

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, March 2, 2023, 2:00 PM
Place: Silt Branch Library

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

I. CALL TO ORDER

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

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting February 2, 2023 (pp 2-4)
- B. Claims for Board Approval: General Fund January 16, 2023 – February 15, 2023 (pp.5-6); Alpine Bank Credit Card Statement January (pp. 7-8)

III. ACTION ITEMS - None

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 9-12)
- B. Finance Report, Kevin Hettler (pp.13-18)
- C. Paid Time Off Policy proposal, Kim Owens (pp.19-22)
- D. Volunteer Policy proposal, Kim Owens (pp.23-26)
- E. Branch Report, Brenda Kingen, Silt Branch Manager (pp.27-28)
- F. “Did You Know” training, Adrian Rippy-Sheehy

V. EXECUTIVE SESSION

- A. An Executive Session is requested for the discussion of personnel matters pursuant to C.R.S 24-60-402(4)(f). discussion of Executive Director evaluation.

Next Board Meeting April 6, 2023, Location: Glenwood Springs Branch Library

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 accommodations are necessary per ADA, please call 970-625-4270 before the meeting.

Prepared by: Jamie LaRue, Executive Director

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING**

Place: New Castle

February 2, 2023

I. A. CALL TO ORDER

Jocelyn Durrance called the meeting to order at **2:00 pm**. Kim Owens conducted the roll call.

BOARD MEMBERS PRESENT:

Michelle Foster
Jocelyn Durrance
Susan Use
John Mallonee
Carolyn Tucker

BOARD MEMBERS EXCUSED:

Adrian Rippy -Sheehy

BOARD MEMBERS UNEXCUSED:

Crystal Mariscal (school emergency)

STAFF PRESENT:

Jenn Cook	Ana Gaytan
Patti Anderson	Amaranda Fregoso
Stacy Kline	Jon Medrano
Alex Garcia	Daniel Messer
Eileen Cummings	Kim Owens
Melissa Terry	Kevin Hettler
Karen Sandblom	Kim Gorsett
Amy Westby	Emily Hisel
Emily Stec	

PUBLIC PRESENT:

None

GUESTS PRESENT:

Kim Seter attempted to connect via phone

PUBLIC COMMENT: None given

I. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Carolyn Tucker, seconded by Michelle Foster - **Motion passed.**

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board meeting January 5, 2023 (pp 1-3)
- B. Claims for Board Approval: General Fund December 15, 2022 – January 15, 2023 (pp.4-5); Alpine Bank Credit Card Statement November (pp. 6-7); December (pp. 8-9) – Motion to approve consent items made by Susan Use, seconded by John Mallonee – **Motion passed.**

III. ACTION ITEMS

- A. Approval of security camera vendor selection – Jonathan Medrano, Facilities Manager
 - i. Recommend Verkada company – Motion made to use Verkada for security cameras made by Susan Use, seconded by Carolyn Tucker – **Motion passed.**

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 10-11)
 - i. Legislature Discussions – Freezing taxes, CLIC Courier service. Also discussed was meth in libraries and a potential bee mural.
- B. Treasurer/Finance Report, Michelle Foster (pp.12-17)
 - i. 56% property tax from oil and gas, 21% residential, commercial 12.5%.
- C. Branch Report, Ana Gaytan, New Castle Branch Manager (pp. 18-20)
 - i. Appreciation of staff and staff changes. Special shout out to Laura.
- D. “Did You Know” training, Crystal Mariscal
 - i. Crystal was not at the meeting

A motion to adjourn was made by Jocelyn Durrance.
The meeting adjourned at **2:44 pm.**

NEXT MEETING

The next regular board meeting will be held on March 2, 2023, Location: Silt Branch Library at 2:00 pm.

FY 22-23

17 YEARS

*clickweb.org /
about-clic /
who-we-are /
advocacy-for-clic /*

WITHOUT AN INCREASE TO

Statewide Courier



30 Million Books and Items

Picked up, sorted and delivered among libraries throughout Colorado during the past 13 years, at an average cost of 40 cents per item.



Rising Costs

Inflation, fuel prices, employee costs continue to increase. Services are becoming unaffordable to small & rural libraries across Colorado.



Over Time: The Future

Only the best-funded libraries will participate. Small & rural libraries, community colleges, and schools may be cut off from statewide resources.



STATE FUNDING FOR LIBRARY INFRASTRUCTURE

- Library Courier services save taxpayers \$9.3 million every year compared to USPS costs
- The Colorado Library Consortium saves libraries and taxpayers \$23.6M every year by using its state appropriation to pay for or subsidize the cost of ALL services provided to public libraries, academic institutions, and schools.
- Libraries are asking for a \$150K increase to that appropriation.

CLiC

Colorado Library Consortium

www.clickweb.org

CLiC manages valuable and established infrastructure for libraries across Colorado.

"The courier is a lifeline for our patrons and our community, and a core part of our services." - La Veta Public Library in SE Colorado

4:04 PM

02/21/23

Accrual Basis

Garfield County Public Library District

Claims for Board Approval

January 16 through February 15, 2023

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
01/16/2023	Wire	Great Colorado Payback	Uncashed reimb check	(8.99)
01/20/2023	Eft	CRA	1/13/23 retirement contributions	(5,204.93)
01/20/2023	Eft	CRA	1/13/23 retirement contributions	(4,109.88)
01/22/2023	Ach	Xcel Energy	Electricity	(4,431.45)
01/31/2023	25266	A Clean Break, LLC	RI, SI, NC Jan cleaning	(6,700.00)
01/31/2023	25267	AFLAC	Jan supplemental insurance	(107.70)
01/31/2023	25268	Anvil Points Upholstery & ...	NC carpet & upholstery cleaning	(2,025.00)
01/31/2023	25269	Aspen Science Center	Jan STEM programs	(1,365.00)
01/31/2023	25270	Barnes, Nancy	Branch Libraries Director candidate travel r...	(414.94)
01/31/2023	25271	Bristlecone Arts Collaborati...	GW & NC art workshops December	(467.42)
01/31/2023	25272	Cardiff Cleaning Service	GW CA Jan cleaning	(4,422.00)
01/31/2023	25273	Carter, Elizabeth D	Compassion & Choice presentation	(315.60)
01/31/2023	25274	Citadel Security Group, LLC	GW security service	(4,353.36)
01/31/2023	25275	City of Glenwood Springs	GW electricity	(825.84)
01/31/2023	25276	Colorado River Valley Cha...	membership 3/13/2023	(250.00)
01/31/2023	25277	Colorado Special Districts ...	Workers comp deductible claim	(138.50)
01/31/2023	25278	Cooper Commons Condo ...	1/2 2023 assessment	(23,762.06)
01/31/2023	25279	Cummings, Eileen	Notary fees/book/stamp	(67.51)
01/31/2023	25280	Demco	book processing supplies	(234.75)
01/31/2023	25281	Elite Plumbing & Drains LLC	SI restroom plumbing repair	(430.00)
01/31/2023	25282	Employers Council, Inc.	Annual membership	(3,600.00)
01/31/2023	25283	Findaway World LLC	Library materials	(59.99)
01/31/2023	25284	Homeless Training Institute...	Annual training subscription	(999.00)
01/31/2023	25285	Ingram Library Services	Library materials	(7,315.96)
01/31/2023	25286	JanWay Company USA, Inc.	Adult literacy mugs	(2,312.20)
01/31/2023	25287	Karrel, Thomas	group facilitation presenter	(200.00)
01/31/2023	25288	Midwest Tape	Library materials	(2,041.62)
01/31/2023	25289	Patterns of Joy Life Skills E...	RI sewing caregiver enrichment	(250.00)
01/31/2023	25290	Reliance Standard	Jan and Feb disability insurance	(2,008.38)
01/31/2023	25291	S & S Automatics and Doo...	NC door service call	(170.00)
01/31/2023	25292	Simmons, Sajari	DEI & intercultural development virtual wor...	(1,000.00)
01/31/2023	25293	Suarez, Dulce Andrea	translation services	(122.50)
01/31/2023	25294	Taylor Fence Company	NC storage cage	(3,128.00)
01/31/2023	25295	Tiger, Inc.	gas delivery	(6,742.82)
01/31/2023	25296	Torrey House Press	author talk materials	(542.40)
01/31/2023	25297	Trane US Inc.	SI boiler repairs	(1,108.00)
01/31/2023	25298	Western Paper Distributors	Janitorial supplies	(850.57)
01/31/2023	Eft	Black Hills Energy	GW & CA gas	(3,354.38)
01/31/2023	Eft	Garfield County Public Libr...	donations / book sales	(342.75)
01/31/2023	Eft	Garfield County Public Libr...	donations / book sales	(1,078.59)
01/31/2023	eft	CRA	1/27/23 retirement contributions	(6,525.93)
01/31/2023	eft	CRA	1/27/23 retirement contributions	(4,360.44)
02/01/2023	Eft	Alpine Bank	Jan c.c. pmt	(8,611.18)
02/06/2023	Eft	WEX Bank	Jan vehicle fuel	(559.12)
02/07/2023	Eft	Verizon Wireless	Cell phones, hotspots, & filtering service	(6,444.33)
02/14/2023	Eft	CRA	2/10/223 retirement contributions	(6,607.67)
02/14/2023	Eft	CRA	2/10/223 retirement contributions	(4,410.91)
02/15/2023	25299	625-Water(9283)	RI SI staff water	(83.60)
02/15/2023	25300	Acme Fire Alarm Company...	Annual inspections	(1,892.42)
02/15/2023	25301	AFLAC	Feb supplemental insurance	(107.70)
02/15/2023	25302	AlwaysMountainTime LLC	Radio ads	(2,000.00)
02/15/2023	25303	American Janitor LLC	PA Jan cleaning	(1,096.00)
02/15/2023	25304	Cedar Networks	Feb broadband	(1,194.00)
02/15/2023	25305	Citadel Security Group, LLC	GW security service	(2,525.30)
02/15/2023	25306	Coco, Katie	Notary application/supplies	(79.35)
02/15/2023	25307	Cura HR, LLC	HR support/Leader assimilation/disc trainin...	(4,765.00)
02/15/2023	25308	Daly Property Services, Inc.	CA Jan snow removal	(1,787.50)
02/15/2023	25309	Demco	Processing supplies/displays	(264.24)
02/15/2023	25310	Emery, Sheldo	mileage reimb	(34.06)
02/15/2023	25311	EverGreen ZeroWaste	CA compost collection services	(65.00)
02/15/2023	25312	Garfield County Public Hea...	flu shots	(75.00)
02/15/2023	25313	Hettler, Kevin	Staff lodging for LibLearnX conference	(2,505.06)
02/15/2023	25314	ImageNet Consulting LLC	copier copies	(893.46)
02/15/2023	25315	Ingram Library Services	Library materials	(5,811.43)
02/15/2023	25316	Jean's Printing	WRC bingo cards/bookmarks	(1,118.76)
02/15/2023	25317	Kline, Stacy	mileage reimb	(103.09)
02/15/2023	25318	Mac's Landscape Services ...	PA Jan snow removal	(675.00)

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02/21/23

Accrual Basis

Garfield County Public Library District

Claims for Board Approval

January 16 through February 15, 2023

Date	Num	Name	Memo	Amount
02/15/2023	25319	Marmot Library Network, Inc.	Self-check monitors price difference	(71.40)
02/15/2023	25320	Messer, Daniel	mileage reimb	(70.74)
02/15/2023	25321	Midwest Tape	Library eMaterials	(9,556.99)
02/15/2023	25322	Mountain Pest Control, Inc.	Jan spraying	(100.00)
02/15/2023	25323	Mountain Waste & Recycling	SI GW recycling/trash	(142.02)
02/15/2023	25324	Newmind Group, Inc.	Google licenses renewal	(10,368.00)
02/15/2023	25325	OverDrive	Library eMaterials	(9,993.15)
02/15/2023	25326	Quiroz, Reina	mileage reimb	(35.37)
02/15/2023	25327	Simmons, Sajari	DEI & intercultural development virtual wor...	(1,000.00)
02/15/2023	25328	Starhouse Media LLC	Screenagers - digital age films	(1,350.00)
02/15/2023	25329	Suarez, Dulce Andrea	translation service	(183.75)
02/15/2023	25330	Tapia, Kelly	mileage reimb	(35.37)
02/15/2023	25331	The Home Group Inc	RI construction Jan final billing	(29,310.38)
02/15/2023	25332	Town of Parachute	Dec and Jan water/sewer/trash	(258.80)
02/15/2023	25333	Transparent Information Se...	Background checks	(171.60)
02/15/2023	25334	Unique Management Servi...	Jan Collections service	(99.50)
02/15/2023	25335	Waste Management	Trash/recycling	(339.06)
02/15/2023	25336	Willis Towers/CEBT	Mar insurance	(38,376.30)
02/15/2023	25337	Zuniga, Rebecca	Mileage reimb	(18.34)
Total 10010 · Alpine Bank- Gen(..7072)				(262,938.41)
TOTAL				(262,938.41)

