

Dolores Library District

May Board Meeting Agenda

Date: May 12, 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
 - Introduce prospective trustee candidates
4. Public Comment
5. Financials
6. Reports
 - Learning Moment: Marketing & Public Relations
 - Director's Report
 - Finance Committee Report: none
 - Workplace Assessment Committee Report
 - 40th Anniversary Committee Report
 - Strategic Plan Update: Collection & Circulation
7. Unfinished Business
 - Review/Revise Conflict of Interest & Ethics Policy
 - Review/Revise Employee Handbook
 - Review Draft Board Correspondence & Communication Policy
 - Discuss Treasurer's authorities and permissions
8. New Business
 - Summer Program Update
 - Discuss Program Funding
9. Proposed Topics for Next Meeting: Jun 9, 2026
 - Review Bylaws
10. Adjourn at Time: TBD

Dolores Library District
Onboarding Session with New Trustees
April 6, 2026

Call to Order: Sandy called the meeting to order at 2:00 p.m.

Members Present: Leah Burkett, Belinda Platts, Lee Hallberg (via phone), Sandy Jumper, and Director Sean Gantt

Sean gave each of the Trustees a copy of miscellaneous board information, including a map of the District, the schedules for board meetings, library closures, Trustee information; and a flash drive containing relevant policies and information, Lee had previously been given the same packet of information. Sean went through the contents of the flash drive, and commented on the information in the packet.

There was discussion of various items, questions asked and answered, and a general discussion of board operations.

Adjourn: The meeting adjourned at approximately 4:00 p.m.

Prepared by Sandra Jumper

Dolores Library District Board Meeting

April 14, 2026

Call to Order: Sandy called the meeting to order at 6:02 p.m.

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

Board Members Absent: None

Director: Sean Gantt

Guests: Diana Donohue, Peggie Buckholts, and Mark Lange, community members; Derek Beckman, Dolores Town Board; Carol Westphall, FoDL president; and Chey Smith and Hannah Carloni, staff members.

Agenda: The Friends of Dolores Library report was moved to just after Public Comment. Lee moved to approve the agenda with that change, Belinda seconded, and the vote passed.

Minutes: Belinda made a motion to approve the minutes as submitted for the March meeting. Leah seconded the motion which carried upon a vote.

Correspondence and Communications: None

Public Comment: Derek Beckman introduced himself as the new liaison between the Dolores Town Board and the Library.

Friends of the Dolores Library (FoDL) Update: Carol highlighted events of the past 6 months which included the book sale, contributions to the purchase of the new computers, snack box, Guestimation Program and updating their bylaws. She also spoke about upcoming events which include book donations, the summer book sale, and their willingness to help with the 40th Anniversary Celebration.

Financials:

1. Expenditures: Belinda and Emily asked about professional fees. Emily asked that any unused funds from the Onward grant be used toward programming expenses. Lee asked if the Library has discretion on how any unused funds from the Onward distribution can be spent.
2. P&L: The distribution from Onward was awarded as a grant and has been coded as such.
3. Balance Sheet: Sandy gave a brief explanation about how transfers are made from the Library's HiFi account to the checking account. Sean said the posted interest on the Colo. Trust accounts was for two months. Lee asked about interest comparison between the CD and Colorado Trust accounts to the Onward Foundation Fund.
4. Belinda moved to approve the financial reports as submitted and Emily seconded. The motion carried upon a vote.

REPORTS

Learning Moments: Sandy summarized the "Library Policy Lifecycle" from Colorado Library Board. Then the board discussed the section on "Library Staff" from Colorado Library Standards. Sean commented on how respected the staff is and efforts that have been made by DLD to increase salaries and benefits.

Director's Report: Sean highlighted the craft classes, the high school class project, and the "Pre-Pi" event. He also emphasized his annual report which included a bar graph, a few tables, and several line graphs demonstrating salaries and revenue, finances, and programming over the years. Sean shared his narrative for the Library's 2025 Library Report.

Finance Committee: Sandy reported on the meeting held April 14th. Leah attended as a guest. The committee reviewed the 1st quarter financial reports, which were available in the Board packet. Sandy then presented a final corrected report for End of Year 2025 of the Dolores Public Library Foundation Fund activity. The Fund began 2025 with a balance of \$51,794 and ended the year with \$76,064. \$1,729 came in from individual donations, \$3,829 from the donation box, \$1,000 in business donations, \$10,500 in grants, and \$8,389 in investment income; \$1,178 was charged for fees and bank charges. As of the end of February, 2026, the Fund had a balance of \$80,86: \$150 was individual donations, \$1,214 from the donation box, \$1,000 in grants, and \$2,524 in investment income, with fees of \$241. The distribution to the Library was made mid March. A discussion was had regarding using donation box money for programming.

Workplace Assessment Committee Report: Sandy shared that the WPA committee had decided to go with Luminary Consulting and why, stressing that the survey results would be completely anonymous. She gave somewhat of a timeline and what the minimum WPA costs will be. A discussion evolved regarding how surveys would be submitted to assure anonymity.

