

# Agenda

**Garfield County Public Library District Board of Trustees**

**Meeting**

**Date: Thursday, April 3, 2025, 2:00 PM**

**Glenwood Springs Branch Library 815 Cooper Ave, Glenwood  
Springs, CO 81601**

**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.

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 March 6, 2025 (pp. 3-6)
- B. Claims for Board Approval: General Fund Feb 16, 2025 through March 15, 2025 (pp. 6-10);  
Alpine Bank Credit Card Statement Feb 28, 2025 (pp. 11-15)

## **III. ACTION ITEMS**

- A. 2025 Budget Amendment, Resolution 25-1, Kevin Hettler

## **IV. DISCUSSION ITEMS**

- A. Management Report, Jamie LaRue (pp. 16-24)
- B. Finance Report, Kevin Hettler (pp. 25-32)
- C. Branch Library report, Abraham Korah
- D. Trustee reports and comments, All Trustees

Next Board Meeting:

Regular Meeting: Thursday, May 1, 2025, 2:00 PM, Location: Parachute Town Hall, 222 Grand Valley Way, Parachute, 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: Silt Branch Library

Date: March 6, 2025

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.

- 1) **CALL TO ORDER:** Adrian Rippy-Sheehy called the meeting to order at 2:00PM and gave Zoom attendees instructions on how to indicate they would like to make a public comment. Kim Owens conducted the roll call.

**Board Members Present:**

Michelle Foster  
Myrna Fletchall  
Adrian Rippy-Sheehy  
John Mallonee  
Stephanie Hirsch

**Board Members Absent (excused):**

Brit McLin

**Public Present:**

Ellen Dole  
Susan Use  
Salomi Gonzalez  
Deb Grizzle  
Debra Stoller  
Meralee Mead  
Paige Haderlie  
Tela Forehand  
Jen Ghigarelli  
Cassie Haskell  
Jacilyn Dunnan  
Mae Gray  
Robin Pruitt  
Carole O'Brien

**Zoom Public:**

Kim Seter (attorney)  
Jessica Richardson  
Annie MacGregor  
Dawn Dexter  
Kevin O'Brien  
Megan Webber  
Willow Brotzman  
Britton Fletchall  
Hanna Arauza  
Bill Anschuetz

Maureen Biermann  
Katrina McAlpine  
Ashley Stahl  
Anne Guettler  
Jess Heden

**Zoom Staff:**

Toni Carsten  
Karen Sandblom  
Sara Friend  
Darla Baumli  
Jackie Skala  
Melissa Wiley  
Emily Hisel  
Ana Gaytan  
Suzy Meredith-Orr  
Eileen Cummings  
Patti Anderson  
Rob Zimmermann  
Ivett Sanchez  
Jen Callison  
Tamara Ochoa  
Amy Tonozzi

**Staff Members Present:**

Kevin Hettler  
James Larson  
Kim Owens  
Jamie LaRue  
Jenn Cook  
Melissa Terry  
Laura West  
Jon Medrano  
Amaranda Fregoso  
Nancy Barnes

- a) Public Participation: 3 minutes per person
  - 1) Ellen Dole, Glenwood Springs - Supporting Susan Use to be selected as the Glenwood Springs Board member.
  - 2) Salomi Gonzales, Rifle - Addressed behavior from the Board, Executive Director, and former Board members that she found unprofessional. Does not support Susan Use to be appointed as the Glenwood Springs board member.
  - 3) Maralee Mead, Rifle - Led the Pledge Of Allegiance.
  - 4) Paige Haderlie, Silt - Concerned that Jamie LaRue told Myrna Fletchall that something to do with the budget was none of her business. Would like to know the structure of the Board and the financial transparency.
  - 5) Tela Forehand, Silt - Read the bylaw that addresses the Board setting the compensation for Executive Officers. Commended Silt library for their outreach.
  - 6) Jenn Ghigiarelli, Silt - Concerned about rumors that LGBTQ materials will not be put up or advertised at the library during Pride this year.
  - 7) Mae Gray, New Castle - Organized and planned a LGBTQ and Know Your Rights programs. Felt certain discussions from the last Board meetings should have been done behind closed doors with the lawyer.
  - 8) Carole O'Brien, New Castle - Read a quip about brussell sprouts.
  - 9) Jessica Richardson, Glenwood Springs - Concerned about folks trying to make it harder for youth to access materials at the library and trying to erase LGBTQ at the library.
  - 10) Dawn Dexter, New Castle - Long time card member. The world was made larger because of the access she has had through the library. Encouraged library board not to restrict access to materials in the library.
- b) Approval of the agenda
  - 1) John Mallonee moved to approve the agenda, Michelle Foster seconded.
  - 2) Motion passed unanimously.
- 2) CONSENT AGENDA FOR APPROVAL
  - a) Minutes of Library Board meeting February 6 (pp. 3-9)
  - b) Claims for Board Approval: General Fund [Jan 16-Feb 15] (pp. 10-13); Alpine Bank Credit Card Statement [ending Jan 31] (pp. 4-17)
    - 1) John Mallonee moved to approve the consent agenda and Michelle Foster seconded.
    - 2) Motion passed unanimously.
- 3) ACTION ITEMS
  - a) Glenwood Springs Trustee vacancy
    - 1) Myrna Fletchall moved to recommend Susan Use with 3 votes and Tony Hershey with 2 votes to the BOCC for the Glenwood Springs board member appointment, Michelle Foster seconded.
    - 2) Motion passed. John Mallonee voted no.
- 4) DISCUSSION ITEMS
  - a) Management Report, Jamie LaRue (pp. 18-25)



- 1) Commended actions of Maria Gaytan, Tamara Ochoa, and security guard Tyler for saving a man's life using Narcan.
  - 2) Wants input on doing an annual report and if it should be digital or print.
  - 3) Operations versus governance
    - (1) Explained how comp study was conducted.
  - 4) John Mallonee moved that once we have a full slate of trustees to have a retreat to work on trust between Director and trustees, Myrna Fletchall seconded. Motion passed unanimously.
  - 5) John moved to have an optional work session to review recommendations made by Employers Council and HR, Myrna Fletchall seconded. Motion passed unanimously.
- b) Finance Report, Kevin Hettler (pp. 26-31)
- 1) Included chart showing where we get our property taxes - helpful for new trustees.
  - 2) Explained new law that limits the growth of property tax incurred for a property owner.
- c) Bylaws change: use of names, Myrna Fletchall
- 1) Presented wording, and an additional from counsel, that would keep the Board input focused on library business and not addressing patrons about personal concerns.
  - 2) Adrian Rippey-Sheehy said this would be an amendment to the bylaws and to look at longevity because they are not always going to be on the Board.
  - 3) John Mallonee feels this would be more of a policy change rather than a bylaw change.
  - 4) Will bring back up once we have a full board.
- d) Silt Branch Library report, Nancy Barnes
- 1) 218 programs with nearly 4000 attendees and over 29000 visits to the library.
  - 2) Meeting room usage increased over 70% by the public.
  - 3) Library is currently doing their teen tech week.
  - 4) Military appreciation day in Silt on May 10th.
  - 5) Shylo Harlan helped a patron study to pass his citizenship exam.
- e) Trustee reports and comments, All Trustees
- 1) John Mallonee - he has no problem with the pledge, but is uncomfortable standing for a person. Thanked Nancy Barnes for her impact story.
  - 2) Myrna Fletchall - Thanked Nancy Barnes for her impact story and understands what it takes to go through the citizenship test. We are making a difference in our community.
  - 3) Adrian Rippey-Sheehy - Work on getting together to do a half day retreat to get to know each other and respect each other. March 7 is staff appreciation day. Thanked public for support and attending.

The meeting was adjourned at **3:49 pm**.

The Board Zoom recording will be uploaded to [www.gcpld.org](http://www.gcpld.org).

Next Board Meeting: Regular Meeting: April 3, 2025, 2pm, Location: Glenwood Springs Branch Library, 815 Cooper Ave, Glenwood Springs, CO 81601. Prepared by: James LaRue, Executive Director.

# Claims for Board Approval

General Fund-Alpine Bank Checking Feb 16, 2025 through March 15, 2025

Date	Num	Name	Memo	Amount
10010 · Alpine Bank- Gen(..7072)				
02/17/2025	Eft	CenturyLink	Elevator and fire alarm telephone	428.04
02/17/2025	Eft	City of Glenwood Springs	GW electricity	760.44
02/17/2025	Eft	City of Rifle	RI water / sewer	161.14
02/17/2025	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
02/17/2025	Eft	Mountain Waste & Recycling	SI GW trash / recycling	115.98
02/17/2025	Eft	Town of New Castle	water / sewer	239.73
02/17/2025	Eft	Town of Silt	water / sewer	277.86
02/17/2025	Eft	WEX Bank	Jan vehicle fuel	534.98
02/17/2025	Eft	Windcave	Jan merchant fees	98.35
02/18/2025	Eft	Amazon .com	Jan purchases	4,677.16
02/18/2025	Eft	Garfield County Public Library Foundation	Book sales / donations	1,173.42
02/19/2025	Eft	CRA	Retirement plan contributions	10,401.83
02/19/2025	Eft	CRA	Retirement plan contributions	6,003.32
02/20/2025	Eft	Tiger, Inc.	Gas delivery	2,965.70
02/20/2025	Eft	Xcel Energy	NC RI SI electricity	2,491.38
02/20/2025	Eft	Masters Telecom LLC	Fax service	178.77
02/26/2025	Eft	Alpine Bank	Jan c.c. pmt	12,740.13

02/27/2025	Eft	Town of Carbondale	CA water / sewer	115.18
02/27/2025	Eft	Waste Management	RI CA NC trash / recycling	449.93
02/27/2025	Eft	Windcave	Jan merchant fees	30.00
02/27/2025	Eft	Xcel Energy	CA electricity	954.18
02/28/2025	27362	A Clean Break, LLC	RI SI NC Feb cleaning	6,700.00
02/28/2025	27363	Align Multimedia, LLC	Website events calendar plug in	89.00
02/28/2025	27364	American Janitor LLC	PA February cleaning	1,096.00
02/28/2025	27365	Anderson, Patti	Mileage reimb	17.92
02/28/2025	27366	Aspen Maintenance Supply LLC	Janitorial supplies	463.77
02/28/2025	27367	Aspen Science Center	STEM Programs	2,250.00
02/28/2025	27368	Birds Beware Window Washing	Window cleaning in/out all branches	4,350.00
02/28/2025	27369	Brodart Co.	GW magazine display cases	987.18
02/28/2025	27370	Button, Jean-Marie	SI sewing lessons	200.00
02/28/2025	27371	Cardiff Cleaning Service	GW CA Feb cleaning	4,694.00
02/28/2025	27372	Cares, Caroline	Mileage reimb	18.20
02/28/2025	27373	Citadel Security Group, LLC	GW RI security service	5,023.41
02/28/2025	27374	Cook, Jennifer	Conference airfare reimb	530.35
02/28/2025	27375	Cruz Guerrero, Livier C.	CA bilingual storytime	450.00
02/28/2025	27376	Demco	Processing supplies	1,005.89
02/28/2025	27377	Employers Council, Inc.	Legal services	3,318.75
02/28/2025	27378	Friend, Sara	Mileage & exp reimb	277.23
02/28/2025	27379	Garcia-Bernal, Alejandro	mileage reimb	65.80
02/28/2025	27380	Ingram Library Services	Library materials	10,610.00
02/28/2025	27381	Jean's Printing	1000 books promos	4,316.41
02/28/2025	27382	Jerkunica, Alexandra	CA Pilates mat class	300.00

