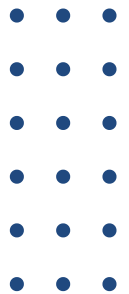




# DIRECTOR'S REPORT

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## NOVEMBER 2025



# Monthly Statistics

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## Circulation Check Outs by Material Type

	August	September	October
Books	740	1045	973
Books on CD	33	37	45
DVD	71	36	81
Large Print	30	20	28
Magazines	21	21	14
Equipment	3	3	3
Music	2	4	2
<b>TOTAL</b>	<b>900</b>	<b>1166</b>	<b>1121</b>

## Circulation Check Outs by Age Group

	August	September	October
Adult	498	557	614
Juvenile	370	584	484
Young Adult	32	25	23
<b>TOTAL</b>	<b>900</b>	<b>1166</b>	<b>1121</b>

## Circulation by Item Report Class

Item Report Class	Checked In	Checked Out
000	2	2
100	6	5
200	13	7
300	12	17
400	4	1
500	5	10
600	29	31
700	17	17
800	3	6
900	19	19
Biography	0	0
Books on CD	41	39
Books on tape	2	4
DVD	67	80
Easy books	383	387
eBook	0	1
Fiction	281	281
Historical Society	1	1
ILL	30	35
J000	1	0
J100	1	0
J200	0	0
J300	9	7
J400	0	0
J500	19	13
J600	28	16
J700	23	17
J800	7	2
J900	3	11
JBIO	0	0
JFIC	142	81
JSS	2	5
JVID	0	0
Large print	22	30
Magazine	18	17
Maps	0	0
Microforms	0	0
Music	2	2
Spanish Aud	0	0
Spanish Easy books	1	7
Spanish Fic	0	0
Spanish J Fic	0	0
Spanish J Non	0	0
Spanish Non	0	0
Spanish Vid/DVD	0	0
Spanish YA	0	0
SS	8	17
Undefined	4	3
Video	0	0
YA Fic	29	22
YA Non	0	0
YA SS	0	0
Total	1234	1193

## Miscellaneous Statistics

	October
Computer users	260
Community Room Reservations	11
Website Pageviews	18,554
Door Counter	n/a
New Library Cards	19

## Program Statistics

	October
Children	94
Teen	19
Adult	47
Everyone	47

# November Programming

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## Children's Events

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

## Teen Events

- Close Knit *NEW monthly program!*
- Crafternoon: Blackout Poetry

## Adult Events

- Book Club
- Pumpkin Decorating & Technique
- Close Knit *NEW monthly program!*

## All Ages Events

## Outreach Events

- Library at Lunch-Meeker High School
- Preschool Storytime & craft-Meeker Elementary

## Upcoming Events

- Ceramic Gnome Painting
- Short Stories & Snacks *NEW monthly program!*



# Director's Report

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## Digital Resource Review: NewsBank

Our NewsBank subscription currently includes free online access for our patrons to an online version of the Rio Blanco Herald Times and America's News Magazines. The online version of the Herald Times does not include photos, but it does include the entire article with an option to listen to it instead. Patrons can search these databases by topic, keyword, date, or event name, and there is also an option to view a citation, email, print, download, create and share to a folder, or share to a Google Classroom with all of the articles accessed with both the Herald Times and America's News Magazines. Some of the magazines available are *Air & Space*, *Harvard Health Newsletters*, *Parenting*, *Smithsonian*, and *Kirkus Reviews*.

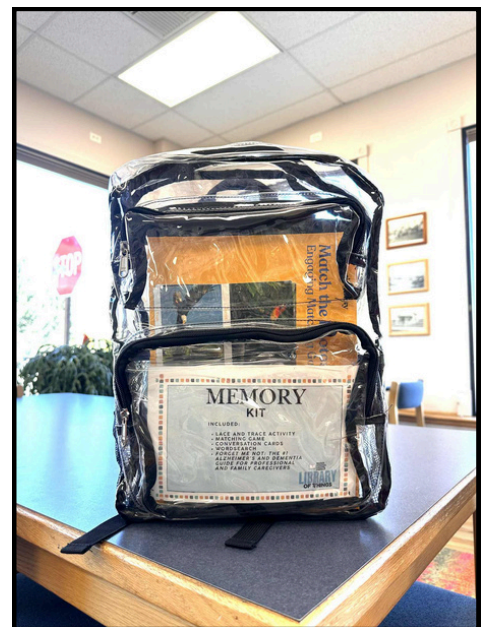


## Library of Things Spotlight: Memory Kits *coming soon*

Memory Kits are created with caregivers, friends and family of someone with Alzheimer's, Dementia, or memory loss in mind. In them will be items that will support cognitive function, fine motor skills, and resources for those caregivers, family and friends. They include:

- Lace and Trace Activity
- Matching Game
- Conversation Cards
- Reusable Wordsearch
- Information and resources from different Alzheimer's & Dementia organizations both in Colorado and nationwide
- *The 36-Hour Day: A Family Guide to Caring for People with Alzheimer Disease, Other Dementias, and Memory Loss (A Johns Hopkins Press Health Book)*

There will be two Memory Kit backpacks in the library for checkout.



