A.D., 2024

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

ATTEST: _____
Jocelyn Durrance, Vice President of the Board of Trustees



2025 Holidays and Library Closures Schedule

HOLIDAYS (Closed and paid)

NEW YEAR'S DAY	Wednesday, January 1
MEMORIAL DAY	Monday, May 26
INDEPENDENCE DAY	Friday, July 4
LABOR DAY	Monday, September 1
THANKSGIVING DAY	Thursday, November 27
DAY AFTER THANKSGIVING	Friday, November 28
CHRISTMAS EVE	Wednesday, December 24
CHRISTMAS DAY	Thursday, December 25

CLOSED (Paid and working)

IN-BRANCH WORKDAY	Monday, February 17
ALL STAFF TRAINING DAY	Tuesday, October 7

All staff training day and in-branch workdays are mandatory for all GCPLD Staff except for Library Pages and Substitutes.

EARLY CLOSURE DATES (Closed, not paid)

DAY BEFORE THANKSGIVING	Wednesday, November 27, close at 5pm
NEW YEARS EVE	Wednesday, December 31, close at 5pm

EVENT FOR THE LIBRARY DISTRICT STAFF

DISTRICT PICNIC	Friday, August 8, starts at 6pm
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2025 BOARD MEETING DATES & LOCATIONS

All regular board meetings are scheduled for the first Thursday of the month at 2 p.m.

- January 2, 2025 - Rifle Branch Library
- February 6, 2025 - New Castle Branch Library
- March 6, 2025 - Silt Branch Library
- April 3, 2025 - Glenwood Springs Branch Library
- May 1, 2025 - Parachute Branch Library
- June 5, 2025 - Carbondale Branch Library
- July 3, 2025 - Glenwood Springs Branch Library
- August 7, 2025 - Parachute Branch Library
- September 4, 2025 - Carbondale Branch Library
- October 2, 2025 - Rifle Branch Library
- November 6, 2025 - Silt Branch Library
- December 4, 2025 - New Castle Branch Library



2025 BOARD MEETING DATES & LOCATIONS

All regular board meetings are scheduled for the first Thursday of the month at 2 p.m. except where indicated.

- January 9, 2025 - Rifle Branch Library (second Thursday)
- February 6, 2025 - New Castle Branch Library
- March 6, 2025 - Silt Branch Library
- April 3, 2025 - Glenwood Springs Branch Library
- May 1, 2025 - Parachute Branch Library
- June 5, 2025 - Carbondale Branch Library
- July 10, 2025 - Glenwood Springs Branch Library (second Thursday)
- August 7, 2025 - Parachute Branch Library
- September 4, 2025 - Carbondale Branch Library
- October 2, 2025 - Rifle Branch Library
- November 6, 2025 - Silt Branch Library
- December 4, 2025 - New Castle Branch Library

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

**THIRD AMENDMENT TO
EXECUTIVE DIRECTOR EMPLOYMENT CONTRACT**

This Third Amendment to Executive Director Employment Contract (“**Third Amendment**”) is retroactively effective January 1, 2025, by and between Garfield County Public Library District (“**District**”) through its Board of Trustees (“**Board**”), and James LaRue (“**Director**”).

RECITALS

The District and the Director signed the Executive Director Employment Contract on May 2, 2022 employing Director as the Executive Director of the Library District (the “**Contract**”).

The Board has authorized a merit increase to the Director’s salary, in addition to the same standard percent salary and cost of living increases applied to district employees.

Now, Therefore, the Parties amend the terms of the Contract effective January 1, 2025 as described hereafter.

THIRD AMENDMENT

I. The first sentence of Paragraph 4. Compensation is deleted from the Contract and replaced with the following:

4. ***Compensation.*** *Compensation shall be an annualized gross amount of \$ 180,115.68 effective January 1, 2025, from which taxes and customary sums will be withheld, payable bi-weekly.*

II. No other amendments are intended by the parties. To the extent this Amendment conflicts with any other provision of the Contract. This Amendment shall govern.

IN WITNESS WHEREOF, the parties approved this Amendment at the regular Board meeting December 5, 2024.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

President

ATTEST:

Secretary

James LaRue, Executive Director

Management Report – November 2024

Jamie LaRue, Executive Director

Standards

Below is the second Colorado Public Library Standard. The introduction to this standard is below:

Overview

Colorado public libraries receive an average of 93% of their funding from local tax revenues. Libraries earn the public trust by being accountable and transparent about the use of public funds. Libraries are proactive in these responsibilities and demonstrate transparency by reporting financial and performance information on a frequent, consistent, and reliable basis.

The library's governing authority seeks and secures funding from local taxes and other public and private sources. The library governing authority (library district board of trustees or city/county municipal, county, other government), in coordination with the director, monitors revenue and expenditures and allocates funds with integrity and to support library goals.

Library Districts

Library districts, as independent taxing authorities, follow additional fiscal policies and procedures consistent with state law that go beyond municipal, county, and other local library requirements. For this reason, this standard includes additional checklist items for library districts.

Fundraising

Many libraries have separate fundraising strategies, such as a "Friends" group and/or foundation with a 501(C)(3) status. These organizations manage donations, grants, endowments, fundraising events, and/or other funding. These efforts allow for additional library offerings and are supplemental to local tax and other public funding.

Note to GCPLD Board: my suggestion would be to just work through the attached checklist. Check the ones you know we do, put question marks next to the ones you're not sure about, and we'll discuss them at our board meeting. In general, we meet or exceed all items except a long-range financial plan (although our CFO gives regular updates on trends, and our reserves are healthy) and "fostering a library culture of philanthropy."

Long Range Plan

Attached is the first sample of our proposed Long Range Plan tracking. Our goal is to show the highlights of activities since our last report, rather than list everything. Let me know if this gives you a sense of our progress.

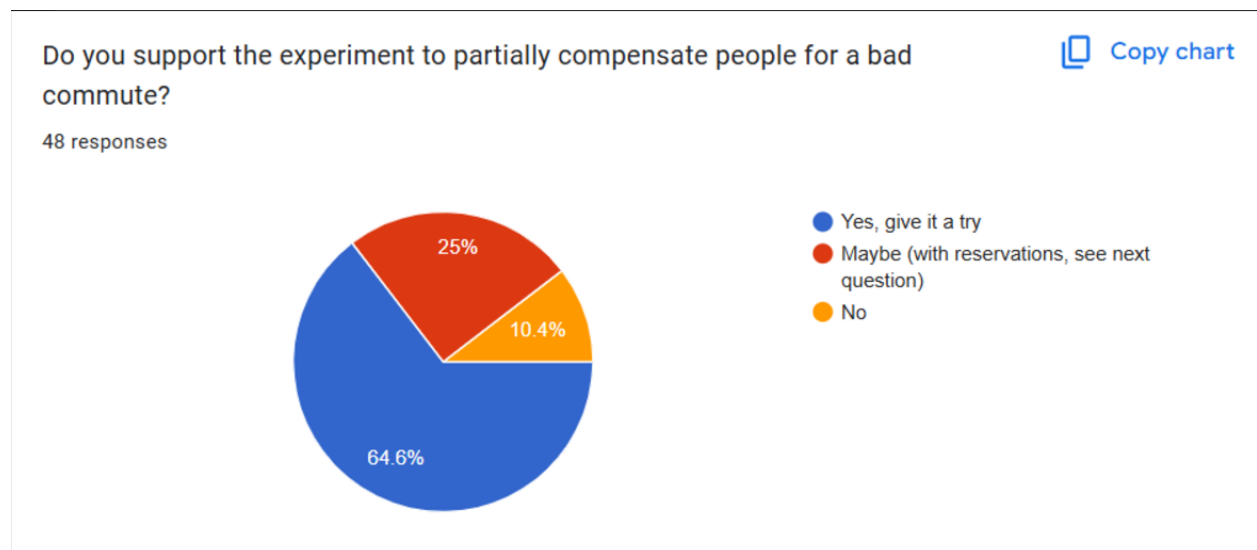
Educational Assistance summary

Attached please find Kim's update on 2024 educational assistance. Previously distributed by email, this details the final expenditures by category. As noted in my previous email, our process was to prioritize Masters of Library and Information Science (MLIS) tuition, then non MLIS tuition. If there was money left over from the three calls throughout the year (spring, summer, fall) we made partial payments on MLIS and non MLIS student loans (again prioritizing MLIS).

My recommendation: I believe paying for education, especially for the MLIS, is worthy and should be a basic library commitment, particularly given the difficulty of recruiting expertise in Garfield County. Student loan reimbursement is a retention tool, in my view, and we've helped some of our staff with crippling debt get a little relief. But that part was based on a surge of oil and gas money, and we've been frank with staff that it might not continue.

At our November meeting a couple of board members expressed some other reservations about our reimbursement policy, which we can revisit in 2025. But I'll ask some clarifying questions about that at our December or January meeting first.

Commuting stipend



A majority of our staff think it's worth a try. Here are three sample responses that pretty much stake out the options.

- It may not be enough to make a difference but it's worth a try. I've done that commute and it's pretty horrible. Especially in the winter. Maybe offer the stipend and a bus pass so there are choices, especially on a day of bad driving conditions? If that's possible within the budget.

- This stipend appears to be selective and benefits only a small group of employees at specific branches. This “pick and choose” methodology undermines the principle of fairness and inclusivity within the District, creating unnecessary division among staff.
- We could provide a housing stipend that's higher for people employed in Carbondale and phases out as it goes down valley.

