

AGENDA
Garfield County Public Library District Board of Trustees
MeetingDate: Thursday, December 1, 2022, 2:00 PM
Place: New Castle Branch Library

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

I. CALL TO ORDER

- A. Remembrance of Lisa Detweiler
- B. Roll Call
- C. Public Participation (15-minute limit): 3 minutes per person
 - i. Some facts about challenged items:
 - 1. Statements about *Finder*
 - 2. Copies of *Gender Queer*
- D. Approval of the agenda (pp. 1-2)

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting Nov 3, 2022 (pp. 3-5)
- B. Claims for Board Approval: General Fund Oct 16, 2022 to Nov 15, 2022 (pp. 6-7)

III. ACTION ITEMS

- A. 2023 Holiday closures, Kim Owens (pp. 8)
- B. 2023 Board Meeting Dates, Jamie LaRue (pp. 9)
- C. 2023 Budget Adoption, Resolution 22-3, Kevin Hettler (pp. 10-11)
- D. 2023 Mill Levy Certification, Resolution 22-4, Kevin Hettler (pp. 12-13)
- E. 2023 Appropriations, Resolution 22-5, Kevin Hettler (pp. 14)
- F. Vote to adopt revised 401(a) and 457b policy, Kim Owens (pp. 15)
- G. Reappointment of Crystal Mariscal through December 31, 2025
- H. Staff gift cards

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 16-20)
- B. Revised Education Assistance Policy, Kim Owens
- C. Branch Report, Ana Gaytan, New Castle Manager (pp. 21)
- D. Financial / Treasurer Report, Michelle Foster (pp. 22-26)
- E. "Did You Know", Crystal Mariscal

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

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Silt Branch Library
November 3, 2022**

I. A. CALL TO ORDER

Adrian Rippy - Sheehy called the meeting to order at **1:59 pm**. Kim Owens conducted the roll call.

BOARD MEMBERS PRESENT:

Adrian Rippy -Sheehy
Michelle Foster
Crystal Mariscal – Via Phone
Jocelyn Durrance
Carolyn Tucker
Susan Use

STAFF PRESENT:

Jade Flowers	Rob Zimmerman
Paul Stanley	Sara Friend
Emily Hisel	Jen Callison
Brenda Kingen	Eileen Cummings
Jon Medrano	Kim Owens
Kevin Hettler	Jamie LaRue
Daniel Messer	Tracy Kallassy
Sarah Vail	Amy Tonozzi
Melissa Terry	Ana Gaytan
Amaranda Fregoso	Alex Garcia
Ari Beachey	Brandi Neuroth

PUBLIC PRESENT:

Lisa Dancing-Light	Matt Davis
Mary Huffine	Cindy Bjerstedt
Marilee Rippy	Art Armijo
Randy Gorsett	John Lepkowski
Rhonda Maserman	Gina Long
Hanna Arauza	Kevin Long
Debbie McKenna-Davis	Terri Breslin
Joyce Wizer	Anna Romano
Jenny Zetah	Jane Seglum
Joyce Rinehart	Trinity Stebutn
Mark Rinehart	

GUESTS PRESENT:

Kim Seter via phone

BOARD MEMBERS EXCUSED:

John Mallonee

I. B. PUBLIC COMMENT:

Public Comment all surrounded LGBTQ+ books in the library. 14 people spoke. 8 people expressed books should not be censored, 4 people believe books should either

be censored or moved to a higher shelf, 1 person questioned how books are chosen, 1 person said censorship issues will always exist.

I. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Adrian Rippy-Sheehy, seconded by Crystal Mariscal - **Motion passed.**

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board meeting Oct 6, 2022 (pp. 2-4)
- B. Claims for Board Approval: General Fund Sept 16, 2022 to Oct 15, 2022 (pp. 5-6); Alpine Bank Credit Card Statement Sept 2022 (pp. 7-10)

A motion to approve both of the consent agenda items was made by made by Susan Use, seconded by Crystal Mariscal - **Motion passed .**

III. ACTION ITEMS

- A. Consideration of FAMLI plan participation (pp.11), the Board to select one of the following:
 - i. Decline Participation: Resolution 22-1 (version a.) (pp.12-13), or
 - ii. Decline Employer Participation only: Resolution 22-1 (version b.) (pp. 14-15), or
 - iii. Participate – Board vote (no resolution needed)Kim & Kevin – Open and closed public comment. A motion to decline participation make by Michelle Foster, seconded by Jocelyn Durrance – **Motion passed.**

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp.16-19)**
District goals presented. Censorship Notes - Items being challenged are and always have been cataloged as adult materials. Physical location as far as you can get from kid's books. Books come with preprinted tag with explicit content parental advisory. Books were not part of the Pride displays.
- B. Branch Report, Brenda Kingen, Silt Branch Manager (pp.20)**
2 Spanish speakers, tons of outreach, new AV system.
- C. Education Assistance Policy discussion, Kim Owens, Jamie LaRue**
3 employees presented student loan hardships.
- D. Budget Committee Update, Kevin Hettler**
No changes to the budget draft presented last month, no public comments have been received. We will present final budget draft at the December board meeting.
- E. Financial / Treasurer Report, Michelle Foster (pp.21-25)**
Sales tax up 13.1%

F. Citizen Oversight Committee 2022 brief, Kevin Hettler (pp.26)

Expanded open door hours twice this year, we are seeing good public participation in our quality programs and events, building improvements, staff development through expanded training.

G. "Did You Know", Adrian Rippy-Sheehy

Silt began as George Fergusons ranch.

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

The meeting adjourned at **4:02 pm**.

NEXT MEETING

The next regular board meeting will be held December 1, 2022 at the New Castle Branch Library at 2:00pm.

11:21 AM

Garfield County Public Library District
Claims for Board Approval
October 16 through November 15, 2022

