

## Agenda

Garfield County Public  
Library District Board of  
Trustees Meeting  
Date: Thursday,  
November 6, 2025, 2:00  
PM  
Silt Branch Library, 680  
Home Ave.,  
Silt, CO 81652

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)

Public Comment

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

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

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 October 2, 2025 (pp. 3-5)
- B. Claims for Board Approval: General Fund Sept 16, 2025 through Oct 15, 2025 (pp. 6-8); Alpine Bank Credit Card Statement September 30, 2025 (pp. 9-11)

### III. ACTION ITEMS

- A. 2026 Board Meeting Dates, Jamie LaRue (pp. 12)
- B. 2026 Library Closure Dates, Kim Owens (pp. 13)
- C. Election and Polling Consultant considerations, Jamie LaRue & Kevin Hettler
- D. Hold locker vendor recommendation, Jenn Cook
- E. Architect and GC contracts for SI & RI projects, Jon Medrano

### IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 14-19)
- B. Public Hearing re: 2026 Budget Draft update, John Mallonee & Kevin Hettler
- C. Finance Report, Kevin Hettler (pp. 20-24)
- D. Spanish Services Team presentation
- E. Trustee reports and comments, All Trustees
- F. Silt branch library report, Brenda Ramirez

Next Board Meetings:

Regular Meeting: Thursday, December 4, 2026, 2:00 PM, Location: New Castle Branch Library

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 Branch Library

Date: Thursday, October 2, 2:00 PM

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

Board Members Present:

Adrian Rippy-Sheehy

Michelle Foster

John Mallonee

Stephanie Hirsch

Brit McLin

Board Members Absent (excused):

Tony Hershey

### I. CALL TO ORDER - 2:00pm - Adrian Rippy Sheehy

- A. Roll Call - Kim Owens
  - a. Kim Owens took the roll call. Tony Hershey excused, all others present; Rifle Trustee seat vacant.
- B. Public Participation: 3 minutes per person
  - a. Nelson Rivera, Rifle - Led the Pledge of Allegiance.
  - b. Salomi Gonzales, Rifle - Says that May Gray is an activist and is dividing our community. May has made a TikTok video attacking Salomi. Salomi wants inappropriate books put out of the reach of kids. Says these books confuse little kids.
  - c. Trish O'Grady, Rifle - Advertisement for Rifle Board position has been posted. Would like to reconsider putting the following items be put on the agenda: move the meetings back to the evenings, the Pledge of Allegiance, alternative card for minors, and charging fees for overdue books.
- C. Approval of the agenda -
  - a. Moved "Selection of General Contractor and Architect for Rifle and Silt" from an action item to a discussion item.
  - b. Brit McLin moved to approve the amended agenda, John Mallonee seconded. Motion passed.

### II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting September 11, 2025 (pp. 3-5)
- B. Claims for Board Approval: General Fund August 16 - September 15, 2025 (pp. 6-8); Alpine Bank Credit Card

- a. Michelle Foster moved to approve the consent agenda, Stephanie Hirsch seconded. Motion passed.

### III. ACTION ITEMS

- A. Immigration Agency Responses, second reading (pp. 12-13)
  - a. Will be posted on the GCPLD website and will also be sent out to various Hispanic groups in the county.
  - b. John Mallonee moved to approve the Immigration Agency Responses policy as written, Brit McLin seconded. Motion passed.

### IV. DISCUSSION ITEMS

- A. Selection of General Contractor and Architect for Rifle and Silt, Jamie LaRue
  - a. FCI and Hopkins. We like them and have worked with them, but the price is high. We are in negotiation.
- B. IGA and board appointment update, Jamie LaRue
  - a. Current Board members whose terms are up for renewal would be presented to the County Commissioners for reappointment rather than advertise and interview. Would like to do this to avoid long vacancies on the Board.
  - b. IGA will be presented to the County Commissioners at their meeting on October 6, 2025.
- C. Management Report, Jamie LaRue (pp. 15-17)
  - a. Staff day on October 7, 2025. Starts at 9:00 am.
  - b. October 7, 2025 will show the documentary "The Librarians" at the Ute Theater at 6:00 pm.
- D. Finance Report, Kevin Hettler (pp. 18-23)
  - a. 2006 mill levy will be sunseting in 2027.
  - b. Asked the Board to think about extending or presenting a new mill levy on the ballot measure in 2026 or 2027. The deadline to get on next year's ballot is August.
- E. Budget Committee Report, John Mallonee and Kevin Hettler
  - a. Will be dipping into reserves that we put away three years ago to pay for capital projects as planned..
  - b. Bringing in \$854K less and spending \$100k more. Deficit budget for capital improvements only, not operations. Spending \$1.6 million more than taking in.
  - c. 4% COLA, no new positions, start some entry levels a step higher, maintaining education assistance for those who are already enrolled, wellness plan, 3% 457 retirement plan match, Archivist Intern ends in early 2026, keeping Youth Services Interns; reducing training, events, and programming budget to help cover health insurance and other increases.
  - d. Health insurance going up 17% and Marmot IT support also going up 17%.
  - e. A 30-day public comment period starts today, the budget will be posted on the website, notice of publication will be posted in two newspapers in the next two weeks.
- F. Citizen Oversight Committee member introductions, Kevin Hettler
  - a. Clay Hesse - Library is a great resource. Thankful we have such good libraries. Feels as a younger member can provide a unique voice.
  - b. Ksana Oglesby - Has been on committee since started. Very inspiring to see everything the library is getting to do with the money that was voted in.
  - c. Ellen Dole - absent; will attend the November meeting.
- G. Trustee reports and comments, All Trustees
  - a. Brit McLin - CALCON was eye-opening. Got a pocketbook full of quotable facts. Colorado has more public libraries than all of the supermarkets combined. More than 21 million visits to all

- public libraries in 2024, 4 times more than Colorado National Parks. Recommended DVD "Who Framed Roger Rabbit". True story (regarding the dismantling of public transportation to make way for automobiles).
- b. Adrian Rippy-Sheehy - Went to Boston's public library. The only library in the United States that has a bar and high tea.
- H. Rifle Branch library report, Amy Tonozzi
  - a. Staff updates: Jorge Loya - Interim Assistant Branch Manager, Maria Gaytan - Adult Services Coordinator, Carolyn McCann - Circulation Library Associate.
  - b. Told story of a patron needing help navigating a Medicaid account to get a personalized scooter. Patron was thrilled that she was able to come into the library and get all this help.
  - c. Told story of a patron experiencing homelessness that was able to get an apartment and a job. Before that, the library was able to give him a nonjudgmental place to come and get support.
  - d. Human library, sensory storytimes and STEM club, provide food bags and hygiene kits, sleeping bags, expanded homebound delivery service, Gerifit, computer classes, Ageless Grace and tech talk programs at Senior center, mental health program series.

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

Adjourn meeting. - 3:22 pm

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

Prepared by: Jamie LaRue, Executive Director

## Claims for Board Approval

Alpine Bank Checking Sept 16 through Oct 15, 2025

Date	Num	Name	Memo	\$ Amount
10010 - Alpine Bank- Gen(..7072)				
09/17/2025	Eft	CRA	Retirement plan contributions	11,503.46
09/18/2025	Eft	Tiger, Inc.	Gas delivery	481.21
09/18/2025	Eft	CRA	Retirement plan contributions	6,752.80
09/20/2025	Eft	City of Glenwood Springs	GW electricity	1,299.93
09/20/2025	Eft	City of Rifle	RI water / sewer	161.14
09/20/2025	Eft	Town of Silt	water / sewer	229.19
09/20/2025	Eft	Xcel Energy	NC PA RI SI CA electricity	7,714.49
09/22/2025	Eft	CRA	Retirement plan contributions	11,755.43
09/22/2025	Eft	CRA	Retirement plan contributions	6,717.37
09/22/2025	Eft	CenturyLink	Elevator / fire alarm telephone	426.48
09/25/2025	Eft	Waste Management	RI CA NC trash / recycling	702.21
09/26/2025	Eft	Masters Telecom LLC	Fax service	178.48
09/26/2025	Eft	Alpine Bank	Aug c.c. pmt	14,631.59
09/29/2025	Eft	Town of Carbondale	water / sewer	135.08
09/29/2025	Eft	Town of New Castle	water / sewer	239.73
09/30/2025	27984	A Clean Break, LLC	RI SI NC September cleaning	6,700.00
09/30/2025	27985	Aspen Maintenance Supply LLC	Janitorial supplies	825.66



