

# AGENDA

## Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, October 6, 2022, 2:00 PM

Place: Rifle 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 (pp. 1-2)

### II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting Sept 1, 2022 (pp. 3-5)
- B. Claims for Board Approval: General Fund Aug 16, 2022 to Sept 15, 2022; Alpine Bank Credit Card Statement Aug 2022 (pp. 6-10)

### III. ACTION ITEMS

- A. Public hearing and vote on the FAMILI leave program, Resolution 22-1 (pp. 11-12)
- B. Vote to adopt revised Education Assistance Policy (pp. 13-15)
- C. Vendor selection recommendation for Self-Checkout and RFID systems (p. 16) – Jenn Cook
- D. 2023 budget draft presented – vote to post budget draft for public comment period, Budget Committee - John Mallonee, Kevin Hettler

### IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp.17-23)
- B. Financial / Treasurer Report, Michelle Foster (pp.24-28)
- C. Engagement Survey Presentation, Kim Owens
- D. Branch Report, Amy Tonozzi, Rifle Branch Manager (pp.31-32)
- E. “Did You Know”, Carolyn Tucker

Next Board Meeting November 3, 2022, 2pm, Location: Silt Branch Library, 680 Home Ave, Silt

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: Jamie LaRue, Executive Director  
Posted on: Sept 29, 2022

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING  
Place: Carbondale Branch Library  
September 1, 2022**

**I. A. CALL TO ORDER**

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

**BOARD MEMBERS PRESENT:**

Adrian Rippy -Sheehy  
Michelle Foster  
Jocelyn Durrance  
Carolyn Tucker  
John Mallonee

**STAFF PRESENT:**

Jamie LaRue	James Larson
Kevin Hettler	Jon Medrano
Kat Dressman	Ana Gaytan
Melissa Terry	Mary Clement
Amaranda Fregoso	Kim Owens
Amy Tonozzi	Jenn Cook
Jay Bosley	Ari Beachey
Tracy Kallassy	Stacy Kline
Emily Hisel	Daniel Messer
Patti Anderson	Sara Friend
Trary LaMee	Brenda Kingen
Amanda Louey	

**PUBLIC PRESENT:**

John Lepkowski

**GUESTS PRESENT:**

Kim Seter via phone

**BOARD MEMBERS EXCUSED:**

Crystal Mariscal  
Susan Use

**I. B. PUBLIC COMMENT:**

John Lepkowski – Why library is pushing homosexuality on children? Put books on top shelf with parental discretion. Push books on parental pride. Push books on family. Thousands of dollars being spent on books for gay children. Want books being encouraged for family life. Spend equal money or more on books for family. How to find a spouse? How to raise children? How to be a good citizen? Promote family pride during gay pride.

## **I. APPROVAL OF THE AGENDA**

- A. Changing action item B to a discussion item. The report Just got back from council and the board has not had a chance to review it.

A motion to approve the agenda was made by Carolyn Tucker, seconded by Jocelyn Durrance - **Motion passed unanimously**

## **II. CONSENT ITEMS FOR APPROVAL**

- A. Minutes of Library Board meeting Aug 4, 2022 (pp 2-4)
- B. Claims for Board Approval: General Fund July 16, 2022 to Aug 15, 2022 (pp. 5-6); Alpine Bank Credit Card Statement July 2022 (pp.7-9)

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

## **III. ACTION ITEMS**

- A. Vote to adopt the Colorado State Archives Special Districts Records Management Manual, Resolution 22-2 was made by Jocelyn Durrance, seconded by John Mallonee – **Motion passed unanimously.**
- B. Vote to adopt revised Education Assistance Policy
  - a. This item was moved to a discussion item.
  - b. Kim discussed the proposed changes to the Education Assistance Policy, including expansion of benefits up to the IRS cap on non-taxable compensation. A proposed draft will be voted on in October.

## **IV. DISCUSSION ITEMS**

### **A. Management Report, Jamie LaRue**

Jamie advised board of trustees they are eligible for Mileage reimbursements. Can apply retroactively to Jan 1, 2022. KDNK interview about library trends, banned books week, industry challenges.

### **Executive Director Assimilation Plan – Kim Owens**

This is a 6-month plan serving purpose to help Jamie and all of the staff get acclimated.

### **B. Financial / Treasurer Report, Michelle Foster (pp. 13-17)**

Year to date sales tax revenue is up 11% from same time period last year, but slightly lower this month compared to last July. Budget committee will be presenting a budget draft at the October board meeting.

**C. Budget Committee Update, John Mallonee & Kevin Hettler**

The 2023 budget draft will be presented at the October board meeting. Followed by the 30-day public comment period. We will see a \$1.9M increase to property tax revenue in 2023, as a result of an increase to the property valuation of oil & gas properties. Natural gas commodity pricing remains high in 2022, therefore we will likely see a second year of increased property tax revenue in 2024. We will continue with a solid budget for all Library services. In addition, the 2023 budget draft will likely propose cost of living adjustments to wages, expansion of the education assistance program, Spanish stipend pilot program, board training and development, capital projects in response to our recently completed facilities master plan, and a revamp of the circulation desk layouts.

**D. Branch Report, Tracy Kallassy, Carbondale Branch Manager**

Sarah did an amazing job while Tracy was on vacation. Summer reading more than doubled, 669 signups. Kat went to a lot of the schools to sell the program. All staff were promoting it to everyone that walked through the door. New menstrual product dispenser in women's bathroom. New sun dial was donated. Chalk walls done by local artist. Starting to increase art presence with rotation of local artists. Doing compost for 3-month trail thanks to Amy Krakow. Kickoff banned books week. Paws to read program coming back.

**E. "Did You Know", Jocelyn Durrance**

Over 200 creative artist and artisans in Carbondale. Creative art district is a state program. Got grant in 2016.

A motion to adjourn was made by Adrian Rippy-Sheehy.

The meeting adjourned at **3:03 pm**.

**NEXT MEETING**

The next regular board meeting will be held October 6, 2022 at the Rifle Branch Library at 2:00pm.

**Garfield County Public Library District**  
**Claims for Board Approval**  
**August 16 through September 15, 2022**

Date	Num	Name	Memo	Amount
<b>10010 - Alpine Bank- Gen(..7072)</b>				
08/16/2022	25014	Westin Westminster	Calcon conference lodging	(334.95)
08/19/2022	25015	[REDACTED] M	payroll manual check	(253.74)
08/24/2022	eft	CRA	Aug retirement contributions	(9,944.56)
08/24/2022	Eft	CRA	Aug retirement contributions	(4,150.47)
08/26/2022	eft	Alpine Bank	July c.c. pmt	(16,586.01)
08/31/2022	25016	A Clean Break, LLC	RI, SI, NC August cleaning	(6,700.00)
08/31/2022	25017	City of Rifle	Building Permit RI 2nd floor	(3,351.13)
08/31/2022	25018	CodeCombat Inc.	teen digital library subscription	(9,000.00)
08/31/2022	25019	Ingram Library Services	Library materials	(11,568.11)
08/31/2022	25020	Midwest Tape	Library materials	(6,545.59)
08/31/2022	25021	OverDrive	Library eMaterials	(5,437.38)
08/31/2022	25022	The Home Group Inc	Design services RI 2nd floor	(2,275.00)
08/31/2022	25023	Velasco Torres, Oscar David	CAD drafting services RI 2nd floor	(1,100.00)
08/31/2022	25024	Acme Fire Alarm Company Inc	SI monitoring module replacement	(248.75)
08/31/2022	25025	AFLAC	supplemental insurance	(215.40)
08/31/2022	25026	Birds Beware Window Washing	Exterior window cleaning - all branches	(2,325.00)
08/31/2022	25027	Black Hills Energy	GW & CA gas	(716.03)
08/31/2022	25028	Callison, Jennifer	Airfare to Guadalajara Intl. Book Fair reimburs...	(848.64)
08/31/2022	25029	Cardiff Cleaning Service	GW CA Janitorial service	(4,292.00)
08/31/2022	25030	Citadel Security Group, LLC	GW Security service	(2,893.41)
08/31/2022	25031	City of Glenwood Springs	GW electricity	(1,159.68)
08/31/2022	25032	De Lage Landen Financial Services, ...	Copier lease	(449.00)
08/31/2022	25033	Demco	CA easels	(171.36)
08/31/2022	25034	EverGreen ZeroWaste	CA compost collection services	(140.00)
08/31/2022	25035	Fabela, Silveria	CA bilingual storytime	(420.00)
08/31/2022	25036	Garcia, Alex	Airfare to Guadalajara Intl. Book Fair reimburs...	(768.64)
08/31/2022	25037	ImageNet Consulting LLC	PA copies	(228.84)
08/31/2022	25038	JanWay Company USA, Inc.	patron delivery supplies	(1,459.72)
08/31/2022	25039	LaRue, James	Mileage reimbursement	(57.50)
08/31/2022	25040	Marmot Library Network, Inc.	NC printer & monitor	(338.99)
08/31/2022	25041	Mountain Parent LLC	Ads	(700.00)
08/31/2022	25042	Reliance Standard	August disability insurance	(972.77)
08/31/2022	25043	Roaring Fork Chalk LLC	CA chalk wall art	(250.00)
08/31/2022	25044	Sodexo, Inc & Affiliates	Staff day lunch, 75% deposit	(793.59)
08/31/2022	25045	Terry, Melissa	Mileage reimbursement	(33.75)
08/31/2022	25046	Tiger, Inc.	gas delivery	(540.31)
08/31/2022	25047	Universal Mechanical Services, LLC	RI SI hvac repairs	(2,569.31)
08/31/2022	25048	Van Clief, Emily	Tea ceremony demonstration	(500.00)
08/31/2022	25049	Velasco Enterprises Limited	spanish translation services	(2,340.00)
08/31/2022	25050	Versatile Productions, Inc.	Video recording services for dance presentation	(755.00)
09/01/2022	Eft	Alpine Bank- CC	Sept merchant fees	(259.26)
09/07/2022	Eft	Verizon Wireless	Cell phones, hotspots, & filtering service	(6,869.97)
09/15/2022	25051	Ingram Library Services	Library materials	(4,153.24)
09/15/2022	25052	Midwest Tape	Hoopla and library materials	(4,954.37)
09/15/2022	25053	Willis Towers/CEBT	October health insurance	(34,875.75)
09/15/2022	25054	Amazon .com	August amazon purchases	(2,268.23)
09/15/2022	1001334	625-Water(9283)	RI SI Staff water	(85.40)
09/15/2022	bp ele...	AFLAC	September supplemental insurance	(107.70)
09/15/2022	1001335	Amazon Capital Services	office / program supplies	(225.12)
09/15/2022	1001336	American Janitor LLC	PA August cleaning	(1,096.00)
09/15/2022	1001337	Carbondale Chamber of Commerce	Monthly eFlyer ad	(10.00)
09/15/2022	1001338	Carsten, Toni	Mileage reimbursement	(57.50)
09/15/2022	1001339	Cedar Networks	September broadband	(1,194.00)
09/15/2022	1001340	CenturyLink	alarm / elevator telephone service	(430.14)
09/15/2022	1001341	Citadel Security Group, LLC	GW security service	(2,905.05)
09/15/2022	bp ele...	City of Glenwood Springs	GW electricity	(1,297.41)
09/15/2022	bp ele...	City of Rifle	RI water/sewer	(157.83)
09/15/2022	bp ele...	Colorado Mountain News Media	Ads	(213.00)
09/15/2022	bp ele...	Cura HR, LLC	HR support, DiSC training, employee engage...	(4,892.50)
09/15/2022	1001342	Demco	RI processing supplies	(185.98)
09/15/2022	1001343	Erickson, Sara	Returned material refund	(16.99)
09/15/2022	1001344	Findaway World LLC	Launchpad cases	(129.90)
09/15/2022	1001345	JanWay Company USA, Inc.	Staff Day swag	(747.58)
09/15/2022	1001346	Jean's Printing	business cards	(248.21)
09/15/2022	1001347	Jo-Ann Stores, LLC	Creativebug Enterprise renewal	(1,525.00)
09/15/2022	1001348	Kline, Stacy	Mileage reimbursement	(78.28)
09/15/2022	1001349	LibraryWorks, Inc.	Unlimited registration webinar	(299.00)
09/15/2022	1001350	Marmot Library Network, Inc.	NC 2 monitors	(364.98)