11/15/22

Accrual Basis

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
10/24/2022	Eft	Xcel Energy	Electricity	(6,986.95)
10/25/2022	Eft	Alpine Bank	Sept c.c. pmt	(14,474.08)
10/25/2022	elec	CRA	Oct retirement contributions	(8,177.69)
10/25/2022	elec	CRA	Oct retirement contributions	(7,342.85)
10/31/2022	25074	Amazon .com	Sept Amazon payment	(3,691.21)
10/31/2022	25075	A Clean Break, LLC	RI, SI, NC October cleaning	(6,700.00)
10/31/2022	25076	Align Multimedia, LLC	GCPLD website redesign - 1st installment	(5,000.00)
10/31/2022	25077	Colorado Library Consortium	Courier service 10/1/22 - 9/30/23	(44,833.58)
10/31/2022	25078	Ingram Library Services	Library materials	(21,055.21)
10/31/2022	25079	Library Ideas LLC	Library materials	(5,501.82)
10/31/2022	25080	Midwest Tape	Library materials	(914.78)
10/31/2022	25081	OverDrive	Library eMaterials	(6,784.40)
10/31/2022	25082	Van Clief, Emily	Tea ceremony demonstration	(500.00)
10/31/2022	bp elec...	AFLAC	October supplemental insurance	(107.70)
10/31/2022	1001430	Amazon Capital Services	RI office & youth services supplies	(56.40)
10/31/2022	1001431	Beachey, Ari	Mileage reimbursement	(75.00)
10/31/2022	bp elec...	Black Hills Energy	GW & CA gas	(877.15)
10/31/2022	1001432	Bristlecone Arts Collaborative	childrens events	(1,208.52)
10/31/2022	1001433	Cardiff Cleaning Service	GW CA janitorial service	(4,292.00)
10/31/2022	1001434	Citadel Security Group, LLC	GW security service	(3,142.80)
10/31/2022	bp elec...	De Lage Landen Financial Services, Inc.	Copier lease	(449.00)
10/31/2022	1001435	Demco	displays	(212.37)
10/31/2022	1001436	ELM USA, Inc.	Disc cleaning machine supplies	(76.99)
10/31/2022	bp elec...	ImageNet Consulting LLC	copier copies	(888.52)
10/31/2022	1001437	Ingraham, David	Illustration presentation	(300.00)
10/31/2022	1001438	Isenhart, Jeremy	A/V recording and editing for hybrid program	(250.00)
10/31/2022	1001439	Marmot Library Network, Inc.	monitor replacements	(841.96)
10/31/2022	1001440	Messer, Daniel	CALLI mileage reimbursement	(332.10)
10/31/2022	1001441	Minnesota Historical Society	GW ILL fee	(5.50)
10/31/2022	1001442	Moreno, Jennifer	Patron refund for returned lost item	(7.00)
10/31/2022	1001443	Morning Star Elevator, LLC	NC semi-annual elevator service	(358.00)
10/31/2022	1001444	Patterns of Joy Life Skills Enrichment	GW children's sewing event	(250.00)
10/31/2022	1001445	Reliance Standard	November disability insurance	(1,026.43)
10/31/2022	1001446	RLR Engineers LLC	RI office mechanical engineering	(1,775.00)
10/31/2022	1001447	Roaring Fork Valley Early Learning Fund	September Bolsitas Rojas programs	(600.00)
10/31/2022	1001448	Sandblom, Karen	MUG mileage reimbursement	(193.75)
10/31/2022	1001449	Simmons, Sajari	DEI & intercultural development virtual workshops	(1,000.00)
10/31/2022	1001450	Terry, Melissa	Elevate HR mileage reimbursement	(50.00)
10/31/2022	1001451	Tiger, Inc.	Natural gas delivery	(816.72)
10/31/2022	1001452	Tillotson, Elizabeth	MUG mileage reimbursement	(88.13)
10/31/2022	1001453	Universal Mechanical Services, LLC	CA heat service call	(380.00)
10/31/2022	1001454	Western Paper Distributors	GW janitorial supplies	(123.22)
10/31/2022	1001455	Wolburg, Natasha	MUG and staff day mileage reimbursement	(111.38)
10/31/2022	1001456	Zuniga, Rebecca	Mileage reimbursement	(12.23)
11/01/2022	Eft	Garfield County Public Library Foundation	donations / book sales	(1,642.87)
11/01/2022	Elec	Alpine Bank- CC	Nov merchant fees	(254.20)
11/07/2022	Eft	Verizon Wireless	Cell phones, hotspots, & moda service	(6,572.69)
11/15/2022	25083	Findaway World LLC	Library materials	(5,831.97)
11/15/2022	25084	Ingram Library Services	Library materials	(13,970.46)
11/15/2022	25085	Midwest Tape	Library materials	(6,923.73)
11/15/2022	25086	The Home Group Inc	RI construction October progress billing	(83,455.79)
11/15/2022	25087	Western Paper Distributors	Janitorial supplies	(810.40)
11/15/2022	25088	Willis Towers/CEBT	December health insurance	(32,215.68)
11/15/2022	1001457	625-Water(9283)	RI SI staff water	(76.70)
11/15/2022	1001458	Acme Fire Alarm Company Inc	SI module install	(149.34)
11/15/2022	bp elec...	AFLAC	November supplemental insurance	(107.70)
11/15/2022	1001459	All Around Property Maintenance, Inc	PA & CA October landscape maintenance	(1,875.00)
11/15/2022	1001460	AlwaysMountainTime LLC	Oct Nov radio advertising	(2,000.00)
11/15/2022	1001461	Amazon Capital Services	NC staff morale	(213.46)
11/15/2022	1001462	American Janitor LLC	PA October cleaning	(1,096.00)
11/15/2022	bp elec...	Anvil Points Upholstery & Carpet	PA carpets and furniture cleaning	(1,936.80)
11/15/2022	1001463	Aspen Science Center	October STEM programs	(1,110.00)
11/15/2022	1001464	Barnum, Jessica	CA mindfulness events	(120.00)
11/15/2022	1001465	Bison, Shannon	Mindfulness class series	(1,360.00)
11/15/2022	1001466	Brainfuse Inc.	VetNow online education services, 11/7/22 - 5/7/24	(1,200.00)
11/15/2022	1001467	Cedar Networks	November broadband	(1,194.00)
11/15/2022	1001468	CenturyLink	elevator and fire alarm telephone service	(424.02)
11/15/2022	1001469	Citadel Security Group, LLC	GW security service	(4,734.86)
11/15/2022	bp elec...	City of Rifle	RI water/sewer	(157.83)
11/15/2022	1001470	Collaborative Summer Library Program	2023 Summer Reading t-shirts	(895.85)
11/15/2022	1001471	Colorado Doorways, Inc.	CA and RI door repairs	(1,307.84)
11/15/2022	bp elec...	Cura HR, LLC	HR support	(2,520.00)
11/15/2022	1001472	Daly Property Services, Inc.	CA snow removal	(393.75)
11/15/2022	1001473	Demco	CA processing supplies	(88.86)
11/15/2022	1001474	EverGreen ZeroWaste	CA compost collection services	(65.00)
11/15/2022	bp elec...	ImageNet Consulting LLC	copier copies	(935.80)
11/15/2022	1001475	Isenhart, Jeremy	A/V services for event	(200.00)

11:21 AM

Garfield County Public Library District

11/15/22

Claims for Board Approval

Accrual Basis

October 16 through November 15, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/15/2022	1001476	Jones, Kyle	Spooky musical performances - all branches	(1,000.00)
11/15/2022	1001477	Kline, Stacy	Mileage reimbursement	(55.88)
11/15/2022	1001478	Library Ideas LLC	Library materials	(385.92)
11/15/2022	bp elec...	Mountain Pest Control, Inc.	Oct spraying	(307.00)
11/15/2022	1001479	Mountain Waste & Recycling	SI GW trash/recycling	(127.94)
11/15/2022	1001480	Roaring Fork Valley Early Learning Fund	Early literacy events	(2,350.00)
11/15/2022	1001481	S & S Automatics and Door Service, LLC	annual p&m service	(2,503.00)
11/15/2022	1001482	Salinas, Daisy	Patron refund for returned lost item	(20.00)
11/15/2022	1001483	Seter & Vander Wall, P.C.	Aug and Sept legal services	(2,381.00)
11/15/2022	1001484	Simmons, Sajari	DEI & intercultural development virtual workshops	(1,000.00)
11/15/2022	1001485	Suarez, Dulce Andrea	Spanish translation services	(35.00)
11/15/2022	1001486	Swank Movie Licensing USA	Movie licenses, all branches 12/1/22 - 11/30/23	(1,632.00)
11/15/2022	1001487	Tiger, Inc.	Natural gas delivery	(1,447.00)
11/15/2022	1001488	Town of Carbondale	water / sewer	(80.57)
11/15/2022	bp elec...	Town of New Castle	water / sewer	(215.18)
11/15/2022	1001489	Town of Parachute	water / sewer / trash	(440.90)
11/15/2022	bp elec...	Town of Silt	water / sewer	(151.37)
11/15/2022	1001490	Transparent Information Services, LLC	Background checks	(19.50)
11/15/2022	1001491	Unique Management Services, Inc.	Collections service	(159.20)
11/15/2022	1001492	Van Humble Enterprises, LLC	Rhythms of Connection class series	(1,240.00)
11/15/2022	bp elec...	Waste Management	Trash/recycling	(334.20)
11/15/2022	bp elec...	WEX Bank	Oct vehicle fuel	(952.18)
Total 10010 · Alpine Bank- Gen(..7072)				(344,548.88)
TOTAL				(344,548.88)



2023 Holidays and Library Closures Schedule

HOLIDAYS (Closed and paid)

NEW YEAR'S DAY	Sunday, January 1
MEMORIAL DAY	Monday, May 29
INDEPENDENCE DAY	Tuesday, July 4
LABOR DAY	Monday, September 4
THANKSGIVING DAY	Thursday, November 23
DAY AFTER THANKSGIVING	Friday, November 24
CHRISTMAS EVE	Sunday, December 24
CHRISTMAS DAY	Monday, December 25

CLOSED (Paid and working)

STAFF WORK DAY	Thursday, April 27
STAFF WORK DAY	Tuesday, September 19

Staff Days are mandatory for all GCPLD Staff with the exception of Library Pages. Substitute Library Specialists are encouraged to attend.

EARLY CLOSURE DATES (Closed, not paid)

DAY BEFORE THANKSGIVING	Wednesday, November 22, close at 5:00 pm
-------------------------	--

EVENTS FOR THE LIBRARY DISTRICT STAFF

District Picnic	Friday, August 5, starting at 6:00 pm
Year-end Appreciation	Sunday, December 4, starting at 6:00 pm

2023 BOARD MEETING DATES & LOCATIONS

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

- January 5, 2023 - Rifle Branch Library
- February 2, 2023 - New Castle Branch Library
- March 2, 2023 - Silt Branch Library
- April 6, 2023 - Glenwood Springs Branch Library
- May 4, 2023 - Parachute Branch Library
- June 1, 2023 - Carbondale Branch Library
- July 6, 2023 - Glenwood Springs Branch Library
- August 3, 2023 - Parachute Branch Library
- September 7, 2023 - Carbondale Branch library
- October 5, 2023 - Rifle Branch Library
- November 2, 2023 - Silt Branch Library
- December 7, 2023 - New Castle Branch Library

RESOLUTION: 22-3

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2023 AND ENDING ON THE LAST DAY OF DECEMBER, 2023. (PURSUANT TO §29-1-108, C.R.S.)

