



DIRECTOR'S REPORT

AUGUST 2025



Monthly Statistics

Circulation Check Outs by Material Type

	May	June	July
Books	902	1237	915
Books on CD	40	41	30
DVD	71	59	37
Large Print	19	31	32
Magazines	10	5	11
Equipment	4	2	2
Music	3	2	4
TOTAL	1049	1377	1036

Circulation Check Outs by Age Group

	May	June	July
Adult	525	552	488
Juvenile	497	788	511
Young Adult	27	37	37
TOTAL	1049	1377	1036

Circulation by Item Report Class

Item Report Class	Checked In	Checked Out
000	1	1
100	2	2
200	7	4
300	13	12
400	1	2
500	8	11
600	27	32
700	11	16
800	2	1
900	16	17
Biography	0	0
Books on CD	37	29
Books on tape	0	0
DVD	55	38
Easy books	479	398
eBook	1	0
Fiction	275	247
Historical Society	0	0
ILL	28	25
J000	1	2
J100	0	0
J200	0	0
J300	12	3
J400	0	0
J500	34	21
J600	10	19
J700	6	7
J800	0	0
J900	0	0
JBIO	1	0
JFIC	164	149
JSS	2	1
JVID	0	0
Large print	34	32
Magazine	13	11
Maps	0	0
Microforms	0	0
Music	4	4
Spanish Aud	0	0
Spanish Easy books	0	0
Spanish Fic	0	2
Spanish J Fic	0	0
Spanish J Non	0	0
Spanish Non	1	0
Spanish Vid/DVD	0	0
Spanish YA	0	1
SS	1	2
Undefined	1	2
Video	0	0
YA Fic	37	38
YA Non	0	0
YA SS	0	0
Total	1284	1129

Miscellaneous Statistics

	July
Computer users	261
Community Room Reservations	2
Website Pageviews	21780
Door Counter	n/a
New Library Cards	16

Program Statistics

	July
Children	95
Teen	n/a
Adult	n/a
Everyone	est. 50

Programming

Children's Events

- Weekly Storytime & Craft continues every Wednesday at 10am.
- Weekly Stay N Play

Teen Events

Adult Events

- Book Club

All Ages Events

- Make a thank you poster

Outreach Events

- Reading at The Wing



Upcoming Events

LIBRARY AT LUNCH

Meeker Public Library staff will be at the high school the first and third Wednesday of every month! Stop by the table to check out the latest in Young Adult books, get a library card, and find out what's happening at the library!

MEEKER REGIONAL LIBRARY DISTRICT

Preschool Storytime

Director's Report

This month our town faced a frightening event when the Lee Wildfire came dangerously close to our limits. I chose to close the Library on August 6th once the town was moved from the READY level to SET (READY, SET, GO is the evacuation process adopted by the Rio Blanco Sheriffs Office) to ensure that employees were able to get to their homes and be prepared for possible evacuation. On August 8th when the town was lifted from SET and moved back down to READY, the Library reopened. Out of this event I have begun work on a Disaster/Emergency Plan for the Library so that there are set procedures for events such as these, as we do not have anything in place for something like this currently. Upholding previously used procedure for unexpected closure, staff that were scheduled to work during the hours we were closed will receive their regular pay.

The wood platforms in the courtyard were replaced and stained by Jay Wyatt, and have given the courtyard a great new look! We have regular annual maintenance scheduled so that they will remain in the best condition for patrons to enjoy. Jay will be who we call when light maintenance is needed in the Library. A radon test was conducted by Square One Radon between August 15th-18th, as of the writing of this report we have not received the results of this test.

The janitor position has been filled, and there is currently a position open for one of the part-time Library Assistants. The staff member that will be leaving will continue at the library as a Substitute. This position would work on an as needed basis to cover when staff take time off. Having a substitute would ensure the library stay fully staffed when there are absences. It would certify the quality of library services does not lax due to short staffing, and the library can continue our highly regarded customer service to our patrons.

I have signed up for an individual annual subscription to Pryor Learning. They have great trainings that pertain to my position and will be beneficial. I attended the Colorado Department of Labor and Employment Quarterly Webinar that included updates from FMLI, Colorado Unemployment Insurance, Division of Worker's Compensation, Division of Labor Standards & Statistics, and Division of Oil and Public Safety.

