Dolores Library District

July Board Meeting Agenda

Date: July 14, 2026

Time: 6:00pm

Place: Dolores Public Library

1. Agenda
2. Call to Order
   - Acknowledge and Record Members Present, Absent, and Guests
   - Agenda & Minutes
   - Agenda: Changes and Approval
   - Minutes: Changes and Approval, May 1, May 12, June 4, June 9, June 16, June 23, 2026
3. Correspondence and Communications
4. Public Comment
5. Reports
   - Learning Moment: None
   - Director's Report - Board President will report
   - Treasurer's Report
   - 70th Anniversary Report
   - Strategic Plan Update: None
6. Unfinished Business
   - Appointment of New Trustee - Sonda Hanosh has been ratified by Town of Dolores and Dolores School Board
7. New Business
   - Approve Secretary Correen Becher to be the second signature for checks,and other legal documents.
   - Approve revision of Employee Handbook with revisions by staff and Board, and reviewed by attorney
   - Revise Community Room Policy: Checkout procedure for a key for outside groups to use the Community Room
   - Revise General Fiscal Policy to define donations as designated or undesignated.
   - Revise Investment Policy to update the definition of public funds
   - Approve recommendation by Finance Committee to withdraw all funds currently held by Onward! Fund, with the exception of the Beginning Balance from the Fossum Fund, and record in general fund as donations according to designation by donor.
   - Discussion to continue current management of the administration and fiscal matters until a plan for restructuring of the position the Executive Director has been made. Received two proposals, one for management and one for accounting. Possible committee to be formed.

- Discussion for need to establish committees to update employee handbook and bylaws.
- Discussion relating to release of the Board WPA section only to public requests

Adjourn at Time: TBD

Dolores Library District Special Board Meeting
May 1, 2026

Call to Order: President Sandy Jumper called the meeting to order at 3:32 p.m.
Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Belinda Platts, and Emily Wisner
Board Members Absent: None
Director: Sean Gantt
Guests: Community members Diana Donohue, Amy Beckman, Patricia Gibson, and Carol Westphal; staff members Chey Smith and Hannah Carloni; and reporters Anna Watson and L.P. McKay

Approval of Agenda: Sandy asked for changes to the agenda. Lee questioned the wording of the agenda item for the executive session. Sandy said the employee has requested that the discussion of the complaints be held in open session so there would be no executive session. Leah asked if the Board could overrule that, and Sandy explained why that could not happen. Sandy asked for a motion to approve the agenda. Belinda moved to approve the agenda as amended. Lee seconded, and the motion carried.

Emily's Request to Address Board Clarification, Oversight of the Executive Director and Workplace Assessment Input Discussion: Sandy had sent her response to Emily's request via email to all the Trustees that day so she gave time for the Trustees to read her response. She asked for questions or concerns and gave each Board member an opportunity to respond. Sean expressed concern that emails are being sent to the full board without going through him as previously agreed. He stated that in his opinion, he is an ex-officio member of the Board and should be included in all Board communication. **Note for the record:** Emily's emails were an allowable one-way communication in compliance with Open Meetings Law.

Executive Session to discuss complaints that have been received and shared with the Board pursuant to CRS 24-6-402(4)(f), personnel matters: Sandy had sent relevant documents to all Trustees regarding patron and staff complaints about the Director. Sandy said Sean has submitted a written request to have this portion of the meeting held in open session since he would not be included in the executive session. Emily asked Sean if he was sure he wanted possible personnel issues of his presented in open session. A discussion followed. Sandy encouraged the Board to be thoughtful on the kinds of things discussed.

Lee made a motion to limit the Executive Director's comments until after the Board had finished its discussion. Leah seconded. Upon a vote, five trustees voted yes, Belinda obstained.

The Board reviewed the recent staff and patron complaints. After discussion, the Board decided to postpone further evaluation of the Executive Director's goals and performance until the results of the Workplace Assessment (WPA) have been completed. Sean responded to some of the concerns expressed by the Trustees. He stated he has not been aware of some of the complaints until recently.

Sandy is encouraging all parties involved in the Workplace Assessment to complete honestly and forthrightly the surveys she will send out. She stressed that all responses would be anonymous.

Next Steps: Start working toward addressing the Director's goals. Sean asked if he is being placed on a performance improvement plan, and Belinda responded that the WPA needs to be completed first.

Emily made a motion to revisit the topic addressing the Executive Director's goals and performance and holding a workshop once the WPA results are done. Belinda seconded. The motion carried.

Adjourn: The special meeting adjourned at 4:39 p.m.

Prepared by Correen Becher, Secretary

Dolores Library District Board Meeting
May 12, 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, and Emily Wisner
Board Members Absent: Belinda Platts
Director: Sean Gantt
Guests: Town of Dolores Liaison Derek Beckman, staff members Chey Smith and Hannah Carloni, KSJD reporter Gail Binkly, and community members Jeff Christenson, Shelley Curtis, Wendy Watkins, Deanna Truelsen, Val Truelsen, Diana Donohue, and Mark Lange

Before approving the agenda, Sandy read a statement to clarify a point of order from the May 1, 2026 Special Board Meeting. The statement said that the Director is not an ex-officio member of the Board as he stated in that meeting. He may serve in that capacity on advisory committees. Per the DLD bylaws and Colorado law, the Director is hired by the Board, but he does not have ex-officio status on the Board of Trustees.