Happy November!

There are two additions to our digital resources this month. Bibliotele is a streaming site with hundreds of films, series, documentaries and more in Spanish. This is part of an initiative with CLiC (Colorado Library Consortium) and Bibliotele to bring their Spanish-language streaming site to rural libraries across the state with a one-year free subscription. This subscription will be revisited at the end of next year to decide to continue with a paid subscription or not depending on usage statistics. I am thrilled to bring this to our library! The Washington Post is the other digital resource that will be available this month, the launch date will be November 21<sup>st</sup>. Patrons will have one week access to The Washington Post at a time, and to redeem another access code patrons will need to come to the library to get connected to our wifi to receive the code.



Starting in January the library will be adding Library Speakers Consortium to its program rotation. This is a company that I was introduced to at the ALA Conference this year. These programs will be live virtual conversations with bestselling authors every month with access to past events as well. Viewers will be able to watch at the library or at home, and submit questions to the author before the interview goes live with a facilitator from Library Speakers Consortium. Past participating authors include Lisa Jewell, Shelby Van Pelt, Jodi Picoult, and John Irving. Author visits were one of the most highly requested programs from our Community Survey, and with our location as a rural community we are excited to be able to bring this to our library. This is an annual subscription that will be evaluated at the end of the year with usage statistics.

Regarding the IGA, it was very well received by the Town Council at their meeting this month and the Town Attorney, Melody Massih, was very complimentary of the IGA and how well it was written and put together. I submitted the completed applications that had been returned to the library to Human Resources at the county on November 17<sup>th</sup>.

This month I worked heavily on our Employee Handbook, and I have sent it in for review to Employers Council. It should be ready within 4-5 weeks. I used their Colorado Small Employer Sample Employee Handbook, our current policies, and handbooks from other public libraries for reference. We receive one complimentary handbook review annually with our membership. This review will be with an HR expert, but they will flag anything that needs legal review. In speaking with them regarding the handbook, they have let me know there are some policies that will need to be put in place before the handbook can be issued to staff. Some of these are ADA and Religious Accommodation, Pregnancy & Lactation Accommodation, and various technology usage among other personnel policies.

With the adoption of the Patron Behavior Policy and Unattended Children Policy we have implemented a Standards of Behavior document posted around the library that lists unacceptable behaviors and consequences to infractions. I will include a copy of this with my report. I have also met with our IT to plan for computer & wifi filtering once the Computer & Internet Policy has been adopted.

I am awaiting to be scheduled with Square One Radon, they have sent a quote of \$5,304.01 for the mitigation needed for the basement. They have explained that a majority of the issue comes from the crawlspace opening on the East wall of the basement. Part of the mitigation will include installing a barrier in that space to reduce the amount of air (and consequently radon) coming through there. The cracked floors in the basement were the next recommendation from them to get fixed. I have been in contact with a local carpentry company to begin planning this fix once the radon is under control.



*pictures show opening that will need to be covered*

The touchscreens in the Community Room have been repaired by AlpineGlow Lighting Design, giving us access to the lights and projector setup.

Director,  
Kristina Selby

# Colorado Public Library Standards

## Community Engagement

### Outcome

The community is strengthened by a library that addresses the needs, interests, and aspirations of all of those they serve. Library affiliates (Friends and/or foundation organizations) are aligned to strengthen the connections between the library and the community.

### Overview

The public library can be a hub for a vibrant community, serving as a central connecting place and offering space for discovery and community engagement. Through these community connections, the library stays informed and addresses community interests and opportunities.

The public library contributes to the economic health of the community, collects the memories of the community, and provides a place where people can explore, create, learn, meet, connect, become informed, share ideas, and be transformed. The library is a vital community asset with locally driven priorities.

The library governing authority, director, and staff engage with other community organizations, including other libraries, governmental agencies, nonprofit organizations, and the private sector to meet the library's mission.

By conducting outreach and embedding library services in the community, the library engages diverse audiences to make informed choices on vital offerings. In turn, these acts demonstrate the value of the library and may lead to more community engagement, support, and funding.

Community leaders and members that engage with the library are essential to its success. Community volunteers who fundraise, advocate, or support library initiatives in other ways help to sustain a strong community-centered library.

The library may have a "Friends" group and/or a foundation that assists the library with fundraising, advocacy, and outreach in the community. Resources from these organizations supplement rather than replace the library's operating budget, adding support while aligning with the library's strategic priorities.

