

AGENDA
Garfield County Public Library District Board of Trustees
Meeting Date: Thursday, July 7, 2022, 2:00 PM
Place: Glenwood Springs Branch Library

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

I. CALL TO ORDER

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

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting June 2, 2022 (pp 2-4)
- B. Claims for Board Approval: General Fund May 17, 2022 to June 15, 2022 (pp 5-6); Alpine Bank Credit Card Statement May 2022 (pp.7-8)

III. ACTION ITEMS

- A. Michael Sherven, McMahan and Associates, presentation of the 2021 audit, Board vote to accept the draft as presented, Kevin Hettler
- B. Vendor selection recommendation for the community room audio/visual equipment refresh, Jon Medrano
- C. Appoint Board member to the 2023 Budget Committee, Adrian Rippy-Sheehy
- D. Urban Renewal Authority Board member appointment, Adrian Rippy-Sheehy

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue
- B. Financial / Treasurer Report, Michelle Foster (pp12-17)
- C. Branch Report, Daniel Messer, Glenwood Springs Branch Manager
- D. "Did You Know", Susan Use

Next Board Meeting August 4, 2022, 2pm, Location: Parachute Branch Library, 244 Grand Valley Way, Parachute

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: June 28, 2022

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING
Place: Carbondale Branch Library
June 2, 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 - via telephone
Carolyn Tucker
Susan Use
John Mallonee

STAFF PRESENT:

Jon Medrano	Patti Anderson
Jenn Cook	Sara Friend
Daniel Messer	Trary LaMee
Tracy Kallassy	Seth Bontrager
Melissa Terry	Kat Dressman
Emily Hisel	
Kim Owens	
Alex Garcia	
Kathy Schiesser	

PUBLIC PRESENT:

None

GUESTS PRESENT:

Connor with Kim Seter's office – via telephone

BOARD MEMBERS EXCUSED:

Crystal Mariscal

I. B. PUBLIC COMMENT:

None

I. APPROVAL OF THE AGENDA

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

II. CONSENT ITEMS FOR APPROVAL

- A. Minutes of Library Board Meeting May 5, 2022 (pp 2-4)
- B. Claims for Board Approval: General Fund April 16, 2022 to May 16, 2022 (pp 5-6); Alpine Bank credit card statement April 2022 (pp 7-9)

A motion to approve the consent agenda items was made by made by Susan Use, seconded by Carolyn Tucker - **Motion passed unanimously.**

III. ACTION ITEMS

- A. A motion to table Board Member appointment to the Glenwood Springs Development Authority until the July board meeting was made by John Mallonee, seconded by Susan Use – **Motion passed unanimously.**
- B. A motion to table Urban Renewal Authority appointment until the July board meeting was made by John Mallonee, seconded by Susan Use - **Motion passed unanimously.**
- C. A motion to approve The Home Group Inc for the Rifle 2nd floor buildout project was made by Michelle Foster, seconded by Carolyn Tucker- **Motion passed unanimously.**

IV. DISCUSSION ITEMS

- A. **Introduce John Mallonee, new At-Large Board member, Adrian Rippy-Sheehy**
John was approved and appointed on May 9 by the County Commissioners.
- B. **Property Tax Legislation, Jamie LaRue**
Jamie LaRue provided clarification on the Property Tax Legislation as provided by Kim Seter, attorney. Library districts may expect a rebate of property taxes. The actual amount is to be determined.
- C. **Management Report, Jamie LaRue**
Jamie gave an update on his first 30 days with the Library District and communicated his findings with over 50 interviews with current staff. He attended an Executive Director retreat with libraries from around the state and found other libraries facing similar issues as GCPLD (serving Latinx population, housing for staff). He also attended a

Marmot retreat where he learned about that organizations' services they provide to GCPLD and other libraries in their consortium. Jamie gave a summary of a recent issue at Gunnison County Public Library regarding a request for reconsideration and patron privacy.

D. Treasurer/Finance Report, Michelle Foster

GCPLD received a grant to cover 70% of the District's broadband service. Interest income increased. The 2023 budgeting process will start soon.

E. Branch Report, Tracy Kallassy, Carbondale Branch Manager

Tracy introduced her staff and how they impact the Carbondale branch and community. Recently had 118 patrons on a Sunday so traffic is picking up. Tracy discussed changes they've made to their collection and how it's had a direct impact on increased circulation. Programming is picking up, Summer Reading started June 1 and signed up over 140 participants on the first day.

F. "Did You Know", Jocelyn Durrance

Jocelyn got disconnected so Adrian shared about how the color of eggs are made.

A motion to adjourn was made by Susan Use, seconded by John Mollonee. **Motion passed unanimously.**

The meeting adjourned at **2:58** pm.

NEXT MEETING

The next regular board meeting will be held July 7, 2022 at the Glenwood Springs Branch Library at 2:00pm.

Garfield County Public Library District Claims for Board Approval

06/20/22

May 17 through June 15, 2022

Accrual Basis

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
05/26/2022	Eft	CRA	May retirement contributions	(9,099.78)
05/26/2022	bp elec1621	CRA	May retirement contributions	(7,715.72)
05/31/2022	24941	A Clean Break, LLC	RI, SI, NC May cleaning	(6,700.00)
05/31/2022	24942	Amazon Capital Services	Summer Reading prizes & NC program supplies	(962.84)
05/31/2022	24943	Anderson Lock	RI replacement part for door lock	(192.00)
05/31/2022	24944	Bell, Annie	Explorers Club book recycling program part 2	(150.00)
05/31/2022	24945	Cardiff Cleaning Service	GW & CA May cleaning	(4,140.00)
05/31/2022	24946	Citadel Security Group, LLC	GW security service	(2,640.33)
05/31/2022	24947	Colorado Mountain News Media	May print ads	(841.08)
05/31/2022	24948	De Lage Landen Financial Services, Inc.	Copier lease	(449.00)
05/31/2022	24949	ECOS Environmental & Disaster Restoration	RI biohazard remediation	(622.62)
05/31/2022	24950	ImageNet Consulting LLC	Copies	(1,001.39)
05/31/2022	24951	Ingram Library Services	Library materials	(14,260.35)
05/31/2022	24952	Jean's Printing	SRP promo materials	(1,374.09)
05/31/2022	24953	Kline, Stacy	Mileage reimbursement	(113.40)
05/31/2022	24954	Korean Spirit & Culture Promotion Project	Kits for Asian American & Pacific Islander month	(1,680.00)
05/31/2022	24955	Lively Electric, Inc.	NC & GW lobby/courtesy phone installs	(1,700.80)
05/31/2022	24956	Midwest Tape	Library materials	(1,236.85)
05/31/2022	24957	Mountain Parent LLC	Ads	(700.00)
05/31/2022	24958	Northwest Colorado Council of Governments	NC annual elevator inspection	(276.00)
05/31/2022	24959	One Source Lighting	GW LED lightbulbs	(26.00)
05/31/2022	24960	OverDrive	Library e-materials	(60.00)
05/31/2022	24961	Rios, Leslie	Comic book festival cosplay judging	(150.00)
05/31/2022	24962	Roaring Fork Valley Early Learning Fund	April Bolsitas Rojas programming	(600.00)
05/31/2022	24963	Suarez, Dulce Andrea	Spanish translation services	(120.00)
05/31/2022	24964	Tiger, Inc.	PA, RI, SI, NC gas	(1,350.31)
05/31/2022	24965	TRIAD EAP	Staff day training	(121.95)
05/31/2022	24966	Western Paper Distributors	Janitorial supplies	(1,078.79)
05/31/2022	24967	Wild Rose Education	Summer Reading Arctic Ocean Expedition programs	(1,335.50)
05/31/2022	24968	WT.COX Information Services	CA magazine subscription	(62.99)
05/31/2022	24969	Young Services	GW service call	(180.00)
06/07/2022	Eft	Verizon Wireless	Cell phones, hotspots, & moda service	(6,264.39)
06/15/2022	24970	Amazing Dave Elstun	Summer Reading events	(1,800.00)
06/15/2022	24971	Colorado Library Consortium	EBSCO package July 2022 through June 2023	(6,829.77)
06/15/2022	24972	Davison, Peter	LocoMotion - Science & Circus Arts shows	(1,800.00)
06/15/2022	24973	Ingram Library Services	Library materials	(17,547.63)
06/15/2022	24974	Midwest Tape	Library materials	(5,181.70)
06/15/2022	24975	Mr Kneel LLC	Summer Reading events	(2,400.00)
06/15/2022	24976	OverDrive	Library eMaterials & Hoopla	(15,446.53)
06/15/2022	24977	Willis Towers/CEBT	July health insurance	(33,095.70)
06/15/2022	1001204	625-Water(9283)	RI SI staff water	(93.30)
06/15/2022	1001205	Acme Fire Alarm Company Inc	2022 3rd quarter fire system monitoring	(341.28)
06/15/2022	1001206	All Around Property Maintenance, Inc	PA & CA May landscape maintenance	(2,325.00)
06/15/2022	1001207	AlwaysMountainTime LLC	radio advertising / spanish radio	(2,013.00)
06/15/2022	1001208	Amazon Capital Services	Event / office supplies	(778.54)
06/15/2022	1001209	American Janitor LLC	PA May cleaning	(1,096.00)
06/15/2022	bp elec1627	Anvil Points Upholstery & Carpet	GW carpet & upholstery cleaning	(2,805.00)
06/15/2022	1001210	Bascom, Beth	Mileage reimbursement	(19.89)
06/15/2022	1001211	Bristlecone Arts Collaborative	Art workshops	(420.99)
06/15/2022	1001212	Cedar Networks	June broadband	(744.00)
06/15/2022	1001213	CenturyLink	elevator / fire alarm telephone	(418.50)
06/15/2022	1001214	Citadel Security Group, LLC	GW security service	(2,476.71)
06/15/2022	bp elec1633	City of Rifle	RI water/sewer	(152.85)
06/15/2022	1001215	Clement, Mary	Reimbursement for ILL postage	(4.23)
06/15/2022	1001216	Coco, Thad	3D printing demonstration at comic book festival	(300.00)
06/15/2022	1001217	Costume Specialists, Inc	Cookie Mouse costume transport	(165.00)
06/15/2022	bp elec1637	Demco	Processing supplies	(1,043.16)
06/15/2022	1001218	Hisel, Emily	Mileage reimbursement	(78.39)
06/15/2022	bp elec1639	ImageNet Consulting LLC	copier copies	(672.56)
06/15/2022	1001219	Ink & Thread of Colorado	GCPLD logo embroidery on beanies	(1,732.50)
06/15/2022	1001220	Jean's Printing	Summer Reading bookmarks	(787.96)
06/15/2022	1001221	LaRue, James	Reimbursement for lodging for CPLD and Marmot C...	(280.00)
06/15/2022	1001222	Lively Electric, Inc.	GW men's restroom lights	(637.94)
06/15/2022	1001223	Marmot Library Network, Inc.	New York Times subscription	(1,700.00)
06/15/2022	1001224	Medrano, Jonathan	mileage reimbursement	(77.15)
06/15/2022	1001225	Middleton, Wendi Mari	Returned material reimbursement	(38.95)
06/15/2022	bp elec1647	Mountain Pest Control, Inc.	May spraying	(257.00)
06/15/2022	1001226	Mountain Waste & Recycling	CA GW trash/recycling	(133.03)
06/15/2022	1001227	Salida Circus Outreach Foundation	Summer Reading Salida Circus theater shows	(2,010.00)
06/15/2022	1001228	Seter & Vander Wall, P.C.	Legal services	(451.00)
06/15/2022	1001229	Smith, Natalie	Mileage reimbursement	(70.20)
06/15/2022	bp elec1652	Storytime Pods Pty Ltd	LOTE Online for Kids annual subscription	(1,500.00)
06/15/2022	1001230	Town of Carbondale	water / sewer	(80.57)
06/15/2022	bp elec1654	Town of New Castle	water / sewer	(215.18)
06/15/2022	bp elec1655	Town of Silt	water / sewer	(151.20)
06/15/2022	1001231	Transparent Information Services, LLC	Background checks	(19.50)
06/15/2022	1001232	Unique Management Services, Inc.	Collections service	(228.85)

4:28 PM

06/20/22

Accrual Basis

Garfield County Public Library District

Claims for Board Approval

May 17 through June 15, 2022

Date	Num	Name	Memo	Amount
06/15/2022	1001233	Universal Mechanical Services, LLC	SI PA hvac repairs	(850.00)
06/15/2022	bp elec1659	Waste Management	Trash/recycling	(304.55)
06/15/2022	bp elec1660	WEX Bank	May vehicle fuel	(940.97)
06/15/2022	bp elec1661	Xcel Energy	Electricity	(3,843.69)
06/15/2022	1001234	Zuniga, Rebecca	Mileage reimbursement	(16.38)
Total 10010 · Alpine Bank- Gen(..7072)				(183,582.53)
TOTAL				(183,582.53)

Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 05/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Beginning Balance						36,423.76
Cleared Transactions						
Charges and Cash Advances - 120 items						
Credit Card Charge	04/29/2022	SIDolalrGen	SI office supplies	X	(3.00)	(3.00)
Credit Card Charge	04/30/2022	SSAmazon	Office supplies	X	(83.70)	(86.70)
Credit Card Charge	04/30/2022	SIWalmart	SI Cinco de Mayo supplies	X	(8.89)	(95.59)
Credit Card Charge	05/01/2022	SSLowe's	Marketing storage	X	(191.76)	(287.35)
Credit Card Charge	05/01/2022	SSIndeed	HR Specialist job post	X	(124.31)	(411.66)
Credit Card Charge	05/01/2022	SSDiscountS	PA children's program supplies	X	(112.62)	(524.28)
Credit Card Charge	05/01/2022	SSFacebook	Facebook ads	X	(34.67)	(558.95)
Credit Card Charge	05/02/2022	SSNextDayFl	Welcome documents	X	(1,792.83)	(2,351.78)
Credit Card Charge	05/02/2022	SSDiscountS	PA storytime & passive programming supplies	X	(278.40)	(2,630.18)
Credit Card Charge	05/02/2022	SSInfopeopl	Basic Cataloging & Classification course registra...	X	(200.00)	(2,830.18)
Credit Card Charge	05/02/2022	SSOrderUp	Admin staff morale	X	(152.73)	(2,982.91)
Credit Card Charge	05/02/2022	RIWalmart	RI teen craft supplies	X	(67.13)	(3,050.04)
Credit Card Charge	05/02/2022	SSQuill	PA office supplies	X	(58.47)	(3,108.51)
Credit Card Charge	05/02/2022	SSAmazon	Chair mat	X	(38.00)	(3,146.51)
Credit Card Charge	05/02/2022	RIDollarTre	RI teen craft supplies	X	(21.25)	(3,167.76)
Credit Card Charge	05/02/2022	SSCarl	PA office supplies	X	(16.32)	(3,184.08)
Credit Card Charge	05/02/2022	NCUSPS	ILL postage	X	(9.69)	(3,193.77)
Credit Card Charge	05/03/2022	SSValleyLum	Facilities supplies	X	(62.74)	(3,256.51)
Credit Card Charge	05/03/2022	GWWalmart	GW office supplies	X	(14.04)	(3,270.55)
Credit Card Charge	05/03/2022	SIUSPS	ILL postage	X	(3.63)	(3,274.18)
Credit Card Charge	05/04/2022	RIUSPS	RI stamps & ILL postage	X	(61.19)	(3,335.37)
Credit Card Charge	05/05/2022	SSDiscountS	PA storytime & passive programming supplies	X	(183.99)	(3,519.36)
Credit Card Charge	05/05/2022	SIWalmart	SI supplies & refreshments for programs	X	(71.65)	(3,591.01)
Credit Card Charge	05/05/2022	SSWalmart	GW Comic Book Festival refreshments	X	(70.51)	(3,661.52)
Credit Card Charge	05/05/2022	SIWalmart	SI supplies for programs	X	(57.47)	(3,718.99)
Credit Card Charge	05/05/2022	SSCityMarke	Board meeting refreshments	X	(36.82)	(3,755.81)
Credit Card Charge	05/05/2022	SSAmazon	Library materials	X	(29.98)	(3,785.79)
Credit Card Charge	05/05/2022	SIWalmart	SI office supplies	X	(29.40)	(3,815.19)
Credit Card Charge	05/05/2022	SSAmazon	Library materials	X	(19.34)	(3,834.53)
Credit Card Charge	05/05/2022	SSCAL	CAL Conflict Workshop Series #3 registration: KO	X	(7.00)	(3,841.53)
Credit Card Charge	05/05/2022	SSCAL	CAL Conflict Workshop Series #4 registration: KO	X	(7.00)	(3,848.53)
Credit Card Charge	05/05/2022	SSCAL	CAL Conflict Workshop Series #2 registration: KO	X	(7.00)	(3,855.53)
Credit Card Charge	05/05/2022	CAUSPS	ILL postage	X	(4.23)	(3,859.76)
Credit Card Charge	05/06/2022	SSLAQuinta	Lodging for GW Comic Book Festival performer	X	(338.00)	(4,197.76)
Credit Card Charge	05/06/2022	SIWalmart	SI staff morale	X	(39.90)	(4,237.66)
Credit Card Charge	05/07/2022	SSUnclePizz	Comic Book Festival staff lunch	X	(141.52)	(4,379.18)
Credit Card Charge	05/07/2022	SSCityMarke	GW Comic Book Festival refreshments	X	(58.39)	(4,437.57)
Credit Card Charge	05/07/2022	PAClark'sMa	PA free comic book day refreshments	X	(44.28)	(4,481.85)
Credit Card Charge	05/09/2022	SSAmazon	2 file cabinets	X	(524.12)	(5,005.97)
Credit Card Charge	05/09/2022	SSLAQuinta	Lodging for GW Comic Book Festival performer	X	(176.65)	(5,182.62)
Credit Card Charge	05/09/2022	PAUSPS	PA stamps	X	(58.00)	(5,240.62)
Credit Card Charge	05/10/2022	SSWalmart	Soil for planters & GW vacuum	X	(274.00)	(5,514.62)
Credit Card Charge	05/10/2022	PAWalmart	PA office supplies	X	(38.61)	(5,553.23)
Credit Card Charge	05/10/2022	PAClark'sMa	PA staff morale	X	(22.26)	(5,575.49)
Credit Card Charge	05/10/2022	PAClark'sMa	PA book club refreshments	X	(16.53)	(5,592.02)
Credit Card Charge	05/11/2022	GWCityofGle	GW permits to close parking spaces	X	(36.55)	(5,628.57)
Credit Card Charge	05/11/2022	NCWalmart	NC staff morale	X	(35.24)	(5,663.81)
Credit Card Charge	05/11/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(5,693.80)
Credit Card Charge	05/11/2022	SSAdobe	Adobe Stock subscription	X	(29.99)	(5,723.79)
Credit Card Charge	05/11/2022	NCWalmart	NC Afternoon Cinema snacks	X	(9.12)	(5,732.91)
Credit Card Charge	05/11/2022	RIUSPS	ILL postage	X	(7.01)	(5,739.92)
Credit Card Charge	05/11/2022	CAUSPS	ILL postage	X	(4.23)	(5,744.15)
Credit Card Charge	05/12/2022	SSSmartFurn	PA youth area chairs	X	(1,180.00)	(6,924.15)
Credit Card Charge	05/12/2022	GWTarget	GW decor, prizes, snacks	X	(86.96)	(7,011.11)
Credit Card Charge	05/12/2022	SSAceHardwa	Painting supplies	X	(28.91)	(7,040.02)
Credit Card Charge	05/13/2022	PACAL	CAL membership: SK	X	(120.00)	(7,160.02)
Credit Card Charge	05/13/2022	SSCityMarke	NC Afternoon Cinema snacks	X	(25.47)	(7,185.49)
Credit Card Charge	05/14/2022	RIWalmart	RI Anime Club refreshments	X	(105.01)	(7,290.50)
Credit Card Charge	05/16/2022	SSTheStampM	RI office supplies	X	(24.75)	(7,315.25)
Credit Card Charge	05/16/2022	CAUSPS	ILL postage	X	(3.63)	(7,318.88)
Credit Card Charge	05/16/2022	GWUSPS	ILL postage	X	(3.03)	(7,321.91)
Credit Card Charge	05/16/2022	NCUSPS	ILL postage	X	(3.03)	(7,324.94)
Credit Card Charge	05/17/2022	SSQuill	CA office supplies	X	(45.99)	(7,370.93)
Credit Card Charge	05/17/2022	SSAmazon	Library materials	X	(44.28)	(7,415.21)
Credit Card Charge	05/17/2022	SSAmazon	Library materials	X	(27.99)	(7,443.20)
Credit Card Charge	05/17/2022	SSAmazon	Library materials	X	(27.99)	(7,471.19)
Credit Card Charge	05/17/2022	SSAmazon	Library materials	X	(19.63)	(7,490.82)
Credit Card Charge	05/17/2022	PAUSPS	ILL postage	X	(9.09)	(7,499.91)
Credit Card Charge	05/17/2022	GWUSPS	ILL postage	X	(4.23)	(7,504.14)
Credit Card Charge	05/18/2022	SIUSPS	SI stamps & ILL postage	X	(20.66)	(7,524.80)
Credit Card Charge	05/19/2022	SSNextiva	Nextiva recurring subscription plan	X	(2,060.12)	(9,584.92)
Credit Card Charge	05/19/2022	SSSherwinWi	Painting tools & supplies	X	(90.17)	(9,675.09)
Credit Card Charge	05/19/2022	RIWalmart	RI SRP supplies	X	(87.39)	(9,762.48)
Credit Card Charge	05/19/2022	SSRobly	Robly email newsletter platform subscription	X	(52.50)	(9,814.98)
Credit Card Charge	05/19/2022	CACityMarke	CA refreshments for program	X	(43.60)	(9,858.58)

Garfield County Public Library District Reconciliation Detail

06/20/22

20510 · Alpine Bank Purchase Card, Period Ending 05/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance	
Credit Card Charge	05/19/2022	CACAL	CAL webinar registration: TK	X	(27.00)	(9,885.58)	
Credit Card Charge	05/19/2022	RICityMarke	RI staff morale	X	(26.23)	(9,911.81)	
Credit Card Charge	05/19/2022	PAFamilyDol	Refreshments	X	(14.70)	(9,926.51)	
Credit Card Charge	05/19/2022	GWUSPS	ILL postage	X	(6.66)	(9,933.17)	
Credit Card Charge	05/19/2022	SIUSPS	ILL postage	X	(3.19)	(9,936.36)	
Credit Card Charge	05/19/2022	PAUSPS	ILL postage	X	(3.03)	(9,939.39)	
Credit Card Charge	05/20/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(9,969.38)	
Credit Card Charge	05/20/2022	SSAmazon	Library materials	X	(20.77)	(9,990.15)	
Credit Card Charge	05/20/2022	SSAmazon	Library materials	X	(14.26)	(10,004.41)	
Credit Card Charge	05/20/2022	SSAmazon	Library materials	X	(11.37)	(10,015.78)	
Credit Card Charge	05/20/2022	CADollarTre	CA display supplies	X	(8.69)	(10,024.47)	
Credit Card Charge	05/21/2022	NCWrap&Roll	NC Aspen Polynesia lunch for performers	X	(101.28)	(10,125.75)	
Credit Card Charge	05/21/2022	RICityMarke	RI Lotus Lantern event refreshments	X	(32.04)	(10,157.79)	
Credit Card Charge	05/21/2022	NCWrap&Roll	NC Aspen Polynesia lunch for performers	X	(6.82)	(10,164.61)	
Credit Card Charge	05/23/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(357.00)	(10,521.61)	
Credit Card Charge	05/23/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(357.00)	(10,878.61)	
Credit Card Charge	05/23/2022	GWCAL	CALLI membership: DM	X	(300.00)	(11,178.61)	
Credit Card Charge	05/23/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(238.00)	(11,416.61)	
Credit Card Charge	05/23/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(119.00)	(11,535.61)	
Credit Card Charge	05/23/2022	GWRiverBlen	DiSC training refreshments	X	(115.00)	(11,650.61)	
Credit Card Charge	05/23/2022	SSAdobe	Adobe Pro DC subscriptions	X	(33.98)	(11,684.59)	
Credit Card Charge	05/23/2022	SIDollarGen	SI office supplies	X	(10.00)	(11,694.59)	
Credit Card Charge	05/23/2022	NCUSPS	ILL postage	X	(9.69)	(11,704.28)	
Credit Card Charge	05/23/2022	SIUSPS	ILL postage	X	(3.03)	(11,707.31)	
Credit Card Charge	05/24/2022	SSNewmindGr	4 additional Google Workspace licenses	X	(231.96)	(11,939.27)	
Credit Card Charge	05/24/2022	SSDunkinDon	DiSC training refreshments	X	(30.87)	(11,970.14)	
Credit Card Charge	05/24/2022	CACityMarke	CA staff morale	X	(27.85)	(11,997.99)	
Credit Card Charge	05/24/2022	PAUSPS	ILL postage	X	(3.03)	(12,001.02)	
Credit Card Charge	05/25/2022	RIWalmart	Pride Month display supplies	X	(10.91)	(12,011.93)	
Credit Card Charge	05/26/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(570.96)	(12,582.89)	
Credit Card Charge	05/26/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(395.04)	(12,977.93)	
Credit Card Charge	05/26/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(367.00)	(13,344.93)	
Credit Card Charge	05/26/2022	SSJapanCrat	RI Anime Club 6-month snack box subscription	X	(281.70)	(13,626.63)	
Credit Card Charge	05/26/2022	SSLaQuinta	Lodging for Summer Reading performer	X	(142.74)	(13,769.37)	
Credit Card Charge	05/26/2022	SSWalmart	RI program refreshments	X	(73.84)	(13,843.21)	
Credit Card Charge	05/26/2022	GWWalmart	GW SRP decor	X	(8.98)	(13,852.19)	
Credit Card Charge	05/26/2022	RIUSPS	ILL postage	X	(3.03)	(13,855.22)	
Credit Card Charge	05/27/2022	RIUSPS	ILL postage	X	(3.03)	(13,858.25)	
Credit Card Charge	05/27/2022	GWUSPS	ILL postage	X	(3.03)	(13,861.28)	
Credit Card Charge	05/28/2022	SSWalmart	GW Day in Tahiti refreshments	X	(113.94)	(13,975.22)	
Credit Card Charge	05/28/2022	NCCityMarke	NC Lotus Lantern/Familias del Valle refreshments	X	(93.92)	(14,069.14)	
Credit Card Charge	05/28/2022	RIWalmart	RI SRP display supplies	X	(91.94)	(14,161.08)	
Credit Card Charge	05/28/2022	SSBluebirdC	GW Day in Tahiti refreshments for performers	X	(81.08)	(14,242.16)	
Credit Card Charge	05/28/2022	RIDollarTre	RI crafting club supplies	X	(60.00)	(14,302.16)	
Credit Card Charge	05/28/2022	CADollarTre	CA display supplies	X	(16.25)	(14,318.41)	
Total Charges and Cash Advances						(14,318.41)	(14,318.41)
Payments and Credits - 12 items							
Credit Card Credit	05/04/2022	SSLaQuinta	Refund on sales tax paid	X	44.07	44.07	
Credit Card Credit	05/05/2022	SSetsy	Refund on sales tax paid	X	48.90	92.97	
Credit Card Credit	05/06/2022	SSDiscountS	Refund on sales tax paid	X	16.94	109.91	
Credit Card Credit	05/06/2022	SSWalmart	Returned CA children's program supplies	X	19.98	129.89	
Credit Card Credit	05/06/2022	SSWalmart	Returned CA children's program supplies	X	30.00	159.89	
Credit Card Credit	05/06/2022	SSWalmart	Returned CA children's program supplies	X	49.99	209.88	
Credit Card Credit	05/10/2022	SSLaQuinta	Refund on sales tax paid	X	17.65	227.53	
Credit Card Credit	05/11/2022	PASpringhil	Refund on tax paid	X	41.18	268.71	
Check	05/13/2022	Eft	Apr c.c. pmt	X	36,423.76	36,692.47	
Credit Card Credit	05/26/2022	SSLaQuinta	Sales tax refund on lodging for Summer Readin...	X	13.74	36,706.21	
Credit Card Credit	05/26/2022	SSLaQuinta	Sales tax refund on lodging for Summer Readin...	X	38.04	36,744.25	
Credit Card Credit	05/26/2022	SSLaQuinta	Refund on lodging for Summer Reading performer	X	183.96	36,928.21	
Total Cleared Transactions						22,609.80	22,609.80
Cleared Balance						(22,609.80)	13,813.96
Register Balance as of 05/31/2022						(22,609.80)	13,813.96
Ending Balance						(22,609.80)	13,813.96

