

**AGENDA**  
**Garfield County Public Library District Board of Trustees**  
**MeetingDate: Thursday, September 1, 2022, 2:00 PM**  
**Place: Carbondale 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 Aug 4, 2022 (pp 2-4)
- B. Claims for Board Approval: General Fund July 16, 2022 to Aug 15, 2022 (pp. 5-6); Alpine Bank Credit Card Statement July 2022 (pp.7-9)

**III. ACTION ITEMS**

- A. Vote to adopt the Colorado State Archives Special Districts Records Management Manual, Resolution 22-2 (pp.10)
- B. Vote to adopt revised Education Assistance Policy

**IV. DISCUSSION ITEMS**

- A. Management Report, Jamie LaRue
- B. Financial / Treasurer Report, Michelle Foster (pp.13-17)
- C. Budget Committee Update, John Mallonee & Kevin Hettler
- D. Branch Report, Tracy Kallassy, Carbondale Branch Manager
- E. "Did You Know", Jocelyn Durrance

Next Board Meeting October 6, 2022, 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.

Prepared by: Jamie LaRue, Executive Director  
Posted on: Aug 26, 2022

**GARFIELD COUNTY PUBLIC LIBRARY DISTRICT  
RECORD OF PROCEEDINGS: BOARD OF TRUSTEES MEETING  
Place: Parachute Branch Library  
August 4, 2022**

**I. A. CALL TO ORDER**

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

**BOARD MEMBERS PRESENT:**

Adrian Rippy -Sheehy  
Michelle Foster  
Jocelyn Durrance  
Susan Use  
John Mallonee  
Crystal Mariscal

**STAFF PRESENT:**

Jenn Cook	Melissa Terry
Kevin Hettler	Melissa Wiley
Amy Tonozzi	Emily Hisel
Kim Owens	Ana Gaytan
Daniel Messer	Nevaeh Williams
Hailey Worton	Stacy Kline
Robert Zimmerman	Jon Medrano
Alex Garcia-Bernal	Kat Dressman
Tracy Kallassy	Brenda Kingen
Nicole Chenoweth	Kim Benson

**PUBLIC PRESENT:**

John Lepkowski  
Patrick Murtha

**GUESTS PRESENT:**

Kim Seter via phone

**BOARD MEMBERS EXCUSED:**

Carolyn Tucker

**I. B. PUBLIC COMMENT:**

John Lepkowski – Upset with book at children’s eyelevel that he feels is R-rated and promotes homosexuality. Wants book shelved in a different spot or placed higher.

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

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

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

- A.** Minutes of Library Board meeting July 7, 2022 (pp2-4)
- B.** Claims for Board Approval: General Fund June 16, 2022 to July 15, 2022 (pp 5-6); Alpine Bank credit card statement June 2022 (pp 7-8)

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

## **III. ACTION ITEMS**

- A.** None scheduled

## **IV. DISCUSSION ITEMS**

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

Reported teenagers graffitied and threw a brick through the front door of the Glenwood Springs Branch library. If someone submits a request for consideration, it is considered confidential use. Will be attending the gathering of the Northwest libraries. Gave board members the option of attending CALCON, we would pay for them. Would like to get with the local history organizations and out their status and who has what in the community (Jocelyn said Pitkin County would be a good source to reach out to).

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

Net sales tax YTD up 15% from same time in 2021 – more inflation, not just general tax revenue. Budget committee met, sent out charge to managers and directors, will review results at next meeting.

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

Talked about ballot measure 6A – defines the guidelines of the mill levy that voters approved in 2019. Asked the board what their priorities will be in the 2023 budget. Budget Committee initial considerations include continued investment in staff and maintaining compensation gains with the recently adopted compensation study, likely to propose a 5% cost of living adjustment to wages. Also, including a possible merit pool. Keeping the 40hr/week specialist position permanent. Adrian suggested continuing education development for employees and board in the budget. Susan would like to help people get BA's and MLIS's. She also suggested stipends for people who reach goals for BA or Masters. Adrian wants money and time set aside for strategic planning by the start of next year. Budget Committee will also recommend a 5% across the board inflation adjustment on all operational expenditures. And possible capital projects in conjunction with the facilities master plan. Property valuation of oil and gas property is

projected to see a significant increase for 2023 budget year as a result of natural gas BTU pricing being up 92% from the prior year.

**D. Presentation on the FAMLI leave act, Kim Owens**

Presented the facts about the state run FAMLI leave program. We ultimately want to implement programs that support our employees' ability to take care of themselves and their families, while being good stewards of taxpayer funds. There are lots of unknowns with the FAMLI plan, many other governments share similar concerns. Going back to 2016 only 5-6 employees would have qualified under FAMLI. The current leave program that the District provides staff with no out-of-pocket cost to them is already a big step toward offering an equivalent or better plan that what the State's FAMLI program will do. We can expand our current in-house program at no cost to employees and match the coverage that FAMLI offers. (John would like an outline on what we can offer as an alternate). For example, looking at expanding disability insurance to part-time staff members, increase the accrual for medical sick leave or developing a major medical sick leave bank to supplement our existing medical and sick leave policy. Crystal brought up sharing of sick time. We anticipate bringing forward a recommendation and resolution in September to opt out of the FAMLI program.

**E. Record retention policy update, Jamie LaRue (pp 18-19)**

Present sample policy in September.

**F. Branch Report, Stacy Kline, Parachute Branch Manager**

91 total readers for summer reading, 55 children, 32 adults, 4 teens. Want to figure out a way to encourage teens to participate in the library more. 102,939 minutes read. All program attendance numbers have increased. Thinking of some type of teen advisory. Fall programs will include an adult craft series. Would like a teen specific area. Nicole Chenoweth said they are looking at making a bus stop for the middle school at the library. (Crystal suggested having a time for teens to come in and work on homework).

**G. Board member orientation report, John Mallonee**

Appreciated repetition on budget and meeting with Jamie. (Jocelyn and Crystal expressed their interest in also having some type of orientation).

**H. "Did You Know", Michelle Foster**

Facts about libraries: 1 of the most overdue library books returned about 122 years, oldest library in the world dated from 7<sup>th</sup> century B.C., popular genres in prison are paranormal, romance, and the young adult "Left Behind" series, most stolen book from the library is, "The Guinness Book of World Records", 150 libraries around the world check out humans and listen to their stories, if you work for the CIA library, you could earn up to 6 figures.

A motion to adjourn was made by Adrian Rippey-Sheehy, seconded by Crystal Mariscal. **Motion passed unanimously.**

The meeting adjourned at **3:45 pm.**

**NEXT MEETING**

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

## Garfield County Public Library District

## Claims for Board Approval

July 16 through August 15, 2022

Date	Num	Name	Memo	Amount
<b>10010 - Alpine Bank- Gen(..7072)</b>				
07/26/2022	eft	Alpine Bank	Jun c.c. pmt	(9,974.64)
07/29/2022	eft	CRA	July retirement contributions	(11,277.25)
07/29/2022	eft	CRA	July retirement contributions	(6,084.24)
07/29/2022	24994	A Clean Break, LLC	RI, SI, NC July cleaning	(6,700.00)
07/29/2022	24995	Governmentjobs.co...	NEOGOV Perform and Learn software setup & 1-yr subscri...	(13,896.30)
07/29/2022	24996	Grand River Health	staff day venue and catering	(2,145.00)
07/29/2022	24997	Ingram Library Servi...	Library materials	(10,561.22)
07/29/2022	24998	Leone, Joseph	The History of Blues in America performances	(2,700.00)
07/29/2022	24999	McMahan and Asso...	2021 audit services	(14,200.00)
07/29/2022	25000	Midwest Tape	Library materials	(1,073.37)
07/29/2022	25001	Roaring Fork Valley ...	Blue book bag days	(5,208.00)
07/29/2022	25002	Amazon .com	June amazon	(2,207.26)
07/29/2022	bp elec1731	Black Hills Energy	GW & CA gas	(633.50)
07/29/2022	1001287	Cardiff Cleaning Ser...	GW CA janitorial service	(4,292.00)
07/29/2022	1001288	Citadel Security Gro...	GW security service, 7/4 - 7/10	(1,187.73)
07/29/2022	1001289	Clark, Brianna	Returned material refund	(10.98)
07/29/2022	1001290	Colorado Departme...	GW boiler inspection	(180.00)
07/29/2022	1001291	Colorado Special Di...	Workers' compensation deductible claim	(808.85)
07/29/2022	1001292	Costume Specialist...	Wild Thing costume transport	(165.00)
07/29/2022	bp elec1738	De Lage Landen Fin...	Copier lease	(449.00)
07/29/2022	1001293	Demco	Processing supplies	(81.07)
07/29/2022	1001294	Emery, Sheldo	Mileage reimbursement	(31.46)
07/29/2022	1001295	Fregoso, Amaranda	Mileage reimbursement	(83.08)
07/29/2022	bp elec1742	ImageNet Consultin...	copier copies	(741.72)
07/29/2022	1001296	Jean's Printing	Summer Reading bookmarks	(1,292.29)
07/29/2022	1001297	Katrina Toews, LLC	kids summer dance series	(1,781.25)
07/29/2022	1001298	Kline, Stacy	Mileage reimbursement	(16.65)
07/29/2022	1001299	LaRue, James	Exp / mileage reimb	(213.29)
07/29/2022	1001300	Logo Concrete	CA concrete base for donated sculpture	(1,060.00)
07/29/2022	1001301	Messer, Daniel	Mileage reimbursement	(33.75)
07/29/2022	1001302	Nalley, Genni	Patron refund for returned lost item	(8.99)
07/29/2022	1001303	Seter & Vander Wal...	Legal services	(859.50)
07/29/2022	1001304	Tiger, Inc.	gas delivery	(709.95)
07/29/2022	1001305	Universal Mechanic...	GW hvac repairs	(2,121.88)
07/29/2022	bp elec1753	Xcel Energy	Electricity	(4,869.70)
08/01/2022	25003	Home Group Inc	wood doors for Rifle 2nd floor office space project	(23,255.00)
08/01/2022	elec	Alpine Bank- CC	Aug merchant fees	(231.26)
08/07/2022	Elec	Verizon Wirelless	Cell phones, hotspots, & filtering service	(5,989.75)
08/15/2022	25004	Audio Video Experts	Deposit on conference room AV replacement project	(34,949.70)
08/15/2022	25005	Breakout, Inc.	6 Breakout EDU 12-month subscriptions	(1,194.00)
08/15/2022	25006	Citadel Security Gro...	GWS Security	(5,469.64)
08/15/2022	25007	Cooper Commons ...	July-Sept assessment	(11,881.13)
08/15/2022	25008	Ingram Library Servi...	Library materials	(10,968.57)
08/15/2022	25009	Midwest Tape	Library materials	(6,935.21)
08/15/2022	25010	Rico-Jessup, Alejan...	June & July bilingual & Spanish storytimes	(489.00)
08/15/2022	25011	Scholastic Library P...	Bookflix & Scholastic Teachables subscriptions, 7/14/22 - ...	(5,594.00)
08/15/2022	25012	Willis Towers/CEBT	September health insurance	(29,090.86)
08/15/2022	25013	Xcel Energy	Electricity	(6,654.82)
08/15/2022	1001306	625-Water(9283)	RI SI staff water	(76.70)
08/15/2022	1001307	All Around Property ...	PA & CA July landscape maintenance	(1,875.00)
08/15/2022	1001308	AlwaysMountainTim...	Radio advertising	(1,980.00)
08/15/2022	1001309	Amazon Capital Ser...	Events / office supplies	(1,349.85)
08/15/2022	1001310	American Janitor LLC	PA July cleaning	(1,096.00)
08/15/2022	1001311	Baker, Karina	Exp / mileage reimb	(89.64)
08/15/2022	1001312	Bennett, Jasmine	Reimbursement for parade & event supplies	(33.87)
08/15/2022	1001313	Calkins L.L.C.	Aspen Music School performers' transportation	(1,050.00)
08/15/2022	1001314	Cedar Networks	July & August broadband	(2,388.00)
08/15/2022	1001315	CenturyLink	elevator and alarm telephone service	(430.14)
08/15/2022	bp elec1764	City of Rifle	RI water/sewer	(152.85)
08/15/2022	1001316	Costume Specialist...	Curious George costume transport	(145.00)
08/15/2022	bp elec1766	Cura HR, LLC	HR support & DiSC training	(2,867.50)
08/15/2022	1001317	Fire Sprinkler Servic...	NC RI SI Annual p&m service	(2,230.80)
08/15/2022	bp elec1768	ImageNet Consultin...	copier copies	(653.90)
08/15/2022	1001318	Larson, James	Reimbursement for summer staff picnic supplies	(75.56)
08/15/2022	1001319	Lively Electric, Inc.	CA patio outlets	(790.80)
08/15/2022	1001320	Messer, Daniel	mileage reimb	(43.75)
08/15/2022	bp elec1772	Mountain Pest Cont...	July spraying	(257.00)