09/30/2025	27986	Baker & Taylor	Library materials	218.00
09/30/2025	27987	Carbondale Historical Society	The long conversation	3,000.00
09/30/2025	27988	Cardiff Cleaning Service	CA GW cleaning	4,694.00
09/30/2025	27989	Citadel Security Group, LLC	GW RI security	7,850.55
09/30/2025	27990	City of Rifle	Ute theatre rent for Librarian movie	1,445.00
09/30/2025	27991	Creativebug	Creativebug enterprise renewal	1,550.00
09/30/2025	27992	Demco	Poster frames	87.66
09/30/2025	27993	Elmer Glass Co of Rifle Inc	PA window replacement	989.73
09/30/2025	27994	FE Technologies American Corp	Annual maintenance for self check software	4,636.00
09/30/2025	27995	Harlan, Shylo	Mileage reimb	68.60
09/30/2025	27996	Ingram Library Services	Library materials	10,402.91
09/30/2025	27997	Larson, James	Mileage reimb	144.20
09/30/2025	27998	Lectorum Publications, Inc.	Library materials	52.52
09/30/2025	27999	Mallonee, John	CALCON reimb	220.64
09/30/2025	28000	Marmot Library Network, Inc.	Q4 2025 IT support	67,234.75
09/30/2025	28001	McIntyre, Caroline	Mileage reimb	103.60
09/30/2025	28002	Micro Plastics, Inc.	GW sign repair; EE recognition plaques	693.33
09/30/2025	28003	Midwest Tape	Library materials	425.46
09/30/2025	28004	Office Outfitters	PA tables and carts / retainage	2,652.83
09/30/2025	28005	Owens, Kim	CALCON reimb	219.35
09/30/2025	28006	Peterson, Jess	Mileage reimb	46.48
09/30/2025	28007	Playaway Products LLC	Library materials	971.69
09/30/2025	28008	Reliance Standard	October disability insurance	1,099.55
09/30/2025	28009	River Center	Donation thank you on behalf of Ignacio Ruiz	50.00
09/30/2025	28010	Thomas Klise/Crimson Multimedia	Library materials	824.54
09/30/2025	28011	Willis Towers/CEBT	October health insurance	59,437.16
09/30/2025	28012	Wolburg, Natasha	Mileage reimb	122.50
09/30/2025	28013	Zimmermann, Robert	Mileage reimb	265.58
09/30/2025	28014	Colorado Mountain College RI	Citizenship instructor	357.72
09/30/2025	28015	Colorado State University	Education assistance	5,300.00
09/30/2025	28016	Cruz Guerrero, Livier C.	Spanish storytime	600.00
09/30/2025	28017	Garcia-Bernal, Alejandro	CALCON mileage reimb	173.60
09/30/2025	Eft	Garfield County Public Library Foundation	Book sales / donations	684.90
09/30/2025	Eft	Black Hills Energy	GW and CA gas	122.09
10/01/2025	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
10/02/2025	Eft	CRA	Retirement plan contributions	11,347.76
10/02/2025	Eft	CRA	Retirement plan contributions	6,353.56
10/03/2025	Eft	Windcave	Merchant fees	62.50
10/03/2025	Eft	Windcave	Merchant fees	35.00
10/06/2025	Eft	Masters Telecom LLC	Fax service	178.48
10/06/2025	Eft	Mountain Waste & Recycling	GW SI trash / recycling	115.98
10/07/2025	Eft	Verizon Wireless	Telephones, hotspots, & filtering service	7,831.82
10/08/2025	Eft	Colorado Dept of Revenue-Sales Tax	3Q sales tax	137.75
10/08/2025	Eft	City of RI-Sales Tax	3Q sales tax	8.81
10/08/2025	Eft	City of GL- Sales Tax	3Q sales tax	20.43
10/15/2025	28018	625-Water(9283)	RI SI staff water	143.66
10/15/2025	28019	AFLAC	October supplemental insurance	300.68
10/15/2025	28020	Age Friendly Carbondale	Life after 70 - Sept	112.50
10/15/2025	28021	All Around Property Maintenance, Inc	PA September landscape maintenance	1,121.42
10/15/2025	28022	AlwaysMountainTime LLC	Radio ads	1,200.00
10/15/2025	28023	Aspen Maintenance Supply LLC	Janitorial supplies	760.14

10/15/2025	28024	Baker & Taylor	Library materials	51.77
10/15/2025	28025	Barnes, Nancy	Exp reimb	165.23
10/15/2025	28026	BPOE Elks of USA	Veteran's day dinner sponsorship	2,000.00
10/15/2025	28027	Cedar Networks	October broadband	1,080.00
10/15/2025	28028	Citadel Security Group, LLC	RI GW security	6,703.06
10/15/2025	28029	Colorado Library Consortium	Courier service 10/1/25 - 9/30/26	43,982.60
10/15/2025	28030	Colorado Mountain News Media	Print ads	2,497.50
10/15/2025	28031	Cruz Guerrero, Livier C.	Puppet show	500.00
10/15/2025	28032	Cura HR, LLC	HR support / pulse surveys / DiSC support	2,302.50
10/15/2025	28033	Daly Property Services	CA October landscape maintenance	541.90
10/15/2025	28034	Demco	Processing supplies	190.92
10/15/2025	28035	EverGreen ZeroWaste	CA compost service	75.00
10/15/2025	28036	FCI Constructors, Inc.	PA building refreshes	980.31
10/15/2025	28037	Fregoso, Amaranda	Mileage reimb	420.00
10/15/2025	28038	Gaytan, Ana	Per diem reimb	230.51
10/15/2025	28039	Gray, Suzanne Alyce	CA slide presentations	150.00
10/15/2025	28040	Gurung, Ngimyang Chin	CA yoga classes	375.00
10/15/2025	28041	Ingraham, Ildiko	Sound immersion events	600.00
10/15/2025	28042	Leff, Alexander	Film night cycle of memory	300.00
10/15/2025	28043	Leitzke, Kyle James	CA art of conversation	150.00
10/15/2025	28044	MA Quality Builders LLC	CA book drop repair	1,200.00
10/15/2025	28045	Martin-Cespedes, Juan Manuel	CA spanish conversation club	112.50
10/15/2025	28046	McCook, Orvid	Speaker for immigrant stories	300.00
10/15/2025	28047	Midwest Tape	Library materials	14,260.60
10/15/2025	28048	Morrow, Karina	Per diem reimb	168.56
10/15/2025	28049	Mountain Pest Control, Inc.	Sept spraying	388.00
10/15/2025	28050	Penworthy Company	Library materials	332.91
10/15/2025	28051	Peters, Brendan	Mileage reimb	182.00
10/15/2025	28052	Peterson, Jess	Per diem reimb	233.80
10/15/2025	28053	Pinyon Mesa Automatic Services	RI exterior door repair	1,455.55
10/15/2025	28054	Pye Barker Fire & Safety, LLC	CA annual sprinkler/backflow inspection	863.00
10/15/2025	28055	Seter, Vander Wall & Mielke, P.C.	Legal fees	7,298.00
10/15/2025	28056	Sopris Sun	Print ads	300.00
10/15/2025	28057	Sowards, Adam Troy	GW dungeons and dragons lessons	250.00
10/15/2025	28058	Town of Parachute	Water / sewer / trash	860.10
10/15/2025	28059	Transparent Information Services, LLC	Background checks	185.26
10/15/2025	28060	Universal Mechanical Services, LLC	GW HVAC repair	450.00
10/15/2025	28061	West, Laura	Mileage reimb	310.80
10/15/2025	28062	Wiley, Melissa	Mileage reimb	259.00
10/15/2025	28063	Ingram Library Services	Library materials	20,757.68
Total 10010 - Alpine Bank- Gen(..7072)				391,555.40

## Reconciliation Detail

Alpine Bank Purchase Card, Period Ending Sept 30, 2025

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					14,631.59

Cleared Transactions					
Charges and Cash Advances - 93 items					
Credit Card Charge	09/01/2025	MMLowes	Table saw and blade	-648.98	-648.98
Credit Card Charge	09/01/2025	MMLowes	Tool bag and ladder	-252.94	-901.92
Credit Card Charge	09/01/2025	SSTequilas	Mexican consulate workshop sponsorship	-208.41	-1,110.33
Credit Card Charge	09/01/2025	MMFreeUpSt	Storage facility	-116.10	-1,226.43
Credit Card Charge	09/01/2025	MMVlyLumber	Door bell	-55.13	-1,281.56
Credit Card Charge	09/01/2025	MMUHaul	UHaul trailer rental	-37.95	-1,319.51
Credit Card Charge	09/02/2025	SSCALCON	CALCON lodging	-4,230.40	-5,549.91
Credit Card Charge	09/02/2025	GW2Calcon	CALCON per diem	-188.33	-5,738.24
Credit Card Charge	09/02/2025	RI2CALCON	CALCON per diem	-182.79	-5,921.03
Credit Card Charge	09/02/2025	CA2CALCON	CALCON per diem	-156.67	-6,077.70
Credit Card Charge	09/02/2025	SI2REFORMA	REFORMA per diem	-115.19	-6,192.89
Credit Card Charge	09/02/2025	GWUSPS	Postage stamps	-78.00	-6,270.89
Credit Card Charge	09/02/2025	SSWPThaiChi	Staff summer reading prizes	-50.00	-6,320.89
Credit Card Charge	09/02/2025	GWCityMkt	Grand parents club refreshments	-34.97	-6,355.86
Credit Card Charge	09/02/2025	FTWalmart	Wall anchors	-11.40	-6,367.26
Credit Card Charge	09/03/2025	NC2CALCON	CALCON per diem	-109.19	-6,476.45
Credit Card Charge	09/03/2025	RIAglsGrace	Ageless grace supplies	-25.50	-6,501.95
Credit Card Charge	09/04/2025	PACALCON	CALCON per diem	-114.51	-6,616.46
Credit Card Charge	09/04/2025	PA2CALCON	CALCON per diem	-69.86	-6,686.32
Credit Card Charge	09/04/2025	RIWhistPig	Staff morale	-42.09	-6,728.41
Credit Card Charge	09/04/2025	PACALCON	CALCON parking	-15.00	-6,743.41
Credit Card Charge	09/05/2025	NCWalmart	Halloween parade supplies / staff morale	-128.16	-6,871.57
Credit Card Charge	09/05/2025	RI2Robly	Patron email list contact increase	-89.25	-6,960.82
Credit Card Charge	09/06/2025	RI2Adobe	Adobe stock and creative cloud	-49.98	-7,010.80
Credit Card Charge	09/07/2025	CACricut	Cricut subscription	-10.80	-7,021.60
Credit Card Charge	09/08/2025	PAWalmart	Teen craft supplies	-150.29	-7,171.89
Credit Card Charge	09/08/2025	SS3LibryWrx	Passive aggressive behavior webinar	-98.00	-7,269.89
Credit Card Charge	09/08/2025	SSREFORMA	REFORMA membership renewal	-50.00	-7,319.89
Credit Card Charge	09/08/2025	FTAce	Pocket level / eye bolts/ fasteners	-18.55	-7,338.44
Credit Card Charge	09/08/2025	FTWalmart	Glue and shop towels	-18.46	-7,356.90
Credit Card Charge	09/08/2025	PAFamily\$	TV remote control	-15.00	-7,371.90
Credit Card Charge	09/08/2025	FTAce	Fasteners	-3.80	-7,375.70
Credit Card Charge	09/09/2025	FTAce	Multi screws	-35.98	-7,411.68
Credit Card Charge	09/09/2025	FTWalmart	Liquid nails	-12.81	-7,424.49
Credit Card Charge	09/10/2025	SIWM\$Genera	Loteria y tacos supplies / refreshments	-490.45	-7,914.94
Credit Card Charge	09/10/2025	SSAuntFlo	Janitorial supplies	-344.00	-8,258.94
Credit Card Charge	09/10/2025	NCWMCariEli	Halloween parade supplies	-96.59	-8,355.53
Credit Card Charge	09/10/2025	RICityMkt	Staff morale	-49.96	-8,405.49