02/28/2025	27383	Kallassy, Tracy	Mileage & exp reimb	249.60
02/28/2025	27384	Mac's Landscape Services LLC	PA Feb snow removal	145.00
02/28/2025	27385	Marmot Library Network, Inc.	Online magazine subscriptions	24,471.15
02/28/2025	27386	Meredith-Orr, Suzanne	Mileage reimb	18.20
02/28/2025	27387	Micro Plastics, Inc.	Bee mural commemoration plaque	1,424.00
02/28/2025	27388	Midwest Tape	Library materials	4,098.85
02/28/2025	27389	Millberry, Tahrea	Mileage reimb	73.08
02/28/2025	27390	NewsBank, inc.	Annual subscription renewal	7,905.00
02/28/2025	27391	Owens, Kim	Mileage reimb	113.82
02/28/2025	27392	Reliance Standard	March disability insurance	1,039.84
02/28/2025	27393	Rubio Salazar, Rebecca	Mileage reimb	118.02
02/28/2025	27394	Sowards, Adam Troy	GW dungeons and dragons lessons	250.00
02/28/2025	27395	Universal Mechanical Services, LLC	CA RI hvac repairs	1,560.00
02/28/2025	27396	Willis Towers/CEBT	March health insurance	54,818.60
02/28/2025	27397	Wolburg, Natasha	Mileage reimb	58.80
02/28/2025	27398	WT.COX Information Services	Magazine renewals	11,187.50
03/01/2025	Eft	Windcave	Feb merchant fees	74.72
03/01/2025	Eft	Mountain Waste & Recycling	SI GW trash / recycling	186.40
03/03/2025	Eft	Black Hills Energy	GW and CA gas	2,575.82
03/04/2025	Eft	CRA	Retirement plan contributions	10,382.47
03/04/2025	Eft	CRA	Retirement plan contributions	6,056.91
03/05/2025	Eft	Xcel Energy	Electricity	1,661.80
03/10/2025	Eft	Verizon Wireless	cell phones, hotspots, filtering service, One Talk	7,575.51
03/10/2025	Eft	Xcel Energy	CA electricity	963.55
03/14/2025	Eft	Garfield County Public Library Foundation	Book sales / donations	888.78

03/15/2025	27399	625-Water(9283)	RI SI staff water	148.50
03/15/2025	27400	Acme Fire Alarm Company Inc	2025 2nd quarter fire system monitoring	417.36
03/15/2025	27401	AFLAC	March supplemental insurance	300.68
03/15/2025	27402	AlwaysMountainTime LLC	Radio ads	1,000.00
03/15/2025	27403	Anvil Points Upholstery & Carpet	SI carpets and furniture cleaning	2,594.00
03/15/2025	27404	Aspen Maintenance Supply LLC	RI janitorial supplies	143.53
03/15/2025	27405	Baker & Taylor	Library materials	316.83
03/15/2025	27406	Barnes, Nancy	Mileage reimb	152.60
03/15/2025	27407	Blythe Group + co	NC PA extended design and bidding	9,345.49
03/15/2025	27408	Carbondale Chamber of Commerce	Chamber annual dues	316.80
03/15/2025	27409	Cedar Networks	March broadband	1,194.00
03/15/2025	27410	Citadel Security Group, LLC	RI GW security service	6,275.58
03/15/2025	27411	Colorado Doorways, Inc.	NC FOB software upgrade	4,625.00
03/15/2025	27412	Column Software, PBC	Citizen Telegram budget amendment notice	63.80
03/15/2025	27413	Cosecha Textiles	CA furniture reupholstery	4,910.00
03/15/2025	27414	Cura HR, LLC	Engagement survey; branch manager retreat training plan	3,550.00
03/15/2025	27415	Daly Property Services	CA GW Jan and Feb snow removal	2,248.05
03/15/2025	27416	Demco	Processing supplies	98.34
03/15/2025	27417	EverGreen ZeroWaste	CA compost service	75.00
03/15/2025	27418	Fregoso, Amaranda	Mileage reimb	253.40
03/15/2025	27419	Funger, Katie	Mileage reimb	16.94
03/15/2025	27420	Garfield County Treasurer	Landfill fees	27.00
03/15/2025	27421	Hinge Architects, Ltd.	SI awning structure	1,289.06
03/15/2025	27422	Hollingsworth, Erin	Mileage reimb	54.60

03/15/2025	27423	Ingram Library Services	Library materials	20,371.97
03/15/2025	27424	Invengo American Corp	ann'l maint contract for RFID, self checks and AMH	1,088.00
03/15/2025	27425	Jean's Printing	Database bookmarks SRP	1,155.54
03/15/2025	27426	Mango Languages	2025 database renewal	4,419.77
03/15/2025	27427	Medrano, Jonathan	Mileage reimb	113.40
03/15/2025	27428	Midwest Tape	Library materials and Hoopla	9,280.88
03/15/2025	27429	Millberry, Tahrea	Mileage reimb	111.02
03/15/2025	27430	Mountain Pest Control, Inc.	Feb spraying	140.00
03/15/2025	27431	OverDrive	Library eMaterials	16,424.83
03/15/2025	27432	Peterson, Jess	Mileage reimb	18.20
03/15/2025	27433	Sanchez, Ivett	Mileage reimb	26.60
03/15/2025	27434	Smith, Natalie	Conference travel reimb	878.41
03/15/2025	27435	Sopris Sun	Print ads	150.00
03/15/2025	27436	Sturgeon, Amanda	NC craft presenter	900.00
03/15/2025	27437	Town of Parachute	water / sewer / trash	135.45
03/15/2025	27438	Transparent Information Services, LLC	Background checks	354.10
03/15/2025	27439	Uline	Poster frames	233.02
03/15/2025	27440	Unique Management Services, Inc.	February collections service	139.30
03/15/2025	27441	Zoobean Inc	Annual beanstack subscription	1,525.00
Total 10010 · Alpine Bank- Gen(..7072)				327,502.56

# Reconciliation Detail

Alpine Bank Credit Card, Period Ending Feb 28, 2025

Type	Date	Num	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>12,740.13</b>
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 74 items</b>						
Credit Card Charge	02/01/2025	GWBrdFox	Magic the gathering cards	Ö	-269.98	-269.98
Credit Card Charge	02/01/2025	SITequilas	Winter reading prizes	Ö	-50.00	-319.98
Credit Card Charge	02/02/2025	SSHyttRege	Lib learn lodging	Ö	-2,749.96	-3,069.94
Credit Card Charge	02/02/2025	SSDailySent	Digital newspaper subscription	Ö	-130.00	-3,199.94
Credit Card Charge	02/02/2025	CACityMkt	Read the rainbow book club refreshments	Ö	-10.98	-3,210.92
Credit Card Charge	02/02/2025	CACityMkt	Staff morale	Ö	-9.49	-3,220.41
Credit Card Charge	02/03/2025	MMAutonmous	2 office chairs	Ö	-998.00	-4,218.41
Credit Card Charge	02/03/2025	SSSmithlmmg	Legal fees	Ö	-300.00	-4,518.41
Credit Card Charge	02/03/2025	PABrkhsPizz	Winter reading prizes	Ö	-150.00	-4,668.41
Credit Card Charge	02/03/2025	GWUSPS	Postage stamps	Ö	-146.00	-4,814.41
Credit Card Charge	02/03/2025	MMSPPoppin	Bulletin boards	Ö	-124.68	-4,939.09
Credit Card Charge	02/04/2025	CACityMkt	SPARK refreshments	Ö	-149.52	-5,088.61
Credit Card Charge	02/04/2025	RISHargadon	Professional growth with AI webinar	Ö	-99.00	-5,187.61
Credit Card Charge	02/04/2025	CAPEpinpizz	Read the rainbow book club refreshments	Ö	-56.72	-5,244.33
Credit Card Charge	02/05/2025	SS3USPS	Monthly ill postage	Ö	-147.63	-5,391.96

Credit Card Charge	02/05/2025	RIWalmart	Bubble maker, office supplies and art contest refreshments	Ö	-131.41	-5,523.37
Credit Card Charge	02/05/2025	NCAgelsGrac	Ageless grace learning materials	Ö	-65.50	-5,588.87
Credit Card Charge	02/05/2025	SI\$Tree	Craft supplies	Ö	-17.50	-5,606.37
Credit Card Charge	02/06/2025	SSAuntFlow	Janitorial supplies	Ö	-648.00	-6,254.37
Credit Card Charge	02/06/2025	SSGallup	Clifton strengths	Ö	-379.81	-6,634.18
Credit Card Charge	02/06/2025	SSCityMkt	Board meeting refreshments	Ö	-66.46	-6,700.64
Credit Card Charge	02/06/2025	CAEIDorado	Books in bars book club refreshments	Ö	-61.64	-6,762.28
Credit Card Charge	02/06/2025	SIWalmart	Valentine's day craft supplies	Ö	-43.90	-6,806.18
Credit Card Charge	02/06/2025	MMAce	Hard hat and safety vest	Ö	-36.98	-6,843.16
Credit Card Charge	02/06/2025	RILtiCaesar	Curious minds refreshments	Ö	-31.96	-6,875.12
Credit Card Charge	02/06/2025	FTMtnHiPnt	Paint rollers	Ö	-22.53	-6,897.65
Credit Card Charge	02/07/2025	NCWalmart	Valentine craft supplies	Ö	-80.66	-6,978.31
Credit Card Charge	02/07/2025	CACricut	Cricut subscription	Ö	-10.61	-6,988.92
Credit Card Charge	02/10/2025	RIWalmart	Art in the stacks refreshments	Ö	-24.34	-7,013.26
Credit Card Charge	02/10/2025	SSLegalTemp	Notary template	Ö	-1.00	-7,014.26
Credit Card Charge	02/11/2025	SSAdobe	Adobe creative cloud	Ö	-34.99	-7,049.25
Credit Card Charge	02/11/2025	NCWalmart	Refreshments for documentary	Ö	-23.80	-7,073.05
Credit Card Charge	02/11/2025	GWCityMkt	Storytime refreshments	Ö	-3.57	-7,076.62
Credit Card Charge	02/12/2025	PACMktDivMo	Staff work day refreshments and supplies	Ö	-90.53	-7,167.15
Credit Card Charge	02/12/2025	RI2Adobe	Adobe stock and creative cloud	Ö	-59.98	-7,227.13
Credit Card Charge	02/12/2025	NCCityMkt	Staff morale	Ö	-34.96	-7,262.09
Credit Card Charge	02/12/2025	PAWalmart	Staff morale	Ö	-19.96	-7,282.05
Credit Card Charge	02/13/2025	SIWMFamily\$	Loteria prizes and refreshments	Ö	-83.83	-7,365.88



