

## Agenda

**Garfield County Public  
Library District Board of  
Trustees Meeting  
Date: Thursday, October  
2, 2:00 PM  
Rifle Branch Library, 207  
East Ave.,  
Rifle, CO 81650**

**Zoom Access:**

Register in advance for this meeting:

[https://us02web.zoom.us/webinar/register/WN\\_jzrUQNgaQZ65I\\_zKdMcJQQ](https://us02web.zoom.us/webinar/register/WN_jzrUQNgaQZ65I_zKdMcJQQ)

After registering, you will receive a confirmation email containing information about joining the meeting.

**Public Comment**

Register in advance to make public comment (preference will be given to registered speakers)

<https://forms.gle/18kTusSmGuFpqUsdA>

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 September 11, 2025 (pp. 3-5)
- B. Claims for Board Approval: General Fund August 16 - September 15, 2025 (pp. 6-8); Alpine Bank Credit Card Statement August 31, 2025 (pp. 9-11)

**III. ACTION ITEMS**

- A. Immigration Agency Responses, 2nd reading (add from August) (pp. 12-13)
- B. Selection of General Contractor and Architect for Rifle and Silt

**IV. DISCUSSION ITEMS**

- A. IGA and board appointment update
- B. Management Report, Jamie LaRue (pp. 15-17)
- C. Finance Report, Kevin Hettler (pp. 18-23)
- D. Budget Committee Report, John Mallonee and Kevin Hettler
- E. Citizen Oversight Committee member introductions

- F. Trustee reports and comments, All Trustees
- G. Rifle Branch library report, Amy Tonozzi

Next Board Meetings:

Regular Meeting: Thursday, November 6, 2025, 2:00 PM, Location:  
Silt Branch Library 680 Home Ave, Silt CO

Adjourn meeting.

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

Prepared by: Jamie LaRue, Executive Director

## Record of Proceedings: Board of Trustees Meeting

Place: Carbondale Branch Library, 320 Sopris Ave.,  
Carbondale, CO

Date: Thursday, September 11, 2:00 PM

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.

**Board Members Present:**

Adrian Rippy-Sheehy  
Michelle Foster  
John Mallonee  
Stephanie Hirsch  
Tony Hershey

**Board Members Absent (excused):**

Brit McLin

**I. CALL TO ORDER - 2:00pm - Moment of silence for 09/11.**

**A. Roll Call**

- a. Kim Owens took the roll call. Brit McLin excused, all others present; Rifle Trustee seat vacant.

**B. Public Participation: 3 minutes per person**

- a. Jocelyn Durrance, Carbondale - Asking the Board to be proactive with talking to the BOCC on what the process will be for electing new Board members for vacancies in December.
- b. Sarah Hendrickson - Against book banning and censoring.
- c. Trish O'Grady, Rifle - Thanked Adrian for a moment of silence for 9/11. Recognized Charlie Kirk after being assassinated. Reiterated not asking books to be banned, only wants obscene books to be in a specific spot.
- d. Mae Gray, New Castle - Gave the Board papers that showed that Trish O'Grady and Salomi Gonzales released her home address publicly. Does not want faces on Zoom. Thanked the Board for not censoring or banning books.

**C. Approval of the agenda**

- a. Tony Hershey moved, Stephanie Hirsch seconded. Motion passed.

**II. CONSENT AGENDA FOR APPROVAL - John, Tony**

**A. Minutes of Library Board meeting August 7, 2025**

**B. Claims for Board Approval: General Fund July 16 through August 15, 2025; Alpine Bank Credit Card Statement July 2025**

- a. John Mallonee moved to approve minutes, Tony Hershey seconded. Motion passed.

**III. ACTION ITEMS**

**A. Purchasing Policy revision, Kevin Hettler**

- a. Changing bidding window from 3 years to 5 years and bid amount from \$15k to \$100K.
  - b. John motioned to approve purchasing policy with amendment that purchasing amount go from presented \$100K to \$50K, Tony Hershey seconded. Motion passed.
- B. Federal Immigration Authority Contact Policy (2nd reading)
  - a. Tabled to October meeting.
- C. 6A Citizen Oversight Committee
  - a. 3 applicants, Jamie recommends to appoint them all. Ellen Dole, Clay Hesse, and Ksana Oglesby were all appointed for 2 year terms expiring on 9/11/2027.
  - b. Stephanie motioned to approve the three applicants to the oversight committee, Tony Hershey seconded. Motion passed.
  - c. John Mallonee and Tony Hershey would like to revisit the process of picking appointees in the future.

#### IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue
  - a. Proposed Branch Operating Hours adjustment - Nancy Barnes
    - i. Installed new door counters last July to track daily visits and visits by hour.
    - ii. Collected data for 12 months from July 2024 to August 2025.
    - iii. Wanted to get the word out into the community to see if there is any feedback.
    - iv. Proposed changes would go into effect in 2026.
    - v. Tony moved to implement new operating hours January 1 of 2026, but would like to revisit again September 2026 to reevaluate, Michelle seconded. Motion passed.
  - b. Staff Day is October 7 at Mortgage Commons. Trustees invited to attend.
  - c. Appreciated trustees that attended CALCON and District won 2 more awards, Nancy Barnes and Jon Medrano recipients.
  - d. Vital to fill Rifle vacancy as soon as possible. Communicating with BOCC regarding the appointee process.
- B. Finance Report, Kevin Hettler
  - a. Sales tax YTD up 7%.
  - b. Right now BTU 310, projecting to be 340 by end of September, and 370 by year end. Up 68% from this time last year.
  - c. Will probably have a property tax dip in 2026, but a nice recovery in 2027.
  - d. Moving audit next year from May to March.
- C. Budget Committee Update, Kevin Hettler
  - a. Committee formed, 2 meetings set for Sept 17th and Sept 25th.
  - b. Draft of budget will be presented at October meeting which will start 30 day public comment period.
  - c. Sales tax continues to go up.
- D. Trustee reports and comments, All Trustees
  - a. John Mallonee - Looking forward to participate in Budget committee. Thanked the public who supported him running for a judge. Went to CALCON. Learned AI is going to be a big deal, but don't know how. Proud to see Jon Medrano and Nancy Barnes recognized.
  - b. Tony Hershey - Addressed comments people may have heard about him and wanted to clarify that he keeps his jobs separate. Verified that here as a volunteer. Would like everyone to respect each other's views. Advised people to look up who Charlie Kirk was.
  - c. Stephanie Hirsch - If we allegedly care about free speech we are devastated by the assassination of Charlie Kirk. Unspeakably tragic.
  - d. Michelle Foster - second term on Board will be up at the end of December. For past 4-5 months has been talking to people in Parachute about serving on the Library Board.
  - e. Adrian Rippy-Sheehy - CALCON was excellent, congrats to Jon Medrano and Nancy Barnes.
- E. Carbondale Branch Library report, Tracy Kallassy

- a. Scooter Fungler accepted permanent Youth Services Coordinator position.
- b. Truck day program, over 200 people came. Dog Days of Summer event that was centered around dogs.
- c. Dia De Los Muertos event coming up, partnered with the town.

**Next Board Meetings:**

Regular Meeting: Thursday, October 2, 2025, 2:00 PM, Location: Rifle Branch Library, 207 East Ave. Rifle, CO

Adjourn meeting. - 3:33pm

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

Prepared by: Jamie LaRue, Executive Director

## Claims for Board Approval

### Alpine Bank Checking August 16 through Sept 15, 2025

Date	Num	Name	Memo	\$ Amount
<b>10010 · Alpine Bank- Gen(..7072)</b>				
08/18/2025	Eft	Amazon .com	July purchases	6,985.38
08/18/2025	Eft	CenturyLink	Elevator and fire alarm telephone	426.48
08/18/2025	Eft	City of Glenwood Springs	GW electricity	1,271.43
08/18/2025	Eft	City of Rifle	RI water / sewer	171.87
08/18/2025	Eft	WEX Bank	July vehicle fuel	512.16
08/18/2025	Eft	Xcel Energy	NC PA RI SI electricity	6,416.84
08/22/2025	Eft	CRA	Retirement plan contributions	11,105.81
08/22/2025	Eft	CRA	Retirement plan contributions	6,305.20
08/25/2025	Eft	Masters Telecom LLC	Fax service	171.76
08/25/2025	Eft	Town of New Castle	water / sewer	239.73
08/25/2025	Eft	Town of Silt	water / sewer	229.19
08/26/2025	Eft	Waste Management	RI CA NC trash / recycling	476.98
08/26/2025	Eft	Alpine Bank	July c.c. pmt	17,353.76
08/29/2025	27898	A Clean Break, LLC	RI SI NC August cleaning	6,700.00
08/29/2025	27899	Age Friendly Carbondale	CA life after 70 program	112.50
08/29/2025	27900	American Janitor LLC	PA cleaning	1,646.00
08/29/2025	27901	Aspen Maintenance Supply LLC	Janitorial supplies	605.08
08/29/2025	27902	Baker & Taylor	Library materials	303.96
08/29/2025	27903	Barnes, Nancy	Mileage reimb	180.60
08/29/2025	27904	Campbell, Robert	Oran mor musical presentation	850.00
08/29/2025	27905	Cardiff Cleaning Service	CA GW cleaning	4,694.00
08/29/2025	27906	Citadel Security Group, LLC	RI GW security	6,049.50
08/29/2025	27907	City of Rifle	Jan-Aug 2025 board meeting recordings	4,812.80
08/29/2025	27908	Colorado Association of Libraries	CALCON24 registrations	2,920.00
08/29/2025	27909	Colorado Department of Labor	CA boiler inspection	80.00
08/29/2025	27910	Colorado Special Districts Prop&Liab Pool	2025 WC deductible claim	1,060.15

