

# Agenda

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

**Date: Thursday, May 7, 2026 at 2:00 PM**

**Parachute Branch Library**

**244 Grand Valley Way**

**Parachute, CO**

**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.

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

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

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

## **I. CALL TO ORDER**

- A. Roll Call
- B. Public Participation: 3 minutes per person
- C. Approval of the agenda

## **II. CONSENT AGENDA FOR APPROVAL**

- A. Minutes of Library Board meeting April 9, 2026 (pp. 3-5)
- B. Claims for Board Approval: General Fund March 16, 2026 through April 15, 2026 (pp. 6-9); Alpine Bank Credit Card Statement March 2026 (pp. 10-12)

## **III. ACTION ITEMS**

- A. AI Policy (2nd reading), James Larson (pp. 13-15)
- B. Design Consultant Vendor recommendation, Jon Medrano

## **IV. DISCUSSION ITEMS**

- A. Management Report, Nancy Barnes (pp. 16-19)
- B. Executive Director search committee update, Brit McLin, John Mallonee, Nancy Barnes

- C. Facility Refresh Update, Jon Medrano
- D. Finance Report, Kevin Hettler (pp. 20-24)
- E. Trustee reports and comments, All Trustees
- F. Parachute Branch Library report, Amaranda Fregoso

**V. EXECUTIVE SESSION**

- A. Upon motion made and approval of 2/3 of the Trustees present, the Board may enter executive session to determine positions relative to matters that may be subject to negotiations, develop strategy for negotiations and instruct negotiators concerning the terms of a contract for engagement of a library district executive director as allowed by Colorado Revised Statutes, Section 24-6-402 (4)(e)(I). This session will be closed to the public.

Next Board Meetings:

- Special Meeting-Library Director Finalists' Meet and Greet: Thursday, May 28, 2026, 5:30 - 7 p.m. at Rifle Branch Library
- Special Meeting - Library Director Finalists' Interviews: Friday, May 29, 2026, beginning at 12:00 p.m.. at Glenwood Springs Branch Library
- Special Meeting: Saturday, May 30, 2026, 10:00 a.m. at Glenwood Springs Branch Library
- Regular Meeting: Thursday, Jun 11, 2026, 2:00 PM, Carbondale Branch Library 320 Sopris Ave. Carbondale, 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: Nancy Barnes, Interim Executive Director

# Record of Proceedings: Board of Trustees Meeting

Place: Glenwood Springs

Date: Thursday, April 9, 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:

Cindy Bjerstadt

John Mallonee

Stephanie Hirsch

Brit McLin

Tony Hershey

Ed Green

## Board Members Excused:

Adrian Rippy-Sheehy

## **I. CALL TO ORDER - 2:00PM - Tony Hershey**

- A. Roll Call - Kevin Hettler took the roll call. Adrian Rippy-Sheehy is absent and excused. Public Participation: 3 minutes per person
  - a. Kristi - Thinks the sexually explicit books are reverse discrimination. Thinks one Branch of libraries could be turned into a humanitarian center, another one an AI Tech center, another campus for the conservative christian, another more liberal focused.
- B. Approval of the agenda - Brit McLin moved to approve amended agenda, John Mallonee seconded. Motion passed.

## **II. CONSENT AGENDA FOR APPROVAL**

- A. Minutes of Library Board meeting March 5, 2026 (pp. 3-6)
- B. Claims for Board Approval: General Fund February 16, 2026 - March 15, 2026 (pp. 7-11); Alpine Bank Credit Card Statement February 2026 (pp. 12-14)
  - a. Cindy Bjerstedt moved to approve the consent agenda, Tony Hershey seconded. Motion passed.

## **III. ACTION ITEMS**

- A. 2025 Financial Statement Audit presentation, McMahan & Associates
  - a. Mike Dooley represented McMahan & Associates.
  - b. Went through the financial statements report.
  - c. District could still function for the next 2 years on the expenditures.

- d. John Mallonee moved to approve the 2025 financial statement audit as presented, Ed Green seconded.

#### **IV. DISCUSSION ITEMS**

- A. Management Report, Jamie LaRue (pp. 15-18)
  - a. Have beat back the Silt proposal to take the library money for now. Will be continuing the Rifle and Silt refreshes.
  - b. Survey of public 80% support for library from community, talked about the internal stay interviews that were conducted, positive comments about the audit.
  - c. Thanked the staff, the Board, and the community.
- B. Executive Director search committee update, Brit McLin, John Mallonee, Kim Owens, Nancy Barnes
  - a. 14 applications received, 8 selected for first round of interviews. Those have been completed. Plan on presenting 4 candidates to the Board.
  - b. Board asked to review the recorded interviews, applications, and resumes.
  - c. Committee recommends all selected candidates to participate in a 3 day event in Garfield County.
- C. Finance Report, Kevin Hettler (pp. 19-23)
  - a. Sales tax up 3.2% all of 2025. January 2026 showing a 13% decrease.
  - b. Budget is tracking as normal YTD. May have to present a budget amendment once we get more pricing for the building refreshes.
  - c. Have money in the budget for Executive Director candidate search, bringing them in, etc.
- D. AI Policy, Jamie LaRue (1st reading) (pp. 24-26)
  - a. Stay ethical, guarantee accuracy, and humans review AI content.
  - b. Restrict patron confidentiality.
- E. Community Survey/Interview results, Nancy Barnes
  - a. Top 3 themes in 2026: Housing, Quality of life, Healthcare and mental health access.
  - b. 2026 community aspirations: ability to thrive, economic vitality, family support, inclusive representation, community connections, belonging and collaboration, better mental health support.
  - c. Next steps: Share results, identify gaps, modify long range plan.
- F. Trustee reports and comments, All Trustees
  - a. Brit McLin - Thanked Jamie LaRue, commended the turnaround with turnover.
  - b. Cindy Bjerstedt - Told Jamie what she has seen so far is amazing.
  - c. John Mallonee - Thanked Jamie LaRue, has really appreciated watching his leadership.
  - d. Tony Hershey - Commended Jamie LaRue on trying to make the library united.
  - e. Ed Green - Learned a lot from Jamie LaRue, all the data for the library is in really good shape.
  - f. Stephanie Hirsch - Commended Jamie LaRue on his experience and being able to see the path of less resistance for everyone.
- G. Glenwood Springs Branch Library report, Abraham Korah
  - a. Sarah Vail and Red Millberry will be presenting at the Teen Lit Conference. Trary LaMee completed a project about community connections thanks to a grant. New team member Bryan Koster.
  - b. Toni Carsten celebrated 15 years of service with the District.
  - c. Have had only 1 staff turnover in Glenwood Springs in the last 2.5 years.

- d. Had early literacy festival in October. Had nonprofit volunteer fair in August (partnered with Aspen Public Radio). 5th annual comic book festival coming up May 2.
- e. Did a book fair last December to benefit liftup. Started in Glenwood but had all Branches participate. Raised over \$2000 to give to liftup.

Next Board Meeting:

Regular Meeting: Thursday, May 7, 2026, 2:00 PM; Location: Parachute Branch Library, 244 Grand Valley Way, Parachute, CO

Tony Hershey adjourned the meeting at 3:40pm.

# Claims for Board Approval

Alpine Bank Checking March 16 through April 15, 2026

Date	Num	Name	Memo	Amount
<b>10010 · Alpine Bank- Gen(..7072)</b>				
03/16/2026	Eft	City of Glenwood Springs	GW electricity	855.96
03/16/2026	Eft	Amazon .com	Feb purchases	10,839.28
03/18/2026	Eft	CRA	Retirement plan contributions	12,012.91
03/18/2026	Eft	CRA	Retirement plan contributions	7,080.29
03/24/2026	Eft	Tiger, Inc.	gas delivery	2,815.63
03/24/2026	Eft	Xcel Energy	Electricity	3,521.01
03/25/2026	Eft	City of Rifle	water / sewer	112.55
03/25/2026	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
03/25/2026	Eft	Town of New Castle	water / sewer	246.97
03/25/2026	Eft	Alpine Bank	Feb c.c. pmt	6,685.54
03/27/2026	Eft	Waste Management	RI CA NC trash / recycling	523.19
03/31/2026	Eft	Town of Carbondale	water / sewer	143.95
03/31/2026	28537	A Clean Break, LLC	RI SI NC March cleaning	6,475.00
03/31/2026	28538	Acme Fire Alarm Company Inc	NC PA fire alarm maint and testing	687.82
03/31/2026	28539	AFLAC	March supplemental insurance	407.94
03/31/2026	28540	American Janitor LLC	PA March cleaning	975.00
03/31/2026	28541	Anvil Points Upholstery & Carpet	NC PA cleaning	3,523.80
03/31/2026	28542	Aspen Maintenance Supply LLC	Janitorial supplies	916.57
03/31/2026	28543	Aspen Science Center	STEM workshops	4,465.00
03/31/2026	28544	Barking Dog Interpretive Design, Inc.	Story walk solution	2,802.47
03/31/2026	28545	Bushman, Rebekah	NC SPARK programs	200.00
03/31/2026	28546	Cardiff Cleaning Service	CA GW cleaning	4,836.00
03/31/2026	28547	Cedar Networks	March broadband	1,080.00
03/31/2026	28548	Citadel Security Group, LLC	RI GW security	11,204.22
03/31/2026	28549	Colorado Doorways, Inc.	PA CA camera installs	13,744.50
03/31/2026	28550	Colorado Special Districts Prop&Liab Pool	2025 WC audit	1,638.00
03/31/2026	28551	Demco	SRC bookmarks / processing supplies	102.39
03/31/2026	28552	Friend, Sara	Mileage reimb	105.85
03/31/2026	28553	Garcia-Bernal, Alejandro	Mileage reimb	175.45
03/31/2026	28554	Harlan, Shylo	Mileage reimb	85.55
03/31/2026	28555	Hiring Optimization	New hire texting	10.00
03/31/2026	28556	Hollingsworth, Erin	Mileage reimb	75.40
03/31/2026	28557	Ingram Library Services	Library materials	13,169.07
03/31/2026	28558	Jones, Tanner	Poets and writers group	112.50

