

Agenda

Garfield County Public Library District Board of Trustees Meeting

**Date: Thursday, February 5, 2026 at 2:00 PM
New Castle Branch Library
402 W Main Street, New Castle, CO 81647**

Zoom Access:

Register in advance for this meeting:

https://us02web.zoom.us/webinar/register/WN_jzrUQNgaQZ65I_zKdMcJQQ

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

Register in advance to make a 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. Legal issue in the news: Tony Hershey
- C. Public Participation: 3 minutes per person
- D. Approval of the agenda

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting January 8, 2026 (pp. 3-5)
- B. Claims for Board Approval: General Fund December 16, 2025 through January 15, 2026 (pp.4-6); Alpine Bank Credit Card Statement December 31, 2025 (pp. 7-10)

III. ACTION ITEMS

- A. Employee Commuting Stipend Policy, Kim Owens

IV. DISCUSSION ITEMS

- A. First reading: Bulletin Board posting policy, Nancy Barnes
- B. Management Report, Jamie LaRue (pp. 17-25)

- C. Executive Director recruitment
- D. Polling results, Jamie LaRue
- E. Human Services Internship, Abraham Korah
- F. Finance Report, Kevin Hettler (pp. 26-30)
- G. Trustee reports and comments, All Trustees
- H. Branch Library report, Ana Gaytan

Next Board Meetings:

Regular Meeting: Thursday, March 5, 2026, 2:00 PM, Location: Silt Branch Library, 680 Home Ave

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: Rifle

Date: Thursday, January 8th, 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

John Mallonee

Stephanie Hirsch

Brit McLin

Tony Hershey

Ed Green

Cindy Bjerstedt

I. CALL TO ORDER - Adrian 2:00

- A. Introductions of new Board members - Adrian Rippy Sheehy
 - a. Cindy Bjerstedt - Parachute representative
 - b. Ed Green - Rifle representative
 - c. Brit McLin - New Castle
- B. Roll Call - Kim Owens
- C. Public Participation: 3 minutes per person
 - a. John Mallonee moved to extended public comment to 30 minutes from 15, Tony Hershey seconded. Motion passed.
 - b. Michelle Foster, Parachute - Thanked the library District for a wonderful send off from last month. 3 best decisions made over the past 10 years, hiring Kevin Hettler as CFO, going for mill levy increase, hiring Jamie LaRue. Grateful to be able to serve with Adrian Rippy-Sheehy.
 - c. Robin Pruitt, Silt - Thanked the Board. Presented a handout about a library in North Carolina where citizens were trying to get them to move LGBTQ books, the Board refused, and county commissioners came in and fired the whole Board.
 - d. Sara Kemmy, Carbondale - Grateful for library services provided. Impressed with the amount and variety of programming and the numbers of people the library has reached out to.
 - e. Ellen Dole, Unincorporated Garfield County - Troubled by comments made by trustee candidates about religious rights. A trustee must love the library and want to commit to the library role in the county. Hope new trustees embrace the library mission and not take steps to undermine it.
 - f. Kristi Gill, New Castle - Believes the graphic novels of "The Boys" are illegal. Has researched 12 different laws regarding obscene material. A recent court case said obscene material is not protected by the first amendment.
 - g. John Lepkowski, Silt - Largest user of the Silt library. Has very helpful people. From the desk at the library, children can see the graphic novels that he thinks are obscene.

Doesn't want to ban books, just wants them moved so can't see them from the front desk. Wants the meetings changed to 6PM. Said at the BOCC meeting everyone stood for the Pledge of Allegiance and everyone sits at the Library Board meetings. Wants the Pledge done at the beginning of the meeting.

- h. Susan Use, Glenwood Springs - Commended Brit and glad to see him back on the Board. Also commended John and Tony for being on the Board and for standing up for the laws.
 - i. Jocelyn Durrance, Carbondale - Said two most important documents in the packet given to trustee applicants is the Library Bill of Rights and the Public Library Trustee Statement. She read both of these documents.
- D. Approval of the agenda
- a. Tony Hershey moved to approve the agenda, Cindy Bjerstedt seconded. Motion passed.

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting December 4, 2025 (pp. 3-5), December 15, 2025 (pp. 6)
- B. Claims for Board Approval: General Fund November 16 - December 15, 2025 (pp. 7-10); Alpine Bank Credit Card Statement November 2025 (pp.11-15)
 - a. Brit McLin moved to approve the consent agenda, John Mallonee seconded. Motion passed.

III. ACTION ITEMS

- A. Election of 2026 officers, Board of Trustees
 - a. President - Adrian Rippy-Sheehy
 - b. Vice President - Tony Hershey
 - c. Treasurer - John Mallonee
 - d. Secretary - Stephanie Hirsch

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 14-16)
 - a. Things to be proud of from 2025, Spanish services team, long range plan documents, programming, facilities projects, Board retreat, turnover rate, and professional development.
- B. Political and polling strategist update, Jamie LaRue
 - a. Magellan Strategies doing poll, 30 questions, telephone survey through texts.
 - b. Looking for a mill levy that doesn't sunset, but will also ask the community how they feel about it and if they would instead support a mill levy that does expire.
 - c. Will be seeking 600 responses from 5% of the population across the county.
- C. Finance Report, Kevin Hettler (pp. 17-21)
 - a. Explained the different documents he includes in his report to the new Board members.
 - b. Sales tax is 3% above this time last year.
 - c. Explained specific ownership tax. Comes from vehicle registrations.
 - d. \$2.7 million mill levy sunsets in 2027.
- D. Employee Commuting Stipend Policy, Kim Owens (pp. 24-25)

- a. Only employees commuting more than 25 miles to the Glenwood or Carbondale locations are eligible.
 - b. If this becomes a policy would be included in our external job ads.
- E. Trustee reports and comments, All Trustees
 - a. John Mallonee - Welcomed Cindy Bjerstedt and Ed Green to the Board.
 - b. Tony Hershey - Welcomed Cindy Bjerstedt and Ed Green. Read a compliment email he received from a patron. Appreciates everything everyone does everyday.
 - c. Adrian Rippy-Sheehy - The Branch reports are refreshing to hear the heart warming stories of serving our communities.
 - d. Brit McLin - Annual staff party was an amazing event. It was a unique time to meet people. Recognized the library staff.
 - e. Stephanie Hirsch - Thanked Michelle Foster for pointing out the 3 best things she observed in the last 10 years. Gives the new Board members perspective.
- F. Rifle Branch Library report, Amy Tonozzi
 - a. Highlights from 2025: 2,355 used study rooms, 321 meeting room bookings throughout the year. Library use trended upward. 89284 total visits at the Rifle Branch. 5% increase over 2024. Hosted 467 programs with 10112 in attendance.
 - b. Staff were most proud of the multicultural celebration, digital awareness month, and community response to Dia De Los Muertes displays. Expanded senior program and all new partnerships created.
 - c. Proud of her staff for building programs that reflect community and lean on partnerships.
 - d. Looking ahead: Lift Up has officially moved into the building. Placing a story walk in Centennial Park. Branch refresh.

Next Board Meetings:

Regular Meeting: Thursday, February 5, 2026, 2:00 PM, Location: New Castle Branch Library

Adrian Rippy-Sheehy adjourned the meeting at 3:26PM

Claims for Board Approval

Alpine Bank Checking December 16, 2025 through January 15, 2026

Date	Num	Name	Memo	Credit
10010 · Alpine Bank- Gen(..7072)				
12/16/2025	Eft	CRA	Retirement plan contributions	11,319.86
12/16/2025	Eft	CRA	Retirement plan contributions	5,521.20
12/18/2025	Eft	Tiger, Inc.	Gas delivery	1,055.98
12/22/2025	Eft	Alpine Bank	Nov c.c. pmt	14,986.50
12/26/2025	Eft	City of Rifle	water / sewer	161.14
12/26/2025	Eft	Town of New Castle	water / sewer	239.73
12/26/2025	Eft	WEX Bank	Nov vehicle fuel	562.30
12/26/2025	Eft	Xcel Energy	PA RI SI CA electricity	4,330.40
12/26/2025	Eft	CRA	Retirement plan contributions	11,288.08
12/26/2025	Eft	CRA	Retirement plan contributions	5,524.94
12/29/2025	Eft	Black Hills Energy	GW and CA gas	1,211.27
12/31/2025	Eft	Town of Carbondale	CA water / sewer	135.08
12/31/2025	Eft	Waste Management	RI CA NC trash / recycling	498.64
12/31/2025	28270	A Clean Break, LLC	RI SI NC December cleaning	6,700.00
12/31/2025	28271	Age Friendly Carbondale	Life after 70 - Dec	112.50
12/31/2025	28272	All Around Property Maintenance, Inc	PA October landscape maintenance	1,121.42
12/31/2025	28273	American Janitor LLC	PA cleaning Nov and Dec	2,192.00
12/31/2025	28274	Aspen Maintenance Supply LLC	Janitorial supply	486.32
12/31/2025	28275	Aspen Science Center	STEM programs	1,800.00
12/31/2025	28276	Barnes, Nancy	Mileage reimb	156.80
12/31/2025	28277	Baumli, Darla	Mileage and exp reimb	93.62
12/31/2025	28278	Benson, Kim	Mileage reimb	479.50
12/31/2025	28279	Bushman, Rebekah	NC SPARK programs	200.00
12/31/2025	28280	Cardiff Cleaning Service	GW CA cleaning	4,694.00
12/31/2025	28281	Cares, Caroline	CA storytime	562.50
12/31/2025	28282	Chau, Luna LLC	Library materials	137.86
12/31/2025	28283	Chulainn Publishing Corp.	Library materials	1,196.20
12/31/2025	28284	Citadel Security Group, LLC	GW RI security	6,660.21
12/31/2025	28285	EnvisionWare, Inc.	PA holds locker	13,510.50
12/31/2025	28286	Friend, Sara	Mileage reimb	138.60
12/31/2025	28287	Gonzalez, Angie	Mileage reimb	33.25
12/31/2025	28288	Harlan, Shylo	Mileage reimb	156.80
12/31/2025	28289	Ingram Library Services	Library materials	16,858.61
12/31/2025	28290	Kallassy, Tracy	Staff morale	88.95

12/31/2025	28291	Korah, Abraham	CAL per diem and mileage reimb	763.65
12/31/2025	28292	Larson, James	Mileage reimb	99.40
12/31/2025	28293	Library Ideas LLC	Library materials	1,549.32
12/31/2025	28294	Loya, Jorge	Mileage reimb	56.00
12/31/2025	28295	Mac's Landscape Services LLC	PA Dec snow removal	130.00
12/31/2025	28296	McIntyre, Caroline	Mileage reimb	74.20
12/31/2025	28297	Midwest Tape	Library materials	527.62
12/31/2025	28298	Morrow, Karina	Mileage reimb	49.00
12/31/2025	28299	One Source Lighting	LED light bulbs	123.00
12/31/2025	28300	OverDrive	Library e-materials	394.72
12/31/2025	28301	Playaway Products LLC	Library materials	1,101.85
12/31/2025	28302	Pye Barker Fire & Safety, LLC	CA smoke detector replacement	557.40
12/31/2025	28303	Roaring Fork Valley Early Learning Fund	Imagination library program	1,187.45
12/31/2025	28304	S.T.E.A.M. Junction LLC	STEM activity	585.00
12/31/2025	28305	Shaw, Candice	NC SPARK program	200.00
12/31/2025	28306	Thomas Klise/Crimson Multimedia	Library materials	124.92
12/31/2025	28307	Trane US Inc.	RI HVAC repair	1,439.65
12/31/2025	28308	Universal Mechanical Services, LLC	NC HVAC repair	450.00
12/31/2025	28309	Walezka Rivers	Photo booth rental	650.00
12/31/2025	28318	Masters Telecom LLC	Fax service	178.68
12/31/2025	Eft	Garfield County Public Library Foundation	Book sales / donations	497.63
01/01/2026	28310	Empathy Studios, LLC	2026 annual library membership	999.00
01/01/2026	28311	Employers Council, Inc.	Membership dues and Open Records training	5,295.00
01/01/2026	28312	Glenwood Springs Chamber Resort Assoc	2026 membership	540.00
01/01/2026	28313	Magnolias Coffee Co LLC	Fantasy fest refreshments	150.00
01/01/2026	28314	Mango Languages	Language databases	7,308.76
01/01/2026	28315	Marmot Library Network, Inc.	Q1 2026 IT support	94,483.38
01/01/2026	28316	Reliance Standard	January disability insurance	1,114.56
01/01/2026	28317	Tumbleweed Press Inc	2026 subscription renewal	1,800.00
01/01/2026	28319	Willis Towers/CEBT	January health insurance	67,663.66
01/02/2026	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
01/02/2026	Eft	Mountain Waste & Recycling	Silt trash / recycling	129.84
01/06/2026	Eft	City of GL- Sales Tax	4Q sales tax	22.67
01/06/2026	Eft	City of RI-Sales Tax	4Q sales tax	8.95
01/06/2026	Eft	Colorado Dept of Revenue-Sales Tax	4Q sales tax	143.70
01/07/2026	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	7,463.52
01/09/2026	Eft	Tiger, Inc.	Gas delivery	1,676.84
01/13/2026	Eft	CRA	Retirement plan contributions	11,905.34
01/13/2026	Eft	CRA	Retirement plan contributions	6,792.62

