

Dolores Library District

August Board Meeting Agenda

Date: August 11, 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
July 14 & July 20, 2026
3. Correspondence and Communications
4. Public Comment
5. Reports
 - Learning Moment: none
 - Interim Director's Report
 - Finance Committee Report
 - Update on Committees/Bylaws, Executive Director Job Description & job search
 - USLI Request for Information
 - Strategic Plan Update: 6 Financing
6. Unfinished Business
 - Approve May & June Financial Reports
 - Review/ Approve Employee Handbook with changes presented in May and required legal changes regarding Pay Days and Sick Leave
 - Approve Revisions to Community Room Policy
 - Review Draft Board Correspondence & Communication Policy
7. New Business
 - Approve Treasurer's Financial Reports
 - Approve Appointment of New Trustee
 - Discuss & Interpretation of Officer Duties
8. Proposed Topics for Next Meeting: September 8, 2026
 - Summer Reading Program Report
 - Fall Program Update
9. Adjourn at Time: TBD

[illegible]

Dolores Library District Board Meeting

July 14, 2026

Carole Arnold Community Room

Call to Order: President Sandy Jumper called the meeting to order at 6:06 p.m.

Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Sonda Hanosh, and Belinda Platts

Board Members Absent: None

Director: None

Guests: Derek Beckman (Town of Dolores Liaison), Chey Smith, Cheyenne Baber, Hannah Carloni (staff members), and community members Val and Deanna Truelsen, Diana Donohue, Mark Lange, Peggie Buckholts, Carol Westphal, and Jordan (unknown last name)

Guests and Board members introduced themselves and Sandy introduced new Trustee Sonda Hanosh.

Agenda Changes and Approval: Leah asked to have the Financials included with the Treasurer's Report as part of the agenda. Belinda moved to approve the agenda as modified, Lee seconded.

Minutes Changes and Approval: Several minutes were included: May 1 Special Board Meeting and May 12 Regular Meeting were not approved in June pending changes. The minutes from June 4 Special Board Meeting, June 9 Regular Board Meeting, June 15 Special Executive Session, and June 23 Special Board Meeting. On the June 9th minutes, Leah clarified the first motion made by Emily in "Appoint Trustee to Scope of Work Committee to fill vacancy" should say "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 **and approval of legal invoices (from the attorney)**". Lee moved to approve the minutes with the recommended changes. Leah seconded, and the vote carried.

Correspondence and Communications: Sandy included with the packet an email from United States Liability Insurance Company (USLI) regarding a potential claim made by the Dolores Library District. She also included a "Report to the Board" outlining what has happened with making sure payroll, paying vendors, submitting reports, etc. are done.

Public Comment: Val Truelsen asked where Board meetings are officially posted. Mark Lange expressed concerns about the direction the Board is taking.

REPORTS

President's Report: Sandy presented her report during correspondence and communications.

Treasurer's and Financials Report: Leah explained the difficulties in producing all the reports needed with the current status of QuickBooks. She explained the Onward Grant Expenses will be recoded as Legal Fees on the July report. The President and Treasurer will sign off on expenses for legal fees. The upgrade of QuickBooks discussed at the June meeting has not been completed. Sandy said she may have found a way to use the current QuickBooks to allow Leah the access she needs to complete her Treasurer's duties. Leah moved to table the June financial statements until the August meeting to allow the administration time to provide the public and the Board with a full, complete, reconcilable financial package. Lee seconded, and the motion carried.

70th Anniversary Report: Hannah reported on the day's festivities which included live music, a display of the history of the Library, time capsule, food trucks, scavenger hunt, painting stations, and silent auction. Hannah noted the help provided by the committee and especially Chey and Cheyenne. Val gave additional information on the history of the Library.

UNFINISHED BUSINESS

Appointment of New Trustee: Sandy announced that Sonda's appointment to the Board had been ratified by both the Town Board and the Dolores School Board. She was warmly welcomed!

NEW BUSINESS

Approve Correen Becher to be second signature for checks and other legal documents: According to the District bylaws, the Secretary is the President's designee, so Sandy suggested that Correen should be able to sign checks and other legal documents in her absence. Leah questioned what kinds of documents that would entail. Belinda moved to approve the Secretary the second signature for checks and other legal documents. Lee seconded, and the motion passed.

Approve Revision of Employee Handbook with revisions by staff and Board, and reviewed by attorney: Lee asked if the staff had reviewed the final revisions of the Employee Handbook and they seemed uncertain that they had. Leah suggested since forming a committee to review the employee handbook comes up later on the agenda, that we table the approval. Leah moved to table the revisions of the employee handbook until the committee has a chance to review it. Belinda seconded. The motion passed.

Revise Community Room Policy: Checkout procedure for a key for outside groups to use the Community Room: Sandy had received a request from the President of the Dolores Rotary Club requesting a dedicated key to the Library. Concerns were raised about the liability of having a key out permanently, and Leah suggested asking the Library's insurance company for their input. Correen suggested changing the name on the policy to "Policy for Use of the Carole Arnold Community Room." Lee made a motion to table the decision on the community room key policy until the insurance company reviews it. Belinda seconded. The motion passed.

Revise General Fiscal Policy to define donations as designated or undesignated: Leah presented a proposed update to the Grants and Donations section of the General Fiscal Policy. Her suggestions included defining restricted and unrestricted grants and donations, tax deductibility clarification, grant application authority for the Executive Director, a budgetary framework, and the Library's right to refuse. Belinda suggested delineating restricted donations and having an accounting of where those donations are directed. She suggested it be put in the policy. The discussion resulted in waiting to put that portion into the policy. Lee made a motion to define donations as designated or undesignated in the Grants and Donations section of the General Fiscal Policy. Belinda seconded, and motion carried.

Revise Investment Policy to update the definition of public funds: Leah suggested a footnote defining public funds in the Investment Policy. Public funds are all tax dollars, donations, fines, etc. paid to the Library. Belinda moved to update the definition of public funds in the Investment Policy. Sonda seconded, and the motion carried.

