

Agenda

Garfield County Public Library District Board of Trustees Meeting

Date: Thursday, August 7, 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

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 July 10, 2025 (pp. 3-6)
- B. Claims for Board Approval: General Fund June 17 through July 15, 2025 (pp. 7-10); Alpine Bank Credit Card Statement June 30, 2025 (pp. 11-13)

III. ACTION ITEMS

- A. Appoint board trustee members to the 2026 Budget Committee, Adrian Rippy-Sheehy
- B. Restricted card

IV. DISCUSSION ITEMS

- A. Management Report, Jamie LaRue (pp. 16-26)
 - a. Spanish translation - advance request
 - b. Public comment procedure
 - c. Draft Federal Immigration Authority Contact Policy

- d. Limits on trustee attendance via Zoom - executive session attendance, number of Zoom meetings in a year
- e. 6A Citizen Oversight Committee (pp. 27-29)

- B. Finance Report, Kevin Hettler (pp. 30-34)
- C. Proposed revision of the Purchasing Policy, Kevin Hettler (pp. 35-38)
- D. Trustee reports and comments, All Trustees
- E. Parachute Branch Library report, Amaranda Fregoso

V. EXECUTIVE SESSION -

- A. Executive session to evaluate Executive Director's performance and contract pursuant to Section 24-6-402(4)(f), C.R.S.

VI. ACTION ITEM - TBD

- A. Action needed after the Executive Session, if any, All Trustees

Next Board Meetings:

Regular Meeting: Thursday, September 11, 2025, 2:00 PM, Location: 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: Jamie LaRue, Executive Director

Record of Proceedings: Board of Trustees Meeting

Place: Glenwood Springs Branch Library

Date: Thursday, July 10, 2025 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.

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

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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...Adrian

I. CALL TO ORDER

- A. Roll Call
- B. Myrna via zoom, all present
- C. Public Participation: 3 minutes per person
- D. Extended public comment from 15 to 30 minutes. Motion made by John Mallonee, 2nd Adrian Rippy-Sheehy. Tony Hershey voted no. Motion approved

Ron Kokish, Carbondale & Sue Zislis, Carbondale: Representing age friendly Carbondale, is one of over 700 + AARP friendly communities. 501C3 and 501C4 (Political) public interest lobby. Interested in the process of aging. Cradle to Grave living. Long relationship with the library.

Ellen Dole, GWS: age restricted library cards. The card only works if a child is checking out the book. Parents should be monitoring children.

Justine Moore, Silt: Code of conduct, the library is for bringing people together. He feels the code of conduct needs revision and to be posted.

Isla Brumby Nelson, GWS: she is 19 years old she is closer to her childhood than the board. She doesn't believe that children are looking for explicit content. GCPLD should not be making decisions for parents.

John Lepkowski, Silt: . The library believes in any book anywhere. Wants to know why it took 6 months to get a \$40.00 book he requested.

Debbie Wilde, GWS: she has spent 4 years building a library on the Navajo Nation land. She has gladly accepted donations from GCPLD of children's books.

Michelle Howard: She believes that the internet and social media is more of a concern than banning books or restricting books

Carolyn Howard, Carbondale: She is interested in how the library is going to use AI and the future use of AI and perhaps restriction of AI.

Kevin O'Brien, New Castle: Books can frighten people and some people seek to force their fears on others.

- E. Approval of the agenda: Motion to approve the agenda by Brit McLin and 2nd by Tony Hershey.
Motion passed

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting June 5, 2025 (pp.)
B. Claims for Board Approval: General Fund May 16 through June 16, 2025 (pp.); Alpine Bank Credit Card Statement May 31, 2025 (pp.)
C. .John Mallonee approved with the edit that Tony Heshey was present at the previous meeting.
2nd Stephanie Hirsch. Motion passed.

III. ACTION ITEMS

- A. **Presentation of the 2024 Financial Statement audit, McMahan & Associates**
Matt Miller with McMahan and Associates presented the draft of the Library's 2024 financial statement audit. Matt reviewed the Library's financial highlights. He also described how the audit process works and how they analyze the Library's financial data. They experienced no problems during the audit process and will be issuing a clean or "unmodified" audit opinion. Move to approve the audit by Tony Hershey, 2nd by Brit McLin. Motion passed
- B. **New Board Secretary:** Resignation letter from Myrna leaves the Secretary position available. Myrna then described the duty of the secretary. Which are approving the minutes and helping to set the agenda for the Agenda. Tony Hershey has nominated Stephanie. Term July 11 to December 31st 2025. Stephanie will accept until December 31st, 2025. Brit McLin proposes we accept by acclamation.

IV. DISCUSSION ITEMS

- A. **Presentation by Maggie Tiscornia regarding Confluence Early Child Education initiative.**
Ballot initiative for affordable and accessible education from Parachute to Aspen. Will be a ballot issue in the Fall.
- B. **Restricted Access Card, Jamie LaRue**
It can be done. We could access to restrict adult themed graphic novels, although it would only apply to materials held by GCPLD. Jamie believes this is a resolution to something that is not really an issue. It does not control reading the book online, and does not stop anyone from using someone else's card to check it out. He believes that this is something that should be decided on in the family.
Adrian Rippy-Sheehy: would like to table this discussion until the August meeting.
Myrna Fletchall: Myrna : is it only appx 300 titles that would be restricted. Jamie says that it is a subset of those 300 books.
Stephanie Hirsh: toured Carbondale with Tracy in Carbondale and stated that Carbondale does not have an issue with kids seeking adult content.
Tony Hershey moved to table the vote until the August meeting, John Mallonee 2nd. Motion passed.
- C. **Age Friendly Carbondale:** Public comment protocols, Adrian
Thanks Ron and Sue for presenting during the public comment period. Thanked them for bringing the Human Library to GCPLD.

- D. **How will we revamp the public comment period?** We need to enforce our 30 minute policy. How do we prioritize who gets to speak and how often? John believes the legal council needs to review any policy we come up with before implementing
- Brit McLin:** If we restrict these books, what is next? It is a parental obligation to restrict books for their child.
- Book recommendation "Americans Still Have The Freedom to Read" by Paul Hellweg. And "Unfinished Love Story" by Doris Kearns Goodwin. If the opponents of certain books continue to check out books they will stay in the collection. Brit continues to discuss and investigate fact based information concerning the graphic novels.
- Stephanie Hirsch:** Kudos to Jocelyn and Mae for ceding their time to speakers who haven't spoken at a meeting before, shows real leadership. Her book recommendation is "The Serviceberry" by Robin Wall Kilmer. Better meeting than last month.
- Adrian: Got head count for Calcon: all trustees are currently planning to attend.
- Jamie LaRue:** One approach to consider: dividing the public speak time of 30 minutes by the number of speakers. We will continue to experiment with approaches.

D. **Management Report, Jamie LaRue** (pp. 18-23)

All topics covered in Discussion, above.

E. **Finance Report, Kevin Hettler** (pp. 24-28)

Follow up from the audit. Next month, in August, we will ask the board to form the budget committee which includes the treasurer and one other board member plus the executive director. Be prepared to have that nomination ready for the August board meeting. Kevin sat in on the BOCC meeting June 23rd Gave preliminary revenue outlook for 2026, projecting 15% decrease in revenues from Gas and Oil property taxes. BTU is down 13% and production is down 5%. Residential assessment rate is still in flux. New revenue cap at approximately 5.5%. Sat in on an assessors website on how to calculate the refund if there is one and it would be done thru a mill levy credit. Sales tax prediction is a decrease of 5%, speculation. Still fluctuating month to month...perhaps flat budget line for 2026. "SO" means specific ownership tax that we get a portion of, this shows on your vehicle registration.

F. **Trustee Comments**

Myrna Fletchall: thanked everyone for her time serving. The highest calling for people is public service.

Tony Hershey: Thank Myrna for her Service and says Myrna will be missed on the board.

John Mallonee: recognized Myrna for her service in the budget committee.

Stephanie Hirsch: Thanked Myrna for taking her under her wing and for her service on the board.

Brit McLin: thanked Myrna. And acknowledged that she was the 1st to call him when he got elected to the board.

Stephanie Hirsch: kudos to the people who ceded time to others who have not spoken.

Glenwood Springs Branch Library report, Abraham Korah (**Nancy Barnes**)

Thanks to the board for their time and thoughtfulness. Historical preservation display – Notable Buildings in the area – is in the front lobby area.

Trary, the Adult Services Coordinator received a grant called "One Small Step," a Story Corp Grant. Part of the work of that grant is also on display right now, "Join The Conversation," with cards that feature community questions to spark conversations.

Great Summer Reading participation. A large increase in participation at Glenwood due to a lot of outreach done by the staff spearheaded by Red, our youth services coordinator. GWS has 729 summer readers registered this year which is a substantial increase from last year. Youth services

intern has been an incredible resource for the branches, it has allowed more programming and events. Reading with Red is a program that Red has developed that lets her go into the community to do story times, at local parks and various other locations. To date our program attendance is up 78%. This year a new position was developed, Adult Services Coordinator, and GWS adult attendance at programs has increased 603%. The library really tries to participate in the community. Fitness classes have been brought in for older community members. Birthday Celebration for Jamie.

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Prepared by: James LaRue, Executive Director

Claims for Board Approval

Alpine Bank Checking June 17 through July 15, 2025

Date	Num	Name	Memo	\$ Amount
10010 · Alpine Bank- Gen(..7072)				
06/17/2025	Eft	Amazon .com	May supply / summer reading orders	13,032.79
06/20/2025	Eft	Tiger, Inc.	gas delivery	1,004.92
06/20/2025	Eft	CenturyLink	Elevator & fire alarm telephone	428.88
06/20/2025	Eft	City of Glenwood Springs	GW electricity	879.34
06/20/2025	Eft	City of Rifle	Water / sewer	166.50
06/20/2025	Eft	Town of New Castle	Water / sewer	239.73
06/20/2025	Eft	Town of Silt	Water / sewer	250.19
06/20/2025	Eft	Xcel Energy	NC PA RI SI CA electricity	4,252.59
06/22/2025	Eft	Masters Telecom LLC	Fax service	178.80
06/23/2025	Eft	Xcel Energy	CA electricity	989.18
06/26/2025	Eft	Alpine Bank	May c.c. pmt	19,770.97
06/27/2025	Eft	Windcave	Merchant fees	35.00
06/27/2025	Eft	CRA	Retirement plan contributions	10,858.42
06/27/2025	Eft	CRA	Retirement plan contributions	6,281.38
06/30/2025	27710	A Clean Break, LLC	RI SI NC June cleaning	6,700.00
06/30/2025	27711	Age Friendly Carbondale	Life after 70 presentation	112.50
06/30/2025	27712	Ann Lincoln Entertainment LLC	Kids events	2,700.00
06/30/2025	27713	Anvil Points Upholstery & Carpet	SI GW cleaning	5,699.00
06/30/2025	27714	Aspen Maintenance Supply LLC	Janitorial supplies	949.63
06/30/2025	27715	Aspen Science Center	STEM programs	1,575.00
06/30/2025	27716	Barnes, Nancy	Mileage reimb	204.40
06/30/2025	27717	Cardiff Cleaning Service	GW CA cleaning	4,694.00
06/30/2025	27718	Citadel Security Group, LLC	GW RI security	6,260.28
06/30/2025	27719	Colorado Mountain College RI	ESL & Citizenship classes	1,401.72
06/30/2025	27720	Cook, Jennifer	Mileage reimb	70.28
06/30/2025	27721	Davison, Peter	LocoMotion - science & circus arts show	2,100.00
06/30/2025	27722	Fregoso, Amaranda	Mileage reimb	415.80
06/30/2025	27723	Friend, Sara	Mileage reimb	211.40
06/30/2025	27724	Funger, Katie	Mileage reimb	54.46
06/30/2025	27725	Garcia-Bernal, Alejandro	Mileage reimb	413.00
06/30/2025	27726	Harlan, Shylo	Mileage reimb	81.90
06/30/2025	27727	Hollingsworth, Erin	Mileage reimb	18.20
06/30/2025	27728	Ingram Library Services	Library materials	3,732.88

06/30/2025	27729	Knott-Aguilar, Brandi	Mileage reimb	19.60
06/30/2025	27730	McCann, Carolyn	Mileage reimb	39.62
06/30/2025	27731	Meredith-Orr, Suzanne	Mileage riemb	56.00
06/30/2025	27732	Midwest Tape	Library materials	827.73
06/30/2025	27733	Millberry, Tahrea	Mileage reimb	74.55
06/30/2025	27734	Morrow, Karina	Mileage reimb	163.80
06/30/2025	27735	Noriega Bustamante, Anabel	Dia del nino prize	200.00
06/30/2025	27736	OverDrive	Library eMaterials	8,377.99
06/30/2025	27737	Pennock, Victoria	Concert performances	1,936.50
06/30/2025	27738	Peters, Brendan	Mileage reimb	140.00
06/30/2025	27739	Pics And You LLC	RI photo booth for ice cream social	350.00
06/30/2025	27740	Pinyon Mesa Automatic Services	NC exterior door repair	2,373.23
06/30/2025	27741	Reliance Standard	June and July disability insurance	2,199.90
06/30/2025	27742	River Center	Space rent	795.00
06/30/2025	27743	Roaring Fork Valley Early Learning Fund	Blue bag program and Imagination Library	7,589.15
06/30/2025	27744	Sanchez, Ivett	Mileage reimb	64.82
06/30/2025	27745	Shaw, Candice	Kids nature events	600.00
06/30/2025	27746	Suarez, Dulce Andrea	Translation services	70.00
06/30/2025	27747	Thomas Klise/Crimson Multimedia	Library materials	842.57
06/30/2025	27748	Tsukamoto, Hiroya	RI concert performance	500.00
06/30/2025	27749	Wells, Cassie	PA grand opening face painting	200.00
06/30/2025	27750	Willis Towers/CEBT	July health insurance	61,171.51
06/30/2025	Eft	Garfield County Public Library Foundation	Book sales / donations	1,170.75
07/01/2025	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
07/01/2025	Eft	ImageNet Consulting LLC	Copier copies - quarterly billing	6,518.80
07/01/2025	Eft	Town of Carbondale	CA water / sewer	139.06
07/01/2025	Eft	Waste Management	RI CA NC trash / recycling	477.37
07/01/2025	Eft	Black Hills Energy	GW and CA gas	255.06
07/01/2025	Eft	Alpine Bank- CC	June merchant fees	125.98
07/01/2025	Eft	Windcave	June merchant fees	62.50
07/07/2025	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	8,023.73
07/08/2025	Eft	City of GL- Sales Tax	2Q sales tax	19.37
07/08/2025	Eft	City of RI-Sales Tax	2Q sales tax	6.96
07/08/2025	Eft	Colorado Dept of Revenue-Sales Tax	2Q sales tax	173.33
07/11/2025	Eft	CRA	Retirement plan contributions	6,263.77
07/11/2025	Eft	CRA	Retirement plan contributions	10,858.44
07/14/2025	Eft	Xcel Energy	CA electricity	963.55
07/15/2025	27755	625-Water(9283)	SI RI staff water	164.88
07/15/2025	27756	All Around Property Maintenance, Inc	PA June landscape maintenance	1,121.42