Strategic Plan Update: None

UNFINISHED BUSINESS

Review and Revise Conflict of Interest and Ethics Policies: The District's attorney reviewed the current policies and suggested some changes. The policies will apply to staff and Board members and not to vendors. The disclosure was not included with the revisions presented. Lee pointed out a couple bullets in the Conflict of Interest Policy that were ambiguous and offered to adjust the wording to make them more clear. Upon Sandy's request, Belinda made a motion to table the Conflict of Interest and Ethics Policies approval, Lee seconded, and the motion carried.

Review/Award Workplace Assessment RFP: Sean had included the most current contract, which was reviewed earlier in the meeting. Upon Sandy's request, Emily made a motion to approve the Workplace Assessment contract and Leah seconded. The motion carried upon a vote.

Discuss Special District 40th Anniversary: Hannah mentioned that the Dolores Public Library was established in 1956 as a part of Town services, 70 years ago, and asked if the Board wanted to celebrate both events. Hannah presented many ideas she and Jillian had compiled as ways to celebrate. It was decided to form a committee with members of the DLD Board, Town, School, Staff and Friends. Sandy asked for Board members to help, which Correen and Emily volunteered. Sean suggested Hannah and Jillian as the staff members. Carol said the Friends would choose two members at their meeting on April 16. Derek said he'd be willing to help as a member of the Town Board. Emily made a motion to form an ad hoc committee to organize the Special District 40th Anniversary Celebration with Correen and herself representing the Board. Lee seconded, and the motion carried.

Approve New Version of Intergovernmental Agreement (IGA) per Town Request: The Town's attorney requested a minor change in wording on item #11 of the previously approved IGA. After discussion, Lee made a motion to approve the Intergovernmental Agreement as presented. Leah seconded, and the motion passed.

NEW BUSINESS

Review Employee Handbook: Sandy said she has not received input from the District's attorney on changes to the Employee Handbook. Hannah and Chey presented several suggested changes the staff would like to see made. Sandy asked Board members to submit any suggested changes they feel are necessary by April 24th.

Friends of Dolores Library Update: Presented earlier in the meeting

Discuss Board Correspondence & Communication Policy: Sean said correspondence and communication is typically outlined in the bylaws. Belinda suggested having a policy regarding these issues would be helpful. Sean will investigate and gather information to develop a proposed policy.

Elect Treasurer: Sandy nominated Leah as Treasurer. After a discussion, Sandy made a motion to elect Leah as Treasurer, Emily seconded, and the motion carried upon a vote.

Discuss Finance Committee: Since Leah is the new Treasurer, Sandy moved to appoint Leah to the Finance Committee and the Dolores Public Library Foundation Fund Advisory Committee (officers are the committee members). Emily seconded, and the motion passed.

Special Board Meeting: Sandy requested a special board meeting to be held May 1st at 3:30. The purpose is to discuss the board process clarification Emily sent to the Board; and an executive session to discuss complaints that she has received and has shared with the board.

Proposed Topics for Next Regular Meeting: May 12, 2026:

- Review and/or Approve Conflict of Interest and Ethics Policies
- Review/discuss Employee Handbook revisions
- Review Correspondence & Communication Policy
- Summer Program Update
- Discuss more funding for programming. Leah made a motion to add this to the May 12 agenda. Lee seconded, and the motion passed.
- Report from 40th Anniversary committee

Prepared by Correen Becher, Secretary

DOLORES PUBLIC LIBRARY
Expenses April 2025

Bills:

Name	Date	Check #	Account	Description	Split Amount	Total Amount
Amazon	4/16/2026	14291	5017-DVDs	DVDs	\$ 144.20	
			5000-Books	book	\$ 12.92	
			5300-Supplies	replacement battery backup	\$ (35.00)	\$ 122.12
American Bankers Insurance	4/16/2026	14292	5230-Insurance	Flood Insurance renewal		\$ 4,634.00
Atmos Energy	4/6/2026	ACH	5500-Utilities	Natural Gas		\$ 397.97
Bankcard Center - SG	4/14/2026	ACH	5210-Dues & Fees	QuickBooks & Direct Deposit	\$ 204.00	
			5300-Supplies	cleaning supplies	\$ 45.55	
			5032-Adult Programs	winter reading prize	\$ 100.00	\$ 349.55
Colorado Life	4/16/2026	14293	5020-Periodicals	annual sub		\$ 30.00
Empire Electric	4/2/2026	ACH	5500-Utilities	Electricity		\$ 91.19
FastTrack Communications	4/16/2026	14294	5620-Internet	internet		\$ 131.40
The Hartford	4/16/2026	14295	5230-Insurance	Business Owners Insurance annual renewal		\$ 9,686.00
Highstreet	4/16/2026	14296	5230-Insurance	D&O Insurance annual premium		\$ 1,260.00
Kimberly Daves	4/13/2026	DD	5295-Janitorial	Cleaning		\$ 276.92
Kimberly Daves	4/27/2026	DD	5295-Janitorial	Cleaning		\$ 276.92
MicroMarketing	4/16/2026	14297	5611-State Grant Expen	Books for state grant		\$ 185.87
NetForce PC, Inc	4/16/2026	14302	5120-Technical Support	IT Management (monthly) & 3CX Annual License	\$ 1,836.75	
			5530-Telephone	monthly VOIP phone service	\$ 122.55	\$ 1,959.30
Options Monitoring, LLC	4/16/2026	14298	5290-Repairs & Mainteni	quarterly alarm monitoring		\$ 189.00
PEAC Solutions	4/16/2026	14299	5520-Copier Lease/Use	Xerox Lease/Use		\$ 489.82
Plunkett's Pest Control	4/16/2026	14300	5290-Repairs & Mainteni	bimonthly pest control		\$ 128.00
Seter, Vander Wall, & Mielke, PC	4/16/2026	14301	5612-Onward Grant Exj	legal services		\$ 6,343.50
Town of Dolores	4/20/2026	ACH	5500-Utilities	Water & Sewer		\$ 88.45
Waste Management	4/21/2026	ACH	5500-Utilities	Trash service		\$ 233.11
Total					\$ 26,873.12	