My recommendation: if we could afford it, I'd double everyone's salary AND pay a housing subsidy. But the purpose of this stipend was to address a very specific recruitment problem. The commute to Carbondale (and to a lesser extent Glenwood Springs) is simply not the same as driving the same distance elsewhere in the county. Doing nothing solves nothing. The cost is minimal. We may learn that it does no good at all. But I'd like to try it. (Incidentally, we already offered to buy bus passes for any employees that wanted one. There were no takers.)

Shredded records

I've also attached a Certificate of Record Disposal form. This is our routine notification to the board of our compliance with our records retention policy. As you can see from the form, we're mostly storing files now, not paper, but even these need to be cleaned out when no longer required.

Another award in 2024

I'm thrilled to report that our Glenwood Springs Branch Library Youth Services Coordinator, Mx Red, has won the 2024 Colorado Libraries for Early Literacy Rising Star Award!

Service agreement with Colorado Homeschool Enrichment

CHE asked us to consider an agreement to allow homeschoolers to gain credit for attending library programs. They have always been welcome, but this paperwork, as I understand it, allows them to gain access to additional outside funding. Our attorneys reviewed the form, and we made a few alterations—I found the record-keeping requirements in earlier drafts to be a problem. But I'm pleased to see our local homeschoolers making use of us.

Attachments

- 12052024 Management Budget standard
- Long Range Plan Tracking for December 2024
- 2024 Year-end Educational Assistance Summary
- Submission to the state (shredded records)
- Garfield County Libraries Agreement for Enrichment Service Providers

FINANCE & BUDGET ESSENTIALS
CHECKLIST FOR ALL PUBLIC LIBRARIES

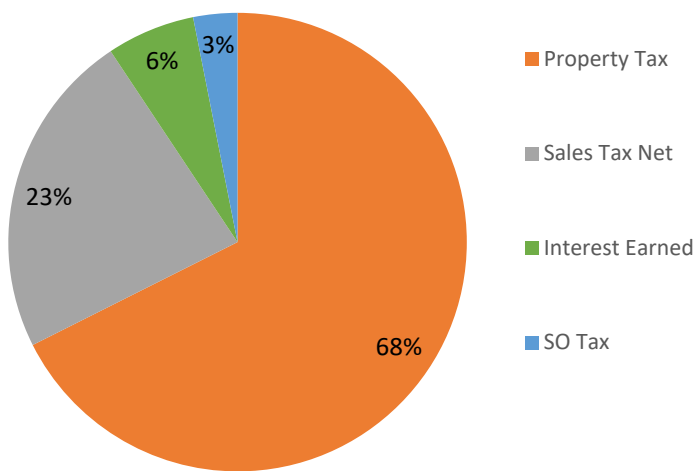
- ❑ Develop an annual budget based on the library's strategic plan and other key objectives for approval by the library governing authority. Library Districts: Comply with Colorado requirements outlined in law, C.R.S. § 24-90-109(1)(d); (e)(II); & (I)(II) and § 29-1-101, et seq., and the Department of Local Affairs Local Government Budget Calendar.
- ❑ Prepare and review monthly financial statements that include comparison to budgeted amounts and make financial information available to the public to ensure responsible and transparent use of funds.
- ❑ Establish policies and procedures for the library's financial management, including budgeting, purchasing approvals, procurement, contracts, reimbursement, petty cash, etc. Library Districts: Additional policies and procedures include records retention, budget processes, contracts, control of asset disposal, annual audits, reserve funds, etc.
- ❑ Maintain reliable bookkeeping software with scheduled funding updates, security, password access, and back up, rather than financial details saved on a single device.
- ❑ Prepare, review, and approve the budget. In coordination with the library director and other financial library staff, the governing authority approves the budget and expenditures and tracks expenditures and reports. Library Districts: The board of trustees approves the budget and large expenditures as defined by policy. Municipal, County, Other Libraries: The town and/or county governance oversees the budget and expenditures. The library board advises on and advocates for expenditures in alignment with the strategic plan.
- ❑ Use group purchases and collective bargaining opportunities to expend funds effectively and efficiently.
- ❑ Follow financial management guidelines and fiscal procedures consistent with federal and state law and local government requirements.
- ❑ Participate in the State Grants to Libraries program administered by the Colorado State Library.
- ❑ Develop a long-term finance plan (minimum three years) in conjunction with the library's strategic plan to identify resources that address future needs of the community. The long-term financial plan includes categories and amounts that are tracked and updated over time.
- ❑ Determine product life cycles when purchasing new products and budget for repairs and spare parts if the library is able to support any equipment beyond its warranty period.

- ❑ Contract with local and/or minority owned businesses when feasible.
- ❑ Library Districts: Commission and accept an independent financial audit as required by law for library districts. Municipal, County, Other Libraries: Participate in audits as required by the local library governing authority.
- ❑ Library Districts: Develop fund balance policies to always ensure appropriate levels of funds and in consideration of TABOR requirements when applicable; develop policies to address situations when funds are used as well as when targeted fund balances are not achieved.

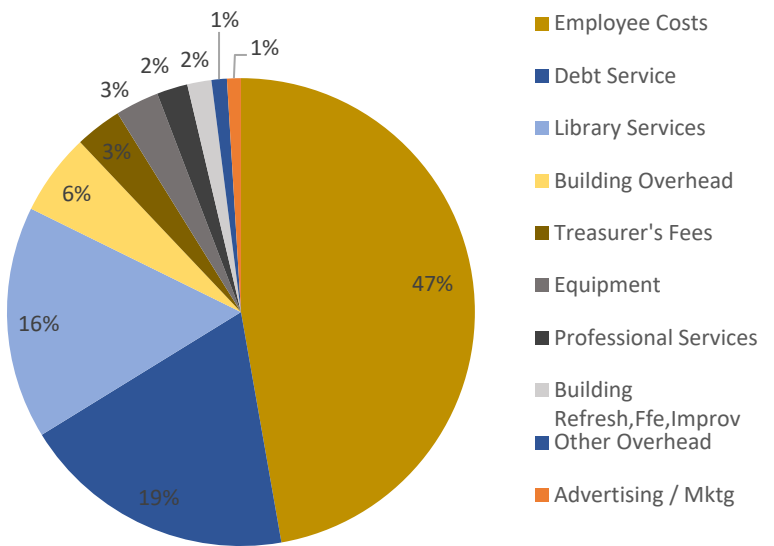
BUDGET & FINANCE ESSENTIALS +
CHECKLIST FOR LARGER LIBRARIES

- ❑ Explore local, state, and national fundraising opportunities, sponsorships, partnerships, grants, donations, and gifts for special projects or as a supplement to local funding.
- ❑ Establish financial policies and procedures, when relevant, to address audits, capital assets, investments, borrowing, etc.
- ❑ Analyze the budget and expenditures annually including using peer library comparison data, performance toward goals, and other standards and best practices.
- ❑ Engage with professional organizations that support development and resources in financial best practices, such as the Government Finance Officers Association and the Colorado Government Finance Officers Association.
- ❑ Encourage community financial contributions through Friends, foundations, philanthropists, and/or other organizations.
- ❑ Develop a capital infrastructure plan with a depreciation schedule for library assets, a multi-year capital replacement plan with estimated budget amounts for depreciation, and when appropriate, an established asset reserve account for replacement and construction costs.
- ❑ Foster a library culture of philanthropy and employee giving through events and systems, such as payroll deduction.