9:50 AM

09/22/22

Accrual Basis

**Garfield County Public Library District**  
**Claims for Board Approval**  
**August 16 through September 15, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/15/2022	1001351	Medrano, Jonathan	mileage reimbursement	(53.80)
09/15/2022	1001352	Messer, Daniel	Mileage reimbursement	(33.12)
09/15/2022	bp ele...	Mountain Pest Control, Inc.	Aug spraying	(307.00)
09/15/2022	1001353	Mountain Waste & Recycling	SI trash / recycling	(73.13)
09/15/2022	1001354	OverDrive	Library e-materials	(60.00)
09/15/2022	1001355	Seter & Vander Wall, P.C.	Legal services	(1,435.00)
09/15/2022	1001356	Tiger, Inc.	gas transport	(706.11)
09/15/2022	1001357	Town of Carbondale	water / sewer	(84.00)
09/15/2022	bp ele...	Town of New Castle	water / sewer	(215.18)
09/15/2022	1001358	Town of Parachute	water / sewer / trash	(910.90)
09/15/2022	bp ele...	Town of Silt	water / sewer	(151.20)
09/15/2022	1001359	Unique Management Services, Inc.	Collections service	(179.10)
09/15/2022	bp ele...	Waste Management	Trash/recycling	(305.19)
09/15/2022	bp ele...	WEX Bank	August vehicle fuel / oil change	(914.73)
09/15/2022	1001360	Zuniga, Rebecca	Mileage reimbursement	(17.50)
Total 10010 · Alpine Bank- Gen(..7072)				(178,528.98)
<b>TOTAL</b>				<b>(178,528.98)</b>

## Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 08/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>						16,586.01
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 135 items</b>						
Credit Card Charge	08/01/2022	SSAuntFlow	CA Aunt Flow dispenser & s...	X	(495.00)	(495.00)
Credit Card Charge	08/01/2022	SS4imprint	Lanyards	X	(325.95)	(820.95)
Credit Card Charge	08/01/2022	NCUSPS	ILL postage	X	(6.64)	(827.59)
Credit Card Charge	08/01/2022	RIUSPS	ILL postage	X	(4.58)	(832.17)
Credit Card Charge	08/02/2022	SSLaQuinta	Lodging for performer	X	(447.00)	(1,279.17)
Credit Card Charge	08/02/2022	SSLaQuinta	Lodging for performer	X	(447.00)	(1,726.17)
Credit Card Charge	08/03/2022	PABoardFoxG	PA unrestricted donations - ...	X	(178.94)	(1,905.11)
Credit Card Charge	08/03/2022	SSWalmart	Summer staff picnic beverages	X	(99.68)	(2,004.79)
Credit Card Charge	08/03/2022	RIUSPS	ILL postage	X	(8.32)	(2,013.11)
Credit Card Charge	08/03/2022	GWCityMarke	GW staff morale	X	(6.99)	(2,020.10)
Credit Card Charge	08/04/2022	SSEntravisi	Radio ads	X	(1,650.00)	(3,670.10)
Credit Card Charge	08/04/2022	SSLakeshore	CA storytime supplies	X	(130.99)	(3,801.09)
Credit Card Charge	08/04/2022	PAALA	ALA membership: CM	X	(68.00)	(3,869.09)
Credit Card Charge	08/04/2022	PAClark'sMa	Board meeting refreshments	X	(32.75)	(3,901.84)
Credit Card Charge	08/04/2022	GWWalmart	GW refreshements for concert	X	(19.44)	(3,921.28)
Credit Card Charge	08/04/2022	PAUSPS	PA staff morale	X	(8.99)	(3,930.27)
Credit Card Charge	08/04/2022	PAUSPS	ILL postage	X	(6.47)	(3,936.74)
Credit Card Charge	08/05/2022	SSQdoba	Summer staff picnic catering	X	(2,123.37)	(6,060.11)
Credit Card Charge	08/05/2022	SSAmazon	Library materials	X	(159.77)	(6,219.88)
Credit Card Charge	08/05/2022	SIHogbackPi	SI teen writing club refreshm...	X	(43.80)	(6,263.68)
Credit Card Charge	08/05/2022	RICityMarke	RI staff morale	X	(16.47)	(6,280.15)
Credit Card Charge	08/05/2022	NCSpiritsof	Summer staff picnic ice	X	(11.98)	(6,292.13)
Credit Card Charge	08/05/2022	NCCityMarke	Summer staff picnic ice	X	(11.97)	(6,304.10)
Credit Card Charge	08/07/2022	CACricut	Cricut subscription	X	(10.61)	(6,314.71)
Credit Card Charge	08/08/2022	CAPeppino's	CA staff end of Summer Rea...	X	(119.37)	(6,434.08)
Credit Card Charge	08/08/2022	CACityMarke	CA staff end of Summer Rea...	X	(31.65)	(6,465.73)
Credit Card Charge	08/08/2022	NCCityMarke	NC SPARK supplies	X	(17.51)	(6,483.24)
Credit Card Charge	08/08/2022	SSValleyLum	Windshield washer fluid	X	(14.97)	(6,498.21)
Credit Card Charge	08/08/2022	SSValleyLum	Windshield washer fluid	X	(14.22)	(6,512.43)
Credit Card Charge	08/08/2022	CAUSPS	ILL postage	X	(3.95)	(6,516.38)
Credit Card Charge	08/08/2022	RIUSPS	ILL postage	X	(3.49)	(6,519.87)
Credit Card Charge	08/08/2022	PAUSPS	ILL postage	X	(3.32)	(6,523.19)
Credit Card Charge	08/08/2022	NCUSPS	ILL postage	X	(3.32)	(6,526.51)
Credit Card Charge	08/09/2022	SSDiscountS	PA children & teen program ...	X	(400.31)	(6,926.82)
Credit Card Charge	08/09/2022	SIUSPS	SI ILL postage & stamps	X	(26.18)	(6,953.00)
Credit Card Charge	08/10/2022	SSFolkmanis	CA storytime supplies	X	(217.35)	(7,170.35)
Credit Card Charge	08/11/2022	SSBananasFu	SRP grand prizes	X	(1,577.50)	(8,747.85)
Credit Card Charge	08/11/2022	SSGetAir	SRP grand prize	X	(155.00)	(8,902.85)
Credit Card Charge	08/11/2022	RISundeeStu	RI crafting circle supplies	X	(30.00)	(8,932.85)
Credit Card Charge	08/11/2022	SSAdobe	Adobe Stock subscription	X	(29.99)	(8,962.84)
Credit Card Charge	08/11/2022	SSAdobe	Adobe Creative Cloud subsc...	X	(29.99)	(8,992.83)
Credit Card Charge	08/11/2022	SIDollarGen	SI office supplies	X	(19.00)	(9,011.83)
Credit Card Charge	08/11/2022	SIDollarGen	SI janitorial supplies	X	(14.50)	(9,026.33)
Credit Card Charge	08/11/2022	SSDahl	GW plumbing supplies	X	(13.68)	(9,040.01)
Credit Card Charge	08/11/2022	SIUSPS	ILL postage	X	(6.47)	(9,046.48)
Credit Card Charge	08/11/2022	GWUSPS	ILL postage	X	(3.95)	(9,050.43)
Credit Card Charge	08/12/2022	SSStickToge	RI passive program supplies	X	(172.39)	(9,222.82)
Credit Card Charge	08/12/2022	GWCityMarke	GW refreshments for program	X	(60.03)	(9,282.85)
Credit Card Charge	08/12/2022	SSEITapatio	Community interview meeting	X	(42.50)	(9,325.35)
Credit Card Charge	08/12/2022	SSLowe's	Drill bits	X	(30.46)	(9,355.81)
Credit Card Charge	08/13/2022	SSGlenwoodC	SRP grand prizes	X	(516.00)	(9,871.81)
Credit Card Charge	08/13/2022	SSBananasFu	SRP grand prize	X	(175.00)	(10,046.81)
Credit Card Charge	08/15/2022	NCUSPS	ILL postage	X	(14.54)	(10,061.35)
Credit Card Charge	08/15/2022	CAUSPS	ILL postage	X	(3.32)	(10,064.67)
Credit Card Charge	08/16/2022	PAWalmart	PA Grand Valley Days parad...	X	(68.68)	(10,133.35)
Credit Card Charge	08/16/2022	RIWalmart	RI storytime supplies	X	(34.55)	(10,167.90)
Credit Card Charge	08/16/2022	SSWalmart	Furniture sliders	X	(11.96)	(10,179.86)
Credit Card Charge	08/16/2022	PAUSPS	ILL postage	X	(7.27)	(10,187.13)
Credit Card Charge	08/16/2022	SSValleyLum	NC doorstep	X	(3.99)	(10,191.12)
Credit Card Charge	08/16/2022	GWUSPS	ILL postage	X	(3.32)	(10,194.44)
Credit Card Charge	08/17/2022	CACityMarke	CA refreshments for Library ...	X	(89.54)	(10,283.98)
Credit Card Charge	08/17/2022	SIWalmart	SI refreshments for programs	X	(42.24)	(10,326.22)
Credit Card Charge	08/17/2022	SSAmazon	RI bird deterrent window stic...	X	(39.75)	(10,365.97)
Credit Card Charge	08/17/2022	SSWalmart	RI office supplies	X	(22.31)	(10,388.28)
Credit Card Charge	08/17/2022	SSWalmart	RI janitorial supplies	X	(17.14)	(10,405.42)



## Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 08/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	08/17/2022	PAFamilyDol	PA Grand Valley Days parad...	X	(13.65)	(10,419.07)
Credit Card Charge	08/17/2022	RIUSPS	ILL postage	X	(8.53)	(10,427.60)
Credit Card Charge	08/17/2022	PAUSPS	ILL postage	X	(3.32)	(10,430.92)
Credit Card Charge	08/18/2022	NCWalmart	NC candy for parade	X	(100.03)	(10,530.95)
Credit Card Charge	08/18/2022	SIHogbackPi	SI refreshments for program	X	(58.50)	(10,589.45)
Credit Card Charge	08/18/2022	NCWalmart	NC tween/teen program sup...	X	(27.14)	(10,616.59)
Credit Card Charge	08/18/2022	SIWalmart	SI refreshments for program	X	(16.84)	(10,633.43)
Credit Card Charge	08/18/2022	RIWalmart	RI staff morale	X	(14.22)	(10,647.65)
Credit Card Charge	08/19/2022	SSNextiva	Nextiva recurring subscriptio...	X	(2,078.06)	(12,725.71)
Credit Card Charge	08/19/2022	SSAmazon	Facilities tools	X	(157.22)	(12,882.93)
Credit Card Charge	08/19/2022	SSRiverBlen	Western CO Public Libraries ...	X	(130.85)	(13,013.78)
Credit Card Charge	08/19/2022	SSAmazon	RI restroom child protection ...	X	(92.00)	(13,105.78)
Credit Card Charge	08/19/2022	SSAmazon	Staff wireless PC peripherals...	X	(85.24)	(13,191.02)
Credit Card Charge	08/19/2022	RIWhistlePi	RI staff morale	X	(73.60)	(13,264.62)
Credit Card Charge	08/19/2022	SSAmazon	RI bird deterrent window stic...	X	(71.55)	(13,336.17)
Credit Card Charge	08/19/2022	RICLiC	CLEL conference registration...	X	(35.00)	(13,371.17)
Credit Card Charge	08/19/2022	SSAmazon	Facilities tools	X	(29.00)	(13,400.17)
Credit Card Charge	08/19/2022	GWWalmart	GW refreshments for D&D	X	(13.94)	(13,414.11)
Credit Card Charge	08/19/2022	SSAmazon	Facilities tools	X	(7.95)	(13,422.06)
Credit Card Charge	08/20/2022	SIWalmart	SI staff supplies	X	(221.89)	(13,643.95)
Credit Card Charge	08/20/2022	SSBananasFu	SRP grand prize	X	(175.00)	(13,818.95)
Credit Card Charge	08/20/2022	SSGetAir	SRP grand prize	X	(155.00)	(13,973.95)
Credit Card Charge	08/20/2022	SSAdobe	Adobe Creative Cloud subsc...	X	(29.99)	(14,003.94)
Credit Card Charge	08/20/2022	SIDunkinDon	SI staff morale	X	(24.25)	(14,028.19)
Credit Card Charge	08/21/2022	SSAmazon	Carhartt tool bag	X	(99.99)	(14,128.18)
Credit Card Charge	08/22/2022	SS88Grill	Community interview meeting	X	(44.69)	(14,172.87)
Credit Card Charge	08/22/2022	PACLiC	CLEL conference registration...	X	(35.00)	(14,207.87)
Credit Card Charge	08/22/2022	PAFamilyDol	PA Monday Madness refresh...	X	(31.80)	(14,239.67)
Credit Card Charge	08/22/2022	SIDollarTre	SI staff morale	X	(29.25)	(14,268.92)
Credit Card Charge	08/22/2022	GWUSPS	ILL postage	X	(3.32)	(14,272.24)
Credit Card Charge	08/22/2022	SIUSPS	ILL postage	X	(3.32)	(14,275.56)
Credit Card Charge	08/23/2022	SSRobly	Robly email newsletter platfo...	X	(52.50)	(14,328.06)
Credit Card Charge	08/23/2022	GWCLiC	CLEL conference registration...	X	(35.00)	(14,363.06)
Credit Card Charge	08/23/2022	SSValleyLum	RI replacement switch	X	(22.79)	(14,385.85)
Credit Card Charge	08/23/2022	PAWalmart	PA Food for Thought supplies	X	(18.24)	(14,404.09)
Credit Card Charge	08/23/2022	SSAdobe	Adobe Pro DC subscription	X	(16.99)	(14,421.08)
Credit Card Charge	08/23/2022	NCUSPS	ILL postage	X	(13.91)	(14,434.99)
Credit Card Charge	08/24/2022	SSAICPA	AICPA membership	X	(315.00)	(14,749.99)
Credit Card Charge	08/24/2022	SSUSPS	Return postage & stamps	X	(261.00)	(15,010.99)
Credit Card Charge	08/24/2022	PASpringsOr	CALLI per diem	X	(51.18)	(15,062.17)
Credit Card Charge	08/24/2022	GWSpringsOr	CALLI per diem	X	(48.00)	(15,110.17)
Credit Card Charge	08/24/2022	PATRM	Fuel for Silver Bullet	X	(45.27)	(15,155.44)
Credit Card Charge	08/24/2022	RICityMarke	RI refreshments for talking ci...	X	(30.12)	(15,185.56)
Credit Card Charge	08/24/2022	SSWalmart	Janitorial supplies	X	(3.48)	(15,189.04)
Credit Card Charge	08/24/2022	RIUSPS	ILL postage	X	(3.32)	(15,192.36)
Credit Card Charge	08/25/2022	SSDiscountS	PA storytime supplies	X	(342.24)	(15,534.60)
Credit Card Charge	08/25/2022	PAMiguel's	CALLI per diem	X	(21.59)	(15,556.19)
Credit Card Charge	08/25/2022	GW Miguel's	GW per diem	X	(19.19)	(15,575.38)
Credit Card Charge	08/25/2022	GW EinsteinB	CALLI per diem	X	(14.78)	(15,590.16)
Credit Card Charge	08/25/2022	GW Kiowa	CALLI parking	X	(10.00)	(15,600.16)
Credit Card Charge	08/26/2022	GW HyattPlac	CALLI lodging	X	(349.78)	(15,949.94)
Credit Card Charge	08/26/2022	PA HyattPlac	CALLI lodging	X	(314.24)	(16,264.18)
Credit Card Charge	08/26/2022	SSValleyLum	Clamps & glue	X	(82.95)	(16,347.13)
Credit Card Charge	08/26/2022	SSThaiChili	Community interview meeting	X	(50.14)	(16,397.27)
Credit Card Charge	08/26/2022	GWWhiskeySt	CALLI per diem	X	(45.89)	(16,443.16)
Credit Card Charge	08/26/2022	SSWalmart	Facilities cell phone case	X	(30.82)	(16,473.98)
Credit Card Charge	08/26/2022	GWWalmart	Staff day candy	X	(29.46)	(16,503.44)
Credit Card Charge	08/26/2022	PAWhiskeySt	CALLI per diem	X	(10.89)	(16,514.33)
Credit Card Charge	08/26/2022	GWWalmart	GW back to school night priz...	X	(9.94)	(16,524.27)
Credit Card Charge	08/26/2022	RIWalmart	RI craft supplies	X	(7.36)	(16,531.63)
Credit Card Charge	08/26/2022	GW Kiowa	CALLI parking	X	(7.00)	(16,538.63)
Credit Card Charge	08/26/2022	GWAltaConve	CALLI per diem	X	(4.15)	(16,542.78)
Credit Card Charge	08/26/2022	GWTownofBre	CALLI parking	X	(0.50)	(16,543.28)
Credit Card Charge	08/28/2022	SIWalmart	SI refreshments for programs	X	(121.34)	(16,664.62)
Credit Card Charge	08/28/2022	SIWalmart	SI staff supplies	X	(62.06)	(16,726.68)
Credit Card Charge	08/29/2022	GWUSPS	GW ILL postage & stamps	X	(63.32)	(16,790.00)
Credit Card Charge	08/29/2022	NCUSPS	ILL postage	X	(6.64)	(16,796.64)
Credit Card Charge	08/30/2022	RIAmericanA	ARSL conference airfare	X	(956.71)	(17,753.35)

3:22 PM

09/26/22

## Garfield County Public Library District

## Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 08/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	08/30/2022	SSDenco	Large format printer supplies	X	(92.87)	(17,846.22)
Credit Card Charge	08/31/2022	PAKasa	CALLI lodging	X	(457.87)	(18,304.09)
Total Charges and Cash Advances					(18,304.09)	(18,304.09)
<b>Payments and Credits - 3 items</b>						
Credit Card Credit	08/08/2022	SSValleyLum	Refund for windshield washe...	X	14.97	14.97
Credit Card Credit	08/24/2022	SSFolkmanis	Refund for sales tax paid	X	8.17	23.14
Check	08/26/2022	eft	July c.c. pmt	X	16,586.01	16,609.15
Total Cleared Transactions					(1,694.94)	(1,694.94)
Cleared Balance					1,694.94	18,280.95
Register Balance as of 08/31/2022					1,694.94	18,280.95
<b>Ending Balance</b>					<b>1,694.94</b>	<b>18,280.95</b>



**RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
GARFIELD COUNTY PUBLIC LIBRARY DISTRICT**

**RESOLUTION NO. 22-1**

**DECLINING PARTICIPATION IN THE COLORADO PAID FAMILY AND MEDICAL  
LEAVE INSURANCE PROGRAM**

Recitals

Colorado voters approved Proposition 118, in November 2020 which was codified in §§ 8-13.3-501, *et seq.*, C.R.S., establishing the Family and Medical Leave Insurance Program ("FAMLI") to provide Colorado workers paid leave for qualifying family and medical circumstances.

FAMLI will be funded by premiums paid by Colorado employers, employees, and independent contractors that elect to participate in the in the program with premium collection commencing January 1, 2023, and benefits beginning January 1, 2024.

FAMLI provides that any "local government" "employer", as defined by §§ 8-13.3-503(14), 29-1-304.5(3)(b), C.R.S. and § 8-13.3-502(8), C.R.S., may register with the program by January 1, 2023, and a local government employer that fails to register by January 1, 2023, will be deemed a participate in the program.

FAMLI provides in § 8-13.3-522, C.R.S., that a local government employer may decline participation in the program upon a majority vote of its governing body, provided the governing body first holds a public hearing on the matter with prior written notice to employees summarizing the program and vote process and giving employees opportunity to submit comments.

FAMLI also provides that, to avoid being subject to premium collection commencing January 1, 2023, a local government employer must register with the program and provide notice of a decision to decline participation by January 1, 2023.

Any local government employee whose employer declines participation may elect to participate in the FAMLI program as an individual and, a local government employer declining participation may elect to help facilitate its employees' participation by collecting and remitting the employee premiums.

The Board of Trustees of the Garfield County Public Library District ("District") held a public hearing at a public meeting held September 1, 2022 at 2pm at Carbondale Branch Library, Carbondale, CO, and District employees were provided written notice of the public hearing and opportunity to comment on the District's participation in the program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT AS FOLLOWS:

1. The Board finds and determines that, with regard to the public hearing on the decision of whether to decline participation in FAMLII, notice was given and the hearing was conducted in accordance with FAMLII and the rules and regulations adopted by the Colorado Department of Labor and Employment.
2. The Board of Directors, acting for and on behalf of the District, hereby declines participation in the FAMLII program.
3. The District *will [will not]* facilitate premium collection and remittance for employees that elect to participate in the FAMLII program.
4. District management shall implement this Resolution consistent with FAMLII and the rules and regulations adopted by the Colorado Department of Labor and Employment.
5. Provided the Board does not subsequently elect to participate in the FAMLII program, the District's declination is effective for eight years from the date of this Resolution, and the Board will determine whether to continue declining participation in the FAMLII program prior to expiration of the eight-year period.

APPROVED AND ADOPTED THIS \_\_\_ DAY OF SEPTEMBER, 2022, by the Board of Trustees.

**GARFIELD COUNTY PUBLIC LIBRARY  
DISTRICT**

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary/Assistant Secretary

## **DRAFT - Education Assistance Policy and Program**

### **Policy**

The Library District may provide education assistance to GCPLD staff members who meet certain eligibility requirements.

Education assistance may be provided prior to the start of classes for classes (either undergraduate- or graduate-level) that offer either growth in an area related to a staff member's current position or that may lead to promotional opportunities within the Library District; and/or improve the effectiveness of the Library District.

The education assistance program provides up to the current IRS maximum (<https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>) non-taxable compensation per calendar year. More funds may be available depending upon the number of staff seeking the benefit. Benefits paid over the IRS maximum are taxable compensation. The Executive Director reserves the right to decide if a class or expense qualifies for education assistance.

Benefits do not include payments for meals, lodging, or transportation; tools or supplies (other than textbooks) that can be kept after completing the course of instruction; courses involving sports, games, or hobbies unless they have a reasonable relationship to the business of GCPLD or are required as part of a degree program.

Education assistance will not be granted for expenses paid for by scholarships, grants, or other financial aid that is not a loan.

The Library District prefers to make the educational assistance payment directly to the institution or to the education loan lender whenever possible.

While educational assistance is expected to enhance staff members' performance and professional abilities, the Library District cannot guarantee that participation in formal education will result in automatic advancement, to a different job assignment, or pay increases.

Contact Human Resources (HR) for more information.

### **Eligibility**

Full- and part-time staff members who have completed six-months of employment and are in an Active Status (not on a leave of absence) are eligible under this policy. If the staff member drops out of the class(es) or voluntarily leaves employment with the Library District prior to completion of the class(es), that staff member must reimburse any education assistance received for the applicable class(es).

### **Procedures**

To apply for education assistance, staff should follow the procedures listed here:

- Prior to enrolling in a class(es), the staff member must provide their manager with information about the class(es) for which they would like to receive assistance and discuss the job-relatedness of the continuing education, and any possible impact on their work schedule or availability to work.
- An education assistance application must be completed by the staff member and approved by the



manager and the Executive Director.

- The staff member must submit the completed application, a copy of the class(es) description, and a statement of expenses (or education loan statement) with payment remittance instructions from the institution to HR.
- The HR department will coordinate the education assistance payment with the finance department.
- The Library District retains the right to request additional information if necessary for consideration of the application.

### **Education Assistance Policy and Program - 2022 Addendum**

The Library District may reimburse staff members for qualified education expenses incurred in 2022 and not paid for by scholarships, grants, or other financial aid that is not a loan. To be eligible, staff must have six months of service and are in an active status with the Library District.

#### **Procedures**

To apply for reimbursement in 2022, staff should follow the procedures listed here:

- The staff member must provide their manager with information about the class(es) for which they would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- An education assistance application must be completed by the staff member and approved by the manager and the Executive Director.
- The staff member submits the completed application, a copy of the class(es) description, and itemized receipts for the educational expenses showing their out-of-pocket cost to HR.
- The HR department will coordinate the education assistance reimbursement with the finance department.

## Application for Education Assistance

Applicant's First & Last Name:

Branch or Department:

Date:

Title of class(es):

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Education assistance may be considered after a full- or part-time staff member has been with the Library District for six months. Education assistance up to the current IRS maximum per calendar year is non-taxable compensation. Education assistance over the IRS allowable maximum in a calendar year is taxable compensation.

To request education assistance, please submit:

- The education assistance application approved by your manager and the Executive Director.
  - Be sure to include a copy of the class(es) description.
- A statement of expenses with payment remittance instructions from the institution.
- If education assistance is being requested to apply to a qualified education loan, provide a copy of the loan statement with the balance owed amount with payment remittance instructions to the lender.

By signing this request, I acknowledge that if I do not complete the class(es) for which I am receiving education assistance, or if I leave the employment of the Library District before the class(es) are completed, I will be required to repay the Library District the amount of the education assistance I received.

