

Dolores Library District

April Board Meeting Agenda

Date: April 14, 2026

Time: 6:00pm

Place: Dolores Public Library, Community Room

Agenda

1. Call to Order
 - Acknowledge and Record Members Present, Absent, and Guests
2. Agenda & Minutes
 - Agenda: Changes and Approval
 - Minutes: Changes and Approval
3. Correspondence and Communications
4. Public Comment
5. Financials
6. Reports
 - Learning Moment: Library Staff
 - Director's Report
 - Finance Committee Report
 - Workplace Assessment Committee Report
 - Strategic Plan Update: none
7. Unfinished Business
 - Review & Revise Conflict of Interest & Ethics Policy
 - Review/Award Workplace Assessment RFP
 - Discuss Special District 40th Anniversary
 - Approve new version of Intergovernmental Agreement per town request
8. New Business
 - Review Employee Handbook
 - Friends of the Dolores Library (FoDL) Update
 - Discuss Board Correspondence & Communication Policy
 - Elect Treasurer
 - Discuss Finance Committee
9. Proposed Topics for Next Meeting: May 12, 2026
 - Summer Program Update
10. Adjourn at Time: TBD

Dolores Library District Board Meeting

March 10, 2026

Call to Order: President Sandy Jumper called the meeting to order at 6:01 p.m.

Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Hassan Hourmanesh, Belinda Platts, and Emily Wisner

Board Members Absent: None

Director: Sean Gantt

Guests: Gina Hernandez and Jeanne Becker, outgoing Trustees; Chey Smith and Hannah Carloni, staff members; Marie Roan, Dolores Town Board; and community members Diana Donohue and Peggie Buckholts

Agenda: Hassan suggested moving the welcome of the new Trustees to the beginning of the meeting. Hassan made a motion to approve the agenda as changed. Emily seconded, and the motion carried.

Minutes: The minutes presented include the amended minutes from December 9, 2025; February 10, 2026; February 21, 2026; and February 26, 2026. In the February 10 minutes, Sean said he did not request that his goals be discussed in an open session. The minutes should say Sandy brought the meeting back to open session. In the February 26 minutes, it was decided to add Sean's comment regarding a possible conflict of interest with one of the companies that applied to perform the workplace assessment.

Emily made a motion to approve the minutes with the recommended changes and Hassan seconded. The motion carried.

Correspondence and Communications: Sean included a letter from Kim Percell, Montezuma County Clerk and Recorder regarding any ballot issues the Library may want for the November election. DLD has no plans to place an issue on the ballot.

Sandy presented plaques of appreciation to Jeanne and Gina for their 12+ years of service to the Library. A round of applause was given to these ladies.

Public Comment: Marie Roan spoke asking that meetings be recorded and also asked about potential costs of the HR review, the reason, and the process. Sandy thanked her for her comments.

Financials:

1. Expenditures: No questions
2. P&L: Belinda asked if the month range can be adjusted and about when bank statements close. Belinda also asked about the Dolores Public Library Foundation Fund through Onward, which developed into a lengthy discussion. Correen noted the donations amount decreased from January to February. Sean will investigate. Correen also asked why some budgeted amounts changed from the previous month. Sean explained he had used last year's numbers in the January report. When he realized his oversight, he updated with the budgeted amounts the Board had decided on. Lee asked about professional fees.
3. Balance Sheet: Belinda asked about the negative "red" amounts. Sean said property tax revenue is slow coming in during the first couple months, which results in some negative balances.
4. Hassan made a motion to approve the Expenses, P&L, and Balance Sheet, Belinda seconded, and the motion carried upon a vote.

REPORTS

Learning Moments: Sandy highlighted the information presented at the Board Training. Hassan suggested using some of the topics as learning moments. Emily suggested using the District's D & O insurance as a resource for training. Belinda liked the suggestion to use committees.

Director's Report: Sean spoke on three programs presented by the staff. He reported about a meeting with Ryan Greene, the town's building inspector regarding the ADA button. He also updated the Board on the HVAC issues and his intranet research for getting email for Board members. Lee asked about the Library's relationship with the school.

Finance Committee: Did not meet, though Emily asked for a set date and time for the meetings, and Belinda suggested the committee have an annual meeting schedule.

Interview Committee: Sandy reported about the interview with one workplace consulting firm and they worked out some details on structure and outcomes. Sean expressed concerns of conflict of interest with the chosen company and asked why another company wasn't also interviewed. Gina also expressed conflict of interest concerns and the problems that might cause.

Strategic Plan Update: Programming: Sean presented a bar graph and table showing the Library's programming numbers since 2019. Discussion followed regarding programs and the budget for programming.

NEW BUSINESS

Review/Award Workplace Assessment RFP: Based on the discussion during the Interview Committee portion of the meeting, Sandy recommended tabling this issue.

Emily made a motion to table awarding the Workplace Assessment RFP. Belinda seconded, and the motion carried. The current interview committee will stay the same (Emily, Gina, Sandy). The committee will interview another consulting firm as well as review information Sandy recently received. Gina will remain on the committee as a member of the public, as allowed in the Bylaws for temporary advisory committees.

Discuss Special District 40th Anniversary: The Library's special district was formed July 15, 1986 and Sandy suggested recognizing the date with a community-wide event that could include the Friends of the Dolores Library, the school, and the town. Last month Bill Ivy made a recommendation to the Board to name the meeting room "Carole Arnold Public Room."

After discussion Emily made a motion to dedicate the meeting room as the "Carole Arnold Community Room." Belinda seconded, and the motion carried upon a vote.

Review and Revise Conflict of Interest and Ethics Policy: After a discussion, it was agreed to have the District's attorney review both policies. The topic of a vendor conflict of interest policy was also brought up. The new Trustees will sign the current policies now. Once the policies have been reviewed by the attorney and they are updated, then all Trustees will sign both. A discussion developed using the attorney's services.

Proposed Topics for Next Meeting: April 14, 2026 at 6:00 p.m.

- Review Employee Handbook
- Friends of the Dolores Library Update
- Discuss Board Correspondence and Communication Policy
- Review/Approve Revised Conflict of Interest and Ethics Policies
- Report from Workplace Assessment Committee
- Statement of Work Committee Report
- Elect a Treasurer

Adjourn: The meeting adjourned at 8:25 p.m.

Prepared by Correen Becher, Secretary

DOLORES PUBLIC LIBRARY
Expenses March 2026

Bills:

