

AGENDA
Garfield County Public Library District Board of Trustees Meeting
Date: Thursday, December 7, 2023, 2:00 PM
Place: New Castle 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 November 2, 2023 (pp. 1-4)
- B. Claims for Board Approval: General Fund Oct 16 through November 15, 2023 (pp. 5-6);
Alpine Bank Credit Card Statement October (pp. 7-8)

III. ACTION ITEMS

- A. Resolution 23-1 to Adopt the 2024 Budget (pp. 9-10)
- B. Resolution 23-2 to Appropriate Sums of Money for the 2024 budget year (pp. 11)
- C. Resolution 23-3 to Set Mill Levies for the year 2024 (TBD)
- D. Paid Family Medical Leave proposal, Kim Owens (pp. 12-14)
- E. 2024 Holiday closures, Kim Owens (pp. 15)
- F. 2024 Board Meeting Dates, Jamie LaRue (pp. 16)
- G. Colorado River Valley Economic Development Partnership membership (see Management Report)
- H. Follow-up to 11/01/23 Special Meeting: how long before we reconsider requests for reconsideration or appeals? (see Management Report)
- I. Holiday Gifts for staff

IV. DISCUSSION ITEMS

- A. Trustee Update (Adrian)
 - i. United for Libraries training
 - ii. Community interview
- B. Management Report, Jamie LaRue (pp. 17-18)
- C. Citizen Oversight Committee annual report, Kevin Hettler (pp. 19)
- D. Finance Report, Kevin Hettler (pp. 20-26)
- E. Employee Educational Support in 2023 (pp. 27)
- F. New Castle Branch Library report, Ana Gaytan

Next Board Meeting January 4, 2024, 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: Silt Branch Library
November 2, 2023

I. CALL TO ORDER

- A. Roll Call – Kim Owens took the roll call.
- B. Comment on October 5, 2023, Board Meeting Public Participation – Adrian Rippy-Sheehy

The comments from the October Board of Trustees meeting are reflected in the minutes.

Yesterday, Nov. 1st the Board of Trustees held a public meeting to consider the appeal of Trish O’Grady regarding the FINDER and Prison School manga series.

I want to make it very clear that the Library Trustees have listened very carefully to all community concerns. We have thought very hard and long about the issues related to the purchase and display of library materials and recently held a public forum for citizen input.

First, we believe that most of our collections are appropriate for anyone with an interest in them. Our staff works diligently to provide this diversity.

So far, the challenges have been focused on a few adult graphic novels. These books were purchased because one of our adult patrons requested them. There are no books in our library that meet the legal definition of “criminally obscene material” There is no evidence that anyone other than adults has used them. In fact, some adult patrons have checked out the entire series in their opinion to “protect children” making it difficult for some trustees to even read any of the books as part of our due diligence in reading the entire book. I am talking about months past renewal dates.

Second: These titles have always been cataloged as adult materials. They are NOT displayed as part of special library exhibits. If they magically appear- -- they were Not put there by the library staff!! *Note: See Trish O’Grady’s apology from the October 5th Board meeting.

Third: Based on the public poll in the Sopris Sun, the turnout for our Freedom to Read forum, and the many letters and emails we have received---We believe the majority of our community is opposed to censorship.

Yesterday, November 01, 2023, the Board of Trustees did the following:

It reviewed all correspondence regarding 1) Requests for Reconsideration and library staff committee responses 2) Checked those responses against the timelines for responses in our policies and determined that the library had met all deadlines. 3) The Board reviewed the decision of the Executive Director to see if his decision followed library policies, specifically 1- The Library Bill of Rights, 2-Collection Management guidelines 3- Circulation Guidelines (especially the “Responsibilities for the Borrowing Privileges of Minors”)

We found that all policies were followed.

We reviewed the opinion of our legal counsel:

Libraries are considered limited public fora and designated public fora¹ under a First Amendment analysis. See *Doe v. City of Albuquerque*, 667 F.3d 1111 (10th Cir. 2012). Therefore, the government “cannot limit access to library materials solely on the basis of the content of those materials, unless the [government] can demonstrate that the restriction is necessary to achieve a compelling government interest and there are no less restrictive alternatives for achieving that interest.” *Sund v. City of Wichita Falls, Tex.*, 121 F.Supp.2d 530 (N.D. Tex. 2000). Further, the most exacting scrutiny is applied to government actions that “suppress, disadvantage, or impose differential burdens upon speech because of its content.” *Id.*

The request to remove items from the children and/or teen collection and place them in a separate, “adult only” area is admittedly content-based and violates the free and open access to information principles of the United States Constitution. The *Sund* case challenged the removal of two books located in the children’s area into the adult section of the library. This relocation was found by the Court to be essentially a removal of the books altogether because those trying to access the titles would not be able to find them. The removal was held to be impermissible, content-based, and viewpoint-based discrimination.

The request to include parental advisory warnings and to lock books in a restricted 18 and over section would similarly qualify as a removal under the *Sund* Court’s logic. It is the legal counsel’s opinion that the measures requested during the public comment portion of the September meeting of the Board of Trustees, including the parental advisory designations, relocation, and identification requirements for access would serve to significantly chill speech by limiting access to information in violation of the First Amendment to the United States Constitution. In addition, locking up books that have been selected for inclusion in the public library collection based solely on the content and viewpoint of the books fails the First Amendment forum analysis, as the restriction does not achieve a compelling government interest, nor does the restriction utilize a less restrictive means of achieving the requester’s goal.

Finally, the Board of Trustees voted to uphold the director’s decision to retain the titles as currently cataloged and shelved. The Board’s decision is final.

We are confident and trust that our community understands that the Public Library District is bound both by law and by our own policies and procedures.

C. Public Participation: 3 minutes per person

- i. John Lepkowski, Silt, CO – Asked Sheriff Lou if he would be arrested if he took these books to the park and Sheriff Lou responded yes. We only want the books relocated, not banned, or restricted. There are only 30 – 40 books in each library that we’re talking about, I don’t see the problem. Asked the Board if they were following the ALA leader. Said that most decent people wouldn’t want these books in their house. Met a 13-year-old who mentioned a book he was reading.
- ii. John Steele, Rifle, CO – Introduced himself as a former library board member. Disappointed that the Board has taken a binary approach to the issue. My granddaughter has a provisional library card, and discussed what that type of card allows for checkouts. Wants the Board to form a group to use new technology to limit access. Disappointed that the Board said at yesterday’s meeting it wasn’t a personal choice.
- iii. Sharon Morris, New Castle, CO – She is uncomfortable about what’s happening in the communities and what’s happening in the libraries. Wanted to speak in support of the library and library staff. She believes that the library staff are trained and professional, and capable of helping people find materials. She also trusts children and is concerned that people in the community talk about

children as if they have no minds of their own or agency over themselves. Children have the power to select materials of interest and close the book if they're uncomfortable with the item. Feels we need to trust the children and the libraries. It's not realistic and thanked the board for acting in support of the constitution.

- iv. Trish O'Grady, Rifle, CO – Stated she was totally disgusted that only three Board members attended the special library meeting (11/1). Complaints about the Freedom to Read forum and lack of discussion stated that the library board members were either hiding or did not attend. Stated that putting the books at issue on the top shelf would have resolved the issue long ago. Cited Commissioner Samson's comments from a County Commissioner's meeting where he expressed dissatisfaction with the books at issue. Regardless of library policies, she will never agree. Questioned the Board's morality and believes this is now a national issue. Read an excerpt from a book.
 - 1. Adrian clarified the misinformation in O'Grady's public comment - there were four board members at the 11/1 special library meeting which is a forum, and all board members attended the Freedom to Read Forum with the exception of Adrian who was in Arizona settling her recently deceased husband's estate.
- v. May Gray, New Castle, CO – Spoke in support of the libraries, and feels the appeals process has been handled satisfactorily. Spoke about her volunteer work with CASA and how if the community came together in support of the children, we could do some real good. Thinks the focus is on problems that don't exist. The complaint has gone from two series to 150 books, then 50. Believes the focus should go back to how children can be supported.
- vi. Carolyn Howard, Carbondale, CO – Appreciates the 11/1 meeting because it was made publicly known that the Board and library staff followed their policies. Believes individuals must responsibly engage with their opportunity to use the library. Believes in intellectual freedom and being responsible for their own families.

D. Approval of the agenda

Jocelyn moved; Crystal seconded – motion passed.

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting October 5, 2023 (pp.1-3)
- B. Claims for Board Approval: General Fund August 16 through September 15, 2023 (pp. 4-5); Alpine Bank Credit Card Statement August (pp. 6-7)

Adrian added under A to include the November 1 Board Minutes.

Jocelyn moved; Michelle seconded – motion passed.

III. ACTION ITEMS - NONE

IV. DISCUSSION ITEMS

Adrian introduced Hanna Arauza as a duly appointed Board Member, and she is awaiting ratification by the County Commissioners.

- A. Management Report, Jamie LaRue (pp. 8-12)
 - i. Discussed the recent Colorado River Valley Economic Development Partnership meeting. Library staff have completed 42 community interviews to date. Ana Gaytan, the New Castle Branch Manager, is now a board member of the New Castle River Center.
 - ii. Alicia Gresley from the Colorado River Valley Economic Development Partnership (CRVEDP) gave a partnership update about how the GCPLD investment will impact the region's economy and discussed the mission, vision, and goals of the CRVEDP.
- B. Budget Committee updates on the 2024 budget draft, Michelle Foster, Kevin Hettler
 - i. The draft budget was presented at the October board meeting and posted to the GCPLD website on 10/26/2023, posted in the Post Independent on 10/11/2023 and in the Citizen Telegram on

10/12/2023. To date, no comments have been received. Today's board meeting is also an opportunity for public comments on the budget.

- ii. One change to the budget in October is allocating a portion of a merit bonus pool for projects be allocated to merit pay adjustments like 2023. The change doesn't have a financial impact on the budget, the total merit bonus and merit pay adjustments still total 4%.

C. Finance Report, Kevin Hettler (pp. 13-23)

- i. Most revenues for 2023 have been received. Some large expenditures are still expected for 2023 and will continue in 2024, primarily for building improvements.
- ii. Jocelyn asked what the industry average for collection spending is. The low end in the state is 8%, in 2024 GCPLD is targeting 10%.
- iii. Draft budget reflects proposition HH impacts.
- iv. Kevin asked attorney Kim Seter about the TABOR cap public session and a possible resolution from the Board stating that the District is not subject to the TABOR ca. Kim Seter has a draft resolution GCPLD can use and advises waiting until after the 11/7 election to proceed.
- v. Budget needs to be approved by 12/31 to comply with budget law, and possible leniency in light of late notice of HH results.

D. Silt Branch Library report, Brenda Kingen

- i. Natasha Wolburg was credited for the Dia de Los Muertos display.
- ii. Brenda is proud of her staff's handling of angry patron interactions which included staff being sworn at by patrons. Susan asked what the response is when they're being screamed at or sworn at. Staff are empowered to deliver a copy of the code of conduct, and call the police, staff are not expected to tolerate bad behavior. Patron behavior is sometimes over the phone, or an innocent interaction turns bad. GCPLD staff are customer service oriented. Sometimes interactions seem like they're going bad, but they turn out to be OK or positive.
- iii. Silt delivers programs based on community interest including ukulele lessons that are very popular. Also had a free costume exchange and hosted spooky movies with themed snacks. One movie was in Spanish, two were in English. Happy that some teens attended, and several grandparents came with their grandchildren. 200 attendees at the solar eclipse program. Hosted Welcoming Death as a Friend with a death doula, well attended. Brenda reported that community interviews are going well.
- iv. Silt has welcomed three new staff since the last time the Board met at the Silt library.
- v. Held a program every day during Summer Reading.
- vi. Recently started an American Sign Language class, with five attendees at the first class.
- vii. Staff hold many Book-a-Librarian sessions.
- viii. Brenda credited Deborah, GCPLD internal courier, for getting books from one branch to another within a day and the patron was delighted.
- ix. A patron is using graphic novels to help them learn English.
- x. The Spanish-speaking community is grateful to have a Spanish speaker on staff and arrange their schedules to visit the library when she's working.

Adrian discussed changing the Did You Know portion of the meeting to Board members with the community and bringing the interview results to share at the meeting.

Adrian adjourned the meeting at 335m.

Next Board Meeting December 7, 2023, 2 pm, Location: New Castle Branch Library, 402 West Main Street.