Payroll:

Name	Date	Check #	Account	Description	Split Amount	Total Amount
Quickbooks Payroll			5800-Salaries & Wages		\$ 18,964.41	
Payroll Taxes			5810-Payroll Taxes		\$ 1,578.51	
Fidelity			5820-Benefits		\$ 468.29	
Payroll Sub Total:					\$ 21,011.21	

Grand Total: \$47,884.33



Dolores Public Library

FY26 P&L

January - April, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
4000-Property Taxes	138,984.78	369,238.00	230,253.22	37.64 %
4010-S.O. Taxes	10,725.18	25,000.00	14,274.82	42.90 %
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	6,874.70	15,000.00	8,125.30	45.83 %
Total Income	\$186,289.96	\$424,738.00	\$238,448.04	43.86 %
GROSS PROFIT	\$186,289.96	\$424,738.00	\$238,448.04	43.86 %
Expenses				
5000-Books	176.85	5,000.00	4,823.15	3.54 %
5010-Electronic Materials	2,000.00	5,000.00	3,000.00	40.00 %
5017-DVD	486.25		(486.25)	
Total 5010-Electronic Materials	2,486.25	5,000.00	2,513.75	49.73 %
5020-Periodicals	177.00	800.00	623.00	22.13 %
5030-Programs				
5031-Youth Programs	939.58	3,000.00	2,060.42	31.32 %
5032-Adult Programs	152.17	3,000.00	2,847.83	5.07 %
Total 5030-Programs	1,091.75	6,000.00	4,908.25	18.20 %
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	5,154.50	15,000.00	9,845.50	34.36 %
5121-Website	1,698.00	1,800.00	102.00	94.33 %
Total 5120-IT Services & Support	6,852.50	16,800.00	9,947.50	40.79 %
5125-Computers		4,000.00	4,000.00	
5200-Continuing Education	25.00	1,000.00	975.00	2.50 %
5210-Dues and Fees	1,137.61	4,500.00	3,362.39	25.28 %
5230-Insurance	15,580.00	15,000.00	(580.00)	103.87 %
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	4,466.09	6,000.00	1,533.91	74.43 %
5295-Janitorial	2,492.28	7,500.00	5,007.72	33.23 %
5296-Snow Removal	125.00	3,000.00	2,875.00	4.17 %
Total 5290-Repairs & Maintenance	7,083.37	16,500.00	9,416.63	42.93 %
5300-Supplies	624.50	5,000.00	4,375.50	12.49 %
5310-Marketing		400.00	400.00	

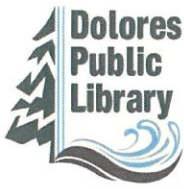


Dolores Public Library

FY26 P&L

January - April, 2026

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5500-Utilities	3,892.09	16,000.00	12,107.91	24.33 %
5520-Copier Lease	1,887.31	6,000.00	4,112.69	31.46 %
5530-Telephone	490.20	2,500.00	2,009.80	19.61 %
5600-Treasurer's Fee	2,779.68	8,000.00	5,220.32	34.75 %
5610-Grant Expenses		5,000.00	5,000.00	
5611-State Grant Expenses	3,188.63		(3,188.63)	
5612-Onward Grant Expenses	13,901.50		(13,901.50)	
Total 5610-Grant Expenses	17,090.13	5,000.00	(12,090.13)	341.80 %
5620-Internet	525.60	1,700.00	1,174.40	30.92 %
5700-Equipment		5,000.00	5,000.00	
5800-Payroll Expenses	85,042.54	261,096.00	176,053.46	32.57 %
5810-Payroll Taxes	7,078.65	19,974.00	12,895.35	35.44 %
5820-Benefits	1,620.77	9,008.00	7,387.23	17.99 %
Total 5800-Payroll Expenses	93,741.96	290,078.00	196,336.04	32.32 %
5900-Miscellaneous	84.37	500.00	415.63	16.87 %
5950-Other Projects		5,000.00	5,000.00	
Total Expenses	\$159,269.87	\$433,378.00	\$274,108.13	36.75 %
NET OPERATING INCOME	\$27,020.09	\$ (8,640.00)	\$ (35,660.09)	(312.73 %)
NET INCOME	\$27,020.09	\$ (8,640.00)	\$ (35,660.09)	(312.73 %)