08/29/2025	27911	Cook, Jennifer	Mileage and per diem reimb	175.62
08/29/2025	27912	Cummings, Eileen	Summer picnic and mileage reimb	107.49
08/29/2025	27913	Dasher Printing Services, Inc.	Library card blanks	2,312.40
08/29/2025	27914	Demco	Slatwall sign holders	28.62
08/29/2025	27915	Dog's Best Friend	Dog days presentation	150.00
08/29/2025	27916	Funger, Katie	Mileage reimb	91.00
08/29/2025	27917	FCI Constructors, Inc.	PA NC construction work	82,635.72
08/29/2025	27918	Ingram Library Services	Library materials	11,397.24
08/29/2025	27919	JanWay Company USA, Inc.	Stress balls	4,870.00
08/29/2025	27920	Lectorum Publications, Inc.	Library materials	100.50
08/29/2025	27921	Marmot Library Network, Inc.	Monitors and repair supplies	1,761.10
08/29/2025	27922	Martin-Cespedes, Juan Manuel	CA spanish conversation club	225.00
08/29/2025	27923	Medrano, Jonathan	Mileage reimb	485.80
08/29/2025	27924	Midwest Tape	Library materials and hoopla	1,228.13
08/29/2025	27925	Morning Star Elevator, LLC	NC elevator repair	230.00
08/29/2025	27926	Mountain Paws Vet	Dog days presentation supplies	100.00
08/29/2025	27927	Peterson, Jess	Education assistance	97.15
08/29/2025	27928	Pinyon Mesa Automatic Services	Auto door maint and repairs 4 locations	3,992.00
08/29/2025	27929	Pye Barker Fire & Safety, LLC	GW annual fire extinguisher inspection	129.00
08/29/2025	27930	Red Electronic Systems	NC Printer cable installation	452.00
08/29/2025	27931	Roaring Fork Leadership	RFL Academy	3,445.00
08/29/2025	27932	Rocky Mountain Puppets	Prism break puppet shows	3,000.00
08/29/2025	27933	Shaw, Candice	Kids nature events	400.00
08/29/2025	27934	Skala, Jackie	Mileage reimb	79.80
08/29/2025	27935	Smith, Natalie	Education assistance	150.71
08/29/2025	27936	Thomas Klise/Crimson Multimedia	Library materials	93.92
08/29/2025	27937	Uylenbroek, Thomas	SI self defense class	300.00
08/29/2025	27938	Willis Towers/CEBT	September health insurance	59,393.26
08/29/2025	27939	Daly Property Services	CA sprinkler system repair	6,043.41
08/29/2025	Eft	Garfield County Public Library Foundation	Book sales and donations	1,610.63
09/01/2025	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
09/01/2025	Eft	Town of Carbondale	water / sewer	143.04
09/02/2025	Eft	Black Hills Energy	GW and CA gas	96.52
09/03/2025	Eft	Xcel Energy	CA electricity	1,762.55
09/05/2025	Eft	Mountain Waste & Recycling	SI GW trash / recycling	186.40
09/08/2025	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	8,218.09
09/12/2025	Ach	Northwest Colorado Council of Governments	NC annual elevator inspection	456.00
09/15/2025	27940	625-Water(9283)	RI SI staff water	186.10
09/15/2025	27941	Acme Fire Alarm Company Inc	2025 4th quarter fire system monitoring	417.36
09/15/2025	27942	AFLAC	September supplemental insurance	300.68
09/15/2025	27943	All Around Property Maintenance, Inc	PA August landscape maintenance	1,121.42

09/15/2025	27944	AlwaysMountainTime LLC	Radio ads	1,000.00
09/15/2025	27945	Aspen Maintenance Supply LLC	CA janitorial supplies	251.10
09/15/2025	27946	Barnes, Nancy	CALCON mileage reimb	167.85
09/15/2025	27947	Benson, Kim	Mileage reimb	507.50
09/15/2025	27948	Cedar Networks	September broadband	320.61
09/15/2025	27949	Chulainn Publishing Corp.	Library materials	2,729.81
09/15/2025	27950	Citadel Security Group, LLC	GW RI security	4,726.85
09/15/2025	27951	Colorado Association of Libraries	2025 trustee reception	1,000.00
09/15/2025	27952	Colorado Mountain College RI	ESL childcare instructor	160.00
09/15/2025	27953	Cook, Jennifer	Mileage and per diem reimb	276.53
09/15/2025	27954	Cura HR, LLC	Engagement and pulse surveys	360.00
09/15/2025	27955	Daly Property Services	CA landscaping service and repairs	766.60
09/15/2025	27956	Demco	Processing supplies	243.86
09/15/2025	27957	EverGreen ZeroWaste	CA compost service	75.00
09/15/2025	27958	Friend, Sara	Mileage reimb	152.60
09/15/2025	27959	Harlan, Shylo	Expense reimb	48.00
09/15/2025	27960	Ingram Library Services	Library materials	13,624.45
09/15/2025	27961	Jean's Printing	Business cards	176.25
09/15/2025	27962	Kallassy, Tracy	Mileage reimb	305.20
09/15/2025	27963	Lectorum Publications, Inc.	Library materials	666.43
09/15/2025	27964	Leitzke, Kyle James	CA art of conversation	150.00
09/15/2025	27965	Micro Plastics, Inc.	GW sign repair	15.00
09/15/2025	27966	Midwest Tape	Library materials and hoopla	13,508.80
09/15/2025	27967	Millberry, Tahrea	Mileage reimb	161.56
09/15/2025	27968	Mountain Parent LLC	Autumn ads	700.00
09/15/2025	27969	Mountain Pest Control, Inc.	Aug spraying	388.00
09/15/2025	27970	OverDrive	Library eMaterials	17,263.14
09/15/2025	27971	Pinyon Mesa Automatic Services	NC PA door repairs	2,245.31
09/15/2025	27972	Playaway Products LLC	Library materials	3,255.09
09/15/2025	27973	ProQuest LLC	Inform collection and databases	6,565.82
09/15/2025	27974	Reliance Standard	September disability insurance	1,204.85
09/15/2025	27975	S.T.E.A.M. Junction LLC	STEAM activity	585.00
09/15/2025	27976	Seter, Vander Wall & Mielke, P.C.	Legal fees	4,018.00
09/15/2025	27977	Shelf Image Inc.	Shelving units	2,787.00
09/15/2025	27978	Sopris Sun	Print ads	1,000.00
09/15/2025	27979	Tonozzi, Amy	Mileage reimb	346.50
09/15/2025	27980	Town of Parachute	water / sewer / trash	815.38
09/15/2025	27981	Transparent Information Services, LLC	Background checks	116.15
09/15/2025	27982	Unique Management Services, Inc.	August collections service	139.30
09/15/2025	27983	Universal Mechanical Services, LLC	SI HVAC repair	1,039.60
09/15/2025	Eft	ImageNet Consulting LLC	Copier copies - quarterly billing	5,779.74
Total 10010 · Alpine Bank- Gen(..7072)				370,459.38

## Reconciliation Detail

Alpine Bank Purchase Card, Period Ending August 31, 2025

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Type	Date	Num	Memo	Amount	Balance
Beginning Balance					17,353.76
Cleared Transactions					
Charges and Cash Advances - 91 items					
Credit Card Charge	08/01/2025	GWRoForkLea	Roaring fork leadership registration	-569.25	-569.25
Credit Card Charge	08/01/2025	SSLillyKitc	Staff refreshments GARCO parade	-314.00	-883.25
Credit Card Charge	08/01/2025	SIWalmart	SI hey day parade supplies, golden years	-252.24	-1,135.49
Credit Card Charge	08/01/2025	RIUSPS	Postage stamps	-78.00	-1,213.49
Credit Card Charge	08/01/2025	RIWalmart	GARCO parade supplies	-58.41	-1,271.90
Credit Card Charge	08/01/2025	FTRubADub	Library truck car wash	-48.00	-1,319.90
Credit Card Charge	08/01/2025	RIWPig	Staff morale	-35.96	-1,355.86
Credit Card Charge	08/01/2025	PAFamily\$	Teen advisory board meeting refreshments	-19.75	-1,375.61
Credit Card Charge	08/02/2025	SIWalmart	Staff morale	-44.81	-1,420.42
Credit Card Charge	08/05/2025	NCCityMkt	Employee recognition	-50.00	-1,470.42
Credit Card Charge	08/05/2025	NCCityMkt	Staff morale	-28.27	-1,498.69
Credit Card Charge	08/05/2025	SIUSPS	Monthly ill postage	-13.45	-1,512.14
Credit Card Charge	08/06/2025	RI2LibryMkt	Library marketing conference registration	-550.00	-2,062.14
Credit Card Charge	08/06/2025	SIBookmobil	Bookmobile association conference registration	-125.00	-2,187.14
Credit Card Charge	08/06/2025	CALibryWork	Library works webinars	-75.00	-2,262.14
Credit Card Charge	08/06/2025	RIWalmart	Storage bins	-56.84	-2,318.98
Credit Card Charge	08/06/2025	RI2Adobe	Adobe stock and creative cloud	-49.98	-2,368.96
Credit Card Charge	08/06/2025	SIDunkin	Rifle gap outreach refreshments	-45.23	-2,414.19
Credit Card Charge	08/06/2025	PAFamily\$	Hooks for kids' area	-13.50	-2,427.69
Credit Card Charge	08/06/2025	FTWalmart	Drywall nails	-8.56	-2,436.25
Credit Card Charge	08/07/2025	SSUnited	Library marketing conference airfare	-458.90	-2,895.15
Credit Card Charge	08/07/2025	SSNameTagIn	Employee name badges	-430.25	-3,325.40
Credit Card Charge	08/07/2025	SSHolidayIn	Presenter lodging	-330.00	-3,655.40