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

WHEREAS, Kevin Hettler, Chief Financial Officer, has submitted a proposed budget to this governing body on October 6, 2022, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection on October 7, 2022, by the public at a designated place, a public hearing was held on November 3, 2022, and December 1, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

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

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

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

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

ADOPTED, this 1st day of December, A.D., 2022

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

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

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

2023 Draft Budget

	2021 Year End Actual	2022 Year End Estimates	2023 DRAFT BUDGET
REVENUES			
Sales Tax Revenue (Net)	3,773,819	4,243,065	3,500,000
Property Tax Revenue	6,004,187	5,371,109	7,306,045
Specific Ownership Tax Revenue	426,834	405,000	400,000
Interest on Investments	4,624	201,714	150,000
Other Revenue (grants, donations, solar rebates,rents)	120,580	94,046	153,354
Branch Charges	39,811	50,085	36,000
TOTAL REVENUES	\$ 10,369,855	\$ 10,365,019	\$ 11,545,399
EXPENDITURES			
Treasurers Fees	194,716	200,383	224,121
Debt Service	1,659,800	1,659,800	1,659,800
Wages and Benefits	3,870,323	3,922,171	4,715,937
Library Services	1,220,760	1,471,407	1,357,567
Professional and Technical	92,613	145,396	146,311
Building Overhead	933,175	1,006,068	1,716,393
Equipment Overhead	121,913	147,857	226,396
Other Overhead	74,114	77,967	84,825
Advertising and Marketing	51,836	59,230	131,500
Vehicles	12,417	14,625	18,541
Partnerships	33,141	47,524	58,738
TOTAL EXPENDITURES	\$ 8,264,808	\$ 8,752,428	\$ 10,340,129
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	2,105,047	1,612,591	1,205,270
FUND BALANCE at Beginning of Year	8,750,122	10,855,169	12,467,759
FUND BALANCE at End of Year	\$ 10,855,169	\$ 12,467,759	\$ 13,673,030

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

2023 Proposed Budget presented to the Garfield County Public Library District Board of Trustees on October 6, 2022

2023 Proposed Budget posted for public comment on October 7, 2022

2023 Budget adopted by the Garfield County Public Library District Board of Trustees on December 1, 2022

2023 Adopted Budget to be presented to the Garfield County Board of County Commissioners in December 2022

Resolution 22-4

A RESOLUTION PURSUANT TO 39-5-128, C.R.S. AND 39-1-111, C.R.S. LEVYING PROPERTY TAXES FOR THE YEAR 2023, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Garfield County Public Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 1, 2022 and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$7,311,889, and;

WHEREAS the 2022 total net assessed valuation for the Garfield County Public Library District as certified by the County Assessor is \$2,922,418,330.

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

Section 1. That for the purpose of meeting all general operating expenses of the Garfield County Public Library District during the 2023 budget year, there is hereby levied a tax of 2.502 mills (1.000 and 1.500 voter approved mills and 0.002 mills for refunds and abatements) upon each dollar of the total net assessed valuation of all taxable property within the Garfield County Public Library District for the year 2022.

Section 2. That the Executive Director is hereby authorized and directed to immediately certify to the County Commissioners of Garfield County, Colorado, the mill levies for the Garfield County Public Library District as hereinabove determined and set.

ADOPTED, this 1st day of December, A.D., 2022

Adrian Rippey-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

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

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of GARFIELD COUNTY, Colorado.

On behalf of the GARFIELD COUNTY PUBLIC LIBRARY DISTRICT,

(taxing entity)^A

the BOARD OF TRUSTEES

(governing body)^B

of the GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 2,928,717,730 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 2,922,418,330 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57) **USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

Submitted: _____ for budget/fiscal year 2023.
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY²	REVENUE²
1. General Operating Expenses ^H	<u>1.5</u> mills	\$ <u>4,383,627</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< _____ > mills	\$ < _____ >
SUBTOTAL FOR GENERAL OPERATING:	<input type="text"/> mills	\$ <input type="text"/>
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	<u>.002</u> mills	\$ <u>5,844</u>
7. Other ^N (specify): <u>2007 Multipurpose Ballot approval</u>	<u>1.0</u> mills	\$ <u>2,922,418</u>
_____ through year 2027.	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>2.502</u> mills	\$ <u>7,311,889</u>

Contact person: (print) James LaRue Daytime phone: (970) 625-4270 x 2125

Signed: _____ Title: EXECUTIVE DIRECTOR

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.

² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

Resolution 22-5

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE GARFIELD COUNTY PUBLIC LIBRARY DISTRICT IN GARFIELD COUNTY, COLORADO, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Garfield County Public Library District Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 1, 2022, and;

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

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

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

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

GENERAL FUND:

Current Operating Expenditures:	\$8,680,329
Debt Service:	\$1,659,800
TOTAL GENERAL FUND:	\$10,340,129

ADOPTED, this 1st day of December, A.D., 2022

Adrian Rippy-Sheehy, President of the Board of Trustees

James LaRue, Executive Director

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

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
401(a) RETIREMENT PLAN AND 457(b) DEFERRED COMPENSATION PLAN
POLICY**

Required Participation: As the budget allows, all employees regularly scheduled to work thirty-two (32) hours or more per week will be required to participate in the Library District's 401(a) retirement plan. Participation in the plan begins on the first day of employment. The Library District's contribution is fully vested after five (5) years at a rate of twenty (20) percent per year.

Voluntary Participation: All employees working for the Library District are allowed to participate in the 457(b) deferred compensation plans on either a before-tax or after-tax basis. This plan is voluntary, employees may contribute up the current limits determined by the IRS.

As the budget allows, the Library District will make a discretionary matching contribution dollar for dollar, up to three (3) percent for all eligible employees based on the eligible employee's contribution into their 457(b) account.

DRAFT

Management Report, December 2022

By Jamie LaRue, Executive Director

Intellectual Freedom issues

Public comment preface

I wanted to repeat some facts about the Japanese manga title, *Finder*, that has been challenged. Adrian suggested that we may want to address comments from previous board meetings before the next round of public comments.

- The titles were purchased as a result of a patron request.
- They are and have always been cataloged and shelved as adult materials.
- In Silt, the books are shelved about as far away from the children's collection as space permits.
- The challenged books come with a pre-printed publisher tag on the cover, which states, "Parental Advisory: Explicit Content." (Few of our manga titles are adult oriented.)
- The book has been represented as being about "man/boy" love or pedophilia. But everyone in the book is an adult.
- It has been alleged that someone found the books as part of Pride Month displays (on lower tables near the library entrance). If so, library staff didn't put them there. But we've also had, over the past few weeks, several cases of adult books being deliberately mis-shelved in children's areas, perhaps to precipitate controversy.

Second, at our Nov 3 board meeting, a misleading comment was made about the number of copies of the #1 most challenged title in the US, *Gender Queer*. One speaker said GCPLD had 25 copies. But we are a member of a huge consortium of libraries called Marmot. Together, all of the libraries own 25 copies. But GCPLD owns just 4 physical copies. This shows two things. First, our membership in Marmot greatly expands our offerings to the community. Second, our purchases aren't that unusual.

Other IF news

I also wanted to record that since our November 3 board meeting, we have received at least four positive emails about the library's provision of materials by and about marginalized populations. Of our 14 speakers at our November 3 public comments, 9 people, or 64%, encouraged resistance to censorship. That's close to the ALA finding that over 70% of the American population is opposed to the banning of books.

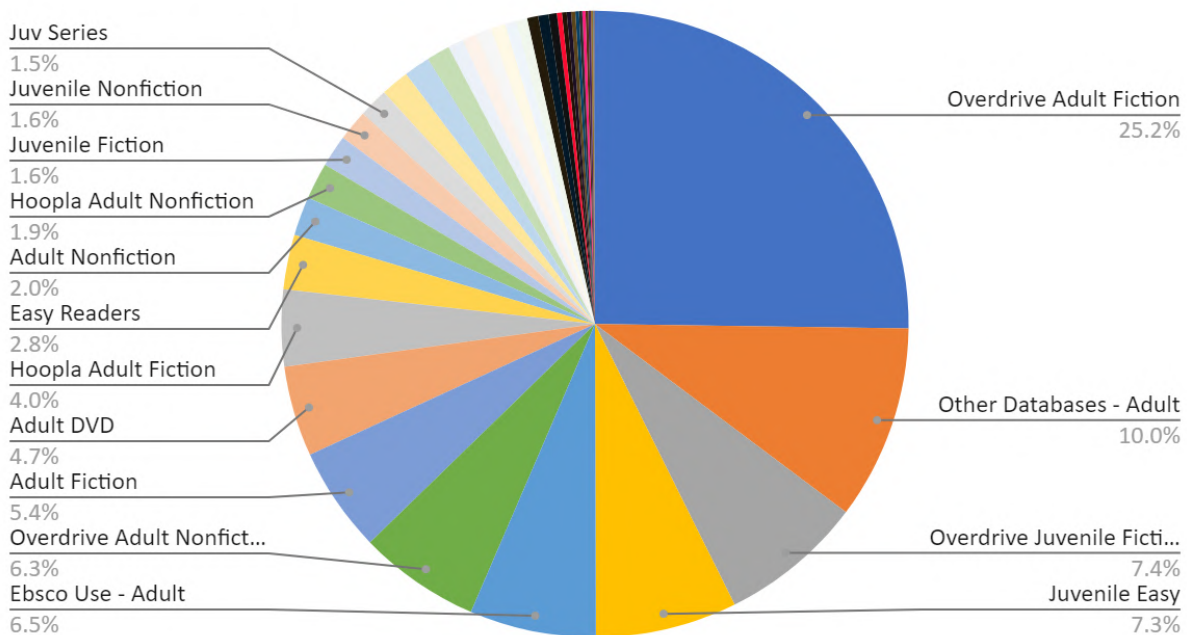
Our Request for Reconsideration process for the *Finder* book is wrapping up. After a long delay waiting for the book to be returned, all of our committee members have now had a chance to review the item. By December 1, they will have made their recommendation to me, and I will have communicated my decision to the two patrons. I will also copy the board.

