

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, September 7, 2023, 2:00 PM
Place: Carbondale 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 August 3, 2023 (pp. 1-2)
- B. Claims for Board Approval: General Fund July 16 through August 15, 2023 (pp. 3-4);
Alpine Bank Credit Card Statement July (pp. 5-6)

III. ACTION ITEMS

- A. Employee Handbook revision approval, Jocelyn Durrance (pp 7-43)
- B. Portable device loan policy to the revised procedure, Jamie LaRue, Nancy Barnes (pp. 44-45; summary of changes 46-47)
- C. Approve Bray Realty apartment lease in Silt.

IV. DISCUSSION ITEM

- A. Garfield County Board of County Commissioners work session
- B. Management Report, Jamie LaRue (pp 48-56)
- C. Budget Committee update, John Mallonee
- D. Finance Report, Kevin Hettler (pp. 57-66)
- E. Carbondale Branch Library report, Tracy Kallassy
- F. "Did You Know", Jocelyn Durrance

Next Board Meeting October 5, 2023, 2 pm, Location: Rifle Branch Library, 207 East Ave.

Adjourn meeting.

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

Prepared by: Jamie LaRue, Executive Director

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Parachute Branch Library
August 3, 2023

I. A. CALL TO ORDER

Adrian Rippy-Sheehy called the meeting to order at **2:00 pm**. Kim Owens conducted the roll call.

BOARD MEMBERS PRESENT:

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

PUBLIC PRESENT:

Mae Gray Miles Cook
Nancy Talpers Trish O’Grady
Broxi Thomas

GUESTS PRESENT:

Kim Seter of Seter & Vanderwall, via phone

BOARD MEMBERS EXCUSED:

Carolyn Tucker (resignation letter received)

BOARD MEMBERS UNEXCUSED:

STAFF PRESENT:

Jen Callison	Darla Baumli
Melissa Terry	Chris Rayne
Jamie LaRue	Kevin Hettler
Kim Owens	James Larson
Nancy Barnes	Tracy Kallassy
Emily Hisel	Rob Zimmermann
Alex Garcia	Amaranda Fregoso
Sara Friend	Abraham Korah
Amy Tonozzi	Kim Benson
Eileen Cummings	

PUBLIC COMMENT:

- i. Miles Cook – Against library censoring books. Books bring up important conversations between children and guardians. Thanked the Board.
- ii. Broxi Thomas – Strong supporter of the library. Thanked the Board. Against censorship.
- iii. Trish O’Grady – Says the library has pornographic items. Showed pages from a book. Appreciates the programs the library has.
- iv. Mae Gray – Against banning or censoring books in the library. Read some Constitutional judgments and court cases.

I. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Michelle Foster and seconded by Jocelyn Durrance -
Motion passed.

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board meeting July 6, 2023 (pp. 1-3).
- B. Claims for Board Approval: General Fund June 16 through July 15, 2023 (pp. 4-5).
Alpine Bank Credit Card Statement June (pp. 6-7).
 - i. A motion to approve the agenda was made by Michelle Foster, seconded by Jocelyn Durrance – **Motion passed.**

III. ACTION ITEMS - NONE

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp 8-13).
 - i. Looking at the new “Librari.com” Artificial Intelligence (AI) system.
 - ii. Finding active library card holders in Rifle compared to the City Map.
 - iii. ANF.org on 7/6 protest at Silt library, showed up in Parachute on 08/02.
 - iv. Abraham Korah – New Glenwood Springs Branch Manager.
 - v. Sara Friend – Read a letter thanking all the library staff for their ongoing support.
 - vi. Received \$12,000 total in donations.
 - vii. Carolyn Tucker submitted her resignation from the Board.
- B. Finance Report, Kevin Hettler (pp. 14-21).
 - i. HH updates.
 - ii. Talked about projected revenues for 2024.
- C. Budget Committee update, John Mallonee
 - i. The budget is on track.
 - ii. Retirement matching is not being tapped into as much as expected.
 - iii. The Education assistance budget still has money available.
- D. Employee Handbook draft review, Jocelyn Durrance (distributed last month)
 - i. Sent out the draft to trustees last month.
 - ii. Plan to adopt it next month.
 - iii. Updated to reflect current applicable federal and state legislation.
- E. Parachute Branch Library report, Amaranda Fregoso
 - i. Attended Love’s truck stop ribbon cutting, received a \$2000 donation, and plan to make Little Libraries with the money.
 - ii. Participating in Parachute Farmer’s Market.
 - iii. Will be participating in Grand Valley Days
- F. “Did You Know,” Michelle Foster
 - i. Grand Valley Parachute, Willard Frank Libby, in 1908 and he received the Nobel Prize for Chemistry in 1960. Started schooling in a two-room school in Battlement Mesa. He is the person known for radiocarbon dating.

A motion to adjourn was made by Adrian Rippy-Sheehy. The meeting adjourned at **3:28 pm**.

NEXT MEETING

The next regular board meeting is on September 7, 2023, at the Carbondale Branch Library at 2:00 pm.

2:42 PM

08/16/23

Accrual Basis

Garfield County Public Library District

Claims for Board Approval

July 16 through August 15, 2023

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
07/18/2023	Eft	CRA	retirement plan contributions	(5,553.38)
07/18/2023	Eft	CRA	retirement plan contributions	(3,712.59)
07/25/2023	Eft	Amazon .com	July Amazon invoices	(7,310.51)
07/26/2023	Eft	Alpine Bank	July c.c. pmt	(11,140.49)
07/27/2023	Eft	Alpine Bank	June c.c. pmt	(12,872.79)
07/28/2023	Eft	CenturyLink	Elevator and fire alarm telephone s...	(426.78)
07/28/2023	Eft	City of Rifle	RI water/sewer	(194.34)
07/28/2023	Eft	Town of New Castle	water / sewer	(221.65)
07/28/2023	Eft	Xcel Energy	NC PA RI SI Electricity	(5,364.52)
07/31/2023	25756	A Clean Break, LLC	RI, SI, NC July cleaning	(6,700.00)
07/31/2023	25757	AFLAC	July supplemental insurance	(107.70)
07/31/2023	25758	American Janitor LLC	PA cleaning	(1,096.00)
07/31/2023	25759	Baker, Karina	Mileage reimb	(142.50)
07/31/2023	25760	Campbell, Robert	Oran Mor musical concerts	(4,000.00)
07/31/2023	25761	Cardiff Cleaning Service	GW CA July cleaning	(4,422.00)
07/31/2023	25762	Citadel Security Group, LLC	GW Security service	(3,125.34)
07/31/2023	25763	Colorado Special Districts ...	WC deductible claim	(2,348.14)
07/31/2023	25764	Demco	processing supplies	(395.61)
07/31/2023	25765	Fire Sprinkler Services, Inc.	Annual inspections SI RI NC	(2,115.00)
07/31/2023	25766	Ingram Library Services	Library materials	(2,175.69)
07/31/2023	25767	McCann, Carolyn	conversational spanish @ cmc	(385.00)
07/31/2023	25768	Medrano, Jonathan	Mileage reimbursement	(137.55)
07/31/2023	25769	Micro Plastics, Inc.	NC exterior sign & install	(1,995.00)
07/31/2023	25770	OverDrive	Library eMaterials	(21,991.80)
07/31/2023	25771	Philadelphia Insurance Co...	Volunteer liability policy	(300.00)
07/31/2023	25772	Reliance Standard	Aug disability insurance	(1,146.19)
07/31/2023	25773	S.T.E.A.M. Junction LLC	SRC Star Mountain event	(585.00)
07/31/2023	25774	Trane US Inc.	3Qtr maintenance contract / RI hva...	(3,812.00)
07/31/2023	25775	Van Devender, Jeffrey	Ukulele Classes	(3,400.00)
07/31/2023	25776	Walezka Rivers	Staff summer event	(325.00)
07/31/2023	25777	WT.COX Information Servi...	Magazine / newspaper subscriptions	(19,480.31)
07/31/2023	Eft	Black Hills Energy	GW & CA Gas	(157.17)
07/31/2023	Eft	City of Glenwood Springs	GW Electricity	(924.28)
08/01/2023	Eft	Town of Carbondale	water / sewer	(98.92)
08/04/2023	Eft	CRA	7/28 retirement contributions	(7,155.05)
08/04/2023	Eft	CRA	7/28 retirement contributions	(3,931.22)
08/06/2023	Eft	WEX Bank	July vehicle fuel	(761.44)
08/07/2023	Eft	Verizon Wireless	Cell phones, hotspots, filtering servi...	(8,019.32)
08/09/2023	Eft	Amazon .com	August Amazon invoices	(4,657.07)
08/15/2023	25778	625-Water(9283)	RI water	(54.15)
08/15/2023	25779	Ajax Roofing Company LLC	NC roof inspection	(500.00)
08/15/2023	25780	All Around Property Mainte...	PA & CA July landscape maintenanc...	(5,019.28)
08/15/2023	25781	Always On Electric, Inc	PA door bell repairs	(537.96)
08/15/2023	25782	AlwaysMountainTime LLC	Radio ads	(2,850.00)
08/15/2023	25783	Anvil Points Upholstery & C...	PA carpets and furniture	(1,498.80)
08/15/2023	25784	Cedar Networks	Aug broadband	(1,194.00)
08/15/2023	25785	Citadel Security Group, LLC	GW Security service	(3,139.02)
08/15/2023	25786	Colorado Q, LLC	Staff summer picnic food truck	(2,239.67)
08/15/2023	25787	Cura HR, LLC	HR support/DiSC/policy/compliance	(1,512.50)
08/15/2023	25788	Demco	Display furniture and processing su...	(4,138.39)
08/15/2023	25789	EverGreen ZeroWaste	CA compost service	(65.00)
08/15/2023	25790	Garfield County Treasurer	Landfill fees	(58.96)
08/15/2023	25791	Hinge Architects, Ltd.	SI awning project	(1,417.50)
08/15/2023	25792	ImageNet Consulting LLC	Copier copies	(978.04)
08/15/2023	25793	JanWay Company USA, Inc.	Book tote bags	(4,627.00)
08/15/2023	25794	Jean's Printing	SRC bookmarks; business cards	(1,215.07)
08/15/2023	25795	Kallassy, Tracy	RIPL Conf. travel reimbursement	(348.56)
08/15/2023	25796	Larson, James	conversational spanish @ cmc	(385.00)
08/15/2023	25797	Mango Languages	Mango subscription renewal	(1,450.00)
08/15/2023	25798	Matthew Willey Murals, Inc	Bee mural deposit	(10,000.00)
08/15/2023	25799	Midwest Tape	Hoopla and Library materials	(17,335.55)
08/15/2023	25800	Mountain Painting and Dry...	CA benches sanding and sealing	(1,083.00)
08/15/2023	25801	Mountain Pest Control, Inc.	July spraying	(307.00)
08/15/2023	25802	Mr Kneel LLC	Summer Reading event	(3,000.00)
08/15/2023	25803	One Source Lighting	RI install emergency lighting LED fi...	(1,932.50)
08/15/2023	25804	OverDrive	Library e-Materials	(7,725.00)
08/15/2023	25805	Quill	Copy paper	(47.99)

2:42 PM

08/16/23

Accrual Basis

Garfield County Public Library District
Claims for Board Approval
July 16 through August 15, 2023

Date	Num	Name	Memo	Amount
08/15/2023	25806	Rogers, Lester	Music @ staff picnic	(400.00)
08/15/2023	25807	Smith, Natalie	Exp reimb PA Silent Movie Festival ...	(23.47)
08/15/2023	25808	Suarez, Dulce Andrea	Translate museum guide	(52.50)
08/15/2023	25809	Tillotson, Elizabeth	conversational spanish @ cmc; mil...	(437.27)
08/15/2023	25810	Town of Parachute	water / sewer / trash	(661.24)
08/15/2023	25811	Transparent Information Se...	Background Checks	(296.85)
08/15/2023	25812	Unique Management Servi...	July Collections service	(248.75)
08/15/2023	25813	Western Paper Distributors	Janitorial supplies	(1,331.70)
08/15/2023	25814	Wiening Deines, Dorothy	staff picnic popcorn	(400.00)
08/15/2023	25815	Willis Towers/CEBT	Sept health insurance	(34,793.24)
08/15/2023	25816	WT.COX Information Servi...	Bookpage magazines	(64.80)
08/15/2023	25817	Zimmermann, Robert	Mileage reimb	(355.33)
08/15/2023	25818	Berger, Marc	CA GW concerts	(1,300.00)
08/15/2023	Eft	CRA	8/11 retirement contributions	(7,277.99)
08/15/2023	Eft	CRA	8/11 retirement contributions	(4,260.16)
08/15/2023	Eft	CenturyLink	Elevator and fire alarm telephone s...	(426.78)
08/15/2023	Eft	City of Glenwood Springs	GW Electricity	(1,066.00)
08/15/2023	Eft	City of Rifle	water/sewer	(177.22)
08/15/2023	Eft	ImageNet Consulting - fka ...	Copier lease	(1,161.66)
08/15/2023	Eft	Mountain Waste & Recycling	SI GW trash / recycling	(103.44)
08/15/2023	Eft	Town of Carbondale	water / sewer	(91.72)
08/15/2023	Eft	Town of New Castle	water / sewer	(221.65)
08/15/2023	Eft	Town of Silt	water / sewer	(173.85)
08/15/2023	Eft	Waste Management	CA RI NC Trash/recycling	(374.10)
08/15/2023	Eft	Xcel Energy	NC PA RI SI Electricity	(5,676.67)
Total 10010 · Alpine Bank- Gen(..7072)				(288,723.68)
TOTAL				(288,723.68)

2:43 PM

08/16/23

Garfield County Public Library District

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 07/31/2023

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					12,872.79
Cleared Transactions					
Charges and Cash Advances - 82 items					
Credit Card Charge	07/01/2023	SSMa...	6 fax ATA boxes	(750.00)	(750.00)
Credit Card Charge	07/01/2023	CACM	ice cream social supplies	(154.47)	(904.47)
Credit Card Charge	07/01/2023	PA2P...	Fanexpo perdiem	(59.59)	(964.06)
Credit Card Charge	07/01/2023	PAWm	branch supplies/food for thought event su...	(50.38)	(1,014.44)
Credit Card Charge	07/01/2023	NCCM	SRC ice cream social	(44.97)	(1,059.41)
Credit Card Charge	07/01/2023	RIDoll...	SRC ice cream social supplies	(42.50)	(1,101.91)
Credit Card Charge	07/01/2023	RIThai...	staff morale	(24.90)	(1,126.81)
Credit Card Charge	07/01/2023	SIWm	SRC summer days refreshments	(23.83)	(1,150.64)
Credit Card Charge	07/01/2023	MMAce	wasp spray	(5.99)	(1,156.63)
Credit Card Charge	07/02/2023	RI2Pe...	Fanexpo perdiem and parking	(171.44)	(1,328.07)
Credit Card Charge	07/02/2023	GW2P...	Fanexpo perdiem	(82.12)	(1,410.19)
Credit Card Charge	07/02/2023	GW2V...	library materials	(47.00)	(1,457.19)
Credit Card Charge	07/03/2023	MMPa...	paper shredding service	(160.00)	(1,617.19)
Credit Card Charge	07/03/2023	GWUs...	monthly ill and branch postage	(97.08)	(1,714.27)
Credit Card Charge	07/03/2023	RIUsps	monthly ill postage	(80.53)	(1,794.80)
Credit Card Charge	07/03/2023	PAWm	SRC ice cream social	(76.67)	(1,871.47)
Credit Card Charge	07/03/2023	NCUsps	monthly ill postage	(32.76)	(1,904.23)
Credit Card Charge	07/03/2023	SSCgf...	AI class	(30.00)	(1,934.23)
Credit Card Charge	07/03/2023	MMW...	bookmobile tire repair	(20.80)	(1,955.03)
Credit Card Charge	07/05/2023	SSUsps	6 rolls of forever stamps	(378.00)	(2,333.03)
Credit Card Charge	07/05/2023	GW2...	Fanexpo vehicle parking/perdiem	(343.00)	(2,676.03)
Credit Card Charge	07/05/2023	GWCM	SRC ice cream social	(261.62)	(2,937.65)
Credit Card Charge	07/05/2023	RIWm	SRC prizes and ice cream social	(225.76)	(3,163.41)
Credit Card Charge	07/06/2023	MMWm	case for conference phone and clock	(42.24)	(3,205.65)
Credit Card Charge	07/06/2023	GWCM	board meeting refreshments	(13.08)	(3,218.73)
Credit Card Charge	07/06/2023	RIRef...	training webinar	(10.00)	(3,228.73)
Credit Card Charge	07/06/2023	SIWm	SRC summer movie	(4.56)	(3,233.29)
Credit Card Charge	07/07/2023	RICM	Artist reception	(48.89)	(3,282.18)
Credit Card Charge	07/07/2023	CACri...	cricut subscription	(10.61)	(3,292.79)
Credit Card Charge	07/08/2023	SSRiv...	MUG conference lodging - 8 reservations	(1,474.24)	(4,767.03)
Credit Card Charge	07/10/2023	GWCAL	Calcon conference registration	(278.00)	(5,045.03)
Credit Card Charge	07/10/2023	SSAm...	PA button making supplies	(120.03)	(5,165.06)
Credit Card Charge	07/10/2023	PAUsps	ill postage	(12.58)	(5,177.64)
Credit Card Charge	07/11/2023	SSWy...	HR Seminar lodging	(327.67)	(5,505.31)
Credit Card Charge	07/11/2023	SSCal...	Sensory items for staff training day	(169.83)	(5,675.14)
Credit Card Charge	07/11/2023	SSAd...	stock images	(29.99)	(5,705.13)
Credit Card Charge	07/11/2023	SSAd...	Creative cloud	(29.99)	(5,735.12)
Credit Card Charge	07/12/2023	RIWM	SRC yoga water/staff morale	(60.38)	(5,795.50)
Credit Card Charge	07/12/2023	NCWm	Spark/friday stem materials	(42.09)	(5,837.59)
Credit Card Charge	07/12/2023	SIUsps	ill postage	(8.15)	(5,845.74)
Credit Card Charge	07/13/2023	SSCo...	SRC presenter lodging	(240.00)	(6,085.74)
Credit Card Charge	07/13/2023	FTSup...	truck carwash	(7.13)	(6,092.87)
Credit Card Charge	07/14/2023	RI2Un...	ARSL conference airfare	(466.90)	(6,559.77)
Credit Card Charge	07/14/2023	MMUh...	uhaul rental for Basalt and Two Rivers ev...	(227.70)	(6,787.47)
Credit Card Charge	07/14/2023	SS2Ja...	director outreach	(38.53)	(6,826.00)
Credit Card Charge	07/14/2023	GWWM	Teen program refreshments	(28.26)	(6,854.26)
Credit Card Charge	07/15/2023	RIThai...	Staff morale	(25.90)	(6,880.16)
Credit Card Charge	07/16/2023	GWWM	plaza planters soil and plants	(38.41)	(6,918.57)
Credit Card Charge	07/17/2023	SSJali...	Gw mgr orientation lunch	(31.90)	(6,950.47)
Credit Card Charge	07/17/2023	SIWm	SRC end of summer supplies	(12.19)	(6,962.66)
Credit Card Charge	07/18/2023	SSCo...	Mike Schneider SRC presenter lodging	(240.00)	(7,202.66)
Credit Card Charge	07/18/2023	RIWM	storytime stickers/cleaning supplies/hand...	(40.59)	(7,243.25)
Credit Card Charge	07/18/2023	PAMic...	parade decorations	(23.10)	(7,266.35)
Credit Card Charge	07/19/2023	GWBl...	staff morale	(90.00)	(7,356.35)
Credit Card Charge	07/19/2023	FTWal...	shovel/buckets/tools	(58.68)	(7,415.03)
Credit Card Charge	07/19/2023	SSOTC	PA parade supplies	(54.44)	(7,469.47)
Credit Card Charge	07/19/2023	SSRo...	email newsletter platform	(52.50)	(7,521.97)
Credit Card Charge	07/19/2023	RIWm	SRC boostcamp prize	(44.16)	(7,566.13)
Credit Card Charge	07/19/2023	FTVall...	concrete for bat pole	(11.01)	(7,577.14)
Credit Card Charge	07/20/2023	SS2E...	director outreach with raising a reader	(54.47)	(7,631.61)
Credit Card Charge	07/20/2023	SSAd...	Creative cloud	(29.99)	(7,661.60)
Credit Card Charge	07/20/2023	SIDoll...	adult event refreshments	(12.75)	(7,674.35)
Credit Card Charge	07/20/2023	CAUsps	ill postage	(3.72)	(7,678.07)
Credit Card Charge	07/21/2023	RIZoo...	bee mural storytime project	(317.20)	(7,995.27)
Credit Card Charge	07/21/2023	CADol...	Teen prizes	(20.10)	(8,015.37)