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

4:20 PM

11/20/23

Accrual Basis

Garfield County Public Library District

Claims for Board Approval

October 16 through November 15, 2023

Date	Num	Name	Memo	Amount
10010 - Alpine Bank- Gen(..7072)				
10/16/2023	Eft	Amazon .com	Sept Amazon purchases	(9,801.09)
10/16/2023	Eft	CenturyLink	elevator / fire alarm telephone	(434.82)
10/16/2023	Eft	City of Glenwood Springs	Electric	(920.36)
10/16/2023	Eft	City of Rifle	RI water/sewer	(177.22)
10/16/2023	Eft	ImageNet Consulting - fka De Lag...	Copier lease	(1,161.66)
10/16/2023	Eft	Mountain Waste & Recycling	trash / recycling service	(167.63)
10/16/2023	Eft	Town of Carbondale	water / sewer	(98.92)
10/16/2023	Eft	Town of New Castle	water / sewer	(221.65)
10/16/2023	Eft	Town of Silt	water / sewer	(174.05)
10/16/2023	Eft	Waste Management	NC RI trash/recycling	(399.90)
10/16/2023	Eft	WEX Bank	Sept vehicle fuel	(945.57)
10/16/2023	Eft	Xcel Energy	CA PA RI SI electricity	(5,965.46)
10/16/2023	Eft	CRA	Retirement plan contributions	(4,342.63)
10/16/2023	Eft	CRA	Retirement plan contributions	(3,675.15)
10/24/2023	Eft	CRA	Retirement plan contributions	(6,694.76)
10/24/2023	Eft	CRA	Retirement plan contributions	(4,318.02)
10/26/2023	Eft	Alpine Bank	Sept c.c. pmt	(16,814.73)
10/31/2023	25972	4imprint, Inc.	GCPLD Flash drives	(3,511.60)
10/31/2023	25973	A Clean Break, LLC	RI, SI, NC Oct cleaning	(6,700.00)
10/31/2023	25974	AFLAC	Oct supplemental insurance	(107.70)
10/31/2023	25975	Anderson, Patti	MUG Conf mileage reimb	(121.83)
10/31/2023	25976	Barnes, Nancy	Mileage reimb	(306.54)
10/31/2023	25977	Business Training Works, Inc.	Step up to supervisor workshop	(6,450.00)
10/31/2023	25978	Cardiff Cleaning Service	GW CA cleaning	(4,422.00)
10/31/2023	25979	Chau, Luna LLC	Library materials	(2,612.69)
10/31/2023	25980	Citadel Security Group, LLC	GW security service	(3,139.89)
10/31/2023	25981	Colorado Library Consortium	Courier service renewal	(42,701.79)
10/31/2023	25982	Colorado Special Districts Prop&Li...	WC deductible claim	(762.12)
10/31/2023	25983	Cook, Jennifer	Gov't Innovation per diem reimb	(74.23)
10/31/2023	25984	Cooper Commons Condo Associa...	final 2023 assessment	(13,598.22)
10/31/2023	25985	Durrance, Jocelyn	CALCON mileage/per diem reimb	(479.65)
10/31/2023	25986	Elmer Glass Co of Rifle Inc	CA window repairs	(600.00)
10/31/2023	25987	Garcia-Bernal, Alejandro	Mileage reimb	(44.54)
10/31/2023	25988	Gaytan, Ana	Day of the dead supply reimb	(93.63)
10/31/2023	25989	Headspace, Inc.	Mental wellness app	(3,589.40)
10/31/2023	25990	Ingram Library Services	Library materials	(24,902.53)
10/31/2023	25991	Larson, James	Mileage and per diem reimb	(435.53)
10/31/2023	25992	Lively Electric, Inc.	CA GW repairs	(469.33)
10/31/2023	25993	Mariscal, Crystal	Airfare reimb for Guadalajara book fair	(779.57)
10/31/2023	25994	Mathias, Deborah	Mileage reimb	(35.37)
10/31/2023	25995	Midwest Tape	Library materials	(4,798.36)
10/31/2023	25996	OverDrive	Library e-materials	(576.85)
10/31/2023	25997	Reliance Standard	Nov disability insurance	(1,154.53)
10/31/2023	25998	Roaring Fork Valley Early Learnin...	Kids and literacy workshops	(3,800.00)
10/31/2023	25999	S.T.E.A.M. Junction LLC	PA Hallow steam workshop	(585.00)
10/31/2023	26000	Seter & Vander Wall, P.C.	Legal services	(3,300.00)
10/31/2023	26001	Suarez, Dulce Andrea	Translation services	(175.00)
10/31/2023	26002	Trane US Inc.	RI Replace SC controller on HVAC system	(2,876.00)
10/31/2023	26003	Wells, Cassie	Face Painting day of the dead celebration	(400.00)
10/31/2023	Eft	Black Hills Energy	GW & CA gas and electric	(425.66)
11/06/2023	Eft	Garfield County Public Library Fou...	book sales / donations	(932.23)
11/07/2023	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	(7,596.43)
11/07/2023	Eft	Tiger, Inc.	Gas delivery	(666.48)
11/07/2023	Eft	CRA	Retirement plan contributions	(7,934.32)
11/07/2023	Eft	CRA	Retirement plan contributions	(4,306.21)
11/15/2023	26004	625-Water(9283)	RI SI staff water	(119.45)
11/15/2023	26005	All Around Property Maintenance, ...	CA PA October landscape maintenance	(2,094.28)
11/15/2023	26006	AlwaysMountainTime LLC	Radio advertising	(2,300.00)
11/15/2023	26007	American Janitor LLC	PA cleaning	(1,096.00)
11/15/2023	26008	Best Version Media, LLC	Colorado River Neighbors advertising	(1,618.20)
11/15/2023	26009	Callison, Jennifer	Mileage reimb	(154.58)
11/15/2023	26010	Carsten, Toni	Mileage reimb	(52.40)
11/15/2023	26011	Cedar Networks	November broadband	(1,194.00)
11/15/2023	26012	Citadel Security Group, LLC	GW security service	(4,711.29)
11/15/2023	26013	Coal Ridge High School Yearbook	Yearbook ad	(100.00)
11/15/2023	26014	Collaborative Summer Library Pro...	Summer reading banner	(128.39)
11/15/2023	26015	Cura HR, LLC	Cultural initiatives / DISC / goal planning	(8,817.50)

4:20 PM

11/20/23

Accrual Basis

Garfield County Public Library District

Claims for Board Approval

October 16 through November 15, 2023

Date	Num	Name	Memo	Amount
11/15/2023	26016	Demco	processing supplies	(141.07)
11/15/2023	26017	Employers Council, Inc.	member consulting	(225.00)
11/15/2023	26018	EverGreen ZeroWaste	CA compost service	(65.00)
11/15/2023	26019	Fire Sprinkler Services, Inc.	PA Annual backflow test	(250.00)
11/15/2023	26020	Friend, Sara	PLA airfare reimb	(540.41)
11/15/2023	26021	Garcia-Bernal, Alejandro	Mileage reimb	(175.54)
11/15/2023	26022	Garfield County Public Library Dist...	CA petty cash	(50.00)
11/15/2023	26023	ImageNet Consulting LLC	Copier copies	(1,143.78)
11/15/2023	26024	JanWay Company USA, Inc.	Day of dead masks, fans, supplies	(1,506.64)
11/15/2023	26025	Jean's Printing	October printing	(549.47)
11/15/2023	26026	Kallassy, Tracy	PLA airfare reimb	(530.41)
11/15/2023	26027	Karrel, Thomas	Event facilitation presenter	(900.00)
11/15/2023	26028	Korah, Abraham	Mileage reimb	(113.97)
11/15/2023	26029	Marmot Library Network, Inc.	computer battery replacement	(46.78)
11/15/2023	26030	Micro Plastics, Inc.	CA sign repair	(55.00)
11/15/2023	26031	Midwest Tape	Library materials	(9,822.04)
11/15/2023	26032	Millberry, Tahrea	Mileage reimb	(195.19)
11/15/2023	26033	Morning Star Elevator, LLC	NC elevator repair	(24.00)
11/15/2023	26034	Mountain Pest Control, Inc.	Oct spraying	(307.00)
11/15/2023	26035	Niche Academy	Annual subscription for staff training	(3,300.00)
11/15/2023	26036	OverDrive	Library eMaterials	(12,735.58)
11/15/2023	26037	Patterns of Joy Life Skills Enrichm...	GW Sewing lessons for children	(500.00)
11/15/2023	26038	Pinyon Mesa Automatic Services ...	Door repairs	(600.75)
11/15/2023	26039	Planning Solutions	NC PA planning review	(3,505.79)
11/15/2023	26040	Plaza-Munet, Maria	Dia de los Muertos Event	(800.00)
11/15/2023	26041	S.T.E.A.M. Junction LLC	PA science event	(585.00)
11/15/2023	26042	Schindler Elevator Corporation	Annual maintenance contract renewal	(7,213.56)
11/15/2023	26043	Suarez, Dulce Andrea	Translation services	(105.00)
11/15/2023	26044	Swank Movie Licensing USA	Movie license renewal	(1,716.00)
11/15/2023	26045	Terry, Melissa	Mileage reimb	(44.54)
11/15/2023	26046	Third Street Center	Day of the dead community oven	(75.00)
11/15/2023	26047	Tonozzi, Amy	PLA airfare reimb x2	(1,003.48)
11/15/2023	26048	Town of Parachute	Water / sewer / trash	(398.74)
11/15/2023	26049	Transparent Information Services,...	Background checks	(304.35)
11/15/2023	26050	Universal Mechanical Services, LLC	RI NC hvac repairs	(1,879.89)
11/15/2023	26051	Van Devender, Jeffrey	Ukulele lessons	(5,100.00)
11/15/2023	26052	Western Paper Distributors	Janitorial supplies	(579.92)
11/15/2023	26053	Willis Towers/CEBT	Nov health insurance	(38,687.18)
11/15/2023	26054	Young Services	CA water bottle fill station	(5,235.84)
11/15/2023	26055	ColoraDough LLC	Staff day refreshments	(431.72)
11/15/2023	26056	Pye Barker Fire & Safety, LLC	RI Annual fire alarm inspection	(799.00)
11/15/2023	26057	Safelite Fulfillment, Inc	2 windshield replacements	(1,115.63)
11/15/2023	26058	Seter & Vander Wall, P.C.	Legal services	(2,667.00)
Total 10010 · Alpine Bank- Gen(..7072)				(340,190.21)
TOTAL				(340,190.21)

4:11 PM

11/20/23

Garfield County Public Library District
Reconciliation Detail
20510 · Alpine Bank Purchase Card, Period Ending 10/31/2023