Management Report, June 2022

Jamie LaRue, Executive Director

Community connections

I have spent much of my time this past month getting acquainted with the issues of our various communities. To date, I have interviewed Kevin Batchelder, retiring County Manager; Tommy Klein, City Manager of Rifle; Dave Reynolds, Town Manager of New Castle; Jon Godes, Mayor of Glenwood Springs; Jen Ooten, Assistant Town Manager of Glenwood Springs; and Jeff Layman, Town Manager of Silt. In June, I also attended an interesting regional economic gathering featuring representatives from Rifle, Parachute, Silt, the County, Colorado Mountain College, and the State. Finally, I attended a Grand Valley State of the Valley meeting, which included speakers from Parachute, the Parachute/Battlement Mesa Center Park and Recreation District, the School Based Family Resource Center, the Garfield County Sheriff's Office, the Aspen Hope Center, Grand River Health, Village Center South, and our own Carolyn Tucker of the Colorado Workforce Center. I have also accepted an invitation to serve on the CMC Advisory Council in Rifle, and had an after-work meeting with Dr. Abraham Korah, Director of Library Learning Commons at the Spring Valley campus. Finally, I've agreed to be an announcer for the New Castle parade on Saturday, September 10 with Warren Lucio (from 9a.m.-1p.m.)

To date, all of these contacts have been gracious, helpful, and informative. The clear common interest is in developing a diversified economy that allows people to spend less time on the highway, and more time in their communities.

Board outreach

Board members, thank you for your patience. I'd like, over this next month, to carve out some time to meet with each of you individually. Ideally, I'd meet you in your home town for lunch. My target: the first, third, and fourth weeks of July. I'll send out an email asking for your preferences. My interviews with you will follow the format of my interviews with other community leaders. There are five questions:

1. What's your story? How did you come to be where you are?
2. What is your passion or driver? *Why* do you do what you do?
3. As you think about the people you speak with, what do you think will matter most to them over the next 18-24 months?
4. What are your aspirations for your community?
5. Who else should I talk to?

I look forward to speaking with you all.

Building Facilities Report

Last year, GCPLD contracted with Hopkins Architecture LLC for a comprehensive look at the state of our facilities, including mechanical systems. Staff participated in various exercises, and Hopkins also toured facilities, made observations, and outlined a series of recommendations for modernization and efficiencies. The contract was about \$75,000. We received the report this June, and I have forwarded it to Branch Managers and Facilities for their review and discussion. While I don't necessarily agree with all the recommendations, I do find them thoughtful and useful. It's a big and comprehensive work, and will provide guidance as we begin to draft our 2023 budget. If Board members would also like to see the 134-page report, let me know, and I'll send the link.

Parachute Gateway project

We have been asked by the Town of Parachute to comment on a proposed project seeking to convert the Parachute Inn, a condemned property, to a multi-unit, multi-family residential project. It would include some commercial use. After consultation with Stacy Kline, Parachute Branch Manager, and Kevin Hettler, our CFO, I made two basic points:

- We can serve them, and our nearness to them is an asset to the project.
- We might be interested in affordable housing to aid us in our own recruitment efforts.

I look forward to tracking the development of the project.

Regarding affordable housing, Kevin and I also have discussed Habitat for Humanity. For a \$100,000 contribution, Habitat will guarantee a home for qualifying candidates employed by the contributing organization. I'd be interested in Board views on such a course of action for the library.

Staff Committees

Recently, we have begun the process of forming two staff committees, addressing the issues of internal training (focusing on the new employee), and Hispanic Outreach. Both of these issues were mentioned by many of the staff I interviewed in May of this year.

Pride Displays and Anti-Racism

Staff displays about Pride Month, featuring materials in our collection by and about the LGBTQIA+ experience, prompted several patrons to make positive comments, one patron to make several negative comments at multiple branches, and one patron to make a written challenge. More importantly, many of the items were checked out by our community. As I have remarked to staff and public alike, the library is a place where people go to investigate the world, particularly regarding "hot topics," and with luck, become better informed. I would be happy to respond to any questions or comments about various library-targeted censorship challenges around Pride displays, which have achieved some prominence in national news.

I have also been asked to present online for a New York library whose recent showing of a [Dear White Parents](#) engendered some angry pushback. Their questions: What is the role of the modern library in a time of social change? My own take is this: we exist to allow individuals and communities to investigate the world of ideas, and particularly topics of current interest. Part of the challenge is to create an environment in which we address these issues, and our community responses to them, openly, courteously, and respectfully.

Financial / Treasurer Report, June 2022

Kevin Hettler, Chief Financial Officer

Our sales tax collection for May was reduced by a \$68,000 sales tax refund from oil & gas exempted product and service purchases made in 2016 and 2017.

We have submitted a \$59,000 reimbursement request as part of the Emergency Connectivity Grant Fund for the costs associated with our Wi-Fi hotspot data service for the previous 11 months.

The Glenwood Springs local Ross Dress for Less store selected the Garfield County Libraries / Glenwood Springs branch as a local charity recipient of their annual Boys & Girls Clubs of America fundraiser. The charity event will occur July 30 - August 21, 2022. We were also their recipient organization in 2021 where we received a generous donation of \$2,748. We would like to thank the Ross Stores Foundation in advance for their trust in our mission and investment in our community.

The following charts depict all revenues received and expenditures made from 1/1/22 through 5/31/22, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 5/31/22 is \$5,742,085.

Total expenditures made as of 5/31/22 is \$2,539,105.

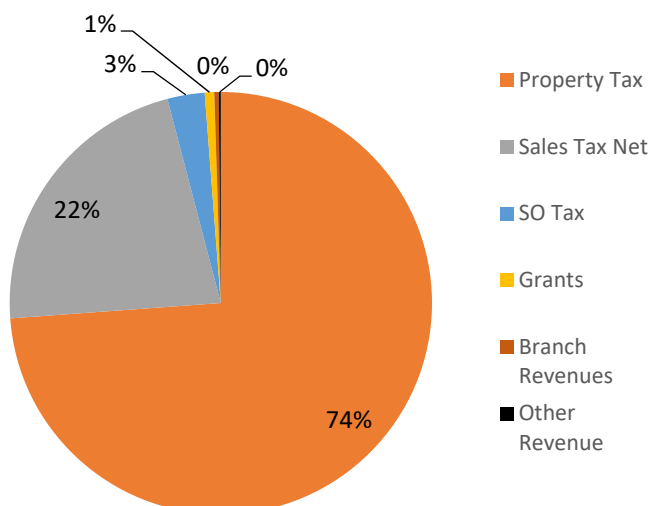
41.6% of the year has elapsed as of 5/31/22.

62.44% of budgeted revenue (\$9,196,298) has been received.

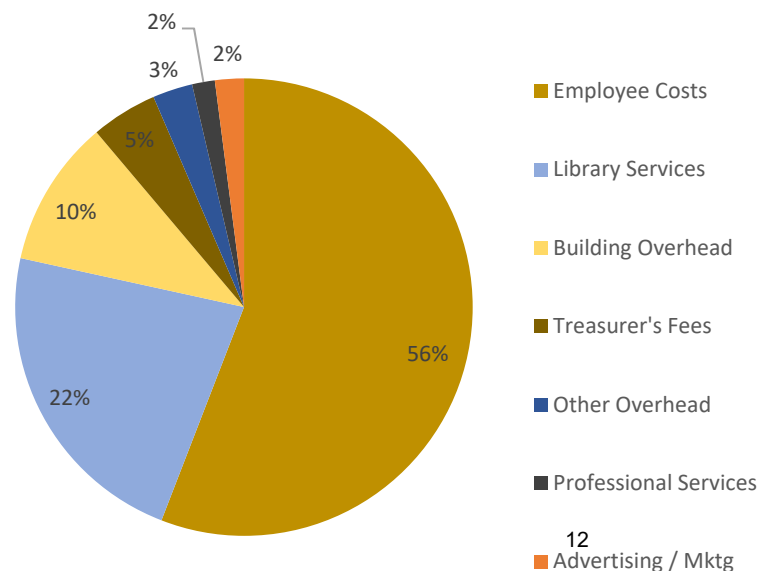
27.61% of budgeted expenditure (\$9,196,298) has been made.