Approval of Agenda: Emily moved to approve the agenda as presented and Leah seconded. The motion carried upon a vote.

Approval of Minutes: Included in the Board packet were the minutes from the Onboarding Session with New Trustees (April 6, 2026) and the regular Board meeting of April 14, 2026. Leah inquired about the minutes from the May 1, 2026 Special Board meeting. Sandy said those minutes would be included in the June Board packet. Sandy asked for a motion to approve both sets of minutes. Emily provided that motion which was seconded by Leah. The motion was carried.

Correspondence and Communications: Shelley Curtis presented herself as a potential Board member. She also included a resume of her qualifications to be on the Board. It was agreed to interview Shelley on Friday, May 22, 2026 at 6:00 pm. in the Quiet Room.

Public Comment: Jeff Christenson spoke about the newspaper article regarding the May 1st Special Board meeting. Val Truelsen thinks anonymous complaints should be rejected. Wendy Watkins also expressed similar thoughts about anonymous complaints. Shelley Curtis commented on the process of collecting the data of the community survey. Deanna Truelsen spoke on money being spent on attorney fees which could be spent on programming. Josh Maule presented a written comment regarding complaints and attorney fees.

Financials: Sandy introduced Leah as the Board's new Treasurer. Leah outlined her goals as Treasurer. Leah made a motion to approve the expense report as presented, and Lee seconded. Sandy asked for questions on the P&L. Lee made a motion to approve the P&L statement. Leah seconded, and the motion was carried.

REPORTS
Learning Moments: Included in the Board Packet was an article on "Marketing & Public Relations" from Colorado Library Standards. There were no questions or comments from Board members on the article.

Director's Report: Sean highlighted programming events during April. He noted that Jillian and Hannah had attended the CLiC and Connect event in Durango on programming. Sean spoke on efforts to fix the heating issue in the staff office area. Program numbers continue to increase.

Finance Committee: Did not meet

Workplace Assessment Committee Report: Sandy summarized a meeting held on April 6th with the consultant. The consultant has all the survey responses and will compile them into a report which should take about 2 weeks. It's likely a special Board meeting will be held to discuss the results of the survey.

40th Anniversary Committee Report: Correen reported on the early organization of the event, which is to be held July 10, in the afternoon. The committee decided to emphasize the 70th anniversary of the Library, but will include the 40 years of the Library District.

Strategic Plan Update: Collection & Circulation: Sean reported he and Cheyenne are weeding the anthropology and archaeology section of the nonfiction area. Diana Donohue will take the weeded items to an organization that may be able to use them.

UNFINISHED BUSINESS

Review/Revise Conflict of Interest and Ethics Policies: After a discussion, it was agreed to table discussion of these two policies. Emily made a motion to table the Ethics and Conflict of Interest Policies. Leah seconded, and the motion was carried.

Review/Revise Employee Handbook: This redlined document was just recently sent to Trustees, so Sandy asked members to study it then submit suggested changes to her. Leah suggested changing PTO to vacation/sick leave. Emily asked about accruing and spending PTO in the current handbook.

Review Draft of Board Correspondence and Communication Policy: Emily commented on the restrictiveness of the draft policy and shared a sample policy she compiled from other libraries. Leah suggested developing a more streamlined policy, which is governed by Open Meetings Law and in the District's bylaws. Leah asked about Sean being responsible for sending Board communications to all Trustees. This issue could be addressed in the new policy.

NEW BUSINESS

Summer Reading Program Update: Hannah presented her plans for kicking off SRP on the last day of school (May 21st) and touched on each week's activities, the reading challenge, and other events that will be held throughout the summer. July 31st will be the last day of the program. The plans for SRP sound awesome!

A lengthy discussion evolved regarding paying employees for their prep time if they need to work outside of scheduled hours to present programming. Lee made a motion to allow employees to work outside of scheduled work hours for set up, delivery, and clean up of programs. After further discussion, Lee amended his motion to all work schedules are set by the Executive Director and employees may be assigned to a work schedule outside of regular work hours due to program set up, delivery, and clean up and to be compensated to account for this, effective immediately. Emily seconded, and the motion passed.

Discuss Program Funding: A discussion developed regarding how donations to the Library are deposited, whether into Dolores Public Library Foundation Fund or into the general account of the Library. The determination of whether funds are restricted or unrestricted was also discussed. Sean expressed concerns that adjusting the budget for donor intent would jeopardize the District's long-term financial stability. Lee questioned that logic and asked to review the Director's spreadsheet to get a better understanding of his reasoning. Emily suggested funds in the donation box be put directly to programming. Lee will get a sample of a donation form which a contributor can designate where they want the funds to go. The District's CPA will be consulted regarding this matter.

Discuss Treasurer's Authorities and Permissions: Leah is requesting "read-only" access to QuickBooks and "view-only" access to bank statements to fulfill her duties as Treasurer. Following discussion regarding a withdrawn motion, the Board authorized Sean to provide Leah immediate access to the financial records she needs to fulfill her duties as supported by the District's bylaws. Sean asked for a vote to verify that authorization. Sandy declined stating the Treasurer's duties are implied in the bylaws and no formal vote was taken. It was also discussed adding Correen as a signatory to the bank account as the President's designee.