2:43 PM

08/16/23

Garfield County Public Library District

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 07/31/2023

Type	Date	Num	Memo	Amount	Balance
Credit Card Charge	07/21/2023	RILittleC	Anime club refreshments	(15.98)	(8,031.35)
Credit Card Charge	07/22/2023	PAUsps	ill postage	(15.59)	(8,046.94)
Credit Card Charge	07/23/2023	SSEtsy	Banned book materials	(203.47)	(8,250.41)
Credit Card Charge	07/23/2023	CA2P...	RIPL conference perdiem	(110.50)	(8,360.91)
Credit Card Charge	07/23/2023	SSAd...	HR acrobat pro	(23.99)	(8,384.90)
Credit Card Charge	07/24/2023	NCCm	adult poetic club refreshments	(26.34)	(8,411.24)
Credit Card Charge	07/25/2023	MMMi...	Admin annex office signs	(315.00)	(8,726.24)
Credit Card Charge	07/25/2023	FTGre...	bookmobile oil change	(94.49)	(8,820.73)
Credit Card Charge	07/25/2023	SIWm	SRC summer fun at the library supplies	(23.59)	(8,844.32)
Credit Card Charge	07/26/2023	SSGre...	silver escape car wash	(12.00)	(8,856.32)
Credit Card Charge	07/26/2023	NCCm	NC conversations supplies	(3.99)	(8,860.31)
Credit Card Charge	07/27/2023	SSCo...	SRC presenter lodging	(400.00)	(9,260.31)
Credit Card Charge	07/27/2023	FTWal...	SI water cooler	(218.94)	(9,479.25)
Credit Card Charge	07/27/2023	SS3P...	RIPL conference perdiem	(105.21)	(9,584.46)
Credit Card Charge	07/28/2023	SS3H...	RIPL conference lodging	(1,322.50)	(10,906.96)
Credit Card Charge	07/28/2023	SSMa...	Monthly fax service	(188.86)	(11,095.82)
Credit Card Charge	07/28/2023	RIWm	SRC end of summer celebration	(73.95)	(11,169.77)
Total Charges and Cash Advances				(11,169.77)	(11,169.77)
Payments and Credits - 2 items					
Credit Card Credit	07/21/2023	RILittleC	little caesars refund	29.28	29.28
Check	07/27/2023	Eft	June c.c. pmt	12,872.79	12,902.07
Total Cleared Transactions				1,732.30	1,732.30
Cleared Balance				(1,732.30)	11,140.49
Uncleared Transactions					
Payments and Credits - 1 item					
Check	07/26/2023	Eft	July c.c. pmt	11,140.49	11,140.49
Total Uncleared Transactions				11,140.49	11,140.49
Register Balance as of 07/31/2023				(12,872.79)	0.00
New Transactions					
Charges and Cash Advances - 1 item					
Credit Card Charge	08/09/2023	SSVer...	versa desk	(1,123.20)	(1,123.20)
Total Charges and Cash Advances				(1,123.20)	(1,123.20)
Total New Transactions				(1,123.20)	(1,123.20)
Ending Balance				(11,749.59)	1,123.20

Garfield County Public Library District



Employee Handbook

Approved by the GCPLD Board of Trustees: September 7, 2023

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IMPORTANT DISCLAIMER

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT (LIBRARY DISTRICT) AND WITH INFORMATION ABOUT WORKING HERE. THIS HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF THE LIBRARY DISTRICT'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH THE LIBRARY DISTRICT IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE LIBRARY DISTRICT, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE LIBRARY DISTRICT HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE LIBRARY DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR AND THE BOARD OF TRUSTEES, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD. SUCH AN AGREEMENT MUST BE IN WRITING AND SIGNED BY THE EXECUTIVE DIRECTOR OR THE BOARD OF TRUSTEES PRESIDENT AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL-INCLUSIVE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF GARFIELD COUNTY PUBLIC LIBRARY DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR HUMAN RESOURCES. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE LIBRARY DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET GUIDELINES OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

INTRODUCTION

MISSION STATEMENT

“To connect our community to a world of possibilities.”

POLICY APPLICATION AND INTERPRETATION

This handbook contains policies and procedural guidelines that are intended to inform employees about working for the Library District. This handbook provides the basic framework of the employee-employer relationship.

Throughout this handbook, use of the term “Organization,” “District,” “Library”, or “Library District” refers to the Garfield County Public Library District. Use of the term “supervisor” or “manager” refers to those Library District employees with formal responsibility for hiring and managing employees, evaluating job performance, and recommending or taking disciplinary actions.

DIVERSITY

Equal Employment Opportunity Statement

Equal Employment Opportunity and Unlawful Harassment

The Organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age forty (40) and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

EEO Harassment

The Organization strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Written form such as cartoons, e-mails, posters, drawings, or photographs.

Verbal conduct such as epithets, derogatory comments, slurs, or jokes.

Physical conduct such as assault or blocking an individual's movements.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the Organization believes it warrants separate emphasis.

The Organization strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to such conduct is made explicitly or implicitly a term or condition of employment.

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

Written form, such as cartoons, posters, calendars, notes, letters, or e-mails.

Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.

Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The Organization expects employees to make a timely complaint to enable the Organization to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your immediate supervisor, their supervisor, the Human Resources Director, or the Executive Director who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to any of these individuals with your complaint, you should report the incident to the Chief Financial Officer.

The Organization prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Organization determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

ADA and Religious Accommodation

The Organization will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Organization or cause a direct threat to health or safety. The Organization will make reasonable accommodations for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Organization.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Organization will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Organization's business operations.

The Organization may require that an employee provide a note from their healthcare provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

The Organization will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EMPLOYMENT

Employee Classifications

Employees of the Organization are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the Organization's group health plan. Eligibility for participation in the Organization's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the Organization's group health plan, please contact the Human Resources department. The following classifications are used throughout this Handbook.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and compensatory time pay requirements.

Exempt Employee - Partial Day Absence

As a public entity, the Organization has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted or the employee chooses to use leave without pay, the pay will be docked from the employee's salary.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements.

Overtime/Compensatory Time

All nonexempt employees must record all time worked and all compensatory time taken on their official Library District timesheets. All overtime must be approved in advance by the supervisor. When work is performed in excess of forty (40) hours in one week, or in excess of twelve (12) hours in one day (midnight to 11:59 p.m.), compensatory paid time off will be earned at the rate of one (1) and a half (1/2) hours for each hour of overtime worked. For purposes of calculating overtime, the workweek begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday. The 40-hours threshold is based on actual hours worked in the week. Therefore, sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold.

Nonexempt employees will be given compensatory time off in lieu of cash payment or overtime for up to a maximum of thirty (30) compensatory hours (or twenty (20) hours of overtime).

The compensatory time balance is payable to the nonexempt employee at termination. The Organization may pay out any compensatory time due as it sees fit.

Full-time Employees

Full-time employees are those who are normally scheduled to work a schedule of thirty-two (32) or more hours per week.

Part-time Employees

Part-time employees are those who are normally scheduled to work a schedule of twenty-eight (28) or fewer hours per week.

Substitute Employees

Substitute employees do not have a minimum number of regularly scheduled hours. Substitute employees may not exceed twenty-eight (28) hours in the work week.

Interim Employees

Interim employees are employees who may work a variable schedule and may fill in for employees on leave, fill a vacancy while the Organization is recruiting, or similar circumstances. Interim employees work on an as-needed basis and may be classified as exempt or nonexempt.

Temporary Employees

Temporary employees are those hired to temporarily supplement the workforce for a specific period of time or for the duration of a specific assignment. Schedules for temporary employment may be either part-time or full-time. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

Employment of Relatives and Personal Relationships

The Library District may employ relatives of current employees except in the following situations:

- A relative would have access to confidential information, including payroll and personnel records; or

- A relative would audit, verify, receive, or be entrusted with money handled by the other relative.
- Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, spouse, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step-relatives, cousins, and domestic partner relatives.

In the event that two (2) employees marry or become civil union partners, creating one of the situations described above, the Library District will try to arrange a transfer for one of the employees. If no such transfer is available, one of the employees must resign within ninety (90) days from the date of marriage. The two (2) employees will determine who is to resign.

These guidelines apply to all categories of employment, including full-time, part-time, interim, and temporary classifications.

Discipline and Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Separation of Employment

If you desire to end your employment relationship with the Organization, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Organizational property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the Organization so we can timely process any pension forms or other retirement benefits to which an employee may be entitled.

Employees in good standing who retire or resign from their positions may be eligible for re-hire.

Exit Interview

Human Resources normally schedules exit interviews with outgoing employees. Exit interviews provide an opportunity to review eligibility for benefit continuation and conversion, to ensure that necessary forms are completed, to collect all Library District property that may be in the employee's possession (e.g., Library District purchase cards and keys), and to discuss the employee's job-related experiences. Facts gained from exit interviews are helpful in evaluating working conditions, pointing out personnel problems, and reducing turnover.

Rehire

Library District employees that separate from employment and are rehired within six (6) months of termination may be eligible to apply prior service toward certain benefits. For complete details, contact Human Resources.

WORKPLACE SAFETY

Safety and Reporting of Injury

The Library District's goal is to provide a safe and healthy work environment. The biggest single factor in ensuring safety on the job is the individual employee. It is every employee's responsibility, to both themselves and those working in the area, to practice safe work habits. Employees should report unsafe practices and conditions to their supervisor so corrective action can be taken.

Safety rules are only as effective as employees make them. Safety is a cooperative endeavor and must be kept in mind constantly by all employees.

If employees are injured on the job, no matter how minor, they must report this fact in writing as soon as they are able within 10 days after the injury to the Human Resources department at hr@gcpld.org.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the Organization's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

Workplace Bullying

The Library District defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the Library District Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, and managers, that the Library District will not tolerate bullying behavior.

The Organization considers the following types of behavior examples of bullying:

- Using intimidating tactics and threatening an employee's professional status;
- Making derogatory remarks, insults, or epithets;
- Engaging in verbal or physical conduct that a reasonable person would find intimidating, threatening, or humiliating;
- Sabotaging the work of another employee and thereby undermining their performance;
- Belittling and discounting an employee's opinion and humiliating an employee in front of others;
- Making inappropriate jokes at another employee's expense;
- Overworking an employee and making unreasonable demands and deadlines that set the employee up for failure;
- Failing to acknowledge an employee's positive contributions;
- Isolating the employee from work meetings or social activities;
- Singling the employee out and not treating them the same way as other employees;

- Retaliating against an employee for claims about unfair treatment, harassment or discrimination;
- Micromanaging and excessively monitoring an employee's work and not trusting employee's work product;
- Using verbal, offensive or obscene gestures; or
- Spreading malicious gossip and rumors about an employee.

Individuals who feel they have experienced bullying should report the incident to any Director or higher (see organizational chart) who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the Organization to take appropriate action.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, open carry weapons on to Library property, or any other act, which in management's opinion is inappropriate to the workplace. An employee that has a concealed carry permit and wishes to carry a gun into Library facilities must notify the Executive Director before the gun may be carried onto Library owned premises. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees will not be disciplined for reporting such conduct. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

Employee Assistance and Drug-Free Awareness

The Organization is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore, the possession, use, sale of controlled substances or alcohol on Organization premises or during Organization time is prohibited. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

Smoke-Free Workplace

It is the policy of the Library District to prohibit smoking on all District premises in order to provide and maintain a safe and healthy work environment for all employees. The Library District's prohibition on smoking includes any tobacco, nicotine, e-cigarettes, or marijuana products.

The smoke-free workplace policy applies to:

- All areas of the library buildings.
- All Library District-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the Library District.
- All visitors to the library premises.
- All contractors and consultants and/or their employees working on the library premises.
- All employees, temporary employees, volunteers, and student interns.

Smoking is permitted in exterior areas only and in accordance with local and state laws.

WORKPLACE EXPECTATIONS

Ethics

Library District employees must be committed to the highest ethical standards. If employees feel they are being asked to violate any of the Library District's guidelines, they are expected to report perceived ethical violations in a timely manner to their supervisor or the Executive Director who will investigate and resolve any behaviors that may be in violation of Library District policy. Reports will be kept as confidential as possible. The Library District prohibits retaliation against an employee for filing a report or for assisting in an investigation.

Confidentiality

As part of their regular duties, employees may have access to confidential information or to personal information of a sensitive nature. Confidential information includes, but is not limited to, information concerning usage of library resources, personally identifiable information, and similar subjects.

Disclosure of confidential information might seriously damage the Organization's ability to serve our patrons and communities and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the Organization upon separation or at any time upon demand.

Discussion of such information shall be limited to that necessary to carry out position duties and responsibilities. Inquiries for release of employee information, including requests for address, telephone numbers, cell phone numbers and/or family members' names, shall be referred to the supervisor and/or Human Resources. All Library District employees will comply with the requirements of Colorado Revised Statute 24-90-119 – Privacy of User Records (<https://www.cde.state.co.us/cdelib/qgprivacy>).

All inquiries from the media must be referred to the Executive Director.

Conflicts of Interest

Unless so authorized by the Board of Trustees, employees are not allowed to solicit, obtain, accept, or retain any personal benefit (i.e., gift, favor, service, compensation, or discount) from any supplier, vendor, individual, or organization doing or seeking business with the Library District. Employees may accept non-monetary gifts valued at no more than fifty (50) dollars on behalf of the Library District, but not for personal enrichment.

Employees having a potential personal interest in a Library District contract, purchase, payment, or other financial or monetary transaction shall give seventy-two (72) hours advance notice of the conflict to the Executive Director in writing. Failure to disclose a conflict may result in disciplinary action including termination of employment.

Other activities that may give rise to concerns of an actual or perceived conflict of interest or which may adversely affect an employee's ability to carry out assigned duties or responsibilities must be avoided. Employees shall discuss such contemplated activities with their supervisors before engaging in such activities. Conflicts of interest are further defined in the Library District's Purchasing Policy and in Colorado state law.

Any additional employment engaged in by Library District employees must not interfere with or adversely affect job performance or fulfillment of responsibilities. See "Outside Employment" for further clarification.

Outside Employment

Employees involved in or contemplating outside work should discuss the issue with their supervisor. Despite any outside employment or business venture, employees are still required to perform their duties with the Library District.

Any conflicts with a second job will not be acceptable excuses for not meeting expectations or attendance requirements, including any overtime work.

Any outside work must not create or appear to create a conflict with the Library District's business interests. For example, any outside work must not compete with any current or planned products or activities at the Library District. Nor should any such outside venture involve working for a competitor of ours. Employees are not permitted to use any of the Library District's equipment or paid time off benefits for purposes related to an outside job.

Attendance and Punctuality

All employees are expected to be on time and punctual for work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the Library District. Each employee is given a work schedule and the Library District expects each employee to be ready to start work at the start time stated on the work schedule. The Library District serves the public and any tardiness and unapproved absences make it difficult for the rest of the staff and branch managers.

Tardiness: Employees must notify their supervisor at least fifteen (15) minutes prior to their scheduled start time if they are going to be late. Any employee not contacting their supervisor within this time frame will be considered tardy. It is not permissible to make up time by shortening meal breaks or by omitting allotted fifteen (15) minute breaks.

Discipline action for tardiness and unexcused absences: Failure to contact the supervisor may result in an unexcused absence or incident of tardiness, and the time may be charged as PDO. Violations of this policy will not be tolerated.

Employees who are absent without notifying their supervisor will face disciplinary action, which may include termination from employment with the Library District.

Attire and Grooming

Employees should wear clothing suitable for a casual business environment. All clothing must be clean and neat, and employees are expected to demonstrate good personal hygiene at work. Jeans in good repair may be worn. In warm weather, capris or walking shorts may be worn. T-shirts and other apparel with logos other than library or reading-specific messages are not permitted (e.g. buttons for political candidates). Clothing that shows excessive skin (e.g. midriffs, backs, shoulders, etc.) is not permitted. There are no restrictions on footwear, but employees are encouraged to wear shoes that will protect their feet from accidents. Hats cannot be worn, except as costumes for specific events. A supervisor may send an employee home on unpaid leave if the employee is not in compliance with this guideline as determined in the sole judgment of the supervisor.

Family Members and Visitors at Work

Family members, friends, and other guests are welcome to visit employees at the library as long as such visits do not interfere with the employee's job performance. Visitors must remain in public areas while the employee is "on the clock" or in the break room during employee breaks. All facility tours conducted for personal visitors must be approved by the supervisor.

Children under the age of eighteen (18) cannot be left in the care of the employee when the employee is "on the clock." No employee's children may be in the staff area unattended or on Library District staff computers at any time, unless as a bona fide volunteer doing volunteer activities.

Solicitations

Employees are not permitted to solicit when "on the clock" or in the public areas of the library. Employees are not permitted to distribute literature during working time, or in working areas to coworkers, or non-employees on the Library District's premises.

Working time does not include meal and unpaid break periods. Working areas are those areas where employees perform work tasks, which do not include break rooms, restrooms, parking lots, or other non-work areas.

Non-employees are not permitted to solicit or distribute literature in areas where such solicitation would interfere with an on-duty employee's work performance.

Political Participation¹

The Organization encourages employees to participate in matters of responsible citizenship. The Organization will not interfere with the conduct of organization employees engaged in political activity, if the activities are confined to hours when the employees are not on duty, are not campaigning in Library District apparel or official name tags, and if the activities do not impair the employee's job efficiency or that of others.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment.

Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.

In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Organization can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, organization, or candidate.

Any Organization employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay. Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees will not be required to work for or participate in, the support of any political candidate during their off-duty hours.

¹ The Hatch Act applies to state and local employees of agencies that receive federal funds. The Act forbids employees from acting to "directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes."

Colorado law prohibits employers from controlling the action of employees in casting their votes for or against any person or measure at any caucus, assembly, or convention. It prohibits an employer from enclosing written political mottoes or arguments containing threats, express or implied, intended to influence the political opinions or actions of employees. It is also unlawful for an employer to give employee money or a job to influence their vote, and it is illegal for the employee to accept money or employment in exchange for their vote.

Problem Resolution

If you have a work-related problem or concern, you are encouraged to use the following procedure.

- If you feel safe doing so, the Library District encourages direct, respectful communication between employees regarding concerns.
- Discuss the situation with the immediate supervisor within three (3) to five (5) days, or at least in a timely manner.
- If a resolution is not reached with the immediate supervisor, or if it is inappropriate to go to the immediate supervisor, discuss the situation with the Branch Libraries Director or Human Resources.
- If the situation is not resolved, the employee should communicate the problem directly to Human Resources or to the Executive Director.
- If the problem still cannot be resolved, the employee may submit a written complaint to the Executive Director for review and final decision about the situation.

Social Media—Acceptable Use

Personal Use of Social Media Guidelines

Personal use of social media is never permitted on working time by means of the Organization's computers, Organization-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not organizational communications. All social media postings on behalf of the Organization must be pre-approved and sent by authorized employees. Personal postings by an employee concerning the Organization are not prohibited provided they comply with guidelines set forth below or in this handbook.

If you post any comments that promote or endorse Organization products or services in any way, the law requires that you disclose that you are employed by the Organization.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Organization. Confidential information includes trade secrets, or anything related to the Organization's inventions, strategy, financials, or products that have not been made public, internal reports, procedures, or other internal business-related confidential communications. Further detail is provided in the "Confidentiality" section of your employee handbook.

A blog, wiki, chat room, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Organization regarding these issues must be made consistent with the complaint process in this handbook so that the Organization can address them.

When you use social media, use good judgment. We request that you be respectful of the Organization, our employees, our customers, our partners and affiliates, and others. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, or threatening, that defames or libels our employees, customers, partners, and affiliates, or that might constitute harassment

or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss the terms and conditions of their employment.

Employee Personnel Files

The Library District keeps a personnel file as a record of each staff member's employment. It is important for this record to be current and complete so the Library District can reach an employee in case of an emergency, forward an employee's mail, and properly maintain an employee's insurance and other benefits. Personnel files also help Human Resources keep track of employee payroll deductions.

Employees should notify Human Resources immediately if they have changes in any of the following areas: Name, residence, telephone, marital status, insurance, tax exemptions, person to notify in case of an emergency, or any other relevant information.

Additionally, employees should notify Human Resources if they complete educational or training courses. This information may be considered with the employee's other records as job opportunities arise in the Library District.

USE OF LIBRARY PROPERTY

Employees shall not use Library District property (including, but not limited to, equipment, office supplies, vehicles, materials, and other items) for private gain, use, or convenience. This guideline is not intended to disallow minimal personal usage, such as local phone calls or computer usage as described in "Telephone/Cell Phone Usage." Employee use of Library District property in special situations must be authorized in writing by a supervisor.

Communication Systems

The Organization's computer network, access to Internet, e-mail and voicemail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Organization. All information regarding access to the Organization's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Organization information and may not be disclosed to non-Organization personnel.

