

Agenda

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

**Date: Thursday, July 2, at 2:00 PM
Glenwood Springs Branch Library
815 Cooper Ave.
Glenwood Springs, CO 81601**

Zoom Access:

Register in advance for this meeting:

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

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

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

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

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

I. CALL TO ORDER

- A. Roll Call
- B. Board Statement Regarding Public Comments from the June 11, 2026 Board Meeting
- C. Public Participation: 3 minutes per person
- D. Approval of the agenda

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting [Date] (pp. 3-5)
- B. Claims for Board Approval: General Fund May 16 through June 15, 2026 (pp. 6-8); Alpine Bank Credit Card Statement May 31, 2026 (pp. 9-11)

III. ACTION ITEMS

- A. Pledge of Allegiance
- B. Art Exhibit MOU, second reading, Nancy Barnes (pp.12-13)
- C. Legal Services RFP, Kevin Hettler
- D. Branch Work Day, Abraham Korah

IV. DISCUSSION ITEMS

- A. Management Report, Abraham Korah (pp. 14-16)
- B. Executive Director search committee update, Brit McLin & John Mallonee
- C. Finance Report, Kevin Hettler (pp. 17-21)
- D. Trustee reports and comments, All Trustees
- E. Glenwood Springs Branch Library report, Nancy Barnes

Next Board Meetings:

Regular Meeting: Thursday, August 6, 2026 at 2:00 PM, Location: Parachute Branch Library, 244 Grand Valley Way, Parachute, CO 81635.

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: Abraham Korah, Executive Director

Record of Proceedings: Board of Trustees Meeting

Place: Carbondale

Date: Thursday, June 11, 2:00 PM

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

Board Members Present:

Cindy Bjerstedt
John Mallonee - via Zoom
Stephanie Hirsch
Brit McLin
Tony Hershey
Ed Green
Adrian Rippy-Sheehy

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

- A. Roll Call - Kevin Hettler conducted the roll call
- B. Public Participation: 3 minutes per person
 - a. Trish O’Grady, Rifle, CO - Isn’t aware of a library policy on library events. Wants to know how events are chosen to be promoted at the library. Has an idea for an events policy that adheres to federal holidays.
 - b. Seth McMillin, Rifle, CO - Disappointed that the library meeting isn’t opened by saying the Pledge of Allegiance. Recited the Pledge of Allegiance.
 - c. Kristy Gill, New Castle, CO - Discussed data on national library visits dropping and titles being removed from libraries. Discussed the executive director candidate meet and greet comments. Discussed reading on New World Order.
- C. Approval of the agenda
 - a. Removed Executive Session from the agenda
 - b. Move Discussion Items - Executive Search before Management Report
 - c. Tony Hershey moved to approve the amended agenda; Stephanie Hirsch seconded. Motion passed.

II. CONSENT AGENDA FOR APPROVAL

- A. Minutes of Library Board meeting May 7, 2026 (pp. 3-5)
 - a. Page 3 - spelling correction to Trish O’Grady’s comment “prayer”
 - b. Correct spelling of “correlates”
 - c. Correct spelling of Cindy Bjerstedt’s name
- B. Minutes of Library Board meeting May 29, 2026 (pp. 6-7)
 - a. Correct spelling of Cindy Bjerstedt’s name

- i. Tony Hershey moved, Cindy Bjerstedt seconded. Motion passed.
- C. Claims for Board Approval: General Fund April 16 - May 15, 2026 (pp. 8-11); Alpine Bank Credit Card Statement April 30, 2026 (pp. 12-14) - Brit McLin moved, Tony Hershey seconded. Motion passed.

III. ACTION ITEMS

- A. Design Consultant Vendor recommendation, Jon Medrano, Facilities Manager
 - a. Engaged with four vendors, three withdrew.
 - b. Recommended vendor, LC Studios, demonstrates expansive experience with furniture, fixtures, and ADA compliance.
 - c. LC Studios proposal is \$47,000
 - d. Stephanie Hirsch moved, Brit McLin seconded. Motion passed.
- B. Art Exhibit MOU, first reading, Nancy Barnes (pp. 15-18)
 - a. Material change is removing the requirement for artist reception.
 - b. Libraries have varying space and staff capacity, and the requirement is unrealistic.
 - c. Changes have been through legal review.
 - d. This will come back to the Board in July for a vote.

IV. DISCUSSION ITEMS

- A. Executive Director search committee update, Brit McLin & John Mallonee
 - a. Introduced Abraham Korah, GCPLD's new Executive Director
- B. Management Report, Nancy Barnes (pp. 19-23)
 - a. New Director Onboarding plan is being developed to set the new Director up for success with staff, board members, and community stakeholders.
 - b. Board Members should confirm by June 19 if they plan to attend Colorado's annual library conference.
 - i. John Mallonee, Tony Hershey, Adrian Rippy-Sheehy, and Brit McLin plan to attend.
 - c. Caroline McIntyre, Collection Development Manager, shared GCPLD's newest circulating item, Yoto Player - a screenless device for children, suggested by patrons.
 - i. Currently, a pilot program starting with 10 devices.
- C. Public Information Campaign update, Stephanie Hirsch
 - a. Board members are encouraged to share flyers with library infographics with their communities.
 - b. Board members are also encouraged to speak with community groups about the possible mill levy campaign.
 - c. Social media campaign starts in June.
 - d. Public information campaign ends approximately mid-August.
- D. Finance Report, Kevin Hettler (pp. 24-31)
 - a. Record retention disposal report has been provided in the board packet and submitted to State Archivist.
 - b. Retiring 60 old laptops. Considering allowing staff to purchase the old laptops once the devices have been wiped clean. Money would be a donation to the Foundation

- c. 60 8-year-old Chromebooks are being removed from service in Fall 2026, Google no longer supports them.
 - d. Legal and Accounting Auditor Services are due for new bids in accordance with GCPLD's purchasing policy, which requires new bids every five years. The policy also allows the Board to waive the bid requirement.
 - e. Cindy Bjerstedt moved to have Kevin Hettler, CFO, send out RFPs for Auditor and Attorney services. Ed Green seconded. Adrian amended the motion to include two board reps for vetting the RFPs. Tony Hershey volunteered to be the board rep for the RFP for Legal Services. Motion passed.
 - f. Discussed Amazon purchasing controls to protect against fraudulent sellers. Amazon has a transparency portal that GCPLD uses to verify purchases match items received. Most sellers who won't waive shipping costs are blocked from GCPLD staff users.
- E. Trustee reports and comments, All Trustees
- a. Ed Green - Unsure why Library Board meetings aren't started with the Pledge of Allegiance. Adrian requests that the Board members individually let her know their positions on the Pledge, and that the matter be brought back at the July meeting.
 - b. Adrian Rippy-Sheehy - GCPLD Foundation helped fund the Veteran's Appreciation Day event in Silt. It was a wonderful event, over 300 attendees. Encourages staff to bring forward projects for which they're seeking support.
- F. Carbondale Branch Library report, Tracy Kallassy
- a. Door count is up 6% from last year and has increased every year of the last six years.
 - b. Cost of living and other factors affect staffing and retention efforts.
 - c. Staff dressed as dinosaurs and visited schools, contacting over 1000 students to promote Summer Reading.
 - d. Children come to the branch after school and are hungry. The Rebekah's lodge is donating \$1000/year for granola bars.
 - e. Multi-year newspaper digitization project finishing in the next few days—digitized 84 bound volumes, now accessible by anyone with a computer.

V. EXECUTIVE SESSION - cancelled

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

Next Board Meeting:

Thursday, July 2, 2026, 2:00 PM, Glenwood Springs Branch Library, 815 Cooper Ave. Glenwood Springs, CO