07/15/2025	27757	AlwaysMountainTime LLC	Radio ads	1,000.00
07/15/2025	27758	Aspen Maintenance Supply LLC	Janitorial supplies	904.70
07/15/2025	27759	Aspen Santa Fe Ballet	RI Cinco de mayo dance performance	1,000.00
07/15/2025	27760	Baker & Taylor	Library materials	57.23
07/15/2025	27761	Best Version Media, LLC	Print and digital ads	1,618.20
07/15/2025	27762	Blythe Group + co	NC PA extended design and construction admin	4,785.10
07/15/2025	27763	Chulainn Publishing Corp.	Library materials	2,900.43
07/15/2025	27764	Citadel Security Group, LLC	RI GW security service	5,890.74
07/15/2025	27765	Colorado Library Consortium	PITS hosting fee annual	2,069.00
07/15/2025	27766	Colorado Mountain News Media	Print ads	650.00
07/15/2025	27767	Cooper Commons Condo Association	final 2025 assessment	30,138.40
07/15/2025	27768	Cura HR, LLC	Training and development, HR support	5,161.70
07/15/2025	27769	Daly Property Services	CA landscaping and irrigation repairs	2,721.38
07/15/2025	27770	Demco	Processing supplies	395.02
07/15/2025	27771	EverGreen ZeroWaste	CA compost service	170.00
07/15/2025	27772	FCI Constructors, Inc.	PA NC construction payments	177,651.49
07/15/2025	27773	Ingraham, Ildiko	CA sound immersion event	300.00
07/15/2025	27774	Ingram Library Services	Library materials	11,776.99
07/15/2025	27775	Laughlin, Diana	Kids bilingual yoga	1,800.00
07/15/2025	27776	Lectorum Publications, Inc.	Library materials	79.55
07/15/2025	27777	Leitzke, Kyle James	CA art of conversation	150.00
07/15/2025	27778	Marmot Library Network, Inc.	3Q IT service, macbook computer	70,386.75
07/15/2025	27779	Midwest Tape	Library materials and hoopla	10,678.87
07/15/2025	27780	Morris, Sharon P.	Mindset and conflict resolution workshop	750.00
07/15/2025	27781	Mountain Pest Control, Inc.	June spraying	326.00
07/15/2025	27782	Mullenax Const & Roofing Inc	CA roof replacement final payment	21,875.00
07/15/2025	27783	AFLAC	July supplemental insurance	300.68
07/15/2025	27784	OCLC	Cataloging and iLL service	3,869.27
07/15/2025	27785	Office Outfitters	PA NC furniture add ons	4,458.02
07/15/2025	27786	Owens, Kim	CALCON registration	228.00
07/15/2025	27787	Pinyon Mesa Automatic Services	NC exterior door repair	637.90
07/15/2025	27788	Playaway Products LLC	Library materials	878.60
07/15/2025	27789	Samuelson Pump Co. Inc	CA irrigation system start up	747.00
07/15/2025	27790	Seter, Vander Wall & Mielke, P.C.	Legal fees	1,624.00
07/15/2025	27791	Sopris Sun	Print ads	600.00
07/15/2025	27792	Town of Parachute	water / sewer / trash	692.40
07/15/2025	27793	Transparent Information Services, LLC	Background checks	242.20
07/15/2025	27794	Unique Management Services, Inc.	June collections service	59.70
07/15/2025	27795	Universal Mechanical Services, LLC	SI HVAC repair	734.84

07/15/2025	27796	Withers, Jessica	June coaching	375.00
07/15/2025	ach	Storytime Pods Pty Ltd	LOTE online for kids annual subscription	1,650.00
Total 10010 · Alpine Bank- Gen(..7072)				594,195.90

Alpine Bank Purchase Card, Period Ending June 30, 2025

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					19,770.97
Cleared Transactions					
Charges and Cash Advances - 95 items					
Credit Card Charge	06/01/2025	MMUpStorage	NC PA Building refresh furniture storage	(352.00)	(352.00)
Credit Card Charge	06/01/2025	SIFamily\$	Monthly office supplies and craft supplies	(19.00)	(371.00)
Credit Card Charge	06/02/2025	SSAuntFlow	Janitorial supplies	(172.00)	(543.00)
Credit Card Charge	06/02/2025	CACAarts	CA arts first friday booth fee	(75.00)	(618.00)
Credit Card Charge	06/02/2025	CAArtsCampu	Summer reading prizes	(75.00)	(693.00)
Credit Card Charge	06/02/2025	RISwCODough	Staff morale	(39.00)	(732.00)
Credit Card Charge	06/02/2025	FTVlyLumber	Safety glasses	(19.99)	(751.99)
Credit Card Charge	06/02/2025	MMWalmart	Water hose parts	(11.85)	(763.84)
Credit Card Charge	06/03/2025	SSElm	Disc cleaning supplies	(228.95)	(992.79)
Credit Card Charge	06/03/2025	RIWalmart	Spice up the month craft supplies	(97.16)	(1,089.95)
Credit Card Charge	06/03/2025	GWCMWM	Batteries and staff morale	(45.93)	(1,135.88)
Credit Card Charge	06/04/2025	SIWalmart	Craft supplies / splash party / Office supplies	(191.74)	(1,327.62)
Credit Card Charge	06/04/2025	RIWalmart	Summer reading kick off party	(104.95)	(1,432.57)
Credit Card Charge	06/04/2025	RIWalmart	Disc cleaner	(23.88)	(1,456.45)
Credit Card Charge	06/05/2025	SSAmButton	Button making supplies	(224.96)	(1,681.41)
Credit Card Charge	06/05/2025	NCSRCGfCrds	Summer reading gift cards	(100.00)	(1,781.41)
Credit Card Charge	06/05/2025	SIWalmart	Golden years ice cream social	(71.11)	(1,852.52)
Credit Card Charge	06/05/2025	SSCityMkt	Board meeting refreshments	(65.73)	(1,918.25)
Credit Card Charge	06/05/2025	SSWalmart	Monthly office supplies	(27.38)	(1,945.63)
Credit Card Charge	06/05/2025	FTLandfill	Landfill fees	(11.70)	(1,957.33)
Credit Card Charge	06/06/2025	RIJimmyJohn	Staff morale	(103.12)	(2,060.45)
Credit Card Charge	06/06/2025	PAWalmart	Monthly janitorial supplies	(57.43)	(2,117.88)
Credit Card Charge	06/06/2025	PADominos	Teen advisory board refreshments	(18.49)	(2,136.37)
Credit Card Charge	06/06/2025	PAFamily\$	Staff morale	(12.80)	(2,149.17)
Credit Card Charge	06/07/2025	PAMavClark	Summer reading refreshments	(322.93)	(2,472.10)
Credit Card Charge	06/07/2025	CACricut	Cricut subscription	(10.80)	(2,482.90)
Credit Card Charge	06/07/2025	SIFamily\$	Monthly office supplies	(4.00)	(2,486.90)
Credit Card Charge	06/09/2025	RI2DnvrPost	Admin Denver post subscription	(110.50)	(2,597.40)
Credit Card Charge	06/09/2025	SSElm	Disc cleaning supplies	(79.95)	(2,677.35)
Credit Card Charge	06/09/2025	MMWalmart	PA Ethernet splitter	(77.76)	(2,755.11)
Credit Card Charge	06/09/2025	FTWalmart	Wall anchors	(19.95)	(2,775.06)
Credit Card Charge	06/10/2025	CAWhRvrBks	Summer reading prizes	(225.00)	(3,000.06)
Credit Card Charge	06/10/2025	RIWhisPig	Summer reading prizes	(125.00)	(3,125.06)
Credit Card Charge	06/10/2025	RICMC	Leadership class	(110.00)	(3,235.06)

Credit Card Charge	06/10/2025	FTAce	Paint strip, sand disc, mineral spirits	(61.54)	(3,296.60)
Credit Card Charge	06/10/2025	FTWalmart	Paint remover and stripping tools	(22.66)	(3,319.26)
Credit Card Charge	06/11/2025	NCCAL	CAL membership	(120.00)	(3,439.26)
Credit Card Charge	06/11/2025	RI2Adobe	Adobe stock and creative cloud	(49.98)	(3,489.24)
Credit Card Charge	06/11/2025	SSCityMkt	Staff morale	(38.84)	(3,528.08)
Credit Card Charge	06/11/2025	SSAdobe	Adobe creative cloud	(34.99)	(3,563.07)
Credit Card Charge	06/11/2025	NCWalmart	Sewing class supplies	(32.64)	(3,595.71)
Credit Card Charge	06/11/2025	CACityMkt	Books in bars refreshments	(25.68)	(3,621.39)
Credit Card Charge	06/12/2025	CALingoda	Online spanish classes	(79.99)	(3,701.38)
Credit Card Charge	06/12/2025	GWUSPS	Postage stamps	(73.00)	(3,774.38)
Credit Card Charge	06/12/2025	CABW	Books in bars refreshments	(33.10)	(3,807.48)
Credit Card Charge	06/12/2025	GWCityMkt	Staff morale	(25.48)	(3,832.96)
Credit Card Charge	06/12/2025	FTWalmart	Putty knife and wood filler	(18.97)	(3,851.93)
Credit Card Charge	06/13/2025	RIBrkHsePiz	Summer reading prizes	(103.50)	(3,955.43)
Credit Card Charge	06/13/2025	NCSRCGfCrds	Summer reading gift cards	(101.76)	(4,057.19)
Credit Card Charge	06/13/2025	MMWalmart	PA Ethernet splitter	(94.50)	(4,151.69)
Credit Card Charge	06/13/2025	PAHobyLobby	Upholstery for benches	(41.96)	(4,193.65)
Credit Card Charge	06/13/2025	SSiHire	Recruiting messaging software	(29.00)	(4,222.65)
Credit Card Charge	06/14/2025	CACityMkt	Life after 70 refreshments and staff morale	(63.43)	(4,286.08)
Credit Card Charge	06/17/2025	MMVeradesk	PA sit to stand desk	(1,323.59)	(5,609.67)
Credit Card Charge	06/17/2025	CGFOA	CGFOA summer conference	(175.00)	(5,784.67)
Credit Card Charge	06/17/2025	GWLowes	Canopy tie down straps	(57.10)	(5,841.77)
Credit Card Charge	06/17/2025	GWDominos	Rayito de Luz refreshments	(51.50)	(5,893.27)
Credit Card Charge	06/17/2025	MMVlyLumber	Drill bits	(49.68)	(5,942.95)
Credit Card Charge	06/17/2025	FTAce	Wall anchors and drill bit	(22.58)	(5,965.53)
Credit Card Charge	06/17/2025	FTAce	Adhesive and fasteners	(19.58)	(5,985.11)
Credit Card Charge	06/17/2025	FTVlyLumber	Grinding discs	(11.18)	(5,996.29)
Credit Card Charge	06/17/2025	SSUSPS	Certified mail postage	(5.58)	(6,001.87)
Credit Card Charge	06/18/2025	SISStrbcks	Summer reading gift cards	(125.00)	(6,126.87)
Credit Card Charge	06/18/2025	SIWalmart	SRC prize / ice cream social / staff morale	(48.34)	(6,175.21)
Credit Card Charge	06/18/2025	FTAce	Nut driver set and fasteners	(25.65)	(6,200.86)
Credit Card Charge	06/19/2025	SILCsrFmly\$	Wasp spray and staff morale	(79.95)	(6,280.81)
Credit Card Charge	06/19/2025	PAWalmart	Maker space supplies	(76.97)	(6,357.78)
Credit Card Charge	06/19/2025	MMAce	Hole saw and drill bits	(56.97)	(6,414.75)
Credit Card Charge	06/19/2025	FTAce	Toilet seat bolts	(15.18)	(6,429.93)
Credit Card Charge	06/19/2025	FTAce	Drain snake	(13.18)	(6,443.11)
Credit Card Charge	06/20/2025	RIWalmart	Monthly office supplies and staff morale	(47.65)	(6,490.76)
Credit Card Charge	06/21/2025	PAEITapatio	Staff morale	(163.67)	(6,654.43)
Credit Card Charge	06/21/2025	PACityMkt	PA grand opening refreshments	(47.65)	(6,702.08)