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

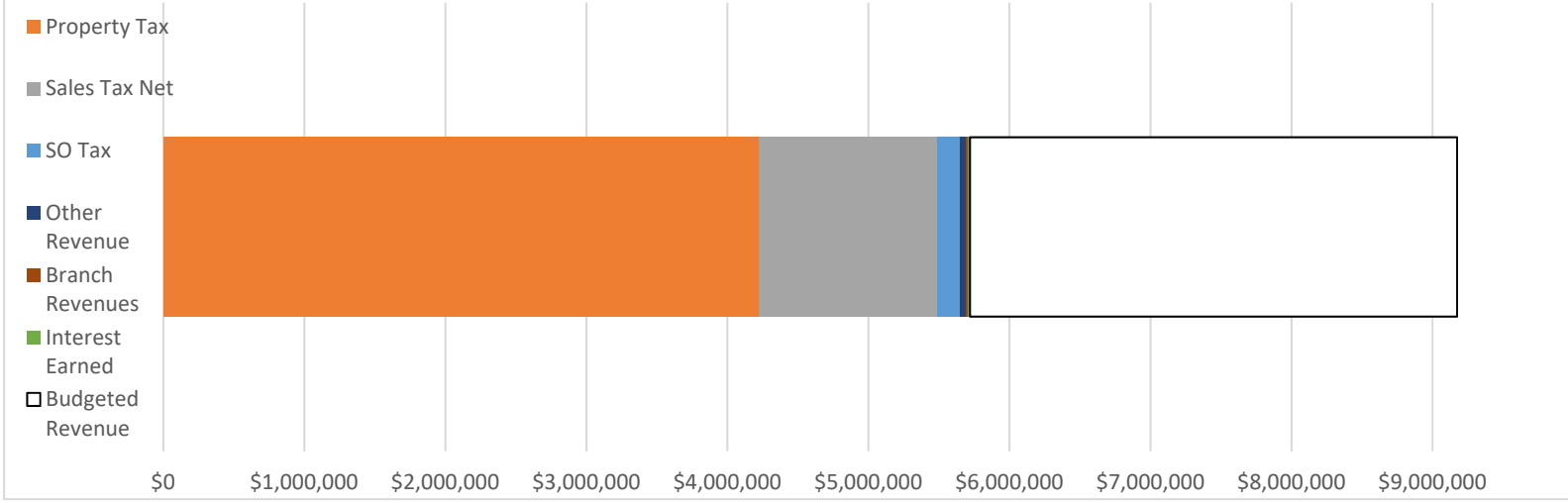
YTD Revenues through 5/31/2022



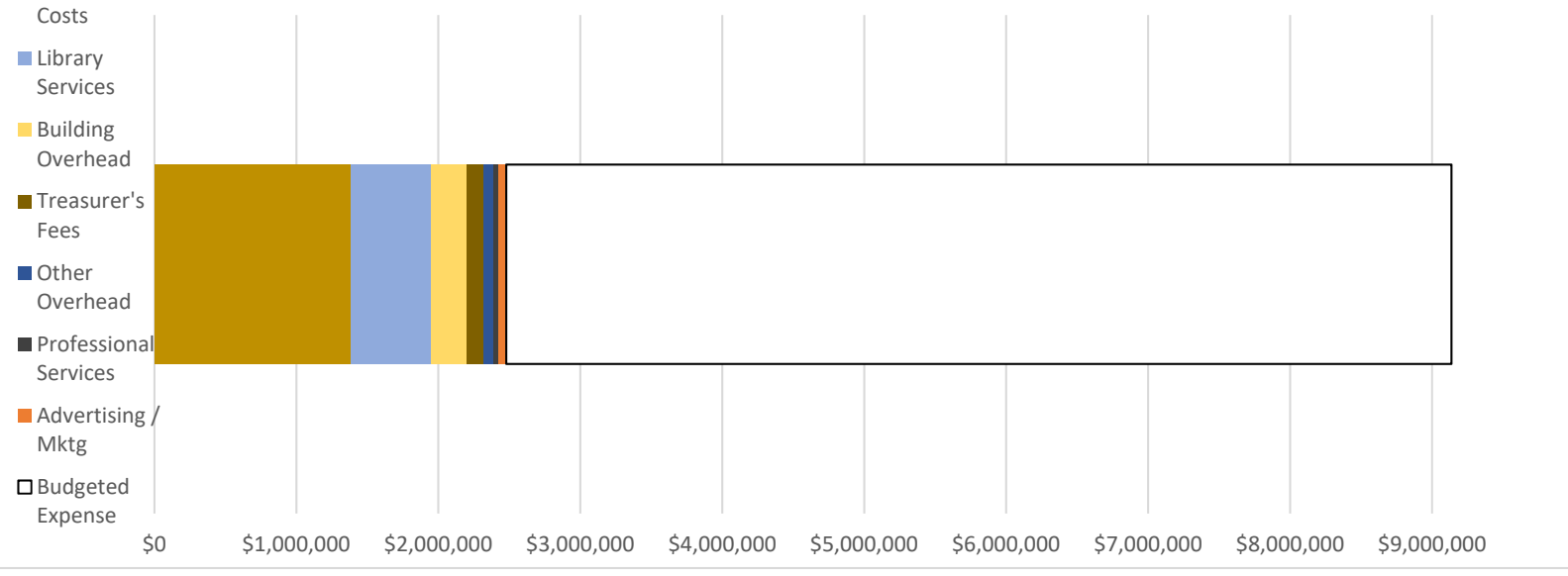
YTD Expenditures through 5/31/2022



YTD Revenues to Budgeted Revenues through 5/31/2022



YTD Expenditures to Budgeted Expenditures through 5/31/2022



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

	Jan - May 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - May 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
Income						
40100 · Sales Tax Revenue	1,340,353.49	3,320,000.00	40.37%		1,121,118.77	219,234.72
40102 · Sales Tax Refunds	(77,115.39)	(70,000.00)	110.16%	1.	(52,439.36)	(24,676.03)
40200 · Property Tax Revenue	4,226,636.95	5,356,520.00	78.91%		4,803,848.25	(577,211.30)
40300 · Specific Ownership Tax Revenue	163,260.88	411,000.00	39.72%		180,144.26	(16,883.38)
40900 · Interest Earned on Investments	15,818.47	6,000.00	263.64%	2.	2,681.98	13,136.49
41000 · Grants	41,848.25	98,538.00	42.47%		27,338.68	14,509.57
41200 · Other Revenue	9,303.00	24,220.00	38.41%		37,283.26	(27,980.26)
41300 · Solar Rebates	2,862.15	9,000.00	31.8%		2,564.06	298.09
42000 · Branch Revenues	19,117.46	41,020.00	46.61%		14,753.25	4,364.21
Total Income	5,742,085.26	9,196,298.00	62.44%		6,137,293.15	(395,207.89)
Expense						
50001 · TREASURER'S FEES	116,025.71	180,350.00	64.33%		122,869.98	(6,844.27)
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%		0.00	0.00
51000 · EMPLOYEE COSTS	1,385,186.94	4,314,734.00	32.1%		1,288,306.41	96,880.53
52000 · LIBRARY SERVICES	559,246.64	1,471,407.00	38.01%		608,339.91	(49,093.27)
53000 · PROFESSIONAL SERVICES	39,624.13	160,396.00	24.7%		31,570.83	8,053.30
54000 · BUILDING OVERHEAD	258,083.15	666,068.00	38.75%		311,110.72	(53,027.57)
54500 · BUILDING REFRESH, FURNITURE,IMI	6,763.19	340,000.00	1.99%		10,545.94	(3,782.75)
55000 · EQUIPMENT	20,474.75	216,969.00	9.44%		51,170.23	(30,695.48)
56000 · OTHER OVERHEAD	70,192.34	72,000.00	97.49%	3.	64,506.87	5,685.47
57000 · ADVERTISING & MARKETING	50,648.12	59,230.00	85.51%		3,171.04	47,477.08
58000 · VEHICLES	9,098.48	13,400.00	67.9%		1,646.89	7,451.59
59000 · PARTNERSHIPS	23,762.06	41,944.00	56.65%	4.	16,570.55	7,191.51
Total Expense	2,539,105.51	9,196,298.00	27.61%		2,509,809.37	29,296.14
Net Income	3,202,979.75	0.00			3,627,483.78	-424,504.03

Footnotes:

1. Includes a \$68K sales tax refund from 2016 & 2017
2. Reflective of the interest rate hikes in 2022
3. Includes annual property, liability, and public official bond insurance.
4. Includes first half 2022 operating assessment (GW Cooper Commons)

Garfield County Public Library District

06/20/22

Balance Sheet *unaudited*

Accrual Basis

As of May 31, 2022

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	1,268,616.62
10050 · Colo Trust - General	12,696,601.75
10055 · C-Safe	53,645.45
10060 · Alpine Bank- Payroll(..8785)	127,830.23
10070 · Alpine Bank - Flex(..0583)	3,279.30
10210 · Rocky Mtn Reserve/Alerus- Flex	292.99
10300 · Petty Cash- Cash drawer fund	1,075.00
11010 · WF-23652000-Annual Interest Pmt	0.59
11050 · WF-23652001-Annual Princ. Pmt	3.04
Total Checking/Savings	<u>14,151,344.97</u>
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	<u>5,738,855.52</u>
Total Current Assets	<u>19,890,200.49</u>
Other Assets	
18400 · Prepaid Exps	33,538.84
Total Other Assets	<u>33,538.84</u>
TOTAL ASSETS	<u><u>19,923,739.33</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	57,023.96
Total Accounts Payable	<u>57,023.96</u>
Credit Cards	12,452.55
Other Current Liabilities	
20660 · Grants Payable	6,348.08
20670 · Unearned Revenue	1,530.00
20900 · Payroll check to be printed	-100.00
21100 · Other Payroll Payables-	-664.95
21200 · Payroll Payable-	50,144.00
Total Other Current Liabilities	<u>57,257.13</u>
Total Current Liabilities	<u>126,733.64</u>
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	375,907.52
22100 · Deferred Property Tax Revenue	5,362,948.00
Total Long Term Liabilities	<u>5,738,855.52</u>
Total Liabilities	<u>5,865,589.16</u>

Garfield County Public Library District

Balance Sheet

As of May 31, 2022

	<u>May 31, 22</u>
Equity	
30000 · Unassigned Fund Balance	8,253,919.55
30005 · Non-Spendable Fund Balance	33,538.84
30010 · Restricted Fund Balance	311,400.00
30040 · Assigned For Replacement	151,266.00
30100 · Retained Earnings	2,105,046.03
Net Income	<u>3,202,979.75</u>
Total Equity	<u>14,058,150.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>19,923,739.33</u></u>

**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%		-100.00%
May	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%		-100.00%
June	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%		-100.00%
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%
TOTAL	<u>2,870,165.76</u>	<u>12.66%</u>	<u>3,059,260.74</u>	<u>6.59%</u>	<u>3,151,203.50</u>	<u>3.01%</u>	<u>3,906,322.49</u>	<u>23.96%</u>	<u>964,445.97</u>	<u>-75.31%</u>

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%		-100.00%
May	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%		-100.00%
June	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%		-100.00%
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%
TOTAL	<u>2,848,987.62</u>	<u>15.98%</u>	<u>2,999,959.02</u>	<u>5.30%</u>	<u>3,048,078.90</u>	<u>1.60%</u>	<u>3,844,568.91</u>	<u>26.13%</u>	<u>889,345.50</u>	<u>-76.87%</u>

Glenwood Springs Branch Report June 2022

Daniel Messer, Branch Manager

Branch Update

Despite a resurgence of Covid in the district, I am happy to report that the library was able to remain open and not have to call in a single sub. I would like to thank the entire Glenwood Springs staff for stepping up during this difficult time and changing their schedules on short notice to ensure that the library could continue to offer our patrons the service that they have come to expect. I would like to offer a special thanks to Jessica Morrison for stepping into a leadership role while I was at ALA and Toni was out due to unforeseen circumstances. I would also like to thank Sarah Vail for covering my programs during my own absence and Toni for her hard work during my illness.

Summer Reading Update

Summer Reading is off to a great start. We are seeing amazing attendance at all of our programs. I would like to thank Sheldon Emery, Alex Garcia, and all of our Youth Services Coordinators for putting together an awesome summer reading program. We have seen a noticeable uptick in our door count especially during Tuesday morning when our programs are running. To the point when we sometimes need a third person on the desk. In fact, with summer reading only half over we are running low on summer reading bookmarks.

ALA Annual Update

Finally, from June 23-June 29th I attended ALA Annual in Washington, DC. There I moderated the RUSA ETS Tec show annual presentation to a standing room only crowd of 243 people attending in person and another 93 people viewing virtually. I also attended numerous other panels and met with several vendors pitching new products that the library could use. My election as Member at Large/Member Engagement Director to RUSA ETS was also announced during the RUSA ETS membership forum.

Human Resources Report

Kim Owens, Human Resources Manager

The HR Director has been training our new HR Specialist who started on May 16. The HR Specialist is learning her role quickly and has integrated herself into the District. Her commitment to building positive relationships and morale across the District is evident in her work each day.

The HR Director met with the Executive Director and President of the Board of Trustees to review the progress on the Executive Director's Assimilation Plan. The plan is tracking along well, the Executive Director has completed employee interviews, branch meeting visits, team visits (Public Services Team, Circulation Coordinator Team, and Youth Services Coordinator Team) meetings. We completed the DiSC assessment and training and we've scheduled the Engagement Survey which will roll out electronically to all staff in August. In mid-July the HR Director will be gathering employee input on what they feel are the Executive Director's strengths, their shared values and behaviors, areas in which the staff member feels might be particularly difficult for the Executive Director to be successful and any ideas to overcome those areas.

Staff Education and Development update: The Employee Development Coordinator has established a Training Committee comprised of staff around the District identified by their peers as outstanding trainers. Their mission is to review and update existing training documents, remove what's no longer applicable, and make the revised documents consistently formatted and available to all staff on the Intranet. This will help ensure consistent and up to date training of all our staff.

The Employee Development Coordinator is also collaborating with the Circulation Coordinator and Branch Manager teams to develop a consistent New Hire Training curriculum. Our goal is to ensure each new staff member gets a consistent start to their time with us.

The Employee Development Coordinator, Facilities Manager, and HR Director are working together to develop emergency preparedness training and first aid training. Each Branch will be coordinating in-branch training with their local law enforcement and fire departments to address evacuation routes, active shooter situations, and answer staff questions. The District intends to run various drills between October and the end of the year in cooperation with our local fire departments to practice what we've learned.

Three of our Branch Managers attended the American Library Association's National Conference in Washington D.C. from June 23 – June 28. They will bring back ideas to share with our other Branch Managers and leadership staff, and suggestions for action based on what they learned.