All computer files, documents, and software created or stored on the Organization's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Organization systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Organization premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the Organization.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period.

Regardless, the Organization prohibits the display, transmittal, or downloading of material that is in violation of Organization guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The Organization fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Organization facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Organization communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Organization prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Organization premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Voicemail

The Organization's voicemail system is intended for transmitting business-related information. Although the Organization does not monitor voice messages as a routine matter, the Organization reserves the right to access and disclose all messages sent over the voicemail system for any purpose.

Employees must use judgment and discretion in their personal use of voicemail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Phones and mobile devices with cameras should not be used in a way that violates other Organization guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

Employees' use of a cell phone or mobile device to access Organization systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Organization action. Employees authorized to access Organization systems and information using a personal device must immediately inform the Organization if the device is lost or stolen.

For safety reasons, employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Texting is permitted only where the vehicle is at rest and lawfully parked.

COMPENSATION

Performance and Salary Review

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. See your supervisor or Human Resources for information regarding the Library District's review process.

Payment of Wages

Work Week Defined: For pay purposes, the work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday. Supervisors (or their designees) schedule their employees to work regular hours within this seven (7) day work week. Proper scheduling may require employees to work more or less than eight (8) hours in one day in order to be more cost-effective and/or to better serve the public.

Pay Periods/ Pay Days: Library District employees are paid every other Friday for a total of twenty-six (26) payrolls per year. Pay periods and actual paydays are posted annually for employees' reference. If exceptions to time worked, such as the use of PDO or MSL, occur after the timesheet processing cut-off date, such exceptions or adjustments shall be processed with the next scheduled payroll.

Other Payroll Information

Deductions: The Library District makes deductions from each employee's pay for all required payroll taxes and for the Library District's retirement plan. In addition, employees may authorize deductions from their pay for other elected benefits. On each payday, employees receive a statement showing gross pay, deductions, and net pay.

Questions or Corrections: Employees should discuss questions regarding the calculation of their pay with their supervisor. Employees must bring any pay errors to the immediate attention of their supervisors.

Automatic Deposit of Pay: As a benefit to Library District employees, pay may be automatically deposited into savings or checking accounts as designated by employees.

Payroll Advances: The Library District does not provide payroll advances.

Paycheck Distribution: Paychecks (as requested by employees) are mailed to employees. The Library District cannot guarantee delivery of mail in a timely manner.

Emergency Pay: If an emergency situation is declared that prevents an employee from reporting to work at their normal work location during regular working hours, the employee may be called to work at

another location. Should all branches be closed, the Executive Director (with consultation of the Board of Trustees) may decide not to pay employees for the duration of the closure. Employees may choose to take time off without pay or may use Personal Days Off (PDO).

Time Tracking System

All nonexempt employees are required to log into the time tracking system and record the hours worked every day. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. Meal periods must be subtracted from total hours worked.

While exempt employees are not required to record their hours worked, exceptions to time worked, such as the use of PDO or MSL, shall be submitted to Human Resources through the time tracking system.

These records are the only ones used by the Organization to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the Organization if they find a discrepancy between the Organization's records and their records. Employees should contact their supervisor or Human Resources representative with any questions about how their pay is calculated. Employees must promptly notify their supervisor or Human Resources representative of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The Organization will not tolerate retaliation against employees for making a report or participating in an investigation.

Meal/Rest Periods

A break of fifteen (15) minutes, from the time of leaving one's post of duty until returning, is allowed for each four (4) hours worked or major fraction thereof. The break must be taken at such a time that it will not interrupt service to the public. Breaks are not cumulative and may not be used to make up time lost by arriving late or leaving early. The supervisor may set break schedules. Employees may not drive a Library District vehicle during their break due to insurance liability.

When a work shift exceeds five (5) consecutive hours, the employee is entitled to a 30-minute meal period.

Compensatory Time/Overtime Pay (nonexempt employees)

From time to time, your supervisor may require you to work overtime. The Library District compensates nonexempt employees who work more than forty (40) hours per work week, or more than twelve (12) hours in one day (midnight to 11:59 p.m.) with one and one half (1 ½) hours of compensatory time off per hour of overtime worked instead of paying employees at the overtime pay rate. The 40-hour threshold is based on actual hours worked in the work week. Therefore, PDO, MSL, floating holidays, paid holidays, or other paid leave time is not included in calculating the 40-hour threshold.

A supervisor may require an employee to modify their weekly schedule in order to keep the employee from working in excess of forty (40) hours per work week, or more than twelve (12) hours in one day (midnight to 11:59 p.m.). Overtime must be approved by the immediate supervisor and Human Resources or their designee BEFORE it is worked.

Overtime worked is capped at twenty (20) hours and therefore compensatory time off is capped at thirty (30) hours.

Employees separating from the Library District will be paid for unused compensatory time off on their final paycheck at the pay rate in effect at the time of separation.

TRAVEL

For current information regarding travel for Library District business, refer to the Business Travel Standards and Procedures document, talk to your immediate supervisor, or contact your Human Resources representative.

TRAINING

The Library District and its Board of Trustees encourage employees to take advantage of educational opportunities that enhance their job knowledge and enrich their lives. This can include anything from webinars and Library District committee meetings to national, regional, and local trainings and conferences, self-paced study to formal coursework and degree programs.

Varying amounts and kinds of continuing education are appropriate for different positions. The needs of the Library District and the current year's training budget will be factored in when approving requests for continuing education activities. Every effort must be made to prevent participation in continuing education opportunities from disrupting the Library District's public service mission and requests may be denied if adequate staffing is not available. See your supervisor or Human Resources for information about opportunities for training.

TIME OFF/LEAVES OF ABSENCE

Paid Leave

Employee well-being is important to the Library District and paid time off is made available to all staff to help ensure employees are able to take care of themselves and their families.

All regular and interim (full-time and part-time) employees are entitled to paid Personal Days Off (PDO), Medical Sick Leave (MSL), and Holiday Leave. Substitute and temporary employees are also entitled to paid sick leave.

PDO and MSL accruals begin on the first day of employment and may be used as they are accrued with supervisor approval. Employees are not allowed to use more paid leave than what is available in their time off bank(s) and may at no time have a negative balance. Paid leave may be used in half-hour increments.

Personal Days Off (PDO):

Employees are encouraged to use their accrued PDO to take breaks from work for periods of time. Time off is necessary to prevent burnout and helps increase focus and improve performance.

PDO requests must be approved in advance and will typically be granted on a first-come, first-served basis. An effort will be made to accommodate the desires of all employees, but all approved vacation plans are subject to change by the Executive Director.

PDO and compensatory time off must be requested a minimum of three (3) days in advance and MSL within twenty-four (24) hours of returning to work.

All requests for leave by both exempt and nonexempt employees outside of the above guideline (less than 3 days notification) will be considered on a case-by-case basis. The immediate supervisor will make the final decision.

All requests for time off must be entered and approved before the hours are taken, with the only exception being the time needed for emergency or unplanned sick hours. Upon returning to work from an emergency or from unplanned sick hours, employees should submit their requests through the time tracking system.

PDO is accrued based on the length of service in accordance with the chart below.

PDO balances carry forward into each new calendar year. PDO balances are capped at two-hundred and forty (240) hours. If the maximum is reached, accrual will cease until the employee uses PDO to drop below the maximum. Employees separating from the Library District will receive compensation for unused PDO leave on their final paycheck.

Months of Service	Hours Accrued Annually (assumes 80 hours per pay period)	Hours Accrued per Pay Period (assumes 80 hours per pay period)	Accrual Rate for Employees Under 40 Hours/Week
0-36	96	3.6923	0.0462
37-60	120	4.6154	0.0577
61-96	160	6.1538	0.0769
97+	200	7.6923	0.0962

Medical Sick Leave (MSL):

Regular and interim, full and part-time employees accrue paid sick leave at the rate of 0.046 hours per hour worked. Substitute and temporary staff accrue paid sick leave at the rate of one (1) hour per thirty (30) hours worked. Paid sick leave balances carry forward into each new calendar year and are capped at nine hundred and sixty (960) hours.

Paid sick leave may be used if an employee:

- has a mental or physical illness, injury, or health condition that prevents them from working;
- needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
- needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- the employee or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment, and needs leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation;
- the employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child; or
- needs to care for a family pet who is ill or injured or take the pet for medical care.

It is your responsibility to notify your manager each day at the beginning of your shift when you cannot come to work because of an illness, injury, medical care, or domestic violence. Also, let

your manager know when you expect to return to work. In the event you are absent for four or more consecutive scheduled workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year so they can be accumulated and used when needed. Employees may not take more sick time than they've accrued.

Because paid sick time can be accumulated to be used if you are personally sick or injured you will not receive extra pay or extra time off for your unused sick time. Paid sick time will not be used in the calculation of overtime. Also, you are not paid for unused sick time when you leave.

Employers shall not retaliate against an employee for requesting or using paid sick leave.

Additional rules will apply in the case of a public health emergency.

Holidays: Regular and interim, full and part-time employees receive pay for holidays established by Library Administration and approved annually by the Board of Trustees. Holidays currently recognized by the Library District are:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Other holidays will be determined annually by Library Administration. The Board of Trustees approves the Library District's closures. The Library District will not necessarily be closed for every recognized holiday. Holiday pay is granted on a prorated basis to employees working less than forty (40) hours per week (i.e., four (4) hours of holiday pay is given to employees who work twenty (20) hours per week; six point five (6.5) hours of holiday pay is granted to employees who work thirty-two (32) hours per week, etc.)

All employees must be on paid active status the scheduled workday before and the scheduled workday after the holiday to receive pay for the holiday. Temporary and substitute employees do not receive paid holiday leave.

When a holiday falls on an employee's regular day off, or when the Library District is open on the recognized holiday, management will schedule holiday leave to be taken during the same pay period in which the holiday falls.

Floating Holidays: Regular and interim, full and part-time staff are granted three floating holidays in recognition of Martin Luther King Jr. Day, Presidents' Day, and Juneteenth - days

the Library District is open to the public. Floating Holidays are intended to be used in the calendar year in which they are granted. New hires' floating holidays are prorated based on when they are hired. Unused Floating Holiday hours at the end of the calendar year will be transferred into the employee's Personal Days Off (PDO) balance, provided that the PDO balance will not exceed the maximum of two hundred and forty (240) hours as allowed in the PDO policy.

Employees separating from the Library District will receive compensation for unused Floating Holidays on their final paycheck.

Holidays Occurring During Vacation Leave: When a holiday falls within an employee's vacation, the employee will receive paid holiday hours on that day and will not be charged PDO hours.

Family and Medical Leave

The Organization provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the Organization maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Organization for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this Organization for at least twelve (12) months, for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if they work at a work site with at least fifty (50) employees within seventy-five (75) miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either twelve (12) weeks in the twelve (12) month period as defined by the Organization, or twenty-six (26) weeks as explained above. The Organization uses a fixed year of January to December as the basis for FMLA.

An employee does not need to use this leave entitlement in one (1) block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Organization's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Organization's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The Organization requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the Organization's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the Organization's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted. While on FMLA, employees are required to first use all accrued MSL and then PDO. If an employee does not have sufficient accrued MSL and PDO, then the remainder of the FMLA is unpaid. Employees may supplement short-term disability with paid accrued leave, in accordance with the terms of the short-term disability policy.

Employee Responsibilities

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Organization's normal call-in procedures.

Employees must provide sufficient information for the Organization to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Organization if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The Organization may require second and third medical opinions at the Organization's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Organization's attendance guidelines. Employees on leave must contact their Human Resources representative at least two (2) days before their expected first day of return.

The Organization's Responsibilities

The Organization will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the

employees' rights and responsibilities. If they are not eligible, the Organization will provide a reason for the ineligibility.

The Organization will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Organization determines that the leave is not FMLA-protected, the Organization will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the Organization to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Organization.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Medical Leave (Not FMLA Eligible)

Employees who have not worked twelve (12) months or one thousand two hundred fifty (1,250) hours are not eligible for the Organization's FMLA guideline. Those employees may be provided a medical leave of absence to be used in a block of time, in limited circumstances. Such a leave would include time off for an employee's illness, pregnancy-related disability, or an employee's injury, whether on or off the job.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with our Organization.
- The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from a medical provider outlining the reason for leave and the estimated time needed. (The Organization may require the employee to obtain an opinion from a medical provider selected by the Organization.)
- Approvals are obtained from the immediate supervisor and the Human Resources Department prior to the leave.
- While on medical leave, employees are required to first use all accrued MSL and then accrued PDO at the beginning of the leave of absence. Medical leave (non-FMLA) runs concurrently with the receipt of vacation, sick leave, short-term disability, and workers' compensation, whenever applicable.

-Medical leaves (non-FMLA), and any extension of leaves, will generally be limited to no longer than six (6) calendar weeks. An employee who is ready to return to work from leave should present a medical provider's statement indicating the ability to return to work. If an employee is unable to return to work at the end of FMLA/extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act or other law. The employee must supply sufficient information from their medical provider indicating that they have a covered disability and when the employee will be able to return to work with or without reasonable accommodation. Any accommodation must not result in undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the Organization.

Because of the nature of our business, we may not be able to hold your position open during your leave. In the event your job is filled, you will be considered along with other candidates for any vacant position for which you are qualified. There is no job guarantee.

The Organization currently continues medical and life insurance benefits for an employee on leave for a maximum of six (6) weeks, as long as the employee continues to pay the employee's portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holiday, funeral pay, or employer's jury duty pay will not be granted during the leave.

Personal Leave

In the event an employee requires a leave of absence from work for reasons other than illness, disability, vacation, or a leave of absence otherwise protected under federal or state law, the Organization will consider an unpaid personal leave of absence of up to forty-five (45) days. Such requests will be granted in the Organization's sole discretion based on a variety of factors including, but not limited to, the reason for and length of the requested leave, length of employment, employee performance, workload, and the ability of the Organization to cover an employee's job responsibilities during the requested leave.

In order to be eligible for an unpaid personal leave of absence, employees must be either full or part-time, in good standing, and have continuously worked for the Organization for at least six (6) months.

Employees should submit requests to their immediate supervisor. Requests in excess of thirty (30) days require Executive Director approval. Except in the case of emergencies, requests for personal leaves of absence should be submitted at least four (4) weeks in advance of the need for the leave. Employees must use all paid PDO and Floating Holidays at the beginning of the personal leave of absence and do not accrue PDO or MSL, and are not eligible for holiday pay, jury duty pay, or paid bereavement leave while on the personal leave of absence.

Employees should consult human resources to determine the impact of any approved leave on an employee's eligibility for group benefits and required premium payments.

Employees who return from an approved personal leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. Given changing business needs, however, there is no guarantee of job reinstatement.

Employees must confirm their return date at least one week prior to their return. If additional leave is needed, employees must make such requests as soon as possible. Absent extenuating circumstances, employees who do request an extension and do not return as scheduled will be considered to have voluntarily terminated their employment as of the day the original leave expired.

Other Leave

Bereavement Leave: Bereavement leave provides all full 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 step-children and step-parents, foster children and foster parents, and other guardians are covered under this policy.

Military Leave: Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veterans' re-employment rights. The Organization pays for the first fifteen (15) days of leave per year. After that time, leave is without pay. For more information about military leave, see Human Resources.

Jury Duty Leave: The Library District recognizes jury duty as a civic responsibility. When summoned for jury duty, as soon as possible, employees should notify their supervisor of the possible need to report. Employees will be granted jury duty leave. If an employee reports for jury duty and will request jury duty paid leave, a copy of the jury summons or a letter from the court with the date(s) of jury service should be submitted to a Human Resources representative and the employee should enter a Jury Duty time off request in the Library District's timekeeping system. If an employee is excused from jury duty during regular work hours, the employee is expected to report to work promptly.

If an employee is scheduled to work when summoned for jury duty, the employee will receive regular pay for the first three (3) days of jury duty (a juror service certificate must be submitted).

Beginning the fourth day and thereafter, employees are paid the current daily rate by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three (3) days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten (10) days (eighty [80] hours). Jury duty leave beyond this time is without pay from the Library District. An employee may use PDO for additional days required to sit on a jury.

Inclement Weather-Imposed Leave: Should inclement weather conditions prevent an employee from safely traveling to work, the employee should notify their immediate supervisor who may approve that employee's absence for the duration of the unsafe weather conditions. If the library remains open, the employee and supervisor will arrange for the employee to make up the lost time or to have the time deducted from their PDO.

At the discretion of the Executive Director and based upon Garfield County Public Library District's Snow Closure Procedure and Policy, the Library District may close during inclement weather. If the Library is closed by the Executive Director, the employees scheduled to work that day will be paid their regular wages. The employees are expected to remain on call and come to work if conditions change and the Executive Director opens the library.

Disaster-Imposed Leave: If the Executive Director closes one or more facilities for safety or disaster reasons, staff may be called to work at another location. Should all facilities be closed, the Executive Director (after consultation with the Board of Trustees) may decide not to pay employees for the duration and will follow Federal Labor Standards Act requirements; the employees may choose to take time off without pay or may use accumulated PDO.

Voting: We encourage employees to exercise their voting rights in all municipal, state, and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should make arrangements with their supervisor no later than one (1) day prior to Election Day.

Parental Involvement Leave: Full and part-time employees may use accrued PDO to attend academic activities for school-aged children. To be eligible, an employee must be the parent or legal guardian of a child enrolled in either public or private school grades K-12 or certain nonpublic, home-based educational programs. Employees can take leave for the following academic activities: parent-teacher conferences, meetings about special education services, intervention responses, dropout prevention, attendance, truancy, or disciplinary issues.

Full-time employees may take up to a maximum of eighteen (18) hours of leave in an academic year to attend academic activities. Part-time employees may take leave on a prorated basis. Employees may not take more than six (6) hours of leave in any one (1) month period and leave may not be taken in increments of longer than three (3) hours.

The Library District requires employees to use PDO while taking Parental Involvement Leave. Leave without pay may not be provided where an employee has exhausted accrued paid leave.

Except in emergencies, employees are required to provide at least one (1) calendar week's

advance notice of the need for leave. Employees may be asked to provide written verification of the academic activity from the school or school district. In emergencies, employees may be required to provide notice and written verification from the school as soon as possible after learning of the need for leave. Employees are required to make a reasonable attempt to schedule academic activities outside regular work hours.

The Library District may limit the ability of an employee to take Parental Involvement Leave in cases of emergency or in other situations where the absence of the employee would disrupt or halt service to the public.

Lactation/Breastfeeding: A private space will be provided, and reasonable time will be permitted for the nursing employee to express milk during the workday for up to two (2) years following the birth of a child. The time permitted will typically run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, human resources and the employee will agree upon a schedule that might include the employee using unpaid leave (if nonexempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Organization will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated Organizational refrigerators. The employee must clearly label each container with their name and the date the milk was collected. Unlabeled containers, and containers left for more than three (3) days, may be disposed of without warning. Alternatively, the employee may bring in their own small refrigerator or cooler for the temporary storage of breast milk. The Library District may also choose to provide a small refrigerator for the temporary storage of breast milk.

Nursing staff are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

The Organization reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Organization's operations.

The Organization will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Employee Benefits

Please refer to the GCPLD Employee Benefits Summary for a description of all current employee benefits.

Benefits Overview

As part of its compensation strategy, the Organization offers a number of different benefit plans for eligible employees. Employment benefits vary according to the status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Organization complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the Organization are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Organization's discretion as permitted by law. The Organization and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by the Organization.

Employees will have an opportunity to make changes to their health benefit selections during the Organization's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce, or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

The Organization currently offers these plans:

Medical Insurance Plan - helps pay covered medical expenses for you and eligible family members.

Flexible Spending Accounts (FSAs) - allows employees to use pre-tax dollars to pay for eligible health care-related expenses, such as health and dental co-payments and deductibles.

Dental Insurance Plan - provides you and your eligible dependents dental coverage at group rates.

Vision Insurance Plan – provides you and your eligible dependents vision coverage at group rates.

Life Insurance Plan - provides certain insurance coverage at group rates.

Short-Term Disability (STD) Plan - helps replace your salary if you suffer a covered disability for a limited period of time.

Long-Term Disability (LTD) Plan - helps replace your salary if you suffer a covered disability for an indefinite period of time.

401(a) Retirement Plan – helps you save money for retirement.

457(b) Deferred Compensation Plan – helps you save money for retirement.

Employee Assistance Program (EAP) – program designed to help alleviate workplace issues due to mental health, substance abuse, and personal and workplace issues.

Employee Recognition – program designed to reward excellence in service.

Employee Purchase of Library Materials - allows employees to purchase library materials at a discount. Employees should contact Technical Services or their manager for more information.