Name	Date	Check #	Account	Description	Split Amount	Total Amount
Amazon	3/20/2026	14276	5017-DVDs	DVDs	\$ 101.35	
			5000-Books	books	\$ 26.51	
			5300-Supplies	battery backups, markers, laminator sheets	\$ 67.40	
			5210-Dues & Fees	handling fees	\$ 13.98	
			5032-Adult Programs	program supplies	\$ 52.17	
			5031-Youth Programs	program supplies	\$ 150.03	\$ 411.44
Atmos Energy	3/4/2026	ACH	5500-Utilities	Natural Gas		\$ 460.86
Bankcard Center - SG	3/18/2026	ACH	5210-Dues & Fees	QuickBooks & Direct Deposit	\$ 204.00	
			5200-Continuing Education	CLIC training	\$ 25.00	
			5300-Supplies	batteries	\$ 19.36	\$ 248.36
Comfort Air	3/20/2026	14277	5290-Repairs & Maintenance	replacing high limit in HVAC		\$ 451.80
DEMCO	3/20/2026	14278	5300-Supplies	processing supplies		\$ 113.68
Empire Electric	3/3/2026	ACH	5500-Utilities	Electricity		\$ 443.65
FastTrack Communications	3/20/2026	14279	5620-Internet	internet service		\$ 131.40
Hannah Carloni	3/20/2026	14280	5031-Youth Programs	reimbursement for program supplies		\$ 97.88
High Country News	3/20/2026	14281	5020-Periodicals	1 yr sub		\$ 45.00
Ingram Book Company	3/20/2026	14282	5611-State Grant Expenses	books for state grant		\$ 1,013.65
Jillian Rash	3/20/2026	14283	5031-Youth Programs	supplies for Senior class meeting		\$ 29.33
Kimberly Daves	DD	5295-Janitorial		Cleaning		\$ 276.92
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Kimberly Daves	DD	5295-Janitorial		Cleaning		\$ 276.92
MicroMarketing	3/20/2026	14284	5611-State Grant Expenses	Books for state grant		\$ 154.63
NetForce PC, Inc	3/20/2026	14287	5120-Technical Support & Maintenance	IT Management (monthly)	\$ 966.75	
			5530-Telephone	VOIP telephone service	\$ 122.55	\$ 1,089.30
PEAC Solutions	3/20/2026	14285	5520-Copter Lease/Use	Xerox Lease/Use		\$ 477.69
Pine River Library	3/20/2026	14288	5260-Travel/Meals/Mileage/Meetings	dinner at CPLD Mtg		\$ 38.70
Sandra Jumper	3/20/2026	14286	5260-Travel/Meals/Mileage/Meetings	reimbursement for lunch at board retreat		\$ 75.00
Seter, Vander Wall, & Mielke, P	3/20/2026	14289	5612-Onward Grant Expenses	legal services		\$ 6,380.00
Town of Dolores	3/19/2026	ACH	5500-Utilities	Water & Sewer		\$ 88.45
Waste Management	3/20/2026	ACH	5500-Utilities	Trash service		\$ 220.35
Total					\$ 12,801.93	

Payroll:

Name	Date	Check #	Account	Description	Split Amount	Total Amount
Quickbooks Payroll (3)			5800-Salaries & Wages		\$	\$ 28,100.77
Payroll Taxes			5810-Payroll Taxes		\$	\$ 2,339.03
Fidelity			5820-Benefits			702.32
Payroll Sub Total:					\$	\$ 31,142.12

Grand Total: \$43,944.05

DOLORES PUBLIC LIBRARY

FY26 P&L

January - March, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000-Property Taxes	88,232.96	369,238.00	281,005.04	23.90 %
4010-S.O. Taxes	8,241.68	25,000.00	16,758.32	32.97 %
4130-Donations	3,641.30	10,000.00	6,358.70	36.41 %
4190-Miscellaneous		500.00	500.00	
4200-Grants		5,000.00	5,000.00	
4212-Onward Grant Income	26,064.00		-26,064.00	
Total 4200-Grants	26,064.00	5,000.00	-21,064.00	521.28 %
4300-Interest	5,611.23	15,000.00	9,388.77	37.41 %
Total Income	\$131,791.17	\$424,738.00	\$292,946.83	31.03 %
GROSS PROFIT	\$131,791.17	\$424,738.00	\$292,946.83	31.03 %
Expenses				
5000-Books	163.93	5,000.00	4,836.07	3.28 %
5010-Electronic Materials	2,000.00	5,000.00	3,000.00	40.00 %
5017-DVD	342.05		-342.05	
Total 5010-Electronic Materials	2,342.05	5,000.00	2,657.95	46.84 %
5020-Periodicals	75.00	800.00	725.00	9.38 %
5030-Programs				
5031-Youth Programs	939.58	3,000.00	2,060.42	31.32 %
5032-Adult Programs	52.17	3,000.00	2,947.83	1.74 %
Total 5030-Programs	991.75	6,000.00	5,008.25	16.53 %
5100-ILL Catalog	2,180.00	2,500.00	320.00	87.20 %
5110-Databases		1,000.00	1,000.00	
5120-IT Services & Support	3,317.75	15,000.00	11,682.25	22.12 %
5121-Website	1,698.00	1,800.00	102.00	94.33 %
Total 5120-IT Services & Support	5,015.75	16,800.00	11,784.25	29.86 %
5125-Computers		4,000.00	4,000.00	
5200-Continuing Education	25.00	1,000.00	975.00	2.50 %
5210-Dues and Fees	933.61	4,500.00	3,566.39	20.75 %
5230-Insurance		15,000.00	15,000.00	
5260-Travel/Mileage/Meals	113.70	5,000.00	4,886.30	2.27 %
5270-Courier		3,200.00	3,200.00	
5275-Postage		400.00	400.00	
5280-Professional Fees	1,250.00	1,500.00	250.00	83.33 %
5290-Repairs & Maintenance	4,149.09	6,000.00	1,850.91	69.15 %
5295-Janitorial	1,938.44	7,500.00	5,561.56	25.85 %
5296-Snow Removal	125.00	3,000.00	2,875.00	4.17 %
Total 5290-Repairs & Maintenance	6,212.53	16,500.00	10,287.47	37.65 %
5300-Supplies	613.95	5,000.00	4,386.05	12.28 %
5310-Marketing		400.00	400.00	
5500-Utilities	3,081.37	16,000.00	12,918.63	19.26 %
5520-Copier Lease	1,397.49	6,000.00	4,602.51	23.29 %

DOLORES PUBLIC LIBRARY

FY26 P&L

January - March, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5530-Telephone	367.65	2,500.00	2,132.35	14.71 %
5600-Treasurer's Fee	1,764.64	8,000.00	6,235.36	22.06 %
5610-Grant Expenses		5,000.00	5,000.00	
5611-State Grant Expenses	3,002.76		-3,002.76	
5612-Onward Grant Expenses	7,558.00		-7,558.00	
Total 5610-Grant Expenses	10,560.76	5,000.00	-5,560.76	211.22 %
5620-Internet	394.20	1,700.00	1,305.80	23.19 %
5700-Equipment		5,000.00	5,000.00	
5800-Payroll Expenses	66,078.13	261,096.00	195,017.87	25.31 %
5810-Payroll Taxes	5,500.14	19,974.00	14,473.86	27.54 %
5820-Benefits	918.45	9,008.00	8,089.55	10.20 %
Total 5800-Payroll Expenses	72,496.72	290,078.00	217,581.28	24.99 %
5900-Miscellaneous	84.37	500.00	415.63	16.87 %
5950-Other Projects		5,000.00	5,000.00	
Total Expenses	\$110,064.47	\$433,378.00	\$323,313.53	25.40 %
NET OPERATING INCOME	\$21,726.70	\$ -8,640.00	\$ -30,366.70	-251.47 %
NET INCOME	\$21,726.70	\$ -8,640.00	\$ -30,366.70	-251.47 %