Credit Card Charge	09/10/2025	CACityMkt	Staff morale	-32.44	-8,437.93
Credit Card Charge	09/10/2025	SSDemco	1,000 books before kindergarten milestone wall d	-30.64	-8,468.57
Credit Card Charge	09/10/2025	SIMichaels	Midnight magic supplies	-27.85	-8,496.42
Credit Card Charge	09/10/2025	GWDominos	High school book club refreshments	-14.00	-8,510.42
Credit Card Charge	09/11/2025	NCUW	Back in circulation again webinar	-200.00	-8,710.42
Credit Card Charge	09/11/2025	SSCityMkt	Board meeting refreshments	-131.78	-8,842.20
Credit Card Charge	09/11/2025	SSAdobe	Adobe creative cloud	-34.99	-8,877.19
Credit Card Charge	09/11/2025	FTLove's	Safety glasses	-29.99	-8,907.18
Credit Card Charge	09/11/2025	GWCityMkt	Adult program refreshments	-13.46	-8,920.64
Credit Card Charge	09/12/2025	RIWalmart	Kids' craft supplies and refreshments	-202.45	-9,123.09
Credit Card Charge	09/12/2025	RIWalmart	Monthly office supplies / janitorial supplies	-109.48	-9,232.57
Credit Card Charge	09/12/2025	FTWalmart	Drano	-19.35	-9,251.92
Credit Card Charge	09/12/2025	FTGrsmnky	Wash maintenance truck	-12.00	-9,263.92
Credit Card Charge	09/14/2025	NCLilly's	Burning mountain parade staff refreshments	-215.85	-9,479.77
Credit Card Charge	09/15/2025	SSRIChamber	PA pickle ball tournament sponsorship	-500.00	-9,979.77
Credit Card Charge	09/15/2025	SSDPost	Denver Post newspaper renewal	-117.30	-10,097.07
Credit Card Charge	09/15/2025	NCCityMkt	Staff morale and memory cafe refreshments	-115.05	-10,212.12
Credit Card Charge	09/16/2025	CA2REFORMA	REFORMA per diem	-464.76	-10,676.88
Credit Card Charge	09/17/2025	NC2REFORMA	REFORMA per diem	-379.54	-11,056.42
Credit Card Charge	09/17/2025	GW2REFORMA	REFORMA per diem	-372.77	-11,429.19
Credit Card Charge	09/17/2025	RI2REFORMA	REFORMA per diem	-371.96	-11,801.15
Credit Card Charge	09/17/2025	PA2REFORMA	REFORMA per diem	-268.19	-12,069.34
Credit Card Charge	09/17/2025	SI2REFORMA	REFORMA per diem	-164.00	-12,233.34
Credit Card Charge	09/17/2025	FTMtnHiPain	Paint	-91.02	-12,324.36
Credit Card Charge	09/17/2025	PA2REFORMA	REFORMA per diem	-80.00	-12,404.36
Credit Card Charge	09/17/2025	PAUSPS	Postage stamps	-78.00	-12,482.36
Credit Card Charge	09/18/2025	SS4Imprint	Staff day jackets for staff	-3,218.47	-15,700.83
Credit Card Charge	09/18/2025	SI2REFORMA	REFORMA per diem	-170.13	-15,870.96
Credit Card Charge	09/18/2025	FTWalmart	Laser level and phone cord	-39.26	-15,910.22
Credit Card Charge	09/19/2025	PAWalmart	Monster mash prizes and makerspace supplies	-270.87	-16,181.09
Credit Card Charge	09/19/2025	FTVlyLumber	Plywood	-49.59	-16,230.68
Credit Card Charge	09/19/2025	FTVlyLumber	Lumber	-23.70	-16,254.38
Credit Card Charge	09/21/2025	SSHolidayIn	Presenter lodging	-1,391.40	-17,645.78
Credit Card Charge	09/22/2025	SSREFORMA	REFORMA lodging	-9,720.20	-27,365.98
Credit Card Charge	09/22/2025	SIMTMRecog	Staff memorial statue	-310.11	-27,676.09
Credit Card Charge	09/22/2025	FT711Shell	Pressure washer gas and oil	-16.41	-27,692.50
Credit Card Charge	09/23/2025	RIVlyLumber	Paint for kids' area	-55.02	-27,747.52
Credit Card Charge	09/23/2025	SSAdobe	Adobe acrobat pro	-47.98	-27,795.50

Credit Card Charge	09/23/2025	SIMichaels	Staff morale and day of the dead supplies	-40.93	-27,836.43
Credit Card Charge	09/24/2025	SSRIChamber	The librarians licensing usage fee	-500.00	-28,336.43
Credit Card Charge	09/24/2025	SSEventUse	Immigrant stories hosting permit	-266.00	-28,602.43
Credit Card Charge	09/24/2025	NCGrammarly	Grammarly renewal	-144.00	-28,746.43
Credit Card Charge	09/24/2025	CACityMkt	SPARK refreshments	-59.78	-28,806.21
Credit Card Charge	09/24/2025	SIWalmart	Ice cream social supplies	-18.47	-28,824.68
Credit Card Charge	09/25/2025	SSAmButton	Button making supplies	-118.80	-28,943.48
Credit Card Charge	09/25/2025	CACMPeppino	Graphic novel book club refreshments	-50.66	-28,994.14
Credit Card Charge	09/26/2025	RIEarlyChil	Early childhood webinar	-50.00	-29,044.14
Credit Card Charge	09/26/2025	SI\$General	Staff morale	-5.35	-29,049.49
Credit Card Charge	09/27/2025	NCMichaels	Staff morale / heat press / poster frame	-223.90	-29,273.39
Credit Card Charge	09/27/2025	SIMiHbyLby	Adult / teen craft supplies	-64.08	-29,337.47
Credit Card Charge	09/28/2025	NCWalmart	Monthly office supplies / posada supplies	-49.24	-29,386.71
Credit Card Charge	09/28/2025	PAFnkyBear	Book club refreshments	-43.20	-29,429.91
Credit Card Charge	09/29/2025	SSCityMkt	Pumpkin carving supplies	-290.00	-29,719.91
Credit Card Charge	09/29/2025	SI\$General	Staff morale	-21.50	-29,741.41
Credit Card Charge	09/30/2025	SS3USPS	Monthly ill postage	-20.13	-29,761.54
Total Charges and Cash Advances				-29,761.54	-29,761.54
Payments and Credits - 2 items					
Credit Card Credit	09/01/2025	MMGrainger	Tax refund	9.09	9.09
Check	09/26/2025	Eft	Aug c.c. pmt	14,631.59	14,640.68
Total Cleared Transactions				-15,120.86	-15,120.86
Cleared Balance				15,120.86	29,752.45
Register Balance as of 09/30/2025				15,120.86	29,752.45
Ending Balance				15,120.86	29,752.45

## DRAFT - 2026 BOARD MEETING DATES & LOCATIONS

All regular board meetings are scheduled for the first Thursday of the month at 2 p.m. unless otherwise noted.

- January 8, 2026 - Rifle Branch Library
- February 5, 2026 - New Castle Branch Library
- March 5, 2026 - Silt Branch Library
- April 2, 2026 (1<sup>st</sup> Day of Passover) (Maundy Thursday) or **April 9, 2026** - Glenwood Springs Branch Library
- May 7, 2026 - Parachute Branch Library
- June 4, 2026 (The Feast of Corpus Christi) or **June 11, 2026** - Carbondale Branch Library

- **July 2, 2026** (17<sup>th</sup> of Tammuz) or July 9, 2026, Glenwood Springs Branch Library
- August 6, 2026 - Parachute Branch Library
- September 3, 2026 - Carbondale Branch Library
- October 1, 2026 (6th Day of Sukkot) or **October 8, 2026** - Rifle Branch Library
- November 5, 2026- Silt Branch Library
- December 3, 2026 - New Castle Branch Library

## DRAFT - 2026 Holidays and Library Closures Schedule

### HOLIDAYS (Closed and paid)

NEW YEAR'S DAY	Thursday, January 1
MEMORIAL DAY	Monday, May 25
INDEPENDENCE DAY	Saturday, July 4
LABOR DAY	Monday, September 7
THANKSGIVING DAY	Thursday, November 26
DAY AFTER THANKSGIVING	Friday, November 27
CHRISTMAS EVE	Thursday, December 24
CHRISTMAS DAY	Friday, December 25

### CLOSED (Paid and working)

ALL STAFF TRAINING DAY February 16	Monday,
ALL STAFF TRAINING DAY October 15	Thursday,

*All staff training days are mandatory for all GCPLD Staff except for Library Pages and Substitutes.*

### EARLY CLOSURE DATES (Closed, not paid)

DAY BEFORE THANKSGIVING November 25, close at 5pm	Wednesday,
NEW YEAR'S EVE close at 5pm	Thursday, December 31,

### EVENT FOR THE LIBRARY DISTRICT STAFF

DISTRICT PICNIC	Friday, August 7, starts at 6pm
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# Management Report - November, 2025

By Jamie LaRue, Executive Director

## Mill levy considerations

The problem: as discussed last month, our 1 mill levy, originally approved for the debt payments for library construction, will retire in 2027. While we will no longer have debt payments, the difference between the revenue generated from the levy and the cost of bond payments has helped us *maintain* the buildings. Library buildings are a source of pride for the towns they serve. The loss of this revenue would affect other library operations.