DOLORES PUBLIC LIBRARY

Balance Sheet

As of April 30, 2026

	TOTAL			
	AS OF APR 30, 2026	AS OF MAR 31, 2026 (PP)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1000-Bank Regular Checking	4,836.88	(5,032.98)	9,869.86	196.10 %
1010-Bank Hi-Fi	81,389.67	89,285.24	(7,895.57)	(8.84 %)
1070-DPL CDs				
1085-DSB-CD#31; Contingency	177,351.56	177,351.56	0.00	0.00 %
Total 1070-DPL CDs	177,351.56	177,351.56	0.00	0.00 %
Total Bank Accounts	\$263,578.11	\$261,603.82	\$1,974.29	0.75 %
Other Current Assets				
1090-Investment Account				
1091-Colo Trust #2343	270,242.98	269,407.78	835.20	0.31 %
1092-Colo Trust #2373	135,921.57	135,527.45	394.12	0.29 %
Total 1090-Investment Account	406,164.55	404,935.23	1,229.32	0.30 %
1100-Petty Cash	863.30	713.30	150.00	21.03 %
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	\$778,885.70	\$777,506.38	\$1,379.32	0.18 %
Total Current Assets	\$1,042,463.81	\$1,039,110.20	\$3,353.61	0.32 %
Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%
TOTAL ASSETS	\$1,042,463.81	\$1,039,110.20	\$3,353.61	0.32 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
	\$373,878.92	\$375,818.70	\$ (1,939.78)	(0.52 %)
Total Liabilities	\$373,878.92	\$375,818.70	\$ (1,939.78)	(0.52 %)
Equity	\$668,584.89	\$663,291.50	\$5,293.39	0.80 %
TOTAL LIABILITIES AND EQUITY	\$1,042,463.81	\$1,039,110.20	\$3,353.61	0.32 %

MARKETING & PUBLIC RELATIONS

OUTCOME

Community members are aware of the library's role in the community and engage with, value, and support library offerings.

OVERVIEW

The overall goal of marketing and public relations is to inform the public about ways the library meets the diverse needs and interests of the community. In doing so, the library conveys a strong public image while increasing participation in library services, programs, and resources.

A marketing plan is an effective way to establish and implement policies, a budget, and strategies that communicate with diverse audiences within the community. Effective library marketing includes consistent messages and branding that frame the value of the library in ways that welcome all and entice use. In addition, the library uses a variety of outreach strategies to engage community members in library activities and conversations.

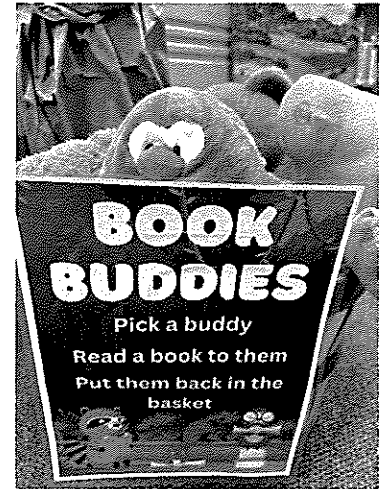
Public relations efforts build relationships with community members, leaders, and partners for positive community impact. By cultivating strategic partners, the library can expand its reach and message beyond its walls. This outreach also offers opportunities to listen to community input to find ways to improve services and meet the needs of various community members.



43: The flagpole at the Hayden Public Library with the American, Colorado, and national library symbol flags.

**MARKETING & PUBLIC RELATIONS ESSENTIALS
CHECKLIST FOR ALL PUBLIC LIBRARIES**

- Communicate a positive image of the library and its services while remaining receptive to input, diverse opinions, and suggestions.
- Use community demographic data to identify targeted personas and/or diverse community groups for customized promotion of library offerings.
- Leverage community connections to identify and engage community members.
- Promote library programs and services in inclusive ways, including in the library, in the community, and through online platforms:
 - Use displays, flyers, and other media to market library materials, programs, and other community services both in the library and in other venues in the community.
 - Reach community members anytime, anywhere, and beyond the library with an online presence that includes an ADA compliant website (C.R.S. § 24-85-101 - 24-85-104), and online media platform(s) (social media, email newsletter, etc.).
 - Translate promotional material and other public communications in the language(s) used by community residents.
 - Collaborate with local businesses and organizations to cross-promote programs and services.
- Establish communications policies and procedures in collaboration with the local office of emergency management to plan for and respond to community crises or disasters. As locally appropriate, position the library as a community hub for communications during and after a disaster. Provide public emergency alerts and instructions in the languages used in the community. See also the Facilities & Infrastructure Standard.
- Develop and implement procedures to receive and promptly respond to comments, suggestions, and feedback from the community in order to increase customer satisfaction and protect and improve the library's image. Refine communication process based on comments.
- Leverage statewide or national library promotional campaigns that increase public awareness of libraries.



44: Book buddies at the Moffat County Public Library in Craig.