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 the general fund as donations according to designation by donor: Sandy explained the reasoning to the Board for making this recommendation. A discussion followed regarding which line item the funds would go into. Leah moved that the Finance Committee and the Dolores Public Library Foundation Fund Advisory Committee initiate a withdrawal of \$51,039.19 from the Dolores Public Library Foundation Fund with Onward before the end of the month to be deposited into the Library's general fund and separated into designated and undesignated donations. Lee seconded. The motion carried.

Discussion to continue current management of the administration and fiscal matters until a plan for restructuring of the position of the Executive Director has been made. Two proposals have been received, one for management and one for accounting. Possible committees to be formed: A discussion evolved among the Board regarding moving forward with the administration of the Library. The interim management of the Library needs to take priority. Sandy and the staff have been handling things with the help of Nelly Burns on accounting. Diana Donohue (former DLD Director) has expressed an interest in filling in on a temporary, at-will basis. Lee moved to table this decision until a special meeting sometime within the next 10 days in order to give the Board time to review the details. Lee further moved to form a committee to begin defining the search and job description of the Executive Director including salary. Lee, Sandy, Belinda, and Cheyenne volunteered to be on the committee. Belinda seconded. The motion carried.

Discussion for need to establish committees to update employee handbook and bylaws: Leah, Sonda and Belinda offered to serve on a joint committee. Belinda moved to form a committee to update the employee handbook and District bylaws, Leah seconded. The motion passed.

Discussion relating to release of the Board WPA section only, to public request: A discussion developed about which parts, or all, of the Workplace Assessment should be released to the public. Once the discussion concluded, Lee made a motion to release the final summary of the WPA after completion of the negotiations with the former executive director. Belinda seconded and the motion carried.

Executive Session according to C.R.S. 24-6-402(4)(e): Determine position relative to matters that may be subject to negotiations; developing strategy for negotiations, and instructing negotiators regarding the former executive director's

separation framework: Upon Sandy's request, Lee moved to go into executive session according to C.R.S. 24-6-402(4)(e): Determine position relative to matters that may be subject to negotiations; developing strategy for negotiations, and instructing negotiators regarding the former executive director's separation framework. Belinda seconded and the motion carried unanimously. The regular meeting was closed to the public at 7:41 p.m. Only Board members would be attending the executive session which began at 7:45 p.m.

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

The regular session of the meeting resumed at 8:36 p.m.

Consider action to be taken regarding the Waiver and Release Agreement that has been offered to former employee. As of this date, no response from former employee or his attorney has been received: Upon Sandy's request, Lee moved to withdraw/rescind the Waiver and Release Agreement that was offered to the former employee, and to turn the matter over to our insurance, USLI, for further guidance, and that we also provide USLI with documentation of our conversations with our former legal counsel. Belinda seconded. There was no further discussion. The motion passed upon a unanimous vote.

Discussion of Special Board Meeting to determine interim director position: Lee made a motion to hold a special meeting on Monday, July 20, at 6:00 p.m. to discuss the interim director position. Sonda seconded, The motion carried upon a vote.

Sandy announced Emily Wisner-Meyer has resigned from the Board.

Proposed Topics for next regular meeting, August 11, 2026 at 6:00 p.m.:

- Fall Program Update
- Approval of May and June Financial Reports
- Report from Executive Director hiring committee
- Finance Committee report
- Report from Employee Handbook/District Bylaws revisions committee
- Approve update to Community Room Policy

Prepared by Correen Becher, Secretary

Dolores Library District Special Board Meeting
July 20, 2026
Carole Arnold Community Room

Call to Order: President Sandy Jumper called the special meeting to order at 6:03 p.m.

Board Members Present: Correen Becher, Leah Burkett, Lee Hallberg, Sonda Hanosh, and Belinda Platts

Board Members Absent: None

Director: None

Guests: Diana Donohue and Hannah Carloni

Approval of Agenda: Leah moved to approve the agenda as presented, Belinda seconded, and the motion carried.

Correspondence and Communications: Sandy commented on the email received from the previous executive director and the CORA request sent by a patron asking for Board minutes and complaints.

Discussion of Interim Director Position: Diana Donohue (former DLD Director) has expressed interest in filling in as Director until a permanent Director is hired. A sample contract was provided to the Board trustees. Belinda suggested outlining the duties Diana would be responsible for doing. The Board discussed duties regarding administration of the Library and accounting responsibilities. Diana and Sandy will meet on July 22nd to outline an addendum of the duties Diana will be responsible for and to begin the agreement.

Discussion of Proposal for Accounting and Payroll Services: Nelly Burns has been helping with payroll, paying bills and submitting proper financial paperwork. The Board discussed duties Nelly should do and the duties Diana should do. Leah questioned some internal controls until the interim director takes over more completely. More discussion with Diana will need to happen to determine which duties Burns Accounting will perform.

Approve Temporary At-Will Employment Agreement for Interim Library Director: Lee made a motion to approve the temporary at-will employment agreement for the interim Library director, Diana Donohue, at \$28 per hour, pending the receipt of the addendum that outlines the duties Diana will do. Leah seconded, and the motion passed.

Approve Proposal for Accounting and Payroll Services: Leah moved to table the approval of the Burns Accounting contract proposal and instead authorize the continuation of professional services on a strictly hourly basis for the next 30 days. Lee seconded. The motion carried.

Adjourn: The special meeting adjourned at 6:59 p.m.