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Total Education Assistance Amount Requested: \$

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Applicant Signature:

Date:

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Supervisor Signature:

Date:

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Human Resources Signature:

Date:

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Executive Director Signature:

Date:

This application is approved:

Disapproved:

## Vendor Selection Recommendation for Self-Checkout and RFID Systems

In response to our RFP posted in June 2022, GCPLD received three bids for replacing RFID circulation software and equipment at our six branches. This project is intended to have wide-reaching impacts that create efficient circulation processes, provide an outstanding patron experience, and free library staff time to engage with patrons beyond the service desk.

Proposed Vendor: Invengo American Corp DBA FE Technologies

### Rationale for Vendor Selection

#### Total project cost

While the pricing quoted by both of our top two vendors was within budget for this project, FE Technologies came in with a lower base solution cost and a lower 6-year cost of ownership with maintenance prices that are guaranteed for 5 years from the date of implementation, while the other vendors anticipate an annual increase of 3-5%.

#### Innovative solutions

FE Technologies' solutions address several existing pain points that the other vendor was unable to demonstrate. This includes more user-friendly self-service options for patrons, more efficiency for staff for check-in procedures, and additional products unavailable from other vendors that provide added benefits such as mobile apps for both staff and patrons.

#### Responsiveness and service

In every interaction, FE Technologies has been fully prepared and knowledgeable. They have taken the time to thoroughly understand our needs and provide complete responses to our questions. They have independently scheduled supplemental meetings with Marmot to understand our IT infrastructure, demonstrating their ability to work with Marmot throughout the migration process to test out any system weaknesses and ensure seamless integration with the ILS.



## Management Report, October 2022

By Jamie LaRue, Executive Director

### Intellectual Freedom

It isn't surprising that Banned Books Week led to a lot of discussion, in person and online, about censorship. I appreciated the chance to give brief talks about it at Carbondale and Rifle.

I also gave a webinar on the topic for the Pueblo Community College. I'll be speaking at an event for the Leadville Public Library next week, and have an upcoming presentation about Intellectual Freedom at the Marmot Users Group meeting next month.

I do want to note the conflict and resolution of some challenges at the Wellington (Colorado) Public Library. Here are some of the news articles about the issue. The resolution by the board to, in effect, ban book banning, is a new one. Would our board consider something similar?

<https://www.coloradoan.com/story/news/local/2022/08/11/wellington-colorado-residents-respond-to-a-possible-book-ban-at-public-library/65398100007/>

<https://www.coloradoan.com/story/news/local/2022/08/11/wellington-colorado-residents-respond-to-a-possible-book-ban-at-public-library/65398100007/>

<https://bookriot.com/wellington-bans-book-bans/>

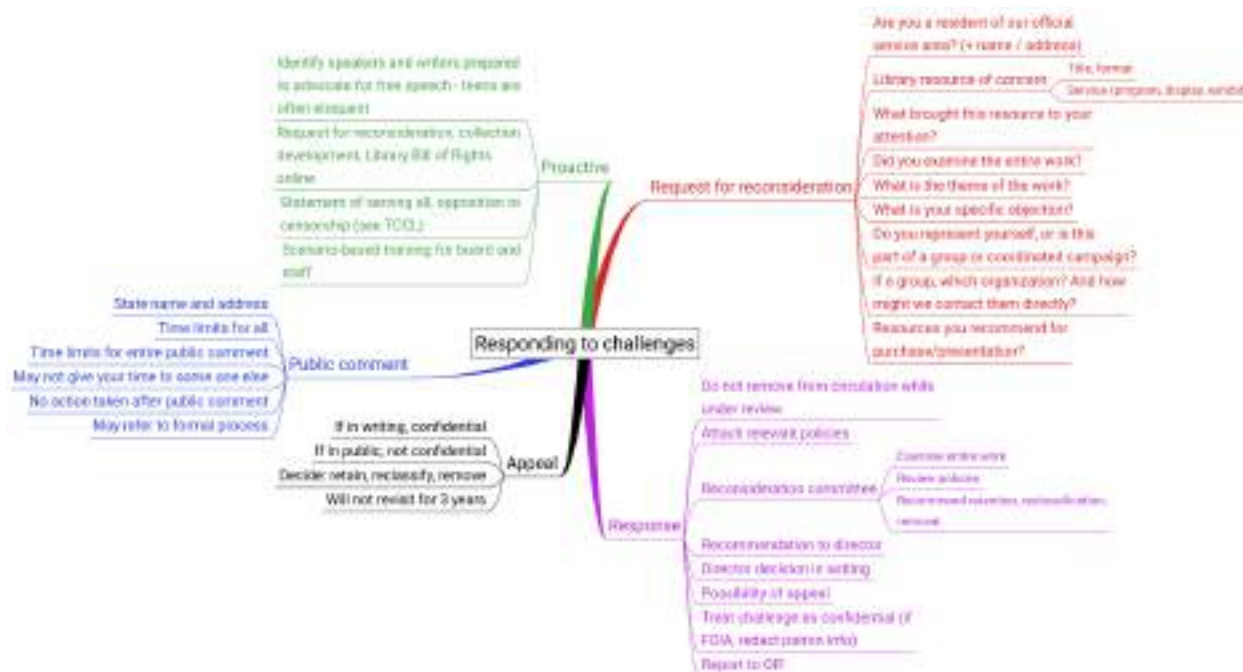
<https://www.coloradoan.com/story/news/local/2022/09/14/wellington-board-trustees-book-ban-public-library-through-resolution/69493542007/>

<https://www.coloradoan.com/story/opinion/2022/09/23/wellington-library-access-issue-sparks-conversation-on-responsibility/69510048007/>

I continue to hear many stories about coordinated challenges in library around the country. Incidentally, most surveys on the topic conclude that at least 70% of voters *oppose* censorship in libraries (<https://www.ala.org/advocacy/voters-oppose-book-bans-libraries>). This national effort is about a minority seeking to silence others.

I have also been working with the Association of Rural and Small Libraries about how to help libraries get ready for challenges. Among those strategies is a review of request for reconsideration forms, policy checklists, and guidelines for managing public comment. I'll have some suggestions for our own procedures going forward.

Attached is a "mind map" of emerging best practices. I'd be happy to answer any questions about it.



## CAL and Hispanic Outreach

Several GCPLD staff attended CAL, and we will be reporting out to the rest of our staff at upcoming virtual meetings. My most interesting session was about Hispanic Outreach. The workshop was conducted by outreach coordinators at several Front Range libraries, in Spanish, and English speakers needing translation had to slip on receivers. It was a useful reminder that technology can be a subtle form of exclusion: It doesn't always work, and makes it harder to ask questions.

Our own Hispanic Heritage Festival in Rifle on September 24 brought in over 500 attendees. Even my dental hygienist, who attended with her family, commented on it!

ESL classes in Rifle have also been successful, but we've learned that providing "day care" (some modest activities for small children) is essential. Going forward, we will seek to involve more volunteers for that purpose. Note, however, that Colorado's 2021 Child Sexual Abuse Accountability Act law enables children who have been abused to bring suit against a government entity, ordinarily protected under immunity. Hence, some additional steps may be necessary to reduce our exposure, such as checking volunteers against sex offender lists. (Our staff undergo a more comprehensive background check.)

## Additional community speaking

I got to be the parade announcer for Burning Mountain Days in New Castle on September 10, and spoke to the Parachute Kiwanis club on September 13. In both cases, I was able to finagle introductions to various community leaders and get a better feel for each community. The library has appeared in parades in most of our communities this summer, and usually to warm public reception.

## Staff Day

I was grateful to see several board members (Adrian, John, and Susan) at our staff day, held at Morgridge Commons in Glenwood Springs on September 20. In addition to many staff-led workshops, the day included my presentation on Dealing with Difficult Patrons, and our staff participated in a lively discussion about the issues.

## Historic preservation/presentation

In one of my community interviews, a community organizer told me that she was hearing from even long time Garfield County residents that they felt like they didn't "belong." While they didn't blame any new demographic, and it might be related to post-COVID isolation, there's also an issue of identity. What does it mean to be a Garfield County resident? Part of community coherence is a shared narrative, and part of that narrative is historical.

On September 26, 2022, 21 people attended our program on various tools and resources for "cultural heritage institutions." Our two presenters from the Colorado State Library, Leigh Jeremias and Amy Hitchen, presented on historic newspapers, the Digital Public Library of America, and various state library resources. Five of the six historical associations in the county were present. Only Silt sent no representatives. One big finding: four of the five associations attending don't have heat or cooling in their buildings. That's an urgent problem. I'll be looking for ways that the library can help both in preservation and in public access. These associations have some treasures!

We can't afford to manage their buildings or pay their staff, although those are their most urgent needs. Some ideas that I'd like to consider further, and perhaps offer to the association boards include:

- Provide space for programs and exhibits, as we do now.
- Provide space for future joint training sessions.
- Submit grants for digitization (sometimes the grants require the submitter to be local governments).
- Hire an MLIS grad assistant to help us do broad descriptions of what can be found around the county.
- Pay subscriptions for various cataloging and hosting services--to further public access.
- Secure climate-controlled environments. I wonder if it's possible for us--far better funded than any of the associations--to rent a climate-controlled storage facility, with a separate locked space for each entity. Right now, a fire or flood could wipe out irreplaceable artifacts.

On the whole, we heard from a lot of people interested in Garfield County history who are severely challenged for resources. I think they were grateful for the library's interest, and offer of additional support.

Ana Gaytan also attended. New Castle has our largest collection of local history monographs. We also have a collection of old newspapers in Glenwood Springs. The bottom line: our partners in the preservation and provision of public access to Garfield County history need some help to continue their good work.

## Record retention

Speaking of preservation, last month the board approved our records retention policy. Before commencing work on our Rifle build-out project (finishing space for staff offices) we needed to move out many boxes of old administrative files. Thanks to the new policy, we were able to shred 64 cubic feet of unneeded records—about 75% of the boxes in the area. This will greatly ease the further preparation of the space. I have attached that report of purged files that we are required to submit to the state (Record-retention-submittal.pdf). Would the board like to receive these reports as well? We anticipate a clean-up at least once a year.



<p>To:</p>  <p>STATE ARCHIVIST Colorado State Archives 1313 Sherman Street, Suite 20 Denver, Colorado 80203-2236</p>	<p>From:</p> <p><u>James LaRue</u> (Name)</p> <hr/> <p><u>Executive Director</u> (Title)</p> <hr/> <p><u>Garfield County Public Library District</u> (Agency/Department)</p> <hr/> <p><u>207 East Ave</u> (Address)</p> <hr/> <p><u>Rifle, CO 81650</u> (City/State/Zip/Code)</p>
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In accordance with the approved records retention schedule for this agency, the following actions were accomplished on 09/23/2022 (Date)

- No records were destroyed under this schedule authorization
- Records have been destroyed under this schedule authorization

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

- |   |                         |                     |
|---|-------------------------|---------------------|
| <input type="checkbox"/> Paper Recycle                            | Quantity _____          | Cu. Ft. _____       |
| <input type="checkbox"/> Pulp Mill Vat                            | Quantity _____          | Cu. Ft. _____       |
| <input checked="" type="checkbox"/> Crosscut Shred                | Quantity <u>64,2997</u> | Cu. Ft. _____       |
| <input type="checkbox"/> Deep Trench - Sanitary Land Fill         | Quantity _____          | Cu. Ft. _____       |
| <input type="checkbox"/> Physical destruction of digital material | Quantity _____          | GB (gigabyte) _____ |

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

Pursuant to CRS 24-60-103 a list of all records so disposed of (see sample form page 5) to be submitted with this Certificate of Disposal.

