

AGENDA

Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, March 4, 2021, 2:00 PM

Place: via Zoom: <https://us02web.zoom.us/j/88594252856?pwd=cGd5V1N3eDFGUkd2K0ZPSUd1a25xdz09>

For technical support with Zoom, please contact Jaimie Schauf at jschauf@gcpld.org

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

I. CALL TO ORDER

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

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting-February 4, 2021 (pp.1-4)
- B. Claims for Board Approval: General Fund January 16, 2021 to February 16, 2021 (pp.5-6); Alpine Bank Credit Card Statement January 2021 (pp.7-8)

III. ACTION ITEMS

- A. Approve Collections Management Policy revisions, Brett Lear (p.9)
- B. Approve Board meeting notices posting locations (Resolution 21-003), Board of Trustees (p.10)
- C. Approve new Alpine Bank account to host Foundation funded branch funds, Kevin Hettler

IV. DISCUSSION ITEMS

- A. Management Report, Brett Lear (pp.11-25)
- B. Finance Report, Kevin Hettler (pp.26-32)
- C. Intellectual Freedom presentation, Amy Shipley (pp.33-39)
- D. Branch Report, Brenda Kingen, Silt Interim Branch Manager
- E. Treasurer's Report, Michelle Foster

V. EXECUTIVE SESSION

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

Next Board Meeting: April 1, 2021, location via Zoom.

Adjourn meeting.

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

Prepared by: Brett Lear
Posted on: March 1, 2021

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

Zoom meeting:

<https://us02web.zoom.us/j/83990408647?pwd=ZEF2UmgvV0F4ZlFreUN6bFICWXBoQT09>

February 4, 2021

I. CALL TO ORDER

Adrian Rippy-Sheehy called the meeting to order at 2:00 pm. Jaimie Schauf conducted the roll call.

BOARD MEMBERS PRESENT:

Adrian Rippy-Sheehy
Carolyn Tucker
Crystal Mariscal
Jocelyn Durrance
Landon Churchill
Michelle Foster
Susan Use

STAFF PRESENT:

Amy Shipley	Jaimie Schauf
Brenda Kingen	Jenn Cook
Brett Lear	Kevin Hettler
Christine Campbell	Kim Owens
Frederick Penny	Lacy Hilterbrand
Gordon Hofer	Linda Lewis

PUBLIC PRESENT:

None

GUESTS PRESENT:

None

BOARD MEMBERS ABSENT:

None

PUBLIC COMMENT SECTION:

None

AGENDA CHANGES/ADDITIONS:

Adrian would like to change the order of the action items, moving item A. Approve the Executive Director to sign the Garfield County Federal Mineral Lease District mini-grant application (Resolution 21-001) to item D.

APPROVAL OF AGENDA

A motion to approve the agenda with amendments was made by Jocelyn Durrance, seconded by Crystal Mariscal - **Motion passed unanimously.**

II. CONSENT ITEMS FOR APPROVAL

A motion to approve the consent agenda was made by Jocelyn Durrance seconded by, Crystal Mariscal - **Motion passed unanimously.**

III. ACTION ITEMS

- A. Approve waiving the outstanding overdue fees (Resolution 21-002), Board of Trustees

A motion to approve waiving the outstanding overdue fees was made by Landon Churchill, seconded by Susan Use - **Motion passed unanimously.**

- B. Vote on the slate of Board Officers for 2021: President – Adrian Rippy-Sheehy, Vice President – Landon Churchill, Treasurer – Michelle Foster, Secretary – Jocelyn Durrance, Board of Trustees

A motion to approve the slate of Board Officers for 2021 was made by Susan Use, seconded by Carolyn Tucker - **Motion passed unanimously.**

- C. Vote to reappoint Michelle Foster to the Board of Trustees, Board of Trustees

A motion to reappoint Michelle Foster to the Board of Trustees was made by Jocelyn Durrance, seconded by Landon Churchill - **Motion passed unanimously.**

- D. Approve the Executive Director to sign the Garfield County Federal Mineral Lease District mini-grant application (Resolution 21-001), Board of Trustees

A motion to approve the Executive Director to sign the Garfield County Federal Mineral Lease District mini-grant application was made by Jocelyn Durrance, seconded by Susan Use - **Motion passed unanimously.**

IV. DISCUSSION ITEMS

- A. Management Report, Brett Lear

Services remain the same. We have been tracking the vaccine and we would fall in the 1B phase after the teachers. County Health thinks some time around the end of February. The Executive Director will not mandate staff to get the vaccine but will highly encourage all staff to get one. The Classification and Compensation study continues. Staff have completed their Position Description Questionnaires and they have been sent to the managers to review. Once reviewed they will be sent to Human Resources who will forward them to Koff & Associates. The Classification and Compensation committee is working on a list of agencies to send to Koff that we to which we should be compared to determine a market average for wages. Some positions may need to be compared to agencies outside of libraries. The policy committee work continues, and the committee will bring the Collection Management Policy to the Board in March. The legal services committee has their kick-off meeting on January 28th. They have a draft request for proposals (RFP) completed, a list of interview questions ready, and are continuing to research job boards to which to post the RFP. The Executive Director and the Finance Manager attended the Cooper Commons Condominium Association Board meeting to discuss Cooper Commons assisting with the day cleaners and security guard costs at the Glenwood Springs branch. The Cooper Commons Condominium Association Board agreed to share the costs of the day cleaners and the security guard fees within the shared spaces of CMC and GCPLD. The Executive Director, Finance Manager, Collections Manager, and Director of Operations meet with Andy Harp of Unique regarding

recovering materials and restarting our contract with them. Unique will send reminders and call individuals to get our materials returned to us. We have hired our Communications and Marketing Manager; James Larson will start on March 1 and Emily Hisel will transition into the Creative Lead role. Linda Lewis, the Silt Branch Manager, has submitted her resignation. We will post for an interim Branch Manager internally to start and Human Resources will also post for the position externally. The Executive Director and the Technology and Innovation Manager have begun working on mission critical projects, such as inventory control and our internal and external telecommunication systems.

B. Equity, Diversity, and Inclusion presentation, Kim Owens & Brett Lear

The Human Resources Manager shared her presentation on Equity, Diversity & Inclusion in the library. The Executive Director has instructed staff to be brave around this subject in terms of the materials and events we provide for our residents. We will continue to work hard to order materials, produce events, and provide services that represent a wide range of viewpoints, including minority views. Staff will also engage in training around Equity, Diversity, and Inclusion and will ask the Board to train in this as well.

C. LED Project presentation, Frederick Penny

The Facilities Manager shared his presentation to replace the lighting ballasts in the District. The Board asked if there will be a reduction in maintenance costs. Yes, if a light goes out, we will only have to change a bulb whereas now we potentially will have to replace the whole ballast and the bulb.

D. Branch Report, Jennifer Cook, New Castle Branch Manager

New Castle has had great enthusiasm for the Winter Reading Challenge with 145 participants signed up. The Youth Services Coordinator has reached out to the schools to connect and get sign-ups for the program. We are in the process of hiring another page position to take on shelving and clerical duties to free up the Associates and Specialist's to focus on job-specific tasks and training. Staff have created their LinkedIn Learning accounts for consistent and relevant training assignments. Each staff member will track their progress via a shared spreadsheet with their manager. As part of the "Resilient Communities: Libraries Respond to Change" grant, each branch is being designated as a climate resilience hub and will receive promotional and educational materials on emergency preparedness. Communities Responding to Extreme Weather (CREW) along with the American Library Association will also provide workshops, presentations and role-playing activities related to extreme weather preparedness. Patrons have shared with us how much they love all the take home activities we have been offering and they appreciate the quality and quantity of the events and services we have provided over the last year. This has inspired one elementary school parent-teacher association to start a reading challenge for the students in the school.

E. Finance Report, Kevin Hettler

Ursa was acquired by Terra Energy and will pay the property taxes owed to Garfield County, and we will receive \$170,000 in property taxes. Our insurance company sent us a \$15,000 refund for the COVID rebate. The COVID reimbursement of \$252,000 has been

submitted to the Department of Local Affairs. Sales tax numbers from December haven't come in yet, but we are still up 2% from last year. The Board asked if the sales tax being up is due to online purchases. We can't say for sure if this is why, but possibly. The County doesn't have a specific category for online sales that they track. The Finance Manager attended the Coffee with the Director event to answer any financial questions that may come up, and he will continue to attend these meetings regularly.

F. Treasurer's Report, Michelle Foster

Michelle missed the January meeting, but the Finance Committee will meet the second Tuesday of each month going forward. Nothing new to report.

G. Educational Announcement, Adrian Rippy-Sheehy

The Board discussed the handouts on executive sessions and how to make motions in a Board meeting as a refresher for the newest Board members. Adrian would like to have an educational segment on the agenda each month to learn something new. The Colorado Association of Libraries has sent out a request for program proposals for CALCON 2021. The Executive Director encouraged the Board to consider putting forth a session for CALCON 2021.

A motion to adjourn the meeting was made by Adrian Rippy-Sheehy, seconded by Carolyn Tucker – **Motion passed unanimously**. The meeting adjourned at 3:23 pm.

NEXT MEETING

The next scheduled board meeting will be held on March 4, 2021, via Zoom.