Prepared by Correen Becher, Secretary

May 2026

Circulation	2096
E-book/audio downloads	345
total	2441

Contacts	
Patron contacts	1669
Computer usage	297
Website pageviews	116,453
New Facebook followers	12
New Instagram followers	6
Phone contacts	225
Meeting room usage hours	21
Total	118,683

Programs	
Children (0-5)	80 (6)
Children (6-11)	26 (3)
Young Adult (12-18)	43 (4)
Adult (19 +)	256 (12)
All ages (mixed/family)	10 (1)
Passive programming	254 (2)
Take & Make activities	82 (4)
sub total	676 (110)
Outreach all ages	554 (3)
total attendance	1230 (13)

June 2026

Circulation	2477
E-book/audio downloads	313
total	2790

Contacts	
Patron contacts	2226
Computer usage	365
Website pageviews	128,675
New Facebook followers	20
New Instagram followers	15
Phone contacts	319
Meeting room usage hours	19.5
Total	131,639.5

Programs	
Children (0-5)	303 (10)
Children (6-11)	-
Young Adult (12-18)	-
Adult (19 +)	231 (13)
All ages (mixed/family)	10 (1)
Passive programming	
Take & Make activities	225 (3)
sub total	769 (26)
Outreach all ages	84 (2)
total attendance	853 (28)

July 2026

Circulation	2606
E-book/audio downloads	
total	

Contacts	
Patron contacts	2616
Computer usage	392
Website pageviews	155,456
New Facebook followers	-
New Instagram followers	18
Phone contacts	267
Meeting room usage hours	25.5
Total	158,774.5

Programs	
Children (0-5)	263 (8)
Children (6-11)	-
Young Adult (12-18)	-
Adult (19 +)	129 (10)
All ages (mixed/family)	108 (3)
Passive programming	
Take & Make activities	225 (4)
sub total	725 (25)
Outreach all ages	84 (1)
	806 (26)

May~~Fantastic Fridays~~Library for All spring planting~~Stomp & Splash into Summer Reading

June~~Summer Reading Friday activities~~Author Talk Scott Graham

July~~70th Celebration~~End of Summer Reading Putt Putt golf

Dolores Library District

Strategic Plan

July 2025 – June 2028

Goal #6: Financing

Develop a financial plan for the library which addresses the need for ongoing fundraising, grant writing, and a mill levy increase.

Recent cuts in Colorado property assessment rates have resulted in reduced revenue to the Dolores Public Library from property taxes. As a result, the library has needed to reduce expenditures and develop alternative revenue streams, including grants, donations from individuals, and funds raised for the Dolores Library Foundation Fund and by the Friends of the Dolores Library. Reduced spending and alternative funding sources have not fully replaced reduced property tax revenue. As a result, the library district will need to request voter approval for an increase in the annual mill levy if the current level of service is to continue.

Objectives:

- By the end of 2026, develop a 10-year facility plan for the aging library infrastructure.
- Develop a fiscal plan that sets targets for the initiation of a mill levy increase campaign, raises the reserves necessary to implement the 10-year facility plan, and provides sufficient funds to offer competitive salaries and benefits to library staff.
- Consider the establishment of a capital fund as part of the fiscal plan.
- Evaluate in-house grant writing capacity and develop alternative ways to prepare grants if in-house capacity is not adequate.
- Coordinate with the officers of the Friends of the Dolores Library on a routine basis to ensure that FoDL goals are in alignment with library goals.

DOLORES LIBRARY DISTRICT - CAPITAL RESERVE FUND

Preamble: Purposeful Stewardship and Service Excellence

A public library exists to enrich lives, foster literacy, and offer a welcoming space for all residents. Accumulating and maintaining excessive unassigned cash reserves—currently equivalent to 18 months of operating expenses—diverts taxpayer dollars away from this primary mission of public service.

To transition from passive cash storage to active community investment, the Board should establish a series of dedicated, restricted fund accounts. This structured approach begins with the creation of a Capital Reserve Fund for Building Maintenance. By clearly defining and funding our long-term facility needs, we ensure our physical spaces remain safe, modern, and accessible. This strategy allows the District to responsibly draw down excess operational holdings, safeguard public assets, and guarantee that public funds are directly used for their intended purpose: public service.

To protect district assets quickly while a formal RFP process gets underway, the **Dolores Public Library Board of Trustees** should immediately designate a **Special Capital Reserve Fund of approximately \$300,000** on its balance sheet.

Because the library's facility was constructed in 2004 and is now 22 years old, it has reached a critical structural lifecycle where multiple major building components fail simultaneously. Operating as a special library district, isolating these excessive cash reserves via a board resolution prevents them from being viewed as unappropriated operating funds while establishing a defensible baseline for upcoming Requests for Proposals (RFPs).

Below is an initial, conservative estimation breakdown tailored to the district's ~6,000 sq. ft. riverside building, which can be adjusted once the building envelope study is complete.

Initial Reserve Fund Allocations

Building Component	Estimated Initial Cost Range	Proposed Initial Reserve Baseline	Rationale & Strategic Lifecycle Notes
Full Roof Replacement	\$90,000 - \$135,000	\$120,000	Commercial roof lifecycles average 20-25 years. This covers complete tear-off and replacement.
Complete HVAC Overhaul	\$75,000 - \$110,000	\$90,000	Persistent issues align with the end-of-life for commercial rooftop units (RTUs) or split systems.
Building Envelope Study & RFP Prep	\$15,000 - \$25,000	\$20,000	Upfront engineering fees for thermal imaging, structural analysis, and RFP drafting.
Deferred Exterior Maintenance	\$30,000 - \$55,000	\$40,000	Tuckpointing, window seal flashing replacements, and exterior wood/stone accent resealing.
Emergency Contingency (10%)	N/A	\$30,000	Essential buffer to insulate the library district against ongoing construction inflation.
TOTAL INITIAL RESERVE TARGET		\$300,000	