Credit Card Charge	08/07/2025	SSCityMkt	Summer picnic refreshments	-104.90	-3,760.30
Credit Card Charge	08/07/2025	SSCityMkt	Reforma refreshments	-43.95	-3,804.25
Credit Card Charge	08/07/2025	SSLibryWork	Emergency and crisis management webinar	-25.00	-3,829.25
Credit Card Charge	08/07/2025	CACricut	Cricut subscription	-10.80	-3,840.05
Credit Card Charge	08/08/2025	FTAutoZone	Car charger and fuses	-51.96	-3,892.01
Credit Card Charge	08/08/2025	RIWalmart	Vendor fair outreach refreshments	-20.91	-3,912.92
Credit Card Charge	08/09/2025	SSCityMkt	Board meeting refreshments	-59.24	-3,972.16
Credit Card Charge	08/11/2025	SSNEDCC	Foundations for digital collections webinar	-325.00	-4,297.16
Credit Card Charge	08/11/2025	MMWalmart	Carpet cleaning machine and plumbing supplies	-134.56	-4,431.72
Credit Card Charge	08/11/2025	SSAdobe	Adobe creative cloud	-34.99	-4,466.71
Credit Card Charge	08/11/2025	SS3USPS	Monthly ill postage	-20.88	-4,487.59
Credit Card Charge	08/12/2025	CAUW	Youth service online course	-324.00	-4,811.59
Credit Card Charge	08/12/2025	PASHargadon	Service safety and security webinar	-99.00	-4,910.59
Credit Card Charge	08/12/2025	PASHargadon	Train your brain on ai webinar	-99.00	-5,009.59
Credit Card Charge	08/12/2025	RIStarbucks	Staff morale	-31.75	-5,041.34
Credit Card Charge	08/12/2025	PAFamily\$	Staff morale	-17.20	-5,058.54
Credit Card Charge	08/12/2025	GWCityMkt	Rayito de luz refreshments	-15.28	-5,073.82
Credit Card Charge	08/13/2025	PANCWMPProMe	Reforma refreshments and grand valley parade	-142.82	-5,216.64
Credit Card Charge	08/13/2025	PACityMkt	Reforma workshop refreshments	-130.73	-5,347.37
Credit Card Charge	08/13/2025	PACityMkt	Reforma workshop refreshments	-22.52	-5,369.89
Credit Card Charge	08/14/2025	SSDruryInn	Digipalooza lodging	-1,042.32	-6,412.21
Credit Card Charge	08/14/2025	SSAuntFlow	Janitorial supplies	-344.00	-6,756.21
Credit Card Charge	08/14/2025	SSWaspBarCo	Processing supplies	-198.73	-6,954.94
Credit Card Charge	08/14/2025	RICityMkt	Staff morale and janitorial supplies	-83.21	-7,038.15
Credit Card Charge	08/14/2025	FTWalmart	Automotive cleaning supplies	-31.39	-7,069.54
Credit Card					



Charge	08/15/2025	CAAceChambe	Graffiti remover and carbondale chamber	-119.58	-7,189.12
Credit Card					
Charge	08/15/2025	PAWalmart	Staff morale	-21.66	-7,210.78
Credit Card					
Charge	08/17/2025	CACityMkt	SPARK refreshments	-129.50	-7,340.28
Credit Card					
Charge	08/18/2025	FTWalmart	5 - extension cords	-49.85	-7,390.13
Credit Card					
Charge	08/18/2025	FTAce	Paint supplies	-42.96	-7,433.09
Credit Card					
Charge	08/19/2025	RIWalmart	Staff morale and storage bins	-53.89	-7,486.98
Credit Card					
Charge	08/19/2025	CARJPadywac	Dog days prize	-50.00	-7,536.98
Credit Card					
Charge	08/19/2025	FTLandfill	Landfill fees	-39.00	-7,575.98
Credit Card					
Charge	08/20/2025	RIInfoPeopl	Online Spanish classes	-200.00	-7,775.98
Credit Card					
Charge	08/20/2025	CACityMkt	Staff morale	-93.90	-7,869.88
Credit Card					
Charge	08/20/2025	RIAgelessGr	Ageless grace flashcards	-25.50	-7,895.38
Credit Card					
Charge	08/21/2025	SSHotelColo	Room for assistant / sub workshop day	-2,870.21	-10,765.59
Credit Card					
Charge	08/21/2025	MMGRUHDSP	Outlet cover / u haul rental / Outside poster frame	-1,823.27	-12,588.86
Credit Card					
Charge	08/21/2025	SIWalmart	SI hey day parade supplies and staff morale	-269.83	-12,858.69
Credit Card					
Charge	08/21/2025	GWBoardFox	Magic the gathering cards	-184.98	-13,043.67
Credit Card					
Charge	08/21/2025	SI\$General	Golden years ice cream social refreshments	-13.45	-13,057.12
Credit Card					
Charge	08/22/2025	GWBoardFox	Magic the gathering draft cards	-269.98	-13,327.10
Credit Card					
Charge	08/22/2025	SSARSL	ARSL virtual conference	-80.00	-13,407.10
Credit Card					
Charge	08/22/2025	FTWalmart	Patio cleaning supplies	-44.78	-13,451.88
Credit Card					
Charge	08/22/2025	SITractorSu	SI hey day parade supplies	-24.96	-13,476.84
Credit Card					
Charge	08/23/2025	SSAdobe	Adobe acrobat pro	-47.98	-13,524.82
Credit Card					
Charge	08/23/2025	CACityMke	Dog days refreshments and staff morale	-46.43	-13,571.25
Credit Card					
Charge	08/24/2025	SSBestWstr	CALLI lodging	-154.86	-13,726.11
Credit Card					
Charge	08/24/2025	PAFunkyBr	Adult book club refreshments	-28.80	-13,754.91
Credit Card					
Charge	08/24/2025	NCAzteca	Candy for burning mountain parade	-19.50	-13,774.41
Credit Card					
Charge	08/25/2025	FTLowe's	3 - shelving units	-179.94	-13,954.35

Credit Card Charge	08/25/2025	SSAmButton	Button making supplies	-134.06	-14,088.41
Credit Card Charge	08/25/2025	SSSRCPrizes	SRC prizes	-75.75	-14,164.16
Credit Card Charge	08/25/2025	RIMoSocks	Launder children's items	-35.00	-14,199.16
Credit Card Charge	08/25/2025	CACityMkt	Staff morale	-12.94	-14,212.10
Credit Card Charge	08/26/2025	PAWalmart	Staff morale; SPARK & adult class refreshments	-122.86	-14,334.96
Credit Card Charge	08/26/2025	GWCityMkt	Rayito de luz refreshments	-14.77	-14,349.73
Credit Card Charge	08/27/2025	SIWalmart	Adult program supplies	-89.86	-14,439.59
Credit Card Charge	08/27/2025	RILibryWork	Quiet leadership webinar	-49.00	-14,488.59
Credit Card Charge	08/27/2025	CAWalmart	Staff morale	-7.36	-14,495.95
Credit Card Charge	08/28/2025	GWCOHSI	Colorado HSI full summit registration	-75.00	-14,570.95
Credit Card Charge	08/28/2025	CACMBrsAnvi	Books in bars refreshments and staff morale	-73.77	-14,644.72
Credit Card Charge	08/28/2025	RICALLI	CALLI per diem	-32.20	-14,676.92
Credit Card Charge	08/28/2025	SSNtwkSolut	Domain privacy and protection	-19.99	-14,696.91
Credit Card Charge	08/28/2025	PAFamily\$	Back to school night refreshments	-10.00	-14,706.91
Credit Card Charge	08/29/2025	PAEB	Building emotional intelligence webinar	-219.00	-14,925.91
Credit Card Charge	08/29/2025	FTAce	Paint supplies	-14.95	-14,940.86
Credit Card Charge	08/30/2025	PAFamily\$	Storage boxes	-6.00	-14,946.86
Total Charges and Cash Advances				-14,946.86	-14,946.86
<b>Payments and Credits - 3 items</b>					
Credit Card	08/17/2025	SSHolliinn	Tax refund	39.27	39.27
Check	08/26/2025	Eft	July c.c. pmt	17,353.76	17,393.03
Credit Card	08/28/2025	SSTokyoTrt	Subscription refund	276.00	17,669.03
Total Cleared Transactions				2,722.17	2,722.17
Cleared Balance				-2,722.17	14,631.59
Register Balance as of 08/31/2025				-2,722.17	14,631.59

Recently enacted legislation has prompted us to create a policy. Below is a draft. We are grateful for drafts from other public library districts, namely High Plains (Weld County) and Anythink (Adams County). It was also reviewed by our Spanish Services Team. Our first reading of the draft was in August.