Garfield County Public Library District
Claims for Board Approval
Jan 16 - Feb 16, 2021

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
01/21/2021	24533	Kransdorf, Leonard	travel reimb for volunteer coord candidate	-450.00
01/26/2021	elec	Alpine Bank	Jan c.card payment	-15,788.11
01/31/2021	24534	Amazon .com	Dec amazon account: events, office, maint	-2,024.02
01/31/2021	24535	A Clean Break, LLC	RI, SI, NC January cleaning	-5,425.00
01/31/2021	24536	Demco	Display Fixtures PA; shelving; processing s	-5,298.18
01/31/2021	24537	Employers Council, Inc.	HR Membership	-5,017.00
01/31/2021	24538	Ingram Library Services	Library materials	-4,970.46
01/31/2021	24539	Willis Towers/CEBT	Feb health insurance	-32,702.17
01/31/2021	bp elec 674	AFLAC	January supplemental insurance	-131.80
01/31/2021	1000504	Anvil Points Upholstery & Carpet	PA SI carpet & furniture cleaning	-2,867.70
01/31/2021	1000505	Asavie Technologies Inc	December hotspot filtering service	-449.40
01/31/2021	bp elec 677	Black Hills Energy	CA & GW gas	-1,728.68
01/31/2021	1000506	Cardiff Cleaning Service	CA GW janitorial service	-3,335.00
01/31/2021	1000507	Citadel Security USA, LLC	GW security service January	-3,213.68
01/31/2021	1000508	Colorado Special Districts Prop&Liab Poc	Workers comp deductible	-355.96
01/31/2021	bp elec 681	De Lage Landen Financial Services, Inc.	Copier leases	-449.00
01/31/2021	1000509	Dunlavy, Lacy	Mileage reimbursement	-21.84
01/31/2021	1000510	Express Handyman LLC	Ri door repair	-800.00
01/31/2021	bp elec 684	Great America Financial Services	Telephone lease	-1,148.38
01/31/2021	1000511	Larson, James	Travel reimb for Mktg Mgr candidate	-417.84
01/31/2021	1000512	Lively Electric, Inc.	GW plaza lightpost repair	-300.00
01/31/2021	1000513	Mountain Temp Services LLC	GW CA covid day sanitizing service	-3,696.76
01/31/2021	1000514	Mutual of Omaha	February disability insurance	-947.00
01/31/2021	1000515	Rifle Lock and Safe	Duplicate keys	-36.00
01/31/2021	1000516	Rocky Mountain Reserve	flex plan admin	-70.10
01/31/2021	1000517	Ross, Bonnie F.	Returned material replacement	-14.00
01/31/2021	1000518	Sandy's Office Supply	New office chairs RI NC	-970.98
01/31/2021	1000519	TRIAD EAP	Mindset & Resiliency training: KO	-275.00
01/31/2021	bp elec 694	Uline	Winter Reading bags for take-home kits	-181.35
01/31/2021	1000520	Velasco Enterprises Limited	spanish interpretation service	-325.00
01/31/2021	bp elec 696	Western Paper Distributors	janitorial supplies	-616.36
02/02/2021	elec	Alpine Bank- CC	Feb Merchant fees	-168.85
02/03/2021	elec	CRA	Jan retirement	-8,844.40
02/03/2021	elec	CRA	Jan retirement	-2,315.06
02/15/2021	24540	American Janitor LLC	PA janitorial; PA RI SI NC covid day sanitiz	-12,922.50
02/15/2021	24541	Colorado Alliance of Research Libraries	Prospector fees 7/1/20-6/30/21	-9,000.00
02/15/2021	24542	Garfield County Public Library Foundatio	Book sales / donations	-675.60
02/15/2021	24543	Ingram Library Services	Library materials	-2,173.20
02/15/2021	24544	Marmot Library Network, Inc.	2 Imac machines; online news & magazine	-12,240.39
02/15/2021	24545	Midwest Tape	Hoopla and Library materials	-20,617.70
02/15/2021	24546	OverDrive	Library eMaterials	-6,042.25
02/15/2021	24547	Rifle Branch Library	Petty cash reimbursement	-14.48
02/15/2021	24548	Xcel Energy	Nov and Jan Elec / gas	-13,459.54
02/16/2021	1000521	625-Water(9283)	RI SI staff water	-86.35

**Garfield County Public Library District
Claims for Board Approval
Jan 16 - Feb 16, 2021**

Date	Num	Name	Memo	Amount
02/16/2021	1000522	Acme Fire Alarm Company Inc	RI NC SI fire alarm test and inspection	-875.00
02/16/2021	1000523	Arbitrage Compliance Specialists, Inc.	2010 COP Final arbitrage report	-2,450.00
02/16/2021	1000524	Asavie Technologies Inc	January hotspot filtering service	-449.40
02/16/2021	1000525	Cedar Networks	February telephone & broadband	-1,121.00
02/16/2021	1000526	CenturyLink	Elevator and fire alarm telephone lines	-461.52
02/16/2021	1000527	Citadel Security USA, LLC	GW security service	-1,084.45
02/16/2021	1000528	City of Rifle	RI water/sewer	-121.49
02/16/2021	bp elec 705	Colorado Mountain News Media	Future of Energy ads - ALA Resilient Comr	-192.53
02/16/2021	1000529	Daly Property Services, Inc.	CA snow removal	-585.00
02/16/2021	bp elec 707	De Lage Landen Financial Services, Inc.	Copier leases	-449.00
02/16/2021	bp elec 708	Demco	Processing & library/office supplies	-147.82
02/16/2021	1000530	Gotcha Covered	GW service call - blinds repair	-125.00
02/16/2021	1000531	Grainger	COVID-19 CA gloves	-110.34
02/16/2021	bp elec 711	Great America Financial Services	Telephone lease	-1,043.98
02/16/2021	bp elec 712	ImageNet Consulting LLC	copier copies and RI copier lease	-1,053.08
02/16/2021	1000532	Koff & Associates, Inc	progress work on class & comp study	-225.00
02/16/2021	1000533	Langhorst, Jennifer	Returned material reimbursement	-9.95
02/16/2021	1000534	Mac's Landscape Services LLC	PA January snow removal	-300.00
02/16/2021	1000535	Meridian Intermountain/Vail Electronics	CA annual fire alarm monitoring	-1,443.00
02/16/2021	1000536	Morning Star Elevator, LLC	50% NC elevator new grease canister	-379.98
02/16/2021	bp elec 718	Mountain Pest Control, Inc.	PA spraying	-90.00
02/16/2021	1000537	Mountain Temp Services LLC	GW CA covid day sanitizing service Feb	-3,510.76
02/16/2021	1000538	Mountain Waste & Recycling	SI trash & recycling	-70.00
02/16/2021	1000539	Oni Lasana Productions	Anansi Time with Auntie Oni event	-200.00
02/16/2021	1000540	Poland, Shannon	NC snow removal for Oct., Nov., January	-210.00
02/16/2021	1000541	Rocky Mountain Reserve	Admin flex plan	-70.10
02/16/2021	bp elec 724	Schindler Elevator Corporation	RI elevator service call and repair	-1,223.02
02/16/2021	1000542	Seter & Vander Wall, P.C.	Equal Pay Act support	-1,653.00
02/16/2021	1000543	Special District Association	2021 Membership dues	-1,237.50
02/16/2021	1000544	Suarez, Dulce Andrea	spanish translation	-75.00
02/16/2021	1000545	Town of Carbondale	water / sewer	-58.52
02/16/2021	bp elec 729	Town of New Castle	water / sewer	-208.90
02/16/2021	1000546	Town of Parachute	water / sewer / trash	-129.40
02/16/2021	bp elec 731	Town of Silt	water / sewer	-146.79
02/16/2021	1000547	Transparent Information Services, LLC	Background checks	-374.10
02/16/2021	bp elec 733	Verizon Wireless	Cellphones & hotspot data	-3,261.95
02/16/2021	bp elec 734	Waste Management	RI, NC, CA trash/recycling	-256.97
02/16/2021	bp elec 735	Western Paper Distributors	janitorial supplies	-282.23
02/16/2021	bp elec 736	WEX Bank	Jan vehicle fuel	-59.47
Total 10010 · Alpine Bank- Gen(..7072)				-208,332.34

Garfield County Public Library District Reconciliation Detail 20510 - Alpine Bank Purchase Card, Period Ending 01/31/2021