DOLORES PUBLIC LIBRARY

Balance Sheet
As of March 31, 2026

	TOTAL			
	AS OF MAR 31, 2026	AS OF FEB 28, 2026 (PP)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000-Bank Regular Checking	(5,032.98)	(4,632.62)	(400.36)	(8.64 %)
1010-Bank Hi-Fi	89,285.24	15,001.68	74,283.56	495.17 %
1070-DPL CDs				
1085-DSB-CD#31; Contingency	177,351.56	175,474.01	1,877.55	1.07 %
Total 1070-DPL CDs	177,351.56	175,474.01	1,877.55	1.07 %
Total Bank Accounts	\$261,603.82	\$185,843.07	\$75,760.75	40.77 %
Other Current Assets				
1090-Investment Account				
1091-Colo Trust #2343	269,407.78	268,548.78	859.00	0.32 %
1092-Colo Trust #2373	135,527.45	135,120.67	406.78	0.30 %
Total 1090-Investment Account	404,935.23	403,669.45	1,265.78	0.31 %
1100-Petty Cash	713.30	163.30	550.00	336.80 %
1200-Change Cash	100.00	100.00	0.00	0.00 %
1510-Cash w/County Treasurer	2,519.85	2,519.85	0.00	0.00 %
1515-Property Tax Receivable	369,238.00	369,238.00	0.00	0.00 %
1525-Grants receivable	0.00	0.00	0.00	
Payroll Refunds	0.00	0.00	0.00	
QuickBooks Tax Holding Account	0.00	0.00	0.00	
Uncategorized Asset	0.00	0.00	0.00	
Total Other Current Assets	\$777,506.38	\$775,690.60	\$1,815.78	0.23 %
Total Current Assets	\$1,039,110.20	\$961,533.67	\$77,576.53	8.07 %
Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%
TOTAL ASSETS	\$1,039,110.20	\$961,533.67	\$77,576.53	8.07 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	\$0.00	\$0.00	\$0.00	0.00%
Other Current Liabilities	\$375,818.70	\$372,267.94	\$3,550.76	0.95 %
Total Current Liabilities	\$375,818.70	\$372,267.94	\$3,550.76	0.95 %
Total Liabilities	\$375,818.70	\$372,267.94	\$3,550.76	0.95 %
Equity	\$663,291.50	\$589,265.73	\$74,025.77	12.56 %
TOTAL LIABILITIES AND EQUITY	\$1,039,110.20	\$961,533.67	\$77,576.53	8.07 %

DOLORES PUBLIC LIBRARY FOUNDATION FUND ACTIVITY FOR FY2025 - Corrected

	January	February	March	April	May	June	July	August	September	October	November	December	Total Activity for Year
Beginning Balance	51,794.11	54,459.46	55,489.56	53,343.29	52,816.31	55,329.29	65,001.22	66,096.76	67,588.06	69,255.94	70,972.16	74,315.43	
Income-Individual	675.00	20.00	20.00			103.09			16.00		45.00	1,000.00	1,879.09
Income-Donation Box		1,341.18						259.75	197.05	986.80		1,044.30	3,829.08
Income-Business	1,000.00												1,000.00
Income-Grants						7,500.00					3,000.00		10,500.00
Income-Investments	1,070.65	-246.41	-2,078.93	-443.16	2,597.19	2,162.93	1,202.19	1,337.36	1,561.48	841.56	414.07	-29.60	8,389.33
TOTAL INCOME	2,745.65	1,114.77	-2,058.93	-443.16	2,597.19	9,766.02	1,202.19	1,597.11	1,774.53	1,828.36	3,459.07	2,014.70	25,597.50
Expense-Bank Chg			-0.88			-3.29							-4.17
Expense-Inv. Fees	-37.57	-39.13	-40.26	-39.38	-40.13	-41.46	-52.45	-50.62	-50.13	-54.11	-54.17	-53.27	-552.68
Expense-Admin.Fee	-42.73	-45.54	-46.20	-44.44	-44.08	-49.34	-54.20	-55.19	-56.52	-58.03	-61.63	-62.91	-620.81
TOTAL EXPENSES	-80.30	-84.67	-87.34	-83.82	-84.21	-94.09	-106.65	-105.81	-106.65	-112.14	-115.80	-116.18	-1,177.66
Ending Balance	54,459.46	55,489.56	53,343.29	52,816.31	55,329.29	65,001.22	66,096.76	67,588.06	69,255.94	70,972.16	74,315.43	76,213.95	24,419.84

Donation Box deposited to DSB

1,386.95 487.10 157.50 718.35

2,749.90

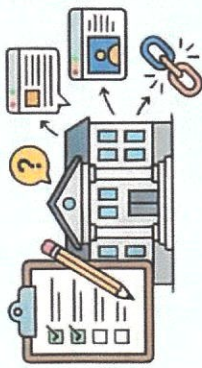
The Library Policy Lifecycle: A Guide for Trustees and Directors

To provide a sequential, step-by-step roadmap for identifying, drafting, and maintaining legally sound and effective public library policies

Library policies establish the organizational structure and "why" behind decision-making, distinct from staff procedures ("the how"). This guide outlines the rigorous process of creating, writing, and reviewing these policies to ensure they remain legal, neutral, and accessible.

PHASE 1: DEVELOPMENT AND DRAFTING

Identify and Draft the Policy Need



Recognize gaps caused by legal changes, social trends, or systemic operational issues.

Define the "Why," Not the "How"



Focus on broad governance principles; leave procedural implementation to the library director.

Gather Stakeholder Input



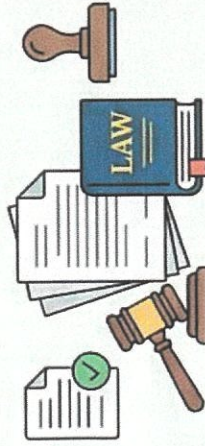
Consult experts and library users while aligning with the Library Bill of Rights.

Required Policy Components

Required Component	Purpose
Purpose Statement	Explains why the policy is needed and its goal.
Applicability Statement	Defines who the policy affects and consequences of noncompliance.
Detailed Policy Statement	Provides the core rules and position on the specific topic.

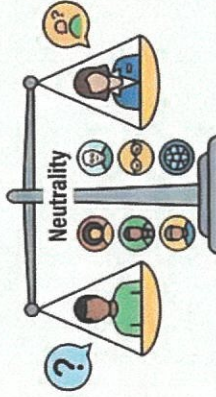
PHASE 2: VALIDATION AND MAINTENANCE

Conduct Legal and Regulatory Review



Verify compliance with Federal, State, and Local laws before seeking final Board approval.

Ensure Due Process and Neutrality



Policies must include appeal steps and remain neutral regarding protected characteristics or beliefs.

Implement a 3-Year Review Cycle



Regularly evaluate policies to ensure staff behaviors and current laws still align.

LIBRARY STAFF

OUTCOME

The public library empowers diverse staff who provide excellent service, represent all residents, and proactively adapt and respond to changing community needs.

OVERVIEW

Library staff are the heart of the public library, serving all with professionalism and hospitality. To achieve this level of service excellence, libraries create a “culture of learning,” in which continuous growth and improvement are expected and supported. Ongoing development is not just for library staff; trustees and library users also benefit from this learning culture.