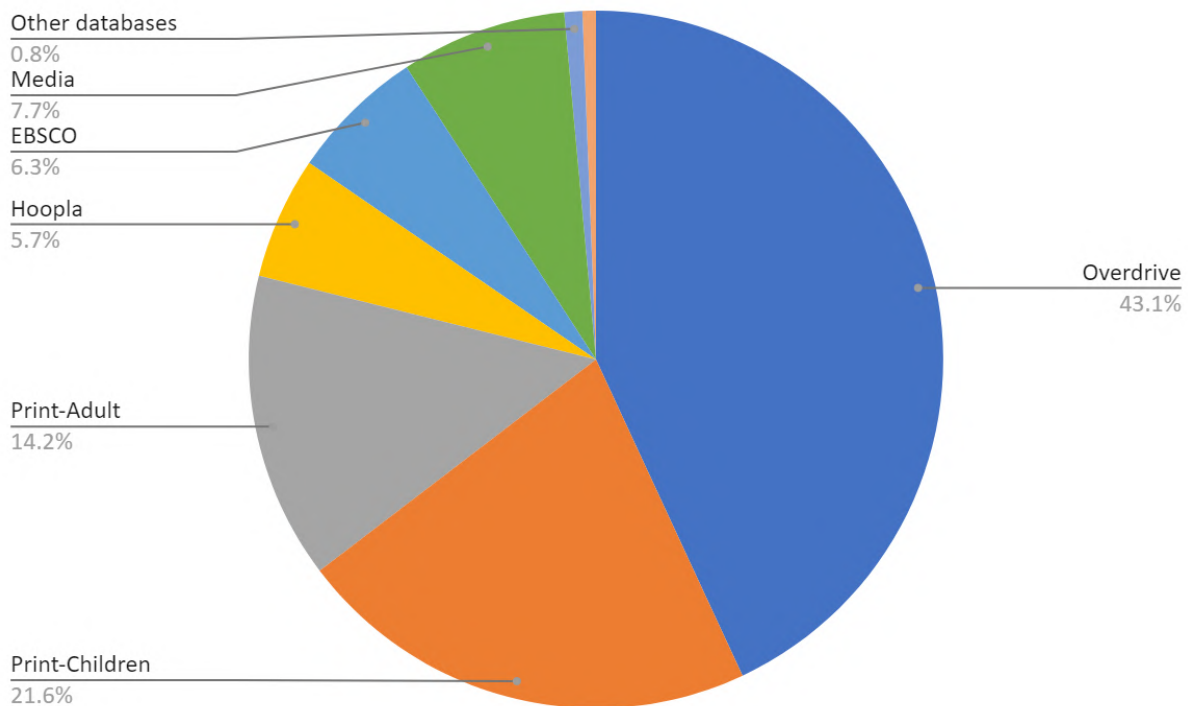
Circulation analysis

Last month, I presented a list of 2023 Goals, one of which was to increase library circulation (the number of items checked out) by 20%. There are several steps to that. Most will focus on collection management (removing what doesn't move and adding what does) and the creation of eye-catching displays. But even before that, we need to analyze available statistics.

Jenn Cook provided me with some raw numbers about what our patrons have been using from January through September of this year. I've worked up a couple of graphs. The first ("Jan-Sep 2022 CIRC") sorts library use by category. Note that just 4 categories account for half of our business: Overdrive adult fiction, EBSCO use, Overdrive Juvenile Fiction, and Juvenile Easy (picture books). Three of the four categories are digital. The second image shows that all Overdrive categories combined account for 43.1% of our circulation. Add children's and adult print books and that's over 78%.

JAN-SEP 2022 CIRC





This is just scratching the surface, of course. But I have two takeaways.

1. I would be very surprised if our use pattern looked like that before COVID. While I do anticipate that our print use will continue to rise, we have far greater use of digital content than I suspected. It will be interesting to see if that shift in use persists.
2. Children's materials are central to library use and to library value. They take up less space (because they're skinnier), and circulate better (they're also faster to read and easier to carry). More importantly, they help promote something that is too little valued in today's educational climate: reading for fun. That ability to pursue one's interests is key to the shift from learning to read to reading to learn.

Job ad for Branch Libraries Director

I'm pleased to report that we finally posted our Director of Branch Libraries position. This position is the only new administrative position to be created in 2022, and we permanently eliminated several others (Project Manager, Community Engagement Librarian, and a full time Administrative Assistant). The previous Assistant Director job has also been eliminated. This position focuses on the coordination and supervision of our branch libraries.

This includes:

- Leadership development - working with a mix of MLIS and non-MLIS branch managers to grow them into directors
- Public services quality assurance - deepening our discussion of values and tying them to best practices
- Executive decision-making - this position will be part of our executive team
- Community building - overseeing and responding to citizen interviews
- Communication - building a district culture predicated on emotional intelligence and transparency

We are requiring an MLIS and 5 years increasingly responsible administrative experience in public library management or public library administration.

I wanted to thank Kim Owens for seeking to craft a shorter, less bureaucratic job description style. The ad went out the second week of November, and I hope to see a strong pool of candidates.

Meeting room charges

I've been looking at our meeting room policy. It seems to call out three different kinds of charges:

- \$25/day if food is to be served
- An additional, optional \$25 cleaning charge (if the meeting room is left in particularly trashed condition).
- Rates per day charges, that our website says may not apply to not-for-profit events, although that exemption isn't in the policy itself.
 - 1-5 Hours \$25 per hour
 - 6-9 Hours \$150 total
 - 10-13 Hours \$200 total
 - 14-16 Hours \$300 total

I recommend the elimination of these fees for three reasons. First, we already have a cleaning service that takes care of usual wear and tear. The "extra" cleaning charge doesn't seem to have been collected. Second, the rates per day charge, even if they exempt not-for-profits, still constitute a barrier to use. Third, I'm looking for ways to eliminate the need for small cash handling by staff preparatory to reducing the size and scope of circulation desks.

To my mind, there is a hierarchy: first preference goes to library programs; then associated programs, by library partners (such as Raising a Reader); then meetings and programs by community non-profits. After that, if rooms are otherwise going to sit empty, I believe they should be available to businesses. Business, too, pay taxes, and I don't think they should be charged twice.

Would the board consider a revision of this policy to eliminate fees?

Library elections

There were four Colorado libraries on the ballot this November. The Denver Public Library established a dedicated mill levy, although they remain a city department. The Boulder Public Library successfully established a library district, picking up the unincorporated parts of Boulder County. South Routt (Oak Creek) succeeded in exempting themselves from TABOR, allowing their revenues to grow with the county. Only Florence's John C. Fremont County Library District, which sought a mill levy increase, lost at the polls. A 75% success rate is impressive, showing that Coloradans generally approve of and support their libraries.

New Castle Branch December Report

Ana Gaytan, Branch Manager

New Castle Branch has been excelling in so many ways. We have been able to keep our collection looking fresh while considering diversity, equity, and inclusion. New Castle staff was able to participate in a number of different training seminars in this past year. Two staff members were able to attend MUG, two staff members were able to participate in CALCON, and I attended ALA and Reforma. Let's not forget to mention we have done online trainings as well. New Castle is also proud of the programs we have created and improved to meet our patrons needs.

Programs:

Kids

2 Storytime- both of them well attended

Get the wiggle out(playtime)-Every other Thursday,

Spark k-5th grade- (SPARK) Has become a must in our community.

Bolsitas Rojas: Every Friday

Tweens & Teen

NC Gamers: twice a month.

Teen scene: once a month.

Familias del Valle- once a month- bilingual program.

Adult

Seasonal adult program- People lost interest in some of our programs but [Stacy Duchscher](#), our adult program specialist, has started and cultivated other programs that have been well received.

Chair Yoga: 8 weeks and we talking about bring it back in the spring

Adult Seasonal Wreath Crafting Club. It has been well attended.

The sudden Loss of our Circulation Coordinator, [Lisa Detweiler](#) has affected not only The New Castle Branch but also the entire district. I want to say thank you to everyone who has reached out and to those who have offered to cover a shift. Lisa was an essential part of the team. It has been difficult to be at work but we have also found strength within each other. Thank you to our amazing subs, our HR department, Jamie, Jenn Cook, Amaranda, and everyone in admin. Lisa loved the Garfield County Public Libraries and was proud to be a Circulation coordinator.

Financial / Treasurer Report, November 2022

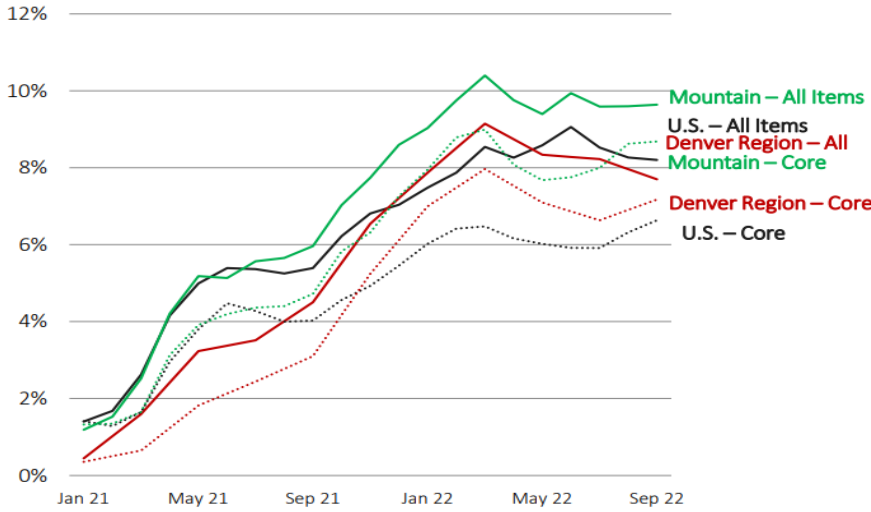
Kevin Hettler, Chief Financial Officer

Sales tax for the month of August is up 36% from the prior year. Inflationary impacts are the most likely cause of this large increase. The City of Glenwood Springs reported similar findings.