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						15,788.11
Cleared Transactions						
Charges and Cash Advances - 74 items						
Credit Card Cha	01/01/2021	SSEmployers	Project Management Foundations webin	√	(390.00)	(390.00)
Credit Card Cha	01/01/2021	SSFacebook	Facebook ads	√	(164.98)	(554.98)
Credit Card Cha	01/01/2021	SSLaborLawC	2021 Labor Law poster subscription	√	(70.94)	(625.92)
Credit Card Cha	01/01/2021	SSAmazon	RI Winter Reading display	√	(53.70)	(679.62)
Credit Card Cha	01/02/2021	SSAmazon	Winter Reading adult take-home kit supp	√	(2,375.12)	(3,054.74)
Credit Card Cha	01/02/2021	SSLaQuinta	Hotel for C&MM candidate	√	(192.00)	(3,246.74)
Credit Card Cha	01/02/2021	SSAmazon	RI creation station supplies	√	(131.89)	(3,378.63)
Credit Card Cha	01/02/2021	SSAmazon	Winter Reading adult take-home kit supp	√	(47.98)	(3,426.61)
Credit Card Cha	01/02/2021	SSAmazon	Janitorial supplies	√	(40.88)	(3,467.49)
Credit Card Cha	01/02/2021	SSAmazon	First aid kit supplies	√	(8.79)	(3,476.28)
Credit Card Cha	01/04/2021	SSLibJuiceA	Cataloging training for Collections dept.	√	(525.00)	(4,001.28)
Credit Card Cha	01/04/2021	SSWhiteHous	CA staff support	√	(105.42)	(4,106.70)
Credit Card Cha	01/04/2021	SSALA	MatchMarc program training - WJ	√	(59.00)	(4,165.70)
Credit Card Cha	01/04/2021	GWWalmart	GW creation station supplies	√	(36.71)	(4,202.41)
Credit Card Cha	01/04/2021	CACityMarke	Staff celebration	√	(25.97)	(4,228.38)
Credit Card Cha	01/05/2021	SSAmazon	NC door closer replacement	√	(109.95)	(4,338.33)
Credit Card Cha	01/05/2021	SSAmazon	GW janitorial supplies	√	(48.80)	(4,387.13)
Credit Card Cha	01/05/2021	SSWalmart	GW creation station, office, & janitorial s	√	(38.61)	(4,425.74)
Credit Card Cha	01/06/2021	SSAceHardwa	CA staff sink drain	√	(24.99)	(4,450.73)
Credit Card Cha	01/07/2021	SSAmazon	SI creation station supplies	√	(232.31)	(4,683.04)
Credit Card Cha	01/07/2021	SSBrickhous	Staff support	√	(68.25)	(4,751.29)
Credit Card Cha	01/07/2021	GWTARGET	Staff supplies	√	(11.37)	(4,762.66)
Credit Card Cha	01/07/2021	SSAmazon	Office supplies	√	(9.54)	(4,772.20)
Credit Card Cha	01/07/2021	GWTARGET	COVID-19 wipes	√	(5.59)	(4,777.79)
Credit Card Cha	01/07/2021	GWTARGET	GW janitorial supplies	√	(3.29)	(4,781.08)
Credit Card Cha	01/08/2021	RIWalmart	Winter Reading misc. supplies	√	(47.17)	(4,828.25)
Credit Card Cha	01/09/2021	SSAmazon	Library materials	√	(23.49)	(4,851.74)
Credit Card Cha	01/11/2021	SSTheAtlant	Atlantic magazine subscriptions for CA, C	√	(139.80)	(4,991.54)
Credit Card Cha	01/11/2021	SSAdobe	Adobe Stock subscription	√	(29.99)	(5,021.53)
Credit Card Cha	01/11/2021	SSALA	Professional collection	√	(19.99)	(5,041.52)
Credit Card Cha	01/11/2021	GWCityMarke	GW creation station supplies	√	(5.49)	(5,047.01)
Credit Card Cha	01/12/2021	SSEmployers	Project Management Foundations webin	√	(390.00)	(5,437.01)
Credit Card Cha	01/13/2021	SSGoogle	Google Drive storage - EH	√	(19.99)	(5,457.00)
Credit Card Cha	01/14/2021	SSAmazon	COVID-19 gloves	√	(149.90)	(5,606.90)
Credit Card Cha	01/14/2021	SSAmazon	COVID-19 RI hand sanitizer	√	(59.98)	(5,666.88)
Credit Card Cha	01/14/2021	SSAmazon	COVID-19 masks	√	(53.94)	(5,720.82)
Credit Card Cha	01/14/2021	SSALA	Professional collection	√	(40.99)	(5,761.81)
Credit Card Cha	01/14/2021	SSAmazon	COVID-19 RI gloves	√	(24.08)	(5,785.89)
Credit Card Cha	01/15/2021	RICoAssLib	CAL membership renewal - CC	√	(95.00)	(5,880.89)
Credit Card Cha	01/17/2021	SSAmazon	COVID-19 wipes	√	(11.04)	(5,891.93)
Credit Card Cha	01/18/2021	SSQuill	GW office supplies	√	(120.96)	(6,012.89)
Credit Card Cha	01/18/2021	SSWalmart	GW office & janitorial supplies	√	(36.88)	(6,049.77)
Credit Card Cha	01/18/2021	SSQuill	PA office supplies	√	(32.99)	(6,082.76)
Credit Card Cha	01/18/2021	SSGoDaddy	GoDaddy security	√	(4.99)	(6,087.75)
Credit Card Cha	01/19/2021	SSAmazon	CA creation station supplies	√	(413.71)	(6,501.46)

Garfield County Public Library District
Reconciliation Detail
20510 - Alpine Bank Purchase Card, Period Ending 01/31/2021

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Cha	01/19/2021	SSRobly	Robly subscription	√	(52.50)	(6,553.96)
Credit Card Cha	01/20/2021	SSZoom	Zoom licenses	√	(99.96)	(6,653.92)
Credit Card Cha	01/20/2021	SSGoDaddy	GoDaddy domain renewal and protection	√	(72.32)	(6,726.24)
Credit Card Cha	01/20/2021	SSAdobe	Adobe CS subscription	√	(29.99)	(6,756.23)
Credit Card Cha	01/21/2021	SSSkillPath	The Basics of Effective Project Managen	√	(250.87)	(7,007.10)
Credit Card Cha	01/21/2021	SSQuill	CA office & janitorial supplies	√	(40.99)	(7,048.09)
Credit Card Cha	01/21/2021	SSWalmart	SI office & janitorial supplies	√	(38.34)	(7,086.43)
Credit Card Cha	01/22/2021	SSCocpa	Ksh cocpa cpe tax appropriations class	√	(150.00)	(7,236.43)
Credit Card Cha	01/22/2021	CAWhiteHous	Staff celebration	√	(67.43)	(7,303.86)
Credit Card Cha	01/22/2021	PAWalmart	Staff celebration	√	(28.29)	(7,332.15)
Credit Card Cha	01/22/2021	SSUSPS	Certified mail postage	√	(7.80)	(7,339.95)
Credit Card Cha	01/23/2021	SSAmazon	RI staff fridge filter	√	(43.16)	(7,383.11)
Credit Card Cha	01/23/2021	SSAdobe	Adobe Pro DC subscriptions	√	(33.98)	(7,417.09)
Credit Card Cha	01/25/2021	SSWalmart	PA creation station supplies	√	(48.16)	(7,465.25)
Credit Card Cha	01/25/2021	SSWalmart	RI creation station supplies	√	(44.72)	(7,509.97)
Credit Card Cha	01/26/2021	SSAmazon	PA creation station supplies	√	(239.46)	(7,749.43)
Credit Card Cha	01/26/2021	SSAmazon	RI community room projector bulbs	√	(81.98)	(7,831.41)
Credit Card Cha	01/26/2021	RIWalmart	RI creation station supplies	√	(26.81)	(7,858.22)
Credit Card Cha	01/26/2021	SSAmazon	PA creation station supplies	√	(14.51)	(7,872.73)
Credit Card Cha	01/27/2021	SSAmazon	GW creation station supplies	√	(397.82)	(8,270.55)
Credit Card Cha	01/27/2021	SSSHRM	SHRM professional membership - KO	√	(219.00)	(8,489.55)
Credit Card Cha	01/27/2021	SSAmazon	RI community room lamps	√	(34.64)	(8,524.19)
Credit Card Cha	01/27/2021	SSAmazon	PA creation station supplies	√	(22.45)	(8,546.64)
Credit Card Cha	01/27/2021	SSUSPS	Certified mail postage	√	(3.80)	(8,550.44)
Credit Card Cha	01/28/2021	SSAmazon	Library materials	√	(413.82)	(8,964.26)
Credit Card Cha	01/28/2021	SSWalmart	Boxes for food drive	√	(71.52)	(9,035.78)
Credit Card Cha	01/28/2021	SSWalmart	Boxes for food drive	√	(35.76)	(9,071.54)
Credit Card Cha	01/29/2021	SSAmazon	Winter Reading teen & adult grand prize:	√	(1,199.92)	(10,271.46)
Credit Card Cha	01/29/2021	SSAmazon	Library materials	√	(17.01)	(10,288.47)
Total Charges and Cash Advances					(10,288.47)	(10,288.47)
Payments and Credits - 4 items						
Credit Card Crex	01/21/2021	SSSkillPath	Refund on sales tax paid 1/21	√	2.87	2.87
Credit Card Crex	01/25/2021	SSPhilLongG	Refund on sales tax paid on truck tires &	√	68.35	71.22
Credit Card Crex	01/26/2021	SSAmazon	Amazon Prime membership prorated refi	√	82.11	153.33
Check	01/26/2021	elec	Jan c.card payment	√	15,788.11	15,941.44
Total Cleared Transactions					5,652.97	5,652.97
Cleared Balance					(5,652.97)	10,135.14
Register Balance as of 01/31/2021					(5,652.97)	10,135.14
New Transactions						
Payments and Credits - 1 item						
Check	02/26/2021	Eft	Dec c.c. payment		10,135.14	10,135.14
Total New Transactions					10,135.14	10,135.14
Ending Balance					(15,788.11)	0.00

Collections Management Policy Revision

Collection Management Policy ****DRAFT****

Policy	<p>Garfield County Public Library District (GCPLD) aspires to provide a collection of physical and digital materials to support the educational, recreational, cultural, and intellectual needs of the community we serve. GCPLD staff purposefully select and make available a diverse collection of materials that contains a broad range of ideas and points of view. Staff build a manage a collection that allows our residents to read and explore a world of ideas, including materials and viewpoints that may be considered objectionable or controversial by some members of our community.</p>	
Effective Date		
Responsibility	Library Collections Manager	
Procedures	<p>GCPLD provides a collection that is freely accessible and endeavors to represent the interests, perspectives, and changing needs of the community it serves. To meet the objectives stated in the policy, the Library Collection Manager, in consultation with library staff, maintain a collection management framework titled <i>Collection Management Guidelines</i>. These guidelines serve to:</p> <ul style="list-style-type: none"> • Define the vision, priorities, and scope of the collection • Define roles and responsibilities as it pertains to collection management • Serve as a point of reference for training and ongoing collection management • Guide selection, deselection, and replacement process for library materials • Assist in allocating funding for resources • Guide staff on how to respond to public input on the collection 	
Supporting Documentation	<ul style="list-style-type: none"> • <URL to Library Collection Guidelines> • ALA Library Bill of Rights • ALA Freedom to Read • Request Materials • Request for Reconsideration 	
Reviewed by & Approved by / Date	APPROVED: Board of Trustees	Date:

Board Meeting Notices Posting Locations Resolution

Resolution 21-003

A RESOLUTION TO APPROVE THE SITE SELECTION FOR POSTING BOARD OF TRUSTEE MEETING NOTICES FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT LOCATED IN GARFIELD COUNTY, COLORADO.

WHEREAS, the Board of Trustees of the Garfield County Public Library District approves to post a notice of all Board of Trustees meetings at each branch library, Carbondale, Glenwood Springs, New Castle, Silt, Rifle and Parachute of the District; and

WHEREAS, the Board of Trustees of the Garfield County Public Library District approves to post a notice of all Board of Trustee meetings on the website for the Garfield County Public Library District; and

WHEREAS, the Board of Trustees of the Garfield County Public Library District approves to post a notice of all Board of Trustee meetings by sending the notice to the Garfield County Clerk and Recorder's office.

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

ADOPTED, this 4th day of March, A.D., 2021

Adrian Rippy-Sheehy, President of the Board of Trustees

Brett W. Lear, Executive Director

ATTEST: _____
Jocelyn Durrance, Secretary of the Board of Trustees

Management Report

Executive Director's Report

Our libraries remain open with restored hours and services. We continue (as required by state law under the Governor's executive orders) to require staff and customers to wear face coverings when in our buildings. Building capacity quotas remain in effect. In-house events and public use of our meeting rooms remain suspended.