Proposed Topics for Next Meeting: June 9, 2026 at 6:00 p.m.:
-Review Bylaws
-Review/Revise Conflict of Interest and Ethics Policies
-Review/Revise Employee Handbook
-Review Correspondence & Communication Policy

A Special Board Meeting may be held to go over the Workplace Assessment Results

Adjourn: Sandy adjourned the meeting at 8:10 p.m.

Prepared by Correen Becher, Secretary

Dolores Library District Special Board Meeting

June 4, 2026

Call to Order: President Sandy Jumper called the special meeting to order at 5:01 p.m.
Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Belinda Platts, and Emily Wisner
Board Members Absent: None
Director: Sean Gantt
Guests: Sonda Hanosh, Board candidate, and Chey Smith and Hannah Carloni, staff members

Agenda: Leah made a motion to approve the agenda as presented and Emily seconded. The motion carried upon a vote.

NEW BUSINESS
Interview Board Candidate, Sonda Hanosh: Sandy distributed prepared questions to all Board members. Each Trustee asked at least one question of Sonda. A few follow-up questions by both the Board and Sonda were asked.

Discuss Next Steps in Trustee Nomination Process: Sandy explained to Sonda the process DLD has to approve nominated Board members and that it could be a month or two before the process is complete. She invited Sonda to attend the next regular meeting on June 9.

Executive Session to Discuss the DLD Workplace Assessment: Sandy announced the Board would move into Executive Session to discuss the Dolores Library District Workplace Assessment as it relates to all Library District employees pursuant to CRS 24-6-402(4)(f)(1). Lee made the motion to move into Executive Session to discuss the Dolores Library District Workplace Assessment as it relates to all Library District employees, pursuant to CRS 24-6-402(4)(f)(1), with only the Board members present. Leah seconded. The vote was unanimous.

The Executive Session began at 5:23 p.m. and ended at 6:39 p.m. The Board did not adopt any policy, position, resolution, rule, regulation, or take any action.

The open session resumed at 6:40 p.m. at which time the meeting was adjourned.

Prepared by Correen Becher, Secretary

Dolores Library District Board Meeting
June 9, 2025
Carole Arnold Community Room

Call to Order: President Sandy Jumper called the meeting to order at 6:04 p,m.
Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Belinda Platts, and Emily Wisner
Board Members Absent: None
Director: Sean Gantt
Guests: DLD attorney Beth Dauer (via phone), Adrea Bogle of Luminary Consulting, staff members Cheyenne Baber, Hannah Carloni and Chey Smith, and community members Shelia Wheeler, Holly Asher, Diana Donohue, Deanna Truelsen, Val Truelsen, Catherine Vogel, Peggy Boyer, Lisa Roche, Sonda Hanosh, Jeff Christensen, Carol Westphal, and one unidentified guest.

Approval of Agenda: Sandy asked for any changes or corrections to the agenda. Leah said she would like to combine the Financials with the Treasurer's Report. Emily asked to table the discussion on the Correspondence and Communications policy. Sandy said the Board would motion to table that topic when it comes up. Leah made a motion to approve the agenda with the noted changes, Belinda seconded.

Approval of Minutes: Minutes from May 1, May 12, and May 22 were included. Emily noted from the May 1 meeting that the Board had not agreed to send emails for the full Board through Sean. Her communications to the Board were in compliance with open meeting laws. Leah presented a written list of some wording changes for the May 1 and May 12 minutes. Sandy suggested we table the approval of the minutes until the next meeting so the suggested changes could be reviewed. Leah also addressed the public comments where complaints were characterized as "anonymous." She clarified that the complaints were "confidential" rather than "anonymous."

Correspondence and Communications: Several communications regarding the current tensions were in the digital board packet. Sean included two others in the printed packet that the Board had not had a chance to read prior to the meeting. Sean asked the communications be read aloud. Sandy declined. The communications are read by the Board and are submitted as part of the record.

Public Comment: Sandy read a statement regarding the District's bylaws on public comment. Val suggested checking the voice recording of the minutes. Deanna wanted to know how many complaints. Lisa appreciated the event held for Carole Arnold. Val also spoke in favor of Carole Arnold.

Financials: Leah is familiarizing herself with the District's reporting of finances and is working with the District's CPA to make some adjustments on the financial reports. She has requested "view only" access to QuickBooks and bank statements. All expenses appear to be in line, so she made a motion to approve the expenditures only and to postpone approving the P & L and Balance Sheet until the technical corrections are fixed. Lee seconded the motion and the vote passed.

Sean asked about changing how the Onward grant is coded. Leah made a motion to recategorize the Onward Grant expense to Legal expense. Lee seconded, and the vote carried.

REPORTS
Learning Moments: Included in the packet was an article from Colorado Library Standards titled "Resource Sharing." The Board complimented the Dolores Library staff on all the efforts they take to loan and receive resources with other libraries.

Director's Report: Sean referred the Board to his written report. He proceeded to read aloud a statement he had written dated June 3, 2026 to the Board President, which was not included in the digital packet but was in the printed packet. Lee called for a Point of Order. Sandy stopped the reading of the statement stating it was inappropriate.

70th Anniversary Committee Report: Correen gave an update of activities, food, and Hannah explained about the music that has been lined out. The celebration will be on July 10 in the afternoon and all are welcome to come.