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						16,814.73
Cleared Transactions						
Charges and Cash Advances - 115 items						
Credit Card Charge	10/01/2023	SS3Holidayl	Lodging for rocky mountain pupp...	X	(392.00)	(392.00)
Credit Card Charge	10/01/2023	CAMug	MUG conf per diem	X	(42.83)	(434.83)
Credit Card Charge	10/01/2023	SIMUG	MUG conf per diem	X	(18.78)	(453.61)
Credit Card Charge	10/01/2023	CACricut	Cricut monthly subscription	X	(10.61)	(464.22)
Credit Card Charge	10/01/2023	SIDolGen	Birthday cards for staff	X	(4.50)	(468.72)
Credit Card Charge	10/02/2023	SSMUG	MUG conference lodging	X	(1,521.00)	(1,989.72)
Credit Card Charge	10/02/2023	SSJanWay	Wall stickers	X	(525.00)	(2,514.72)
Credit Card Charge	10/02/2023	PAALA	CA ALA membership	X	(201.42)	(2,716.14)
Credit Card Charge	10/02/2023	CACityMkt	Refreshments for spark and seni...	X	(133.05)	(2,849.19)
Credit Card Charge	10/02/2023	PALowes	Boxes for library program	X	(46.62)	(2,895.81)
Credit Card Charge	10/02/2023	PAWMDolTree	Polyurethane and tableclothes for...	X	(36.14)	(2,931.95)
Credit Card Charge	10/02/2023	FTBigJohns	Packout tote for toolbox	X	(35.99)	(2,967.94)
Credit Card Charge	10/02/2023	SIDolGen	Halloween supplies and monthly j...	X	(35.75)	(3,003.69)
Credit Card Charge	10/02/2023	FTWalmart	Spray glue and lock tite	X	(35.18)	(3,038.87)
Credit Card Charge	10/02/2023	PAUSPS	Monthly ill postage	X	(31.89)	(3,070.76)
Credit Card Charge	10/02/2023	PAFamDollar	Halloween decor and storytime cr...	X	(22.60)	(3,093.36)
Credit Card Charge	10/02/2023	FTWalmart	Windshield washer fluid	X	(21.96)	(3,115.32)
Credit Card Charge	10/02/2023	FTDollGen	Washer Fluid	X	(4.27)	(3,119.59)
Credit Card Charge	10/03/2023	SSLibStor	Training - Conf	X	(90.00)	(3,209.59)
Credit Card Charge	10/03/2023	NCUSPS	Monthly ill postage and stamps	X	(77.16)	(3,286.75)
Credit Card Charge	10/04/2023	SSHomeBase	Timekeeping software	X	(1,501.20)	(4,787.95)
Credit Card Charge	10/04/2023	CACityMkt	Magic the gathering refreshments...	X	(62.49)	(4,850.44)
Credit Card Charge	10/05/2023	SSWPigCityM	Refreshments for staff meeting	X	(146.73)	(4,997.17)
Credit Card Charge	10/06/2023	SIWalmart	Refreshments and decorations fo...	X	(92.23)	(5,089.40)
Credit Card Charge	10/06/2023	NCWPigDrift	Refreshments for community int...	X	(54.47)	(5,143.87)
Credit Card Charge	10/06/2023	SIUSPS	Monthly ill postage	X	(23.66)	(5,167.53)
Credit Card Charge	10/06/2023	SIWalmart	Monthly office supplies	X	(15.88)	(5,183.41)
Credit Card Charge	10/06/2023	SIDolGen	Halloween supplies	X	(15.50)	(5,198.91)
Credit Card Charge	10/07/2023	RIWalmart	Refreshments for art in the stacks	X	(46.94)	(5,245.85)
Credit Card Charge	10/09/2023	SICMLCaesar	Refreshments for bookclub meeti...	X	(66.68)	(5,312.53)
Credit Card Charge	10/09/2023	MMHarelsonM	Audio equipment	X	(57.00)	(5,369.53)
Credit Card Charge	10/09/2023	MMU-Haul	Transport stage to Rifle	X	(42.95)	(5,412.48)
Credit Card Charge	10/09/2023	RIStarbucks	Refreshments for community cov...	X	(8.54)	(5,421.02)
Credit Card Charge	10/10/2023	RIUwisconsi	Spanish for libraries course	X	(300.00)	(5,721.02)
Credit Card Charge	10/10/2023	RIWalmart	Pumpkins for CMC outreach and ...	X	(45.53)	(5,766.55)
Credit Card Charge	10/10/2023	CACityMkt	Refreshments for staff meeting	X	(21.48)	(5,788.03)
Credit Card Charge	10/11/2023	SSCityMkt	RI Pumpkin carving supplies	X	(422.25)	(6,210.28)
Credit Card Charge	10/11/2023	GS2Calcon	Calcon conf per diem	X	(119.82)	(6,330.10)
Credit Card Charge	10/11/2023	CA2Calcon	Calcon conf per diem	X	(88.56)	(6,418.66)
Credit Card Charge	10/11/2023	SI2Calcon	Calcon conf per diem	X	(75.18)	(6,493.84)
Credit Card Charge	10/11/2023	SIWalmart	Refreshments for solar eclipse w...	X	(74.11)	(6,567.95)
Credit Card Charge	10/11/2023	PA2Calcon	Calcon conf per diem	X	(54.35)	(6,622.30)
Credit Card Charge	10/11/2023	NC2Calcon	Calcon conf per diem	X	(25.76)	(6,648.06)
Credit Card Charge	10/12/2023	MMNeobits	GWS HDMI data port replacements	X	(726.97)	(7,375.03)
Credit Card Charge	10/12/2023	PAFunkyBear	Refreshments for community inte...	X	(23.47)	(7,398.50)
Credit Card Charge	10/13/2023	SSWalmart	GW NW solar eclipse glasses	X	(178.00)	(7,576.50)
Credit Card Charge	10/13/2023	RI TuttiFrut	Refreshments for community inte...	X	(47.50)	(7,624.00)
Credit Card Charge	10/14/2023	SSCalcon	Calcon conf lodging	X	(3,444.00)	(11,068.00)
Credit Card Charge	10/14/2023	SSTravel	Travel	X	(2,940.66)	(14,008.66)
Credit Card Charge	10/14/2023	NCTeddyMtn	Tree lighting event	X	(601.23)	(14,609.89)
Credit Card Charge	10/14/2023	NCCityMkt	ELS and passive activity refresh...	X	(23.56)	(14,633.45)
Credit Card Charge	10/15/2023	NCWalmart	Covid tests for staff	X	(103.43)	(14,736.88)
Credit Card Charge	10/15/2023	NCALA	ALA membership	X	(63.75)	(14,800.63)
Credit Card Charge	10/16/2023	SIWalmart	Refreshments for halloween movie	X	(180.71)	(14,981.34)
Credit Card Charge	10/16/2023	PAWMCLARK	Trunk or treat decor and refresh...	X	(128.97)	(15,110.31)
Credit Card Charge	10/16/2023	SS3Calcon	Calcon conf per diem and ALA m...	X	(80.17)	(15,190.48)
Credit Card Charge	10/16/2023	SSDORA-CPA	CPA renewal	X	(66.00)	(15,256.48)
Credit Card Charge	10/16/2023	GWALA	ALA membership	X	(56.67)	(15,313.15)
Credit Card Charge	10/16/2023	PAMiaPuebl	Refreshements for day of the dea...	X	(38.54)	(15,351.69)
Credit Card Charge	10/17/2023	SSSHRM	SHRM membership	X	(287.00)	(15,638.69)
Credit Card Charge	10/17/2023	SSALA	GW ALA membership	X	(247.00)	(15,885.69)
Credit Card Charge	10/17/2023	RI DollTree	Read sing play and adult crafting ...	X	(87.77)	(15,973.46)
Credit Card Charge	10/17/2023	RIALA	ALA membership	X	(81.00)	(16,054.46)
Credit Card Charge	10/17/2023	SSWalmart	Water and decorations for freedo...	X	(72.68)	(16,127.14)
Credit Card Charge	10/17/2023	NCTapatis	Refreshments for ESL	X	(46.48)	(16,173.62)

4:11 PM

11/20/23

Garfield County Public Library District

Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 10/31/2023

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	10/17/2023	SSCitzTeleg	Notice of proposed budget	X	(19.99)	(16,193.61)
Credit Card Charge	10/18/2023	SSPLA	PLA Conf registration	X	(4,637.90)	(20,831.51)
Credit Card Charge	10/18/2023	SSAmButton	Paper cutter & supplies for button...	X	(374.21)	(21,205.72)
Credit Card Charge	10/18/2023	RIWalmart	Supplies for crafting circle, spark ...	X	(133.52)	(21,339.24)
Credit Card Charge	10/18/2023	RILtICsrWM	Refreshments for staff meeting a...	X	(99.94)	(21,439.18)
Credit Card Charge	10/18/2023	GWUPPS	Monthly ill postage and stamps	X	(73.44)	(21,512.62)
Credit Card Charge	10/18/2023	CACityMkt	Refreshments for staff morale an...	X	(65.44)	(21,578.06)
Credit Card Charge	10/18/2023	GWWalmart	Spark and office supplies	X	(41.64)	(21,619.70)
Credit Card Charge	10/18/2023	RIUSPS	Monthly ill postage	X	(31.18)	(21,650.88)
Credit Card Charge	10/18/2023	SIDolGen	Refreshments for tai chi event	X	(14.95)	(21,665.83)
Credit Card Charge	10/18/2023	RIWhisPig	Refreshments for community inte...	X	(11.36)	(21,677.19)
Credit Card Charge	10/19/2023	SSWmartCity	NC Pumpkin carving materials	X	(385.77)	(22,062.96)
Credit Card Charge	10/19/2023	SS3Reforma	Reforma per diem	X	(366.69)	(22,429.65)
Credit Card Charge	10/19/2023	RICafeKape	Refreshments for staff meeting	X	(49.00)	(22,478.65)
Credit Card Charge	10/19/2023	PAClarks	Refreshments for film program	X	(18.47)	(22,497.12)
Credit Card Charge	10/20/2023	RI2Reforma	Calcon and Reforma per diem	X	(263.33)	(22,760.45)
Credit Card Charge	10/20/2023	SSAdobe	Adobe stock and creative cloud	X	(59.98)	(22,820.43)
Credit Card Charge	10/20/2023	SSRobly	Email newsletter platform	X	(52.50)	(22,872.93)
Credit Card Charge	10/20/2023	CAUSPS	Monthly ill postage and stamps	X	(40.40)	(22,913.33)
Credit Card Charge	10/20/2023	SILtICesar	Refreshments for staff morale	X	(30.86)	(22,944.19)
Credit Card Charge	10/22/2023	SIDGWMMich	Day of the dead decorations, ill p...	X	(55.53)	(22,999.72)
Credit Card Charge	10/23/2023	SSReforma	Reforma conf lodging	X	(1,840.45)	(24,840.17)
Credit Card Charge	10/23/2023	GWCityMkt	Pumpkin carving program	X	(416.26)	(25,256.43)
Credit Card Charge	10/23/2023	CAALA	CA ALA membership	X	(367.00)	(25,623.43)
Credit Card Charge	10/23/2023	SSDiscSchSp	PA Kid's craft supplies	X	(276.29)	(25,899.72)
Credit Card Charge	10/23/2023	GWALA	ALA Membership	X	(120.00)	(26,019.72)
Credit Card Charge	10/23/2023	CABonfire	Refreshments for community inte...	X	(76.85)	(26,096.57)
Credit Card Charge	10/23/2023	GWCityMkt	Refreshments for art guild recepti...	X	(70.41)	(26,166.98)
Credit Card Charge	10/23/2023	NCCityMkt	Staff morale	X	(68.89)	(26,235.87)
Credit Card Charge	10/23/2023	SSAdobe	Adobe creative cloud subscription	X	(29.99)	(26,265.86)
Credit Card Charge	10/23/2023	SSAdobe	HR acrobat pro subscription	X	(23.99)	(26,289.85)
Credit Card Charge	10/23/2023	PAFamDollar	Craft supplies	X	(6.00)	(26,295.85)
Credit Card Charge	10/24/2023	SIDolGen	Mouse traps and staff refreshments	X	(8.50)	(26,304.35)
Credit Card Charge	10/25/2023	CA2RegSuppl	Parts for large format printer	X	(86.39)	(26,390.74)
Credit Card Charge	10/26/2023	FTMtnHiPain	SI Paint and supplies	X	(129.15)	(26,519.89)
Credit Card Charge	10/26/2023	SIALA	ALA membership	X	(120.00)	(26,639.89)
Credit Card Charge	10/26/2023	FTLowes	SI Door seal and ear protection	X	(91.90)	(26,731.79)
Credit Card Charge	10/26/2023	RIDolITree	Halloween decorations	X	(76.25)	(26,808.04)
Credit Card Charge	10/26/2023	SIHogbkPiz	Refreshments for ESL class	X	(57.19)	(26,865.23)
Credit Card Charge	10/26/2023	FTWalmart	Spray adhesive	X	(25.16)	(26,890.39)
Credit Card Charge	10/27/2023	SSMasters	Monthly fax service	X	(190.03)	(27,080.42)
Credit Card Charge	10/27/2023	RIBrkHsPizz	Refreshments for staff trunk or tr...	X	(112.08)	(27,192.50)
Credit Card Charge	10/27/2023	NCCityMkt	Refreshments for halloween movie	X	(38.54)	(27,231.04)
Credit Card Charge	10/27/2023	CAPeppinos	Prizes for passive guessing gam...	X	(20.00)	(27,251.04)
Credit Card Charge	10/27/2023	PAFamilyDol	Refreshments for home school lu...	X	(10.95)	(27,261.99)
Credit Card Charge	10/29/2023	SSWMJJYTony	CA GW Day of the dead refresh...	X	(704.98)	(27,966.97)
Credit Card Charge	10/29/2023	PAClarkFmDI	Pumpkin carving supplies	X	(149.23)	(28,116.20)
Credit Card Charge	10/29/2023	GWWalmart	Slime making supplies	X	(60.57)	(28,176.77)
Credit Card Charge	10/30/2023	SSResilienc	Resilience for professionals	X	(475.00)	(28,651.77)
Credit Card Charge	10/31/2023	SSTubelite	Parts for large format printer	X	(95.35)	(28,747.12)
Total Charges and Cash Advances					(28,747.12)	(28,747.12)
Payments and Credits - 3 items						
Credit Card Credit	10/09/2023	RICLIC	CLEL conf registration refund	X	35.00	35.00
Credit Card Credit	10/13/2023	SSIntIEZUp	Tax refund for canopy	X	12.41	47.41
Check	10/26/2023	Eft	Sept c.c. pmt	X	16,814.73	16,862.14
Total Cleared Transactions					(11,884.98)	(11,884.98)
Cleared Balance					11,884.98	28,699.71
Register Balance as of 10/31/2023					11,884.98	28,699.71
Ending Balance					11,884.98	28,699.71

RESOLUTION: 23-1

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024. (PURSUANT TO §29-1-108, C.R.S.)