The classification and compensation project continues. Koff & Associates is working with the Human Resources Manager to schedule interviews with certain staff to gather more information for certain job classifications.

The Policy Review Committee continues its work. A revised Collection Management Policy is included in the March Board packet.

The Executive Director, Finance Manager, and Project Manager continue the work of going out to bid for legal services for GCPLD. Board member Susan Use is a member of the steering committee for this project. The Request for Proposals (RFP) has been posted to our website and submitted to other websites and electronic job boards. Proposals are due to GCPLD by March 4.

The Executive Director made an offer, which was accepted, for the Communications & Marketing Manager position. James Larson will start in March. He will come to us from Ohio. He has an extensive background in marketing, which will be a fantastic asset to GCPLD in helping the district gain a better understanding of the values and habits of our residents and help us connect different populations with those library services they value most. Emily Hisel will transition into the Creative Lead position.

The Executive Director selected Brenda Kingen, the Circulation Coordinator at the Silt Branch Library, as the interim Branch Manager of the Silt Branch Library. Meanwhile, Human Resources has begun the recruitment process for a permanent manager at this location.

Work continues on the 2020 annual report.

The Garfield County Library Foundation board met in February. GCPLD asked the Foundation for \$8,030 so that it can purchase books and fund other services to honor the requests of the donors who have already donated the \$8,030 to the Foundation. The Foundation approved this request.

The Executive Director continues to work closely with the Technology and Innovation Manager, Project Manager, and the Director of Operations: Collections, Events, Facilities, and Technology to launch two of our complex, mission-critical projects for 2021--the inventory control project and the telephones/communication project.

The Executive Director and the Facilities Manager scheduled meetings with local architecture firms in February to select a firm to work with in order to generate space plans that can be used to build out some office space on the second floor of the Rifle Branch Library to provide workspaces for some of the new personnel we hired in 2020 as a result of the successful passage of 6A.

The Executive Director assumed the interim supervision of the branch managers in February as Amy Shipley transitioned from Assistant Executive Director to Director of Operations: Collections, Events, Facilities, and Technology. The Facilities Manager and the Technology and Innovation Manager transitioned from reporting to the Executive Director to reporting to the Director of Operations.

The Executive Director began his term as a board member of the Colorado Association of Libraries (CAL) in January. Prior to the CAL board meeting on February 12, he worked with board members to draft a letter on behalf of CAL addressed to the Colorado Governor's Office, the Colorado Department of Health, and the Colorado Department of Higher Education requesting that the Governor place library workers in the 1B.2 phase of the vaccine rollout. The Executive Director also worked with public library directors throughout Colorado to draft a second letter from them supporting the CAL letter. Over 30 public library directors signed on to the second letter which was sent to the Colorado Governor's Office and the Colorado Department of Health. Media outlets throughout the state have since reported on the fact that libraries and library workers are advocating for this access to the vaccine.

The Executive Director, Community Engagement Coordinator, and Education and Events Manager met with the editor of the *Post Independent*, Bryce Jacobson, to plan a series of community conversations around fire and fire mitigation in Garfield County.

The Executive Director was the guest speaker at the February 5th meeting of the Glenwood Springs Rotary.

The Executive Director and the Community Engagement Coordinator met with Valerie Carlin, the Community Investment Director of Aspen Community Foundation, to discuss the creation of a community database or portal that residents could access in order to get a referral to an agency that can help with a specific need, such as food, health care, COVID 19 information, etc.

The Executive Director attended a day-long national library summit sponsored by Library Journal on February 23.

On February 23 the Executive Director attended a workshop called "Proactive Advocacy and Communication for Library Trustees and Staff" that is part of the United for Libraries Self-Paced Learning Pilot that the GCPLD Board of Trustees has been accepted into for 2021.

The Executive Director hosted a "Coffee with the Director" on February 25.

Public Services Report

In-branch Services

The branch managers through the Public Services Management Team continues to track and lead those items from the strategic plan assigned to them. The branch managers are also reviewing the work tasks being performed by branch staff to ensure that our specialists, associates, coordinators, and others are assigned those tasks highlighted within their job classifications. Now that we have three staffers in our Library Collections work unit, the Library Collections Manager is working with the branch managers to determine which book buying duties will and will not be centralized going forward. A taskforce has been formed to review staff procedures on processes related to checking materials in and out to our customers. The branch managers are reviewing the signage in our libraries with an eye toward which signage should be bilingual.

Events

During January, GCPLD kicked off events to support our Resilient Communities grant. Events began with a live virtual discussion for the book, *The Reindeer Chronicles*, by Judith D. Schwartz. At this event, the attendees discussed community efforts in rehabilitation and conservation of our forests and natural resources. GCPLD also began the Artemis Book Club, a live book discussion event for teens with a focus on environmental topics. The book discussed in the club is *Gaia Girls* by Lee Wells. The Business and Breakfast session this month was: A Covid Success Story. GCPLD invited local foragers and published authors Trent and Kristen Blizzard to discuss their experiences with publishing and promoting their mushroom foraging book during the pandemic. A “Coffee with the Director” beginning session was held on January 28th. The Executive Director discussed the current state of library services during the pandemic. He also discussed the library being fine free and some budget items with the community.

The Winter Reading Challenge has gotten off to a great start. All 6 branches have successfully offered virtual story time and take-home activities related to the theme of Around the World in 80 days. There were two notable Winter Reading Challenge events. Both were hosted live through Zoom and were posted on the library’s Facebook. The first was an author talk with Robin Wall Kimmerer. She discussed her book, *Braiding Sweetgrass: Indigenous Resources, and our Connection with Nature*. Attendance at the live event as well as the social media views have been very robust. The second event in the Winter Reading Challenge was Anansi Time with Aunti Oni, which was hosted live through Zoom and will be posted on the library’s Facebook for the duration of February. Aunti Oni performed a one hour show with stories and songs about the African folk character, Anansi the Spider.

Collections

Access to the *Wall Street Journal* is now live. Patrons can access this paper by going to the database list. The Library Collections Manager has put together some database trials that are currently being looked at by staff. (The trials are with Newsbank, ConsumerReports.org, and Languages other than English.) Once feedback has been gathered from staff, the Collections Manager will review it to make recommendations for new subscriptions.

The Library Collections Manager and the Collections Coordinator have been visiting all the branches to discuss the process for selecting and receiving materials from vendors. They are working to standardize this process to make it more efficient when placing and paying for orders.

The Collections Coordinator recently made an order to refresh and expand our collection of launchpads. Launchpads are tablets that are preloaded with content for kids, teens, and adults. They have an easy-to-use interface and require no downloading or Wi-Fi. The launchpads currently in our collection are geared towards early literacy. Staff are excited about expanding this to include content like SAT/ACT test prep, learning English grammar, algebra, and more. This purchase is being made using grant money awarded to GCPLD by the State.

YTD Stats

1																						
2021																						
STATISTICS JANUARY YTD	District			Parachute			Rifle			Silt			New Castle			Glenwood Springs			Carbondale			
	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	2021 Actual	2020 Actual	% change	
Cardholders																						
Active Patrons	23261	25432	-8.54%	2401	2735	-12.21%	5379	6249	-13.92%	2009	2130	-5.68%	2544	2721	-6.50%	5509	6053	-8.99%	5419	5544	-2.25%	
New Library Cards	410	349	17.48%	26	34	-23.53%	55	66	-16.67%	45	17	164.71%	102	32	218.75%	54	98	-44.90%	128	102	25.49%	
Patron Services																						
Door Count	13041	25306.5	-48.47%	1629	2730	-40.33%	2005	5412	-62.95%	703	2997.5	-76.55%	1639	2790	-41.25%	5953.5	5811.5	2.44%	1111.5	5565.5	-80.03%	
Meeting Room Usage	265	703	-62.30%	3	25	-88.00%	67	187	-64.17%	10	75	-86.67%	24	94	-74.47%	64	56	14.29%	97	266	-63.53%	
Meeting Room Attendance	336	3387	-90.08%	5	129	-96.12%	95	884	-89.25%	17	432	-96.06%	29	494	-94.13%	68	914	-92.56%	122	534	-77.15%	
Adult Programs	11	17	-35.29%	1	3	-66.67%	0	3	100.00%	0	4	100.00%	10	3	233.33%	0	3	-100.00%	0	1	100.00%	
Adult Program Attendance	29	285	-89.82%	28	93	-69.89%	0	48	100.00%	0	43	100.00%	1	43	-97.67%	0	52	-100.00%	0	6	100.00%	
School-Age Programs	9	28	-67.86%	3	4	-25.00%	0	4	100.00%	0	3	100.00%	4	4	0.00%	0	6	-100.00%	2	7	-71.43%	
School-Age Program Attendance	175	509	-65.62%	25	28	-10.71%	0	22	100.00%	0	47	100.00%	100	131	-23.66%	0	97	-100.00%	50	184	-72.83%	
Teen Programs	2	19	-89.47%	2	2	0.00%	0	3	100.00%	0	4	100.00%	0	0		0	5	-100.00%	0	5	100.00%	
Teen Program Attendance	13	247	-94.74%	12	113	-89.38%	0	19	100.00%	0	36	100.00%	1	0		0	32	-100.00%	0	47	100.00%	
Early Childhood Programs	6	57	-89.47%	3	7	-57.14%	1	16	-93.75%	0	9	100.00%	2	9	-77.78%	0	8	-100.00%	0	8	100.00%	
Early Childhood Attendance	112	1147	-90.24%	48	151	-68.21%	36	326	-88.96%	0	111	100.00%	28	134	-79.10%	0	102	-100.00%	0	323	100.00%	
Adult Outreach Visits	2	11	-81.82%	0	2	100.00%	2	1	100.00%	0	1	100.00%	0	3	100.00%	0	0		0	4	100.00%	
Adult Outreach Attendance	8	42	-80.95%	0	5	100.00%	8	5	60.00%	0	7	100.00%	0	6	100.00%	0	0		0	19	100.00%	
Youth Outreach Visits	3	2	50.00%	0	0		0	0		0	0		3	0		0	1	-100.00%	0	1	100.00%	
Youth Outreach Attendance	563	59	854.24%	0	0		0	0		0	0		555	0		8	12	-33.33%	0	47	100.00%	
STEM Programs	10	6	66.67%	0	1	100.00%	0	1	100.00%	0	1	100.00%	10	0		0	0		0	3	100.00%	
STEM Program Attendance	0	110	100.00%	0	9	100.00%	0	3	100.00%	0	12	100.00%	0	0		0	0		0	86	100.00%	
ESL Programs	2	24	-91.67%	0	4	100.00%	1	4	-75.00%	0	5	100.00%	1	6	-83.33%	0	5	-100.00%	0	0		
ESL Program Attendance	49	351	-86.04%	0	52	100.00%	36	99	-63.64%	0	45	100.00%	13	111	-88.29%	0	44	-100.00%	0	0		