Strategic Plan Update: None

UNFINISHED BUSINESS

Review/Revise Conflict of Interest Policy: The Board and attorney has reviewed this policy a few times. Leah pointed out a typo which will be corrected. Leah moved to approve the Board of Trustees and Library Employee Conflict of Interest Policy, Belinda seconded, and the motion passed upon a vote. The policy includes the Disclosure Form.

Review/Revise Ethics Policy: No changes have been suggested for this policy. Lee moved to approve the Board of Trustees and Library Employee Ethics Policy. Emily seconded, and the motion carried upon a vote.

Review Draft Board Correspondence & Communication Policy: Emily made a motion to table the Draft Board Correspondence and Communication Policy to a later date. Leah seconded, and the motion carried upon a vote.

Appoint Trustee to Scope of Work Committee to fill vacancy: The current committee consists of Emily and Sandy. Emily suggested that she withdraw from the committee. Lee and Leah said they would be willing to serve on the committee. After discussion, Emily made a motion to rename this body the Legal Fees Committee, and to appoint the President and Treasurer as dual authorizers for legal contact. Lee seconded and the motion passed. Emily made a second motion for herself to withdraw from the Legal Fees Committee and to appoint Lee and Leah as new members. Leah seconded, and the motion passed.

NEW BUSINESS

Discuss Appointment of New Trustee: The Board recently interviewed Sonda Hanosh to fill the vacancy on the Board. Belinda made a motion to approve Sonda Hanosh as a new Trustee. Leah seconded the motion which passed upon a vote. Sandy explained the Town and School Boards will have to approve the appointment before Sonda can officially join the Board.

Define the Statutory Roles, Responsibilities, and Fiduciary Authority of the Treasurer: Access to the financial software Leah requested has finally been determined, and the current QuickBooks will not give her "view only" access. She could be given an "accountant" role, which would give her full access. After discussion, it was determined the District should pay the extra money to pay for the upgrade that would allow Leah the "view only" access she needs. Sean questioned the wording of item #5 on the list. Belinda suggested rewording point 5 to make it more general. Emily made a motion to approve points 1-4 and revisit point 5 and approve the upgrade to QuickBooks as discussed. Lee seconded and the motion carried.

Executive session to discuss the Library District Workplace Assessment and receive legal advice pertaining to same pursuant to C.R.S. Sections 24-6-402(4)(b) and (f)(I), personnel matters. Upon Sandy's request, Emily made a motion to move into executive session to discuss the Library District Workplace Assessment and receive legal advice pertaining to same pursuant to C.R.S. Sections 24-6-402(4)(b) and (f)(I), personnel matters. Attending will be the District Trustees, the District's attorney, and Adrea Bogle. Leah seconded. The motion carried upon a unanimous vote. Sandy closed the open session of the meeting at 7:11 p.m., and the executive session began at 7:15 p.m. The executive session adjourned at 9:03 p.m. and the open session reconvened at 9:07 p.m. Belinda left the meeting immediately following the executive session.

The Board did not adopt any proposed policy, position, resolution, rule, regulation or take any formal action during the executive session.

Consider the Executive Director's Employment Contract: Lee moved to terminate the Executive Director's contract effective immediately. Emily seconded. Discussion followed. The results of the Workplace Assessment and continued insubordination towards the Board were factors leading to the Board's decision. Sean asked if the termination is with or without cause. He was informed that the terms of the termination would be deliberated and given to the former executive director as soon as possible once the Board has had an opportunity to discuss the matter further with the attorney, and the District's attorney would be in contact with him. Sandy asked for a vote on the motion. Five Trustees voted aye, one abstained. The motion was carried. Sean turned over his keys and made arrangements to clean out his office the next day..

Agenda items for the next regular meeting will be determined later.

Adjourn: The meeting adjourned at 9:15 p.m.

Prepared by Correen Becher, Secretary

Dolores Library District Special Executive Session
June 15, 2026
Dolores Public Library Quiet Room

Call to Order: President Sandy Jumper called the special meeting to order at 6:06 p.m.
Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Belinda Platts, and Emily Wisner
Board Members Absent: None
Other Attendees: DLD attorney Beth Dauer (via phone)

Sandy asked for a motion to go into executive session to discuss matters subject to negotiation and to receive legal advice concerning the termination of the executive director contract pursuant to Section 24-6-402(4)(b) and (e). Lee so moved with the second given by Emily. The vote was unanimous. The attorney said there was to be no recording by the Trustees of the meeting. The executive session began at 6:07 p.m. and concluded at 7:33 p.m.

The Board did not adopt any proposed policy, position, resolution, rule, regulation or take any formal action during the executive session.

Adjourn: The meeting adjourned at 7:33 p.m.

Prepared by Correen Becher, Secretary

Dolores Library District Special Board Meeting
June 23, 2026
DPL Quiet Room

Call to Order: President Sandy Jumper called the meeting to order at 6:16 p.m.
Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Belinda Platts, and Emily Wisner
Board Members Absent: None
Director: None
Guests: Diana Donohue, Mark Lange, and Kim Seter DLD attorney (via phone)

Agenda Approval: Belinda moved to approve the agenda and Emily seconded. The vote carried.