Adrian Rippy-Sheehy adjourned the meeting at 3:22PM

Claims for Board Approval

Alpine Bank Checking May 16 through June 15, 2026

Date	Num	Name	Memo	\$ Amount
10010 · Alpine Bank- Gen(..7072)				
05/25/2026	Eft	Black Hills Energy	GW and CA gas	691.67
05/25/2026	Eft	City of Rifle	RI water / sewer	138.46
05/25/2026	Eft	Granite Telecommunications LLC	Elevator/fire alarm telephone/fax	1,045.42
05/25/2026	Eft	Town of New Castle	Water / sewer	246.97
05/25/2026	Eft	Xcel Energy	Electricity	3,019.69
05/26/2026	Eft	Alpine Bank	April c.c. pmt	17,481.67
05/26/2026	Eft	Waste Management	RI CA NC trash / recycling	526.78
05/29/2026	Eft	City of Glenwood Springs	GW electricity	1,069.42
05/29/2026	28730	Cares, Caroline	CA storytime	1,275.00
05/29/2026	28731	Chulainn Publishing Corp.	Library materials	267.34
05/29/2026	28732	Citadel Security Group, LLC	Ri Gw security	7,600.80
05/29/2026	28733	Colorado Mountain College RI	Leadership development courses	400.00
05/29/2026	28734	Confeccion & Creaciones Irma	Sewing classes	2,400.00
05/29/2026	28735	Cooper Commons Condo Association	GW Jan snow removal	1,054.27
05/29/2026	28736	Daly Property Services	Jan/Feb snow removal	2,098.62
05/29/2026	28737	Aspen Science Center	STEM programs	2,350.00
05/29/2026	28738	Entravision Communications Corp	Human library promotion	1,000.00
05/29/2026	28739	Hurley, Kevin	Fly fishing workshop	200.00
05/29/2026	28740	Ingram Library Services	Library materials	3,852.63
05/29/2026	28741	Jean's Printing	Summer reading bookmarks	1,028.55
05/29/2026	28742	Jones, Tanner	Poets and writers group	112.00
05/29/2026	28743	Martin-Cespedes, Juan Manuel	CA spanish conversation club	112.50
05/29/2026	28744	Midwest Tape	Library materials	251.27
05/29/2026	28745	Mountain Pride	GW pride registration	50.00
05/29/2026	28746	Mountain Valley Tires, LLC	Tires for maintenance truck	1,401.96
05/29/2026	28747	Munoz Velazquez, Alejandra G.	Zumba classes	4,320.00
05/29/2026	28748	OverDrive	Library e-materials	6,740.15
05/29/2026	28749	Reliance Standard	June disability insurance	1,136.73
05/29/2026	28750	Roto Rooter	PA irrigation line repair	784.00
05/29/2026	28751	S.T.E.A.M. Junction LLC	Kids steam events	2,085.00
05/29/2026	28752	Shaw, Candice	NC events	470.00
05/29/2026	28753	Super Fiesta Rentals	Military appr table/chair rentals	780.00
05/29/2026	28754	Willis Towers/CEBT	June health insurance	70,582.06
05/29/2026	28755	A Clean Break, LLC	RI SI NC May cleaning	6,475.00

05/29/2026	28756	American Janitor LLC	PA May cleaning	975.00
05/29/2026	28757	Cardiff Cleaning Service	CA GW cleaning	4,836.00
05/29/2026	28758	Red Mountain Highway	SI military appreciation	4,420.00
05/29/2026	Eft	AFLAC	May supplemental insurance	407.94
05/29/2026	Eft	CRA	Retirement plan contributions	11,529.76
05/29/2026	Eft	CRA	Retirement plan contributions	7,213.99
06/01/2026	Eft	ImageNet Consulting - fka De Lage Landen	Copier lease	1,161.66
06/01/2026	Eft	Town of Carbondale	CA water / sewer	148.33
06/01/2026	Eft	Mountain Waste & Recycling	Silt trash / recycling	129.84
06/10/2026	Eft	Verizon Wireless	Cell phones, hotspots, filtering service, One Talk	7,214.22
06/10/2026	Eft	Xcel Energy	Electricity	5,705.94
06/14/2026	Eft	Tiger, Inc.	Gas delivery	900.10
06/15/2026	28759	625-Water(9283)	RI staff water	151.54
06/15/2026	28760	Acme Fire Alarm Company Inc	RI New fire alarm panel / 3Q maint	21,593.92
06/15/2026	28761	Ajax Roofing Company LLC	CA roof repair	955.00
06/15/2026	28762	Aleman, Denise Lopez	Painting class	350.00
06/15/2026	28763	AlwaysMountainTime LLC	Radio ads	1,000.00
06/15/2026	28764	Anvil Points Upholstery & Carpet	SI carpets and furniture	2,594.00
06/15/2026	28765	Aspen Maintenance Supply LLC	Janitorial supplies	1,562.50
06/15/2026	28766	Barnes, Nancy	Mileage reimb	341.48
06/15/2026	28767	Brokaw, Rosalind	CA storytime	75.00
06/15/2026	28768	Cardio Partners Inc	AED ready packs/smart pads	5,699.96
06/15/2026	28769	Cedar Networks	June broadband	1,080.00
06/15/2026	28770	Chulainn Publishing Corp.	Library materials	1,290.20
06/15/2026	28771	Citadel Security Group, LLC	GW RI security	10,797.01
06/15/2026	28772	CollectionHQ	Collection development software	9,715.00
06/15/2026	28773	Colorado Library Consortium	EBSCO and PITS renewals	9,872.00
06/15/2026	28774	Colorado Mountain News Media	Print ads	1,231.08
06/15/2026	28775	Cummings, Eileen	Mileage reimb	35.23
06/15/2026	28776	Cura HR, LLC	HR support / professional development	1,327.50
06/15/2026	28777	Daly Property Services	CA PA landscape maint	2,228.59
06/15/2026	28778	Demco	Processing supplies	253.17
06/15/2026	28779	ECOS Environmental & Disaster Restoration	RI bio hazard remediation	1,062.23
06/15/2026	28780	EverGreen ZeroWaste	CA compost service	80.00
06/15/2026	28781	FocusedKids	CA SPARK programs	600.00
06/15/2026	28782	Garcia-Bernal, Alejandro	Mileage reimb	204.45
06/15/2026	28783	Governmentjobs.com, Inc DBA NEOGOV	NEOGOVS perform renewal	7,819.34
06/15/2026	28784	Harlan, Shylo	Mileage reimb	84.82
06/15/2026	28785	Hettler, Kevin	Mileage reimb	120.35

06/15/2026	28786	Hollingsworth, Erin	Mileage reimb	37.70
06/15/2026	28787	Horner, Karen	Travel reimb	1,411.63
06/15/2026	28788	Ingram Library Services	Library materials	25,358.22
06/15/2026	28789	JanWay Company USA, Inc.	SRC prizes / t-shirts	8,902.85
06/15/2026	28790	Koplin, Joanne S.	Kids' concerts	2,775.00
06/15/2026	28791	Korah, Abraham	Per diem reimb	175.15
06/15/2026	28792	Lakeshore	Toddler changing light table	573.85
06/15/2026	28793	Loya, Jorge	Mileage reimb	20.30
06/15/2026	28794	Mason, James S.	Repair damaged sculpture	223.66
06/15/2026	28795	Masters Telecom LLC	Fax service	178.58
06/15/2026	28796	McIntyre, Caroline	Mileage reimb	120.35
06/15/2026	28797	McMahan and Assoc LLC	2025 audit	15,000.00
06/15/2026	28798	Meredith-Orr, Suzanne	Exp reimb	12.98
06/15/2026	28799	Midwest Tape	Library materials / hoopla	13,254.40
06/15/2026	28800	MNJ Construction LLC	CA roof repair	3,535.00
06/15/2026	28801	Mountain Pest Control, Inc.	May spraying	326.00
06/15/2026	28802	Newmind Group, Inc.	Chrome enterprise licenses	599.96
06/15/2026	28803	OverDrive	Library eMaterials	32,091.25
06/15/2026	28804	Penworthy Company	Library materials	295.98
06/15/2026	28805	Rifle Lock and Safe	Pro lock punch	1,425.00
06/15/2026	28806	Seter, Vander Wall & Mielke, P.C.	Legal fees	8,452.50
06/15/2026	28807	Shape Architecture Studio, LLC	RI SI design development	10,448.73
06/15/2026	28808	Sopris Sun	Print ads	1,470.00
06/15/2026	28809	Sowards, Adam Troy	GW dungeons and dragons lessons	375.00
06/15/2026	28810	TeamCivX, LLC	Political strategist fee	6,000.00
06/15/2026	28811	Terry, Melissa	Mileage reimb	147.90
06/15/2026	28812	The Library Store	Teen chairs GW	1,156.74
06/15/2026	28813	Town of Parachute	Water / sewer / trash	198.90
06/15/2026	28814	Transparent Information Services, LLC	Background checks	657.10
06/15/2026	28815	Unique Management Services, Inc.	May collections service	79.60
06/15/2026	28816	Universal Mechanical Services, LLC	GW RI hvac repairs	1,330.00
06/15/2026	28817	VanDeusen, Renna	ARSL travel & mileage reimb	883.94
06/15/2026	28818	West, Laura	Mileage reimb	191.40
06/15/2026	28819	Zimmermann, Robert	Mileage reimb	465.81
06/15/2026	28820	Garner, Jeffery	Balloon presentation	500.00
06/15/2026	28821	Mr Kneel LLC	Summer reading performance	300.00
Total 10010 · Alpine Bank- Gen(..7072)				408,790.59