03/31/2026	28559	Larson, James	Mileage reimb	24.65
03/31/2026	28560	Library Ideas LLC	Library materials	2,329.20
03/31/2026	28561	Martin-Cespedes, Juan Manuel	CA spanish conversation club	225.00
03/31/2026	28562	Masters Telecom LLC	Fax service	178.63
03/31/2026	28563	Micro Plastics, Inc.	PA new signage	4,712.78
03/31/2026	28564	Midwest Tape	Library materials	424.25
03/31/2026	28565	OverDrive	Library e-materials	8,812.51
03/31/2026	28566	Peters, Brendan	Mileage reimb	297.25
03/31/2026	28567	Playaway Products LLC	Library materials	1,481.75
03/31/2026	28568	Recinos Language Services LLC	Interpretation services	149.10
03/31/2026	28569	Reliance Standard	April disability insurance	1,178.15
03/31/2026	28570	Roaring Fork Valley Early Learning Fund	Imagination library programs	2,470.16
03/31/2026	28571	Shaw, Candice	NC SPARK program	200.00
03/31/2026	28572	Sowards, Adam Troy	GW dungeons and dragons lessons	500.00
03/31/2026	28573	Thomas Klise/Crimson Multimedia	Library materials	950.83
03/31/2026	28574	Trane US Inc.	HVAC integration GW upstairs meeting room	5,825.00
03/31/2026	28575	Uline	Tech services - shelving unit	267.00
03/31/2026	28576	Unique Management Services, Inc.	Feb collections service	119.40
03/31/2026	28577	VanDeusen, Renna	Mileage reimb	191.91
03/31/2026	28578	West, Laura	Mileage reimb	143.85
03/31/2026	28579	Willis Towers/CEBT	April health insurance	65,703.08
03/31/2026	28580	World Book, Inc.	World Book Encyclopedia	1,279.00
03/31/2026	28581	WT.COX Information Services	Admin magazine renewal	123.30
03/31/2026	28582	Colorado Mountain College RI	ESL childcare instructor	560.00
03/31/2026	28583	Cummings, Eileen	Mileage and exp reimb	443.45
03/31/2026	28584	Louisiana State University	MLS tuition assistance	1,680.00
03/31/2026	Eft	Black Hills Energy	GW and CA gas	1,625.28
03/31/2026	Eft	Garfield County Public Library Foundation	Book sales / donations	1,269.40
04/02/2026	Eft	Alpine Bank- CC	Merchant fees	142.09
04/02/2026	Eft	CRA	Retirement plan contributions	11,811.41
04/02/2026	Eft	CRA	Retirement plan contributions	7,122.87
04/03/2026	Eft	Mountain Waste & Recycling	SI trash / recycling	129.84
04/07/2026	Eft	Colorado Dept of Revenue-Sales Tax	1Q sales tax	175.05
04/07/2026	Eft	City of GL- Sales Tax	1Q sales tax	27.41
04/07/2026	Eft	City of RI-Sales Tax	1Q sales tax	7.38
04/08/2026	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	7,927.61
04/08/2026	Eft	Xcel Energy	RI electricity	2,602.84
04/08/2026	28585	Rand, Kathleen	Quilt reimb	500.00
04/14/2026	28627	Osaki Consulting	Autism learning specialist	195.00

04/15/2026	28586	AlwaysMountainTime LLC	Radio ads	1,000.00
04/15/2026	28587	Associated Governments of Northwest CO	AGNC EDD membership - JL	250.00
04/15/2026	28588	Benson, Kim	Mileage reimb	259.55
04/15/2026	28589	Callison, Jennifer	Mileage reimb	91.93
04/15/2026	28590	Cedar Networks	April broadband	1,080.00
04/15/2026	28591	CenturyLink	Elevator / fire alarm telephone	427.80
04/15/2026	28592	Chulainn Publishing Corp.	Library materials	1,375.23
04/15/2026	28593	Citadel Security Group, LLC	GW RI security	7,505.30
04/15/2026	28594	Colorado River Valley Chamber	2026 awards banquet	480.00
04/15/2026	28595	Computershare Trust Company	Trustee fee	2,500.00
04/15/2026	28596	Crystal Theater Alliance	Theater rental	300.00
04/15/2026	28597	Cummings, Eileen	Mileage reimb	44.22
04/15/2026	28598	Cura HR, LLC	Executive director recruitment support	1,187.50
04/15/2026	28599	EnvisionWare, Inc.	NC SI hold lockers installation	8,590.00
04/15/2026	28600	Fregoso, Amaranda	Mileage reimb	578.55
04/15/2026	28601	Funger, Katie	Mileage reimb	37.70
04/15/2026	28602	Hollingsworth, Erin	PLA per diem reimb	335.85
04/15/2026	28603	Ingram Library Services	Library materials	4,378.08
04/15/2026	28604	JanWay Company USA, Inc.	Summer reading prizes	4,015.00
04/15/2026	28605	Jean's Printing	Large format posters	227.37
04/15/2026	28606	Library Ideas LLC	Library materials	107.28
04/15/2026	28607	Library Journals, LLC	Sensory friendly libraries webinar	98.00
04/15/2026	28608	Marmot Library Network, Inc.	2Q IT support; public/staff computer replacements	143,500.56
04/15/2026	28609	Micro Plastics, Inc.	SI Hold locker wrap	620.00
04/15/2026	28610	Mountain Pest Control, Inc.	March spraying	110.00
04/15/2026	28611	Music Associates of Aspen Inc	Guitar ensemble performance	200.00
04/15/2026	28612	NewsBank, inc.	Annual subscription renewal	9,704.00
04/15/2026	28613	Ochoa, Tamara	PLA per diem reimb	289.66
04/15/2026	28614	OverDrive	Library eMaterials	4,901.35
04/15/2026	28615	EverGreen ZeroWaste	CA compost service	80.00
04/15/2026	28616	S.T.E.A.M. Junction LLC	STEAM activity	585.00
04/15/2026	28617	Sanchez, Ivett	PLA per diem reimb	423.67
04/15/2026	28618	Seter, Vander Wall & Mielke, P.C.	Legal fees	3,187.50
04/15/2026	28619	Sopris Sun	Print ads	600.00
04/15/2026	28620	TeamCivX, LLC	Political strategist fee	6,000.00
04/15/2026	28621	Terry, Melissa	Mileage reimb	100.05
04/15/2026	28622	Thomas Klise/Crimson Multimedia	Library materials	945.97
04/15/2026	28623	Town of Parachute	Water / sewer / trash	120.64

04/15/2026	28624	Transparent Information Services, LLC	Background checks	579.90
04/15/2026	28625	Universal Mechanical Services, LLC	SI HVAC repair	490.00
04/15/2026	28626	Wolburg, Natasha	Mileage reimb	24.65
Total 10010 · Alpine Bank- Gen(..7072)				<b>453,930.21</b>