Book A Librarian Sessions	12	41	-70.73%	5	11	-54.55%	0	3	100.00%	3	2	50.00%	4	25	-84.00%	0	0	0	0		
Physical Circulation																					
Juvenile	5130	6471	-20.72%	288	629	-54.21%	1157	1142	1.31%	649	789	-17.74%	605	873	-30.70%	910	1233	-26.20%	1521	1805	-15.73%
Young Adult	631	691	-8.68%	54	75	-28.00%	163	150	8.67%	91	86	5.81%	66	127	-48.03%	118	154	-23.38%	139	99	40.40%
Adult Fiction	2089	2653	-21.26%	322	429	-24.94%	382	496	-22.98%	189	228	-17.11%	287	363	-20.94%	489	682	-28.30%	420	455	-7.69%
Adult Non-Fiction	1317	1717	-23.30%	139	154	-9.74%	211	370	-42.97%	175	181	-3.31%	188	209	-10.05%	350	396	-11.62%	254	407	-37.59%
Large Print	157	208	-24.52%	30	34	-11.76%	55	46	19.57%	11	22	-50.00%	10	10	0.00%	36	45	-20.00%	15	51	-70.59%
World Languages	310	328	-5.49%	13	15	-13.33%	63	89	-29.21%	69	21	228.57%	44	26	69.23%	62	99	-37.37%	59	78	-24.36%
New Books	2303	2742	-16.01%	185	445	-58.43%	368	517	-28.82%	404	305	32.46%	349	283	23.32%	587	701	-16.26%	410	491	-16.50%
Reference/Colorado	10	14	-28.57%	2	0		1	10	-90.00%	1	4	-75.00%	1	0		1	0		4	0	
DVD	3195	8098	-60.55%	285	922	-69.09%	790	2018	-60.85%	437	1229	-64.44%	389	900	-56.78%	842	1709	-50.73%	452	1320	-65.76%
CD Audiobook	398	706	-43.63%	17	69	-75.36%	60	132	-54.55%	51	34	50.00%	54	73	-26.03%	93	192	-51.56%	123	206	-40.29%
Playaway	63	105	-40.00%	3	22	-86.36%	21	12	75.00%	8	16	-50.00%	6	17	-64.71%	5	9	-44.44%	20	29	-31.03%
Magazines	194	216	-10.19%	12	23	-47.83%	9	32	-71.88%	18	67	-73.13%	69	28	146.43%	36	32	12.50%	50	34	47.06%
Video Games	35	50	-30.00%	2	5	-60.00%	12	21	-42.86%	9	9	0.00%	4	8	-50.00%	2	5	-60.00%	6	2	200.00%
CD Music	174	223	-21.97%	12	13	-7.69%	43	54	-20.37%	16	21	-23.81%	19	46	-58.70%	48	55	-12.73%	36	34	5.88%
ILL	9	15	-40.00%	1	2	-50.00%	3	4	-25.00%	0	3	100.00%	3	5	-40.00%	2	1	100.00%	0	0	
Materials borrowed from other libraries	3697	5076	-27.17%	257	610	-57.87%	469	884	-46.95%	529	515	2.72%	444	520	-14.62%	735	1095	-32.88%	1263	1452	-13.02%
Collection																					
Items Added	2289	1859	23.13%	239	350	-31.71%	309	345	-10.43%	380	176	115.91%	463	262	76.72%	546	238	129.41%	352	488	-27.87%
Total Items in Collection	171375	172164	-0.46%	26119	29613	-11.80%	33625	34508	-2.56%	22547	21119	6.76%	28213	27883	1.18%	30663	29253	4.82%	30208	29788	1.41%
Technology																					
PAC Usage (hours)	912	2567	-64.47%	56	146	-61.64%	194	418	-53.59%	148	300	-50.67%	96	223	-56.95%	275	804	-65.80%	143	676	-78.85%
PAC Usage (sessions)	1391	3730	-62.71%	124	275	-54.91%	253	672	-62.35%	218	520	-58.08%	171	319	-46.39%	406	972	-58.23%	219	972	-77.47%
Wireless Sessions	3921	7169	-45.31%	196	445	-55.96%	749	1725	-56.58%	456	767	-40.55%	377	685	-44.96%	1641	3187	-48.51%	502	360	39.44%
Volunteers																					
Volunteer Hours	0	247	100.00%	0	35	100.00%	0	57	100.00%	0	20	100.00%	0	50	100.00%	0	55	-100.00%	0	30	100.00%

YTD Digital Stats

1			
2021			
STATISTICS JANUARY YTD	District		
	2021 Actual	2020 Actual	% change
Website			
Website Visits	20485	20844	-1.72%
Downloadables			
Overdrive - total eBook, audio, video	5998	4953	21.10%
Zinio	99	500	-80.20%
Subscription Resources			
Ancestry - Searches	2592	226	1046.90%
EBSCO Databases - Sessions	3768	476	691.60%
Biography in Context - Sessions	4	5	-20.00%
Kids InfoBits - Sessions	4	27	-85.19%
Learning Express - Sessions	3	13	-76.92%
Mango - Sessions	1492	1647	-9.41%
MyHeritage - Sessions	22	15	46.67%
Research in Context - Sessions	936	298	214.09%
Tumblebooks - Book Views	3	22	-86.36%

Virtual Events Stats

January 2021 - FINAL	Number of Views														
Title	Number of Events	Age	Language	STEM, ESL or Outreach	Zoom Livestream	YouTube Livestream	Facebook Livestream	Google Livestream (Classroom or Forms)	Co-Sponsor Platform Livestream	Total Livestream	YouTube Recorded	Facebook Streaming Views	Co-Sponsor Platform Recorded	Total Recorded / Never Livestream	Total Recorded / Originally Livestream
Business & Breakfast - A Covid Success Story	1	adult	Bilingual	ESL, Outreach	14					14	6				6
Coffee w/ Director	1	adult	Bilingual	ESL	7					7					
Resilient Communities - The Reindeer Chronicles	1	adult	English		14					14					

Author Talk w/ Robin Wall Kimmerer	1	adult	English		42					42		2167		2167
Learn in Minutes	5	adult	English							9		100		109
Adult Total	9					0	0	0	0	0			109	2173
Anansi Time with Auntie Oni	1	early childhood	English		8									
Storytime	4	early childhood	Spanish							26		155		181
Early Childhood Total	5				8	0	0	0	0	8			181	0
Artemis Book Club - Gaia Girls	1	teen	English		5									
Teen Manga Club	1	teen	English		2									
Teen Total	2				7	0	0	0	0	7			0	0
Recorded Events Posted on YT/FB in December - but these are the additional views that happened in January														
										2 <i>Business and Breakfast - Video Promoted the Small Business Star</i>				
										18 <i>Oran Mor in Concert</i>				
										8 <i>Intro to Google Apps</i>				
										6 <i>Learn in Minutes</i>				
										5 <i>Story Time</i>				

Technology Report

The Technology and Innovation work unit continues to focus on projects and daily activities. One of the most important projects we are working on is the communication technology system. The existing phone system is very old and not without issues. We began exploring traditional phones, but quickly realized that a broader scope of communication technology is needed. We have formed multiple task forces to reach out to community groups. The goal of these task forces is to elicit information on how the public communicates on a daily basis and how GCPLD can incorporate these new ideas.

The next priority project, in its first steps, is the inventory control project. The Technology & Innovation work unit plans to start by examining how the collection moves through the GCPLD environment. This information will be used to close existing gaps with either technology or process improvement.

The Laptop Lending Program continues to develop and grow. Through numerous planning meetings between GCPLD staff and Marmot personnel, the project continues to yield forward motion toward our roll out in the near future.

Routine maintenance milestones were reached during the month with 100% of public computers being replaced at all branches. Information Systems continues to support the public hotspots with minor maintenance issues.

Facilities Report

In January 2021, the Facilities department began the month with filing the Position Description Questionnaire for the Classification and Compensation Project, this was implemented across all departments of the district.

We have narrowed down the most efficient air ionization treatments on the market today, in turn, presented reasoning with benefits to the Board of Trustees. The Board of Trustees also received an overview of local utility distribution maneuverability, saving the District significant costs on natural gas.

The Facilities Technician position continues steps towards onboarding. The District Courier position is taking shape, with the review of the job description.

The Standard Contractor Agreement design was reviewed and the layout was reimplemented to insure ease of script.

The Cooper Commons twenty-year budget was reviewed and dates verified. The lounge seating, chairs, & carpet are scheduled for the first quarter deep clean across all branches.

The LED ballast bypass, hot water recirculation, and Carbondale fireplace projects remain in progress.

All person lifts and elevators continue code compliance, encountering internal inspections with documentation each month.

Facilities collaborated with the Technology and Innovation work unit on updating the intranet with a "Who to Call When" page, this will assist staff with emergency contacts & procedures.

Parachute is being assessed for paint proposals. For Rifle, we are reviewing a concrete landing leveling overhaul to shed moisture away from building structure, the door accompanying this landing was refinished to subside rust growth. Rifle also received Colorado State boiler inspection, pass certificate is posted, abiding code classification. Silt staff area reconfigure to promote staff efficiency is in the second proposal phase. New Castle also received reviews for light controller replacement. Glenwood Springs front exterior slider door received new tracks and belt this month in order to extend longevity. Carbondale continues evaluation of water distribution via rooftop, as well as assessment of snow removal scope completion.