The HR Director, in collaboration with a Circulation Coordinator, Branch Manager, and Employee Development Coordinator, has decided to adopt a new training and performance management system through NEOGOV; and end the use of LinkedIn Learning. NEOGOV's primary customers are public sector and government entities. The NEOGOV Learn applied to us because of its versatility and many features that we can customize to fit our needs that we haven't had in the past. The Learn module offers access to over 1200 pre-built education courses; managers can easily assign training, send out reminders, and track their teams' progress. Staff can also enroll themselves in courses. We can create training paths based on position, develop our own training within NEOGOV, and track training that is taken outside the NEOGOV system. This will allow GCPLD to capture training and learning data, by staff member, that we've not been able to in the past. We're also adopting NEOGOV's Perform module which will help us revamp our performance evaluation process. GCPLD staff are eager to understand how performance and goals align with opportunities for promotion. Both the Learn and Perform modules have a three-year commitment. We will continue using Niche Academy for additional training.

Recruiting and Staffing update: The Interim Facilities Manager has been performing the duties of the role since February 2022. His ability to clearly and professionally communicate with his team and internal and external customers, as well as his technical aptitude for the position make him well suited for the regular, Facilities Manager position and he was offered and accepted the position on June 27. The interim Silt Branch Manager has been leading the Silt branch since February 2021. She excels in interpersonal relationships, programming, community outreach, and staff development. Her passion for libraries and desire to learn and grow make her the right choice to fill the regular Silt Branch Manager position, which she accepted on June 27.

Staffing Report - Since 5/17/2022:

New Hires: 3

- Employee Development Coordinator – Support Services – 40hrs/week - 5/18/2022
- Library Specialist – Carbondale, 24hrs/week – 5/23/2022
- Library Specialist – Parachute, 24hrs/week – 6/16/2022

Promotions/Transfers: 3

- Library Specialist – Rifle, 24hrs/week transferred to a Substitute Library Specialist position
- Interim Branch Manager promoted to regular, full-time Branch Manager – Silt 40hrs/week
- Interim Facilities Manager promoted to regular, full-time Facilities Manager – Support Services 40hrs/week

Vacancies: 4

- Library Page – Carbondale, 10hr/week – *On pause*
- Library Specialist - Rifle, 24hrs/week – 2 openings
- Library Specialist - Glenwood, 24hrs/week
- Library Page – Parachute, 10hrs/week – *On pause*

Departures: 3

- Library Page – Carbondale, 10hr/week – 5/25/2022
- Library Specialist - Rifle, 24hrs/week – 6/20/2022
- Library Specialist - Glenwood, 24hrs/week – 6/24/2022

Additional Staffing Information:

Headcount as of 6/24/2022:

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

Staff Stats by Location – 6/24/2022

<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 (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	8.125	12	325	4	8
Glenwood	7.7	12	308	4	8
New Castle	6.9	10	276	4	6
Silt	5.9	8	236	3	5
Rifle	7.25	11	290	4	7
Parachute	6.65	9	266	4	5
Support Services	14.2	16	568	12	4
Grand Total	56.725	78	2269	35	43

Collection & Circulation Report June 2022

Jenn Cook, Library Collections Manager

Marmot

Adjustments have been made with Marmot to correct some loan rules causing errors that affected the ability of patrons with Limited Access Cards to check out certain materials. An ongoing access issue affecting multiple research databases has also been resolved with EBSCO.

World Language collection

The technical services manager together with the New Castle branch manager held an informal virtual symposium with seven other staff members on World Language collection development to share challenges and strategies, with plans to meet on a regular basis to continue exploring techniques. More collection-area-focused workshops are being planned, to build collection development expertise together across the district.