Reconciliation Detail

Alpine Bank Purchase Card, Period Ending May 31, 2026

Type	Date	Num	Memo	Amount	Balance
Beginning Balance					17,481.67
Cleared Transactions					
Charges and Cash Advances - 95 items					
Credit Card Charge	05/01/2026	SSCOCPA	COCPA membership	-519.00	-519.00
Credit Card Charge	05/01/2026	SSComicDay	Staff comic book day refreshments	-186.51	-705.51
Credit Card Charge	05/01/2026	GWGSChamber	Glenwood gold poetry prizes	-153.00	-858.51
Credit Card Charge	05/01/2026	SSLbryWorks	Reluctant leadership webinar	-125.00	-983.51
Credit Card Charge	05/01/2026	GWUnclPizza	Comic book day volunteer refreshments	-120.66	-1,104.17
Credit Card Charge	05/01/2026	RIWalmart	Day of the child refreshments	-89.86	-1,194.03
Credit Card Charge	05/01/2026	RIWMLaPla	Cinco de mayo refreshments	-87.26	-1,281.29
Credit Card Charge	05/02/2026	GWGSChamber	Comic book festival costume prizes	-459.00	-1,740.29
Credit Card Charge	05/02/2026	CACityMkt	Staff morale	-41.75	-1,782.04
Credit Card Charge	05/03/2026	SSHolidayIn	Presenter lodging	-440.00	-2,222.04
Credit Card Charge	05/04/2026	MMBethelRen	Cocktail tables rental	-439.56	-2,661.60
Credit Card Charge	05/04/2026	MMLowe's	Drinking fountain water bottle filters	-276.98	-2,938.58
Credit Card Charge	05/04/2026	MMFreeUpStg	Off site storage	-178.00	-3,116.58
Credit Card Charge	05/04/2026	SSTarget	Summer reading prize	-159.98	-3,276.56
Credit Card Charge	05/04/2026	SSTarget	Library materials	-109.99	-3,386.55
Credit Card Charge	05/04/2026	GWDominos	High school book club refreshments	-15.99	-3,402.54
Credit Card Charge	05/05/2026	PAWalmart	Staff morale	-15.82	-3,418.36
Credit Card Charge	05/06/2026	SIWalmart	Kids' program refreshments	-84.19	-3,502.55
Credit Card Charge	05/06/2026	RI2Adobe	Adobe stock and creative cloud	-69.98	-3,572.53
Credit Card Charge	05/07/2026	SSCityMkt	Board meeting refreshments	-54.23	-3,626.76
Credit Card Charge	05/07/2026	MMWalmart	Batteries	-39.96	-3,666.72
Credit Card Charge	05/07/2026	SS3USPS	Monthly ill postage	-38.29	-3,705.01
Credit Card Charge	05/07/2026	RIWhisPig	Staff morale	-18.98	-3,723.99
Credit Card Charge	05/07/2026	CACricut	Cricut subscription	-10.83	-3,734.82
Credit Card Charge	05/08/2026	SSStarbucks	Summer reading prizes	-200.00	-3,934.82
Credit Card Charge	05/08/2026	PAWMDomino	Mother's day supplies; high school art club refreshments	-164.76	-4,099.58
Credit Card Charge	05/08/2026	SIWalmart	Label maker	-39.88	-4,139.46
Credit Card Charge	05/08/2026	PADomWM	Staff morale	-29.67	-4,169.13
Credit Card Charge	05/08/2026	RICityMkt	Staff morale	-17.99	-4,187.12
Credit Card Charge	05/08/2026	SIMystryLks	Printable escape room activity	-17.00	-4,204.12
Credit Card Charge	05/11/2026	SSWalmart	Staff morale	-84.73	-4,288.85

Credit Card Charge	05/11/2026	SSAdobe	Adobe creative cloud	-69.99	-4,358.84
Credit Card Charge	05/11/2026	SSCGFOA	CGFOA renewal	-65.00	-4,423.84
Credit Card Charge	05/12/2026	SI\$TreeSRFo	Military appreciation and summer reading prizes	-264.11	-4,687.95
Credit Card Charge	05/12/2026	CACityMkt	Human library refreshments	-141.66	-4,829.61
Credit Card Charge	05/12/2026	SS2LibryWx	Time management webinar	-125.00	-4,954.61
Credit Card Charge	05/12/2026	NCCityMkt	Adult program refreshments	-51.73	-5,006.34
Credit Card Charge	05/12/2026	RIWalmart	Staff morale	-37.82	-5,044.16
Credit Card Charge	05/12/2026	SIFamily\$	Dish soap	-5.00	-5,049.16
Credit Card Charge	05/13/2026	SILowesBig5	Military appreciation cooler and game	-258.99	-5,308.15
Credit Card Charge	05/14/2026	RIWalmart	SPARK program supplies	-396.40	-5,704.55
Credit Card Charge	05/14/2026	SSHumanLbry	Human library license	-249.00	-5,953.55
Credit Card Charge	05/14/2026	SSPaperWise	2025 shredding service	-120.00	-6,073.55
Credit Card Charge	05/14/2026	RIWalmart	Summer reading supplies and staff morale	-68.33	-6,141.88
Credit Card Charge	05/14/2026	FTLowe's	Exterior outlet covers	-30.76	-6,172.64
Credit Card Charge	05/14/2026	FTLandfill	Landfill fees	-20.24	-6,192.88
Credit Card Charge	05/15/2026	SSHolidayIn	Military appreciation presenter lodging	-990.00	-7,182.88
Credit Card Charge	05/15/2026	SSLaQuinta	Human library presenter lodging	-463.60	-7,646.48
Credit Card Charge	05/15/2026	SSSuerKidz	Military appreciation bouncy castle	-350.00	-7,996.48
Credit Card Charge	05/15/2026	SSWalmart	Military appreciation refreshments	-160.36	-8,156.84
Credit Card Charge	05/15/2026	FTGrMnky	Maintenance truck oil change	-119.99	-8,276.83
Credit Card Charge	05/15/2026	CACAArts	First Friday booth fee	-75.00	-8,351.83
Credit Card Charge	05/15/2026	GWCAL	CAL Membership	-70.00	-8,421.83
Credit Card Charge	05/15/2026	PAWalmart	Loteria refreshments	-31.62	-8,453.45
Credit Card Charge	05/15/2026	FTWalmart	Phone charging cable	-7.97	-8,461.42
Credit Card Charge	05/16/2026	PAWalmart	Graduation cap decorating supplies	-143.63	-8,605.05
Credit Card Charge	05/16/2026	PAWalmart	Summer reading presenter gift	-19.94	-8,624.99
Credit Card Charge	05/17/2026	CACityMkt	Human library refreshments	-320.37	-8,945.36
Credit Card Charge	05/17/2026	SICricut	Cricut subscription	-102.74	-9,048.10
Credit Card Charge	05/17/2026	NCLowe's	Memory cafe supplies	-61.80	-9,109.90
Credit Card Charge	05/17/2026	CACityMkt	Kids' program refreshments	-52.38	-9,162.28
Credit Card Charge	05/17/2026	SIAdobe	Adobe illustrator	-23.97	-9,186.25
Credit Card Charge	05/18/2026	RI2AICPA	AICPA membership	-360.00	-9,546.25
Credit Card Charge	05/18/2026	PAWalmart	Cricut supplies	-65.70	-9,611.95
Credit Card Charge	05/19/2026	SS2Etsy	Pride outreach supplies	-133.80	-9,745.75
Credit Card Charge	05/19/2026	PACityMkt	Staff morale	-23.26	-9,769.01
Credit Card Charge	05/20/2026	RICityMkt	Staff morale	-116.31	-9,885.32
Credit Card Charge	05/20/2026	RIWalmart	Pioneering program supplies	-27.44	-9,912.76
Credit Card Charge	05/22/2026	SSRislende	Military appreciation catering	-1,683.00	-11,595.76
Credit Card Charge	05/22/2026	GWWalmart	Summer reading supplies	-82.92	-11,678.68

Credit Card Charge	05/22/2026	SSXBox	Disputed charge	-71.92	-11,750.60
Credit Card Charge	05/22/2026	CAReforma	Reforma membership	-40.00	-11,790.60
Credit Card Charge	05/23/2026	SSAdobe	Adobe acrobat pro	-47.98	-11,838.58
Credit Card Charge	05/26/2026	SSIntuitQB	QuickBooks renewal	-2,037.05	-13,875.63
Credit Card Charge	05/26/2026	PAWMSR	Summer reading supplies	-178.33	-14,053.96
Credit Card Charge	05/26/2026	PACAL	CAL membership	-70.00	-14,123.96
Credit Card Charge	05/26/2026	CACityMkt	Staff morale	-42.45	-14,166.41
Credit Card Charge	05/27/2026	NCCityMkt	Staff morale; Lisa Detweiler community interviews; business after hours refreshments	-235.08	-14,401.49
Credit Card Charge	05/27/2026	SIStarbucks	Summer reading prizes	-225.00	-14,626.49
Credit Card Charge	05/27/2026	SIWalmart	Summer reading supplies	-101.76	-14,728.25
Credit Card Charge	05/27/2026	SSCGFOA	CO board of accountancy ethics webinar	-40.00	-14,768.25
Credit Card Charge	05/27/2026	SIWalmart	Wasp spray	-8.47	-14,776.72
Credit Card Charge	05/28/2026	MMColFord	Maintenance truck 100,000 mile svc	-3,166.98	-17,943.70
Credit Card Charge	05/28/2026	SSCityMkt	Exec director meet and greet refreshments	-171.32	-18,115.02
Credit Card Charge	05/28/2026	SS2GRVR	Executive director library tour lunch	-105.60	-18,220.62
Credit Card Charge	05/28/2026	RI2ThaiChil	Executive director library tour lunch	-68.85	-18,289.47
Credit Card Charge	05/28/2026	RIWalmart	Summer reading supplies / Teens program refreshments / Kid's craft supplies	-65.80	-18,355.27
Credit Card Charge	05/28/2026	SIMichaels	Summer reading supplies	-58.37	-18,413.64
Credit Card Charge	05/28/2026	CAPeppinos	Adult program refreshments	-55.14	-18,468.78
Credit Card Charge	05/28/2026	MMHarrelson	Sound system cord	-23.12	-18,491.90
Credit Card Charge	05/29/2026	SSBrewPub	Exec director interview board meeting refreshments	-134.40	-18,626.30
Credit Card Charge	05/29/2026	FTWalmart	Garden hose and cart	-74.82	-18,701.12
Credit Card Charge	05/29/2026	MMLocalKchn	board ed interview refreshments	-11.29	-18,712.41
Credit Card Charge	05/29/2026	CA\$Tree	Summer reading supplies	-8.00	-18,720.41
Credit Card Charge	05/29/2026	CASoprisApp	Mountain perspectives membership	-1.95	-18,722.36
Total Charges and Cash Advances				-18,722.36	-18,722.36
Payments and Credits - 3 items					
Credit Card Credit	05/05/2026	SSUline	Tax refund	6.38	6.38
Credit Card Credit	05/06/2026	SIHolidayIn	Lodging tax refund	13.09	19.47
Check	05/26/2026	Eft	April c.c. pmt	17,481.67	17,501.14
Total Cleared Transactions				-1,221.22	-1,221.22
Cleared Balance				1,221.22	18,702.89
Register Balance as of 05/31/2026				1,221.22	18,702.89