Credit Card Charge	02/15/2025	SIWalmart	Staff day storage bins	Ö	-39.92	-7,405.80
Credit Card Charge	02/16/2025	CAPloskyDel	Staff work day refreshments	Ö	-244.63	-7,650.43
Credit Card Charge	02/17/2025	SSHotelCO	Assoc work day training	Ö	-3,917.44	-11,567.87
Credit Card Charge	02/17/2025	MMKingdom	5 cashboxes for branches	Ö	-1,298.85	-12,866.72
Credit Card Charge	02/17/2025	GWBPubCtyMk	Staff work day refreshments	Ö	-374.18	-13,240.90
Credit Card Charge	02/17/2025	RIBkhseWPig	Staff work day refreshments	Ö	-217.49	-13,458.39
Credit Card Charge	02/17/2025	SIBHPzWhPig	Staff work day refreshments	Ö	-200.86	-13,659.25
Credit Card Charge	02/17/2025	NCCMLZBear	Staff work day refreshments	Ö	-198.56	-13,857.81
Credit Card Charge	02/17/2025	NCCityMkt	Staff work day refreshments	Ö	-185.01	-14,042.82
Credit Card Charge	02/17/2025	PACMktBHPiz	Staff work day refreshments	Ö	-145.24	-14,188.06
Credit Card Charge	02/17/2025	SSCityMkt	Staff work day refreshments	Ö	-101.85	-14,289.91
Credit Card Charge	02/17/2025	MMWalmart	Workgloves and pens	Ö	-35.27	-14,325.18
Credit Card Charge	02/18/2025	GWChamber	Winter reading prizes	Ö	-102.00	-14,427.18
Credit Card Charge	02/18/2025	FTMttnHiPnt	Jigsaw blades	Ö	-34.84	-14,462.02
Credit Card Charge	02/18/2025	RIMrSocks	Launder childrens' toys	Ö	-31.25	-14,493.27
Credit Card Charge	02/18/2025	FTAce	Fasteners	Ö	-11.35	-14,504.62
Credit Card Charge	02/19/2025	GWWalmart	SPARK supplies, bandaids, scavenger hunt prizes	Ö	-65.35	-14,569.97
Credit Card Charge	02/19/2025	FTMttnHiPnt	Paint tray liners	Ö	-4.77	-14,574.74
Credit Card Charge	02/20/2025	CACityMkt	SPARK refreshments	Ö	-180.09	-14,754.83
Credit Card Charge	02/20/2025	CALingoda	Online spanish classes	Ö	-119.99	-14,874.82
Credit Card Charge	02/20/2025	SSILA	iRead supplies	Ö	-114.18	-14,989.00
Credit Card Charge	02/20/2025	SIWalmart	Craft supplies	Ö	-84.05	-15,073.05
Credit Card Charge	02/20/2025	RIWalmart	Staff meeting refreshments	Ö	-83.13	-15,156.18

Credit Card Charge	02/21/2025	SIWalamrt	Storage bins and rubbing alcohol	Ö	-33.92	-15,190.10
Credit Card Charge	02/23/2025	PAFnkyBear	Book club refreshments	Ö	-38.40	-15,228.50
Credit Card Charge	02/23/2025	SSAdobe	Adobe acrobat pro	Ö	-16.99	-15,245.49
Credit Card Charge	02/24/2025	SS3ALA	Ala membership renewal	Ö	-210.00	-15,455.49
Credit Card Charge	02/24/2025	GWDominos	GW high school book club refreshments	Ö	-22.98	-15,478.47
Credit Card Charge	02/25/2025	FTWalmart	Grout cleaning supplies	Ö	-89.61	-15,568.08
Credit Card Charge	02/25/2025	GWMahJong	Mah jong cards	Ö	-60.00	-15,628.08
Credit Card Charge	02/25/2025	FTAce	Fasteners and drill bit	Ö	-28.72	-15,656.80
Credit Card Charge	02/26/2025	RIALA	Membership and conference registration	Ö	-407.00	-16,063.80
Credit Card Charge	02/26/2025	SIWalmart	Storage bins and 2 sewing machines	Ö	-219.94	-16,283.74
Credit Card Charge	02/26/2025	PASureThing	Basalt library visit staff lunch	Ö	-66.64	-16,350.38
Credit Card Charge	02/26/2025	GWWalmart	Card table	Ö	-46.06	-16,396.44
Credit Card Charge	02/27/2025	FTMtHiPnt	Paint	Ö	-30.34	-16,426.78
Total Charges and Cash Advances					-16,426.78	-16,426.78
<b>Payments and Credits - 3 items</b>						
Credit Card Credit	02/19/2025	SS\$General	Sales Tax refund	Ö	13.88	13.88
Credit Card Credit	02/21/2025	SSImprntPlu	Sales Tax refund	Ö	3.91	17.79
Check	02/26/2025	Eft	Jan c.c. pmt	Ö	12,740.13	12,757.92
Total Cleared Transactions					-3,668.86	-3,668.86
Cleared Balance					3,668.86	16,408.99
Register Balance as of 02/28/2025					3,668.86	16,408.99
<b>New Transactions</b>						

<b>Payments and Credits - 1 item</b>						
Check	03/25/2025	Eft	Feb c.c. pmt		16,408.99	16,408.99
Total New Transactions					16,408.99	16,408.99
<b>Ending Balance</b>					<b>-12,740.13</b>	<b>0.00</b>

# Management Report - April, 2025

By Jamie LaRue, Executive Director

## Salary calculations for 2025 budget

On Friday, Mar 21, 2025 Kevin Hettler (CFO) and Kim Owens (HR Director) walked through staff analysis and calculations used to come up with our 2025 budget. My thanks to Zoom attendees Adrian Rippy-Sheehy, John Mallonee, Myrna Fletchall, Brit McLin, and Tony Hershey for attending. For context: the 2024 wage and compensation study by the well-respected Employers Council of Denver pulled together a lot of comparisons of salary ranges not just by job title, but by actual job duties and requirements. Kim and Kevin then mapped those job descriptions against our existing salary grid, adjusting wages to accommodate the market data.

From my perspective, that analysis is a staff, not a board function. It has been stated at public meetings that the library was withholding or hiding pertinent board information, although the working spreadsheet had in fact been provided to the board, as well as a lengthy explanation of the process at a public meeting in 2024. So I suppose this walk-through was a kind of process audit, an opportunity to allay any doubts about the means by which our professional staff fulfills their duties. I hope the board now has confidence in the thoughtful review of salary information by library staff as we seek to remain competitive in the library market, the better to recruit and retain competent staff. Again, we conduct these market surveys every 3-5 years.

## Update on Elizabeth County School censorship case

As reported in the March 19, 2025 [Denver Post](#), “A federal judge on Wednesday ordered Elbert County’s [Elizabeth School District](#) to restore library books the district banned by next week, prohibiting the district from further [restrictions on access to books](#) that the school board objects to politically.” The American Civil Liberties Union (ACLU), who filed the suit, stated, “School districts that ban books because the officials disagree with the content or viewpoints expressed in those books do a disservice to students, authors and the community,” Macdonald said. “Such book bans violate the Constitution — period. We’ll keep fighting to ensure a permanent end to this practice.” For Elbert County coverage, see <https://coloradocommunitymedia.com/2025/03/20/elizabeth-schools-must-return-banned-books/>.

## IMLS Has New Director

The Department of Governmental Efficiency (DOGE) showed up on the morning of March 20, 2025 in the lobby of the Institute of Museum and Library Services in Washington D.C. One of the Institute’s statutory programs is the Library Services and Technology Act, which funds about two-thirds of the Colorado State

Library staff. IMLS constitutes roughly 0.003% of the federal budget. The IMLS issued a [statement](#), which says in part,

Deputy Secretary of Labor Keith E. Sonderling was sworn in as Acting Director of the Institute of Museum and Library Services (IMLS) today, after being designated to the role by President Donald J. Trump. IMLS, an independent government agency, is the primary source of federal support for the nation's museums and libraries.

"It is an honor to be appointed by President Trump to lead this important organization in its mission to advance, support, and empower America's museums and libraries, which stand as cornerstones of learning and culture in our society. I am committed to steering this organization in lockstep with this Administration to enhance efficiency and foster innovation. We will revitalize IMLS and restore focus on patriotism, ensuring we preserve our country's core values, promote American exceptionalism and cultivate love of country in future generations," said Acting Director Sonderling.

## Board retreat

Now that we have a full complement of board members, perhaps we should begin planning our annual retreat. Topics might include:

- Review of Long Range Plan objectives and reporting
- Director evaluation
- Board self-assessment and group discussion
- Results of recent engagement surveys of staff (providing insight into all of our performance)
- The adoption of behavioral norms

Would a half day in May, probably on a Saturday, be a likely target? Are there any other suggestions for topics?

## State Library Standards

All of the Colorado Public Library Standards can be found at this link:

<https://www.cde.state.co.us/cdelib/standards/index>. Thus far, we have reviewed *Administration and Governance*; *Budget & Finance*; *Collections*; and *Evaluation and Planning*. This month we're looking at **Facilities and Infrastructure**. Once again, we're doing a good job of meeting or exceeding standards. Our buildings are still relatively new, and we maintain them well. While we do not have a long term capital plan for facilities, we do have a good "refresh" schedule (see Long Range Plan updates). On the one hand, we could come up with terrific uses with additional space. But consider this analysis:

Branch	Square feet	Population	Sf/capita
Rifle (includes administrative offices)	32,769	10,518	3.12
New Castle	16,000	4,892	3.27
Glenwood	15,654	10,326	1.52
Carbondale	13,000	6,491	2.00
Parachute (and Battlement)	9,024	6,782	1.33
Silt	7,126	3,569	2.00
<i>Total County</i>	93,573	62,161	1.51

You can see that there's a variance of square feet per capita. These days, there's no widely accepted standard for the right ratio. But I've used .5 square feet per capita as a rule of thumb (with another .5 for grounds and parking). I believe we have a reasonable amount of space for our current services.

The extended standards posit a mobile library solution. I'm not convinced we need one. The best predictor of library traffic is the nearness of a grocery store. Although 16% of our county residents live outside municipalities, they all go to the nearest town for shopping. On the other hand, we do offer a modest outreach to the homebound. The board might keep an eye on changing demographics. As our population ages, such a service might need expansion.

## Outcome

*Library spaces, both physical and virtual, offer the community a compelling environment to explore, gather, learn, engage, and relax while ensuring equitable access to all.*

## Overview

Libraries serve as a hub for each community member or group to gain what they need, access with ease, and feel a sense of belonging. To achieve this, this Standard includes four checklist areas: General, Building Exterior, Building Interior, and Technology Infrastructure.

Library facilities and online spaces serve as havens, designed to address various needs and interests. Carefully planned design allows for a wide range of uses, including reading, studying, meeting, exploring,

creating, and playing. The spaces also offer ways to strengthen community identity and social bonds. Library facilities can also be an anchor for economic development and neighborhood vitalization.