<p><b>Policy</b></p>	<p>The policies outlined herein are in compliance with Colorado law. (C.R.S. § 24–74–103 et. seq.). This policy outlines the main features of the law, and the Garfield County Public Library District’s application of those laws.</p> <p><b>Colorado’s Civil Rights Immigration Protection Statutes</b></p> <p>The major provisions of the state’s Civil Rights Immigration Protections statutes are as follows:</p> <p><b>Personal Identifying Information Disclosure Prohibitions.</b> C.R.S. § 24-74-103 (1) requires that a political subdivision employee shall not disclose, or make accessible, personal identifying information that is not otherwise publicly available for the purpose of investigating for, participating in, cooperating with, or assisting in federal immigration enforcement, including enforcement of civil immigration laws and 8 U.S.C. § 1325 or 1326 unless the information is necessary to comply with political subdivision duties, or as required to comply with a court issued subpoena, warrant or order.</p> <p>Garfield County Public Library District supports and complies with the Colorado Library User Records Privacy Act (C.R.S. § 24-90-119), C.R.S. § 24-74.1-101, et seq.</p> <p><b>Compliance With Criminal Investigations.</b> C.R.S. § 24–74–103 (2) requires that the above restrictions not interfere with investigations or proceedings that are authorized by judicial process, or to restrict a political subdivision employee from fully investigating, participating in, cooperating with, or assisting federal law enforcement agencies in criminal investigations. Furthermore, records released pursuant to the following do not violate the updated statute:</p> <ul style="list-style-type: none"> <li>A) A subpoena issued by a federal judge or a federal magistrate.</li> <li>B) An order issued by a federal judge or a federal magistrate.</li> <li>C) A warrant issued by a federal judge or a federal magistrate.</li> <li>D) The consent of the patron through a valid release of information.</li> <li>E) The consent of the patron’s parent or legal guardian through a valid release of information.</li> </ul> <p><b>Reduction of Personal Information Collected.</b> Political Subdivision employees shall not inquire into, or request documentation to ascertain, a person’s immigration status for the purpose of identifying if the person has complied with federal immigration laws, except as required by state or federal law or as needed to perform political subdivision duties. More specifically, Publicly Supported Libraries, and employees thereof, shall not collect the following:</p> <ul style="list-style-type: none"> <li>A) Place of birth</li> <li>B) Immigration or citizenship status; or</li> <li>C) Information from passports, permanent resident cards, alien registration cards, or employment authorization documents.</li> </ul>
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	<p>The only exception that the statute provides is when collecting the above information as necessary to perform duties, or to verify a person's eligibility for a government funded program if verification is a necessary condition of government funding or participation.</p> <p>Garfield County Public Library District has no affirmative duty to collect or retain information about library patrons on behalf of law enforcement.</p> <p><b>Required Procedures upon Request for Information.</b> Upon a request for information from a federal official pursuant to the above, the first and last name of the person leading the federal immigration enforcement, employer, badge number, and a copy of the subpoena, warrant, or order issued by a federal judge shall be requested and verified by the Garfield County Public Library District Executive Director, or their designee. The subject of request must be notified of the federal immigration authorities' request for information.</p> <p>Garfield County Public Library District will consult with legal counsel before responding to requests for patron or employee information. Approval to share patron or employee information with law enforcement as defined by C.R.S. § 24-90-119 or C.R.S. § 24-74.1-101, et. seq. shall be issued in writing by the Executive Director or their designee.</p> <p><b>Enforceability.</b> A publicly supported library that is found to have intentionally violated these provisions is subjected to an injunction and a civil penalty of up to \$50,000 for each violation.</p> <p><b>Policy Review and Updates.</b> This policy may be reviewed and updated periodically to ensure compliance with all applicable laws.</p>	
<b>Effective date</b>	October 3, 2025	
<b>Responsibility</b>	Executive Director	
<b>Reviewed by &amp; Approved by / Date</b>	APPROVED: Board of Trustees	Date: October 2, 2025

## Management Report - September 2025

By Jamie LaRue, Executive Director

### Staff Day

We will be holding our Staff Day continuing education session on October 7, 2025, from 9am - 4pm at the Morgridge Commons (upstairs from our Glenwood Springs Branch Library). All trustees are warmly invited. Lunch will be served. If you do want to attend,

confirm with Eileen or me so we can “notice” your attendance if over 3 plan to be there.

## **IGA Update**

Vice President John Mallonee and I met with legal counsel on September 17, 2025 to discuss board appointments and another round of Intergovernmental Agreement negotiations. The draft has been sent separately to all Trustees. At present, we believe the advertisement for the Rifle position will be posted by the county the week of Sept. 22. Interviews are scheduled with the county on October 27, 2025, at 9:00 a.m in the Commissioner meeting room. We will need at least two trustees to participate in the interviews. The key issue in the latest IGA is to restore the *reappointment* of sitting trustees to align with our bylaws (which state that the BOCC would affirm the recommendation of the library board).

## **Library Ambassador program**

With the help of our branch managers, we have solicited representatives of each of our municipalities to deliver presentations about the library to at least three groups in each town. The talk focuses on the return on investment of libraries, and stories of personal and community transformation. I plan to hold training for our volunteers. Would Board members be interested in sitting in? Please let me know. I'll probably hold two sessions: one in Rifle, and one in Glenwood, probably on a weekend.

## **Policy review**

Given the short time between CALCON and this board meeting, I've pushed this out. Other than the Immigration agency response policy this month, I propose that we tackle policies in 2026.

## **Long Range Plan Update**

### **Building Community**

**Goal #1: Civic Engagement:** Foster a vibrant and inclusive civic culture by promoting civil discourse and active participation in community affairs through engaging programming, and collaborative partnerships.

**Achievements to Date:** A new Senior Social Hour and community conversation series launched in Silt. *The Long Conversation*—a 12-hour dialogue hosted in partnership with the Carbondale Historical Society—was held.

**Goal #3 :Economic Development:** . Foster relationships with local Chamber-like entities in each community to build awareness and understanding.

**Achievements to Date:** Adult Service Coordinators serve on H.I.L.L. subcommittee, as a Chamber ambassador, and on the KDNK board.

**Goal #4 : 6A Groups and Underrepresented Populations:** Develop and implement tailored programs and services that specifically serve and uplift underrepresented populations within our community, fostering inclusivity and equitable access to

**information and resources.**

**Achievements to Date:** Smart Finances for Latinos series launched.

## **Fostering Early Literacy**

**Goal #1: Create and increase quality storytime and early literacy programs to reach a wider audience of children and families.**

**Achievements to Date:** Rifle library partnering with Highland Elementary School classes on year-long reading challenge. Children's Arts and Literacy Festival held in conjunction with Raising a Reader.

## **Enhancing Spanish Services**

**Goal #3: Recruiting, Retaining, and Training Bilingual Staff: We will increase the number of Spanish speakers to better reflect our communities.**

**Achievements to Date:** Hiring Spanish Associate at Carbondale library.

**Goal #4: Programming: We will expand Spanish/Bilingual Programming at all branches.**

**Achievements to Date:** Our Stories, Our Strength: Immigrant Stories scheduled for Oct 5th celebrates multiculturalism.

## **Building Our Workforce**

**Goal #2: Retention: Implement strategies that foster a positive work environment, professional growth opportunities, and employee support, resulting in increased employee satisfaction, higher retention rates, and a stronger, more cohesive team.**

**Achievements to Date:** Results from staff pulse survey conducted in August show a 22 point increase in the Net Promoter Score.

**Goal #3: Leadership Development: Foster the growth and development of current and emerging leaders to meet organizational goals, create succession planning, and increase employee engagement.**

**Achievements to Date:** Staff attended the Colorado Association of Libraries conference and the Reforma National Conference.

**Achievements to Date:** The Director's Council was established to develop internal leadership. Each library branch and the Support Services department are represented on the council.