Art Exhibition MOU - Proposed Revision

Garfield County Public Library District Exhibitor Memorandum of Understanding

This Memorandum of Understanding (MOU) is made between the Garfield County Public Library District (DISTRICT) and _____ (EXHIBITOR) in which the EXHIBITOR agrees to the following for presentation of their items in the DISTRICT.

Exhibit Title: _____

Exhibit Dates: _____ **Location of Exhibit** _____

Date Work To Be Picked Up _____

The EXHIBITOR is responsible for:

1. Shipping and/or delivery of items directly to the library by (_____DATE) and pick up of items will be on the stated date or the DISTRICT reserves the right to remove the installation and store the work.
2. Ensuring all items are ready for display including appropriate hardware (if not provided by the library). The EXHIBITOR is responsible for installing their own artwork. EXHIBITORS should visit the library prior to the show to ensure work can be successfully displayed.
3. Identifying or tagging each item with EXHIBITOR'S name and title of piece, if available (specifically for artwork).
4. Providing a complete list of items to be displayed.
5. Providing contact information that can be distributed to persons interested in purchasing an item (if items are for sale).
6. The EXHIBITOR or the EXHIBITOR'S representative shall be present during the installation.
7. The EXHIBITOR by signature below acknowledges that DISTRICT does not and cannot accept responsibility for loss or damage to any item provided to DISTRICT for presentation. The EXHIBITOR acknowledges and accepts that the DISTRICT environment is open to the public and the Exhibitor recognizes that loss, damage, or destruction of any item presented may occur.

By signature below, the EXHIBITOR fully releases and discharges DISTRICT, its officials, their employees and agents from all actions, causes of action, demands, rights, damages or claims for all known or unknown personal injuries, property damage, loss, expenses, compensations or consequences whatsoever, which accrue on account of the possession, referral of potential buyer, presentation, handling, storage or any other event or casualty involving any item subject to or placed in the possession or control of DISTRICT, pursuant to this MOU

**Garfield County Public Library District
Exhibitor Memorandum of Understanding**

The DISTRICT is responsible for:

1. Signage to identify EXHIBITOR and items on exhibit.
2. Identifying a library representative contact for the EXHIBITOR.
3. DISTRICT does not waive its Governmental/Sovereign Immunity, as provided by any applicable law, by entering into this MOU. Further, DISTRICT fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this MOU. By signature below and to the fullest extent permitted by law, EXHIBITOR agrees to indemnify and hold harmless DISTRICT, its officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with the possession or presentation of items pursuant to this MOU.
4. The parties to this MOU do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to the MOU, and shall inure solely to the benefit of the parties to this MOU.

DISTRICT has limited security and therefore does not guarantee the safety of exhibition items.

EXHIBITOR'S Signature and Date

EXHIBITOR'S Phone/Email

DISTRICT Representative Signature and Date

Approved by the Library Board of Trustees (insert date)

Management Report - July 2026

By Executive Director

RFTA Hogback Funding Discussion

Several staff members viewed the June 11th RFTA board meeting to stay informed about the agenda discussion concerning the Hogback route. RFTA, in collaboration with the City of Rifle and the Town of Silt, is developing a proposed 2–3 year cost-sharing strategy to sustain Hogback transportation services while allowing time for broader community discussions on long-term transportation needs and funding options. The proposal includes Garfield County as an interim funding partner despite its intent to discontinue support beyond 2026. Discussions with Rifle, Silt, and Garfield County are ongoing, with updates and recommendations expected in July. A future mill levy request is unlikely to be pursued this year, and, it appears, attempting to redirect library sales tax revenue is no longer being considered.

Potential Ballot Issue

Protect our Garco Libraries (POGL) met with Jared Boigon of Team CivX to seek guidance on forming an issue committee to support the library's ballot measure should the library board decide to pursue an election. Boigon advised the group to form separate teams to support various functions: finance team, six town leads, and a visibility/social media team.

Carbondale Branch Manager, Tracy Kallassy, recently presented information to members of the Carbondale Chamber of Commerce at Business After Hours about the potential ballot measure using the flyer and FAQ documents provided by Team CivX. She indicated that the group expressed enthusiastic support for the library.

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: In partnership with the City of Rifle, the Rifle library hosted "Community Voices: a workshop to guide Rifle's future. "

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

Achievements to Date: In partnership with the City of Rifle, the Rifle library hosted "Community Voices: a workshop to guide Rifle's future. " The workshop sought input from citizens on issues related to housing, transportation, and community services.

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: Silt library is sponsoring a donation drive for clothing and other essential items for low-income senior citizens.

Fostering Early Literacy

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

Achievements to Date: Libraries have registered 1,448 children for the annual summer reading program.

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

Achievements to Date: New Yoto players were added to the circulating collection. Yoto players are screen-free audiobooks for children. Content is available in English and Spanish.

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

Achievements to Date: Library staff hosted library tours to seven summer camps during the past month.

Enhancing Spanish Services

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

Achievements to Date: New Yoto players were added to the circulating collection. Yoto players are screen-free audiobooks for children. Content is available in English and Spanish.

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

Achievements to Date: All summer reading programs are offered bilingually this year.

Building Our Workforce

Goal #3: Leadership Development: Foster the growth and development of current and emerging leaders to meet organizational goals, create succession planning, and increase employee engagement.

Achievements to Date: A library branch manager recently applied to the Roaring Fork Leadership Academy.

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: Elsy Studios was chosen to serve as the design consultant for the Rifle and Silt remodel project.

Goal #3: Maximize Outdoor Space: Revitalize library outdoor spaces to encourage community use and expand the footprint of the library buildings.

Achievements to Date: The Parachute library's outdoor sign was recently repainted to better attract attention to the library.

Finance Report, July 2026

By Kevin Hettler, Chief Financial Officer

The Request for Proposal for Auditing Services will be released on June 29, 2026. We will post it to our website: <https://gcpld.org/about-us/finance/>; and on the Rocky Mountain BidNet portal. We are recommending the release of the legal services rfp in January. There are many legal issues that may need uninterrupted support this fall. There is an action item on the July board agenda to discuss the details.

The following charts depict all revenues received and expenditures made from 1/1/26 through 5/31/26.

Total revenues received as of 5/31/26 are \$7,426,319.

Total expenditures made as of 5/31/26 are \$4,349,247.

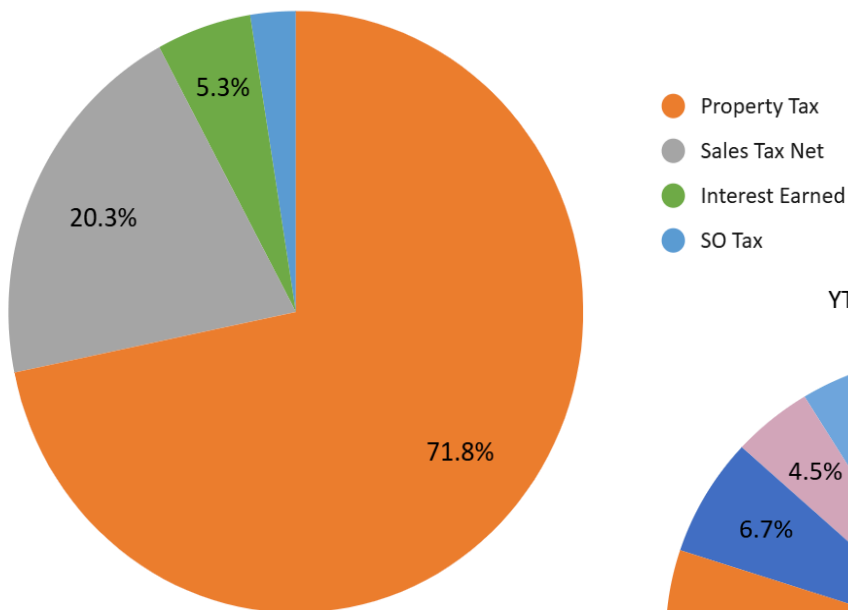
41.6% of the year has elapsed as of 5/31/26.