Dolores Public Library
Budget vs. Actuals_FY26_Report
January-July, 2026

	Actual	Budget	\$ remaining	Percent remaining
Income				
4000-Property Taxes	326,212.76	369,238.00	43,025.24	11.65%
4010-S.O. Taxes	17,715.55	25,000.00	7,284.45	29.14%
4011-Delinquent Taxes	9.34		-9.34	
4130-Donations	5,106.55	10,000.00	4,893.45	48.93%
4200-Grants		5,000.00	5,000.00	100.00%
4212-Onward Grant Income	77,103.19		-77,103.19	
Total for 4200-Grants	\$77,103.19	\$5,000.00	-\$72,103.19	-1,442.06%
4300-Interest	8,714.14	15,000.00	6,285.86	41.91%
4190-Miscellaneous		500.00	500.00	100.00%
Total for Income	\$434,861.53	\$424,738.00	-\$10,123.53	-2.38%
Gross Profit	\$434,861.53	\$424,738.00	-\$10,123.53	-2.38%
Expenses				
5000-Books	1,183.61	5,000.00	3,816.39	76.33%
5010-Electronic Materials	2,000.00	5,000.00	3,000.00	60.00%
5015-CDs	47.79		-47.79	
5017-DVD	878.87		-878.87	
Total for 5010-Electronic Materials	\$2,926.66	\$5,000.00	\$2,073.34	41.47%
5020-Periodicals	471.08	800.00	328.92	41.12%
5030-Programs				
5031-Youth Programs	2,363.44	3,000.00	636.56	21.22%
5032-Adult Programs	513.88	3,000.00	2,486.12	82.87%
Total for 5030-Programs	\$2,877.32	\$6,000.00	\$3,122.68	52.04%
5100-ILL Catalog	2,180.00	2,500.00	320.00	12.80%
5110-Databases	811.00	1,000.00	189.00	18.90%
5120-IT Services & Support	7,088.00	15,000.00	7,912.00	52.75%
5121-Website	1,698.00	1,800.00	102.00	5.67%
Total for 5120-IT Services & Support	\$8,786.00	\$16,800.00	\$8,014.00	47.70%
5200-Continuing Education	25.00	1,000.00	975.00	97.50%
5210-Dues and Fees	2,049.31	4,500.00	2,450.69	54.46%
5230-Insurance	15,580.00	15,000.00	-580.00	-3.87%
5260-Travel/Mileage/Meals	631.90	5,000.00	4,368.10	87.36%
5280-Professional Fees	4,665.50	1,500.00	-3,165.50	-211.03%
5290-Legal Fees	26,630.85		-26,630.85	
5290-Repairs & Maintenance	7,055.77	6,000.00	-1,055.77	-17.60%
5295-Janitorial	4,697.28	7,500.00	2,802.72	37.37%

5296-Snow Removal	125.00	3,000.00	2,875.00	95.83%
Total for 5290-Repairs & Maintenance	\$11,878.05	\$16,500.00	\$4,621.95	28.01%
5300-Supplies	1,949.80	5,000.00	3,050.20	61.00%
5310-Marketing	119.99	400.00	280.01	70.00%
5500-Utilities	6,825.76	16,000.00	9,174.24	57.34%
5520-Copier Lease	3,391.94	6,000.00	2,608.06	43.47%
5530-Telephone	734.40	2,500.00	1,765.60	70.62%
5600-Treasurer's Fee	5,250.71	8,000.00	2,749.29	34.37%
5610-Grant Expenses		5,000.00	5,000.00	100.00%
5611-State Grant Expenses	3,408.32		-3,408.32	
5612-Onward Grant Expenses	\$0.00		\$0.00	
Total for 5610-Grant Expenses	\$3,408.32	\$5,000.00	\$1,591.68	31.83%
5620-Internet	788.40	1,700.00	911.60	53.62%
5800-Payroll Expenses	140,873.00	261,096.00	120,223.00	46.05%
5810-Payroll Taxes	11,715.37	19,974.00	8,258.63	41.35%
5820-Benefits	3,184.23	9,008.00	5,823.77	64.65%
Total for 5800-Payroll Expenses	\$155,772.60	\$290,078.00	\$134,305.40	46.30%
5900-Miscellaneous	84.37	500.00	415.63	83.13%
5125-Computers		4,000.00	4,000.00	100.00%
5270-Courier		3,200.00	3,200.00	100.00%
5275-Postage		400.00	400.00	100.00%
5700-Equipment		5,000.00	5,000.00	100.00%
5950-Other Projects		5,000.00	5,000.00	100.00%
Total for Expenses	\$259,022.57	\$433,378.00	\$174,355.43	40.23%
Net Operating Income	\$175,838.96	-\$8,640.00	-\$184,478.96	2,135.17%
Other Income				
Other Expenses				
Net Other Income	\$0.00	\$0.00	\$0.00	
Net Income	\$175,838.96	-\$8,640.00	-\$184,478.96	2,135.17%

Cash Basis Thursday, August 06, 2026 03:31 PM GMT-06:00

Dolores Public Library

Balance Sheet
As of Jul 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000-Bank Regular Checking	587.00
1010-Bank Hi-Fi	220,713.87
1070-DPL CDs	
1085-DSB-CD#31; Contingency	179,027.90
Total for 1070-DPL CDs	\$179,027.90
Total for Bank Accounts	\$400,328.77
Other Current Assets	
1090-Investment Account	
1091-Colo Trust #2343	270,242.98
1092-Colo Trust #2373	135,921.57
Total for 1090-Investment Account	\$406,164.55
1100-Petty Cash	1,213.30
1200-Change Cash	100.00
1510-Cash w/County Treasurer	2,519.85
1515-Property Tax Receivable	369,238.00
1525-Grants receivable	0.00
Due from Employee	6,243.68
Payroll Refunds	49.51
QuickBooks Tax Holding Account	442.97
Uncategorized Asset	0.00
Total for Other Current Assets	\$785,971.86
Total for Current Assets	\$1,186,300.63
Fixed Assets	
1500-Building	0.00
1510-Computers and Equipment	0.00
1520-Collection	0.00
1530-Furniture and Fixtures	0.00
1551-Accumulated Depreciation	0.00
Land	0.00
Total for Fixed Assets	\$0.00
Total for Assets	\$1,186,300.63

Dolores Public Library

Balance Sheet
As of Jul 31, 2026

	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2050-Accounts Payable	\$1,759.62
2015-Grants Payable	-1,759.62
Total for 2050-Accounts Payable	\$0.00
Total for Accounts Payable	\$0.00
Other Current Liabilities	
2005-Deferred Revenue	369,238.00
2020-Payroll Liabilities	11,943.97
Direct Deposit Liabilities	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	\$0.00
CO Income Tax	-2,043.00
CO Paid Family and Medical Leave	-168.87
Federal Taxes (941/944)	-8,140.53
Federal Unemployment (940)	0.00
Simple IRA Emp.	0.02
Total for Payroll Liabilities	-\$10,352.38
Total for Other Current Liabilities	\$370,829.59
Total for Current Liabilities	\$370,829.59
Total for Liabilities	\$370,829.59
Equity	
3000-Opening Bal Equity	0.00
Prior Period Adjustments	-1,932.72
3100-Fund Balance - Unreserved	641,564.80
Net Income	175,838.96
Total for Equity	\$815,471.04
Total for Liabilities and Equity	\$1,186,300.63