Like the library building, the technology infrastructure is a key asset for delivering on the library's promise to serve as a community hub, information access point, and cultural center. Public library facilities are designed for ease of access to library services, including checking out and returning materials to ensure use for all members of the community.

At the same time, safety, and security are vital to maintain libraries and those working in and using them. Library staff, leadership, and governing authorities are proactive in maintaining facilities and technology to meet safety and security needs.

## Essentials for All Public Libraries

### General

- Meet required safety and fire codes.
- Ensure accessibility to all members of the community, conforming to the Americans with Disabilities Act and C.R.S. §§ 24-34-801 – 24-34-805 for buildings, grounds, and virtual spaces. Apply universal design principles to transform access for all.
- Develop policies and procedures for effective public use of facilities, including:
  - Public use of the library so that all may use and work at the library respectfully.
  - Library user privacy in accordance with the C.R.S § 24-90-119.
  - Displays and meeting rooms use policies.
  - Technology access and use, including security and privacy procedures, content filters for public computers used by children (in compliance with the federal Children's Internet Protection Act (CIPA) and Colorado's Library Filtering law, C.R.S. §§ 24-90-601 – 24-90-606).
  - Guidelines, including schedules, for maintaining and improving building(s), grounds, technology infrastructure, and other infrastructure.
- Budget for sufficient maintenance and ongoing development of buildings, grounds, and technology infrastructure. See also: Budget and Finance Standard.
- Maintain a continuity of operations plan that provides guidance on response to staff transitions and emergency situations in the facility, with the network, and other disruptive circumstances.
  - Include a disaster-recovery plan associated with the facility and technology resources and infrastructure, including functions such as data archiving, recovery testing, and restoration of assets and services.
  - Ensure staff are apprised of protocols, such as in the case of data breach or ransomware attacks.

- See resources for a template Library Factbook for smaller libraries and other templates and guidance.
- Provide public emergency alerts in the languages of those who live in the community.
- Municipal, County, Other Libraries: Work with the local municipal, county, and other agencies to plan local emergency procedures.

#### Building Exterior & Grounds

- Install signs in the community that direct people to the library.
- Provide a well-lit exterior with signage that clearly identifies the building from the street.
- Prominently post hours of operation outside the library.
- Ensure sufficient, well-lit parking for library access. Include bike racks and other systems for parking various types of vehicles.
- Provide a convenient, safe book return location(s) during the hours the library is closed.
- Provide 24/7 Wi-Fi access for public access outside of library hours.

#### Building Interior

- Provide a flexible, well-designed interior that encourages self-directed as well as collaborative use of the library.
- Offer adequate space to fulfill the library's stated mission and goals. Examples of space needs include:
  - Storytime & early literacy
  - Study
  - Quiet areas
  - Public meeting
  - Programming
  - Displays
  - Materials access and use
  - Public computing or personal computer use
  - Arts, crafts, and other creative activities
- Establish separate areas for staff workspace(s), bathroom, and breaks with signage indicating that these are not public spaces. As needed, provide a private staff area for nursing and storage of breast milk.
- Maintain storage space for library collections, displays, programming materials, and equipment.
- Allow easy access to electrical and cabling outlets to support current technology.
- Provide non-gendered bathrooms when feasible and with remodeled and new construction as required by C.R.S. § 9-7.5-103.

#### Technology Infrastructure



- Provide access to current and emerging technology tools and applications, including a public telephone and dedicated wired and wireless Internet connections that support simultaneous use.
- Implement ongoing, adaptive, and overlapping security practices at the device, server, and network levels to ensure the system as well as data storage, transmission, and retrieval are secure. Security practices include a combination of firewalls, access-control lists, intrusion prevention, regular system security updates, and commercial antivirus/anti-malware software packages.
- Sustain and refresh technology infrastructure, including broadband, to support library operations and services, with a schedule for ongoing network and other technology assessments.
- Ensure that vital data is backed up with adequate frequency, based on the amount and type of data. Backups should be stored on removable media or cloud-based storage, and tested regularly to ensure they function properly for recovery or restoration.
- Ensure the technology plan addresses how technology integrates with and supports library operations, services, programs, collections facilities, and staff. The plan aligns with the library's overall strategic goals and mission, documents what technology is used, and includes ongoing staff development.
- Participate in E-Rate to gain a robust technology infrastructure with financial support. Collaborate with local schools, health, and other local anchor institutions to leverage E-Rate funds and other grants to build local and/or regional broadband infrastructure.

## **Facilities & Infrastructure Essentials +**

### **Checklist for Larger Libraries**

#### **General**

- Offer mobile library services to residents throughout the community, such as a bookmobile, book bike, or other vehicle for materials and broadband services that reach distant and/or homebound residents.
- Install signage for welcoming spaces and ease of wayfinding, including multilingual signage based on local community demographics.
- Provide changing tables in all public bathrooms, including adult changing areas when feasible.
- Maintain security cameras and other measures that support safety and security in and around the facilities. Maintain user privacy when using video footage within the library privacy law (C.R.S. § 24-90-119).
- Prepare a long-range facility plan which addresses community needs, projected growth, and maintenance practices. Review the facility plan annually and revise it at least every five years.
- Maintain a capital line in the annual budget for maintaining buildings, grounds, interior furnishings, etc.

- Seek the professional expertise of a library planner and/or library architect for any new construction or major remodeling.
- Select sustainable building solutions, such as solar, geothermal, LED lighting, xeriscaping, recycling, locally sourced materials, etc. to reduce environmental impacts and model strategies for the community.
- Invest in dedicated staff or contract services to maintain buildings, grounds, and technology infrastructure.
- Perform regular security audits, risk assessments, and staff training, including simulations and drills and coordination with local law enforcement, to prepare for emergency situations.

#### Building Exterior & Grounds

- Provide flexible access to the library, considering drive-through windows, curbside service, and other access services. Offer after-hours and/or non-library hubs for pick-up and check out of library materials, such as pick up lockers, book returns, vending/lending machines for physical materials, Little Free Libraries, access to digital materials, and Wi-Fi services on library property.
- Provide bus passes or other alternative transportation methods to support access to the building and services.
- Install charging stations for e-vehicles when relevant for local needs.

#### Building Interior

- Design and display to accommodate sightlines throughout the library public spaces to support safety and security measures.
- Maintain usage statistics, including library visits gate count, and compare them to space allocation standards to ensure library facilities meet community demands.
- Perform a safety/security audit of the facility on a regular basis and in coordination with the police, fire, and other safety services in the community.
- Provide spaces for local artists and exhibitors, including protocols for liability agreements in case something is damaged or stolen.

#### Technology Infrastructure

- Participate in a local/regional broadband consortium to coordinate middle and last mile infrastructure in smaller communities.
- Separate the staff network from the public access network.
- Achieve the state broadband speed goal of 25Megabites per second (download) and 10Megabites per second (upload) up per Internet-accessible device.
- Continue to assess and improve broadband based on local availability and community needs.

## Long Range Plan Update

### Building Community

**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:** Military Appreciation day event scheduled for May 10th at the Silt library.

**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:** Ageless Grace programs debuting in April in New Castle at two senior living facilities.

### 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:** Story time standards developed and implemented

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

**Achievements to Date:** Two day youth services professional development retreat held.

**Goal #4:** Increase Community Awareness: Grow community awareness of the importance of early literacy education and skills, as well as reading to your young child 30 minutes a day.

**Achievements to Date:** Dia de los Ninos event held virtually in April.

### Enhancing Spanish Services

**Goal #1:** Collection Growth: We will grow our Spanish collection to better represent our communities.

**Achievements to Date:** New Spanish language books arriving from Guadalajara book fair orders.

**Goal #3:** Recruiting, Retaining, and Training Bilingual Staff: We will increase the number of Spanish speakers to better reflect our communities.  
**Achievements to Date:** Staff-led Spanish conversation groups are underway. Fifteen staff are participating in the program.

### **Building Our Workforce**

**Goal #1:** Recruit: Attract and recruit high quality talent who reflect the community we serve, demonstrate a commitment to service, strive to make a positive impact on the community, and align with GCPLD's core values and the ALA Code of Ethics.

**Achievements to Date:** Staff attended the Vitality of the Valley Career Fair at the Rifle CMC campus.

**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:** Two-day professional development retreat held for Youth Services Coordinators in March.

### **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:** Parachute and New Castle library remodels are underway. The construction schedule is on track.

# Finance Report, April 2025

By Kevin Hettler, Chief Financial Officer

Construction work has commenced on our Parachute and New Castle building refreshes, and the Silt awning project is close behind. We've been working on these projects for almost 2 years, and we are excited to get them started. During our 2025 budget talks, we did not have final pricing to accurately reflect final costs of these projects and we planned to amend our 2025 budget as soon as we had final numbers. That day has come, we are proposing a 2025 budget amendment at our April meeting. You will have copies of the budgeted costs and the Board Resolution to vote on the budget amendment.

The following charts depict all revenues received and expenditures made from 1/1/25 through 2/28/25.

Total revenues received as of 2/28/25 are \$2,975,225.

Total expenditures made as of 2/28/25 are \$1,766,881.

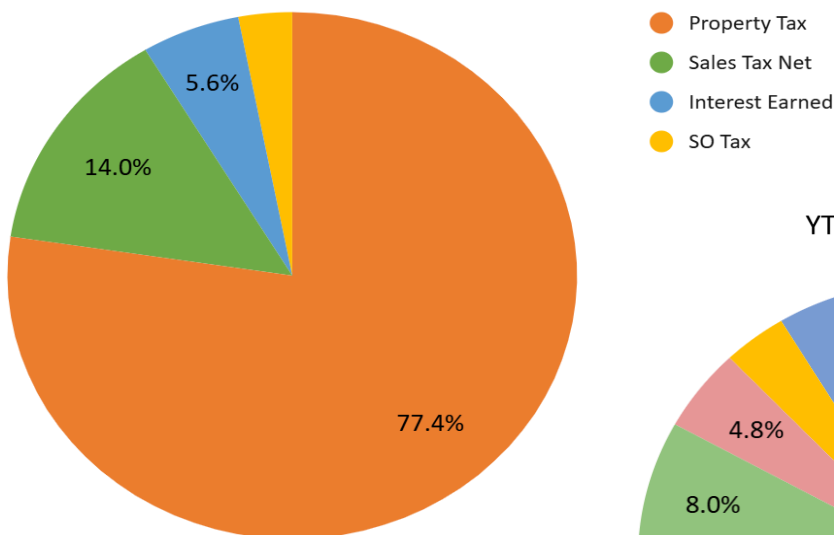
16% of the year has elapsed as of 2/28/25.

23% of budgeted revenue (\$12,866,044) has been received.