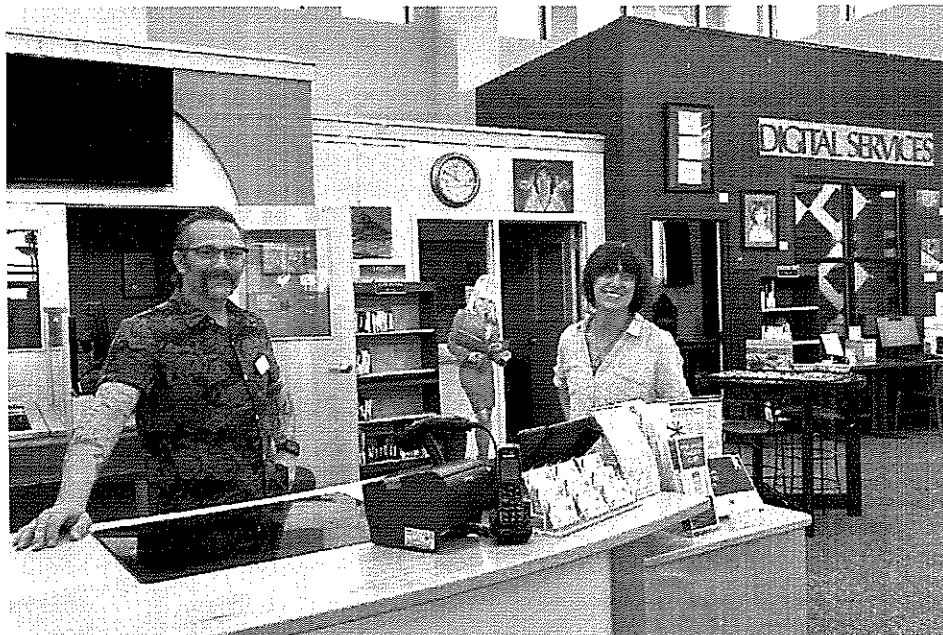
Library staff respond to and track the ever-changing needs of their communities, using data to inform innovation. Library leadership values staff as the essential component to library success and rewards creative solutions, risk taking, and reaching into the unknown.

To address staffing, the library’s governing authority is responsible for personnel policy and oversight as well as the supervision of the

director. The library director is responsible for personnel supervision, policy implementation, legal concerns, professionalism, and employee well-being.

Municipal, county, and other libraries typically use the town/county/school human resources department to support their personnel needs. Library districts, as separate governmental entities, are responsible for all human resource requirements and activities. To this end, some areas below call out specific and additional requirements and resources for library districts.

This standard includes three elements: general procedures for library staff employment, guidelines for staffing the library operations, and guidance on professional development.

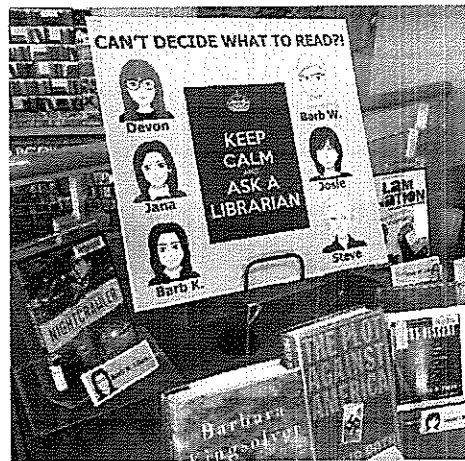


40: Staff at the Pine River Library District.

LIBRARY STAFF ESSENTIALS CHECKLIST FOR ALL PUBLIC LIBRARIES

GENERAL

- Follow state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.
- Recruit and select staff to represent the community demographics, especially focusing on cultural and multilingual diversity while avoiding discrimination. Provide library staff with a pay benefit for multilingual duties and other specialized skills that uniquely address local needs.
- Use written job descriptions to hire and assign duties.
- Pay all staff based on cost of living standards within the community.
- Conduct background checks as part of the hiring process.
- Establish a healthy library culture in which all employees understand the local library's mission, vision, and/or values and can apply them in their work.
- Conduct formal performance evaluations at least annually to document performance, justify pay increases, and, when necessary, remove staff members who are underperforming.
- Maintain library staff/human resource policies and procedures and orient staff to these resources.
- Create an Employee Handbook for employee orientation and reference. Review for updates at least every two years.
- Develop work goals and activities that align with the job description and strategic plan.
- Offer each staff member regular coaching, feedback, and support for development.
- Library Districts: Employ or contract for Human Resources expertise to keep abreast of legal requirements, wage trends, and other personnel considerations.



41: Poster promoting Longmont Public Library Staff Recommendations.

PROFESSIONAL DEVELOPMENT

- Ensure all library employees (including temporary and substitute) are proficient in carrying out the library's policies, values, philosophy, management, and operational practices as these relate to their job duties.
- Verify that all library employees (including temporary and substitute) are proficient in the use of the library's technology to do their work efficiently and to assist library users in the use of the technology. Staff onboarding includes training on software (e.g., integrated library system,

online catalog, digital resources, etc.), hardware, security, hacking, social engineering, etc. All staff receive cyber security training.

- Allocate time and funding for external staff development; communicate this benefit to staff.

<p>LIBRARY STAFF ESSENTIALS + CHECKLIST FOR LARGER LIBRARIES</p>
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GENERAL

- Maintain current staff compensation policies and provide wages and benefits that reflect community and market standards.
- Adopt a staffing plan that addresses job descriptions, competencies, performance evaluation, compensation, organizational development, and succession planning.
- Establish practices to be an employer of choice.
- Analyze comparative salary data to determine just wages, including using state and national salary data for libraries. Consider total compensation that includes wages, benefits, and other support for library staff.
- Employ professionals that have earned a master's degree in library and information science (MLIS) in recognition of the essential skills and competencies developed through a graduate program. When feasible, support staff in earning their MLIS degree.
- Library Districts: Seek expertise and guidance to keep abreast of legal requirements, wage trends, and workplace culture. Contract with outside agencies, as needed, for payroll and other human resources services.

PROFESSIONAL DEVELOPMENT

- Allocate funding for all library staff and trustees to participate in professional development.
- Offer in-house and continuing education activities for staff, trustees, and volunteers.
- Connect library staff development opportunities during the year with performance and annual plans.
- Prioritize staff proficiencies in effective communication, service quality, cultural competency, access, intellectual freedom, privacy, equity, copyright, and sustainability. Ensure staff have knowledge of human developmental stages as they relate to library use, skills in library functions, and technology competence required for their job duties.



Executive Director's Report for March 2026

Updates

- Submitted Public Library Annual Report survey
- Revised Employee Handbook (staff edits)
- Peggie's Craft Classes
- Wrap up on Kuntz Class project
- Pre-Pi Day Celebration

Meetings & Trainings

- 3/3, 3/10, 3/17, 3/24, 3/31 – Rotary Club Mtgs
- 3/2 – Pre-Board Mtg
- 3/5 – Colorado Employment Law Webinar
- 3/5 – Workplace Assessment Committee Mtg
- 3/10 – Dolores Library District Board Mtg
- 3/19 – CPLD Mtg
- 3/20 – Mtg w/ Sandy
- 3/23 – Mtg w/ Hassan

March 2026 vs March 2025

Circulation	2026	2025
Circulation	2,462	2,650
E-book/E-audiobook Downloads	*	430
Total Circulation	2,462	3,080

Library Contacts	2026	2025
Patron Contacts	2,020	1,803
Computer Use	322	311
Website Pageviews	110,517	98,540
New Newsletter Subscribers	6	12
New Facebook Followers	11	3
New Instagram Followers	6	5
Phone Contacts	252	276
Meeting Room Reservations (hrs.)	*	34
Total Library Contacts	113,134	101,017

Programs	2026	2025
Children (0-5)	204 (8)	73 (5)
Children (6-11)	61 (4)	53 (4)
Young Adult (12-18)	88 (6)	43 (9)
Adult (19 & over)	357 (36)	216 (25)
All Ages (mixed/family)	31 (1)	0
Passive Programming	91 (1)	94 (1)
Take & Make Activities	163 (7)	134 (8)
Total Program Attendance	995 (63)	613 (52)

Outreach	2026	2025
Children (0-5)	0	0
Children (6-11)	0	0
Young Adult (12-18)	0	0
All Ages (mixed/family)	125 (1)	56 (2)
Total Outreach Attendance	125 (1)	56 (2)