# Reconciliation Detail

## Alpine Bank Purchase Card, Period Ending March 31, 2026

Type	Date	Num	Memo	Amount	Balance
<b>Beginning Balance</b>					<b>6,685.54</b>
<b>Cleared Transactions</b>					
<b>Charges and Cash Advances - 95 items</b>					
Credit Card Charge	03/01/2026	MMGtwyDsply	72" display case	-1,390.00	-1,390.00
Credit Card Charge	03/01/2026	MMLowes	NC hold locker lights and fasteners	-181.92	-1,571.92
Credit Card Charge	03/01/2026	MMFreeUpStg	Off site storage	-178.00	-1,749.92
Credit Card Charge	03/01/2026	CALingoda	Online Spanish classes	-89.99	-1,839.91
Credit Card Charge	03/01/2026	MMWrdBest	Graffiti Remover	-62.05	-1,901.96
Credit Card Charge	03/01/2026	MMWalmart	Maintenance truck wipers and washer fluid	-50.86	-1,952.82
Credit Card Charge	03/01/2026	MMOrderUp	Staff morale	-48.49	-2,001.31
Credit Card Charge	03/01/2026	MMLowes	Gate lock	-47.87	-2,049.18
Credit Card Charge	03/01/2026	MMWalmart	First aid kit and screwdriver	-37.22	-2,086.40
Credit Card Charge	03/01/2026	MMWalmart	Loop ties / sunglasses	-35.25	-2,121.65
Credit Card Charge	03/01/2026	MMVlyLumber	Batteries and coupler cable	-34.96	-2,156.61
Credit Card Charge	03/01/2026	MMLowes	Graffiti removing supplies	-30.96	-2,187.57
Credit Card Charge	03/01/2026	MMWalmart	Tape / tool pouch	-28.94	-2,216.51
Credit Card Charge	03/01/2026	RI2HbyLby	Employee receivable	-28.77	-2,245.28
Credit Card Charge	03/01/2026	MMLandfill	Landfill fees	-12.88	-2,258.16
Credit Card Charge	03/01/2026	CASoprisApp	Mountain perspectives membership	-1.95	-2,260.11
Credit Card Charge	03/02/2026	SSAuntFlo	Janitorial supplies	-344.00	-2,604.11
Credit Card Charge	03/02/2026	SSCollSmr	Summer reading supplies	-188.73	-2,792.84
Credit Card Charge	03/02/2026	SS3CAL	CAL membership	-140.00	-2,932.84
Credit Card Charge	03/02/2026	RIShanghaiG	Staff morale	-84.31	-3,017.15
Credit Card Charge	03/02/2026	CACityMkt	EAC staff morale	-52.18	-3,069.33
Credit Card Charge	03/02/2026	SSEITapatio	Community interview refreshments	-45.00	-3,114.33
Credit Card Charge	03/02/2026	RICityMkt	Gardening class refreshments	-36.97	-3,151.30
Credit Card Charge	03/02/2026	SIWalmart	Pioneering program supplies	-19.48	-3,170.78
Credit Card Charge	03/02/2026	GWGlnwdMusi	Guitar strings	-6.60	-3,177.38
Credit Card Charge	03/03/2026	SSWalmart	Staff morale	-123.19	-3,300.57
Credit Card Charge	03/03/2026	SSCMJJ	EAC and Mental health training	-120.75	-3,421.32
Credit Card Charge	03/03/2026	SIWalmart	Office supplies / postage stamps	-51.22	-3,472.54
Credit Card Charge	03/03/2026	GWDomino's	Rayito de luz refreshments	-46.26	-3,518.80
Credit Card Charge	03/03/2026	SIWalmart	Staff morale	-29.91	-3,548.71
Credit Card Charge	03/03/2026	PACityMkt	EAC staff morale	-20.68	-3,569.39
Credit Card Charge	03/03/2026	GWBIkBshp	Community interview refreshments	-12.09	-3,581.48

Credit Card Charge	03/04/2026	RI U of W	Leadership conference for youth services	-160.00	-3,741.48
Credit Card Charge	03/04/2026	NCALA	ALA membership	-125.00	-3,866.48
Credit Card Charge	03/04/2026	SSUline	Courier totes	-121.88	-3,988.36
Credit Card Charge	03/04/2026	FTAce	Spackle / putty knife	-28.57	-4,016.93
Credit Card Charge	03/04/2026	NCCityMkt	EAC staff morale	-22.90	-4,039.83
Credit Card Charge	03/05/2026	SSBkclfArt	Celebration of women luncheon	-100.00	-4,139.83
Credit Card Charge	03/05/2026	GWCityMkt	Staff morale / EAC Staff morale / teen program refreshments	-89.28	-4,229.11
Credit Card Charge	03/05/2026	RI2CityMkt	Board meeting refreshments	-74.88	-4,303.99
Credit Card Charge	03/05/2026	FTB&BPlumb	Drain cleaner	-47.90	-4,351.89
Credit Card Charge	03/05/2026	SIDunkDonut	Staff morale	-37.38	-4,389.27
Credit Card Charge	03/06/2026	RIWalmart	St. Patrick's day supplies	-93.19	-4,482.46
Credit Card Charge	03/06/2026	SIWalmart	Golden years ice cream social and in her words refreshments	-50.66	-4,533.12
Credit Card Charge	03/06/2026	RIWalmart	ESL refreshments	-35.70	-4,568.82
Credit Card Charge	03/07/2026	CACricut	Cricut subscription	-10.83	-4,579.65
Credit Card Charge	03/09/2026	SSAuntFlo	Janitorial supplies	-162.00	-4,741.65
Credit Card Charge	03/10/2026	CAPlosky's	Staff morale	-259.50	-5,001.15
Credit Card Charge	03/10/2026	CACityMkt	Staff morale	-45.09	-5,046.24
Credit Card Charge	03/11/2026	RIKinema	Public library documentary screening	-399.00	-5,445.24
Credit Card Charge	03/11/2026	RI2Adobe	Adobe stock and creative cloud	-69.98	-5,515.22
Credit Card Charge	03/11/2026	SSAdobe	Adobe creative cloud	-34.99	-5,550.21
Credit Card Charge	03/12/2026	RI2KedaiPho	Staff morale	-123.97	-5,674.18
Credit Card Charge	03/12/2026	CACityMkt	Teen program refreshments	-11.27	-5,685.45
Credit Card Charge	03/13/2026	SSUSPS	Postage stamps	-780.00	-6,465.45
Credit Card Charge	03/13/2026	PAWalmart	Summer reading prizes	-59.12	-6,524.57
Credit Card Charge	03/13/2026	RIEIPatron	Staff morale	-59.00	-6,583.57
Credit Card Charge	03/13/2026	PAWalmart	Staff morale	-21.94	-6,605.51
Credit Card Charge	03/15/2026	SIAAdobe	Adobe illustrator	-23.97	-6,629.48
Credit Card Charge	03/16/2026	RI2DvrPost	Denver post digital subscription	-110.50	-6,739.98
Credit Card Charge	03/16/2026	SSRFLeader	Women' s leadership workshop	-91.67	-6,831.65
Credit Card Charge	03/16/2026	SIRFLeader	Women' s leadership workshop	-91.67	-6,923.32
Credit Card Charge	03/16/2026	CACityMkt	Staff morale	-24.98	-6,948.30
Credit Card Charge	03/17/2026	PAALA	Collaborating with teens webinar	-89.00	-7,037.30
Credit Card Charge	03/17/2026	SSElm	Disc cleaning supplies	-54.95	-7,092.25
Credit Card Charge	03/17/2026	SISonic	Staff morale	-10.79	-7,103.04
Credit Card Charge	03/18/2026	NCRFLeader	Women' s leadership workshop	-91.67	-7,194.71
Credit Card Charge	03/18/2026	SSColAAUtd	Summer reading supplies	-32.39	-7,227.10
Credit Card Charge	03/18/2026	RIUSPS	Monthly ill postage	-4.25	-7,231.35
Credit Card Charge	03/19/2026	SIWMLitCae	Seniors' program refreshments	-46.87	-7,278.22

Credit Card Charge	03/19/2026	GWCityMkt	Staff morale	-37.97	-7,316.19
Credit Card Charge	03/20/2026	RIWhistIPig	Staff morale	-24.53	-7,340.72
Credit Card Charge	03/21/2026	RIWalmart	Paws to tails refreshments	-61.88	-7,402.60
Credit Card Charge	03/23/2026	SSSchLife	Summer reading prizes	-1,845.79	-9,248.39
Credit Card Charge	03/23/2026	SSBrkhsePza	Staff morale	-147.03	-9,395.42
Credit Card Charge	03/23/2026	SSZoom	Executive director search	-110.06	-9,505.48
Credit Card Charge	03/23/2026	RIRFLLeader	Women' s leadership workshop	-91.67	-9,597.15
Credit Card Charge	03/23/2026	SS3Mixbook	Jamie's retirement book	-48.67	-9,645.82
Credit Card Charge	03/23/2026	SSAdobe	Adobe acrobat pro	-47.98	-9,693.80
Credit Card Charge	03/23/2026	SS3Reforma	Reforma membership	-25.00	-9,718.80
Credit Card Charge	03/24/2026	SS3RIClimbi	Library materials	-120.00	-9,838.80
Credit Card Charge	03/24/2026	NCCityMkt	Staff morale	-49.45	-9,888.25
Credit Card Charge	03/24/2026	PAWalmart	Kids' program supplies	-3.20	-9,891.45
Credit Card Charge	03/25/2026	GWJimmyJohn	Staff morale	-143.07	-10,034.52
Credit Card Charge	03/25/2026	SSALA	ALA membership	-125.00	-10,159.52
Credit Card Charge	03/25/2026	PAFamily\$	SPARK supplies	-5.10	-10,164.62
Credit Card Charge	03/26/2026	SSWineCnty	Marmot counsel conference	-330.00	-10,494.62
Credit Card Charge	03/26/2026	SSUAAA	Baggage fees PLA conference	-140.00	-10,634.62
Credit Card Charge	03/26/2026	SS3USPS	Monthly ill postage	-56.48	-10,691.10
Credit Card Charge	03/26/2026	NCCollab	Summer reading prizes	-55.30	-10,746.40
Credit Card Charge	03/26/2026	CAPeppinos	CA Book club refreshments	-55.03	-10,801.43
Credit Card Charge	03/26/2026	GWCityMkt	Staff morale	-37.04	-10,838.47
Credit Card Charge	03/26/2026	CASoprisApp	Mountain perspectives membership	-1.95	-10,840.42
Credit Card Charge	03/27/2026	SSCLiC	CLiC and connect rural meetup	-60.00	-10,900.42
Credit Card Charge	03/27/2026	GWWalmart	Easter and comic book day supplies	-51.84	-10,952.26
Total Charges and Cash Advances				-10,952.26	-10,952.26
<b>Payments and Credits - 1 item</b>					
Check	03/25/2026	Eft	Feb c.c. pmt	6,685.54	6,685.54
Total Cleared Transactions				-4,266.72	-4,266.72
Cleared Balance				4,266.72	10,952.26
Register Balance as of 03/31/2026				4,266.72	10,952.26