NEW BUSINESS
Consideration and approval of temporary delegation of administrative and fiscal authority during the vacancy, and ratification of interim operational actions: Leah moved to postpone consideration of this item until the end of today's executive session immediately following the executive session so the Board can receive necessary legal advice regarding the Library's transition and operation. Emily seconded. Upon a vote, five Trustees voted aye, and one abstained.

Executive session to discuss matters subject to negotiation and to receive legal advice concerning the termination of the executive director contract pursuant to Section 24-6-402(4)(b) and (e), C.R.S.: Upon Sandy's request, Lee moved to enter into executive session for the purpose to discuss matters subject to negotiation and to receive legal advice concerning the termination of the executive director contract pursuant to Section 24-6-402(4)(b) and (e), C.R.S. Emily seconded, and the vote was unanimous. Sandy closed the open meeting at 6:20 pm. The executive session was not recorded because of attorney-client privilege. The executive session ended at 7:33 p.m.

The Board did not adopt any proposed policy, position, resolution, rule, regulation or take any formal action during the executive session

The open session reconvened at 7:36 p.m. when the Board took up the first agenda item.

The Board held a discussion of how to manage the administrative and fiscal transition until a new director can be put in place. The staff has expressed interest in taking on some of the duties. Sandy has been and is willing to help as well. Leah moved to ratify the President's emergency administration action taken beginning June 9 until an interim structure is identified to manage essential library operations, financial deposits, and administrative files. Emily seconded. The motion passed upon a vote with Sandy abstaining.

Adjourn: The meeting adjourned at 8:01 p.m.

Dolores Public Library

Policy for Use of the Community Room

The Community Room at the Dolores Public Library is available for free to local verified governmental, non-profit, and/or community groups engaged in educational, cultural, intellectual, or charitable activities. Individuals may reserve the Community Room for private/confidential meetings if available. Donations are appreciated as these funds help defray utility costs, meeting room supplies, and the general maintenance of the facility.

The Community Room is **not** available for the purpose of running a business or any other commercial use. An individual or group may not collect money for activities conducted in the community room. The Library does not advocate or endorse the viewpoints of Community Room users.

Rules for Use of the Community Room

- Leave the room as clean and neat as you found it. Library staff will set up the room according to each group's specifications. We ask that the room be left as you found it for the staff to rearrange.
- Library sponsored & co-sponsored events are given priority for use of the Community Room. Thereafter, the room is reserved on a first come, first served basis.
- The Community Room is available 7:30 AM – 9:30 PM. An organization may reserve the community room in advance (up to 2 months), as long as their use of the room is not excessive.
- Follow all Library rules during the use of the room, including any temporary restrictions. There is no smoking, alcohol, or drug use allowed inside the Library.
- If the room is used outside of Library operating hours, the person listed on the reservation form is responsible for ensuring that all Library rules and procedures are followed throughout the entire event and that the doors are closed and locked behind you once you all enter and when you all leave. The applicant must be over the age of 18 and remain on the premises for the duration of the room usage. The key may only be assigned to the responsible party from the reservation form that checked it out.
- Commercial and business use for the purpose of running a business/sales is expressly prohibited.
- Fundraising is only permitted for events that benefit the library.
- Banquets/celebrations, religious observances, and political campaigning are not permitted uses.
- Equipment requests should be made in advance. Certain pieces of equipment may require checkout. Applicants are responsible for the condition and operation of all equipment. If needed, training with equipment should be obtained from a staff member prior to room usage.
- The person or organization using the Community Room accepts full liability for any losses or damage that may occur to the facility or equipment. The Community Room must be left clean and in the original condition or a cleaning fee will be charged.

Any group that does not abide by these rules will be denied future use of the community room.

Adopted by the Dolores Library District Board of Trustees: November 14, 2017
Amended by the Dolores Library District Board of Trustees: April 14, 2021 & June 11, 2024

DOLORES LIBRARY DISTRICT
Board of Trustees
Investment Policy

Scope

This policy applies to the investment activities of the Dolores Library District (District) regarding the eligible portions of the District's fund balance and excluding any funds required for operations.

Objectives

Funds of the District will be invested in accordance with this policy and Colorado Revised Statutes (C.R.S. § 24-75-601-709 Funds—Legal Investments of Public Funds; C.R.S. § 11-57-205 Public Securities—Delegation of Authority; and C.R.S. § 15-1-301 Fiduciary Investments). Investments shall be based on statutory constraints.

The District's investment portfolio shall be managed in a manner to attain a reasonable rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. The primary investment criteria in priority sequence are safety, liquidity, and yield. Investment maturity terms must be selected and planned to ensure availability of funds for budgeted expenses.

Delegation of Authority

The District's Board of Trustees are responsible for necessary changes to the investment policy and adherence to the policy and regulations. A standing Finance Committee shall be formed and will be composed of the Library Director and those board trustees assigned by the Board President. The Finance Committee is authorized to research and recommend investments in accordance with the District's investment policy. The Finance Committee shall make recommendations to the Board with the rationale for the investment(s). The Board shall then vote to approve or reject the investment recommendation.

Prudence

The standard of prudence to be applied to the Dolores Library District Board of Trustees shall be the Colorado Uniform Prudent Investor Act (C.R.S. § 15-1.1-101-115). Under Section 101:

a) Except as otherwise provided in subsection (b) of this section, a trustee who invests and manages trust assets owes a duty to the beneficiaries of the trust to comply with the prudent investor rule set forth in this article.