Executive Director's Report for April 2026

Updates

- Hygiene drive
- Word Sharks Poetry Event - April 30, 2026
- Outreach: School-O-Rama math night at the elementary school, & Kinder registration
- Earth Day Celebration Bike Ride and Trash Pickup - April 24, 2026

Meetings & Trainings

- 4/7, 4/14, 4/21, 4/28 – Rotary Club Mtgs
- 4/3 – Mtg w/ Sandy
- 4/6 – Pre-Board Mtg
- 4/6 – Finance Committee Mtg
- 4/6 – Board Onboarding Mtg
- 4/7 - Workplace Assessment Committee Mtg
- 4/14 – Dolores Library District Board Mtg
- 4/15 – CPLD Mtg
- 4/21 – Mtg w/ Leah
- 4/22 – CliC & Connect in Durango (Hannah & Jillian)
- 4/27 – Mtg w/ Belinda
- 4/27 – Mtg w/ Sandy
- 4/29 – Mtg w/ Clayton from Comfort Air re: staff office heat
- 4/29 – Workplace Assessment Committee Mtg

April 2026 vs April 2025

Circulation	2026	2025
Circulation	2,095	2,315
E-book/E-audiobook Downloads	363	488
Total Circulation	2,458	2,803

Library Contacts	2026	2025
Patron Contacts	1,784	1,819
Computer Use	260	351
Website Pageviews	100,938	74,927
New Newsletter Subscribers	9	10
New Facebook Followers	18	0
New Instagram Followers	14	8
Phone Contacts	251	244
Meeting Room Reservations (hrs.)	51	39
Total Library Contacts	103,274	77,435

Programs	2026	2025
Children (0-5)	147 (8)	77 (4)
Children (6-11)	21 (3)	71 (5)
Young Adult (12-18)	146 (7)	70 (10)
Adult (19 & over)	264 (29)	212 (26)
All Ages (mixed/family)	56 (2)	0
Passive Programming	191 (2)	79 (1)
Take & Make Activities	174 (6)	156 (7)
Total Program Attendance	999 (57)	665 (53)

Outreach	2026	2025
Children (0-5)	0	0
Children (6-11)	0	0
Young Adult (12-18)	0	0
All Ages (mixed/family)	163 (2)	0
Total Outreach Attendance	163 (2)	0

DOLORES LIBRARY DISTRICT
BOARD OF TRUSTEES COMMUNICATIONS POLICY

I. PURPOSE

The purpose of this policy is to ensure that communications among members of the Board of Trustees of the Dolores Library District comply with applicable Colorado law, including the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 et seq., the Colorado Open Records Act (“CORA”), C.R.S. §§ 24-72-200.1 et seq., and all other applicable statutes governing public library districts.

This policy is intended to:

- Promote transparency and public trust;
- Prevent unlawful “serial meetings” or undisclosed deliberations;
- Establish appropriate use of email, text messaging, and electronic communications by trustees;
- Preserve public records appropriately; and
- Clarify permissible and prohibited communications among trustees.

II. POLICY STATEMENT

The Board of Trustees conducts public business openly and transparently. Trustees shall avoid using email, text messages, social media, or other electronic communications in any manner that could violate Colorado’s Open Meetings Law or undermine public confidence in the integrity of Board deliberations.

No trustee shall use electronic communications to circumvent public meeting requirements or to conduct Board business outside properly noticed public meetings. Electronic communication cannot be used to discuss the merits or substance of any public business among more than two Trustees, including ccs and bccs.

Library Board members must not attempt to exercise individual authority over the organization. Library Board members’ interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized, and that the Executive Director is accountable only to the Library Board as a whole, and not to individual Library Board members. The relationship between the Executive Director and individual members of the Library Board, including the Chair, is therefore collegial, not hierarchical. Library Board members’ interaction with public, media or other entities must recognize this

limitation and that Board members are not to speak for the Executive Director, or to speak for the Library Board except to repeat explicitly stated Library Board decisions. Except for participation in Board deliberation about whether the Executive Director has achieved any reasonable interpretation of Board policies, Library Board members will not publicly express individual judgments of performance of employees or the Executive Director. Library Board members must respect the confidentiality appropriate to issues of a sensitive nature. Library Board members will support the legitimacy and authority of the final determination of the Library Board on any matter, irrespective of the member's personal position on the issue

III. APPLICABILITY

This policy applies to all trustees, officers of the Board, advisory committee members appointed by the Board, and any electronic communication involving Board business, including but not limited to:

- Email;
- Text messages;
- Messaging applications;
- Social media direct messages;
- Shared documents and collaboration platforms;
- Group chats; and
- Communications through personal or district-issued devices or accounts.

IV. LEGAL AUTHORITY

Colorado law provides that meetings of a local public body where public business is discussed or formal action may be taken must be open to the public. Electronic communications may constitute a "meeting" under Colorado law.

Colorado guidance further recognizes that a "serial meeting" may occur when members communicate sequentially through email, telephone, or other means to discuss public business outside a public meeting.

Electronic communications concerning public business may also constitute public records subject to disclosure under CORA.

V. DEFINITIONS

A. Public Business

“Public business” means any matter relating to Library District governance, policy, budgeting, operations, personnel, programs, facilities, contracts, litigation, strategic planning, or other matters within the authority of the Board.

B. Meeting

A “meeting” includes any gathering, in person or electronically, of three or more trustees or a quorum, whichever is fewer, at which public business is discussed or formal action may be taken.

C. Serial Meeting

A “serial meeting” refers to a series of communications among trustees conducted through email, text, telephone, or intermediaries that collectively involve discussion, deliberation, or consensus-building concerning public business outside a noticed public meeting.