01/15/2026	28320	625-Water(9283)	RI SI staff water	187.09
01/15/2026	28321	All Around Property Maintenance, Inc	PA fall clean up	1,285.00
01/15/2026	28322	AlwaysMountainTime LLC	Radio ads	750.00
01/15/2026	28323	Aspen Maintenance Supply LLC	Janitorial supplies	373.15
01/15/2026	28324	B & B Plumbing and Heating	RI repairs	817.90
01/15/2026	28325	Cedar Networks	January broadband	1,080.00
01/15/2026	28326	Cengage Learning Inc / Gale	2026 Gale database renewal	2,695.89
01/15/2026	28327	CenturyLink	Fire alarm / elevator telephone	428.64
01/15/2026	28328	Citadel Security Group, LLC	GW RI security	4,908.11
01/15/2026	28329	City of Rifle	Sept - Dec 2025 board meeting recordings	1,956.00
01/15/2026	28330	Colorado Mountain News Media	Print ads	2,932.50
01/15/2026	28331	Cura HR, LLC	HR services	270.00
01/15/2026	28332	Daly Property Services	CA landscaping / snow removal	2,198.84
01/15/2026	28333	EverGreen ZeroWaste	CA compost service	75.00
01/15/2026	28334	FE Technologies American Corp	Sorter and self check maintenance	15,486.76
01/15/2026	28335	Funger, Katie	Mileage reimb	36.40
01/15/2026	28336	Ingram Library Services	Library materials	9,942.12
01/15/2026	28337	JanWay Company USA, Inc.	Winter reading promos	6,811.00
01/15/2026	28338	Jerkunica, Alexandra	CA Pilates class series	300.00
01/15/2026	28339	Lively Electric, Inc.	PA hold locker installation	1,434.44
01/15/2026	28340	Loya, Jorge	Mileage reimb	19.60
01/15/2026	28341	Marmot Library Network, Inc.	Data axle reference db	3,786.00
01/15/2026	28342	Midwest Tape	Hoopla and library materials	11,757.18
01/15/2026	28343	Mountain Pest Control, Inc.	Dec spraying	145.00
01/15/2026	28344	Peters, Brendan	Mileage reimb	162.19
01/15/2026	28345	Pinyon Mesa Automatic Services	NC exterior door repair	465.40
01/15/2026	28346	Pye Barker Fire & Safety, LLC	CA fire alarm monitoring(semi-annual)	513.00
01/15/2026	28347	Seter, Vander Wall & Mielke, P.C.	Legal fees	824.00
01/15/2026	28348	Shape Architecture Studio, LLC	RI SI schematic design	6,062.50
01/15/2026	28349	Sopris Sun	Print ads	600.00
01/15/2026	28350	Suarez, Dulce Andrea	Translation services	122.50
01/15/2026	28351	Town of Parachute	water / sewer / trash	120.64
01/15/2026	28352	Transparent Information Services, LLC	Background checks	597.65
01/15/2026	28353	Unique Management Services, Inc.	Dec collections service	89.55
01/15/2026	28354	Universal Mechanical Services, LLC	Hvac repairs	1,800.00
01/15/2026	28355	VanDeusen, Renna	Mileage reimb	140.98
				414,788.78

Reconciliation Detail

Alpine Bank Purchase Card, Period Ending December 31, 2025

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					14,986.50
Cleared Transactions					
Charges and Cash Advances - 112 items					
Credit Card Charge	10/17/2025	NCCityMkt	Staff morale and adult program refreshments	-70.92	-70.92
Credit Card Charge	12/01/2025	MMFrUpAce	Off site storage / usb charger /caulk	-300.50	-371.42
Credit Card Charge	12/01/2025	CACityMkt	Gingerbread house supplies	-189.55	-560.97
Credit Card Charge	12/01/2025	SSAmButton	Staff morale	-134.59	-695.56
Credit Card Charge	12/01/2025	RIREFORMA	REFORMA membership renewal	-50.00	-745.56
Credit Card Charge	12/02/2025	SIShrmkFood	Loteria and posada refreshments	-102.36	-847.92
Credit Card Charge	12/02/2025	SIWalmart	Loteria refreshments / posada supplies	-98.66	-946.58
Credit Card Charge	12/02/2025	RIWalmart	Office supplies	-82.64	-1,029.22
Credit Card Charge	12/02/2025	SI\$Tree	Posada supplies	-79.50	-1,108.72
Credit Card Charge	12/02/2025	NCWalmart	Batteries	-50.05	-1,158.77
Credit Card Charge	12/02/2025	CABonfrCoff	Community interview refreshments	-5.43	-1,164.20
Credit Card Charge	12/03/2025	SS3ResCntr	Grants guide subscription	-971.10	-2,135.30
Credit Card Charge	12/03/2025	CACityMktWM	Volunteer recognition and staff morale	-416.54	-2,551.84
Credit Card Charge	12/03/2025	CAALA	ALA and PLA membership renewal	-215.00	-2,766.84
Credit Card Charge	12/03/2025	SSCMMPlstc	Board member celebration	-188.98	-2,955.82
Credit Card Charge	12/03/2025	RIWalmart	Christmas decor / storage bin / staff morale	-171.10	-3,126.92
Credit Card Charge	12/03/2025	FTWalmart	6 bags ice melt	-35.28	-3,162.20
Credit Card Charge	12/04/2025	CACityMkt	Gingerbread house supplies; refreshments	-150.24	-3,312.44
Credit Card Charge	12/04/2025	GWUncPizza	GarCoWriMo refreshments	-117.01	-3,429.45
Credit Card Charge	12/04/2025	GWTarget	GarCoWriMo prizes	-108.70	-3,538.15
Credit Card Charge	12/04/2025	SI2CityMkt	Board meeting refreshments	-72.38	-3,610.53
Credit Card Charge	12/04/2025	RIWalmart	Staff morale	-40.20	-3,650.73
Credit Card Charge	12/04/2025	CADosGringo	Community interview refreshments	-27.72	-3,678.45
Credit Card Charge	12/04/2025	CATruNature	Community interview refreshments	-16.10	-3,694.55
Credit Card Charge	12/04/2025	FTVlyLumber	1" X 8" board	-15.43	-3,709.98
Credit Card Charge	12/05/2025	SSLaQuinta	Presenter lodging	-327.00	-4,036.98
Credit Card Charge	12/05/2025	PAALA	ALA and PLA membership	-215.00	-4,251.98
Credit Card Charge	12/05/2025	RIWalmart	Christmas decor and office supplies	-76.88	-4,328.86
Credit Card Charge	12/05/2025	CACityMkt	Staff holiday party supplies	-8.98	-4,337.84
Credit Card Charge	12/05/2025	SI\$General	Adult program refreshments	-6.00	-4,343.84
Credit Card Charge	12/06/2025	RIBhsePizza	Staff morale	-71.42	-4,415.26

Credit Card Charge	12/06/2025	RICityMkt	Art in the stacks refreshments	-52.95	-4,468.21
Credit Card Charge	12/07/2025	CAALA	ALA and PLA membership	-185.00	-4,653.21
Credit Card Charge	12/07/2025	RI2Adobe	Adobe stock and creative cloud	-49.98	-4,703.19
Credit Card Charge	12/07/2025	CACricut	Cricut subscription	-10.80	-4,713.99
Credit Card Charge	12/08/2025	MMWMJJAce	SI awning christmas decor; holiday party set	-411.80	-5,125.79
Credit Card Charge	12/08/2025	NCCityMkt	Staff morale and posada refreshments	-130.55	-5,256.34
Credit Card Charge	12/08/2025	PAUSPS	Postage stamps	-78.00	-5,334.34
Credit Card Charge	12/08/2025	NCLaMilpa	Posada supplies	-72.10	-5,406.44
Credit Card Charge	12/08/2025	SIWalmart	Loteria prizes and posada supplies	-55.09	-5,461.53
Credit Card Charge	12/08/2025	SI\$Tree	Staff holiday party supplies	-37.75	-5,499.28
Credit Card Charge	12/08/2025	SIFamily\$	Loteria refreshments	-30.10	-5,529.38
Credit Card Charge	12/08/2025	SIMichaels	Posada supplies	-3.73	-5,533.11
Credit Card Charge	12/09/2025	SSUofW	Navigate generative AI landscape webinar	-200.00	-5,733.11
Credit Card Charge	12/09/2025	SSLbryWx	Leading from the middle webinar	-100.00	-5,833.11
Credit Card Charge	12/09/2025	CA\$TreeCM	Staff morale	-60.19	-5,893.30
Credit Card Charge	12/09/2025	CABonfrCoff	Community interview refreshments	-6.80	-5,900.10
Credit Card Charge	12/10/2025	SSWalmart	Staff morale and staff holiday party supplies	-297.85	-6,197.95
Credit Card Charge	12/10/2025	GWWalmart	Children's programs refreshments	-171.52	-6,369.47
Credit Card Charge	12/10/2025	SIShrmkFood	Posada refreshments	-54.54	-6,424.01
Credit Card Charge	12/10/2025	SISBLtCaes	Staff morale	-37.72	-6,461.73
Credit Card Charge	12/10/2025	SIDtcBros	Staff morale	-37.32	-6,499.05
Credit Card Charge	12/10/2025	PAAce	Christmas parade supplies	-16.38	-6,515.43
Credit Card Charge	12/10/2025	FTLandfill	Landfill fees	-7.00	-6,522.43
Credit Card Charge	12/11/2025	PAAztecaMkt	Posada refreshments	-243.95	-6,766.38
Credit Card Charge	12/11/2025	RI2Walmart	Staff holiday party supplies	-104.39	-6,870.77
Credit Card Charge	12/11/2025	PAWalmart	Christmas parade candy	-49.70	-6,920.47
Credit Card Charge	12/11/2025	SSAdobe	Adobe creative cloud	-34.99	-6,955.46
Credit Card Charge	12/11/2025	CADosGringo	Community interview refreshments	-14.10	-6,969.56
Credit Card Charge	12/11/2025	CABonfrCoff	Community interview refreshments	-9.75	-6,979.31
Credit Card Charge	12/12/2025	SS3BrkhsPiz	Holiday party catering	-2,094.01	-9,073.32
Credit Card Charge	12/12/2025	SSMTNSTeMP	HR webinars	-925.00	-9,998.32
Credit Card Charge	12/12/2025	SSBrenden	Posada prizes	-150.00	-10,148.32
Credit Card Charge	12/12/2025	FTAce	Stud sensors and scissors	-98.56	-10,246.88
Credit Card Charge	12/12/2025	RICityMkt	Staff morale	-32.99	-10,279.87
Credit Card Charge	12/12/2025	NCWalmart	Posada refreshments	-27.76	-10,307.63
Credit Card Charge	12/12/2025	FTAutoZone	Fuel system cleaner	-12.99	-10,320.62
Credit Card Charge	12/13/2025	CA3BCityMkt	Gingerbread house contest prizes; refreshments	-126.92	-10,447.54
Credit Card Charge	12/15/2025	RI2Lilly's	Staff morale	-374.70	-10,822.24
Credit Card Charge	12/15/2025	GWTargetBN	GarCoWriMo Prizes	-300.01	-11,122.25