60% of budgeted revenue (\$12,274,813) has been received.

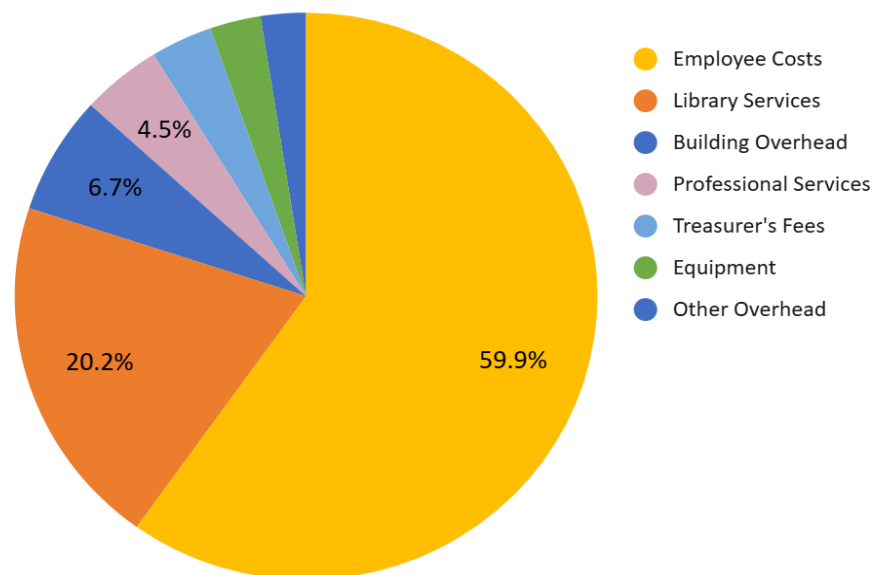
31% of budgeted expenditure (\$13,820,671) has been made.

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

YTD Revenues through 5/31/2026



YTD Expenditures through 5/31/2026



Garfield County Public Library District

Profit & Loss Budget vs. Actual January through May 2026 (unaudited)

	Jan - May 2026 Actual	Annual Budget	% of Annual Budget	**	Jan - May 2025 Actual	\$ Increase / (-Decrease) in Actual '25 to '26
Income						
40100 · Sales Tax Revenue	1,505,323	4,425,000	34.02%		1,453,514	51,809
40200 · Property Tax Revenue	5,309,864	6,667,191	79.64%	1.	5,610,210	-300,346
40300 · Specific Ownership Tax Rev	188,659	500,000	37.73%		210,206	-21,547
40900 · Interest Earned on Investments	394,846	600,000	65.81%		433,941	-39,095
41000 · Grants	8,667	18,115	47.84%		4,728	3,939
41200 · Other Revenue	12,402	30,236	41.02%		12,655	-253
41210 · Lease Revenue (gasb 87)	0	11,317	0.0%		0	0
41220 · Interest Revenue (gasb 87)	0	8,954	0.0%		0	0
41300 · Solar Rebates	661	6,000	11.02%		2,093	-1,432
42000 · Branch Revenues	5,897	8,000	73.71%		3,798	2,099
Total Income	7,426,319	12,274,813	60.5%		7,731,145	-304,826
Expense						
50001 · Treasurer's Fees	143,619	231,844	61.95%		148,642	-5,023
50005 · Debt Service	5,808	1,673,739	0.35%		5,808	0
51000 · Employee Costs	2,502,353	6,445,219	38.82%		2,358,609	143,744
52000 · Library Services	842,296	1,652,916	50.96%		709,279	133,017
53000 · Professional Services	186,641	376,374	49.59%		97,892	88,749
54000 · Building Overhead	281,758	717,880	39.25%		253,169	28,589
54500 · Building Refresh, Furn, Improv	64,713	2,209,000	2.93%		1,154,130	-1,089,417
55000 · Equipment	118,049	170,910	69.07%		69,182	48,867
56000 · Other Overhead	104,870	107,638	97.43%	2.	90,615	14,255
57000 · Advertising & Marketing	47,089	144,660	32.55%		59,243	-12,154
58000 · Vehicles	8,020	14,000	57.29%		3,258	4,762
59000 · Partnerships	44,032	76,491	57.56%		41,238	2,794
Total Expense	4,349,248	13,820,671	31.47%		4,991,065	-641,817
Net Income	3,077,071	-1,545,858			2,740,080	336,991

**** Footnotes:**

1. The 2 largest property tax collection months are Feb and April
2. Includes annual property, liability, and workers comp insurance premiums paid in January

Garfield County Public Library District

Balance Sheet as of May 31, 2026 (unaudited)

ASSETS	
Current Assets	
Checking/Savings	
10010 · Alpine Bank- Gen(..7072)	1,360,653.78
10050 · Colo Trust - General	27,772,760.88
10055 · C-Safe	64,077.32
10060 · Alpine Bank- Payroll(..8785)	557.06
10070 · Alpine Bank - Flex(..0583)	2,417.55
11010 · CS-23652000-Annual Interest Pmt	101.13
11050 · CS-23652001-Annual Princ. Pmt	1,270.05
Total Checking/Savings	29,201,837.77
Other Current Assets	
12050 · Sales tax transfer by Treasurer	461,920.24
12100 · Property tax transfer by Treas	6,677,858.00
12250 · Leases Receivable	384,281.31
Total Other Current Assets	7,524,059.55
Total Current Assets	36,725,897.32
Other Assets	
19075 · Due to / from reimbursements	71.92
19100 · Due to / from Foundation	9,761.93
Total Other Assets	9,833.85
TOTAL ASSETS	36,735,731.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
20000 · Accounts Payable	134,390.70
20510 · Alpine Bank Purchase Card	18,702.89
20660 · Grants Payable	10,222.97
21105 · FLEX payable	336.95
21200 · Payroll Payable-	149,608.00
Total Current Liabilities	313,261.51
Long Term Liabilities	
22000 · Deferred Sales tax Revenue	461,920.24
22100 · Deferred Property Tax Revenue	6,677,858.00

22250 · Deferred inflow - verizon lease	384,281.31
Total Long Term Liabilities	7,524,059.55
Total Liabilities	7,837,321.06
Equity	
30000 · Unassigned Fund Balance	25,257,150.83
30005 · Non-Spendable Fund Balance	144,187.87
30010 · Restricted Fund Balance	420,000.00
Net Income	3,077,071.41
Total Equity	28,898,410.11
TOTAL LIABILITIES & EQUITY	36,735,731.17

SALES TAX COMPARISON REPORT

	2023	% Incr(Decr) from prior yr	2024	% Incr(Decr) from prior yr	2025	% Incr(Decr) from prior yr	2026	% Incr(Decr) from prior yr
January	335,756	18.88%	354,406	5.55%	329,554	-7.01%	285,603	-13.34%
February	321,339	2.65%	333,667	3.84%	322,519	-3.34%	349,161	8.26%
March	395,860	34.71%	359,245	-9.25%	385,796	7.39%	408,639	5.92%
April	369,806	3.70%	355,806	-3.79%	371,274	4.35%		-100.00%
May	411,191	15.16%	383,795	-6.66%	412,790	7.55%		-100.00%
June	434,621	4.95%	421,163	-3.10%	452,565	7.46%		-100.00%
July	437,100	5.36%	425,890	-2.56%	485,587	14.02%		-100.00%
August	446,230	2.76%	424,282	-4.92%	415,549	-2.06%		-100.00%
September	431,588	5.72%	418,498	-3.03%	404,315	-3.39%		-100.00%
October	409,220	4.74%	395,722	-3.30%	400,676	1.25%		-100.00%
November	381,767	1.60%	374,221	-1.98%	372,078	-0.57%		-100.00%
December	424,728	-0.09%	418,312	-1.51%	461,920	10.42%		-100.00%
TOTAL	4,799,205	7.46%	4,665,007	-2.80%	4,814,622	3.21%	1,043,403	0.53%

Human Resources Report, July 2026

By Kim Owens, HR Director

During June, managers are conducting Stay Interviews with staff. Stay Interviews help managers understand why their staff stays, and what may cause them to leave the organization. Managers partner with their staff members and human resources to develop action plans that support staff wellbeing and satisfaction.

Staff Education and Development update

The summer months are packed with Summer Reading, and we slow down on staff development to accommodate busy schedules. All six libraries and the support services team completed refresher training on building evacuation and NARCAN procedures.

Recruiting and Staffing update

The new Executive Director started in his role on June 22!

Our Interim Executive Director transferred to Glenwood to serve as Interim Branch Manager while we search for our next Branch Manager, and she will also continue her duties as Branch Libraries Director and support our new Executive Director as he gets onboarded.