VI. PERMITTED COMMUNICATIONS

Trustees may use email or electronic communications for the following limited purposes, provided no discussion or deliberation of public business occurs among a quorum of trustees:

1. Scheduling meetings or confirming attendance;
2. Distributing agendas, packets, reports, or informational materials;
3. Providing one-way informational updates from the Executive Director;
4. Communicating procedural or administrative matters;
5. Requesting clarification from the Executive Director; and
6. Emergency notifications.

Trustees receiving informational materials shall refrain from engaging in “reply-all” discussions.

VII. PROHIBITED COMMUNICATIONS

The following conduct is prohibited:

A. Deliberation Outside Public Meetings

Trustees shall not deliberate, debate, build consensus, poll members, or attempt to reach agreement regarding public business through electronic communications outside a properly noticed public meeting.

B. Reply-All Discussions

Trustees shall not use “reply all” email responses to discuss public business when the communication involves a quorum of trustees or could create a serial meeting.

C. Serial Communications

Trustees shall not communicate sequentially through intermediaries or chains of communication to discuss public business outside a public meeting.

D. Texting During Meetings

Trustees shall not engage in private electronic discussions concerning matters before the Board during a public meeting.

E. Use of Personal Accounts to Avoid Disclosure

Trustees shall not use personal email accounts, messaging applications, or personal devices to evade public records requirements.

VIII. EMAIL AND RECORD RETENTION

A. Public Records

Emails and electronic communications concerning Library District business may constitute public records subject to disclosure under CORA, regardless of whether sent from personal or district accounts.

B. Retention

Trustees shall retain electronic communications in accordance with the District’s records retention schedule and applicable Colorado law.

C. Forwarding and Preservation

Trustees using personal accounts for District business shall promptly forward such communications to the District’s designated records custodian for retention.

IX. COMMUNICATIONS WITH STAFF

Individual trustees may communicate with the Library Executive Director for informational purposes. However:

- No individual trustee may direct the Executive Director except through authority granted by the Board;
- Trustees shall avoid participating in substantive discussions with staff outside public meetings; and
- Staff shall not be used to facilitate serial communications among trustees.

X. COMMUNICATIONS WITH THE PUBLIC

Trustees may respond to public inquiries consistent with this policy, but trustees shall:

- Avoid committing the Board to any position;
- Clarify when speaking in an individual capacity;
- Avoid engaging other trustees in substantive electronic discussions with members of the public; and
- Refer significant policy matters to the full Board for discussion in an open meeting.

XI. SOCIAL MEDIA

Trustees shall exercise caution when using social media concerning Library District matters.

Trustees shall not:

- Conduct Board deliberations through social media;
- Use comments or message threads to develop Board consensus; or
- Engage in serial discussions involving a quorum of trustees.

XII. TRAINING

All trustees shall receive periodic training regarding:

- Colorado Open Meetings Law;
- Colorado Open Records Act;

- Electronic communications compliance; and
- Records retention obligations.

New trustees should receive such training within ninety (90) days of appointment.

XIII. VIOLATIONS

Violations of this policy may expose the District and individual trustees to legal liability, including potential invalidation of Board actions, court orders, attorney fees, and public criticism.

Alleged violations shall be reviewed by Board counsel and may be addressed through corrective action, training, censure, or other lawful remedies.

XIV. RELATED AUTHORITIES

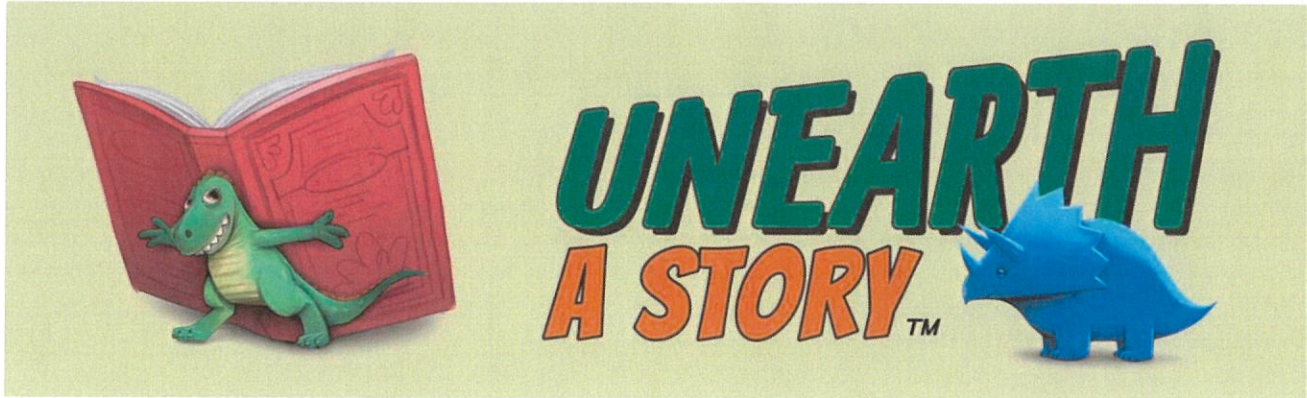
- Colorado Open Meetings Law, C.R.S. §§ 24-6-401 et seq.
- Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq.
- Colorado Public Library Law, C.R.S. § 24-90-109
- Applicable records retention schedules
- Board bylaws and ethics policies

Relevant Quotes:

“Electronic communication cannot be used to discuss the merits or substance of any public business among more than two Trustees, including ccs and bccs” (Bylaws of the East Routt Library District Board of Trustees).