Employee & Family Use of the Library: - employees and their immediate family members enjoy the same library resources as our patrons, with a GCPLD library card. All employees must follow the Library District Circulation Policy. Employees and their families are responsible for returning library materials in a timely manner and in good condition. If the library materials are damaged or lost that employee or the employee's family member will be responsible for paying damages.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED SEPTEMBER 7, 2023. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF GARFIELD COUNTY PUBLIC LIBRARY DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR AND THE BOARD OF TRUSTEES HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Signature

Employee Name

Date

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

PORTABLE DEVICE LOAN POLICY

The Garfield County Public Library District (District) has portable devices available for checkout and use within the library. The District has these devices available to the public as an information, recreation, and educational resource in support of our role as this community's information and lifelong learning center. The District is guided by a commitment to access to information policies that provide appropriate protections to its users while recognizing the District's longstanding commitment to the principles of free expression set forth in the United States Constitution.

ADULTS: Portable devices such as Chrome books, laptops, and tablet computers are available for loan to adult patrons (18 or older) in good standing. A full-privileged library card must be presented at checkout. Adults can check out portable devices for use by minors under the age of 11 and are expected to supervise minors during use.

MINORS AGED 11 AND UP: Adults may give permission for minors between the ages of 11 and 17 to check out portable devices. **Permission must be given by the responsible person for the minor's account in person at the library's service desk.** The ability to check out portable devices will be noted in the minor's library card account.

LIABILITY: The user or responsible adult agrees to assume any and all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence, or misuse. The District will not assume responsibility for lost files due to viruses, hardware failure, and network interruptions.

AVAILABILITY: Portable devices are available for loan on a first-come, first-served basis at the Circulation Desk. Holds or advance bookings are not available.

USE: Portable devices are loaned for in-library use only and are not to be taken from the library. Portable devices should never be left unattended. All users must abide by the District's Internet Use Policy. The District reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing District equipment or not acting in accordance with District policy.

LOAN PERIOD: The loan period for portable devices is two (2) hours a day with no renewals. Requests for additional time will be assessed by District staff on a case-by-case basis. Portable devices are available during business hours and are due 15 minutes prior to the library closing.

FINES: An overdue fine of \$10 per hour with a maximum fine of \$100.

REPLACEMENT AND DAMAGE FINES: The user or responsible adult assumes full financial responsibility for a lost, stolen, or damaged portable device. A repair fee will be levied for damaged portable devices based on the cost of the repairs plus a processing fee. Any portable device malfunctions should be reported immediately to District staff. Replacement fees for the portable device and any accompanying accessories will be charged at current cost.

RETURNS: Portable devices must be returned in-person to staff at the service desk. Users may be required to wait while the device is checked to ensure all equipment is intact.

USER FILES: All user files will be deleted when the portable device is turned off.

The District reserves the right to update and change this policy at any time without notice.

SUMMARY OF CHANGES

Based on changes submitted by the library district's Circulation Coordinator group, district administration recommends that the GCPLD Portable Device Policy move from a policy to a procedure. Changes in the document include allowing juveniles 11 years and older with full access library cards in good standing to check out in-library use portable devices, language about replacement and damaged fines has been removed, and descriptions on restricted cards have been included.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT PORTABLE DEVICE FOR IN-LIBRARY USE LOAN PROCEDURE

The Garfield County Public Library District (District) has portable devices available to check out for use within the library. The District makes these devices available to the public as an information, recreation, and educational resource in support of our role as this community's information and lifelong learning center. The District is guided by a commitment to access to information policies that provide appropriate protections to its users while recognizing the District's longstanding commitment to the principles of free expression set forth in the United States Constitution.

LIBRARY CARD: Portable devices such as Chromebooks are available for loan to patrons 11 years old and older with a full access library card in good standing. A full access library card must be presented at checkout. Adults can check out portable devices for use by minors under the age of eleven and are expected to supervise the minor during use. Portable devices may not be checked out with Digital Access, Limited Access or Media Restricted library cards.

LIABILITY: The user or responsible adult agrees to assume all liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence, or misuse. The District will not assume responsibility for lost files due to viruses, hardware failure, and network interruptions.

AVAILABILITY: Portable devices are available for loan on a first-come, first-served basis at the Circulation Desk. Holds or advance bookings are not available.

USE: Portable devices are loaned for in-library use only and are not to be taken from the library.

Portable devices should never be left unattended. All users must abide by the District's [Internet Use Policy](#). The District reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing District equipment or not acting in accordance with District policy.

LOAN PERIOD: The loan period for portable devices is two (2) hours a day with no renewals. Requests for additional time may be granted by District staff on a case-by-case basis. Portable devices are available during business hours and are due 15 minutes prior to the library closing.

RETURNS: Portable devices must be returned in-person to staff at the service desk. Users may be required to wait while the device is checked to ensure all equipment is intact.

USER FILES: All user files will be deleted when the portable device is turned off.

Management Report, August 2023

Jamie LaRue, Executive Director

Program posters

At our September meeting, I will distribute a copy of the thoroughly impressive work of our in-house graphic designer, Emily Hisel. This six-page report (attached) shows the astonishing breadth of our offerings to the community. While library programming isn't the only thing we do—we provide hundreds of thousands of items including books, periodicals, music, and movies; public internet access; and meeting spaces—the posters demonstrate the variety of communities that look to us for support, and whose needs we enthusiastically respond to.

Community interview update

Last month I mentioned that our Fall Staff Day (to which all board members are invited) will happen at Morgridge Commons on Tuesday, September 19. As a consultant, I worked with over 10 libraries on this process. Nancy Barnes (Branch Libraries Director) implemented it at her previous library. The general process is as follows: We brainstorm “movers and shakers” and other representative voices in each of our communities. We draw from many categories: elected officials, non-profit leaders, faith-based leaders, educators, businesspeople, and so on. Then we conduct interviews with them at their own places of business. The purpose is *not* to ask what the library can do for them. Most people have no idea—they're caught up in their own interests. Rather, we ask them to tell us their own stories and passions (thereby building relationships). We ask them to reflect on the things people talk to them about, asking them to highlight the key concerns they expect people to be focused on over the next 18-24 months. We ask them about their aspirations for the community. We ask them who else we should talk to.

After we record that information, we analyze it. In most communities, these concerns tend to converge. Where can the library add value? Obviously, we can't solve everyone's issues. But we can pick a small list of concerns that fall within the library's wheelhouse, come up with some initiatives to make a real difference, budget for them, and deliver. Thus, the interviews become a baseline for our own strategic planning.

I have found the process to be very rich in understanding and better serving our communities. Unlike conducting surveys or focus groups, this interview approach tends to tap into the meaning-making ability of people. They see patterns that we might not. For the library, the purpose is not only to make our communities stronger but to demonstrate our value to that end.

It is our hope to conduct these interviews during the 8-9 weeks between Staff Day and Thanksgiving. If you hear about this process in the community, I hope this gives you some context. If you would like to make suggestions as to interviewees or contribute your own understanding of community concerns, please contact me directly.

Censorship in the news

The culture wars continue. In Douglas County, Colorado, several books were challenged ("Jack of Hearts", "All Boys Aren't Blue", "This Book is Gay", and "The Hips on the Drag Queen Go Swish, Swish, Swish"). A library customer complained that the books promoted "the destructive, homosexual lifestyle." According to the [article](#), "The board determined unanimously Wednesday night [August 23, 2023] that it did not violate any policies when choosing the books in question, and that they would remain on library shelves."

According to another 9News [article](#), "Montana has become the first state to specifically ban people dressed in drag from reading books to children at public schools and libraries, part of a host of legislation aimed at the rights of the LGBTQ+ community in Montana and other states."

"Bills in Florida and Tennessee also appear to try to ban drag reading events, but both require the performances to be sexual in nature, which could be up for interpretation. Both bills also face legal challenges."

"Montana's law is unique because — while it defines such an event as one hosted by a drag king or drag queen who reads children's books to minor children — it does not require a sexual element [in order] to be banned."

My own book, *on Censorship: A Public Librarian Examines Cancel Culture in the US* (published by Fulcrum Publishing in Wheatridge CO) will be available on September 19. The topic continues to be timely.

Our neighbors

Recently I had the pleasure of meeting with colleagues from Steamboat Springs, the Colorado State Library, the Colorado Library Consortium, and Rangely, to visit and welcome a new library director in Meeker. Her name is Christina Selby and she's off to a good start. I am tickled to report that Christina happens to be the daughter of one of our employees, Mary Sweet. Read to your children, and they might grow up to be librarians!

School libraries

Amaranda reports that Garfield County School District 16 is converting its school libraries into study halls. In my brief conversation with district staff, it appears that they have been without a school librarian for some time.

There's a large body of research about the effect of school libraries on student achievement. (See <https://kappanonline.org/lance-kachel-school-librarians-matter-years-research/>). Statewide school library impact studies have been conducted in 26 states (including 4 in Colorado). The broad finding is this: Schools with strong library programs tend to earn better-standardized test scores. The studies control for community socioeconomic factors and demonstrate that the benefits associated with good library programs "are strongest for the most vulnerable and at-risk learners, including students of color, low-income students, and students with disabilities."

Yet the decline of school library programs across the country continues. Over the course of the pandemic alone, there was a 5% drop.

According to [Education Week](#), in 2018-2019, data on almost 13,000 school districts revealed:

- 3 out of 10 districts had no librarians in any of their schools.
- More than 4.4 million students in high-poverty (50%+) schools had no librarians.
- Almost 3.1 million students in predominantly Hispanic districts were without school librarians.
- Almost 4.8 million students in predominantly non-white districts were without school librarians.
- Smaller and rural districts were more likely to have no librarians than larger and suburban districts.
- 9 out of 10 charter school districts had no school librarians.

At that, it's not as bad as [Houston, Texas](#) where the school district announced that 28 local schools were firing all their librarians, and converted their libraries into discipline centers for misbehaving students.

I'm of two minds. On the one hand, Garfield County students are, or should be, our patrons. We have a responsibility to serve them. On the other hand, we cannot fulfill the role of a school library, whose focus is on *curricular* support. District 16 has an annual budget of more than twice ours. So, our focus, I believe, should probably be on recreational reading, something that promotes the joy of reading at a time when reading instruction seems to be becoming more focused on endless drills. But this larger issue of declining school library support remains a challenge and has real consequences for the children in our county.

CELEBRATE LIBRARY CARD SIGN-UP MONTH WIN A KINDLE



This September for Library Card Sign-Up Month, your Garfield County Libraries are giving away three Kindles to library card holders!

One lucky adult and one lucky teen will win a Kindle Paperwhite.
One lucky child will win a Kindle Kids.
The giveaway is simple and free to enter!

If you already have a library card from the Garfield County Libraries you will need to call or visit your local library in September and ask to renew your library card. Once you renew, you will automatically be entered to win.

If you do not yet have a card from the Garfield County Libraries you can apply for one online or by visiting your nearest library. Once you register you will automatically be entered to win. You will also receive a small gift (while supplies last).

WWW.GCPLD.ORG

Find Your
STORY



THE GOOD OF THE HIVE MURAL RECEPTION



Join us in celebrating the unveiling of our new mural at the Rifle Branch Library. Come meet the artist, Matt Wiley, as he completes his mural project. Enjoy raffles, refreshments, kids activities, and a concert featuring The Queen Bees.

**SATURDAY, SEPTEMBER 9
10 AM
RIFLE BRANCH LIBRARY**

Free and open to all.
For more information call the library at 970-625-3471.



Find Your
STORY



Adult Crafternoons Autumn and Winter Series



Get creative in a welcoming space, within the comfort of a guided craft series. Each workshop is taught by a knowledgeable library staff member or community member, and all materials and supplies are provided at no cost. Participate in as many or as few of the workshops as you like. Finished projects make great home decorations or gifts, just in time for the holiday season. Space is limited and registration is required.

Saturdays • 2 pm • Parachute Branch Library

September 12: Bead and Wire Jewelry

October 14: Decoupage The Christmas/Wall Hanging

November 18: Handmade Holiday Cards

December 2: Upcycled Metallic Glass Bottle Succulent Arrangements

Call 970-285-9870
to register or
get more information.

Find Your
STORY



MOVE FROM YOUR CENTER



Join Alexandra Jankovic, professional dancer, Pilates teacher, and choreographer, for a fantastic blend of Pilates mat work and ballet technique. Activate your core muscles, breathe, and improve your balance using Pilates and ballet exercises. Build greater muscular support coordination and body strength, no matter what your current fitness level is.

**Mondays
September 11, 18, & 25
4 pm • Carbondale Branch Library
Space Limited • Registration Required!**

Free and open to adults and teens 12 and up. Please bring a yoga mat, water bottle, and wear comfortable workout attire and go barefoot or bring socks. For more information call 970-953-2889.

BoneDale Ballet

Find Your
STORY



PIRATE FEST



Ahoy!

Come join us as we share the history of the Golden Age of Piracy. There will be stories, information stations, real cannon fire demonstrations, and crafts with the Highland Rogues After the pirate show, we'll play the Cruise Ships, a classic pirate movie.

**Saturday, September 16
12 pm
Parachute Branch Library**

Free and open to all. For more information call 970-285-9870.



Find Your
STORY



TOURNAMENT

Battle your friends and see if you have what it takes to win.
1 vs 1 elimination rounds

Who: Open to teens and tweens ages 11-18
What: Super Smash Bros on the Nintendo Switch
When: Friday, September 15 at 3 pm
Where: New Castle Branch Library
How: Register at the library to save a spot.
Contact the library at 970-984-2346 for questions.

Who will be the Super Smash Bros champion?

FREE!

Find Your
STORY



Storytime Field Trip

Join us at Sopri's Alpaca Farm for a very special Storytime!

Bring your blanket or chair to sit on while Ms. Kim reads a fun story and we sing some silly songs. Afterward everyone will have the opportunity to feed and pet the Alpacas!

**Wednesday, September 20
10:30 AM
35795 Highway 6 Near Silt**

For more information call the New Castle Branch Library at 970-984-2346.

Free!

Find Your
STORY



HISPANIC HERITAGE CELEBRATION

CELEBRACIÓN DEL MES DE LA HISPANIDAD

Celebrate Hispanic Heritage Month with activities, live music, art, and more! We'll feature Storytime with Reading A Z Reader and Great Expectations along with performances by Rodrigo Arreguin, the Aspen Santa Fe Folklorico Ballet, Mexican Social Dance, & more.
Free!

Celebra el comienzo del Mes de la Herencia Hispana con actividades, arte, música en vivo y más! Las presentaciones incluyen actuaciones de Aspen Santa Fe Folklorico Ballet, Rodrigo Arreguin, Mexican Social Dance, y otros.
(Gratis)

**9 / 24 / 23
2 PM • RIFLE BRANCH LIBRARY**

www.gcpld.org



Find Your
STORY



Tai Chi for Arthritis

Tai Chi is an effective exercise program involving learning to move through a series of forms that improve balance, flexibility, strength, and mood.

Experience Tai Chi for Arthritis with certified instructor Jennifer Holton and our own newly certified Tai Chi instructor Stacy Duchesne. This class is for seniors who have limited mobility either through injury or arthritis.



Mondays at 9 am
September 11 - October 23
(except October 16)
New Castle Branch Library
Space Limited & Registration Required

Free!
To sign up or for more info
call 970-984-2346.

Find Your
STORY
ASPEN COUNTY
LIBRARIES

Fabulous FALL FILM Festival

Take a step back in time!
Listen to a short talk about the history of these movies,
followed by a screening. Light refreshments provided.

Sept. 21
Oct. 19
Nov. 16

8:30 PM • PARACHUTE BRANCH LIBRARY

Free!
For more information
call 970-285-9570.

Find Your
STORY
ASPEN COUNTY
LIBRARIES



Please join our round table-conversation with refreshing beverages where our local community leaders will discuss their role in our town and share their vision for New Castle.

JUNE 28: TRAILS
JULY 26: TOWN HALL
AUGUST 30: POLICE DEPARTMENT
SEPTEMBER 27: FIRE DEPARTMENT

6 PM • NEW CASTLE BRANCH LIBRARY

Free!
For more info visit or call the
library at 970-984-2346.

Find Your
STORY
ASPEN COUNTY
LIBRARIES



Learn python (the most useful coding language) in a fun, engaging, and casual environment. You will be amazed at how fast you learn and how much you can create. Perfect for 8th-10th grade and any experience level. This course is led by Baker Casagrande, an educator for the Aspen Science Center who studied Computational Physics at Colorado College.

2nd & 4th Thursdays
Sept-Dec (except Nov 23 & Dec 26)
3:45 pm
Carbondale Branch Library

For more information call the library or 970-983-2897.



Find Your
STORY
ASPEN COUNTY
LIBRARIES



PILATES

Join us for six weeks of Pilates with certified instructor Kelley Callen.

This class is for adults and is adaptable for all who wish to improve their flexibility, strength, and body awareness through controlled movements. Please arrive five to ten minutes before class starts and wear flexible clothing.

All participants will need a mat and a water bottle.

WEDNESDAYS • 1:30 PM
AUGUST 16 - SEPTEMBER 20
NEW CASTLE BRANCH LIBRARY

*If you have any concerns about your physical ability, consult your physician prior to attending class.

Free and open to all adults.
Visit or call 970-984-2346
to register or get more info.

Find Your
STORY
ASPEN COUNTY
LIBRARIES



LEARN TO PLAY THE UKULELE

Teens and kids ages 10 and up are invited to learn how to play the ukulele from local music teacher Jeff Van Derweide in an eight-part series at the library. No experience necessary, but space is limited to twelve and registration is required. All graduates of the class will get to keep their ukulele!

WEDNESDAYS:
AUGUST 23 - OCTOBER 11
5 PM
SILT BRANCH LIBRARY

Free!
Sign up at the library or
by calling 970-676-5500.

Find Your
STORY
ASPEN COUNTY
LIBRARIES



Clases de Inglés

ESL Classes

Clases de Inglés para principiantes gratis

Todos los miércoles
23 de agosto al 11 de octubre
6 pm
Biblioteca de New Castle

Lláme al 970-984-2346
para registrarse.

Free beginner
ESL classes

Every Wednesday
August 23 through October 11
6 pm
New Castle Branch Library

Call 970-984-2346
to register.

Encuentra tu
HISTORIA
ASPEN COUNTY
LIBRARIES



In Stitches

Knitting Club

Join us for a knitting and crocheting group to hang out, chat, share tips, and to meet other folks who fancy the craft needle! Bring whatever project(s) you are working on - all ability levels are welcome. We will share our knowledge and experience. Feel free to bring any yarn, patterns, or supplies you would like to donate so we can share amongst the group.

Mondays
2 to 3:30 pm
Carbondale Branch Library

Free and open to all.
For more information call
970-983-2889.

Find Your
STORY
ASPEN COUNTY
LIBRARIES

Western Colorado

Book Club

This monthly book club will focus on local authors and titles of local historical significance. Books can be obtained at the Grand Valley Historical Society and the Garfield County Libraries. The book club is free and open to all adults. Light refreshments will be served.

Second Tuesday
Each Month

1:30 pm

Parachute Branch
Library

For more information call the
Library at 970-285-9870.



Find Your
STORY



TEEN BOOK CLUB



Teen book lovers are invited to join the club
to enjoy good books with friends.

Each month we'll meet for a book discussion, snacks,
and to help decide what we'll read next month.

FOURTH MONDAY EACH MONTH

3 PM

PARACHUTE BRANCH LIBRARY

Free!

For more information call
970-285-9870.

Find Your
STORY



STORYTIME AT THE SILT BRANCH LIBRARY

Join us for stories, activities, and music with friends!

WEDNESDAYS
10:30 AM



Free!

For more information
call 970-476-5500.

Find Your
STORY



PRESCHOOL PLAYGROUP AT THE LIBRARY

Playing is learning!

With a variety of age-appropriate toys and activities provided,
this drop-in playtime is designed for children between birth and
3 years old. Our Playgroup is also a great opportunity to meet
other parents and caregivers while your kids play with one another.

WEDNESDAYS

10:30 AM to 12 PM

RIFLE BRANCH LIBRARY

Free and open to all.
For more information call
970-425-3471.

Find Your
STORY



The Aspen Science Center provides quality, fun, hands-on
STEM programming during these one hour sessions for families
and all ages of youth looking for an exciting science experience.

1ST WEDNESDAY
EACH MONTH

2:30 PM

GLENWOOD
SPRINGS
BRANCH LIBRARY

CURRENT TOPIC:

Free!

For more information call
970-943-9436.



ASPEN
SCIENCE
CENTER

Find Your
STORY



Hey teens ages 10-12:
come explore the many
wonderful mediums of art
along with us we work
with oil, pastel, gesso,
watercolor, and more to
make beautiful artwork.
We provide all the materials
you need to express yourself
creatively while improving
your artistic talent!

the
ART
thing

1st & 3rd
Wednesdays
4:30 pm

Rifle Branch Library

Free!