Per the CU Leeds School of Business, the chart below depicts the Colorado CPI index through Sept 2022.

Inflation

Consumer Price Index, Percent Change Year-Over-Year



Items	U.S. City Average	Mountain	Denver-Aurora-Lakewood	Item Weights
All items	8.2%	9.6%	7.7%	100.0%
Food and beverages	10.8%	11.7%	11.3%	14.3%
Housing	8.0%	10.5%	8.2%	42.4%
Apparel	5.5%	5.4%	-0.4%	2.5%
Transportation	12.6%	12.8%	7.0%	18.2%
Medical care	6.0%	6.2%	NA	8.5%
Recreation	4.1%	4.2%	3.5%	5.1%
Education and Comm.	0.2%	1.7%	-0.5%	6.4%
Other goods and services	6.9%	7.5%	8.0%	2.7%
Core Inflation	6.6%	8.7%	7.2%	

Source: Bureau of Labor Statistics, CPI for All Urban Consumers (CPI-U).
Note: Denver-Aurora-Lakewood values as of Sept 2022, Mountain and U.S. as of Sept.



Source: Bureau of Labor Statistics.

The following charts depict all revenues received and expenditures made from 1/1/22 through 10/31/22, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 10/31/22 is \$9,200,471.

Total expenditures made as of 10/31/22 is \$6,807,676.

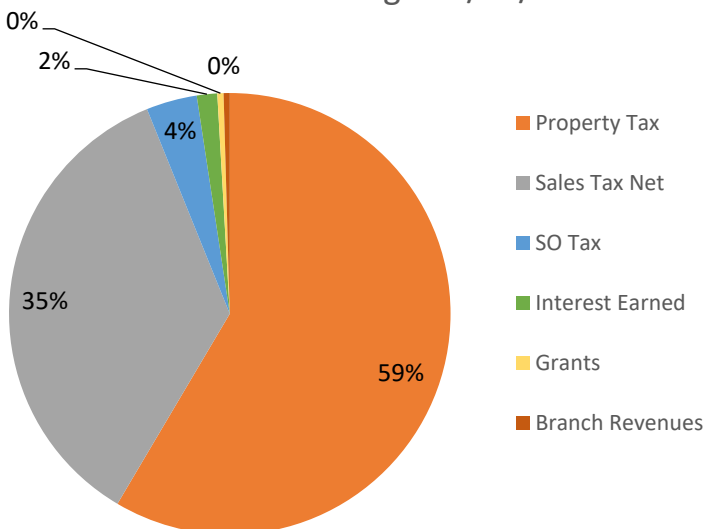
83% of the year has elapsed as of 10/31/22.

100% of budgeted revenue (\$9,196,298) has been received.

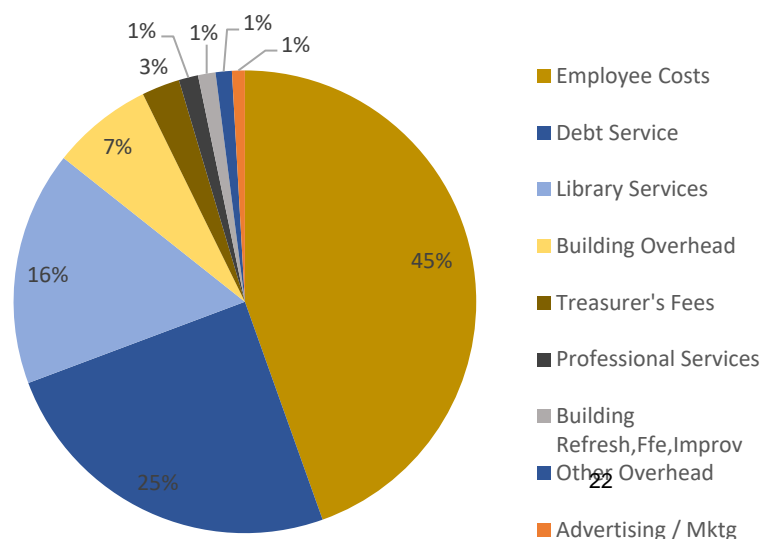
74% of budgeted expenditure (\$9,196,298) has been made.