While Garfield County is growing, and several of our libraries would benefit from more space, most of them are also located in the heart of downtown, integrated into the economic and social life of their communities. At present, I do not believe we require new or additional buildings. We have the capacity to support population growth over the next 10 years, barring some unforeseen shift in the library or social landscape.

We have at least two ways forward, two options.

### Option A: rely upon reserves

The first option is to allow the mill levy to lapse, and dip into our reserves to cover ongoing maintenance. We could also establish a “capital fund” for both construction and maintenance, replenishing funds when oil and gas revenues spike.

#### Advantages:

- No mill levy campaign is necessary. See Option B for a preliminary read on expenses for a campaign.
- At present, our savings are robust. They might carry us through as many as 9 years of operations. That’s a reasonable time frame to defray significant capital costs for our well-maintained and refreshed buildings.
- While oil and gas development is currently discouraged by the state of Colorado, the industry isn’t going away any time soon. We are likely to see some future infusions of cash.
- There may be some PR value in eliminating a mill levy during a time of public concerns about both property assessments and inflation.

#### Disadvantages:

- If there are significant capital expenses (roofing, HVAC replacement) great enough to take us down to our finance policy limits of one year of revenue, we may miss the best chance to make a case for a *reduction* in the mill levy (from 1 mill to, for instance, half a mill) as opposed to asking for a new mill levy.
- This “kicks the can down the road” instead of ensuring ongoing revenue streams. It relies on savings.

### Option B: investigate public support for a reduced capital mill levy

We could do our due diligence to investigate the renewal of the building mill levy, although we likely would not need all of it. That request to the public—reduce the annual tax by some percentage in order to maintain our buildings—is modest. If we fail in 2026, 2027 is our last year to sustain our revenues. After that, it’s a new tax.

We’ve done some preliminary investigation of the process and costs. We reached out to the people who successfully directed our 2019 mill levy campaign. Jared Boigon of TeamCivX

[\(https://www.teamcivx.com/\)](https://www.teamcivx.com/) grew up in Colorado and has extensive experience with “ballot issues that bring communities together.” We have a proposal from him for 8-9 months of service at the same rate he charged in 2019, \$6,000 per month.

The activities in that time would fall into three buckets. The first is “test what’s possible,” a public polling process that would probe the appetite for mill levy amounts, whether to sunset and when (for example, 20 years or 10), which messages resonate, and what obstacles might exist. (Note that polling is a separate cost, but we have another firm doing such work in Basalt for their current mill levy campaign.) The second bucket is “vet the proposal.” This involves public meetings to dig into survey results, answer questions, refine approaches, and begin to develop a messaging toolkit. The third bucket is “build it”--this is largely about the design of ballot questions, and addresses whether this is one question (continue a reduced mill levy and exempt the new rate from state-imposed tax limitations), or more than one (exempt the entirety of library property tax revenues from state limits).

If the board approves, we would spend November and December of 2025 organizing the polling questions, January and February of 2026 conducting the poll, February and perhaps March conducting public meetings, and April and May to prepare the ballot language. We have to notify the county elections office by July if we intend to be on the ballot. Incidentally, C.R.S. § 24-90-112(1)(b)(III) provides that “upon request of the Board of Trustees of ...the library district...the board of county commissioners shall cause to be submitted to a vote of the registered electors residing within the library’s legal service area a proposition containing the desired maximum tax levy specified in the request.” The “shall” in the statute leaves no discretion. The BOCC is legally required to submit the question in the amount requested for a vote, regardless of whether the BOCC approves of the question.

That’s the end of what a public institution can do to plan financial needs and assess public support. Once the board decides to put an issue on the ballot, it cannot use public resources to influence the vote. Then the campaign moves over to a Political Action Committee.

All told--TeamCivX, polling fees, legal fees, and election costs (if that’s called for)--probably comes in at around \$115,000 (where \$25,000 is the election cost). And it’s possible that this investigative effort might tell us to back off for a year, or that no support exists whatsoever. The advantages of doing this work now, however, declares our intent to be on the ballot (claiming a spot early is good), gives us current information about public support, and with luck, ensures smooth continuity of operations. To fund this campaign would require us to dip into reserves.

Advantages:

- This proactive approach seeks ongoing sustainability of funding.
- It’s easier to sell a mill levy reduction than to impose a new one.

Disadvantages:

- This is a big public process, with no guarantees of success.
- It’s a significant cost during a year in which we are not launching any new initiatives (due to an over \$800,000 drop in revenue).
- It’s likely that many in the public would simply point to our savings and ask us to run out of money first.

Either course is a board decision. Kevin and I will present this at our board meeting as an action item, although action is required only if the board leans toward a mill levy reduction. Too, the board may want to wait to see what happens with the Basalt Regional Library mill renewal election, Grand River’s mill levy extension, and CMC’s campaign to exempt itself from new property tax limitations.

## BOCC and Board appointments

In 2023, after 16 years of having the library itself advertise, interview, and recommend new trustees which were then approved and appointed by the county, the Board of County Commissioners (BOCC) took over the selection process for library trustees. They named several reasons: they claimed that the library didn’t move fast enough to fill vacancies, and that we



didn't have enough breadth of opinions on the library board. (I would dispute both of those.) They were also clearly seeking to influence library policy regarding material selection and display. The commissioners accused the library board of "groupthink."

On October 22, 2025, we were informed by the county that no applicants for our vacant Rifle position (unfilled since July 12, 2025) had been received, likely pushing interviews and selection to the last month of the year.

In other words, the county takeover of the interview and selection process will result in a six month gap in representation from the largest municipality in the county. As for broadening our candidate pool, their process has left us with no candidates at all. Under the BOCC's process, the Rifle candidate would have to reapply a month after their appointment. That may have something to do with the lack of Rifle applicants, who may have to leave work to attend interviews. In brief, the BOCC's process has not only solved any of the issues they claimed to have, they have in fact actively interfered with the library's ability to do its job: represent the people who voted to establish it.

At their October 6, 2025 meeting, the BOCC stated that we didn't notify them in a timely way of Myrna Fletchall's resignation. I want to set the record straight: as I forwarded to County Manager Fred Jarman and the commissioners, I notified Vola Mercer of the vacancy by email on June 20, 2025 along with Myrna's resignation letter, also dated June 20. But she didn't vacate her position until July 12. So we notified the county *before* she left. It's hard for me to imagine being more timely than that.

On October 6, 2025, Mike Samson, blamed the library for the BOCC's own inaction. County Manager Fred Jarman suggested that the library (an independent statutory authority) should change its bylaws to shorten term limits, but even with that overreach, the BOCC would still require reappointments to go through the process that has been shown to result in months of delay. Finally, they decided to put the IGA "on the backburner." They have not communicated any of that to us. I will say that County Attorney Heather Beattie did an excellent job presenting the IGA, fairly and accurately stating the issues, and pointing out the compromises on offer. Samson dismissed the IGA, asserting that the county had more important things to do. The other two commissioners allowed it to be tabled.

The commissioners have consistently asserted power over trustee appointments, and consistently shirked their responsibilities to make them happen. I believe it's time to make these facts better known to our community.

## Engagement Survey

As the board knows, we regularly conduct staff surveys. Our most recent was a short one, mostly collecting feedback from staff about our "net promoter" score. "The Net Promoter Score is the world's leading metric for measuring employee satisfaction and loyalty. It goes beyond measuring how satisfied an employee is with a company; the Employee Net Promoter Score system is designed to gauge their willingness to recommend it to others. The eNPS score is calculated by looking at the number of Detractors (employees who score 0 to 6), Passives (employees who score of 7 or 8) and Promoters (employees who elect 9 or 10)." The good news: our score ("+45") is considered "Very Good." Other quick takeaways: staff most appreciate "Supportive and Friendly Work Environment (19 mentions)," "Positive Culture & Feeling Valued (15 mentions)," and "Benefits & Work-Life Balance (13 mentions)." The leading dissatisfaction continues to be "Compensation Challenges (12 mentions)." Concerns about the board are much improved (8 mentions).

## Long Range Plan Update

### Building Community

Goal #1: Civic Engagement: Foster a vibrant and inclusive civic culture by promoting civil discourse and active participation in

community affairs through engaging programming, and collaborative partnerships.

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

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: Veteran's stories program scheduled for Nov. 22nd at Silt library. Successful "Our Stories, Our Strength: Immigrant Stories" program held on Oct 15th to celebrate local immigrant communities.

### Fostering Early Literacy

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

Achievements to Date: Successful Children's Arts and Literacy Festival held Oct 11th in conjunction with Raising a Reader.

### Enhancing Spanish Services

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

Achievements to Date: Spanish Associate hired at Carbondale library. Staff will have two opportunities in November to take the Spanish language assessment and qualify for the Spanish language stipend.

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

Achievements to Date: Successful "Our Stories, Our Strength: Immigrant Stories" program held on Oct 15th to celebrate multiculturalism. Ayuda Digital Individualizada (Book a Librarian) offered weekly at 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: Staff will have two opportunities in November to take the Spanish language assessment and qualify for the Spanish language stipend.

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: Carbondale Branch Manager Tracy Kallassy is currently enrolled in the yearlong Roaring Fork Leadership Academy.

Achievements to Date: The Youth Services coordinated team led a presentation on storytime standards at GCPLD's staff day.

## Maintaining Beautiful Buildings

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

Achievements to Date: Bilingual signage installed in Parachute.

## Finance Report, November 2025

By Kevin Hettler, Chief Financial Officer

- Year to date sales tax collections are up 4.7% from last year.
- Our 2026 proposed budget was posted to our website on October 3, 2025. A Notice of Proposed 2026 budget was published in the Post Independent and the Citizen Telegram on Oct 8 and 9th, respectively. At the December board meeting, the budget committee will present a final draft of the 2026 budget for adoption, we will also certify the 2026 mill levy and set appropriations. Our mill levy certification is due to the Garco assessors office by December 15.

The following charts depict all revenues received and expenditures made from 1/1/25 through 9/30/25.