“Section 5. Any meetings of three (3) or more trustees at which any District business is discussed or at which any formal action may be taken are considered public meetings open to the public as per Colorado Open Meetings law. Email communications between three (3) or more trustees will be limited to sharing documents relevant to Board business, such as reports, spreadsheets, and other applicable documents. These email communications will not discuss any public business or take any formal action” (Dolores Library District Board of Trustees Bylaws).

“Library Board members must not attempt to exercise individual authority over the organization. Library Board members’ interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized, and that the Executive Director is accountable only to the Library Board as a whole, and not to individual Library Board members. The relationship between the Executive Director and individual members of the Library Board, including the Chair, is therefore collegial, not hierarchical. Library Board members’ interaction with public, media or other entities must recognize this limitation and that Board members are not to speak for the Executive Director, or to speak for the Library Board except to repeat explicitly stated Library Board decisions. Except for participation in Board deliberation about whether the Executive Director has achieved any reasonable interpretation of Board policies, Library Board members will not publicly express individual judgments of performance of employees or the Executive Director...Library Board members must respect the confidentiality appropriate to issues of a sensitive nature. Library Board members will support the legitimacy and authority of the final determination of the Library Board on any matter, irrespective of the member’s personal position on the issue” (Jefferson County Public Library Board of Trustees Members’ Code of Conduct).



Summer Reading Challenge: May 21st (last day of school) - July 31st
 Summer Reading Program: June 9th - July 31st

Special Events:

<i>Date</i>	<i>Event</i>	<i>Description</i>	<i>Cost</i>
Thursday, May 22	STOMP & SPLASH! Into Summer Reading	Water balloon fight at Joe Rowell Park to celebrate the last day of school & get students signed up for the Summer Reading Challenge -Water balloon fight for young children and older children -Dino-themed snacks -watermelon -swag for those who sign up for the challenge (special notebooks stamped with "Unearth a Story!"), sunglasses, temporary tattoos, and a free book of their choice -Popsicles at the end (after they've picked up all the popped water balloons)	~\$500 (Rotary gave us \$400 for this event and the PTA will likely give us \$150 - pending their vote during tomorrow's meeting)
Friday, June 12	<i>Pinhead Institute</i>	<i>I am thinking of doing a Cookie Excavation so students can see if they are able to extract all the chocolate chips out. We'll learn a little bit about what archaeologists and paleontologists do. And I am hopeful to 3D print some dinosaur bones for kids to take home to assemble their own dino skeleton (maybe max 30 students)? Maybe we can call this "Dig It with Pinhead" -email from facilitator</i>	(it was free last year)
Thursday, June 18	<i>Powerhouse</i>	<i>We will join in on the paleontology theme with either a dino excavation lesson or one on adaptability and identification of species. - email from facilitator</i>	TBD (it was \$125 last year)

Friday, June 26	<i>High Desert Conservation District</i>	Children will learn about owl pellets, dissect them to find out the meal the owl ate before spitting out the pellet!	FREE
Week of July 4th	<i>No Program - mid-summer break</i>	Many people travel this week, so instead of competing with trips, we are taking a break. The library will be closed Friday, July 3rd.	n/a
Friday, July 10	<i>DPL's 70th Birthday Bash</i>	TBD, but there will be music, a curated mini-museum, giveaways, trivia, and potentially a station to decorate your own DPL canvas bag & put items into a time capsule!	TBD
Friday, July 17	<i>Science Festival</i>	<ol style="list-style-type: none"> 1. Mesa Verde National Park: Simulated archeological dig 2. San Juan Mountain Association: *confirmed but unsure of their activity 3. Potential Partner: Colorado State RamCorps (will know mid-May) 4. Potential Partner: 4 Corners Worm Farm 5. DPL Station: cracking geodes 6. DPL Station: dinosaur/ archeology-themed sensory bins 7. DPL Station: TBD art-based activity 	<p>~\$70 for 50 geodes</p> <p>~\$30 for art activity</p> <p>~\$25 for sensory bins</p>
Friday, July 24	<i>Guided painting</i>	Will ask Mrs. Lowe/Bryan to lead a guided painting session. If they are unavailable, I will lead it.	~\$100 (canvases, paint colors that are running low)
Friday, July 31	<i>End of Summer Reading Celebration</i>	Mini Golf with Rolling Putt Putt 4-8, invite a food truck, have 9-holes both throughout the library and outside, play music with the chamber of commerce's speaker system	\$480 for Rolling Putt Putt, plus additional money for decorations & popsicles
TBD	<i>Stuffy Sleepover</i>	Kiddos will bring their favorite stuffed animals for a "sleepover" at the library. When they pick them up the next day, they will come with a booklet of all the trouble the stuffies got into!	Free
TBD	<i>Teen Movie Night: Jurassic Park</i>	Invite teens and tweens to the library to watch a movie after hours. Order pizza and have snacks and drinks.	~\$150