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

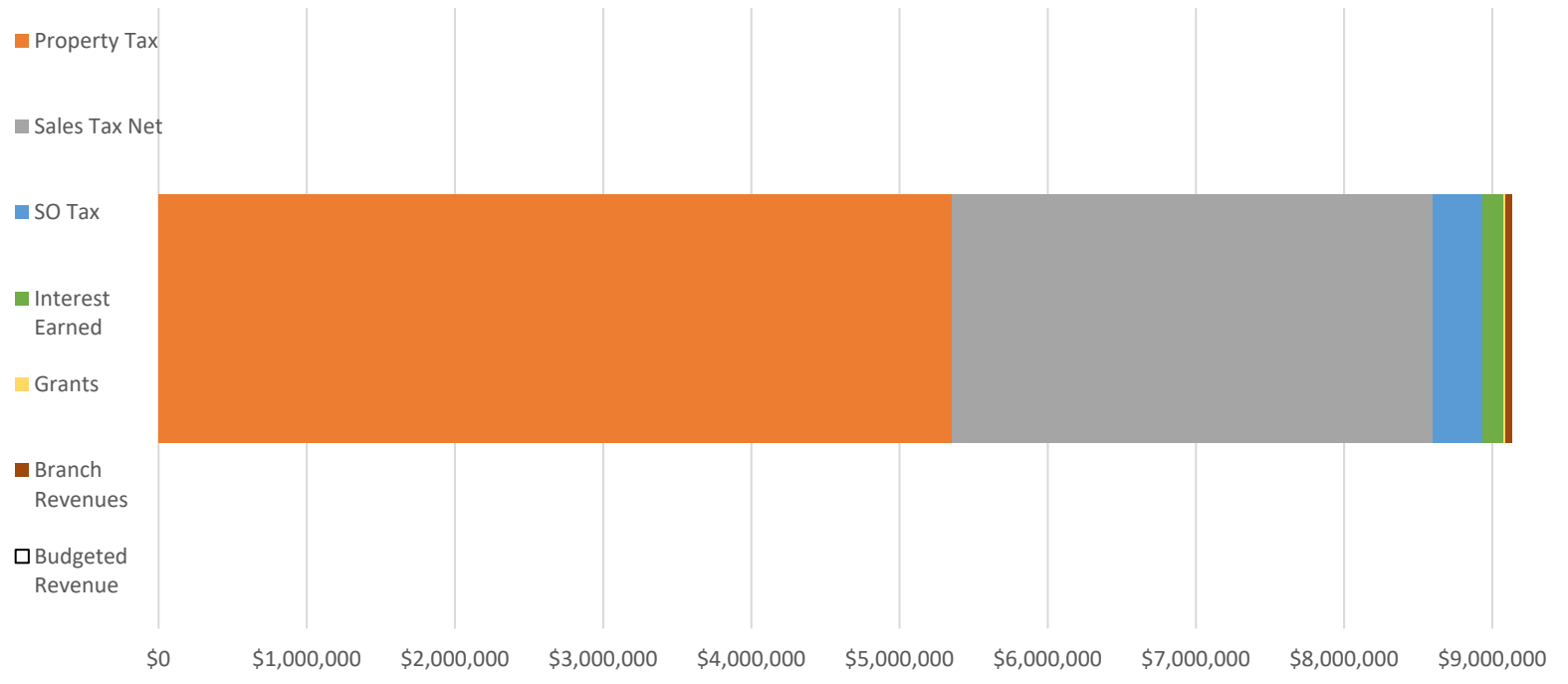
YTD Revenues through 10/31/2022



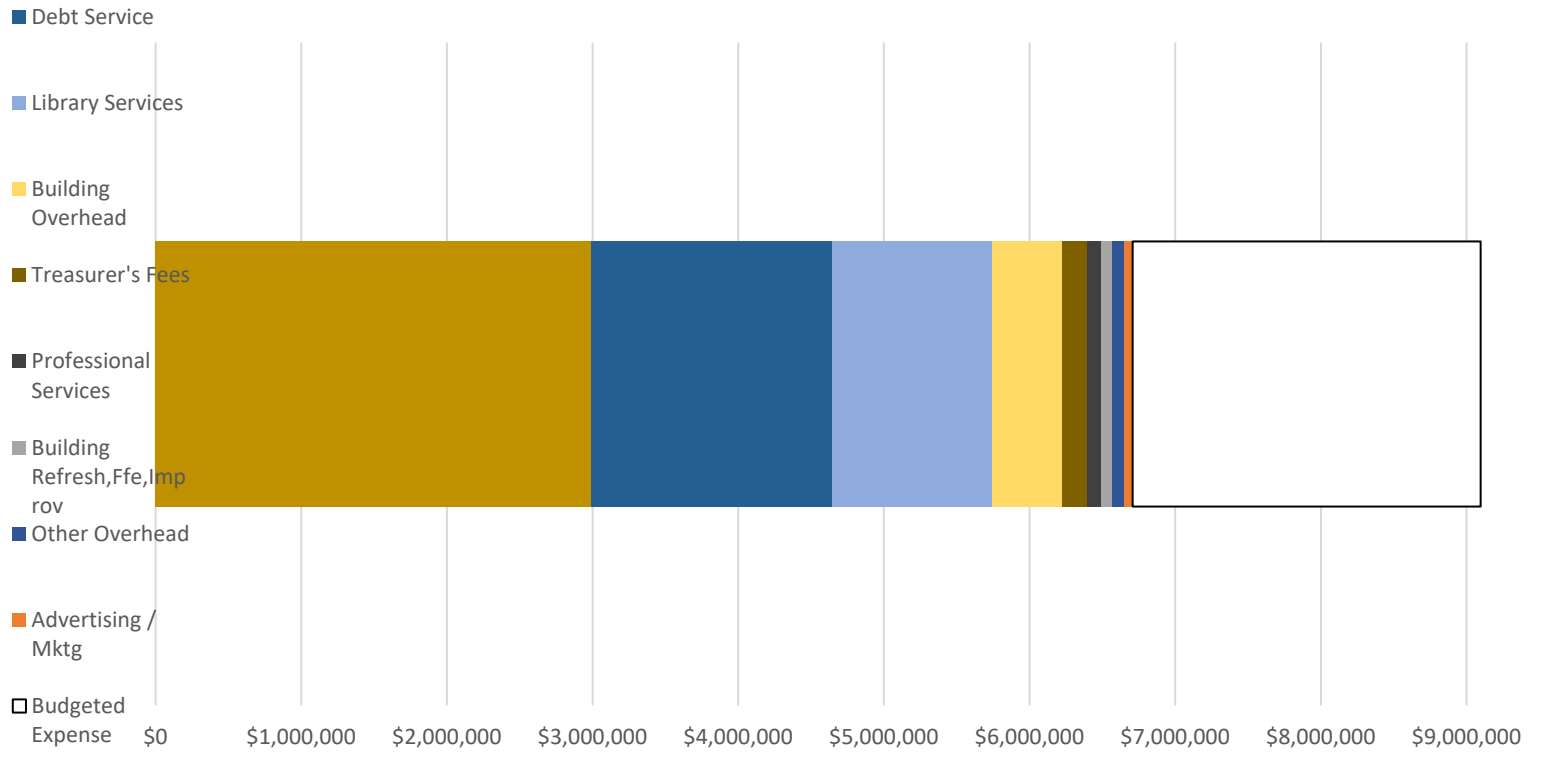
YTD Expenditures through 10/31/2022



YTD Revenues to Budgeted Revenues through 10/31/2022



YTD Expenditures to Budgeted Expenditures through 10/31/2022



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

	Jan - Oct 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Oct 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
Income						
40100 · Sales Tax Revenue	3,335,898.88	3,320,000.00	100.48%		2,846,263.96	489,634.92
40102 · Sales Tax Refunds	(95,715.61)	(70,000.00)	136.74%	1.	(75,327.03)	(20,388.58)
40200 · Property Tax Revenue	5,357,063.89	5,356,520.00	100.01%	2.	5,988,629.07	(631,565.18)
40300 · Specific Ownership Tax Revenue	340,782.95	411,000.00	82.92%		362,129.61	(21,346.66)
40900 · Interest Earned on Investments	136,715.65	6,000.00	2,278.59%	3.	3,989.95	132,725.70
41000 · Grants	41,848.25	98,538.00	42.47%		27,538.68	14,309.57
41200 · Other Revenue	35,892.14	24,220.00	148.19%		53,640.39	(17,748.25)
41300 · Solar Rebates	6,899.58	9,000.00	76.66%		6,955.41	(55.83)
42000 · Branch Revenues	41,085.27	41,020.00	100.16%		32,167.14	8,918.13
Total Income	9,200,471.00	9,196,298.00	100.05%		9,245,987.18	(45,516.18)
Expense						
50001 · TREASURER'S FEES	178,173.94	180,350.00	98.79%		180,593.06	(2,419.12)
50005 · DEBT SERVICE	1,659,799.60	1,659,800.00	100.0%		1,659,799.60	0.00
51000 · EMPLOYEE COSTS	2,988,270.59	4,314,734.00	69.26%		2,562,859.40	425,411.19
52000 · LIBRARY SERVICES	1,098,959.32	1,471,407.00	74.69%		1,077,778.84	21,180.48
53000 · PROFESSIONAL SERVICES	90,699.83	160,396.00	56.55%		81,180.14	9,519.69
54000 · BUILDING OVERHEAD	473,861.01	666,068.00	71.14%		572,948.66	(99,087.65)
54500 · BUILDING REFRESH, FURNITURE,IMI	82,212.74	340,000.00	24.18%		124,471.21	(42,258.47)
55000 · EQUIPMENT	37,483.53	216,969.00	17.28%		112,462.99	(74,979.46)
56000 · OTHER OVERHEAD	75,967.07	72,000.00	105.51%	4.	71,035.25	4,931.82
57000 · ADVERTISING & MARKETING	60,161.42	59,230.00	101.57%		33,944.92	26,216.50
58000 · VEHICLES	14,562.99	13,400.00	108.68%		11,003.46	3,559.53
59000 · PARTNERSHIPS	47,524.32	41,944.00	113.3%	5.	33,141.10	14,383.22
Total Expense	6,807,676.36	9,196,298.00	74.03%		6,521,218.63	286,457.73
Net Income	2,392,794.64	0.00			2,724,768.55	-331,973.91

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. Includes annual property, liability, and public official bond insurance.
5. All assessments have been paid for 2022 (GW Cooper Commons)

Garfield County Public Library District

Balance Sheet

11/15/22

As of October 31, 2022

Accrual Basis

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	687,513.24
10050 · Colo Trust - General	12,556,473.83
10055 · C-Safe	54,140.89
10060 · Alpine Bank- Payroll(..8785)	4,000.00
10070 · Alpine Bank - Flex(..0583)	2,896.92
10210 · Alerus- Flex deposit	292.99
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	103.96
11050 · WF-23652001-Annual Princ. Pmt	629.56
Total Checking/Savings	13,307,126.39
Other Current Assets	
12050 · Sales tax transfer by Treasurer	375,907.52
12100 · Property tax transfer by Treas	5,362,948.00
Total Other Current Assets	5,738,855.52
Total Current Assets	19,045,981.91
Other Assets	
18400 · Prepaid Exps	33,625.18
Total Other Assets	33,625.18
TOTAL ASSETS	19,079,607.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	33,854.35
Total Accounts Payable	33,854.35
Other Current Liabilities	
20660 · Grants Payable	6,830.88
21100 · Other Payroll Payables-	
21105 · FLEX payable	1,957.28
Total 21100 · Other Payroll Payables-	1,957.28
21200 · Payroll Payable-	50,144.00
Total Other Current Liabilities	58,932.16
Total Current Liabilities	92,786.51
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	375,907.52
22100 · Deferred Property Tax Revenue	5,362,948.00
Total Long Term Liabilities	5,738,855.52
Total Liabilities	5,831,642.03
Equity	
30000 · Unassigned Fund Balance	10,358,965.58
30005 · Non-Spendable Fund Balance	33,538.84
30010 · Restricted Fund Balance	311,400.00
30040 · Assigned For Replacement	151,266.00
Net Income	2,392,794.64
Total Equity	13,247,965.06
TOTAL LIABILITIES & EQUITY	19,079,607.09

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

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%
February	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%
March	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%
April	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%
May	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%
June	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%	416,313.77	15.51%
July	266,233.19	8.99%	283,289.61	6.41%	296,171.04	4.55%	358,053.80	20.89%	415,689.44	16.10%
August	259,104.75	11.94%	283,746.69	9.51%	282,100.20	-0.58%	325,543.47	15.40%	437,595.12	34.42%
September	259,426.27	17.49%	273,911.00	5.58%	308,802.67	12.74%	359,893.69	16.54%		-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%
TOTAL	2,870,165.76	12.66%	3,059,260.74	6.59%	3,151,203.50	3.01%	3,906,322.49	23.96%	2,959,991.36	-24.23%

AFTER REFUND

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%
February	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%
March	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%
April	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%
May	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%
June	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%	414,125.44	16.96%
July	264,478.28	9.20%	281,615.39	6.48%	254,330.79	-9.69%	355,006.45	39.58%	414,876.04	16.86%
August	257,827.63	11.86%	283,033.57	9.78%	280,187.96	-1.01%	317,495.97	13.32%	434,258.56	36.78%
September	257,903.65	17.09%	273,401.59	6.01%	306,570.32	12.13%	358,127.16	16.82%		-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%
TOTAL	2,848,987.62	15.98%	2,999,959.02	5.30%	3,048,078.90	1.60%	3,844,568.91	26.13%	2,866,290.67	-25.45%

Human Resources Report

Kim Owens, Human Resource Director

The Library District experienced a tremendous loss when Lisa Detweiler, Circulation Coordinator at New Castle, was killed in a tragic accident on November 10. Her absence continues to be felt. I am incredibly grateful and proud of the GCPLD staff for immediately stepping in to help the New Castle staff with whatever they needed, and for keeping Lisa's husband, Merle, in their hearts during such a terrible time. I am so thankful to Jamie and the Board for allowing us to close the New Castle branch for a couple of days so the staff could grieve together in privacy.