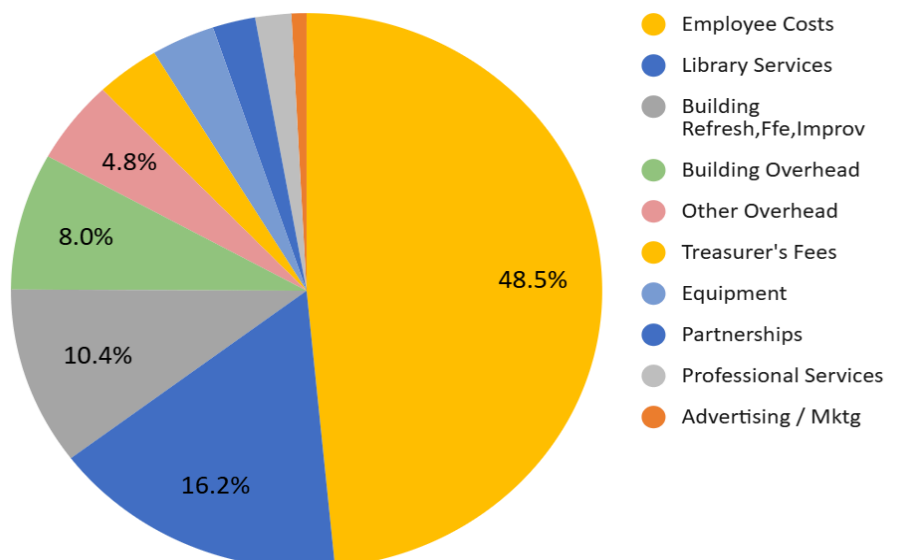
14.6% of budgeted expenditure (\$12,100,728) has been made.

All cash and investment accounts have been reconciled.

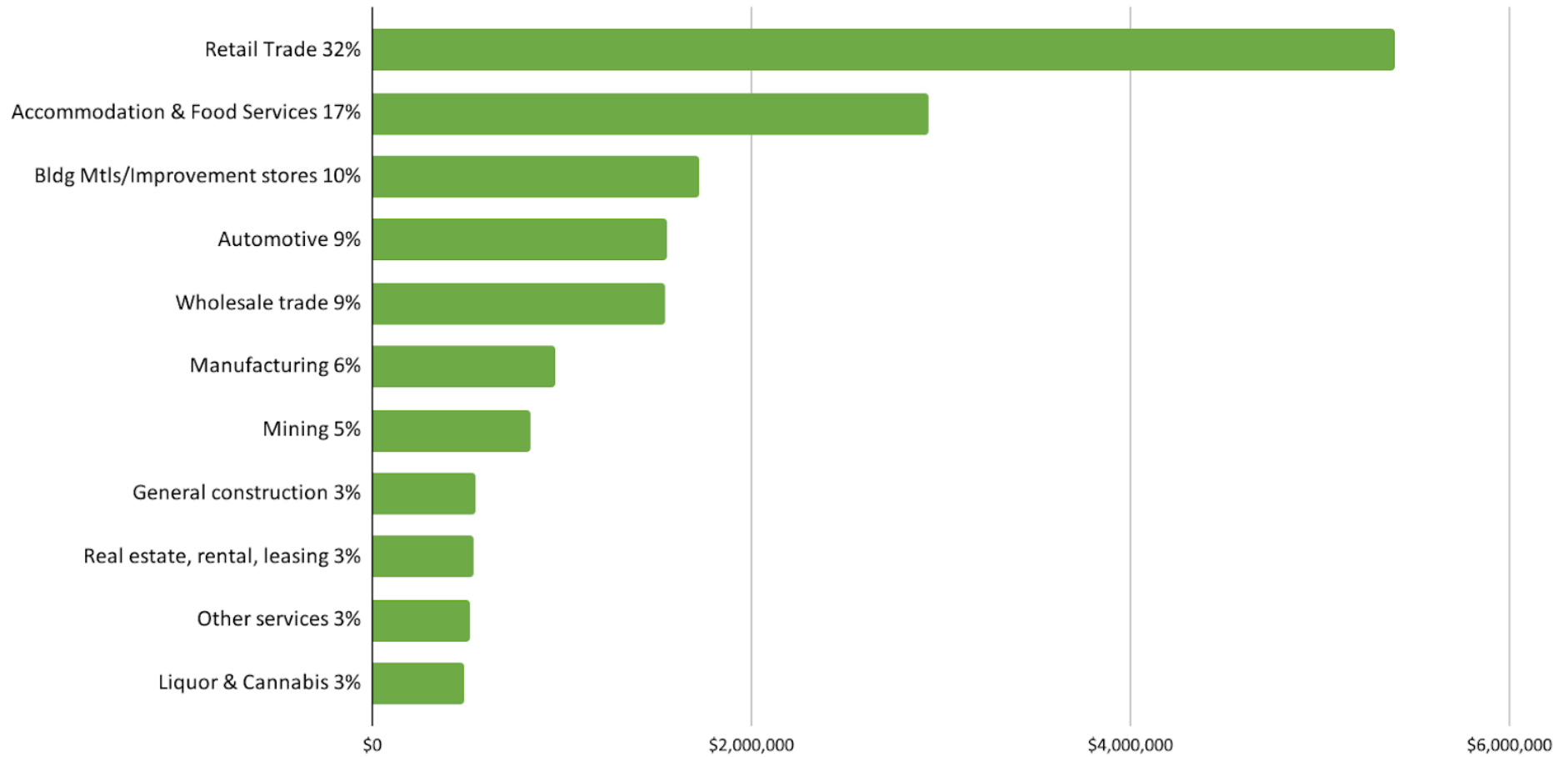
YTD Revenues through 2/28/2025



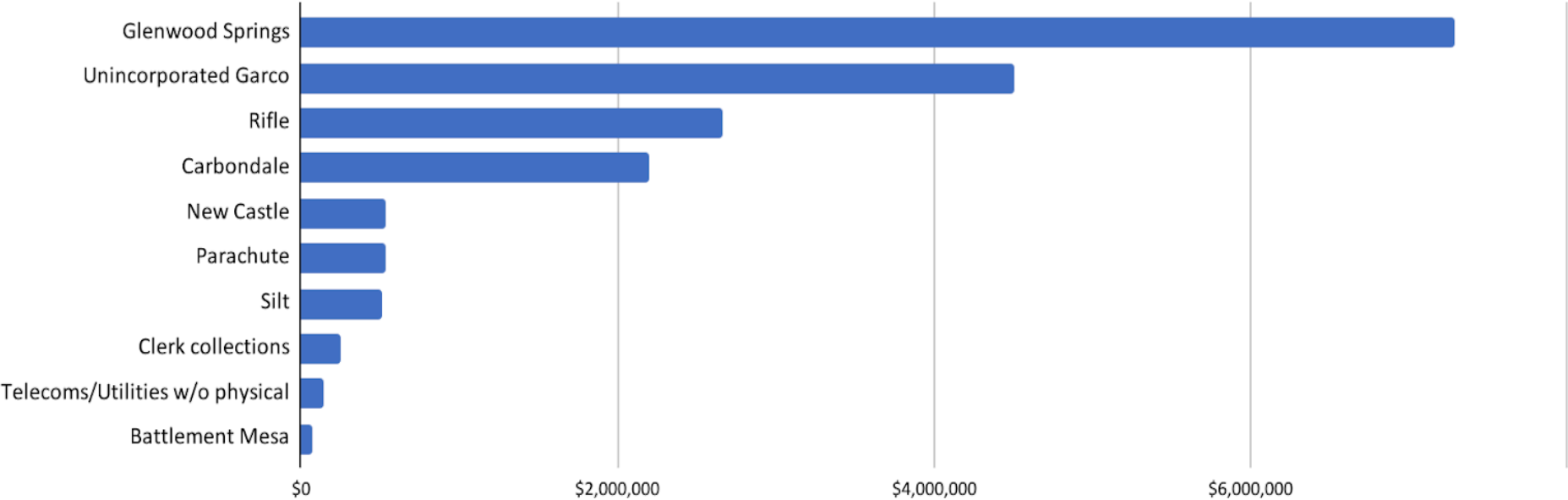
YTD Expenditures through 2/28/2025



2024 Sales tax collections by industry(Top 11 of 22 industries; \$=Garfield County wide)



2024 Sales tax collections by location(\$=Garfield County wide)



## Garfield County Public Library District

### Profit & Loss Budget vs. Actual Jan through Feb 2025 (unaudited)

	Jan - Feb 2025 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan 2024 - Feb Actual	\$ Increase / (-Decrease) in Actual '24 to '25
<b>Income</b>						
40100 · Sales Tax Revenue	422,422	4,250,000	9.94%		425,623	-3,201
40102 · Sales Tax Refunds	-6,777	-80,000	8.47%		-2,906	-3,871
40200 · Property Tax Revenue	2,295,682	7,512,712	30.56%		1,495,637	800,045
40300 · Specific Ownership Tax Revenue	90,331	500,000	18.07%		100,266	-9,935
40900 · Interest Earned on Investments	165,728	600,000	27.62%		149,994	15,734
41000 · Grants	0	18,223	0.0%		200	-200
41200 · Other Revenue	4,793	30,236	15.85%		5,247	-454
41210 · Lease Revenue (gasb 87)	0	10,671	0.0%		0	0
41220 · Interest Revenue (gasb 87)	0	9,202	0.0%		0	0
41300 · Solar Rebates	528	7,000	7.54%		558	-30
42000 · Branch Revenues	2,517	8,000	31.46%		8,264	-5,747
<b>Total Income</b>	<b>2,975,224</b>	<b>12,866,044</b>	<b>23.13%</b>		<b>2,182,883</b>	<b>792,341</b>
<b>Expense</b>						
50001 · TREASURER'S FEES	61,764	243,654	25.35%		46,043	15,721
50005 · DEBT SERVICE	0	1,673,739	0.0%		0	0
51000 · EMPLOYEE COSTS	855,692	6,091,082	14.05%		763,677	92,015
52000 · LIBRARY SERVICES	286,421	1,611,783	17.77%		361,724	-75,303
53000 · PROFESSIONAL SERVICES	34,783	228,791	15.2%		24,787	9,996
54000 · BUILDING OVERHEAD	140,800	892,069	15.78%		126,269	14,531



<b>54500 · BUILDING REFRESH, FURNITURE,IMPROV</b>	183,270	850,000	21.56%	1.	9,280	173,990
<b>55000 · EQUIPMENT</b>	61,637	175,590	35.1%	2.	42,775	18,862
<b>56000 · OTHER OVERHEAD</b>	85,433	98,893	86.39%	3.	78,413	7,020
<b>57000 · ADVERTISING &amp; MARKETING</b>	14,536	144,660	10.05%		22,994	-8,458
<b>58000 · VEHICLES</b>	1,307	18,400	7.1%		4,152	-2,845
<b>59000 · PARTNERSHIPS</b>	41,238	72,067	57.22%	4.	39,647	1,591
<b>Total Expense</b>	<u>1,766,881</u>	<u>12,100,728</u>	<u>14.6%</u>		<u>1,519,761</u>	<u>247,120</u>
<b>Net Income</b>	1,208,343	765,316			663,122	545,221

**Footnotes:**

1. Includes deposit on NC & PA furniture/shelving replacement as part of the building refresh project
2. Includes 39 computer replacements as part of the replacement schedule
3. Includes annual Property and Liability insurance premium
4. Includes annual membership in CLEER and 1/2 Cooper Commons(GW) assessment