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

WHEREAS, Kevin Hettler, Chief Financial Officer, has submitted a proposed budget to this governing body on October 5, 2023, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection on October 5, 2023, by the public at a designated place, a public hearing was held on November 2, 2023, and interested taxpayers were given the opportunity through November 4, 2023, to file or register any objections to said proposed budget, and;

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

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

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

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

ADOPTED, this 7th day of December, A.D., 2023

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

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

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

2024 Draft Budget

	2022 Year End Actual	2023 Year End Estimates	2024 DRAFT BUDGET
REVENUES			
Sales Tax Revenue (Net)	4,417,455	4,688,480	3,920,000
Property Tax Revenue	5,380,413	7,306,045	9,866,513
Specific Ownership Tax Revenue	402,099	479,693	450,000
Interest on Investments	221,364	797,000	500,000
Other Revenue (grants, donations, solar rebates,rents)	170,308	88,845	74,359
Branch Charges	52,429	49,191	29,000
TOTAL REVENUES	\$ 10,644,068	\$ 13,409,254	\$ 14,839,872
EXPENDITURES			
Treasurers Fees	194,721	249,484	284,730
Debt Service	1,659,800	1,659,800	1,659,800
Wages and Benefits	3,753,224	4,252,673	5,424,039
Library Services	1,309,151	1,357,567	1,541,680
Professional and Technical	105,936	146,311	204,144
Building Overhead	946,299	1,006,068	1,738,633
Equipment Overhead	106,108	181,406	178,141
Other Overhead	80,069	93,346	92,548
Advertising and Marketing	60,381	91,363	140,500
Vehicles	17,554	11,926	18,400
Partnerships	47,524	60,958	69,238
TOTAL EXPENDITURES	\$ 8,280,767	\$ 9,110,902	\$ 11,351,853
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	2,363,301	4,298,352	3,488,019
FUND BALANCE at Beginning of Year	10,855,169	13,218,470	17,516,822
FUND BALANCE at End of Year	\$ 13,218,470	\$ 17,516,822	\$ 21,004,840

This budget is for the operations of all 6 public libraries in Garfield County, Colorado
Revenue is from \$0.25 Garfield County Sales Tax; & 2.5 Mill Levy Property Tax
Method of Accounting is Modified Accrual

2024 Proposed Budget presented to the Garfield County Public Library District Board of Trustees on October 5, 2023
2024 Proposed Budget posted for public comment on October 6, 2023
2024 Budget to be adopted by the Garfield County Public Library District Board of Trustees on December 7, 2023
2024 Adopted Budget to be presented to the Garfield County Board of County Commissioners in January 2024 - tbd

Resolution 23-2

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Garfield County Public Library District Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 7, 2023, and;

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

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

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

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

GENERAL FUND:

Current Operating Expenditures:	\$9,692,053
Debt Service:	\$1,659,800
TOTAL GENERAL FUND:	\$11,351,853

ADOPTED, this 7th day of December, A.D., 2023

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

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

DRAFT - GCPLD Paid Family Medical Leave (PFML)

Eligibility: All GCPLD employees are eligible for Paid Family Medical Leave (PFML) after earning at least \$2,500 in wages within the last 12 months and have been continuously employed with GCPLD for at least 180 days.

Plan Description: PFML coverage provides temporary income replacement to those employees who are welcoming a new child into their family, caring for a family member (blood or affinity) with a serious health condition, addressing one's own serious health condition, helping relieve family pressures when someone is called to active military service, and safe leave for health and safety needs related to domestic violence, stalking, sexual assault, or abuse experienced by the employee or the covered individual's family member. The PFML benefit can only be taken once a year across a rolling calendar year.

Weekly Benefit Amount: 90% of weekly wages, not to exceed \$1,100.00 per week.

Benefit Calculation: The weekly benefit amount is calculated as follows:

Subs: Average weekly hours based on the prior six months of employment.

Part-time: Weekly scheduled hours as of the first day of leave.

Full-time: Weekly scheduled hours as of the first day of leave.

Maximum Benefit Duration:

- PFML to care for a family member - 12 weeks.
- PFML for Employee claim - 12 weeks
- If you experience a complicated pregnancy or birth, your PFML benefits may be extended to 16 weeks.

Waiting Period: Must exhaust all available PDO, Floating Holiday, and MSL before receiving PFML benefits.

Coordination of Other Benefits: When applicable, PFML benefits will run concurrently with Family Medical Leave Act (job protection) benefits and short-term disability benefits. PFML is the first payer of benefits for an employee's own claim and short-term disability benefits may extend beyond the duration of PFML benefits with healthcare provider documentation. Paid vacation (PDO) and sick leave (MSL) do not accrue while an employee is collecting PFML benefits.

Holidays, bereavement leave, or employer's jury duty pay are not granted while an employee is collecting PFML benefits.

Medical Leave to Care for Yourself

GCPLD employees may need to use paid medical leave to take care of themselves if they have a serious health condition. A serious health condition is defined as any of the following that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider:

- Illness
- Injury that is not work-related
- Surgery
- Impairment
- Pregnancy or recovery from childbirth
- Physical or mental condition

When applying for medical leave a serious health condition form completed by your healthcare provider is required. GCPLD may request additional information or documentation necessary to process the claim.

Medical Leave to Care for a Family Member

Paid medical leave is also available to GCPLD staff who may need to take time to care for their loved ones. GCPLD understands that the word “family” may mean something different to you. These are some of the factors that we will consider when it comes to familial relationships:

- Shared financial responsibility, including shared leases, common ownership of property, joint liability for bills, or beneficiary designation.
- Emergency contact appointment.
- Expectations of care created by the relationship and/or previous care arrangements.
- Cohabitation and the length of time in partnership.
- Geographic proximity.

When applying for medical leave to care for a family member, a serious health condition form completed by the family member’s healthcare provider on behalf of the family member is required. GCPLD may request additional information or documentation necessary to process the claim.

Parental (Bonding) Leave

Parental (bonding) leave is for a mother, father, or an individual that is considered in [‘loco parentis’](#) to the child. ‘In loco parentis’ is a relationship that is created when a person assumes the responsibility of a parent to the child. A legal or biological relationship is not necessary. When GCPLD is considering parental status, we consider the age of the child; the degree to which the child is dependent on the person; the amount of financial support being provided; and the extent of parental responsibilities that are being fulfilled.

GCPLD requests a 30-day notice before your leave begins, if possible.

If the employee experiences a complicated pregnancy or birth, benefits may be extended to 16 weeks. A licensed healthcare provider will have to verify that there is a serious health condition related to pregnancy or birth complications. Birthing parents who experience a complication will need to file a separate PFML claim listing their serious health condition as the reason for leave.

Military Family Members (Exigency) Leave

Colorado's military families who support deployments will have access to PFML benefits. The PFML benefit is available for family members to support them through the service member's duty to the state and country.

- Military Family Members (Exigency) Leave is based on a need arising out of an individual's family member's active-duty service or notice of an impending call or order to active duty in the armed forces. This may include, but is not limited to:
- Providing for the care or other needs of the military member's child or other family member.
- Making financial or legal arrangements for the military member.
- Attending counseling, military events, or ceremonies.
- Spending time with the military members in preparation for deployment or during rest and recuperation leave following the return from deployment.

Safe Leave (Domestic Violence)

Safe Leave provides employees job-protected time off to attend to their needs if they or a family member have experienced domestic violence, stalking, abuse, sexual assault, or other situations.

GCPLD recognizes that many cases of sexual assault go unreported. Here are a few things to know:

- To determine whether an individual is the survivor of domestic violence, the survivor of stalking, or the survivor of sexual assault or abuse, for purposes of determining eligibility for safe leave, an individual need not prove that a court has determined that the individual was the victim of domestic violence, stalking, sexual assault, or sexual abuse.
- Benefits may be awarded and will require the individual's good-faith, legal attestation that they are a survivor of domestic violence, stalking, or sexual assault or abuse.



2024 Holidays and Library Closures Schedule

HOLIDAYS (Closed and paid)

NEW YEAR'S DAY	Monday, January 1
MEMORIAL DAY	Monday, May 27
INDEPENDENCE DAY	Thursday, July 4
LABOR DAY	Monday, September 2
THANKSGIVING DAY	Thursday, November 28
DAY AFTER THANKSGIVING	Friday, November 29
CHRISTMAS EVE	Tuesday, December 24
CHRISTMAS DAY	Wednesday, December 25

CLOSED (Paid and working)

IN-BRANCH WORKDAY (CARBONDALE, NEW CASTLE, RIFLE)	Tuesday, February 20
IN-BRANCH WORKDAY (GLENWOOD, SILT, PARACHUTE)	Wednesday, February 21
ALL STAFF TRAINING DAY	Tuesday, October 8

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

EARLY CLOSURE DATES (Closed, not paid)

DAY BEFORE THANKSGIVING	Wednesday, November 27, close at 5:00 pm
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EVENTS FOR THE LIBRARY DISTRICT STAFF

District Picnic	Friday, August 2, starts at 6:00 pm
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2024 BOARD MEETING DATES & LOCATIONS

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

- January 4, 2024 - Rifle Branch Library
- February 1, 2024 - New Castle Branch Library
- March 7, 2024 - Silt Branch Library
- April 4, 2024 - Glenwood Springs Branch Library
- May 2, 2024 - Parachute Branch Library
- June 6, 2024- Carbondale Branch Library
- July 4, 2024 - Glenwood Springs Branch Library
- August 1, 2024 - Parachute Branch Library
- September 5, 2024 - Carbondale Branch Library
- October 3, 2024 - Rifle Branch Library
- November 7, 2024 - Silt Branch Library
- December 5, 2024 - New Castle Branch Library

Management Report, November 2023

Jamie LaRue, Executive Director

BOCC issues

On November 13, the County Commissioners took two actions. The first was to adopt a resolution "disapproving" of the GCPLD's collection policy that allowed the purchase and availability of what they called "pornographic" and "obscene" books. Three things are worth mentioning about this point: (1) the finding of obscenity can only be made by the courts, and one of the three pillars of the so-called "Miller Test," set by the US Supreme Court in 1973, is that the work "*taken as a whole* (emphasis mine) lack(s) serious literary, artistic, political or scientific value." The commissioners, by their admission, did not examine the entire works. However, (2) although the library has not yet received a final version of the executed resolution, (3) according to the penultimate sentence of the draft resolution, "This Resolution has no legally binding effect on the Garfield County Library (sic)." So, their statements are, as they state, a matter of belief, and do not require any action by the library board.

Their second action was to vote to deny Hanna Arauza a position on the library board.

After thoughtful discussion among our Board president, legal counsel, and me, we believe the best course for now is to suspend our attempt to fill this important position until the new year. Holidays are busy times for potential applicants, board, and staff alike. Meanwhile, the library has a host of events and public programs coming up that deserve a little attention, too. **If Board members would like to discuss this further, let Adrian know. [Adrian?]**

Community interview update

Nancy Barnes (Branch Libraries Director) is a marvel, overseeing a record number of interviews with a remarkably high participation rate by staff. What I most appreciate about this is the opportunity for our employees to make personal connections with influencers and decision-makers in our communities. It's been eye-opening for all parties. I look forward to the analysis of our findings. Thus far, the interviewees have been unfailingly gracious and helpful. I believe we will have several opportunities to address some of the key issues in our community.

Hurst and Follow-up with Public Health

Among those issues is public health information. I have now concluded my participation in Aspen Institute's Hurst Leaders Forum, which I found both intellectually engaging and useful. I had the opportunity to meet and have meaningful conversations with leaders from Aspen to Parachute. One member of our cohort was Mason Hohstadt, a Public Health Specialist for Garfield County. I also attended a meeting with him of the Mountain Voices Project, which focused on the many mental health services and initiatives in the county. One of the key problems all of them faced was a simple lack of public awareness. This is an obvious place where the library can play a role. Mason and I sketched out a rough schedule for library-hosted panel discussions by area experts: "What is mental and behavioral health?" would happen in March at our Glenwood Springs Branch. "Suicide Awareness" will be hosted at the Rifle Branch in June. "Substance Abuse" would be featured back at Glenwood Springs in September. Finally, Mason would offer a "State of the County" address back at Rifle in December. These are the key

issues faced by area residents now. We would seek to coordinate a combination of resources: translation services, related book displays, access to resource directories, highlighted coursework offered by CMC (to address the growing need for qualified professionals), and access via Zoom. Our community needs more information about these potential resources and services. This is precisely the kind of partnership that I believe leverages the many strengths of the public library.

Action Items

I'll address two items on the Action Items agenda.

Colorado River Valley Economic Development Partnership membership

At our November board meeting, Alicia Gresley presented an overview and compelling case for our role as a founding member of this new group focused on the promotion of business development in Western Garfield County. She was seeking a commitment of \$10,000. As we conclude our 2023 fiscal year, we have unspent revenue (largely because our building refreshes in Parachute and New Castle are taking longer than anticipated). My recommendation: let's take the opportunity to pay our membership right now. This early show of support, from available funds, will help Alicia and our partners make a strong start. Our next membership would come from our 2025 budget.

Limit to Requests for Reconsideration and Appeals

An issue is pending from the November 1, 2023, special meeting to consider an appeal to the retention of the *Finder* and *Prison School* series. Should there be a limit to the number of times within a set period that a title or resource can be challenged or appealed? Does every challenge to a resource require a new committee or hearing? Or is it sufficient to give a thorough examination of the resource, and hold to that decision for a period of 3-5 years? It's hard for me to imagine what might change in that time. Our policies are thoughtful and time-tested. Reviews tend to note works only when they are first published. Use might change, but increased demand would result in the purchase of more copies; declining demand might result in withdrawal through our usual weeding process. Most titles do have an arc of use of about three years. In either case, repeated reconsideration or appeals would seem both time-intensive and redundant. My recommendation: resources may not be reconsidered for three years after a decision is reached through a reconsideration process. Nor may they be appealed for three years after a board decision regarding an appeal for the same resource.