At Parachute, the Adult Services Coordinator was promoted to the Assistant Branch Manager. He brings over seven years of GCPLD experience to the position.

Our HR Generalist and Employee Development Coordinator onboarded six new staff members.

Staffing Report - Since 5/26/2026

New Hires: 6

- Library Assistant - Silt, 28hrs/week - 6/16/2026
- Library Page - Carbondale, 10hrs/week - 6/15/2026
- Substitute Library Assistant - New Castle - 6/9/2026
- Youth Services Intern - Parachute, 20hrs/week - 6/5/2026
- Youth Services Intern - New Castle, 20hrs/week - 6/4/2026
- Youth Services Intern - Rifle, 20hrs/week - 6/4/2026

Promotions/Transfers: 2

- Branch Manager - Glenwood Springs, 40hrs/week - Promotion to Executive Director, 40hrs/week - 6/22/2026
- Adult Services Coordinator - Parachute, 40hrs/week - promoted to Assistant Branch Manager, Parachute, 40hrs/week - 6/21/2026

Vacancies: 6

- Library Associate - Carbondale, 40hrs/week
- Branch Manager - Glenwood Springs, 40hrs/week
- Adult Services Coordinator - Parachute, 40hrs/week
- Youth Services Coordinator - Glenwood Springs, 40hrs/week
- Library Assistant - Silt, 24hrs/week
- Library Associate - Silt, 24hrs/week (on hold)

Departures: 1

- Youth Services Coordinator - Glenwood Springs, 40hrs/week - 6/15/2026

Additional Staffing Information:

Headcount as of 6/22/2026 (includes staff who are on extended leave):



- 98 total staff members (includes Subs)
- 46 benefit-eligible staff (32 - 40 hours per week); 37 part-time staff (less than 32 hours per week); 19 Substitutes (no regularly scheduled hours)
- 62.90 FTE

Active FT & PT Staff Stats by Location – 6/22/2026					
<u>Location</u>	<u>FTE</u>	<u>Total Staff Count</u>	<u>Scheduled Staff Hours per Week</u> <i>(total of all staff)</i>	<u>Count of Benefit Eligible Staff</u> <i>(over 32 hours)</i>	<u>Count of Staff not eligible for Benefits</u> <i>(under 32 hours)</i>
Carbondale	9.25	13	370	5	8
Glenwood	7.55	11	302	4	7
New Castle	6.75	8	270	4	4
Silt	5.45	7	218	5	2
Rifle	8.95	12	358	5	7
Parachute	5.65	8	226	4	4
Support Services	19.3	20	772	19	1
Grand Total	62.90	79	2516	46	33

Debrief - Executive Director Recruitment Process - February 2026 - June 2026

1. Description of the process

- a. Received Executive Director's retirement notice
- b. Board appointed Branch Libraries Director as Interim Executive Director
 - i. It was important that the individual serving as Interim ED not be interested in applying for the role.
 - ii. Determined terms of employment - pay rate, additional PDO upon completion of assignment
 - iii. Gave about a month of cross-training before retiring director left District
- c. GCPLD conducted the search itself without the use of a recruitment firm, had some consulting from Cura HR on process
- d. Board appointed two board members (Brit McLin and John Mallonee) to Search Committee
 - i. Two board members and two staff members feel balanced
 1. 2026-HR needs to be a part of the process; interim Executive Director/Branch Libraries Director - knows library operations very well
 2. Committee met weekly, one-hour Zoom meetings throughout the process, HR and one Board rep met more frequently as needed
- e. Board reviewed job description during a Board meeting
- f. HR worked with Marketing department to create a [Recruitment Brochure](#), posted it to the GCPLD website
 - i. HR asked two long-term front-line staff (Carbondale Library Associate and Parachute Branch Manager) to help review the content
- g. Survey sent to Board & Staff - identify attributes wanted in Executive Director
 - i. Shared results with Board and all staff
- h. Included staff at the right level throughout the process, important to continue
- i. Consulted with Cura HR (HR services firm) on interview process
 - i. Committee decided it would conduct virtual screening interviews with every candidate who met the baseline criteria, and discussed sorting the candidates into "waves" if there was a large pool of applicants.
- j. Contract development
 - i. In preparation for an eventual job offer, the Board reviewed the past Directors' contracts and made revisions during Executive Session
 - ii. HR created an updated draft agreement
 - iii. Board directed Finance/HR to increase the relocation budget from \$5k to \$15k
- k. HR gave Board search committee members access to the applicant tracking system to review applications

- i. Board committee members received email notifications each time a candidate applied
 - l. Posted job & application was live for candidates from 2/26 - 3/24/2026
 - 1. Originally posted for 3 weeks, extended for one additional week
 - 2. Candidates trickled in slowly
 - a. Received 14 applications, 8 screening interviews
 - b. Applicant Sources
 - i. ALA Paid Ad - 8
 - ii. GCPLD website - 2
 - iii. Indeed - 1
 - iv. CO Library Jobline - 1
 - v. MPLA - 1
 - vi. Unknown - 1
 - 3.  Final - 2026 ED Job Post
- m. Screening Interviews
 - i. All four search committee members participated in each screening interview. Interviews began 3/27 and ended 4/8/2026
 - ii. The Committee waited to discuss the candidates until all screening interviews were complete
 - iii. The Committee individually identified the top four candidates and found consensus to recommend four candidates to the Board
 - 1. The Committee didn't prioritize the candidates, only identifying all of them as possible finalists
 - 2. The entire Board received the screening interview recordings and application materials to review for the four candidates
- n. Interview questions
 - i. Consulted with Cura HR to develop interview questions
 - ii. Received suggestions for interview questions from key tenured employees: Mary Clement, Library Associate, Carbondale and Amaranda Fregoso, Branch Manager, Parachute.
 - iii. Finalist interview questions
 - 1. Committee proposed initial set of questions and sent it to the Board for suggestions
 - 2. Committee sorted through the suggestions and finalized the questions, and put them in a specific order
 - 3. The Board had the opportunity to choose specific questions they wanted to ask
- o. Finalist Process
 - i. Search committee worked with Board members to develop and schedule finalist interviews, meet & greet, branch tour process
 - 1.  Executive Director Branch Tours & Interview Schedule

- ii. Committee determined the candidate interview order by flipping a coin
- iii. Finalist names and interview details including Executive Session were properly posted, worked with District's Counsel - Kim Seter's office to ensure compliance with state laws.
- iv. District paid for candidate and their spouse/partner - economy plane tickets, mileage, per diem (for 2 people), hotel accommodations
- v. Thursday - Guided branch tours - CFO & Interim Executive Director acted as drivers for candidates
 - 1. Tours visited each branch, each candidate had lunch with two front-line staff and their driver at a local restaurant
 - 2. 30-minutes at each location with drive time calculated between locations
- vi. Thursday evening - public meet & greet - light refreshments (Eileen Cummings - Admin Assistant), rented tall tables (Jon Medrano - Facilities Manager), QR codes for public, staff, and District Leadership Council (DLC) to give feedback (Nancy Barnes - Interim Executive Director) on candidates to the Board.
- vii. Friday morning - candidate meeting with DLC (45 minutes per candidate) - each DLC member introduced their team and described their work; candidates had time to ask DLC questions; DLC had three questions ready to ask candidates if time remained
 - 1. DLC questions were created as a group in advance.
 - 2. Survey results printed and ready for the Board
- viii. Friday afternoon - Board met at 12:30 for lunch and reviewed survey results from public, staff, and DLC
 - 1. Interviews started at 1:30 and were available on Zoom, allotted 90 minutes each
 - a. Interviews were held at the Glenwood Springs Library-Classroom (2nd floor)
 - b. One Board member was unavailable for the final interviews, they were asked to give input in advance to Kim Seter to deliver to the Board for consideration during Executive Session. It isn't a vote.
 - 2. Both interviews lasted about an hour each
 - 3. Board moved into Executive Session, joined by Legal Counsel, Kim Seter
- ix. Board reconvened into public session, motioned and seconded to offer the position to a candidate
- x. Board consulted with HR Director on compensation offer
- xi. Board directed HR Director to make verbal offer, upon verbal acceptance, notify other candidate & asked them to standby for 10 days in case the other offer didn't come through.

- xii. HR populated Executive Director Contract with the compensation set by the Board, emailed it to Board President & Legal (Kim Seter) for review - Friday evening
- xiii. The Board gave the selected candidate four calendar days to accept the contract (consider refining timeline for accepting contract)
- xiv. Monday morning - Legal & Board President approved contract to send to Candidate
- xv. Monday - sent contract to candidate, Candidate requested additional time to review the contract, Board approved
- xvi. Candidate sent modifications to the contract to Board President & HR, Board President approved, Candidate signed the contract; Board President signed and Board Secretary signed.
 - 1. During May board meeting, Board President was directed to lead the negotiations with the selected candidate.
- xvii. HR sent the fully signed contract to Board President, Legal (Kim Seter), the candidate, and saved a copy in his employment file.
- xviii. The New ED and Board President determined start date in conjunction with Branch Libraries Director/Interim ED & HR.
- xix. Onboarding document created with input from Branch Libraries Director, HR Director, Board President, new ED.