11:50 AM

### Garfield County Public Library District

08/19/22

## Claims for Board Approval

Accrual Basis

July 16 through August 15, 2022

Date	Num	Name	Memo	Amount
08/15/2022	1001321	Mountain Waste & ...	GW SI trash / recycling	(209.33)
08/15/2022	1001322	OverDrive	Library e-materials	(55.00)
08/15/2022	1001323	Philadelphia Insuran...	Volunteer liability policy	(300.00)
08/15/2022	1001324	Setzer & Vander Wal...	Legal services	(615.00)
08/15/2022	1001325	Suarez, Dulce Andrea	Spanish translation services	(30.00)
08/15/2022	1001326	Town of Carbondale	water / sewer	(84.00)
08/15/2022	bp elec1779	Town of New Castle	water / sewer	(215.18)
08/15/2022	1001327	Town of Parachute	water / sewer / trash	(810.90)
08/15/2022	bp elec1781	Town of Silt	water / sewer	(151.37)
08/15/2022	1001328	Transparent Informa...	Background checks	(205.25)
08/15/2022	1001329	TRIAD EAP	Work-Life, 7/1/22 - 6/30/23	(193.20)
08/15/2022	1001330	Unique Managemen...	Collections service	(109.45)
08/15/2022	1001331	Universal Mechanic...	GW service call	(425.00)
08/15/2022	bp elec1786	Waste Management	Trash/recycling	(304.65)
08/15/2022	1001332	Western Paper Distr...	janitorial supplies	(729.83)
08/15/2022	bp elec1788	WEX Bank	July vehicle fuel	(836.88)
08/15/2022	1001333	Zuniga, Rebecca	mileage reimb	(17.50)
Total 10010 · Alpine Bank- Gen(..7072)				(273,240.76)
<b>TOTAL</b>				<b>(273,240.76)</b>

## Garfield County Public Library District Reconciliation Detail

08/19/22

### 20510 · Alpine Bank Purchase Card, Period Ending 07/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>						14,727.91
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 129 items</b>						
Credit Card Charge	06/30/2022	NCWalmart	NC ice cream social supplies	X	(87.88)	(87.88)
Credit Card Charge	07/01/2022	SSDowntownA	Sensational Sharks presentation	X	(180.00)	(267.88)
Credit Card Charge	07/01/2022	SSHobbyLobb	RI crafting circle supplies	X	(119.70)	(387.58)
Credit Card Charge	07/01/2022	SSCGFOA	CGFOA summer mini-conference ...	X	(115.00)	(502.58)
Credit Card Charge	07/01/2022	SIWalmart	SI refreshments for events	X	(85.46)	(588.04)
Credit Card Charge	07/01/2022	SSAmazon	Facilities tools	X	(79.97)	(668.01)
Credit Card Charge	07/01/2022	SSTechSoup	Adobe Acrobat Pro	X	(60.00)	(728.01)
Credit Card Charge	07/01/2022	SSAmazon	Facilities tools	X	(38.49)	(766.50)
Credit Card Charge	07/01/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(796.49)
Credit Card Charge	07/01/2022	NCExquisite	NC ice cream social supplies	X	(25.00)	(821.49)
Credit Card Charge	07/01/2022	SIWalmart	SI ice cream social supplies	X	(24.83)	(846.32)
Credit Card Charge	07/01/2022	PAUSPS	ILL postage	X	(3.82)	(850.14)
Credit Card Charge	07/03/2022	SSAmazon	PA analog telephone	X	(14.98)	(865.12)
Credit Card Charge	07/05/2022	SSCAL	CAL membership - AG	X	(120.00)	(985.12)
Credit Card Charge	07/05/2022	SSCAL	CAL membership - AG	X	(120.00)	(1,105.12)
Credit Card Charge	07/05/2022	SSCAL	CAL membership - AF	X	(95.00)	(1,200.12)
Credit Card Charge	07/05/2022	NCUSPS	NC stamps & ILL postage	X	(65.33)	(1,265.45)
Credit Card Charge	07/05/2022	SSWalmart	RI circulation drawer cart	X	(13.78)	(1,279.23)
Credit Card Charge	07/05/2022	SIUSPS	ILL postage	X	(3.03)	(1,282.26)
Credit Card Charge	07/06/2022	SSAmazon	CA people counters	X	(322.24)	(1,604.50)
Credit Card Charge	07/06/2022	NCWalmart	NC SPARK supplies	X	(77.88)	(1,682.38)
Credit Card Charge	07/06/2022	SSAmazon	Wireless PC peripherals	X	(72.90)	(1,755.28)
Credit Card Charge	07/06/2022	GWUSPS	GW stamps & ILL postage	X	(61.03)	(1,816.31)
Credit Card Charge	07/06/2022	SSSherwinWi	GW paint	X	(57.09)	(1,873.40)
Credit Card Charge	07/06/2022	NCWalmart	NC staff morale	X	(30.11)	(1,903.51)
Credit Card Charge	07/06/2022	SSLowe's	Wall repair supplies	X	(21.65)	(1,925.16)
Credit Card Charge	07/06/2022	CAUSPS	ILL postage	X	(6.66)	(1,931.82)
Credit Card Charge	07/07/2022	SSQuill	PA office supplies	X	(64.23)	(1,996.05)
Credit Card Charge	07/07/2022	SSCityMarke	Board meeting refreshments	X	(25.97)	(2,022.02)
Credit Card Charge	07/07/2022	SSStarbucks	Board meeting refreshments	X	(20.00)	(2,042.02)
Credit Card Charge	07/07/2022	RIUSPS	ILL postage	X	(6.38)	(2,048.40)
Credit Card Charge	07/07/2022	GWUSPS	ILL postage	X	(3.63)	(2,052.03)
Credit Card Charge	07/08/2022	SSAmazon	CA organizers & bins	X	(139.80)	(2,191.83)
Credit Card Charge	07/08/2022	SSWalmart	Early Childhood workshop supplies	X	(59.89)	(2,251.72)
Credit Card Charge	07/08/2022	SSAmazon	Facilities tools	X	(38.98)	(2,290.70)
Credit Card Charge	07/08/2022	SISweetColo	SI staff morale	X	(27.20)	(2,317.90)
Credit Card Charge	07/08/2022	SIUSPS	ILL postage	X	(3.03)	(2,320.93)
Credit Card Charge	07/09/2022	SSAmazon	Emergency light battery replacem...	X	(217.12)	(2,538.05)
Credit Card Charge	07/09/2022	RIWalmart	RI flowers for planters	X	(127.76)	(2,665.81)
Credit Card Charge	07/10/2022	CACricut	CA Cricut subscription	X	(10.61)	(2,676.42)
Credit Card Charge	07/11/2022	SS4imprint	4 custom logo chairs for events	X	(703.10)	(3,379.52)
Credit Card Charge	07/11/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(3,409.51)
Credit Card Charge	07/11/2022	SSAdobe	Adobe Stock subscription	X	(29.99)	(3,439.50)
Credit Card Charge	07/11/2022	NCUSPS	ILL postage	X	(6.64)	(3,446.14)
Credit Card Charge	07/11/2022	SIUSPS	ILL postage	X	(3.95)	(3,450.09)
Credit Card Charge	07/12/2022	SSQuill	SI office supplies	X	(94.98)	(3,545.07)
Credit Card Charge	07/12/2022	SSValleyLum	RI parade supplies	X	(89.84)	(3,634.91)
Credit Card Charge	07/12/2022	SSQuill	Janitorial supplies	X	(68.38)	(3,703.29)
Credit Card Charge	07/12/2022	RIWalmart	RI crafting circle supplies & refres...	X	(60.90)	(3,764.19)
Credit Card Charge	07/12/2022	SSQuill	CA office supplies	X	(49.99)	(3,814.18)
Credit Card Charge	07/12/2022	PAClark'sMa	PA book club refreshments	X	(17.39)	(3,831.57)
Credit Card Charge	07/12/2022	GWCityMarke	GW Dance Initiative refreshments	X	(11.36)	(3,842.93)
Credit Card Charge	07/13/2022	SSNetworkSo	Domain name renewals	X	(197.91)	(4,040.84)
Credit Card Charge	07/13/2022	RIWalmart	RI janitorial supplies	X	(41.62)	(4,082.46)
Credit Card Charge	07/13/2022	SIUSPS	SI stamps	X	(36.00)	(4,118.46)
Credit Card Charge	07/13/2022	SIDollarGen	SI farmer's market supplies	X	(17.50)	(4,135.96)
Credit Card Charge	07/13/2022	RIWalmart	RI children's program supplies	X	(10.00)	(4,145.96)
Credit Card Charge	07/13/2022	RIUSPS	ILL postage	X	(6.64)	(4,152.60)
Credit Card Charge	07/14/2022	SSLaQuinta	Lodging for Aspen Dance Connect...	X	(418.00)	(4,570.60)
Credit Card Charge	07/14/2022	SSLaQuinta	Lodging for Aspen Dance Connect...	X	(418.00)	(4,988.60)
Credit Card Charge	07/14/2022	SSLaQuinta	Lodging for Aspen Dance Connect...	X	(418.00)	(5,406.60)
Credit Card Charge	07/14/2022	SSQuill	RI office supplies	X	(49.99)	(5,456.59)
Credit Card Charge	07/15/2022	SSLaQuinta	Lodging for Summer Reading perf...	X	(836.00)	(6,292.59)
Credit Card Charge	07/15/2022	SSWalmart	Janitorial supplies	X	(11.16)	(6,303.75)
Credit Card Charge	07/15/2022	RIUSPS	ILL postage	X	(3.95)	(6,307.70)