* number not available at the time of this report

2025 Annual Report for the Dolores Library District

Sean E. Gantt, PhD

Executive Director, Dolores Library District

2025 was another successful year! The library community remains strong with 4,288 resident users and 1,065 non-resident users. With a total operating revenue of just over \$372,000 in 2025 we sure did a lot with that funding. Most of the money was spent on our wonderful staff (\$261,128 or ~70%), but we also spent a significant amount on collections development (\$15,027 or ~4% of revenue) and programming (\$6,000 or ~1.6%). We exceeded our previous record-breaking program numbers yet again this year providing 92 children's programs to 1,854 kids, 36 youth programs to 330 tweens/teens, 328 adult programs to 3,138 patrons, and 47 all-ages programs to 1,466 family members. That is a total of 503 in-person programs for 6,788 people! We also increased our Summer Reading Program numbers significantly by serving 203 kids and 72 adults. We even provided passive take-and-make/craft activities for 2,008 kids and did outreach programs for another 1,107 kids. We maintained strong visitation (22,894 annual visits) and high circulation numbers with 35,233 items checked out in 2025 (29,685 physical; 5,548 digital). People logged on to our public computers to access the internet, play games, and/or print items a total of 3,623 times in 2025. I'd say we are definitely a hub and anchor for this community, and it shows in our attendance and participation numbers

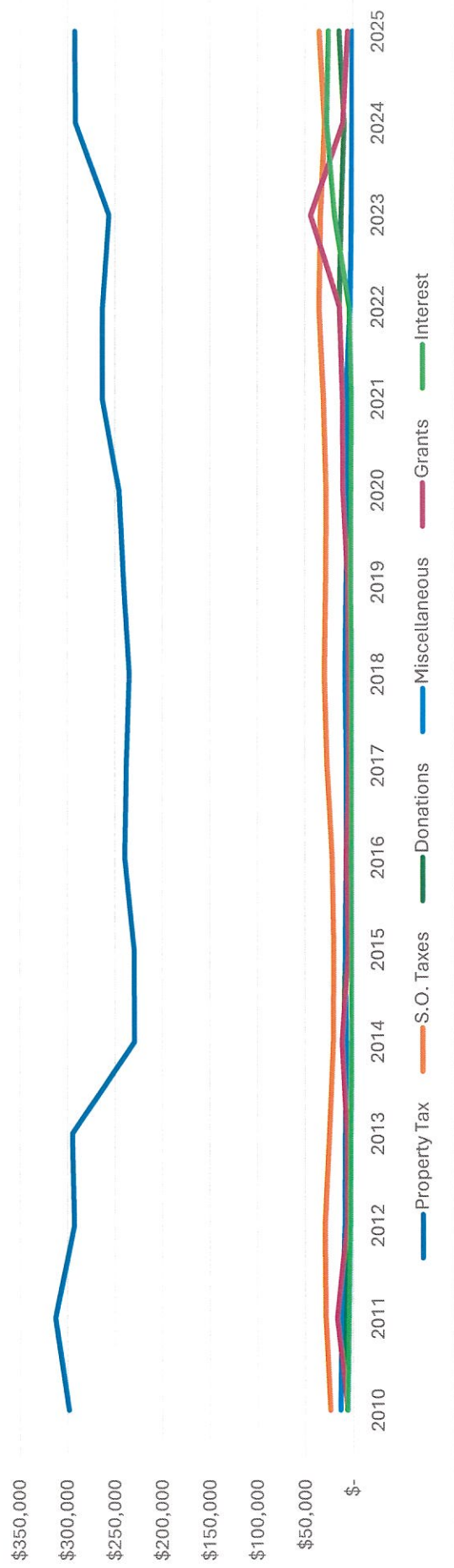
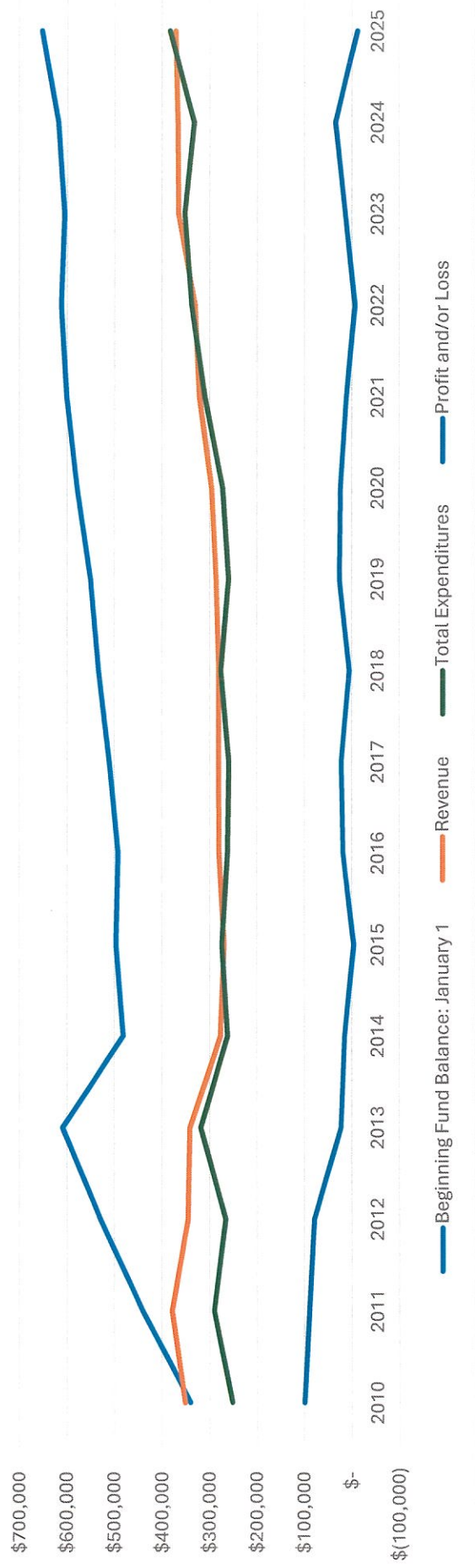
We accomplished several large projects this year. We completed major inventory, weeding, and re-labeling projects for all sections of library collection in 2025. We replaced or upgraded all the library computers and switched to Windows 11. This was a huge IT project and was partially funded by donations from the Friends of the Dolores Library, the Dolores Rotary Club, and The Virga Foundation. We increased our staff salaries for all positions except the Executive Director by 15%, the single largest increase in the history of this library district. We updated the website to comply with new accessibility requirements and web traffic is up over 113% due to efforts to redirect newsletter and social media users to the website. We also reorganized the supply room and restriped the parking lot. We increased community service programming by providing one-on-one tech help and working with partners including Axis Health, the Dolores Bike Hostel, the Dolores Family Project, League of Women Voters, the Dolores Rotary Club, etc. We increased participation in Children 0-5 Programs (Storytime) specifically by 319%, Children's Programs overall by 60%, Youth Programs by 31%, Passive Programs by 47%, Take & Makes activities by 86%, Outreach programs by 164%, Adult Programs by 67%, and All Ages/Family Programs by 81%. This is the largest year over year program participation increase we have ever seen! We finally had a full staff for the full year, and it shows. Please find below the raw data that this assessment comes from with relevant charts to help illustrate trends over the last seven years.