Credit Card Charge	06/21/2025	RIWalmart	Plumbing supplies	(14.44)	(6,716.52)
Credit Card Charge	06/23/2025	SSCGFOA	CGFOA renewal	(160.00)	(6,876.52)
Credit Card Charge	06/23/2025	SSAdobe	Adobe acrobat pro	(47.98)	(6,924.50)
Credit Card Charge	06/23/2025	FTO'Reilly	Car charger for maintenance truck	(21.99)	(6,946.49)
Credit Card Charge	06/23/2025	SSUSPS	Elm mail return	(6.35)	(6,952.84)
Credit Card Charge	06/24/2025	CACityMkt	Pizza program supplies	(66.22)	(7,019.06)
Credit Card Charge	06/24/2025	MMWalmart	Electrical tape and velcro strips	(40.15)	(7,059.21)
Credit Card Charge	06/24/2025	GWCityMkt	Club de abuelitos refreshments	(18.33)	(7,077.54)
Credit Card Charge	06/24/2025	GWTarget	Bike there refreshments	(15.37)	(7,092.91)
Credit Card Charge	06/25/2025	FTAutoZone	Maintenance truck bed tie down points	(65.98)	(7,158.89)
Credit Card Charge	06/25/2025	SSCgoBooks	Bookmarks	(24.97)	(7,183.86)
Credit Card Charge	06/25/2025	SS3USPS	Monthly ill postage	(20.23)	(7,204.09)
Credit Card Charge	06/25/2025	FTWalmart	Circuit tester	(6.72)	(7,210.81)
Credit Card Charge	06/26/2025	CACmntyAcs	CA KDNK ads	(400.00)	(7,610.81)
Credit Card Charge	06/26/2025	RI2PalPizza	Assistant branch manager meeting refreshments	(101.11)	(7,711.92)
Credit Card Charge	06/26/2025	GWCityMkt	Staff morale	(94.85)	(7,806.77)
Credit Card Charge	06/27/2025	SSWineCntIn	Branch manager retreat room fee	(1,554.00)	(9,360.77)
Credit Card Charge	06/27/2025	FTWalmart	Fix a flat, gas can, wasp spray	(57.62)	(9,418.39)
Credit Card Charge	06/27/2025	GWAipcFarm	Storytime at alpaca farm	(51.95)	(9,470.34)
Credit Card Charge	06/27/2025	RIWalmart	Scavenger hunt prizes and tie dye supplies	(43.92)	(9,514.26)
Credit Card Charge	06/27/2025	RIWhisPig	Staff morale	(27.01)	(9,541.27)
Credit Card Charge	06/29/2025	RI2ALA	ALA per diem and baggage fee	(243.51)	(9,784.78)
Total Charges and Cash Advances				(9,784.78)	(9,784.78)
Payments and Credits - 2 items					
Credit Card Credit	06/12/2025	SSMarriott	Lodging tax refund	125.36	125.36
Check	06/26/2025	Eft	May c.c. pmt	19,770.97	19,896.33
Total Cleared Transactions				10,111.55	10,111.55
Cleared and Register Balance as of 06/30/2025				(10,111.55)	9,659.42

Restricted library card

At our July meeting, I presented the following information verbally about the idea of creating a library card that restricts access to some adult content, for instance, “adult graphic novels with publisher-supplied parental advisory stickers.”

- Here's a top level overview. *It could be done.*
 - We do have library cards now that don't allow children to check out laptops, wifi hotspots, or DVDs--mainly because of the cost of those items and the unwillingness to stick a parent for high price losses they didn't know about. We block access to a format, not its content.
 - We could create a similar card that would block access to similarly narrow formats.
 - Practically speaking, it wouldn't cost much money and we could set it up relatively quickly -- a matter of days, assuming that the restricted materials are few in number. It would take a little more time to change our library card applications and materials to explain it.
 - This would prevent minors from checking out the blocked materials owned by us.
 - There are no legal barriers to the creation of the card.
- Objections. *But I recommend against it.*
 - First, it fundamentally contradicts longstanding policy and precedent. The job of the library is to encourage people to read more, not to stop or discourage them from reading.
 - Second, I really don't see much evidence of need. Generally speaking, children read children's materials, and adults read adult materials. As Trustee Stephanie Hirsch mentioned at our July meeting following her in-depth tour of the Carbondale Branch, we really don't have an issue with kids seeking adult sexual content. I also don't believe that reading harms anyone.
 - Third, a restricted card wouldn't stop anyone from reading something *in* the library.
 - Fourth, it wouldn't stop anyone from requesting the book from another library, which wouldn't use the same coding.
 - Fifth, it wouldn't stop anyone from reading the books online. Hoopla and Libby wouldn't be affected by our changes.
 - Sixth, it wouldn't stop anyone from asking a friend to check it out, or for that matter, just walking out the door with it.
 - Seventh, it opens the door for further attempts to add other materials to a restricted list.
 - Finally, such cards seem to put the library in the middle of what should be a conversation between parent and child. Parents have rights but they also have obligations. This feels like an attempt to change the mission of the library when it's properly a family matter.
- Questions

- If the board votes to establish such a card anyhow, I presume this is an opt-in for the parents. Is it an opt-in for a child? May the child then choose to opt out? Do we have to get parental permission?
- If one parent wants the child to have such a card, and another doesn't, how should the library handle that? This gets particularly complicated when parents are divorced. Will we have to verify custodial status?

Management Report - August, 2025

By Jamie LaRue, Executive Director

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: Two staff receiving training on “Living Room Conversation” facilitation. Conversation Circle program started in Parachute.

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

Achievements to Date: Rifle Adult Services Coordinator serves as member of H.I.L.L. (Hispanos en Liderazgo Local)

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: Lift-Up food bag services resume at library branches.

Achievements to Date: Weekly senior social club launched at Silt library. Monthly senior club launched at Carbondale library.

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: Numeracy literacy component added to storytime standards. (Shout out to Mx Red for bringing this new research to our attention.

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: Two additional staff passed the Spanish Language assessment and will receive the Spanish stipend.

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

Achievements to Date: Spanish conversation circle launched in Carbondale.

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 committee formed to evaluate and revamp the staff intranet to enhance internal communication and employee engagement.

Achievements to Date: Staff pulse survey is slated for August to measure employee satisfaction.

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: The Parachute Branch Manager was recently installed as President of Colorado REFORMA. The Rifle Branch Manager successfully completed the year-long Colorado Association of Libraries Leadership Institute.

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

Maintaining Beautiful Buildings

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

Achievements to Date: Bilingual signage installed in New Castle.

Colorado State Standards

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

<https://www.cde.state.co.us/cdelib/standards/index>. Thus far, we have reviewed Administration and Governance; Budget & Finance; Collections; Evaluation and Planning; Facilities and Infrastructure; Library Services and Programs; Library Staff; and Marketing and Public Relations. This month, we'll review the last of the current standards, **Resource Sharing**. (Next month, we'll start a review of library policies.)

My brief assessment of our performance under this standard is predicated on the fact that like most

Colorado libraries, our resource sharing is a long- and well-established practice. To give a few examples: GCPLD owns about 154,237 physical items (books, magazines, audiobooks, movies, etc.). But as a member of the Marmot Library Network, we have access to over 5 million items. Our participation in digital consortia also provides access to over 778,000 e-audio titles, and 1,199,949 ebooks. This cooperation across libraries greatly expands our residents' ability to access information and our own purchasing power. Further, we participate in the statewide courier, the Colorado Libraries Collaborate's reciprocal borrowing for libraries throughout the state, and various interlibrary loan systems. In the Colorado library ecosystem, we are citizens in good standing.

Resource Sharing

Outcome

Community members are aware of and benefit from greater access to library resources beyond what they have locally. Libraries gain efficiencies and cost-savings through shared and collaborative library services.

Overview

Colorado's long and rich history of resource sharing has made library services more robust, well-used, and equitable in every region of the state. Library leaders continue to recognize that all libraries are stronger when they work together.

Libraries collaborate through statewide, regional, and other consortia services to share materials and other resources. Through shared integrated library systems, interlibrary loan, and a statewide courier service, among other services, library users enjoy seamless access to more materials than are available locally. Along with providing access and expanding local collections, these networked systems also focus on efficiency and cost saving for local libraries.

In addition, when libraries use cooperative purchasing agreements to procure materials, resources, and services, the cost savings allows local tax dollars to go farther.

Another hallmark of Colorado's library network is the Colorado Libraries Collaborate (CLC) reciprocal borrowing program. Cardholders from every public library may engage with any other public library (and major school districts, academic libraries, and several special libraries and cultural heritage organizations) to enjoy library services throughout the state.

Sharing goes beyond physical resources to expertise. With a commitment to collaboration, Colorado libraries freely share practices, gain ideas, and strengthen libraries in every region of the state.

Resource Sharing Essentials

Checklist for All Public Libraries

- Participate in free regional and/or statewide resource sharing programs, at least as a borrowing library, and actively promote these programs to library users.
- Participate in and promote the Colorado Libraries Collaborate program, offering reciprocal borrowing to cardholders of other Colorado libraries.
- Make it easy for library users to explore and request materials from the local library and other libraries. Automate the library collection with online access for community members.
- Lend freely to other libraries within the constraints of local capacity.
- Participate in the Colorado Library Consortium's statewide courier service either directly or via a community stop.
- Take advantage of cooperative purchasing agreements as appropriate to save time and money while providing more options for library users.
- In collaboration with a consortium, share access to databases or electronic collections in compliance with licensing agreements.
- Join regional meetings, professional development opportunities, and online and state-level discussions to share, contribute, and learn.
- Practice timely holds management to ensure requested materials are promptly transferred to their areas of origin or need, including checking transit status.
- Add resource sharing cost savings and other benefits to the library's reports, at least quarterly, to the board and/or other governing body, and to the annual report.

Resource Sharing Essentials +

Checklist for Larger Libraries

- Contribute resources and/or staff to support Colorado's resource-sharing programs.
- Balance borrowing and lending services when implementing resource sharing with other libraries.
- Offer community members the option to initiate their own library materials requests, including from other libraries.
- Use a request and delivery system for added access and options for those in the community. Adopt and implement the Colorado Interlibrary Loan Best Practices.
- Provide access to databases or electronic collections in compliance with licensing agreements.
- Participate in the statewide courier service as a community stop to support smaller and remote libraries.
- Participate in a shared bibliographic database, when appropriate, regardless of the automation system used.
- Provide opportunities for staff to share their expertise with other libraries, such as through mentoring, library tours, loaning staff to other libraries for special projects, etc.
- Encourage library staff to join collaborative groups of people who have similar jobs in other libraries.

- Analyze use of collaborative services to determine cost savings, use changes, and other data that can inform future management decisions.
- Report regularly to boards of trustees and the public on reciprocal borrowing activities and cost savings.
- Collaborate with local school(s) to offer public library cards for student access to e-resources and other public library materials.

Develop and/or provide access to Open Educational Resources to expand educational support to library users and particularly students.

Annual ALA conference wrap-up

I found this summary

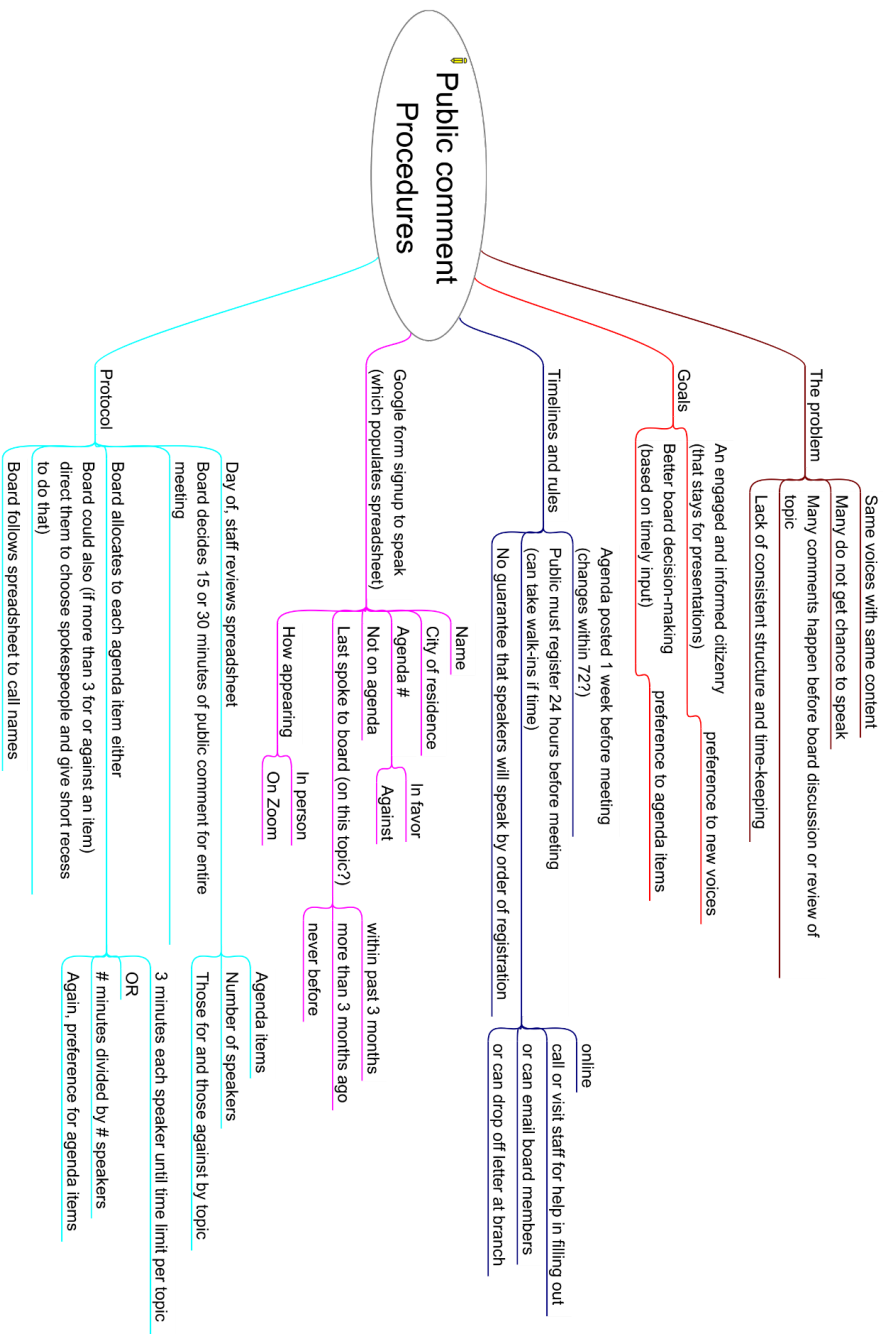
(<https://americanlibrariesmagazine.org/2025/07/23/2025-annual-conference-wrap-up/>) of the recent American Library Association conference to be clear and succinct. Board members will notice that in addition to the altogether understandable comments by recently dismissed Librarian of Congress Carla Hayden about the vegetable she hates (Brussels sprouts, natch), there were many discussions of censorship. The ALA remains one of the best defenses for American libraries against threats to intellectual freedom and the right of all Americans to seek “new ideas, new ways of approaching life, new understanding of other people’s realities, and oh so much more” (to quote “Americans still have the freedom to read,” by Paul Hellweg, presented to the board last month by Trustee Brit McLin). ALA is dealing with many issues, but the freedom to read remains central at this time.