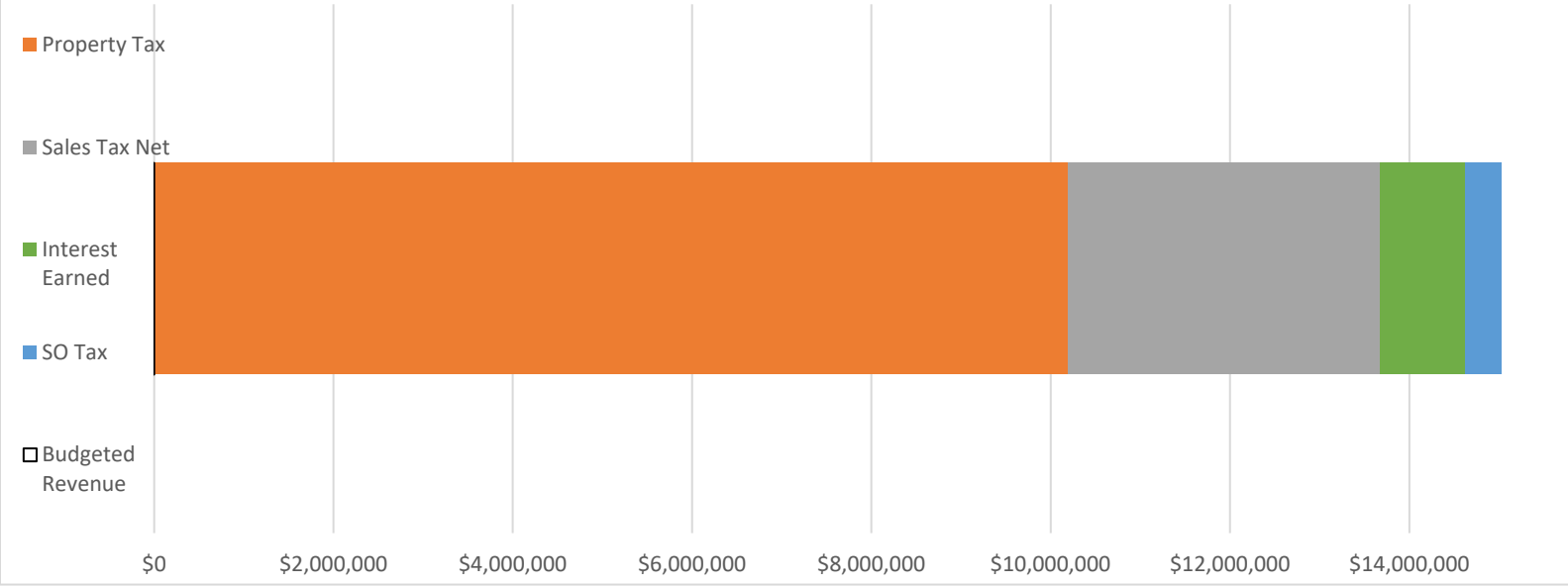
YTD Revenues through 10/31/2024



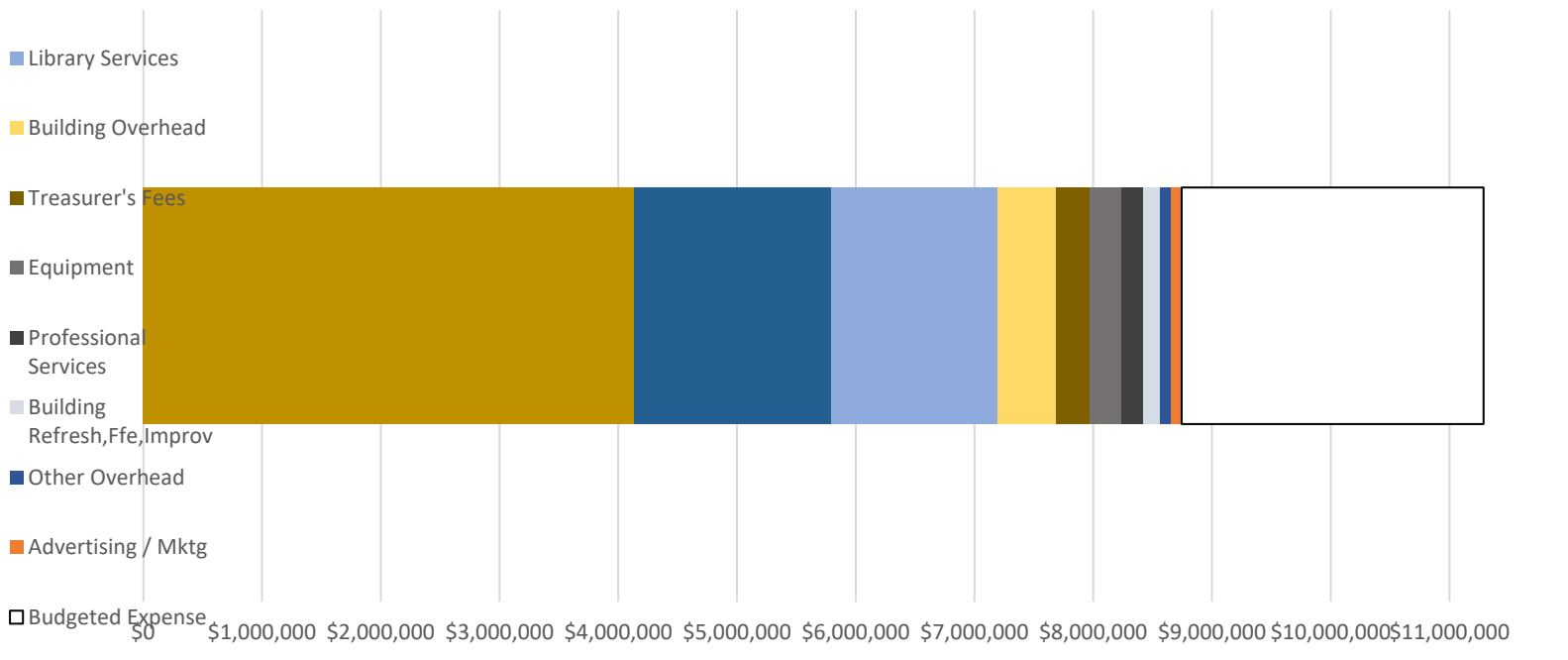
YTD Expenditures through 10/31/2024



YTD Revenues to Budgeted Revenues through 10/31/2024



YTD Expenditures to Budgeted Expenditures through 10/31/2024





GARFIELD COUNTY
LIBRARIES

GARFIELD COUNTY LIBRARIES LONG-RANGE PLAN

2024 – 2027

December 2024 Update

Building Community

Goal 1: Civic Engagement: Foster a vibrant and inclusive civic culture by promoting civil discourse and active participation in community affairs through engaging programming, and collaborative partnerships.

Action items in progress	Achievements to Date
Plan and implement the Human Library program.	Carbondale completed. Glenwood completed 10/2024.

Goal 3: Economic Development: Help build a vibrant economic climate for local businesses through the provision of information and public space.

Action items in progress	Achievements to Date
Foster relationships with local Chamber-like groups.	Staff are currently involved in local chambers, Rifle Downtown Development Authority. Hosted civic engagement program in partnership with the City of Glenwood Springs.
Build community awareness about library programs and services.	Library card sign-up mailer sent to all Garfield County addresses in late Sept/early Oct.

Goal 4: 6A Groups and Underrepresented Populations: Develop and implement tailored programs and services that serve and uplift underrepresented populations fostering inclusivity and equitable access.

Action items in progress	Achievements to Date
The library will provide unhoused library patrons with access to essential resources and services.	Rifle library hosting emergency care kits donation program, Dec 2024.

Goal 5: Mental Health: Partner with community agencies to offer programs and services that educate the community about mental health care, provide access to resources, promote mental wellness, and reduce stigma.

Action items in progress	Achievements to Date
Plan and implement more mindfulness programs.	Nature journaling, memoir writing, and sound immersion programs regularly held.

Fostering Early Literacy

Goal 1: Reading Readiness: plan and implement outreach programs, early literacy workshops and early literacy programs to assist children to be ready to read by age 5.

Action items in progress	Achievements to Date
Create and increase quality story time and early literacy programs to reach a wider audience of children and families.	Baby story time added in Rifle, Nov 2024.

Goal 4: Increase Community Awareness: Grow community awareness of the importance of early literacy education and skills.

Action items in progress	Achievements to Date
Provide early literacy events and deepen our relationships with early literacy providers.	Co-hosted the Arts & Literacy festival with Raising a Reader in Glenwood, Oct 2024. Over 750+ attendees

Enhancing Spanish Services

Goal 2: Programming: Expand Spanish/Bilingual Programming at all branches.

Action items in progress	Achievements to Date
Provide 4 programs highlighting Hispanic culture.	Posada scheduled for 12.14.24
Allocate \$5000 for interpretation services.	Added in-person and Zoom Spanish language interpretation to Board of Trustees meetings.
Provide and support branch programming that reflects the needs and interests of the Hispanic community	Dia de los Muertos programs held in Parachute, Glenwood, and Carbondale.

Goal 3: Outreach: Build visibility and relationships with Spanish speaking community through outreach activities.

Action items in progress	Achievements to Date
Cultivate relationships with Hispanic businesses and non-profits.	Staff work with SANA, River Center, and Hispanics in Local Leadership (HILL).

Goal 4: Recruit, Retain, Train Bilingual Staff: Increase the number of Spanish speaking staff to better reflect our communities.

Action items in progress	Achievements to Date
Attend/Present at conferences to raise awareness in the library profession of services and best practices to the Hispanic community.	Two staff attended Reforma Colorado in November. Amaranda Fregoso elected Vice-President for Colorado Reforma.

Building Our Workforce

Goal 1: Recruit: Attract and recruit high quality talent who reflects our community, are committed to service, make a positive impact on the community, and align with GCPLD's core values and the ALA Code of Ethics.

Action items in progress	Achievements to Date
Recruit new talent at outreach events and on Spanish radio stations.	Attended 3 career outreach events in 2024.
a. Conduct a market compensation study aimed at analyzing and benchmarking our organization's compensation practices against industry standards, with the overarching goal of ensuring competitiveness, equity, and retention of top talent every 3-5 years.	Completed. Will be fully implemented in 2025 budget. Added MLIS pay grade for Branch Manager, Assistant Branch Manager, Youth Services and Adult Services Coordinator positions.

Goal 2: Retain: Implement strategies that foster a positive work environment and professional growth opportunities, resulting in increased employee satisfaction and retention rates, and a more cohesive team.

Action items in progress	Achievements to Date
Commit to an annual employee engagement survey to benchmark GCL against national data and assess internal changes, use data to drive future actions.	Included in 2025 draft budget.

Goal 3: Leadership Development: Foster the growth and development of current and emerging leaders to meet organizational goals, create succession planning, and increase employee engagement.

Action items in progress	Achievements to Date
Empower staff to participate in opportunities professional and community leadership.	Staff currently serve as CAL Board President, Kiwanis member, River Center board, CAL Leadership Institute co-chair, Historic Preservation board, GWS Historical society, and Raising a Reader board. “Work of Leaders” trainings held with Assistant Branch Managers, Oct 2024.