## Garfield County Public Library District Reconciliation Detail

08/19/22

### 20510 · Alpine Bank Purchase Card, Period Ending 07/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
Credit Card Charge	07/16/2022	NCWalmart	NC adult programming supplies	X	(59.00)	(6,366.70)
Credit Card Charge	07/16/2022	NCWalmart	NC art supplies	X	(26.60)	(6,393.30)
Credit Card Charge	07/16/2022	SIKum&Go	SI staff morale	X	(17.65)	(6,410.95)
Credit Card Charge	07/18/2022	SSLazyBearR	Community interview meeting	X	(37.09)	(6,448.04)
Credit Card Charge	07/18/2022	SSEIRincon	Community interview meeting	X	(29.86)	(6,477.90)
Credit Card Charge	07/18/2022	SSAmazon	Library materials	X	(14.99)	(6,492.89)
Credit Card Charge	07/18/2022	PAUSPS	ILL postage	X	(6.64)	(6,499.53)
Credit Card Charge	07/18/2022	NCUSPS	ILL postage	X	(3.95)	(6,503.48)
Credit Card Charge	07/19/2022	SSNextiva	Nextiva recurring subscription plan	X	(2,078.06)	(8,581.54)
Credit Card Charge	07/19/2022	SSAmazon	GW bilingual book club materials	X	(91.20)	(8,672.74)
Credit Card Charge	07/19/2022	SSAmazon	Library materials	X	(85.49)	(8,758.23)
Credit Card Charge	07/19/2022	SSAmazon	Library materials	X	(53.94)	(8,812.17)
Credit Card Charge	07/19/2022	SSTapatios	Community interview meeting	X	(40.80)	(8,852.97)
Credit Card Charge	07/19/2022	SSAmazon	Library materials	X	(17.95)	(8,870.92)
Credit Card Charge	07/19/2022	SIDollarGen	SI staff supplies	X	(10.25)	(8,881.17)
Credit Card Charge	07/19/2022	SIDollarGen	SI office supplies	X	(7.00)	(8,888.17)
Credit Card Charge	07/20/2022	SSAdobe	Adobe Creative Cloud subscription	X	(29.99)	(8,918.16)
Credit Card Charge	07/20/2022	SSWalmart	RI craft supplies	X	(11.97)	(8,930.13)
Credit Card Charge	07/20/2022	SSDriftersC	Community interview meeting	X	(8.11)	(8,938.24)
Credit Card Charge	07/20/2022	SSWalmart	RI office supplies	X	(6.48)	(8,944.72)
Credit Card Charge	07/20/2022	RIUSPS	ILL postage	X	(3.95)	(8,948.67)
Credit Card Charge	07/21/2022	SSQuill	Office supplies	X	(195.95)	(9,144.62)
Credit Card Charge	07/21/2022	SSCraft	Community interview meeting	X	(42.00)	(9,186.62)
Credit Card Charge	07/21/2022	SSThaiChili	Community interview meeting	X	(38.36)	(9,224.98)
Credit Card Charge	07/21/2022	SSAmazon	Library materials	X	(27.49)	(9,252.47)
Credit Card Charge	07/21/2022	SSAmazon	Charging cord replacements	X	(14.79)	(9,267.26)
Credit Card Charge	07/21/2022	CACityMarke	CA book club refreshments	X	(11.97)	(9,279.23)
Credit Card Charge	07/22/2022	SSALA	ALA membership: JC	X	(54.00)	(9,333.23)
Credit Card Charge	07/23/2022	SSDowntownA	Sensational Sharks presentation	X	(180.00)	(9,513.23)
Credit Card Charge	07/23/2022	SSRobly	Robly email newsletter platform su...	X	(52.50)	(9,565.73)
Credit Card Charge	07/24/2022	SSAdobe	Adobe Pro DC subscription	X	(16.99)	(9,582.72)
Credit Card Charge	07/25/2022	NCWalmart	NC end of summer reading celebr...	X	(129.00)	(9,711.72)
Credit Card Charge	07/25/2022	NCWalmart	NC refreshments for events	X	(92.14)	(9,803.86)
Credit Card Charge	07/25/2022	RIUSPS	ILL postage	X	(8.53)	(9,812.39)
Credit Card Charge	07/25/2022	NCWalmart	NC staff morale	X	(6.48)	(9,818.87)
Credit Card Charge	07/26/2022	PACityMarke	Staff/family summer picnic/SRP gi...	X	(375.00)	(10,193.87)
Credit Card Charge	07/26/2022	SSCAL	CALCON22 registration: JL	X	(297.00)	(10,490.87)
Credit Card Charge	07/26/2022	SSAmazon	NC wellness	X	(169.98)	(10,660.85)
Credit Card Charge	07/26/2022	PAWalmart	Staff summer picnic supplies	X	(50.69)	(10,711.54)
Credit Card Charge	07/26/2022	SSCafe168	Community interview meeting	X	(46.97)	(10,758.51)
Credit Card Charge	07/26/2022	SSAmazon	NC wellness	X	(42.99)	(10,801.50)
Credit Card Charge	07/26/2022	PAWalmart	PA SRP supplies	X	(9.80)	(10,811.30)
Credit Card Charge	07/26/2022	SIWalmart	SI office supplies	X	(5.68)	(10,816.98)
Credit Card Charge	07/26/2022	GWUSPS	ILL postage	X	(3.95)	(10,820.93)
Credit Card Charge	07/27/2022	SSAmazon	NC wellness	X	(249.97)	(11,070.90)
Credit Card Charge	07/27/2022	RIWalmart	RI teen program refreshments	X	(98.76)	(11,169.66)
Credit Card Charge	07/27/2022	RIWalmart	Garfield County Fair parade supplies	X	(40.42)	(11,210.08)
Credit Card Charge	07/27/2022	RIWalmart	RI SRP supplies	X	(39.43)	(11,249.51)
Credit Card Charge	07/27/2022	RIColoradoR	Garfield County Fair parade entran...	X	(35.00)	(11,284.51)
Credit Card Charge	07/27/2022	CAUSPS	ILL postage	X	(7.90)	(11,292.41)
Credit Card Charge	07/27/2022	RIUSPS	ILL postage	X	(7.27)	(11,299.68)
Credit Card Charge	07/28/2022	RIWalmart	RI SRP supplies	X	(104.85)	(11,404.53)
Credit Card Charge	07/28/2022	SSAutoZone	Library truck supplies	X	(45.98)	(11,450.51)
Credit Card Charge	07/28/2022	SSAmazon	Library materials	X	(34.27)	(11,484.78)
Credit Card Charge	07/28/2022	NCCityMarke	NC end of summer reading celebr...	X	(11.56)	(11,496.34)
Credit Card Charge	07/29/2022	SSEveryLibr	LAFCON virtual conference registr...	X	(125.00)	(11,621.34)
Credit Card Charge	07/29/2022	RILittleCae	RI SRP celebration refreshments	X	(58.41)	(11,679.75)
Credit Card Charge	07/29/2022	RILittleCae	RI SRP celebration refreshments	X	(45.43)	(11,725.18)
Credit Card Charge	07/29/2022	NCExquisite	NC end of summer reading celebr...	X	(36.79)	(11,761.97)
Credit Card Charge	07/29/2022	RIWalmart	RI SRP celebration refreshments	X	(11.88)	(11,773.85)
Credit Card Charge	07/29/2022	SSWalmart	Facilities supplies	X	(5.64)	(11,779.49)
Credit Card Charge	07/29/2022	GWUSPS	ILL postage	X	(4.58)	(11,784.07)
Credit Card Charge	07/30/2022	SIWalmart	SI staff supplies	X	(48.00)	(11,832.07)
Credit Card Charge	07/30/2022	GWUSPS	GW postage due	X	(0.67)	(11,832.74)

Total Charges and Cash Advances

(11,832.74)

(11,832.74)



11:55 AM

08/19/22

## Garfield County Public Library District Reconciliation Detail

20510 · Alpine Bank Purchase Card, Period Ending 07/31/2022

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Payments and Credits - 1 item</b>						
Check	07/26/2022	eft	charges on new card only.	X	9,974.64	9,974.64
Total Cleared Transactions					(1,858.10)	(1,858.10)
Cleared Balance					1,858.10	16,586.01
Register Balance as of 07/31/2022					1,858.10	16,586.01
<b>Ending Balance</b>					<b>1,858.10</b>	<b>16,586.01</b>

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

**RESOLUTION NO. 22-2**

**ADOPTION OF THE SPECIAL DISTRICTS RECORDS MANAGEMENT MANUAL**

The Garfield County Public Library District (the “**District**”) is a Colorado Library District formed pursuant to Section 24-90-101 *et seq*, C.R.S., and a political subdivision of the State of Colorado located in the County of Garfield, Colorado; and

- A. Pursuant to C.R.S. § 24-90-109, the Board of Trustees of the District has the power to control, manage and supervise the business and affairs of the District; and
- B. The District has a need for a comprehensive records retention policy and schedule for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value (the “**Records**”); and
- C. Under the authority granted by Part 1, Article 80, Title 24 of the Colorado Revised Statutes, the Colorado State Archives has developed the Special Districts Records Management Manual for use by special districts; and
- D. The District desires to adopt the Special Districts Records Management Manual.