## Garfield County Public Library District

### Balance Sheet As of Feb 28, 2025 (unaudited)

	Feb 28, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 · Alpine Bank- Gen(..7072)	2,820,152.63
10050 · Colo Trust - General	22,629,488.32
10055 · C-Safe	60,886.18
10060 · Alpine Bank- Payroll(..8785)	625.58
10070 · Alpine Bank - Flex(..0583)	3,319.64
10300 · Petty Cash- Cash drawer fund	975.00
11010 · CS-23652000-Annual Interest Pmt	162.93
11050 · CS-23652001-Annual Princ. Pmt	1,517.35
<b>Total Checking/Savings</b>	25,517,127.63
<b>Other Current Assets</b>	
12031 · Account Receivable	1,906.65
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>	8,350,023.22
<b>Total Current Assets</b>	33,867,150.85
<b>Other Assets</b>	
18400 · Prepaid Exps	39,909.61
19100 · Due to / from Foundation	500.00
<b>Total Other Assets</b>	40,409.61
<b>TOTAL ASSETS</b>	<b>33,907,560.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	33,169.55
<b>Total Accounts Payable</b>	33,169.55
<b>Credit Cards</b>	
20510 · Alpine Bank Purchase Card	16,408.99
<b>Total Credit Cards</b>	16,408.99
<b>Other Current Liabilities</b>	

<b>20660 · Grants Payable</b>	529.78
<b>21100 · Other Payroll Payables-</b>	
<b>21105 · FLEX payable</b>	2,093.36
<b>Total 21100 · Other Payroll Payables-</b>	2,093.36
<b>21200 · Payroll Payable-</b>	119,877.00
<b>Total Other Current Liabilities</b>	122,500.14
<b>Total Current Liabilities</b>	172,078.68
<b>Long Term Liabilities</b>	
<b>22000 · Deferred Sales tax Revenue</b>	422,422.20
<b>22100 · Deferred Property Tax Revenue</b>	7,530,742.00
<b>22250 · Deferred inflow - verizon lease</b>	394,952.37
<b>Total Long Term Liabilities</b>	8,348,116.57
<b>Total Liabilities</b>	8,520,195.25
<b>Equity</b>	
<b>30000 · Unassigned Fund Balance</b>	17,225,597.11
<b>30005 · Non-Spendable Fund Balance</b>	39,909.61
<b>30010 · Restricted Fund Balance</b>	502,000.00
<b>30100 · Retained Earnings</b>	6,411,514.94
<b>Net Income</b>	1,208,343.55
<b>Total Equity</b>	25,387,365.21
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>33,907,560.46</b>

## SALES TAX REPORT

	<b>2021</b>	% Incr(Decr) from prior yr	<b>2022</b>	% Incr(Decr) from prior yr	<b>2023</b>	% Incr(Decr) from prior yr	<b>2024</b>	% Incr(Decr) from prior yr
<b>January</b>	237,651	8.44%	282,424	18.84%	335,756	18.88%	354,406	5.55%
<b>February</b>	225,593	8.22%	313,057	38.77%	321,339	2.65%	333,667	3.84%
<b>March</b>	302,292	51.55%	293,864	-2.79%	395,860	34.71%	359,245	-9.25%
<b>April</b>	312,334	60.54%	356,616	14.18%	369,806	3.70%	355,806	-3.79%
<b>May</b>	363,341	48.28%	357,069	-1.73%	411,191	15.16%	383,795	-6.66%
<b>June</b>	354,080	30.85%	414,125	16.96%	434,621	4.95%	421,163	-3.10%
<b>July</b>	355,006	39.58%	414,876	16.86%	437,100	5.36%	425,890	-2.56%
<b>August</b>	317,496	13.32%	434,259	36.78%	446,230	2.76%	424,282	-4.92%
<b>September</b>	358,127	16.82%	408,238	13.99%	431,588	5.72%	418,498	-3.03%
<b>October</b>	332,468	12.44%	390,687	17.51%	409,220	4.74%	395,722	-3.30%
<b>November</b>	310,703	18.42%	375,740	20.93%	381,767	1.60%	374,221	-1.98%
<b>December</b>	375,477	20.47%	425,100	13.22%	424,728	-0.09%	418,312	-1.51%
<b>TOTAL</b>	<b>3,844,569</b>	<b>26.13%</b>	<b>4,466,056</b>	<b>16.17%</b>	<b>4,799,205</b>	<b>7.46%</b>	<b>4,665,007</b>	<b>-2.80%</b>

# Human Resources Report, April 2025

By Kim Owens, HR Director

## Staff Education and Development update

Our newly promoted Adult Services Coordinators participated in a one-day transition workshop on 3/16. Jamie led them through the District's goals and priorities as they apply to their position and staff from the Technical Services and Events departments presented.

Our Youth Services Coordinator team participated in a two-day off-site retreat, 3/19 - 3/20, led by our Employee Development Coordinator, Laura West. Kate Compton from the Colorado State Library presented two sessions on early literacy. The Youth Services team spent time collaborating and strengthening their relationships with each other, visiting the Clifton and Fruita libraries, and sharing storytime design concepts and techniques.

## Recruiting and Staffing update

The pending offer for the Youth Services Coordinator at Carbondale was not accepted. We are regrouping and will consider the best path forward.

The Events & Social Media Specialist position was filled with an internal candidate effective 3/16.

## Staffing Report - Since 2/21/2025

New Hires: 0

Promotions/Transfers: 6

- Library Assistant - Silt, 28hrs/week promoted to Events & Social Media Specialist - Support Services 40hrs - 03/16/2025
- Library Associate - Glenwood, 40hrs/week promoted to Adult Services Coordinator, 40hrs/week - Glenwood
- Library Associate - New Castle, 40hrs/week promoted to Adult Services Coordinator, 40hrs/week - New Castle
- Library Associate - Silt, 40hrs/week promoted to Adult Services Coordinator, 40hrs/week - Silt
- Library Associate - Rifle, 40hrs/week promoted to Adult Services Coordinator, 40hrs/week - Rifle
- Library Associate - Parachute, 40hrs/week promoted to Adult Services Coordinator, 40hrs/week - Parachute

Vacancies: 7

- Library Assistant - Silt, 28hrs/week
- Library Assistant - Parachute, 24hrs/week
- Library Associate - Glenwood, 40hrs/week
- Collection Development Manager - Support Services, 40hrs/week - starts 4/7/2025
- Library Page - Carbondale, 10hrs/week
- Youth Services Coordinator – Carbondale, 40hrs/week
- Library Associate – New Castle, 24hrs/week – *internal transfer approved, effective date TBD*

Departures: 0

Additional Staffing Information:

Headcount as of 3/21/2025 (includes staff who are on extended leave):

- 94 total staff members (includes Subs)
- 46 benefit-eligible staff (32 - 40 hours per week); 30 part-time staff (less than 32 hours per week); 18 Substitutes (no regularly scheduled hours)
- 61.1 FTE

Active FT & PT Staff Stats by Location – 2/21/2025					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	8.05	13	322	4	9
Glenwood	8.15	11	326	5	6
New Castle	6.15	8	246	4	4
Silt	5.25	6	210	5	1
Rifle	8.45	11	338	5	6
Parachute	5.65	7	226	4	3
Support Services	19.40	20	776	19	1
Grand Total	61.1	76	2444	46	30

# Branch Libraries Report, April 2025

By Nancy Barnes, Branch Libraries Director

## Branch Projects

Construction began on the Parachute and New Castle libraries on March 10. During Phase 1 of the remodel, staff areas and restrooms are undergoing renovation. To ensure progress and coordination, weekly construction meetings are being held between FCI Contractors and the library district, providing key project updates and milestones.

Community members are invited to provide input on the new draft design layouts for the Rifle and Silt libraries. Library staff will be on site to share information and gather feedback to ensure public input is reflected in the planning process. The first presentation will take place on Monday, April 7, at the Rifle Branch Library, followed by a second event on Monday, April 14, at the Silt Branch Library. Both events will begin at 6:00 p.m.

## Carbondale:

The Carbondale library is looking forward to celebrating National Library Week with several great events planned, including Bingo for Books, a screening of the documentary "Free for All", a book launch party for Raina Telgemeier's newest graphic novel, and much more.

The library's Spanish book club for adults launched this month, with six people at the first meeting. This monthly program helps improve our offerings for Spanish speakers. The Graphic Novel Club (recently rebranded from Kids Book Club) continues to be a great success. This month, tweens read "History Comics: The Great Chicago Fire"

The library's featured KDNK ads continue to increase program attendance and spread awareness of library services and events, and the new weekly ad in the Sopris Sun is having a noticeable impact as well.

## Glenwood Springs:

The Glenwood Springs Library has launched a new weekly Mommy Meet-Up for mothers and their young children (ages 0-3). Held every Monday from 11:00 a.m. to 12:30 p.m., this gathering offers moms a chance to connect over coffee and conversation while their little ones enjoy provided play items.

## New Castle:

Construction began in early March prompting the staff to relocate to the community room. Marmot Library Network assisted with moving half of the computers, while the rest were placed in storage. The entire staff have been incredibly helpful and adaptable throughout the process. A big thank you to Jon Medrano and James Aguilar for their hard work in moving the heavy furniture to the basement. Work in the staff area is progressing smoothly as planned, and the new wall frame has been completed. The frame for the wall dividing the exhibition room and the quiet workroom is also complete. Work on the MakerLab is underway

Children's programming continues as we rent the basement from the River Center to host our weekly events. Initially, the kids were confused and a bit nervous about the change, but seeing familiar faces quickly put them at ease. The library is reintroducing its Seed Library beginning April 1st. Library cardholders can check



out up to five seed packets per month. Community members are encouraged to also contribute seeds to the collection.

**Rifle:**

Rifle launched a new Shake Your Sillies Out program, inspired by Silt's longstanding success. This program encourages young children to move, dance, and play — helping them burn off energy while fostering early literacy and social skills. Staff also welcomed the entire 1st grade class from Highland Elementary School for a special visit. The children enjoyed stories, a craft activity, and a fun educational scavenger hunt. It was heartwarming to see several children experiencing the library for the first time. Many expressed excitement about returning with their families to get library cards — a reminder of the library's role in creating lifelong readers.

Rifle's meeting rooms and study spaces continue to see increased use, thanks to the newly implemented online reservation system. This improvement has made it easier for patrons to book spaces, supporting a variety of community needs, from study groups to local meetings.

**Silt:**

Silt Library is partnering with CMC to offer a six-week ESL course. Registration is managed by CMC, and classes will take place in the library's Community Room.

Plans for the Military Appreciation Day event on May 10th are being finalized. This special event will honor all branches of the military with guest speakers, an honor ceremony, historical displays, live music, food, and veteran resource booths.