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02/21/23

Garfield County Public Library District

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 01/31/2023

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						23,139.23
Cleared Transactions						
Charges and Cash Advances - 106 items						
Credit Card Char...	12/19/2022	SSMichaels	Event Supplies	X	(12.94)	(12.94)
Credit Card Char...	12/30/2022	SISmokeBBQ	Staff Holiday Party	X	(410.30)	(423.24)
Credit Card Char...	12/30/2022	SIWM	Staff Holiday Party	X	(107.09)	(530.33)
Credit Card Char...	01/02/2023	SSFacebook	Facebook Ad	X	(7.62)	(537.95)
Credit Card Char...	01/03/2023	FMRILock&Sa	Rifle Keys	X	(17.99)	(555.94)
Credit Card Char...	01/04/2023	FTGreaseMon	Grease Monkey- Oil Change	X	(354.77)	(910.71)
Credit Card Char...	01/04/2023	SSUSPS	Stamps	X	(240.00)	(1,150.71)
Credit Card Char...	01/04/2023	SIUSPS	ILL Postage	X	(7.90)	(1,158.61)
Credit Card Char...	01/05/2023	GWCM	Adult Programming	X	(38.45)	(1,197.06)
Credit Card Char...	01/05/2023	FTWM	Coat Rack	X	(37.97)	(1,235.03)
Credit Card Char...	01/05/2023	SSCM	Board Meeting Refreshments	X	(16.48)	(1,251.51)
Credit Card Char...	01/05/2023	CACM	Staff Birthday	X	(4.00)	(1,255.51)
Credit Card Char...	01/06/2023	NCSkillPath	Webinar	X	(255.19)	(1,510.70)
Credit Card Char...	01/06/2023	CACM	CLAB Programming Refreshments	X	(60.53)	(1,571.23)
Credit Card Char...	01/06/2023	GWUSPS	ILL Postage	X	(14.85)	(1,586.08)
Credit Card Char...	01/06/2023	CAUSPS	ILL Postage	X	(7.27)	(1,593.35)
Credit Card Char...	01/06/2023	PA1ClarksMa	Ice Melt	X	(6.49)	(1,599.84)
Credit Card Char...	01/06/2023	CAUSPS	ILL Postage	X	(4.16)	(1,604.00)
Credit Card Char...	01/06/2023	RIUSPS	ILL Postage	X	(4.16)	(1,608.16)
Credit Card Char...	01/07/2023	CACricut	Cricut Subscription	X	(10.61)	(1,618.77)
Credit Card Char...	01/08/2023	CACM	Lost Art of... Refreshments	X	(69.00)	(1,687.77)
Credit Card Char...	01/09/2023	SSFacebook	Facebook Ad	X	(36.24)	(1,724.01)
Credit Card Char...	01/10/2023	SSAmazon	Office Furniture	X	(188.09)	(1,912.10)
Credit Card Char...	01/10/2023	SSAmazon	Teen Game	X	(59.88)	(1,971.98)
Credit Card Char...	01/10/2023	RILeadConf	Library Leadership Webinar	X	(49.00)	(2,020.98)
Credit Card Char...	01/10/2023	SSQuill	Office Supplies	X	(45.99)	(2,066.97)
Credit Card Char...	01/10/2023	SSAmazon	Office Furniture	X	(37.61)	(2,104.58)
Credit Card Char...	01/10/2023	PA2FamDolla	WC Book Club Refreshments	X	(4.95)	(2,109.53)
Credit Card Char...	01/11/2023	SICM	WRC Kick Off Party	X	(230.29)	(2,339.82)
Credit Card Char...	01/11/2023	SSAdobe	Stock Images	X	(29.99)	(2,369.81)
Credit Card Char...	01/11/2023	SSAdobe	Create Cloud	X	(29.99)	(2,399.80)
Credit Card Char...	01/11/2023	FTDollarGen	Batteries	X	(16.50)	(2,416.30)
Credit Card Char...	01/11/2023	SIUSPS	ILL Postage	X	(12.48)	(2,428.78)
Credit Card Char...	01/11/2023	RIUSPS	ILL Postage	X	(4.83)	(2,433.61)
Credit Card Char...	01/12/2023	RIWM	WRP Refreshments	X	(107.43)	(2,541.04)
Credit Card Char...	01/12/2023	NCCM	Program Refreshments	X	(85.84)	(2,626.88)
Credit Card Char...	01/12/2023	NCWM	WRC Kick Off Supplies	X	(63.54)	(2,690.42)
Credit Card Char...	01/12/2023	RICM	WRP Refreshments	X	(35.94)	(2,726.36)
Credit Card Char...	01/12/2023	PA1ClarksMa	WRC Refreshments	X	(18.70)	(2,745.06)
Credit Card Char...	01/13/2023	PA1ClarksMa	Homeschool & Mon. Madness Refre...	X	(54.69)	(2,799.75)
Credit Card Char...	01/13/2023	RIWM	Anime Club Refreshments	X	(41.32)	(2,841.07)
Credit Card Char...	01/13/2023	GWCM	WRP Kickoff Event	X	(34.08)	(2,875.15)
Credit Card Char...	01/13/2023	GWWM	Office Supplies	X	(24.88)	(2,900.03)
Credit Card Char...	01/13/2023	CAUSPS	ILL Postage	X	(7.27)	(2,907.30)
Credit Card Char...	01/13/2023	RIUSPS	ILL Postage	X	(7.27)	(2,914.57)
Credit Card Char...	01/14/2023	GWWM	Staff Supplies	X	(26.00)	(2,940.57)
Credit Card Char...	01/14/2023	NCDollarGen	WR Social Supplies	X	(17.20)	(2,957.77)
Credit Card Char...	01/15/2023	CACM	WR Supplies	X	(99.49)	(3,057.26)
Credit Card Char...	01/15/2023	SIMistys	WRC Kick Off Party	X	(84.55)	(3,141.81)
Credit Card Char...	01/16/2023	SSWM	Teen Tech Week Educational Material	X	(293.94)	(3,435.75)
Credit Card Char...	01/16/2023	CACoreRefFu	Online Course Training	X	(200.00)	(3,635.75)
Credit Card Char...	01/16/2023	SSLaQuinta	Branch Libraries Director Candidate ...	X	(109.00)	(3,744.75)
Credit Card Char...	01/16/2023	FTValleyLum	Weather Strip	X	(16.99)	(3,761.74)
Credit Card Char...	01/17/2023	SSWhistlePi	Group Interview Refreshments	X	(264.50)	(4,026.24)
Credit Card Char...	01/17/2023	SS3SHRM	SHRM Renewal	X	(229.00)	(4,255.24)
Credit Card Char...	01/17/2023	NCBrickhous	Drama Club Refreshments	X	(73.50)	(4,328.74)
Credit Card Char...	01/17/2023	SSCM	Group Interview Refreshments	X	(47.88)	(4,376.62)
Credit Card Char...	01/17/2023	SIBrickhous	Drama Club Interest Meeting	X	(35.50)	(4,412.12)
Credit Card Char...	01/17/2023	PA1Kabloo	WRC Gift Certificate	X	(25.00)	(4,437.12)
Credit Card Char...	01/17/2023	SSWhistlePi	Group Interview Refreshments	X	(23.60)	(4,460.72)
Credit Card Char...	01/17/2023	RIUSPS	ILL Postage	X	(8.32)	(4,469.04)
Credit Card Char...	01/17/2023	GWUSPS	ILL Postage	X	(4.65)	(4,473.69)
Credit Card Char...	01/17/2023	SIUSPS	ILL Postage	X	(4.16)	(4,477.85)
Credit Card Char...	01/18/2023	NCCM	Breakroom, SPARK & Storytime Su...	X	(19.15)	(4,497.00)
Credit Card Char...	01/18/2023	NCUSPS	ILL Postage	X	(13.74)	(4,510.74)

4:07 PM

02/21/23

Garfield County Public Library District

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 01/31/2023

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Char...	01/18/2023	SSGoDaddy	Security Renewal	X	(4.99)	(4,515.73)
Credit Card Char...	01/19/2023	SSNextiva	Telephone Service	X	(2,094.92)	(6,610.65)
Credit Card Char...	01/19/2023	RIASLAMembe	ALA Membership Renewal	X	(118.00)	(6,728.65)
Credit Card Char...	01/19/2023	CACM	CLAB, GSA & Lost Convo Refreshm...	X	(101.38)	(6,830.03)
Credit Card Char...	01/19/2023	RICafeKape	Staff Meeting	X	(64.40)	(6,894.43)
Credit Card Char...	01/19/2023	SSRobly	Email Newsletter Platform	X	(52.50)	(6,946.93)
Credit Card Char...	01/19/2023	SIWildRoots	Winter Reading Raffle GC	X	(25.00)	(6,971.93)
Credit Card Char...	01/19/2023	NCCM	WR Prize	X	(24.80)	(6,996.73)
Credit Card Char...	01/19/2023	SIMistys	Winter Reading Raffle Supplies	X	(22.00)	(7,018.73)
Credit Card Char...	01/19/2023	CACM	Book Club Supplies	X	(21.98)	(7,040.71)
Credit Card Char...	01/19/2023	SSGooglePla	Google Play Storage	X	(19.99)	(7,060.70)
Credit Card Char...	01/19/2023	RICM	WR Kickoff Refreshments	X	(18.57)	(7,079.27)
Credit Card Char...	01/19/2023	SIDollarTre	Winter Reading Raffle Supplies	X	(11.25)	(7,090.52)
Credit Card Char...	01/20/2023	GWGold	WRP Certificates	X	(154.50)	(7,245.02)
Credit Card Char...	01/20/2023	SSGoDaddy	Domain Renewal	X	(72.32)	(7,317.34)
Credit Card Char...	01/20/2023	PA1GVRecCen	WRC Gift Certificate	X	(51.28)	(7,368.62)
Credit Card Char...	01/20/2023	NCDrfters	WR Prize	X	(50.00)	(7,418.62)
Credit Card Char...	01/20/2023	NCExquisite	WR Prize	X	(50.00)	(7,468.62)
Credit Card Char...	01/20/2023	RIlittCease	Teen Program Refreshments	X	(30.77)	(7,499.39)
Credit Card Char...	01/20/2023	SSAdobe	Creative Cloud	X	(29.99)	(7,529.38)
Credit Card Char...	01/20/2023	SIWhimWagon	Winter Reading WK Raffle	X	(25.00)	(7,554.38)
Credit Card Char...	01/20/2023	PA2USPS	ILL Postage	X	(9.96)	(7,564.34)
Credit Card Char...	01/20/2023	SIUSPS	ILL Postage	X	(7.90)	(7,572.24)
Credit Card Char...	01/20/2023	RIUSPS	ILL Postage	X	(3.95)	(7,576.19)
Credit Card Char...	01/21/2023	NCDefCycler	WR Prize	X	(25.00)	(7,601.19)
Credit Card Char...	01/23/2023	PA1Mels4Foo	WRC Gift Certificate	X	(25.00)	(7,626.19)
Credit Card Char...	01/23/2023	SSAdobe	Acrobat Pro JL	X	(16.99)	(7,643.18)
Credit Card Char...	01/23/2023	SSUSPS	ILL Postage	X	(5.89)	(7,649.07)
Credit Card Char...	01/23/2023	GWUSPS	ILL Postage	X	(4.13)	(7,653.20)
Credit Card Char...	01/24/2023	CAWhiteRive	WRC Prizes	X	(150.00)	(7,803.20)
Credit Card Char...	01/25/2023	PA2USPS	Stamps	X	(63.00)	(7,866.20)
Credit Card Char...	01/25/2023	SIUSPS	ILL Stamps Postage	X	(30.28)	(7,896.48)
Credit Card Char...	01/26/2023	SSQuill	Office Supplies	X	(91.98)	(7,988.46)
Credit Card Char...	01/26/2023	SSWM	Childrens Events Supplies	X	(14.88)	(8,003.34)
Credit Card Char...	01/26/2023	RIUSPS	ILL Postage	X	(3.47)	(8,006.81)
Credit Card Char...	01/27/2023	SICandyShop	Loteria Night Supplies	X	(54.14)	(8,060.95)
Credit Card Char...	01/27/2023	CAUSPS	ILL Postage	X	(3.47)	(8,064.42)
Credit Card Char...	01/28/2023	SSWM	Teen Tech Week Supplies	X	(59.82)	(8,124.24)
Credit Card Char...	01/30/2023	PA2USPS	ILL Postage	X	(6.94)	(8,131.18)
Credit Card Char...	01/30/2023	NCUSPS	ILL Postage	X	(4.13)	(8,135.31)
Credit Card Char...	01/31/2023	SI2LibLrnX	Conference per diem -2 staff; 5 days	X	(475.87)	(8,611.18)
Total Charges and Cash Advances					(8,611.18)	(8,611.18)
Payments and Credits - 1 item						
Check	01/05/2023	Eft	Dec c.c. pmt	X	23,139.23	23,139.23
Total Cleared Transactions					14,528.05	14,528.05
Cleared Balance					(14,528.05)	8,611.18
Register Balance as of 01/31/2023					(14,528.05)	8,611.18
New Transactions						
Payments and Credits - 1 item						
Check	02/01/2023	Eft	Jan c.c. pmt		8,611.18	8,611.18
Total New Transactions					8,611.18	8,611.18
Ending Balance					(23,139.23)	0.00