Author update

I was recently informed by a cataloger colleague that one month after my book (*On Censorship*) was published, 267 libraries around the country have purchased it. I have also been invited to give lectures to library science programs about censorship issues. The issue is timely. I can't say that I'm happy about it.

Citizen Oversight Committee 2023 Annual Report

Committee Purpose

The Citizens' Oversight Committee shall assist the Board of Trustees in fulfilling its oversight responsibilities related to income and expenditures resulting from the November 2019 passage of ballot measure 6A. Revenues generated from 6A are used for library purposes that may include restoring library hours; keeping library facilities well-maintained and in good repair; retaining qualified staff; providing books, technology and other library materials; and providing educational classes and events for children, teens, and adults.

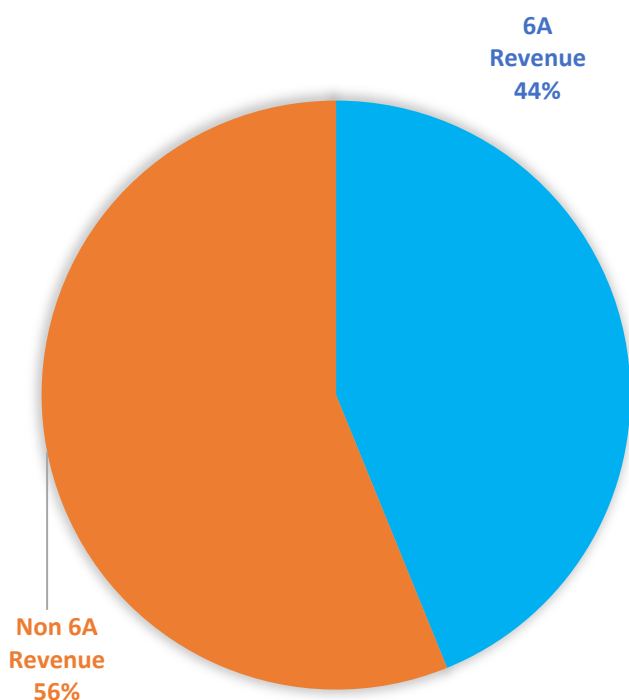
Committee Meeting Narratives

The Committee met in May and November 2023. We reviewed the Board approved committee charge and discussed how the committee was formed through the voter approved 2019 ballot measure 6A. We reviewed the ballot language and discussed each of the major categories of 6A spending commitments. We reviewed the District's 2023 6A budget and profit and loss statement for spending through April 30 and Oct 30, 2023, respectively, highlighting the major categories of spending with increases in staff development, events, library collections, buildings, and technology. We discussed the popularity of our 2nd annual Hispanic Heritage Festival and the Bee Mural project in Rifle.

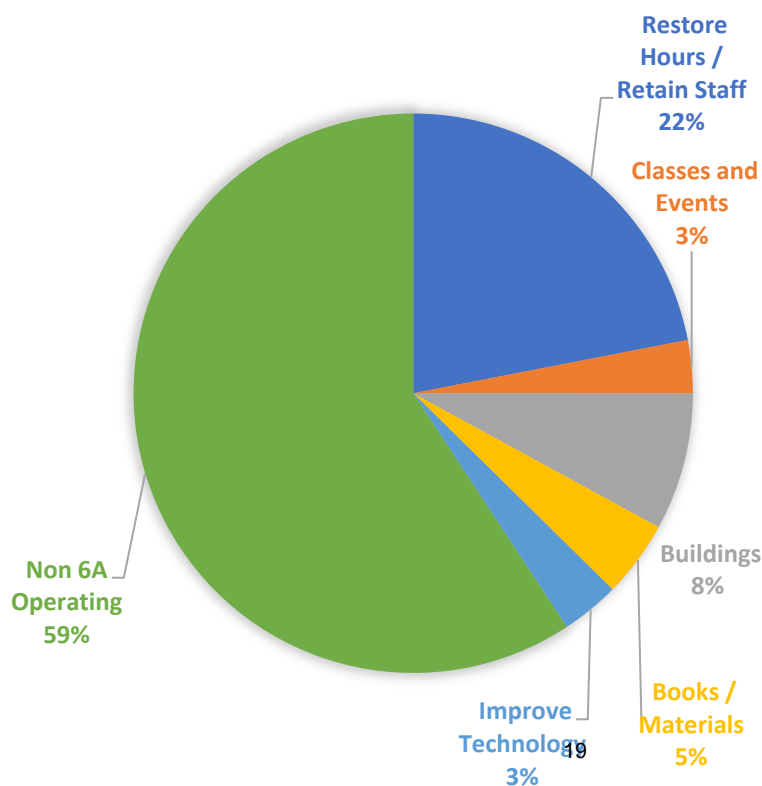
The following charts reflect year-to-date 2023 revenues and spending through 10/31/2023, broken out by 6A and non-6A categories.

The Committee's next meeting is scheduled for May 6, 2024.

2023 REVENUES (THROUGH 10/31)



2023 6A EXPENDITURES (THROUGH 10/31)



Financial / Treasurer Report, November 2023

By Kevin Hettler, Chief Financial Officer

The Colorado legislature reconvened in November to work out a temporary property tax relief bill in response to the failure of Proposition HH. At the time of this writing, several proposed bills are on the governor's desk for signature. Preliminary findings show a one-year property tax relief bill that will look very similar to the first year of the failed Proposition HH. Our 2024 proposed budget draft originally reflected estimated impacts from HH, this estimate remains in the final budget draft for your approval at the December meeting.

The following charts depict all revenues received and expenditures made from 1/1/23 through 10/31/23 and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 10/31/23 are \$12,086,420.

Total expenditures made as of 10/31/23 are \$7,809,653.

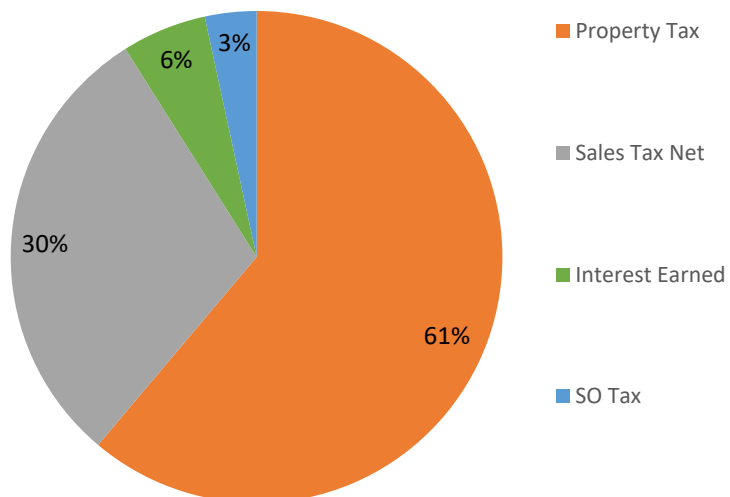
83% of the year has elapsed as of 10/31/23.

104% of budgeted revenue (\$11,545,399) has been received.

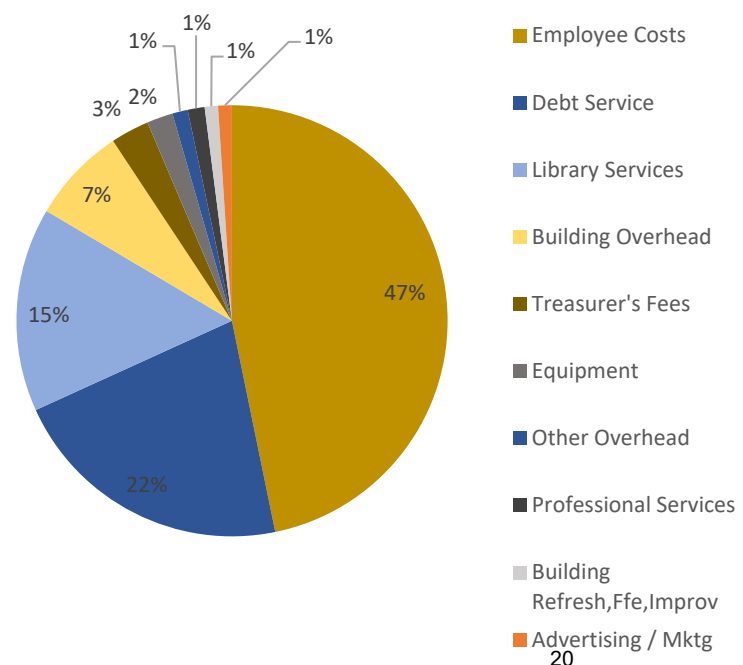
75% of budgeted expenditure (\$10,340,129) has been made.