Human Resources Report

The Human Resources Manager continues to focus on recruiting for open positions, exploring training tools, participating in steering committees for the Inventory Control and Communications projects, narrowing the scope of possible comparator agencies for the Compensation, Classification, and Job Analysis project, and has taken on the role of the chairperson for the Executive Leadership Team; as such she is increasing her time spent on the work of this group and is collaborating closely with the chairperson for the Public Services Management Team.

The spring staff day is on April 13, we are developing the agenda and looking forward to an engaging day of virtual training for all staff.

The Branch Managers and a few other manager-level staff are starting their three-part workshop hosted by Library Journal, called: "Equity in Action: Fostering an Antiracist Library Culture," which is an important part of an equity, diversity, and inclusion initiative.

The Human Resources Manager completed the annual workers compensation reconciliation audit and we're expecting a small refund of a few hundred dollars for premiums paid in 2020.

Recruiting update: All library locations are currently hiring for the additional page hours allotted to each location via the 2021 budget. Our Volunteer Coordinator has been hired and will start work on February 22. We've hired a Facilities Technician and he is starting on February 24. On March 1 the Communications and Marketing Manager is joining us and the current Communications & Marketing Manager will transition to her role as Creative Lead. The Silt Circulation Coordinator has been hired as the Interim Branch Manager at Silt until this position is filled. We'll be hiring an Interim Circulation Coordinator to help support the Silt branch during this time.

Staff Education and Development Update: The Interim Education and Development Coordinator is making great strides with the Customer Service training initiative with a target role out date of May 1. Additionally, we are launching a story time refresher trainer that incorporates the elements of Every Child Ready to Read principals for our Youth Services Coordinators. This will be the standard story time training for any GCPLD staff who deliver story time, ensuring the children and their caretakers are consistently receiving high quality story times that are both entertaining and giving them tools to support their child's literacy at home. The Education and Development Coordinator will be facilitating community focus groups for the communications project; and the Education and Development Coordinator has identified a forthcoming training topic for the Executive Leadership Team, Decision-making, and is developing the content for that training session.

Compensation, Classification, and Job Analysis Study Update: GCPLD staff are participating in follow-up interviews with Koff and Associates to provide additional detail and clarification on current duties and responsibilities as described in the Position Description Questionnaires

(PDQs). Interviews conclude at the end of February and then Koff will be drafting revised job descriptions which will be sent to the Executive Director and the Human Resources Manager for review.

Staffing Report - Since 01/22/2021:

New Hires: 2

- Library Associate – Glenwood Springs, 24hrs/week – 02/04/2021
- Volunteer Coordinator – Support Services, 40hrs/week – 02/22/2021

Promotions/Transfers: 3

- Library Associate promoted to Library Specialist at Parachute – 12/29/2020
- Library Associate promoted to Library Specialist at New Castle – 12/29/2020
- Library Associate promoted to Library Specialist at Glenwood – 12/29/2020

Vacancies: 17

- Youth Services Coordinator – Parachute, 40hrs/week
- Facilities Technician – Support Services, 40hrs/week
- Education and Development Coordinator– Support Services, 40hrs/week
- Community Outreach Specialist – Support Services, 40hrs/week
- Communications and Marketing Manager – Support Services, 40hrs/week
- Admin Assistant – Support Services, 40hrs/week
- Courier – Support Services, 24hrs/week
- Library Pages – 10hrs/week
 - 1 at Carbondale
 - 3 at Glenwood Springs
 - 2 at New Castle
 - 1 at Silt
 - 1 at Rifle
 - 1 at Parachute
- Branch Manager - Silt, 40hrs/week

Departures: 3

- Library Page – Glenwood Springs, 10hrs/week – 01/25/2021
- Branch Manager – Silt, 40hrs/week – 02/12/2021
- Library Page – New Castle, 10hrs/week – 02/13/2021

Additional Staffing Information:

Headcount as of 01/22/2021:

- 75 total staff members (does not include subs)
- 32 benefit eligible staff (32 - 40 hours per week); 43 staff with less than 32 hours per week
- 54.95 FTE

Staff Stats by Location – 02/18/2021					
<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</u> (over 32 hours)	<u>Count of Staff not eligible for Benefits</u> (under 32 hours)
Carbondale	7.7	12	308	3	9
Glenwood	7.25	11	290	3	8
New Castle	5.6	7	224	3	4
Silt	5.35	8	214	2	6
Rifle	7.7	12	308	3	9
Parachute	5.75	8	230	3	5
Support Services	15.6	17	624	15	2
Grand Total	54.95	75	2198	32	43

Community Engagement Report

Events

This year, we celebrated Black History Month by promoting a variety of events for children and adults. The first featured “Anansi Time with Aunti Oni” (which was also part of the Winter Reading Challenge) where Aunti Oni told stories and sang songs about the African folktale character Anansi the Spider. We also featured Tommy Terrific who performed baseball-themed magic and centered his show around the history of Satchel Paige and Negro League Baseball. Both videos were available for at least a week and promoted on our website, Facebook, and on YouTube.

For adults we promoted “America’s History: What Does Race Have To Do With It?” featuring Dr. Rosemarie Allen at the end of the month as well as a movie discussion of the documentary film *Quest* at the beginning of March. These were both interactive events where audience participation was encouraged.

Support for Colorado Mountain College’s Common Reader event included quite a few pieces as well. Beyond our normal offering of books and e-books, we created a “Me Museum” passive program where parents were encouraged to work with their children to create an exhibit of all things that represent the child. We also featured a discussion on justice, freedom, and hope during our “Community Conversations” event in partnership with Mountain Voices Project.

Other

We sent another round of information out regarding the elimination of overdue charges. This time we focused on how the old charges were recently forgiven and we asked people to check

their shelves and return as many well-loved books, DVDs, and audiobooks as possible back to the library to clear up any remaining lost materials charges that remained on their accounts.

Garfield County Libraries has partnered with The Aspen Institute, Pitkin County Library, Colorado Mountain College, and Basalt Libraries to bring a series of Town Hall meetings to the Roaring Fork and Colorado River Valleys. Each library will choose a topic that is pertinent to their community and find 1-3 local experts on that subject, and The Aspen Institute will provide a national expert. The Chambers of Commerce will participate as well in helping to choose topics and promote the events. Garfield County Libraries will host all of the Town Halls, giving us some additional exposure within and outside of Garfield County. Topics and dates are still being finalized, and an Memorandum Of Understanding between Garfield County Libraries and The Aspen Institute will be in place to solidify this amazing project.

Statistics

Number of Events Promoted in February:

Virtual – 14

In Person (To-Go Activities) - 14

Followers:

Facebook – 3,274

Instagram – 1,209

Email Newsletter – 19,500

Facebook Reach (the number of unique people who saw our content) in January:

Total – 34,999

Paid – 24,180

From: Glenwood Canyon Restoration Alliance <info@gcrestorationalliance.org>

Date: Tue, Feb 2, 2021 at 3:30 PM

Subject: Restoration News & Updates, Feb 2nd, 2021



A2 | Wednesday, February 3, 2021 | Glenwood Springs Post Independent



Learn from a panel of local experts what energy companies are doing to reduce their impact on climate change as well as what you can do to save energy and money.

WEDNESDAY, FEBRUARY 3 • 3 PM

Free!

With simultaneous interpretation, you can participate in English or Spanish.

Find more information and participate at www.gcpld.org/resilient



New Year, New Opportunities: The partners of the Glenwood Canyon Restoration Alliance are hard at work preparing our 2021 calendar of activities. Keep reading to learn about our 2021 goals and how we plan to achieve them

Thank you for your interest and support in restoration!

Nuevo año, oportunidades nuevas: Los socios del Glenwood Canyon Restoration Alliance trabajan durante el invierno para hacer el calendario de actividades de la primavera, verano, y otoño de 2021. En este email describimos nuestras metas y nuestros métodos para cumplir los objetivos.

¡Gracias para su interés y apoyo en restaurar el cañon!

Who is helping #RestoreGC ?

Click on the logos below to find out more about participating GCRA partners.

Haga click en los logos abajo para aprender más de los socios del GCRA.



SCUTTLEBUTT

ReFUND Colorado

The Donate to Colorado Nonprofit Fund (ReFUND CO) allows state taxpayers to donate a portion of their tax refunds to a Colorado-based nonprofit. This provides the sector with a funding boost and strengthens ties with donors. Learn more about the ReFUND Colorado campaign, timeline, eligibility requirements at refundwhatmatters.org

Warm hearts

Throughout February, Garfield County Libraries will receive donations of personal hygiene supplies and non-perishable food to distribute through LIFT-UP and other local charities. Personal hygiene supplies must be new and can include soap, shampoo, diapers, wipes, feminine pads, razors, and shaving cream. More info is at www.gcpld.org

COMMUNITY

COMMUNITY BRIEFS

Artemis Book Club

Parents, kids and nature lovers can read together to discover how kids can find their voice and be the change they want to see. During this monthly club through the Garfield County Libraries and facilitated by Artemis Ambassador Genevieve Villamizar, read books from the Gaia Girls series by Lee Welles. Free books are available at each of the six Garfield County Libraries on a first come, first served basis. A book discussion will be held virtually starting at 5 p.m. on the second Thursday in February and March. Get more information and participate at www.gcpld.org/resilient. This event is also part of a grant recently secured by your Garfield County Libraries. Resilient Communities: Libraries Respond to Climate Change is a pilot program of the American Library Association.

Warm Hearts in Cold Months: Food and Supply Drive at the Libraries

Help your neighbors this February by donating new personal hygiene supplies and nonperishable food at any of the six Garfield County Libraries. All food will be given to the local LIFT-UP, and suggested items include canned fruit and vegetables, canned soup, tortillas and powdered milk. All personal hygiene supplies will be given to various local charities. Accepted supplies are limited to soap (bar, hand, laundry and dish soap), shampoo, conditioner, diapers, wipes, deodorant, tampons, feminine pads, razors and shaving cream. All items must be new with packaging, and food that has expired will not be accepted. For more information visit www.gcpld.org.