## **Maintaining Beautiful Buildings**

**Goal #1: Beautiful Buildings: Enhance library facilities by remodeling libraries to implement new technologies, improve accessibility, increase usage, and create collaborative spaces to promote community engagement.**

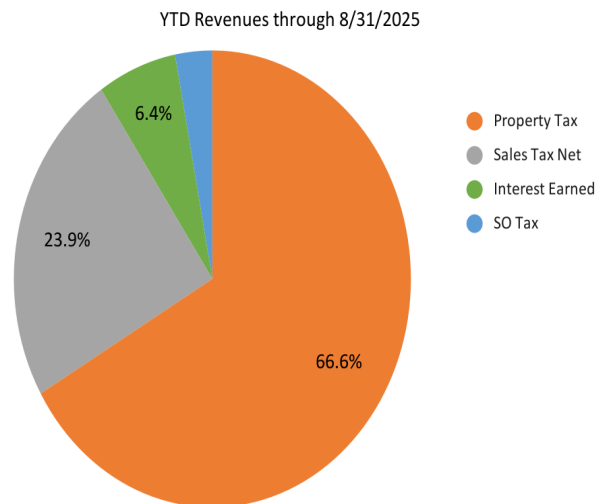
**Achievements to Date:** Bilingual signage installed in Parachute.

# Finance Report, October 2025

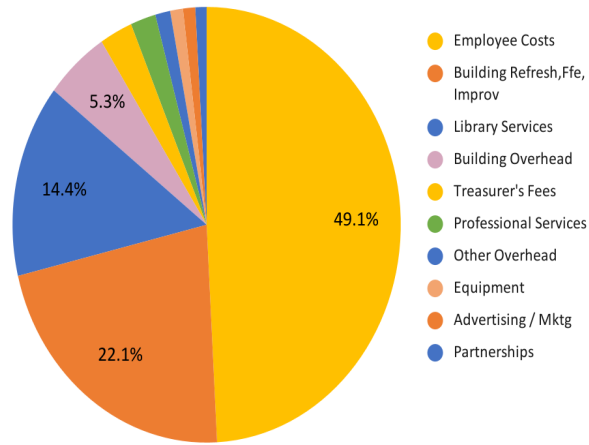
By Kevin Hettler, Chief Financial Officer

- Year to date sales tax collections are up 3% from last year.
- The budget committee started meeting in September to work on a budget draft that the Board will preview in October. The 30-day public comment period will begin after the October board meeting. The Board will have the opportunity to review any public comments and an updated budget draft in November with final budget adoption in December.
- A chart on the next page has been included to show how the 1.0 mill levy dollars were spent over the last 10 years. The 1.0 mill levy will sunset after 2027.

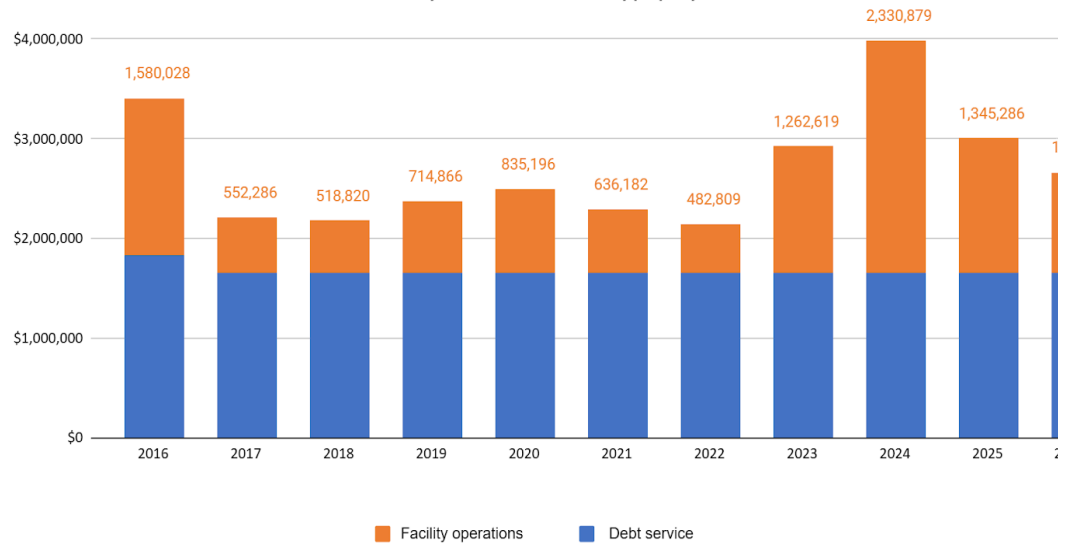
The following charts depict all revenues received and expenditures made from 1/1/25 through 8/31/25. Total revenues received as of 8/31/25 are \$11,315,273. Total expenditures made as of 8/31/25 are \$9,392,947. 66% of the year has elapsed as of 8/31/25. 87% of budgeted revenue (\$12,866,044) has been received. 69% of budgeted expenditure (\$13,509,728) has been made. All cash and investment accounts have been reconciled by month end.



YTD Expenditures through 8/31/2025



Ten year historical 1.0 Mill Levy property tax allocation





GCPLD was formed in 2006, when the voters of Garfield County approved the County's Library system to form its own taxing district. There were two sources of revenue connected with the Library District's inception, one quarter of the county's sales tax, and a 1.0 mill levy of property tax. The mill levy was used to repay a "mortgage" that was used to build, expand, and remodel the 6 library facilities and provide operational funding for each library facility. The 1.0 mill levy expires after 2027 when the "mortgage" is paid off. The chart above shows how much revenue was collected from the 1.0 mill levy by year. The blue section of each bar represents the amount spent on the annual "mortgage" payment. The "mortgage" payment was mostly a fixed payment during this time at approximately \$1.7M annually. The orange section of the bar represents the remaining revenue from the 1.0 mill levy that was used for facility operations. After 2027, without further voter approval the facility operations revenue from this mill levy will disappear.

The orange bar varied over the years, but saw an average mill of .36, while the blue bar averaged a mill levy of .64. To quantify the annual cost to average residence in Garfield County, in today's values:

- 0.36 Mill levy = \$15.86
- 0.50 Mill levy = \$22.03
- 1.00 Mill levy = \$44.06

#### Garfield County Public Library District

#### Profit & Loss Budget vs. Actual Jan - Aug 2025 (unaudited)

					\$ Increase / (- Decrease)	
	Jan - Aug 2025 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Aug 2024 Actual	Jan - Aug '24 to '25
<b>Income</b>						
<b>40100 · Sales</b>						
<b>Tax Revenue</b>	2,707,414	4,250,000	63.7%		2,651,031	56,383
<b>40102 · Sales</b>						
<b>Tax Refunds</b>	-17,271	-80,000	21.59%		-20,234	2,963
<b>40200 · Property</b>						
<b>Tax Revenue</b>	7,498,183	7,512,712	99.81%		10,159,210	-2,661,027
<b>40300 · Specific</b>						
<b>Ownership Tax</b>	339,496	500,000	67.9%		370,268	-30,772
<b>40900 · Interest</b>						
<b>Earned on</b>						
<b>Invmnts</b>	725,428	600,000	120.9%		735,898	-10,470
<b>41000 · Grants</b>	22,951	18,223	125.95%	1.	27,247	-4,296
<b>41200 · Other</b>						
<b>Revenue</b>	28,815	30,236	95.3%		32,311	-3,496
<b>41210 · Lease</b>						
<b>Revenue (gasb</b>						
<b>87)</b>	0	10,671	0.0%		0	0
<b>41220 · Interest</b>						
<b>Revenue (gasb</b>						
<b>87)</b>	0	9,202	0.0%		0	0
<b>41300 · Solar</b>						
<b>Rebates</b>	3,553	7,000	50.76%		4,371	-818
<b>42000 · Branch</b>						
<b>Revenues</b>	6,704	8,000	83.8%		33,684	-26,980
<b>Total Income</b>	<u>11,315,273</u>	<u>12,866,044</u>	<u>87.95%</u>		<u>13,993,786</u>	<u>-2,678,513</u>
<b>Expense</b>						
<b>50001 ·</b>						

<b>TREASURER'S FEES</b>	211,134	243,654	86.65%		263,324	-52,190
<b>50005 - DEBT SERVICE</b>	1,669,093	1,673,739	99.72%	2.	1,659,800	9,293
<b>51000 - EMPLOYEE COSTS</b>	3,792,719	6,091,082	62.27%		3,301,044	491,675
<b>52000 - LIBRARY SERVICES</b>	1,107,658	1,611,783	68.72%		1,123,197	-15,539
<b>53000 - PROFESSIONAL SERVICES</b>	162,463	228,791	71.01%		147,736	14,727
<b>54000 - BUILDING OVERHEAD</b>	410,032	942,069	43.52%		384,759	25,273
<b>54500 - BUILDING REFRESH</b>	1,704,298	2,209,000	77.15%	3.	67,954	1,636,344
<b>55000 - EQUIPMENT</b>	82,132	175,590	46.77%		257,332	-175,200
<b>56000 - OTHER OVERHEAD</b>	96,436	98,893	97.52%	4.	89,323	7,113
<b>57000 - ADVERTISING &amp; MARKETING</b>	78,426	144,660	54.21%		85,170	-6,744
<b>58000 - VEHICLES</b>	6,180	18,400	33.59%		9,343	-3,163
<b>59000 - PARTNERSHIPS</b>	72,377	72,067	100.43%	5.	54,220	18,157
<b>Total Expense</b>	<u>9,392,948</u>	<u>13,509,728</u>	<u>69.53%</u>		<u>7,443,202</u>	<u>1,949,746</u>
<b>Net Income</b>	1,922,325	-643,684			6,550,584	-4,628,259