Credit Card Charge	12/15/2025	SS3LbryWorx	Misinformation / conspiracy theory webinar	-100.00	-11,222.25
Credit Card Charge	12/15/2025	FTMtNHiPnt	Concrete sealant and brush	-64.48	-11,286.73
Credit Card Charge	12/15/2025	PAWalmart	Christmas parade supplies	-39.98	-11,326.71
Credit Card Charge	12/15/2025	SIAdobe	Adobe illustrator	-23.97	-11,350.68
Credit Card Charge	12/15/2025	FTVlyLumber	Oak boards and screw guide	-20.06	-11,370.74
Credit Card Charge	12/16/2025	SSZoom	2026 video conferencing subscription	-1,139.70	-12,510.44
Credit Card Charge	12/16/2025	RIUteEvts	Staff appreciation	-210.00	-12,720.44
Credit Card Charge	12/16/2025	SSDenverPos	Newspaper renewal	-111.71	-12,832.15
Credit Card Charge	12/16/2025	GWUSPS	Postage stamps	-78.00	-12,910.15
Credit Card Charge	12/16/2025	RIWalmart	Sensory storytime refreshments	-58.31	-12,968.46
Credit Card Charge	12/16/2025	SIWalmart	Adult book club refreshments	-35.94	-13,004.40
Credit Card Charge	12/16/2025	CACityMkt	Reindeer event refreshments	-21.58	-13,025.98
Credit Card Charge	12/17/2025	SSCLiC	CLiC Lodging	-1,302.00	-14,327.98
Credit Card Charge	12/17/2025	PAWalmart	Staff morale and teen craft supplies	-154.52	-14,482.50
Credit Card Charge	12/18/2025	RIWalmart	Staff morale and craft supplies and office supplies	-48.70	-14,531.20
Credit Card Charge	12/18/2025	FTAce	Wire cable and fasteners	-13.90	-14,545.10
Credit Card Charge	12/19/2025	NCUSPSWM	NC PO box renewal; tie dye supplies and EAC	-395.80	-14,940.90
Credit Card Charge	12/19/2025	SSWMDVBrew	Staff holiday party supplies and EAC staff morale	-104.85	-15,045.75
Credit Card Charge	12/19/2025	FTAceWM	Automotive cleaning supplies	-64.33	-15,110.08
Credit Card Charge	12/19/2025	PADominos	EAC staff morale	-42.93	-15,153.01
Credit Card Charge	12/19/2025	FTAce	Bolt fasteners	-5.17	-15,158.18
Credit Card Charge	12/20/2025	SSChatGPT	ChatGPT business subscription	-299.73	-15,457.91
Credit Card Charge	12/20/2025	SIWalmart	Christmas craft supplies	-8.78	-15,466.69
Credit Card Charge	12/21/2025	CACityMkt	EAC and staff morale	-322.27	-15,788.96
Credit Card Charge	12/21/2025	PA\$General	EAC staff morale	-61.60	-15,850.56
Credit Card Charge	12/21/2025	PA\$General	Staff morale	-33.80	-15,884.36
Credit Card Charge	12/22/2025	GWAlApinGI	GarCoWriMo prizes	-275.00	-16,159.36
Credit Card Charge	12/22/2025	PADominos	Staff morale	-19.98	-16,179.34
Credit Card Charge	12/22/2025	SSUSPS	Monthly ill postage	-4.96	-16,184.30
Credit Card Charge	12/22/2025	FTVlyLumber	Poly washers	-1.99	-16,186.29
Credit Card Charge	12/23/2025	RITapBhsPiz	EAC staff morale	-145.20	-16,331.49
Credit Card Charge	12/23/2025	SSALA	Recharging in challenging times webinar	-129.00	-16,460.49
Credit Card Charge	12/23/2025	GWCityMkt	Staff morale	-121.86	-16,582.35
Credit Card Charge	12/23/2025	SIJimJohn's	Staff morale	-92.33	-16,674.68
Credit Card Charge	12/23/2025	SSAdobe	Adobe acrobat pro	-47.98	-16,722.66
Credit Card Charge	12/23/2025	FTAce	Batteries	-43.97	-16,766.63
Credit Card Charge	12/23/2025	SIREFORMA	REFORMA membership	-40.00	-16,806.63
Credit Card Charge	12/23/2025	SIWalmart	Pioneering craft supplies	-39.84	-16,846.47
Credit Card Charge	12/26/2025	GWLocal	Staff morale	-53.89	-16,900.36

Credit Card Charge	12/26/2025	SiChili's	EAC staff morale	-52.10	-16,952.46
Credit Card Charge	12/27/2025	RI2Canva	Collaboration software	-300.00	-17,252.46
Credit Card Charge	12/27/2025	CACityMkt	Staff morale	-16.06	-17,268.52
Total Charges and Cash Advances				-17,268.52	-17,268.52
Payments and Credits - 2 items					
Check	12/22/2025	Eft	Nov c.c. pmt	14,986.50	14,986.50
Credit Card Credit	12/23/2025	SSHilton	Lodging tax refund	98.76	15,085.26
Total Cleared Transactions				-2,183.26	-2,183.26
Cleared Balance				2,183.26	17,169.76
Register Balance as of 12/31/2025				2,183.26	17,169.76
New Transactions					
Payments and Credits - 1 item					
Check	01/26/2026	Eft	Dec c.c. pmt	17,169.76	17,169.76
Total New Transactions				17,169.76	17,169.76
Ending Balance				-14,986.50	0.00

Commuting Stipend Summary		
Employee status	Miles per one-way commute	Payroll stipend per pay period
Full-time	25-39	\$90.00
Full-time	40-55	\$133.00
Part-time	25-39	\$53.00
Part-time	40-55	\$80.00

Draft - Employee Commuting Stipend Policy

Policy	<p>Garfield County Libraries recognizes that some employees commute significant distances to report to work. The purpose of this policy is to help retain employees by providing a modest stipend to help offset commuting-related costs for eligible employees whose primary work location is the Glenwood Springs Branch Library or the Carbondale Branch Library and who travel long distances to and from work.</p> <p>Eligibility:</p> <p>This policy applies only to eligible Garfield County Libraries employees assigned to work at the Glenwood Springs or Carbondale branch libraries.</p> <p>To be eligible for the Commuting Stipend, an employee must meet all of the following criteria:</p> <ul style="list-style-type: none"> • Be a regular full-time or part-time employee of Garfield County Libraries. • Be assigned to work at either the Glenwood Springs Branch Library or the Carbondale Branch Library as their primary work location. • Commute 25 miles or more each way between their primary residence and assigned work location. • Use a personal vehicle as their primary means of commuting. <p>Employees who telework on a full-time basis or who are temporarily assigned to a qualifying branch location are not eligible unless otherwise approved by the Executive Director.</p>
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	<p>Stipend Amount</p> <p>The commuting stipend amount and structure (e.g., bi-weekly flat amount) will be established by the Library District and may be adjusted periodically based on budget considerations. The stipend is intended as partial support and does not fully reimburse commuting expenses.</p> <p>Payment Method</p> <p>The commuting stipend will be paid through payroll and is considered taxable income in accordance with IRS regulations. It will be paid on a regular basis as determined by the District.</p> <p>Changes in Eligibility</p> <p>Employees are required to notify Human Resources within 10 business days if:</p> <ul style="list-style-type: none"> • Their home address changes. • They no longer meet the mileage requirement. <p>Failure to report changes may result in discontinuation of the stipend and potential repayment of amounts received in error.</p> <p>Garfield County Libraries reserves the right to verify eligibility at any time.</p> <p>Policy Review and Updates: This policy will be reviewed periodically, and the District reserves the right to modify, suspend, or discontinue this policy at any time based on operational or budgetary needs.</p> <p>Contact Human Resources (HR) for more information.</p>
Effective date	2/5/2026
Responsibility	Human Resources Director
Procedures	<p>Through review of home address and primary work location, Human Resources staff will ensure that eligible staff are notified of their commuting stipend benefits. If a staff member believes they may be eligible and hasn't been contacted by Human Resources, they should contact a Human Resources representative or their supervisor.</p>

Reviewed by & Approved by / Date	APPROVED: Board of Trustees	Date: TBD
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Bulletin Board Policy

Policy	<p>Garfield County Public Library District (the “District”) makes limited, designated bulletin board space available at its six library locations to local area agencies, non-profits, and individuals engaged in educational, cultural, intellectual, recreational, or charitable activities. Designated bulletin boards are for the promotion of community information, events, and services.</p> <p>Distribution or posting of community information materials does not indicate the District’s endorsement of the ideas, issues or events promoted by the materials.</p>	
Effective Date		
Responsibility	Executive Director	
Procedures	<p>Guidelines</p> <ul style="list-style-type: none"> • All materials must be submitted to library staff for review and posting. • Only library staff may post, remove, or reposition material. • Library staff may remove or decline materials based on space limitations. • Library programs and information will be given priority. • Items must be limited in size to 8 ½ x 11”. • Community information materials will not be returned once given to the library for distribution. • Political and religious groups may advertise public events, but may not use the bulletin board to support or oppose candidates for political office or ballot initiatives. • Libraries will post a sign at every designated display area stating, “Items displayed do not imply endorsement by the Garfield County Public Library District.” 	
Supporting Documentation	<ul style="list-style-type: none"> • ALA Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights 	
Receive by & Approved by Date	First reading: February 5, 2026	Date:

Management Report - February 2026

By Jamie LaRue, Executive Director

Intellectual freedom in the courts

Publishers Weekly provides a summary of some current court cases [here](https://www.publishersweekly.com/pw/by-topic/industry-news/publisher-news/article/99479-fighting-book-bans-coast-to-coast.html)

[<https://www.publishersweekly.com/pw/by-topic/industry-news/publisher-news/article/99479-fighting-book-bans-coast-to-coast.html>].

Among them is Crookshanks v. Elizabeth School District in Colorado. I saw last week that in fact the school district asked the 10th Circuit to dismiss their appeal, just three days before oral arguments were to begin. However, the appeal concerned only their fight not to restore the books while the case itself continues to trial.

The Librarians (film)

I will be participating in three showings of the 2025 documentary *The Librarians* coming up: January 28 at the Bud Werner Library in Steamboat; February 5, 7 p.m. at the Crystal Theater in Carbondale; and April 22 and 23 in Clifton and Grand Junction respectively. This film mostly focuses on attacks against libraries and librarians in Texas, but it soon becomes clear that the problem is widespread. In Carbondale, we hope to have a film “talkback” potentially featuring one of the film’s producers.

Ireland and Alaska!

I’ve been invited to give a virtual presentation on intellectual freedom in the US for an Irish library association on March 3, and a physical leadership retreat to public library directors in Alaska, March 26-28.

Board retreat/orientation, Feb. 7, 9am-12:30pm

By now I believe you have all received an invitation to a training session put on by two Colorado State Library employees, focusing on legal responsibilities. The presenters are Polly Gallagher, former director of the Grand County (Colorado) Library District and Kieran Hixon, former president of the Association of Rural and Small Libraries. Their outline is as follows:

- I. Welcome & Introduction to the Day (30 minutes)
 - A. Why Library?
 - B. Growth Mindset

- C. Core Values of Librarianship
- II. Decision Making (40 minutes)
 - A. Your Community & Library Data
 - B. Garfield specific mission, vision, values & Library Ethics
- III. Roles & Responsibilities of an Effective Board of Trustees (30 minutes + break + 40 minutes for 90 minutes)
 - A. Garfield in the CO library community
 - B. CO Public Library Standards
 - 1. Financial Stewardship
 - 2. One Board, One Voice (community relations and advocacy)
 - 3. Policy
 - 4. Strategic Plan
 - 5. Employer of Director
- IV. Effective Meetings (30 minutes)
 - A. Being Prepared
 - B. Motions
 - C. Legal Considerations (**walking quorum**)
- V. Resources (15 minutes)
 - A. Handbook
 - B. CDE website
 - C. LRS
 - D. COLT
- VI. Next Steps & Evaluation (5 minutes)

I hope that you will all be able to attend. As we've learned in previous retreats, building a respectful and productive board culture takes intention, a shared vocabulary, and practice. I'm confident that this new board can find its voice and continue to uphold our institutional mission.

Executive Director recruitment

The general sequence I would recommend is as follows:

- Review and revise job description (a tightened job description is attached below) by our February board meeting.
- Post job ad (Colorado Jobline and ALA Joblist) by mid-February.
- Constitute a Director Search Team. I would suggest at least two board members and two staff, one of whom is a native Spanish speaking staff. February.

- Conduct phone screening interviews with qualified candidates. This would be conducted by Kim as they came in.
- Conduct a follow up virtual interview to whittle down the pool to (ideally) 3 finalists. The interview would be conducted by all or part of the Director Search Team. Mid-to-late March.
- Invite the finalists for an onsite interview. Kim and I have worked up a preliminary schedule to conduct all three, and make a selection, on a single day. All board members, many staff, and public can participate. Late March, early April.
- Make the job offer and negotiate a starting date. All of that might be accomplished by my last day on April 9.
- But even assuming that timeline, it's unlikely that a new director would be onsite immediately. Hence I recommend appointing an interim director from the staff. While Nancy Barnes is not interested in the permanent job, she would be willing, and more than capable, of assuming the interim role. Nancy is a former Colorado library director herself (she was the head of the Gunnison County Library and Bemis Public in Littleton) and is highly trusted by staff. Over the next several months I could pass along any outstanding projects, which she could then assist the new director with. This would provide for a relatively seamless executive transition.

EXECUTIVE DIRECTOR

SUMMARY

Under policy direction from the Board of Trustees, the Executive Director plans, organizes, and administers the District's strategic plan, operations, services, and programs; using strong emotional intelligence, provides leadership for District staff; and maintains effective working relationships with District staff, the Board of Trustees, Library Foundation, and other boards, commissions, and community partners; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Trustees. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

The Executive Director is accountable to the Board of Trustees, and has overall responsibility for the development, management, and administration of the District's operations, services, and programs, as well as the overall culture and work environment of District staff and volunteers. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective operations consistent with Board policies.

KEY AREAS OF RESPONSIBILITY

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job. The Executive Director collaborates effectively with appropriate District staff in each area of responsibility.

- **Provides executive leadership and administration of the Library District**, directly or through empowering and directing leaders at all levels; plans, organizes, coordinates, and evaluates District operations in alignment with applicable laws, regulations, adopted policies, and strategic objectives of the Board of Trustees, ensuring accurate and timely completion of work.
- **Leads strategic planning and organizational alignment**, fostering communication and collaboration across divisions and departments, and the Board of Trustees, to advance District goals, programs, services, and policies; develops and implements administrative policies, procedures, and work standards to ensure effective, efficient, and economical service delivery.