Spanish translation services

Over the past year we have paid for the option of live Spanish translation for our board meetings both in person and online. However, no one has taken advantage of it during that time. I’m proposing to add a request for this option to our published board agenda. If someone does want a translation, all they have to do is request it 24 hours before the meeting. While speaking a language other than English is not a disability, the Americans with Disabilities Act follows a similar protocol: if someone requires accommodation, they need only inform us. We are able to provide it. Right now, as we have discussed in previous board meetings, many Spanish-speaking members of our community fear public exposure and are staying away from public gatherings for fear of US Immigration and Customs Enforcement agents. (See the discussion below on a draft Federal Immigration Authority Contact Policy.) Let me know if anyone has concerns about this shift.

Public comment process

Following the helpful suggestions of Age-Friendly Carbondale regarding public comment, I propose to do something similar for our public comment process. It would look something like this:



In other words, we would ask people to register for public comment, effective from our publication of the agenda. They could do this online, or with staff assistance in person or by phone. We might still be able to accommodate walk-ins, but those who signed up would have preference. The sign-up Google form would ask people not only to give their name and place of residence, but also indicate which agenda item they would like to address, and in general, whether they support or oppose it. Finally, we would ask them when they last addressed the board (within the past three months, more than three months ago, or never). This would enable staff to create a spreadsheet which would (a) move public comment to appropriate board business items, (b) allow us to call upon new voices (those who may not have addressed the board on the topic before), and (c) group public comment by perspective. Potentially, this sets up multiple opportunities for comment: at the beginning of the meeting about topics not on the agenda (which might be more limited based on the total number of speakers for the meeting), and then during the agenda item discussion. The advantage to the public is that they would then be able to hear what was presented, and listen to board deliberations. Surely this is more conducive to thoughtful civic engagement than having people make demands or accusations, then leave the meeting.

I don't see this as a change in policy. It's a procedural change, but not unusual for other public bodies. However, I'd appreciate any insights or recommendations from the board. I'd like to start using this more formally at our September meeting.

DRAFT Federal Immigration Authority Contact Policy

Recently enacted legislation has prompted us to create a policy. Below is a draft. We are grateful for drafts from other public library districts, namely High Plains (Weld County) and Anythink (Adams County). It is also under review by our Spanish Services Team. This is our first reading of the draft; we will propose adoption incorporating any revisions, in September.

<p>Policy</p>	<p>The policies outlined herein are in compliance with Colorado law. (C.R.S. § 24–74–103 et. seq.). This policy outlines the main features of the law, and the Garfield County Public Library District's application of those laws.</p> <p>Colorado's Civil Rights Immigration Protection Statutes</p> <p>The major provisions of the state's Civil Rights Immigration Protections statutes are as follows:</p> <p>Personal Identifying Information Disclosure Prohibitions. C.R.S. § 24-74-103 (1) requires that a political subdivision employee shall not disclose, or make accessible, personal identifying information that is not otherwise publicly available for the purpose of investigating for, participating in, cooperating with, or assisting in federal immigration enforcement, including enforcement of civil immigration laws and 8 U.S.C. § 1325 or 1326 unless the information is necessary to comply with political subdivision duties, or as required to comply with a court issued subpoena, warrant or order.</p>
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Garfield County Public Library District supports and complies with the Colorado Library User Records Privacy Act (C.R.S. § 24-90-119), C.R.S. § 24-74.1-101, et seq.

Compliance With Criminal Investigations. C.R.S. § 24–74–103 (2) requires that the above restrictions not interfere with investigations or proceedings that are authorized by judicial process, or to restrict a political subdivision employee from fully investigating, participating in, cooperating with, or assisting federal law enforcement agencies in criminal investigations. Furthermore, records released pursuant to the following do not violate the updated statute:

- A) A subpoena issued by a federal judge or a federal magistrate.
- B) An order issued by a federal judge or a federal magistrate.
- C) A warrant issued by a federal judge or a federal magistrate.
- D) The consent of the patron through a valid release of information.
- E) The consent of the patron’s parent or legal guardian through a valid release of information.

Reduction of Personal Information Collected. Political Subdivision employees shall not inquire into, or request documentation to ascertain, a person’s immigration status for the purpose of identifying if the person has complied with federal immigration laws, except as required by state or federal law or as needed to perform political subdivision duties. More specifically, Publicly Supported Libraries, and employees thereof, shall not collect the following:

- A) Place of birth
- B) Immigration or citizenship status; or
- C) Information from passports, permanent resident cards, alien registration cards, or employment authorization documents.

The only exception that the statute provides is when collecting the above information as necessary to perform duties, or to verify a person’s eligibility for a government funded program if verification is a necessary condition of government funding or participation.

Garfield County Public Library District has no affirmative duty to collect or retain information about library patrons on behalf of law enforcement.

Required Procedures upon Request for Information. Upon a request for information from a federal official pursuant to the above, the first and last name of the person leading the federal immigration enforcement, employer, badge number, and a copy of the subpoena, warrant, or order issued by a federal judge shall be requested and verified by the Garfield County Public Library District Executive Director, or their

	<p>designee. The subject of request must be notified of the federal immigration authorities' request for information.</p> <p>Garfield County Public Library District will consult with legal counsel before responding to requests for patron or employee information. Approval to share patron or employee information with law enforcement as defined by C.R.S. § 24–90–119 or C.R.S. § 24–74.1–101, et. seq. shall be issued in writing by the Executive Director or their designee.</p> <p>Enforceability. A publicly supported library that is found to have intentionally violated these provisions is subjected to an injunction and a civil penalty of up to \$50,000 for each violation.</p> <p>Policy Review and Updates. This policy may be reviewed and updated periodically to ensure compliance with all applicable laws.</p>	
Effective date	TBD	
Responsibility	Executive Director	
Reviewed by & Approved by / Date	APPROVED: Board of Trustees	Date: TBD

Citizen's Advisory Committee

Our 2019 Ballot Measure 6A included the following language:

SHALL GARFIELD COUNTY PUBLIC LIBRARY DISTRICT TAXES BE INCREASED \$4 MILLION ANNUALLY (ESTIMATED REVENUES IN THE YEAR 2020) AND BY WHATEVER ADDITIONAL AMOUNTS ARE RECEIVED ANNUALLY THEREAFTER FROM AN AD VALOREM PROPERTY TAX MILL LEVY IMPOSED AT A RATE OF 1.5 MILLS, FOR PURPOSES THAT MAY INCLUDE:

RESTORING LIBRARY HOURS;
 KEEPING OUR LIBRARIES WELL-MAINTAINED AND IN GOOD REPAIR, AS SAFE, ACCESSIBLE SPACES FOR CHILDREN, TEENS AND SENIORS;
 RETAINING QUALIFIED STAFF;
 PROVIDING BOOKS, TECHNOLOGY AND MATERIALS;
 PROVIDING EDUCATIONAL CLASSES AND EVENTS, INCLUDING LITERACY PROGRAMS TO HELP CHILDREN AND TEENS LEARN TO READ AND DO HOMEWORK, TRAIN VETERANS

AND JOB-SEEKERS FOR NEW CAREERS, PREPARE STUDENTS FOR COLLEGE AND CAREERS, AND HELP SENIORS FIGHT ISOLATION AND PREVENT THE EFFECTS OF AGING; WITH CITIZEN OVERSIGHT AND AN INDEPENDENT ANNUAL AUDIT OF EXPENDITURES.

AND SHALL THE PROCEEDS OF THE TAX LEVY RECEIVED IN 2020 AND THEREAFTER, AND THE INTEREST INCOME THEREON, BE COLLECTED AND SPENT REGARDLESS OF THE LIMITATION OF SECTION 29-1-301 C.R.S.; AND SHALL ALL REVENUES RECEIVED BY THE DISTRICT FROM SUCH INCREASE BE COLLECTED AND SPENT WITHOUT LIMITATION OR CONDITION, AND WITHOUT AFFECTING THE COLLECTION OR SPENDING OF ANY OTHER REVENUES OR FUNDS UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, OR ANY OTHER LAW?

In May of 2022, the board established a Citizens' Oversight Committee. I wish I could say that the public has been clamoring to join. Since May, we have had just one citizen member. When we sought to reappoint that person last year, there were some public comments questioning the process. On the one hand, some board members suggested inviting previous board candidates to submit their names for this committee. I let that slip while more pressing issues occupied us. But I'd like to clean this up. On the one hand, we made no official promises in the ballot language to maintain a separate citizen committee; the board itself provides financial oversight of all our expenditures. On the other hand, it might be a way to educate the public on library finances, and build up a reservoir of interested board applicants. We have, at present, three citizens who have expressed interest in serving. Meanwhile, I've asked Kevin to present to the board the kind of information he supplies. I present this to the board now to see how it would like to proceed.

I see three options.

- Eliminate the committee. The board serves that function now.
- Make it a more formal process managed by the board: you or a subcommittee could receive letters of interest, interview and recommend for appointment.
- Leave it to the director: I'll advertise, chat with interested parties, and make recommendations for your appointment. I would see it as public education, and would be inclined to take almost anyone.

Below is the wording of the committee establishment:

CITIZENS' OVERSIGHT COMMITTEE (Approved by the Library Board of Trustees on May 5, 2022)

Purpose

The Citizens' Oversight Committee shall assist the Board of Trustees in fulfilling its oversight responsibilities related to income and expenditures resulting from the November 2019 passage of ballot measure 6A. Revenues generated from 6A are used for library purposes that may include restoring library hours; keeping library facilities well-maintained and in good repair; retaining qualified staff; providing books, technology and other library materials; and providing educational classes and events for children, teens, and adults.

Membership

The committee will be co-chaired by the Executive Director and the Chief Financial Officer of Garfield County Libraries. The Board Treasurer will also serve on the committee. The Board will appoint the volunteer committee members. Each appointee will be a resident of Garfield County and will serve a term of two years, which can be extended upon Board approval. The Board will fill vacancies on the committee and may remove a member from the committee at any time without cause.

Authority

The committee has no expressed or implied power, authority, or voting power.

Responsibilities

The committee will report its activities to the Board at least on a semiannual basis.

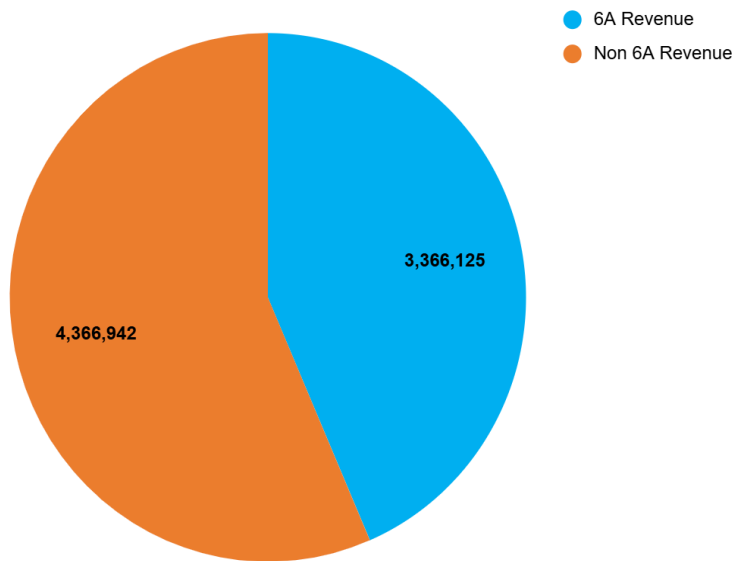
Meetings

The committee will meet at least semiannually and more often as needed. The committee co-chairs will keep a copy of the committee meeting minutes and forward a copy to the Board Secretary. The committee co-chairs may invite any Trustee, staff member, expert, or other advisor who is not a member of the committee to attend meetings as needed.

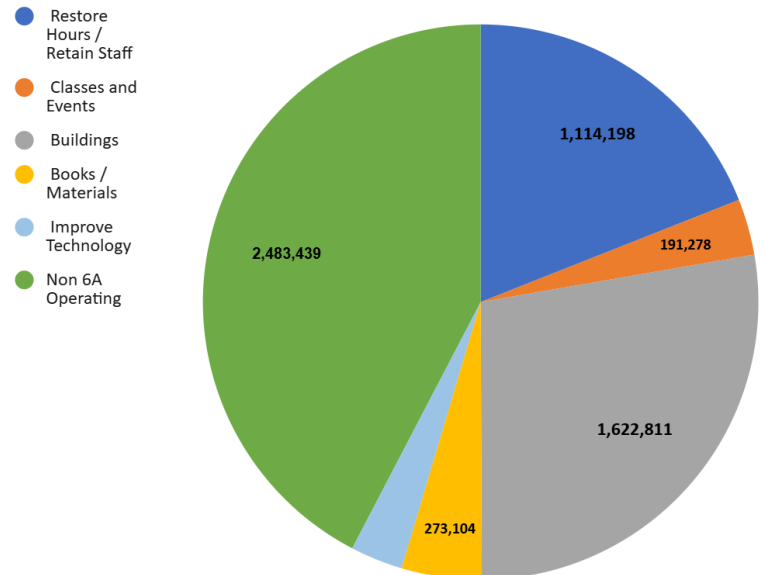
6A CITIZENS' OVERSIGHT COMMITTEE REPORT THROUGH JUNE 30,2025	% of Revs.	Jan - Dec 2025 6A Budget	Jan - June 2025 Actual; (50% of the year has elapsed)	% to budget	#1 & #5 Restore Hours Retain Staff	#2 Classes and Events	#3 Buildings	#4 Books	#6 Improve Technology
Income									
40200 · Property Tax Revenue		4,507,627	3,366,125	75					
Expense									
50001 · Treasurers Fees	2	90,153	67,323	75	13,465	13,465	13,465	13,465	13,465
51000 · Employee Costs									
51010 · Wages		1,311,606	612,921						
51020 · Social Security		81,320	38,001						
51030 · Medicare		19,018	8,887						
51040 · Unemployment		3,804	1,777						
Total · Wages/Taxes		1,415,748	661,587	47					
51050 · Health Insurance		277,635	145,318						
51060 · Workers Compensation		6,593	5,128						
51070 · Retirement		153,796	68,609						
51090 · Wellness/ Em Rec/Pfl R		66,500	15,157						
51080 · Disability & EAP		8,210	3,497						
Total · Benefits		512,734	237,710	46					
51210 · Travel mileage reimb		18,000	9,879						
51215 · Travel (new candidates)		6,000	300						
51220 · Prof memberships		4,860	3,359						
51230 · Training seminars/conf		141,331	60,169						
51235 · Education Assistance		51,500	12,746						
51250 · Background checks		2,050	504						
51270 · Posting/Adv for new emp		1,700	-						
51340 · HR support/consultants		12,685	5,745						
51390 · Emergency hardship		30,000	-						
53040 · Payroll management		17,944	8,652						
Total 51000 · Employee Costs	49	2,214,552	1,000,652	45	1,000,652				
52000 · Library Services									
52001 · Library Materials		534,909	259,639	49				259,639	
52199 · IT Support/hotsp/digit		209,941	104,748	50					104,748
52300 · Events		255,000	128,827	51		128,827			
Total 52000 · Library Services	22	999,850	493,213	49					
53000 · Prof Svcs security,legal	5	208,791	100,081	48	100,081				
54000 · Building Overhead	13	584,847	177,982	30			177,982		