**Footnotes:**

Includes \$3438 safety grant and \$1200 storycorp grant not

1. budgeted

2. Annual mortgage payment made in August

3. Includes PA NC renovation, SI awning work to date

4. Includes annual Property and Liability insurance premium

Includes annual membership in CLEER and full Cooper

5. Commons(GW) assessment

**Garfield County Public Library District**

**Balance Sheet as of August 31, 2025 (unaudited)**

	<b>Aug 31, 25</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 - Alpine Bank- Gen(..7072)	743,519.97
10050 - Colo Trust - General	25,329,450.10
10055 - C-Safe	62,232.85
10060 - Alpine Bank- Payroll(..8785)	181,791.36
10070 - Alpine Bank - Flex(..0583)	1,881.37
10300 - Petty Cash- Cash drawer fund	387.23
<b>Total Checking/Savings</b>	<b>26,319,262.88</b>
<b>Other Current Assets</b>	
12050 - Sales tax transfer by Treasurer	422,422.20
12100 - Property tax transfer by Treas	7,530,742.00
12250 - Leases Receivable	394,952.37
<b>Total Other Current Assets</b>	<b>8,348,116.57</b>
<b>Total Current Assets</b>	<b>34,667,379.45</b>
<b>Other Assets</b>	
19075 - Due to / from reimbursements	650.00
19100 - Due to / from Foundation	1,500.26
19150 - Due to/fr Employees	15.49

Total Other Assets	2,165.75
<b>TOTAL ASSETS</b>	<b>34,669,545.20</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
20000 · Accounts Payable	82,277.75
20510 · Alpine Bank Purchase Card	14,631.59
20660 · Grants Payable	4,691.19
21100 · Other Payroll Payables-	-1,396.30
21200 · Payroll Payable-	119,877.00
Total Current Liabilities	220,081.23
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	422,422.20
22100 · Deferred Property Tax Revenue	7,530,742.00
22250 · Deferred inflow - verizon lease	394,952.37
Total Long Term Liabilities	8,348,116.57
Total Liabilities	8,568,197.80
Equity	
30000 · Unassigned Fund Balance	22,559,240.05
30005 · Non-Spendable Fund Balance	39,909.61
30010 · Restricted Fund Balance	502,000.00
30030 · Committed Fund Balance	1,077,872.00
Net Income	1,922,325.74
Total Equity	26,101,347.40
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>34,669,545.20</b>

## SALES TAX COMPARISON REPORT

	<b>YEAR: 2022</b>	% Incr(Decr) from prior yr	<b>2023</b>	% Incr(Decr) from prior yr	<b>2024</b>	% Incr(Decr) from prior yr	<b>2025</b>	% Incr(Decr) from prior yr
<b>January</b>	282,424	18.84%	335,756	18.88%	354,406	5.55%	329,554	-7.01%
<b>February</b>	313,057	38.77%	321,339	2.65%	333,667	3.84%	322,519	-3.34%
<b>March</b>	293,864	-2.79%	395,860	34.71%	359,245	-9.25%	385,796	7.39%
<b>April</b>	356,616	14.18%	369,806	3.70%	355,806	-3.79%	371,274	4.35%
<b>May</b>	357,069	-1.73%	411,191	15.16%	383,795	-6.66%	412,790	7.55%
<b>June</b>	414,125	16.96%	434,621	4.95%	421,163	-3.10%	452,565	7.46%
<b>July</b>	414,876	16.86%	437,100	5.36%	425,890	-2.56%		
<b>August</b>	434,259	36.78%	446,230	2.76%	424,282	-4.92%		
<b>September</b>	408,238	13.99%	431,588	5.72%	418,498	-3.03%		
<b>October</b>	390,687	17.51%	409,220	4.74%	395,722	-3.30%		
<b>November</b>	375,740	20.93%	381,767	1.60%	374,221	-1.98%		
<b>December</b>	425,100	13.22%	424,728	-0.09%	418,312	-1.51%		
<b>TOTAL</b>	4,466,056	16.17%	4,799,205	7.46%	4,665,007	-2.80%	2,274,498	3.01%

## Human Resources Report, October 2025

By Kim Owens, HR Director

In August, we completed a short pulse survey as a follow-up to the Engagement Survey in January. 71% of staff participated, and the overall net promoter score was 45, up from 23 at the beginning of the year. We conduct these surveys to get our staff's perspective on

what's going well, what needs improvement, and then we develop action plans to respond.

Kevin and I attended the CEBT Annual Renewal meeting in August. National and regional data all summer have indicated double-digit increases in health insurance costs, and our renewal for CEBT was 17%. We requested additional bids and received two quotes, one from United Healthcare and one from Anthem. The United bid is 49% - 53% more expensive than CEBT, and Anthem is 63% - 67% more expensive (for individual coverage). CEBT continues to be the best option for GCPLD.

## **Staff Education and Development update**

Ten staff and four board members attended the Colorado Association of Libraries Conference in Breckenridge. This professional development opportunity is one of the best of the year that staff attend. We also had staff presenting at the conference, moderating a panel, sitting on a panel discussion, coordinating the conference volunteers, and hosting awards. There was a wide variety of topics - some of my favorites were "Keeping the Fun in Fundamental Managing", "Caring Organizations - Supporting Library Workers", and "Disaster Planning", and I look forward to working with staff to use some of the tools we learned.

## **Recruiting and Staffing update**

As illustrated in the last few board reports, we've experienced significant staff movement over the summer and into early fall. We're pleased to have all positions filled, except for one: our first-ever Spanish Services Library Associate at the Carbondale branch. Our Internal Courier departed the library, and we were able to hire an existing staff member for this mission-critical position. Andy Garay has been with GCPLD for over four years, first as a Library Specialist at Rifle and then as a Substitute working at all six branches.

## **Staffing Report - Since 8/15/2025**

### **New Hires: 4**

- Human Services Intern - Glenwood, 6hrs/week - expected 9/26/2025
- Library Assistant - Glenwood, 28hrs/week - expected 9/23/2025
- Library Page - Carbondale, 10hrs/week - 9/15/2025
- Library Assistant - Carbondale, 20hrs/week - 9/11/2025

### **Promotions/Transfers: 4**

- Substitute Library Assistant transferred to Courier - Support Services, 24hrs/week - 9/14/2025
- Youth Services Intern transferred to Substitute Library Assistant - Silt - 8/31/2025
- Youth Services Intern transferred to Substitute Library Assistant - Parachute - 8/31/2025
- Substitute Library Assistant transferred to Library Assistant - Parachute, 24hrs/week - expected 9/28/2025

Vacancies: 1

- Spanish Library Associate - Carbondale, 40hrs/week

Departures: 4

- Internal Courier - Support Services, 28hrs week - 8/19/2025
- Youth Services Intern - Carbondale, 20hrs/week - 8/29/2025
- Substitute Library Assistant - Carbondale - 9/1/2025
- Library Associate - Rifle, 28hrs/week - 9/10/2025

Additional Staffing Information:

Headcount as of 9/19/2025 (includes staff who are on extended leave) :

- 94 total staff members (includes Subs)
- 48 benefit-eligible staff (32 - 40 hours per week); 30 part-time staff (less than 32 hours per week); 16 Substitutes (no regularly scheduled hours)
- 64.25 FTE

Active FT & PT Staff Stats by Location – 9/19/2025					
Location	FTE	Total Staff Count	Scheduled Staff Hours per Week (total of all staff)	Count of Benefit Eligible Staff (over 32 hours)	Count of Staff not eligible for Benefits (under 32 hours)
Carbondale	8.4	13	336	5	8
Glenwood	8.45	11	338	6	5
New Castle	6.85	9	274	4	5
Silt	5.95	7	238	5	2
Rifle	7.375	10	295	4	6
Parachute	5.55	7	222	4	3
Support Services	20.30	21	812	20	1
Grand Total	62.875	78	2515	48	30

## Branch Libraries Report, October 2025

By Nancy Barnes, Branch Libraries Director

This fall, staff have been actively engaged in professional development. Several staff presented sessions at GCPLD's annual Fall Staff Day. Branch Manager Amaranda Fregoso and Ana Gaytan attended the REFORMA National Conference alongside five other GCPLD staff members. Staff were able to tour the downtown Los Angeles Public Library. They learned about the library's efforts to preserve Los Angeles' history. Wildfires have destroyed much of their history by burning down branches and communities.

The Spanish Services Team and the New Castle staff presented the 3rd annual Lisa Detweiler Award to Liz Gabuardi. Liz began

volunteering at the River Center in 2016 and joined the staff in 2018. In recognizing her contributions, the committee highlighted her dedication to the community, noting from her support letter: *"What truly sets Liz apart is her humility and the genuine care she brings to every interaction."*

### **Carbondale**

The library is partnering with the Carbondale Historical Society to host a new event called *The Long Conversation*, a 12-hour series of public dialogues bringing together ranchers and teachers, artists and entrepreneurs, farmers and public servants, volunteers and visionaries.