Staff Education and Development update:

Amaranda Fregoso, our Employee Development Coordinator, has been working with the Circulation Coordinator team for several months to update GCPLD's circulation procedures, ensuring everyone in the District is using the same information. Once they feel these are updated, they will have Jenn Cook, Technical Services Director, review and confirm the procedures are correct. Then Amaranda will work on building training around the procedures so we can ensure consistency across the District. This will be important as we move ahead with our new RFID systems. We're mapping out the 2023 District Development plan, we're excited to build a program that includes staff led in-person classes, in addition to our new learning management system, NEOGOV, and offering opportunities to staff to attend library conferences.

Recruiting and Staffing update:

At the end of October, we were pleased to transition the Interim Circulation Coordinator at Silt into the regular, full-time Circulation Coordinator position, congratulations Kat Coco! This role is critical in the success of the branch and the Branch Manager. We continue to have a need for Substitute Library Specialists around the District and Melissa Terry, HR Specialist, recently hired several new Subs to support the branches. We typically don't include the addition or departures of subs in the HR staffing report, so those numbers are not included in the report below.

Our Accounting Technician, Jade Flowers, accepted a full-time position with Garfield County. Kevin Hettler will begin his search for the next Accounting Technician in January, until then he will keep the Finance department going with support from Eileen Cummings, Administrative Assistant.

On November 15, we posted an opening for a Branch Libraries Director position. This position will be essential to our ability to accomplish key initiatives, some of which are retooling our libraries to increase engagement and liberate staff time for more meaningful interactions; creating a more inclusive and collaborative institution with our growing Spanish-speaking population; and launching a comprehensive community interview process.

Staffing Report - Since 9/26/2022:

New Hires: 0

Promotions/Transfers: 2

- Interim Circulation Coordinator at Silt transferred to Regular, Full-time Circulation Coordinator – Silt, 40hrs/week
- Library Page at New Castle transferred to the Sub Pool

Vacancies: 6 (openings designated as “on pause” are not included in the vacancy count)

- Library Specialist – Rifle, 24hrs/week
- Library Page – Carbondale, 10hrs/week
- Library Page – New Castle, 10hrs/week
- Circulation Coordinator – New Castle, 40hrs/week
- Branch Libraries Director – Support Services, 40hrs/week
- Accounting Technician – Support Services, 24hrs/week – will post this opening in January 2023
- Library Page – Parachute, 10hrs/week – *On pause*
- Library Page – Carbondale, 10hrs/week – *On pause*

Departures: 3

- Accounting Technician – Support Services, 24hrs/week – 11/15/2022
- Library Specialist – Rifle, 24hrs/week – 11/23/2022
- Library Page – Carbondale, 10hrs/week – 11/23/2022

Additional Staffing Information:

Headcount as of 11/24/2022:

- 78 total staff members (does not include subs)
- 37 benefit eligible staff (32 - 40 hours per week); 41 staff with less than 32 hours per week
- 56.975 FTE

Staff Stats by Location – 11/24/2022					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> (total of all staff)	<u>Count of Benefit Eligible Staff</u> (over 32 hours)	<u>Count of Staff not eligible for Benefits</u> (under 32 hours)
Carbondale	7.875	11	315	4	7
Glenwood	8.30	13	332	4	9
New Castle	5.65	8	226	3	5
Silt	5.95	9	238	4	5
Rifle	8.35	13	334	4	9
Parachute	6.65	9	266	4	5
Support Services	14.2	15	568	14	1
Grand Total	56.975	78	2279	37	41

Technical Services November Report

Jenn Cook, Technical Services Director

The technical services department was able to offer a couple of training sessions at staff day this fall. The goal of one was to help improve efficiency with laptop and hotspot reservations and transactions. Another was aimed at increasing proficiency with collection reporting tools. An additional training occurred in October with the Branch Managers to introduce another collection analysis tool. Creating a workflow for collection analysis that leads to increased circulation will be a priority next year.

A new database was brought on in time for Veterans Day. VetNow from Brainfuse provides resources and live experts, available from 2 pm-11 pm MT Monday through Friday, to help veterans and their families understand and apply for the VA benefits they are eligible for, including local, state, or federal programs, housing, health care to education, mental health, and career transition.

During the first 3 quarters of 2022, our top categories of circulation have been:

Overdrive	43.1%
Juvenile print	21.6%
Adult print	14.2%
Media	7.7%
Research databases	7.1%
Hoopla	5.7%

STATISTICS OCTOBER YTD	District		
	2022 Actual	2021 Actual	% change
Website			
Website Visits	178988	171408	4.42%
Downloadables/Streaming			
Overdrive - total eBook, audio, video, ma	59532	57491	3.55%
Hoopla - total	22597	23010	-1.79%
Kanopy	8021	8215	-2.36%
Subscription Resources			
Ancestry - Searches	21969	18587	18.20%
MyHeritage - Sessions	660	43	1434.88%
EBSCO Databases - Sessions	19297	37714	-48.83%
Learning Express - Sessions	63	106	-40.57%
Wall Street Journal - Access	355	101	251.49%
Consumer Reports - Sessions	133	103	29.13%
Mango - Sessions	994	1047	-5.06%
NewsBank	555	66	740.91%
New York Times - Sessions	2877	164	1654.27%
Brainfuse - Uses	1478	456	224.12%
Tumblebooks - Book Views	352	350	0.57%
LOTE Online for Kids - Story Views	53	46	15.22%
Biography in Context - Sessions	1120	455	146.15%
Research in Context - Sessions	342	1124	-69.57%

STATISTICS OCTOBER YTD	District		
	2022 Actual	2021 Actual	% change
Cardholders			
Active Patrons	21661	20759	4.35%
New Library Cards	4382	3433	27.64%
Patron Services			
Door Count	261197	186979	39.69%
Meeting Room Attendance	25890	7372	251.19%
Adult Program Attendance	2283	951	140.06%
School-Age Program Attendance	6794	3448	97.04%
Teen Program Attendance	1440	552	160.87%
Early Childhood Attendance	9469	1762	437.40%
All Ages/Family Attendance	4311	0	
Adult Outreach Attendance	1166	366	218.58%
Youth Outreach Attendance	3751	2016	86.06%
STEM Program Attendance	1440	334	331.14%
ESL Program Attendance	2936	415	607.47%
Reference Questions	1352	353	283.00%
Physical Circulation			
Juvenile	77725	61576	26.23%
Young Adult	8464	7643	10.74%
Adult Fiction	23816	20803	14.48%
Adult Non-Fiction	16937	12212	38.69%
Large Print	2931	1920	52.66%
World Languages	3388	2744	23.47%
DVD	34937	30831	13.32%
CD Audiobook	3724	4883	-23.74%
Magazines	1801	1929	-6.64%
Video Games	525	359	46.24%
CD Music	1604	1707	-6.03%
Collection			
Items Added	18051	25782	-29.99%
Total Items in Collection	168505	169385	-0.52%
Technology			
PAC Usage (hours)	19952	12665	57.54%
PAC Usage (sessions)	27138	18129	49.69%
Wireless Sessions	188986	45329	316.92%
Hotspot Lending	857		
Laptop Lending	292		
Volunteers			
Volunteer Hours	671	68	886.76%

Marketing Report October-November

James Larson, Communications & Marketing Director

Marketing is working with Programming and Events to finalize the plans for our Winter Reading Challenge that will run from mid-January through mid-February. The branding/logo for the program was actually designed by Shirley, library page at our Glenwood Springs Branch, and Emily designed the logos and the final colors. This is not the usual process, but I was thrilled and impressed with Shirley’s artistic talent (see attached designs). The theme the Winter Reading Committee decided upon is, “A Blizzard of Books.”

New Website update – we are a few weeks in to the website development process and are still working on the skeleton of the main pages and the overall look, so there is not much to see or report yet. Stay tuned.

Our Holiday Concert Series is back featuring some of our regular favorites and new performers. Emily has designed a logo for the series, to help brand it for this season and seasons to come. See attached logos.

Digital Statistics

Followers:

Facebook – 3,692 (92 new followers)

Instagram – 1353 (slight increase)

Email Newsletter (Sept) – 13,820

Facebook Reach 11,421 (up 42% from the previous 30 days)

Instagram reach: 977 (up 43%)

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

Top 5 Facebook Posts



Boost post

With great sadness we want to let all of our patrons know that our New Castl...