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

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

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

Comments/Updates:

Reported by: James H. LaRue Executive Director  
Records Liaison Officer's Signature (electronic or hard-written signature) Title

Date: 09/27/2022

RETURN THIS FORM TO THE COLORADO STATE ARCHIVES  
(For electronic submittal, please email to DPA\_ArchivesRM@state.or.us)

Item No/Retention Schedule Ref. No.	Description	Disposition Date	Method of Destruction	Additional Information
5.10	2007 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2008 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2009 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2010 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2011 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2012 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2013 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2014 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2015 Accounts payable records in general	9/23/2022	crosscut shred	
5.10	2007 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2008 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2009 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2010 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2011 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2012 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2013 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2014 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2015 Charge slips and credit card statements	9/23/2022	crosscut shred	
5.10	2007 W-9 Forms	9/23/2022	crosscut shred	
5.10	2007 1099 Forms	9/23/2022	crosscut shred	
5.10	2008 W-9 Forms	9/23/2022	crosscut shred	
5.10	2008 1099 Forms	9/23/2022	crosscut shred	
5.10	2009 W-9 Forms	9/23/2022	crosscut shred	
5.10	2009 1099 Forms	9/23/2022	crosscut shred	
5.10	2010 W-9 Forms	9/23/2022	crosscut shred	
5.10	2010 1099 Forms	9/23/2022	crosscut shred	
5.10	2011 W-9 Forms	9/23/2022	crosscut shred	
5.10	2011 1099 Forms	9/23/2022	crosscut shred	
5.10	2012 W-9 Forms	9/23/2022	crosscut shred	
5.10	2012 1099 Forms	9/23/2022	crosscut shred	
5.10	2013 W-9 Forms	9/23/2022	crosscut shred	
5.10	2013 1099 Forms	9/23/2022	crosscut shred	
5.10	2014 W-9 Forms	9/23/2022	crosscut shred	
5.10	2014 1099 Forms	9/23/2022	crosscut shred	
5.10	2015 W-9 Forms	9/23/2022	crosscut shred	
5.10	2015 1099 Forms	9/23/2022	crosscut shred	
5.20	2019 - 2020 Cash register validation tape	9/23/2022	crosscut shred	
5.340	2007 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2008 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2009 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2010 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2011 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2012 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2013 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2014 Returns - sales and use tax	9/23/2022	crosscut shred	
5.340	2015 Returns - sales and use tax	9/23/2022	crosscut shred	

Item No/Retention Schedule Ref. No.	Description	Disposition Date	Method of Destruction	Additional Information
5.50	2007 Deposit slips	9/23/2022	crosscut shred	
5.50	2008 Deposit slips	9/23/2022	crosscut shred	
5.50	2009 Deposit slips	9/23/2022	crosscut shred	
5.50	2010 Deposit slips	9/23/2022	crosscut shred	
5.50	2011 Deposit slips	9/23/2022	crosscut shred	
5.50	2012 Deposit slips	9/23/2022	crosscut shred	
5.50	2013 Deposit slips	9/23/2022	crosscut shred	
5.50	2014 Deposit slips	9/23/2022	crosscut shred	
5.50	2015 Deposit slips	9/23/2022	crosscut shred	
5.50	2007 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2008 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2009 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2010 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2011 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2012 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2013 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2014 Bank statements and reconciliations	9/23/2022	crosscut shred	
5.50	2015 Bank statements and reconciliations	9/23/2022	crosscut shred	
15.170	2007 Payroll tax records	9/23/2022	crosscut shred	
15.170	2007 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2008 Payroll tax records	9/23/2022	crosscut shred	
15.170	2008 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2009 Payroll tax records	9/23/2022	crosscut shred	
15.170	2009 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2010 Payroll tax records	9/23/2022	crosscut shred	
15.170	2010 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2011 Payroll tax records	9/23/2022	crosscut shred	
15.170	2011 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2012 Payroll tax records	9/23/2022	crosscut shred	
15.170	2012 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2013 Payroll tax records	9/23/2022	crosscut shred	
15.170	2013 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2014 Payroll tax records	9/23/2022	crosscut shred	
15.170	2014 Payroll reports, end of pay period	9/23/2022	crosscut shred	
15.170	2015 Payroll tax records	9/23/2022	crosscut shred	
15.170	2015 Payroll reports, end of pay period	9/23/2022	crosscut shred	

## Financial / Treasurer Report, September 2022

Kevin Hettler, Chief Financial Officer

Net sales tax collection year to date is up 12.3% from the same period in 2021.

The Henry Hub Natural Gas Spot Price year-to-date average as of 8/31/2022 is \$6.60 per million BTU, compared to \$3.41 in the same period in 2021, a 93% increase. The 2022 average spot price will be used to value energy production property for our 2024 property tax revenue. The BTU spot price increased by 83% from 2020 to 2021. This increase will be reflected in our projected 2023 property tax revenue.

The following charts depict all revenues received and expenditures made from 1/1/22 through 8/31/22, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 8/31/22 is \$8,187,600.

Total expenditures made as of 8/31/22 is \$5,806,957.

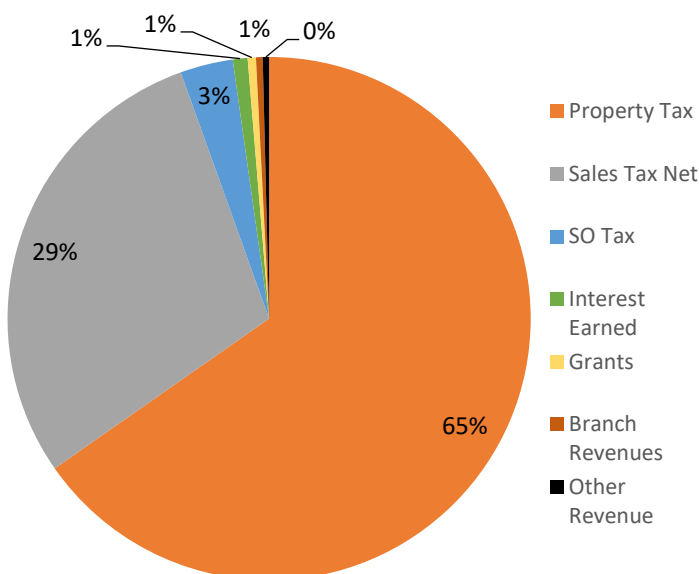
67% of the year has elapsed as of 8/31/22.

89.03% of budgeted revenue (\$9,196,298) has been received.

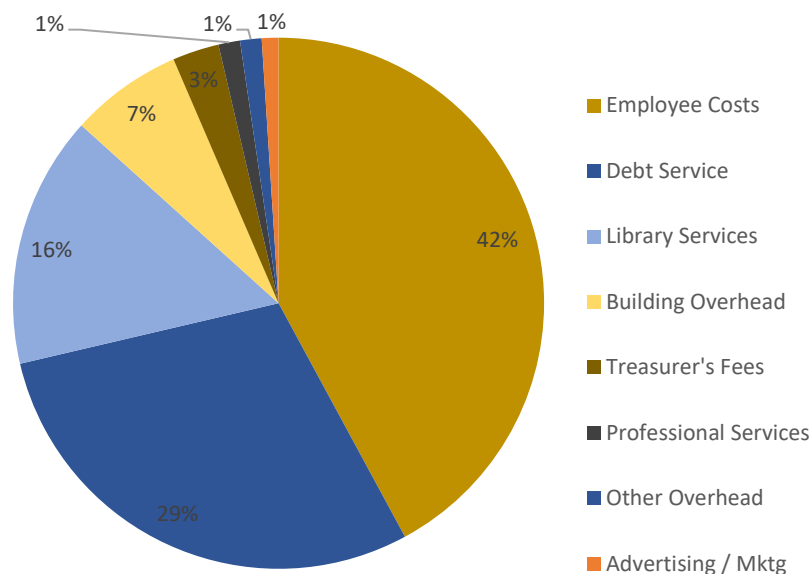
63.15% of budgeted expenditure (\$9,196,298) has been made.