VIRTUAL BUSINESS & BREAKFAST



Featured Topic: Creating that Connection

You've collected names and email addresses from customers - now what?

Second Street Director of Email Success Tim D'Avis will illustrate how to use first party data in your marketing strategy.

TUESDAY, FEBRUARY 9

9 - 10:30 AM • ATTEND VIRTUALLY AT WWW.GCPLD.ORG/BUSINESS



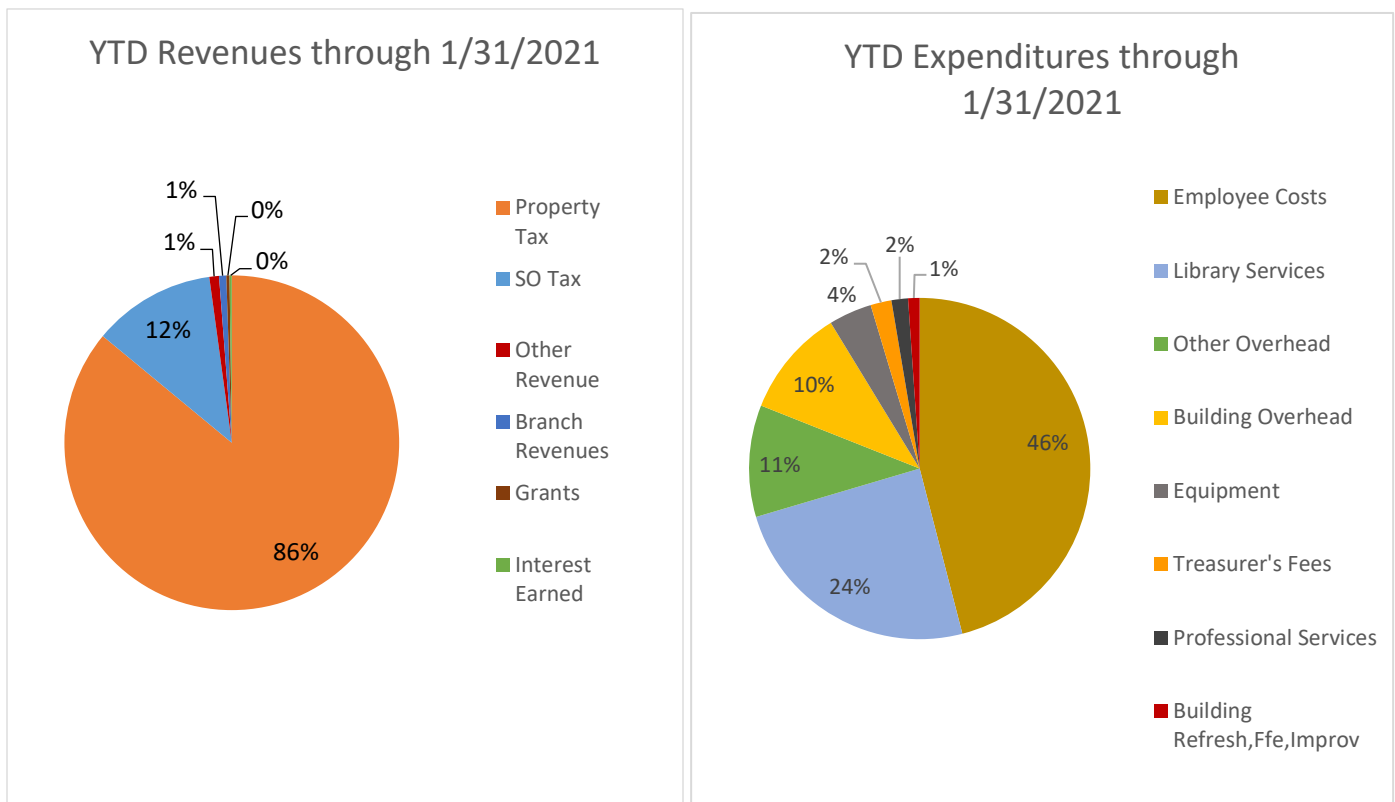
Financial Report

- The final arbitrage rebate circulation on our 2010 COP series has been completed, with **no tax due to the IRS!**

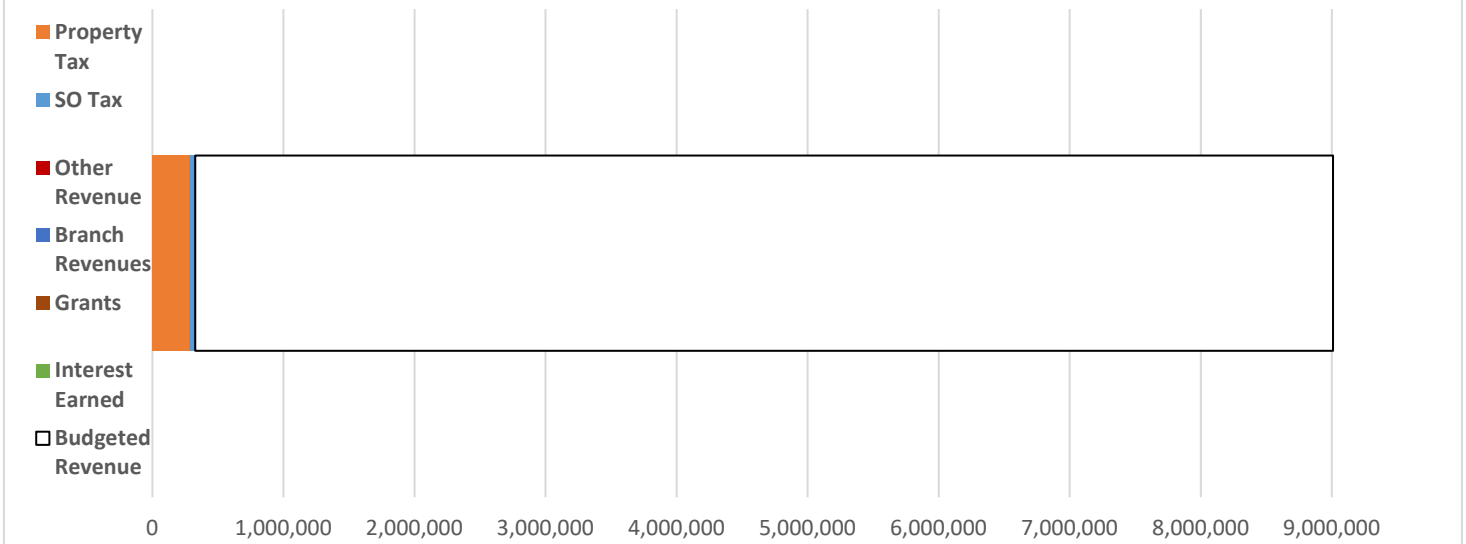
Arbitrage that must be rebated is based on the difference between the amount actually earned on the COP investments and the amount that would have been earned if those investments had a yield equal to the yield on the issue.

- Our 2020 financial statement audit is scheduled for the week of April 26.
- The charts provided below depict all revenues received and expenditures made from 1/1/21 through 1/31/21, and are relative to their respective annual budgets (Unaudited).
- Total revenues received as of 1/31/21 is \$318,386.
- Total expenditures made as of 1/31/21 is \$547,813.
- 8.3% of the year has elapsed as of 1/31/21.
- 3.5% of budgeted revenue (\$9,000,364) has been received.
- 6% of budgeted expenditure (9,000,364) has been made.
- All cash and investment accounts have been reconciled by month end.

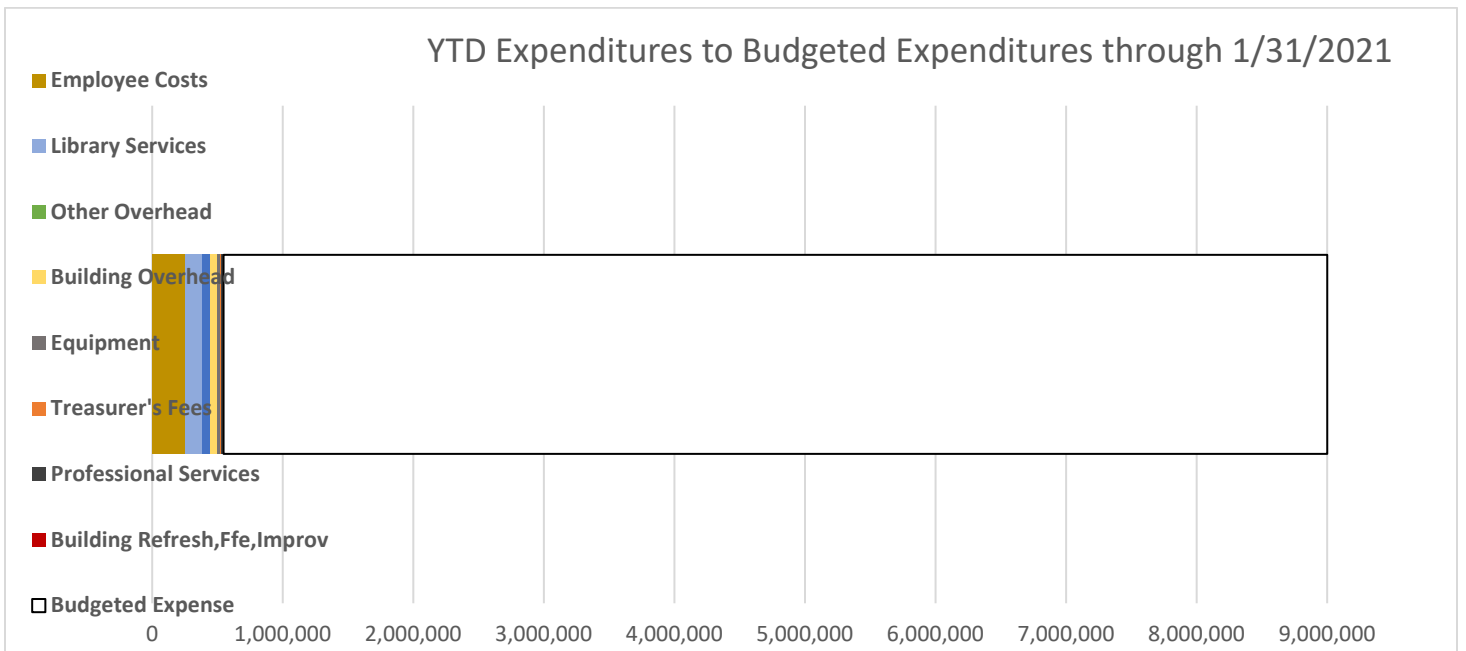
January 2020 Financial Visualization



YTD Revenues to Budgeted Revenues through 1/31/2021



YTD Expenditures to Budgeted Expenditures through 1/31/2021



Garfield County Public Library District
Profit & Loss Budget vs. Actual - PRELIMINARY DRAFT UNAUDITED
Jan 2021