Dolores Public Library

Profit and Loss
July 2026

	Total
Income	
4000-Property Taxes	114,388.75
4130-Donations	568.85
4300-Interest	63.51
Total for Income	\$115,021.11
Gross Profit	\$115,021.11
Expenses	
5000-Books	345.63
5010-Electronic Materials	
5017-DVD	128.01
Total for 5010-Electronic Materials	\$128.01
5030-Programs	
5031-Youth Programs	161.89
5032-Adult Programs	200.00
Total for 5030-Programs	\$361.89
5210-Dues and Fees	208.70
5280-Professional Fees	2,415.50
5290-Repairs & Maintenance	\$2,146.12
5295-Janitorial	945.00
Total for 5290-Repairs & Maintenance	\$3,091.12
5300-Supplies	682.61
5310-Marketing	119.99
5500-Utilities	675.26
5520-Copier Lease	518.18
5620-Internet	131.40
5800-Payroll Expenses	\$12,026.10
5810-Payroll Taxes	1,001.01
5820-Benefits	625.77
Total for 5800-Payroll Expenses	\$13,652.88
Total for Expenses	\$22,331.17
Net Operating Income	\$92,689.94
Net Income	\$92,689.94

Dolores Public Library
Expenses June 2026

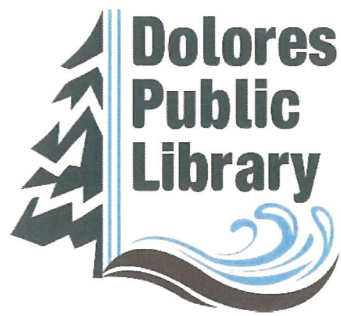
	Date	Check	Account Name	Description	Amount	Total
Amazon Capital	6/1/2026	14335	5000-Books		43.75	
Amazon Capital	6/1/2026	14335	5017-DVD		169.71	
Amazon Capital	6/1/2026	14335	5031-Youth Programs		574.63	
Amazon Capital	6/1/2026	14335	5300-Supplies		205.44	\$993.53
Atmos Energy	6/3/2026	ACH	5500-Utilities		183.37	
Atmos Energy	6/12/2026	ACH	5500-Utilities		61.53	\$244.90
Bankcard Center-SG	6/16/2026		5031-Youth Programs	Mini Golf rental	600	
Bankcard Center-SG	6/16/2026		5210-Dues and Fees	QBO	204	
Bankcard Center-SG	6/16/2026		5260-Travel/Mileage/Meals	speedway - snacks	13.56	
Bankcard Center-SG	6/16/2026		5260-Travel/Mileage/Meals	Serious Texas BBQ	22.12	
Bankcard Center-SG	6/16/2026		5260-Travel/Mileage/Meals	Holiday Inn	124.51	\$964.19
Demco Inc.	6/1/2026	14325	5300-Supplies		133.69	\$133.69
Empire Electric Assoc.	6/3/2026	ACH	5500-Utilities		401.76	\$401.76
FastTrack	6/18/2026	14328	5620-Internet		131.4	
FastTrack	6/30/2026	AJE	5620-Internet	Clear Duplicate	-131.4	\$0.00
Ingram Book Company	6/1/2026	14334	5000-Books		499.85	\$499.85
Kimberly Daves	6/9/2026	DD	5295-Janitorial		315	
Kimberly Daves	6/22/2026	14322	5295-Janitorial		315	\$630.00
Luminary Consulting	6/26/2026	14326	5280-Professional Fees	WorkplaceSurvey	1,000.00	\$1,000.00
MicroMarketing, LLC	6/29/2026		5000-Books		15.57	
MicroMarketing, LLC	6/29/2026		5000-Books		31.96	
MicroMarketing, LLC	6/29/2026		5015-CD		47.79	
MicroMarketing, LLC	6/24/2026	14333	5611-State Grant Expenses		15.57	\$110.89
Mont. County	6/18/2026		5600-Treasurer'sFee		310.17	\$310.17
NetForce PC, Inc.	6/1/2026	14329	5530-Telephone		966.75	
NetForce PC, Inc.	6/1/2026	14329	5530-Telephone		122.2	\$1,088.95
PEAC Solutions	6/10/2026	14330	5520- Copier Lease	copy machine	517.78	\$517.78
Seter, Vander Wall	6/26/2026	14331	5290-Legal Fees		26,630.85	
Seter, Vander Wall	6/30/2026	AJE	Reclassified	Reclassified to 5200-Legal	-20,653.00	\$5,977.85
Town of Dolores	6/18/2026	14327	5500-Utilities		86.5	
Town of Dolores	6/18/2026	ACH	5500-Utilities		1.95	
Town of Dolores	6/24/2026	ACH	5500-Utilities		86.48	\$174.93
Waste Management	6/1/2026	14324	5500-Utilities		233.8	
Waste Management	6/22/2026	ACH	5500-Utilities		233.8	\$467.60
			Subtotal of Expenditures			\$13,516.09
			Quickbooks Payroll		25120.25	
			Payroll Taxes		2092.76	
			Fidelity		468.29	
			Payroll Subtotal			\$27,681.30
			Grand Total			\$41,197.39