- **Cultivates a positive, inclusive, and high-performing organizational culture**, promoting community representation, staff engagement, professional development, positive workplace morale, and recognition; partners with District leaders and Human Resources to position the District as an employer of choice.
- **Oversees all human resources–related functions at the executive level**, including leadership appointments, performance evaluation, employee relations, policy guidance, workforce planning, and the full employee lifecycle, while maintaining accountability and close coordination with Human Resources.
- **Directs the District’s financial stewardship**, including preparation and oversight of the annual budget and adjustments; authorizes expenditures and transfers; evaluates financial condition and needs; explores revenue opportunities; collaborates with the Library Foundation on fundraising; pursues grant funding; and presents financial information to the Board of Trustees.
- **Ensures continuous improvement and operational effectiveness**, developing and standardizing methods to assess program performance, workload, service delivery, internal systems, and reporting relationships; identifies best practices and opportunities for improvement.
- **Maintains transparent, timely, and trust-based communication** with the Board of Trustees, staff, and stakeholders; keeps the Board informed of District operations, finances, risks, and emerging legal, political, social, and economic issues; participates in Board meetings and provides regular reports, updates, and policy recommendations.
- **Oversees District infrastructure and technology**, including the administration, safety, security, maintenance, and use of buildings, grounds, equipment, and information technology systems, in collaboration with staff.
- **Represents and advocates for the District externally**, serving as the primary liaison to governmental agencies, community organizations and partners, and professional groups; oversees public relations, marketing and communications, and community outreach; conducts advocacy, networking, presentations, and encourages public participation in District affairs.
- **Directs and prepares official correspondence, reports, and required filings**, including reports to the Library Board, State Library of Colorado, and other governmental entities; monitors regulatory, technological, and industry trends and implements changes as needed.
- **Responds to escalated issues and complaints**, demonstrating professionalism, respect, empathy, and sound judgment in interactions with staff, patrons, and the public; responds to Open Records requests and is the District’s custodian of records.
- **Upholds and advances the District’s Mission, Vision, and Values**, and performs other related duties as assigned.

EDUCATION AND EXPERIENCE

The following experience and education are required:

- Master of Library Science degree (MLS) or Master of Library and Information Science degree (MLIS) from an American Library Association-accredited program;
- Minimum of ten (10) years of progressively responsible library experience, of which at least four (4) years should be in a lead, supervisory, or management capacity.

Additionally, the following is preferred:

- Proficient in Spanish
- Experience leading funding ballot measures

PHYSICAL DEMANDS

This position requires the ability to work in a standard office setting using standard office equipment (computer, copier, phone, file cabinet) and in the public spaces of the library branches. Occasionally, it is necessary to transport items that weigh less than 20 pounds.

The ability to effectively transport self both within and outside the Library District for required meetings, events, programs, Branch visits, and professional development is required.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

NOTICE

This job description is not intended to be a comprehensive list of activities, duties, or responsibilities for this job. The duties, expectations, and actions listed for this role may change at any time with or without notice.

EEO STATEMENT

We believe diversity makes us stronger. Garfield County Public Library District provides equal employment opportunities to all employees and applicants without regard to sex, gender identity or expression, sexual orientation, genetics, race, color, religion, national origin or ancestry, genetic information, disability, military or Veteran status, age, or any other characteristic protected by law.

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: New Castle Library partnered with the town's Climate and Environment Commission to host a water conservation documentary and an expert panel discussing practical conservation steps residents can take at home.

Goal #2: Local History. Preserve and promote the richness of our local history by working with partners to collect, archive, and share resources that reflect the unique heritage and experiences of our community.

Achievements to Date: An archivist from the Glenwood Springs Historical Museum completed an analysis of the New Castle Library's historical collection and provided recommendations for future digitization projects.

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: Glenwood Springs Library partnered with the Colorado Talking Book Library to introduce its statewide book service for the visually impaired.

The weekly Spanish-language grandparents program at the Glenwood Springs Library fosters social connection and community connection among seniors.

Goal #5: Mental Health: Partner with community agencies to create and offer programs and services that educate the community about mental health care and provide access to resources, promoting mental wellness and reducing stigma.

Achievements to Date: The Sacred Connection program, focused on meditation, journaling, and movement, is ongoing at multiple library locations.

Glenwood Springs Library and Garfield County Public Health are partnering on a nine-month mental health program series beginning in January.

Carbondale Library, Sopris Lodge, and HomeCare and Hospice of the Valley are partnering on a six-part grief support program series.

Fostering Early Literacy

Goal #1: Reading Readiness: Garfield County Libraries will plan and implement outreach programs, early literacy workshops and early literacy programs.

Achievements to Date: The library's 1000 Books Before Kindergarten program was promoted in January's district newsletter.

Goal #2: Staff Growth & Development: Ensure staff has necessary, ongoing education and resources to provide meaningful and relevant early literacy services.

Achievements to Date: Silt Library's Youth Services Coordinator presented at the Colorado Library Consortium's winter workshop on his music and movement program, Shake Your Sillies Out, which incorporates the five early literacy practices.

Enhancing Spanish Services

Goal #2: Programming: We will expand Spanish/Bilingual Programming at all branches.

Achievements to Date: An English Conversation Circle is launching at the New Castle library.

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: The Human Resources Department conducted a survey of long-term employees to gather input into why they have remained with the library district through multiple transitions and challenges.

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: Spring Staff Day will take place in mid-February and will include learning opportunities and team-building activities.

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: The new hold pick-up locker was installed outside the Parachute Library. Pending town permits, hold lockers are coming soon to Silt and New Castle libraries.

Finance Report, February 2026

By Kevin Hettler, Chief Financial Officer

The following charts depict all revenues received and expenditures made from 1/1/25 through 12/31/25.

Total revenues received as of 12/31/25 are \$13,620,976.

Total expenditures made as of 12/31/25 are \$12,339,273.

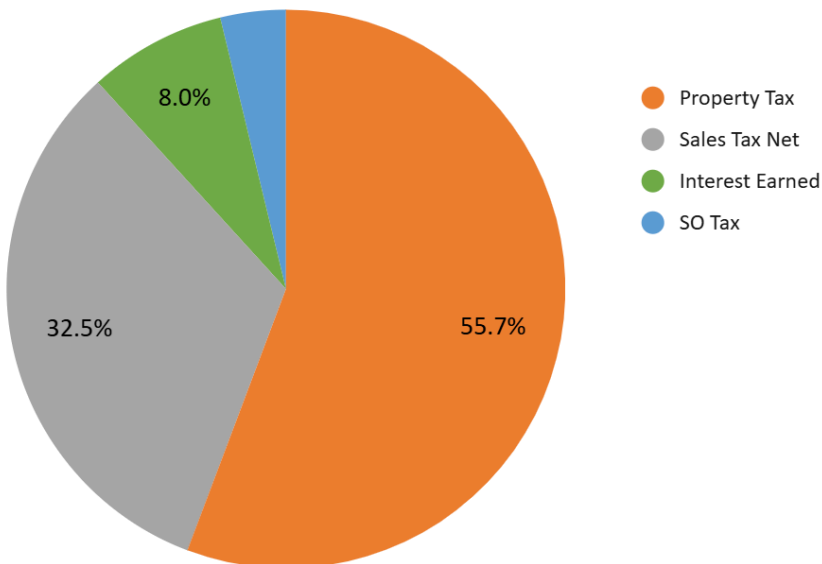
100% of the year has elapsed as of 12/31/25.

105% of budgeted revenue (\$12,866,044) has been received.

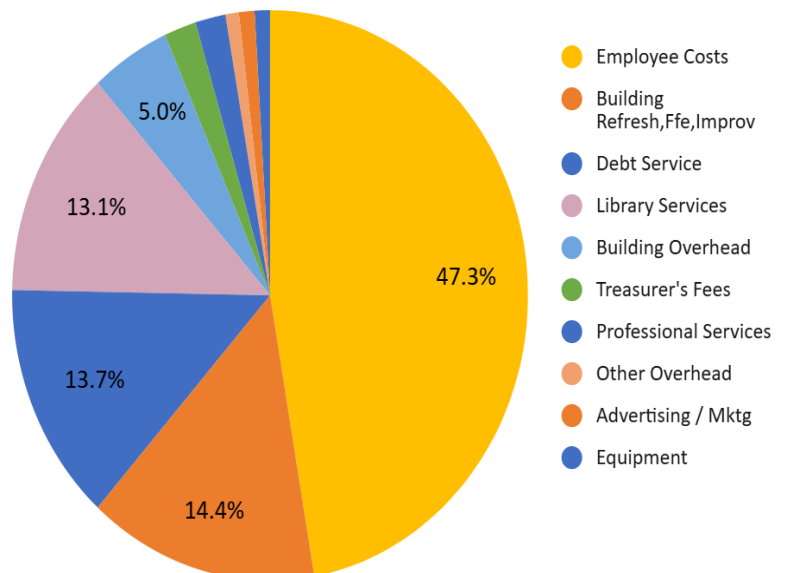
91% of budgeted expenditure (\$13,509,728) has been made.

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

YTD Revenues through 12/31/2025



YTD Expenditures through 12/31/2025



Garfield County Public Library District

Profit & Loss Budget vs. Actual Jan - Dec 2025 (*DRAFT-unaudited*)

	Jan - Dec 2025			Footnotes	Jan - Dec 2024	\$ Increase / (-Decrease) in
	Actual	Annual Budget	% of Annual Budget		Actual	Actual '24 to '25
Income						
40100 · Sales Tax Revenue	4,540,888	4,250,000	106.84%		4,710,555	-169,667
40102 · Sales Tax Refunds	-144,619	-80,000	180.77%		-38,478	-106,141
40200 · Property Tax Revenue	7,536,576	7,512,712	100.32%		10,226,743	-2,690,167
40300 · Specific Ownership Tax Revenue	512,133	500,000	102.43%		558,243	-46,110
40900 · Interest Earned on Investments	1,077,194	600,000	179.53%	1.	1,128,866	-51,672
41000 · Grants	27,104	18,223	148.73%	2.	31,542	-4,438
41200 · Other Revenue	35,424	30,236	117.16%		35,432	-8
41210 · Lease Revenue (gasb 87)	10,671	10,671	100.0%		10,047	624
41220 · Interest Revenue (gasb 87)	9,202	9,202	100.0%		9,436	-234
41300 · Solar Rebates	5,014	7,000	71.63%		6,274	-1,260
42000 · Branch Revenues	11,389	8,000	142.36%		42,950	-31,561
Total Income	13,620,976	12,866,044	105.87%		16,721,610	-3,100,634
Expense						
50001 · Treasurer's Fees	246,062	243,654	100.99%		298,044	-51,982
50005 · Debt Service	1,673,739	1,673,739	100.0%		1,659,800	13,939
51000 · Employee Costs	5,792,379	6,091,082	95.1%		5,169,888	622,491
52000 · Library Services	1,600,539	1,611,783	99.3%		1,572,962	27,577
53000 · Professional Services	232,687	228,791	101.7%		224,384	8,303
54000 · Building Overhead	608,419	942,069	64.58%		563,708	44,711
54500 · Bldg Refresh, Furniture, Improv	1,763,683	2,209,000	79.84%	3.	118,475	1,645,208
55000 · Equipment	117,634	175,590	66.99%		386,756	-269,122
56000 · Other Overhead	102,529	98,893	103.68%		95,245	7,284
57000 · Advertising & Marketing	120,095	144,660	83.02%		140,556	-20,461
58000 · Vehicles	9,130	18,400	49.62%		11,483	-2,353
59000 · Partnerships	72,377	72,067	100.43%		68,794	3,583
Total Expense	12,339,273	13,509,728	91.34%		10,310,095	2,029,178
Net Income	1,281,703	-643,684			6,411,515	-5,129,812

Footnotes:

1. Interest rates remained above budget for most of 2025.
2. Includes \$3438 safety grant and \$1200 storycorp grant not budgeted
3. Includes PA NC renovation and SI awning

Garfield County Public Library District

Balance Sheet December 31, 2025 (DRAFT-unaudited)

ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	843,792.73
10050 · Colo Trust - General	24,678,982.72
10055 · C-Safe	63,091.41
10060 · Alpine Bank- Payroll(..8785)	1,973.12
10070 · Alpine Bank - Flex(..0583)	1,790.90
11010 · CS-23652000-Annual Interest P	99.66
11050 · CS-23652001-Annual Princ. Pmt	1,251.42
Total Checking/Savings	25,590,981.96
Other Current Assets	
12031 · Account Receivable	8,023.47
12100 · Property tax transfer by Treas	6,677,858.00
12250 · Leases Receivable	384,281.31
Total Other Current Assets	7,070,162.78
Total Current Assets	32,661,144.74
Other Assets	
18400 · Prepaid Exps	40,628.87
18500 · Prepaid Ins	91,559.00
Total Other Assets	132,187.87
TOTAL ASSETS	32,793,332.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	93,824.21
Total Accounts Payable	93,824.21
Credit Cards	
20510 · Alpine Bank Purchase Card	17,169.76
Total Credit Cards	17,169.76
Other Current Liabilities	
20660 · Grants Payable	8,042.97
21100 · Other Payroll Payables-	1,823.96
21200 · Payroll Payable-	149,608.00