# AI Policy

Policy	This policy establishes clear, responsible guidelines for the use of Artificial Intelligence (AI) tools at Garfield County Public Libraries. It ensures we use AI safely, ethically, and effectively to support our mission, while safeguarding accuracy, trust, and human editorial judgement. The policy applies to all staff involved in the creation of content we publish for internal use and external use, including our Website, newsletters, and advertising.
Effective Date	May 7, 2026 (pending board approval)
Responsibility	Communications and Marketing Director
Procedures	<p><b>Core standards for AI use for external and internal use</b></p> <ul style="list-style-type: none"> <li>● Human oversight: All AI-assisted content must be reviewed, verified, and approved by a human before publication.</li> <li>● Transparency and disclosure: When AI tools significantly contribute to content, we must clearly disclose this to our audience. <b>See acceptable uses below.</b></li> <li>● Organizational standards and mission: AI use must align with our mission and core values, including community connection, trustworthiness, inclusivity, accountability, and service.</li> <li>● Privacy and security: Contributors must not input confidential, unpublished, or sensitive information into external AI tools.</li> <li>● Ongoing training and evaluation: Ongoing training opportunities on AI technologies will be made available to personnel as appropriate, and new AI tools must be evaluated for alignment with this policy.</li> <li>● Accountability: Final responsibility always lies with our personnel, not the tool. Anyone using AI for any aspect of their work must disclose this to their supervisor.</li> <li>● Avoid automation bias: Personnel must be aware that AI outputs can reflect systemic bias or false information.</li> </ul> <p><b>Acceptable uses for AI</b></p> <ul style="list-style-type: none"> <li>● Information Retrieval: AI technologies may be used to assist patrons in retrieving information from library catalogs, databases, and digital collections, improving search accuracy and efficiency.</li> <li>● User Assistance and Support: AI may be consulted to provide patrons with assistance and support, answering common queries and directing patrons to appropriate resources.</li> </ul>

- Content Recommendation: AI may be employed to personalize content recommendations for patrons based on their preferences, enhancing the user experience.
- Communication: Staff may use AI to assist with the creation of content for informational or marketing purposes. All such content must be reviewed for accuracy and comply with the library's brand and marketing guidelines.
- Collections: While prioritizing human-created materials, the library may collect AI-generated content that meets our quality and accuracy standards. These items will undergo heightened scrutiny and designation per district standards. All acquisitions must align with collection development policy to ensure authenticity and intellectual integrity.
- Data Analysis: AI tools may be utilized to analyze library usage data, such as circulation statistics and patron demographics, to inform decision-making and improve services.
- Research: AI may be used by staff for background research, book recommendations, and idea prompts.
- Analytics: AI may assist with analysis of non-sensitive data, sorting, and simple visualizations, including graphs, maps, charts.
- Translation: GCPLD may use AI for transcription or translation needs (with bilingual human review for publication).
- Marketing: AI may assist in generating generic imagery, signs, posters, and other marketing materials.

### **Prohibited or restricted uses**

- Staff may not publish AI-generated content without human editing and approval.
- Uploading confidential materials into external AI platforms is prohibited.
- AI shall not be used to generate deepfakes -an image, video, or audio recording manipulated to misrepresent someone or something.
- Surveillance: AI technologies shall not be used for surveillance purposes within the library premises, including facial recognition or tracking patron behavior without their explicit consent.
- Discriminatory Practices: AI systems shall not be used to discriminate against patrons based on factors such as race, gender, ethnicity, religion, sexual orientation, or disability.
- Unauthorized Data Collection: Any AI system that collects patron data must adhere to the library's data protection policies. Data must be securely stored, and access should be restricted to authorized personnel only. AI applications shall not collect patron data without

	<p>explicit consent, and such data shall not be used for purposes other than those specified at the time of collection.</p> <p><b>Disclosure Practices</b></p> <p>When AI meaningfully shapes library-generated content, we will include a disclosure, such as:          "This material/information was assisted by artificial intelligence tools."</p>	
Supporting Documentation		
Reviewed by & approved by / Date	Approved by the Board of Trustees	Date:

# Management Report - May 2026

By Nancy Barnes, Interim Executive Director

## Public Information Campaign Mailer

The public information campaign for the potential ballot measure is currently underway. To date, 23,000 mailers have been distributed to Garfield County households, and 544 survey responses have been received—a strong response rate for a county of our size. Team CivX reports that survey results indicate 99% of respondents identified providing books, technology, and materials; maintaining library facilities; and funding to recruit and retain staff as high or medium priorities. Additionally, 80% of respondents rated partnering with existing nonprofits as a high or medium priority. Survey comments have also been overwhelmingly positive with appreciation being shared for our staff and library services such as books and programs.

Priority	High	Medium	High + Medium	Raw Total % High + Medium/Total
Provide books, technology, and materials	518	18	536	99.26%
Keep local libraries in good repair, safe, clean, and accessible	496	38	534	98.89%
Provide funding necessary to recruit and retain qualified staff	465	62	527	97.59%
Support other library services and programs	327	166	493	92.84%
Partner with existing non-profits...	273	163	436	80.89%

***Total Responses (as of 4/28): 544 entries (this total includes blank responses for each priority)***

## National Library Week

Library staff celebrated National Library Week, April 19-25, with the theme “Find Your Joy.” Staff planned special programs and branch activities to help patrons find a sense of wonder and belonging at their libraries. The library’s Employee Appreciation Committee provided snacks and other words of appreciation to library staff to recognize their commitment and dedication to providing excellent library service.

## IMLS News

The ALA announced a legal settlement with the U.S. Department of Justice that preserves the Institute of Museum and Library Services (IMLS) funding after an executive order to defund the agency. The agreement allows IMLS to continue funding and supporting libraries and museums nationwide. Read the ALA's press release [here](#).

## Universal Library Card Project

GCPLD, Basalt Regional Library, and the Roaring Fork School District (RFSD) are in initial discussions to provide RFSD students with a public library card that provides access to books and electronic research databases using their student I.D. number. Library and school district staff are currently addressing student registration procedures, loan rules, checkout limits, and parent opt-out options. Both Eagle Valley and Summit County school districts have similar programs in place with their local libraries and GCPLD staff have reached out to these libraries for guidance on best practices.

## CLIC & Connect

The Colorado Library Consortium (CLIC) hosted a spring networking event at the Glenwood Springs Library on April 17th. Library staff from neighboring counties attended the day-long event which featured presentations on programming, asset mapping and marketing. I led a 90-minute workshop entitled, "Leading From Where You Are" focused on helping staff understand and lean in to their leadership potential.

## 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:** *The Pollinators* documentary film screening held in partnership with Carbondale Library and the Crystal Theatre.

**Achievements to Date:** Carbondale library, in conjunction with Age-Friendly Carbondale, hosted the *Human Library* - an international program that encourages attendees to challenge stereotypes and prejudices.

**Achievements to Date:** Meet and Mingle events hosted at the New Castle Library to support community connections.

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

**Achievements to Date:** Glenwood library, in partnership with the Glenwood Historic Commission, is hosting a local historical display during May.

**Goal #3: Economic Development:** Help build a vibrant economic climate for local businesses through the provision of information and public space.

**Achievements to Date:** New Castle library hosted the May New Castle Chamber After Hours networking event.

### 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:** Dia de los Ninos (Day of the Children) celebrations held at all library branches with free books, take-home kits, and story times.

**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 youth services staff recently attended and presented at the Teen Literature Conference in Denver. Parachute library's Youth Services Coordinator attended the Public Library Association conference in Minneapolis.

**Goal #3: Increase Access:** Our libraries will expand access to early literacy materials for check-out and home use.

**Achievements to Date:** Young readers received their first library card and checked out their first book during the annual Raising a Reader Blue Bag graduations hosted at all six library locations.

## Enhancing Spanish Services

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

**Achievements to Date:** The district's World Languages collection now represents 8.5% of the overall collection.

**Achievements to Date:** Updated citizenship kits are available for checkout at all library locations.

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

**Achievements to Date:** The Loteria program expanded to the Parachute library.

**Achievements to Date:** Gardening classes were held bilingually in April at most libraries.

**Goal #3: Outreach:** We will build visibility and relationships with the Spanish speaking community through outreach activities.

**Achievements to Date:** The Human Library and Military Appreciation events were advertised In Spanish on La Nueva Mix and in the *Sopris Sun*.

**Goal #4: Recruiting, Retaining, and Training Bilingual Staff:** We will increase the number of Spanish speakers to better reflect our communities.

**Achievements to Date:** A bilingual staff member supported our Human Resources department at three local job fairs.

## 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 three local job fairs to recruit potential candidates.

**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:** Long-term employee survey results were presented to all managers.

**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:** A new library professional reference collection was added to the New Castle library.

**Achievements to Date:** Two staff members are enrolled in CMC's Ripple Effect leadership summit.

## 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:** Staff are reviewing design consultant proposals for the Silt and Rifle library remodels.

# Finance Report, May 2026

By Kevin Hettler, Chief Financial Officer

The following charts depict all revenues received and expenditures made from 1/1/26 through 3/31/26.

Total revenues received as of 3/31/26 are \$3,064,565.

Total expenditures made as of 3/31/26 are \$2,503,725.