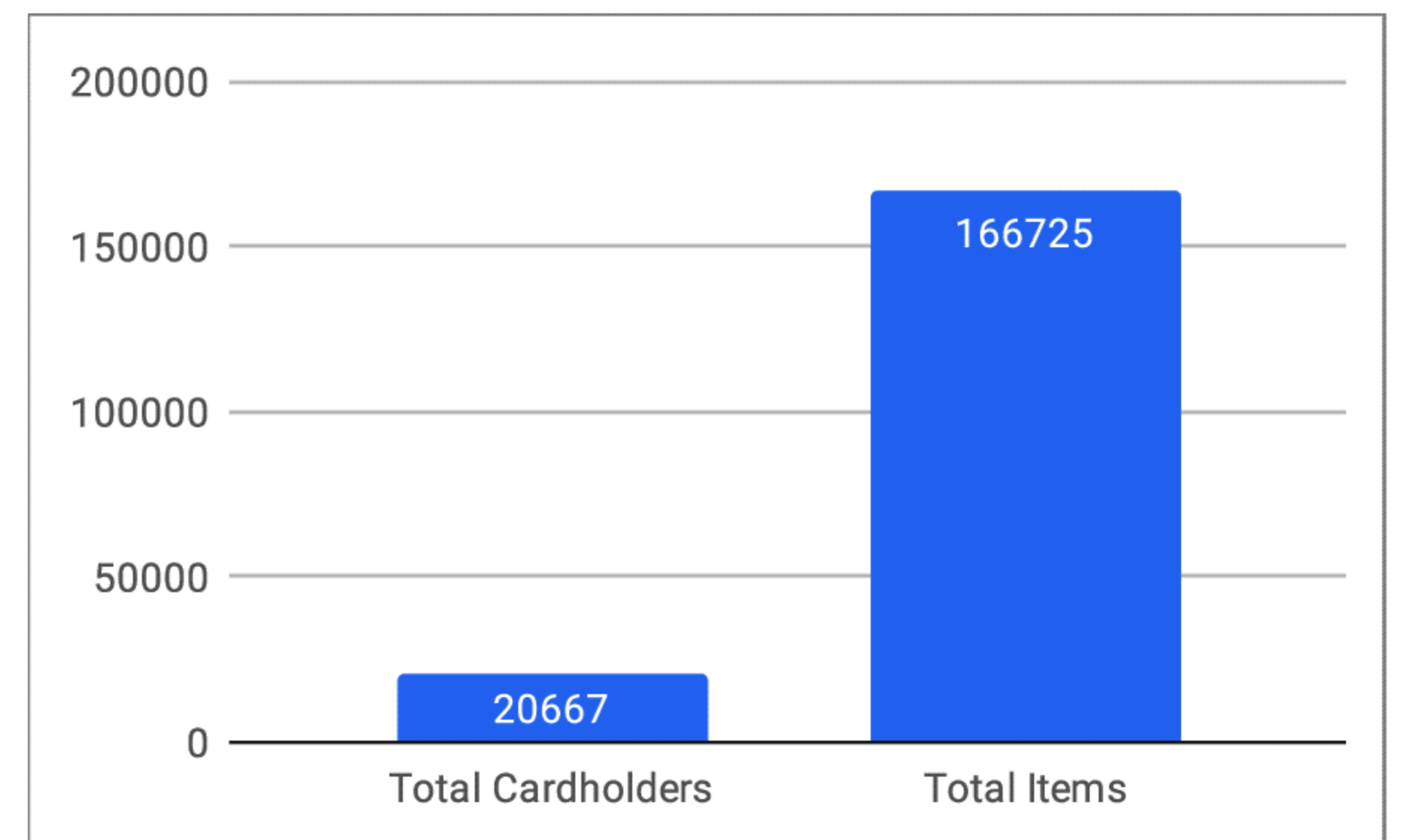
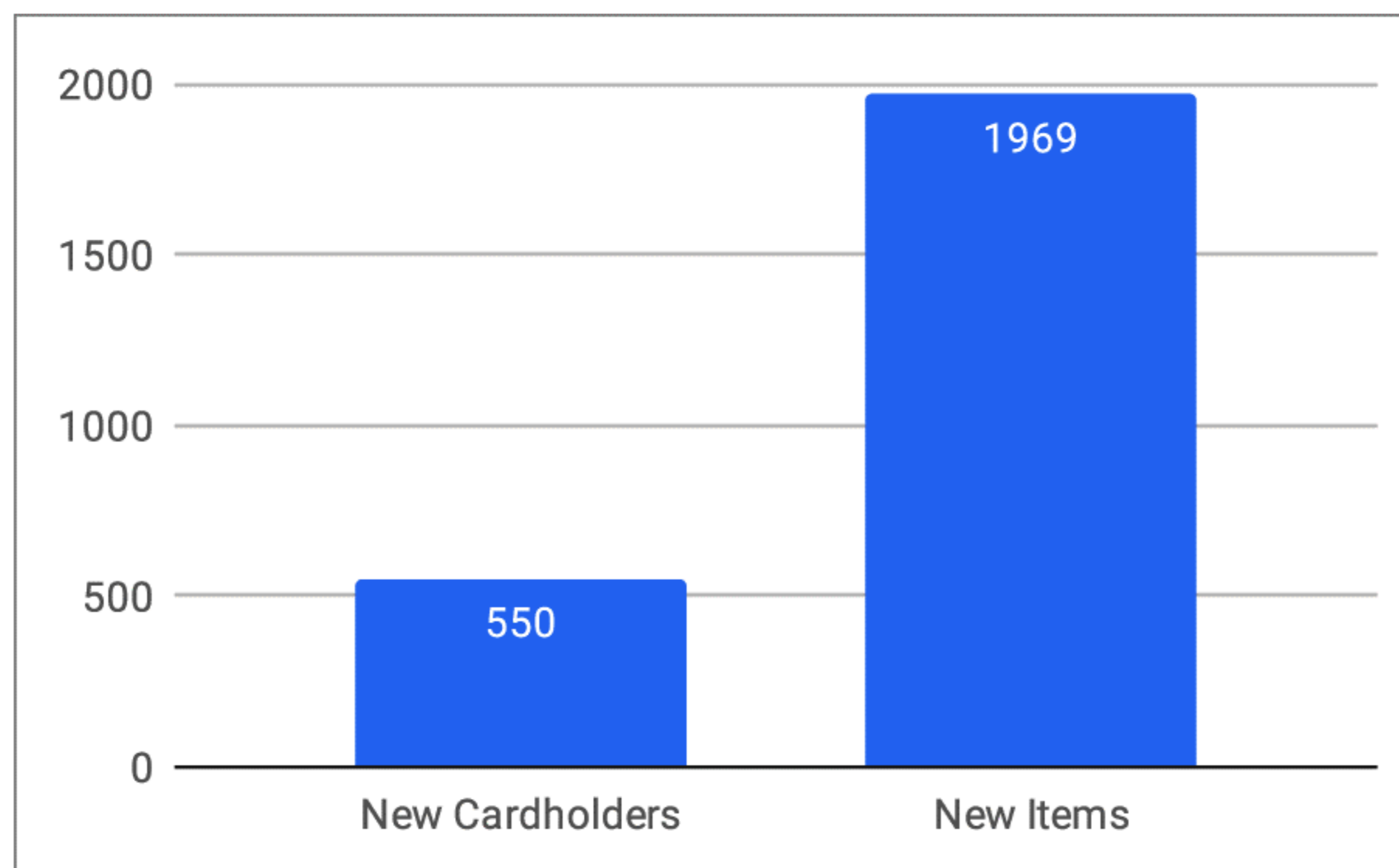
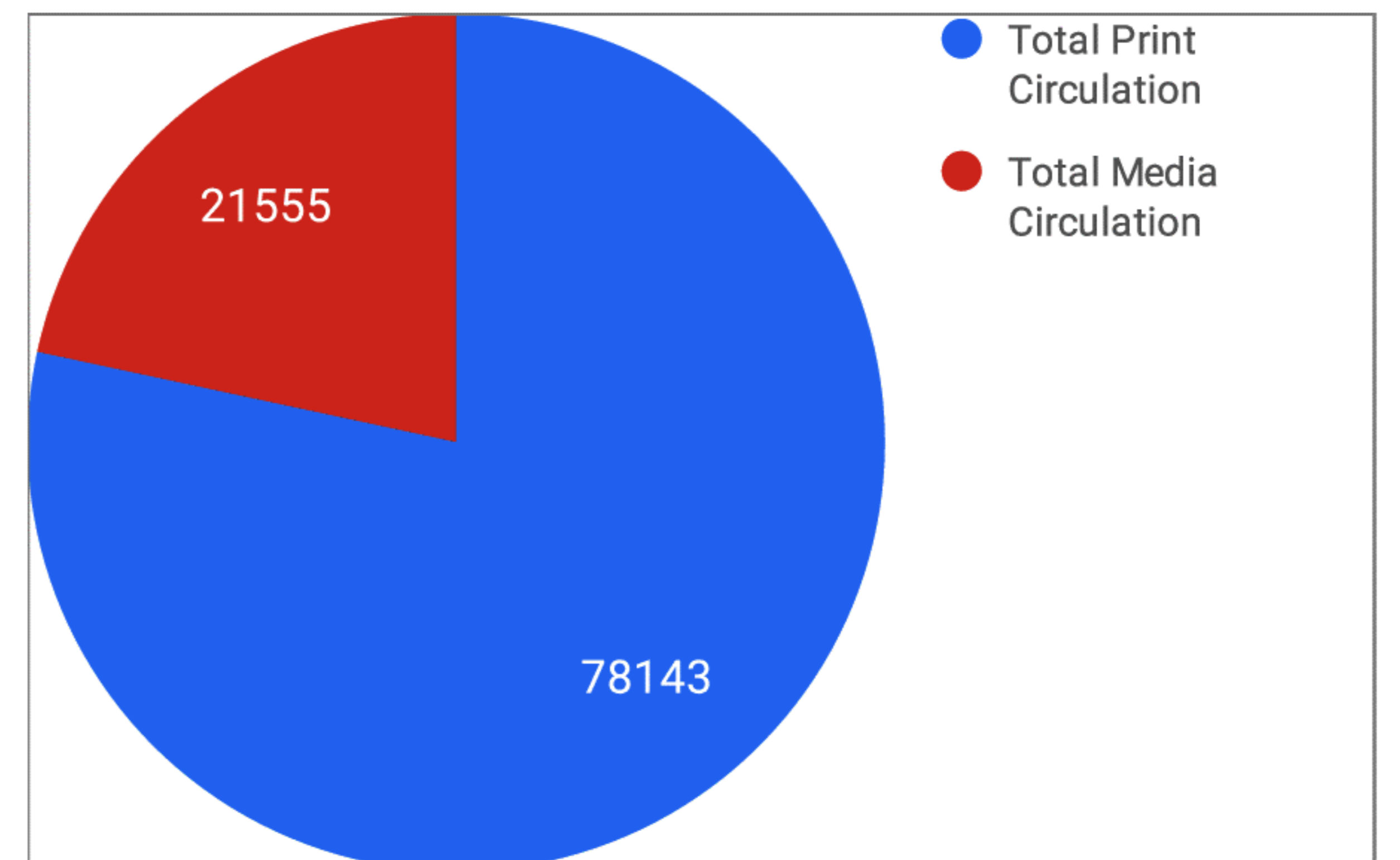
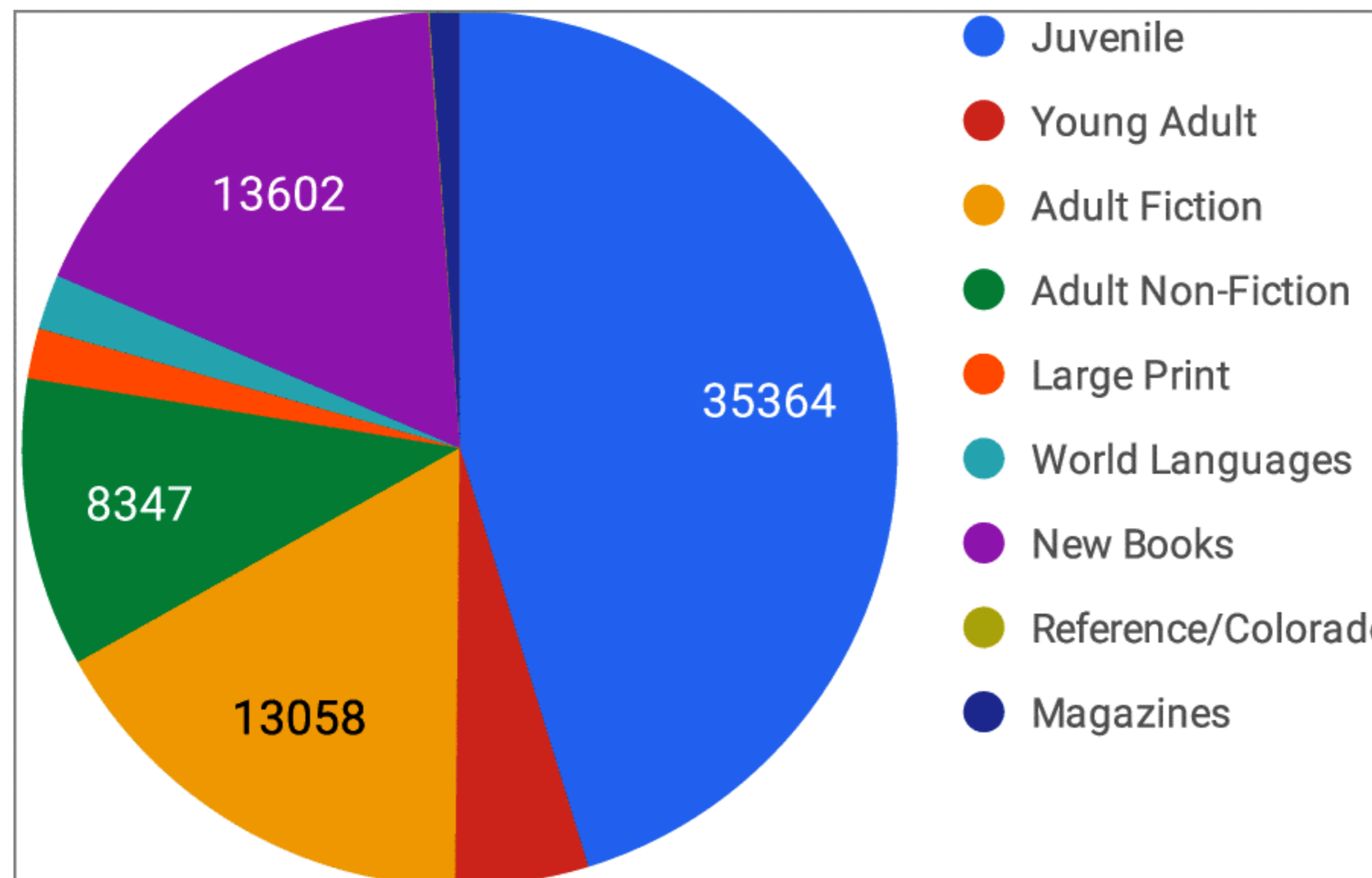
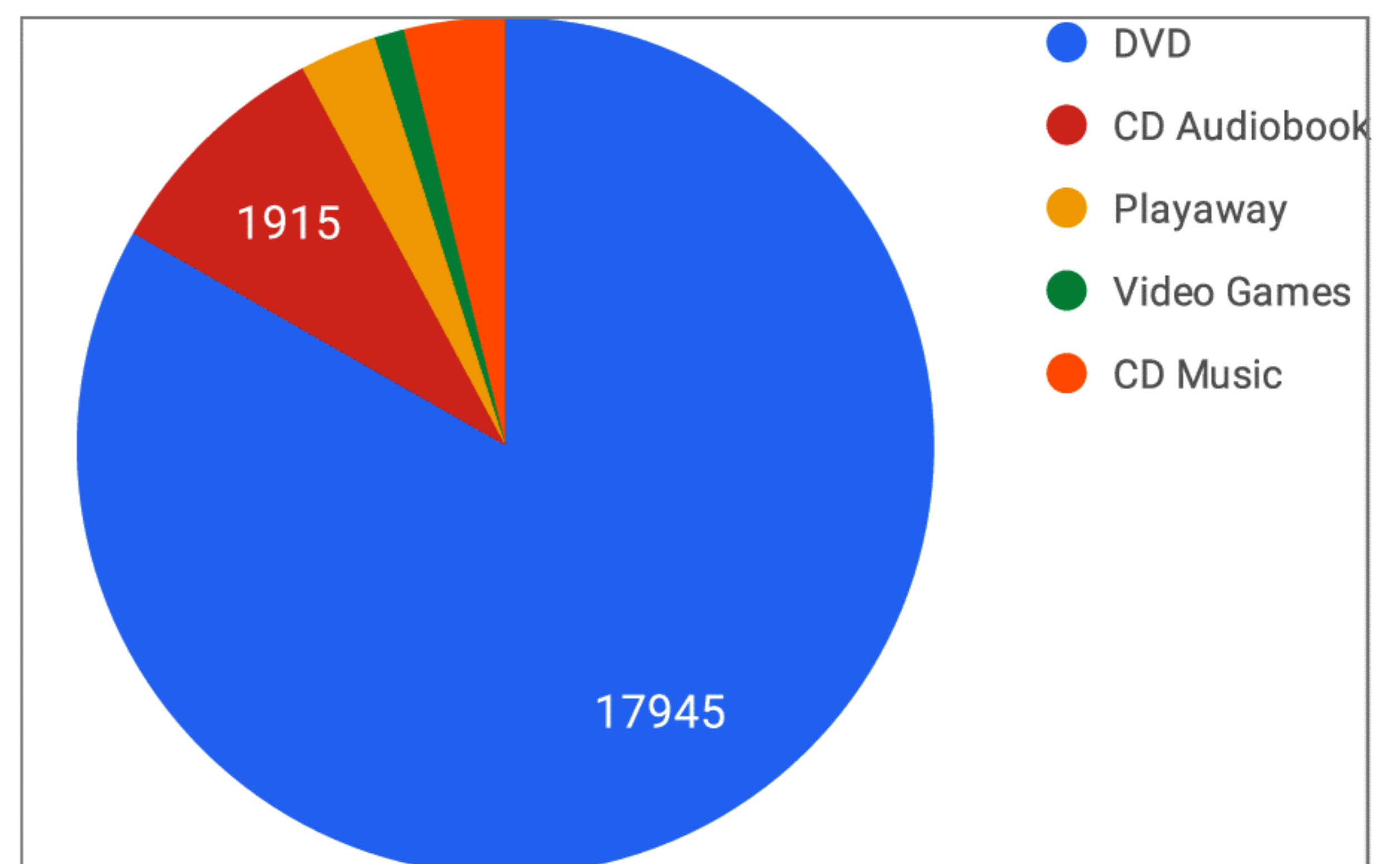
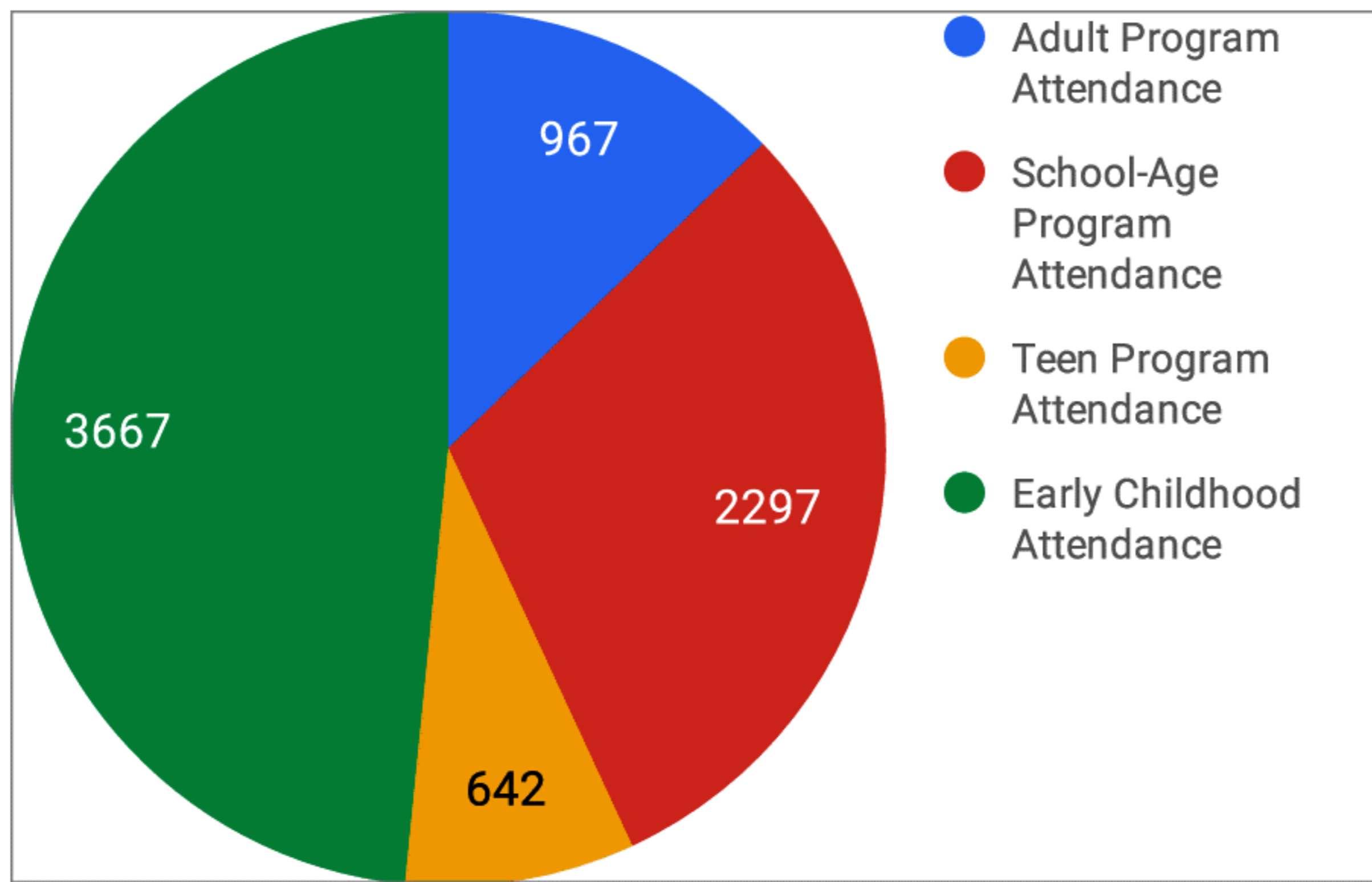
Hotspot & Laptop

Hotspot and laptop lending continue to increase, and is greatly appreciated by local residents, as much of our county lacks access to affordable, reliable wireless Internet service. Meanwhile staff continue to look for ways to better handle reservation scheduling, troubleshoot problems, and manage overdue, lost and damaged devices.