	Jan 2021 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan 2020 Actual	\$ Increase / (Decrease) in Actual '20 to '21
Income						
40100 · Sales Tax Revenue	0.00	2,700,000.00	0.0%	1.	0.00	0.00
40102 · Sales Tax Refunds	(8,533.07)	(70,000.00)	12.19%		(1,804.96)	(6,728.11)
40200 · Property Tax Revenue	281,143.33	5,739,953.00	4.9%		39,418.73	241,724.60
40300 · Specific Ownership Tax Revenue	38,752.17	383,000.00	10.12%		43,341.40	(4,589.23)
40900 · Interest Earned on Investments	710.55	62,000.00	1.15%		7,898.88	(7,188.33)
41000 · Grants	1,000.00	60,111.00	1.66%		30,300.00	(29,300.00)
41200 · Other Revenue	3,030.00	33,000.00	9.18%		1,287.36	1,742.64
41300 · Solar Rebates	0.00	8,000.00	0.0%		713.11	(713.11)
42000 · Branch Revenues	2,283.57	84,300.00	2.71%		7,228.47	(4,944.90)
Total Income	318,386.55	9,000,364.00	3.54%		128,382.99	190,003.56
Expense						
50001 · TREASURER'S FEES	10,870.12	175,059.00	6.21%		5,724.76	5,145.36
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	251,474.08	4,067,809.00	6.18%		217,540.49	33,933.59
52000 · LIBRARY SERVICES	133,723.95	1,399,615.00	9.55%		171,428.18	(37,704.23)
53000 · PROFESSIONAL SERVICES	8,559.83	106,576.00	8.03%		8,503.56	56.27
54000 · BUILDING OVERHEAD	56,181.69	722,591.00	7.78%		34,281.41	21,900.28
54500 · BUILDING REFRESH, FURNITURE,IMPROV	5,946.09	365,000.00	1.63%		209.99	5,736.10
55000 · EQUIPMENT	22,297.73	273,320.00	8.16%		18,363.01	3,934.72
56000 · OTHER OVERHEAD	57,936.00	70,800.00	81.83%	2.	51,520.39	6,415.61
57000 · ADVERTISING & MARKETING	832.46	109,300.00	0.76%		1,193.52	(361.06)
58000 · VEHICLES	(8.88)	13,494.00	-0.07%		210.23	(219.11)
59000 · PARTNERSHIPS	0.00	37,000.00	0.0%		0.00	0.00
Total Expense	547,813.07	9,000,364.00	6.09%		508,975.54	38,837.53
Net Income	(229,426.52)	0.00			(380,592.55)	151,166.03

Footnotes:

1. January sales tax reported in February
2. Annual property, liability, work comp insurance paid in January

Garfield County Public Library District
Balance Sheet (Unaudited)
As of January 31, 2021

ASSETS

Current Assets

Checking/Savings

10010 · Alpine Bank- Gen(..7072)	661,535.72
10050 · Colo Trust - General	7,822,455.51
10051 · Colo Trust - SO Funds	64,296.20
10055 · C-Safe	53,560.75
10060 · Alpine Bank- Payroll(..8785)	6,720.75
10070 · Alpine Bank - Flex(..0583)	5,986.40
10210 · Rocky Mtn Reserve - Flex	638.40
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	1.13
11050 · WF-23652001-Annual Princ. Pmt	4.98

Total Checking/Savings 8,616,274.84

Other Current Assets

12100 · Property tax transfer by Treas	<u>5,751,433.00</u>
--	---------------------

Total Other Current Assets 5,751,433.00

Total Current Assets 14,367,707.84

Other Assets

18400 · Prepaid Exps	28,845.04
18600 · Prepaid Subsc	5,094.44
19100 · Due to / from Foundation	<u>(7,761.41)</u>

Total Other Assets 26,178.07

TOTAL ASSETS 14,393,885.91

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	<u>57,917.70</u>
--------------------------	------------------

Total Accounts Payable 57,917.70

Credit Cards

20510 · Alpine Bank Purchase Card	<u>10,135.14</u>
-----------------------------------	------------------

Total Credit Cards 10,135.14

Other Current Liabilities

21100 · Other Payroll Payables-

21105 · FLEX payable	728.57
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21140 · CRA (retirement)	<u>11,159.46</u>
--------------------------	------------------

Total 21100 · Other Payroll Payables- 11,888.03

21200 · Payroll Payable-	<u>33,773.00</u>
--------------------------	------------------

Total Other Current Liabilities 45,661.03

Total Current Liabilities 113,713.87

Long Term Liabilities

22100 · Deferred Property Tax Revenue	<u>5,751,433.00</u>
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Total Long Term Liabilities 5,751,433.00

Total Liabilities 5,865,146.87

Garfield County Public Library District
Balance Sheet (Unaudited)
As of January 31, 2021

Equity	
30000 · Unassigned Fund Balance	5,314,649.32
30005 · Non-Spendable Fund Balance	3,632.74
30010 · Restricted Fund Balance	180,500.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	3,108,117.50
Net Income	<u>(229,426.52)</u>
Total Equity	<u>8,528,739.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,393,885.91</u></u>

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

	2016		2017		2018		2019		2020	% Incr(Decr) from prior yr
January	165,205.96	-3.53%	173,042.62	4.74%	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%
February	152,316.39	-2.74%	174,041.11	14.26%	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%
March	176,125.01	-4.10%	191,923.78	8.97%	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%
April	178,186.85	0.99%	210,556.56	18.17%	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%
May	181,387.29	-8.75%	205,137.04	13.09%	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%
June	218,515.17	-1.07%	234,797.64	7.45%	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%
July	208,583.74	-3.12%	244,275.30	17.11%	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%
August	211,395.73	1.08%	231,464.51	9.49%	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%
September	206,068.49	-20.80%	220,812.96	7.16%	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%
October	193,259.35	6.05%	214,391.59	10.93%	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%
November	188,021.40	4.60%	211,086.91	12.27%	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%
December	231,320.02	11.87%	236,164.73	2.09%	249,188.16	5.51%	286,039.62	14.79%		-100.00%
TOTAL	2,310,385.40	-2.14%	2,547,694.75	10.27%	2,870,165.76	12.66%	3,059,260.74	6.59%	2,829,457.38	-7.51%

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

	2016		2017		2018		2019		2020	% Incr(Decr) from prior yr
January	107,887.11	-9.35%	167,563.47	55.31%	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%
February	104,937.79	-31.19%	170,638.18	62.61%	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%
March	164,251.80	-9.47%	185,434.83	12.90%	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%
April	175,020.34	-0.45%	162,141.26	-7.36%	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%
May	178,574.83	-9.22%	198,292.51	11.04%	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%
June	217,303.71	0.70%	233,936.90	7.65%	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%
July	206,367.67	-3.88%	242,194.12	17.36%	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%
August	210,453.58	1.03%	230,488.40	9.52%	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%
September	205,021.69	-17.43%	220,265.47	7.44%	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%
October	189,878.10	4.90%	212,474.94	11.90%	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%
November	186,362.81	4.79%	197,432.38	5.94%	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%
December	230,459.68	12.07%	235,522.80	2.20%	248,301.61	5.43%	277,231.38	11.65%		-100.00%
TOTAL	2,176,519.11	-4.42%	2,456,385.26	12.86%	2,848,987.62	15.98%	2,999,959.02	5.30%	2,736,403.04	-8.79%

Intellectual Freedom Presentation

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftfrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Colorado Library Law – The Quick Guide Privacy of User Records CRS 24-90-119

Privacy of User Records CRS 24-90-119	Rough, non-legal summary of statute: Privacy of user records.*
<p>(1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.</p> <p>(2) Records may be disclosed in the following instances:</p> <p style="padding-left: 20px;">(a) When necessary for the reasonable operation of the library;</p> <p style="padding-left: 20px;">(b) Upon written consent of the user;</p> <p style="padding-left: 20px;">(c) Pursuant to subpoena, upon court order, or where otherwise required by law;</p> <p style="padding-left: 20px;">(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.</p> <p>(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.</p>	<ul style="list-style-type: none"> ▪ A public library may not disclose patron records or information about library use unless: <ul style="list-style-type: none"> - needed for library operations; - the user consents; - required through subpoena or court order; - a custodial parent/guardian has access to a minor's library card or authorization number. ▪ Disclosure by a library official, employee or volunteer commits a class 2 petty offense, with up to \$300 fine if convicted.

* Consult with your respective city, county, or district lawyers for legal advice on, and implications of, Colorado Library Law, or call the Colorado State Library for additional information.

For further Public Library Information:
www.ColoradoStateLibrary.org/LibraryDevelopment/PublicLibraries/Index

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Please describe the item in question as fully as you are able:

Title: _____

Author: _____

Publisher: _____

Format: Circle one: book recording (cd, dvd, video) electronic resource other _____

Call number or location in library: _____

Please state the action you wish taken on this item:

Shelve it elsewhere (reclassify)

Remove it from the Library

Other (specify): _____

What is your objection to this item? Please be specific.

What do you believe to be the theme of this work?

Have you read/viewed/listened to the entire work? Yes No

If not, then which parts? (list specific page numbers or sections)

Is this request made on behalf of yourself or a group you represent?

Your Name: _____

Home Telephone: _____ Alternate Telephone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____