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

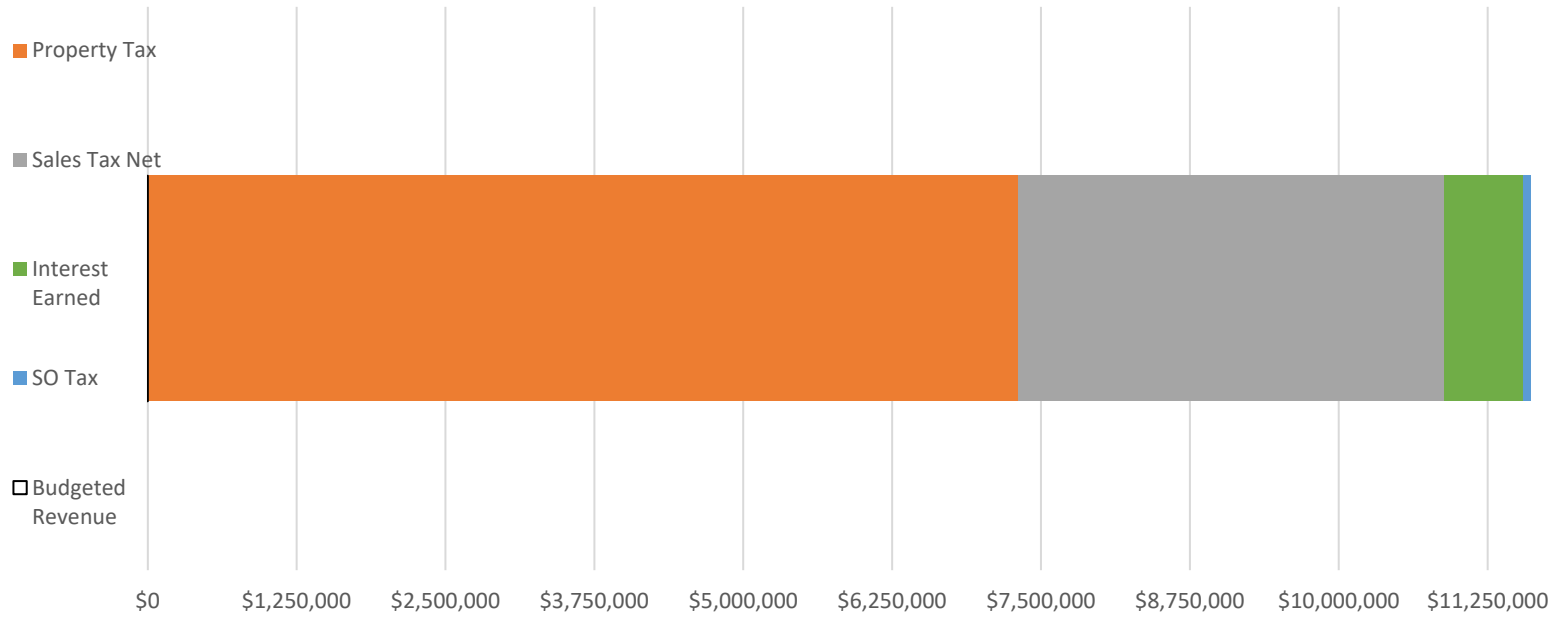
YTD Revenues through 10/31/2023



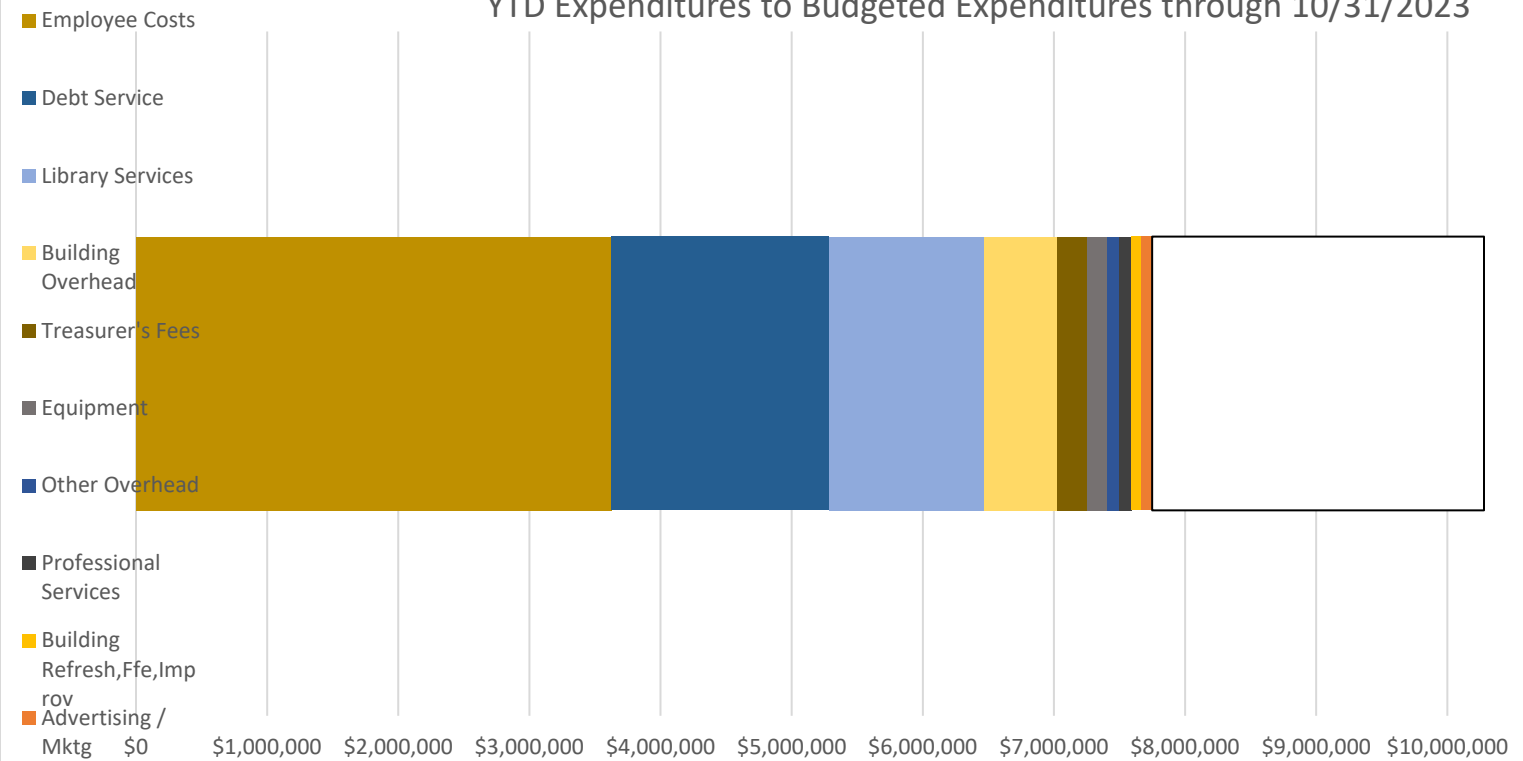
YTD Expenditures through 10/31/2023



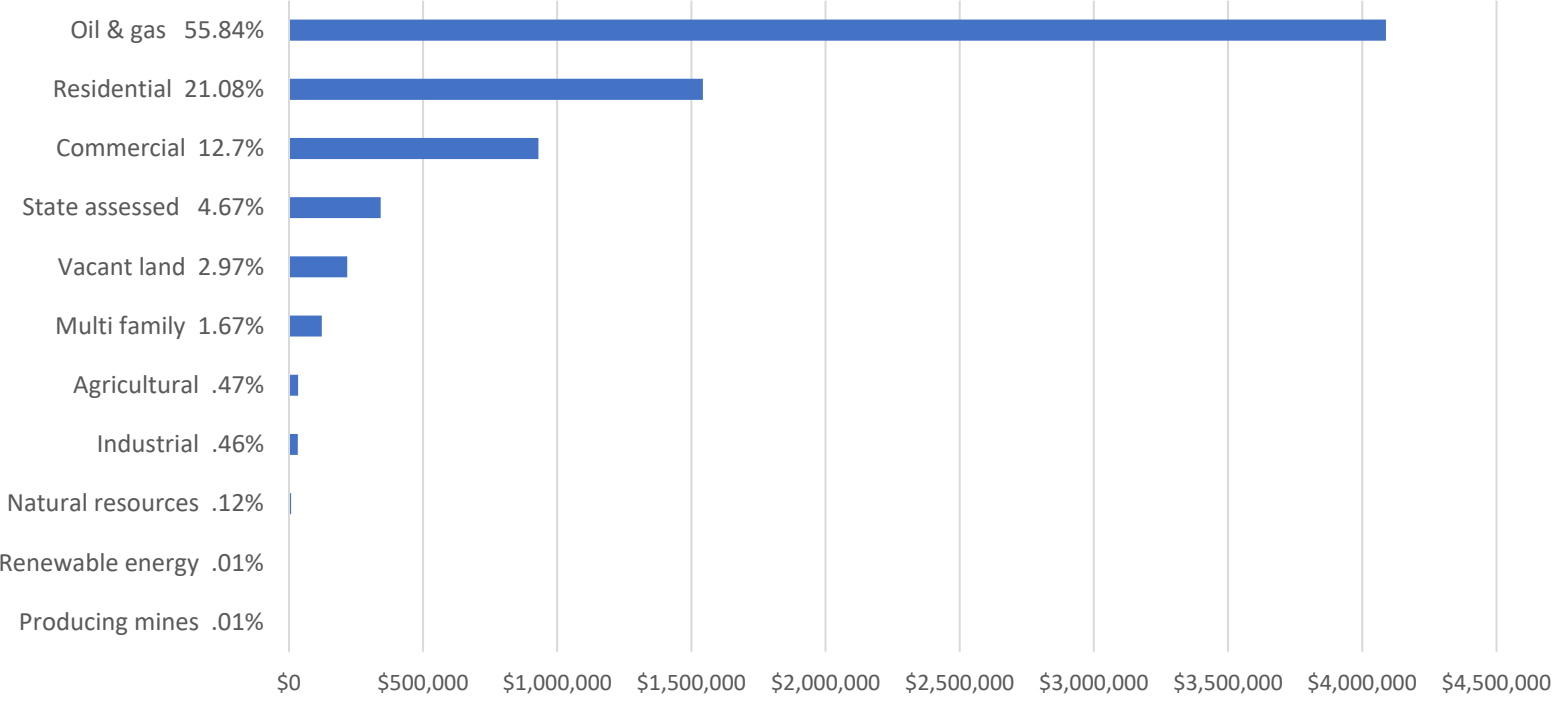
YTD Revenues to Budgeted Revenues through 10/31/2023



YTD Expenditures to Budgeted Expenditures through 10/31/2023



2023 Property Tax revenue by property type



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

	Jan - Oct 2023 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Oct 2022 Actual	\$ Increase / (Decrease) in Actual '22 to '23
Income						
40100 · Sales Tax Revenue	3,606,371.59	3,580,000.00	100.74%		3,335,898.88	270,472.71
40102 · Sales Tax Refunds	(31,975.80)	(80,000.00)	39.97%		(95,715.61)	63,739.81
40200 · Property Tax Revenue	7,310,160.92	7,306,045.00	100.06%		5,357,063.89	1,953,097.03
40300 · Specific Ownership Tax Revenue	405,742.14	400,000.00	101.44%		340,782.95	64,959.19
40900 · Interest Earned on Investments	664,778.28	150,000.00	443.19%	1.	136,715.65	528,062.63
41000 · Grants	30,910.81	81,692.00	37.84%		41,848.25	(10,937.44)
41200 · Other Revenue	51,834.72	62,662.00	82.72%		35,892.14	15,942.58
41300 · Solar Rebates	6,101.74	9,000.00	67.8%		6,899.58	(797.84)
42000 · Branch Revenues	42,496.19	36,000.00	118.04%		43,890.78	(1,394.59)
Total Income	12,086,420.59	11,545,399.00	104.69%		9,203,276.51	2,883,144.08
Expense						
50001 · TREASURER'S FEES	223,617.23	224,121.00	99.78%		178,173.94	45,443.29
50005 · DEBT SERVICE	1,659,799.61	1,659,800.00	100.0%		1,659,799.60	0.01
51000 · EMPLOYEE COSTS	3,625,233.76	4,715,937.00	76.87%		2,993,170.53	632,063.23
52000 · LIBRARY SERVICES	1,185,685.06	1,357,567.00	87.34%		1,116,380.81	69,304.25
53000 · PROFESSIONAL SERVICES	98,287.74	146,311.00	67.18%		90,699.83	7,587.91
54000 · BUILDING OVERHEAD	557,401.23	866,393.00	64.34%		468,162.88	89,238.35
54500 · BUILDING REFRESH, FURNITURE, IMI	77,431.64	850,000.00	9.11%		94,521.52	(17,089.88)
55000 · EQUIPMENT	151,362.62	226,396.00	66.86%		35,641.80	115,720.82
56000 · OTHER OVERHEAD	89,918.82	84,825.00	106.01%		77,288.58	12,630.24
57000 · ADVERTISING & MARKETING	79,915.28	131,500.00	60.77%		58,373.24	21,542.04
58000 · VEHICLES	10,042.42	18,541.00	54.16%		15,372.42	(5,330.00)
59000 · PARTNERSHIPS	50,958.50	58,738.00	86.76%		47,524.32	3,434.18
Total Expense	7,809,653.91	10,340,129.00	75.53%		6,835,109.47	974,544.44
Net Income	4,276,766.68	1,205,270.00			2,368,167.04	1,908,599.64

Footnotes:

1. The 30 day yield on the ColoTrust account for Oct was 5.5296%. Up from 3.2097% in Oct 2022.

Garfield County Public Library District

Balance Sheet (unaudited)

As of October 31, 2023

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	582,403.78
10050 · Colo Trust - General	16,892,191.86
10055 · C-Safe	56,844.87
10060 · Alpine Bank- Payroll(..8785)	138,697.65
10070 · Alpine Bank - Flex(..0583)	2,015.80
10210 · Alerus- Flex deposit	544.45
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · CS-23652000-Annual Interest Pmt	199.29
11050 · CS-23652001-Annual Princ. Pmt	1,466.72
Total Checking/Savings	17,675,439.42
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	25,828,313.83
Other Assets	
18400 · Prepaid Exps	32,026.35
19075 · Due to / from reimbursements	7.50
19100 · Due to / from Foundation	2,235.41
Total Other Assets	34,269.26
TOTAL ASSETS	25,862,583.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	114,394.97
Total Accounts Payable	114,394.97
Credit Cards	
20510 · Alpine Bank Purchase Card	28,699.71
Total Credit Cards	28,699.71
Other Current Liabilities	
20660 · Grants Payable	3,983.21
21100 · Other Payroll Payables-	
21105 · FLEX payable	2,880.35
Total 21100 · Other Payroll Payables-	2,880.35
21200 · Payroll Payable-	64,511.00
Total Other Current Liabilities	71,374.56
Total Current Liabilities	214,469.24
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	8,367,343.65

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11/20/23

Accrual Basis

Garfield County Public Library District

Balance Sheet

As of October 31, 2023

	Oct 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	4,276,766.68
Total Equity	17,495,239.44
TOTAL LIABILITIES & EQUITY	25,862,583.09

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

SALES TAX COMPARISON REPORT

BEFORE REFUND

	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
January	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%	342,694.36	19.25%
February	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%	334,035.62	6.46%
March	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%	397,314.64	9.36%
April	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%	371,576.74	4.10%
May	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%	412,129.29	11.68%
June	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%	436,062.94	4.74%
July	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%	438,635.60	5.52%
August	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%	447,381.84	2.24%
September	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%	408,790.73	13.59%		#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%	3,179,831.03	-30.36%

AFTER REFUND

	2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr	2023	% Incr(Decr) from prior yr
January	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%	335,755.71	18.88%
February	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%	321,339.27	2.65%
March	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%	395,859.72	34.71%
April	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%	369,805.64	3.70%
May	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%	411,190.92	15.16%
June	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%	434,620.76	4.95%
July	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%	437,099.52	5.36%
August	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%	446,230.27	2.76%
September	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%	408,238.24	13.99%		#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%	3,151,901.81	-29.43%

2023 Education Assistance Report

The 2023 Education Assistance program had \$46,000 in funds available.

Spring 2023:

- Received and paid in full two tuition assistance requests, totaling \$2,917.47.
- Received two student loan assistance requests for MLS degrees, provided a total of \$6,207.50 in assistance.
- Received two student loan assistance requests, non-MLS degrees, provided a total of \$3,103.75 in assistance.

Summer 2023:

- Received and paid in full one tuition assistance request, totaling \$871.22.

Fall 2023:

- Received and paid in full four tuition assistance requests, totaling \$3,093.54.
- Received one student loan assistance request for MLS degree, provided a total of \$8,617.34 in assistance.
- Received three student loan assistance requests, non-MLS degrees, provided a total of \$21,190.12 in assistance.

Year-end Summary

15% of funds were distributed to active tuition assistance, all requests were fully funded.

32% of funds were distributed to staff with MLS-related student loans.

53% of funds were distributed to staff with non-MLS-related student loans.

Stories of impact:

One part-time staff member reported they could continue working for GCPLD in their part-time role because of the student loan assistance they received. They are a current grad student majoring in Creative Nature Writing and is fluent in Spanish.