Total revenues received as of 9/30/25 = \$11,954,016.

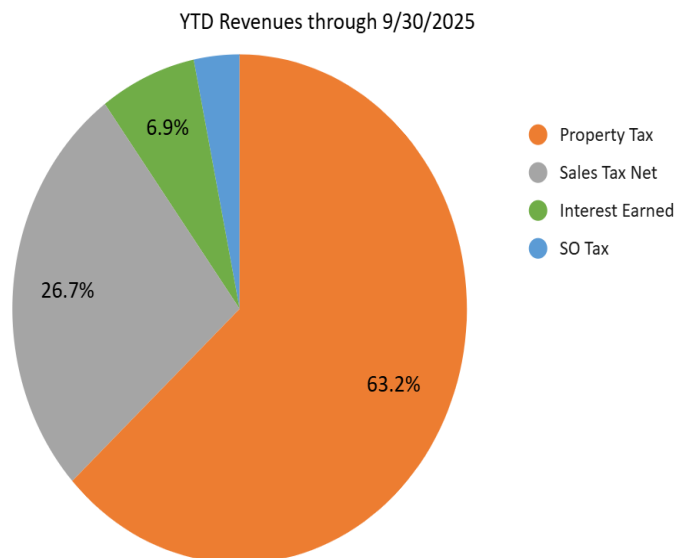
Total expenditures made as of 9/30/25 = \$10,114,128.

75% of the year has elapsed as of 9/30/25.

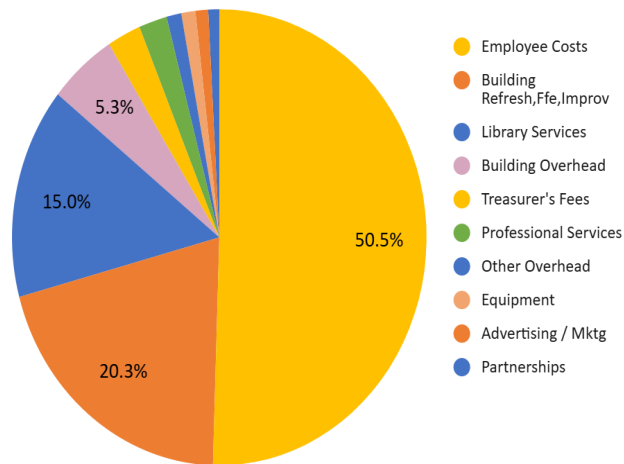
93% of budgeted revenue (\$12,866,044) has been received.

75% of budgeted expenditure (\$13,509,728) has been made.

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



YTD Expenditures through 9/30/2025



Garfield County Public Library District

Profit & Loss Budget vs. Actual January - September 2025  
(unaudited)

	Jan - Sept 2025 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - Sept 2024 Actual	\$ Increase / (- Decrease) in Actual '24 to '25
Income						
40100 - Sales						
Tax Revenue	3,228,995	4,250,000	75.98%		3,079,149	149,846
40102 - Sales						
Tax Refunds	-53,265	-80,000	66.58%		-22,462	-30,803
40200 -						
Property Tax						
Revenue	7,509,097	7,512,712	99.95%		10,178,187	-2,669,090
40300 -						
Specific						
Ownership						
Tax	385,566	500,000	77.11%		418,971	-33,405
40900 -						
Interest						
Earned on Inv	815,745	600,000	135.96%		839,788	-24,043
41000 -						
Grants	24,252	18,223	133.08%	1.	28,371	-4,119
41200 -						
Other						
Revenue	31,921	30,236	105.57%		34,536	-2,615
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	4,012	7,000	57.31%		4,881	-869
42000 - Branch Revenues	7,693	8,000	96.16%		37,801	-30,108
Total Income	11,954,016	12,866,044	92.91%		14,599,222	-2,645,206
Expense						
50001 - Treasurer's Fees	221,064	243,654	90.73%		272,223	-51,159
50005 - Debt Service	1,670,254	1,673,739	99.79%	2.	1,659,800	10,454
51000 - Employee Costs	4,260,017	6,091,082	69.94%		3,706,958	553,059
52000 - Library Services	1,265,259	1,611,783	78.5%		1,267,145	-1,886
53000 - Professional Services	185,659	228,791	81.15%		169,670	15,989
54000 - Building Overhead	446,646	942,069	47.41%		422,192	24,454
54500 - Building Refresh, Improv	1,712,437	2,209,000	77.52%	3.	81,479	1,630,958
55000 - Equipment	92,548	175,590	52.71%		264,043	-171,495
56000 - Other Overhead	97,550	98,893	98.64%	4.	90,772	6,778
57000 - Advertising & Marketing	83,480	144,660	57.71%		90,924	-7,444
58000 - Vehicles	6,837	18,400	37.16%		9,804	-2,967
59000 - Partnerships	72,377	72,067	100.43%		54,220	18,157
Total Expense	10,114,128	13,509,728	74.87%		8,089,230	2,024,898
Net Income	1,839,888	-643,684			6,509,992	-4,670,104

Footnotes:

1. Includes \$3438 safety grant and \$1200 storycorp grant not budgeted
2. Annual mortgage payment made in August
3. Includes PA NC renovation, SI awning work
4. Includes annual Property and Liability insurance premium

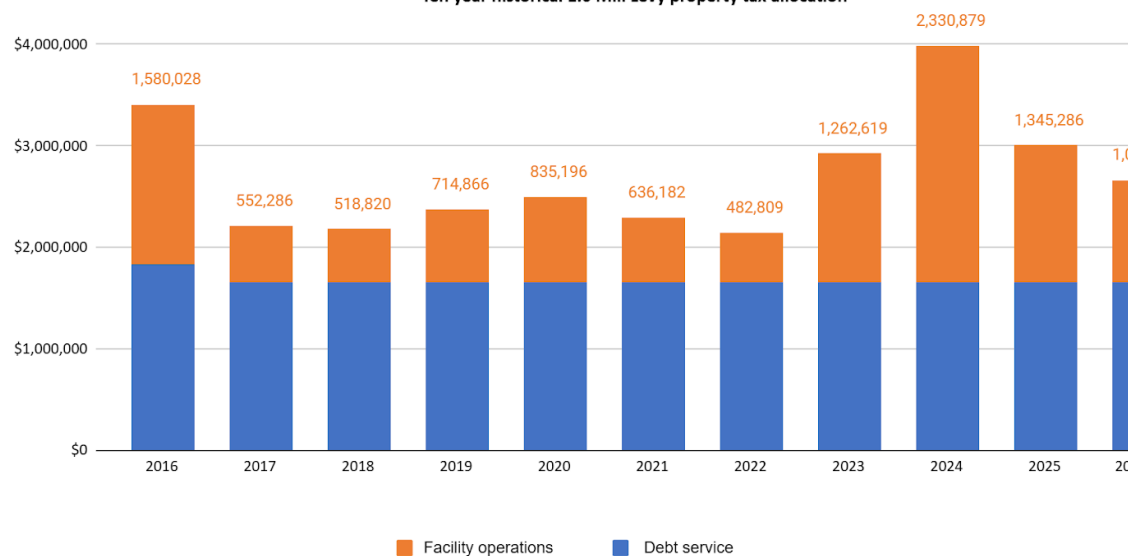
Garfield County Public Library District

Balance Sheet as of September 30, 2025 (unaudited)

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
10010 - Alpine Bank- Gen(..7072)	602,845.80
10050 - Colo Trust - General	25,419,538.93
10055 - C-Safe	62,452.85
10060 - Alpine Bank- Payroll(..8785)	173,280.41
10070 - Alpine Bank - Flex(..0583)	2,147.82
Total Checking/Savings	26,260,265.81
Other Current Assets	
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
Total Other Current Assets	8,348,116.57
Total Current Assets	34,608,382.38
Other Assets	
18400 · Prepaid Exps	32,986.95
19075 · Due to / from reimbursements	650.00
19100 · Due to / from Foundation	396.09
Total Other Assets	34,033.04
TOTAL ASSETS	34,642,415.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
20000 · Accounts Payable	122,970.41
20510 · Alpine Bank Purchase Card	29,752.45
20660 · Grants Payable	3,590.18
21105 · FLEX payable	5,541.08
21150 · Health Ins	(5,927.20)
21160 · Life Ins	(414.78)
21200 · Payroll Payable-	119,877.00
Total Current Liabilities	275,389.14
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	422,422.20
22100 · Deferred Property Tax Revenue	7,530,742.00
22250 · Deferred inflow - verizon lease	394,952.37
Total Long Term Liabilities	8,348,116.57
Total Liabilities	8,623,505.71
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	1,839,888.05
Total Equity	26,018,909.71
TOTAL LIABILITIES & EQUITY	34,642,415.42

Ten year historical 1.0 Mill Levy property tax allocation



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

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

### 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%		
September	408,238.24	13.99%	431,588.03	5.72%	418,497.93	-3.03%		
October	390,686.93	17.51%	409,219.69	4.74%	395,722.34	-3.30%		
November	375,740.34	20.93%	381,767.36	1.60%	374,220.79	-1.98%		
December	425,100.13	13.22%	424,728.21	-0.09%	418,312.15	-1.51%		
TOTAL	4,466,056.31	16.17%	4,799,205.10	7.46%	4,665,006.57	-2.80%	2,760,084.20	4.79%

## Human Resources Report, November 2025

By Kim Owens, HR Director

Open Enrollment is in full swing at GCPLD and eligible staff at GCPLD are currently reviewing their employee benefit selections and making changes as needed. CEBT hosted an informational meeting for staff in mid-October in response to last year's staff survey indicating a large number of staff wanted such a meeting. The HR department is also offering one-on-one private meetings with staff and their spouses.

We are sharing information about all of our benefits and emphasizing ways staff can control their out-of-pocket costs.