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

- 1. The District adopts the Special Districts Records Management Manual, as amended, as the District’s minimum standard for the retention and destruction of its Records.
- 2. No Records may be destroyed pursuant to the Special Districts Records Management Manual if the Records pertain to any pending legal case, claim, action or audit involving the District, or if the Board determines that certain Records should otherwise be retained.
- 3. The destruction of any Records shall be done using secure methods of destruction to protect any confidential or personal identifying information.

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

**GARFIELD COUNTY PUBLIC LIBRARY  
DISTRICT**

\_\_\_\_\_  
President

Attest:

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

# Management Report, September 2022

By Jamie LaRue, Executive Director

## Intellectual Freedom

Censorship issues continue to dominate much of the profession. A host of newspaper articles have addressed the topic recently:

- An [article](#) in the Vail Daily about area challenges.
- An article about a library in Iowa that [shut down](#) after some harassment about LGBTQ materials.
- An article about a Michigan Library that was [defunded](#) due to concerns about LGBTQ content.

I also wrote a public blog about the situation in [Gunnison](#) that has gotten some comments from librarians around the state.

Other organizations have ongoing concerns.

Last week, I talked to a library director in a nearby county dealing with an intergovernmental agreement, where the county inserted language to the effect of "the library agrees that no event, activities, materials, services, display or programs to be offered at the library building shall be morally repugnant to the average taxpayer."

I met with the Association of Rural and Small Libraries Advocacy Committee, which is working on assembling some best practices documents around such topics as what should be in a request for reconsideration form (limiting the challenges to residents of the official service area, asking how the patron learned about the item or service being challenged), and how to handle public meeting challenges (limit the total time for public comment, take no action at the meeting). I'll share the draft when I've got it.

Within our own libraries, there is apparently a campaign against a single manga title (*Finder: Target in Sight* by Ayano Yamane). I have assembled a review committee, and have done some research on the genre. Now I am waiting for the book to come back before it can go through the review process. By then I may have several challenges for the same title, and will answer them all at once. If the book is not returned by one of the patrons complaining about it, I will purchase additional copies so we can meet the deadlines for a response called for by our policy.

I will also be reviewing some of our policies and procedures to ensure that we continue to address community concerns--both positive and negative--in a thoughtful way that maintains our commitment to our values.

## Cooper Commons grant support

CMC asked us to endorse a grant application to the Federal Mineral Lease District. The idea is to refurbish the welcome center area on Grand Avenue in Glenwood Springs, expanding the space, and

adding public restrooms. (This would relieve some pressure on the library for public restrooms.) The project is estimated to cost about \$1.25-1.4 million.

The grant is due August 31st. If successful, funds would be available in October. I reviewed a policy adopted by the board on April 7, 2022, "Community Endorsements Recognition and Sponsorships," and discussed it with our Board President. We agreed that in this case we are not "endorsing or promoting any non-profit or for-profit corporation, entity or person or its or their services, products, events or programs." Rather, we are supporting the attempt of a longstanding partner, which whom we share space, to expand their services at non-taxpayer expense. This is the first grant support request I've received, and I wholly support it. I am awaiting the support letter, and intend to sign it. Do let me know if there are additional concerns.

### Colorado Public Library Directors meeting

On August 19, we hosted a meeting of northwest Colorado public library directors at our Glenwood Springs Branch Library. About 15 libraries were represented. There were two main topics: a discussion, led by Gunnison representatives, about requests for reconsideration and patron privacy; and some sharing about community engagement approaches, both for library planning and for public programming. There has been a lot of turnover in recent years among Colorado library directors. This was a good opportunity to build relationships and share best practices.

### Effort to broaden investment choices for public library districts

I received an inquiry from the **Bud Werner Library in Steamboat Springs**. The director wrote to ask if our Board would be interested in working to sponsor a bill to allow library districts the ability to choose to invest their reserves in FDIC approved institutions that are not on the [Colorado Division of Banking's PDPA list](#). The Steamboat Springs boards believes the open market would provide better returns, and is working with Rep. Dylan Robert to investigate whether change is possible.

Kevin (our CFO) and I agree that it's most prudent to stay with the current arrangement. But if the board wanted to take this up as a topic, I'm happy to pass along its interest.

### GCL Meet and Greet

Some 20 citizens attended my talk on library trends at the Carbondale Branch library on August 17. They were attentive, insightful, and made many useful observations. James Larson, Communications and Marketing Director, filmed the presentation. I can make it available to interested board members. I would like to repeat the talk in other branches in the next few months. My thanks to the Board members who attended the talk in Carbondale, and staff who assisted in promoting, setting up, and breaking down the event.

## Financial / Treasurer Report, August 2022

Kevin Hettler, Chief Financial Officer

Net sales tax collection year to date is up 11% from the same period in 2021.

The 2023 budget committee met this month. We reviewed the 2023 budget asks submitted by branch managers and department heads. In August we will get our preliminary certificate of values for our 2023 property tax revenue projection.

The following charts depict all revenues received and expenditures made from 1/1/22 through 7/31/22, and are relative to their respective annual budgets (Unaudited).

Total revenues received as of 7/31/22 is \$7,665,655.

Total expenditures made as of 7/31/22 is \$3,716,189.

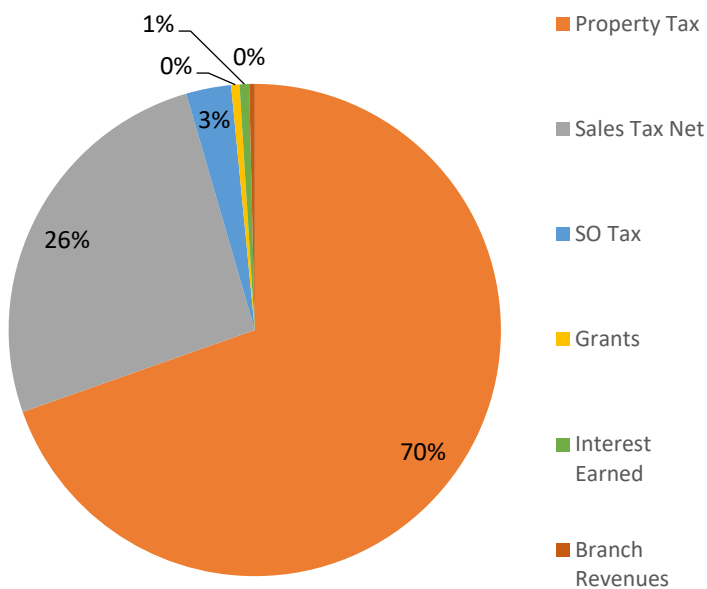
58.3% of the year has elapsed as of 7/31/22.

83.36% of budgeted revenue (\$9,196,298) has been received.

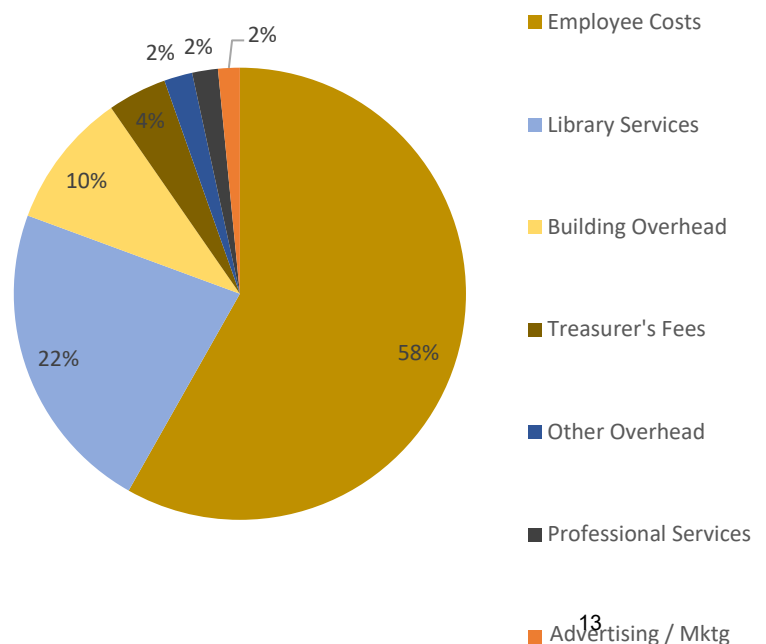
40.41% of budgeted expenditure (\$9,196,298) has been made.