(b) The prudent investor rule, a default rule, may be expanded, restricted, eliminated, or otherwise altered by the provisions of a trust. A trustee is not liable to a beneficiary to the extent that the trustee acted in reasonable reliance on the provisions of the trust.

Specifically, under Section 102:

(a) A trustee shall invest and manage trust assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill, and caution. Within a reasonable time after accepting a trusteeship or receiving trust assets, a trustee shall review the trust assets and make and implement decisions concerning the retention and disposition of assets, in order to bring the trust portfolio into compliance with the purposes, terms, distribution requirements, and other circumstances of the trust, and with the requirements of this article.

Additionally, the standard of prudence that applies to local government investment pool trust fund moneys as found in C.R.S. § 24-75-705 states the following:

(1) The board of trustees of any local government investment pool trust fund moneys authorized by this section shall invest in compliance with the requirements of this section and with that degree of judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital and need for liquidity as well as the probable income to be derived.

(2) The board shall exercise the functions over which such board has substantial discretion solely in the interest of the participating local governments and for the exclusive purpose of providing earnings and defraying expenses incurred in administering the trust fund. The board shall act in accordance with the provisions of this part 7 and with the care, skill, and due

diligence in light of the circumstances then prevailing that a person in like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

(3) It is unlawful for a member of the board to engage in any activities which might result in a conflict of interest with such member's functions as a fiduciary of the trust fund.

The Finance Committee, acting in accordance with this policy and exercising due diligence, shall not be held personally responsible for specific investment transactions, a security's credit risk, or market price changes.

Safety and Liquidity of Funds

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. To ensure that adequate funds are available to pay the District's projected financial obligations, investments will be purchased, or deposits made, that reasonably match the anticipated cash disbursements of the District.

Portfolio Management and Monitoring

All investments will be made in accordance with Colorado Revised Statues, which include the following: 1) § 30-10-708 Deposit of Funds in Banks and Savings and Loan Associations; 2) § 11-10.5-101-112 Public Deposit Protection Act (PDPA); 3) § 24-75-601.1 Funds—Legal Investments of Public Funds; 4) § 24-75-603 Depositories; and 5) § 24-75-702 Local Governments—Authority to Pool Surplus Funds. Any revisions of extensions of these sections of the statutes will be part of this policy immediately upon the effective date following enactment.

Short-term investment maturities for all funds shall be scheduled to coincide with projected cash flow needs. No long-term investment shall exceed five years without the approval of the District's Board of Trustees (C.R.S. § 24-75-601.1).

The Finance Committee shall organize, control, and make recommendations relating to cash flow needs and investment opportunities for Board approval. When entering into any fixed-term investment, the Finance Committee shall select investments with maturity terms consistent with the District's future cash flow requirements. Instruments should be selected that provide the greatest value within the maturity required and within the parameters of this policy. In addition, the Finance Committee shall conduct a due diligence review of the condition and the regulatory history of each financial institution, including state pools, prior to investing.

The contents of the investment portfolio shall be reviewed by the Finance Committee quarterly or as required. The Board shall receive reports bi-annually or as required. The report shall consist of the ratings of investments, yield, benchmark comparisons, and narratives. Other internal controls may be adopted by the District's Board of Trustees to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

The Finance Committee may seek the advice of knowledgeable citizen(s) to act as advisor(s). These advisor(s) shall have no power to modify these investment policies or make any decision delegated to the Finance Committee under these policies.

Portfolio Diversification

All investments will be considered either short-term (less than one year) or long- term (one to five years). Investments should be chosen by the Finance Committee to meet the objectives for cash flows set forth in Board-approved strategic plans and budgets.

The Finance Committee may diversify investments using multiple investment vehicles so that, whenever possible, the total portfolio is well diversified.

Safekeeping and Collateralization

All fixed term investment securities purchased under this policy shall be held in third party safekeeping by a custodial institution (Custodian) eligible under C.R.S. § 11-10.5-106. The Custodian shall issue a legal document listing all public funds received from the District. This document shall list the specific instrument, rate, maturity and other relevant information.

Deposit-type securities, such as certificates of deposit, shall be collateralized as required by PDPA for any amount exceeding Federal Deposit Insurance Corporation (FDIC) or Federal Savings and Loan Insurance Corporation (FSLIC) coverage. Money market instruments such as US Securities and Exchange Commission (SEC) registered money market mutual funds qualified under C.R.S. § 24-75-601.1 and state pools under C.R.S. § 24-75-701 shall be collateralized as required by law.

The Library Director shall be responsible for the collection and safekeeping of all receipts of acquired investment purchases, statements, and other legal documentation received from the custodial institution(s).

Qualified Depositories and Financial Institutions

The District shall work from the eligible list of banking institutions approved by the State of Colorado as depositories for its public funds which are qualified under C.R.S. § 24-75-603, are federally insured, and which collateralize deposits according to the Public Deposit Protection Act (C.R.S. § 11-10.5-106).