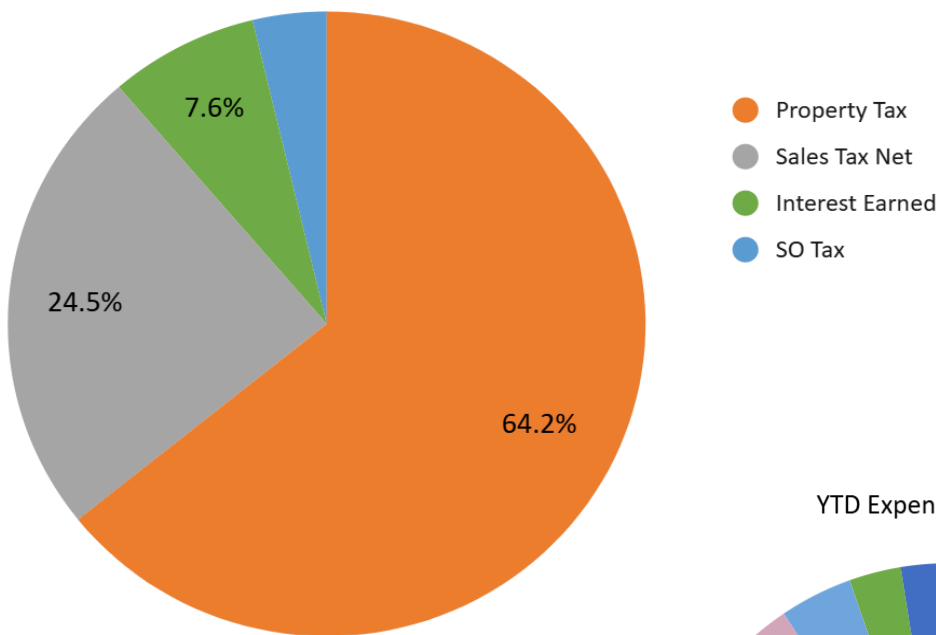
25% of the year has elapsed as of 3/31/26.

24.97% of budgeted revenue (\$12,274,813) has been received.

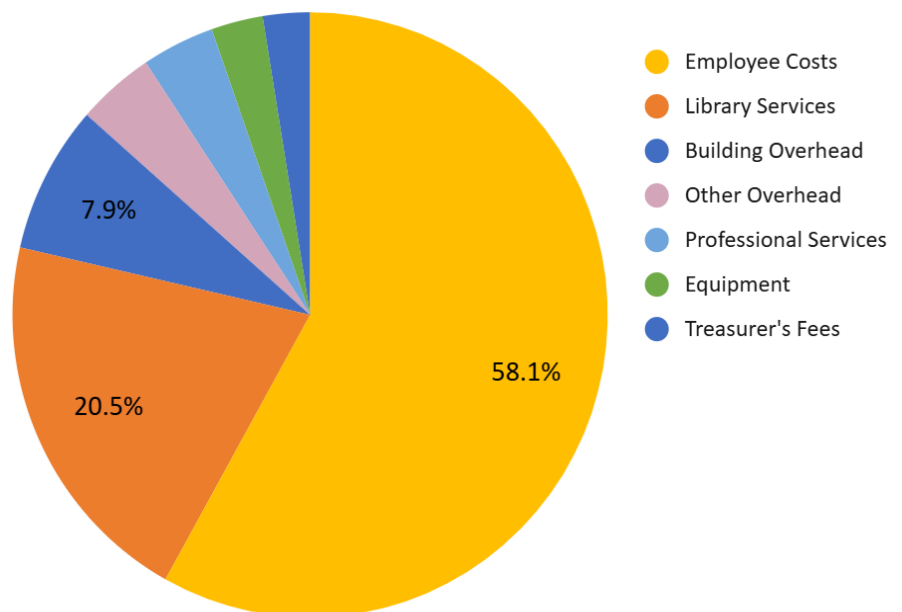
18.12% of budgeted expenditure (\$13,820,671) has been made.

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

YTD Revenues through 3/31/2026



YTD Expenditures through 3/31/2026



## Garfield County Public Library District

### Profit & Loss Budget vs. Actual Jan - Mar 2026 (unaudited)

	Jan - Mar 2026		% of Annual Budget	\$ Increase / (-Decrease) in Actual '25 to '26	
	Actual	Annual Budget		Jan - Mar 2025 Actual	
<b>Income</b>					
40100 · Sales Tax Revenue	747,523	4,425,000	16.89%	745,199	2,324
40200 · Property Tax Revenue	1,961,130	6,667,191	29.41%	2,566,305	-605,175
40300 · Specific Ownership Tax Revenue	114,274	500,000	22.85%	133,247	-18,973
40900 · Interest Earned on Investments	230,909	600,000	38.48%	252,746	-21,837
41000 · Grants	0	18,115	0.0%	0	0
41200 · Other Revenue	6,535	30,236	21.61%	7,951	-1,416
41210 · Lease Revenue (gasb 87)	0	11,317	0.0%	0	0
41220 · Interest Revenue (gasb 87)	0	8,954	0.0%	0	0
41300 · Solar Rebates	340	6,000	5.67%	982	-642
42000 · Branch Revenues	3,854	8,000	48.18%	3,151	703
<b>Total Income</b>	<b>3,064,565</b>	<b>12,274,813</b>	<b>24.97%</b>	<b>3,709,581</b>	<b>-645,016</b>
<b>Expense</b>					
50001 · Treasurer's Fees	61,615	231,844	26.58%	73,768	-12,153
50005 · Debt Service	3,485	1,673,739	0.21%	3,485	0
51000 · Employee Costs	1,397,215	6,445,219	21.68%	1,275,040	122,175
52000 · Library Services	493,254	1,652,916	29.84%	388,594	104,660
53000 · Professional Services	94,907	376,374	25.22%	65,558	29,349
54000 · Building Overhead	190,262	717,880	26.5%	176,634	13,628
54500 · Building Refresh, Furniture, Improv	23,857	2,209,000	1.08%	285,975	-262,118
55000 · Equipment	67,492	170,910	39.49%	68,978	-1,486
56000 · Other Overhead	101,004	107,638	93.84%	87,366	13,638
57000 · Advertising & Marketing	25,138	144,660	17.38%	29,836	-4,698
58000 · Vehicles	1,464	14,000	10.46%	1,992	-528
59000 · Partnerships	44,032	76,491	57.56%	41,238	2,794
<b>Total Expense</b>	<b>2,503,725</b>	<b>13,820,671</b>	<b>18.12%</b>	<b>2,498,464</b>	<b>5,261</b>
<b>Net Income</b>	<b>560,840</b>	<b>-1,545,858</b>		<b>1,211,117</b>	<b>-650,277</b>

**Garfield County Public Library District**

**Balance Sheet As of March 31, 2026(unaudited)**

	<b>Mar 31, 26</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10010 · Alpine Bank- Gen(..7072)	1,113,542.48
10050 · Colo Trust - General	25,209,262.79
10055 · C-Safe	63,678.96
10060 · Alpine Bank- Payroll(..8785)	170,826.89
10070 · Alpine Bank - Flex(..0583)	6,916.74
11010 · CS-23652000-Annual Interest Pmt	100.54
11050 · CS-23652001-Annual Princ. Pmt	1,262.59
<b>Total Checking/Savings</b>	<b>26,565,590.99</b>
<b>Other Current Assets</b>	
12050 · Sales tax transfer by Treasurer	461,920.24
12100 · Property tax transfer by Treas	6,677,858.00
12250 · Leases Receivable	384,281.31
<b>Total Other Current Assets</b>	<b>7,524,059.55</b>
<b>Total Current Assets</b>	<b>34,089,650.54</b>
<b>Other Assets</b>	
19100 · Due to / from Foundation	8,886.96
19150 · Due to/fr Employees	28.77
<b>Total Other Assets</b>	<b>8,915.73</b>
<b>TOTAL ASSETS</b>	<b>34,098,566.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
20000 · Accounts Payable	22,778.99
20510 · Alpine Bank Purchase Card	10,952.26
20660 · Grants Payable	9,542.97
21105 · FLEX payable	(554.03)
21200 · Payroll Payable-	149,608.00
<b>Total Current Liabilities</b>	<b>192,328.19</b>
<b>Long Term Liabilities</b>	
22000 · Deferred Sales tax Revenue	461,920.24

<b>22100 · Deferred Property Tax Revenue</b>	6,677,858.00
<b>22250 · Deferred inflow - verizon lease</b>	384,281.31
<b>Total Long Term Liabilities</b>	<b>7,524,059.55</b>
<b>Total Liabilities</b>	<b>7,716,387.74</b>
<b>Equity</b>	
<b>30000 · Unassigned Fund Balance</b>	25,257,150.83
<b>30005 · Non-Spendable Fund Balance</b>	144,187.87
<b>30010 · Restricted Fund Balance</b>	420,000.00
<b>Net Income</b>	560,839.83
<b>Total Equity</b>	<b>26,382,178.53</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>34,098,566.27</b>