The Library will have new hours starting September 1st. The new hours will be:

Monday-Friday: 10AM-7PM

Saturday: 10AM-2:30pm

A few reasons for this change:

- We have had comments from patrons that they cannot get here before our 5:30pm closure on Monday, Wednesday, and Friday
- We see very few people come in the library past 7pm on Tuesdays and Thursdays
- Having a consistent schedule throughout the week will make it easier for patrons to remember when we are open. We have noticed even patrons that come in regularly have a hard time remembering our hours of operation because of the changing times. A fixed schedule will bring more consistency to the community on when the Library is available to them.

The Summer Reading Program was a great success this year! We had 185 people sign up, 109 participate after sign ups, and 72 people complete! Participants really enjoyed being able to choose between Clark's and Wendell's for ice cream, and the grand prizes were a big hit again.

We have introduced a Makerspace kit series into the library including Bookmark Making, Crochet, Paracord Crafting, Friendship Bracelets, Origami, and Legos. These are kits that will stay in the Library at all times, and patrons are welcome to take them off the shelf to use.

Another introduction coming to the Library is our Library of Things. These are non-traditional items that will be available for check-out. So far we have a pickleball racket set, bicycle repair kit, a DVD player, an engine diagnostic reader, a frog anatomy model, two board games, and a sewing kit.

Director,
Kristina Selby

Administration & Governance

Outcome

The library is an efficiently managed community resource that provides high-value library services to all through the effective stewardship of public funds.

Overview

Governing Authority

Public libraries in Colorado are established as either:

- a municipal, county, or other government department, or joint library, or
- a separate governmental agency referred to as a library district.

Municipal, County, or Other Libraries

Public libraries that are part of an existing government entity, such as a town, county, and/or school system, report to the governing authority for the local entity (e.g., the city council, county board of commissioners, or other local leadership) and typically use the local governmental fiscal, human resources, facilities, technology, and other organizational systems. Municipal, county, and other local government department libraries have a board of trustees, a formal group of community members, that advises the library as defined by law (C.R.S. § 24-90-108). These boards may be “advisory” in nature as opposed to holding governing authority for the library. The scope of advisory library boards’ authority is set forth in local agreement or charter and varies locally.

Library staff generally are employees of the town or county though employment arrangements may vary based on local practices. Municipal, county, or other libraries may be subject to local reporting requirements in addition to those imposed by state law.

Library Districts

A library district is a governmental entity with its own governing authority, a board of trustees. The library district’s board includes responsibilities for fiduciary, facilities, and organizational systems. The library director reports to the library board of trustees, and staff are employees of the library district.

Board of Trustees Responsibilities

The powers and duties of public library boards of trustees are defined in the Colorado Revised Statutes, § 24-90-109, including additional responsibilities for library district boards.

Municipal, county, and other boards of trustees have a charter or other local agreement to distinguish the charge of the library board from that of the local government leadership. Because of local agreements, the municipal, county, and other library board's responsibilities will vary; however, the checklists below provide key areas of accountability.

Library Director Responsibilities

The library director brings the library vision, mission, and values to life. To this end, the director oversees staff, facilities, and operations. The library's practices are defined in a set of policies adopted by the library board and administered by the library director.

Board of Trustees

- Earns the public trust by representing all members of the community, ensuring effective stewardship of public funds, and supporting the vitality of the library within the community.
- Complies with all relevant laws, including the Colorado public library statute specific to the Powers and duties of the board of trustees, C.R.S. § 24-90-109.
- Adopts and uses bylaws that outline the library board's purpose, roles, and operational procedures. The library board of trustees reviews bylaws at least every three years. Library Districts: Submit updated bylaws to the Colorado State Library as required by law, C.R.S. § 24-90-109(1)(a).
- Convenes regular, open board meetings in compliance with the Colorado Open Meetings ("Sunshine") law, C.R.S. §§ 24-6-401 & 402. The library director or a designee is present at all board meetings. Agendas are posted publicly in advance and written minutes are available to the public.
- Plans for and implements procedures for public transparency with all communications. Provides access to public records in compliance with Colorado Open Records Act (CORA). C.R.S. §§ 24-72-201 – 24-72-205.5.
- Represents the needs, interests, and aspirations of all residents in the community when guiding library policies, strategic planning, and other board responsibilities.
- Hires and supervises the library director, according to a written job description. (Municipal, County, Other Libraries: This responsibility may vary locally as outlined in a written charter or intragovernmental agreement of the local governing authority.)
 - Supervision includes developing and monitoring performance expectations for the library director and library that are then used in annual performance reviews.
 - Selects and supports the director that has or may earn a master's degree in library and information science (MLIS), public administration, business administration, and/or other related education, equivalent experience, and comparable skills to effectively direct all aspects of library operations.