55000 · Building Refresh, Impv	49	2,209,000	1,420,264	64			1,420,264		
55000 · Equipment	3	145,000	61,194	42					61,194
57000 · Adv & Marketing	3	136,280	48,987	36		48,987			
59000 · CLEER Partnership	0	12,025	11,100	92			11,100		
Total Expense	146	6,600,497	3,380,796	51	1,114,198	191,278	1,622,811	273,104	179,406
Net Income		(2,092,870)	(14,671)		32.96%	5.66%	48.00%	8.08%	5.31%
YTD 2025 Keys:		PA & NC building refreshes completed; RI & SI are in the planning stage							
		SI awning construction 90% complete							
		Replacements of 60 aging public and staff computers							
		All branch locations are open 7 days a week. We're analyzing door counts and circulation to maximize optimal service levels							
		52% staff participation rate in \$457 deferred compensation retirement plan with company match							
		GW and RI security officers							
		Membership in CLEER (Clean Energy Economy for the Region)							

2025 Revenues through 6/30/25



2025 Expenditures through 6/30/25



Finance Report, August 2025

By Kevin Hettler, Chief Financial Officer

The following charts depict all revenues received and expenditures made from 1/1/25 through 6/30/25.

Total revenues received as of 6/30/25 are \$10,022,485.

Total expenditures made as of 6/30/25 are \$6,118,275.

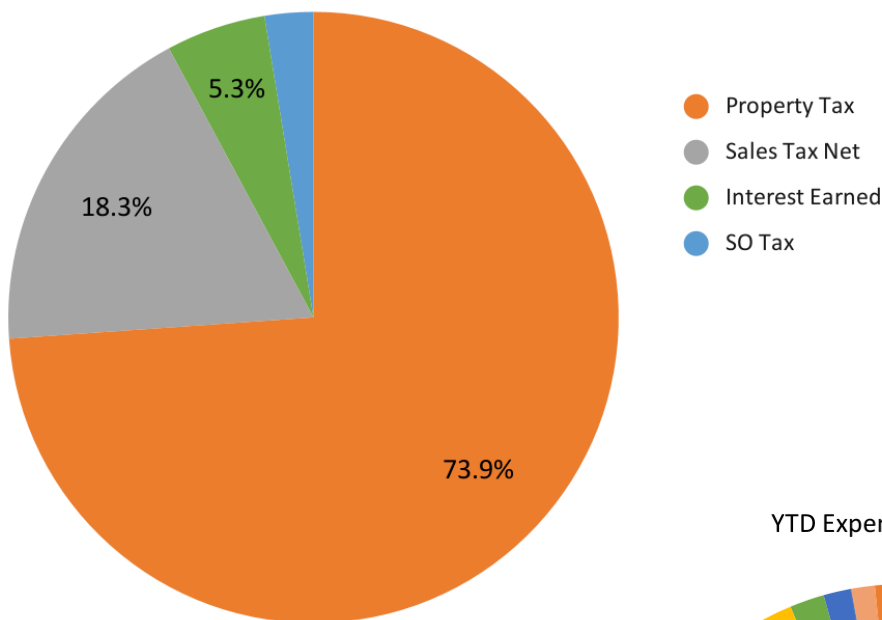
50% of the year has elapsed as of 6/30/25.

78% of budgeted revenue (\$12,866,044) has been received.

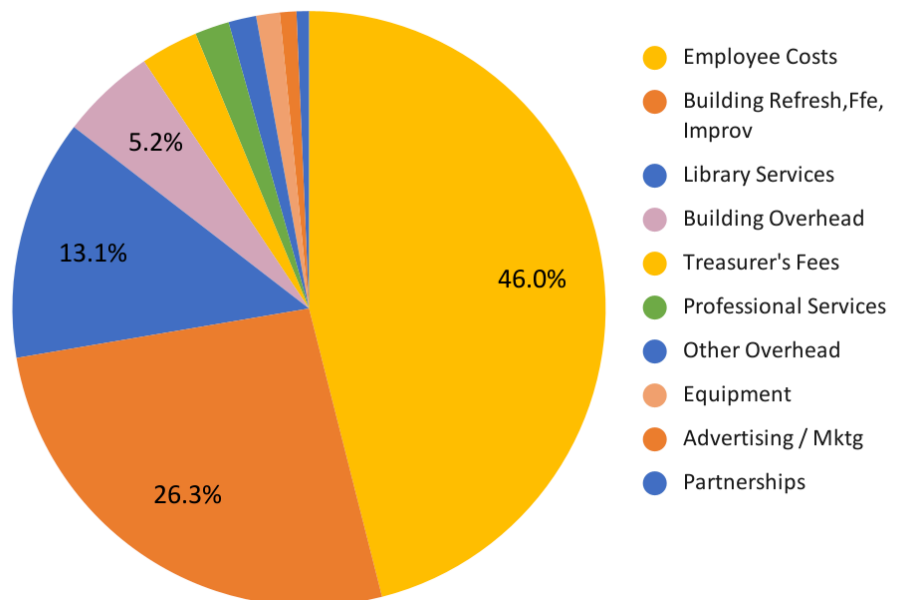
45% of budgeted expenditure (\$13,509,728) has been made.

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

YTD Revenues through 6/30/2025



YTD Expenditures through 6/30/2025



Garfield County Public Library District

Profit & Loss Budget vs. Actual January through June 2025 (unaudited)

	Jan - June 2025 Actual	Annual Budget	% of Annual Budget	Footnotes	Jan - June 2024 Actual	\$ Increase / (-Decrease) in Actual '24 to '25
Income						
40100 · Sales Tax Revenue	1,838,077	4,250,000	43.25%		1,838,992	-915
40102 · Sales Tax Refunds	-13,289	-80,000	16.61%		-13,153	-136
40200 · Property Tax Revenue	7,386,466	7,512,712	98.32%		10,026,235	-2,639,769
40300 · Specific Ownership Tax	257,231	500,000	51.45%		275,356	-18,125
40900 · Interest Earned on Invests	528,280	600,000	88.05%		508,510	19,770
41000 · Grants	4,728	18,223	25.95%		24,750	-20,022
41200 · Other Revenue	14,372	30,236	47.53%		13,284	1,088
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	2,449	7,000	34.99%		2,873	-424
42000 · Branch Revenues	4,171	8,000	52.14%		25,525	-21,354
Total Income	10,022,485	12,866,044	77.9%		12,702,372	-2,679,887
Expense						
50001 · TREASURER'S FEES	191,592	243,654	78.63%		244,566	-52,974
50005 · DEBT SERVICE	6,970	1,673,739	0.42%		0	6,970
51000 · EMPLOYEE COSTS	2,811,553	6,091,082	46.16%		2,520,708	290,845
52000 · LIBRARY SERVICES	800,147	1,611,783	49.64%		834,096	-33,949
53000 · PROFESSIONAL SERVICES	114,443	228,791	50.02%		96,862	17,581
54000 · BUILDING OVERHEAD	315,833	942,069	33.53%		298,652	17,181
54500 · BUILDING REFRESH,IMPV	1,606,448	2,209,000	72.72%	1.	49,838	1,556,610
55000 · EQUIPMENT	78,704	175,590	44.82%		233,364	-154,660
56000 · OTHER OVERHEAD	92,414	98,893	93.45%	2.	85,053	7,361
57000 · ADVERT. & MARKETING	54,827	144,660	37.9%		60,138	-5,311
58000 · VEHICLES	4,106	18,400	22.32%		8,107	-4,001
59000 · PARTNERSHIPS	41,238	72,067	57.22%	3.	39,647	1,591
Total Expense	6,118,275	13,509,728	45.29%		4,471,031	1,647,244
Net Income	3,904,210	-643,684			8,231,341	-4,327,131

Footnotes:

1. Includes PA NC renovation, SI awning work to date
2. Includes annual Property and Liability insurance premium
3. Includes annual membership in CLEER and 1/2 Cooper Commons(GW) assessment

Garfield County Public Library District

Balance Sheet as of June 30, 2025 (unaudited)

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	2,712,219
10050 · Colo Trust - General	25,790,941
10055 · C-Safe	61,776
10060 · Alpine Bank- Payroll(..8785)	1,145
10070 · Alpine Bank - Flex(..0583)	1,435
10300 · Petty Cash- Cash drawer fund	666
11010 · CS-23652000-Annual Interest Pmt	165
11050 · CS-23652001-Annual Princ. Pmt	1,538
Total Checking/Savings	28,569,886
Other Current Assets	
12050 · Sales tax transfer by Treasurer	422,422
12100 · Property tax transfer by Treas	7,530,742
12250 · Leases Receivable	394,952
Total Other Current Assets	8,348,117
Total Current Assets	36,918,003
Other Assets	
18400 · Prepaid Exps	39,910
19075 · Due to / from reimbursements	329
19100 · Due to / from Foundation	501
Total Other Assets	40,739
TOTAL ASSETS	36,958,742
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
20000 · Accounts Payable	389,809
20510 · Alpine Bank Purchase Card	9,659
20660 · Grants Payable	3,691
21100 · Other Payroll Payables-	4,357
21200 · Payroll Payable-	119,877
Total Current Liabilities	527,394
Long Term Liabilities	

22000 · Deferred Sales tax Revenue	422,422
22100 · Deferred Property Tax Revenue	7,530,742
22250 · Deferred inflow - verizon lease	394,952
Total Long Term Liabilities	8,348,117
Total Liabilities	8,875,510
Equity	
30000 · Unassigned Fund Balance	22,559,240
30005 · Non-Spendable Fund Balance	39,910
30010 · Restricted Fund Balance	502,000
30030 · Committed Fund Balance	1,077,872
Net Income	3,904,210
Total Equity	28,083,232
TOTAL LIABILITIES & EQUITY	36,958,742

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	18.84%	335,756	18.88%	354,406	5.55%	329,554	-7.01%
February	313,057	38.77%	321,339	2.65%	333,667	3.84%	322,519	-3.34%
March	293,864	-2.79%	395,860	34.71%	359,245	-9.25%	385,796	7.39%
April	356,616	14.18%	369,806	3.70%	355,806	-3.79%	371,274	4.35%
May	357,069	-1.73%	411,191	15.16%	383,795	-6.66%		-100.00%
June	414,125	16.96%	434,621	4.95%	421,163	-3.10%		-100.00%
July	414,876	16.86%	437,100	5.36%	425,890	-2.56%		-100.00%
August	434,259	36.78%	446,230	2.76%	424,282	-4.92%		-100.00%
September	408,238	13.99%	431,588	5.72%	418,498	-3.03%		-100.00%
October	390,687	17.51%	409,220	4.74%	395,722	-3.30%		-100.00%
November	375,740	20.93%	381,767	1.60%	374,221	-1.98%		-100.00%
December	425,100	13.22%	424,728	-0.09%	418,312	-1.51%		-100.00%
TOTAL	4,466,056	16.17%	4,799,205	7.46%	4,665,007	-2.80%	1,409,143	-69.79%

Purchasing Policy Revision Draft

- Proposing updates to the policy that was originally approved in 2011.
- Proposing a change to the terms of Purchasing and Competitive Bidding sections that addresses the minimum dollar threshold and length of contracted service renewals.
- Proposing minor clean-ups to library staff titles, language tweaks, and freshening up of the policy that right-sizes itself with the current market and economic conditions.
- See the red-lettered revision below.

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT PURCHASING POLICY

(Approved by the Board of Trustees on November 7, 2011; **Proposed revision dated August 1, 2025**)

I. HOW PURCHASES ARE MADE

All purchases of supplies, materials, equipment or services for the Garfield County Public Library District (here in after known as "The District") shall be made by the Executive Director, or other library personnel in accordance with purchase authorizations issued by the Executive Director. The Executive Director shall establish and maintain a purchasing procedure to:

- a. Assure that each purchase is within the authorized available balance of the appropriate budget categories;
- b. Certify that purchased items are satisfactorily received;
- c. Provide accurate records for audit; such records to be kept ~~on file for a period of not less than five years~~ **in accordance with the District's Record Retention Policy.**

Supplies, materials or equipment costing not more than \$~~15,000~~ **100,000**, may be purchased on the basis of informal, verbal or telephone bids or quotations, when it is determined by the purchasing authority that such procedure is in the best interest of The District. If such practice is followed, a written memorandum of the informal bids/quotations shall be maintained with the records of the purchase.

The ~~Assistant Director of Administration~~ **Chief Financial Officer** shall be the central purchasing agency through which requests for the purchase of all library materials and operational items are routed and accounted for.

No employee shall incur any expense or debt against The District without adhering to the provisions of this Policy. The District shall not be responsible for any expense or debt incurred by employees not authorized to

act under this Policy.

II. BASIS FOR PURCHASING

Purchases are made on the basis of price, quality, service, availability and other pertinent factors considered to be in the best interest of The District.

III. BUYING LOCALLY

The District prefers that The District “buy locally”; i.e. buy needed items and services from residents and/or businesses whose taxes directly support The District when feasible. Local businesses whose principal place of business is within Garfield County may be given a price preference of up to 10% when evaluating bids or proposals.