Maintaining Beautiful Buildings

Goal 1: Beautiful Buildings: Enhance library facilities by remodeling libraries to implement new technologies, improve accessibility, increase usage, and create collaborative spaces to promote community engagement.

Action items in progress	Achievements to Date
Refresh New Castle and Parachute libraries.	Met with branch managers, Facilities Manager, and Executive Director to reduce remodel costs.
Refresh Silt and Rifle libraries.	Reviewed architect’s design concepts with relevant staff. Sent suggestions to architects, Nov 2024.

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

	Jan -Oct 2024 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Oct 2023 Actual	\$ Increase / (Decrease) in Actual '23 to '24
Income						
40100 · Sales Tax Revenue	3,504,950.06	4,000,000.00	87.62%		3,606,371.59	(101,421.53)
40102 · Sales Tax Refunds	(23,980.72)	(80,000.00)	29.98%		(31,975.80)	7,995.08
40200 · Property Tax Revenue	10,198,723.85	9,866,513.00	103.37%	1.	7,310,160.92	2,888,562.93
40300 · Specific Ownership Tax Revenue	469,572.17	450,000.00	104.35%		405,742.14	63,830.03
40900 · Interest Earned on Investments	941,041.80	500,000.00	188.21%	2.	664,778.28	276,263.52
41000 · Grants	28,371.57	18,314.00	154.92%	3.	33,841.81	(5,470.24)
41200 · Other Revenue	36,159.84	48,045.00	75.26%		51,834.72	(15,674.88)
41300 · Solar Rebates	5,527.20	8,000.00	69.09%		6,101.74	(574.54)
42000 · Branch Revenues	40,010.50	29,000.00	137.97%		42,489.64	(2,479.14)
Total Income	15,200,376.27	14,839,872.00	102.43%		12,089,345.04	3,111,031.23
Expense						
50001 · TREASURER'S FEES	281,119.15	284,730.00	98.73%		223,617.23	57,501.92
50005 · DEBT SERVICE	1,659,799.60	1,659,799.00	100.0%		1,659,799.61	(0.01)
51000 · EMPLOYEE COSTS	4,130,118.51	5,424,039.00	76.14%		3,585,781.38	544,337.13
52000 · LIBRARY SERVICES	1,404,915.13	1,541,681.00	91.13%		1,221,871.74	183,043.39
53000 · PROFESSIONAL SERVICES	186,140.79	204,144.00	91.18%		98,270.75	87,870.04
54000 · BUILDING OVERHEAD	495,313.64	888,633.00	55.74%		553,367.60	(58,053.96)
54500 · BUILDING REFRESH, FURNITURE,IMI	146,633.25	850,000.00	17.25%		83,092.09	63,541.16
55000 · EQUIPMENT	263,685.30	178,141.00	148.02%	4.	151,638.59	112,046.71
56000 · OTHER OVERHEAD	92,260.18	92,548.00	99.69%	5.	89,219.35	3,040.83
57000 · ADVERTISING & MARKETING	84,300.50	140,500.00	60.0%		83,765.28	535.22
58000 · VEHICLES	10,490.20	18,400.00	57.01%		10,042.42	447.78
59000 · PARTNERSHIPS	54,220.30	69,238.00	78.31%	6.	50,958.50	3,261.80
Total Expense	8,808,996.55	11,351,853.00	77.6%		7,811,424.54	997,572.01
Net Income	6,391,379.72	3,488,019.00			4,277,920.50	2,113,459.22

Footnotes:

1. Includes \$248,815 in Colo SB 22-238 backfill contribution.
2. The 30 day yield on the ColoTrust account for Oct was 5.0161%. Down from 5.5296% in Oct 2023.
3. \$18314 Colorado State library materials grant has been received in full. \$3260 Safety grant received, was not budgeted.
4. Includes 70% payment on new automated material handling units. Final pricing exceeded budget.
5. Annual property and liability insurance paid in January
6. Includes 3/4 assessment on Cooper Commons(GWS); Annual partnership with CLEER

Garfield County Public Library District

Balance Sheet (unaudited)

11/13/24

As of October 31, 2024

Accrual Basis

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	580,094.55
10050 · Colo Trust - General	23,577,425.38
10055 · C-Safe	59,974.59
10060 · Alpine Bank- Payroll(..8785)	145,088.35
10070 · Alpine Bank - Flex(..0583)	2,756.71
10300 · Petty Cash- Cash drawer fund	1,125.00
11010 · CS-23652000-Annual Interest Pmt	114.63
11050 · CS-23652001-Annual Princ. Pmt	1,067.20
Total Checking/Savings	<u>24,367,646.41</u>
Other Current Assets	
12250 · Leases Receivable	404,999.66
Total Other Current Assets	<u>404,999.66</u>
Total Current Assets	<u>24,772,646.07</u>
Other Assets	
18400 · Prepaid Exps	36,109.61
19100 · Due to / from Foundation	2,224.54
19150 · Due to/fr Employees	543.66
Total Other Assets	<u>38,877.81</u>
TOTAL ASSETS	<u><u>24,811,523.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	129,891.31
Total Accounts Payable	<u>129,891.31</u>
Credit Cards	
20510 · Alpine Bank Purchase Card	28,746.89
Total Credit Cards	<u>28,746.89</u>
Other Current Liabilities	
20660 · Grants Payable	3,150.00
20900 · Payroll check to be printed	-100.00
21100 · Other Payroll Payables-	-2,543.42
21200 · Payroll Payable-	88,493.00
Total Other Current Liabilities	<u>88,999.58</u>
Total Current Liabilities	<u>247,637.78</u>
Long Term Liabilities	
22250 · Deferred inflow - verizon lease	404,999.66
Total Long Term Liabilities	<u>404,999.66</u>
Total Liabilities	<u>652,637.44</u>
Equity	
30000 · Unassigned Fund Balance	17,318,764.95
30005 · Non-Spendable Fund Balance	38,741.77
30010 · Restricted Fund Balance	410,000.00
Net Income	6,391,379.72
Total Equity	<u>24,158,886.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>24,811,523.88</u></u>

**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%	335,657.74	0.49%
March	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%	397,314.64	9.36%	362,063.64	-8.87%
April	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%	371,576.74	4.10%	360,011.76	-3.11%
May	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%	412,129.29	11.68%	389,978.93	-5.37%
June	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%	436,062.94	4.74%	422,059.83	-3.21%
July	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%	438,635.60	5.52%	428,118.18	-2.40%
August	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%	447,381.84	2.24%	425,800.86	-4.82%
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%	3,079,327.13	-36.29%

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%	333,667.13	3.84%
March	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%	395,859.72	34.71%	359,244.54	-9.25%
April	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%	369,805.64	3.70%	355,805.99	-3.79%
May	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%	411,190.92	15.16%	383,795.26	-6.66%
June	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%	434,620.76	4.95%	421,162.60	-3.10%
July	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%	437,099.52	5.36%	425,889.65	-2.56%
August	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%	446,230.27	2.76%	424,282.46	-4.92%
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%	3,058,253.36	-36.28%



<p>To:</p> <p>STATE ARCHIVIST Colorado State Archives 1313 Sherman Street, Suite120 Denver, Colorado 80203-2236</p>	<p>From:</p> <p><u>James LaRue</u> (Name)</p> <p><u>Executive Director</u> (Title)</p> <p><u>Garfield County Public Library District</u> (Agency/Department)</p> <p><u>207 East Ave</u> (Address)</p> <p><u>Rifle, CO 81650</u> (City/State/Zip Code)</p>
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In accordance with the approved records retention schedule for this agency, the following actions were accomplished on 11/14/2024
 (Date)

No records were destroyed under this schedule authorization.

Records have been destroyed under this schedule authorization.

Please indicate below the manner in which the records were destroyed:

- | | | |
|--|-------------------------|---------------|
| <input type="checkbox"/> Paper Recycle | Quantity _____ | Cu. Ft. |
| <input type="checkbox"/> Pulp Mill Vat | Quantity _____ | Cu. Ft. |
| <input checked="" type="checkbox"/> Crosscut Shred | Quantity <u>8.1887</u> | Cu. Ft. |
| <input type="checkbox"/> Deep Trench - Sanitary Land Fill | Quantity _____ | Cu. Ft. |
| <input checked="" type="checkbox"/> Physical destruction of digital material | Quantity <u>169.876</u> | GB (gigabyte) |

(see page 2 "Reporting Quantities of Records"-Information sheet for conversions of quantity estimates of records)

Pursuant to CRS 24-80-103 a list of all records so disposed of (see sample form page 3) to be submitted with this Certificate of Disposal.

PLEASE KEEP YOUR RLO CONTACT INFORMATION CURRENT.
 PLEASE USE THE COMMENTS AREA TO NOTE ANY CHANGES. THANK YOU.