- Supports the Director in professional development.
- Defers to the library director on all aspects of library operations, including the responsibilities for library staff supervision, collections, programs, and services.
- Secures adequate funding and practices responsible fiscal management of the public money, including oversight of financial management of the budget in alignment with the library's strategic plan, local, state, and federal laws, and local agreements. See also the Budget and Fiscal Standard for specific requirements and details.
- Enacts policies to ensure that all residents of the library service area have access to tax-supported public library services. Reviews and revises policies regularly based on local protocol and approves new policies. When necessary, use equity impact analysis and other assessments to ensure fidelity with the core values of the library profession. (Municipal, County, Other Libraries: The policy responsibilities may vary locally as outlined in a written charter or intragovernmental agreement of the local governing authority.)
- Oversees all library property, including building(s), grounds, land purchases, contracts, etc. (Municipal, County, Other Libraries: This responsibility may vary locally as outlined in a written charter or intragovernmental agreement of the local governing authority.)
- Publishes an annual report and submits required data to the local government and the Colorado State Library in accordance with C.R.S. § 24-90-109(2) & (2.5). Distributes reports to community leaders, partners, and the public for additional transparency.
- Sets at least one annual goal for the board's continuing education and performance in alignment with the library's strategic plan and annually reviews the board's performance.
- Integrates annual board continuing education and performance related to the values and ethics of the library profession.

Library Director

- Liaise between the governing authority and library staff, including communicating priorities to staff and sharing significant staff concerns that may inform governing decisions.
- Prepares and presents regular reports, budget updates, and recommendations to the library's board of trustees/governing authority.
- Hires and supervises library staff members who are representative of local community demographics.
- Manages the library daily by planning, organizing, and directing building and grounds maintenance, technology, collections, services, and programs for all people in the community.
- Upholds (with the help of staff) written policies and procedures for the library, including supervision, operations, fiscal matters, and services (See resources for library policies examples.)
- Writes and oversees procedures that align with policies and library professional ethics. Regularly reviews and revises policies and procedures, recommending new policies to the board when necessary. Ensures staff are trained to implement all policies and procedures.
- Maintains written emergency procedures, risk management plans, and other guidance for continuity of library operations.
- Attends professional development to gain resources, skills, and strategies to improve the library. Participates annually in at least one regional, state, and/or other workshops and brings back ideas to implement that benefit library services to the community.
- Is a member of local organizations, especially those undertaking community priorities that align with the library's mission.
- Is a member of one or more library associations to support professional development.

Board of Trustees & Director

- Develop a strategic plan for the future of the library with attention to sustainability and strengthening the community. (See the Evaluation and Planning Standard for more detail).
- Recruit qualified candidates for library board openings that reflect the demographics of the population served by the library. Uses state requirements (C.R.S. § 24-90-108) to coordinate appointments made by the local leadership.
- Orient and onboard new library board members with fidelity.
- Ensure public trust through transparent communications, public reports, and frequent communications with the community.
- Meet with elected officials, community leaders, and other stakeholders to share library impact stories and needs and gain information on other local organizations and community priorities. Convey the library's value to position the library as a vital community hub.
- Administer the library in accordance with state and local codes and ordinances, including Colorado Library Law, C.R.S. § 24-90-109.
- Comply with federal and state laws applicable to libraries, including but not limited to the Americans with Disabilities Act, the Fair Labor Standards Act, Privacy of User Records (C.R.S. § 24-90-119), Colorado data security laws for government entities (C.R.S. §§ 24-73-101 – 24-73-103), Internet Protection in Public Libraries (C.R.S. § 24-90-601, et seq.), and the Science of Reading (C.R.S. § 24-90-121).
- Library Districts: Maintain adequate insurance covering property, cyber security, and other liability. Comply with legal requirements for records retention, contracts, budgeting, etc.