Adopted: March 10, 2020
Revised: January 12, 2021
Revised: April 12, 2022

Dolores Library District

General Fiscal Policy

PURPOSE

The Dolores Library District establishes this policy to define the District's basic accounting and cash control procedures, and to ensure appropriate use of funds in support of the District's mission and goals, and in compliance with applicable state and federal laws.

BUDGET AND REPORTING

The annual budget is the formal financial plan for the District. The fiscal year for the District is January 1 through December 31. A separate Budget Policy outlines the budget process.

On a monthly basis, the Director and staff shall present a list of all expenditures to the Board of Trustees for review and approval. Monthly financial reports showing the status of all accounts and funds will also be presented to the Board for review and approval. The financial reports will clearly state the financial position of the library, and should indicate the current position of each budgetary line item, including budgeted amount, receipts, and year-to-date expenditures and remaining budget.

The Director shall have a CPA prepare the annual state application for Exemption from Audit in accordance with state law. Although not legally required if revenues or expenditures are $500,000 or less, the Board may choose to have a full audit when it deems necessary.

District finances will be annually reported to the State of Colorado, and other entities as required.

RESERVE FUND REQUIREMENTS

The District shall maintain a general fund balance. All unspent funds collected annually shall be retained in the general fund at the end of the calendar year. The fund balance is maintained to fund normal operating expenses early in the year before tax revenue is available, provide for increased or emergency operating expenses that cannot be anticipated, or to plan for specific special projects as designated by the Board of Trustees.

The District shall maintain undesignated operating reserves equal to approximately 6 months of operating expenses. This amount may be allowed to grow to 1.5 times the targeted level. When this level is reached, the Board will either revise the requirements in this policy or spend the excess funds. The Board may allow the reserve to grow larger to fund a specific project. This will be approved at a regular meeting through official Board action. The project, estimated cost, and timeframe for the approved deviation from this policy will be stated at the time of official action.

The general fund will also contain a minimum designated emergency reserve of 3% of the annual budget in accordance with state TABOR requirements.

Additional designated funds will also be maintained, such as a savings account to be used as needed in the general operating account. There also may be additional investment accounts, including CD's, accounts with ColoTrust, and others as designated by the Board of Trustees. A separate Investment Policy outlines the requirements for managing all investment accounts.

AUTHORITY TO SPEND/CASH ACCOUNTING

Checking and savings accounts that are held by the District shall have the signatures of the Director and Board designees on file. Facsimile signatures for signing of checks are authorized.

The Director will approve all purchases in advance. After receipt of the items ordered, an invoice will be received and reviewed for accuracy. The Director will, if a packing slip is enclosed, attach it to the invoice, and will note the account number to be charged. The invoice will then be set-aside for the next processing date. If a bill is received for services received, such as utilities, it will be approved and coded by the Director. Invoices and other bills will be paid on a bi-weekly basis.

All expenditures shall be approved and initialed by the Director prior to issuing checks, and supporting documentation shall be maintained in the Director's office for an appropriate length of time.

The Director is authorized to sign all checks, with the exception of any checks payable to the Director. Such checks will require the signature of either the President or Board Designated officer. Payroll checks are processed through Direct Deposit directly into the employee's bank account.

The Director is authorized to make deposits into appropriate accounts as needed.

Electronic fund transfers between accounts, wire transfer, and automated clearinghouse transactions will be used whenever feasible.

Bank statements are to be reconciled monthly by the Director or bookkeeper; and the reconciliation reports will be reviewed by the Board Designee. The Director will follow up on any checks not paid after 6 months. Any unclaimed checks will be marked canceled and a journal entry will be made to reclaim the cash.

LIBRARY CREDIT CARD

The District shall maintain bank issued credit cards for library purposes only. Authorized users of the credit card are the Director and selected staff as determined by the Director. The credit cards may be used for expenses related to staff attending meetings, workshops or conferences and related expenses such as transportation, lodging, gas and meals. The credit cards are to be used to expedite payment of library expenses that require pre-payment or immediate payment such as online vendors. Receipts are required.

The credit card balances will be paid in full each billing cycle. The credit card statements are to be reviewed by the Board Designee.

CONSULTANTS AND INDEPENDENT CONTRACTORS

At the discretion of the Director, consultants and independent contractors may be utilized for specific roles or tasks as identified by Board or staff. Consultants and independent contractors will meet the definitions of such functions established by the Internal Revenue Service. Earnings will be reported and paid accordingly. Each position shall have a contract and include the submission of a Form W-9 for IRS purposes.

Any service for which consultants or independent contracts will be utilized and for which the District will pay $10,000 or more during a one-year period shall be open to public bid. The process of selection of any contractor for a contract of at least $10,000 per year will be as follows:

- The process will be described, including a term of the contract, and advertised at least 3 times in local newspapers, or by any other method deemed appropriate by the Director.
- Unless directed otherwise by the Board of Trustees, the Director shall review and select the appropriate candidate for the position within the time frame allotted.
- Each position shall have a contract and submit a Form W-9 for IRS purposes.
- The contractor shall not be a current employee of the District.

GRANTS AND DONATIONS

Funds donated to the District may be allocated according to the wishes of the donor, or may be undesignated. Undesignated donations may be deposited in the Dolores Public Library Foundation Fund or the District General Operating Fund, at the discretion of the Board of Trustees. The District reserves the right to refuse any gift or donation that does not support the mission of the District.