Due to the nature of our work, there may be times when local vendors with similar skills may not have the expertise or experience sought by The District, and in those cases, vendors outside of Garfield County may be selected. When The District is working with vendors or other professionals located outside of The District’s area of service, our expectation is that those vendors will make every effort to ensure that when hiring subcontractors, local vendors are a priority and that they will have the opportunity to bid the work. We will ensure that all potential vendors are treated fairly and professionally throughout the process.

IV. FROM WHOM THE DISTRICT WILL NOT PURCHASE

The District will not knowingly purchase any supplies, materials, equipment or services from:

- a. Members of the Board of Trustees of The Garfield County Public Library District or their spouses;
- b. Employees of the Garfield County Public Library District, or their spouses;
- c. Children, parents, grandparents, grandchildren, brothers and sisters of the above individuals and their spouses;
- d. Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchase;
- e. A former board member or employee, within six months following the termination of his or her service on the Board or employment.

This policy does not prohibit the purchase of any supplies, materials, equipment or services from the above individuals when the individual has disclosed the personal interest, has not voted thereon, has refrained from attempting to influence the decision of the Board of Trustees in voting on the matter, and

- a. the contract is awarded to the lowest responsible bidder based on competitive bidding procedures; or
- b. ~~because of geographic restrictions, it shall be presumed that The District might not otherwise reasonably afford itself of the subject of a contract if the additional cost to The District is greater than ten percent of a contract with an interested party or if the contract is for~~ services that must be performed within a limited time period and no other contractor can provide those services within that time period.

V. COMPETITIVE BIDDING

Major operational items including capital items and construction projects expected to cost \$~~15,000~~ 100,000 or more each, shall be purchased via a bidding process. Purchases of similar items or groups of items should not generally be subdivided into multiple purchases of less than \$~~15,000~~ 100,000. Purchases over \$~~15,000~~ 100,000 shall be put to bid. The Executive Director, Chief Financial Officer, ~~Assistant Director of Administration or~~ Facilities Manager, or the Executive Director's Appointee shall submit invitations to bid to at least three persons, firms, or corporations dealing in and able to supply the same. The District may choose instead to post to an alternative online bidding network, or publish notice of the proposed purchase in a newspaper within the County served by the District. Whatever form of request is used, The District must give the person, firm or corporation at least ten (10) days to supply their bid. If unable to receive three (3) bids by either process, the Executive Director, Chief Financial Officer~~Assistant Director of Administration, or~~ Facilities Manager, or the Executive Director's Appointee may accept fewer bids.

All bids shall be sealed and shall be opened in public at a designated time and place. The Executive Director may repeatedly reject all bids and again may submit to the same, or other persons, firms or corporations the request for quotation (or invitation to bid), and/or again publish notice of the proposed purchase.

The Executive Director shall analyze the acceptable bids received, and recommend the vendor who has submitted the lowest and/or best bid to the Board of Trustees. Final decision to purchase shall be made by the Board of Trustees. The Board of Trustees reserves the right to reject any or all bids, and to waive any technicalities or formalities.

Purchase shall be made from the bidder whose bid is most advantageous to The District, considering price, quality, date of delivery, and other pertinent factors; and, in the event of a tie bid, purchase may be made from one of those tying, or the purchase may be divided among those tying, always accepting the bid or bids most advantageous to The District.

Contractual services of a professional nature such as ~~engineering, architectural,~~ legal, medical, insurance, janitorial and certified public accounting, etc. shall be let out for bids at least every ~~three-five~~ (35) years.

The Executive Director shall review all contracts at least annually, and depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Board of Trustees for all contracts in excess of \$100,000. All contracts in force for ~~three-five~~ consecutive years which exceed \$~~15,000~~ 100,000 in any one year shall be subject for rebidding at the end of the ~~third-fifth~~ year unless this requirement is waived by the Board of Trustees.

VI. WHEN COMPETITIVE BIDDING IS NOT REQUIRED

The following may be purchased without giving opportunity for competitive bidding:

- a. When excused by participation in a purchasing program under the auspices of the State of Colorado or other governmental entity.
- b. Purchases not expected to exceed \$~~15,000~~ 100,000.
- c. Library materials, e.g. books, periodicals, audiovisual materials, etc., which are purchased at the best discount available consistent with service, date of delivery, and other pertinent factors.
- d. Supplies, materials, or equipment which can be furnished only by a single dealer, or which have a

uniform price wherever bought.

- e. Supplies, materials, or equipment purchased from another unit of government at a price documented ~~deemed~~ below that obtainable from other sellers ~~private dealers~~.
- f. Services (gas, electricity, telephone services, etc.) purchased from a public utility at a price or rate determined by the State Corporation Commission or other government authority.
- g. Where proposed equipment, and/or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of such bids.

VII. EMERGENCY SITUATIONS

In an emergency situation requiring swift action, when no regular or emergency Board of Trustees meeting is scheduled or practical under the situation, the Executive Director may contract to handle the emergency; with all reasonable efforts to advise individual Board Members of the emergency action having been exerted by the Executive Director.



Department of Personnel & Administration
COLORADO STATE ARCHIVES
CERTIFICATE OF RECORD DISPOSAL
Telephone (303) 866-2358
Fax: (303) 866-2229

To:

STATE ARCHIVIST
Colorado State Archives
1313 Sherman Street, Suite 120
Denver, Colorado 80203-2236

From:

James LaRue

(Name)

Executive Director

(Title)

Garfield County Public Library District

(Agency/Department)

207 East Ave

(Address)

Rifle, CO 81650

(City/State/Zip Code)

In accordance with the approved records retention schedule for this agency, the following actions were accomplished on 07/22/2025

(Date)

- ☐ No records were destroyed under this schedule authorization.
- ☒ Records have been destroyed under this schedule authorization.

Please indicate below the manner in which the records were destroyed:

- | | | | |
|--|----------|-----------------|---------------|
| <input type="checkbox"/> Paper Recycle | Quantity | _____ | Cu. Ft. |
| <input type="checkbox"/> Pulp Mill Vat | Quantity | _____ | Cu. Ft. |
| <input checked="" type="checkbox"/> Crosscut Shred | Quantity | <u>9.0444</u> | Cu. Ft. |
| <input type="checkbox"/> Deep Trench - Sanitary Land Fill | Quantity | _____ | Cu. Ft. |
| <input checked="" type="checkbox"/> Physical destruction of digital material | Quantity | <u>111 2497</u> | GB (gigabyte) |

(see page 2 "Reporting Quantities of Records"-Information sheet for conversions of quantity estimates of records)

Pursuant to CRS 24-80-103 a list of all records so disposed of (see sample form page 3) to be submitted with this Certificate of Disposal.

PLEASE KEEP YOUR RLO CONTACT INFORMATION CURRENT.

PLEASE USE THE COMMENTS AREA TO NOTE ANY CHANGES. THANK YOU.

Is your agency's mailing address correct? If no, please provide us with your correct address.

☒ Yes☐ No

Please provide the name, email address and phone number of your Records Liaison Officer (RLO):

Comments/Updates:

Reported by:

James Lebow
Records Liaison Of
(electronic/hand-wr

Records Liaison Officer's Signature
(electronic/hand-written signature)

Executive Director

Title

Date:

Date: July 23, 2025

RETURN THIS FORM TO THE COLORADO STATE ARCHIVES
(For electronic submittal, please email to DPA_ArchivesRM@state.co.us)

Revised August 2020

Item No/Retention Schedule Ref. No.	Description	Disposition Date	Method of Destruction	Quantity	cubic feet	GB
5.10	2018 Accounts payable records in general	7/22/2025		2 bankers boxes	2	
5.10	2022 Charge slips and credit card statements	7/22/2025		1 banker box	1	
5.10	2019-2020 1099 Forms	7/22/2025		2 folders	0.0222	
5.20	2023 Cash register validation tape	7/22/2025		1 bankers box	1	
5.20	2022 A/R records in general	7/22/2025		1 folder	0.0111	
5.100	2016 - 2022 Budget reports monthly or quarterly (2 yrs + current)	5/15/2025	physical destruction of digital material			0.0287
5.100	2012 - 2022 Budget workpapers (1 year + current)	5/15/2025	physical destruction of digital material			0.173
5.300	2015-2016 Unsuccessful bids(audit/legal services)	7/22/2025		1/2 bankers box	0.5	
5.330	2014-2021 Monthly financial reports	7/22/2025		1/2 bankers box	0.5	
5.40	2016-2017 Audit workpapers	5/15/2025	physical destruction of digital material	200 files		0.018
5.50	2018 Bank statements and reconciliations	7/22/2025		1 bankers box	1	
5.50	2022-2023 Bank deposits slips	7/22/2025		2 bankers box	2	
7.70	2022 Ongoing committees - internal	7/22/2025		1 letter folder	0.0111	
7.90	2024 Correspondence, general docs - transitory value	7/22/2025		1 bankers box	1	
7.90	Routine value electronic documents	1/22/2025	physical destruction of digital material	21 email accounts		104.03
7.90	1/2022-12/2022 Email general correspondence; no enduring value	7/18/2025	physical destruction of digital material			7.0
					9.0444	111.2497

Human Resources Report, August 2025

By Kim Owens, HR Director

August is performance evaluation season. Our staff are reflecting on the last year, reviewing their achievements, challenges, and goals, and setting new goals for the coming year. Staff set at least two goals, one that requires growing one's skills and one that aligns with the District's long-range plan.

Staff Education and Development update

We sent two staff members to the annual American Library Association conference in Philadelphia in late June. The conference offers sessions on many applicable topics, including building community, library design and space planning, digital resources, AI, collection management, and leadership development.

Our Library Assistants and Substitutes are attending a one-day workshop in mid-August. We have presenters from our partners at MARMOT and the Colorado State Library, as well as a couple of GCPLD staff members. Topics include Pika, Prospector, Interlibrary Loans, Navigating Sticky Situations, Apple vs Android, and an Ask Me Anything session with the members of the Support Services team.

Our annual Staff Training Day is on October 7. Our training topics will be led by our own subject matter experts. We'll learn about service animals in the library, using AI, leadership development, and more.

Recruiting and Staffing update

Our Youth Interns have been a big help with summer reading, giving our programs and outreach and extra boost to reach our patrons and deliver outstanding service. The internships will conclude in mid-August.

Staffing Report - Since 6/24/2025

New Hires: 2

- Technical Services Intern - Support Services, 20hrs/week - 7/3/2025
- Substitute Library Assistant - Glenwood - 7/7/2025

Promotions/Transfers: 2

- Library Page at Parachute promoted to 24hr/week Library Assistant at Parachute - 7/6/2025
- Youth Services Intern

Departures: 1

- Substitute Library Assistant - Carbondale - 7/5/2025

Vacancies: 5

- Youth Services Coordinator – Carbondale, 40hrs/week (currently filled with an interim staff member)
- Substitute Library Assistant - Silt (*offer accepted by Youth Services Intern, start date 8/31*)
- Library Page - Carbondale, 10hrs/week (x2)
- Assistant Branch Manager - Rifle, 40hrs/week

Additional Staffing Information:

Headcount as of 7/25/2025 (includes staff who are on extended leave):

- 100 total staff members (includes Subs)
- 48 benefit-eligible staff (32 - 40 hours per week); 38 part-time staff (less than 32 hours per week); 14 Substitutes (no regularly scheduled hours)
- 68.23 FTE

Active FT & PT Staff Stats by Location – 7/25/2025					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week (total of all staff)</u>	<u>Count of Benefit Eligible Staff (over 32 hours)</u>	<u>Count of Staff not eligible for Benefits (under 32 hours)</u>
Carbondale	9.00	13	360	5	8
Glenwood	9.65	13	386	6	7
New Castle	7.35	10	294	4	6
Silt	6.45	8	258	5	3
Rifle	8.58	12	343	4	8
Parachute	6.30	8	252	4	4
Support Services	20.90	22	836	20	2
Grand Total	68.23	86	2729	48	38

Branch Libraries Report, August, 2025

By Nancy Barnes, Branch Libraries Director

In July, all branch libraries successfully transitioned to a new mobile printing service, Princh. Use of mobile printing continues to grow and remains a valuable service for library patrons.

Since the hiring of Adult Services Coordinators at all six branches earlier this year, the district has significantly expanded its adult programs and services. Homebound services are now available at every branch. District-wide, the number of adult programs has increased by nearly 24%, with attendance up by 15%. Programs specifically for seniors have grown by an impressive 75%, with a 79% increase in participation.

Glenwood Youth Services Coordinator Red recently served on a panel discussion entitled, “Talking Teen Services: Strengths-Based Relationship Building” in conjunction with the Colorado State Library’s Talking Teen services series. The panelists provided strategies for building impactful relationships and developing positive interactions with teen and tween library patrons.

Carbondale:

The Carbondale Branch hosted a special storytime and library visit for students in Crystal River Elementary’s summer program for children with special needs. The students enjoyed singing, dancing, and reading stories with Scooter. They also toured the library, checked out books, and signed up for the Summer Reading Program. The visit clearly made an impact—later that day, the teacher returned with a stack of thank-you cards drawn by the students.

The branch also launched its new bimonthly Spanish conversation group for language learners. The first session was a great success, with strong engagement and enthusiasm from participants.

The library also began circulating board games this month. The response has been overwhelmingly positive. One patron shared that he had been interested in trying a particular game but was hesitant to purchase it due to the cost. He was excited to see it available at the library, borrowed it, and ended up loving it.

Glenwood Springs:

Eight MIT students who are on a 80 day 4,000 mile bicycle journey made a pit stop at the Glenwood library to provide a day of STEM activities for 40 teens and tweens. Activities included 3D printing, bottle rockets and learning about artificial intelligence.

Adult Services Coordinator Trary headed up a coffee and conversations event at the branch in conjunction with our popular water wiggles program. Trary gave out over 40 lanyards and provided coffee and lemonade to 70 patrons who came by the table.

Youth Services Coordinator Mx. Red and Youth Services Intern Faye have spent Fridays this summer bringing storytime into the community. This outreach has been a fun and effective way to connect with patrons beyond the library walls.

New Castle:

The New Castle Branch is now fully staffed. Tamara Ochoa joined the team in late June, bringing three years of district experience. She is a valuable addition to the branch.