Management Report, February 2023

By Jamie LaRue, Executive Director

Director of Branch Libraries

I am very pleased to report our hiring of Nancy Trimm for this position, after an innovative interview process that involved all of our Executive team and branch managers. She will begin on March 13, 2023. Nancy has an impressive resume: she worked for the Mesa County Libraries, then the State Library, then as the director of the Gunnison County Public Library, and most recently, as director of the Bemis Library in Littleton. She also has experience with the community interview process I hope to launch here in the spring. I will introduce her to the board at our April meeting.

Capital project complete

Kudos to Jonathan Medrano, Facilities Manager, who has wrapped up our Rifle Branch Library project to expand some administrative office space, and free up two areas to the public. One is the Meeting Room on the second floor. The second is the Classroom space. This project went very smoothly, and most of our staff have now moved into their new quarters. I've begun to see public use of the Meeting Room.

Reconstituted Hispanic Outreach Committee

Last year, James Larson put together our Hispanic Outreach Committee. The issue: as much as a third of our population is Spanish-speaking, but nothing like that percentage is reflected in our collections, our staff, and our services. Learning to better serve our entire community will take time. But we're making progress.

On February 3, we restructured our committee, passing the chairmanship of the committee to Ana Gaytan (Branch Manager at New Castle), with several subcommittees: Collections, Staff, Programming, and Outreach. We also adopted a 2023 goal: Engage with and serve a growing part of our community.

Another of our goals is to increase circulation by 20% across the board. One area of particular interest is our Spanish collection. In New Castle, Ana moved and expanded the Hispanic collection to be more immediately visible when patrons first step into the branch. She also placed some seating areas directly in front of the stacks, allowing for more reader- and family-friendly browsing. As a consequence, the circulation of that collection in New Castle immediately increased by 46%.

In Carbondale, Tracy Kallassy began aggregating Spanish materials together, instead of scattering them across the library. And our Spanish language circulation has increased by 60% over last year.

Right now, only about 4% of our entire collection is in Spanish. Both experiments (New Castle and Carbondale) demonstrate that aggregating and highlighting the materials is the only way that people can find them. I'm watching the numbers, and the strategy is working. (Glenwood and Rifle have also recently moved their collections, which will give us even more information.) At some point, we may have enough materials to consider interfiling, but not yet. Our Guadalajara shopping trip will help.

I'm also pleased to report that as we've been hiring, we are succeeding in finding more Spanish-speaking staff. Now, all but one of our branches have at least one native speaker. And I'm very encouraged by the huge numbers we're racking up for attendance at Rifle's Hispanic Heritage Day (over 500 people) and New Castle's Las Posadas celebration (over 150).

Much remains to be done, but our staff is approaching this service challenge with creativity and commitment.

Patron registration

Another one of the numbers I watch relates to the percentage of our population with an active library card. I've been working with Jenn Cook to closely examine our statistics.

The official population of Garfield County in 2021 was 62,161. We have, right now, 62,941 total patrons, which looks good. Usually, having more cards than population means that a library serves a larger region, often tourists.

But further analysis shows that of those 62,941, only 22,242 patrons have been *using* their cards over the last 2 years. So, our *active* patron count is only about 36% of our population. Of these, 2,378 are digital cards only.

From these stats, it's clear that we need to get a better handle on active cards. They are one of our best indicators of market penetration (to use a business term). I've been exploring the use of Geographic Information System data (held by many of our municipalities and the county) to identify where in the county we do *not* have many library cards. This will help us target more precisely where we need to advertise and perhaps develop new service strategies. Many of our inactive cards remain in our system (and under our records retention schedule, will stick around for 6 years). But it's time for us to clean up and think more deeply about this data to serve our community more comprehensively.

This issue is significant enough to our long-term success to make me want to develop a patron recruitment effort as part of our strategic plan. More to come.

Glenwood Springs Historical Society and Frontier Museum

Glenwood Springs Branch Manager Daniel Messer sits on the board of the Glenwood Springs Historical Society. Recently, the board put out a call for community support. After reviewing

their materials, and touching base with our Board president, I submitted the following to the Glenwood Springs City Council on February 15, 2023.

Dear Glenwood Springs City Council:

I am writing as the Executive Director of the Garfield County Public Library District, and wish to express my strong concern and support for the Glenwood Springs Historical Society and the Frontier Museum.

Like the library, the museum is a keeper of knowledge. The information it preserves--thousands of photographs, glass plate negatives, artifacts, genealogy, and countless other archival records—is truly irreplaceable. These materials represent our shared history, and they are at risk.

I recently toured the facility and was dismayed to see so many priceless resources stored in a facility that seems barely adequate to house them. Such artifacts should be in climate-controlled spaces, with modern systems for both fire suppression and water damage. The building itself isn't ADA-accessible. The staff is impressive, and their passion is real and deep. But I worry about their ability to keep it going without adequate funding.

As I'm sure you're aware, the Historical Society has sought and secured grant funding on its own. I understand that they've raised over \$150,000 to support:

- 1) The historic assessment of the Shumate Home where the museum is currently housed,
- 2) The Cardiff Coke Ovens restoration, in partnership with the City helped obtain an additional \$140,000 for the coke oven project.
- 3) Placement of headstones on veteran's historic graves in area cemeteries,
- 4) Production of the Nuestras Historias documentary, telling the stories of our area's successful migrants, and many more.

But grants tend to focus on individual one-time projects. They don't ensure sustainability.

The Glenwood Springs Historical Society also supports the Glenwood Springs Chamber Resort Association in several ways:

- 1) Being a subject matter expert on history questions as they arise,
- 2) Providing articles in Glenwood Magazine,
- 3) Working with and directly contributing to our tourism efforts with interviews for multimedia, appearance in the UK program "Scenic Railways of the World," and more.

Rather than being just a supportive partner, however, I believe the Glenwood Springs Historical Society and Frontier Museum should be hailed as a key contributor to the economic vitality of the area, a tourist attraction in its own right.

I understand that the city of Glenwood Springs is always faced with more demands for funding than can be easily accommodated. But I respectfully request that the Council acknowledge the unique assets of the Glenwood Springs Historical Society and Frontier Museum and dedicate to them the \$120,000 recommended by the City of Glenwood's Financial Advisory Board, and the modest 2% recommended in the 1991 Acquisitions & Improvements Tax. The many historical assets now in jeopardy, once lost or damaged, will be impossible to replace. Right now, the Frontier Museum is a diamond in the rough. Let it shine!

Texas Abortion Bill is the model for library censorship

In this article--<https://www.axios.com/2023/02/16/texas-abortion-ban-libraries-books>--a new challenge to libraries is revealed. Various draft municipal ordinances in Texas call out a "private right of action," allowing any person to bring a civil action against anyone who violates the ordinance's provisions—including against the library if the staff does not pull books from the shelves. The ordinance calls for damages of at least \$10,000 per violation, as well as legal costs and attorney fees. This latest effort again focuses primarily on LGBTQ-themed materials, and sexual content generally, and seems to lead the charge against librarians to hold them responsible for larger cultural change. This is the classic definition of censorship: using the power of the state (in this case through municipal rules) to suppress ideas and punish the people who provide access to them. I wish I could say that such efforts will not endure judicial scrutiny. I don't know if that's true.

I should also report that I was interviewed by a reporter from Scripps News, which is working on a story about book banning, with a focus on Colorado and Utah. They've indicated that the story should come out around the middle of March.

Financial / Treasurer Report, February 2023

By Kevin Hettler, Chief Financial Officer

We are pleased to introduce Ann Valliere as our new Accounting Technician. She comes to us with a wide range of private sector experience and has hit the ground running. We are excited to have her join our team.

Sales tax continues its strong growth since 2021. Through the first 11 months of 2022, sales tax is up 16% from 2021. The top 3 sales tax industries include:

1. Retail Trade 28%
2. Accommodation and Food Services 15%
3. Building materials/Improvement stores 10%

Top sales tax locations include:

1. Glenwood Springs 39%
2. Unincorporated Garco 26%
3. Rifle 14%

The following charts depict all revenues received and expenditures made from 1/1/23 through 1/31/23, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 1/31/23 is \$133,959.

Total expenditures made as of 1/31/23 is \$608,389.

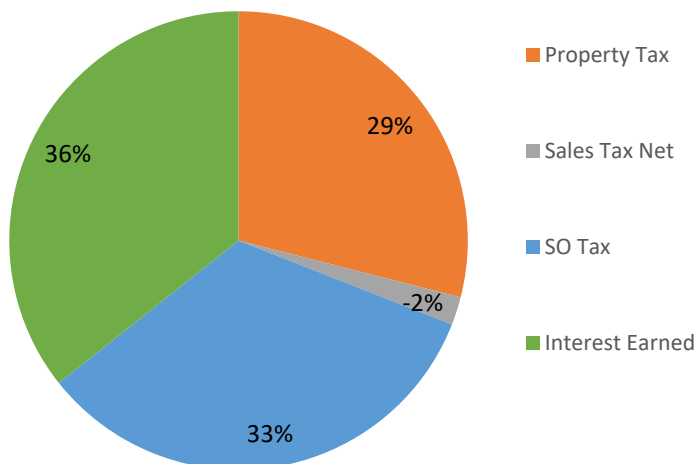
8.3% of the year has elapsed as of 1/31/23.

1.16% of budgeted revenue (\$11,545,399) has been received.