## SALES TAX COMPARISON REPORT

	<b>2023</b>	% Incr(Decr) from prior yr	<b>2024</b>	% Incr(Decr) from prior yr	<b>2025</b>	% Incr(Decr) from prior yr	<b>2026</b>	% Incr(Decr) from prior yr
<b>January</b>	335,755.71	18.88%	354,405.73	5.55%	329,553.69	-7.01%	285,603.16	-13.34%
<b>February</b>	321,339.27	2.65%	333,667.13	3.84%	322,519.31	-3.34%		-100.00%
<b>March</b>	395,859.72	34.71%	359,244.54	-9.25%	385,795.97	7.39%		-100.00%
<b>April</b>	369,805.64	3.70%	355,805.99	-3.79%	371,274.19	4.35%		-100.00%
<b>May</b>	411,190.92	15.16%	383,795.26	-6.66%	412,789.75	7.55%		-100.00%
<b>June</b>	434,620.76	4.95%	421,162.60	-3.10%	452,564.74	7.46%		-100.00%
<b>July</b>	437,099.52	5.36%	425,889.65	-2.56%	485,586.55	14.02%		-100.00%
<b>August</b>	446,230.27	2.76%	424,282.46	-4.92%	415,548.79	-2.06%		-100.00%
<b>September</b>	431,588.03	5.72%	418,497.93	-3.03%	404,314.74	-3.39%		-100.00%
<b>October</b>	409,219.69	4.74%	395,722.34	-3.30%	400,676.00	1.25%		-100.00%
<b>November</b>	381,767.36	1.60%	374,220.79	-1.98%	372,078.16	-0.57%		-100.00%
<b>December</b>	424,728.21	-0.09%	418,312.15	-1.51%	461,920.24	10.42%		-100.00%
<b>TOTAL</b>	<b>4,799,205.10</b>	<b>7.46%</b>	<b>4,665,006.57</b>	<b>-2.80%</b>	<b>4,814,622.13</b>	<b>3.21%</b>	<b>285,603.16</b>	<b>-94.07%</b>

# Human Resources Report, May 2026

By Kim Owens, HR Director

The Executive Director Search Committee completed eight screening interviews and recommended four to move forward to an in-person interview with the Board. The Search Committee is meeting regularly to create interview schedules to recommend to the Board and coordinate schedules with the candidates.

## Staff Education and Development update

In early April, we sent three front-line staff to the Public Library Association national conference in Minneapolis. Attendees had over 100 sessions to choose from on a broad range of topics, including teen services in rural communities, digital literacy for older adults, improving internal communication, managing crises, workplace culture, inclusive collections, outreach, community engagement, and more.

Our Glenwood Youth Services Coordinator, Red Millberry, and our Glenwood Library Associate, Sarah Vail, both presented at the Teen Literature Conference in Denver on April 18.

The Glenwood Springs Branch Library hosted a CLiC (Colorado Library Consortium) and Connect Rural Meetup which saw about 30 attendees from libraries across the western and mountain regions of Colorado. CLiC's in-person rural meetups provide time to connect and learn with colleagues from rural and small libraries, and exchange practical and aspirational ideas that are specific to library staff.

On April 8, four library staff members, including our Facilities Manager, Jon Medrano, took a field trip to Mesa County Libraries. They spent time with Mesa's Facilities Manager, their Technical Services staff, and some of their front-line staff. Staff reported feeling inspired with fresh ideas, a renewed appreciation for GCPLD, and enjoyed the opportunity to spend time with colleagues they don't work with regularly.

## Recruiting and Staffing update

Our HR Generalist, Melissa Terry, and our branches have been busy interviewing candidates for our open positions. We've been fortunate to promote several internal staff lately, and that creates vacancies that take time to fill. Our staff responsible for interviewing and hiring demonstrate consistent commitment to the District's core values through their efforts to find new staff who will positively contribute to the workplace culture we work hard to create and maintain.

The District's new Facilities Technician is scheduled to start on May 4. He will bring experience to the District and be a positive addition to the Facilities team.

## Staffing Report - Since 3/27/2026

### New Hires: 1

- Library Page - Parachute, 10hrs/week - 4/23/2026

### Promotions/Transfers: 1

- Branch Libraries Director promoted to Interim Executive Director - 4/10/2026

### Vacancies: 14

- Facilities Technician - Support Services, 40hrs/week - *offer accepted, start date 5/4/2026*
- Library Page - Silt, 10hrs/week
- Library Page - Carbondale, 10hrs/week
- Library Associate - Carbondale, 20hrs/week
- Substitute Library Assistant - Glenwood
- Substitute Library Assistant - New Castle
- Library Assistant - Parachute, 20hrs/week
- Executive Director - Support Services, 40hrs/week
- Youth Services Interns (one per branch) - 20hrs/week - *3 offers accepted, working out start dates*

### Departures: 2

- Executive Director - Support Services, 40hrs/week - 4/9/2026
- Library Assistant - Parachute, 20hrs/week - 4/13/2026

### Additional Staffing Information:

Headcount as of: 4/23/2026 (includes staff who are on extended leave):

- 93 total staff members (includes Subs)
- 47 benefit-eligible staff (32 - 40 hours per week); 29 part-time staff (less than 32 hours per week); 17 Substitutes (no regularly scheduled hours)
- 61.95 FTE

Active FT & PT Staff Stats by Location – 4/23/2026					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff</u> <i>(over 32 hours)</i>	<u>Count of Staff not eligible for Benefits</u> <i>(under 32 hours)</i>
Carbondale	9.25	13	370	6	7

Glenwood	9.05	12	362	6	6
New Castle	6.25	8	250	4	4
Silt	5.7	6	228	5	1
Rifle	8.45	11	338	5	6
Parachute	5.95	8	238	4	4
Support Services	17.3	18	692	17	1
Grand Total	61.95	76	2478	47	29

# Branch Libraries Report, May 2026

By Nancy Barnes, Branch Libraries Director

Three staff members attended the biennial Public Library Association conference in Minneapolis. Staff were inspired by fresh ideas and will share their conference highlights at the May all-staff meeting.

Two Glenwood Branch Staff members presented at the 38th annual Colorado Teen Literary Conference in Denver. Sarah Vail led a presentation about leveraging Dungeons and Dragons gameplay for building literacy and leadership, while Red Millberry discussed ways teens may engage with the writing of author Tamora Pierce. This was Sarah's second year as a presenter.

## **Carbondale**

To celebrate National Library Week staff hosted an encore screening of *The Librarians* and a Bingo for Books event. Library staff are partnering with the town of Carbondale to provide support and outreach at the annual Dandelion Days celebration.

A part-time Youth Services Associate was recently hired to help provide youth programming support.

## **Glenwood Springs**

The Glenwood Branch is hosting a Poetry Contest as part of National Poetry Month. A community poetry reading will be held at the library on Thursday, April 30. Winners of the contest will be announced at the event, and writers, readers, and listeners of all ages are welcome. Every Tuesday Club de Abuelitos, Grandparents' Club, brings together older adults and families to come together to enjoy music, games, food, and wonderful company.

## **New Castle**

Raising a Reader Blue Bag celebrations are underway in New Castle.. In the past, staff have struggled to accommodate Blue Bag graduations and our other ongoing programs due to space constraints. With the remodel, the library now has furniture that better adapts to the needs of the space. The transformation of the Colorado History Room gives the library an extra space to accommodate multiple uses.

In 2025, the branch established a goal to increase circulation and library card sign-ups. Current data indicates strong progress toward that goal. Compared to the same period last year, new library card registrations have increased by 45.16%. Additionally, door traffic, meeting room usage (up 52%), and one-to-one technology assistance (up 12.80%) have all increased. Collection circulation is also exceeding last year's figures. These increases reflect increased usage of the library's spaces, services, and materials and highlight the positive impact of the recent remodel.

## **Silt**

Raising a Reader Blue Bag graduations are also in full swing and staff created 100 library cards for young readers ages 3–5. It's been fulfilling to welcome many new families for the first time.

The library hosted a successful fly fishing program which led to participants forming connections and planning a fishing trip together on the Fryingpan River. Additionally, the library partnered with the CSU Extension office for a gardening class.

## Rifle

April and May mark Raising a Reader (RAR) Blue Bag Graduation season. During this time, preschoolers receive their RAR blue bags and first library cards through special Storytimes. This year, Karina, Rifle's Youth Services Coordinator, facilitated 20 ceremonies for local preschools—4 held at the library and the remainder delivered as outreach—expanding early literacy access and strengthening connections with families!

Adult Services also maintained a strong presence throughout April, offering a variety of programs including outreach at the Grand River Senior Center, health screenings, and several creative classes. National Library Week (April 20–26) was highlighted by a screening of *The Librarian* documentary, providing a meaningful opportunity for community engagement and reflection on the role of libraries. Rifle staff also enjoyed a week of treats and appreciation, courtesy of the Employee Appreciation Committee.

## Parachute

Youth Services Coordinator, Ivett Sanchez, attended PLA this April her first major library conference, and returned with fresh ideas and inspiration. She has also been busy supporting Carbondale with their Blue Bag programs as well as hosting Parachute's events.

The library hosted a successful plant swap, with community members stopping by to share plants and take new ones home. Staff attended their first major outreach event of the year, MayFest, held on May 2nd.

In partnership with the Grand Valley Historical Society, staff will also host a Mother's Day cupcake decorating event on May 9th. Additionally, the library is excited to launch its first Tarde de Lotería program on May 16.



Blue bag days at the New Castle library.

# Circulation and Collections Report, May 2026

By Jenn Cook, Technical Services Director

## RFSD Student Cards

A collaborative initiative is currently in the exploratory stages between GCPLD, Basalt Regional Library, and the Roaring Fork School District (RFSD). The goal of this project is to provide RFSD students with public library cards that utilize their student ID numbers to access physical books and electronic research databases. This potential project would mirror successful partnerships in the Eagle and Summit school districts. We are currently investigating what Memoranda of Understanding (MOUs), parent opt-out procedures, technical requirements for data sharing, and compliance with FERPA would look like.