Is your agency's mailing address correct? If no, please provide us with your correct address. Yes No

Please provide the name, email address and phone number of your Records Liaison Officer (RLO):

Comments/Updates:

Reported by: James LaRue Executive Director
 Records Liaison Officer's Signature Title
 (electronic/hand-written signature)

Date: 11/15/24

RETURN THIS FORM TO THE COLORADO STATE ARCHIVES
 (For electronic submittal, please email to DPA_ArchivesRM@state.co.us)

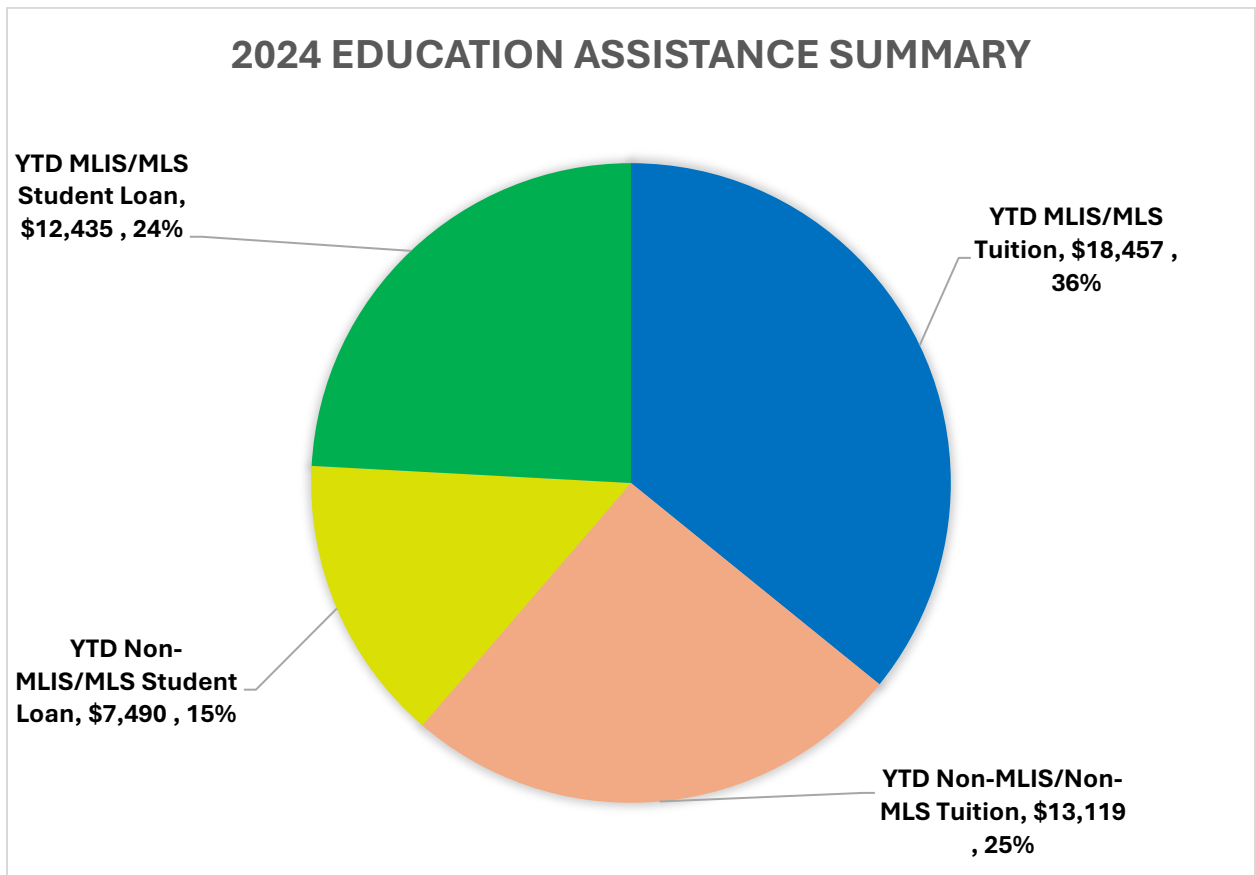
Item No/Retention Schedule Ref. No.	Description	Disposition Date	Method of Destruction	Quantity	cubic feet	GB
5.10	2017 Accounts payable records in general	11/14/2024	crosscut shred	1 bankers box	1	
5.10	2021 Charge slips and credit card statements	11/14/2024	crosscut shred	1 bankers box	1	
5.10	2017 1099 Forms	11/14/2024	crosscut shred	1 letter folder	0.0111	
5.20	2022 Cash register validation tape	11/14/2024	crosscut shred	1 bankers box	1	
5.20	2019, 20, 21 A/R records in general	11/14/2024	crosscut shred	1 bankers box	1	
5.300	2015-2016 Unsuccessful bids(audit/legal services)	11/14/2024	crosscut shred	3 letter folders	0.0333	
5.330	2014-2021 Monthly financial reports	8/1/2024	physical destruction of digital material			0.366
5.40	2016-2017 Audit workpapers	8/1/2024	physical destruction of digital material	200 files	318 MB	
5.50	2017 Bank statements & reconciliations	11/14/2024	crosscut shred	1.5 bankers box	1.5	
7.70	2016-2021 Ongoing committees - internal	11/14/2024	crosscut shred	3 letter folders	0.0333	
7.90	2016-2021 Calendars and notes	11/14/2024	crosscut shred	2 letter folders	0.0222	
7.90	2023 Correspondence, general docs - transitory value	11/14/2024	crosscut shred	2 bankers box	1	
7.90	10/20-12/21 Email general correspondence; no enduring val	8/1/2024	physical destruction of digital material			7.0
7.90	Routine value electronic documents	7/14/2023	physical destruction of digital material	15 email accounts		58.48
7.90	Routine value electronic documents	12/7/2023	physical destruction of digital material	21 email accounts		104.03
15.170	2019, 20,21,22 Payroll reports - end of pay period	11/14/2024	crosscut shred	1 bankers box	1	
15.85	2022-older Employment verifications	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.130	I-9 Forms	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.150	2021-older Applications for employment	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.170	2020-older Garnishments	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.190	2020-older FMLA Records	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.280	2017-older Unemployment Insurance reports	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.310	2017-older Workers' Compensation reports	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.40	2020-older Group Health Insurance records	11/14/2024	crosscut shred	1 letter folder	0.0111	
15.70	2013-older Employee Records Terminated	11/14/2024	crosscut shred	.5 bankers box	0.5	
					<u>8.1887</u>	<u>169.876</u>

Human Resources Report, November 2024

By Kim Owens, HR Director

Reflecting on 2024, we've accomplished so many great things while withstanding unprecedented public scrutiny. We've also received a ton of support from the public who understand and appreciate the mission of public libraries, and that support goes miles. A few 2024 highlights:

- 62% of staff attended off-site professional development.
- Successful implementation of the Spanish Assessment program
- New positions enhanced our effectiveness: Assistant Branch Managers, Adult Services Coordinator, Youth Services Interns, Archivist Intern
- 2 staff began MLIS programs.
- At least six staff in positions from Library Specialist to Executive Director presented at professional conferences, some at multiple conferences.



2024 Summary

Total MLIS/MLS Assistance: \$30,892, 60%
Total Non-MLIS/Non-MLS Assistance: \$20,608, 40%
Total Tuition Assistance: \$31,575, 61%
Total Loan Assistance: \$19,925, 39%

2024 - Employees benefiting from each category on the pie chart

2024 MLIS/MLS Tuition: 3
2024 MLIS/MLS Student Loans: 1
2024 Non-MLIS/Non-MLS Tuition: 4
2024 Non-MLIS/MLS Student Loans: 3

Staff Education and Development update:

2024 wrap-up – 62% of our staff attended off-site training – this includes professional conferences, field trips to other libraries in the state, and Colorado-based library workshops. All of our staff participated in various in-house training this year – topics focused on areas from tactical job skills to soft skills and safety.

Recruiting and Staffing update:

We're pleased to welcome Ivett Segura as our Parachute Youth Services Coordinator! Ivett has a strong background in early childhood education and will be a great team member.

I'm working with Nancy, Melissa Terry, and our Branch Managers to plan for the various new positions that will be available in 2025 pending budget approval.

Staffing Report - Since 10/24/2024:

New Hires: 1

- Youth Services Coordinator – Parachute, 40hrs/week – 11/4/2024

Promotions/Transfers: 4

- Library Specialist at Glenwood transferred to Library Specialist at Carbondale, 24hrs/week – 11/10/2024.
- Substitute transferred to Library Specialist at Parachute, 24hrs/week – 11/10/2024.
- Library Specialist at Parachute transferred to Library Specialist at Rifle, 24hrs/week – 10/27/2024.
- Substitute transferred to Library Specialist at New Castle, 24hrs/week – 10/27/2024.