Collection Budget

At approximately mid-year, the collections budget is on track for the year, especially for digital materials, with spending on print materials lagging slightly behind. With budget season approaching, the technical services manager is analyzing adjustments to spending priorities for the upcoming fiscal year and proposing where to shift appropriations to better meet demands. Some areas of the collection where circulation has been trending down since before the pandemic are CD audiobooks, CD music, and magazines. Circulation of digital materials continues to increase at a significantly higher pace.

5			
2022			
STATISTICS JUNE YTD	District		
	2022 Actual	2021 Actual	% change
Website			
Website Visits	90144	91596	-1.59%
Downloadables/Streaming			
Overdrive - total eBook, audio, video, mag	29228	29192	0.12%
Hoopla - total	10429	14938	-30.18%
Kanopy	4545	4793	-5.17%
Subscription Resources			
Ancestry - Searches	12935	12104	6.87%
MyHeritage - Sessions	271	42	545.24%
EBSCO Databases - Sessions	16765	34048	-50.76%
Biography in Context - Sessions	1112	441	152.15%
Research in Context - Sessions	313	1097	-71.47%
Learning Express - Sessions	23	69	-66.67%
Brainfuse - Uses	1188	368	222.83%
Tumblebooks - Book Views	80	301	-73.42%
Mango - Sessions	599	447	34.00%
Wall Street Journal - Access	556	36	1444.44%
Consumer Reports - Sessions	70	48	45.83%



Marketing Report June 2022

James Larsen, Communications and Marketing Director

May was a month of firsts for the District. For the first time, all branches began opening on Sundays beginning on May 1st. This was supported by Newspaper articles, radio announcements, Newsletter, social media and our website.

Glenwood Springs also hosted our first ever Free Comic Book Day on May 7th. Events, Marketing and Youth Services had been planning this for months. Marketing promoted the event through news ads, radio announcements, t-shirts, the website, brochures our newsletter and social media. The estimated attendance for the day was 400 attendees, which is the largest event we've had in many years and definitely the largest since Covid.

The beginning of May was also when Jamie joined the GCPLD family. I released press releases which resulted in almost immediate interviews and stories in the *Post Independent* and *Sopris Sun*. We continued our book reviews for the *Sopris Sun*, as well, with an audiobook review by Kim Owens.

We also celebrated the cultures of Jewish Americans and Asian American/Pacific Islanders as May was the heritage month for both groups. Promotional and event highlights include Polynesian Dancers, paper lantern crafts, custom curated reading lists in Pika and on the website.

Lastly, Marketing reformatted and distributed 2 different surveys for our Facilities Master Plan. These surveys were meant to help the architects get some idea of what our patrons think of our physical spaces and how they can be renovated or improved.

Statistics

Number of Events Promoted in April: 25

Followers:

Facebook – 3,566 (We have had a slight increase every month for the past year!)

Instagram – 1339

Email Newsletter (May) – 13,500

Facebook Reach: 19,506 (256% increase from April!!!)

Instagram reach: 435 (down 11%)

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.

Facebook Post Visits: up 28%

Followers likes up 256%

Instagram Visits: Down 8%

COMING SOON...
**YOUR LIBRARIES
OPEN SUNDAYS!**

STARTING MAY 1
FIND THE FULL SCHEDULE AT
WWW.GCPLD.ORG



**¡TUS BIBLIOTECAS
YA ESTÁN ABIERTAS
LOS DOMINGOS!**

PARA VER LOS HORARIOS VISITA:
WWW.GCPLD.ORG



Comics Festival brochure

UPSTAIRS CLASSROOM

All Day

Gaming in the Classroom

Open tabletop gaming, card gaming, video games, and organized card game tournaments will be held throughout the day.

10:30 to 11:30 am

Let's Cosplay!

Learn how to cosplay on a budget.



12 to 3 pm

DnD Gaming

Join us on a Dungeons & Dragons adventure through the magical Candle Keep.

3 to 5 pm

Magic the Gathering: Booster Draft

Please join us for a free Kamigata: Neon Dynasty draft! Due to limited space, sign-up is advised to secure your place in the draft. A sign-up sheet will be in the Classroom upstairs. As always, keep the cards you draft, basic lands will be provided, and prizes for the top finishers.



SATURDAY, MAY 7

10 AM - 6 PM

**GLENWOOD SPRINGS
BRANCH LIBRARY**



LOBBY ENTRANCE

All Day

Free Comic Book Giveaway

Each hour on the hour you can get a free comic book (while supplies last).



MAIN LIBRARY

All Day

Live Art

Graphic Novels with Rafael Maldonado
Cosplay Costume Design with Jennifer Losty

Comics Festival T-Shirts

Work with library staff to choose a design and t-shirt size/color. Then watch as your free Comics Festival t-shirt is created on a heat press (while supplies last).

10 am to 2:30 pm

3D Printer Demos

Learn about ZBrush and enjoy demos of 3D printers creating figurines.

11 am to 12 pm (Session 1)

1 to 2 pm (Session 2)

Make Your Own Steampunk Goggles

Learn how to build steampunk goggles for cosplay.

COMMUNITY ROOM

10 am to 12 pm

Making Graphic Novels for the Whole Family

Comic book artists William and Pepper DeLuca will host an interactive workshop on comic book art and writing. Kids and their families will create their own characters and put them onto paper.

12 to 2 pm

Feel the Power of the Force

The Force (of Static Electricity) surrounds us, binds us, and is a whole lot of fun to explore! Come Padawans, learn the secrets of static electricity and join interactive demonstrations on how you can harness its Force to move objects, generate lightning, propel starships, and more. Richard Blake will lead this interactive presentation.



3 to 4 pm

Getting into the Video Game Industry

Game design scholar Josh Bycer will present how to get into the video game industry via a live Zoom discussion.

COMMUNITY ROOM

(CONTINUED)

4 to 5 pm

Cosplay Contest

This is your time to dress your best and showcase your costume construction. It's open to Cosplayers of all levels of experience. Prizes will be awarded!

5 to 6 pm

Cosplay Karaoke

Grab a friend and warm up your vocal cords! Cosplay is encouraged, but not required. We'll stay after the library closes for this special closing event of the day.



CONFERENCE ROOM

All Day

Button Making

Drop in to create your own custom button (while supplies last). We will take a break from button making from 12 to 1 pm.

12 to 1 pm

Intro to Unreal Engine and Level Creation

Learn about BSP blockouts and the proper workflow for building a small level in Unreal Engine and Maya.

Comics Festival Ad

By Raleigh Burleigh
Sopris Sun Editor

For the better part of a year, the Garfield County Public Libraries District (GCPLD) was without a formal executive director. The district's previous executive director resigned in August 2021, preceded by several other employees including four of the six branch managers. By October, Finance Director Kevin Hettler stepped up to fulfill director duties in the interim.

Then, late last month, exciting news was announced by the libraries' board of trustees. "After a long and thoughtful search," wrote the press release, "[GCPLD] is happy to introduce to you our new executive director."

James "Jamie" LaRue comes to the role with passion for intellectual freedom and a lifetime of experience. Growing up in Illinois, LaRue discovered his love for libraries at the age of six. Playing baseball one day, "bored out of my mind, way out on right field," he told *The Sopris Sun*, he spotted something shiny in the distance. Curiosity prompted him to abandon the field, mid-game. Approaching what he discovered to be a mobile library, "Mrs. Johnson looked at me like I was the man she had been waiting for all of her life." Her simple question set the course for young LaRue: "How can I help you?"

From that moment on, he knew his calling. He founded a library club in the seventh grade and went to work for the library in Normal, Illinois, as an undergraduate. After hitchhiking around the country and helping build an all-volunteer library in Arivaca, Arizona, he pursued a graduate degree in library science.

At that time, computer technology was revolutionizing libraries around the world and LaRue was right on the curve, converting paper

Jamie LaRue brings fresh expertise to Garfield County Public Libraries District

catalogs to electronic catalogs and gearing up for the internet.

The bulk of his career occurred in Douglas County. There, LaRue was named Colorado Librarian of the Year (1998), Castle Rock Chamber of Commerce's Business Person of the Year (2003), he earned the Julie J. Boucher Award for Intellectual Freedom (2007) and Colorado Association of Libraries' Career Achievement Award (2013). In 2013, the Highlands Ranch Library was renamed the James H. LaRue Library. That change was later undone, because "you never know what a person may do that may tarnish the reputation of a library," LaRue explained in good humor.

LaRue informed *The Sun* that during his time with Douglas County, there were about 250 attempts to remove materials from that library network. He observed that nearly every single one came from parents of children between the ages of four and six and 14 and 16, parents concerned about the developmental stages of their child and experiencing "love, loss and grief." Later, he wrote a book on the subject.

Identifying this, he said, "changes the way a librarian responds to the complaint." No longer "the enemy," a concerned parent can be reframed as "probably a friend, [who] brought their kids to the library, read to them, cared about what they're reading. Someone willing to act in the civic sphere to make a point — those are the marks of a good parent and a good citizen."

LaRue has also been an adjunct teacher at the University of Denver, worked as

a consultant and directed the Office for Intellectual Freedom for the American Library Association. "[Libraries] are an institution dedicated to individual dignity of inquiry," he said, "it is where you come if you want to investigate the world."

Asked what LaRue is currently reading, he told *The Sopris Sun* that he reads a book a day and is enjoying science fiction works by Nathan Lowell, a self-published Greeley author "suddenly selling 300,000 copies of his books, not available in any store." LaRue has downloaded the books on a Kindle Fire.

"Most of the time, four big publishing houses generate 80% of what's published in America," he explained. That trend, however, is changing with the rise of self-published works and mid-level independent publishers. "It's the greatest explosion of writing in the history of mankind," he said. "By 2014, 16% of New York Times Best Sellers were self-published."

Among his focuses for GCPLD: "build community and grow literacy." LaRue cited a 2010 study that suggests having 500 books in the home of a child five years of age and younger is comparable to having two parents with masters degrees.

Other studies reveal that fourth grade reading scores are the single best predictor of health, education and other measures of success. The best predictor of strong fourth grade reading scores, meanwhile, comes from reading readiness by the age of five which, in turn, correlates with the number of books in



James "Jamie" LaRue, courtesy photo

the home. "Early childhood literacy is the key to everything," he said.

Now a resident of Glenwood Springs, "Why did I want this job?" he asked. "The staff. The staff impressed me very much. I have rarely met people so committed, ethical, diligent, conscientious, friendly, intelligent."

The second best part, according to LaRue, are the buildings. "I've built a lot of library buildings in my time and I think that the six buildings I see here are among the six best that I've seen. Really, very intelligently designed."

Third, "the natural beauty is spectacular. I can't believe the quality of the air and stunning views."

Learn more about LaRue and peruse his thoughts on intellectual freedom at: www.jlarue.com

Jamie LaRue trae nuevos conocimientos al GCPLD

Por Raleigh Burligh
Traducción por Dolores Duarte

Durante la mayor parte de un año, el Distrito de Bibliotecas Públicas del Condado de Garfield (GCPLD) estuvo sin un director ejecutivo oficial. El anterior director ejecutivo del distrito renunció en agosto de 2021, precedido por varios otros empleados, incluidos cuatro de los seis directores de sucursales. En octubre, el director de Finanzas Kevin Hettler se hizo cargo temporal de las funciones de director.

Entretanto, a finales del mes pasado, el consejo administrativo de las bibliotecas anunció algo muy emocionante. "Después de una larga y reflexiva búsqueda", se lee en el comunicado de prensa, "[GCPLD] se complace en presentarles a nuestro nuevo director ejecutivo".

James "Jamie" LaRue llega al puesto con pasión por la libertad intelectual y toda una vida de experiencia. Criado en Illinois, LaRue descubrió su amor por las bibliotecas a los seis años. Un día, jugando al béisbol, "aburrido como una ostra, en el jardín derecho", dijo a *The Sopris Sun*, vio algo brillante en la distancia. La curiosidad le llevó a abandonar el campo, a mitad del partido. Al acercarse a lo que descubrió como una biblioteca móvil, "la señora Johnson me miró como si fuera el hombre al que había esperado toda su vida". Su sencilla pregunta marcó el rumbo del joven LaRue: "¿En qué puedo ayudarte?".