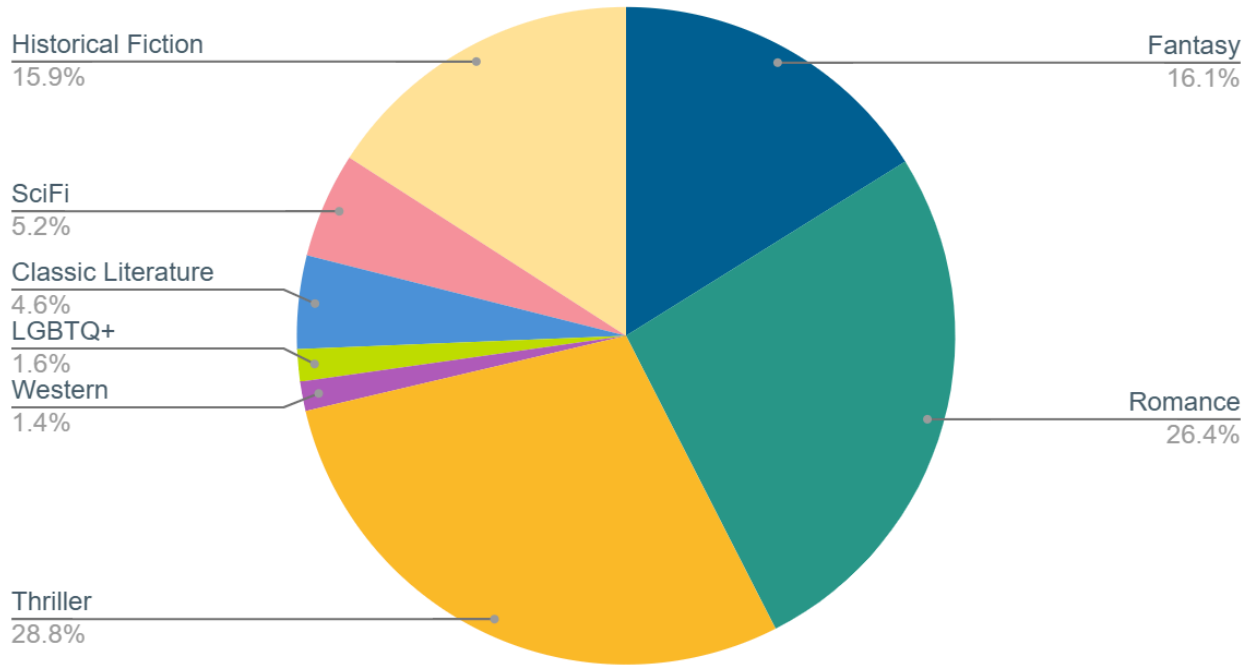
## Computer replacement cycle

Working with Marmot to maintain a standard business replacement cycle for computers, which is 3-5 years, our computer replacement for 2026 is wrapping up within budget. This cycle distributes the costs more evenly across several years, making the expense easier to predict, and proactive upgrades help prevent cybersecurity, productivity, and repair issues that are more likely to plague older machines. With this plan, we aim to maintain a replacement rate of approximately 50-60 computers per year across the district. This year's purchases focused on updating our public-circulating laptops, which continues to be a popular program. Due to significantly rising ongoing maintenance costs and with a careful analysis of usage trends, we have reduced our collection of public-circulating laptops from 20 per branch to 10 per branch.

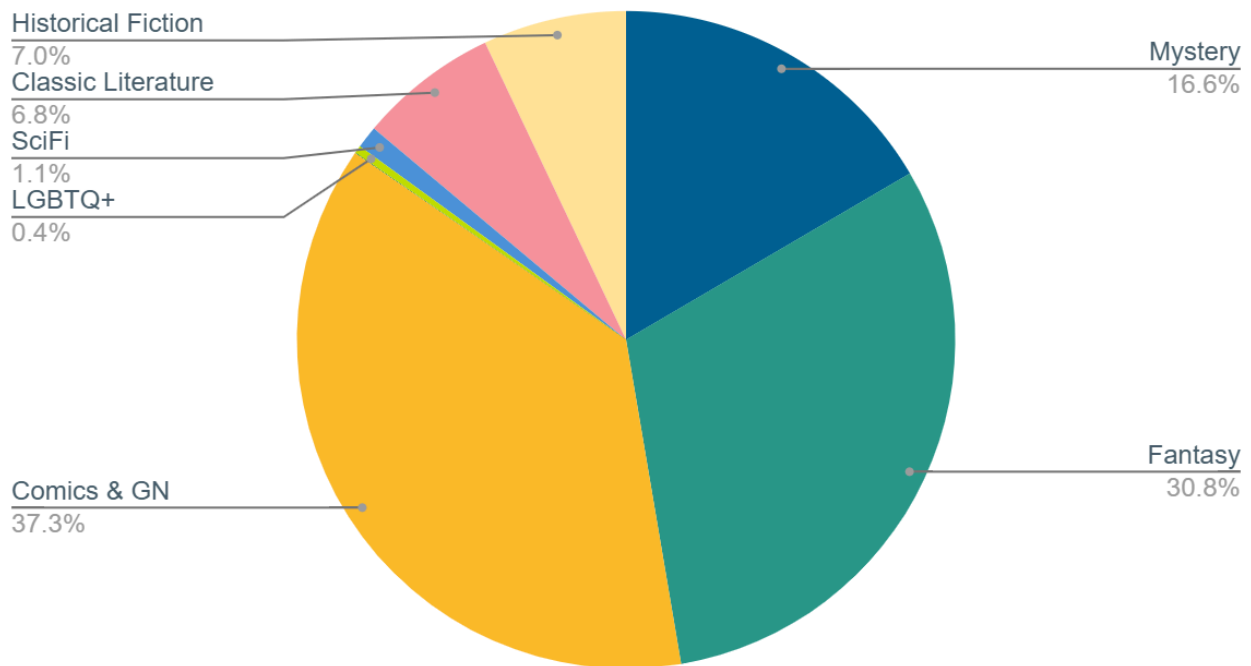
## State Grants to Libraries

The Colorado Legislature provides roughly \$3 million annually to fund State Grants to Libraries to improve literacy and learning, supporting publicly funded public libraries, school districts, and academic libraries that participate in statewide resource sharing. The intended purpose of these funds, according to statute (24-90-401, CRS), is for libraries to obtain educational resources to support efforts to improve literacy and learning that they would otherwise be unable to afford. Planning for GCPLD's portion of the funds, around \$18,000 this year, we are focusing on utilizing patron-driven data for collection development of digital materials. Fiction is the most read genre on our digital platforms by a large margin. Adult patrons primarily read romance and thrillers, while children prefer to read comics, graphic novels, and fantasy. Our strategy is to "lean in" to what our patrons are actually reading to maximize the grant's impact. We are also discussing how we can pair these purchases with staff training and social media campaigns to increase awareness and usage. The following charts show the most circulated genres in our Overdrive Libby collection.

## Adult eBook Checkout Genres



## Juvenile eBook Checkout Genres



# Marketing Report, May 2026

By James Larson, Communications and Marketing Director

## Human Library

We will be hosting a Human Library Project on May 17th from 10-1 at the Carbondale Branch Library. The Human Library is an initiative where people serve as “books” that others can borrow for open conversations. Instead of reading about someone’s experiences, participants engage directly with individuals who share their personal stories, often related to misunderstood or stigmatized topics. The goal is to promote empathy, challenge stereotypes, and encourage honest dialogue in a respectful setting. We will have “books” on immigration, drag queens, tattoo artists, former white supremacist and a Native American perspective among others.

## 2025 Annual Report

The annual report from last year is complete and can be found on our website with this [link](#)

## Social media analytics

Followers:

Facebook – 4,529 (30 new followers)

Instagram – 1,911 (9 new followers)

Email Newsletter – 25,600 patrons

Facebook Views 56,400 (down 27%)

Instagram Views: 14,600 (up 84%!)

## Top Facebook Posts

1. [A History of the Ute People announcement](#)
2. [Our Basic Sourdough Class at the New Castle Branch Library taught us that baking sourdough is so easy](#)
3. [Congrats to Andy on being selected as the permanent Courier in Administration](#)
4. [April Fool’s Day Post](#)
5. [Historian and tribal leader, Roland McCook, shared his powerful testimony and history of the Ute people at the Glenwood Springs Branch Library](#)

## Top Instagram Posts

1. [So you're just a Librarian... National Library Week Post 1](#)
2. [This Monday is Right to Read Day](#)
3. [April Fool's Day Post](#)
4. [Our Basic Sourdough Class at the New Castle Branch Library](#)
5. [Congrats to Andy on being selected as the permanent Courier in Administration](#)

# Programs and Events, March 2026

By Alex Garcia-Bernal, Education & Events Manager

## Special Events:

The Carbondale Library hosted dual workshops on life coaching for women, Your Next Chapter, on Wednesdays March 4th and 11th. The Rifle Library hosted a presentation on the Wild Mustangs of Colorado on Wednesday March 4th. The Silt Library Hosted In Her Own Words, a Women's History conversation panel on Saturday May 7th. The Glenwood Springs Library hosted a special presentation with the Historical Society on the Latino History of the Western Slope on Saturday March 14th, both in English and Spanish. The Rifle Library hosted a special presentation, Paws and Trails, a workshop on learning all the tips of having your pets on our hiking trails, on Saturday March 21st.