Vacancies: 3

- Youth Services Coordinator – Carbondale, 40hrs/week
- Library Page – New Castle, 10hrs/week
- Library Specialist – New Castle, 24hrs/week – *internal transfer approved, effective date TBD.*

Departures: 0

Additional Staffing Information:

Headcount as of 11/20/2024 (including staff who are on extended leave):

- 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
- 60.56 FTE

Active Staff Stats by Location – 11/20/2024					
<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 Eligible Benefit Staff</u> <i>(over 32 hours)</i>	<u>Count of Staff not eligible for Benefits</u> <i>(under 32 hours)</i>
Carbondale	8.91	14	356.5	4	10
Glenwood	7.45	10	298	5	5
New Castle	6.15	8	246	4	4
Silt	5.95	7	238	5	2
Rifle	8.45	11	338	5	6
Parachute	6.25	8	250	4	4
Support Services	17.40	18	696	17	1
Grand Total	60.56	76	2422.5	44	32

Branch Libraries Report, December 2024

By Nancy Barnes, Branch Libraries Director

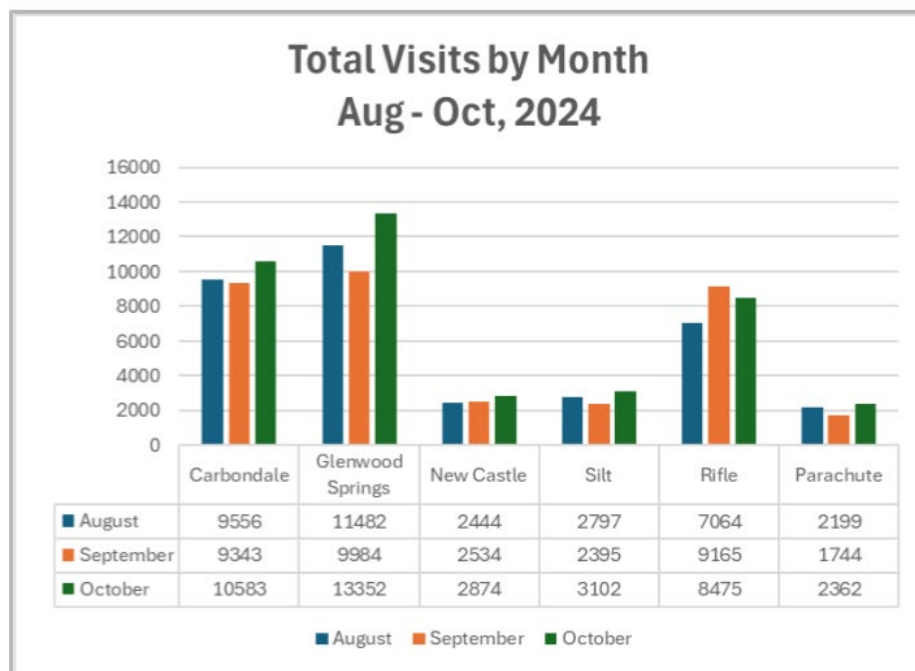
Branch Staff Shine

Amaranda Fregoso was elected as Vice-President for Colorado Reforma at their November state conference. Reforma is a professional library organization dedicated to providing information and services to Latinos and Spanish speakers. Congratulations, Amaranda!

Glenwood Springs Youth Services Coordinator Mx Red Millberry was awarded Colorado Libraries for Early Literacy's (CLEL) Rising Star designation for 2024. The award is given to an individual who has demonstrated exceptional work in early literacy. This person may be newer to the field and a rising star who inspires others to do outstanding early literacy work. Congratulations, Mx Red!

Branch Projects

Now that we have three months of data from the library's new door counters, staff are beginning to analyze visitation data including hourly visits, busiest times and days of the week, and the slowest times and days of the week. This data gathering will help inform our future recommendations to the board about potential changes to operating hours



Busiest Days of the Week, Aug - Oct 2024

Branch	#1	#2	#3	#4
Carbondale	Weds	Thurs	Tues	Mon
Glenwood Springs	Weds	Thurs	Tues	Sat
New Castle	Fri	Weds	Thurs	Mon
Silt	Fri	Thurs	Weds	Tues
Rifle	Fri	Weds	Sun*	Sat*
Parachute	Mon	Thurs	Weds	Fri

*Rifle hosted 2 big events in September that skew their trends: Mexican consulate (Sat/Sun) & Hispanic Heritage Festival (Sun)

Busiest Hours of the Week, Aug - Oct 2024

Branch	#1	#2	#3	#4
Carbondale	3-4pm	2-3pm	4-5pm	10-11am
Glenwood Springs	2-3pm	10-11am	3-4pm	1-2pm
New Castle	4-5pm	10-11am	1-2pm*	2-3pm*
Silt	4-5pm	1-2pm	2-3pm	10-11am
Rifle	1-2pm	2-3pm	12-1pm	10-11am
Parachute	11am-12pm	1-2pm	10-11am	12-1pm

*tied

Carbondale: Over 500 people attended the Dia de Los Muertos celebration. The library stayed open late for crafts and face painting and offered hot chocolate and pan de muerto to parade-goers. The library is excited to host an author talk with skiing and climbing legend Lou Dawson on December 11. He'll be discussing his new book, "Avalanche Dreams", which chronicles his evolution from a young Texan boy to a seasoned mountaineer amidst the vibrant backdrop of the 1960's counterculture revolution.

The library's new storytime offerings are picking up steam, with the Saturday bilingual storytime getting traction with families who haven't been able to come to weekday storytimes. Caroline Cares, who has been offering three weekly storytimes, got some great feedback from a patron recently: "This is just a bit of fan mail to say that the new toddler story times are wonderful. Caroline is really delivering exactly what the 2-year-olds want. My son is a tough critic, but the program really holds his attention with a great selection of stories, songs and movements. I like that it gives me a chance to chat with my friends and make new ones. Caroline is warm and engaging but doesn't create an environment that is too over stimulating. I can tell that she makes a point to get to know all the caregivers and help them make connections with one another, which is so important."

Glenwood Springs: The 2nd Human Library event provided a morning of learning and understanding for the community. Six individual “books” shared their lived experiences with more than 50 “reader” attendees. The impactful event provided a space where difficult questions are expected, appreciated, and answered. and showcased the positive impact libraries have on our community.

Dia De Los Muertos Altar Building Workshops brought a front range artist to the community to provide instruction on the various elements of altar building as well as an opportunity to build altars to be displayed in the Glenwood library. The artist, Mari, also displayed pieces of her art in the branch for our patrons to experience. The Aspen Science Center hosted a bilingual science activity, using the traditional Mexican board game of Loteria as a fun way to learn about science. This new bilingual program expands the opportunity to learn about science, to include Spanish speaking and bilingual students.

New Castle: Recent program successes at the library include two enormously popular wreath-making workshops and a Memoir Writing for Older Adults class. Based on its popularity, the one-time class will be offered as a series in January. Additionally, the library is offering a weaving class for kids 8-12 at the beginning of December. A new program for adults with disabilities, Circle of Friends has received positive feedback. Participants read books together and engage in social interaction.

Rifle: For the third consecutive year, the library hosted the Aspen Institute’s Teen Socrates Seminar, a three-day event aimed at enhancing leadership, critical thinking, and problem-solving skills for high school students. This collaborative experience fostered thoughtful discussion and provided students with valuable perspectives on their futures and society.

This year, the library introduced a hybrid format for NaNoWriMo (National Novel Writing Month), and the response has been overwhelmingly positive. On average, 19 out of 25 participants attended weekly sessions. The program, which we are also now offering in Spanish, promotes creativity, literacy, and community-building while expanding our Spanish-language services. The weekly Gentle Yoga & Mindfulness series has been well-received, with six seniors participating each week.

Rifle library is excited to announce the debut of baby storytime in November, bringing the total number of early literacies Storytimes offered at the Rifle branch to four. Our offerings now include:

- o Traditional Toddler Storytime
- o Baby Storytime
- o Sensory Storytime
- o Spanish Storytime

Silt: Staff received training on the hearing loop system in the community room to better assist hearing-challenged patrons to hear presentations through their hearing aids.

The library recently held a Mario Kart tournament which was popular among families. In December, the Roaring Fork Youth Orchestra will present a violin concert. The group used the community room space to practice their lessons during the year and will now use it to showcase their talents. Staff will be participating in Silt’s winter festival with the Grinch.

Parachute: New Youth Services Coordinator, Ivett Segura, has joined the team and is already making a positive impact. She has been busy engaging with staff, patrons, and the community. Recently, staff have been visiting 2nd and 3rd-grade classes to create library cards, and in return, these students have been visiting the library. During their visits, they enjoy a library tour, participate in a craft activity, and

listen to Mrs. Ivett read a story. The Parachute Library recently hosted its second annual Día de los Muertos celebration, with approximately 100 participants joining in the festivities. Staff also participated in the town's Trunk or Treat, a fun-filled event that allowed us to connect with the community and promote the library.

Branch manager Amaranda Fregoso was invited to District 16's monthly school board meeting to give a presentation on the library's services.

Community Partnerships

In partnership with Discovery Café, the Rifle branch will be hosting a Thanksgiving dinner for community members who may not have a place to go or are unable to enjoy a festive meal. This special event, scheduled for later in November, reflects the library's commitment to service, kindness, and inclusion, providing a warm and welcoming space for all.



Glenwood's Human Library event.



An elementary classroom visits in Parachute.



Parachute Dia de los Muertos celebración.



Aspen Science Center's bilingual SPARK program in Glenwood Springs.