Desde ese momento, supo cuál era su vocación. Fundó un club de bibliotecarios

en el séptimo grado y se fue a trabajar a la biblioteca de Normal, Illinois, como estudiante universitario. Después de recorrer el país pidiendo aventones y ayudar a construir una biblioteca totalmente voluntaria en Arivaca, Arizona, cursó un posgrado en ciencias bibliotecarias.

En aquella época, la tecnología informática estaba revolucionando las bibliotecas de todo el mundo y LaRue se encontraba justo en el lugar, convirtiendo los catálogos de papel en catálogos electrónicos y preparándose para el internet.

La mayor parte de su carrera se desarrolló en el condado de Douglas. Allí, LaRue fue nombrado Bibliotecario del Año de Colorado (1998), Empresario del Año de la Cámara de Comercio de Castle Rock (2003), obtuvo el Premio Julie J. Boucher a la Libertad Intelectual (2007) y el Premio a la Trayectoria Profesional de la Asociación de Bibliotecas de Colorado (2013). En 2013, la Biblioteca de Highlands Ranch pasó a llamarse Biblioteca James H. LaRue. Ese cambio se debió más tarde, porque "nunca se sabe lo que puede hacer una persona que pueda empañar la reputación de una biblioteca", explicó LaRue con buen humor.

LaRue informó a *The Sun* que, durante el tiempo que trabajó en el condado de Douglas, se produjeron unos 250 intentos de eliminar materiales de esa red de bibliotecas. Observó que casi todos ellos procedían de padres de niños de entre cuatro y seis años y de entre 14 y 16, padres preocupados por las etapas de desarrollo de sus hijos y que experimentaban "amor, pérdida y dolor". Más tarde, escribió un libro sobre el tema.

Identificar esto, dijo, "cambia la forma en

que un bibliotecario responde a la queja". Ya no es "el enemigo", un padre preocupado puede ser reformulado como "probablemente un amigo, [que] trajo a sus hijos a la biblioteca, les leyó, se preocupó por lo que estaban leyendo. Alguien dispuesto a actuar en la esfera cívica para hacer un punto — esas son las marcas de un buen padre y ciudadano".

LaRue también ha sido profesor adjunto en la Universidad de Denver, ha trabajado como consultor y ha dirigido la Oficina de Libertad Intelectual de la Asociación Americana de Bibliotecas. "[Las bibliotecas] son una institución dedicada a la dignidad individual de la investigación", dijo, "es a dónde vienes si quieres investigar el mundo".

Al preguntársele sobre que está leyendo actualmente, LaRue dijo a *The Sopris Sun* que lee un libro al día y que está disfrutando de las obras de ciencia ficción de Nathan Lowell, un autor de Greeley autopublicado que "repentinamente ha vendido 300,000 ejemplares de sus libros, no disponibles en ninguna tienda". LaRue ha descargado los libros en un Kindle Fire.

"Por la mayor parte, cuatro grandes editoriales generan el 80% de lo que se publica en Estados Unidos", explica. Esa tendencia, sin embargo, está cambiando con el auge de las obras autopublicadas y las editoriales independientes de nivel medio. "Es la mayor explosión de la escritura en la historia de la humanidad", dijo. "En 2014, el 16% de los Best Sellers del *New York Times* fueron autopublicados".

Entre sus enfoques para GCPLD: "construir comunidad y hacer crecer la alfabetización". LaRue citó un estudio de 2010 que sugiere que tener 500 libros en el hogar de un niño de cinco años o menos es comparable a tener dos padres con maestría.

Otros estudios revelan que los resultados de lectura en cuarto grado son el mejor indicador de la salud, la educación y otras medidas de éxito. El



James "Jamie" LaRue, foto de cortesía.

mejor indicador de las puntuaciones de lectura en cuarto grado, por su parte, proviene de la preparación para la lectura a los cinco años que, a su vez, se correlaciona con el número de libros en el hogar. "La alfabetización en la primera infancia es la clave de todo", afirma.

Ahora, residiendo en Glenwood Springs, "¿por qué quise este trabajo? Por el personal. El personal me impresionó mucho. Pocas veces he conocido a gente tan comprometida, ética, diligente, minuciosa, amable e inteligente".

La segunda mejor parte, según LaRue, son los edificios. "He construido muchos edificios de bibliotecas en mi tiempo y creo que los seis edificios que veo aquí están entre los seis mejores que he visto. Realmente, están diseñados de forma muy inteligente".

En tercer lugar, "la belleza natural es espectacular. No puedo creer la calidad del aire y los panoramas impresionantes".

Comics Festival photos in the *Sopris Sun*



Garfield County Public Library District (GCPLD) held its first Comic Festival on Saturday, May 7 at its Glenwood Springs (pictured) and Parachute branches. GCPLD intends to make it a yearly event.

Levi Riis (far left) (appearing as Ryko Matoi from "Kill la Kill") judged the cosplay contest.

(top middle) Garfield County Libraries' communications and marketing director James Larson personally presses t-shirts.

(bottom middle) Parachute Library's own Natalie Smith facilitated a steampunk goggle making course.

Rafael Maldonado (far right) (above) is the creator of "Pilla," a comic book series about a little girl navigating a post-apocalyptic world.

Jamie LaRue takes reins as Garfield libraries executive director

Staff Report
Post Independent

A former Colorado Librarian of the Year and longtime director of the Douglas County Libraries, Jamie LaRue, took the reins this week as the new Garfield County Public Library District executive director.

The announcement came last week after a lengthy search by the library district's board

of Trustees after the former executive director resigned in August 2021.

From 1990 to 2014, LaRue was director of the Douglas County Libraries, "widely known as one of the most successful and innovative public libraries in the nation," as quoted in a news release from LaRue's



Jamie LaRue

website (www.jlarue.com). He was named Colorado Librarian of the Year in 1998.

In 2014, he embarked on a career of writing, speaking, teaching and consulting, and has appeared on National Public Radio and been interviewed by several publications about libraries and literacy issues.

From January 2016 to November 2018, LaRue was executive director of both the American Library Association's Office for

Intellectual Freedom and the Freedom to Read Foundation.

"We are excited to have Jamie's vast experience and knowledge that will help guide Garfield County Public Library District as we grow and innovate our libraries for all of Garfield County," the board's news release stated.

LaRue officially joined the district on Monday.

Comic Book Day – ads, social, web, t-shirts; estimated 400 attended

May highlights

Audio book review – Kim O

Jewish heritage month – Pika list. FB post

Mountain Parent Ad

KMTS radio interview

AAPI

Facilities Survey





New brochures

Summer Reading signups/ event participation (up 12% over last year as off June 13th)

Lisa's book review

Rockmagedon/Strawberry Days

Events Report June 2022

Alex Garcia-Bernal, Education & Events Manager

GCPLD continued with all regular programming at each branch. Story times saw a great increase in attendance during the month of May and remain high through the summer. The Rifle Branch Library is seeing success in their weekly programming for older kids and teens. The branch hosts Fantastic Fridays weekly, in which kids aged 10-14 play games and socialize over different activities. The branch also hosts a weekly anime club on Saturdays for teens, this program is also seeing a steady growth in participation. All of the GCPLD Branches are seeing excellent turn out on their School's Out programming.

GCPLD held its first annual Comic Book Festival for Free Comic Book Day, with one event held at the Glenwood Library and one event held at the Parachute Library on May 7th.

GCPLD hosted a series of folk and blues/ storytelling concerts featuring Seth Brown. The concert was hosted at the Silt Library on May 2nd, at the Glenwood Springs Library on May 5th, at the New Castle Library on May 9th, at the Parachute Library on May 12th, at the Carbondale Library on May 16th, and at the Rifle Library on May 19th.

The library continues to co-host a series of virtual Town Hall Conversations with the Aspen Institute's Hurst Community Initiative. In May, the library hosted the presentations through zoom on May 11th and May 25th. The library also co-hosted a virtual presentation through zoom with the Western and Rural Colorado Health Care Coalition with the theme about billing and Medicare on May 12th.

The Carbondale library hosted a presentation on bicycle maintenance on May 14th and 15th. GCPLD also hosted local children's book author, Lisa Dancing-Light for a bilingual presentation of her book Magic Mountain. She presented in Parachute on May 16th, Carbondale on May 17th, and Silt on May 20th. The New Castle Library hosted their Familias de Valle monthly social event for Spanish speaking families on May 28th.

The libraries hosted different events to promote for AAPI Heritage Month (Asian American and Pacific Islander). The Carbondale library hosted a Japanese Tea Ceremony for all ages on May 13th. The Carbondale, Glenwood, and Rifle branches hosted a virtual workshop on building Korean lotus flower crafts on May 21st. The New Castle, Parachute, and Silt branches hosted the same workshop on May 28th. The libraries also hosted a dance presentation featuring Aspen Polynesia and held a Day in Tahiti Dance concert. The events were held at the Parachute and Rifle Libraries on May 14th, New Castle and Silt Libraries on May 21st, Carbondale and Glenwood Springs Libraries on May 28th.

And to kick off Summer Reading, the Libraries hosted local scientist Sara Johnson for a presentation where she detailed her recent visit to the Arctic, in which she studied the change in sea currents and ice melt. Participants were invited to decorate their own wooden ships, which will be sent back out to the arctic and be tracked through different sea currents. She presented at the Carbondale and Glenwood Springs Libraries on May 22nd, at the Castle and Silt Libraries on May 25th, and at the Parachute and Rifle Libraries on May 26th.

Facilities Report June 2022

Jonathan Medrano, Facilities Manager

The Facilities Department carried out a variety of maintenance projects in the district library building. The following are worthy mentions.

Spanish Section Reconfiguration in New Castle and Rifle

The Facilities Manager is working with the Branch Managers of both the New Castle and Rifle library's, to reconfigure the Spanish sections so that they serve the Spanish speaking community better. The goal is to provide a distinct section that provides adequate seating, organized Spanish books and clear signage while integrating it into the flow of the rest of the collection. This project is one of many ways that the district is carrying out in order to better serve the Spanish speaking community. With that in mind, it is understood that there will be adjustments with this project as time continues.

Disaster Plan Update for Library District

The Facilities Manager is working alongside the HR Director and the Employee Development Coordinator to update the District Disaster Plan. The last update to this document was in 2012. In addition to updating current information, there's also a need for staff training in a variety of areas such as Run-Fight-Hide, Stop the Bleed tourniquet procedure, fire drills etc. Branch managers are coordinating with local emergency first responders for branch staff training in specific areas. The goal is to empower all staff for emergency readiness and express to the community that GCPLD not only values public safety but guards it as well.

Admin Office Space Project Update

The Facilities Manager, along with the Executive Director and Chief Financial Officer, are continuing the Administrative Office Project at the Rifle Branch Library. Upon communicating to the selected vendor of the award there has been the updating of the job project plans, additional correspondence to area subcontractors, another walkthrough with the owner of the construction company. At time, the Facilities Manager is awaiting the revised drawing plans from the architect. Next steps will be taken when the construction project contract is received, evaluated and signed.

HVAC Preventative Maintenance

The Facilities Manager along with the contracted HVAC vendor has begun the preventative maintenance for the district library building HVAC systems. Some maintenance procedures include but are not limited to replacing rooftop unit filters, power washing metal grills of debris, cleaning fans and lubricating belts. There have also been systems issues that have been repaired such as a code error at Glenwood Springs, a failed thermostat in New Castle and a new belt replacement in Rifle. The Facilities Department thanks our current vendor for all their great work meeting our building's HVAC needs.

[A/V Upgrades in Community Rooms](#)

The Facilities Manager has received two bids from two different audio and visual companies in western Colorado. The selected vendor will be in charge of upgrading all of the district's community rooms A/V equipment. Some of the upgrades include laser projectors, new handheld microphones and lapel's, new data ports with HDMI connection and touch screen display input selector. This project will meet a very large need in our community as the community rooms are booked daily and the A/V equipment is highly demanded.

[Water Irrigation System Issue in Carbondale](#)

The Facilities Manager is working with the contracted landscaping company and an area subcontractor to repair the Carbondale library irrigation system. The system is highly complex, due to an integrated computer system. The subcontractor will need to remove a section of the pump for repairs. This project is set to priority and will be resolved as soon as possible.

[Facilities Technician Hire Update](#)

The Facilities Manager has been working with the new Facilities Technician with numerous maintenance projects. After about two weeks of onboarding, training and a tour of the facilities the Facilities Technician has been carrying out projects autonomously. There are weekly meetings that include planning, recapping and prioritizing of jobs. Some feedback on job performance include thoughtful customer service, good awareness of details and great communication. The Facilities Manager expects to see the new higher grow in staff connection, district facilities layout and more opportunities to broaden maintenance skill set.

The Facilities Department thanks all staff and board members for their cooperation to ensure that GCPLD continues to provide our amazing communities with excellent facilities.