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

YTD Revenues through 8/31/2022

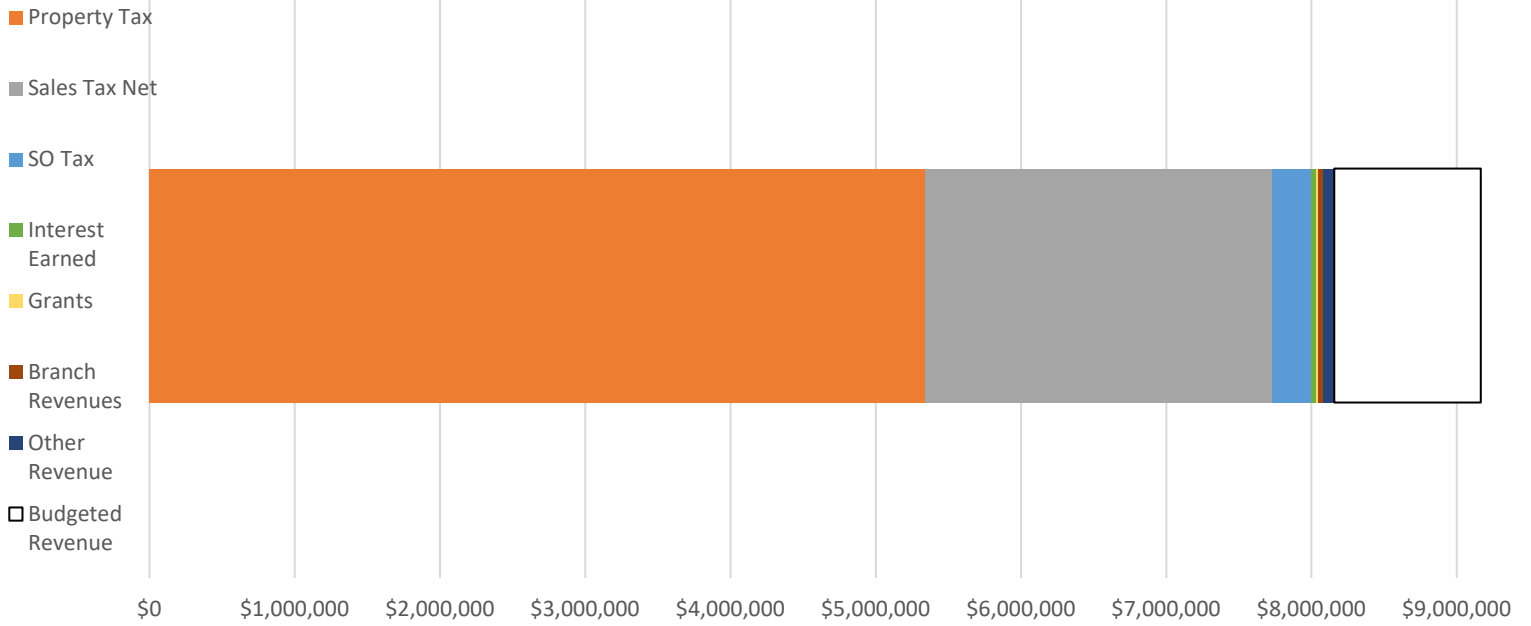


YTD Expenditures through 8/31/2022

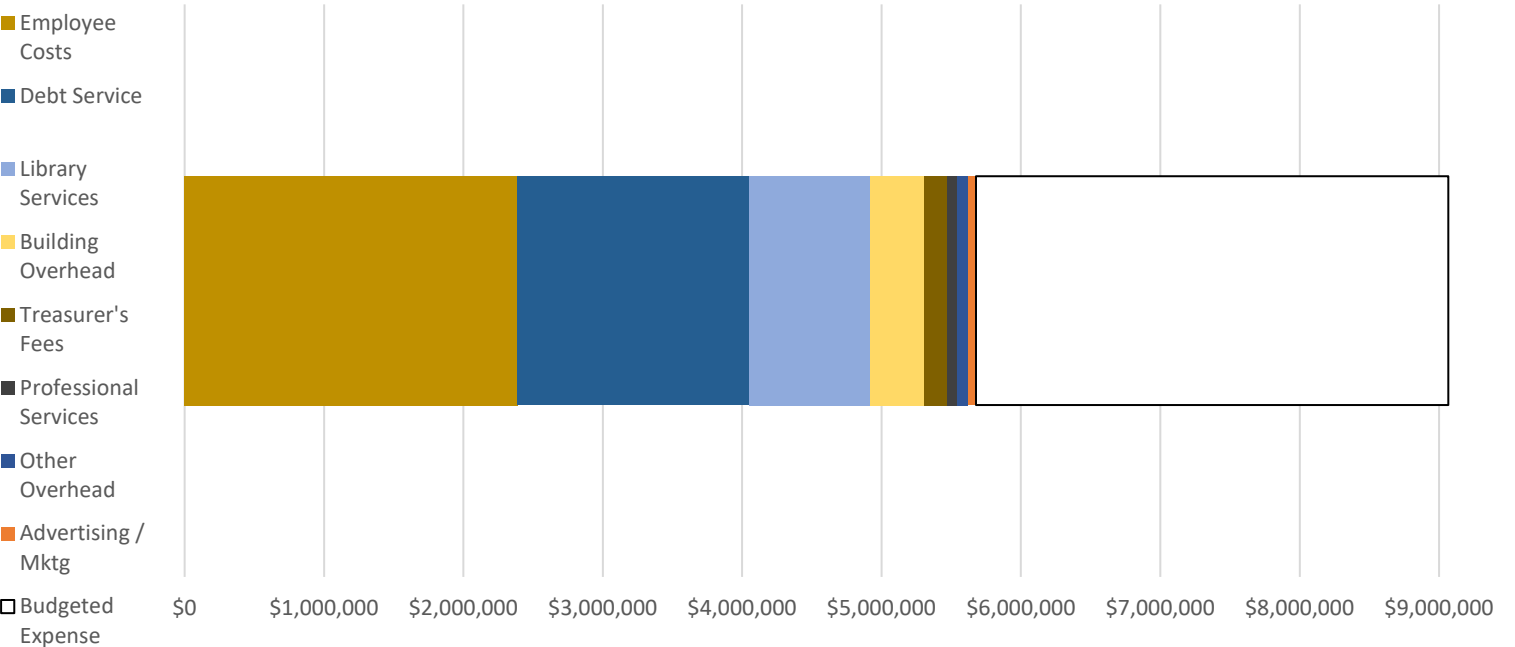




### YTD Revenues to Budgeted Revenues through 8/31/2022



### YTD Expenditures to Budgeted Expenditures through 8/31/2022



**Garfield County Public Library District**  
**Profit & Loss Budget vs. Actual** (unaudited)  
Jan - Aug 2022

	Jan - Aug 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Aug 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
<b>Income</b>						
40100 · Sales Tax Revenue	2,482,614.32	3,320,000.00	74.78%		2,162,666.69	319,947.63
40102 · Sales Tax Refunds	(91,565.65)	(70,000.00)	130.81%	1.	(64,232.18)	(27,333.47)
40200 · Property Tax Revenue	5,342,532.15	5,356,520.00	99.74%	2.	5,977,228.71	(634,696.56)
40300 · Specific Ownership Tax Revenue	266,807.46	411,000.00	64.92%		290,228.70	(23,421.24)
40900 · Interest Earned on Investments	74,647.63	6,000.00	1,244.13%	3.	3,668.27	70,979.36
41000 · Grants	41,848.25	98,538.00	42.47%		27,438.68	14,409.57
41200 · Other Revenue	32,038.94	24,220.00	132.28%		50,222.90	(18,183.96)
41300 · Solar Rebates	5,063.99	9,000.00	56.27%		5,695.50	(631.51)
42000 · Branch Revenues	33,613.21	41,020.00	81.94%		24,697.46	8,915.75
<b>Total Income</b>	<b>8,187,600.30</b>	<b>9,196,298.00</b>	<b>89.03%</b>		<b>8,477,614.73</b>	<b>(290,014.43)</b>
<b>Expense</b>						
50001 · TREASURER'S FEES	160,900.20	180,350.00	89.22%		166,914.95	(6,014.75)
50005 · DEBT SERVICE	1,659,799.60	1,659,800.00	100.0%	4.	1,659,799.60	0.00
51000 · EMPLOYEE COSTS	2,390,604.29	4,314,734.00	55.41%		2,137,541.40	253,062.89
52000 · LIBRARY SERVICES	871,246.03	1,471,407.00	59.21%		886,357.36	(15,111.33)
53000 · PROFESSIONAL SERVICES	74,684.32	160,396.00	46.56%		69,599.91	5,084.41
54000 · BUILDING OVERHEAD	388,562.82	666,068.00	58.34%		459,161.38	(70,598.56)
54500 · BUILDING REFRESH, FURNITURE,IMI	49,727.86	340,000.00	14.63%		50,391.59	(663.73)
55000 · EQUIPMENT	31,718.70	216,969.00	14.62%		86,441.78	(54,723.08)
56000 · OTHER OVERHEAD	74,347.38	72,000.00	103.26%	5.	68,504.83	5,842.55
57000 · ADVERTISING & MARKETING	57,634.71	59,230.00	97.31%		15,402.30	42,232.41
58000 · VEHICLES	12,088.80	13,400.00	90.21%		6,263.62	5,825.18
59000 · PARTNERSHIPS	35,643.19	41,944.00	84.98%	6.	33,141.10	2,502.09
<b>Total Expense</b>	<b>5,806,957.90</b>	<b>9,196,298.00</b>	<b>63.15%</b>		<b>5,639,519.82</b>	<b>167,438.08</b>
<b>Net Income</b>	<b>2,380,642.40</b>	<b>0.00</b>			<b>2,838,094.91</b>	<b>-457,452.51</b>

**Footnotes:**

1. Includes a \$68K sales tax refund from 2016 & 2017
2. Decrease from 2021 is due to a 6% decrease in property valuation from the year prior.
3. Reflective of the interest rate hikes in 2022
4. Our annual mortgage debt service payment is made in August.
5. Includes annual property, liability, and public official bond insurance.
6. Includes first 9 months of the 2022 operating assessment (GW Cooper Commons)

## Garfield County Public Library District

09/22/22

## Balance Sheet (unaudited)

Accrual Basis

As of August 31, 2022

	Aug 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 · Alpine Bank- Gen(..7072)	761,262.20
10050 · Colo Trust - General	12,495,400.35
10055 · C-Safe	53,879.97
10060 · Alpine Bank- Payroll(..8785)	4,000.00
10070 · Alpine Bank - Flex(..0583)	1,611.16
10210 · Alerus- Flex deposit	292.99
10300 · Petty Cash- Cash drawer fund	1,075.00
<b>Total Checking/Savings</b>	13,317,521.67
<b>Other Current Assets</b>	
12050 · Sales tax transfer by Treasurer	375,907.52
12100 · Property tax transfer by Treas	5,362,948.00
<b>Total Other Current Assets</b>	5,738,855.52
<b>Total Current Assets</b>	19,056,377.19
<b>TOTAL ASSETS</b>	<b>19,056,377.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-357.06
<b>Total Accounts Payable</b>	-357.06
<b>Credit Cards</b>	
20510 · Alpine Bank Purchase Card	18,028.60
20650 · Amazon Credit	2,268.23
<b>Total Credit Cards</b>	20,296.83
<b>Other Current Liabilities</b>	
20660 · Grants Payable	10,019.14
21100 · Other Payroll Payables-	
21105 · FLEX payable	1,605.94
<b>Total 21100 · Other Payroll Payables-</b>	1,605.94
21200 · Payroll Payable-	50,144.00
<b>Total Other Current Liabilities</b>	61,769.08
<b>Total Current Liabilities</b>	81,708.85
<b>Long Term Liabilities</b>	
22000 · Deferred Sales tax Revenue	375,907.52
22100 · Deferred Property Tax Revenue	5,362,948.00
<b>Total Long Term Liabilities</b>	5,738,855.52
<b>Total Liabilities</b>	5,820,564.37
<b>Equity</b>	
30000 · Unassigned Fund Balance	10,358,965.58
30005 · Non-Spendable Fund Balance	33,538.84
30010 · Restricted Fund Balance	311,400.00
30040 · Assigned For Replacement	151,266.00
Net Income	2,380,642.40
<b>Total Equity</b>	13,235,812.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>19,056,377.19</b>

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

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%
February	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%
March	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%
April	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%
May	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%
June	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%
July	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%		-100.00%
August	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%		-100.00%
September	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%		-100.00%
October	242,842.17	13.27%	268,983.77	10.76%	298,225.56	10.87%	333,716.60	11.90%		-100.00%
November	215,191.86	1.94%	248,621.68	15.53%	270,897.91	8.96%	312,286.84	15.28%		-100.00%
December	249,188.16	5.51%	286,039.62	14.79%	321,746.12	12.48%	375,907.52	16.83%		-100.00%
<b>TOTAL</b>	<b>2,870,165.76</b>	<b>12.66%</b>	<b>3,059,260.74</b>	<b>6.59%</b>	<b>3,151,203.50</b>	<b>3.01%</b>	<b>3,906,322.49</b>	<b>23.96%</b>	<b>2,106,706.80</b>	<b>-46.07%</b>

**AFTER REFUND**

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%
February	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%
March	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%
April	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%
May	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%
June	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%
July	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%		-100.00%
August	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%		-100.00%
September	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%		-100.00%
October	238,703.94	12.34%	266,965.89	11.84%	295,679.43	10.76%	332,468.17	12.44%		-100.00%
November	213,758.10	8.27%	246,816.73	15.47%	262,364.84	6.30%	310,702.80	18.42%		-100.00%
December	248,301.61	5.43%	277,231.38	11.65%	311,675.86	12.42%	375,476.64	20.47%		-100.00%
<b>TOTAL</b>	<b>2,848,987.62</b>	<b>15.98%</b>	<b>2,999,959.02</b>	<b>5.30%</b>	<b>3,048,078.90</b>	<b>1.60%</b>	<b>3,844,568.91</b>	<b>26.13%</b>	<b>2,017,156.07</b>	<b>-47.53%</b>

# Human Resources Report

Kim Owens, Human Resource Director

## Staff Education and Development update:

The Employee Development Coordinator conducted our first new hire training since she revamped our process and it went well! She will be seeking feedback from the new hire as well as their Branch Manager and Circulation Coordinator and using that to see what tweaks we should make to make it a really great process.

The Fall Staff Training Day went really well. We had four different breakout sessions from which staff could choose two and the topics were: Dealing with Difficult Patrons: Writing Incident Reports; Basic and Advanced Sierra; LibCal Tips and Tricks; and Programming 101. Each session was led by a member of GCPLD staff and it was a great opportunity to learn from our own experts! We extend our thanks to the Board for understanding the value in these Staff Training Days and for allowing us to continue holding these twice per calendar year.

We are in the process of building our new Learning Management System through NEOGOV, a system that is dedicated to public sector employers. This platform will provide the District with an easy way to offer and track training. NEOGOV comes with over 1200 pre-built online courses, and we have the ability to build our own custom content directly in the system. We can also track training that occurs outside of NEOGOV, so our staff and managers will be able to easily see all the training they have participated in.

## Recruiting and Staffing update:

The offer we had pending to fill the Silt Circulation Coordinator position didn't work out due to the candidate's personal reasons. We continue our search to fill this position and are hopeful we'll fill it with an internal candidate.

## Staffing Report - Since 8/18/2022:

### New Hires: 1

- Library Specialist – New Castle, 24hrs/week – 9/15/2022

### Promotions/Transfers: 0

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

- Circulation Coordinator – Silt, 40hrs/week
- Library Specialist – Silt, 24hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*
- Library Page – Carbondale, 10hr/week – *On pause*

### Departures: 1

- Library Specialist – Silt, 24hrs/week – 9/12/2022

Additional Staffing Information:

Headcount as of 9/26/2022:

- 82 total staff members (does not include subs)
- 38 benefit eligible staff (32 - 40 hours per week); 44 staff with less than 32 hours per week
- 59.175 FTE

Staff Stats by Location – 9/26/2022					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff</u> <i>(over 32 hours)</i>	<u>Count of Staff not eligible for Benefits</u> <i>(under 32 hours)</i>
Carbondale	8.125	12	325	4	8
Glenwood	8.30	13	332	4	9
New Castle	7.0	10	280	4	6
Silt	5.95	9	238	4	5
Rifle	8.35	13	334	4	9
Parachute	6.65	9	266	4	5
Support Services	14.8	16	592	14	2
Grand Total	59.175	82	2367	38	44

## Rifle Branch Report

Amy Tonozzi, Rifle Branch Manager

The Rifle Branch has become quite busy over the last several months. Our door count, circulation and program attendance numbers are steadily rising, and it is beginning to feel more like our pre-Covid days. Our public computers and study rooms are often full throughout the week, and our hotspots are nearly always checked out. It feels very satisfying to be serving our patrons in an increasingly significant way!

### Staff

The Rifle Branch is now fully staffed with the addition of three employees over the past 4 months.

Karina Baker was hired as our Youth Services Coordinator in May. Karina has been an enthusiastic and energetic addition to our team and has stepped into her role with ease. As a Spanish language speaker, she has also become an advocate for our ESL patrons and has made great strides towards creating a warm and welcoming space for them.

Lauren Harutun and Trinity Padilla were hired in July to fill 2 vacant Library Specialist positions. Both Lauren and Trinity have been great additions to our team and they each bring their own special talents and fun personalities to our team!

### Programs and services

The past few months have seen many programming successes. Storytime attendance has been steady, and Karina has also added a Spanish language Storytime to our menu.

The attendance at our Friday “schools out” STEAM program, Spark, has steadily been increasing. We have a wonderful volunteer who runs the program for us, as well as a few community partners that help create content.