Youth Services Intern Karol has been a strong support addition to the team. She has taken initiative with weekly passive activities for children and helped coordinate volunteer projects. When a staff member was unexpectedly out, Karol stepped in to set up a successful play day for storytime.

While overall participation in Summer Reading is slightly lower than usual, special events like the Ice Cream Social and Foam Party drew strong attendance and were well received. Staff is also engaging with the public at the weekly town market, sharing library information and building community connections.

A new partnership with Down Valley Brewing has launched successfully. The branch hosted its first summer concert on the brewery's patio, where attendees enjoyed music and conversation. Plans are underway to host additional programs at this location.

Rifle:

The Rifle library has focused on expanding the reach of the Summer Reading Challenge by actively engaging the community through outreach and pop-up events. In addition to welcoming families into the library, staff brought Summer Reading directly to schools, parks, and community gatherings—meeting people where they are. Outreach locations aimed at services for children included the Peter Pan preschool, the Swann clinic, BoostCamp, EZY Sensory summer school, and the Meal Monkey summer lunch program.

Recent adult community engagement activities include:

- **Food Bank of the Rockies – Weekend Family Food Distribution:** Distributed over 200 calendars and library information packets to families receiving food assistance.
- **Third Thursday Downtown Event:** Talked to approximately 285 attendees, offering library resources, information, and conversation.
- **Rifle Farmers Market:** Promoted library services to the public and hosted children's activities.

Silt:

The library's weekly Golden Years program continues to provide a welcoming space for seniors to connect. Approximately eight participants attend regularly, and feedback indicates the program is helping reduce isolation in a gentle, meaningful way. The library recently launched the Joy Drive program quickly filled with donated items such as socks, coffee makers, and treats for seniors without nearby support, reflecting strong community generosity.

The library's summer reading program is thriving with daily programs drawing 20–30 children, with 45 attending the largest event. The summer foam party attracted 120 children, with strong participation from Spanish-speaking families.

Other successful programs include a soap-making class and a historical plant walk featuring native Colorado plants. The adult book club continues to thrive, with 8–10 regular members spanning multiple generations.

Parachute:

The branch is pleased to share some exciting staff updates: a former Page has been promoted to the role of Library Assistant, and a new Page has joined the team.

The Teen Services Library Specialist recently hosted her first *Digital Domination* program, which drew an impressive turnout of nine teens. The library also welcomed a lively performance by Victoria Pennock, which was thoroughly enjoyed by all in attendance. Additionally, the Adult Services Coordinator has begun representing the library at the Monday Markets, an outreach effort that will continue through September.

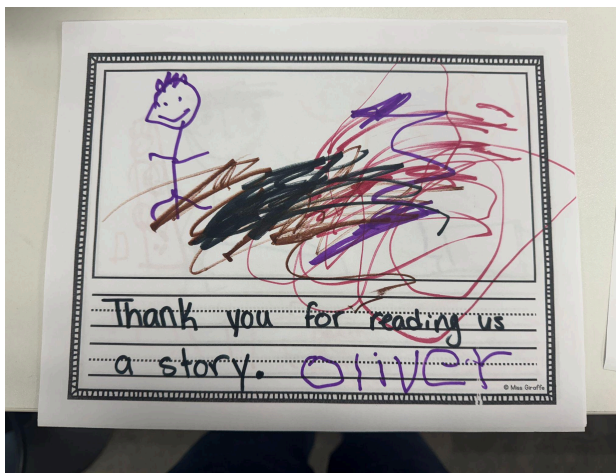
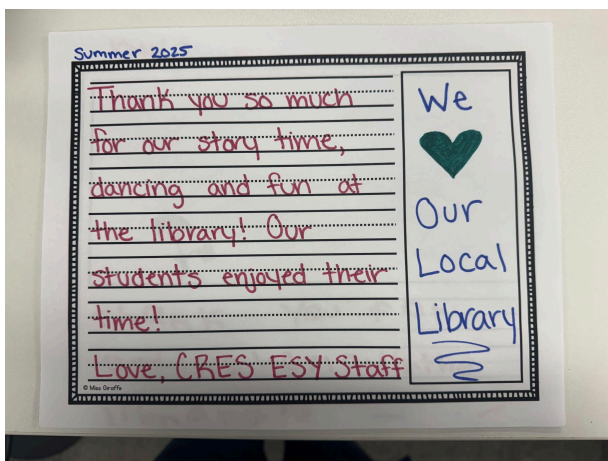


party fun in New Castle.



Foam

Music concert in Parachute.



Thank you notes sent to the Carbondale staff from Crystal River Elementary School.



Reading with Red storytime.



Silt library participants make beeswax wraps - a sustainable alternative to plastic wrap.

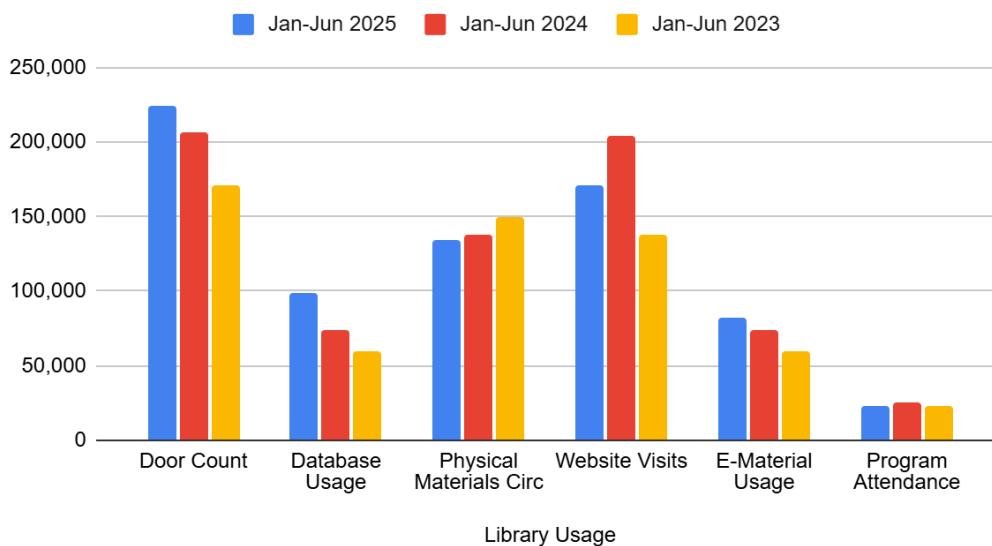
Circulation and Collections Report, August, 2025

By Jenn Cook, Technical Services Director

Library Usage & Engagement January–June 2025

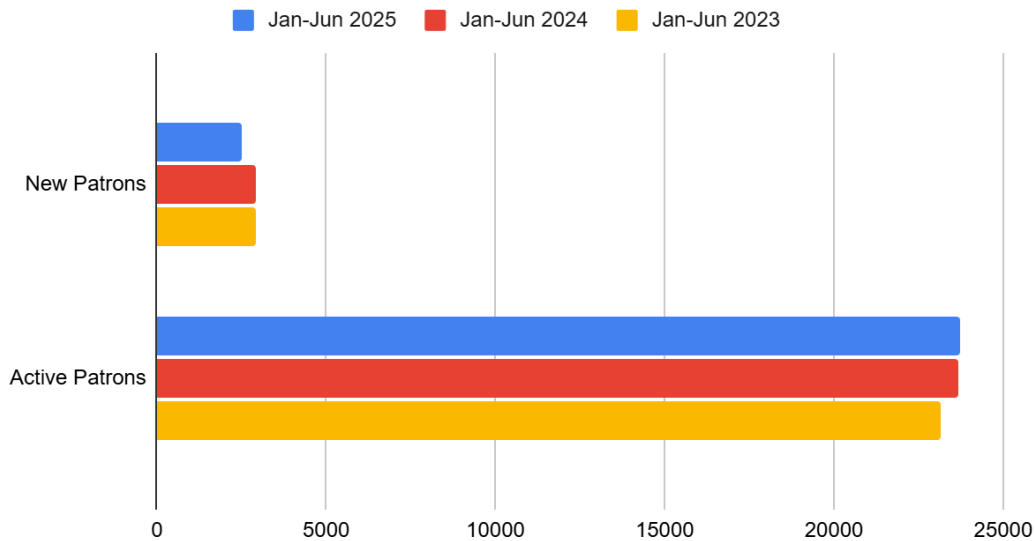
During the second quarter of 2025, the library system experienced significant operational impacts due to the temporary closure of two of our six branches for construction. Despite this, overall usage data reflects that our library system adapts well and maintains strong community engagement. Circulation of physical materials decreased by 3.31% compared to the same period in 2024, continuing a multi-year decline. However, it is worth noting that when looking exclusively at new materials purchased during this period, physical circulation of those materials actually increased by just under 1%. Similarly, program attendance and in-library services such as PC usage and one-on-one technology help saw notable drops, reflecting both reduced availability due to closures and also a broader trend toward digital access.

Library Usage 2nd Quarter



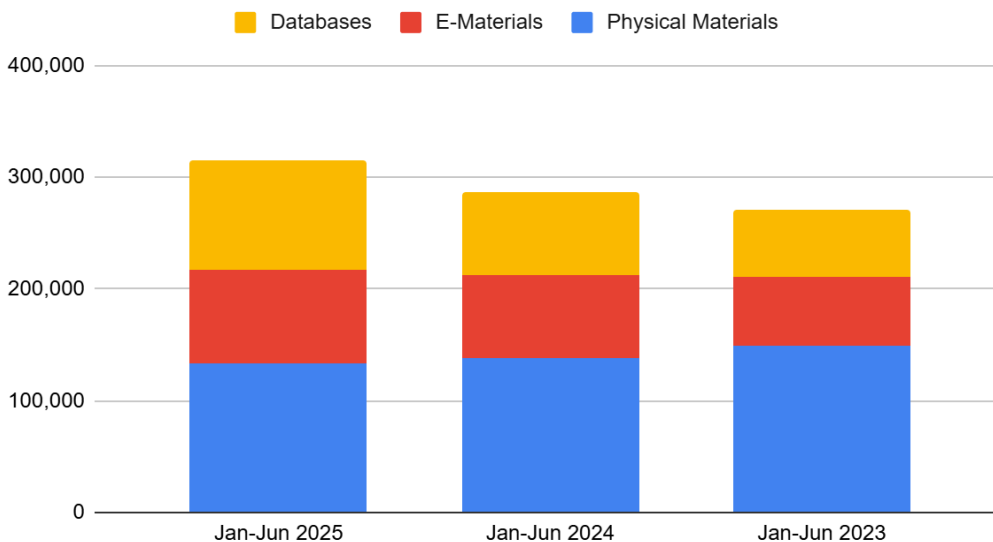
At the same time, digital services continued to grow. E-material checkouts rose by 12.54%, and database usage surged by nearly 32%, indicating a strong and growing reliance on remote-access resources. This shift highlights the library's success in expanding and promoting its digital offerings. While new patron registration dropped by 14.51%, likely due to fewer walk-ins and outreach opportunities, the number of active patrons remained stable, demonstrating that those already engaged with the library are continuing to make use of its services.

New and Active Patrons 2nd Quarter



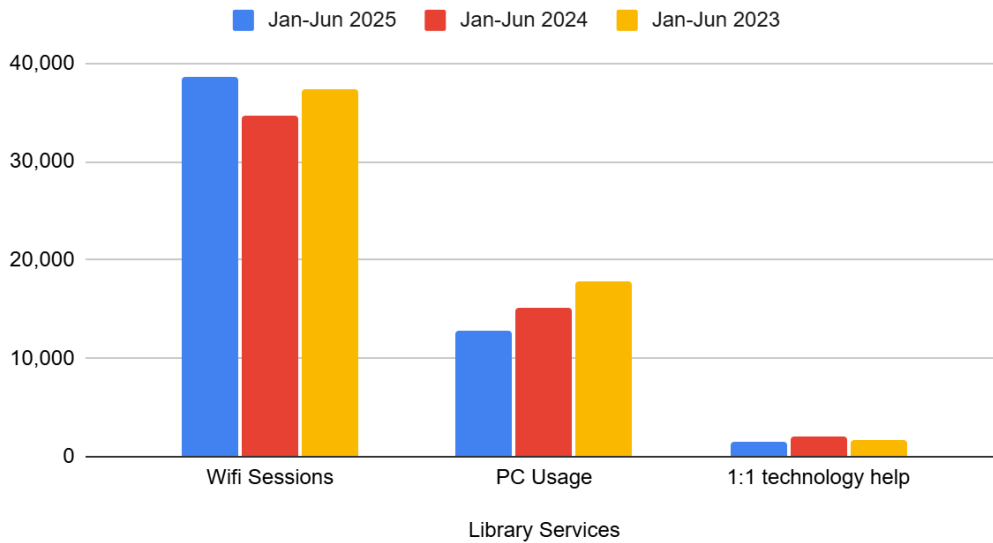
Remarkably, door counts increased by over 8% despite fewer open locations, suggesting higher visitation rates at the remaining branches and a sustained interest in in-person library use. Meanwhile, website visits declined by 16.61%, even as wifi sessions increased, hinting at changing user behavior, potentially more mobile access or direct use of digital platforms without visiting the main site.

Circulation and Usage 2nd Quarter



Overall, the data tells a story of resilience and adaptation. While construction temporarily constrained some services, the library maintained strong engagement, particularly through digital channels. As closed branches have now reopened, we anticipate a rebound in physical service metrics and continued momentum in digital growth.

Library Services 2nd Quarter



2024 Key Statistics

Metric	2024	2023	% Change
Circulation per Capita	8.13	8.30	-2.0%
Active User Rate by Population	38%	34%	+4 Percentage points
Staff per 1,000 served	0.97	0.95	+2.1%
Visits per Capita	6.65	5.68	+15.3%

- Marginally lower borrowing activity per person, even as other metrics rose.
- Active users and staffing trends remain roughly the same with modest growth.
- Engagement is rising, especially through in-person visits.
- More people are using the library for other things like events, digital access, or study/workspace.