For more information call
970-425-3471.

Find Your
STORY



ALIANZA DE PADRES PARA EL FUTURO Y CLUB DE LECTURA

ÚLTIMO MIÉRCOLES
DE CADA MES
6 PM
BIBLIOTECA DE RIFLE

Únase a un grupo de discusión con padres y
adolescentes sobre las mejores estrategias
para formar familias y crecer en una
relación saludable. Hablaremos sobre el
tiempo frente a la pantalla, las redes sociales
y otros hábitos que forman una gran parte
de la vida de los jóvenes de hoy. También
elegiremos libros para leer y discutir juntos.



PARENT FUTURING ALLIANCE & BOOK CLUB

Join a discussion group with parents
and adolescents about the best
strategies to raise families and grow in
a healthy relationship. We'll discuss
screen time, social media, and other
habits that make a big part of lives of
young people today. We'll also choose
books to read and discuss together.

LAST WEDNESDAY
EACH MONTH
6 PM

RIFLE BRANCH LIBRARY

Free!

For more information call
970-425-3471.

Find Your
STORY



Club de Bolsitas Rojas



Padres y/o Cuidadores de Niños(as) de
0 a 3 años de edad. Acompáñenos a
disfrutar de cuentos, canciones y
actividades en español como parte
del programa "Bolsitas Rojas" de
Raising A Reader. También podrá
llevar prestada una bolsa roja con
libros cada semana. Los esperamos!



Jueves

a las 11 am (en inglés)
y a las 12 pm

Biblioteca de Parachute

Para obtener más información,
visite: raisidkb.org.



Encuentra tu
HISTORIA



GET



Toddlers and Preschoolers
Bring your grown-up to the library!

THE

We'll have some energy with active play and work on large motor skills!
Balancing • Jumping • Running • Crawling • Dancing • Throwing

WIGGLES



First Thursday Each Month • 10:00 am
New Castle Branch Library

OUT!

Free.
For more information call
970-964-2346.

Find Your
STORY  SANDHILL COUNTY LIBRARIES



La biblioteca te invita a
acompañar amigos y vecinos
para jugar Lotería.

Huberá bebidas, bocadillos, y
premios durante este juego
tradicional.

¡Es divertido para toda
la familia!

Segundo jueves
del mes
4:30 pm
Biblioteca de Silt

Para más información llame al:
970.874.3300.

Your local library invites
you to join friends and
neighbors to play Lotería.

This traditional Mexican game
of chance is similar to bingo.

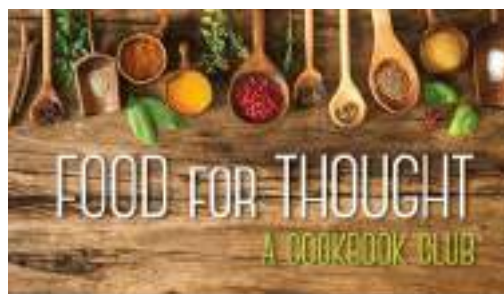
We will provide drinks,
snacks and prizes.

It's fun for the whole family!

Second Thursday
of the Month
4:30 pm
Silt Branch Library

For more information call:
970.874.3300.

Find Your
STORY  SANDHILL COUNTY LIBRARIES



If you love browsing through cookbooks and trying new
techniques - then hang on to your spatula!

We pick the cookbook.

You pick and make a recipe to share with the group.

SECOND THURSDAY EACH MONTH
6:30 PM
PARACHUTE BRANCH LIBRARY

Registration is required.

Call 970-265-9670 or stop by for this month's cookbook selection
and sign-up information.

Find Your
STORY  SANDHILL COUNTY LIBRARIES

Tiny Hands

Join us to help your toddler practice fine motor skills and
build hand strength and coordination while having fun.
You will also get ideas for activities you can do at home.

Developmentally appropriate for ages 3 months
through toddler, but please bring your newborns or well.

Third Thursday Each Month
10:30 am
New Castle Branch Library

Free!
For more information
call 970-964-2346.

Find Your
STORY  SANDHILL COUNTY LIBRARIES

THIRD THURSDAY BOOK CLUB

Hey book lovers of Carbondale!
Join us to explore a mix of fiction and
non-fiction, covering a broad range of
genres and topics. Materials chosen will be
available in various formats at the library.

THIRD THURSDAY EACH MONTH
2 PM
CARBONDALE BRANCH LIBRARY

Free and open to all.
For information on the current book selection
call the library at 970-963-2885.

Find Your
STORY  SANDHILL COUNTY LIBRARIES

CHESS CLUB



Calling all chess players and those interested in learning!
We'll get together to learn, practice,
and challenge each other in this timeless game of strategy.

Several chess sets will be provided,
but feel free to bring your own.

THIRD THURSDAY EACH MONTH
4 - 5 PM
GLENWOOD SPRINGS BRANCH LIBRARY

Free and open
to all ages.
For more information call
970-945-9956.

Find Your
STORY  SANDHILL COUNTY LIBRARIES

SHAKE YOUR SILLIES OUT



Join us for music and movement with Mr. Paul!
We'll have fun dancing to the Hokey Pokey, Chicken Dance,
and other healthy music for the heart, mind, body, and soul.
Then feel free to stay and play at the library.

FRIDAYS
10:30 AM
SILT BRANCH LIBRARY

Free and open to all.
For more information call
970-874-3300.

Find Your
STORY  SANDHILL COUNTY LIBRARIES



School age kids are invited to join your friends at the
Rifle Branch Library to SPARK your imagination by building,
creating, exploring, and inventing together!

FRIDAYS
11:30 AM
RIFLE BRANCH
LIBRARY

Visit or call the library at
970-625-3471
for more information.

1st Friday: LEGO Club
2nd Friday:
Liberator's Choice
3rd Friday:
Puzzle Day
4th Friday:
Painting with the Library

Find Your
STORY  SANDHILL COUNTY LIBRARIES

ANIME CLUB

If you love anime, manga, or just partaking in web activities with the boys (and girls) then come check out the Anime Club! Join us in watching the latest shows and playing the most popular video games!

**FRIDAYS
2:30 PM
RIFLE BRANCH LIBRARY**

For more information call the library at 970-623-3471.

FREE!

Find Your
STORY



Play video games on the big screen!
Join your friends and play favorites such as MarioKart, Smash Bros., and Minecraft.

**FRIDAYS
3 PM
SILT BRANCH LIBRARY**

Free and open to all middle and high schoolers.
For more information call 970-676-5500.

Find Your
STORY



Clases Basicas de Computacion Para Adulto

Aprende habilidades básicas de Computación. Sesiones de seis semanas, nos enfocaremos en aprender y practicar en sesiones o programas en vivo.

Tema Destacado:

**Viernes
a las 5:30 pm
New Castle
Branch Library**

Gratis!
Para registrarse o obtener más información llame al 970-954-2346.

Encuentra tu
HISTORIA



Nature Journaling with Words and Drawings

Adults who wish to explore, observe, and creatively document nature are invited to join a group of novice and experienced short book writers and artists. Some sessions will have an instructor (Forensic Davies) who will explore different topics, techniques, and mediums. If the instructor is not available at a meeting we will have co-assignment, encouragement and tips from peers, and drawing time is a supportive environment. Bring your own supplies.



**First Friday Each Month
1 - 2:30 pm
Carbondale Branch Library**

Free!
For more information call 970-963-3889.

Find Your
STORY



TEEN TECH CLUB

Play with drones, coding robots, 3D printers, and our brand new VR racing simulator!

**FIRST FRIDAY
EACH MONTH
1 PM
RIFLE BRANCH LIBRARY**

Free and open to all teens.
For more info call 970-623-3471.

Find Your
STORY



N.C. GAMERS

Love playing video games?
Are you in 5th to 12th grade?
Join us every month for fun with Super Smash Brothers, Mario Kart, Minecraft, and more!

**FIRST AND THIRD FRIDAYS
4 PM
NEW CASTLE BRANCH LIBRARY**

Free!
For more information call 970-986-2346.

Find Your
STORY



Homeschool Parent



Advisory
Group

Each month we'll get together to talk about current challenges and opportunities within the homeschooling space. We'll also discuss how the library can help provide educational opportunities and curriculum for homeschool kids in elementary, middle, and high school.

**Second Friday Each Month
2 pm
Parachute Branch Library**

Free!
For more information call 970-285-9870.

Find Your
STORY



CREATOR CLUB



Expand your imagination through artistic creation! Join us for a fun creative time after school.

It's perfect for 3rd - 5th graders, and materials will be provided.

**2ND & 4TH
FRIDAYS**



3:30 PM



**CARBONDALE
BRANCH LIBRARY**

Free!
For more information call 970-963-3889.

Find Your
STORY



HOMESCHOOL LUNCHEON



Homeschool students are invited to the library to join your friends for food, fun, and conversation. You bring a sack lunch and the library will provide drinks.

**LAST FRIDAY EACH MONTH
12:30 PM
PARACHUTE BRANCH LIBRARY**

Free!
For more information call
970-285-9870.

Find Your
STORY 



Cozy Crochet Corner

Crochet is a relaxing and enjoyable hobby that helps bring beauty into the world.

Whether you have never crocheted and want to learn, or you've been making crochet crafts for years and would like to share with others, this is the place for you!

This is a place where you can learn various stitches, how to read patterns, and more. We will have hooks and yarn available. You can also bring your own to work on projects.

**First Saturday Each Month
2 pm
Parachute Branch Library**

Free!
For more information call
970-285-9870.

Find Your
STORY 

English/Spanish Conversation Circle

English and Spanish language learners are invited to drop in for a casual conversation at the library. Practice your conversation skills, build your vocabulary, and help each other learn in a warm and supportive environment!

**2nd & 4th
Wednesdays
6:30 pm • Rifle Branch Library**



Los estudiantes de inglés y español serán invitados a pasar una conversación informal en la biblioteca. (Practique sus habilidades de conversación, desarrolle su vocabulario y ayude mutuamente en aprender en un ambiente cómodo y de apoyo.)

**2do y 4to
miércoles
6:30 pm • Biblioteca de Rifle**

**Círculo de
conversación
inglés/español**

Find Your
STORY 



CRAFTY SATURDAYS

Create handmade items and meet other crafters! We'll supply the materials and instructions for a different project each month.

This month's craft:

**Third Saturday
Each Month
• 1 pm •
Silt Branch
Library**

Free and open to all adults, but space is limited!
Please call 970-676-5500 to sign up for the upcoming month.

Find Your
STORY 



Come ye brave adventurers!
Great mysteries and secrets lie within the great library-towers of Candlekeep, and you have been tasked with finding them! This adventure is best suited for those aged 12 and above, but accommodations can be made should any child adventurers wish to join. There is limited space in our party so please sign up at the front desk to join.

**THIRD SATURDAY EACH MONTH
2 PM
GLENWOOD SPRINGS BRANCH LIBRARY**

Free!
For more information call
970-945-5958.

Find Your
STORY 



Bring your friends and enjoy an afternoon of gaming adventures on the VR headset, Nintendo Switch, or with an array of board games.



**4th Saturday Each Month
2 - 4 pm
Parachute Branch Library**

Free!
For more info call
970-285-9870.

Find Your
STORY 



Acompañanos a un grupo de lectura donde virtualmente disfrutemos historias y personajes. Prepara tu café o té y conéctate.

**Último sábado
del mes
10 a.m.**

www.gcpld.org/paginas

Gratis!
Únete al 970-984-2346 para más información.

 Libby,
hacelo

Encuentra tu
HISTORIA 



I CHOOSE YOU!

Kids, bring your friends and meet new friends while playing Pokémon! Card exchange, Pokémon games, and one free card set for anyone who does not have their own.



**LAST SATURDAY
EACH MONTH • 3 PM
NEW CASTLE BRANCH LIBRARY**

Free and open to all kids.
For more information call
970-984-2346.

Find Your
STORY 

Financial / Treasurer Report, July 2023

By Kevin Hettler, Chief Financial Officer

As we prepare our 2024 budget, I've presented below a series of scenarios of what a temporary mill levy credit would look like to our overall revenue projection. The scenarios include 2024 property tax revenue projection reflective of estimated valuation increases to residential and oil & gas property.

Property Type	2023 Revenues at 2.5 mill levy	2024 Property tax revenue at a 2.50 mill levy	\$ Revenue increase from 2023	2024 Property tax revenue at a 2.40 mill levy	\$ Revenue reduction from 2.50 mill levy	% Reduction from 2.5 mill levy
Vacant land	\$ 217,505	\$ 217,505	\$ -	\$ 208,805	\$ 8,700	2.29%
Residential	1,543,108	\$ 1,933,825	390,717	1,856,472	77,353	20.33%
Residential(multi family)	122,444	\$ 122,444	-	117,546	4,898	1.29%
Commercial	930,001	\$ 930,001	-	892,801	37,200	9.78%
Renewable Energy Prod	1,053	\$ 1,053	-	1,011	42	0.01%
Industrial	33,431	\$ 33,431	-	32,094	1,337	0.35%
Agricultural	34,758	\$ 34,758	-	33,368	1,390	0.37%
Natural resources	8,520	\$ 8,520	-	8,180	341	0.09%
Producing mines	497	\$ 497	-	478	20	0.01%
Oil & gas property	4,088,454	\$ 5,886,533	1,798,079	5,651,072	235,461	61.89%
Prod Oil Prim Land						
Prod Gas Prim Land						
Prod Ngls Prim Land						
Prod Gas Equip						
Gathering systems						
Drilling rigs						
State assessed prop	342,022	342,022	\$ -	328,341	13,681	3.60%
Total taxable property	\$ 7,321,794	\$ 9,510,590	\$ 2,188,796	\$ 9,130,166	\$ 380,424	100%

Property Type	2024 Property tax revenue at a 2.50 mill levy	\$ Revenue increase from 2023	2024 Property tax revenue at 2.30 mill levy	Revenue reduction from 2.50 mill levy	% Reduction from 2.50 mill levy	2024 Property tax revenue at 2.0 mill = flat budget to 2023 (with 5% inflation adj)	Revenue reduction from 2.50 mill levy	% Reduction from 2.50 mill levy
Vacant land	\$ 217,505	\$ -	\$ 200,104	\$ 17,400	2.29%	\$ 174,004	\$ 43,501	2.29%
Residential	\$ 1,933,825	390,717	1,779,119	154,706	20.33%	1,547,060	386,765	20.33%
Residential(multi family)	\$ 122,444	-	112,649	9,795	1.29%	97,955	24,489	1.29%
Commercial	\$ 930,001	-	855,601	74,400	9.78%	744,001	186,000	9.78%
Renewable Energy Prod	\$ 1,053	-	969	84	0.01%	843	211	0.01%
Industrial	\$ 33,431	-	30,757	2,674	0.35%	26,745	6,686	0.35%
Agricultural	\$ 34,758	-	31,977	2,781	0.37%	27,807	6,952	0.37%
Natural resources	\$ 8,520	-	7,839	682	0.09%	6,816	1,704	0.09%
Producing mines	\$ 497	-	458	40	0.01%	398	99	0.01%
Oil & gas property	\$ 5,886,533	1,798,079	5,415,610	470,923	61.89%	4,709,226	1,177,307	61.89%
Prod Oil Prim Land								
Prod Gas Prim Land								
Prod Ngls Prim Land								
Prod Gas Equip								
Gathering systems								
Drilling rigs								
State assessed prop	342,022	\$ -	314,660	27,362	3.60%	273,617	68,404	3.60%
Total taxable property	\$ 9,510,590	\$ 2,188,796	\$ 8,749,743	\$ 760,847	100%	\$ 7,608,472	\$ 1,902,118	100%

Proposition HH projected impact on residential property tax in 2024

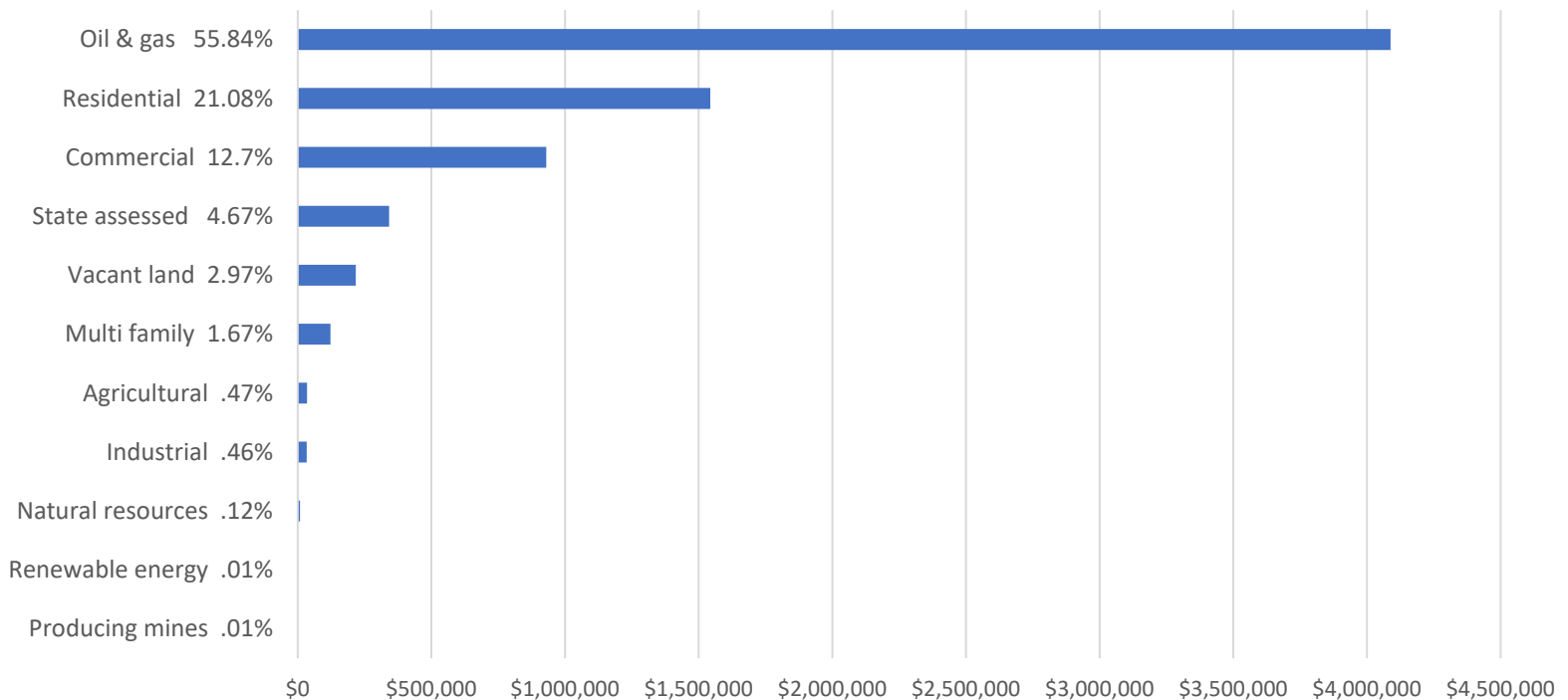
		Property value reduction	Adjusted property value	Assessment rate	Assessed value	Property tax paid on the Library 2.5 mill levy	Increased property tax from 2023	% change in property tax from 2023
Garco median residential property value in 2021 (tax revenue collected in 2022 and 2023)								
\$	433,000	(15,000)	418,000	6.765%	28,278	\$ 71	-	-
Same property valued in 2023 based on 30% appreciation rate (revenue collected in 2024)								
\$	562,900	(50,000) **	512,900	6.700% **	34,364	\$ 86	15	21.52%
\$	562,900	(15,000) ***	547,900	6.765% ***	37,065	\$ 93	22	31.08%

** if proposition HH passes Additional residential property tax collected in 2024 over 2023 \$ 332,144

*** if proposition HH fails Additional residential property tax collected in 2024 over 2023 \$ 479,545

NOTE: For illustration purposes only, actual results will vary

2023 Property Tax revenue by property type



As a result of Colorado Senate Bill 23-303, the November 7, 2023 ballot measure HH reads as follows:

SHALL THE STATE REDUCE PROPERTY TAXES FOR HOMES AND BUSINESSES, INCLUDING EXPANDING PROPERTY TAX RELIEF FOR SENIORS, AND BACKFILL COUNTIES, WATER DISTRICTS, FIRE DISTRICTS, AMBULANCE AND HOSPITAL DISTRICTS, AND OTHER LOCAL GOVERNMENTS AND FUND SCHOOL DISTRICTS BY USING A PORTION OF THE STATE SURPLUS UP TO THE PROPOSITION HH CAP AS DEFINED IN THIS MEASURE?

Colorado Proposition HH, the **Property Tax Changes and Revenue Change Measure**, is on the ballot in Colorado as a legislatively referred state statute on November 7, 2023.