In addition, library staff attended the Carbondale Chamber's annual Business Confluence event, where they networked with local leaders and learned about trends and projects shaping the Valley.

### **Glenwood Springs**

October brings writing workshops and *GarCoWriMo*, encouraging participants to write 10,000 words during National Novel Writing Month.

Upcoming events include African Dance and Drumming on Oct. 4 at 4 p.m. and the Children's Arts and Literacy Festival with Raising a Reader on Oct. 11 from 2–5 p.m.

### **New Castle**

Staff member Stacy Duchscher represented GCPLD at the CAL conference serving on a panel about Ageless Grace programming. Branch Manager Ana Gaytan, Amaranda Fregoso, and Kim Owens presented a session on the Spanish language stipend.

Staff participated in the annual Burning Mountain Parade, themed *"Where the Wild Meets the West."* Their entry, *"Horseback Libraries,"* was beautifully planned by staff member Marcy Garcia and well-received by the community.

The branch will also host Executive Director Jamie LaRue for a Banned Books Week presentation on censorship and the First Amendment.

### **Rifle**

In September, the Rifle branch faced staffing challenges due to vacancies, but the team worked together to maintain the high level of service patrons expect. The change of seasons also brought back several popular programs, including ESL classes with strong attendance and children's programs such as Storytime and Bolsitas Rojas. While no new programs were added this month, the calendar remained active and engaging for the community.

Professional development was another highlight, with Jorge Loya attending his first CAL conference and Maria Gaytan representing Rifle at REFORMA, both bringing back valuable insights and connections.

### **Silt**

Recent adult programs included a self-defense workshop, broom-making class, and canning class with CSU Extension. A monthly program for adults with intellectual disabilities, created in New Castle, has now also launched in Silt. Weekly storytime has moved to Wednesdays at 9:30 a.m.

### **Parachute**

The Parachute Library launched its new *Saturday Crafternoon* series on September 20, with the first session quickly reaching capacity. Upcoming programs include Digital Domination, TAB, Board to Death, Monster Mash, and a Día de los Muertos Celebration.

Assistant Branch Manager Kim Benson returned from CAL with new ideas, and the branch will soon welcome Library Assistant Karol, who began her GCPLD career as a Page.



## Circulation and Collections Report, October 2025

By Jenn Cook, Technical Services Director

### Outreach to schools

Brainfuse live tutoring service has invited us to reach out to schools to share the Garfield County Libraries' [HelpNow](#) resource, which will give more students easy access to free tutoring, writing support, and skills-building resources. I have sent out flyers for teachers highlighting how Brainfuse supports teachers and students with live tutoring, writing feedback, test prep, and skills building, as well as for parents and families showing how children can connect with qualified tutors for homework help and skills building in core subjects. I also included ready-to-use visuals for the school websites, newsletters, or social media. I look forward to partnering with all three school districts to help ensure every student knows about this resource.

### Publishing Trends

Recently, Caroline McIntyre, Collection Development Manager, provided an excellent overview of publishing trends to all staff. This information is invaluable as we plan our acquisitions and services. If you would like to learn more, we warmly invite Board members to join us for staff day and attend Caroline's informative breakout session in the morning.

Over the next few months, we're seeing many new releases in the horror genre as well as a continued interest in the fantasy-romance crossover space. These items circulate moderately well among adult patrons, but not as well as our tried-and-true staples such as mystery and book club fiction. While horror hasn't quite gotten a foothold with our adult audiences, it does do well with children and teens in our libraries. Horror books for children are a bit scarier than your Goosebumps-type fare of years past, but they don't include any graphic violence or real physical danger and are generally more atmospheric than anything (think haunted houses).

Publishing indicators show that the horror trend will likely continue at all age levels in the coming year.

In the youth market, we're seeing increasingly shorter books, with the average new release clocking in at about 10,000 words shorter than they were a decade before. Reading levels, measured by Lexile scores, in middle-grade chapter books are lower than in the past to accommodate lower reading comprehension scores. Publishers are starting to look at ways to integrate illustrations into non-graphic novels as a way to keep interest among readers in the critical 10-16 age range.

## Marketing Report, October 2025

By James Larson, Communications and Marketing Director

### 2025 Nonprofit Volunteer Fair

For the first time, GCPLD and Aspen Public Radio joined together to host the 2025 Nonprofit Volunteer fair which was on Aug. 27, 2-6pm at the Glenwood Springs Branch Library. The goal was to bring non-profits to the public to offer volunteer opportunities with dozens of organizations and programs around the valleys. The fair featured a live radio broadcast exploring what it takes to build community, moderated by Aspen Public Radio Executive Director Breeze Richardson. Speakers included Rep. Elizabeth Velasco, D-Glenwood Springs, of Colorado's House District 57; Erica Snow (President & CEO of Aspen Community Foundation); and Amber Coté (Senior Director of Statewide Civic Engagement for Rocky Mountain Public Media). There was also a media room set up with staff from the Aspen Daily News, Aspen Journalism, Aspen Public Radio, The Aspen Times, Glenwood Springs Post Independent, KDNK Community Radio, La Tricolor, Sol del Valle and The Sopris Sun. To round out the festivities there was a parade of adorable adoptables from Colorado Animal Rescue (C.A.R.E.), and an open mic hosted by Cook Inclusive. GCPLD also had a booth where we gave away swag and registered potential new volunteers including quite a few teen volunteers.

### Spanish digital collection scavenger hunt

We want our Spanish speaking patrons to know that we have more than just books for them at GCPLD. Current use of our digital materials and databases in Spanish is low. To promote use, we are running a scavenger hunt the month of October to hopefully engage patrons with our Spanish digital materials like audio and ebooks but also streaming and learning resources such as Hoopla, Kanopy, Libby, and MakeMake (which has over 400 high quality, authentic Spanish language children's books).

### Upcoming events

Along with Raising a Reader, we will host the annual Arts and Literature Festival inside and on the plaza of the Glenwood Springs branch on Oct. 11th, 2-5pm. The event will feature authors and storytimes, fun arts activities, face painting, Rosybelles the Art Bus, a magic show, an instrument petting zoo, the chance to meet Smokey the Bear and Clifford the Big Red Dog, and much more! This is a big partnership and yearly event for the library in support of early childhood literacy.

Our Stories, Our Strengths: Immigrant stories - GCPLD will host a special multicultural celebration in honor of the roots that make us who we are. This will be on Sunday, Oct. 5th from 2-7pm at the Rifle Branch Library. There will be performances and stories from around the world in celebration of everyone's unique heritage. The festival will include live music, activities, performances, food vendors, and more.



On October 7th, we will screen the documentary *The Librarians*, which shows how librarians face attacks for not removing books deemed inappropriate by some and how librarians are uniting to combat book banning, defending intellectual freedom on democracy's frontlines amid unprecedented censorship in Texas, Florida, and beyond. This will be at the Ute Theater in Rifle from 6-7:30.

## Social media analytics

### Followers:

Facebook – 4,331 (12 new followers)

Instagram – 1,807 (17 new followers)

Email Newsletter – 18,464 (up over 1200 patrons)

Facebook Reach\* 13,900 (up 83%)

Instagram reach: 1,600 (down 6%)

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

## Top Facebook Posts



Garfield County Libraries  
Published by James Larson · 2d ·

# CONGRATULATIONS LIZ GABUARD

2025 Recipient of the Lisa  
Detweiler award for public service



Liz Gabuardi (right) with Ana Gaytan, New Castle Library Branch Manager

Congratulations Liz for your work at River Center overseeing the management of volunteers and outreach programs and for playing a pivotal role in shaping the center's impact on the community.



Garfield County Libraries  
Published by Brendan J Peters ·  
August 25 at 5:06 PM ·

We're hiring! The Glenwood Springs library is hiring for a Library Assistant position. Appl... [See more](#)



WE'RE  
HIRING

LIBRARY ASSISTANT  
GLENWOOD SPRINGS BRANCH

ASISTENTE DE BIBLIOTECA  
LA BIBLIOTECA EN GLENWOOD SPRINGS

ESTAMOS  
CONTRATANDO

**Garfield County Libraries** Published by **Brendan J Peters** ·  
August 30 at 12:43 PM 🌐

Congratulations, Parachute Library Summer Reading Winners! 🎉

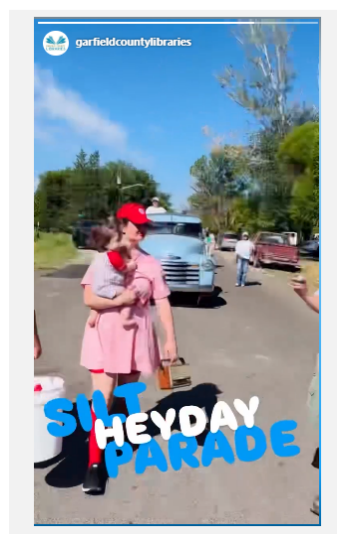
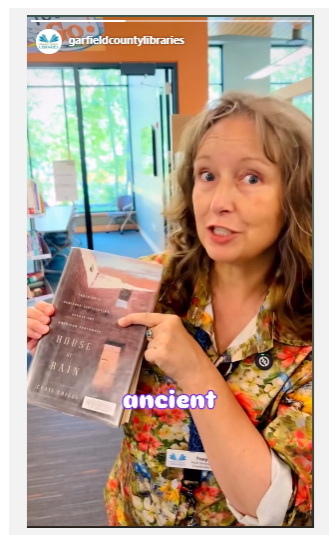
# CONGRATULATIONS

to our Parachute Summer Reading Winners!