## Storytimes:

The Glenwood Springs Library hosted their baby story time, Bookworm Babies each Monday in, their Preschool Storytime each Tuesday, their SENSEational Stories and Squiggles each Thursday in March. The Carbondale library hosted their Toddler Storytime and Baby Storytime each Tuesday, and their Preschool Storytime each Friday in March. The New Castle Library hosted their regular Storytime each Tuesday and Wednesday in March. The Rifle Library hosted their regular Storytime each Thursday in March, and their Bilingual Sensory Storytime on Tuesday March 3rd and their bilingual Baby and Me Storytime on Mondays March 9th and 23rd. The Silt Library hosted their regular Storytime each Wednesday in March. The Parachute Library hosted their regular Storytime each Wednesday in March. The Parachute Library hosted their regular storytime each Wednesday in March.

## 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 Rifle Library hosted their Stay and Play program, Playground at the Library, each Wednesday in March. The Carbondale and Glenwood Springs libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in March. The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in March. The New Castle Library hosted a special Winter Wiggles program on Thursdays March 12th and 26th.

## Partnered Children Events:

The Spanish Language story time with Raising a Reader, Bolsitas Rojas continued in March 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 March, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month. The Carbondale Library hosted their Paws to Read adoption program with the pet shelter on Tuesdays March 3rd and 17th.

### Teen/Tween Events:

The Parachute Library hosted their Teen Maker Space workshops each Monday in March. The Glenwood Springs Library hosted their Smash Brothers and Craft game program on Thursday March 5th, their Magic in the Library game program on Saturday March 7th, and their Dungeons and Dragons program each Saturday in March. They also hosted a virtual Dungeons and Dragons program on Sundays March 8th and 22nd. The Silt Library hosted a Lego Club program on Friday March 6th. The Parachute Library hosted Social Roots, a program for teens to explore their heritage, on Friday March 20th. The Carbondale Library hosted their rebranded Tech Club with the Aspen Science Center on Thursdays March 12th and 26th. They also hosted their Crafty Teens program on Thursday March 12th.

### Family Events:

The Silt library began hosting Curious Minds homeschool groups on Thursdays March 5th and 19th. The Rifle Library hosted their Curious Minds homeschool group on Thursdays March 12th and 26th. The Silt Library hosted their Bilingual Loteria Game Night on Thursday March 12th.

### Book Clubs:

The Silt Library hosted their evening romance book club, Happily Ever After Dark, on Tuesdays March 10th and 24th, and their Book Club on Thursday March 19th. The Rifle Library hosted their Friends of the Library Bookclub on Wednesday March 11th. The Carbondale Library hosted their Nonfiction Bookclub and Spanish Bookclub on Thursday March 12th, their Third Thursday Book Club on March 19th, and their Last Monday Bookclub on March 30th, and their Books in Bars Club on Thursday March 26th.

The Parachute Library hosted their new nonfiction bookclub, Back to Reality on Thursday March 19th, and their fantasy bookclub, Escape Reality on Sunday March 24th., and their Food for Thought Cookbook club on Thursday March 12th.

### Partnered Adult Events:

The Rifle Library hosted Bilingual Citizenship classes each Monday and their ESL Classes with CMC each Tuesday and Wednesday in March. The Carbondale Library hosted their weekly Open Hours program with English in Action each Monday and with CMC each Wednesday in March. The Glenwood Springs Library hosted their memoir writing workshop, Your Story, Your Life on Fridays March 6th and 20th, and hosted the Glenwood Genealogy Group on Friday March 6th, and the monthly Let's Chat Mental Health program with

the Garfield County Health Department on Tuesday March 31st. The Rifle Library hosted their open hours with High Rockies Harm Reduction on Wednesday March 18th. The Carbondale Library hosted a Craft Night for Adults on Wednesday March 18th.

### Adults Arts and Crafts:

The Rifle Library hosted their Spice of the Month craft kit club on Monday March 2nd, and a monthly Spanish language sewing class on Wednesday March 4th. They also hosted a bilingual sewing workshop on Wednesdays March 4th and 18th. The Carbondale Library hosted their knitting club, In Stitches, each Monday in March, their Sketch Paint Play program on Friday March 6th, and their Poets and Writers Workshop on Sunday March 15th. The Glenwood Springs Library hosted a Beginner Knitting class each Tuesday in March. The Parachute Library hosted a New Leaf Book Crafting program on Saturday March 7th. The New Castle Library hosted their Take and Make Craft Kits for Adults on Monday March 16th. The New Castle Library hosted Blooms and Brushes, a workshop to design your own planter, and seed planting, on Monday March 23rd. The Glenwood Springs library hosted their Writing Workshop on Thursdays March 12th and 26th. The New Castle Library hosted a crafting workshop on turning old paper into something new on Saturday March 28th.

### Adult Education Events:

The Rifle hosted their Basic Computer classes on Tuesday March 3rd and 17th, their English/Spanish conversation circle each Wednesday in March, and their Breastfeeding Support Group on Friday March 20th. The Carbondale Library hosted their Spanish Conversation group on Thursdays March 5th and 19th. The New Castle Library hosted a beginner's sourdough class on Saturday March 7th. They also hosted their Citizenship class with CMC on Saturdays March 7th and 21st. The Silt Library hosted their monthly "Pioneering for the Modern Day" program on Saturday March 28th.

### Events for Seniors:

The Rifle Library hosted Rise, an activity hour for seniors with disabilities each Monday in March. The Glenwood Springs Library hosted their Spanish language social hour for seniors, Club de Abuelitos, each Tuesday in March, and their Tai Chi for Seniors each Wednesday and Saturday in March. The Silt Library hosted their Tai Chi for Seniors each Wednesday in March and their Golden Years Social program each Thursday in March. The Carbondale Library hosted their Geri-fit Strength training program each Thursday in March. The Rifle Library hosted a special Cooking Matters workshop with seniors with disabilities on Wednesday March 11th.

## Adult Social Events:

The Glenwood Springs, Rifle and Parachute Libraries began hosting The Sacred Connection, a monthly workshop on mindfulness and meditation. Glenwood Springs hosted on Sunday March 1st. Parachute and Silt hosted on Tuesday March 3rd. The Carbondale Library hosted their Art of Conversations program on Sunday March 1st. The Glenwood Springs Library hosted their Mah Jongg game program each Tuesday in March, and their Meditation for Members or 12th Step Programs each Thursday in March, and their Game Night on Friday March 20th.

The Parachute Library hosted a new program, Of Mage and Monsters, an introduction to fantasy and role playing games on Tuesday March 3rd. They also hosted their monthly Death Cafe on Tuesday March 10th. The Silt Library hosted their Community Conversations program on Tuesday March 3rd. The Rifle Library hosted their Dungeons and Dragons program on Sundays March 8th and 22nd. The Parachute Library hosted a Book Talk on Saturday March 14th. They also hosted an extra game night for adults, on Tuesday March 31st.

## Concerts, Films, and Author Presentations:

The Rifle Library hosted a Meet the Author Presentation featuring Joe Uhernik on Tuesday March 10th. The Glenwood Springs Library began hosting an Arts in the Stacks exhibition featuring the Glenwood Springs Art Guild on Monday March 30th.

## Upcoming Events:

GCPLD will be present at the City of Rifle's Cinco de Mayo celebration on Friday May 1st. The Glenwood Springs library will be hosting our 5th annual Comic Book Festival on Saturday May 2nd. The Silt library will be hosting their Military Appreciation Event on Saturday May 16th. The Carbondale library will host this spring's session of the Human Library on Sunday May 17th.

# Facilities, May 2026

By Jon Medrano, Facilities Manager

## Rifle & Silt Branch Remodel - UPDATE

The library has been proceeding at a steady pace in the design development phase of this project. The library met with the architect and GC, to review an updated scope of work that reduced cost based on the initial estimate. The goals of the project as it pertains to the staff and work experience are still placed in high priority. The library is also receiving proposals from professional design consultants who specialize in space planning and FF&E provisions. This vendor will come on board as part of the design team upon approval. Next steps will include a second round estimate, moving closer to construction documents.

## Roof Repair at New Castle Branch Library

The Facilities Manager received notification of water leaking into the New Castle Branch building. After further investigation it was discovered that the upper ceiling window seals have been compromised due to weather wear and was allowing water to enter the building. Staff ensured that library materials were covered and kept from being damaged and the windows themselves were sealed off. A local window company has been brought on board to reglaze all upper ceiling windows to prevent further leaks from taking place.

## Landscape Maintenance Full Swing

Prior to the arrival of Spring, the library confirmed a local landscaping company to oversee the needed landscaping work around the district. That work is now taking place, which includes mowing, edging, weed control maintenance, tree and brush trimming and irrigation system controls.

## RTU Work in Glenwood Springs

The facilities manager worked with the HVAC Company Trane, overseeing work on RTU2 located at the Glenwood Springs Branch library. Since its installation it was running in isolation independent from the building automated system (BAS). It primarily serves the 2nd floor meeting space, which is a room that the library is responsible for. After working out a schedule, the work has been completed and the unit is now able to be monitored and controlled within the BAS. This will optimize performance and ensure speedier troubleshooting for future repairs.

## FOB Computer Update

For the past month, the FOB system computer was out of commission due to a failed hard drive. Marmot was brought on board with the repair project and was able to rebuild the CPU, installing a second hard drive. Colorado Doorways was also able to ensure that the FOB software was able to be transferred smoothly. The computer is working as normal at this time.