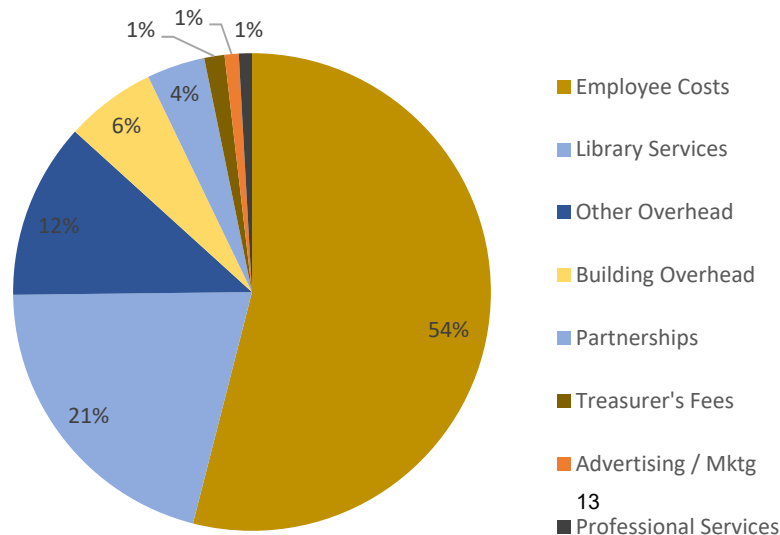
5.88% of budgeted expenditure (\$10,340,129) has been made.

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

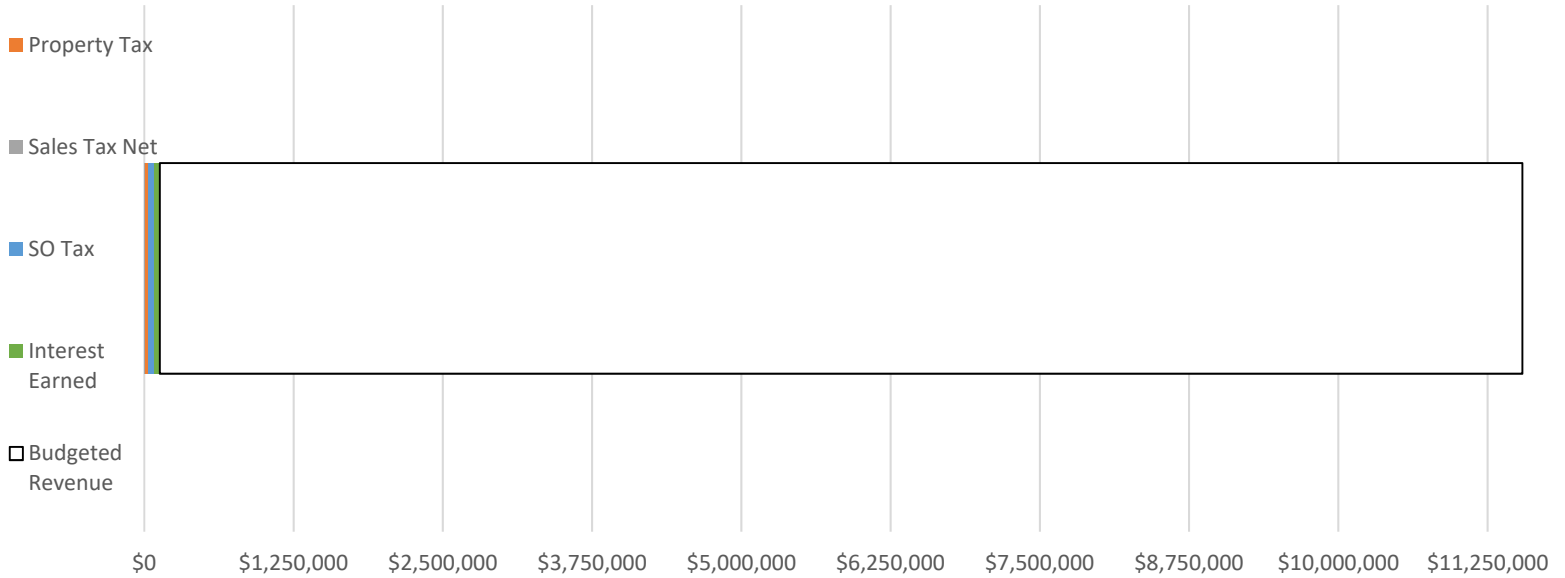
YTD Revenues through 1/31/2023



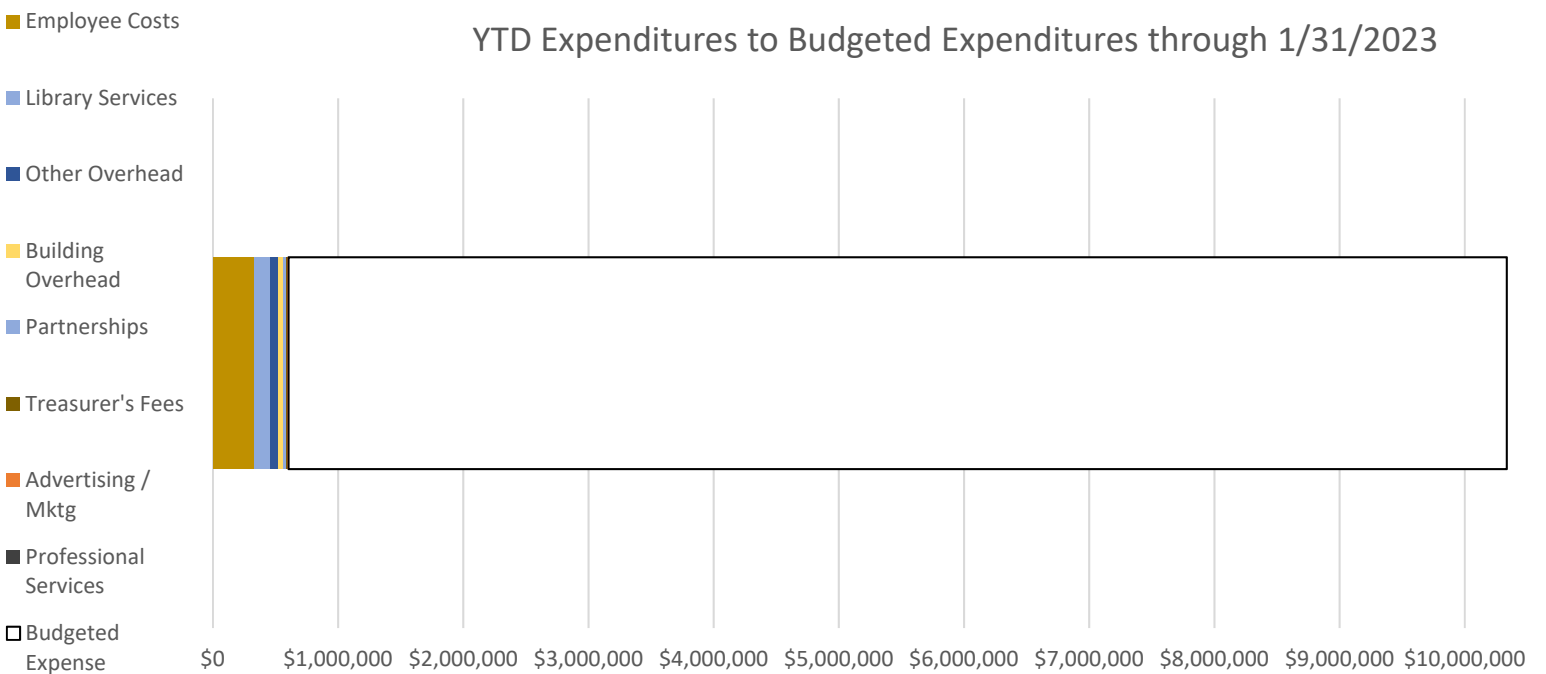
YTD Expenditures through 1/31/2023



YTD Revenues to Budgeted Revenues through 1/31/2023



YTD Expenditures to Budgeted Expenditures through 1/31/2023



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

	Jan 2023 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan 2022 Actual	\$ Increase / (Decrease) in Actual '22 to '23
Income						
40100 · Sales Tax Revenue	0.00	3,580,000.00	0.0%	1.	0.00	0.00
40102 · Sales Tax Refunds	(2,606.15)	(80,000.00)	3.26%		(1,584.04)	(1,022.11)
40200 · Property Tax Revenue	38,448.33	7,306,045.00	0.53%		38,894.35	(446.02)
40300 · Specific Ownership Tax Revenue	44,265.16	400,000.00	11.07%		37,692.03	6,573.13
40900 · Interest Earned on Investments	47,296.97	150,000.00	31.53%	2.	625.22	46,671.75
41000 · Grants	0.00	81,692.00	0.0%		0.00	0.00
41200 · Other Revenue	1,614.40	62,662.00	2.58%		3,090.60	(1,476.20)
41300 · Solar Rebates	374.01	9,000.00	4.16%		348.75	25.26
42000 · Branch Revenues	4,567.19	36,000.00	12.69%		2,982.76	1,584.43
Total Income	133,959.91	11,545,399.00	1.16%		82,049.67	51,910.24
Expense						
50001 · TREASURER'S FEES	8,283.80	224,121.00	3.7%		6,992.14	1,291.66
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	326,163.87	4,715,937.00	6.92%		285,696.13	40,467.74
52000 · LIBRARY SERVICES	125,893.90	1,357,567.00	9.27%		182,037.35	(56,143.45)
53000 · PROFESSIONAL SERVICES	5,308.71	146,311.00	3.63%		6,151.50	(842.79)
54000 · BUILDING OVERHEAD	37,022.80	866,393.00	4.27%		66,412.54	(29,389.74)
54500 · BUILDING REFRESH, FURNITURE,IMI	225.70	850,000.00	0.03%		2,604.98	(2,379.28)
55000 · EQUIPMENT	2,988.38	226,396.00	1.32%		2,918.01	70.37
56000 · OTHER OVERHEAD	72,011.16	84,825.00	84.89%	3.	65,139.39	6,871.77
57000 · ADVERTISING & MARKETING	5,814.97	131,500.00	4.42%		14,010.07	(8,195.10)
58000 · VEHICLES	913.89	18,541.00	4.93%		3,580.35	(2,666.46)
59000 · PARTNERSHIPS	23,762.06	58,738.00	40.45%	4.	0.00	23,762.06
Total Expense	608,389.24	10,340,129.00	5.88%		635,542.46	(27,153.22)
Net Income	(474,429.33)	1,205,270.00			(553,492.79)	79,063.46

Footnotes:

1. January sales tax revenue will be received in February
2. The interest rate on the ColoTrust account for January was averaging 4.55%
3. Annual property and liability insurance paid in January
4. The first six months Cooper Commons condo assessment paid in January.

Garfield County Public Library District

Balance Sheet **unaudited**

As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	554,898.28
10050 · Colo Trust - General	12,187,825.19
10055 · C-Safe	54,704.61
10060 · Alpine Bank- Payroll(..8785)	4,000.51
10070 · Alpine Bank - Flex(..0583)	3,028.55
10210 · Alerus- Flex deposit	292.99
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	104.85
11050 · WF-23652001-Annual Princ. Pmt	634.92
Total Checking/Savings	12,806,564.90
Other Current Assets	
12050 · Sales tax transfer by Treasurer	(2,438.97)
12100 · Property tax transfer by Treas	5,362,948.00
Total Other Current Assets	5,360,509.03
Total Current Assets	18,167,073.93
Other Assets	36,904.44
TOTAL ASSETS	18,203,978.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	13,384.50
Total Accounts Payable	13,384.50
Credit Cards	
20510 · Alpine Bank Purchase Card	8,611.18
20570 · Fuel Cards - WEX / NJPA	559.12
20650 · Amazon Credit	5,875.90
Total Credit Cards	15,046.20
Other Current Liabilities	
20660 · Grants Payable	2,020.44
20670 · Unearned Revenue	1,560.60
21100 · Other Payroll Payables-	750.68
21200 · Payroll Payable-	50,144.00
Total Other Current Liabilities	54,475.72
Total Current Liabilities	82,906.42
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	375,907.52
22100 · Deferred Property Tax Revenue	5,362,948.00
Total Long Term Liabilities	5,738,855.52
Total Liabilities	5,821,761.94

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02/21/23

Accrual Basis

Garfield County Public Library District

Balance Sheet

As of January 31, 2023

	Jan 31, 23
Equity	
30000 · Unassigned Fund Balance	10,358,965.58
30005 · Non-Spendable Fund Balance	33,538.84
30010 · Restricted Fund Balance	311,400.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	2,001,475.34
Net Income	(474,429.33)
Total Equity	12,382,216.43
TOTAL LIABILITIES & EQUITY	18,203,978.37

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

SALES TAX COMPARISON REPORT

BEFORE REFUND

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%
February	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%
March	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%
April	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%
May	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%
June	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%
July	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%
August	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%
September	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%	408,790.73	13.59%
October	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%	392,680.20	17.67%
November	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%	378,346.49	21.15%
December	249,188.16	5.51%	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%		-100.00%
TOTAL	2,870,165.76	12.66%	3,059,260.74	6.59%	3,151,203.50	3.01%	3,906,322.49	23.96%	4,139,808.78	5.98%

AFTER REFUND

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%
February	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%
March	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%
April	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%
May	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%
June	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%
July	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%
August	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%
September	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%	408,238.24	13.99%
October	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%	390,686.93	17.51%
November	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%	375,740.34	20.93%
December	248,301.61	5.43%	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%		-100.00%
TOTAL	2,848,987.62	15.98%	2,999,959.02	5.30%	3,048,078.90	1.60%	3,844,568.91	26.13%	4,040,956.18	5.11%

Paid Time Off Policies

Kim Owens, HR Director

During the District's compensation study, we also studied paid time off benefits of the 8 comparator agencies.