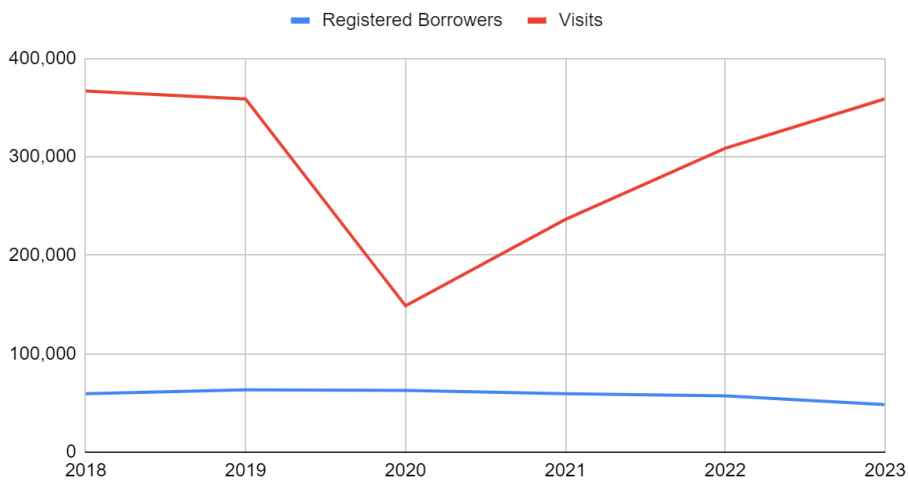
Circulation and Collections Report, November 2024

By Jenn Cook, Technical Services Director

Trends in Library Card Holders

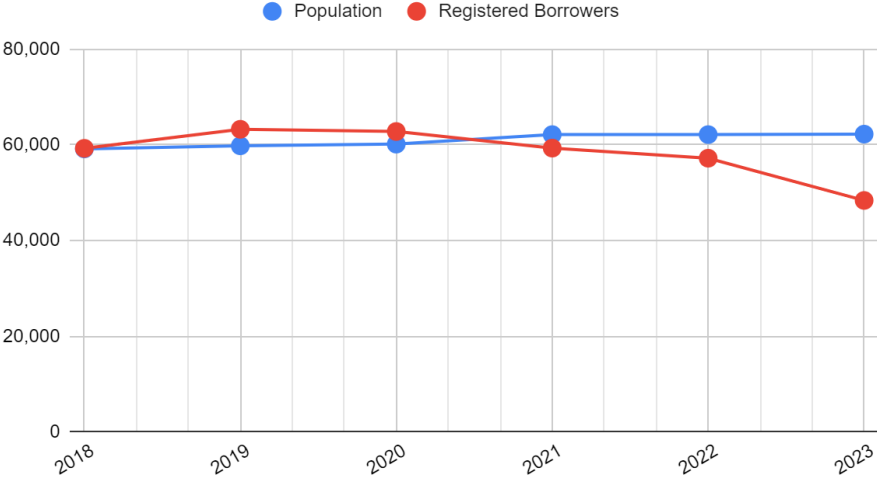
Following September Library card sign-up month, an analysis of library card holders is fitting. The chart below shows the number of visits, shown in red, compared with the number of active library card holders, shown in blue, over time. While the number of active card holders has seen a slight decrease since 2020, explained further below, the data shows that the number of library visits each year has fully recovered.

Registered Borrowers and Visits



The next chart shows the number of active library card holders, shown in red, compared to population, shown in blue, over time. The decrease in card holders appears more drastic in this comparison. However, please note that in 2021, inactive library cards began to be purged from the database according to Colorado retention schedule requirements, so it is important not to read too much into the inverse correlation of population to borrowers. It is difficult to break this information down by branch due to such a large portion of the population living in unincorporated areas of Garfield County, outside of town limits. However, in general, the number of library card holders in each community reflects about 30% of the population, with the exception of Carbondale where the percentage is double that.

Population and Registered Borrowers



Marketing report, November 2024

By James Larson, Communications and Marketing Director

November Recap

Thank you to all who managed and attended our Human Library® project on Sunday, Oct. 27th at the Glenwood Springs Branch.

The Human Library® is, in the true sense of the word, a library of people. At our “library” readers were able to “borrow” human beings serving as open books and have conversations they would not normally have access to. Every human book from our bookshelf represented a group in our society that is often subjected to prejudice, stigmatization or discrimination because of their lifestyle, diagnosis, belief, disability, social status, ethnic origin etc.

Attendees had the opportunity to experience a different life perspective through conversation. Participants sat with three of six unique individuals and “read” them through conversation as if they were books. Our books included a recovering addict, a climate refugee, a transgendered individual, a paraplegic individual, someone who was formerly incarcerated, and an undocumented immigrant.

All our human books were volunteers with personal experience with their topic. The Human Library® is a place where difficult questions are expected, appreciated and answered.

Also, our adult services representatives are busy preparing for the Winter Reading Challenge which will run from Jan 13-end of February. Stay tuned for more information.

Social media analytics

Followers:

Facebook – 4,200

Instagram – 1,580


Email Newsletter – 16,274

Facebook Reach* 11,800 (down 14%)

Instagram reach: 521 (down 27%)


* 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 Facebook posts

 **Garfield County Libraries** ...
Published by [James Larson](#)
· November 7 at 6:00 PM · 🌐


Congratulations to our Parachute Branch Manager, Amaranda Fregoso who was elected Vice-President of Reforma Colorado.

REFORMA is an affiliate of the American Library Association (ALA) that actively seeks to promote the development of library collections to include Spanish-language and Latino oriented materials; the recruitment of more bilingual and bicultural library professionals and support staff; the development of library services and programs that meet the needs of the ... [See more](#)



 **Garfield County Libraries** ...
Published by [James Larson](#)
· November 4 at 11:26 AM · 🌐

Halloween fun at our branches... [See more](#)





Garfield County Libraries

Published by [James Larson](#)

October 28 at 10:00AM

Adults are invited to spice up each month with a special take home craft kit from the Rifle Branch Library!

Every month will feature a new craft, and the kits will be available to pick up starting on the first Monday of each month. Anyone 18 and older can participate in this free series, but you must sign up in advance to be on the list to get a kit.

Sign up at the front desk or call 970-625-3471.... [See more](#)



Garfield County Libraries

Published by [James Larson](#)

1d

Early Thanksgiving greetings from our administrative staff who had their office feast this week.... [See more](#)





Garfield County Libraries



Published by James Larson

October 28 at 12:12 PM



Join us as one artist from the Denver area and one from the Arizona/ Mexico border will instruct us on the elements of altar building. We will also have the opportunity to build our very own mini altar to display at the library. All materials will be provided and are available while they last, no registration required.

Acompañenos durante un artista de la área de Denver y otro de la frontera entre Arizona y México nos instruirán sobre los elementos de la construcción del altar. También podremos construir nuestro propio mini altar para exhibirlo en la biblioteca. Los materiales se proporcionarán y estarán disponibles mientras dure, no es necesario registrarse.

10/29/24

2 - 6 PM

LENWOOD SPRINGS BRANCH LIBRARY

10/30/24

2 - 4 PM

Top 5 Instagram posts

Instagram

garfieldcountylibraries



garfieldcountylibraries Congratulations to our Parachute Branch Manager, Amaranda Fregoso who was e... more

Instagram

garfieldcountylibraries



garfieldcountylibraries Early Thanksgiving greetings from our administrative staff who had their office fea... more

Instagram

garfieldcountylibraries



garfieldcountylibraries Congratulations to Red, our Youth Services Coordinator at the Glenwood Springs ... more

Instagram

garfieldcountylibraries



garfieldcountylibraries Please welcome Ivett Segura who has joined our team as the Parachute Youth Ser... more



In the News – links to full articles.

<https://www.postindependent.com/news/still-no-end-in-sight-to-garfield-county-commissioners-library-district-board-of-trustees-disagreement-over-trustee-appointment-process/>

<https://www.postindependent.com/news/garfield-board-of-county-commissioners-and-libraries-board-to-discuss-draft-agreements-establish-appointment-process/>

<https://www.postindependent.com/news/libraries-board-reappoints-carbondale-and-glenwood-springs-representatives/>

<https://soprissun.com/habitats-l3-condo-project-in-glenwood-another-step-to-housing-the-missing-middle/>

<https://www.aspenpublicradio.org/social-justice/2024-11-04/new-openings-on-the-garfield-county-libraries-board-renew-debate-over-book-restrictions-and-government-oversight>

<https://www.aspenpublicradio.org/social-justice/2024-11-04/new-openings-on-the-garfield-county-libraries-board-renew-debate-over-book-restrictions-and-government-oversight>

<https://aspenjournalism.org/new-openings-on-the-garfield-county-libraries-board-renew-debate-over-book-restrictions-and-government-oversight/>

<https://soprissun.com/united-against-book-bans/>

October 2024

Alex Garcia-Bernal, Education & Events Manager

The GCPLD libraries host a series of fall holiday celebrations through the month of October.

Special Events:

The Garfield Libraries all came together with Raising a Reader to host the annual Children Art and Literature Festival on Saturday October 12th at the Glenwood library. The event hosted local area nonprofits with a focus on early childhood literacy, children's books authors, media companies, the Basalt and Pitkin libraries, entertainers and more! This year, the event saw about 700 participants and the Glenwood library saw the biggest foot traffic day all year.

The Parachute library hosted their annual Day of the Dead festival, with about 100 people in attendance on Saturday October 26th. The Glenwood Springs library hosted a two day altar building workshop on Tuesday October 29th and Wednesday October 30th. The Carbondale library hosted their Day of the Dead festival activities on Friday November 1st, and the library also organized a Day of the Dead bread baking social at the Third Street Center the morning of Friday October 1st.

The Carbondale and Silt libraries hosted a special presentation on the reintroduction of the Gray Wolf on Thursday October 3rd. The Rifle and Parachute libraries hosted theirs on Friday October 4th. The New Castle and Glenwood Springs libraries hosted theirs on Saturday October 5th. The Parachute library hosted a special Viking Festival with about 60 people participating on Saturday October 12th. The Glenwood Springs library hosted a Teen Art fair on Saturday October 19th. The Glenwood Springs library also hosted our Human Library event on Sunday October 27th.