Dolores Public Library
Expenses July 2026

	Date	Check	Account Name	Description	Amount	Total
Amazon Capital	7/1/2026	14338	5031-Youth Programs		161.89	
Amazon Capital	7/1/2026	14338	5000-Books		8.04	
Amazon Capital	7/21/2026	14348	5000-Books		180.41	
Amazon Capital	7/1/2026	14338	5300-Supplies		565.08	\$915.42
Burns Accounting Inc	7/9/2026	14336	5280-Professional Fees	6/24/26-6/29/26	876.75	
Burns Accounting Inc	7/23/2026	14353	5280-Professional Fees	06/30-07/14	1038.75	\$1,915.50
Canva	7/24/2026	ACH	5310-Marketing		119.99	\$119.99
Cooper Fire protection	7/1/2026	29814	5290-Repairs & Maintenance	5-year fire inspection	1,500.00	\$1,500.00
Empire Electric	7/6/2026	ACH	5500-Utilities		407.16	\$407.16
Family Dollar	7/14/2026	Debit	5300-Supplies		3.22	\$3.22
FastTrack	7/1/2026	14349	5620-Internet		131.4	\$131.40
Ingram Book Co	7/21/2026	14345	5000-Books		157.18	
Ingram Book Co	7/1/2026	14338	5017-DVD		128.01	\$285.19
Inside Lock and Key	7/13/2026	14339	5290-Repairs & Maintenance		174	\$174.00
Kimberly Daves	7/6/2026	DD	:5295-Janitorial		315	
Kimberly Daves	7/20/2026	DD	:5295-Janitorial		315	
Kimberly Daves	7/21/2026	DD	:5295-Janitorial	08.04.26	315	\$945.00
Mark Stevens	7/13/2026	14341	5032 Adult Programs		200	200
Michael Standage	7/6/2026	14340	5290-Repairs & Maintenance	landscaping	150	150
Options Monitoring	7/1/2026	14351	5290-Repairs & Maintenance		189	\$189.00
PEAC Solutions	7/10/2026	14352	5520-Copier Lease		518.18	\$518.18
Plunketts	7/1/2026	14347	5290-Repairs & Maintenance	bi monthly pest control	133.12	\$133.12
Quickbooks	7/2/2026	ACH	5210-Dues and Fees	QBO Bookkeeping	200	
Quickbooks	7/21/2026	ACH	5210-Dues and Fees	QB Payroll	8.7	\$208.70
Sandra Jumper	7/9/2026	14337	5280-Professional Fees	Reimbursed Burns Actg	500	\$500.00
Walmart	7/14/2026	Debit	5300-Supplies		22.36	
Walmart	7/17/2026	Debit	5300-Supplies		69.46	
Walmart	7/27/2026	Debit	5300-Supplies		22.49	\$114.31
Waste Management	7/21/2026	ACH	5500-Utilities		268.1	\$268.10
			Subtotal of Expenditures			\$8,678.29
Quickbooks Payroll			5800-Salaries and Wages		12026.1	
Payroll Taxes			5810-Payroll Taxes		1001.01	
Fidelity			5820-Benefits		625.77	
			Payroll Subtotal			\$13,652.88
			Grand Total			\$22,331.17

Grand Total

\$22,331.17



Employee Handbook

Your community source for knowledge, personal growth,
and opportunities for lifelong learning.

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IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE DOLORES LIBRARY DISTRICT (“DISTRICT”) AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE DISTRICT’S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

AT THE DISTRICT, NEITHER THE EMPLOYEE NOR THE DISTRICT IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE DISTRICT IS AT-WILL. EITHER THE EMPLOYEE OR THE DISTRICT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE DISTRICT, OTHER THAN THE EXECUTIVE DIRECTOR (DIRECTOR), HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE DIRECTOR AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS ABOUT THE HANDBOOK OR THE POLICIES CONTAINED HEREIN SHOULD SPEAK WITH THE DIRECTOR. FOR COMPLAINTS AND GRIEVANCES, PLEASE REVIEW AND FOLLOW THE APPROPRIATE PROCEDURES CONTAINED HEREIN. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK [AND ANY APPLICABLE STATE SUPPLEMENT]. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

The District is dedicated to the principles of equal employment opportunity. The District complies with federal, state, and local anti-discrimination laws (collectively, the “**Anti-Discrimination Laws**”), as the same may be amended from time to time. The District prohibits unlawful discrimination against applicants or employees on the basis of age, race, creed, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable federal, state, or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

REASONABLE (ADA) AND RELIGIOUS ACCOMMODATIONS

The District will make reasonable accommodations for employees with disabilities upon request unless doing so would result in undue hardship to the District or cause a direct threat to health or safety. The District will make reasonable accommodations for employees whose work requirements interfere with a religious belief or practice upon request unless doing so would result in undue hardship to the District. Employees needing such accommodation are instructed to contact the Director as soon as reasonably possible after the need for such accommodation arises. Upon receiving a request for a reasonable or religious accommodation, the Director will engage the employee in a timely, good faith, and interactive process to identify a reasonable accommodation, or any combination of reasonable accommodations, if any, that would enable the employee to fulfill the essential functions of their job without causing undue hardship to the District. The District will not deny employment opportunities, take adverse action against, or retaliate against an applicant or employee because of the need to make a reasonable accommodation or the applicant’s or employee’s request for a reasonable accommodation.

PROTECTIONS FOR PUBLIC WORKERS ACT (PROPWA)

As a political subdivision of the state of Colorado, the District is bound by PROPWA and its associated regulations promulgated by the Colorado Department of Labor and Employment, as the same may be amended from time to time. PROPWA establishes certain rights and protections for public employees related to expressive and concerted activities. The District complies with PROPWA and will not discriminate, take adverse action, or retaliate against District employees who are, will, or have engaged in activities protected by PROPWA, nor will the District prohibit, limit, or interfere with a District employee’s ability to engage in such protected activities. Notwithstanding the foregoing, activity that results in a material disruption of a public employee’s duties, a public employer’s operations, or the delivery of public services is not protected activity; except that an employer’s or other individual’s disagreement with the content or viewpoint expressed through an employee’s activity or a strike by employees does not constitute material disruption. Nothing contained herein shall be construed to waive rights protected by PROPWA.

DIVERSITY

The District values and promotes diversity as a strategic advantage. Diversity refers to human differences, including those based on culture, ethnicity, gender, and age.

Some of the benefits the District derives from the diversity of its workforce are:

- Different viewpoints and perspectives in decision making.
- Greater innovation and creativity.
- A broad pool of qualified employees.

At the District, we value the richness that diversity brings to our workforce—it makes our organization better and the community we serve stronger. We are proud of our efforts to maintain a workforce that represents many backgrounds, and are deeply committed to cultivating an environment where the contributions of every employee and citizen are respected.