The Director is authorized to sign grant applications on behalf of the Board of Trustees.

ADOPTED: June 8, 2021
REVISED: August 12, 2025

Dolores Public Library
FY26_P&L
January 1-June 30, 2026

	Jan 1 - Jun 30 2026			
	Actual	Budget	Percent remaining	Percent of budget
Income				
4000-Property Taxes	262,863.20	369,238.00	28.81%	71.19%
4010-S.O. Taxes	17,715.55	25,000.00	29.14%	70.86%
4011-Delinquent Taxes	9.34			
4130-Donations	4,537.70	10,000.00	54.62%	45.38%
4200-Grants		5,000.00	100.00%	0.00%
4212-Onward Grant Income	26,064.00			
Total for 4200-Grants	**26,064.00**	**5,000.00**	-421.28%	**521.28%**
4300-Interest	8,650.63	15,000.00	42.33%	57.67%
4190-Miscellaneous		500.00	100.00%	0.00%
Total for Income	**319,840.42**	**424,738.00**	**24.70%**	**75.30%**
Cost of Goods Sold				
Gross Profit	**319,840.42**	**424,738.00**	**24.70%**	**75.30%**
Expenses				
5000-Books	794.23	5,000.00	84.12%	15.88%
5010-Electronic Materials	2,000.00	5,000.00	60.00%	40.00%
5015-CDs	39.99			
5017-DVD	750.86			
Total for 5010-Electronic Materials	**2,790.85**	**5,000.00**	**44.18%**	**55.82%**
5020-Periodicals	471.08	800.00	41.12%	58.88%
5030-Programs				
5031-Youth Programs	1,056.25	3,000.00	64.79%	35.21%
5032-Adult Programs	313.88	3,000.00	89.54%	10.46%
Total for 5030-Programs	**1,370.13**	**6,000.00**	**77.16%**	**22.84%**
5100-ILL Catalog	2,180.00	2,500.00	12.80%	87.20%
5110-Databases	811.00	1,000.00	18.90%	81.10%
5120-IT Services & Support	6,121.25	15,000.00	59.19%	40.81%
5121-Website	1,698.00	1,800.00	5.67%	94.33%
5122-Tech Spt Maintenance	966.75			
Total for 5120-IT Services & Support	**8,786.00**	**16,800.00**	**47.70%**	**52.30%**
5200-Continuing Education	25.00	1,000.00	97.50%	2.50%
5210-Dues and Fees	1,840.61	4,500.00	59.10%	40.90%
5230-Insurance	15,580.00	15,000.00	-3.87%	103.87%
5260-Travel/Mileage/Meals	493.83	5,000.00	90.12%	9.88%
5270-Courier	7.80	3,200.00	99.76%	0.24%
5280-Professional Fees	2,250.00	1,500.00	-50.00%	150.00%
5290-Legal Fees	5,977.85			

	Jan 1 - Jun 30 2026			
	Actual	**Budget**	**Percent remaining**	**Percent of budget**
5290-Repairs & Maintenance	4,909.65	6,000.00	18.17%	81.83%
5295-Janitorial	3,752.28	7,500.00	49.97%	50.03%
5296-Snow Removal	125.00	3,000.00	95.83%	4.17%
Total for 5290-Repairs & Maintenance	**8,786.93**	**16,500.00**	**46.75%**	**53.25%**
5300-Supplies	1,885.57	5,000.00	62.29%	37.71%
5500-Utilities	5,768.69	16,000.00	63.95%	36.05%
5520-Copier Lease	2,355.98	6,000.00	60.73%	39.27%
5530-Telephone	734.40	2,500.00	70.62%	29.38%
5600-Treasurer's Fee	5,250.71	8,000.00	34.37%	65.63%
5610-Grant Expenses		5,000.00	100.00%	0.00%
5611-State Grant Expenses	3,408.32			
5612-Onward Grant Expenses	20,653.00			
5613-Travel Grant Expenses	124.51			
Total for 5610-Grant Expenses	**24,185.83**	**5,000.00**	**-383.72%**	**483.72%**
5620-Internet	657.00	1,700.00	61.35%	38.65%
5700-Equipment	517.78	5,000.00	89.64%	10.36%
5800-Payroll Expenses	131,523.82	261,096.00	49.63%	50.37%
5810-Payroll Taxes	10,924.50	19,974.00	45.31%	54.69%
5820-Benefits	2,455.67	9,008.00	72.74%	27.26%
Total for 5800-Payroll Expenses	**144,903.99**	**290,078.00**	**50.05%**	**49.95%**
5900-Miscellaneous	84.37	500.00	83.13%	16.87%
Ask Sandra	613.56			
Unapplied Cash Bill Payment Expense	131.40			
5125-Computers		4,000.00	100.00%	0.00%
5275-Postage		400.00	100.00%	0.00%
5310-Marketing		400.00	100.00%	0.00%
5950-Other Projects		5,000.00	100.00%	0.00%
Total for Expenses	**239,254.59**	**433,378.00**	**44.79%**	**55.21%**
Net Operating Income	**80,585.83**	**-8,640.00**	**1,032.71%**	**-932.71%**
Other Income				
Other Expenses				
Net Other Income	**$0.00**	**$0.00**		
Net Income	**80,585.83**	**-8,640.00**	**1,032.71%**	**-932.71%**