### Staff Education and Development update

Seven staff attended the national REFORMA conference in Long Beach, California, from 9/18 - 9/21. This is the premier training and networking event for staff dedicated to library services for

Latinos and Spanish-speaking communities. Staff attended a variety of sessions on topics ranging from creating pathways in the librarian profession to storytelling to engaging Spanish-speaking communities through collections and translations. The training gained from this conference empowers our staff to provide high-quality service to our Spanish-speaking residents, who make up over 30% of Garfield County.

The District leadership team and Branch Manager team have been focusing on positive workplace culture through continuous conversations at staff meetings and in one-on-one conversations. As mentioned in last month's HR report, we scored very high in our recent engagement pulse survey, and the top positive trends in staff comments were that GCPLD has a supportive and friendly work environment and GCPLD has a positive work culture. We take pride in this, and recognize that a positive culture doesn't happen by accident. Staff at all levels are invested in GCPLD being a great place to work. We also learned from our survey that there is a disconnect between branch staff and administration. At a recent meeting with the leadership team and branch manager team, we discussed what this may mean and brainstormed ways to address this gap.

## Recruiting and Staffing update

One of my favorite things about GCPLD is the many stories of staff promoting up. We recently promoted a former Library Page to a Library Assistant. She worked with us as a Page for two years, then started cross-training as a Substitute Library Assistant, and now is a regular, part-time Assistant with four years of service with us.

## Staffing Report - Since 9/19/2025

### New Hires: 4

- Library Assistant - Glenwood Springs, 28hrs/week - 9/23/2025
- Human/Social Services Intern - Glenwood Springs, 6hrs/week - 9/26/2025
- Library Associate - Spanish - Carbondale, 40hrs/week - 10/16/2025
- Library Assistant - Rifle, 28hrs/week - expected 11/3/2025

### Promotions/Transfers: 0

### Vacancies: 3

- Library Page - Silt, 10hrs/week
- Library Page - Carbondale, 10hrs/week
- Substitute Library Assistant - Carbondale

### Departures: 3

- Library Associate - New Castle, 24hrs/week - 10/2/2025
- Library Page - Carbondale, 10hrs/week - 10/13/2025
- Library Page - Silt, 10hrs/week - 10/27/2025



## Additional Staffing Information:

Headcount as of 10/22/2025 (includes staff who are on extended leave):

- 95 total staff members (includes Subs)
- 49 benefit-eligible staff (32 - 40 hours per week);  
31 part-time staff (less than 32 hours per week);  
15 Substitutes (no regularly scheduled hours)
- 64.425 FTE

Active FT & PT Staff Stats by Location – 10/22/2025					
Location	FTE	Total Staff Count	Scheduled Staff Hours per Week (total of all staff)	Count of Benefit Eligible Staff (over 32 hours)	Count of Staff not eligible for Benefits (under 32 hours)
Carbondale	9.25	13	370	5	8
Glenwood	9.3	13	372	6	7
New Castle	6.35	8	254	4	4
Silt	5.95	7	238	5	2
Rifle	7.375	10	295	4	6
Parachute	6.05	8	242	4	4
Support Services	20.30	21	812	20	1
Grand Total	64.575	80	2583	48	32

## Branch Libraries Report, November, 2025

By Nancy Barnes, Branch Libraries Director

### Carbondale

The library has hired a new Spanish Services Associate, Angie Gonzalez. Angie grew up attending the Carbondale library's Spanish storytime with Raising a Reader, and she's excited to start her new role and improve the branch's services to Spanish speaking patrons.

Library staff and volunteers from the community planted a new native plant garden, in partnership with Bee Friendly Carbondale. The new plants will establish roots over the winter and start providing a habitat for pollinators, like bees and hummingbirds, in the spring.

### Glenwood Springs

The Glenwood Library hosted a very successful "Arts and Literacy" Raising a Reader event this year, drawing 864 attendees—151 more than last year—despite rainy weather. The event team expressed appreciation to all staff and volunteers who contributed.

The month-long writing program, GarCoWriMo, kicks off in November at the branch. Each week features a special guest speaker along with supported writing workshops and a flash fiction contest. Current popular programs include a Spanish-language Grandparents club, the Teen Book Club and Dungeons &

## Dragons.

The branch also welcomed a new staff member, Bryan, who brings more than 20 years of teaching experience in local schools.

## New Castle

The library continues to offer a variety of programs for all ages, including three weekly story times and a weekly STEM program for grades K–5. A new musical SPARK program introduces children to music and drumming traditions from around the world. Seasonal favorites are also returning, such as “The Great Pumpkin Craft/El Gran Artesanía de Calabazas,” along with participation in the New Castle town Halloween event and a special Storytime Trick-or-Treat for young children.

Adult programming remains diverse, featuring “Ayuda Digital Individualizada” (Book a Librarian in Spanish), a censorship community discussion with Jamie LaRue, the “Cycle of Memory” documentary screening, “Ageless Grace,” “Memory Café,” an adult take & make craft kit, and a “Day of the Dead Workshop/Taller del Día de los Muertos.”

The recent remodel has been well received, with patrons actively using and enjoying the refreshed space. Door counts were high in June and July following a successful Summer Reading Program, dipped slightly during the August program break, and rose again in September as families settled into fall routines. Mid-October numbers remain strong, reflecting continued community engagement.

## Rifle

The branch began the month with “Immigrant Stories,” a well-attended celebration of the community’s diverse backgrounds. Mid-October featured a Día de los Muertos Altar Building Competition, drawing nine entries and strong public participation in voting. The annual Preschool Trick-or-Treat Parade has evolved into a Trunk or Treat event in partnership with the Rifle Police Department, with Third Street closed to traffic and an estimated 600–1,000 attendees expected. A new collaboration with the Garfield County Sheriff’s Department is also underway to distribute discarded library materials to inmates and youth in detention centers, promoting literacy and reuse of library resources.

## Silt

The Silt library hosted a strong lineup of well-attended programs this quarter. Highlights included the “Everyday Warrior Women’s Self-Defense” class, which exceeded capacity and received excellent feedback; a creative “Steampunk” workshop in partnership with the Silt Historical Park & Museum; and a successful “Joy in July” donation drive for local seniors. The “Golden Years Social Hour” continues to attract 18–19 weekly participants, providing valued social connection. A canning class with the CSU Extension Office reached capacity with a waitlist, and the “*Lotería*” with *tacos* celebration for Hispanic Heritage Month drew enthusiastic community participation.

Patron-requested Haunted Masterpieces and Broom-Making Workshops filled to capacity, engaging participants of all ages. The branch launched *Circle of Friends* for the autism community and *Community Conversations* to foster dialogue and strengthen connections with local businesses and residents. Storytime was moved to Wednesdays at 9:30 a.m. to provide a calmer, sensory-friendly environment.

## Parachute

The Parachute Library has been active with community outreach and programs this month. Youth Services Coordinator, Ivett, and Teen Associate, Renna, have been connecting with the community. They represented the library in the Grand Valley High School Homecoming Parade, and Ivett also participated in Glenwood Springs’ Noche Latina event. Additionally, the monthly Death Café program continues to grow, with an increase in attendance this month.

Looking ahead, the library has several exciting programs planned, including the “Once Upon a Fright” Night community storytelling event, a “Monster Mash”, and a “Día de los Muertos” community event.

The juvenile book circulation increased by 34% this month, which is a result of our ongoing collaboration with local schools. The library continues to see a steady flow of school visits, strengthening our connection with students and teachers in the community.



Everyday Warrior self-defense class held in Silt.



Staff and volunteers plant a new bee friendly garden in Carbondale.



Children enjoy a musical STEM program at New Castle Library.



Fun times at the Arts & Literacy Raising a Reader Festival.



Parachute library's contribution to the Homecoming parade.

## Circulation and Collections Report, November, 2025

By Jenn Cook, Technical Services Director

### Limiting Hoopla to Colorado Residents

We have decided to implement a restriction on access to Hoopla, limiting it to Colorado residents only.

This change is necessary because our monthly costs for Hoopla have dramatically increased, consistently exceeding \$10,000 since July due to the cost-per-circulation model. Many libraries are responding to rising costs by setting monthly budget caps that deny access to patrons once the limit is reached, regardless of how many borrows they have left. We want to avoid enforcing fewer borrows per month, as our goal is to encourage digital access.

By restricting access to Colorado residents, we ensure fairness to resident taxpayers who fund the service. We can consider further

restricting access to only Garfield County or surrounding county residents later, if necessary, but due to reciprocal borrowing agreements, we will avoid this if possible.

## Hold Lockers

We have received bids for the installation of secure hold lockers. These lockers are intended to allow secure check-out of materials outside of the library, particularly at facilities that will have reduced open hours.

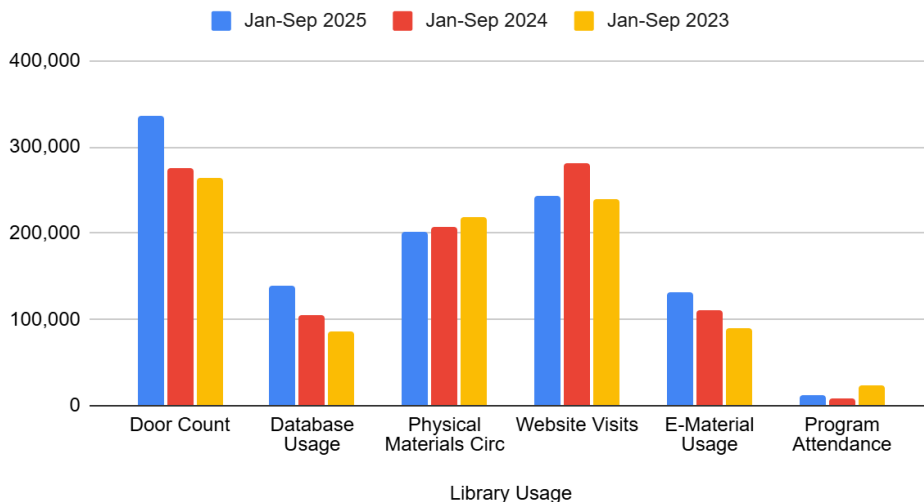
We anticipate having a vendor recommendation prepared for the Board next month. This recommendation will be based on a comprehensive evaluation of several criteria, including pricing, software and hardware specifications, service delivery timeline, security features, training and support services, and vendor references and demonstrations.