Vacation (aka PDO):

- GCPLD provides 120 hours of paid vacation accrual per year for full-time employees after the completion of 5 years of service. Part-time employees earn paid vacation on a pro-rated basis.
- The market average for an employee with 5 years of service is 147 hours of paid vacation per year, which includes higher accruals for management employees in one agency (the City of Boulder = 184 hours per year) and a general leave bank provided to employees in two (2) other agencies (Pitkin County = 264 hours per year and the City of Westminster = 166 hours per year).
- GCPLD's vacation accrual is 27 hours less per year than the market average for an employee with 5 years of service.

Holidays:

- GCPLD provides 80 hours (or 10 days) of paid holiday leave per year for its employees (8 designated holidays, 2 floating holidays).
- The average holiday provision in the market is 88 hours (or 11 days) per year.
- GCPLD provides 1 less holiday per year, on average, compared to the market.

GCPLD Policies for Review

In addition to the results of the 2021 Compensation and Benefits Study, in the 2022 Employee Engagement Survey, we learned that employee benefits are an area in which GCPLD staff desire to see improvement. Paid time off benefits is an important part of the employment package and with an increased desire for a work/life balance, we have several proposals for the Board's consideration.

PDO

Current Full-time annual accrual rates:

- 0-60 months (completion of the 5th year) – accrue 96 hours (12 days)
- 61 – 120 months (beginning of the 6th year through the completion of the 10th year) – accrue 120 hours (15 days)
- 121+ months (beginning of the 11th year) – accrue 160 hours (20 days)
- 6 month waiting period for new hires to use PDO, accrue from day 1
- PDO caps at 240 hours until PDO is used and the balance is reduced
- By Colorado state law, the PDO balance is paid out upon the end of employment

Proposed:

- 0-36 months (completion of 3 years) – accrue 96 hours (12 days)
- 37-60 months (beginning of 3rd year through the completion of the 5th year) – accrue 120 hours (15 days)
- 61 – 96 months (beginning of the 6th year through the completion of the 8th year) – accrue 160 hours (20 days)
- 97+ (beginning of the 9th year) - accrue 200 hours (25 days)
- No waiting period to use, accrue starting on day 1
- PDO caps at 240 hours until PDO is used and the balance is reduced
- By Colorado state law, the PDO balance is paid out upon the end of employment

MSL (Medical Sick Leave)

Proposed addition to current policy:

- Allow staff to use accrued MSL to take pets to necessary vet visits (grooming visits not included, use PDO)

Floating Holidays

Current policy:

Currently, all part-time and full-time staff are granted two days of Floating Holiday annually. Floating holidays must be used in the calendar year and do not carry over into the new calendar year.

Proposed:

As the federal government adds holidays to its calendar, libraries are faced with the challenge of deciding if it will also recognize the additional holidays through a paid closure. Additionally, as GCPLD is now open seven days a week, employees who recognize holidays that are not within the established holiday closure calendar observed by GCPLD must use floating holidays or PDO if they want to ensure they can have the day off work to observe the holiday.

As the compensation study identified, GCPLD observes one fewer holiday than the eight comparator agencies.

We propose that we grant all part- and full-time staff three days of floating holiday annually, and the three floating holidays are for employees to observe a holiday the employee chooses to celebrate (employees do not need to specify which holiday they're observing when they use their floating holiday). Floating holidays must be used in the calendar year and do not carry over into the new calendar year. Unused floating holidays are not paid out upon

Pro-rated floating holidays for new hires

Employees hired January 1 – April 30 are granted 3 floating holidays

Employees hired May 1 – August 31 are granted 2 floating holidays

Employees hired September 1 – December 15 are granted 1 floating holiday

Conversion Rates for part-time staff:

Currently paid holiday hours for part-time staff are calculated by dividing the number of scheduled weekly hours by 5 to get the pro-rated number of holiday hours (see table below). This frequently results in an unusual fraction of time that is difficult, and unrealistic to schedule accurately. We propose adjusting the calculation to round to the nearest quarter hour so schedules are made in 15-minute increments.

Change the calculation from weekly hours divided by 5 to the following:

Weekly Hours	Current Holiday Hours (weekly hours divided by 5)	Actual hours & minutes	Proposed Holiday Hours (round to the nearest quarter hour)	Proposed Actual hours & minutes	Difference
10	2	2h	2	2h	0
15	3	3h	3	3h	0

20	4	4h	4	4h	0
24	4.8	4h 48m	4.75	4h 45m	-0.05
26	5.2	5h 12m	5.25	5h 15m	0.05
28	5.6	5h 36m	5.5	5h 30m	-0.1
32	6.4	6h 24m	6.5	6h 30m	0.1
36	7.2	7h 12m	7.25	7h 15m	0.05
38	7.6	7h 36m	7.5	7h 30m	-0.1
40	8	8	8	8h	0

Bereavement

Current policy:

Bereavement leave provides all employees that have been with the Library District for six (6) months or more with time for grieving the loss of someone in their immediate family, as well as time for arranging and attending the funeral.

For the death of a spouse, child, or parent: Full-time employees (scheduled for forty [40] hours per week) may be allowed up to forty (40) consecutively-scheduled work hours, and all other employees (scheduled for less than 40 (forty) hours per week) may be allowed up to twenty-four (24) consecutively-scheduled work hours with pay.

For the death of a grandparent, sibling, mother-in-law, father-in-law, daughter-in-law, or son-in-law: Full-time employees may be allowed up to twenty-four (24) consecutively scheduled work hours, and part-time employees may be allowed up to twelve (12) consecutively scheduled work hours.

For the death of extended family members (those not listed above), both full and part-time employees may be allowed to use up to five (5) days of MSL. For the death of non-family members both full and part-time employees may use PDO.

Bereavement leave is not available to employees that have worked less than six (6) months with the Library District. If leave is needed, time off may be granted unpaid at the discretion of the Executive Director.

All bereavement leave must be approved by the employee's supervisor and Human Resources. The Executive Director will make the final decision. Proof of death may be required.

"Parent" and "child" definitions shall not be limited to blood relationships: familial relationships, such as stepchildren and step-parents, foster children and foster parents, and other guardians are covered under this policy.

Proposed:

Bereavement leave provides all regular and part-time employees with time for grieving the loss of someone in their family, as well as time for arranging and attending the funeral.

For the death of a spouse, domestic partner, significant other, child, sibling, parent, grandparent, or in-law, employees may be allowed up to one week of their normal scheduled hours as paid bereavement leave.

For the death of extended family members (those not listed above), pets, and non-family members, both full and part-time employees may be allowed to use up to five (5) days of MSL.

In any case, when an employee needs additional time off beyond the Library District's policy due to a death, they may request MSL or PDO from their supervisor. If no paid time off is available, the employee may request unpaid time off which must be approved by the supervisor and the Executive Director.

Proof of death may be required.

"Parent" and "child" definitions shall not be limited to blood relationships: familial relationships, such as stepchildren and step-parents, foster children and foster parents, and other guardians are covered under this policy.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

VOLUNTEER, USEFUL PUBLIC SERVICE & COURT ORDERED VOLUNTEER POLICY

DEFINITIONS

A volunteer shall be considered as any individual, 12 years of age or older, who assists with work done at the Garfield County Public Library District, without remuneration. A Useful Public Service or Court Ordered Volunteer shall be considered as any individual, 12 years of age or older who assists with work done at the Garfield County Public library District to fulfill court-ordered community service. Exceptions to age may be made at the Branch Manager's discretion and with parental consent.

STATEMENT OF PURPOSE

The Garfield County Public Library District shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Friends of the Library or the Library Foundation.
4. Partner with another county, city, and community agencies to provide volunteer opportunities for Court Ordered Community Service volunteers to complete some or all of their Court Ordered Community Service.

Garfield County Public Library District shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

RECOGNITION

Recognition is an important component of a volunteer program and is often the only way in which the The library can say "thank you" to a volunteer. Although individual, informal recognition of volunteers should be ongoing, volunteers must be recognized formally as a group regularly.

The Library staff and Library Board shall find ways of recognizing volunteers at least once a year. Court Ordered Community Service volunteers will be exempt from all volunteer recognition programs.

GENERAL PROVISIONS

Nothing in this policy shall be deemed to create a contract between the volunteer and the Garfield County Public Library District. Both the volunteer and the Garfield County Public Library District have the right to terminate the volunteer's association with the Library at any time, for any reason, with or

without cause.

The Garfield County Public Library District will not provide medical, health, or accident insurance benefits

for any volunteer. Volunteers will be eligible to receive worker's compensation benefits for any injuries sustained while functioning as a volunteer. Court Ordered Community Service volunteers will not be covered for any injuries sustained while functioning as a volunteer. Before engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form and visit with a supervisory staff member. Court Ordered Community Service volunteers will provide paperwork in the form of a timesheet provided by the referring agency. It is the Court Ordered Community Service volunteer's responsibility to make sure the timesheet is signed each time work is performed. Upon approval of the Branch Manager, the volunteer may be scheduled for training and work assignments. Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include shelving books, returning books, processing new materials, storytelling, helping to prepare for programs, assisting with the maintenance of vertical files, discarding materials, maintenance of periodicals, and public relations activities.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Branch Manager or designee. Court Ordered Community Service volunteers will always present timesheet paperwork before and after any volunteer times of service. The supervising staff member will sign in the Court Ordered Community Service volunteer at the beginning and end of each shift using the referral agency timesheet and comment on the quality of work performed only when the work is completed for each shift.

RECRUITMENT AND SUPERVISION OF VOLUNTEERS

Volunteers will be sought through a variety of methods (i.e., newspaper announcement, in-library publicity and requests through volunteer coordination organizations) to meet specific as well as general project needs. Court Ordered Community Service volunteers are responsible for contacting each branch library manager or supervising staff person via phone or in person with referral agency paperwork in hand to discuss the possibility of performing Court Ordered Community Service at that particular branch. Each library Branch supervising staff has the right and authorization to accept or decline

to allow individual Court Ordered Community Service volunteers to work at the branch library.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

There is no formal evaluation process for volunteers. Court Ordered Community Service volunteers will be evaluated on the referring agency's provided timesheet.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT VOLUNTEER POLICY

The achievement of the goals of Garfield County Public Library District (GCPLD) is best served by the active participation of citizens of the community. To this end, GCPLD accepts and encourages the involvement of volunteers within appropriate programs and activities. All staff is encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in the recruitment of volunteers from the community.

DEFINITIONS

A **volunteer** shall be considered as any individual, 12 years of age or older, who assists with work done at the Garfield County Public Library District, without remuneration. A Useful Public Service or Court Ordered Volunteer shall be considered as any individual, 12 years of age or older who assists with work done at the Garfield County Public Library District to fulfill court-ordered community service.