Total Other Current Liabilities	159,474.93
Total Current Liabilities	270,468.90
Long Term Liabilities	
22100 · Deferred Property Tax Revenue	6,677,858.00
22250 · Deferred inflow - verizon lease	384,281.31
Total Long Term Liabilities	7,062,139.31
Total Liabilities	7,332,608.21
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	1,281,702.74
Total Equity	25,460,724.40
TOTAL LIABILITIES & EQUITY	32,793,332.61

SALES TAX COMPARISON REPORT

	2022	% Incr -Decr from prior yr	2023	% Incr -Decr from prior yr	2024	% Incr -Decr from prior yr	2025	% Incr -Decr from prior yr
January	282,424.27	18.84%	335,755.71	18.88%	354,405.73	5.55%	329,553.69	-7.01%
February	313,056.99	38.77%	321,339.27	2.65%	333,667.13	3.84%	322,519.31	-3.34%
March	293,864.24	-2.79%	395,859.72	34.71%	359,244.54	-9.25%	385,795.97	7.39%
April	356,615.85	14.18%	369,805.64	3.70%	355,805.99	-3.79%	371,274.19	4.35%
May	357,069.28	-1.73%	411,190.92	15.16%	383,795.26	-6.66%	412,789.75	7.55%
June	414,125.44	16.96%	434,620.76	4.95%	421,162.60	-3.10%	452,564.74	7.46%
July	414,876.04	16.86%	437,099.52	5.36%	425,889.65	-2.56%	485,586.55	14.02%
August	434,258.56	36.78%	446,230.27	2.76%	424,282.46	-4.92%	415,548.79	-2.06%
September	408,238.24	13.99%	431,588.03	5.72%	418,497.93	-3.03%	404,314.74	-3.39%
October	390,686.93	17.51%	409,219.69	4.74%	395,722.34	-3.30%	400,676.00	1.25%
November	375,740.34	20.93%	381,767.36	1.60%	374,220.79	-1.98%		0.00%
December	425,100.13	13.22%	424,728.21	-0.09%	418,312.15	-1.51%		0.00%
TOTAL	4,466,056.31	16.17%	4,799,205.10	7.46%	4,665,006.57	-2.80%	3,980,623.73	2.79%

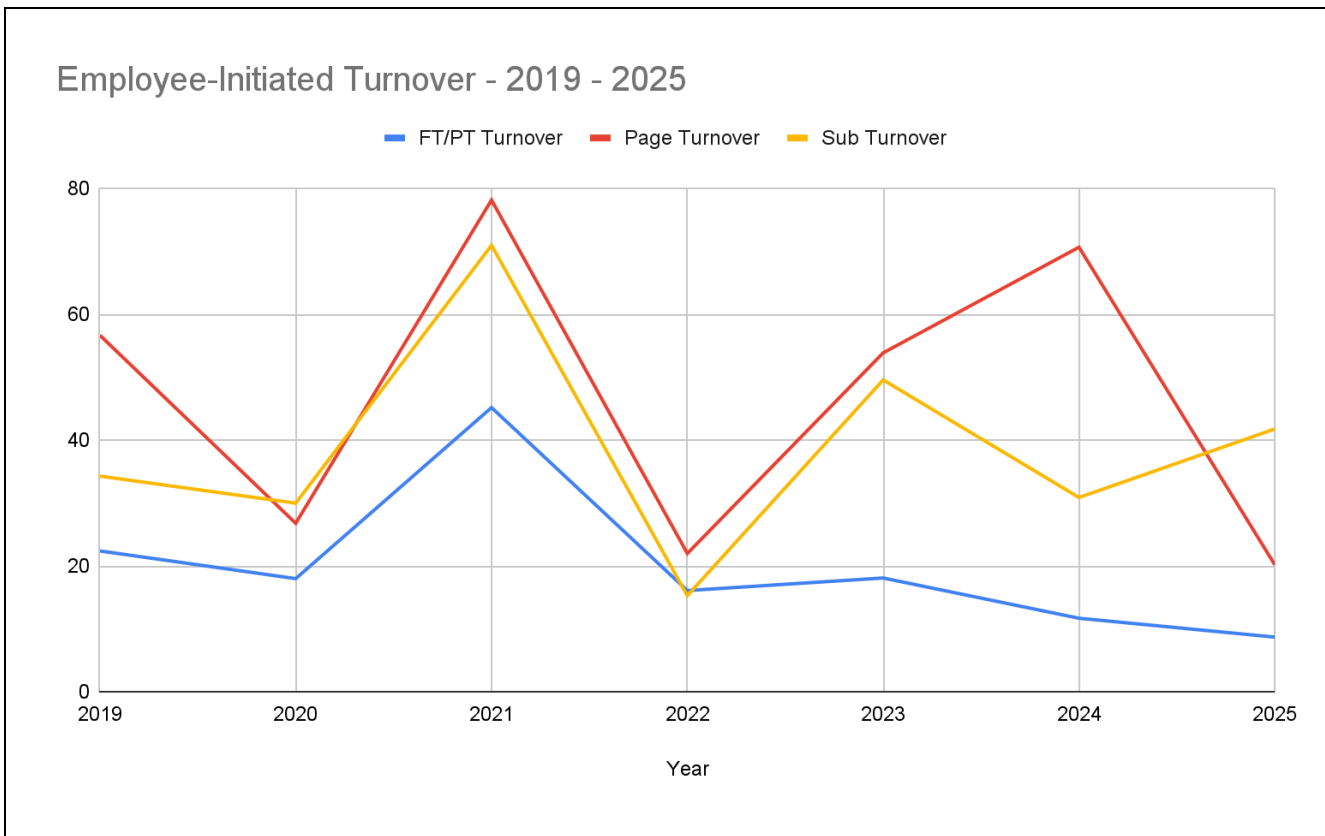
Human Resources Report, February 2026

By Kim Owens, HR Director

Our 2025 employee-initiated turnover rate for full and part-time staff was 8.7%, which is down from 11.7% in 2024. This record low turnover is the result of making good hiring decisions, intentional work to understand and deliver on what our staff want from us as their employer, continuing to prioritize competitive wages and benefits, and investing in the development of our people managers and staff at all levels; it also demonstrates our staff's commitment to the work of public libraries and their investment in our communities. Moving out of the area and needing higher pay or more hours were the top two reasons staff left GCPLD in 2025.

Our 2025 turnover rates for Library Pages and Substitutes were 20.2% and 41.8%, respectively. These two positions typically experience higher rates of turnover for a variety of reasons, including moving out of the area, needing more hours, and being unable to continue to commit to the two-shift per month minimum for Subs.

Below is our turnover data from 2019 to 2025, which represents all employee-initiated separations for each year. The 2019 to 2024 report, included in the March 2025 board report, included all separations, including those initiated by GCPLD.



Year	FT/PT	Page	Subs
2019	22.4%	56.7%	34.3%
2020	18%	26.8%	30%
2021	45.2%	78.2%	71%
2022	16.1%	22%	15.3%
2023	18.1%	53.9%	49.6%
2024	11.7%	70.7%	30.9%
2025	8.7%	20.2%	41.8%

For additional context, the Employers Council 2024 HR Metrics Survey, published in October 2025 and based on data collected in August 2024, revealed that the average turnover for employee-initiated separations for all reporting employers (private and government included) on Colorado's Western Slope was 16%, and in Resort Areas, 17.6%. Western Slope includes Parachute, Rifle, Silt, & New Castle, and Resort Areas include Glenwood Springs & Carbondale.

Staff Education and Development update

Our All Staff Training Day is scheduled for February 16. Librarians from Mesa County Libraries will be presenting on the science behind burnout, Jamie will discuss how libraries can intentionally transform lives, and Nancy will lead us through customer service training. Our staff training days are invaluable as they are one of the few times each year we all gather to learn together and strengthen our team bonds.

Recruiting and Staffing update

We are in the unusual position of having two full-time Library Associate positions open at the same time - one in Rifle and one in Silt. The Rifle position is vacant because a staff member promoted into the Assistant Branch Manager role, and the Silt position is vacant due to a staff departure. These positions are currently open to internal candidates only. This is a great opportunity for our staff to move into a role with more responsibilities, higher pay, and benefits.

Staffing Report - Since 12/22/2025

New Hires: 1

- Substitute - Carbondale - 1/5/2026

Promotions/Transfers: 1

- Library Assistant - Rifle, 20hrs/week transferred to Substitute

Vacancies: 3

- Library Associate - Rifle, 40hrs/week
- Library Associate - Silt, 40hrs/week
- Library Assistant - Parachute, 18hrs/week

Departures: 3

- Library Assistant - Parachute, 24hrs/week - 1/3/2026
- Library Associate - Silt, 40hrs/week - 1/12/2026
- Substitute - Parachute - 1/15/2026

Additional Staffing Information:

Headcount as of 12/22/2025 (includes staff who are on extended leave):

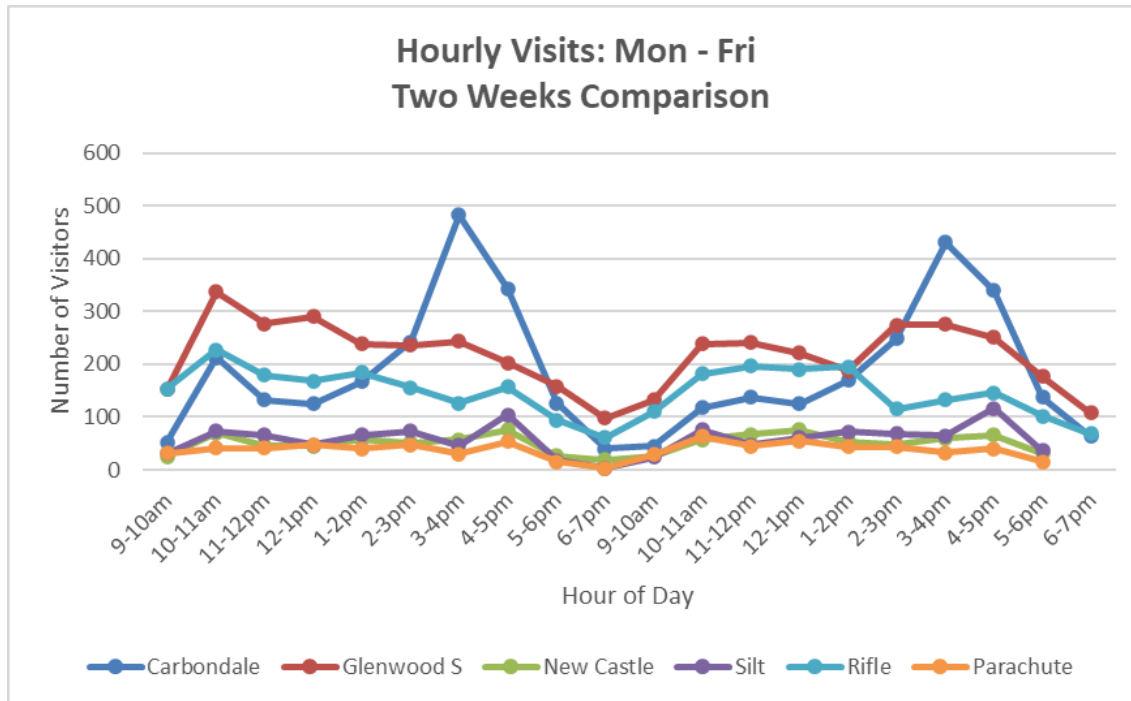
- 94 total staff members (includes Subs)
- 48 benefit-eligible staff (32 - 40 hours per week); 30 part-time staff (less than 32 hours per week); 16 Substitutes (no regularly scheduled hours)
- 65.525 FTE

Active FT & PT Staff Stats by Location – 1/22/2026					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week (total of all staff)</u>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	9.50	14	380	6	8
Glenwood	9.05	12	362	6	6
New Castle	6.25	8	250	4	4
Silt	4.95	6	198	4	2
Rifle	7.45	10	298	4	6
Parachute	5.65	7	226	4	3
Support Services	20.30	21	812	20	1
Grand Total	63.15	78	2526	48	30

Branch Libraries Report, February 2026

By Nancy Barnes, Branch Libraries Director

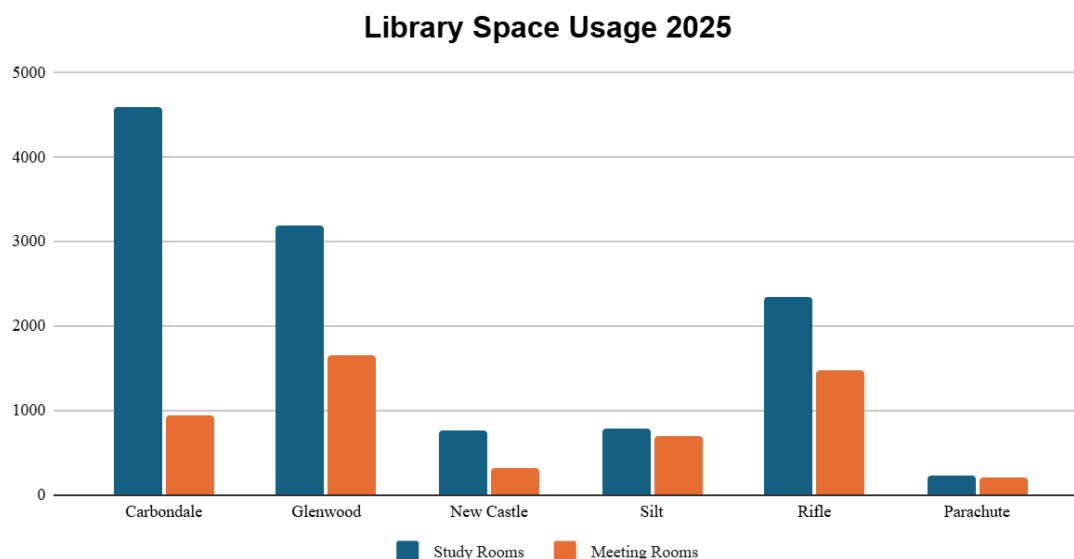
In January, libraries implemented new operating hours. All locations now open at 9:00 a.m. Carbondale, Glenwood, and Rifle remain open until 7:00 p.m. Monday through Thursday, while New Castle, Silt, and Parachute close at 6:00 p.m. New Castle, Silt, and Parachute are closed on Sundays, and Parachute has shortened Saturday hours. Libraries report that patrons are pleased by the earlier opening hours.