November 10, 2022 at 3:18 PM

ID: 10160327443323007

Interactions

400 reactions

56 comments

22 shares



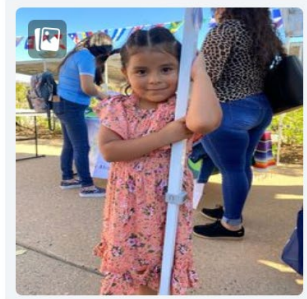
Boost post

Please welcome Maria Gaytan to the Garfield County Public Library District. ...
November 14, 2022 at 9:00 AM

ID: 10160338850688007

Interactions

👍 125 reactions 💬 16 comments ➦ 1 share



Boost post

Some of our newest patrons! And quite the fashionistas.
October 28, 2022 at 10:00 AM

ID: 10160283721493007

Interactions

👍 39 reactions 💬 0 comments ➦ 1 share



Boost post

Please take a moment today to recognize Gabe Wooley's 10 year anniversary ...
November 19, 2022 at 11:00 AM

ID: 10160382858873007

Interactions

👍 80 reactions 💬 14 comments ➦ 0 shares



Boost post

A message of support from a Carbondale patron and family. Thank you! This ...
November 3, 2022 at 2:00 PM

ID: 10160304360193007

Interactions

👍 57 reactions 💬 4 comments ➦ 1 share

Top 5 Instagram Posts



Boost post

Don't forget to change your clocks tonight! Why do we have Daylight Savings ...

November 5, 2022 at 9:00 PM

ID: 17872045916788794

Interactions

48 likes

1 comment



Boost post

With great sadness we want to let all of our patrons know that our New Castl...

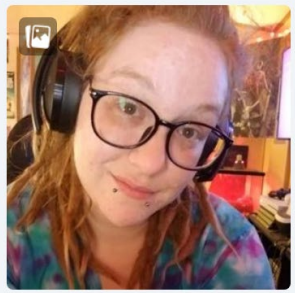
November 11, 2022 at 10:18 AM

ID: 17918127011525441

Interactions

35 likes

6 comments



Boost post

Please take the time to recognize Kat Coco today. Kat has been officially pro...

November 5, 2022 at 11:00 AM

ID: 17943053000267026

Interactions

31 likes

1 comment



Boost post

Please take a moment today to recognize Gabe Wooley's 10 year anniversary ...

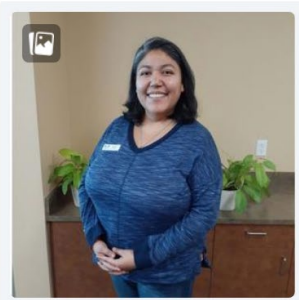
November 19, 2022 at 11:00 AM

ID: 18242605033179879

Interactions

27 likes

2 comments



Boost post

Please welcome Maria Gaytan to the Garfield County Public Library District. ...

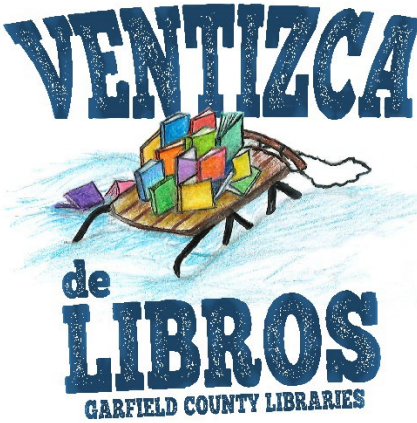
November 14, 2022 at 9:00 AM

ID: 18264094963106350

Interactions

25 likes

1 comment





HoliJay
Concert Series

HoliJay
Concert Series



HoliJay
Concert Series

Events October-November 2022

Alex Garcia-Bernal, Education & Events Manager

GCPLD had a blast this past October. Regular programming for adults and youth continued strong. The New Castle Library hosted its monthly Teen Scene club on Saturday October 1st and continued their weekly Chair Yoga for Seniors program on Mondays. The Rifle Library continued to host their weekly Anime club for teens on Saturdays and their weekly Preschool Playgroup on Wednesdays. Glenwood Springs continued their Dungeons and Dragons club on Thursday evenings and their Magic The Gathering Card playing club on Saturday October 15th.

New Castle hosted their monthly Spanish language family night, Familias del Valle on Saturday October 29th.

Some of the libraries hosted our first ever Coffee with A Cop program. It was a chance for our local law enforcement departments to come and meet our patrons in a social and informative session. The Glenwood Springs, Rifle, and Silt libraries hosted on Wednesday October 5th. The Parachute library hosted their monthly Western Colorado Book club on Tuesday October 11th.

The Glenwood Springs library hosted their presentation on How to Survive Middle School for kids on Friday October 14th. They also hosted the yearly Art Guild reception on the evening of Friday, 14th and saw around 80 participants. The Glenwood Springs Library also hosted their Pride Social on Friday October 28th. The Rifle Library hosted their Halloween themed lockdown party for tweens and teens on Friday October 28th to a success of 36 participants.

GCPLD hosted a virtual presentation with Senior Matters on the History of Carbondale on Tuesday October 11th. The Silt library hosted a virtual presentation with Cooking Matters on October 12th and 19th. GCPLD hosted a virtual presentation on Cultural Competency in the Workplace, featuring Roaring Fork Show Up on Tuesday October 18th and a virtual presentation on the Psychology of Diversity on Tuesday October 25th. GCPLD hosted a hybrid virtual and in person presentation with Senior Matters at the Glenwood Springs and Rifle libraries on making preparations for end of life, Dying on Your Own Terms on Thursday October 27th.

GCPLD hosted a wonderful event presented by Nature's Educators featuring the wonderful world of birds of prey. Nature's Educators visited the Glenwood Springs Library on Wednesday October 12, the New Castle and Parachute Libraries on Monday October 24th, the Silt Library on Tuesday October 25th, the Glenwood Springs and Carbondale libraries on Wednesday October 26th to great success in engagement and entertainment. Parachute saw nearly 100 attendees at their presentation.

The Silt, Parachute, and Glenwood Springs libraries hosted a jazz concert presented by the Daniel Bennett Group on Saturday October 15th. Pianist Kyle Jones presented a series of Halloween themed concerts at the Silt Library on Sunday October 23, at the Parachute Library on Monday October 24th, the Carbondale Library on Tuesday October 25th, the New Castle Library on Friday October 28th, the Glenwood Springs Library on Saturday October 29th, and the Rifle Library on Sunday October 30th.

The Colorado Workforce center hosted their workshops on writing a resume and job searching at the Silt Library on Wednesday October 12th, 19th, and 26th. The Glenwood Springs Library hosted the first annual Arts and Literacy Festival with Raising a Reader on Saturday October 22. The event saw at least 150 participants.

October was Halloween and a celebration of Fall. The Parachute and Silt Libraries hosted a Halloween Costume exchange throughout the month. The New Castle Library hosted a seasonal wreath craft workshop on Thursday October 27th. All libraries hosted the second annual pumpkin carving workshops. New Castle hosted on October 21st. Rifle and Glenwood Springs hosted on October 28th, Silt, Parachute, and Carbondale hosted on October 29th. The Rifle Library, in collaboration with the City of Rifle hosted the annual Trunk or Treat event on Monday October 31st to an astounding success of around 400 participants.

December Facilities Board Report

Jonathan Medrano, Facilities Manager

The Facilities Department concluded a great month in November preparing our Facilities for the cold winter months. The following are worthy mentions that were completed within the last 30 days.

Admin Office Space Project Schedule

The Facilities Manager has received the following updates from the Project Management team.

- Working in partnership with Trane to have VAV's (HVAC equipment) delivered as soon as possible.
- VAVs will be installed when they arrive all other work is proceeding around them.
- Drywall is complete with all inspections to be released.
- Fire suppression and alarm with rough in inspection and insulation- COMPLETE
- Electrical Box install and inspection-COMLETE
- Fire alarm and fire suppression is complete and inspected

Fixtures and Furniture Project for Administration Offices

The Facilities Department worked with other key staff members to compile and purchase office furniture for the new administration offices. The new space is comprised of 6 enclosed offices, 3 open offices and one communal space. Items such as sit to stand ergonomic desks, book cases, overhead cabinets, meeting table, chairs and filing cabinets etc. The main idea was to incorporate items that assisted each department for optimal workspace experience.

District Security System Project

The Facilities Manager, Executive Director and District Branch Managers have begun an internal research initiative in preparation of upgrading the security system at all library locations. Each location has undergone a walkthrough for camera locations, feedback from Branch Manager and staff and ideas for further security of staff and patrons. After this research stage, GCPLD will reach out to qualified companies for a bid process and anticipate starting said project in February/March.

Plaza Projects at Glenwood Springs Branch

The Facilities Manager and the Facilities Technician have completed two needed projects at the Glenwood Springs Library plaza. One patio light was refitted in a new location due to the anchor's bolts coming loose in the concrete. The patio light is now secure working efficiently. Also, the two wide plaza steps were given a coat of safety yellow paint on each steps edge. There were instances where people have tripped since the steps do not stand out. This new adjustment will help deter future accidents from happening.

Exterior LED Lighting Upgrades in Parachute, Rifle and Silt

The Facilities Department is working with a company to undergo the retrofit the exterior lighting of the Parachute, Rifle and Silt libraries. This will be one of the ways that GCPLD will help with lowering energy efficiency, improved environmental performance and longer lifespan of electrical light bulbs. The Facilities Department will look to continue furthering energy efficient upgrades to better help the environment.

Men's Bathroom Repair in Silt

The Facilities Department responded to a call from the Silt Library. The men's urinal was needing immediate attention. In addition to the manual flush valve malfunctioning, continuously running water, the drain was also clogged. This led to the bathroom flooding, with some water seeping into the staff area. Water was temporarily shut off to address this issue Both Facilities and Branch staff worked together to close off and clean the area. A local plumbing company was hired to repair the faulty equipment.