One long-time staff member was able to pay off the last of their student loans because of the assistance provided by GCPLD, adding to their quality of life now with the elimination of the burden of this debt.

One Branch Manager has returned to college with goals to finish their Bachelor's degree and proceed with an MLS and the GCPLD education assistance helps make that possible.

A Library Specialist was recently accepted into an MLS program and hopes to receive education assistance to help offset the cost of this program.

A Library Specialist is enrolled in an MLS program and will be eligible for education assistance once they've met the six-month waiting period later this year.

Human Resources Report, November 2023

Kim Owens, HR Director

Nancy and I have been working on a staff-driven process to determine job-specific competencies for each position in the District. Competencies are most effective when they're identified by and agreed upon by both the staff doing the jobs and their supervisors. DLC and PST developed a library of core competencies, PST narrowed the library down to a list for each public service position, and staff in those roles will make the final selection. As positions have more responsibility, the number of competencies increases. Staff in each role will make their final selections by December 1 and we will incorporate them into our Performance Management process, which already includes a set of District-wide competencies as well as our District Core Values.

Looking ahead to 2024 I'm interested in hearing from the Board of Trustees if they find value in the Staff Stats by Location report each month, or if that's something that's not necessary; and is there any other data the Board would be interested in hearing from the HR department.

Staff Education and Development update:

Laura West has joined the HR department as our Employee Development Coordinator as of November 13. Laura has a master's degree in teaching, experience teaching at the college level, and 12 years of front-line public library experience with GCPLD. Laura's passion for libraries, thirst for continued knowledge, and talent for training others will undoubtedly bring value and innovation to the District's training and development programs.

Laura is making her way through her onboarding plan, meeting with staff at all levels, and learning about the needs of the District from multiple perspectives. She will use what she learns to build consensus and bring forward recommendations around new hire onboarding, staff development, and skill building.

The Branch Manager team, Nancy, and I attended a two-day leadership retreat from November 16 - 17. We focused on learning about and building upon our leadership styles; we learned practical tools for giving effective feedback, delegation, and conflict resolution. Content from the Five Behaviors of a Cohesive Team and DiSC: Work of Leaders was incorporated throughout the two days. There was time for group work, one-on-one work, reflection, and team bonding. This experience was truly valuable and a worthy investment in our management team.

In preparation for the Circulation Coordinator position to transition over to Assistant Branch Manager, we have a full day of training in December that focuses on basic supervisory skills and moving from buddy to boss. Our Branch Managers will also attend this training. We are committed to following up with quarterly supervisory skills/leadership training for the Assistant Branch Manager and Branch Manager teams.

Recruiting and Staffing update:

Tamara Ochoa has been promoted from Library Specialist at the Glenwood branch to Circulation Coordinator at the Rifle branch. Tamara has supervisory experience from several years as an Operations Supervisor at FedEx, she served as interim Circulation Coordinator at the Glenwood branch for about eight weeks over the summer and has been with the District for about a year and a half. Her kind and empathetic style combined with her knowledge and skills will be a great compliment to the Rifle team.

Staffing Report - Since 10/23/2023:

New Hires: 0

Promotions/Transfers: 3

- Library Specialist Substitute promoted to Employee Development Coordinator – 11/13/2023 – Support Services, 40hrs/week.
- Library Specialist Substitute serving as interim Full-time Library Specialist – 11/12/2023 – Carbondale, 40hrs/week.
- Library Specialist at Glenwood promoted to Circulation Coordinator at Rifle – 11/27/2023.

Vacancies: 2 (openings designated as “on pause” are not included in the vacancy count)

- Library Specialist – Carbondale, 40hrs/week
- Library Specialist – Glenwood Springs, 40hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*
- Library Page – Silt, 10hrs/week – *On pause*

Departures: 0

Additional Staffing Information:

Headcount as of 11/22/2023:

- 78 total staff members (does not include subs)
- 44 benefit-eligible staff (32 - 40 hours per week); 34 staff with less than 32 hours per week
- 61.05 FTE

Staff Stats by Location – 11/22/2023					
<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	7.65	10	306	5	5
Glenwood	8.3	11	332	5	6
New Castle	6.9	10	276	4	6
Silt	6.9	9	276	4	5
Rifle	7.95	12	318	5	7
Parachute	7.05	9	282	5	4
Support Services	16.3	17	652	16	1
Grand Total	61.05	78	2442	44	34

Branch Libraries Report, December 2023

Nancy Barnes, Branch Libraries Director

Branch Initiatives

Efforts to increase circulation by 20% continue at our branches. At Parachute, adult and juvenile checkouts are increasing. At the Silt Library, a plethora of volunteers helped finish an inventory of the collection.

In Carbondale, visits continue to rise. October patron visits were up 35% over last year. The library has been consistently surpassing 10,000 visits each month this fall.

In late November, all six branch managers along with Nancy and Kim Owens gathered in Palisade for a two-day branch manager leadership retreat. Led by CURA HR consultant Jessica Junker, the group focused on team building and learning about each person's unique leadership style. Additionally, the group spent time practicing giving and receiving constructive feedback, delegating and elevating staff, and learning how to best create and implement a vision. The group is incredibly grateful for the investment in their professional growth and well-being.

Program Success

Fall programming was busy across the library district and led to numerous creative and well-attended programs at our branch libraries.

Glenwood families came together to put their carving skills to work as they made quick work of more than twenty pumpkins on an unseasonably warm late October day in the Glenwood Library Plaza. The pumpkins ranged from fun to frightening, but everyone got to put their creativity to great use!

In Parachute, the library hosted a pumpkin carving event that had seventy-five participants and participated in a trunk or treat event at the local elementary school with over 600 people participating.

Rifle Library held its annual Trunk or Treat and Halloween Preschool Parade and it was the most well-attended any in the history of the event. Over 1,100 people attended the event. Many staff members helped to ensure that it was a success. The library's partnership with the Rifle Police Department played a key part in elevating this event to such a high level of success.

Silt Library's Take and Make kits have been popular with patrons of all ages. Staff provide the materials and instructions and patrons take the fun craft projects home to enjoy with their families.

Several branch libraries celebrated NaNoWriMo (National Novel Writing Month) in November with writer's groups and writer's workshops. Rifle Library's highest-attended writer's event saw eighteen people in attendance.

The Rifle Library hosted an event called "Ready for the Unexpected" which featured nine participants from various organizations who came to provide all manner of information about advance care planning and directives and end-of-life care and planning. Childcare was provided, helping to make this event highly successful with about sixty-seven people (children included) in attendance.

Sign Language classes offered at the Silt Library are well-attended and have garnered a lot of interest

from the community.

Glenwood Springs and Rifle branch libraries held Play, Learn, and Grow Early Learning Workshops. The events were a great success with thirty-six families, friends, and neighbor caregivers learning about how to provide early literacy education in their informal childcare home settings. These events were a part of the Growing Readers Together grant.

The New Castle library has had success reaching tween and teen patrons with its Mario Kart and Pokémon card exchange programs.

Dia de los Muertos/Day of the Dead celebrations were held across the district to great success. In Glenwood Springs, in partnership with the Glenwood Arts Center, the branch hosted workshops on altar building. In addition to learning about altar building, families also got to watch *Coco* while drinking cocoa and eating snacks. Attendees were encouraged to use their newly acquired knowledge in building altars to celebrate the lives of loved ones. Many families brought mementos and photos of those they celebrated. The altars were kept on display in the branch along with information for patrons and visitors to the branch to further their appreciation of the displays.

In Carbondale, the Day of the Dead celebration was an enormous success. The library stayed open late for the festivities and engaged with over four hundred people. The pan de muerto and Mexican hot chocolate were a big hit, as well as the face painting and crafts.

In collaboration with the Colorado River Valley Team, the Parachute Library hosted its first Dia de los Muertos celebration with our 165 people participating.



Dia de los Muertos altar
at the Silt Branch Library



Craft table at the Carbondale event



Altar at the New Castle Library
in remembrance of Lisa Detweiler.



Costume contest at the Parachute Library.



Silt library's Take and Make kits.



Participants at Crochet Club at the Parachute library

Community Outreach

From the Carbondale library: A library aide at a local high school put out a call on social media for some specific books that her students had been asking for. The library set aside some books from our donations and invited her in to take whatever she needed from the book sale room. She left with bags and bags of books and sent the library a picture the next morning of all the books lovingly displayed in the school library.

Stories of Impact

The Rifle Library partnered with Colorado Heart Healthy Solutions to provide free health screenings each Wednesday through November. The screenings include cholesterol, blood glucose, blood pressure, and BMI. All available time slots have been booked each week for the screenings.

The Carbondale library hosted an intern. Bella is an eighth grader at Carbondale Community School, and she chose the library to spend her week-long internship. She helped us with tasks around the library, like story time and craft projects, and put together a list of book suggestions she thought we should order for kids her age. She was so smart and engaged, and we loved having her here with us.

Led by branch manager, Ana Gaytan, New Castle library staff took a full day to participate in team-building activities in early November. Staff remembered their former colleague, Lisa Detweiler, on the anniversary of her passing. They also focused on communication and values activities to enhance their workplace culture and to better support one another.

Staffing

The Rifle Library is excited to welcome Tamara Ochoa to our team as Rifle's new Circulation Coordinator. Tamara is currently a Library Specialist at the Glenwood branch, and previously served as Glenwood's Interim Circulation Coordinator for 8 weeks. The library is excited for the knowledge and enthusiasm she brings and knows she will be a great asset to the Rifle community.

Circulation and Collections Report, November 2023

Jenn Cook, Technical Services Director

Guadalajara International Book Fair

We are preparing once again to send representatives to the Feria Internacional del Libro de Guadalajara to purchase Spanish language materials on behalf of all the branches in November. Some of our purchasing priorities for this year's trip are large print books in Spanish, Spanish-language graphic novels, and "hi-lo" titles in Spanish, which are books that are interesting to an adult or teen reader written at a comparatively low reading level with simple vocabulary, short chapters, a low page count, and captivating storylines.

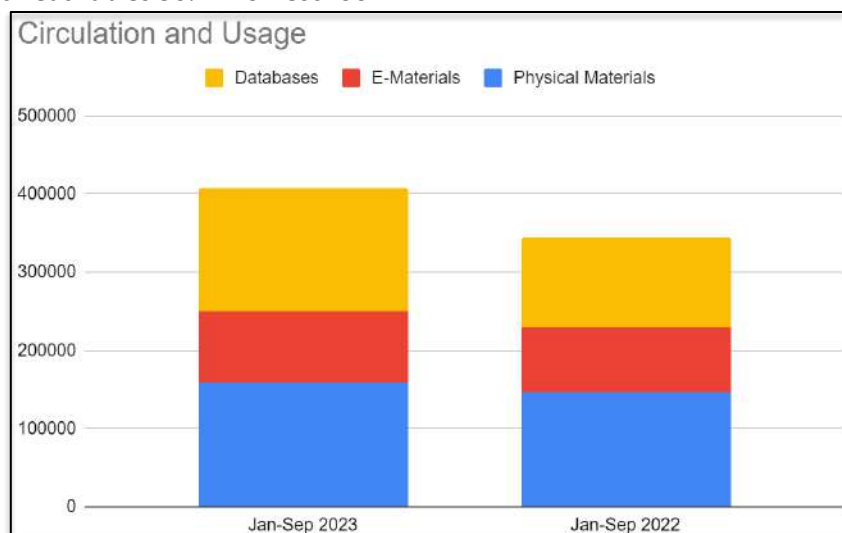
Colorado Association of Libraries

Jenn Cook co-presented two sessions at this year's CALCON in October. One session was a 3-hour "deep dive" in which participants followed a civic conversation model to discuss the role of social justice within the framework of neutrality, which is a current hot controversy in librarianship. The second session, which was a collaboration with former GCPLD staff member Christine Dyar, provided an introduction and overview of collection development principles and strategies for newer library staff. Jenn takes over the reins of leadership as CAL President in January and will be attending an Advocacy Academy training with ALA in Chicago in December in preparation.

Collection & Circulation Statistics for the 3rd Quarter

One statistic that continues to intrigue us is the significant increase in database usage this year. Here is a breakdown of the databases that have seen the largest growth over 2022 usage:

MyHeritage	113%	genealogy	Consumer Reports	21%	business/personal
Ancestry	31%	genealogy	New York Times	21%	business/personal
Gale In Context	195%	school use	Valueline	NEW	business/personal
World Book	138%	school use	Reference Solutions	NEW	business/personal
Scholastic Teachables	50%	homeschool			



Marketing report, November 2023

James Larson, Communications and Marketing Director

November Recap

A quick update on the new website. We will be launching the site hopefully in mid-December. It is complete and the only step left is to thoroughly evaluate the site before launching. Align media, in Rifle, who is designing the website also went around to all six branches to take more and updated photos of each branch to use on the new website (to be added post launch).

Kudos to Alex, Ana, Amaranda and Lauren for volunteering their time to work as translators for the one hundred Venezuelan refugees we have in the area. We are standing by to see how the library can help, particularly the Carbondale branch for any donation drives. Our Hispanic Outreach Committee is ready to get involved as well, if needed.