# Community Engagement Essentials

## Checklist for All Colorado Public Libraries

### Community Connections

- Collect, organize, and provide information about diverse community groups and services so that all may experience a sense of belonging in the library.
- Embrace the importance of community-wide connections by meeting with and supporting local partners and groups.
- Establish cooperative agreements between the library and other agencies for shared programs and services.
- Define the library's role in community crisis situations, working with local agencies on contingencies for various crises (flood, fire, snow, pandemic, etc.) in which the library has essential roles.
- Participate as an active member, convener, and leader of community groups and initiatives that further community priorities.
- Collect and use community demographics, library use statistics, library impact stories, and other quantitative and qualitative data to improve services and communicate impact and library relevance.
- **Volunteers, When Applicable**
- Recruit, train, and supervise volunteers to assist, not replace, staff. Using clear job descriptions, ensure training includes skill development on volunteer duties and applying the core values of librarianship, the library's values and mission, and cultural competencies.
- Define volunteer recruitment and engagement with a written volunteer policy that includes the requirement of background checks for all volunteers.
- Ensure that a staff member is responsible for volunteer coordination, scheduling, and recognition.

# Standards of Behavior

MRLD proudly serves Meeker as the only free and inclusive cultural and educational institution with the community and exists solely to enhance the quality of each individual library user. To uphold this mission the Library has established a Standards of Behavior to ensure appropriate facility usage and prohibit unreasonable interference of other person's use of the Library. The response to the infraction is at the discretion of Library staff and/or the Library Director. Law enforcement will be called for additional assistance for the behavior if needed.

## TIER 1

Behavior issues which may be deemed inappropriate and **not allowed in the Library** include:

- Disruptive noise, music or voices or other disruption that interferes with the normal use and operation of the Library.
- Littering.
- Obstruction of walkways or common areas.
- Unsanitary hygiene so offensive so as to constitute a nuisance to, or impede use of the Library by staff or other persons (including but not limited to: body odor, use of perfume or body sprays, or bed bugs).
- Sleeping or lying down that interferes with the normal use and operation of the Library.
- Panhandling or soliciting staff or other Library users for any reason.
- Leaving personal property unattended (including but not limited to bags and backpacks).
- Improper use of facility restrooms.

## Response to infraction

Possible responses include:

- You may be asked to discontinue the behavior and given a verbal warning by staff.
- You may be asked to leave Library grounds for the remainder of that day.
- For minors, a parent or guardian may need to speak with the Library Director in person about the minor's behavior before the minor is allowed back in the building.
- A banning from Library grounds of a period of time may be issued.

## TIER 2

Behaviors, language and items **not tolerated under any circumstances** include:

- Illegal drugs possession and associated paraphernalia.
- Marijuana usage
- Weapons possession, except as permitted by law, including items that may be used as weapons.
- Pornography viewing.
- Sexual activity or simulated sexual acts.
- Fighting.
- Smoking cigarettes or e-cigarettes.
- Obscene, profane, threatening, abusive (including but not limited to: sexist, homophobic, or racially disparaging) language, gestures or behaviors.
- Public urination or defecation.
- Harassment or intimidation of staff or Library users
- Consumption of alcohol.
- Failure to comply with a federal, state or local public health order.
- Any criminal conduct not otherwise listed above.

## Response to infraction

Possible responses include:

- You may be asked to discontinue the behavior and given a verbal warning by staff, and/or law enforcement will be called, and a ticket may be issued for violations of the law.
- You may be asked to leave Library grounds for the remainder of that day.
- For minors, a parent or guardian may need to speak with the Library Director in person about the minor's behavior before the minor is allowed back in the building.
- A banning from Library grounds of a period of time may be issued and you will be trespassed from Library grounds for that same period of time.

## TIER 3

Extreme behaviors, language, and items **not tolerated under any circumstances** include:

- Assault or attempted assault.
- Vandalism, theft, abuse or damage of the Library or its contents, or another person's belongings.
- Possession or viewing of illegal pornographic material.
- Any serious criminal conduct not otherwise

## Response to infraction

Possible responses include:

- Law enforcement will be called, and a ticket may be issued for violations of the law.
- For minors, a parent or guardian may need to speak with the Library Director in person about the minor's behavior before the minor is allowed back in the building.
- A banning from Library grounds of a period of time will be issued and you will be trespassed from Library grounds for that same period of time.

## Library Specific

- Snack food is permitted as long as food is consumed neatly and does not give off a strong odor. Exception: food is NOT permitted at the public computers, drinks are allowed as long as they have a lid.
- Bicycles are not allowed inside the Library; rollerblades, skates and skateboards must be carried when inside the building.
- Shirts and shoes are required.
- No animals are allowed in the building other than for Library programming and service animals.
- Children 8 and under must have a responsible person aged 14 or above with them at all times in the library.

## Response to infraction

Possible responses include:

- You may be asked to discontinue the behavior and given a verbal warning by staff.
- You may be asked to leave Library grounds for the remainder of that day.
- For minors, a parent or guardian may need to speak with the Library Director in person about the minor's behavior before the minor is allowed back in the building.
- A banning from Library grounds of a period of time may be issued.

*To appeal a banning please see the Library's Banning Policy located on our website [meekerlibrary.org](http://meekerlibrary.org)*