2025 Annual Report Statistics

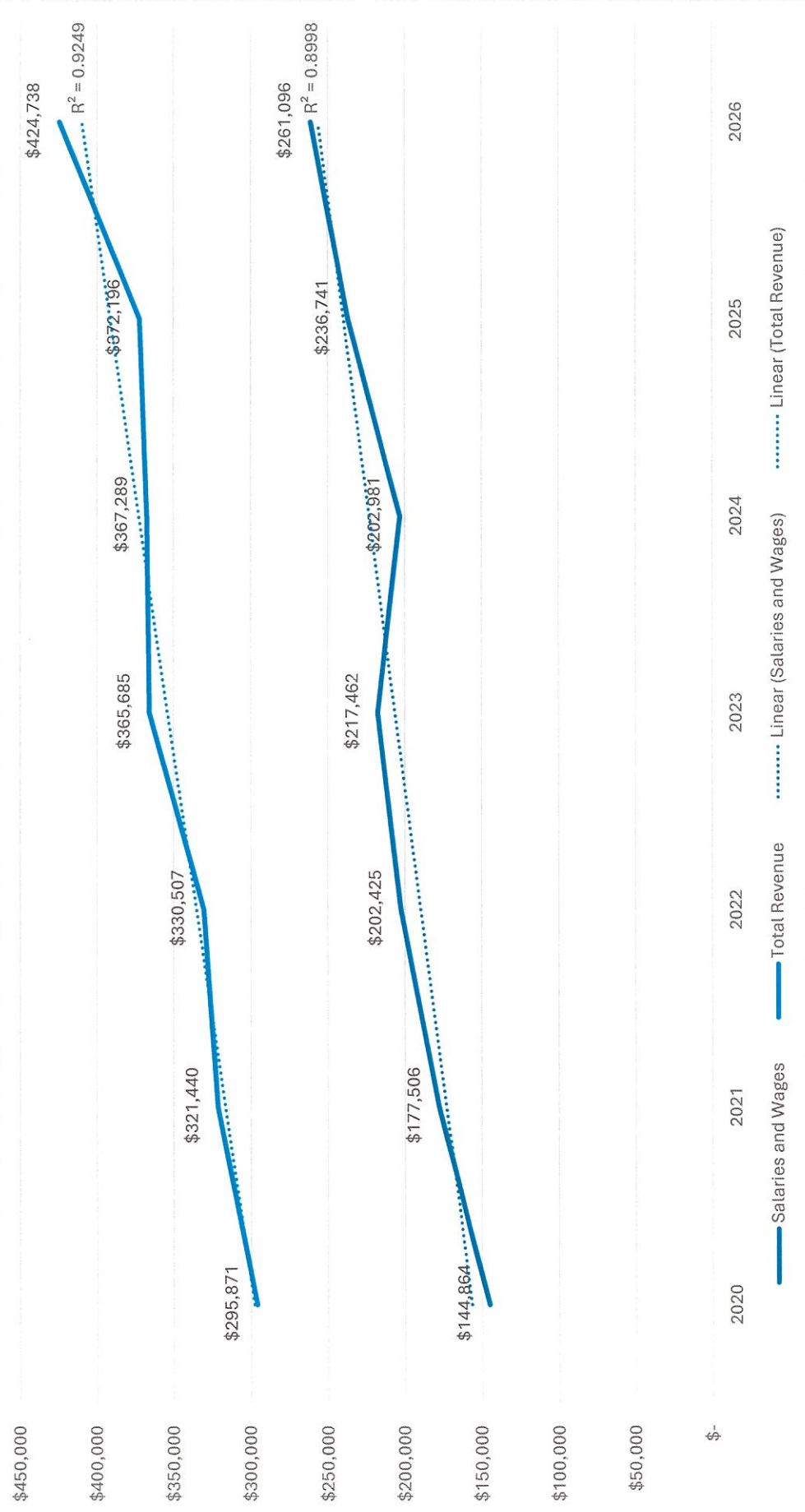
Annual Statistics	2019	2020	2021	2022	2023	2024	2025	2025/2024
Circulation	31,167	24,363	30,085	31,978	31,658	29,011	30,155	104%
E-book/E-audiobook Downloads	913	1,605	1,886	2,275	2,963	3,619	5,481	151%
Patron Contacts	23,807	10,299	15,307	20,533	20,985	20,617	22,894	111%
Computer Use	7,083	2,579	3,006	3,006	4,354	4,219	3,623	86%
Website Sessions	12,194	10,893	16,800	16,989	294,436	561,492	1,197,726	213%
New Newsletter Subscribers	95	16	133	156	107	115	118	103%
New Facebook Followers	91	173	122	187	295	107	41	38%
New Instagram Followers	65	90	196	161	153	111	90	81%
Phone Contacts					3,863	3,356	3,375	101%
Meeting Room use	1,459	253					397	
Children's Programs	1,100	1,523	8	752	1,086	1,158	1,854	160%
Youth Programs	117	40	0	348	75	252	330	131%
Adult Programs	1,172	346	415	1,981	2,188	1,884	3,138	167%
All Ages Programs (mixed/family)			3,206	649	974	424	766	181%
Children's Programs (0-5)				599	640	306	1,283	419%
Children's Programs (6-11)				153	446	852	571	67%
Young Adult Programs (12-18)				348	75	252	330	131%
Passive Programming				1,082	1,008	809	1,186	147%
Take & Make Activities				878	1,080	1,079	2,008	186%
Total Program Attendance	2,389	1,909	3,629	5,690	6,411	5,606	9,282	166%
Outreach: Children (0-5)				55	70	0	0	
Outreach: Children (6-11)				331	386	0	220	
Outreach: Young Adult (12-18)				13	84	0	23	
Outreach: All Ages (mixed/family)				225	300	420	864	
Total Outreach Attendance				624	840	420	1,107	
grand total	79,263	52,180	71,164	79,639	366,065	628,673	1,273,892	203%

2025 Programs	January	February	March	April	May	June	July	August	September	October	November	December	Total	#	Avg
Children (0-5)	16 (1)	50 (3)	73 (5)	77 (4)	63 (3)	193 (5)	175 (4)	84 (3)	117 (4)	104 (3)	142 (4)	189 (5)	1283	44	29
Children (6-11)	27 (3)	26 (3)	53 (4)	71 (5)	135 (7)	31 (3)	33 (3)	42 (4)	35 (4)	42 (5)	44 (4)	32 (3)	571	48	12
Young Adult (12-18)	18 (5)	33 (7)	21 (5)	39 (6)	7 (2)	0	0	0	148 (7)	10 (1)	32 (2)	22 (1)	330	36	9
Adult (19 & over)	266 (34)	581 (33)	216 (25)	212 (26)	241 (26)	186 (19)	136 (14)	226 (30)	256 (32)	261 (34)	283 (24)	274 (31)	3138	328	10
All Ages (mixed/family)	0	36 (1)	22 (4)	31 (4)	28 (5)	201 (3)	221 (6)	6 (1)	18 (5)	133 (7)	20 (4)	50 (5)	766	45	17
Passive Programming	74 (1)	72 (1)	94 (1)	79 (1)	98 (1)	109 (1)	117 (1)	80 (1)	66 (1)	156 (2)	122 (1)	119 (1)	1186	13	91
Take & Make Activities	37 (2)	49 (3)	134 (8)	156 (7)	121 (5)	387 (11)	426 (11)	129 (7)	106 (6)	157 (6)	160 (6)	146 (7)	2008	79	25
Total Program Attendance	438	847	613	665	693	1107	1108	567	746	863	803	832	9282	593	16