A "**yes**" vote supports making various changes to state property taxes and revenue limits, including:

- reduce property tax rates;
- allow the state to retain and spend revenues that it would otherwise be required to refund to residents under the Colorado Taxpayer's Bill of Rights (TABOR), to give local governments to make up for decreased tax revenues;
- create a limit on local government property tax revenue; and
- create a new cap on state revenue, allowing the state to retain revenue up to the newly created cap.

A "**no**" vote opposes making changes to property taxes and state revenue limits.

Source:

[https://ballotpedia.org/Colorado_Proposition_HH,_Property_Tax_Changes_and_Revenue_Change_Measure_\(2023\)#cite_note-summary-5](https://ballotpedia.org/Colorado_Proposition_HH,_Property_Tax_Changes_and_Revenue_Change_Measure_(2023)#cite_note-summary-5)

The tables below show the proposed property tax assessment rates and valuation reductions under Proposition HH compared to current law without Proposition HH shown in italics. In current law without Proposition HH and under Proposition HH, the assessment rate was set to be 7.15% in 2033 and after.

Source: Colorado Legislative Council Staff Revised Fiscal Note

https://leg.colorado.gov/sites/default/files/documents/2023A/bills/fn/2023a_sb303_r5.pdf

Residential Property Assessment Under SB 23-303

Amounts in italics show changes from current law

Property Tax Year	2023	2024	2025-2032	2033 and later
Owner-Occupied Primary Residence	6.7% after \$50,000 reduction <i>from 6.765% after \$15,000 reduction</i>	6.7% after \$40,000 reduction <i>from 6.976%* for single family, 6.8% for multifamily</i>	6.7% after \$40,000 reduction <i>from 7.15%</i>	7.15% <i>unchanged</i>
Senior Owner-Occupied Primary Residence	6.7% after \$50,000 reduction <i>from 6.765% after \$15,000 reduction</i>	6.7% after \$40,000 reduction <i>from 6.976%* for single family, 6.8% for multifamily</i>	6.7% after \$140,000 reduction <i>from 7.15%</i>	7.15% <i>unchanged</i>
Other Multifamily	6.7% after \$50,000 reduction <i>from 6.765% after \$15,000 reduction</i>	6.7% after \$40,000 reduction <i>from 6.8%</i>	6.7% after \$40,000 reduction <i>from 7.15%</i>	7.15% <i>unchanged</i>
Other Residential	6.7% after \$50,000 reduction <i>from 6.765% after \$15,000 reduction</i>	6.7% after \$40,000 reduction <i>from 6.976%*</i>	6.7% <i>from 7.15%</i>	7.15% <i>unchanged</i>

Nonresidential Real Property Assessment Under SB 23-303

Amounts in italics show changes from current law

Omits producing mines and oil & gas, as these are not affected

Property Tax Year	2023	2024-2026	2027-2028	2029-2030	2031-2032
Lodging and Other Improved Commercial Property	27.85% after \$30,000 reduction <i>from 27.9% after \$30,000 reduction</i>	27.85% <i>from 29%</i>	27.65% <i>from 29%</i>	26.9% <i>from 29%</i>	26.9% or 25.9% ¹ <i>from 29%</i>
Other Commercial, Industrial, Natural Resources, State Assessed	27.85% <i>from 27.9%</i>	27.85% <i>from 29%</i>	27.65% <i>from 29%</i>	26.9% <i>from 29%</i>	26.9% or 25.9% ¹ <i>from 29%</i>
Vacant Land	27.85% <i>from 27.9%</i>	29% <i>unchanged</i>	29% <i>unchanged</i>	29% <i>unchanged</i>	29% <i>unchanged</i>
Agricultural, Renewable Energy Producing Property	26.4% <i>unchanged</i>	26.4% <i>from 29%²</i>	26.4% <i>from 29%</i>	26.4% <i>from 29%</i>	26.4% or 25.9% ¹ <i>from 29%</i>
Renewable Energy Agricultural Land ³	26.4%	21.9%	21.9%	21.9%	21.9%

The following charts depict all revenues received and expenditures made from 1/1/23 through 7/31/23 and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 7/31/23 is \$10,335,910.

Total expenditures made as of 7/31/23 is \$4,309,311.

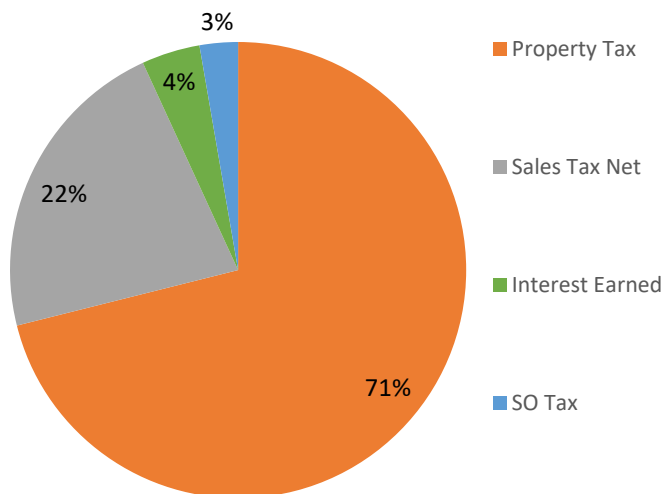
58.3% of the year has elapsed as of 7/31/23.

89% of budgeted revenue (\$11,545,399) has been received.

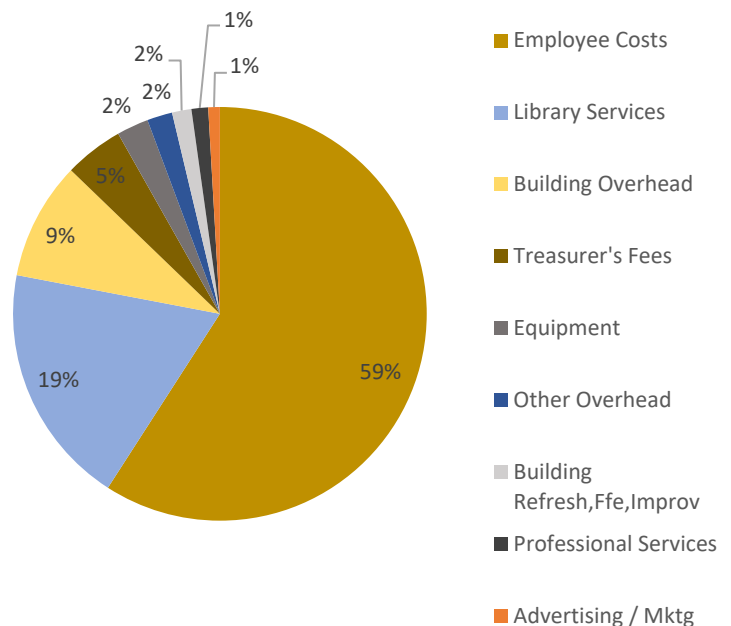
41.68% of budgeted expenditure (\$10,340,129) has been made.

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

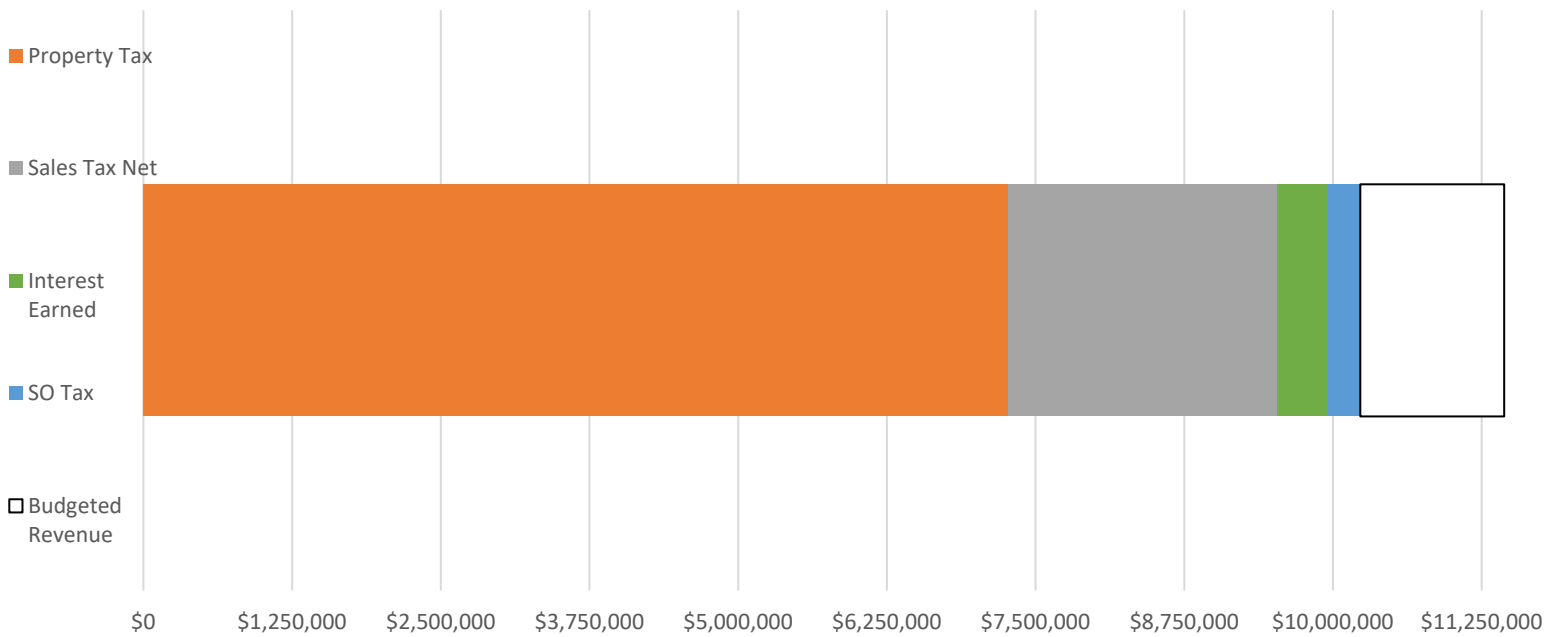
YTD Revenues through 7/31/2023



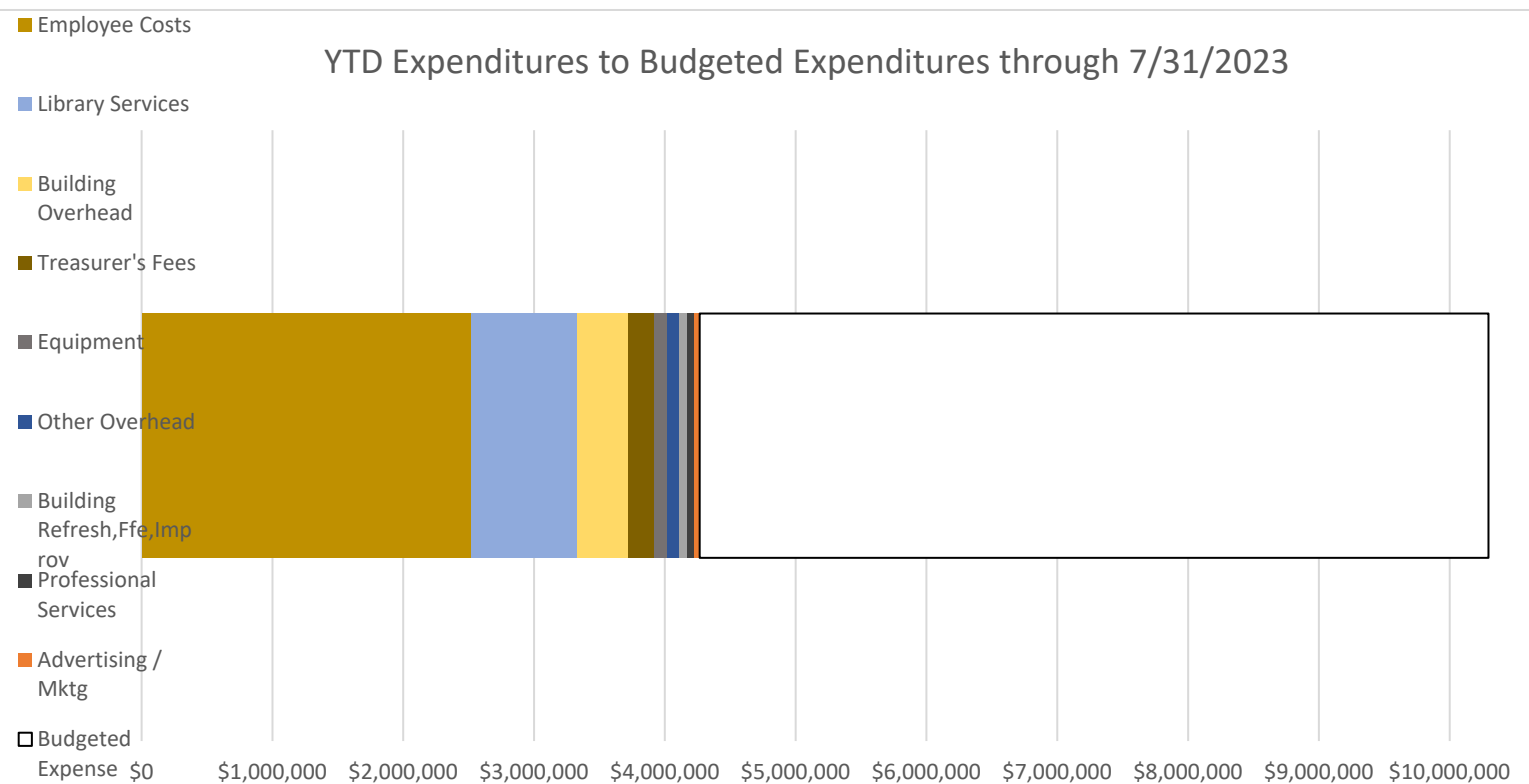
YTD Expenditures through 7/31/2023



YTD Revenues to Budgeted Revenues through 7/31/2023



YTD Expenditures to Budgeted Expenditures through 7/31/2023



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

	Jan - July 2023 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - July 2022 Actual	\$ Increase / (Decrease) in Actual '22 to '23
Income						
40100 · Sales Tax Revenue	2,284,291.21	3,580,000.00	63.81%		2,066,300.55	217,990.66
40102 · Sales Tax Refunds	(27,845.97)	(80,000.00)	34.81%		(89,377.32)	61,531.35
40200 · Property Tax Revenue	7,272,275.69	7,306,045.00	99.54%		5,311,994.71	1,960,280.98
40300 · Specific Ownership Tax Revenue	277,828.64	400,000.00	69.46%		225,706.71	52,121.93
40900 · Interest Earned on Investments	423,355.83	150,000.00	282.24%	1.	48,040.49	375,315.34
41000 · Grants	25,801.81	81,692.00	31.58%		41,848.25	(16,046.44)
41200 · Other Revenue	47,053.29	62,662.00	75.09%		28,879.02	18,174.27
41300 · Solar Rebates	3,824.50	9,000.00	42.49%		4,635.75	(811.25)
42000 · Branch Revenues	29,325.09	36,000.00	81.46%		27,627.10	1,697.99
Total Income	10,335,910.09	11,545,399.00	89.52%		7,665,655.26	2,670,254.83
Expense						
50001 · TREASURER'S FEES	196,500.33	224,121.00	87.68%		152,006.84	44,493.49
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	2,521,305.06	4,715,937.00	53.46%		2,093,385.50	427,919.56
52000 · LIBRARY SERVICES	806,058.27	1,357,567.00	59.38%		821,794.97	(15,736.70)
53000 · PROFESSIONAL SERVICES	55,429.40	146,311.00	37.88%		66,260.96	(10,831.56)
54000 · BUILDING OVERHEAD	392,848.62	866,393.00	45.34%		351,659.39	41,189.23
54500 · BUILDING REFRESH, FURNITURE,IMI	64,649.49	850,000.00	7.61%		48,017.52	16,631.97
55000 · EQUIPMENT	106,139.98	226,396.00	46.88%		23,799.78	82,340.20
56000 · OTHER OVERHEAD	84,339.44	84,825.00	99.43%	2.	73,328.87	11,010.57
57000 · ADVERTISING & MARKETING	38,572.29	131,500.00	29.33%		55,860.21	(17,287.92)
58000 · VEHICLES	6,108.04	18,541.00	32.94%		11,173.38	(5,065.34)
59000 · PARTNERSHIPS	37,360.28	58,738.00	63.6%	3.	35,643.19	1,717.09
Total Expense	4,309,311.20	10,340,129.00	41.68%		3,732,930.61	576,380.59
Net Income	6,026,598.89	1,205,270.00			3,932,724.65	2,093,874.24

Footnotes:

1. The 30 day yield on the ColoTrust account for July was 5.2818%. Up from 1.66% in July 2022.
2. Annual property and liability insurance paid in January
3. The first 9 months Cooper Commons condo assessments have been paid.

Garfield County Public Library District
Balance Sheet **unaudited**
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	1,079,666.50
10050 · Colo Trust - General	18,212,326.99
10055 · C-Safe	56,071.97
10060 · Alpine Bank- Payroll(..8785)	790.48
10070 · Alpine Bank - Flex(..0583)	4,015.98
10210 · Alerus- Flex deposit	544.45
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	107.24
11050 · WF-23652001-Annual Princ. Pmt	649.40
Total Checking/Savings	19,355,248.01
Other Current Assets	
12050 · Sales tax transfer by Treasurer	426,540.57
12100 · Property tax transfer by Treas	7,311,889.00
12250 · Leases Receivable	414,444.84
Total Other Current Assets	8,152,874.41
Total Current Assets	27,508,122.42
Other Assets	
19075 · Due to / from reimbursements	1,322.50
19100 · Due to / from Foundation	498.45
Total Other Assets	1,820.95
TOTAL ASSETS	27,509,943.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	32,743.39
Total Accounts Payable	32,743.39
Other Current Liabilities	
20660 · Grants Payable	1,747.48
21100 · Other Payroll Payables-	
21105 · FLEX payable	1,909.17
21140 · CRA (retirement)	11,086.27
Total 21100 · Other Payroll Payables-	12,995.44
21200 · Payroll Payable-	64,511.00
Total Other Current Liabilities	79,253.92
Total Current Liabilities	111,997.31
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	426,540.57
22100 · Deferred Property Tax Revenue	7,311,889.00
22250 · Deferred inflow - verizon lease	414,444.84
Total Long Term Liabilities	8,152,874.41
Total Liabilities	8,264,871.72

2:46 PM

08/18/23

Accrual Basis

Garfield County Public Library District

Balance Sheet

As of July 31, 2023

	Jul 31, 23
Equity	
30000 · Unassigned Fund Balance	12,862,143.94
30005 · Non-Spendable Fund Balance	36,928.82
30010 · Restricted Fund Balance	319,400.00
Net Income	6,026,598.89
Total Equity	19,245,071.65
TOTAL LIABILITIES & EQUITY	27,509,943.37

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

SALES TAX COMPARISON REPORT

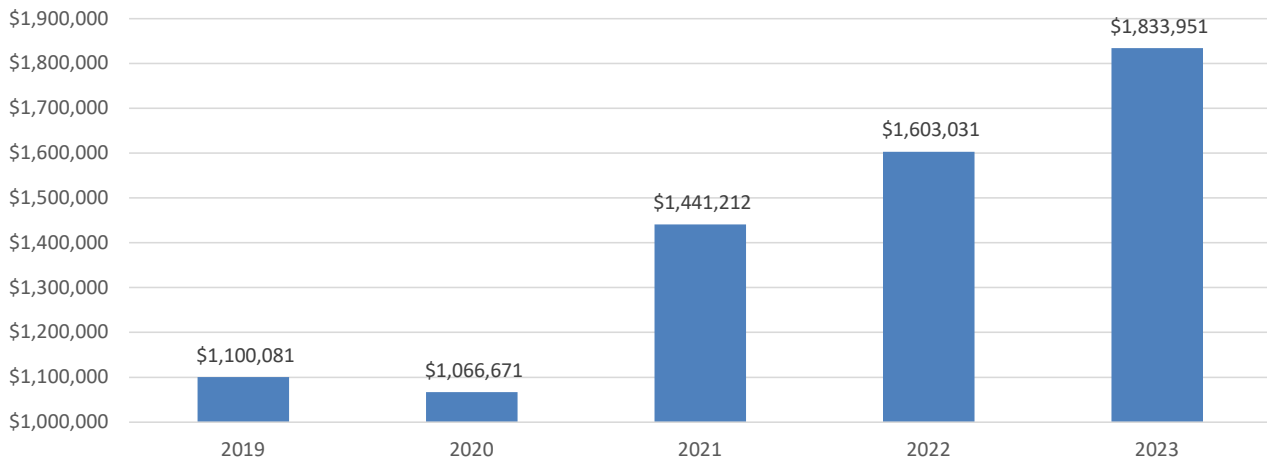
BEFORE REFUND

	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
January	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%	342,694.36	19.25%
February	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%	334,035.62	6.46%
March	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%	397,314.64	9.36%
April	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%	371,576.74	4.10%
May	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%	412,129.29	11.68%
June	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%		#VALUE!
July	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%		#VALUE!
August	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%		#VALUE!
September	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%	408,790.73	13.59%		#VALUE!
October	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%	392,680.20	17.67%		#VALUE!
November	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%	378,346.49	21.15%		#VALUE!
December	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%	426,540.57	13.47%		#VALUE!
TOTAL	3,059,260.74	6.59%	3,151,203.50	3.01%	3,906,322.49	23.96%	4,566,349.35	16.90%	1,857,750.65	-59.32%

AFTER REFUND

	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
January	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%	335,755.71	18.88%
February	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%	321,339.27	2.65%
March	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%	395,859.72	34.71%
April	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%	369,805.64	3.70%
May	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%	411,190.92	15.16%
June	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%		#VALUE!
July	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%		#VALUE!
August	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%		#VALUE!
September	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%	408,238.24	13.99%		#VALUE!
October	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%	390,686.93	17.51%		#VALUE!
November	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%	375,740.34	20.93%		#VALUE!
December	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%	425,100.13	13.22%		#VALUE!
TOTAL	2,999,959.02	5.30%	3,048,078.90	1.60%	3,844,568.91	26.13%	4,466,056.31	16.17%	1,833,951.26	-58.94%

5 year Sales Tax(after refund) trend through May of each year



Human Resources Report, August 2023

Kim Owens, HR Director

Over the last month, we have rolled out harassment training and information about changing Colorado legislation that affects staff. We focused on burnout as a safety training topic. We attended the annual Colorado Employer Benefit Trust (CEBT) renewal meeting for the District's medical, dental, and vision insurance. We requested bids for medical insurance outside of CEBT from four large carriers. Due to our small size and remote area, only two provided quotes. Both quotes were nearly double the monthly premiums for single coverage as we currently pay with CEBT. We continue to consider the benefits we offer staff and how we can expand on those. We're working on budget recommendations for the budget committee. We have our second annual Employee Engagement Survey planned for late August.