TBD	<i>Children's Matinee: Ice Age Dawn of the Dinosaurs</i>	Matinee on a Saturday.	~\$50
TBD	Read with Monty!	We began this program this month. Over the summer, we are hoping Monty can come in more often! Discussing dates with Kay Phelps next week.	Free
TBD	Sensory Playtime	Pending the Virga grant, I would love to start a monthly or bi-weekly playtime with sensory toys, sensory bins, and activities geared towards children with disabilities (they'd be dino-themed, of course!)	*potentially funded by Virga grant

Recurring Events:

Storytime (every Monday at 10:30am & 2:00pm) x7
 Farmer's Market Storytime & Craft, bi-weekly (Wednesdays 4-6) x3/4

Take & Makes

Parents of children will be encouraged to email the library pictures of their children's creations. We will print these out and display them in the library!

Take and Make	Materials
Unearth a FOSSIL! Salt dough fossils	Plastic dinosaurs/bugs Salt Flour baggies
Unearth a DINO EGG! Dinosaur eggs	Styrofoam eggs tissue paper Glue small condiment container paint brush (?)
Unearth a DINO KEYCHAIN! Dinosaur keychain	Special dinosaur beads regular pony beads String metal ring for attaching to a backpack

Unearth an ERUPTION! Volcano Experiment	Small bottle with vinegar and food coloring baggie of baking soda
Unearth a DINO SKELETON! Dinosaur Skeleton	White pasta (pasta+paint in bag shook up and dried) Black cardstock Some glue (if kids need it)
Unearth your CREATIVITY!	For the last week of the summer reading challenge, I will put extras of everything we've done over the summer into bags and kids can create whatever they can dream up!

Summer Reading Challenge

Like last year, the Summer Reading Challenge will begin on the last day of school (starting with STOMP & SPLASH! Into Summer Reading). Therefore, kids will get from May 21st to July 31st to track their reading minutes. The Summer Reading *Program* (events, take & makes decorated library, etc.) will begin June 12th with the Pinhead Institute event.

Everyone who signs up for the summer reading challenge at the water balloon fight will receive a pair of sunglasses, a notebook with "Unearth a Story" on it, and a free book of their choice. When they sign up, they will get their reading tracker, and a list of events. Grown-ups will have the opportunity to sign their children up for the Friday events at STOMP & SPLASH!

Every Summer Reading Challenge Participant will receive a small prize when they turn in their reading log at the end of summer reading. They will also be able to choose from several carts of free books. There will be a "grand prize" for children of different age groups who read the most minutes/the most pages. These prizes are TBD, but will likely involve Osprey packs, gift cards, and potentially a rock tumbler.

New this year, I have created a "Baby Dinos Bingo", a bingo board for parents of young children to participate in the Summer Reading Challenge without the trouble of tracking minutes, pages, or books. Bingo squares say things like "Read in a blanket fort!", "Find three things in the grocery store that start with the same letter as your name!" and "Have your grown-up read you a story in a growly dinosaur voice!"

Storytime

Each week will focus on a different animal whose distant relative is a dinosaur. For example, in the first week of the Summer Reading Program, we will read books with chickens as the main character.

Friday Events

STEAM events: Pinhead (6/12) & Powerhouse (6/18), Dissecting Owl Pellets (6/26), Science Festival (7/17)

Art Events: Paint with Dinos (7/24)

Fun Events: DPL's 70th Birthday/the special district's 40th birthday party (7/10), End of SRP Mini Golf Celebration (7/31)

Farmer's Market Outreach

Attending Farmer's Markets is a great way to interact with members of the community we may not see at the library. The Farmer's Market booth will include a simple craft and the opportunity to sign up for the summer reading challenge, Friday Events, or a library card. Hopefully, Jillian can come with me to promote her events, as well as act as an extra set of hands (as it was tricky last summer to man the table alone)!

Library Joy

The library will be decorated in accordance with the theme, "Unearth a Story". There will be a large collaborative display, as well as oversized dinosaurs in the lobby and children's area.

Scavenger hunt bingo will be palaeontology/geology/archeology-themed. At the end of the bookshelves in the J-fic/YA area, there will be large coloring pages with markers for children to work on with friends. Once completed, they will be cut and pasted on the windows of the children's area.

Estimation Jar

Last June, we introduced the estimation jar, and it has been a hit ever since. During the school year we do it monthly, but over the summer, we do it every week. Last year, we got prizes from local businesses, such as a pizza from The Italian, ice cream at the General Store, etc. This year we will do the same!

Dino-Design

This year, we will have a competition to see who can create the coolest dinosaur! Participants can grab a ~6-inch-tall dinosaur for free at the library, then they will be given a few weeks to decorate/clothe it, give it an environment, or add anything their creative brains can muster! There will be different categories for kids 4-11, teens 12-18, and adults. Library patrons will vote on their favorite dinosaurs, and prizes will be given to the winners in each category.

Read to Monty

Monty is an ATD Certified Therapy doggie who loves being read to! Monty's mom and I just started this as a monthly program, but we are looking at summer dates so Monty can come more often.