Carbondale, Glenwood, and Rifle libraries share the same schedule, operating 59 hours per week. New Castle and Silt libraries share the same schedule, operating 50 hours per week. Parachute is open 47 hours per week.

Library spaces were in high demand in 2025. Study room use increased at all libraries except Parachute, which experienced around eight weeks of limited access during its remodel. Meeting room use grew significantly at all libraries, with triple-digit growth at every location except New Castle, which was also affected by an

eight-week remodel.



Carbondale

We have two important film screenings coming up: We're hosting "The Librarians" at the Crystal Theatre on February 5, and we'll screen "Screenagers: Elementary School Age Edition" on February 25, followed by a discussion led by Amanda Petersen, executive director of Focused Kids.

We recently hosted our first community interview focus group. Jess Peterson and Scooter Fungler led the discussion with six engaged local twenty-somethings as they offered their insights and shared their vision for our community. It was a valuable experience and we learned a lot from this experience.

Glenwood Springs

Trary LaMee created a display and surprised colleague Shirley Helmer with a Winter Reading Display that featured the five pieces of original art that Shirley had created for the Winter Reading program.

Kathleen Kline celebrated her first anniversary at the branch in January. In addition to page duties, Kathleen received training to start collection management work, so that the condition of our materials meet the expectations of our patrons.

Youth Services Coordinator Mx Red recently assisted a struggling family during a recent SPARK session. Red offered guidance on academic and attention-related concerns, explained available educational supports, and shared practical tools and strategies to aid the child's focus. The interaction reinforced the library's role as a trusted, supportive resource for families and contributed to increased confidence for both the child and caregiver.

New Castle

In 2025, the library offered 300 programs to the community, including 191 in English, 29 in Spanish, and 80 bilingual programs. An intentional focus on program quality over quantity allowed staff adequate time to plan and deliver high-quality experiences while avoiding burnout, resulting in increased attendance. The strong community response demonstrated the value of this approach. In 2026, the New Castle team will continue to offer a full year of fun and educational opportunities for the community.

Silt

Early morning storytimes are gaining attendance, and outreach efforts are strengthening connections with families. Staff participation in the elementary school Literacy Night expanded the library's community reach. Local schools have also invited library staff to attend faculty meetings and larger school events, signaling growing trust and deeper collaboration.

Teen use of the library is increasing, and the Circle of Friends program for adults with disabilities continues to thrive, with steady attendance and high engagement. Science Take-and-Make activities are also seeing strong participation. Following the loss of a full-time staff member, the branch is moving forward with rehiring with a focus on support for all ages programming.

Rifle

A significant highlight was the launch of Lift Up food distributions at the Rifle Branch Library. Lift Up officially began operating out of the library's classroom space in early January and resumed regular food distributions on Tuesdays and Fridays. To date, approximately 25–35 families have been served on each distribution day, underscoring the library's important role in supporting essential community needs.

The Rifle Branch Library is nearly fully staffed, with one full-time (40-hour) position currently vacant. This position was posted in early January.

Parachute

The Parachute Library began the year with the installation of a new mural created by a local Parachute artist. Monthly highlights included the Fantasy Festival, which featured eight vendors and attracted more than 100 patrons. The library also piloted a new hold locker, offering patrons the convenience of retrieving materials at any time, regardless of library hours.



New mural in the children's room in Parachute.



Families enjoy Parachute Library's Fantasy Festival.



New hold locker with overhead canopy.



Glenwood Springs staff member Shirley Helmer is honored by her colleagues for her winter reading art designs.

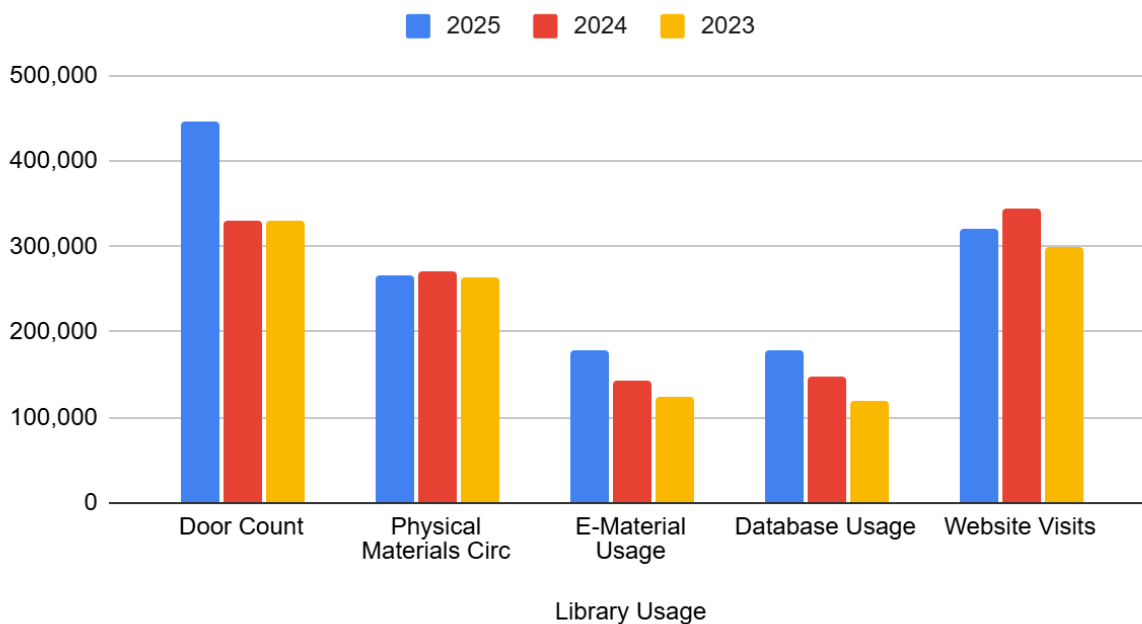
Circulation and Collections Report, February 2026

By Jenn Cook, Technical Services Director

4th Quarter 2025 Usage Statistics

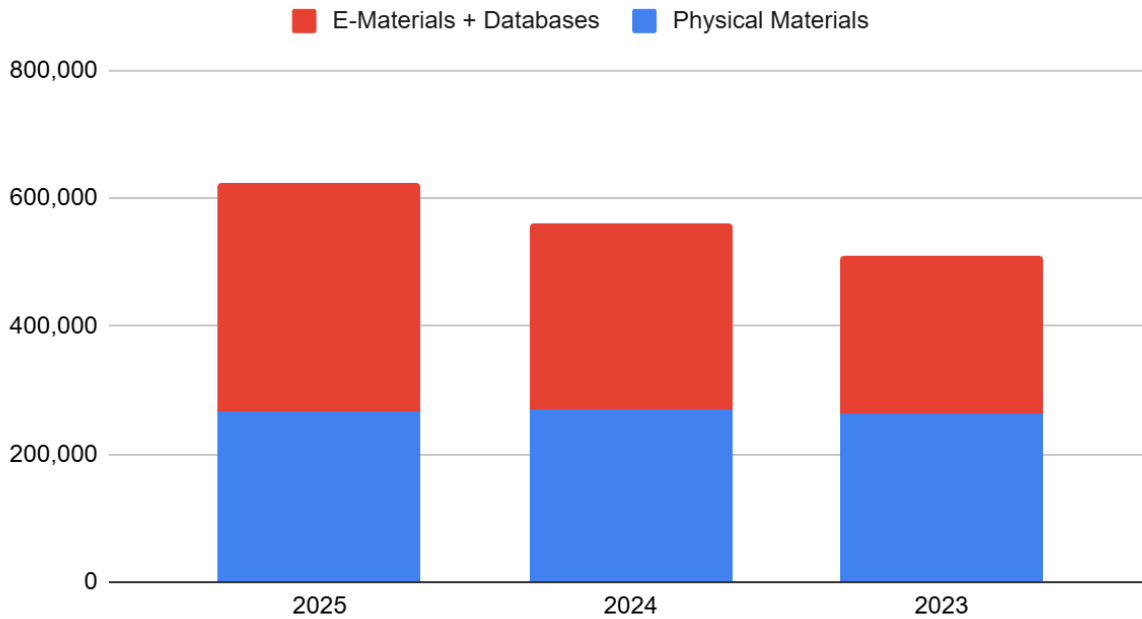
Overall, patron engagement remains strong, with more people using the library in digital ways. Combined e-materials and database use grew nearly 20%, continuing a clear upward trend and showing strong demand for online resources. Physical circulation held steady, even with a 35% increase in people coming through our doors. That tells us that while more patrons are visiting the library, they're using it in different ways than before. Website visits dipped by about 7%, which may reflect changes in how patrons are finding and accessing services.

Library Usage 2023 - 2025



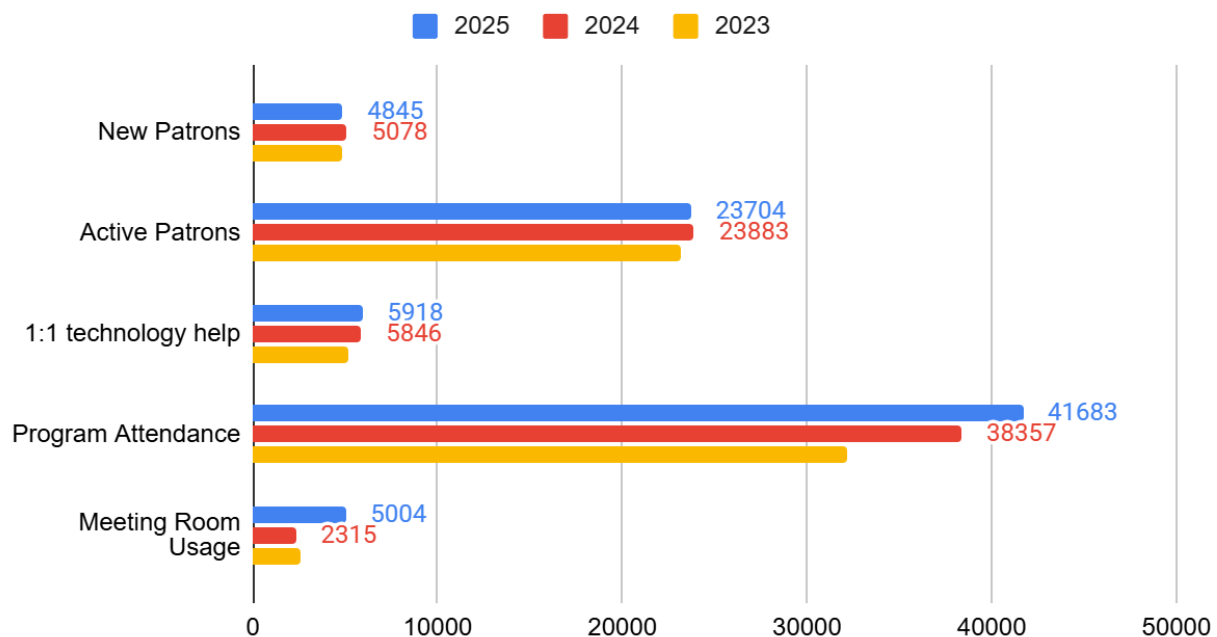
The next chart combines streaming, database, and e-material use to show the full picture. In 2024, digital use surpassed physical circulation for the first time, and that gap widened in 2025. Digital use now makes up 57% of total circulation. At the same time, physical books are still circulating at strong levels, which means our work continues to require a balance of digital support and hands-on assistance with physical materials.