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

YTD Revenues through 7/31/2022

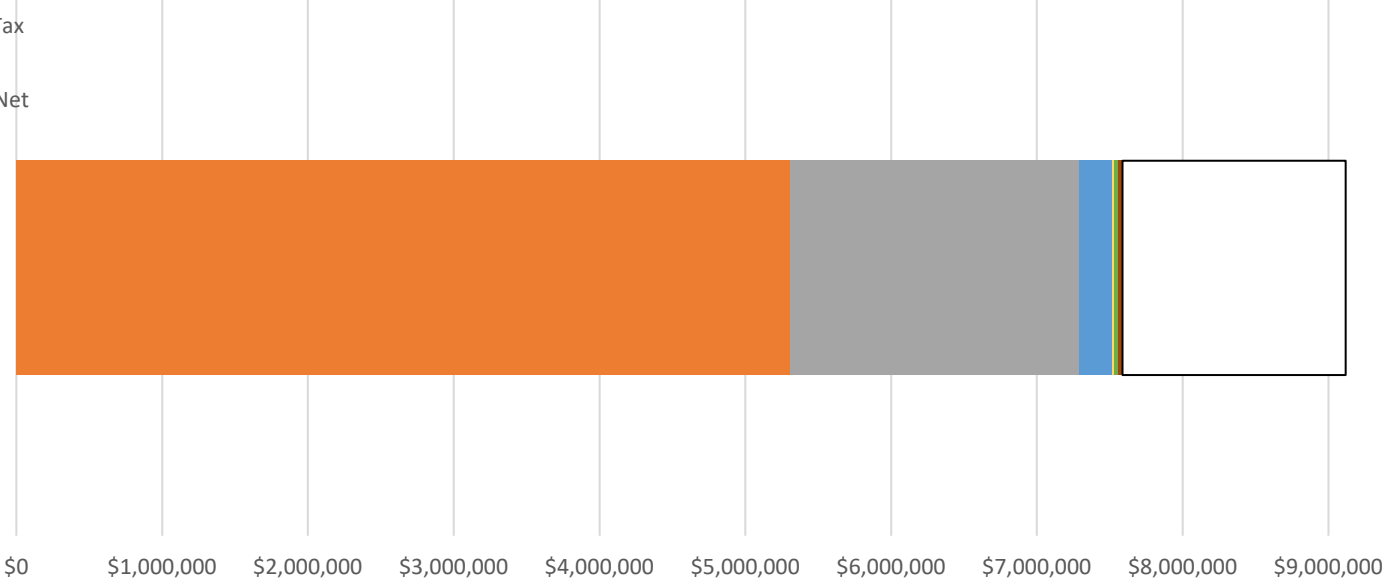


YTD Expenditures through 7/31/2022



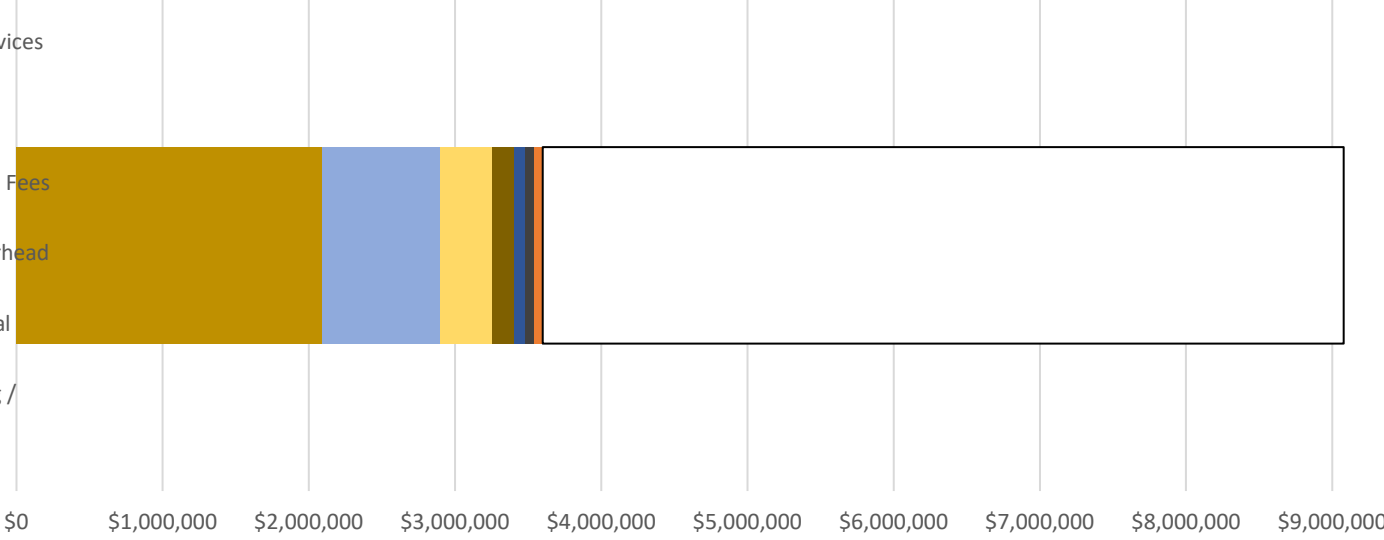
### YTD Revenues to Budgeted Revenues through 7/31/2022

- Property Tax
- Sales Tax Net
- SO Tax
- Grants
- Interest Earned
- Branch Revenues
- Budgeted Revenue



### YTD Expenditures to Budgeted Expenditures through 7/31/2022

- Employee Costs
- Library Services
- Building Overhead
- Treasurer's Fees
- Other Overhead
- Professional Services
- Advertising / Mktg
- Budgeted Expense



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

	Jan - July 2022 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - July 2021 Actual	\$ Increase / (Decrease) in Actual '21 to '22
<b>Income</b>						
40100 · Sales Tax Revenue	2,066,300.55	3,320,000.00	62.24%		1,802,245.12	264,055.43
40102 · Sales Tax Refunds	(89,377.32)	(70,000.00)	127.68%	1.	(57,890.60)	(31,486.72)
40200 · Property Tax Revenue	5,311,994.71	5,356,520.00	99.17%	2.	5,958,649.68	(646,654.97)
40300 · Specific Ownership Tax Revenue	225,706.71	411,000.00	54.92%		253,712.16	(28,005.45)
40900 · Interest Earned on Investments	48,040.49	6,000.00	800.67%	3.	3,399.87	44,640.62
41000 · Grants	41,848.25	98,538.00	42.47%		27,338.68	14,509.57
41200 · Other Revenue	28,879.02	24,220.00	119.24%		42,799.35	(13,920.33)
41300 · Solar Rebates	4,635.75	9,000.00	51.51%		4,857.96	(222.21)
42000 · Branch Revenues	27,627.10	41,020.00	67.35%		21,078.23	6,548.87
<b>Total Income</b>	<b>7,665,655.26</b>	<b>9,196,298.00</b>	<b>83.36%</b>		<b>8,056,190.45</b>	<b>(390,535.19)</b>
<b>Expense</b>						
50001 · TREASURER'S FEES	152,006.84	180,350.00	84.28%		159,461.75	(7,454.91)
50005 · DEBT SERVICE	0.00	1,659,800.00	0.0%	4.	0.00	0.00
51000 · EMPLOYEE COSTS	2,093,983.50	4,314,734.00	48.53%		1,887,453.28	206,530.22
52000 · LIBRARY SERVICES	807,296.34	1,471,407.00	54.87%		805,266.32	2,030.02
53000 · PROFESSIONAL SERVICES	66,260.96	160,396.00	41.31%		61,027.56	5,233.40
54000 · BUILDING OVERHEAD	350,474.43	666,068.00	52.62%		407,622.29	(57,147.86)
54500 · BUILDING REFRESH, FURNITURE,IMI	43,155.31	340,000.00	12.69%		35,673.36	7,481.95
55000 · EQUIPMENT	27,570.69	216,969.00	12.71%		83,195.78	(55,625.09)
56000 · OTHER OVERHEAD	72,823.26	72,000.00	101.14%	5.	66,459.76	6,363.50
57000 · ADVERTISING & MARKETING	55,860.21	59,230.00	94.31%		13,128.03	42,732.18
58000 · VEHICLES	11,114.58	13,400.00	82.94%		3,890.22	7,224.36
59000 · PARTNERSHIPS	35,643.19	41,944.00	84.98%	6.	16,570.55	19,072.64
<b>Total Expense</b>	<b>3,716,189.31</b>	<b>9,196,298.00</b>	<b>40.41%</b>		<b>3,539,748.90</b>	<b>176,440.41</b>
<b>Net Income</b>	<b>3,949,465.95</b>	<b>0.00</b>			<b>4,516,441.55</b>	<b>-566,975.60</b>

**Footnotes:**

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

## Garfield County Public Library District

08/19/22

## Balance Sheet \*unaudited\*

Accrual Basis

As of July 31, 2022

	Jul 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 · Alpine Bank- Gen(..7072)	574,748.53
10050 · Colo Trust - General	14,328,694.94
10055 · C-Safe	53,774.23
10060 · Alpine Bank- Payroll(..8785)	5,000.00
10070 · Alpine Bank - Flex(..0583)	2,604.11
10210 · Alerus- Flex deposit	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
<b>Total Checking/Savings</b>	14,966,193.43
<b>Other Current Assets</b>	
12050 · Sales tax transfer by Treasurer	375,907.52
12100 · Property tax transfer by Treas	5,362,948.00
<b>Total Other Current Assets</b>	5,738,855.52
<b>Total Current Assets</b>	20,705,048.95
<b>TOTAL ASSETS</b>	<b>20,705,048.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	82,505.20
<b>Total Accounts Payable</b>	82,505.20
<b>Credit Cards</b>	
20510 · Alpine Bank Purchase Card	16,586.01
<b>Total Credit Cards</b>	16,586.01
<b>Other Current Liabilities</b>	
20660 · Grants Payable	10,148.08
21100 · Other Payroll Payables-	
21105 · FLEX payable	2,066.07
21130 · AFLAC	107.70
<b>Total 21100 · Other Payroll Payables-</b>	2,173.77
21200 · Payroll Payable-	50,144.00
<b>Total Other Current Liabilities</b>	62,465.85
<b>Total Current Liabilities</b>	161,557.06
<b>Long Term Liabilities</b>	
22000 · Deferred Sales tax Revenue	375,907.52
22100 · Deferred Property Tax Revenue	5,362,948.00
<b>Total Long Term Liabilities</b>	5,738,855.52
<b>Total Liabilities</b>	5,900,412.58
<b>Equity</b>	
30000 · Unassigned Fund Balance	10,358,965.58
30005 · Non-Spendable Fund Balance	33,538.84
30010 · Restricted Fund Balance	311,400.00
30040 · Assigned For Replacement	151,266.00
Net Income	3,949,465.95
<b>Total Equity</b>	14,804,636.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,705,048.95</b>