2. Opportunities

- i. HR could conduct initial application screening for base qualifications, rejecting applicants who don't meet base qualifications
- ii. Board review and approve any changes needed to job description early in process
- iii. Create separate surveys for the Board & staff to respond to regarding attributes wanted in next Executive Director
- iv. Board decide in advance if they want to watch every screening interview or just the candidates the Committee recommends to proceed to final interview
- v. Board decide dates for final interviews before job is posted and include the dates in the Job Post
- vi. Give the Board deadlines when their input is needed
- vii. 45-minutes for candidate lunch during branch tour isn't long enough
- viii. Review with legal counsel - during public session after Executive Session - Board should discuss candidates before making a motion to offer the position.
- ix. Be sure to notify unselected candidates in a timely fashion.
- x. Consider asking future ED candidates to deliver a 30-minute presentation on a specific topic with staff & board as audience (in place of meet & greet)
- xi. Length of recruitment process - it was reactive rather than strategically planned
- xii. Ask the Board for initial parameters for the appointed Board Members on the search committee

- xiii. Consider using a search firm or Cura for additional support with the recruitment process
- xiv. Be sure Board is aware of the time commitment required
- xv. Board choose representatives with adequate time available for screening interviews to compress the timeline

3. Strengths

- a. Communication plan
 - i. Weekly (almost) updates to staff, ticker on Staff Intranet, all staff meetings
- b. Board's intro for candidates at the beginning of each screening interview - gave candidates sense of the current state of affairs at GCPLD, and we have some idea of questions they may have
 - i. *Statement: So that you can more fully understand the reality working as part of the GCPLD you should know –
The Board of Trustees supports the ALA Bill of Rights and Colorado Senate Bill 24-216; while individual Trustees may or may not support the views of various groups or individuals, the Board absolutely supports the First Amendment rights of those groups or individuals to be heard; The Board of Trustees speaks through policy adopted by Board action, not as individual micromanagers of the Executive Director or individual staff members; the trustees are not seeking major restructuring of GCPLD staffing, operations, or physical plant but are open to discussion on opportunities for improving service delivery and mission achievement. Regarding this interview, there are no right or wrong answers. This is our first chance to get to know you better and for you to get to know us. You will have an opportunity to ask questions of us at the end of the interview.*

4. Challenges

- a. Finding the dates for finalist interviews

Branch Libraries Report, July 2026

By Nancy Barnes, Branch Libraries Director

Carbondale

The library hosted a great crowd of about 50 people for the Carbondale Chamber's Business After Hours, partnering with Drip Custom Beverage and Qdoba for a great event. We shared information about business resources at the library with an engaged and supportive crowd, as well as information about the library's potential ballot measure.

Overheard at the library- a group of kids from a summer camp were walking by the library on their way to the new pool, and staff overheard one of the kids excitedly saying, "Can we go to the library instead?!"

Glenwood Springs

The Glenwood staff continue to succeed and persevere in spite of recent transitions in the branch manager and Youth Services Coordinator positions. Nancy is currently filling in as interim branch manager while the search to fill Abraham's recently vacated branch manager position continues. The library has posted a job announcement for a Youth Services Coordinator. Youth Services Associates, Sarah and Rebecca, and the summer intern, Shelby, have enthusiastically stepped up to help maintain children's programming during the busy summer months. Visits from nearby summer camps has kept the library lively with children learning about the library and exploring the children's area. Staff participated in the Strawberry Days parade by putting together a dinosaur themed float in keeping with the summer reading program theme.

New Castle

The New Castle library is in the midst of a successful Summer Reading season, with strong participation from children and adults and high attendance at programs, including the popular Balloon Dude event. Staff continue to enjoy the increased programming activity and meaningful interactions with patrons throughout the summer.

The branch has maintained an active outreach schedule, participating in the New Castle Police Department's Bike Rodeo to promote library cards and summer reading, conducting weekly visits to Apple Tree Park and KSES Summer School to collect reading bookmarks and distribute prizes, and partnering with Raising a Reader Summer Club to engage additional families. June will conclude with several family-friendly programs, including a piñata workshop, a puzzle competition, and a Summer Reading concert celebrating the nation's 250th anniversary and Colorado's 150th anniversary.

Silt

The Summer Reading splash party drew a large crowd to the new patio, with families enjoying the comfortable outdoor space and the shade provided by the new awning. The branch's Military Appreciation Event was also highly successful and has garnered attention from neighboring library districts as a meaningful approach to serving veterans.

The branch received a donation that will allow staff to participate in the Dive Event for Veterans in July, providing an opportunity to connect with and support local veterans. Staffing updates include the hiring of a new part-time Library Assistant, who begins June 19, and the conversion of one full-time vacancy into two part-time positions to increase scheduling flexibility and strengthen branch operations.

Rifle

Summer Reading is in full swing at the Rifle Branch. As of this writing, the branch has registered 664 participants. This strong start is due in large part to a highly successful kickoff party, where staff worked diligently to enroll participants and welcome families into the program. The Youth Services team has also been conducting outreach at the local summer Boost Camp program and Meal Monkey distribution sites in local parks, helping connect even more children and families with Summer Reading. Altogether, these efforts reflect a true branch-wide commitment to making Summer Reading accessible, welcoming, and visible throughout the Rifle community.

Parachute

The Parachute Library kicked off summer with great enthusiasm during its Summer Reading Kickoff Party, where staff were delighted to register many children and families for the Summer Reading Challenge.

Summer programming is off to a fantastic start, with families enjoying Sensory Storytime, Thursday Summer Reading programs, and the Tenn Fossil Files series. The branch looks forward to maintaining this momentum and continuing to provide a summer filled with reading, learning, and community connection.

Marketing Report, July 2026

By James Larson, Communications and Marketing Director

Strawberry Days

GCPLD was proud to participate in the 2026 Strawberry Days parade on Sat., June 20th. It has been several years since we participated. Our “float” was decorated in a dinosaur theme to promote our summer reading challenge which is ongoing. We received all kinds of supportive comments from parade viewers along the route.



Exploring Colorado's Sesquicentennial

We have added a resource page including links to our Colorado Collection, Historic Newspaper databases, local and state agencies, local historical societies, museums, oral histories, and preservation commissions. Also, to celebrate our nation's 250th anniversary (and Colorado 150th anniversary) our libraries are hosting a concert series this summer that is open to all who wish to celebrate with us! Check it all out, [here](#).

Social media takeover

Congratulations to the New Castle Branch Library. Their team was the first to participate in our Social media branch takeover. Each branch takes over social media for a week to showcase their branch and staff. New Castle kicked things off the first week of June. Thank you New Castle for your participation. You had several top IG posts from that week. Other branches will be featured on social media throughout the year.

Glenwood Pride 2026

GCPLD participated in this year's Pride which was on June 6th at Two Rivers Park in Glenwood Springs. We talked to over 200 participants and signed up dozens of people for library cards and our summer reading challenge.

Social media analytics

Followers:

Facebook – 4,589 (23 new followers)

Instagram – 2,119 (208 new followers!)

Email Newsletter – 25,600 patrons

Facebook Views: 90,100 (Up 89%)

Instagram Views: 21,100 (Up 9%!)

Top Facebook Posts - all top FB posts are about new staff, a topic which is always popular with our followers.

1. [Please join us in welcoming Yareli to GCPLD as she joins the Parachute team as their Youth Services Intern.](#)
2. [Please welcome one of our newest team members to the District, Genesis.](#)
3. [Please welcome one of our newest team members to the District, Liz.](#)
4. [GCPLD Announces New Executive Director!](#)
5. [Please welcome one of our newest team members to the District, Shelby.](#)

Top Instagram Posts - short vids are the favorite posts on IG this month

1. [Please welcome one of our newest team members to the District, Genesis.](#)
2. [Storytimes happen regularly across our district](#)
3. [It's always a good day at the library.](#)
4. [Do you know your New Castle Branch Library Staff? If not, be sure to swing in sometime and say hello!](#)
5. [The 2026 Summer Reading Challenge is upon us! 🇺🇸](#)

In the news

<https://soprissun.com/what-if-books-could-talk/>

Programs and Events, May, 2026

By Alex Garcia-Bernal, Education & Events Manager

Special Events:

The Rifle Library hosted GCPLD's Outreach Event at the Chamber of Commerce's Cinco de Mayo Celebration on Friday May 1st. The Glenwood Springs Library hosted GCPLD's 5th Annual Comic Book Festival for Free Comic Book Day, with around 400 participants through the day on Saturday May 2nd. The Carbondale Library hosted a Dandelion Day Costume Making Party on Monday May 4th. They also hosted a Get Ready for Dandelion Days: Tips for Native Gardens workshop on Wednesday May 6th. The Rifle Library hosted a special Spanish language Mother's Day Celebration on Saturday May 9th. The Parachute Library hosted a special Mother's Day cupcake making workshop on Saturday May 9th. The Silt Library hosted GCPLD's second annual Military Appreciation Event with about 200 participants on Saturday May 16th. The Carbondale Library hosted GCPLD's Human Library program on Sunday May 17th. The New Castle Library hosted an Open Business Hour with their Chamber of Commerce on Wednesday May 27th.