**Parachute:**

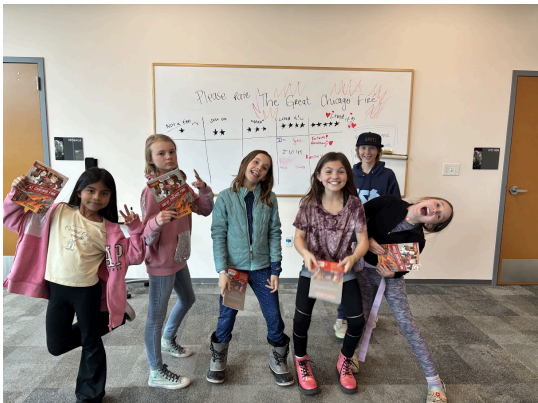
The remodel of the Parachute library is officially underway, with construction currently in Phase 1. This phase focuses on expanding the staff work area and adding a new bathroom. Parachute Branch Manager Amaranda Fregoso and Executive Director Jamie LaRue will present project updates to the Parachute Town Council at their March 20th meeting.

Staff are excited to be working on a StoryWalk project for Cottonwood park. The project is being partially funded by a generous \$1,500 donation from Alpine Bank. Staff are working to acquire additional donations in the coming months to help complete the project.

This month, we had a highly successful Teen Tech Week, with enthusiastic participation and positive feedback from teens. Another program highlight was Cookbook Club, where attendees prepared delicious dishes and enjoyed a great turnout.



Tote bag from Silt's Pioneering in the Modern Age sewing class.



Tweens having fun at Carbondale's Graphic Novel Club.



Construction photo from New Castle library.

# Circulation and Collections Report, April, 2025

By Jenn Cook, Technical Services Director

## Prospector Resource Sharing

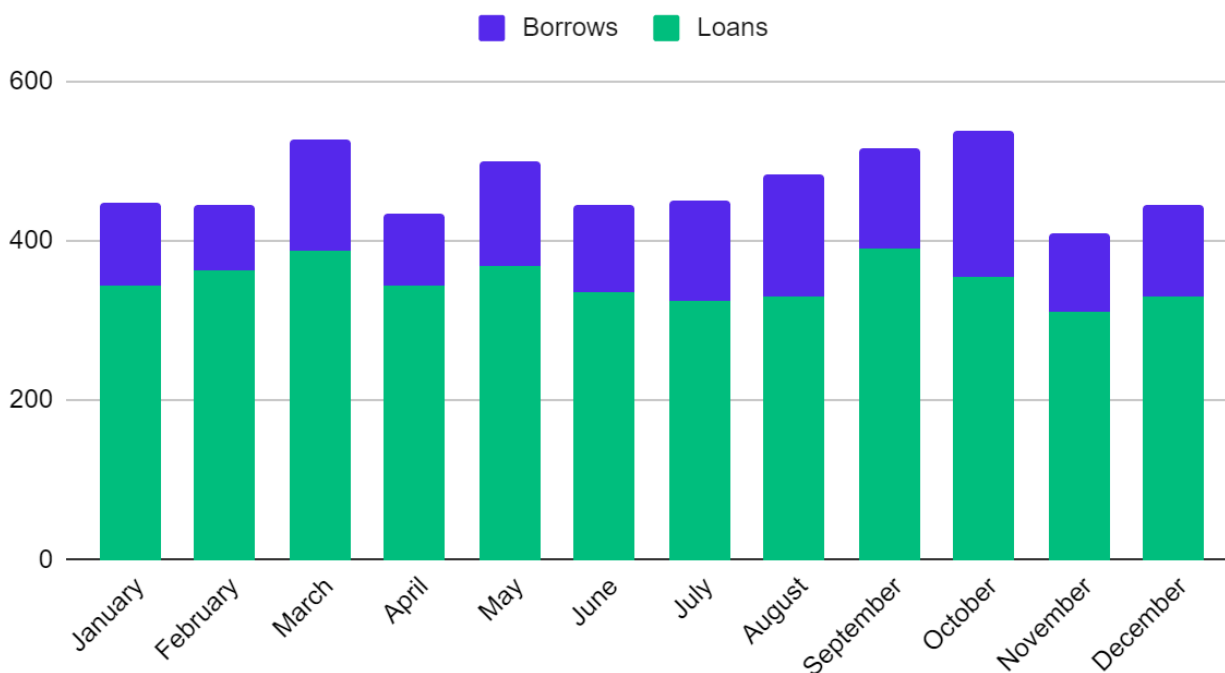
Prospector is a unified catalog of academic, public, and special libraries in Colorado and Wyoming. Through Prospector, our patrons have access to 30 million books, journals, DVDs, CDs, videos, and other materials held in these libraries. With a single search, patrons can select materials from collections across the state and have them delivered to any of our branches. All libraries participating in Prospector can be seen here:

<https://maps.coalliance.org/>

Our loan-to-borrow ratio through Prospector is 2.86, which means we loan materials to other libraries significantly more than our patrons borrow. One interesting thing I noticed looking at the data from 2024 that I did not expect to see, is that there was a 22% increase in Prospector borrows by our patrons in the second half of last year after our new website was rolled out.

A related piece of information is that our statewide courier system's data shows that 85% of in-transit items are delivered within 10 days or less and 10% are delivered between 10-14 days. We are extremely lucky to have this, as not all states have the advantage of a statewide library delivery service.

## Prospector Loans and Borrows in 2024



## Guadalajara International Book Fair purchases

We have received about 1/3 of the books ordered at the Guadalajara International Book Fair, which GCPLD staff attended for the 3rd year in November. Attending the book fair is a great opportunity to purchase titles from small international publishers that aren't readily available from our usual vendors. Delivery of these purchases tends to be slow as distributors gather titles from these small publishers that are scattered all over Central and South America and beyond. Through these annual trips, we have established relationships with 2 distributors, one local here in Colorado, through which we can access these lesser available titles throughout the year outside of attending the book fair. GCPLD's long range goal is to increase Spanish-language materials in our collection by 2-4% per year, and in 2024, the circulation of Spanish-language materials increased by 20% over the previous year.

# Marketing Report, April, 2025

By James Larson, Communications and Marketing Director

## 1,000 Books Before Kindergarten

We are ready to launch this national program aimed at promoting early childhood literacy through a fun challenge of reading 1,000 books before Kindergarten, mainly encouraging parents to read often to their preliterate children. Upon sign up, each participant will receive a tote that you can color-on, a custom folder, their first reading log sheet, a book mark that they can color and keep track of their reading. There will be a mid-point prize of books at the 500th book. Upon completion, participants will receive a Garfield mascot plush toy and a certificate of achievement.

## Welcome to **Brendan Peters**

I'd like to welcome Brendan Peters to the marketing and event team. Brendan was initially a library page and specialist at the Silt Branch library and has been promoted to the new position of Events and Social Media Coordinator. He will take over and expand our social media presence and work with Alex around the district at managing and running events and programs.

## Upcoming

All branches will be starting to distribute our "save-the-date" bookmarks for the 2025 Summer Reading Challenge to local schools and other contacts. We have 2 live interviews planned with La Nueva Mix radio station where we will promote Día del Niño (held virtually on April 26th) and Summer Reading Challenge (June 1-July 31). We are also in the planning stages of our annual Comic Book Festival (May 3) at the GW Branch. Also, we will have our first Human Library event of the year in Rifle on May 11th, Cinco de Mayo outreach event in Rifle on May 2nd, and a new Military Support event in Silt on May 11th.

## Social media analytics

Followers:

Facebook – 4,200

Instagram – 1,580

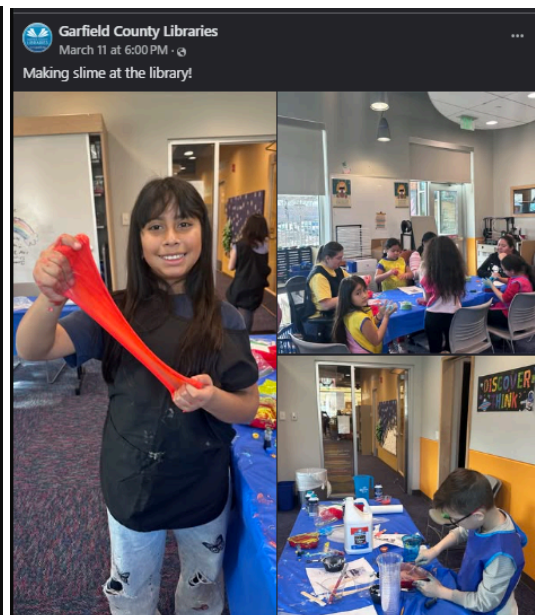
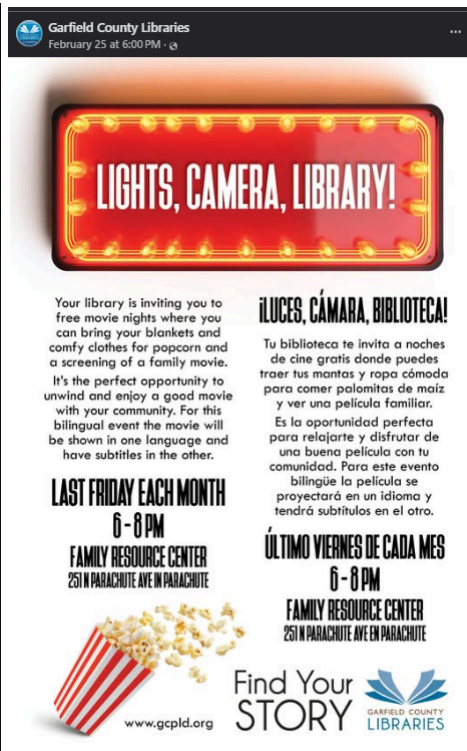
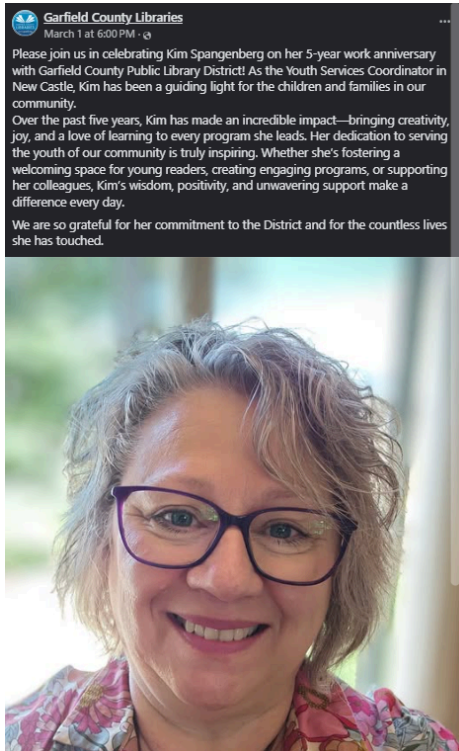
Email Newsletter – 16,274

Facebook Reach\* 7,100 (down 51%)