In preparation for this initiative, we are currently addressing key considerations, including location and placement, staffing workflows, design and project launch.

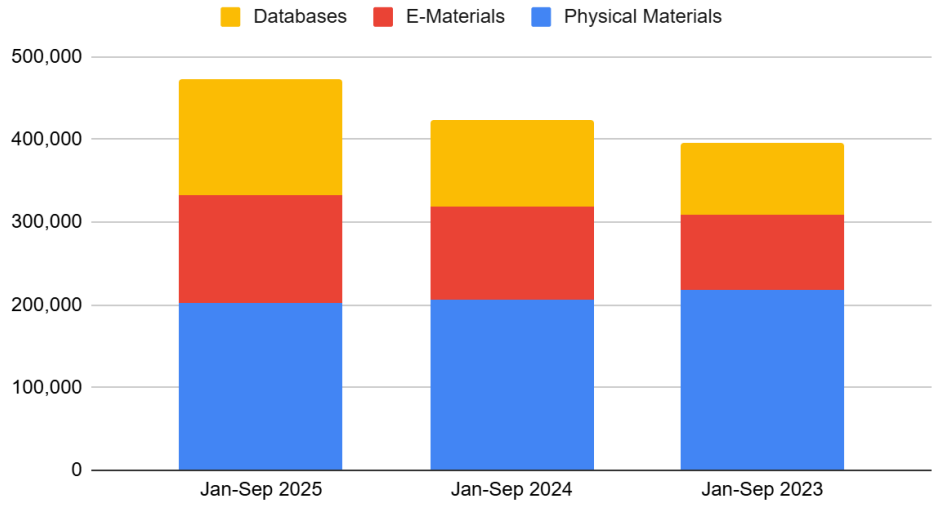
## Use and Circulation Stats for 3rd Quarter 2025

Through the third quarter of 2025, library use continues to be strong, with more people visiting our branches and engaging in both in-person and digital ways. Door counts are up almost 22% from last year, and program attendance has grown nearly 29%. Digital activity keeps climbing, with e-material checkouts up 18% and database use up more than 32%. Physical checkouts dipped slightly, and website visits were down, but Wi-Fi and computer use both saw modest gains. While we've welcomed fewer new patrons this year, our active user numbers remain steady. Overall, the numbers show that our community is staying connected with the library, whether they're walking through our doors, logging on from home, or joining us for programs and events.

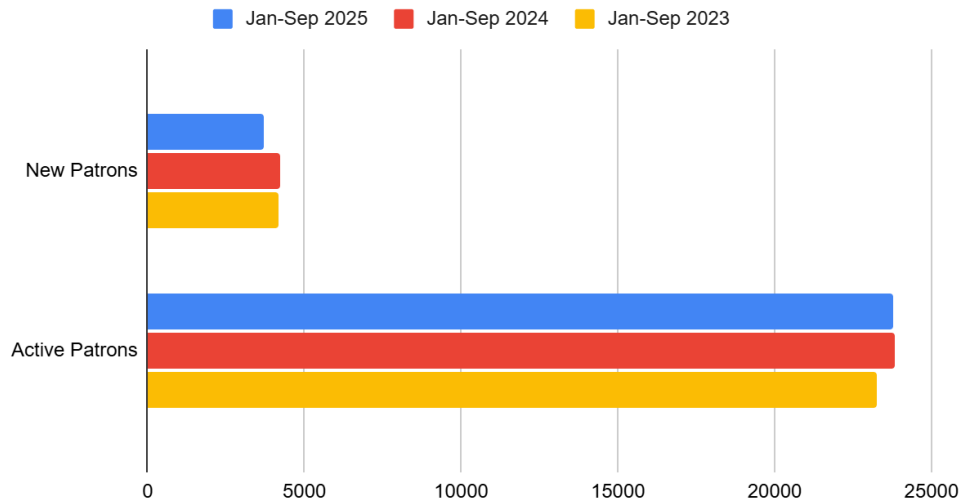
### Library Usage 3rd Quarter



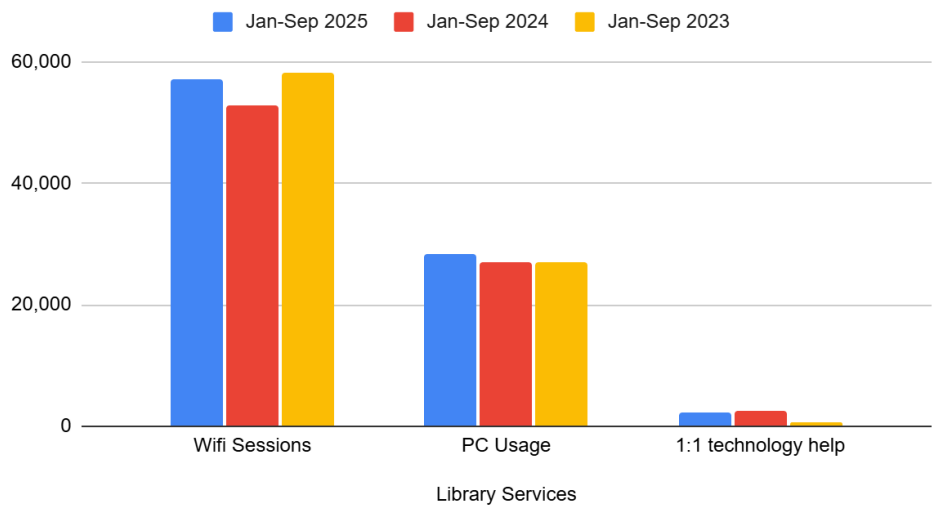
### Circulation and Usage 3rd Quarter



### New and Active Patrons 3rd Quarter



### Library Services 3rd Quarter



# Marketing Report, November, 2025

By James Larson, Communications and Marketing Director

## Spanish Digital Collection Promotion

We launched a digital scavenger hunt to promote our collection of ebooks, audiobooks, movies and more in Spanish through apps such as Libby, Hoopla, Kanopy and MakeMake. This is to boost lower than expected digital use by our Spanish speaking patrons. Participants scan a qr code to connect and enter a fun scavenger hunt for a chance to win a free Kindle.

## New bilingual signage for Parachute

As mentioned last month, we are working with a local sign company to produce new signage for the Parachute branch. The design features a parachute with books with mountains and the river in the background and for the kids section, a similar image with an animal holding a book.



## Community outreach events

The Garfield County Public Library District hosted a special multicultural celebration at the Rifle Branch Library on Oct 5th, honoring the diverse roots that shape who we are. The event featured live music, performances, activities, food vendors, and stories from around the world—celebrating the immigrant heritage of our community. A representative of the Ute Tribe opened the event with a land acknowledgment recognizing the county's original inhabitants. Displays and information booths highlighted traditional costumes, cultural facts, and foods from countries including Germany, Jamaica, Mexico, Paraguay, and many others. This outreach event evolved from our annual Hispanic Heritage Festival into a broader multicultural celebration representing many cultures. Although attendance was slightly lower than in previous years, the event still drew an enthusiastic crowd of around 375 people.

On Saturday, October 11, GCPLD and Raising a Reader hosted the 4th Annual Arts and Literacy Festival at the Glenwood Springs Branch Library. Designed for children up to age 8, the festival promotes the joy of reading by providing free books and encouraging parents to read with their children to build early literacy skills and a lifelong love of books. The event featured face painting, storytimes, arts and crafts, local children's authors, information booths from community organizations, a tour of Rosybelles the literacy bus, and much more. As our largest outreach event of the year, the festival saw remarkable growth, welcoming more than 850 attendees, up from 500 last year, even with the rain that moved activities indoors. The Rifle Branch Library is partnering with the Rifle Police Department to again host the annual Trunk or Treat. This offers kids fun way for kids to dress up in costumes and enjoy a fun and safe Halloween celebration. It's a wonderful opportunity for local organizations like the library to connect with the community. This will be on Third Street in Rifle on Oct. 31st.

## Social media analytics

Followers:

Facebook – 4,352 (21 new followers)

Instagram – 1,807 (17 new followers)

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

Facebook Reach\* 9,600 (down 29%)

Instagram reach: 1,600 (down 6%)

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

## Top Facebook Posts





Karol R. Promotion



CO Workforce Development



## Top Facebook Posts in October

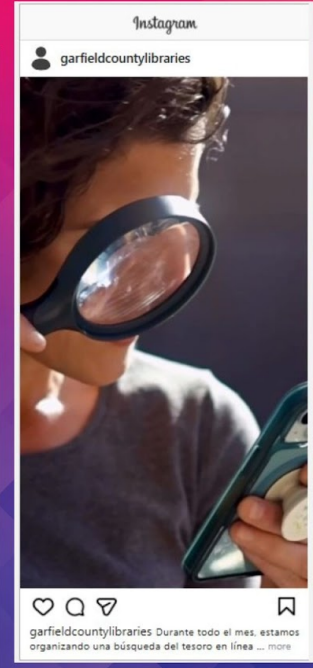
## Top Instagram Posts



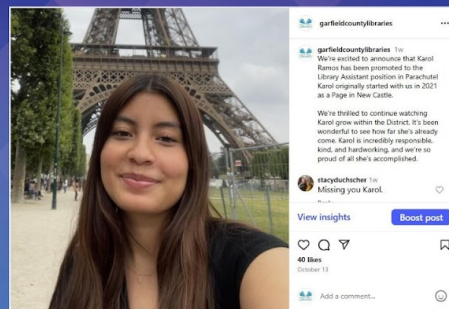
IMMIGRANT STORIES FESTIVAL



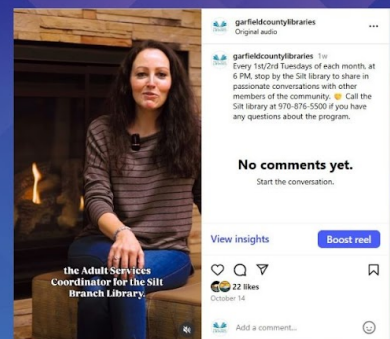
IMMIGRANT STORIES FESTIVAL



DIGITAL SCAVENGER HUNT



KAROL R. PROMOTION



SILT COMMUNITY CONVERSATIONS

## TOP INSTAGRAM POSTS

### In the news

[Free Children's Arts and Literacy Festival spreads joy of reading in Glenwood Springs](#)

[Censorship is no laughing matter](#)

[Trunk-or-Treat expected to draw over 500 to downtown Rifle](#)

## Programs and Events, November, 2025

By Alex Garcia-Bernal, Education & Events Manager

## Special Events:

September marks the beginning of our large Fall and Heritage and culture festivals. This block of events continues through October and November. The New Castle Library held a very special Grandparent's Day Photoshoot on Sunday September 7th. The Glenwood Springs Library hosted a special presentation, Celebrating 60 Years: A History of Colorado Mountain College, on Thursday September 11th.