Marketing Report, August, 2025

By James Larson, Communications and Marketing Director

New signage for New Castle

As part of their refresh, New Castle is also getting new bilingual signage throughout the library. Here is a sneak peak of what it looks like:



New social media process

In order to showcase each of our 6 branches fairly on social media, we have formed a Social Media Team with members from every branch. Each team member selects which events/programs they would like to feature in a post at the end of every month that previews what is coming up in the upcoming month. Staff members have also been asked to share any social media questions or requests with their social media rep or contact Brendan and James directly.

Summer Reading Challenge update

As a community our patrons have read over 1.5 million minutes! This is well above our million minutes goal and we still have another week to read. Here are the stats per branch:

Total minutes read to date: 1,566,437 (1,580,354 total from last year)

Registrations: 3217

Active Readers: 1823

Total Challenge Completions: 815

Branch Breakdown

- Carbondale 583 Registrations/ 162 Completions
- Glenwood 845/ 194
- New Castle 337/ 113
- Parachute 264/ 73
- Rifle 896/ 197
- Silt 292/ 76

Social media analytics

Followers:

Facebook – 4,296 (72 new followers)

Instagram – 1,748 (up 29 followers)

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

Facebook Reach* 10,500 (down 22%)

Instagram reach: 1,700 (down 4%)

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

Top Facebook Posts

 **Garfield County Libraries** is in **Rifle, CO.** Published by **Brendan J Peters** · June 27 at 5:01 PM · 🌐

You might have seen our Rifle library's Youth Services Coordinator, Karina, around town promoting our Summer Reading Program alongside our Meal Monkey friends! 🍌

Look for them across Rifle parks every Tuesday between now and July 15th. And if you haven't signed up for our Summer Reading Challenge yet, pop into your nearest Garfield County library and get reading!



The collage consists of four photographs. The top-left photo shows four staff members standing in front of a green food truck with 'Meal Monkey' branding. The top-right photo shows a group of children and adults gathered around a table outdoors. The bottom-left photo shows a close-up of a child's hands playing a drum. The bottom-right photo shows a group of children and adults sitting on the ground, also playing drums. A '+3' icon is overlaid on the bottom-right photo.

 **Garfield County Libraries** Published by **Brendan J Peters** · July 1 at 6:20 PM · 🌐



Drum Safari brought the beat! 🥁



The collage consists of four photographs showing children playing drums. The first photo shows a child in a stroller playing a drum. The second photo shows a group of children playing drums. The third photo shows a child playing a drum. The fourth photo shows a group of children playing drums. A '+26' icon is overlaid on the fourth photo.



Garfield County Libraries

Published by [Brendan J Peters](#) · 21h · 🌐

Our Hiking Club successfully tackled Carbondale's Red Hill hike! 🏔️

On August 9th, the Club will be heading to New Castle next to conquer Colorow Trail! If you're interested in joining, register beforehand on our Events page on our website at gcpld.org/events or call your local GCPLD library.



Garfield County Libraries

Published by [Brendan J Peters](#) · July 9 at 8:00 AM · 🌐

Mr. Tap got everyone movin' on the dance floor! 🕺
Thank you to everyone who joined in.



Garfield County Libraries

Published by [James Larson](#) · July 8 at 7:00 PM · 🌐

Nominations Now Open:

Lisa Delweiler Service Award

Do you know someone who loves to help others in our community?
We invite you to nominate a non-profit employee or volunteer, or a first-responder who demonstrates extraordinary service to the local Garfield County community. Nominees can be of any age or background, but must be a resident of Garfield County, Colorado.
Nominations are due by July 31, 2025.



Nominaciones Ahora Abiertas:

Lisa Delweiler Service Award

¿Conoce a alguien que le encanta ayudar a otros en nuestra comunidad?
Te invitamos a nombrar a un(a) empleado(a), voluntario(a) o socorrista trabajando para una organización sin fines de lucro, quien demuestre tener aptitudes extraordinarias de servicio hacia la comunidad local del Condado Garfield. Los nominados pueden ser de cualquier edad o procedencia, pero deben ser residentes del condado de Garfield, Colorado.
La fecha límite para recibir las nominaciones es el 31 de Julio.

Nominate Someone Today 📅
www.gcpld.org/lisa
Nomina a Alguien Hoy

Find Your
STORY 

Top Instagram Posts







In the news

<https://soprissun.com/library-report-no-decision-from-trustees-yet-on-new-age-restricted-library-card/>

<https://www.postindependent.com/opinion/garfield-county-libraries-column-building-community/>

<https://soprissun.com/myrna-fletchall-to-resign-from-garco-library-district-board-of-trustees/>

<https://www.postindependent.com/news/bikethere-garfield-county-asks-commuters-to-leave-cars-behind-on-wednesday/>

Programs and Events, August, 2025

By Alex Garcia-Bernal, Education & Events Manager

Special Events: June 2025

The Parachute Library celebrated their grand reopening with Music, Food and Activities on Saturday June 21st. All Libraries hosted the Bike There Events with CLEER, in which families got to decorate their bikes and learn about bike safety and resources on Wednesday June 25th. For Alpine National Legal Week, the New Castle Library hosted an open hours day with Alpine Legal on Monday June 16th, the Rifle library hosted on Tuesday June 17th, the Parachute Library hosted on Wednesday June 18th, the Carbondale library hosted on Thursday June 19th, and the Glenwood Springs Library hosted on Friday June 20th.

June marks the start of our Summer Reading Challenge at the Garfield County Libraries. For the duration of June and July, patrons are invited to participate in a reading challenge. Participants will have a goal of reading 1000 minutes to get prizes along the way and for a chance to win a grand prize. The Summer Reading Challenge comes with special programs and events at all our libraries.

All Libraries held a special Summer Reading Sign Up Day in the first week of June.

The Silt Library hosted special Summer Fun days each Monday, Tuesday, and Thursday in June. The Glenwood Springs Library began to host: The Librarian Has Left the Building, a scavenger hunt around downtown where folks get to spot Red, the Librarian for a reward. The first Hiking Club for adults for this summer was held on Saturday June 14th at Rifle State Park.

The Special Kids Presentation at each library for the 2nd week of July was Challenge Island, in which kids got to design bridges and put them to the test. Drum Safari, where families learned the love of rhythm on the 3rd week of June. Families got to learn the art and history of tap dance with Mr Tap Williams in the 4th week of June.

Storytimes:

The Silt Library hosted their regular story time each Monday in June. The Rifle Library hosted their Bilingual Sensory Storytime on Tuesday June 3rd and 17th, their regular Storytime each Thursday in June, and their Baby and Me Bilingual Storytime on Mondays June 9th and 23rd. The Carbondale Library hosted their Preschool Story time each Friday, their Baby Storytime and Toddler Storytime each Tuesday in June. The New Castle Library hosted their regular Storytime and their Toddler Storytime each Tuesday in June. The Parachute Library began a new outdoors story time, Nature's Nook, each Wednesday in June and a Spanish Language version each Monday in June and a storytime for the elementary school, Park Tales, on Friday June 13th.

The Glenwood Springs Library hosted their Baby Story Time, Bookworm Babies and their Pre School Storytime each Tuesday in June, their math Storytime program, ABC 123, each Wednesday in June, and their Sensory Storytime program, Sense-ational Stories and Squiggles each Thursday in June, and their outdoors Read with Red storytime each Friday in June. The Carbondale library hosted a special storytime, Where do Bugs Live?, with the Aspen Center for Environmental Studies on Wednesday June 18th.

Library Children Events:

The Carbondale and Glenwood libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in June. Glenwood's is a special summer version, Water Wiggles. The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in June. The Rifle Library hosted their sensory STEM club on Friday June 13th. The Glenwood Springs Library hosted their Slimey Saturdays programs each Saturday in June.

Partnered Children Events:

All libraries hosted one monthly Science Exploration Hour with the Aspen Science Center in the month of June, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month. The Rifle library visited Meal Monkey at the Park on Tuesdays June 17th and 24th.

Teen/Tween Events:

The Parachute Library hosted their Dungeons and Dragons game club on Tuesday June 3rd. The Rifle hosted a special tabletop gaming program for teens, Dragon Lair, on Fridays June 6th and 20th. and their regular Dungeons and Dragons group on Sundays June 8th and 22nd. The Glenwood Springs Library hosted their Magic the Gathering game club on Saturday June 3rd and their Dungeons and Dragons program on Saturday June 21st. The Silt Library hosted their Teen Gaming club, Game On, on Friday June 13th and 27th. The Carbondale Library hosted their Coding Club with the Aspen Science Center on Tuesday June 24th, they also hosted a Make Your Own Pizza program on Thursday June 26th. The Parachute Library hosted a video game club, Digital Domination, and their family movie night, Lights Camera Library! on Friday June 27th.

Family Events:

The Rifle Library hosted their Homeschool Curious Minds club each Thursday in June. The Silt Library hosted their monthly Family Game night on Thursday June 5th and their Bilingual Loteria Game Night on Thursday June 12th.

Book Clubs:

The Rifle Library hosted their Friends of the Library Book Club on Wednesday June 11th. The Carbondale Library hosted their Nonfiction Bookclub, their monthly Spanish Bookclub, their Books in Bars club on Thursday June 12th, and their 3rd Thursday Bookclub on June 19th. The Silt Library hosted their monthly Book Club on Thursday June 19th. The Parachute Library hosted their fantasy bookclub, Escape Reality on Sunday June 22nd.

Partnered Adult Events:

The Carbondale Library hosted their partnered Open Hours program with English in Action each Monday in June and with CMC each Wednesday in June. The Glenwood Springs Library hosted their memoir writing club, Your Story Your Life on Friday June 6th and 20th. The Carbondale library hosted their monthly, Life after 70 groups with Age Friendly Carbondale on Saturday June 14th. The Rifle library began to host a monthly tech learning and maker space program with Cook Inclusive on Sunday June 15th.

Adults Arts and Crafts:

The Rifle Library hosted their monthly Spice Up the Month Craft Kit on Monday June 2nd. The Carbondale library hosted their knitting club, In Stitches, each Monday in June. The New Castle Library began to host an Intro to Sewing program each Friday in June and a Basics of Quilling program on Saturday June 7th. The Carbondale Library hosted their Nature Journaling program on Friday June 6th. The Glenwood Springs library hosted a Storytelling and Journaling workshop on Sunday June 8th. The Glenwood Springs Library hosted their Writer's Workshop on Thursdays June 12th and 20th. The Silt Library hosted a tie dye workshop on Saturday June 21st.

Adult Education Events:

The Rifle Library hosted their Basic Computer classes on Tuesdays June 3rd and 17th and their English/Spanish conversation circleband their Citizenship Prep classes each Wednesday in June, and an Internet Safety workshop on Monday June 9th. The Rifle hosted a presentation by the Breastfeeding Support Group on Friday

June 20th. The Silt library hosted their monthly “Pioneering for the Modern Day” program on Saturday June 28th. The Rifle Library hosted a program on Predator Proofing and Coexisting with Wildlife on Monday June 30th.

Events for Seniors:

The Glenwood Springs Library began to host a Spanish language social hour for seniors, Club de Abuelitos, each Tuesday in June, and their Tai Chi for Seniors each Wednesday and Saturday in June, and their Wonderful Wednesdays Social on June 11th. The Silt Library hosted their Tai Chi for Seniors each Friday in June. The Carbondale Library hosted a geri fit class for seniors on Thursdays June 12th and 19th. The Silt Library began to host a weekly program, Golden Years Social, each Thursday in June. The Glenwood Springs library began to host their monthly Spanish language seniors social group, Club de Abuelitos each Tuesday in June.

Adult Social Events:

The Carbondale Library hosted their Art of Random Conversations program on Sunday June 1st. The Glenwood Springs Library hosted their Mah Jongg game program each Tuesday in June. They also hosted a Meditation for Members or 12th Step Programs each Thursday in June, and their monthly Chess Club on Thursday June 15th. The Carbondale Library hosted a Sound Immersion program on Saturday June 28th.

The Parachute, Glenwood Springs, and Rifle libraries hosted a hybrid Spanish language yoga class in the month of June. Classes were held in person at the Battlement Mesa fire station, and streamed to the Rifle and Glenwood Springs libraries weekly on Thursdays in June. The New Castle Library hosted their Circle of Friends program, in which people with disabilities have a social hour, on Thursdays June 8th and 22nd.

Concerts, Films, and Author Presentations:

The Rifle Library hosted a special presentation on the Wild Mustang: Together on the Trail on Wednesday June 4th.

Upcoming Events:

The Summer Reading Challenge Continues Through June.

Facilities, August, 2025

By Jon Medrano, Facilities Manager

Ethernet Network Drop Installation at New Castle Branch Library

New Castle had an additional ethernet port installed by the patron computer in order for its full use of printing services, specifically the fax services. This was done by a local low-voltage company in the county. Patrons can now use wireless and regular printing services as well as receive and send fax documents.

Garfield County Environmental Health Department - New Equipment Upgrades

The Facilities Manager met Garfield County's environmental health specialist in early part of July to discuss upcoming equipment changes and potential layout locations for new equipment that is expected to be installed. Near the beginning of Fall, Garfield County will be upgrading the weather reading equipment that is currently installed on the roof of the Rifle Branch Library. The equipment plays a key role in monitoring the air quality in the immediate area and it's important to maintain and make upgrades when needed. All costs will be covered by Garfield County.

Fire Sprinklers, Alarm Panel & Back Flow Inspections at Library District Branches.

The Facilities Manager met with local contractor services to complete the annual fire sprinklers, alarm and back flow inspections at the Rifle, Silt, New Castle and Glenwood Springs Branch locations. As expected there were no issues and all parts of the system were in working order. There were some batteries that were due for replacement at the Glenwood Springs Branch.

Irrigation Pump Repair at Carbondale Branch Library

A local irrigation company completed needed repairs for the irrigation system located at the Carbondale Branch Library. When the pump was turned on early this Spring it was found to have some major issues, mainly the power shut on/off switch. The landscaping did experience a delay in water due to pump issues. The Facilities Manager would like to thank branch staff for taking time from their schedule to assist with hand watering the grass area. The landscaping is looking better by the day.

Roof Replacement Project at Carbondale Branch Library

The Carbondale Branch Library also saw a roof replacement project. The roof was experiencing leaks in a variety of different spots underneath the awning and so there was a need to go out to bid for this project. The awarded local roofing contractor proceeded with the repair in three days time with satisfactory results.