STATEMENT OF PURPOSE

The Garfield County Public Library District shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Library Foundation.
4. Partner with another county, city, and community agencies to provide volunteer opportunities for Court Ordered Community Service volunteers to complete some or all of their Court Ordered Community Service.

Garfield County Public Library District shall make use of the services of interested volunteers to supplement and not replace the work done by library staff.

Before engaging in any volunteer activity, each volunteer age 18 and over (including Court Ordered Community Service volunteers) will be required to complete a Volunteer Application and a Volunteer Background Check. The background check includes a sex offender, felony, and misdemeanor search, looking back seven years. Volunteers under the age of 18 are exempt from the background check requirement.

All volunteers will complete a core training before beginning their work in the library to ensure an adequate understanding of GCPLD's Code of Conduct, Colorado Privacy Laws, the ALA Bill of Rights, and Appropriate Interactions with Minors.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Garfield County Public Library District. Both the volunteer and the Garfield County Public Library District have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Volunteers are covered by the Library District's general liability insurance in the event of an injury while volunteering for us.

SILT Board Report for February 2023

Brenda Kingen, Silt Branch Manager

Now that things are returning to normal, we will display a new artist's work in our community room once every quarter. Our Current artists include two locals, Ann Ramsey, and Gary Glidden. I am working on getting some of our kids and teens' art on display to encourage their passions.

What's new and Good?

Our children's programs, including Bositos Rojas (Storytime in Española) and Shake your Sillies out, bring in many new families! Mr. Paul's started "Shake Your Sillies Out" to teach kids about music and dance in a creatively engaging way. He saw a need for this in the community and crafted his program to help fill this gap. Last month, many little ones were seen dragging their parents in for Mr. Paul's Hygge family Storytime by the fireplace with their stuffed animals tucked under an arm. It was a real treat for all.

Our recurring family programs include three Story Times a week, various concerts, chess, Loteria, family game nights, crafts for adults, a Teen video game program called: "Game On!", Aspen Science Center, and a recent author talk from an LGBTQ+ Community advocate.

Our 1st district event will be our Mardi Gras Celebration on February 21st.

Winter Reading Challenge (District Wide program) :

We enjoy hearing all the adults thrilled to be reading a graphic novel for the first time while completing the **Winter Reading Challenge: Blizzard of Books Bingo**.

Mystery book bag sale :

We Bundle genres of various books from our book sale into beautiful blue bags to encourage these to be given as gifts for the holiday season. **We made over \$418 in 30 days.**

In the building:

We aim to see 20% or more of our collection in people's homes rather than on our shelves. So far, we are making progress. We moved sections around in our library to serve our community better. The staff has worked hard to craft incredible displays.

Our generous community:

The Lift up food donation box is filled constantly by generous community members.

RSVP volunteers recently ran a Sock drive for the homeless shelter, which was well received. We plan to partner with more organizations.

Outside in the community:

- Catherine and Ari started a successful teen book club this year with, on average, nine attendees once a month. One teen cried as she told the group that she related to what the character was going through in the book, and it was a powerful moment for the group.
- We have two staff members in the Hispanic Outreach Committee to build staff, and programs, enrich our Spanish collections, and reach out in partnerships with local entities. We are excited to reach every angle of our broad community district-wide.
- Paul is working hard to build a parent and teen advisory group.

- Paul taught the elementary school about our databases and how to research.
- Paul and Brandi from New Castle started a theater club in High school for any high schooler interested.

Growth opportunities:

- Kat and Brenda attended a library conference in New Orleans, Louisiana, last month with 2,400 other attendees. They are excited to implement the knowledge, programs, and services they learned from librarians all over the country in Garfield County.
- In April, Ari and Maddie will attend a Teen 35th Annual Colorado Teen Literature Conference.
- All six branch managers went on a field trip to glean information from more advanced libraries in the Denver area. It was a successful trip to help us move forward as a district.

Programs Coming soon

- Mardi Gras Celebration this Tuesday, February 21st, from 12 pm-6 pm
- Teen tech week with a lot of fun gadgets.
- Escape room during spring break
- Who goes there? Animal Identification in partnership with the Parks and Wildlife - March 4th
- Presentation with animals by the Animal Refuge rehabilitation - April 1st
- We will be celebrating Día Del Libro on April 30th.
- Installing the bat house near the library building is a follow-up to the program on bats.

Human Resources Report February 2023

Kim Owens, HR Director

Our Employee Handbook is currently being revised to become current with all applicable Colorado and Federal laws. We are also proposing a few policy changes that we will start to bring to the Board for review and approval in the coming months. This month we're including our proposed paid time off policies for your initial review and feedback. Our last employee handbook update was in 2015.

We put out our first call for Education Assistance applications following the approval of the policy in January. We received two applications for assistance with current classes and five for student loan assistance.

We will make more calls for Education Assistance applications this year – one in advance of the summer semester, one before the fall semester, and one near the end of the year.

We're including a Volunteer Policy revision in this month's board packet for your review and feedback.

Staff Education and Development Update

Our Employee Development Coordinator, Amaranda, has been leading the Spring Staff Day Planning committee. Spring Staff Day is Thursday, April 27 at Grand River Health in Rifle. The Board is welcome to attend. We'll have four breakout sessions on various library topics and a great team-building event as well.

Recruiting and Staffing update

The Director of Branch Libraries position candidate accepted our offer and we expect her to begin work on March 13. Nancy Trimm is currently the Director of the Bemis Library in Littleton, CO, and will relocate to Garfield County.

A Library Specialist at the Glenwood Springs branch recently resigned and Daniel (the Branch Manager) has opted to hold the position open until there's an opportunity to combine two, part-time positions into one, full-time position.

Staffing Report - Since 01/19/2023:

New Hires: 4

- Accounting Technician – Support Services, 24hrs/week – 02/13/2023
- Library Page – Carbondale, 10hrs/week – 2/16/2023
- Library Page – Carbondale, 10hrs/week – 2/21/2023
- Branch Libraries Director – Support Services, 40hrs/week – offer accepted, anticipated start date 3/13/2023

Promotions/Transfers: 3

- Substitute Library Specialist transferred into full-time Library Specialist position at Carbondale – 1/22/2023
- Library Specialist at New Castle promoted to New Castle's Circulation Coordinator – 2/6/2023
- Library Specialist at Glenwood Springs transferred to the Sub Pool – 2/16/2023

Vacancies: 1 (openings designated as "on pause" are not included in the vacancy count)

- Library Page – Carbondale, 10hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*

Departures: 3

- Library Page – Glenwood, 10hrs/week – 2/7/2023
- Library Page – Carbondale, 10hrs/week – 2/9/2023
- Library Page – Carbondale, 10hrs/week – 2/25/2023

Additional Staffing Information:

Headcount as of 02/25/2023:

- 81 total staff members (does not include subs)
- 39 benefit-eligible staff (32 - 40 hours per week); 42 staff with less than 32 hours per week
- 59.3 FTE

Staff Stats by Location – 02/25/2023					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	8.15	12	326	5	7
Glenwood	7.45	11	298	4	7
New Castle	7.00	10	280	4	6
Silt	6.90	10	276	4	6
Rifle	8.35	13	334	4	9
Parachute	6.65	9	266	4	5
Support Services	14.8	16	592	14	2
Grand Total	59.30	81	2372	39	42

Circulation and Collections Report, February 2023

By Jenn Cook, Technical Services Director

RFID self-checks:

Marmot is working with FE Technologies to run testing and diagnostics of our new self-check equipment. Software is being loaded and configured at the Marmot office before they are implemented in the branches. We are setting up site visits with Marmot to conduct additional communication testing on-site at the branches. All component pieces have been received except the furniture that has been purchased for the new kiosks.

New office space:

The technical services department has moved into the newly remodeled office space that is much more conducive to the more efficient workflow for acquisitions, cataloging, and processing of materials. We are very grateful for the responsiveness and flexibility of our facilities department and the contractors in designing a well-functioning and comfortable space that meets our needs.

Collection analysis solution:

Keeping in line with the District goal to achieve 20% growth in circulation, we are in the process of implementing the CollectionHQ tool which will provide collection performance data that analyzes the use of the collection and provides evidence to plan for future purchasing. This kind of statistic can be used to compare the number of times items in a specific section of the library are being used. For example, if a section has a relatively high turnover rate, which is calculated by dividing the number of circulations by the number of titles, it is one indication that more items may be needed to meet demand. This will help us identify existing benchmarks and set target goals to make an action plan for improvement.

STATISTICS JANUARY YTD	District		
	2023 Actual	2022 Actual	% change
Website			
Website Visits	19358	20014	-3.28%
Downloadables/Streaming			
Overdrive - total eBook, audio, video, ma	6677	6093	9.58%
Hoopla - total	2761	1762	56.70%
Kanopy	1081	1041	3.84%
Subscription Resources			
Ancestry - Searches	3313	4071	-18.62%
MyHeritage - Sessions	184	7	2528.57%
EBSCO Databases - Sessions	295	2060	-85.68%
Learning Express - Sessions	3	7	-57.14%
Wall Street Journal - Access	33	33	0.00%
Consumer Reports - Sessions	13	12	8.33%
Mango - Sessions	1218	121	906.61%
NewsBank	24	145	-83.45%
New York Times - Sessions	481	272	76.84%
Brainfuse VetNow - Uses	3	0	
Brainfuse HelpNow - Uses	222	3	7300.00%
Tumblebooks - Book Views	16	5	220.00%
LOTE Online for Kids - Story Views	2	5	-60.00%
Biography in Context - Sessions	6	954	-99.37%
Research in Context - Sessions	726	28	2492.86%

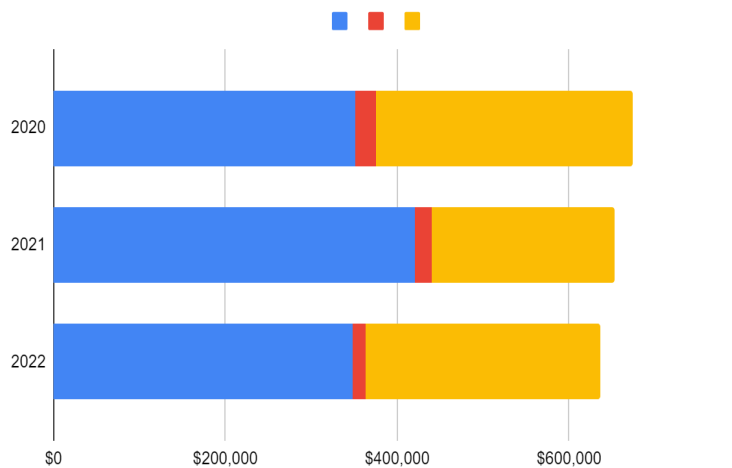
STATISTICS JANUARY YTD	District		
	2023 Actual	2022 Actual	% change
Cardholders			
Active Patrons	20978	20608	1.80%
New Library Cards	540	555	-2.70%
Patron Services			
Door Count	26554	26950	-1.47%
Meeting Room Attendance	2350	1595	47.34%
Adult Program Attendance	378	91	315.38%
School-Age Program Attendance	378	418	-9.57%
Teen Program Attendance	105	106	-0.94%
Early Childhood Attendance	1221	359	240.11%
All Ages/Family Attendance	137	0	
Adult Outreach Attendance	21	27	-22.22%
Youth Outreach Attendance	97	48	102.08%
ESL Program Attendance	360	26	1284.62%
Reference Questions	66	154	-57.14%
Physical Circulation			
Juvenile	7900	7312	8.04%
Young Adult	845	701	20.54%
Adult Fiction	3306	2713	21.86%
Adult Non-Fiction	2185	1808	20.85%
Large Print	367	291	26.12%
World Languages	335	347	-3.46%
DVD	4554	3716	22.55%
CD Audiobook	339	351	-3.42%
Magazines	144	165	-12.73%
Video Games	88	39	125.64%
CD Music	184	151	21.85%
Collection			
Items Added	1212	1225	-1.06%
Total Items in Collection	161787	167336	-3.32%
Technology			
PAC Usage (hours)	2015	1567	28.59%
PAC Usage (sessions)	2673	2150	24.33%
Wireless Sessions	26970	4496	499.87%
Hotspot Lending	89	73	21.92%
Laptop Lending	34	32	6.25%
Volunteers			
Volunteer Hours	43	38	13.16%

New resource:

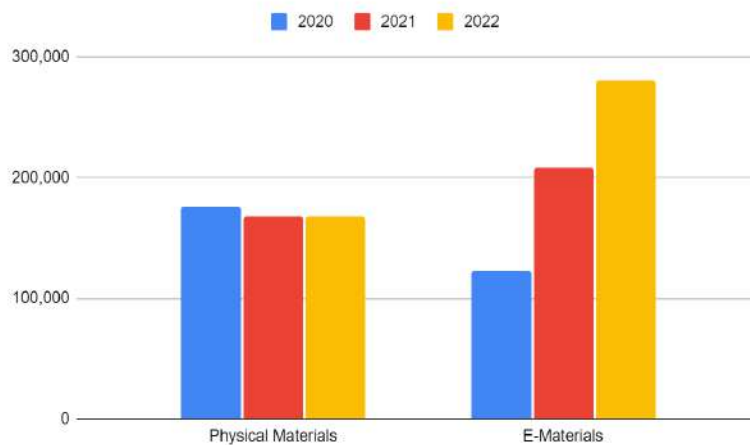
A new video streaming service has been added. Filmocracy provides thought-provoking film festivals covering diverse and inclusive topics, in addition to educational programming and special events such as live filmmaker Q&As and industry panels. As a further benefit of this service, Filmocracy will create private, branded virtual spaces for GCPLD meetings, programs, and events as well.