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

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	199,981.78	15.57%	232,350.29	16.19%	219,964.19	-5.33%	244,593.97	11.20%	287,373.78	17.49%
February	214,635.71	23.32%	201,365.63	-6.18%	211,661.48	5.11%	248,671.50	17.49%	313,756.46	26.17%
March	247,300.68	28.85%	235,241.22	-4.88%	205,882.59	-12.48%	306,107.18	48.68%	363,315.73	18.69%
April	220,564.48	4.75%	221,993.61	0.65%	207,819.08	-6.39%	315,594.36	51.86%	356,926.25	13.10%
May	233,871.79	14.01%	251,876.55	7.70%	252,114.14	0.09%	365,531.99	44.99%	369,020.81	0.95%
June	261,824.92	11.51%	271,841.07	3.83%	275,818.52	1.46%	360,421.57	30.67%		-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%
<b>TOTAL</b>	<b>2,870,165.76</b>	<b>12.66%</b>	<b>3,059,260.74</b>	<b>6.59%</b>	<b>3,151,203.50</b>	<b>3.01%</b>	<b>3,906,322.49</b>	<b>23.96%</b>	<b>1,690,393.03</b>	<b>-56.73%</b>

**AFTER REFUND**

	2018		2019		2020		2021	% Incr(Decr) from prior yr	2022	% Incr(Decr) from prior yr
January	198,871.12	18.68%	209,576.47	5.38%	219,154.90	4.57%	237,651.31	8.44%	282,424.27	18.84%
February	212,320.26	24.43%	198,821.31	-6.36%	208,449.22	4.84%	225,592.83	8.22%	313,056.99	38.77%
March	245,105.81	32.18%	233,664.43	-4.67%	199,473.40	-14.63%	302,292.48	51.55%	293,864.24	-2.79%
April	216,979.46	33.82%	221,373.23	2.02%	194,556.04	-12.11%	312,333.74	60.54%	356,615.85	14.18%
May	233,518.26	17.76%	236,645.79	1.34%	245,037.26	3.55%	363,341.37	48.28%	357,069.28	-1.73%
June	261,219.50	11.66%	270,813.24	3.67%	270,598.88	-0.08%	354,079.99	30.85%		-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%
<b>TOTAL</b>	<b>2,848,987.62</b>	<b>15.98%</b>	<b>2,999,959.02</b>	<b>5.30%</b>	<b>3,048,078.90</b>	<b>1.60%</b>	<b>3,844,568.91</b>	<b>26.13%</b>	<b>1,603,030.63</b>	<b>-58.30%</b>

## Carbondale Branch Library Report

We've had an amazing summer at Carbondale! We've been fully staffed since early June and, as our newer staff start to settle in, we've been able to do more and more for our community.

Participation in our Summer Reading Challenge was phenomenal this year, and we more than doubled the number of signups from last year. We went from 322 total signups in 2021 to 669 total signups in 2022! Staff were so enthusiastic about the program, and everyone did their part to make it a fun challenge for kids and adults alike.

We've made several exciting new additions to our building over the last month: A sundial created by artist James Mason was donated to the library by a local men's book club in honor of their late friend and former library trustee, Bill Lamont. The time is accurate within 10 minutes, and the sculpture makes a great addition to our patio.

In August, we added a free menstrual product dispenser in our women's room. There is a growing movement to provide free pads and tampons alongside toilet paper and soap in public restrooms, and we're proud to be on the forefront of this.

Thanks to the efforts of staff member Amy Krakow, we've recently started composting at the library. Beginning in August, this initiative has been funded for a three-month trial. Composting paper, paper towels, and staff's leftover food has already made a noticeable difference in the amount of trash we're creating, and we're hoping to continue this initiative into the new year.

Local chalk artist Thea Pratt created a stunning mural on the chalk wall at the library's entrance. Patrons have been so impressed with her work, and it has significantly brightened the space. We're looking forward to having her back in the future!

On September 18<sup>th</sup>, Carbondale plans to observe Banned Books Week with our Freedom to Read Picnic. Participants will gather on the lawn behind the library and read passages from banned and challenged books. Jamie LaRue will also share his experience as a defender of intellectual freedom.

Amanda Louey has been working hard to bring Paws to Read back to Carbondale, and our first session will be October 4. This program allows kids to practice reading to nonjudgmental therapy dogs, and we're very excited to host this program twice a month.

Sara Friend will be attending two conferences in the coming months: The annual Colorado Association of Libraries conference in Westminster and the Marmot User Group Conference in Grand Junction. We're looking forward to learning from her and hearing about her experiences.

We have a great team at Carbondale. Everyone cares about each other and about the library, and it shows in the work that they do. The library is improving every day, and I'm excited to see what happens next!



Sundial sculpture created by James Mason



Free menstrual product dispenser



Chalk art created by Thea Pratt

## Human Resources Report

Kim Owens, Human Resources Director

The Library District launched its first Employee Engagement Survey (at least the first since 2017) in August and 83% of our staff (81 out of 98) responded. Cura HR received the results and are compiling them into a report to ensure the data is aggregated and there's no chance of identifying individual responders. We will share our findings with all staff and the Board soon, and we will use the information to help us know where we need to focus our internal efforts to grow, develop, and retain our staff.

I've been participating on the Hispanic Outreach Committee and collaborating on a Hispanic Community Resource List and a Spanish Stipend Pilot Program. The pilot program will run for three months with up to 10 staff members across the District in varying roles (primarily front-line positions). We'll offer a \$50 per check stipend for the participation. During the pilot we'll ask participants to categorize how they use their Spanish skills in areas such as routine service transactions, programming or events, translation services, outreach, or other areas; we'll ask them to include what degree of proficiency was needed during the interactions; and how frequently they need to use their Spanish skills; and any other details they feel are relevant. At the end of the pilot we'll ask for participants to give us feedback on the following:

1. An analysis of use of the Spanish language by position and location (i.e. I'm a Library Page at Silt and 80% of the time I used my Spanish language skills was to show patrons to a particular area of the collection and 20% was to answer questions about library services).
2. How many times were you needed but not available (could be because you were scheduled off that day, on vacation, helping another patron, etc.)?
3. What services, if any, do you recommend would be better subcontracted out than trying to keep in-house?
4. What other alternatives or supplements to Spanish speaking staff make sense to you?
5. How accurate do you think the Assessment Tool is?
6. What do you think of the Spanish Language compensation at \$50.00 per paycheck?

It's exciting to see our staff so enthusiastic and committed to finding ways to bring services to an underserved portion of our community, and to have the support of the Board and our Leadership team to recognize and reward this valuable language skill.

### Staff Education and Development update:

The Employee Development Coordinator is working with our Branch Managers and Circulation Coordinators to finalize a comprehensive New Hire Orientation and Training curriculum. The initial training focuses on Library Specialists, from there we will adapt and develop training for other positions. The Orientation will include two days in the Admin offices where new hires will meet our admin staff and learn about their roles, they'll learn about the history and formation of the District, they'll spend one-on-one time with the Jamie LaRue, and they'll get a good start learning about our District policies, library privacy laws, and more.

Fall Staff Day is coming up on Tuesday, September 20. It will be held at Morgridge Commons which is located on the second floor of the Glenwood Springs Branch Library. This is a mandatory training event

for all staff with the exception of Library Pages. Our Substitute Library Specialists are welcome and encouraged to attend. Our Board of Trustees is also invited to attend. Breakfast starts about 8:30, the first presentation is at 9:00, and we plan to wrap up by 4:30.

### Recruiting and Staffing update:

We have an offer pending to fill the Silt Circulation Coordinator position and we are interviewing to fill the Library Specialist position at New Castle.

We're considering ways in which we can better build a pipeline of candidates and how that can also support our initiative to have more Spanish speaking staff at each branch.

Our interim Facilities Technician recently accepted an offer as our regular, full-time Facilities Technician which adds a lot of support to the District's Facilities team.

### Staffing Report - Since 7/21/2022:

#### New Hires: 3

- Library Specialist – Glenwood Springs, 24hrs/week – 8/12/2022
- Library Specialist – Rifle, 24hrs/week – 07/27/2022
- Library Page – Silt, 10hrs/week – 07/25/2022

#### Promotions/Transfers: 2

- Library Page – Silt, 10hrs/week transferred to the Substitute Library Specialist pool – 8/7/2022
- Library Specialist – New Castle, 24hrs/week transferred to the Substitute Library Specialist pool – 8/23/2022

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

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

#### Departures: 2

- Library Page – New Castle, 10hrs/week – 8/15/2022
- Substitute Library Specialist – 8/8/2022

### Additional Staffing Information:

Headcount as of 8/23/2022:

- 80 total staff members (does not include subs)
- 35 benefit eligible staff (32 - 40 hours per week); 45 staff with less than 32 hours per week
- 57.575 FTE

Staff Stats by Location – 8/23/2022
-------------------------------------

<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff</u> <i>(over 32 hours)</i>	<u>Count of Staff not eligible for Benefits</u> <i>(under 32 hours)</i>
Carbondale	8.125	12	325	4	8
Glenwood	8.05	12	322	4	8
New Castle	6.9	10	276	4	6
Silt	5.3	8	212	3	5
Rifle	8.35	13	334	4	9
Parachute	6.65	9	266	4	5
Support Services	14.2	16	568	12	4
Grand Total	57.575	80	2303	35	45

## Technical Services Update August 2022

Jenn Cook, Technical Services Director

### Increasing eBook and eAudiobook expenditures

Due to the decreasing demand for CD Audiobooks, CD Music, and Magazines, and also the significantly slowed growth in demand for Playaways and DVD's, we have been able to shift funds from these areas of the collection to address patron demand and reduce waiting times for digital materials. We are also looking into the possibility of purchasing additional borrows for patrons of new releases and high-hold titles as a Lucky Day Collection.

### Video games

The one exception to decreasing media circulation is video games. We have recently started purchasing video games again after a pause, and we are seeing circulation increase with the fresh selections. While it is difficult to purchase games at the volume both staff and patrons would like, due to high costs per item, we are currently allocating funds to expand this collection and will continue to increase expenditures as possible.

### Computer Labs

Laptop labs for computer training classes focused on workforce development are currently in the works and will be up and running at Silt and Parachute by October, with additional branches added at a later date. Since we over-estimated the demand for lending laptops, which are circulating 65% less than hotspots, we are able to initiate this pilot project with existing laptops, which is not only a financial savings but also provides a purpose for equipment that has been sitting idle.