	2019	2020	2021	2022	2023	2024	2025
Revenue							
Beginning Fund Balance: January 1	\$ 550,757	\$ 578,925	\$ 601,215	\$ 612,307	\$ 605,397	\$ 618,776	\$ 653,262
Revenue	\$ 286,220	\$ 295,871	\$ 321,440	\$ 330,507	\$ 365,685	\$ 367,289	\$ 372,196
Total Available	\$ 836,977	\$ 874,796	\$ 922,655	\$ 942,814	\$ 971,082	\$ 986,065	\$ 1,025,458
<u>Expenditures</u>							
Operating Expenditures	\$ 234,251	\$ 246,717	\$ 279,504	\$ 319,346	\$ 340,533	\$ 318,830	\$ 369,030
Treasurer's Fees	\$ 4,836	\$ 4,915	\$ 5,272	\$ 5,259	\$ 5,128	\$ 5,129	\$ 5,846
Capital Outlay	\$ 20,562	\$ 20,349	\$ 25,572	\$ 12,810	\$ 6,645	\$ 8,141	\$ 9,017
Debt Service							
Total Expenditures	\$ 259,649	\$ 271,981	\$ 310,348	\$ 337,415	\$ 352,306	\$ 332,100	\$ 383,893
Profit and/or Loss	\$ 26,571	\$ 23,889	\$ 11,092	\$ (6,908)	\$ 13,379	\$ 35,189	\$ (11,697)
<u>Funds for Future Expenditures</u>							
TABOR: Amendment 1 Reserved	\$ 11,899	\$ 11,966	\$ 9,500	\$ 10,500	\$ 12,000	\$ 12,000	\$ 12,000
Contingency Fund	\$ -	\$ 104,416	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 195,474
Unreserved Fund Balance	\$ 565,429	\$ 489,513	\$ 427,807	\$ 419,900	\$ 431,776	\$ 466,965	\$ 434,091
property tax shortfall		\$ (450)	\$ (621)	\$ (9,617)	\$ (3,112)	\$ (9,044)	\$ (10,435)
REVENUE:							
4000 Property Tax	Final 2019	Final 2020	Final 2021	Final 2022	Final 2023	Final 2024	Final 2025
4010 S.O. Taxes	\$ 241,092	\$ 245,764	\$ 263,553	\$ 263,196	\$ 256,617	\$ 291,851	\$ 292,633
4130 Donations	\$ 28,179	\$ 27,438	\$ 30,465	\$ 34,808	\$ 33,570	\$ 29,192	\$ 35,120
4190 Miscellaneous	\$ 3,626	\$ 6,755	\$ 9,818	\$ 13,776	\$ 11,790	\$ 8,500	\$ 13,981
4200 Grants	\$ 6,525	\$ 4,565	\$ 6,543	\$ 2,311	\$ 901	\$ 377	\$ 316
4300 Interest	\$ 5,000	\$ 9,815	\$ 10,125	\$ 13,278	\$ 43,975	\$ 9,921	\$ 4,999
	\$ 1,798	\$ 1,534	\$ 936	\$ 3,138	\$ 18,832	\$ 27,448	\$ 25,147
Total Revenue	\$ 286,220	\$ 295,871	\$ 321,440	\$ 330,507	\$ 365,685	\$ 367,289	\$ 372,196



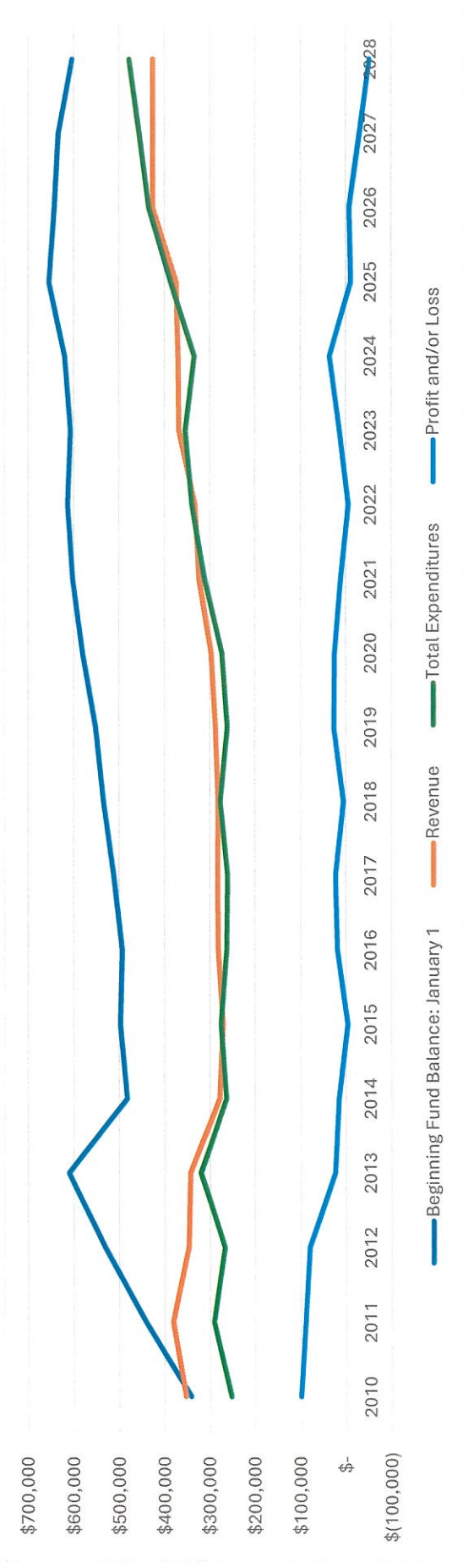
Salaries vs Revenue



FY2025 Dolores Public Library Foundation Fund Activity



Future Financial Planning





BOARD OF TRUSTEES AND LIBRARY EMPLOYEE CONFLICT OF INTEREST POLICY

No Board member or committee member of the Dolores ~~Publie~~ Library District shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. ~~However, Board members may be reimbursed for travelling and necessary subsistence expenses actually incurred in fulfillment of their Board duties. Each Board member shall disclose to the Board any personal, financial interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter, unless otherwise authorized to act pursuant to Colorado Law.~~

Other than compensation for work performed, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Dolores ~~Publie~~ Library District except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and which have been fully disclosed to the ~~Executive Director~~Board.

~~Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.~~

Members of the Dolores ~~Publie~~ Library District ~~B~~board, committees, and staff shall ~~refrain from obtaining~~not use a library patron's personal identifying information, information related to a patron's use of library resources, or any list of library patrons that results infor personal benefit, profit or gain.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Dolores ~~Publie~~ Library District that has resulted or could result in personal, financial benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Dolores ~~Publie~~ Library District.

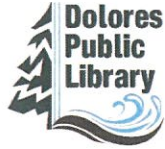
Signature: _____ Date: _____

Printed Name: _____

Dolores ~~Publie~~ Library District position: _____

ADOPTED: October 12, 2021.

Commented [RL1]: Replace upon adoption



BOARD OF TRUSTEES AND LIBRARY EMPLOYEE ETHICS POLICY

The Dolores Public Library District is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and District employees conduct business on behalf of the Dolores Public Library District with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Dolores Public Library District and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on one's disability, race, creed, color, class, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being, in conflict with the best interests of the Dolores Public Library District.
- Board members and employees should avoid having interests or engaging in conduct that may reasonably bring into question their position in a fairness, impartiality and objective mannerity.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Dolores Public Library District to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed from faithfully performing their duties by partisan interests, public pressure, or fear of criticism.
- Board members and employees should, first, as an initial matter, not denigrate the organization or fellow Board members or employees in any public arena seek to resolve conflicts and/or grievances related to their position or employment through appropriate internal channels.
- Board members and employees should protect and conserve District property and should not use such property for any unauthorized or unlawful purposes.