2022 in review:

Collections Expenditures



Materials Available



Spending was down slightly this year, which was an unintended consequence of several large purchases, including some of the databases introduced at the end of the year and selections from the Guadalajara International Book Fair, rolling over into 2023, as well as a few others factors. While our collection of physical materials has largely remained steady, the amount of e-materials continues to grow considerably.

Sierra Passwords:

As of March 28, 2023, Marmot will require passwords for all patron accounts. This change will require current cardholders to use a password to access the “My Account” features online, to access some databases and e-resources, and to complete some in-library services such as printing. The decision to implement passwords in Sierra was reached via extensive discussion in the Privacy, Security, and Accessibility Committee, Marmot Council, Marmot leadership, and the Marmot Executive Board. As a district, we are developing and implementing a communication plan to inform patrons and train staff in preparation for this change.

STATISTICS DECEMBER YTD	District		
	2022 Actual	2021 Actual	% change
Cardholders			
Active Patrons	21413	20500	4.45%
New Library Cards	4835	4004	20.75%
Patron Services			
Door Count	308675	235539	31.05%
Meeting Room Attendance	31652	12006	163.63%
Adult Program Attendance	2912	1940	50.10%
School-Age Program Attendance	8504	6158	38.10%
Teen Program Attendance	1671	1092	53.02%
Early Childhood Attendance	11603	3084	276.23%
All Ages/Family Attendance	5691	0	
Adult Outreach Attendance	1241	408	204.17%
Youth Outreach Attendance	3828	2078	84.22%
STEM Program Attendance	1705	655	160.31%
ESL Program Attendance	3562	813	338.13%
Reference Questions	1694	409	314.18%
Physical Circulation			
Juvenile	91634	74390	23.18%
Young Adult	9834	9263	6.16%
Adult Fiction	29309	25290	15.89%
Adult Non-Fiction	20354	15276	33.24%
Large Print	3487	2388	46.02%
World Languages	3905	3278	19.13%
DVD	39369	38232	2.97%
CD Audiobook	4111	5727	-28.22%
Magazines	2073	2270	-8.68%
Video Games	613	467	31.26%
CD Music	1741	2050	-15.07%
Collection			
Items Added	20268	28548	-29.00%
Total Items in Collection	167382	167838	-0.27%
Technology			
PAC Usage (hours)	23757	15504	53.23%
PAC Usage (sessions)	32039	21829	46.77%
Wireless Sessions	240778	54745	339.82%
Hotspot Lending	1027		
Laptop Lending	352		
Volunteers			
Volunteer Hours	740	138	436.23%

STATISTICS DECEMBER YTD	District		
	2022 Actual	2021 Actual	% change
Website			
Website Visits	212232	203759	4.16%
Downloadables/Streaming			
Overdrive - total eBook, audio, video, ma	71441	68099	4.91%
Hoopla - total	27702	26266	5.47%
Kanopy	9825	9844	-0.19%
Subscription Resources			
Ancestry - Searches	25646	21184	21.06%
MyHeritage - Sessions	1412	58	2334.48%
EBSCO Databases - Sessions	21756	38336	-43.25%
Learning Express - Sessions	68	114	-40.35%
Wall Street Journal - Access	449	120	274.17%
Consumer Reports - Sessions	163	123	32.52%
Mango - Sessions	3474	1243	179.49%
NewsBank	738	92	702.17%
New York Times - Sessions	3669	591	520.81%
Brainfuse VetNow - Uses	20	0	
Brainfuse HelpNow - Uses	1668	457	264.99%
Tumblebooks - Book Views	431	364	18.41%
LOTE Online for Kids - Story Views	158	56	182.14%
Biography in Context - Sessions	1123	461	143.60%
Research in Context - Sessions	354	1126	-68.56%

Marketing Report, February 2023

By James Larson, Communications and Marketing Director

Recap

In February, the Hispanic Outreach Committee regrouped for the year with more members and subcommittees focusing on events, staff, outreach, and collections. Already we are working to organize participation in the Rifle Hispanic Chamber of Commerce Cinco de Mayo event at the fairgrounds, possibly being a sponsor. This would be an additional Hispanic outreach event for this year that should attract all communities, not just the Hispanic Community. We are also working on another new program/event for Dia del Niño/Dia del Libro, an annual celebration to promote literacy with our Spanish-speaking families. This year it falls on Sunday, April 30th. We are thinking of hosting a special story time program during the week leading up to April 30. This would be a great opportunity to partner with Raising a Reader.

The Winter Reading Challenge is coming to a close at the end of the month and has been a great success. We managed to get 598 participants so far, and that's 2 shy of an average of 100 per branch. Not too bad for the first time. The program was promoted with bookmarks, bingo cards, posters, flyers, a website, social media, English and Spanish radio ads, and custom bags and mugs.

The new website is starting to take shape. The mapping of the site has been finalized and the web developer is starting to create the many, many web pages. Mapping means that all of the headers on the homepage and all the drop-down menus for the headers have been finalized. This serves basically as the skeleton for the whole website. The entire website is built based on this organization.

Social Media

Followers:

Facebook – 3,757 (slight increase)

Instagram – 1376 (slight increase)

Email Newsletter (Dec) – 13,820

Facebook Reach* 11,472 (down 41% which is a big drop. However, other than the Winter Reading program, there has not been much content to feature.)

Instagram reach: 876 (up 6%)

** Reach = The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page, and more.*

Top 5 Facebook Posts:



Boost post

Please take a moment to recognize our newest team member, Amy Westby. A...

January 31, 2023 at 11:38 AM

ID: 10160531738583007

Interactions

39 reactions

4 comments

0 shares



Boost post

Here are some of our star ESL students practicing English while reading to th...

February 15, 2023 at 12:00 PM

ID: 10160562725783007

Interactions

37 reactions

4 comments

2 shares



Boost post

Great turnout for our lotus lantern making class last week in Parachute! Ther...

January 25, 2023 at 1:01 PM

ID: 10160520372663007

Interactions

29 reactions

2 comments

2 shares



Boost post

Channeling "Doc" from "Back to the Future" with the Aspen Science Center S...

February 5, 2023 at 2:00 PM

ID: 10160542514313007

Interactions

29 reactions

4 comments

2 shares



Boost post

Please welcome our newest Parachute Branch staff member, Edgar Skelly.
 January 28, 2023 at 1:00 PM
 ID: 10160526114003007

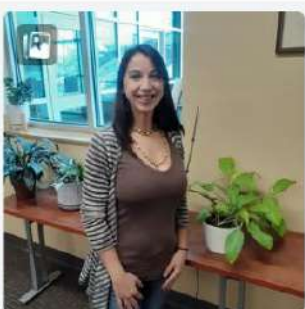
Interactions

25 reactions

0 comments

0 shares

Top 5 Instagram Posts:



Boost post

Please take a moment to recognize our newest team member, Amy Westby. A...
 January 31, 2023 at 8:38 AM
 ID: 17857624721895535

Interactions

23 likes

2 comments



Boost post

Please welcome our newest Parachute Branch staff member, Edgar Skelly.
 January 28, 2023 at 1:00 PM
 ID: 17969274689122327

Interactions

31 likes

1 comment



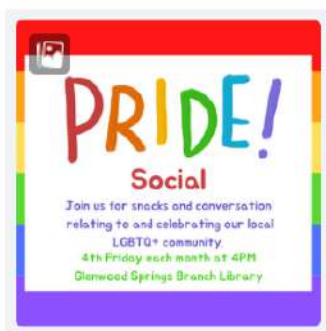
Boost post

Great turnout for our lotus lantern making class last week in Parachute! Ther...
 January 25, 2023 at 1:01 PM
 ID: 18341026672019806

Interactions

35 likes

0 comments



Boost post

February 18, 2023 at 10:00 AM
ID: 18341381014027343

Interactions

15 likes 0 comments



Boost post

February is African American History Month! Let us know your favorite Afric...
February 7, 2023 at 10:45 AM
ID: 18242803729153708

Interactions

9 likes 2 comments

In the News



January 12, 2023

Carbondale Branch Library

Introduction to Nature and Wildlife Photography

Local professional photographer Matt Shetzer, who travels the world hosting photography workshops, will be at the Carbondale Branch Library to share his years of experience and help you create beautiful digital images. Discussions will include image composition, camera modes, exposure, and using your camera's histogram. This free event will begin at 6 p.m. on Wednesday, Jan. 11 and is open to all adults. For more information call the library at 970-963-2889.



[Learn More](#)

BOOK REVIEW

"The Memoirs of Stockholm Sven"

By Amy Krakow
Carbondale Branch Library

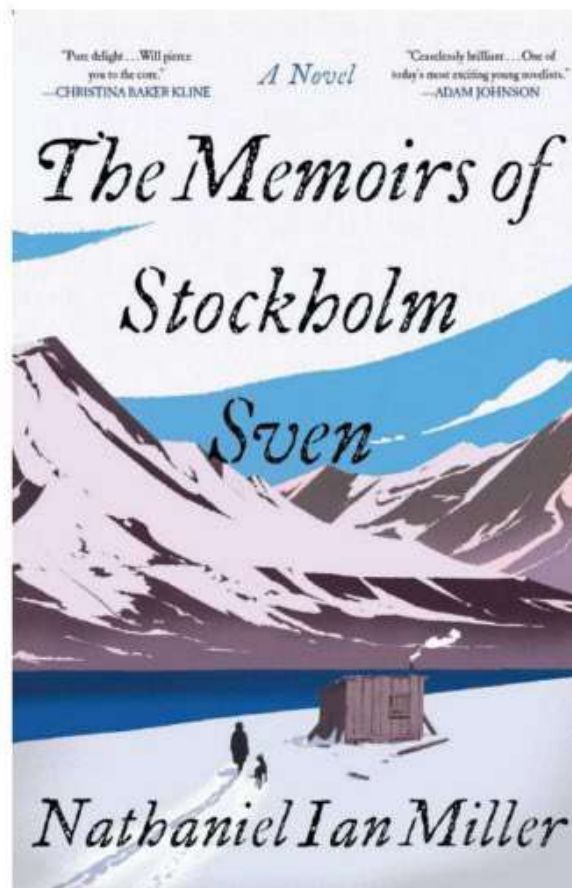
Imagine life in a rickety, makeshift hut on an uninhabited fjord on the Arctic Archipelago of Svalbard where four months of the year you live in total darkness; where glaciers, polar bears, and a faithful dog named Eberhard are your only companions. You have chosen this solitary life purposely due to unfortunate circumstances which have changed your life forever.