Our Fantastic Friday program, which is geared towards middle schoolers, has a healthy attendance each week and is run by our talented Jay Bosley.

Anime club has a dedicated group of middle schoolers and teens that attend every Saturday, and it gets very loud with happy, excited kids each week. Jorge Loya runs this program and the kids love him. He has made some great connections with them.

Our monthly adult Crafting Circle has now consistently full, with several people on a waiting list each month in case of cancellations. Melissa Wiley heads the program with assistance from other staff members, and she has a great talent for coming up with fun projects that our patrons look forward to every month.

We recently began hosting an English/Spanish Conversation circle twice a month, and while it has been slow to start, we anticipate success as more people become aware of this program.

One great success has been the Clases de Ingles/ESL classes. We have partnered with CMC to offer these free classes which are every Monday and Wednesday from August 29<sup>th</sup> through November 16<sup>th</sup>. The original sign-up limit was 15 students, but there are now between 20 to 25 people attending. A big part of the success is due to the availability of childcare during the classes. This aspect is also one of our challenges, which will be outlined later in this branch report.

On Sunday September 18<sup>th</sup>, the Rifle Branch hosted a Hispanic Heritage Celebration. This event was a HUGE success with over 500 people attending throughout the day. Employees from several branches as well as several admin staff came us to help run the event, which was spearheaded by Events Coordinator Alex. We partnered with many community businesses and organizations to offer food, music, dancing demonstrations, crafts, an art exhibition, 2 Storytime’s, loteria and 11 community resource tables. The event was a wonderful success, and everyone worked very hard to put together this amazing event.

It has been a goal of the Rifle Branch Library to reach out to our Spanish Speaking patrons to a greater degree by offering more services, programs and materials, as well as providing a welcoming space for them to come to. A current project which is also supports this goal involves relocating our Spanish language materials to a larger and more visible area in the library. This is a work in progress that we hope to have completed within the next two months.

## Challenges

Once challenge we have is a loss of storage space which began with the admin staff expansion several years ago. In order to accommodate the new staff, we lost a large storage room upstairs as well as 2 community spaces. The upcoming office build out will return our community spaces back to our public, and the recent installation of a high-volume storage system has helped with our storage problem. Nonetheless, we are still bursting at the seams! Our facilities department is committed to helping us come up with solutions to this problem!

Another significant issue is the aforementioned childcare for our ESL classes. Our ability to provide this service has been more challenging than expected, especially due to the large enrollment, and we are currently working on finding solutions so that we can continue to offer this class in the future.

## Story

A patron recently told us that although they do not live in Rifle, they go out of their way to come to this branch because we have such a friendly and helpful staff. They don't understand English very well, and because of our Spanish speaking staff they feel very comfortable and know they can always find the help they need!



# Hispanic Heritage Festival













## Technical Service Update September 2022

Jenn Cook, Technical Service Director

### Guadalajara International Book Fair

We are currently making plans for 3 representatives to travel to the Feria Internacional del Libro de Guadalajara and purchase Spanish language materials on behalf of all the branches in November. In preparation, a team with representatives from each branch has been meeting to share strategies for developing, promoting, and evaluating the world languages collection and to set some priorities for what we should focus on purchasing with a budget of about \$1500 per branch to spend at the Book Fair.

### New and Returning Resources

We have a new digital subscription that provides computer coding instruction in the form of a game. Patrons will be able to use this individually for self-paced learning, and staff will be using it for programming as well. With [CodeCombat](#)'s game-based learning approach, patrons will learn to write code through the power of play using text-based code with user-friendly terms designed for beginners, teaching true Python and JavaScript programming languages. We are planning to really push this in March for Teen Tech Week, but our Youth Services staff have been getting familiar with it and are excited to start up some programming with coding.

As a testament to its popularity, it was brought to my attention more than once that our [CreativeBug](#) subscription had inadvertently lapsed. This database is for anyone that wants to learn a new craft or take classes to improve a skill you already have. It is also a fun place to get creative ideas for programming and Storytime's. Our license allows for use with public classes and events, and although staff cannot copy and distribute CreativeBug materials, they can use the materials for "public performance." Staff are welcome to use it to get inspired to try something new and also to encourage patrons of all ages to use it as well. We will plan on doing some promotion of this database this winter.



STATISTICS AUGUST YTD	District		
	2022 Actual	2021 Actual	% change
<b>Cardholders</b>			
Active Patrons	21600	21029	2.72%
New Library Cards	3628	2718	33.48%
<b>Patron Services</b>			
Door Count	208407	140412	48.43%
Meeting Room Attendance	18047	3871	366.21%
Adult Program Attendance	1395	696	100.43%
School-Age Program Attendance	5536	2857	93.77%
Teen Program Attendance	1036	318	225.79%
Early Childhood Attendance	6586	540	1119.63%
All Ages/Family Attendance	2728	0	
Adult Outreach Attendance	633	294	115.31%
Youth Outreach Attendance	2253	1356	66.15%
STEM Program Attendance	52363	149	35042.95%
ESL Program Attendance	1407	65	2064.62%
Reference Questions	615	322	90.99%
<b>Physical Circulation</b>			
Juvenile	62739	48323	29.83%
Young Adult	7037	5964	17.99%
Adult Fiction	18788	15873	18.36%
Adult Non-Fiction	13813	9173	50.58%
Large Print	2381	1339	77.82%
World Languages	2650	2115	25.30%
DVD	28958	24809	16.72%
CD Audiobook	3073	3956	-22.32%
Magazines	1463	1579	-7.35%
Video Games	400	242	65.29%
CD Music	1371	1363	0.59%
<b>Collection</b>			
Items Added	14931	21487	-30.51%
Total Items in Collection	167139	171300	-2.43%
<b>Technology</b>			
PAC Usage (hours)	16160	9970	62.09%
PAC Usage (sessions)	21623	14173	52.56%
Wireless Sessions	96903	35361	174.04%
Hotspot Lending	675		
Laptop Lending	231		
<b>Volunteers</b>			
Volunteer Hours	556	20	2680.00%

STATISTICS AUGUST YTD	District		
	2022 Actual	2021 Actual	% change
<b>Website</b>			
Website Visits	144573	140136	3.17%
<b>Downloadables/Streaming</b>			
Overdrive - total eBook, audio, video, mag	47917	47211	1.50%
Hoopla - total	17871	19793	-9.71%
Kanopy	6330	6655	-4.88%
<b>Subscription Resources</b>			
Ancestry - Searches	19317	16134	19.73%
MyHeritage - Sessions	467	42	1011.90%
EBSCO Databases - Sessions	17922	34947	-48.72%
Biography in Context - Sessions	1117	451	147.67%
Research in Context - Sessions	320	1116	-71.33%
Learning Express - Sessions	52	99	-47.47%
Brainfuse - Uses	1305	395	230.38%
Tumblebooks - Book Views	259	310	-16.45%
Mango - Sessions	851	816	4.29%
Wall Street Journal - Access	217	79	174.68%
Consumer Reports - Sessions	113	81	39.51%
LOTE Online for Kids - Story Views	30	24	25.00%
NewsBank	372	54	588.89%
New York Times - Sessions	2269	0	

## October Marketing Report

James Larson, Communication & Marketing Director

Going back the past 30 days, the end of August and the first 3 weeks of September were very busy and very successful. As you probably have heard, the Hispanic Heritage Festival was an astounding success with attendance of over 500 folks. In addition to celebrating Hispanic Heritage Month in September, we proudly promoted Banned Books Week (week of Sept 18<sup>th</sup>). We strengthened our positive press coverage thanks to Jamie and Tracy who contributed their expertise and insight in to censorship. Jamie was our brilliant voice to the press in support of intellectual freedom. He was featured in several news articles and radio interviews. Tracy provided a powerful op-ed to the *Sopris Sun* and organized our inaugural Banned Books Picnic in Carbondale.

Staff members marched in more summer parades in New Castle, Silt and Parachute. Once again, the crowds shouted their love and support of Garfield County Libraries. I'd like to make a special note of thanks to the staff that marched. The parade teams included staff from multiple branches and support services, not just staff from that particular city's branch. That's team pride!

Our marketing team is also chairing committees for the Winter Reading Challenge and Hispanic Outreach. The committees include staff from multiple branches and job titles. Our goal is to have a bigger, better, and more organized Winter Reading Challenge. Likewise, our diverse Hispanic Outreach Committee was vital to the success of the Hispanic Heritage Festival. We have also brainstormed special ways to promote our services and events within the Hispanic Community (with a lot of help from Crystal!).

Our Social Media stats continue to grow each month. Posts about our Hispanic Festival and Banned Books week generated a lot of interaction on our social pages.

### Digital Statistics

Number of Events Promoted in: 25

Followers:

Facebook – 3,600 (30 new followers)

Instagram – 1339 (no change)

Email Newsletter (Sept) – 14,141

Facebook Reach: 7,935 (up 26% from the previous 30 days)

Instagram reach: 716 (up 12%)

*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.*





New Castle Burning Mountain Parade – 9/10/22

## Carbondale Branch Library

### **Meet the Author featuring Jane Parnell**

Your Garfield County Libraries are excited to host Jane Parnell to discuss her book "Off Trail" and recount how her mountaineering adventures helped her heal from trauma. Parnell is the first woman to climb the 100 highest peaks of Colorado and a three-time managing editor in the magazine industry. She'll be at the Glenwood Springs Branch Library on Tuesday, Sept. 27 and at the Carbondale Branch Library on Wednesday, Sept. 28. Both events begin at 6 p.m. and are free and open to the public. Visit [www.gcpld.org](http://www.gcpld.org) for more information.



[Learn More](#)

September 15, 2022

# FREEDOM TO READ PICNIC



Celebrate Banned Books Week by listening to passages from banned and challenged books. Gather with us on the lawn behind the library with your favorite picnic blanket or lawn chair and read aloud from our selection of books, bring your own book, or simply listen as others read passages from their favorites.

SUNDAY, SEPTEMBER 18  
1 PM  
CARBONDALE BRANCH LIBRARY

The Libraries' Executive Director Jamie LaRue (who is also former Director of the American Library Association's Office for Intellectual Freedom and the Freedom to Read Foundation) will be on hand to share his experiences as a longtime defender of intellectual freedom. Ice cream will be served, and you are welcome to bring a picnic lunch.

Free and open to all.  
For more information  
call 970-963-2889.

Find Your  
STORY   
GARFIELD COUNTY  
LIBRARIES



## Garfield County Libraries - Carbondale Branch

### **Freedom to Read: Celebrate Banned Books Week with the Carbondale Library! | Sunday, September 18th, 1:00 – 3:00pm**

Attempts to ban books are on the rise across the country, reaching unprecedented levels in 2021. In several states, legislation has been introduced to bring criminal charges against librarians and teachers who provide access to books that are deemed inappropriate. Learn more about Banned Books Week and recent censorship efforts in Garfield County.



Gather with us on the lawn behind the Carbondale Branch library with your favorite picnic blanket or lawn chair and listen to passages from banned and challenged books. Read aloud from our selection of books, bring your own, or simply listen as others read passages from their favorites. [Click for release and event details.](#)



## Carbondale Branch Library

### **Discover Colorado's Historic Collections**

Your Garfield County Libraries are excited to host the Colorado State Library on Monday, Sept. 26 at the Glenwood Springs Branch Library for a one-day workshop that will highlight the programs and resources that make our state's unique history more freely accessible to all. The morning session will be held from 10 a.m. to 12 p.m. on tools for community research. History buffs, amateur genealogists, and cultural heritage institutions will learn about two free resources you can use for researching local historic collections. The morning session will conclude with a panel discussion of local institutions sharing information about their collections. The afternoon session will be held from 1 to 3:30 p.m. on resources for sharing and promotion. In this session, local cultural heritage institutions will learn about the Colorado State Library programs that can support them as they take their historic collections to the next level and tools to make collections more available. The workshop is free and open to all, and you can participate in one or both of the sessions. Visit [www.gcpld.org/historic](http://www.gcpld.org/historic) for more information.



Learn More



RAY K. ERKU/POST INDEPENDENT

Young authors Sophia Wilson, left, and Luana Poston hold their book, "Spider Friend," while sitting on Poston's front porch in Silt on July 23.

# Teens use online gaming to publish children's book

**Ray K. Erku**  
Post Independent

Luana Poston and Sophia Wilson didn't expect an online game would lead to them writing a children's book. It was 2020, and Wilson and

Poston were playing a Roblox role-playing game that allows users to create their own characters. The two middle schoolers and friends, now 13, developed one of their

**BOOK, A9**

**What:** Meet the authors of "Spider Friend," Sophia Wilson and Luana Poston

**Where:** Silt Branch Library, 680 Home Ave.

**When:** 6:30 p.m. Aug. 18

**How much:** free

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## BOOK

From page A1

characters as a spider.