Circulation and Usage 2023 - 2025

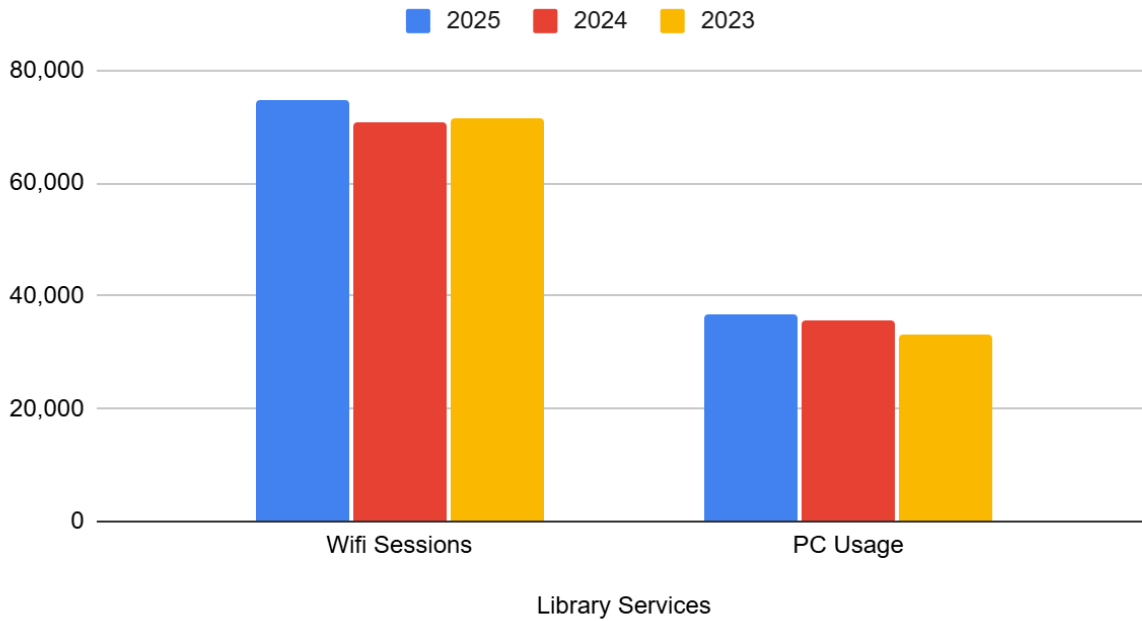


In-person use of the library continues to grow. Program attendance increased nearly 9%, and meeting room use more than doubled, while new and active patron numbers stayed fairly steady, pointing to a loyal, consistently engaged community. Technology services also saw continued growth, including increases in Wi-Fi sessions, public PC use (shown separately due to scale), and one-on-one technology help.

Patrons 2023 - 2025



Computer Services 2023 - 2025



Taken together, this data reinforces what we heard through community interviews and what’s outlined in our long-range plans, that our libraries are increasingly valued as places for connection, learning, and technology access in addition to checking out materials. Ongoing growth in digital use supports continued investment in e-resources and digital services, while strong in-person engagement creates opportunities to turn visitors into active, long-term library users.

Marketing Report, February 2026

By James Larson, Communications and Marketing Director

Winter Reading Challenge

We are now almost a month into the Winter Reading Challenge which ends on February 28th. The theme this year is "Cozy Reads." This is a program for adult patrons (kids get the huge Summer Reading Challenge). Patrons are encouraged to stop by their local library branch to sign up and pick up a fun mug and a bingo card to start the reading challenge. The bingo cards encourage patrons to explore reading by challenging them to read things they might not normally read, such as a different genre, a non-fiction book, or explore other library resources such as audio and eBooks. Patrons read books and bring back their completed bingo card for a chance at some great prizes!

Once registered, participants are eligible to win a \$25 gift card from their local library. We'll have a drawing for one gift card each week at each branch library. When a patron completes the challenge they'll be eligible to win a Grand Prize Winter Reading Basket that will be raffled off at the end of the challenge. Each library will have a grand prize to give away.

New Spanish resource page on the website (Recursos para Hispanohablantes)

I'm happy to announce that we have a new Hispanic resource page on the website, Recursos para Hispanohablantes. This is located under the "Library Services" tab dropdown menu and has a homepage slide to promote it. It has brief references to many of our services as well as featured digital resources, links to materials in Spanish, and a list and description of various community resources. Staff members are encouraged to talk about this new resource with their Spanish speaking patrons, for example when signing someone up for a library card, at outreach events, and at any of your Spanish language programming.

<https://gcpld.org/library-services/recursos-para-hispanohablantes/>

GCPLD podcasts

In December we launched our new podcast series which can be found on our youtube channel and on Facebook. Our first topic was Shirley Jackson's stories, plus an interview with Jamie. Our next episode will feature a book discussion along with a talk on mental health needs and services in the valley. Here is the link to our first podcast:

<https://www.youtube.com/watch?v=llQpoKOU3CM>

Second screening of *The Librarians*

On Feb 5th we will host our second screening of the documentary, *The Librarians*, at the Crystal Theatre in Carbondale. The film examines how libraries across the country are facing restrictions on library content and how librarians are filling the role as first responders to the fight to protect First Amendment rights and the freedom to read.

Social media analytics

Followers:

Facebook – 4,427 (37 new followers)

Instagram – 1,854 (47 new followers)

Email Newsletter – 25,700 (up over 5,600 patrons)

Facebook Views* 43,800 (up 23%)

Instagram Views*: 6,500 (up 11%)

Top Facebook Posts

La Posada in New Castle in December





Books in Bars in Carbondale



January events at the branches




New Holds lockers in Parachute

**Garfield County Libraries**
Published by [James Larson](#) ·
January 9 at 9:43 AM · 

New Holds Lockers at the Parachute Branch Library

Way to Pick Up Your Next Read
Cited to make holds pickups more convenient for our Parachute community! Hold Lockers are now available at the Parachute Branch Library, giving you a secure place to pick up your reserved materials—day or night.

If your schedule is packed or you just need 24-hour access, lockers make it easy. No lines, no waiting, and no staff assistance needed. Simply stop by when it works for you and stay connected to the services your library has to offer.



Patrons Love Hold Lockers

Convenience
For busy families, working adults, and anyone with non-traditional schedules—pickups are available day or night.

Efficiency
Streamline the pickup process, reducing staff workload and helping library operations run smoothly.

Accessibility
Lockers can be installed in flexible locations like **library vestibules, community center lobbies, and other convenient spots**—making the library easier to access for remote locations or patrons with mobility challenges.

Security
Materials are stored in **electronically locked compartments**, often monitored by cameras, ensuring they are retrieved by the correct user.

Roaring Fork Youth Orchestra



Garfield County Libraries

Published by [Brendan J Peters](#) ·
December 28, 2025 at 6:13 PM ·

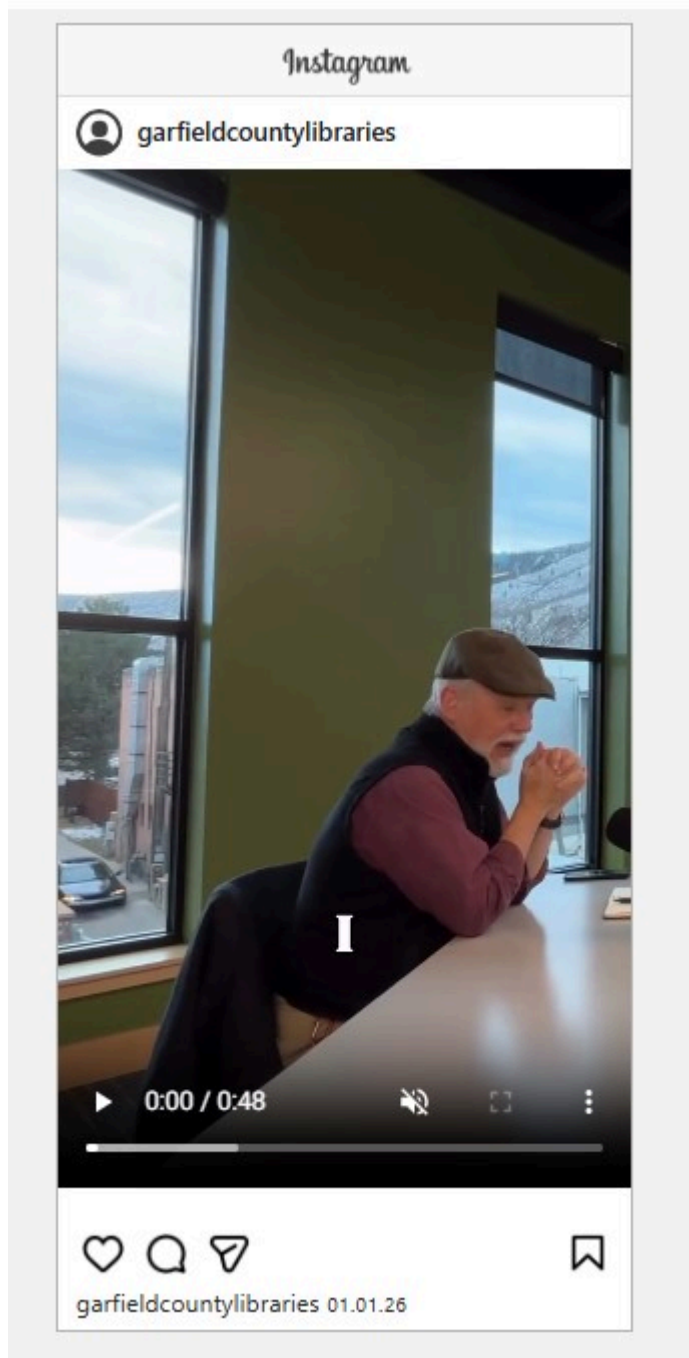


The Roaring Fork Youth Orchestra had us all singing along to classic holiday songs this month at the Silt branch library. 🎻
It was a joy. Thank you to all who came over to listen!



Top Instagram Posts

Inaugural Podcast interview with Jamie



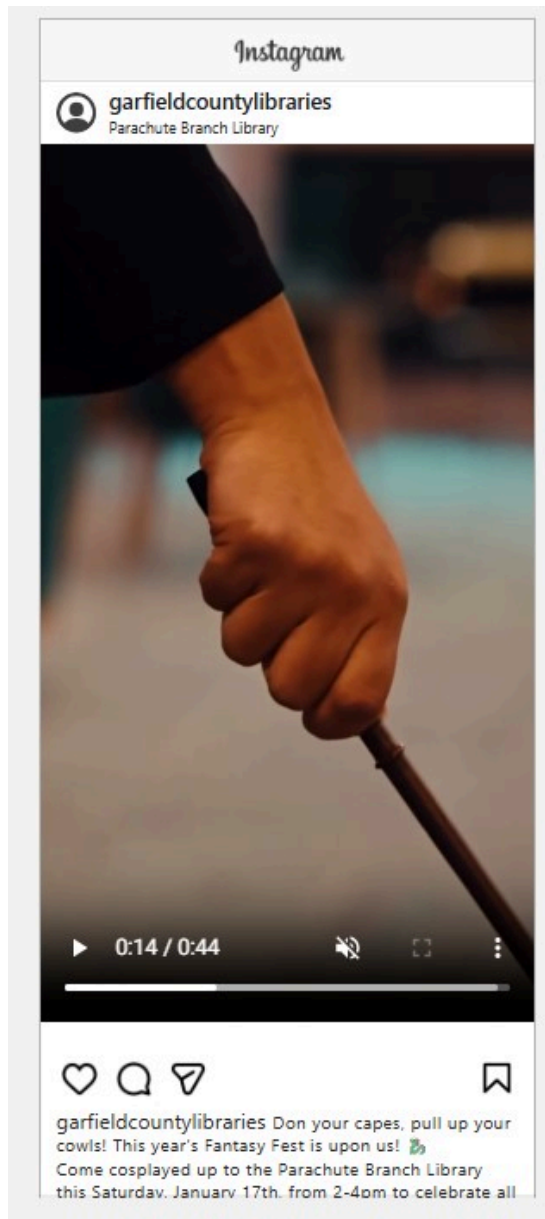
Celebrating Garfield County Writing Month (GarCoWriMo)