In Nathaniel Ian Miller's debut novel, "The Memoirs of Stockholm Sven", be prepared to immerse yourself in the masterfully woven prose of early 20th century Stockholm. This tale of adventure, solitude, unimagined love and the resilience of characters rich in personality and vitality will draw you in from the very first paragraph.

At 32, Swedish-born Sven Ormsom finds himself restless and gloomy, deploring the daily grind of life in 1920s Stockholm. Unlike his father who is content with being a tanner, Sven yearns for a life of adventure in the Arctic. But, his romantic imaginings of what this life would be is light years away from the harsh reality.

Suffocating in Stockholm and unable to hold down mundane jobs, his sister Olga suggests he find work in a mining camp in Longyear City on Svalbard. Here he meets an eccentric Scottish geologist, a bibliophile comrade as well as a patron of the arts and Scottish whiskey. Tragically Sven is caught in an underground avalanche and left disfigured, disheartened and broken.

Finding himself next as an apprentice cook in tiny Camp Morton, he meets and becomes



a longtime friend of Tapio, a Finnish fur trader who mentors him in the art of trapping and other necessary skills needed to survive the brutal Arctic winters. Tapio is his only real connection to the outside world, relaying news of significant events including the Russian revolution and the Finnish civil war. Years into his isolation, with regular letters from his sister, Sven receives an unexpected visitor who extinguishes his loneliness and changes his life forever.

Hunker down, wear plenty of clothing and build a warm fire while reading this unimagined life spun from a remarkable author.

Rifle Heritage Center to host presentation on Meeker Massacre

Staff report
Post Independent

A Ute man once told Colorado historian Jay Sullivan it is easy to fire the first shot and hard as hell to stop shooting.

Sullivan, a Meeker native, uses this grim assessment of war to question why the Milk Creek Battle happened in the first place. Sullivan is slated to break down what's historically referred to as the Meeker Massacre at 2 p.m. Saturday in the Rifle Branch Library, 207 East Avenue.

The event is being hosted by the Rifle Heritage Center.

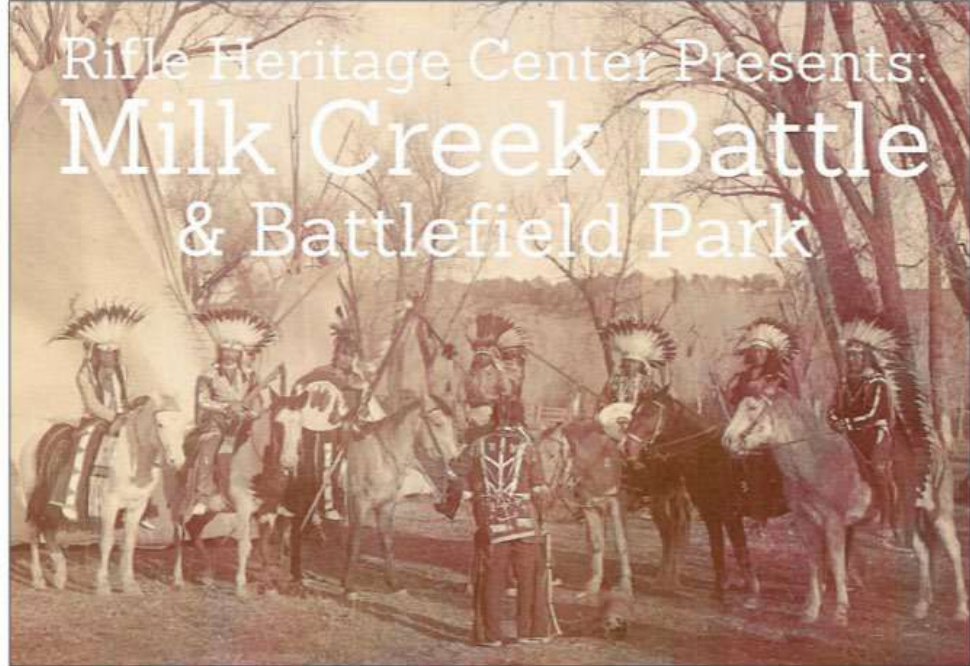
The first shot was fired on Sept. 29, 1879, 17 miles north of Meeker at Milk Creek. It turned into nearly a six-day battle between whites and the Ute Tribe. By its end, the Utes lost 16.5 million acres of their land in Western Colorado, from north of Meeker down to the New Mexico border.

Nathaniel Meeker — the same man the town of Meeker, Colorado is named after — was an Indian Agent at the time. History shows he had a major hand in depriving the native Ute population and, ultimately, inciting the bloody Meeker Incident.

"Nathan Meeker bragged that he would turn the Utes into farmers or kill them within two years," Sullivan stated in a letter to the Rifle Heritage Center. "In his arrogance he lied, cheated, and absolutely believed that he could use military might to bend the Utes to his will."

Sullivan said three days after the battle was when white settlers claimed homesteads on what was Ute Reservation Lands.

"The site of the town of Rifle was smack dab in the middle of



COURTESY/BETTY WALDRON

A photo of Ute warriors taken in the 19th century.

the Ute's escape route and in the center of the white's rush to the West," he said.

"This talk tells the story of the events that led to the Battle of Milk Creek," Sullivan said. "It speaks the unvarnished truth of 149 years in the past. It has moments of humor and it is full of tragedy."

According to Sullivan's bio, he was raised in Meeker and worked on the family ranch in Josephine Basin. Sullivan graduated from Meeker High School. He attended the University of Northern Colorado and graduated with a degree in theatre arts. He earned his doctorate in human communication studies and social

science research from the University of Denver.

Sullivan and his wife, Kaye, owned and operated Performance Training Corporation, an international management consulting practice. He returned to Meeker where he is a wild-life artist and a storyteller. He is the author of "Incident at White

IF YOU GO

What: Milk Creek Battle and Battlefield Park presentation
Where: Rifle Branch Library, 207 East Ave.
When: 2 p.m. Saturday, Feb. 18
How much: Free

River," available from the White River Museum.

Winter Reading Challenge Bingo Cards and Bookmarks:



Reader Name: _____
Phone Number: _____

Find Your STORY
GARFIELD COUNTY LIBRARIES



Nombre del lector: _____
Número de teléfono: _____

Encuentra tu HISTORIA
GARFIELD COUNTY LIBRARIES



Events February 2023

Alex Garcia-Bernal, Education & Events Manager

GCPLD did not miss a beat in the transition from 2022 to 2023. The Glenwood Springs Branch Library opened the year with a staff art show exhibit that will be up for the duration of January and February. The reception for the art show was hosted on Friday, January 6th. January was also the start of our Winter Reading Challenge. This Challenge was reformed to be geared toward adults. Participants complete a bingo card challenge for a ticket to a grand prize raffle. All participants are also eligible for a weekly coupon drawing for several local businesses. The Winter Reading Challenge kicked off on Saturday, January 14th at the Parachute, Glenwood, and New Castle branch libraries. The Challenge kicked off on Sunday, January 15th at the Carbondale, Rifle, and Silt libraries. To celebrate the Lunar New Year, GCPLD hosted a workshop on building Lotus Lantern Crafts featuring the Korean Spirit and Culture Promotion Project at the New Castle, Parachute, and Rifle libraries on Saturday, January 21, and at the Carbondale, Glenwood, and Silt libraries on Saturday, January 28th. All of the workshops were excellently attended with an average of 10-15 participants per branch.

Teen book clubs are now being hosted regularly by several branches. The Silt Branch Library hosted theirs on Monday, January 2nd. Carbondale hosted its GSA book club on Friday, January 6th. Adult book clubs continued throughout the district. Parachute hosted its monthly Western Colorado Book Club on Tuesday, January 10th. This book club is seeing great success having reached about 15 participants recently. The Parachute branch also hosted its monthly Food for Thought Cookbook club on Thursday, January 12th. The Glenwood Springs library hosted its Spanish book club on Saturday, January 14th. The New Castle library began its virtual Spanish language book club on Saturday, January 28th.

GCPLD is working with the Aspen Science Center to provide a revamped and more exciting program for kids and teens at all our Branches. Glenwood Springs hosted during their school's out programming on Wednesday, January 4th, and on Wednesday, January 18th. Carbondale hosted during their school's out programming on Wednesday, January 4th. Silt hosted during their school's out programming on Friday, January 6th. Carbondale also hosted a Teen Coding club with the Aspen Science Center on Thursday, January 26th. The Rifle branch is working with Great Expectations to provide a weekly Parent Support group each Thursday, beginning on January 17th. The Rifle branch also resumed its ESL Class in collaboration with CMC. This program is hosted twice a week, each Tuesday and Wednesday, beginning on Tuesday, January 24th.

The Carbondale branch library hosted their Lost Art of Random Conversations on Sunday, January 8th. They also hosted their Ghostly Phenomena presentation, featuring the Colorado Coalition of Paranormal Investigators on Monday, January 9th, 16th, 23rd, and 30th. They also hosted a photography workshop with Matt Shetzer on Wednesday, March 11th. The New Castle library hosted its weekly Tai Chi program beginning on Wednesday, January 11th. The Rifle branch library hosted their weekly Spanish/English Conversation Circle beginning on Wednesday, January 11th. The Silt branch library hosted its weekly Family Game Night each Thursday evening in January. The New Castle Branch Library hosted their Spanish language seniors' social and educational program, Ponle Vida a Tus Años on Friday, January 13th and 27th. The Rifle branch library hosted its presentation on the History of Camp Hale with the Rifle Heritage Center on Saturday, January 14th. The Carbondale library hosted its In Stitches knitting group on Tuesday, January 24th.

Parachute hosted their Homeschool Parent Advisory Group on Friday, January 13th. Glenwood hosted its tween program, How to Survive Middle School on Friday, January 13th. The Silt library hosted its Dragon Day celebration on Saturday, January 14th. The New Castle hosted their Hygge (Evening) story time on Wednesday, January 25th.

GCPLD hosted a Meet The Author Series with local writer Cathy Heyliger starting at the New Castle library on Thursday, January 26th, and at the Carbondale library on Tuesday, January 31st. The series continues in February.

GCPLD continued the virtual series on Cultural Competency in the Workplace with Roaring Fork Show Up on Tuesday, January 17th, and on Tuesday, January 24th.

Facilities February Board Report

By Jon Medrano, Facilities Manager

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

Admin Office Space Project Update

The Home Group Construction finished the new administration offices located on the 2nd floor in the Rifle library this month. The Facilities department and other staff members took time to assemble a variety of office furniture to install in this space. The overall project was implemented professionally, and GCPLD received quality service from all subcontractors. Staff members have now been moved to their assigned office spaces.

New Storage Cage in New Castle

An area fence company installed a storage cage on the basement level of the New Castle library. It is well built secure space. The storage cage will house important district documents such as HR and Financial files. These files were previously housed in a storage room on the 2nd floor of the Rifle library. Due to the Admin Office Space Project, this room needed to be retrofitted into the new space.

District Video Surveillance Project

The district video surveillance project was awarded to the company called Verkada, and they are partnering with a local IT company called ISI Technologies, in Lakewood Colorado. A meeting is scheduled to begin the details for an installation plan. The goal is to streamline each step and prepare staff with training. More details to follow.

Winter Snow Plow Update

The 2022-2023 Winter season brought an expected amount of snow. The 3 local snow plow companies are fulfilling agreements. The contract for Glenwood Springs was reviewed and adjusted by both parties. The specific area was Glenwood Springs Library Plaza. This area is regularly closed during Winter; however, it was added to the scope of work by being shoveled and hauled off to better the path for pedestrians. Due to the higher cost in the labor market and the price overall to remove the snow, it was agreed to remove it from the scope of work. The Facilities Manager will review this item for the next Winter Season.

Fire Alarm Panel Inspection

The Parachute, Rifle, Silt and New Castle libraries received their annual Fire Panel Inspection. This inspection is done by a local professional fire alarm system company. All building systems were in passing order except for Parachute. That particular fire panel needed to be reset and a new part replaced. It is now in proper operational condition.