The Garfield County Public Library District hosted the final Hiking Club for the summer on Saturday September 13th. The Silt Library hosted a special field program, Watershed Explorers: A Field Trip into Our Water World, on Saturday September 13th. The Rifle Library hosted a workshop with Garfield County Harm Reduction Services on Saturday September 13th and mobile services with them on Wednesday September 24th.

The Garfield County Public Library District Co-Hosted a Steampunk Festival at the Silt Historical Park on Saturday September 20th.

## Storytimes:

The Rifle Library hosted their regular Storytime each Thursday in September, their Bilingual Sensory Storytime on Tuesdays September 2nd and 16th, their Baby and Me Bilingual Storytime on Mondays September 8th and 22nd. The Carbondale Library hosted their Toddler Storytime and Baby Storytime each Tuesday, their Preschool Storytime each Friday in September, and their Bilingual Storytime each Saturday in September. The New Castle Library hosted their regular Storytime each Wednesday in September. The Parachute Library hosted their regular Storytime each Wednesday in September. The Glenwood Springs Library hosted their SENSEational Stories and Squiggles storytime each Thursday in September, their Bookworm Babies Storytime on Tuesdays September 9th and 23rd, and their Preschool Storytime each Tuesday in September. The Silt Library hosted their regular Storytime each Monday in September.

## 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 September. The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in September. The Carbondale Library hosted a Tai Chi for Kids workshop on Saturday September 13th.

## Partnered Children Events:

The Spanish Language story time with Bolsitas Rojas continued in September at each of our libraries once per week. All libraries hosted one monthly Science Exploration Hour with the Aspen Science Center in the month of September, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month. The Rifle Library also hosted special craft workshops with RE-2 on Tuesdays September 9th, 16th, and 23rd.

## Teen/Tween Events:

The Parachute Library hosted their Dungeons and Dragons game club on Tuesday September 2nd. The Glenwood Springs Library hosted a Smash Bros & Craft Bros activity program for Teens on Thursday September 4th. The Rifle hosted a special tabletop gaming program for teens, Dragon Lair, on Fridays September 5th and 19th, and their regular Dungeons and Dragons group on Sundays September 14th and 28th. The Glenwood Springs Library hosted their Magic the Gathering game club on Saturday September 6th, and Thursday September 18th, and their Dungeons and Dragons program on Saturday September 20th. The Rifle library hosted their Madness Mondays program each week in September. The Carbondale Library hosted their Coding Club with the Aspen Science Center on Tuesday September 9th and 23rd. The Parachute Library hosted a video game club, Digital Domination on Saturday September 27th.

## Family Events:

The Silt Library hosted their monthly Family Game night on Thursday September 4th and their Bilingual Loteria Game Night on Thursday September 11th, and a special National Video Games Day program on Friday September 12th and Saturday September 13th. The Rifle Library hosted their Curious Minds program for Homeschool Families on Wednesdays September 11th and 25th. The Rifle Library hosted their Paws and Tails Adoption drive with the animal shelter on Friday September 12th.

## Book Clubs:

The Silt library hosted their first evening romance book club, Happily Ever After Dark on Tuesdays September 9th and 23rd. The Rifle Library hosted their Friends of the Library Book Club on Wednesday September 10th. The Carbondale Library hosted their Nonfiction Bookclub and Spanish Bookclub on Thursday September 11th, their Third Thursday Book Club on September 18th, their Last Monday Bookclub on September 29th, and their Graphic Novel Club on Thursday September 25th. The Parachute library hosted their cookbook club, Food for Thought, on Thursday September 11th and their fantasy bookclub, Escape Reality on Sunday September 28th. The Glenwood Springs Library hosted their Spanish Bookclub, Entre Las Paginas, on Saturday September 13th. The Silt Library hosted their monthly Book Club on Thursday September 18th.

## Partnered Adult Events:

The Carbondale Library hosted their weekly Open Hours program with CMC each Wednesday in September and with English in Action each Monday in September. They also hosted a Grief Share and Support Series workshop with Sopris Homecare and Hospice on Tuesday September 16th. The Rifle Library hosted the monthly Let's Chat Mental Health program with the Garfield County Health Department on Tuesday September 30th.

## Adults Arts and Crafts:

The Carbondale library hosted their knitting club, In Stitches, each Monday in September. The Glenwood Springs Library hosted their Writer's Workshop on Thursdays September 11th and 25th and their Storytelling and Journaling workshop on Sunday September 14th, and a Creative Writing Club on Wednesday September 17th. The Parachute Library hosted their Fall Crafternoon program on Saturday September 20th. The Carbondale Library hosted their Poets and Writers group on Sunday September 21st.

## Adult Education Events:

The Rifle Library hosted their ESL Classes, with CMC, each Tuesday and Wednesday in September, their Basic Computer classes on Tuesdays September 9th and 23rd, and their English/Spanish conversation circle each Wednesday in September. They also hosted their Bilingual Citizenship Classes via Zoom each Wednesday in September. The Carbondale library hosted their Spanish Conversation group on Thursdays September 4th and 18th. The Rifle Library hosted a Spanish language financial education program on Wednesday September 10th. The Rifle hosted a presentation by the Breastfeeding Support Group on Friday September 19th. The Silt Library hosted a special self defense workshop, Everyday Warrior, on Saturday September 20th. The Silt library hosted their monthly "Pioneering for the Modern Day" program on Saturday September 27th.

## Events for Seniors:

The Glenwood Springs Library hosted their Spanish language social hour for seniors, Club de Abuelitos, each Tuesday in September, and their Tai Chi for Seniors each Wednesday and Saturday in September. The Rifle library hosted a Zumba for Strength and Healthy Aging workshop each Wednesday in September. The Silt Library hosted their Golden Years Social, each Thursday in September. The Carbondale Library hosted their geriatric class on Monday September 8th and their monthly Life After 70 program with Age Friendly Carbondale on Saturday September 13th.

## Adult Social Events:

The Carbondale Library began hosting a weekly Yoga at the Library program each Tuesday in September. The Glenwood Springs Library hosted their Mah Jongg game program each Tuesday in September, and their Meditation for Members or 12th Step Programs each Thursday in September, their Game Night on Friday September 19th, and a family history exploration club with the Glenwood Springs Genealogy Group on Friday September 5th. The Carbondale Library hosted their Art of Conversations program on Sunday September 7th and a Sound Immersion program on Saturday September 20th. The Rifle Library hosted a Yoga workshop on Tuesday September 9th. The Parachute library hosted their Death Cafe on Tuesday September 9th, in which patrons converse about their beliefs and feelings about end of life, and their Nostalgia Movie Matinee on Sunday September 28th. The New Castle Library hosted their Circle of Friends program, for adults with disabilities on Thursday September 25th.

## Concerts, Films, and Author Presentations:

None in September

## Upcoming Events:

The Garfield County Libraries are preparing for the Pumpkin Carving, Halloween, and Day of the Dead events which will happen in the last week of October and first week of November.

## Facilities, November, 2025

By Jon Medrano, Facilities Manager

### Rifle & Silt Branch Remodel - UPDATE

The design team met in early October for formal introductions of individuals who will play key roles in the library remodels. The main consultants for the project shared items that need immediate attention, the decisions of who the mechanical, electrical & plumbing consultant will be as well as how to proceed with formal contract agreements. The current phase of the project is to complete the Schematic Drawing of both branches. FCI is currently using the design narrative with project goals to create a preliminary cost estimate which will give a path forward to the design budget.

### Vendor Contracts for 2026

The Facilities Manager is currently reviewing vendor agreement contracts and updating scope of work where needed with current vendors, for services such as custodial cleaning, HVAC preventative maintenance, snow removal etc. No major changes are anticipated with any of the vendors at this time. The library is thankful to partner with so many local businesses that help keep the library looking beautiful and safe for library patrons.

### New Lactation Room For Rifle Branch Library

A Rifle staff member took time to provide a thoughtful proposal for a new space at the Rifle Branch Library. The new space will be a lactation room, equipped with all the main necessities for nursing mothers. A public health dietitian nutritionist from Garfield County Public Health, is a partner for this new library and has obtained a \$1,000 grant that will go to this project. A plan is set in place and equipment has been ordered. The aim of this space is to be implemented by the end of the year.

### Exterior Drywall Repair at Carbondale Branch Library

A local contractor was hired to manage the repair of damaged drywall under various awning places at the Carbondale Branch Library. This damage was due to roof leaks that have already been repaired. The work to repair the drywall took about 3 days to complete, which also included painting in order to make the awning presentable.

### Internal Courier Position Filled

The internal courier position has thankfully been filled by a former library page. This person has been a GCPLD employee for over 4

years and has served in 2 different positions, gathering experience, expertise and engaging with the mission, vision and values of the district. Thus far, the courier services have been exceptional with consistency, improved communication and more focused times of arrival. The Facilities Manager is extremely thankful to have such a qualified and admirable new hire to work alongside of.