STATISTICS JULY YTD	District		
	2022 Actual	2021 Actual	% change
<b>Website</b>			
Website Visits	126499	123685	2.28%
<b>Downloadables/Streaming</b>			
Overdrive - total eBook, audio, video, mag	41778	41095	1.66%
Hoopla - total	15269	18120	-15.73%
Kanopy	5796	6064	-4.42%
<b>Subscription Resources</b>			
Ancestry - Searches	16507	14754	11.88%
MyHeritage - Sessions	309	42	635.71%
EBSCO Databases - Sessions	17550	34752	-49.50%
Biography in Context - Sessions	1116	446	150.22%
Research in Context - Sessions	319	1115	-71.39%
Learning Express - Sessions	34	88	-61.36%
Brainfuse - Uses	1241	391	217.39%
Tumblebooks - Book Views	184	307	-40.07%
Mango - Sessions	744	678	9.73%
Wall Street Journal - Access	194	69	181.16%
Consumer Reports - Sessions	97	70	38.57%
LOTE Online for Kids - Story Views	27	11	145.45%



STATISTICS JULY YTD	District		
	2022 Actual	2021 Actual	% change
<b>Cardholders</b>			
Active Patrons	21366	21204	0.76%
New Library Cards	3217	2260	42.35%
<b>Patron Services</b>			
Door Count	180501	118791	51.95%
Meeting Room Attendance	15905	2894	449.59%
Adult Program Attendance	1239	515	140.58%
School-Age Program Attendance	5183	2854	81.60%
Teen Program Attendance	839	317	164.67%
Early Childhood Attendance	5450	435	1152.87%
All Ages/Family Attendance	2549	0	
Adult Outreach Attendance	477	181	163.54%
Youth Outreach Attendance	1674	1356	23.45%
STEM Program Attendance	52313	149	35009.40%
ESL Program Attendance	1320	65	1930.77%
Reference Questions	530	301	76.08%
<b>Physical Circulation</b>			
Juvenile	54460	41535	31.12%
Young Adult	6115	5068	20.66%
Adult Fiction	18788	13809	36.06%
Adult Non-Fiction	11918	8057	47.92%
Large Print	2065	1104	87.05%
World Languages	2344	1832	27.95%
DVD	25148	21667	16.07%
CD Audiobook	2665	3504	-23.94%
Magazines	1287	1373	-6.26%
Video Games	348	231	50.65%
CD Music	1231	1215	1.32%
<b>Collection</b>			
Items Added	12791	18703	-31.61%
Total Items in Collection	167405	171509	-2.39%
<b>Technology</b>			
PAC Usage (hours)	13899	8188	69.75%
PAC Usage (sessions)	18465	11813	56.31%
Wireless Sessions	78737	30329	159.61%
Hotspot Lending	585		
Laptop Lending	207		

## Marketing July Report

James Larson, Communications & Marketing Director

Going back the past 30 days, the end of July and the first 3 weeks of August were busy, and we had quite a bit of media exposure. First of all, we wrapped up a hugely successful Summer Reading Program. As Alex may have recapped, our community reading goal was more than met! The goal was 800,000 minutes and we clocked in at 1,400,634 minutes, up by 21% from last year. The kids' events had absolutely stellar attendance. We saw more attendance than expected, and all branches ran out of bookmark logs faster than we expected! We believe the huge jump in participation was in part due to the diminished threat of Covid and having all in-house events as compared to mostly virtual last year. Of course, active promotion and the enthusiasm generated by staff, helped greatly as well.

Marketing also lead the committee that planned and hosted our annual Summer Staff Picnic at Bear Dance park in New Castle on Aug. 5<sup>th</sup>. Compared to last year, morale is high, attendance was great, and all had a good time. Staff Summer Reading Challenge winners were also announced and rewarded.

The summer festival season continued with our outreach participation in the Garfield County Parade in Rifle and the Grand Valley Parade in Parachute. We had teams marching in both parades handing out branded goodies to the crowd.

Our Social Media stats continue to grow each month. Attached are the 5 most popular posts with the most interaction. The trend continues to be that posts about new staff and staff promotions continue to be the most popular posts

And lastly, we are fresh from the visit of Governor Polis to the Glenwood Springs branch on Aug. 20<sup>th</sup>. He contacted us with interest in joining our Dungeon and Dragons weekly event. Evidently, he is a big DnD player and stayed the full hour and a half to play the game with the kids.

### **Digital Statistics**

Number of Events Promoted in: 25

Followers:

Facebook – 3,570 (40 new followers)

Instagram – 1339n (11 new followers)

Email Newsletter (Aug) – 14,141

Facebook Reach: 5,688 (up 47% from the previous 30 days)

Instagram reach: 564 (up 27%%)

*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.*



Boost post

**We are so pleased to share with you that Brenda Kingen has accepted the pos...**  
July 25, 2022 at 9:53 AM

ID: 10160113929313007

Interactions

👍 257 reactions    💬 117 comments    ➦ 3 shares



Boost post

**Cuentos en Espanol Padres y/o Cuidadores de niños(as) e hijos de 2-5 años d...**  
August 2, 2022 at 9:00 AM

ID: 10160125707023007

Interactions

👍 24 reactions    💬 2 comments    ➦ 3 shares



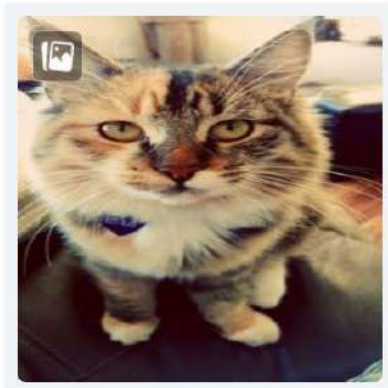
Boost post

**Look who stopped by the Glenwood Spring Branch Library yesterday. Yes, th...**  
August 21, 2022 at 3:25 PM

ID: 10160156552573007

Interactions

👍 106 reactions    💬 6 comments    ➦ 2 shares



Boost post

**It's the purrrr-fect day to share pictures of your feline friends with us for Inter...**  
August 8, 2022 at 11:38 AM

ID: 10160134398458007

Interactions

👍 37 reactions    💬 55 comments    ➦ 0 shares



Boost post

**I would like you to please take the time today to welcome our newest team m...**  
August 11, 2022 at 10:00 AM

ID: 10160139168463007

Interactions

👍 75 reactions    💬 9 comments    ➦ 0 shares

# Challenged Words

WITH BOOK BANS SURGING NATIONWIDE, EAGLE COUNTY IS NOT UNTOUCHED

Tess Weinreich

tweinreich@vaildaily.com

The start of the academic year is less than a week away for Eagle County Schools, which, for many students cues the end-of-summer scramble to finish up summer reading. But while students anxiously cram in what they're required to read, school districts and legislatures across the country may be more concerned with the titles that are prohibited.

In recent years, book banning has been steadily on the rise nationwide, with 2021 marking a dramatic resurgence in the practice. The American Library Association tracked 729 challenges to library, school, and university materials last year — an all-time high in the organization's 20 years of data, and more than double the 273 books challenged or banned in 2020.

Overwhelmingly, books targeted in the recent wave of bans engage with topics of race and LGBTQ content. According to the American Library Association, "Gender Queer" by Maia Kobabe was the single most-challenged book in 2021. "The Hate U Give," by Angie Thomas, Toni Morrison's "The Bluest Eye" and "This Book is Gay," by Juno Dawson also make the top 10.

Currently, there are no school districts with active book bans in Colorado.

Katie Jarnot, assistant superintendent of curriculum and instruction for Eagle County Schools, confirmed that there have been no challenges to books or educational materials since she took on her current position four years ago.

"I am not aware of any challenges that we have had in the 12 years I've been in the district," she added in an email to the

Several titles often targeted by book bans are available and shelved at the Vail Public Library.

Vail Daily.

The school district's current policy requires administrators to review curricula (including books and other materials that will be taught) every five years. Its text specifically calls for considerations of "curriculum breadth," "all student populations," and "educational equity" in this process.

"It is important for school districts to have policies like these in place, so that there is a basis for the selection of curriculum and educational resources and so that any challenge can be addressed in an objective and fair manner,"

Jarnot wrote.

In Eagle County, the culture war on book banning has not made classrooms a battleground. But according to Linda Tillson, director of Eagle Valley Library District, book challenges are not unheard of in the county. She reported that the library district typically receives one to two completed reconsideration request forms each year, usually reflecting concern about "sexual content, LGBTQ+ topics, and age-appropriateness."

Tillson reported that the only challenge that has been approved in recent years removed a children's book about

Thanksgiving that contained an "outdated and inaccurate" portrayal of Native Americans.

Reconsideration forms are standard procedure in libraries across the U.S. as a means to gather input from a concerned patron about a particular resource. Forms generally request information about the contested item, including if the objector has examined the entire resource, what specific concerns the objector holds, and what action the objector suggests the library staff should

CHALLENGED BOOKS, A15



TESS WEINREICH/VAIL DAILY



RICK BOWMER/AP

Amanda Darrow, director of youth, family and education programs at the Utah Pride Center, poses with books that have been the subject of complaints from parents in Salt Lake City. According to the American Library Association, "Gender Queer" by Maia Kobabe was the single most-challenged book in 2021.

## CHALLENGED BOOKS

From page A2

take (e.g., a reclassification, restriction, or removal of the resource).

Completed forms are reviewed by the library director who, with the counsel of other staff members, makes the ultimate decision on how to address the request. Decisions may be appealed and put to the citizen Board of Trustees for reconsideration.

While book bans are historically rare in the state (especially compared to bordering Kansas with 30 active bans, Oklahoma with 43, and Utah with 11), challenges and controversy are not. In 2001, the Denver Post reported on one parent's crusade to ban Lois Lowry's "The Giver" from school classrooms and curricula, arguing that the book's discussion of suicide and euthanasia were unsuitable for young readers and promoted a disregard for human life that could motivate tragedies like the Columbine shooting.

James LaRue, who worked as the director of the Douglas County Library from 1990-2014, reported that in that time he received 250 challenges to library materials — more than in any other library he'd heard of. The experience motivated him to write "The New Inquisition," a book exploring modern challenges to intellectual freedom.