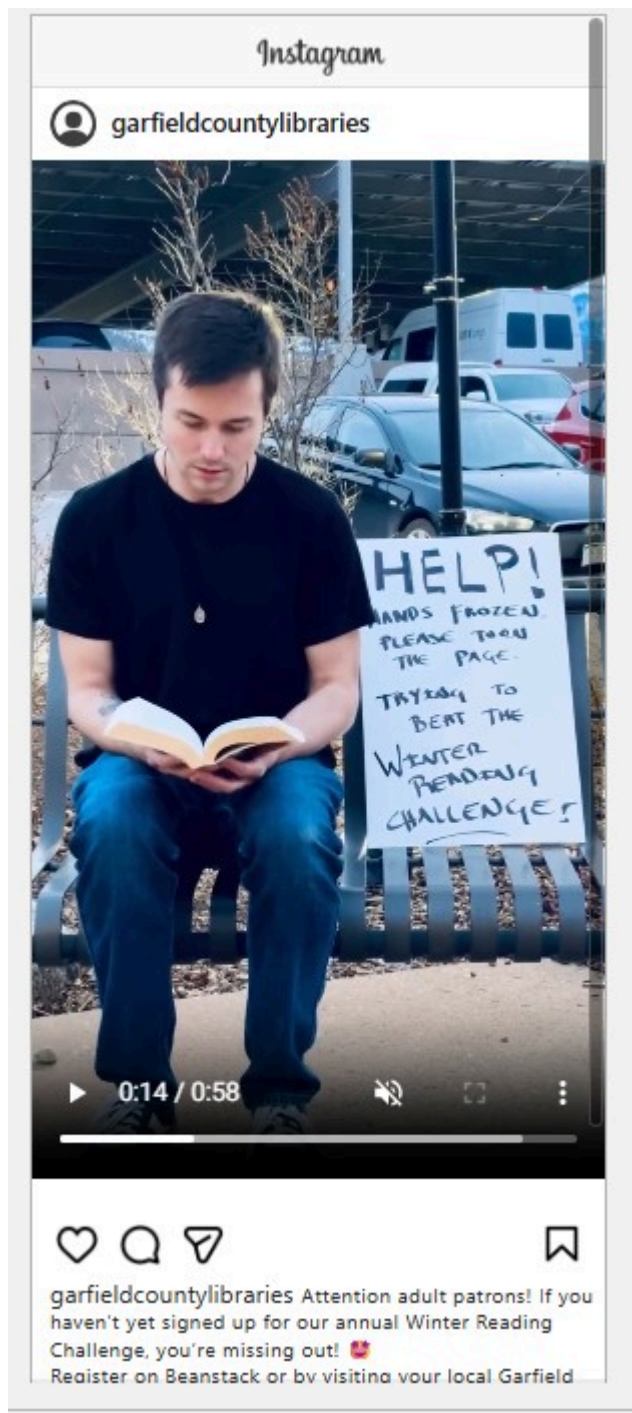
garfieldcountylibraries GarCoWriMo, our local writing program, launched last Fall. It was a huge success, and the winners have since been announced! 🎉 Their work is now readable in our collection on Biblioboard. Thank you to all the writers and partners who participated in it. We look forward to seeing you all this Fall for the 2nd year of GarCoWriMo. 🍂

Access that collection by using the "Find Your Library" function on Biblioboard, accessible from our webpage at: gcpid.org/elibrary/ebooks-audiobooks#/ or directly from biblioboard.com

Promoting Fantasy Fest at Parachute



Promoting the Winter Reading Challenge



January events at GCPLD



In the news

https://www.aspendailynews.com/news/garfield-county-libraries-director-to-retire/article_9ff71c78-85ee-447a-9652-2d1c1959877e.html

<https://soprissun.com/literate-life-library-director-begins-a-new-chapter/>

<https://aspenjournalism.org/garfield-county-libraries-director-announces-retirement-encourages-community-to-protect-the-freedom-to-read/>

<https://www.postindependent.com/news/parachute-branch-library-implements-new-locker-system-for-holds/>

<https://www.postindependent.com/news/lift-up-opens-new-rifle-food-pantry/>

<https://www.postindependent.com/news/garfield-county-commissioners-appoint-new-library-board-trustees-sign-letter-supporting-speed-act-and-more-at-first-meeting-of-the-year/>

<https://soprissun.com/library-board-candidates-chime-in-on-restricted-access/>

Programs and Events, December 2025

By Alex Garcia-Bernal, Education & Events Manager

Special Events:

The Garfield County Public Library District continued their holiday events season throughout the month of December.

The New Castle Library was part of the town's tree lighting event, and featured reindeer during the activities on Friday December 5th. The Rifle Library participated in their Hometown Holidays event on Saturday December 7th. The Parachute library hosted an Elve's Attic holiday mug design workshop for kids on Saturday December 13th. The New Castle and Silt Libraries hosted their annual bilingual holiday Posada celebration at Coal Ridge High School on Saturday December 13th. The Carbondale Library hosted a Gingerbread House making contest on Sunday December 14th, they also hosted a reindeer presentation on Wednesday December 17th. The Silt Library hosted a Paw-liday Cheer program in which families were invited to bring their pets for a community social on Thursday December 18th. The New Castle Library hosted a Winter Solstice Craft workshop on Saturday December 20th. The Silt Library hosted a Christmas Crafts workshop on Saturday December 20th. The Parachute Library hosted a Sweet Little Home craft workshop on Monday December 22nd.

The Glenwood Springs hosted their final GarcoWrimo party for their writing event on Thursday December 4th. The Parachute Library hosted a special presentation on "What IS a Library District?", on the topic of the future of our local libraries on Monday December 1st.

Storytimes:

The Rifle Library hosted their regular Storytime each Thursday in December, and their Bilingual Sensory Storytime on Tuesdays December 2nd and 16th, and their bilingual Baby and Me Storytime on Monday December 8th. The Carbondale Library hosted their Toddler Storytime and Baby Storytime each Tuesday, and their Preschool Storytime each Friday in December. The Glenwood Springs Library hosted their Bookworm Babies Storytime each Tuesday, their Preschool Storytime each Tuesday and their SENSEational Stories and Squiggles storytime each Thursday in December. The Silt Library hosted their regular Storytime each Wednesday in December. The New Castle Library hosted their regular Storytime each Tuesday and Wednesday in December. The Parachute Library hosted their regular Storytime each Wednesday in December.

Library Children Events:

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 and Glenwood libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in December. The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in December.

Partnered Children Events:

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

The Carbondale Library hosted their Paws to Read adoption program with the pet shelter on Tuesdays December 2nd and 16th. The Silt library hosted a presentation on Raising Kids in a Digital World with Sesame Workshop on Tuesday December 16th.

Teen/Tween Events:

The Parachute Library hosted their Teen Maker Space workshops each Monday in December and their Teen Advisory Board on Saturday December 6th. The Rifle Library hosted their Madness Mondays teen program each Monday in December. The Glenwood Springs Library hosted their Smash Brothers and Craft game program on Thursday December 4th, their Magic in the Library game program on Saturday December 6th and Thursday December 18th, and their Dungeons and Dragons program on Saturday December 20th. The Rifle hosted their tabletop gaming program for teens, Dragon Lair, on Fridays December 5th and 19th. The Silt Library hosted a Lego Club program on Friday December 5th. The Carbondale Library hosted their Coding Club with the Aspen Science Center on Tuesday December 9th.

The Parachute Library hosted their Social Roots program, aimed to help kids interact with their peers, on Friday December 19th.

Family Events:

The Rifle Library hosted their Curious Minds homeschool group on Thursday December 11th, Fridays December 12th and 26th. The Silt Library hosted their Bilingual Loteria Game Night on Thursday December 11th.

Book Clubs:

The Silt Library hosted their evening romance book club, *Happily Ever After Dark*, on Tuesdays December 2nd and 16th, and their Book Club on Thursday December 18th. The Rifle Library hosted their Friends of the Library Bookclub on Wednesday December 10th. The Carbondale Library hosted their Nonfiction Bookclub and Spanish Bookclub on Thursday December 11th, their Third Thursday Book Club on December 18th, and their Last Monday Bookclub on December 29th. The Parachute Library hosted their new nonfiction bookclub, *Back to Reality* on Thursday December 18th, and their fantasy bookclub, *Escape Reality* on Sunday December 28th.

Partnered Adult Events:

The Carbondale Library hosted their weekly Open Hours program with English in Action each Monday in December and with CMC each Wednesday in December. The Glenwood Springs Library hosted their memoir writing workshop, *Your Story, Your Life* on Fridays December 5th and 19th, and hosted the Glenwood Genealogy Group on Friday December 5th. The Rifle Library hosted a Harm Reduction open hours with High Rockies Harm Reduction on Saturday December 13th.

Adults Arts and Crafts:

The Rifle Library hosted their Spice of the Month craft kit club on Monday December 1st. The Carbondale Library hosted their knitting club, *In Stitches*, each Monday in December. The Glenwood Springs library hosted their monthly Writing Workshop on Thursday December 11th, their Storytelling and Journaling workshop on Sunday December 14th, their Creative Writing Club on Wednesday December 17th, and their Poets and Writers group on Sunday December 21st. The New Castle Library hosted their Take and Make Craft Kits on Monday December 22nd.

Adult Education Events:

The Silt Library hosted their ESL Classes, with CMC, each Monday and Wednesday in December, ending on December 10th for the semester. The Rifle hosted their Basic Computer classes on Tuesday December 2nd and 16th, and their English/Spanish conversation circle each Wednesday in December. The Rifle Library hosted a virtual Spanish language financial education program each Thursday in December. The Carbondale Library hosted their Spanish Conversation group on Thursdays December 4th. The Rifle Library hosted their Breastfeeding Support Group on Friday December 19th. The Silt Library hosted their monthly “Pioneering for the Modern Day” program on Saturday December 27th.

Events for Seniors:

The Glenwood Springs Library hosted their Spanish language social hour for seniors, Club de Abuelitos, each Tuesday in December, and their Tai Chi for Seniors each Wednesday and Saturday in December. The Silt Library hosted their Golden Years Social program each Thursday in December. The Carbondale Library hosted their monthly Sketch Paint Play program on Friday December 5th and their monthly Life After 70 program with Age Friendly Carbondale on Saturday December 13th.

Adult Social Events:

The Glenwood Springs Library hosted their Mah Jongg game program each Tuesday in December, and their Meditation for Members or 12th Step Programs each Thursday in December, and their Game Night on Friday December 19th. The Parachute Library hosted their Dungeons and Dragons program on Tuesday December 2nd. The New Castle Library hosted their social hour for adults with disabilities, Circle of Friends, on Thursday December 4th and 18th. The Carbondale Library hosted their Art of Conversations program on Sunday December 7th. The Silt Library hosted their Community Conversations program on Tuesday December 9th. The Parachute Library hosted their monthly Death Cafe, where people have conversations about end of life, on Tuesday December 9th. The Rifle Library hosted their Dungeons and Dragons program on Sundays December 14th and 28th.. The Carbondale Library hosted a Grief Support Group on Tuesday December 16th. The New Castle library hosted their Memory Cafe on Thursday December 18th.

Concerts, Films, and Author Presentations:

The Garfield County libraries hosted special Holiday Concerts between the Thanksgiving and Christmas holidays featuring local groups, Oran Mor, Mateo Sandate and the Heartstrings, the Roaring Forks Youth Orchestra, and Burning Mountain Ukulele Stummers.

Parachute presented Oran Mor on Tuesday December 2nd. Rifle presented Oran Mor on Thursday December 4th. Parachute hosted Mateo Sandate on Friday December 5th. Silt presented Oran Mor on Friday December 5th. Silt presented Mateo Sandate on Saturday December 6th. Glenwood Springs hosted Mateo Sandate on Sunday December 7th. New Castle hosted Oran Mor on Thursday December 11th. Rifle presented Mateo Sandate on Friday December 12th. Silt hosted the Roaring Fork Youth Orchestra on Saturday December 13th. New Castle presented Mateo Sandate on Sunday December 14th. Glenwood Springs presented Oran Mor on Monday December 15th. New Castle presented Burning Mountain Ukulele on Wednesday December 17th. Carbondale presented Oran Mor on Wednesday December 17th.

Upcoming Events:

See Marketing Report

Facilities, February 2026

By Jon Medrano, Facilities Manager

Rifle & Silt Branch Remodel - UPDATE

The design team scheduled a user group meeting to discuss the final details of the key remodel spaces before creating full schematic design documents. As comments were shared, discussed and decided the main initiatives will be compiled and forwarded to the GC for a thorough review and an initial cost analysis will be generated. The GC will have about a month or so to navigate through the schematic design and research current market conditions for projected cost. From there design development will take place proceeding towards construction documents.

Envisionsware Hold Locker Troubleshooting

Envisionware worked with the Facilities Manager to update a few components on the exterior hold locker at the Parachute Branch Library. After some troubleshooting, it was found that the control board needed to be replaced due to an error on one of the board connectors that controlled door #1. The unit was still operational during this repair occurrence. As it is still a new piece of equipment, continuous monitoring over the hold locker will take place in order to ensure optimal service functions for the staff and patrons.

Mechanical Lift Inspection at New Castle Branch Library

During an annual maintenance inspection for the mechanical lift, located at the New Castle Branch Library, it was found that the pole used to hold barrier chains for the lift became loose, and so the Facilities Manager will be hiring a local welder to reattach the pole to the lift platform. This particular lift is for material transportation from the main floor to the basement. It makes it more manageable to move large heavy items from one floor to the other. It is not to be used by persons. The pole will be reattached within the next few weeks.

Landline Phone Upgrade Project From Granite

The library CFO, and the Facilities Manager have been coordinating with the company Granite, in order to prepare the soon to come upgrades over the library buildings landline phone systems over to a VoIP system (Voice Over Internet Protocol). This will transition the library from using the outdated system that many other organizations are moving away from. The current landline system oversees the life safety equipment (fire panels), elevator emergency intercoms, and fax machines. Transitioning over to the new VoIP system will ensure dedicated and reliable service over these systems for our library buildings. Site visits have been completed and so the library is awaiting schedule for next steps.