Storytimes:

The Carbondale library hosted their Toddler Storytime and Baby Storytime each Tuesday, and their Preschool Storytime each Friday in May, and an ASL Storytime on Friday May 22nd. The Silt Library hosted their regular Storytime each Tuesday in May. The New Castle Library hosted their regular Storytime each Tuesday and Wednesday in May. The Rifle Library hosted their regular Storytime each Thursday in May, and their Bilingual Sensory Storytime on Tuesday May 5th and 19th, and their Baby and Me Bilingual Storytime on Monday May 11th. They also hosted their regular Storytime each Thursday in May. The Parachute Library hosted their regular storytime each Wednesday in May and a Baby and Me Storytime on Friday May 22nd.

Library Children Events:

The Silt Library hosted their Stay and Play program, Shake Your Sillies Out, and their Meal Monkey food handout each Friday in May. The Rifle Library hosted their Stay and Play program, Playground at the Library, each Wednesday in May. The Carbondale and Glenwood Springs libraries hosted their Stay and Play program, Get the Wiggles Out each Thursday in May. Each Library continued their weekly SPARK program on their days off or short release days from school, in which kids learn a variety of skills including art, music, socializing, science, and more.

Partnered Children Events:

The Spanish Language story time with Raising a Reader, Bolsitas Rojas continued in May at each of our libraries once per week. All libraries hosted one monthly Science Exploration Hour with the Aspen Science Center in the month of May, either as a special program or as part of Spark, and one Spanish Language Science Exploration Hour every other month. Carbondale Library hosted their Paws to Read adoption program with the pet shelter on Tuesdays May 5th and 19th.

Teen/Tween Events:

The Rifle Library hosted their Dungeons and Dragons program on Friday May 1st. Silt Library hosted a Lego Club program on Friday May 1st. The New Castle Library hosted a Less Stress kit for finals pick up on Wednesday May 6th. The Glenwood Springs Library hosted their Smash Brothers and Craft game program on Thursday May 7th, their Magic in the Library game program on Saturday May 2nd, and their Dungeons and Dragons program each Saturday in May. They also hosted a virtual Dungeons and Dragons program on Sundays May 10th and 24th. The Parachute Library hosted a Graduation Cap Decoration workshop on Saturday May 16th and Monday May 19th.

Family Events:

The Silt library hosted their Curious Minds homeschool groups on Thursdays May 7th and 21st. The Rifle Library hosted their Curious Minds homeschool group on Thursday May 14th. The Silt Library hosted their Bilingual Loteria Game Night on Thursday May 14th. The Parachute Library hosted a Bilingual Loteria Family Game Night on Saturday May 16th.

Book Clubs:

The Silt Library hosted their evening romance book club, Happily Ever After Dark, on Tuesdays May 5th and 19th. The Rifle Library hosted their Friends of the Library Bookclub on Wednesday May 8th. Carbondale Library hosted their Nonfiction Bookclub and Spanish Bookclub on Thursday May 14th, their Third Thursday Book Club on May 21st, and their Books in Bars on Thursday May 28th. The Parachute Library hosted their Food for Thought Cookbook club on Thursday May 14th, their Back to Reality Bookclub on Tuesday May 19th, and their Escaping Reality Bookclub on Tuesday May 26th.

Partnered Adult Events:

The Glenwood Springs Library hosted their memoir writing workshop, Your Story, Your Life on Fridays May 1st and 15th, and hosted the Glenwood Genealogy Group on Friday May 1st, and the monthly Let's Chat Mental Health program with the Garfield County Health Department on Tuesday May 26th. The Rifle Library hosted an open session with Garfield County Public Health, to provide free health screenings on Saturdays May 1st, and

23rd. The Carbondale Library hosted their weekly Open Hours program with English in Action each Monday and with CMC each Wednesday in May. The Rifle Library began hosting Open Hours with the Workforce Center each Wednesday in May beginning on May 13th.

Adults Arts and Crafts:

The Rifle Library hosted their Spice of the Month craft kit club on Monday May 4th, and their program for adults with disabilities, RISE each Monday in May, and their monthly Bilingual sewing workshop on Wednesdays May 13th and 27th. They also hosted an in person Spice of the Month Craft workshop on Thursday May 14th. The Carbondale Library hosted their knitting club, In Stitches, each Monday in May, their Sketch Paint Play program on Friday May 1st, and their Poets and Writers Workshop on Sunday May 17th. The Glenwood Springs library hosted their Writing Workshop on Thursdays May 14th and 28th. The New Castle Library hosted a Take and Make Craft kit on Monday May 18th.

Adult Education Events:

The Silt Library hosted a Home Composting Basics workshop on Saturday May 2nd. The Rifle Library hosted their Computer Basics class on Tuesday May 5th and 19th, and their English/Spanish Conversation Circle each Wednesday in May. The Carbondale Library hosted a presentation on Bee Friendly Gardens on Wednesday May 6th. The Rifle Library hosted a presentation on Estate planning on Thursday May 7th. The Carbondale Library hosted their Spanish Conversation group on Thursday May 7th. The Rifle Library hosted a Bake With Confidence workshop on Saturdays May 9th and 30th. The Rifle Library hosted their Breastfeeding Support Group on Monday May 11th. The Silt Library hosted their Pioneering for the Modern Day program on Saturday May 30th.

Events for Seniors:

The Glenwood Springs Library hosted their Spanish language social hour for seniors, Club de Abuelitos, each Tuesday in May, and their Tai Chi for Seniors each Wednesday and Saturday in May. The Carbondale Library hosted their Geri-fit Strength training program each Thursday in May. The Silt Library hosted their Tai Chi for Seniors each Wednesday in May and their Golden Years Social program each Thursday in May.

Adult Social Events:

The Glenwood Springs Library hosted their Mah Jongg game program each Tuesday in May, and their Meditation for Members or 12th Step Programs each Thursday in May, and their Game Night on Friday May 15th. The Parachute Library hosted their program, Of Mage and Monsters, an introduction to fantasy and role playing games on Tuesday May 5th. The Rifle Library hosted their Dungeons and Dragons program on Sundays May 10th and 24th. The Parachute Library hosted their Death Cafe on Tuesday May 12th. The New Castle Library hosted a new program, Quick Connections, a Meet and Mingle for Singles, on Thursdays May 14th and 28th. The Rifle Library hosted an Open Group Sound Bath program on Friday May 15th. The Carbondale Library hosted their Grief Share Support Series on Monday May 19th. The Rifle Library hosted a Zumba Dance workshop on Tuesdays May 19th and 26th. The Parachute Library hosted a Zumba Dance workshop on Wednesdays May 20th and 27th. The New Castle Library hosted their Memory Cafe on Thursday May 21st.

Author Presentations, Concerts, and Films:

All Libraries hosted a Spring concert series, Believing in Beauty, featuring Mateo Sandate and the Heartstrings. Rifle hosted on Friday May 1st. Silt hosted on Saturday May 2nd. Carbondale hosted on Sunday May 3d, with 100 participants in attendance. The Carbondale Library hosted a documentary film screening, The Pollinators, on Tuesday May 5th. The Glenwood Springs Library hosted a Zimbabwean dance and music performance on Tuesday May 12th.

Facilities, July 2026

By Jon Medrano, Facilities Manager

Rifle & Silt Branch Remodel - UPDATE

The library is engaged with Shape Architecture with a variety of project meetings discussing details and fine tuning aspects of the building design. More meetings are scheduled to continue the design development process. With the confirmation of the interior designer, the library is currently in a contract agreement and will begin scheduling site visits and proceed with preliminary work on building a framework for all things FFE.

FCl is also reviewing key construction areas in the design development in order to guide the project to the best optimal outcome.

District Landscaping Services at Branches

The contracted landscaping maintenance company is doing a wonderful job maintaining library grounds. The lawns received a weed control spray in order to allow the grass to grow healthy and robust. The landscaping company is scheduled to provide mulch in the beds at the Carbondale Branch library where some areas have been sparse revealing base dirt.

Large Shade Repair at Glenwood Springs Branch

A local shade company was hired to order and repair two large motorized shades at the Glenwood Springs Branch Library on the east side of the building. The windows are particularly large and the motorized shade system is specialized to the beginning. It did take some time for the materials to be custom ordered and then installed. The windows are now in operation and in good working order

HVAC Work at Glenwood Springs Branch Location

The HVAC company Trane scheduled work on the RTU2 that services the 2nd floor meeting room for the Glenwood Springs Branch Library. Some components include work on the compressor that needs upgrades. The room now has a better consistency overall with cooling than it did previously.

Window Cleaning Services at all District Locations

The local window cleaning company, Birds Beware completed their 2nd round of exterior window cleaning at all six branch locations, and they are looking nice and presentable. The next round of window cleaning will also include the interior sides of all windows.