In 2016, he left Douglas County to work for the Office of Intellectual Freedom for the American Library Association, where he addressed about one challenge a day. He believes that in this point in his career he's dealt with over 1,000 challenges.

LaRue, who returned to Colorado to serve as executive director of Garfield County Library District in May, has observed a “shift in the wind” with the practice of book banning: challenges that were once isolated events, brought forward by concerned parents, have been interspersed with more concerted, sometimes political, efforts.

“It’s not just individual people complaining about one book, it’s somebody showing up with 380 books and so it’s far more coordinated and less individual,” he said, “Most of these challenges, you would have to describe as partisan.”

LaRue cited groups like Moms4Liberty and Catholic-Vote, which have launched campaigns to remove books of controversial subject matter. But the politicization of the issue has also been presented on a legislative scale.

In 2021, 54 bills in 24 states were introduced to ban books on controversial issues such as race, gender, and sexuality. The Colorado House of Representatives considered the “Public Education Curriculum And Professional Development Information” bill last year, sponsored by Tim Geitner, an El Paso County Republican. The bill called for local education providers and school districts to publish a comprehensive list of educational materials used in classrooms PK-12, including the title, internet address, publisher, publication date, and international standard business number for each item. It also stipulated that education providers must provide a copy of any book or resource used in the classroom to parents upon request. The bill was introduced and did not pass.

“New legislation ... represents a very concerted attack, not just on a couple books that people are upset about, but trying to suppress whole topics from a public institution,” LaRue said, “it’s a fight for the soul of the institution.”

LaRue reported that he has already received four challenges to Garfield County Library materials since taking on his post with the district in the spring.

“I think that the best route to life, liberty and the pursuit of happiness is literacy,” LaRue added. “This is an issue worth talking about.”





August 11, 2022

## Garfield County Libraries

### **Library Trends: A Community Conversation**

Jamie LaRue, executive director of your Garfield County Libraries, will discuss library trends and how libraries are changing to meet the needs of our communities in the digital age. The special event will be held from 6:30 to 8 p.m. on Wednesday, Aug. 17 at the Carbondale Branch Library. Part social mingling, part lecture, and part interactive exercises, this conversation is open to all. Refreshments will be served. For more information call the library at 970-963-2889.



[Learn More](#)



GUEST



OPINION  
By Jamie LaRue,  
Garfield County Libraries  
Executive Director

# Library Trends: A Community Conversation

the local Dunkin' Donuts, which offered free wifi. I suspect that their access was both heavily censored and monitored, though.

There are fads and there are trends. Fads come and go. Trends persist. In the world at large as

me to our patrons. But instead of just dropping by for coffee and treats, you might be interested in helping us all make sense of which library trends are actually good fits for us. I view trends not as binary choices. I see them as continuums (continuuu?). Where on the continuum are we now? Where should we be in three to five years? What would that look like?

The evening will run from 6:30 p.m. to 8 p.m. It will be part social mingling, part lecture and part interactive exercises. I promise I won't ask you to do anything embarrassing.

As a small preview, here are the trends, identified way back in 2011 by the American Library Association. It could be that others have emerged since then. I'll ask about that, too.

First trend: Physical to Virtual Libraries. We are moving from access to physical items to access to digital content.

Second trend: Individual to Community. Many libraries are moving from one-on-one transactions with individuals to a more systemic outreach to community groups. It's the difference between a conversation at a service desk and a longer term

world beyond our neighborhood. That's the portal idea. But some libraries have begun to team up with historical groups and museums to do something Google and Amazon don't: tell our story to the world.

In our post-COVID world, in a time when there are many changes both within the United States and on the geopolitical stage, it might be worth a little time to try to calibrate our public institutions to help us thrive both individually and as a community. I look forward to the conversation.

*There are fads and there are trends. Fads come and go. Trends persist. In the world at large as well as the world of libraries the shift from physical to digital is a big one.*

well as the world of libraries the shift from physical to digital is a big one. In fact, it's one of four trends that is fundamentally transforming the way libraries do business.

On Wednesday, Aug. 17, I'll be speaking at the Carbondale Branch Library. I've only been the director of the Garfield County Libraries since May 2, so I have a lot to learn about the communities we serve. My staff suggested a series of meet and greets to introduce

In 2012, I was invited by the U.S. State Department to give some presentations in Moscow. There was a big annual publisher exposition, and people from all over the world showed up for it. My job was to talk about American experiments in ebook lending. Along the way, I got to speak to a bunch of other groups, too, and found the experience enlightening. Over the handful of days I wandered the capital of the former Soviet Union, I learned to have tremendous respect for the very smart and dedicated people who staff our embassies.

I also couldn't help but notice that virtually every teenager I saw on Red Square had a smartphone. Where did they hang out? — at



The Running of the Scissors.



Grand Valley Days Parade – 8/20/22

Sopris Sun FB post 08/21/22



## Events July 2022

Alex Garcia-Bernal, Education & Events Manager

GCPLD continued with the second half of the Summer Reading Challenge. For presentations, July hosted Story Creations with Denise Gard and her Border Collies at all of our branches from July 5 to July 7, an automaton science presentation with Richard Blake's Stempunked program at all of our branches from July 12 to July 14, Mike Schneider with Pint Sized Polkas at all of our branches from July 19 to July 21, a virtual presentation on sharks by the Denver Downtown Aquarium on July 23, music presentation Kids House of Joy at all of our branches from July 26 to July 28.

The Summer Reading Challenge in 2022 had an excellent turnout.

**1564** Active Readers, up by 20% from last year.

**2029** New Registrations, up by 24% from last year.

**830** Challenge Completions, up by 7% from last year.

**8828** Rewards Collected (And this was the big one this year) up by almost 2000% from last year...

**8599** Badges Earned, up by 27% from last year.

Our community reading goal was more than met! The goal was 800,000 minutes and we clocked in at **1,400,634 minutes**, up by 21% from last year.

The libraries also continued with their regular summer programming. The Rifle library hosted their weekly Spanish language story time, Cuentos en Español, their teen gaming programs Fantastic Fridays, and Anime Club throughout the month. The New Castle Library also hosted their weekly teen gaming group, NC Gamers throughout the month. All branches hosted partner programs with the Aspen Science Center, Early Childhood Network, Bristlecone Art Collective, and others to keep up with their regular educational programming. The Glenwood Library hosted a week-long dance camp for kids, presented by Dance Initiative from July 11 to July 15.

The Silt library hosted their weekly Tai Chi for Seniors program each Monday. The Glenwood library hosted a hybrid presentation with Senior Matters on Palliative Care on Wednesday July 13.

The Glenwood library hosted their memoir and writing club, Your Story Your Life on the first and second Friday of the month. The Parachute branch hosted their monthly Western Colorado Book Club on Tuesday July 12. The Carbondale library hosted their monthly Third Thursday Book Club on July 21st. Parachute and Rifle continued their regular craft programs for adults through the month of July. The New Castle library hosted the Spanish language family social, Familias de Valle on Saturday July 30.

The New Castle, Silt, and Carbondale libraries hosted a dance presentation by the Aspen Dance Connection on Thursday July 14th. The New Castle library also hosted a concert by guitarist Hiroya Tsukamoto on Thursday July 14th. The Carbondale library hosted the first of three piano concerts by the Aspen Music Festival and School on Saturday July 30.

## Facilities September Board Report

Jonathan Medrano, Facilities Manager

The Facilities Department, continued to meet community and staff needs through small maintenance and building projects and addressed issues as they arose. The following are worthy mentions that were completed within the last 30 days.

### Women's Dispenser Install at Carbondale Branch

The Carbondale Branch Manager worked the Facilities Department to provide the women's public restroom with a menstrual product dispenser that will be free to the public. It was revealed to the district that there is a growing movement to offer these basic and necessary products in public restrooms, much like how toilet paper and soap is provided. The Carbondale Branch Library will be the pilot location, with the goal to implement this service to the other library locations as needed.

### Admin Office Space Project in Rifle (Update)

Over the past 30 days the Home Group has been in continuous correspondence with all subcontractors gathering their updated pricing that will be incorporated into a final contract. The HVAC work that was previously estimated has been an area of focus over the past few weeks. The company Trane, along with a HVAC technician from The Home Group have determined that the new renovation will need a total of two VAV (variable air volume) units, which will include installing water lines to units by a plumbing technician and new design schematic by a HVAC engineer. All the changes and additional work will be over bid by an estimated \$6,000. GCPLD is focused on moving this project forward while making sure to take measures that reflect quality, safety and value of staff members.

### Vandalism Clean Up and Repair at Glenwood Springs Branch

The Facilities Department and the CMC Facilities Manager worked together along with Glenwood Springs staff to clean and address the vandalism and destroyed glass from front sliding door at the Glenwood Springs Branch. A police report was filed detailing the events that took place, using camera footage and photos of the scene. The Facilities Technician was an excellent help coming in from a day off to assist with cleanup. At present all graffiti has been cleaned off of brick wall and a window & glass company has scheduled an installation for glass repair for mid-September.

### District Wide Security Cameras System Upgrades

GCPLD has begun gathering information from various security system companies for the purpose of updating a districtwide security camera system. At current, all branch locations have cameras, but some are either not working or have hardware issues. Not only is there a need to update cameras but also the internal workings of the system so staff with credentials can easily access footage via remotely and locate needed footage faster. One company has offered two demo cameras in order to see if their system is able to work at district locations. The Facilities Department will use Rifle branch as a testing site for these two cameras. The Facilities Department is looking into other security companies not only for policy compliance but also for quality and overall compatibility for district locations.

#### Window Cleaning at All Library Locations

All library locations have received another round of professional window cleaning from the contracted vendor Birds Beware. This recent visit was focuses on exterior windows. On the next visit in a few months, they will focus on both exterior and interior windows in at all locations. The Facilities Department has been very pleased with their service.

#### Sign Reinstallation at Rifle Branch

The Facilities Department is working with a local sign company to reinstall a dismantled sign that has fallen off due to the tack welds coming loose at the base. This was due to years of being exposed to weather elements. At present The Facilities Department is awaiting a quote for reinstallation and will proceed as soon as the selected company is available.