The Glenwood Springs and Rifle libraries hosted a special education program on the cycle of apple seeds with the Early Childhood Network on Tuesday October 7th, and Friday October 18th. The Rifle library also hosted a special Tap-Dancing presentation with Mr. John "Tap" John Williams on Saturday October 18th. The New Castle and Silt libraries hosted their pumpkin craft program on Saturday October 19th. The Glenwood library hosted theirs on Monday October 21st.

Storytimes:

The Rifle library hosted their Bilingual Sensory Storytime on Tuesday October 1st and 15th and their regular Storytime each Thursday in October. The Carbondale library hosted their Baby Storytime and their Toddler Storytime each Tuesday, their Preschool Storytime each Friday, and their Bilingual Storytime each Saturday in October. The New Castle library hosted their regular Storytime and their Toddler Storytime each Tuesday, and their Pre-K Storytime each Wednesday in October. The Glenwood Springs library hosted their Storytime each Tuesday in October, and their special Musical Storytime with Ms. Holly on Tuesday October 22nd. The Silt and Parachute libraries hosted their Storytime each Wednesday in October.

Library Children Events:

The Rifle library hosted their Sensory Playgroup and Preschool Playgroup each Wednesday in October. All libraries hosted their School's Out Spark programs once per week in October. The Carbondale and Glenwood libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in October. The Silt hosted theirs, Shake Your Sillies Out, each Friday in October, and their food program with Meal Monkey each Friday in October. The New Castle library hosted their Tiny Hands toddler activity program on Thursday October 17th.

Partnered Children Events:

All libraries hosted their Spanish language story times once per week with Raising a Reader in the month of October. Parachute hosts an additional English language story time each Thursday with Raising a Reader. All libraries hosted one monthly Science Exploration Hour with the Aspen Science Center in the month of October, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month.

Teen/Tween Events:

The Parachute library hosted their Teen Dungeons and Dragons program on Tuesday 1st, and then Mondays 7th and 14th in October, and a special Halloween session on Sunday October 27th. The Glenwood library hosted their virtual teen Dungeons and Dragons program each Sunday in October, and their regular Dungeons and Dragons program on Saturday October 19th. The Rifle library hosted their teen club, Madness Mondays weekly in October. The Carbondale library hosted their Coding Club with the Aspen Science Center on Thursday 10th and 24th, and their Creator Club on Friday October 25th. The Glenwood Springs library hosted their Magic the Gathering game club on Saturday October 12th and 26th. They also hosted a new Teen Movie and Craft program on Tuesday October 22nd. The New Castle library hosted their monthly Pokémon Club on Saturday October 26th.

Family Events:

The Rifle library hosted a monthly Parent/Teen Connection program on Wednesday October 2nd, their Homeschool Curious Minds club each Thursday in October. The Silt library hosted their bilingual family game night, Loteria, on Thursday October 10th, they also hosted a special mystery escape room program, Whodunit! for Halloween on Thursday October 31st.

Book Clubs:

The Rifle library hosted Spice of the Month kit club on Tuesday October 7th, their Friends of the Library Book Club on Wednesdays October 9th, and their final series of the Walking Book Club each Friday in October. The Carbondale library hosted their Nonfiction Book Club on Thursday October 10th. The Parachute library hosted their Food For Thought Cookbook Club on Thursday October 10th, and their Western Colorado Book club on Tuesday October 15th. The Glenwood Springs library hosted their Glenwood High School Book Club on Monday October 14th. The Carbondale library hosted their Third Thursday Book Club on October 17th. The Glenwood Springs library hosted their Last Monday Book Club on October 28th.

Partnered Adult Events:

The Carbondale library hosted a Conversation Class with Valley Settlement each Wednesday in October and their partnered program with English in Action each Monday in October. The Rifle library continues to host open Discovery Cafe hours from 10:00am to 4:00pm, Monday through Friday in October. They also hosted their ESL program with CMC each Tuesday and Wednesday in October. The Glenwood Springs library hosted a special series of senior fitness programs, Matter of Balance, each Tuesday and Friday in October, and their memoir writing club, Your Story Your Life, on Friday October 4th and 18th.

The New Castle library hosted a virtual Spanish program on how to cope with the loss of a loved one with SANA on Wednesday October 23rd.

Adults Arts and Crafts:

The Carbondale library hosted their Nature Journaling program on Friday October 4th and their knitting club, In Stitches, each Monday in October. The Rifle library hosted their Crochet Corner on Sundays October 6th and 20th.

Adult Education Events:

The Carbondale library hosted a program on how to Talk to Your Kids About Money on Wednesdays October 2nd and 16th. The Glenwood Springs library hosted a workshop on Simple Steps to Financial Education on Thursday October 3rd. The Rifle library hosted a workshop on Financial Literacy with the Salvation Army on Fridays October 18th and 25th. The Rifle library hosted their English/Spanish conversation circle each Wednesday in October, their Citizenship classes each Thursday in October.

Events for Seniors:

The Silt library hosted their Tai Chi for seniors program each Wednesday in October. The Glenwood Springs hosted their Tai Chi for Seniors each Wednesday and Saturday in October, and their Wonderful Wednesday's program on October 9th. The Carbondale library hosted their senior fitness program, Move From Your Center each Monday in October. The Parachute library hosted their Computer Basics for Seniors class on Tuesday October 15th.

Adult Social Events:

The Glenwood Springs hosted their virtual adult Dungeons and Dragons program each Friday in October. The Carbondale library hosted their Sound Immersion program on Saturday October 5th, and their Art of Random Conversations program on Sunday October 6th. The Silt library hosted their Silt Unsolved Sleuths mystery reading club on Tuesday October 17th. The Glenwood Springs library hosted their Chess Club on Thursday October 17th. The New Castle

library began a monthly program, Circle of Friends, in which people with disabilities have a social hour, on Thursday October 24th.

The Glenwood Springs library hosted a Writer's Workshop on Thursday October 10th and 24th, and a National Novel Writing Month rally on Thursday October 31st. The Carbondale library hosted a Writer's Group program on Friday October 11th.

Concerts, Films, and Author Presentations.

The Carbondale library hosted a special film showing of Red Stallion of the Rockies on Thursday October 3rd, and their Five Point Film Festival program on Wednesday October 23rd. The New Castle library hosted a special film showing of Elemental on Saturday October 12th.

The Rifle library hosted a jazz concert featuring Ana Marie Murphy on Wednesday October 2nd, the New Castle library hosted on Monday October 7th, the Silt library hosted on Saturday October 12th. The Carbondale library hosted on Wednesday October 16th.

Outreach Events:

The Rifle, New Castle, Silt, and Parachute libraries participated in their Town's Trunk or Treat Halloween events.

Facilities October Report

Jon Medrano, Facilities Manager

The Facilities Department worked to complete various building repairs and continued major district projects. Here are some projects from last month that are worthy of mention.

Library Reconfiguration for Parachute & New Castle Branches - UPDATE

GCPLD has updated the scope of work for the two library locations, including removing some specific aspects of construction to bring the overall cost close to the budget. The major parts of the projects will still include remodeling the staff work area and key areas of public space. The library has received the updated cost analysis from the General Contractor, FCI, showing a significant price reduction. The library administration is preparing to present the current project cost at the next board meeting and to request a budget amendment.

Parachute

Budget: \$476K

Original DD estimate total: \$734K (\$258K over)

Revised DD estimate total: \$603K (\$127K over)

New Castle

Budget: \$392K

Original DD estimate total: \$427K (\$35K over)

Revised DD estimate total: \$418K (\$26K over)

Library Reconfiguration for Rifle & Silt Branches - UPDATE

GCPLD met with Hopkins Architecture for initial meetings for the beginning of the design development phase. There were some wonderful schematic presentations that reflected key areas of improvement such as staff areas, community rooms, public restrooms, and new lobby layouts. The design and development phase are still ongoing at this time.

Silt Patio Gate Installation

A new secondary gate was installed at the Silt Branch Library. A fencing company added a custom gate on the west side of the patio to add more egress in the event of a building evacuation and another entry point for patrons to access the patio.

Fire Sprinkler Inspection at Carbondale Branch Library

The Facilities Manager worked with a local Fire Safety company to complete the annual fire sprinkler test for the Carbondale Branch Library. The test was done before opening hours and all parts of this system are in good working condition.

Replacement Schedule for 2025 with CMC For Glenwood Springs Branch

The Facilities Manager met with The CMC Facilities Director and discussed projects in the building replacement schedule for 2025. Some projects such as exterior lights, wall planter brickwork, fresh paint, and water bottle filler station will be worked on.

Fire Extinguisher Inspection, Parachute, Rifle, Silt & New Castle Branch

The Facilities Technician worked with a local fire safety company to complete the annual fire extinguisher inspection at the Parachute, Rifle, Silt, and New Castle branch libraries. 4 total fire extinguishers ended up needing to be replaced. All others were found to be in good condition.

Automatic Machine Handlers - UPDATE

This major project has been completed. The Carbondale, Glenwood Springs, and Rifle branches are now enjoying their brand-new book sorter machines. The Facilities Manager would like to thank the Technical Services Director for her phenomenal work seeing this project from start to finish.