Stay tuned to Aspen Public Radio for an interview with Jamie and James regarding intellectual freedom and what is going on at the libraries this holiday season.

Emily recently launched a 10-day social media series, “10 days of Thanksgiving,” giving staff and our followers the opportunity to express why they are thankful for the libraries. This was in hopes of adding some positive feedback amongst the continued negative book banning content that has been in the news.

Emily also updated our “My first library card” sign that kids can hold up and get a photograph to celebrate their new cards.



Social media analytics

Followers:

Facebook – 3,922 (32 new followers)

Instagram – 1,518 (19 new followers)

Email Newsletter – 14,655

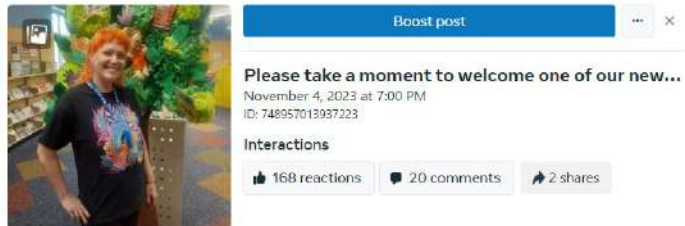
Facebook Reach* 31,500 (very little change from last month)

Instagram reach: 898 (up 36% from last month)

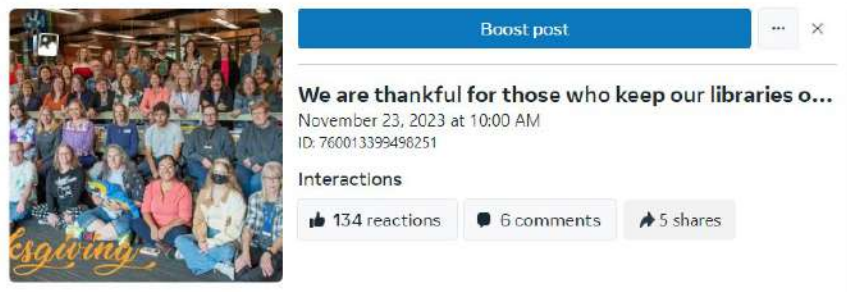
* Reach = The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more.

Top 5 Facebook Posts:

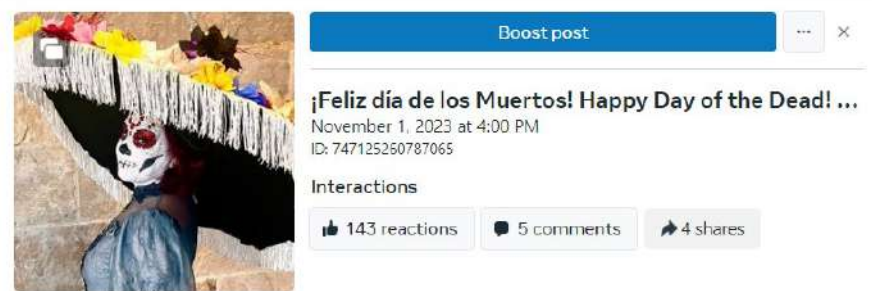
1. Welcome Red – Reach = 14,200 people



2. Thankful for staff – Reach=4,500 people



3. Happy Day of the Dead – Reach=3,600



4. Day of the Dead – Reach = 2,500 people



5. Pumpkin carving – Reach=2,400 people



Boost post

Pumpkin carving in the plaza outside of the Glenw...

October 29, 2023 at 6:00 PM
ID: 745283774304547

Interactions


68 reactions

1 comment

0 shares

Top 5 Instagram Posts:

1. County Commissioners' resolution = 736 people



Boost post

Our official reprimand approved by all 3 county co...


November 14, 2023 at 6:00 PM
ID: 17956607069686444

Interactions

67 likes

20 comments

2. BOCC meeting article – Reach = 542 people



Boost post

<https://www.postindependent.com/news/garfiel...>


November 15, 2023 at 12:16 PM
ID: 18000854453248324

Interactions

43 likes

7 comments

3. Cartoon reach = 495 people

A cartoon illustration of a woman at a library desk talking to two dogs. A speech bubble from the woman says: "LIBRARY REJECTED YOUR REQUEST TO BORROW ALL BOOKS ON CATS AND SQUIRRELS. BUT, TO BE FAIR, IT WAS NO DUMBER THAN ALL THE OTHER BOOK BAN REQUESTS WE GETT." The dogs look disappointed.

Boost post

...

×


Post overview
November 24, 2023 at 8:00 PM
ID: 18296982160121171

Interactions

♡ 72 likes

💬 3 comments

4. Welcome Red – Reach = 261 people

A photograph of a woman with red hair, wearing a black t-shirt with a colorful graphic, standing in a library aisle with bookshelves in the background.

Boost post

...

×


Please take a moment to welcome one of our new...
November 4, 2023 at 10:00 AM
ID: 17859817506045649

Interactions

♡ 22 likes

💬 1 comment

5. Welcome Pattie – Reach = 190 people

A photograph of an older woman with white hair, wearing a light blue cardigan over a dark top, standing next to a large, artificial pink flower.

Boost post

...

×

Please take a moment to welcome one of our new...
November 10, 2023 at 10:00 AM
ID: 17953381493590726

Interactions

♡ 11 likes

💬 0 comments

In the News – some of the images have links to the full articles.

Thursday, November 16, 2023



Carbondale Branch Library

Baby & Me Storytime

This special storytime for newborns to 1 year will introduce babies and caregivers to practices designed to give them a head start on early literacy. We will learn and enjoy baby yoga, music togetherness, baby sign language, and infant tummy time flash cards.

Tuesdays (starting November 21), 10:15 am

[Learn More](#)



Monday Letters: Book bans, safe voting, post office appreciation, county commissioners

Letter To The Editor [FOLLOW LETTER-TO-THE-EDITOR](#) | Nov 13, 2023



Only recourse? Educate the populous!

In response to Robin Pruett's battle cry to arrest librarians, I say educate your community on the history of censorship and your right to intellectual freedom.

Part II of the Library Bill of Rights states: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Instead of firing librarians, Ms. Pruett's negative enthusiasm could be channeled in the direction of helping foster an environment of open dialogue and respect of diverse perspectives in her community to find a balanced resolution to the manga book debate.

Tough decisions take trust

Being a county commissioner is tough. Every decision can affect hundreds of citizens for better or for worse. It takes critical thinking, thorough research, and a willingness to listen carefully in order for those decisions to be the best ones possible.

Being on other public committees is also difficult. Especially when one board, the County Commissioners, says it has the power to hire or fire people on the other board, the Garfield County Public Library Board of Trustees. When an issue arises, it's often the lesser-powerful body that takes a hit. And that could be happening now.

Recently, the question of physically locking up certain adult books has been front and center for our county libraries. A few months ago, a request for reconsideration (lock up some books), was brought before the executive director. Immediately, the library administration, staff, and Board of Trustees carefully followed the steps, outlined by law and policy, to review such appeals. (Prior to this conflict, those books had been requested by an adult reader and were shelved far away from the children's section.) Three different methods are used to plainly mark these books as "adult." The books were never placed in the area accessed by children.

Garfield County librarians, administrators, and the library board are intelligent, knowledgeable people who follow policy. Their decisions are solid and thoughtful. Yet some commissioners have spoken about firing board people, if they don't acquiesce to the demands of a few citizens who have been unduly alarmed.

Please, Commissioners: know that this issue needs a working relationship with, and trust in your library board. Plus, educating the public. Firing the board wouldn't be a solution.

Terry Murray, Glenwood Springs

Educate yourself

I am a retired children's Librarian. I worked at the Silt Branch Library for 20 years. We were dedicated to making the library a loving environment — an environment of learning and inclusion of all people in the community. It's been interesting to watch the hysteria surrounding the current protest of magna books. What will be the next books asked to be removed from library shelves? Banning of certain books will never stop with just one book or group of books. Do the people that are protesting the magna books really think kids can't find anything they want on the internet?

I really couldn't believe Robin Pruett suggest librarians be arrested. I suggest Robin take a trip to the Holocaust Museum in Washington D.C. It is a sacred place built for reminding people of Hilter's hate for Jews. He was able to inhumanly kill 6 million people because of their beliefs and faith. Banning of books was just one of his tactics. Arresting innocent people was another. Your letter suggesting local librarians be arrested is proof the hysteria surrounding magna books has gone too far!

Ann Nicholson, New Castle

Will the Garfield County sheriff arrest you for carrying graphic novels in public? No, not really

News [FOLLOW NEWS](#) | Nov 8, 2023

Westley Crouch
For the Post Independent



A packed house at the Garfield County Commission meeting on Monday.
Westley Crouch/Post Independent

GarCo Report: Public comment dominates Nov. 6 meeting

News | By James Steindler, Published Nov. 8, 2023



"And now for an executive interlude."

It was a full house at the Monday, Nov. 6 Garfield Board of County Commissioners (BOCC) regular meeting. Members of the public took up the first hour and a half of the meeting speaking in regard to the ongoing library debate.

Resident John Steele explained his dissatisfaction with the Garfield County Library Board, starting with its three-minute time limit on public comments. "I'm surprised they didn't pledge allegiance to the American Library Association (ALA)," he went on, inferring that a recent library board meeting did not open with the pledge of allegiance.

Pan de Muertos

News | By Will Grandbois, Published Nov. 8, 2023



Martha Cruz Rodriguez lent her expertise to a Pan de Muertos baking demonstration at the Carbondale Community Oven on Nov. 2. Photo courtesy of Will Grandbois, Carbondale Community Oven

Photos and text courtesy of Will Grandbois

Carbondale Community Oven

Tony's Bakery and Mini Market, Wilderness Workshop, Defienda Nuestra Tierra and Garfield County Libraries came together for what they hope will be a new local tradition: baking Pan de Muertos at the Carbondale Community Oven the day before the community's big Dia

de los Muertos celebration. The inaugural event provided an opportunity to talk about the celebration's history and meaning, as well as test out the oven for the purpose — and the bread came out beautifully!





Tags: [#Carbondale Community Oven](#) [#Día de los Muertos](#) [#Garfield County Public Library District](#) [#Pan de Muertos](#)

Garfield County Libraries combats book censorship effort

News [FOLLOW NEWS](#) | Nov 3, 2023

Westley Crouch
For the Post Independent



A Garfield County Libraries meeting in Silt on Thursday.
Westley Crouch/For the Post Independent

Hispanic Heritage event celebrates the 'working hands' of Latino leaders in Garfield County

News [FOLLOW NEWS](#) | Nov 1, 2023

Andrea Teres-Martinez [FOLLOW](#)
ateres-martinez@postindependent.com



Susie Meraz, Gloria Castillo, Jose Luis Rico and Ignacio Mendoza received certificates of achievement during the Hispanic Heritage Month celebration.
Andrea Teres-Martinez/Post Independent

Facilities November Report

Jon Medrano, Facilities Manager

The Facilities Department oversaw many projects and repairs. The following are worthy mentions from the Facilities Department from November.

Library Reconfiguration for Parachute & New Castle Branches - UPDATE

At present, the GCPLD is anticipating receiving two bids from local contractors. The awarding company will take part in joining the construction group and assist with phasing, and scheduling to begin the project soon thereafter.

Facilities Contracts for 2024

The Facilities Manager is corresponding with all current vendors to receive contract agreements for 2024. At this time, there is no need to go out to bid for facilities services and the library is very pleased to partner with its current business professionals.

Outdoor Book Drop at Silt Branch Library

The Silt Branch library will soon be receiving its very own outdoor library book drop. This will provide a place for patrons to drop off library materials with greater ease. The new book drop will be placed on the NW corner of the property.



GCPLD Partnership with CLEER Energy

The US Department of Energy gave the official go-ahead to the Carbondale Community Geothermal Coalition to begin work on a green energy project in November. A \$716,000 DOE grant will fund the feasibility, modeling, design, and planning of a large-scale system to heat and cool a 16-acre section of Carbondale comprising a mix of institutional and residential buildings including the Carbondale library building. The project is in its data collection phase and will prioritize facilities based on need. The goal is to provide to the community with clean, renewable energy from a geothermal source.

Acoustical Tiles at Silt Branch Library

The Facilities Technician installed quality acoustical panels in each of the study rooms at the Silt Branch Library. Prior, sound conditions were poor and noise levels overflowed outside of the room. The study rooms are now better suited for conference calls and other meetings.

Rifle HVAC Repair

The HVAC company, Trane is overseeing the repair of a valve on a VAV unit on the second floor of the Rifle Branch Library. The VAV was not responding to the building automation system and has now been bypassed for operational purposes. The replacement part is on order and will be installed by a Trane technician as soon as it has been received.

New Castle Roof Repair

The New Castle Branch Library has received a complete inspection and repair of its roof. A local roofing company investigated the roof for any needed repairs and potential defects. There were a decent number of areas of concern, especially an area where ice accumulates throughout the winter months. The integrity of the roof is strengthened and ready for the many years ahead.