Staff Education and Development update:

The Fall Staff Day committee has planned another great day of training for all staff. For the first time, we're inviting our Library Pages to join us if their schedules permit. Staff Day is on September 19 at Morgridge Commons at the Glenwood Springs Branch Library. The Board is welcome to attend.

Marmot is hosting its annual user group conference in Grand Junction on 9/28 – 9/29. We have nine staff from a variety of positions and branches attending. The agenda includes a range of topics, some of which are password management, leveraging AI, digital resources, safety, and book repair.

Recruiting and Staffing update:

Kevin Hettler hired an Accountant to fill the vacancy in the Finance Department. The person filling this role has 20+ years of experience and starts on August 28.

We're excited to welcome a new staff member in mid-September to fill the Glenwood Springs Youth Services Coordinator position. The person filling this role has broad experience with youth from infants to teens in both schools and libraries.

We've had some normal turnover in our Library Page positions as these great staff move on to college and the next phase of their lives. We wish them well!

Staffing Report - Since 7/17/2023:

New Hires: 5

- Library Page – Carbondale, 10hrs/week – 7/26/2023
- Library Page – Carbondale, 10hrs/week – 8/9/2023
- Library Page – Glenwood Springs, 10hrs/week – 8/16/2023
- Library Page – Rifle, 10hrs/week – 8/23/2023
- Accountant – Support Services, 40hrs/week – 8/28/2023

Promotions/Transfers: 0

Vacancies: 5 (openings designated as “on pause” are not included in the vacancy count)

- Youth Services Coordinator – Glenwood, 40hrs/week – *start date tentatively 9/11/2023*
- Circulation Coordinator – Rifle, 40hrs/week
- Library Page – Rifle, 10hrs/week
- Library Specialist – New Castle, 40hrs/week
- Library Specialist – Silt, 24hr/week
- Library Page – Parachute, 10hrs/week – *On pause*
- Library Page – Silt, 10hrs/week – *On pause*

Departures: 4

- Library Page – Rifle, 10hrs/week – 8/10/2023
- Library Page – Rifle, 10hrs/week – 8/17/2023
- Library Specialist – New Castle, 40hrs/week – 8/18/2023
- Library Specialist – Silt, 24hr/week – 8/18/2023

Additional Staffing Information:

Headcount as of 08/28/2023:

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

Staff Stats by Location – 08/28/2023					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> (total of all staff)	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	7.9	11	316	5	6
Glenwood	7.4	10	296	4	6
New Castle	5.9	9	236	3	6
Silt	6.3	8	252	4	4
Rifle	7.3	10	292	5	5
Parachute	6.65	9	266	4	5
Support Services	15.3	16	612	15	1
Grand Total	56.75	73	2270	40	33

Branch Libraries Report, August 2023

Nancy Barnes, Branch Libraries Director

Branch Initiatives

Merchandising and Collections: The Glenwood team has started putting their merchandising training into practice, creating and replenishing displays to highlight new items and moving shelving, leading to more circulation. The staff has started coordinating with the Tech Services team to refresh and renew the collection during the fall. All team members have started receiving training and guidance on the collection development process and have started to thoughtfully renew the collection to meet the interests of the community.

To increase the circulation for Silt branch library's juvenile fiction and nonfiction collection, staff shifted the collections to bring improved visibility to the two collections. Silt staff have also been weeding and reorganizing the adult nonfiction collection to foster an inviting and accessible atmosphere. The team is carefully monitoring each section to identify opportunities to improve circulation. Staff member Eliza recently created a thought-provoking space display featuring the role of black individuals in the moon landing. The Silt puzzle collection also continues to be popular at checkout and attracts new patrons.

Data Analysis: Tracy Kallassy attended the Research Institute for Public Libraries (RIPL) in Madison, Wisconsin. At the conference, she learned practical methods for gathering, analyzing, and using data for planning, management, and communicating impact. She had a great experience meeting other data-obsessed librarians and will be sharing what she learned with the District Leadership Council and the Branch Manager team at upcoming meetings.

Program Success

Due to staff outreach both inside the building and in the community, the Rifle branch library's Summer Reading Challenge was a great success. By the time the program ended, Rifle had 744 participants, 199 completions, and 407,757 minutes read. Many patrons expressed gratitude for all the fun and interesting programs we provided throughout the summer. In Glenwood, summer reading participation grew by more than 40% thanks to the dedicated efforts of the branch team and the Marketing and Communications team getting the word out to the community.

The recent Pilates class series has been well-received in New Castle with thirty participants signed up. Due to demand, the class was moved to the Rec Center to accommodate the greater-than-expected class interest. The new ESL class series has also been popular and has a waiting list. Fifteen students are enrolled in the eight-week course. Silt's adult ukulele class and crafting class recently concluded, with much popularity.

Upcoming branch programs include a film series and crafting series in Parachute, a "Move Your Center" Pilates and ballet technique series in Carbondale, and a Medicare 101 and a "Learn to Play the Ukulele" class series in Silt for kids and teens.

Community Outreach

[The Good of the Hive](#) Bee mural project is underway, and public feedback has been very positive. After a newspaper article came out in the *Post Independent*, the Rifle Branch library received multiple phone calls and experienced many people coming into the library to get more information. After seeing the article, one community member even donated \$500 towards the project.

New Castle, Parachute, and Silt branch libraries have been focused on attending back-to-school events and meeting with parents, teachers, and students while promoting library resources and events. The Parachute schools are no longer providing libraries, and the staff are focused on working more closely with teachers and students to provide much-needed support. Silt's Youth Services Coordinator recently conducted a survey of parents to collect feedback and suggestions regarding youth programming.

New Castle continues its weekly outreach at the New Castle Community Market. Staff provide information about library card sign-up, online library resources, and library programs.

Silt branch library reports an increase in the issuance of new library cards, particularly among Spanish speakers who have relocated to the area. Staff member Natasha has played an instrumental role in informing people about free access to all our services, which has resulted in many people signing up for a library card.

Parachute staff got fully in the spirit of the Grand Valley Days "Kentucky Derby" themed parade by decorating the library truck and dressing in costume to participate. Staff walked in the parade and hosted a library resource booth.



Stories of Impact

from Carbondale Branch Library: We had a fun Summer Reading moment when a 10-year-old came in with his mother and sheepishly put down a stack of reading logs on the desk. His mother was beaming and said he'd been saving them all summer. He turned in 14 reading logs -- that's 3500 minutes of reading. Sara told him that was the most total minutes she'd ever turned in, much less at the same time. He was grinning from ear to ear and was so happy that he was 'the first'. His mom was so proud of him, and he was so excited to get his prizes and see how much our chain of reading logs grew!

from Silt Branch Library:

Library services and resources make a difference to our local schools. Recently, Youth Services Coordinator Paul received a call from the assistant principal at Cactus Valley Elementary with a couple of requests: getting audiobooks in English, Spanish, and bilingual audiobooks for ELL students at the school and gathering basic geography books for an elementary school social studies teacher. Paul gathered a variety of geography books, Wonderbooks, and Vox books and told the principal about the databases that would be good for elementary-age students. Within an hour, Paul was able to fulfill these resource requests for the local school. The assistant principal was impressed and told Paul that “you are the best!”

Library programs aid discovery and learning. While in the stacks, Silt’s Youth Services Coordinator Paul was approached by a mother and daughter looking for “science books. After asking her clarifying questions, he discovered she wanted science experiment books because she and her daughter really enjoyed when Paul portrayed Professor Proton during the library’s summer reading programming, and they wanted to try out some science experiments themselves.

Library staff serve people of all abilities. Paul received a phone call from a patron who identified as blind and partially deaf. He wanted to be sure he had the correct spelling and pronunciation of a local wildlife foundation because he was going to be talking about it on the radio. The patron was grateful for the library’s help.

from Glenwood Branch Library: A regular Glenwood patron who won a successful property tax valuation appeal wrote to thank the staff for all their help in assisting her in building her spreadsheet and collecting data.

To: (alphabetically) Abraham, Karen, Rebecca,
Sara, Sarah, Shirley, Tamaris + Toni,

Thank you - each & every one of you -
for always being so kind + patient.
Especially when I am frazzled +
crazed about the annual "project."
I'll be back to normal (almost!) soon.
Thanks again -

Staffing

The Rifle Branch Library said goodbye to Pages Chloe and Olivier who left for college. Additionally, a 24-hour Library Specialist position also became vacant during August.

The Glenwood Branch completed the process of hiring a new Youth Services Coordinator, Tahrea "Red" Millberry, and a new Page, River Murphy.

Circulation and Collections Report, August 2023

Jenn Cook, Technical Services Director

Conference attendance at Research in Public Libraries:

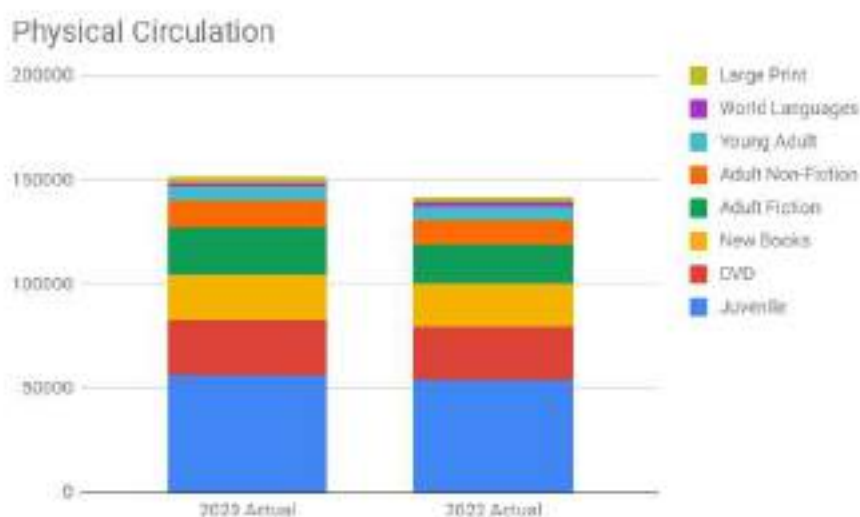
In July, I attended the RIPL (Research in Public Libraries) conference in Madison, Wisconsin. A couple of themes that stood out for me were approaching data analytics with curiosity and applying storytelling to data visualization. By fostering curiosity, I can challenge myself to question assumptions, explore various scenarios, and delve deeper into the data. This approach not only leads to more comprehensive analyses but also uncovers hidden trends and insights that can lead to innovation and significantly influence our strategic decisions. The real power in analyzing and interpreting data lies in the ability to understand and communicate the stories behind the numbers to share compelling narratives that make complex data more memorable and impactful for advocacy and decision-making. I will continue to cultivate these skills and incorporate them into the District's data analytics strategy.

RFID upgrade project:

FE Technologies worked with Marmot to complete all software and equipment installations by the end of July, and in August, our FE Technologies Technical Support Representative traveled here in person for staff training and to address any troubleshooting and configuration issues.

Circulation Statistics:

The chart below shows not only the 8% increase in physical checkouts from last year, but also shows the areas of the collection that see the largest circulation. Children's books make up more than 30% of all materials checked out in our libraries. After DVDs, it is interesting to note that Adult Fiction and New Books tend to check out at roughly the same rate. Since the label of New Books is a temporary designation given to books across all categories, including fiction, nonfiction, juvenile, teen, adult, and Spanish-language, it is clear to see how important it is to our patrons that we are continually purchasing new titles that they want to read.



Marketing report, August 2023

By James Larson, Communications and Marketing Director

August Recap

Work on the bee mural has begun at the Rifle library. Matt Willey, the artist, will be working every day for the next 3 weeks or so. Stop by, check out the progress, and say hi. He is scheduled to finish by Sept 7th, and we will have the public “unveiling” event on Sept. 9th. Rifle Youth Services will also host a special bee themed Storytime.

Summer Reading Challenge Team/ Committee 2024 had our first meeting to evaluate this year’s SRC and to begin planning next year’s SRC based on what worked and didn’t work this year. The Winter Reading Challenge Team has also been wrapping things up for that program which starts at the beginning of January 2024. The Hispanic Outreach Team is ready for and excited about the Hispanic Heritage Festival on Sept. 24th. Promotional materials will be coming soon.

This month Marketing also hosted our 2023 Events Summit. This is a full-day, open house gathering of District staff to discuss programming and procedures as to what works and what does not work; branch capacity for programs; new programming ideas and more.

The final stages of the new website are ongoing. There is no hard deadline or launch date, yet. I’ll know more once we start testing the site.

Social media analytics

Followers:

Facebook – 3,815 (down slightly – we lost some followers right after posts about book banning)

Instagram – 1,482 (5 new followers)

Email Newsletter – 14,655 (about 2,000 inactive subscribers were purged)

Facebook Reach* 39,222 (up 176% from last month)

Instagram reach: 524 (up 4% from last month)

* 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.

2022-2023 Program Survey results

Here are the results from the 8 months of patron event surveys. Key takeaways:

Most people heard about the event via Library Staff/Word of Mouth

Thank you branches for all the surveys! Parachute 83 surveys!

The program reviews were basically 100% positive. We'll have to revise the question to try to glean some constructive criticism next time.

Most surveyed event - Lotus Lanterns

Patron programming recommendations

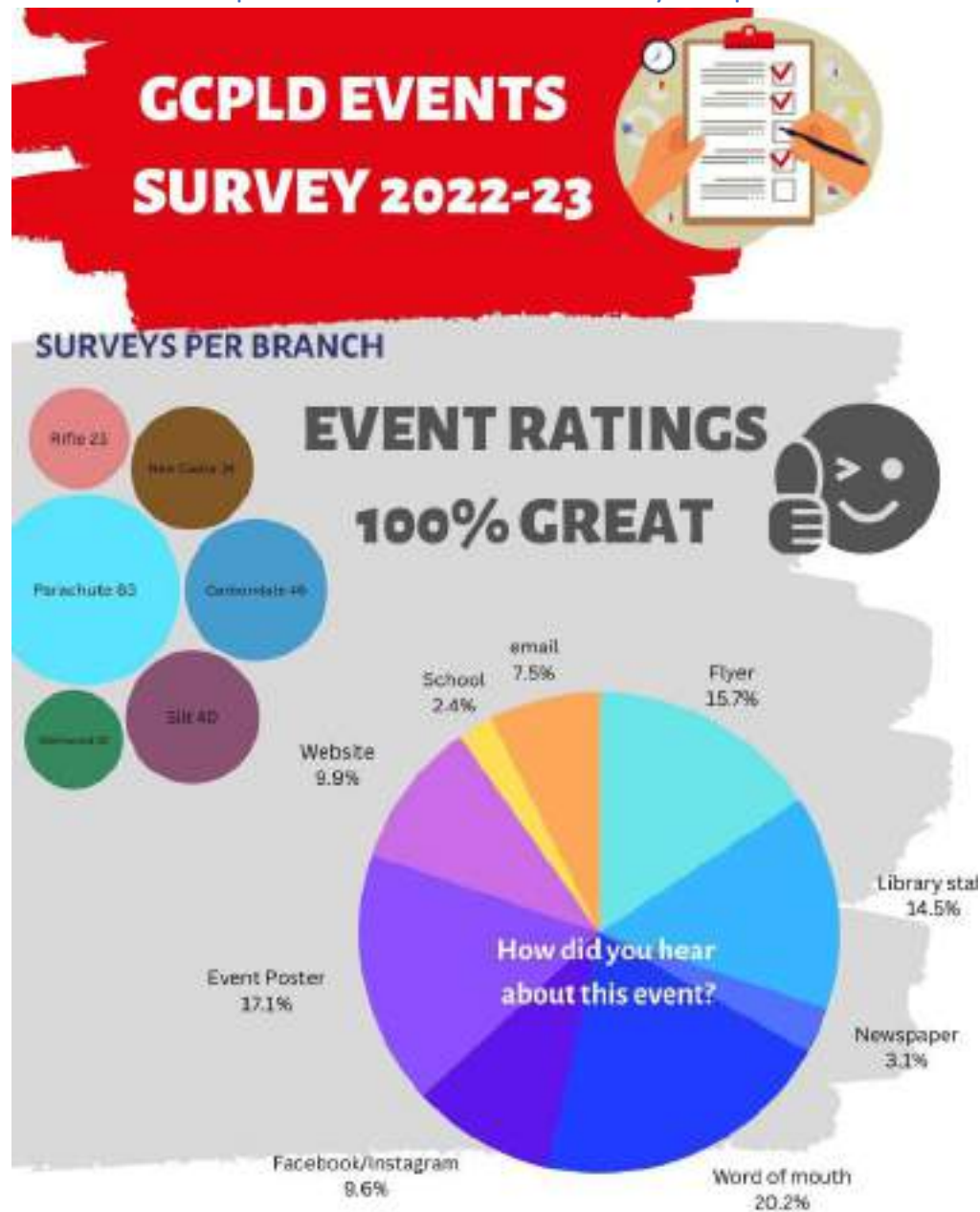
More crafts - especially seasonal and cultural (like the lotus lanterns and learning about Korean culture at the same time)

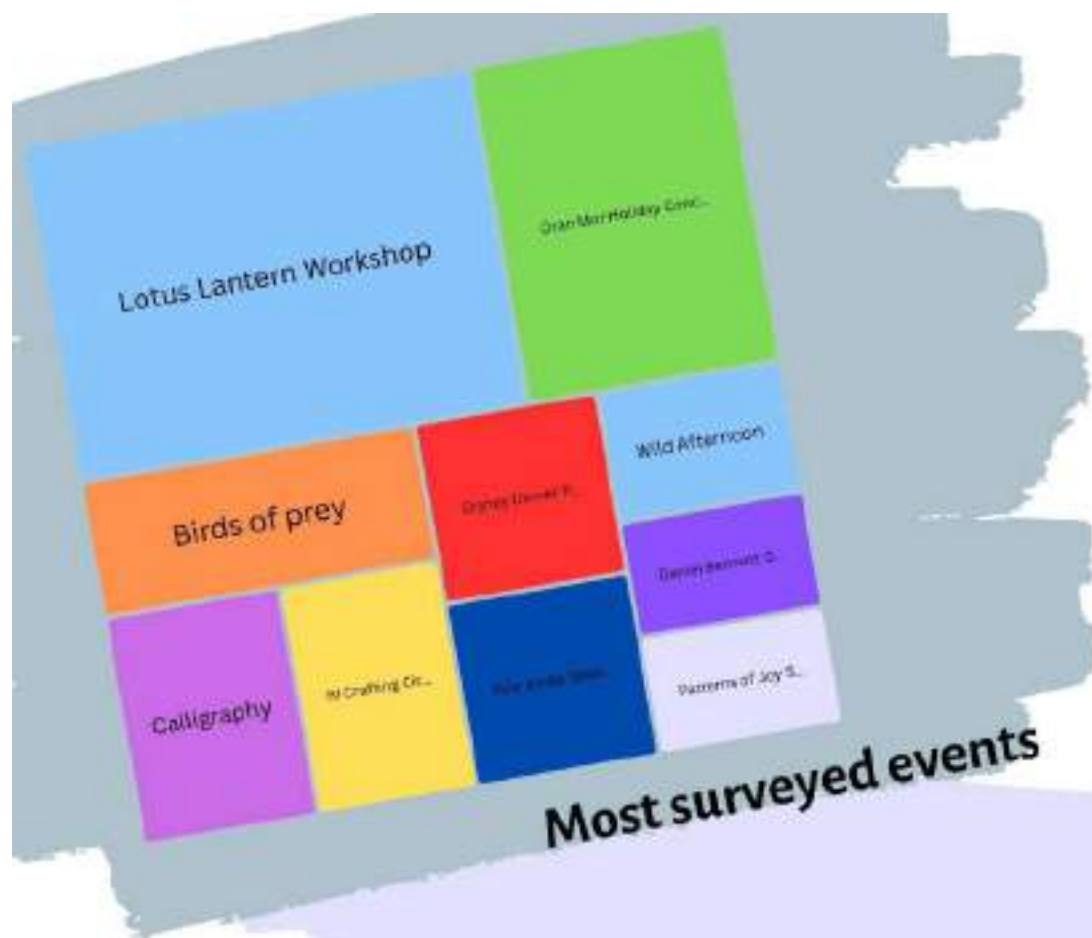
More animal presentations like the birds of prey program

More concerts

[See list of all suggestions on survey](#)

[See some of the patron comments on the survey recap.](#)





Patron suggestions

yoga con niños o ejercicios o baile	Sing alongs	talks on immigrants and their homelands
Collage making	More history series	Bead crafts
Paper flowers	Music jams/Open mic	More animals
Group hikes	Candle making	More calligraphy
Poetry readings	Christmas cards	
Comedians	More concerts	
Choirs	Scrapbooking	
Senior tea/coffee hour	Crafts of other cultures	eventos de libros de terror o comics
	More yoga	

This is helping me meet new people!