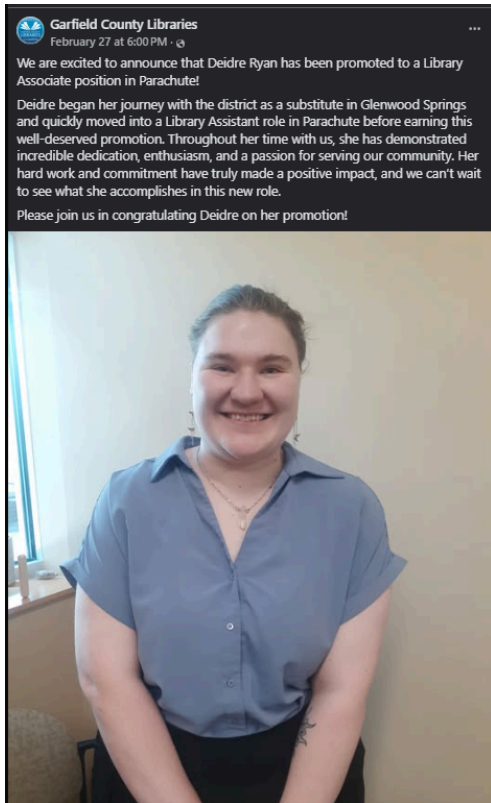
Instagram reach: 650 (down 3%)

\* 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







## Top Instagram Posts







## In the news

<https://soprissun.com/library-report-board-split-on-recommending-use-or-hershey-for-glenwood-seat-staff-compensation-called-into-question/>

<https://aspenjournalism.org/garfield-county-commissioners-pick-former-city-council-member-tony-hershey-to-fill-library-board-seat/>

<https://www.postindependent.com/opinion/columns/garfield-county-libraries-column-making-it-easier-for-kids-to-love-reading/>

<https://www.newsbreak.com/news/3823241604031-garfield-county-libraries-column-making-it-easier-for-kids-to-love-reading>

# Programs and Events, February, 2025

By Alex Garcia-Bernal, Education & Events Manager

## Special Events:

The Silt Library opened our special events for the month of February with a special Take Your Child to the Library Day, which was meant to invite families and show them all of the resources the Library has to offer for kids. They also hosted a special presentation on how to reclaim the wisdom of the past, Pioneering for the Modern Day. The New Castle Library hosted their yearly Hygge Storytime, which is a cozy evening storytime in the Scandinavian tradition.

The Rifle began hosting their Arts in the Stacks exhibit featuring local artist Tim Heiney on Monday February 10th.

## Storytimes:

The Carbondale Library hosted their Preschool Story time each Friday, their Bilingual Storytime each other Saturday, their Baby Storytime and Toddler Storytime each Tuesday in February. The Parachute Library has begun to host a monthly Cozy Corner storytime, offsite. This month it was hosted on Monday February 3rd. The Silt Library hosted their regular story time each Monday in February. The Rifle Library hosted their Bilingual Sensory Storytime on Tuesday February 4th and 18th , their regular Storytime each Thursday in February, and their Bilingual Baby Storytime on Mondays February 10th and 24th.

The New Castle Library hosted their regular Storytime and their Toddler Storytime each Tuesday, and their regular Storytime each Wednesday in February. The Glenwood Springs Library hosted their new Baby Story Time, Bookworm Babies, their Pre School Storytime each Tuesday in February, their new math Storytime program, ABC 123, each Wednesday in February, and their Sensory Storytime program, Sense-ational Stories and Squiggles each Thursday in February . The Parachute Library hosted a Spanish Storytime offsite each Wednesday in February.

## Library Children Events:

All libraries hosted their School's Out Spark programs once per week in February. The Carbondale and Glenwood libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in February. The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in February. The Rifle Library hosted their Sensory Playgroup and Preschool Playgroup each Wednesday in February. The Carbondale and Glenwood libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in February. The Rifle Library hosted their sensory STEM club on Friday February 7th.

## Partnered Children Events:

All libraries hosted their Spanish language story times once per week with Raising a Reader in the month of February. All libraries hosted one monthly Science Exploration Hour with the Aspen Science Center in the month of February, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month. The Carbondale Library continued their Paws to Read story time program with the animal shelter on Tuesdays February 4th, and 18th.

## Teen/Tween Events:

The Silt Library brought back their Teen Gaming club, Game On and hosted it on Saturdays February 1st and 15th. The Glenwood Springs Library hosted their Magic the Gathering game club on Saturday February 1st. The Rifle Library hosted their teen club, Madness Mondays weekly in February. The Parachute Library hosted their Dungeons and Dragons game club on Tuesday February 4th. The Carbondale Library hosted their Coding Club with the Aspen Science Center on Tuesdays 11th and 25th. The Parachute Library hosted their Artful Tuesdays program on February 11th and 25th. The Glenwood Springs Library hosted their Dungeons and Dragons program on Saturday February 15th. The Parachute Library hosted a Teen Creative Writing Club on Thursday February 20th.

## Family Events:

The Rifle Library hosted their Homeschool Curious Minds club each Thursday in February. The Silt Library hosted their monthly Family Game night on Thursday February 6th and their Bilingual Loteria Game Night on Thursday February 13th. The Glenwood Library hosted their Family Community Movie Night on Tuesday February 18th. The Parachute Library hosted their movie night, Lights Camera, Library! On Friday February 28th.

## Book Clubs:

The Carbondale Library began hosting an LGBTQ Book Club, Read the Rainbow, and hosted on Tuesday February 4th. The Rifle Library hosted their Reading 101 Book Club on each Wednesday in February, and their Friends of the Library Book Club on Wednesdays February 12th. The Carbondale hosted their Books in Bars club on Thursday February 6th at the El Dorado bar. The Glenwood Springs Library hosted their monthly Spanish book club, Entre Las Paginas on Saturday February 8th. The Carbondale Library hosted their Nonfiction Bookclub on Thursday February 13th. The Parachute Library hosted their Food For Thought Cookbook Club on Thursday February 13th. The Carbondale Library hosted their Third Thursday Bookclub on February 20th. Silt hosted their Monthly Silt Book Club on Thursday February 20th. The Parachute Library hosted their fantasy bookclub, Escape Reality on Sunday February 23rd. The Glenwood Springs Library hosted their Last Monday Book Club on February 24th.

## Partnered Adult Events:

The Carbondale Library hosted their partnered Open Hours program with English in Action each Monday in February. The Rifle Library continues to host open Discovery Cafe hours from 10:00am to 4:00pm, Monday through Friday in February. The Rifle Library hosted their ESL classes with CMC on each Tuesday and Wednesday in February. The Carbondale Library hosted their CMC Open Hours each Wednesday in February. The Glenwood Springs Library hosted their memoir writing club, Your Story Your Life on Friday February 7th and 21st.

The Rifle Library hosted their monthly presentation with the Rifle Heritage Museum, Family Roots: Growing Up with Dr. Clagett on Saturday February 15th. They also hosted their Let's Chat Mental Health program with the Garfield County Public Health Department on Tuesday February 25th.

## Adults Arts and Crafts:

The Carbondale Library hosted their Nature Journaling program on Friday February 7th and their knitting club, In Stitches, each Monday in February. They also hosted a calligraphy class on Tuesday February 4th. The Rifle Library hosted their Crochet Corner on Sundays February 9th and 23rd. The Glenwood Springs Library hosted their Writer's Workshop on Thursdays February 13th and 27th. The Carbondale Library hosted their monthly Poets and Writer's Group on Sunday February 16th.

## Adult Education Events:

The Rifle Library hosted their Basic Computer classes on Tuesdays February 11th and 25th and their English/Spanish conversation circle each Wednesday in February.

## Events for Seniors:

The Glenwood Springs Library hosted their Tai Chi for Seniors each Wednesday and Saturday in February, their Wonderful Wednesday program on February 12th, and their In Balance fitness program for seniors on Fridays February 14th and 28th. The Silt Library has also begun hosting a monthly Computer Class for Seniors. This month it was hosted on Monday February 3rd. The Carbondale Library hosted their Geri Fit for Strength Training program each Thursday in February.

## Adult Social Events:

The Carbondale Library hosted their Art of Random Conversations program on Sunday February 2nd. The Glenwood Springs Library hosted their new Mah Jongg game program each Tuesday in February. The Rifle hosted their adult Dungeons and Dragons club on Sundays February 9th and 23rd. The New Castle Library

hosted their Circle of Friends program, in which people with disabilities have a social hour, on Thursdays February 13th and 27th. The Silt Library hosted their Silt Unsolved Sleuths mystery reading club on Tuesday February 18th. The Glenwood Springs Library hosted their Chess Club on Thursday February 20th.

### Concerts, Films, and Author Presentations:

The New Castle Library hosted a special film showing of Elemental: Reimagining Wildfire on Wednesday February 12th.

### Upcoming Events:

The Garfield County Libraries will be hosting a virtual Dia del Niño (Day of the Young Child) Celebration on Saturday April 26th. The Library will also be in attendance at the City of Rifle's Cinco de Mayo Celebration on Friday May 2nd.

The Glenwood Springs Library will be hosting our annual Comic Book Day Festival on Saturday May 3rd. The Silt Library is hosting our first Military Appreciation Celebration on May 10th. The next Human Library program will be hosted at the Rifle Library on Sunday May 18th.

# Facilities, April, 2025

By Jon Medrano, Facilities Manager

## Library Reconfiguration for Parachute & New Castle Branches - UPDATE

In the month of March, this large capital project finally began. It has truly been an incredible effort from many different departments, specifically the planning team. Construction began on Monday, March 10th simultaneously at both locations. The project is currently in Phase 1, which consists primarily of the staff break rooms. New Castle is also conducting remodel of the history room, now called the “Exhibit Room”, along with a new Makerspace room. Parachute’s community room is also being worked on with new paint and carpet. Phase 2 is set to begin in early April, which will include the temporary closure of both branches. However, staff will be ensuring that the limited library services will be available to patrons in each community, mainly focusing on curbside service. Phase 2 will involve the major removal of old bookshelves, furniture and other equipment, installing new carpet and paint, furniture etc. The entire renovation is aimed to be completed by the end of May. More updates to follow in later board reports.

## Library Reconfiguration for Rifle & Silt Branches - UPDATE

The planning team conducted meetings with both the Rifle and Silt staff in order to obtain feedback and confirm schematic design. The next step is to present to the community. Rifles will take place on April 7th and Silts on April 14th. Both will be from 6:00 PM - 7:30 PM. This event has been advertised through a variety of outlets.

## Silt Shade Awning - UPDATE

The Facilities Manager has been in communication with the General Contractor and the Town of Silt to ensure progress is being made. At present, all aspects of the permitting are complete. The General Contractor sent a contract that the library reviewed and signed. Some of the material has been placed on order. A start date for this project will be communicated soon.

## Fence Installation at Glenwood Springs Branch

A fencing company installed a fence enclosure around the transformer panels located in the alley adjacent to the library patio at the Glenwood Springs Branch Library. The work took a total of two days to complete and the result is a high quality fence to prevent any access from the public. The Facilities Manager would like to thank the City of Glenwood Springs for their support in allowing this project to take place.

## Boiler Inspection at Silt Branch Library

The boiler located at the Silt Branch library completed the annual inspection. This was done by the Northwest Colorado Council of Governments. (NWCCOG). Upon their visit it was discovered that the boiler did need service. Specifically the low water cutout device needed to be replaced. The part was placed on order by the contracted HVAC company and installed within a few days. All parts of the boiler are working in good condition.