At the District, we believe that diversity enriches our performance and services, the community in which we live and work, and the lives of our employees. As our workforce evolves to reflect the growing diversity of our communities and global marketplace, our efforts to understand, value, and incorporate differences become increasingly important.

PREGNANCY ACCOMMODATION

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

The District will make reasonable accommodations for employees who are pregnant, or who are experiencing a health condition related to pregnancy or the physical recovery from childbirth, upon request unless doing so would result in undue hardship to the District. Employees needing such accommodation are instructed to contact the Director as soon as reasonably possible after the need for such accommodation arises. Upon receiving a request for a reasonable accommodation, the Director will engage in a timely, good-faith, and interactive process with the employee to identify a reasonable accommodation, or any combination of reasonable accommodations, if any, that would enable the employee to fulfill the essential functions of their job without causing undue hardship to the District.

The District may require that an employee provide a note from a licensed health-care provider detailing the necessity of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Director.

The District will not deny employment opportunities, take adverse action against, or retaliate against an applicant or employee because of the need to make a reasonable accommodation or the applicant's or employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

WORKPLACE ACCOMMODATIONS FOR NURSING MOTHERS

The District will provide reasonable unpaid break time to an employee who is a nursing mother to allow the employee to express breast milk for her nursing child for up to two years after the child's

birth. The employee may use paid break time, meal time, or both, to express breast milk as well. The District will take reasonable efforts to provide a room or other location in close proximity to the employee's work area, other than a toilet stall, where the employee can express breast milk in privacy. Before an employee may seek litigation for an alleged violation of this section, Colorado law requires nonbinding mediation between the District and the employee.

SEXUAL HARASSMENT

The District prohibits sexual harassment and inappropriate sexual conduct in the workplace. Engaging in sexual harassment or inappropriate sexual conduct, whether within or outside of the workplace, may be grounds for disciplinary action, up to and including termination of employment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails, or social media posts.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

EEO COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy, or harassment or discrimination based on any protected class or protected activity, including sexual harassment (collectively, the “**Anti-Discrimination Policies**”), or a violation of any Anti-Discrimination Laws, please use the following complaint procedure. The District requestsemployees make a timely complaint to enable the District to expeditiously investigate and correct any behavior that may be in violation of these policies or applicable laws.

An employee, applicant, volunteer, or witness may report discrimination, harassment, retaliation, interference, intimidation, coercion, or other workplace misconduct to the Executive Director, Board President, or any Trustee designated by Board policy. A complaint involving leadership may be made directly to any uninvolved Trustee. Any Trustee receiving a complaint shall document the receipt date and forward it within one business day to the Board President or, if implicated, to another uninvolved

Trustee. The Board President, or other Trustee receiving the complaint if the Board President is implicated, shall provide the Board written notice of the complaint's general subject and status within seven calendar days. Complaints will be handled as confidentially as practicable and as permitted by law.

The District prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

If after investigation the District determines an employee's behavior is in violation of the Anti-Discrimination Policies contained herein or any Anti-Discrimination Laws, disciplinary action will be taken, up to and including termination of employment. The District may engage and retain a neutral, outside investigator to investigate alleged violations of the Anti-Discrimination Policies and Anti-Discrimination Laws and to provide recommendations on appropriate disciplinary action.

EMPLOYEE STATUS

Full-time Employees are normally scheduled to work at least 32 hours per week. Full-time employees are currently eligible for District benefits as further outlined herein.

Part-time Employees are normally scheduled to work less than 32 hours per week. Part-time employees are currently eligible for prorated District benefits as further outlined herein.

Temporary Employees are hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for District benefits, except as otherwise provided herein.

The District may, from time to time, engage Independent Contractors for contract work. Independent Contractors are not employees of the District and are not entitled to District benefits. Nothing contained herein shall be construed to establish an employment relationship between the District and any Independent Contractor.

Exempt Employees are not eligible for overtime pay.

Nonexempt Employees are eligible for paid overtime or compensatory time at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

CRIMINAL BACKGROUND CHECK

The District provides comprehensive children's and youth programming, along with a variety of other community resources and programs, which may bring employees into contact with members of vulnerable populations. Employees are, therefore, required to submit a current criminal background check upon request. Pursuant to applicable law, the fact that a person has been convicted of a felony or other offense shall not, in and of itself, prevent the person from applying for and obtaining public employment.

EMPLOYEE JOB DESCRIPTIONS

The District has made every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes:

- a general position description
- essential job functions
- position knowledge, skills, and abilities
- supervisory responsibilities
- qualifications
- educational and/or experience showing any certification(s) required or preferred
- physical activities required
- a work environment section
- a compliance section

All employees will have a copy of their job description and endeavor to fulfill them to the best of their abilities. If employees are hired without the qualifications of their job description they will be considered trainees, and, with the Director's assistance, write a training plan to acquire the necessary skills within a year.

Job descriptions are also reviewed and revised periodically to ensure that they are up to date and to reflect any changes in the position's duties and responsibilities. All employees are expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and additional responsibilities may be assigned as necessary. Contact the Director if you have any questions or concerns about your job description.

EMPLOYEE BENEFITS

HEALTH STIPEND

A health stipend will be paid monthly to all full-time and part-time employees to use at their discretion to pay for health expenses. The stipends are based on the table below.

Employee Category	Stipend
Part-Time	\$300
Full-Time	\$500

The stipend will be taxed and reported separately from wages. The employee has the option to opt out of receiving the health stipend if they choose to do so. New employees will begin receiving the health stipend immediately upon employment.

RETIREMENT PLAN

The District will offer employees a SIMPLE IRA plan through Fidelity Brokerage Services LLC after a year of employment where they earned at least \$5,000. A SIMPLE IRA is a Savings Incentive Match Plan for Employees of small businesses. A SIMPLE IRA cannot be a Roth IRA. SIMPLE IRA plan contributions can be put into stocks, bonds, mutual funds, and other similar types of investments. An employee is always 100% vested in (has ownership of) their SIMPLE IRA funds.