Family friend Brett Lark, a book publisher, YouTuber/producer and an Aspen High School graduate, one day suggested Poston consider writing a book.

"I guess the spider thing that me and Sophia did just came to my mind, so that's how it kind of started," Poston said.

Lark's publishing company, Brett Lark LLC, started in 2018 and has so far put out a handful of works, including a life-coaching book written by Poston's mother, Andreia. All are available through Amazon and Barnes and Noble.

"I think it's really cool," Wilson said. "I mean, we're still young, and you don't see a lot of young people publishing things."

Wilson and Poston's book — "Spider Friend" — is about two sisters (Poston and Wilson pretend they're sisters in real life). The sisters' task for the day was to clean, and while they were cleaning they encountered a spider, which they would eventually befriend.

"I guess the moral is to understand that we don't have to kill all the bugs, because some of them are necessary," Poston said. "Especially in the summer, spiders can be really helpful."

The twist comes when the reader is told the spider was actually a human boy that a witch turned into a spider for being disrespectful.

"We kind of got the idea from 'Beauty and the Beast,'" Wilson said.

Wilson and Poston grew up together in western Garfield County, with Wilson attending Rifle Middle School and Poston going to Two Rivers Community School in Glenwood Springs.

When Lark originally suggested Poston write a children's book, the first person who came to mind was Wilson. She needed help writing and editing the story.

"That's when I came into the picture," Wilson said. "At first it was nothing, so we started adding a little bit of things on to it, which is where some of the other characters came into the book."

Poston said they are a good mix.

"Because I love writing," she said. "It's just, when (Wilson) comes into the picture, she's really good at peer editing. I think after that is when everything really tied together."

Writing a children's book sounds difficult. Developing a storyline in itself is a tall order, but Andreia Poston was surprised by just how quickly it took when Luana and Wilson told her they were exercising their literary prose for a publisher.

"I left to work, and when I came back, 'Mom, I wrote a book,'" Andreia Poston recalled.

She also spoke of Lark providing what's turned into an indelible opportunity for Luana and Wilson.

"It's amazing that they're going to have something to show for the rest of their lives," she said.

Being 13 years old and already having their names across the front cover of a book available for purchase on Amazon is a feat few have accomplished.

That's why Garfield County Libraries are publicly highlighting their work. The two are slated to be featured at the Silt Branch Library at 6:30 p.m. Aug. 18. In addition to meeting with the public, Wilson and Luana are entering a children's writing competition being offered by Lark. Lark is currently accepting children's book writers to enter by messaging him on Instagram, @brettlark.

Writing a story is hard, the young authors agreed. In order to write more, they need all the confidence and convincing they can get.

"To do a continuous story, we'd have to think of a whole new kind of genre," Luana said. "I think that definitely takes some work, and I feel like if this gets a lot more recognition is when we'll really start thinking about it."



## RECOMMENDED READING

# 'Where the Crawdads Sing'

*By Nevaeh Williams  
Silt Branch Library*

In "Where the Crawdads Sing", Kya is a child raised by the marsh. Abandoned by her mother and siblings as a little girl and left with an alcoholic father, she learns to hide among the reeds and live with the creatures of the wild.

Labeled as "the marsh girl," Kya becomes a legend in the neighboring towns. Outcast and solitary, her interaction with people is limited and unpleasant until she falls in love, expanding her world and experiencing rejection once again from the hands of those she cares about. Kya learns to adapt and rely on the marsh and its creatures to survive and provide her with the love she so desperately craves.

Written in two alternating timelines, the story flows seamlessly between Kya's childhood and the mystery of a murdered man. Author Delia Owens' writing is smooth and exquisite, blending the transition between the two different stories and connecting them in startling ways. She takes a place commonly seen as dark and disgusting and transforms it into a thing of beauty, similar to how Kya, an emblem of the marsh, is transformed in the eyes of the townspeople as the book progresses.

At the same time that she imbues Kya and each marsh creature with meaning and delicate importance, Owens spins an intriguing mystery that leaves you questioning the culprit, just when you think you had it all figured out.

Despite the picturesque writing style, the plot could have been a little more complex. The characters weren't quite believable or nuanced

enough, and as such, didn't fully sell the storyline and plot twists. In the end, I was left wanting and disappointed. The story built up in suspense and intrigue, all coming to a climax that should've been compelling and explosive but instead was lackluster and anticlimactic.

Despite its flaws, the book was fascinating and well worth the read. Even though the story's pace could have been a bit faster and more intricate, the beautiful writing style and emphasis on the marsh managed to compensate and keep the reader entranced in Kya's strange world. Owens' instills an appreciation for the unique setting in an audience that has never seen the marsh look like this before.

I would recommend this book to anyone with an appreciation for nature, good storytelling and beauty, as well as anyone who is looking for a bit of mystery threaded into their story.

Owens has a way with words that is rarely seen, especially in a debut novel. It is worth the read, especially since the live-action movie is now in theaters. I thoroughly enjoyed Kya's story and looked forward to seeing it come to life. As everyone knows, the book is always better, so I would suggest reading the book before seeing the movie. "Where the Crawdads Sing" is suspenseful and unique and will keep you hooked until the very last page.

*"Recommended Reading" is a collaboration between The Sapris Sun and the Garfield County Public Libraries District, highlighting important literature available at local libraries."*

## GUEST OPINION



By Tracy LaRoze

It may sound like something more suited to a dystopian novel than to present-day America, but attempts to ban books are surging across the country and are becoming increasingly successful. The past few months alone have seen a staggering number of developments. Among them:

In Michigan, a public library faces down after citizens voted to defend it over its inclusion of books with LGBTQ+ content in its collection.

In Virginia, a judge has agreed to hear a case arguing that two popular books should be deemed legally obscene and therefore illegal to possess or distribute in the state.

In Iowa, a public library has closed after full-time staff resigned, citing harassment from those pushing for removal of certain books from its shelves.

In Idaho, the House passed a bill that would minimize harassment, protecting librarians for disseminating "harmful" materials to children.

In New York, author Salman Rushdie was awarded libel damages, presumably in retaliation for his 1988 novel, "The Satanic Verses."

The American Library Association (ALA) reported an unprecedented number of challenges

to books in 2021, and that number is expected to rise significantly in 2022. Across the nation, books are being removed from library shelves, often under the pretense of protecting children from indoctrination. In recent years, the ALA's Office of Intellectual Freedom lists LGBTQ+ and sexually explicit content as the most commonly cited reasons for challenges to materials, along with issues of race.

Our Garfield County libraries have received four formal challenges to materials so far in 2022, a number which doesn't include the informal complaints library staff face on a regular basis. For each formal challenge, a committee of library staff examines the work severely due to inclusion in our collection adheres to the criteria in our Materials Selection Policy.

If the challenge is unhelpful with the committee's decision, they can appeal to the library's Board of Trustees. To date, none of these challenges has resulted in the removal of the book from our collection, although it was determined in one case that the issue should be moved to another area of the library.

Librarians take our responsibility to protect our community's freedom to read very seriously. Professional ethics mandate that we provide equal access to materials representing a broad range of ideas and viewpoints, and we take care not to let partisan or doctrinal disapproval influence collection decisions. We stand against censorship and believe our patrons have the right to decide what books are appropriate for themselves and for their families.

Intellectual freedom can be easy to take for granted for a person who has experienced few significant restrictions to content, but one freedom to read is a right that needs to be protected and cherished.

#BanBannedBooksWork

#FreeStanley, Sept. 18 at 1 p.m.

#FreeTheCarbondaleLibrary

Why: "Librarians take our responsibility to protect our community's freedom to read very seriously."

On Sunday, Sept. 18 at 1 p.m., join us on the lawn behind the Carbondale Library to we come together to observe Banned Books Week and celebrate our freedom to read. Bring your picnic blanket or lawn chair and come to the fun to read free and selection of frequently banned and challenged books, or simply listen as others read passages from their favorites.

Justin LaRoze, GCPLD's executive director and former director of the ALA's Office for Intellectual Freedom and the Freedom to Read Foundation, will be on hand to share his experiences as a longtime defender of intellectual freedom. His career will be served and attendees are welcome to bring a picnic lunch.

Please note that reading choices will not be censored and may come from books written for children, teens or adults. Attendees should consider their own reading levels in deciding to attend or bring children.

In today's political climate, it can be tempting to see this as a partisan issue, but restrictions don't come from just one side of the political spectrum. The freedom to read is not something that applies only to those who share our views, it's just as important to protect those rights for those we disagree with as it is to protect them for ourselves. To paraphrase William Jo Goodstein, "A good library will have something to offend everyone."





## Events August 2022

Alex Garcia-Bernal, Education & Events Manager

August is back to school! GCPLD takes a little bit of a slowdown for programs and events, to reflect on the first half of the year, and plan what's coming next. This does not mean there isn't something always going on!

Raising a Reader resumed their weekly Spanish language story time, Bolsitas Rojas at all six branches this month.

The Rifle Library was front and center participating in the Rifle County Fair Parade on August 6th. The Parachute Library was front and center participating in the Grand Valley Days Parade on August 20th. New Castle hosted their monthly Spanish language family night, Familias del Valle on August 27th.

GCPLD began August with a short concert series focusing on the history of the blues in America. The concert was first hosted at the New Castle Library at 6:00pm on August 2nd, Silt and Rifle hosted on August 3rd for an afternoon and evening show correspondingly, Glenwood hosted the final one on the evening of August 4th. The Carbondale Library hosted the Aspen Music Festival and School for three weekend concerts on August 6th and 13th.

## October Facilities Board Report

Jonathan Medrano, Facilities Manager

The Facilities Department had a successful summer season and contributed to a variety of projects well local events. The following are worthy mentions that were completed within the last 30 days.

### District A/V Upgrades Update

The Community Room Audio & Visual Upgrades began in the early part of September with awarded vendor A/V Experts. Rifle was the first to receive the upgrades on the 6<sup>th</sup> followed by Parachute on the 9<sup>th</sup>. The Glenwood Springs Branch will be receiving some acoustic panels due to the size of the room. This will help during meetings and presentations. The remaining branch locations are scheduled to be completed by the end of November.

### Admin Office Space Project (Update)

The month of September was focused primarily on corresponding with awarded contractor allowing time to create a working schedule for all subcontractors and submitting plans for permits and other preliminary documents. During this time there was a major update in the HVAC System that required an engineer to design architectural plans for the new HVAC equipment. As there may be reasonable change orders, one of the priorities is to complete this project within budget while ensuring that staff receive optimal quality in this new space. Work is scheduled to begin on Monday, October 3<sup>rd</sup> and the Facilities Manager will be updated by the Project manager during each phase as the project continues.

### District Document Shredding

Upon receiving the approval by the state of Colorado to enact the Records Management Manual, The Facilities Department along with the Administration Staff proceeded to identify onsite records that were eligible for destruction. This project will help immensely to consolidate physical records that GCPLD is required to retain. An area vendor was hired to shred the files and a record was written of all documents that were destroyed.

### Updating 2023 Contractor Contracts

The Facilities Manager is at this time corresponding with all contracted vendors preparing for the 2023 year. Vendors such as custodial services, snow removal, carpet cleaning, window cleaning and HVAC preventative maintenance. This will help clarify any changes with scope of work, costs, procedures etc. Overall the 2022 vendors have fulfilled their responsibilities and provided great service to all library locations. The Facilities Department does not foresee any changes at this time.

## Backflow and Fire Alarm Inspections

The Facilities Department is working with a local company to complete the annual backflow and fire alarm inspections at the Carbondale and Glenwood Springs branch libraries. These types of inspections occur at each location once a year and are scheduled before open hours due to it being a disturbance to library patrons.

## Heat tape install in New Castle

A local company was hired to install a new line of heat tape on the roof top of the New Castle Branch Library. There were two water leak issues this past winter. By adding a new section of heat tape, we anticipate for more ice to melt and run down the roof top drains preventing future leaks.

## Full Time Facilities Technician Position

September was the first month that GCPLD has had two full time positions in the Facilities Department since February of this year. Currently there is a Facilities Manager and a Facilities Technician, both working full time. This will provide a greater work flow in district projects and in management as well. The Facilities Department Thanks the Humans Resources Department as well as the Administration staff for taking part in this great change.