## Top Instagram Posts

## Silt Heyday Parade



Zumba with Daren & Alejandra



Silt ESL classes

## In the news

<https://www.postindependent.com/news/photos-nonprofit-volunteer-fair-draws-strong-turnout-in-glenwood-springs/>

<https://www.postindependent.com/opinion/garfield-county-libraries-column-nonprofit-volunteer-fair-a-chance-to-do-good-feel-good/>

## Programs and Events, October, 2025

By Alex Garcia-Bernal, Education & Events Manager

### Special Events:

August is usually a rest period after our busy Summer Reading Challenge. Some branches take advantage of the Back-To-School Season to have a break from programs. August is also the period where we begin plans for Winter events.

All libraries hosted a bonus Summer presentation for kids during the first week of August featuring Rocky Mountain Puppets. GCPLD also hosted the 3rd Summer Hiking Club in New Castle on Saturday August 9th. The Carbondale library was present at the town's Truck N' Roll event in which kids got to explore vehicles of all kinds. The library provided a resource and outreach table at the event on Saturday August 9th. The Glenwood Springs library hosted Aspen Public Radio's Nonprofit Volunteer Fair in the plaza on Wednesday August 27th.

### Storytimes:

The Parachute Library hosted their outdoors story time, Nature's Nook, on Wednesday August 6th, Spanish Language version on Monday August 4th, and a storytime for the elementary school, Park Tales, on Friday August 1st. The Carbondale Library hosted their Preschool Storytime each Friday, their Baby Storytime and Toddler Storytime each Tuesday in August. The New Castle Library hosted their Toddler Storytime each Tuesday in August.

### Library Children Events:

The Carbondale and Glenwood libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in August. The Rifle Library hosted their sensory STEM club on Friday August 11th. The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in August. The Glenwood Springs Library hosted their Slimey Saturdays programs each Saturday in August. Each library continued their weekly SPARK program on their days off or short release days from school, in which kids learn a variety of skills including art, music, socializing, science, and more. The Carbondale library hosted a special Dog Days of Summer program for an all dog themed event with photo booth, activities, storytelling, raffles and more on Sunday August 24th.

### Partnered Children Events:

The Spanish Language story time with Bolsitas Rojas continued in August at each of our libraries once per week. All libraries hosted one monthly Science Exploration Hour with the Aspen Science Center in the month of August, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month.

### Teen/Tween Events:

The Rifle hosted a special tabletop gaming program for teens, Dragon Lair, on Fridays August 1st and 15th, and their regular Dungeons and Dragons group on Sundays August 10th and 24th. The Glenwood Springs Library hosted their Magic the Gathering game club on Saturday August 2nd and their Dungeons and Dragons program on Saturday August 16th. The Parachute Library hosted their Dungeons and Dragons game club on Tuesday August 5th. The Carbondale Library hosted their Coding Club with the Aspen Science Center on Tuesday August 12th and 26th. The Glenwood Springs Library hosted their Magic the Gathering game club on Saturday August 5th and their Dungeons and Dragons program on Saturday August 19th, and a video game club day on Saturday August 12th and 26th. The Parachute Library hosted a book bedazzling program on Saturday August 23rd. The Parachute Library hosted a video game club, Digital Domination, and their family movie night, Lights Camera Library! on Friday August 29th.

### Family Events:

The Silt Library hosted their monthly Family Game night on Thursday August 7th and their Bilingual Loteria Game Night on Thursday August 14th. The Rifle Library hosted their Paws and Tails Adoption drive with the animal shelter on Friday August 8th. The Glenwood Springs library hosted their Game Night program on Friday August 15th.

### Book Clubs:

The Silt library hosted their first evening romance book club, Happily Ever After Dark on Tuesdays August 12th and 26th. The Rifle Library hosted their Friends of the Library Book Club on Wednesday August 13th. The Carbondale Library hosted their Nonfiction Bookclub on Thursday August 14th, their Third Thursday Book Club on August 21st, their Last Monday Bookclub on August

25th, and their Books in Bars club on Thursday August 28th. The Parachute library hosted their cookbook club, Food for Thought, on Thursday August 14th and their fantasy bookclub, Escape Reality on Sunday August 24th. The Silt Library hosted their monthly Book Club on Thursday August 21st.

### Partnered Adult Events:

The Glenwood Springs Library hosted their memoir writing club, Your Story Your Life on Fridays August 1st and 15th. They also began hosting a monthly program with the Glenwood Genealogy Group on Friday August 1st. The Carbondale Library hosted their partnered Open Hours program with English in Action each Monday in August. They also hosted their weekly Open Hours program with CMC each Wednesday in August. The Rifle library hosted the Let's Chat Mental Health talk with the Garfield County Health Dept on Tuesday August 26th.

### Adults Arts and Crafts:

The Carbondale Library hosted their Nature Journaling program on Friday August 1st and their Poets and Writers group on Sunday August 17th. The Rifle Library hosted their monthly Spice Up the Month Craft Kit on Monday August 4th, and a Special Spice of the Month in person on Monday August 11th. The Carbondale library hosted their knitting club, In Stitches, each Monday in August. The Glenwood Springs Library hosted their Writer's Workshop on Thursdays August 14th and 28th and their Storytelling and Journaling workshop on Sunday August 10th. The Rifle library hosted an urban art presentation and workshop on Thursdays August 14th, 21st, 28th.

### Adult Education Events:

The Rifle Library hosted their Basic Computer classes on Tuesdays August 12th and 26th, and their English/Spanish conversation circle each Wednesday in August. The Carbondale library hosted their Spanish Conversation group on Thursdays August 7th and 21st. The Rifle hosted a presentation by the Breastfeeding Support Group on Friday August 15th. The Silt library hosted their monthly "Pioneering for the Modern Day" program on Saturday August 30th.

### Events for Seniors:

The Glenwood Springs Library hosted their Spanish language social hour for seniors, Club de Abuelitos, each Tuesday in August, and their Tai Chi for Seniors each Wednesday and Saturday in August. The Carbondale Library hosted their geri-fit classes each Monday in August. The Silt Library hosted their Tai Chi for Seniors each Tuesday and Friday in August, and their Golden Years Social, each Thursday in August. The Carbondale library hosted their monthly Life After 70 program on Saturday August 9th.

### Adult Social Events:

The Carbondale Library hosted their Art of Random Conversations program on Sunday August 3rd and a Sound Immersion program on Saturday August 9th. The Glenwood Springs Library hosted their Mah Jongg game program each Tuesday in August, and their Meditation for Members or 12th Step Programs each Thursday in August. The Parachute library hosted their first Death Cafe on Tuesday August 12th, in which patrons converse about their beliefs and feelings about end of life and their Nostalgia Movie Matinee on Sunday August 24th. The Rifle library hosted the first of a Zumba for Strength series on Wednesday August 27th.

# Facilities, October 2025

By Jon Medrano, Facilities Manager

## **Rifle & Silt Branch Remodel - UPDATE**

The RFP process is nearing the end and the library has obtained bids for both General Contractor and Architectural services that will be incorporated into the design team for this major capital project. The library will prepare to present to the board a vendor recommendation in October. The following steps after awarding the selected candidates is to confirm a preliminary schedule and complete design plans based off of the project goals.

## **Fire Sprinkler Inspection at Carbondale Branch Library**

A local fire alarm company proceeded with the annual fire sprinkler inspection at the Carbondale branch library. All parts of this large life safety were inspected ensuring optimal working performance. The buildings fire extinguishers inspection were also completed as well.

## **Exterior Powerwash of all District Library Buildings**

The library's Facilities Technician has made rounds on all district buildings, overseeing exterior powerwash cleaning. Dirt, cobwebs and other particles that have accumulated over time will be cleaned off making for a more pleasant appearance all for patrons and guests. This is something that the Facilities Department does annually and on an as needed basis.

## **Exterior Lighting Adjustments for Rifle Branch Library**

It's been discovered that the Rifle library exterior lighting is not falling in line with dusk to dawn schedules. The lights are turning off well before sunrise and so lighting is not sufficient enough for personal use. The Facilities Manager is working with a local lighting company to inspect all exterior wall lighting fixtures in order to improve dusk to dawn lighting quality.

## **Birds Beware Window Cleaning - District Wide**

The local contracted window cleaning company scheduled services across all library district buildings in the month of September. The window cleaning company completed 3 of 4 yearly visits and has provided great quality service and there is rarely any disruption to library business in any way.

## **Fencing Project and Repairs at Parachute & Silt Branch Library**

Recently a patron accidentally damaged a small section of patio fencing at the Parachute Branch Library. No persons were harmed in this incident. There was also a need to modify a section of patio fencing at the Silt Branch with the new awning structure layout. A professional fencing company oversaw and completed both projects.