Therefore:

To preserve and uphold the Dolores Public Library District's reputation as an organization of unimpeachable integrity, each Board member and employee will sign an "Ethics Statement" at the commencement of his/her service with the Dolores Public Library District.

Compliance:

If any Board member or the Executive Director is or appears to be in conflict of with this Policy "Guiding Principles" above, he or she will be asked to meet with the Board of Trustees to discuss the issue.

Employees who are or appear to be in conflict with this Policy "Guiding Principles" will be asked to meet with the Executive Director who will make a determination as to appropriate discipline, if any, up to and including possible or termination, based on his or her the Executive Director's findings and in accordance with Federal, State and local laws and the District's Employee Handbook. Nothing herein should be

~~construed to limit or circumscribe a District Board member's or employee's rights under Federal, State, and local laws.~~

Signature: _____ Date: _____

Printed Name: _____

Dolores ~~Public~~ Library District position: _____

ADOPTED: October 12, 2021

Commented [RL2]: Replace upon adoption

**INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE PROCESS FOR
APPOINTMENT OF LIBRARY DISTRICT TRUSTEES**

This Intergovernmental Agreement Establishing the Process for Appointment of Library District Trustees (“**Agreement**”) is made and entered into effective this ___day of _____, 2026 by and between the Dolores Library District (“**Library**”), the Town of Dolores (“**Town**”), and the Dolores School District RE4A (“**School**”).

RECITALS

WHEREAS, pursuant to Section 24-90-107, C.R.S. the Town and the School have heretofore established the Library; and

WHEREAS, Section 24-90-108, C.R.S. provides the statutory framework to appoint Library Board of Trustees as the governing body of the Library; and,

WHEREAS, per the statute, the Boards of the Town and the School delegated the authority to recommend Library Trustees to the Library when a continuing committee was not formed after the original selection of the first Board of Trustees of the Library; and

WHEREAS, the Library desires to memorialize the appointment process for Library Trustees to clarify the proper procedure provided by statute; and

WHEREAS, the Library, Town, and the School agree to the following procedure for Trustee appointments that complies with state statute; and

The parties have now entered into this Intergovernmental Agreement Establishing the Process for the Appointment of Library District Trustees.

AGREEMENT

1. Dolores Library District shall ensure that all vacancies on the Board of Trustees shall be filled as soon as practical after such vacancies occur.
2. The Library shall notify the Board of the Town and School of vacancies within 30 days of a vacancy on the Library Board of Trustees.
3. Notice of vacancies and solicitation of Trustee applications for appointment shall be published for a reasonable time in the Dolores Library District’s official public notice locations.
4. All applications shall be received by the Dolores Library District Board of Trustees.
5. The Dolores Library Board of Trustees will form an Interview Committee (which may consist of the entire board) to review and process the applications which shall include, but not be limited to interviewing eligible candidates residing in the District boundaries.

- a. Utilizing the same questions for each interviewee;
 - b. Memorializing the interviewees' responses in written form. The Interview Committee shall provide the written responses to the Boards of the Town and/or the School upon request.
6. The Boards of the Town and School may provide up to five interview questions for the Interview Committee to ask during the interviews.
7. The Boards of Town and School may attend the trustee interviews to observe the interview process in a non-participatory role.
8. Each candidate and their application, interview materials, and the Interview Committee's recommended appointee or appointees shall be presented to the entire Library Board of Trustees for final approval, if the entire Board does not serve as the committee. The Boards of the Town and School will receive advance notice of the presentation of the candidates to the Library Board of Trustees. The Boards of the Town and School are welcome to attend this public meeting.
9. The Library Board of Trustees will promptly deliver a written recommendation for the Trustee appointee(s) to the Boards of the Town and School pursuant to C.R.S. §24-90-108(2)(c) advising of the date of expiration of the term being filled as determined by its bylaws under §24-90-108(3)(a), C.R.S. ("Trustee's Notice of Recommendation").
 - a. Upon delivery of the Trustee's Notice of Recommendation, the Library Board of Trustees shall provide to the Boards of the Town and School a written explanation stating the process, rationale, and reasoning for the selection of the recommended candidate. The Library Board of Trustees shall provide candidate resumes and any candidate rankings upon request of the Boards of the Town and/or the School District.
 - b. The Boards of the Town and School shall each ratify the recommendation upon a two thirds (2/3s) majority vote or advise the Library Board of Trustees of its refusal to do so within 60 days of receipt of the Trustee's Notice of Recommendation.
 - c. In the event of refusal of either legislative body to ratify an appointee, the Library Board of Trustees will recommend another candidate from those interviewed or seek additional applications, as the Library Board of Trustees deems appropriate.
 - d. Failure to ratify or give notice of refusal to do so within 60 days of the Trustees' Notice of Recommendation will be deemed a ratification of the candidate pursuant to C.R.S. §24-90-108(2)(c).
10. The appointee will begin to serve as a Library Trustee upon approval by two thirds (2/3) majority vote of both the Town and School or on the 61st day after notice is given in the event that either the Board of Town or the School District fail to act.

11. Limitations on the length and number of terms that may be served by the newly appointed Library Trustee(s) shall be governed by the Library Board of Trustees' bylaws, as may be amended from time to time, as set forth in C.R.S. § 24-90- 108(3)(a). An appointed trustee will not be subject to subsequent ratification by the Town and School Boards for each successive term after an initial appointment.
- ~~11. Limitations on the length and number of terms that may be served by the newly appointed Library Trustee(s) shall be governed by the Library Board of Trustees' bylaws as set forth in C.R.S. § 24-90-108(3)(a). An appointed trustee will not be subject to subsequent ratification for each successive term.~~
12. Once the appointment process is complete, Trustees shall not be subject to yearly ratifications of their positions by the Boards of the Town or School.
13. Trustees may be removed by a majority vote of the Town and School Boards only upon a finding of good cause, during a public meeting that complies with the Colorado Open Meetings Law. "Good cause" is defined by the Library Board's bylaws and Colorado law pursuant to C.R.S. § 24-90-108(5). The Board of Trustees may recommend trustees for removal by the Town and School.
14. No portion of this Agreement will be deemed to create a cause of action with respect to anyone not a party to this Agreement, nor is this Agreement intended to waive any privileges or immunities of the Parties or their officers or employees unless expressly stated in this Agreement.
15. This Agreement constitutes the entire agreement of the Parties.
16. With its signature below, each party represents that it has the authority to enter into this Agreement and has gone through the appropriate process for approval of this Agreement.
17. Notices required under this Agreement shall be in writing and shall be hand-delivered or sent by electronic mail to the parties listed below. Any party by notice so given may change the address to which future notices shall be sent.
 - a. **Notice to the Library District:**
Executive Director
P.O. Box 847
1002 Railroad Ave.
Dolores, CO 81323
Sean@doloreslibrary.org

With copy to:
Elizabeth A. Dauer, Esq.
7400 E. Orchard Road
Greenwood Village, CO 80111
edauer@svwpc.com
 - b. **Notice to the Town:**
 - c. **Notice to the School District:**

18. This Agreement terminates on that day which is five (5) years from the date of execution by all parties and shall automatically renew every five (5) years unless notice of a party's intent to terminate this Agreement is delivered ninety (90) days prior to expiration.

Remainder of Page Intentionally Blank



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Dolores Library District

Town of Dolores

Dolores School District

BY: _____

BY: _____

BY: _____

President

Mayor

President

ATTEST: _____
Secretary

ATTEST: _____
Town Clerk

ATTEST: _____
Secretary

DATE: _____

DATE: _____

DATE: _____