INFLUENCED ME TO LEARN
MORE ABOUT KOREAN CULTURE

It has inspired me to be more crafty

Nicole is amazing!

It was a fun activity
for visiting grandkids.



we had a very nice time :)

SPREAD KINDNESS
THROUGHOUT THE WORLD

Me encanta este evento.
Es primera vez
que asisto.

KEEP THESE EVENTS.
REALLY ENJOYED THE
OCTOBER CRAFTING PROJECT.

I didn't know how cool bats are.

SPREAD THE GOOD!

I'm going to work on this skill

Top 5 Facebook Posts:

Thank you Love's – Reach = 24,280 people



Bee Mural – Reach=4,795 people



Spiderman – Reach = 3,235 people



National Book Lover's Day – Reach=2,580 people



Boost post

Post overview
August 9, 2023 at 8:20 AM
ID: 6090411439526781

Interactions
92 reactions 11 comments 17 shares

Carbondale kid's note – Reach = 2,480 people



Boost post

The Carbondale Branch staff were very touched a...
August 2, 2023 at 7:00 PM
ID: 258826210949203

Interactions
126 reactions 8 comments 2 shares

Top 5 Instagram Posts:

Bee Mural – Reach = 338 people



Boost post

Famous muralist to paint a bee mural on the outsi...
August 5, 2023 at 10:00 AM
ID: 18250147754095160

Interactions
70 likes 2 comments

Perma-Chink donation – Reach = 193 people



Amaranda – Reach = 188 people



Carbondale Kid's note – Reach = 179 people



Welcome Abraham – Reach = 168 people



In the News

Aspen Public Radio, Aug. 9th

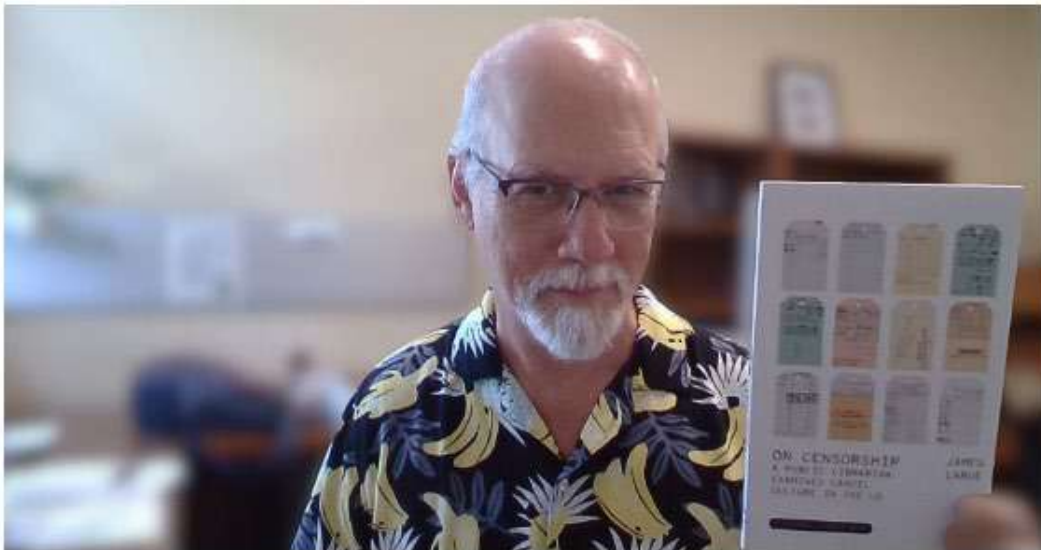
[Read and Listen](#)

Colorado librarian explores the challenges and implications of library censorship in new book

By **Kira Zizzo**

Published August 9, 2023 at 2:41 PM MDT

▶ **LISTEN • 8:11**



Courtesy Of James LaRue

James LaRue, Executive Director of Garfield County Public Library District, has written a new book *On Censorship: A Public Librarian Examines Censored Culture in the U.S.*

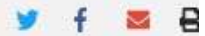
Bee Mural – *Post Independent*, Aug. 9th

[Link to article](#)

Town's abuzz: International artist comes to Rifle to paint bee mural

News [FOLLOW NEWS](#) | Aug 9, 2023

Westley Crouch
Special to the Post Independent



Artist Matt Willey sits beside one of his bee murals.
Anna Walker/Courtesy

An artist known for painting a magnificent mural depicting 353 honeybees at Smithsonian's National Zoo and Conservation Biology Institute is making a buzz in Rifle.

Painter Matt Willey is going to create a mural at the Rifle Branch Library. The project is slated to begin Thursday, which will include events every Sunday through Sept. 9 – the scheduled day for mural completion.

The mural will be a continuation of Willey's The Good of the Hive project. Started in 2008, Willey is committed to hand-painting 50,000 bees globally.

Willey said he started the project after a bee flew into his New York studio. He noticed an acuteness with the bee and started to connect with the pollinator. The bee was dying.



Artist Matt Willey paints one of his previous murals.
The Good of the Hive/Courtesy

Willey decided to do more research into what would cause this and learned about Colony Collapse Disorder (CCD). Back in 2008, the cause of this disorder was a mystery to scientists. Millions of bees were dying all over the world.

"I hadn't seen one article, one magazine cover (on CCD)," said Willey.

Willey kept researching and learned that bees can display what is known as altruistic suicide.

"If a bee feels sick, and it's in the hive, it will exit the hive and fly into the abyss, for the good of the hive," he said. "They do this because they are hardwired to understand that their immune system is collective. The health of the honeybee is based on the hive, not the individual bee body."

As Willey walked around the streets of NYC, he felt more connected to everyone around him than ever before. Willey knew he needed to raise awareness for the bees the only way he knew how: by painting. This led to the start of The Good of the Hive.

Willey's original intention was to paint one mural. It took seven years before any mural actually manifested. When it did, it began in Labelle, Florida with a mom-and-pop honey company. Willey engulfed himself in the town's culture and stayed with the locals in the area for inspiration for his project.



Artist Matt Willey's first mural, in Labelle, Florida.
The Good of the Hive/Courtesy

Willey was blown away by how this project was bringing people together. He said politics goes out the window as people — who would have never associated with each other in other settings — come together to talk about bees and honey.

Willey learned during a conversation at that first event — from a person who had a bee sitting on his shoulder like a parrot, of all things — that 30,000-50,000 bees make up a hive. Willey there and then decided to paint 50,000 bees for The Good of the Hive project.

Willey now has over 42 projects, in several countries, and over 10,000 bees — including all pollinators and nocturnal pollinators such as moths.

"It's really been a whirlwind, amazing thing," Willey said.

In addition to his mural at the Smithsonian, Willey has pieces in the United Kingdom and at the American Embassy in Beijing. Willey has also spoken about his cause at the United Nations and is working on a film.

"It's about looking closer at the world around us than it is about bees at this point," he said.

This will be Willey's first project in Colorado, and he's looking to draw inspiration for his project from the people he meets on his journey.

So how did Matt Willey end up in Rifle, Colorado? Well, it all began with and thanks to Lydia B. LaBelle de Rios — whose last name in relation to Willey's first mural town (LaBelle, Florida) project did not go unnoticed.

LaBelle de Rios works for the U.S. Forest Service but her idea for this project has nothing to do with her work. She refers to her role in this as an excited community member and has always liked bees.

She and her sons have been going to the Rifle Branch Library for as long as they can remember.

"I've always loved the library, coming to the library and I'm constantly here (at the library)," LaBelle de Rios said.

She reached out to Willey via email and told him how much she enjoys her community, the forest, being part of the greater good, life and politics.

"I don't think of bees in just a pollinator way," she said. "They really come together for the good of the group."

Willey's message really resonated with LaBelle de Rios because of this.

When Willey responded, she was ecstatic.

"Here's this international artist out of Manhattan and he responded to me!" LaBelle de Rios exclaimed.

She knows that most stuff like this tends to head more toward Aspen and was thrilled she had a chance to bring this to Rifle.

Once Willey said yes, Labelle de Rios had to find a spot for Matt to paint.

"I put the cart before the horse with this," she joked.

That's when she met Alex Garcia-Bernal, who is the education and events manager with Garfield County Libraries, along with Amy Tonozzi, who is the Rifle library branch manager — whom Labelle de Rios has known for years.

"One event will be a story time for kids, another building bee homes and stuff like that," Garcia-Bernal said.

The patio will be revamped for the mural to include an awning area that, once complete, will be used as an education area for pollinator-resiliency programs.



A mural by artist Matt Willey.
The Good of the World

Labelle de Rios was the first to raise donations for this project, with Alpine Bank making an initial contribution of \$3,000. After that, the Rifle Branch Library agreed to cover the rest of the cost.

James Larson, Garfield County library communications and marketing director, said \$25,000 will be allocated from the library district's special events budget to support the project.

Labelle de Rios and her family will be hosting Willey for the month he is in town painting the mural. He will be available to talk with all of those who are interested during his time at the Rifle Branch Library.

Updates on the project will be provided by the Glenwood Springs Post Independent and Rifle Citizen Telegram.

Thursday, August 10, 2023



Carbondale Branch Library

Medicare 101

Tuesday, August 22 4:00 pm Carbondale Branch Library

Aurora McCarroll of Bridlewood Insurance will be at the library to present an introduction to Medicare parts A,B,C, & D and Medicare Supplements. A sample plan will be presented to explain how the options work together. This presentation is for anyone turning 65 years old, retiring and coming off group health insurance, or interested in finding out if you can save money by going on to Medicare while still working. Free! Refreshments provided. Please RSVP to aurora@passageinsurance.com or by calling 970-355-3505.



Introduction to Bird Photography

Wednesday, August 23 5:30 pm Carbondale Branch Library

Join us for digital photography tips and techniques focused on photography of birds. Matt Shetzer, a local Carbondale professional photographer who travels the world hosting workshops, will share years of experience to help you create your perfect digital image. Discussions will assist you in understanding your digital camera and its many features to enable you to get those beautiful shots.

[Learn More](#)

La nueva ubicación de Love's en Parachute.
Francis Elliott/Courtesy

Finishing touches have been made and a new Love's Travel Stop is now open in Garfield County, a news release states.

Opening its doors on Thursday just off the main Interstate 70 exit at East Cardinal Way in Parachute, the new Love's includes 50 truck and 65 car parking spaces and has added 45 jobs in Parachute.

"Love's is excited to expand its Highway Hospitality to a 16th location in Colorado," Love's President Shane Whartin said in the release. "In Parachute, we're adding another safe, clean space where travelers can experience great customer service in a friendly environment with a staff that will get them back on the road quickly."

The more than 14,000 square foot location also includes a new McDonald's, Chester's Chicken, five showers, laundry facility and more.

Love's originally proposed building this new location in 2020 and expected to complete construction by December 2022; however, construction completion got pushed until spring and summer 2023.

In honor of the grand opening, Love's is donating \$2,000 to the Parachute Branch Library, the release states.

The location is open 24 hours, seven days a week.

All amenities include:

- More than 14,000 square feet
- Chester's Chicken and McDonald's
- 50 truck parking spaces
- 65 car parking spaces
- Eight RV parking spaces
- Seven diesel bays
- Five showers
- Laundry facilities
- CAT scale
- RV dump
- Bean-to-cup gourmet coffee
- Brand-name snacks
- Fresh Kitchen concept
- Mobile to Go Zone with the latest GPS, headsets and smartphone accessories

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Novice Latin Dance will teach adults the basics and joys of partner dance to the rhythms of Salsa, Bachata, Merengue, and more. We'll play games, practice drills, and find our confidence on the dance floor together. No previous experience necessary.

Novice Latin Dance workshop is for adults who want to learn the basics of partner dance to the rhythms of Salsa, Bachata, Merengue, and more. We'll play games, practice drills, and find our confidence on the dance floor together. No previous experience necessary.

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CHILDREN'S
LIBRARIES

Events Report, August 2023

Alex Garcia-Bernal, Education & Events Manager

Special Events:

July marked the second half of our All Together Now Summer Reading Challenge! Each branch had a representative in the planning team and our Summer Reading Challenge got off to a record-setting start! We are hosting special presentations for kids weekly and some for teens and adults as well.

The Silt Library hosted a combination of passive and active Summer Reading Fun programs on Mondays, Tuesdays, Thursdays, and Fridays. These were Maker Space, Crafting, Gaming, and Film Showing programs throughout the month. The Rifle Library hosted local artist Holly Jorvig for our Arts in the Stacks program for the duration of July, the reception was held on Saturday, July 8th. Each branch hosted a bilingual Latin Dance workshop presentation in the month of July with remarkable success at the New Castle, Glenwood Springs, and Rifle libraries as part of the Summer Reading Challenge. The Carbondale library continued the film showing for The Public on Wednesday, July 12th, Glenwood Springs on Thursday, July 13th, and Rifle on Monday, July 24th.

The Parachute and Silt libraries hosted a special concert featuring Hiroya Tsukamoto on Thursday, July 13th, and Friday, July 14th, both were well attended and received.

The Special Presentations for Kids and Families for the month of July for Summer Reading are as follows:

Ice Cream Social - Week of July 3rd

Bilingual Yoga Workshop with Diana Laughlin - Week of July 10

Musical Performance by Pint Sized Polkas - Week of July 17

Family Beatboxing and Hip Hop Workshop with Mr. Kneel - Week of July 24

Our Summer Reading Challenge was a tremendous success! Here are some of the numbers:

Our District Numbers:

Total Registrations: 2,820

Active Readers: 1,782

Challenge Completions: 818

Minutes Read: 1,512,131

Breakdown by Branch:

Carbondale:

680 participants

168 completions

324, 447 minutes read

Glenwood:

439 participants

109 completions
183, 941 minutes read

New Castle:
434 participants
165 completions
253,602 minutes read.

Parachute:
203 participants
63 completions
141, 477 minutes read

Rifle:
744 participants
199 completions
407, 757 minutes read

Silt:
313 participants
109 completions
195, 027 minutes read

Partnered Children Events:

The Rifle library hosted a weekly parenting group with Great Expectations each Tuesday in July.

Library Children Events:

Each library branch began an interactive music presentation featuring local music group, Oran Mor in providing music and rhythm education for kids. The Silt Library hosted the program on Saturday, July 1st. The Carbondale library hosted theirs on Saturday, July 15th. The Silt library hosted their Spanish language Storytime, Cuentos en Español, each Tuesday in July. The Parachute library hosted their Monday Madness School's Out program each Monday... The Rifle Library hosted its Preschool Playgroup each Wednesday in July. The New Castle library hosted their Get Your Wiggles Out each Thursday in July. Carbondale hosted theirs each Friday in July. The Silt library hosted its Shake Your Sillies Out program each Friday in July. The Rifle and New Castle libraries hosted their Spark School's Out Program each Friday in July. The Silt Library hosted their Full Steam Ahead School's Out program each Friday in July. The Carbondale library hosted their kids' ukulele classes each Tuesday in July.

Teen/Tween Events:

The Rifle Library hosted their weekly Anime Club each Saturday in July. They also hosted the Art Thing tween art club on Wednesdays July 5th and July 19th and began hosting their monthly Teen Tech Club on Friday, July 7th. The Carbondale library hosted its Coding Club with the Aspen Science Center on Thursday, July 13th, and their Creator Club on Friday, July 14th, and Friday, July 28th. The Glenwood Springs library hosted its monthly Dungeons and Dragons program on Saturday, July 15th. The Parachute Library hosted its monthly teen gaming club on

Saturday, July 22nd. The New Castle Library hosted its monthly Pokémon Club on Saturday, July 29th.

Family Events:

The Parachute Library hosted their Piece It Together Puzzle Club each Sunday in July. The Silt Library hosted its Loteria family game night on Thursday, July 13th. The Parachute Library hosted their Homeschool Parent Advisory Group on Friday, July 14th. The Carbondale library hosted a film screening of Screenages, on educating parents on the healthy use of media and screens for teens and kids on Monday, July 17th.

Book Clubs:

The Glenwood Springs library hosted their teen book club at Glenwood High School on Mondays July 10th and 24th. The Parachute Library hosted its Western Colorado Book Club on Tuesday, July 11th. The Carbondale library hosted its Third Thursday Book Club on Thursday, July 20th. The Carbondale library hosted their GSA Book Club on Friday, July 21st. The Parachute Library hosted its monthly teen book club on Monday, July 24th.

Partnered Adult Events:

The Glenwood Springs library hosted the memoir writing club, Your Story, Your Life on Fridays July 7th and 21st.

Adults Arts and Crafts:

The Parachute Library hosted its monthly Crochet Club on Saturday, July 1st. The New Castle Library hosted its Seasonal Wreaths craft program each Monday in July. The Carbondale library hosted the In Stitches knitting club each Monday in July. They also hosted their Nature Journaling program on Friday, July 7th. The Silt library hosted their Game On teen gaming club each Friday in July. The New Castle library hosted their NC Gamers teen gaming club each Friday in July. The Rifle Library hosted a weekly ukulele class each Monday in July, Silt hosted theirs each Tuesday in July. The Rifle Library hosted its monthly craft program, Crafter's Circle on Saturday, July 15th. Silt hosted its monthly craft club, Crafty Saturday on Saturday, July 22nd. The New Castle Library hosted its Evening Poetics poetry program on Monday, July 24th.

Adult Education Events:

The New Castle library hosted their Spanish language computer classes each Friday in July. The Rifle library hosted their English/Spanish conversation group on Wednesday July 12th.

Social Events:

The Carbondale library hosted a program on Sound Immersion healing on Saturday July 8th. The Rifle library hosted their Snacks and Facts with Grand River Health presentation on Monday July 17th. The Glenwood Springs library hosted their monthly Chess Club on Thursday July 20th. They also hosted their monthly Pride Social program on Friday July 28th.

Author Events:

The Carbondale library hosted a Meet the Author program featuring Shayla Paradeis on Monday, July 10th. The New Castle library hosted a Meet the Author program featuring Trena Redding on Monday, July 10th.

Upcoming:

The Carbondale Library is currently working on the Human Library project. We are scheduled to host a later Saturday in January 2024. We are selecting 6-8 human books and running a breakout session-style 4-hour program in which participants can interview and converse with the books. We have a general plan to host this program four times per year at different branches, based on the pilot program in Carbondale.

The Rifle Library is now hosting artist Matt Willey from The Good of the Hive, who will be painting a bee pollination mural in the patio area from August 7 to September 7, 2023. A reception event is planned for September 9th. The Rifle Library is also preparing for our annual Hispanic Heritage Celebration event on Sunday, September 24th.

The Parachute Library is planning to host its first annual Pirate Festival on Saturday, September 16th.