Employees contribute to the SIMPLE IRA on a tax-deferred basis through a payroll deduction. Employees may make a contribution in any amount up to the legal limits.

Eligibility is limited to employees who receive at least \$5,000 in a calendar year in compensation and who expect to earn at least \$5,000 in the subsequent calendar year. For example, if an employee started mid-year, but earned at least \$5,000 by the end of that year, then they would be eligible to enroll in a SIMPLE IRA plan for the following year. The District will contribute a dollar-to-dollar match to each employee's SIMPLE IRA equal to the employee's salary reduction contributions up to 3% of compensation only for participating employees who have elected to make contributions to the SIMPLE IRA.

Employees may change their contribution amount or percentage and/or sign up during the election period. The election period is generally the 60-day period immediately prior to January 1 of a calendar year (November 1 to December 31).

HOLIDAYS

Holiday time is not counted as hours worked in the computation of overtime. The District recognizes the following holidays and may be closed on these days: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Thanksgiving (2days), and Christmas (2 days).

The District will pay all Full-Time employees twelve holidays per year and prorate the paid holidays of Part-Time employees based on their work schedule. The number of paid holidays will also be prorated during any partial year of employment relative to the length of employment. For example, a new Full-Time employee hired July 1 will work 6 months and have 6 paid holidays. The dates of paid holidays will be selected by the employee with the Director's approval and may or may/not be equivalent to the holidays when the District is closed, but must be used within that same pay period. All other holidays will be unpaid. Full-Time employees are paid eight hours for each holiday. Part-Time employees are paid for holidays based upon the number of hours they are normally scheduled that day. Temporary employees are not paid for holidays.

HEALTHY FAMILIES AND WORKPLACES ACT (HFWA)

The paid leave policies contained herein comply with the Healthy Families and Workplaces Act (HFWA), as the same may be amended from time to time. Paid leave policies for Full-Time and Part-Time employees are outlined below.

Sick Leave is provided via a tiered, frontloaded model effective January 1st of each year.

Full-Time staff (60-80 Hours): granted 2 weeks equivalent on January 1st

Part-time staff (less than 60 hours): granted 2 weeks equivalent on January 1st

Temporary employees accrue paid sick leave in accordance with the minimum requirements under the HFWA and may request paid sick leave for any reason covered by the HFWA, as the same may be amended from time to time. Temporary employees do not accrue additional paid time off.

Any employees with questions about the HFWA may direct their questions to the Director.

PERSONAL TIME OFF (PTO) POLICY

Personal time off provides the employee with flexible paid time off from work that can be used for vacation, personal or family illness, domestic abuse, medical appointments, bereavement, school, volunteerism, voting, or other personal or civic time that must be taken care of during regular District hours, or any other qualifying reason covered by federal, state, or local law, including, without limitation, the HFWA.

Full-Time and Part-Time employees are entitled to personal time off (PTO) leave in accordance with the tables below. Eligibility accrues with each pay period and is earned on an employment-year basis. PTO will not be earned during any leave of absence periods. Leave for a work-related injury is covered under worker's compensation, and PTO will not accrue.

Employees are requested to schedule PTO as far in advance as possible to facilitate scheduling. In the event of illness or emergency preventing the employee from requesting PTO in advance, the employee must notify the Director by 8:30 a.m. that day and explain the need for unscheduled time off if possible. If such notice is not possible, the employee must notify the Director as soon as possible thereafter.

PTO must be used in hourly increments. Employees may not use PTO before it has been earned without prior approval from the Director. An employee will be paid for earned but unused PTO upon separation from the District at the regular rate of pay.

The Director will maintain a PTO account for each eligible employee. The account will track the beginning balance, current balance, accruals, and usage on an employment-year basis. Employees are required to report PTO hours taken during each pay period by recording the PTO hours on their time sheets. PTO hours taken will be charged against the employee's PTO account at the conclusion of the pay period during which it was taken. Employees are responsible for monitoring and taking their PTO over the course of a year to ensure correct record-keeping. Again, PTO is subject to schedule availability and supervisory approval except in cases of emergency.

We encourage employees to use all their earned PTO each year. Employees may carry over unused PTO into the next employment-year. However, the maximum PTO that employees may accumulate is 80 hours over their annual PTO allotment. At no point can the carry over, plus the new PTO, exceed this cap. As a result, the amount of PTO that employees may be granted after each anniversary date

might be limited by the amount carried over. Years of service, for the purpose of employee benefits, is calculated from the initial date of employment.

Years of Service	PTO Hours
0-2 Years	2 x Avg. hours/week
3-5 Years	3 x Avg. hours/week
6-9 Years	4 x Avg. hours/week
10+ Years	5 x Avg. hours/week

FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI) ACT

Colorado voters approved Proposition 118 in November 2020, paving the way for a state-run paid Family and Medical Leave Insurance (FAMLI) program. FAMLI supports both employees and businesses alike by protecting and supporting them when certain life events happen. Starting in January 2024, most Colorado workers will be able to apply for FAMLI leave benefits to help them get through the following circumstances:

- Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- Caring for a family member with a serious health condition.
- Caring for your own serious health condition.
- Making arrangements for a family member's military deployment.
- Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

Starting in 2024, paid family and medical leave benefits will be available to most Colorado workers who have earned \$2,500 over the previous year for work performed in Colorado. The District has elected to cover all employees at no cost to the employees.

Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously, intermittently, or in the form of a reduced work schedule.

FAMLI wage replacement benefits will be paid and calculated on a sliding scale using the individual's average weekly wage from the previous five calendar quarters in relation to the average weekly wage for the state of Colorado and may increase over time. FAMLI benefits are paid to the employee by the State of Colorado. You can estimate your potential benefits and learn more by visiting <https://famli.colorado.gov/>. Inquiries regarding the FAMLI program may be directed to the Director.

If an employee qualifies for leave under both FAMLI and the FMLA (see more on the Family Medical Leave Act below), the employee's FAMLI and FMLA leave will run concurrently.

LEAVES OF ABSENCE

FAMILY MEDICAL LEAVE ACT

Public sector employers, including the District, are subject to the provisions of the Family Medical Leave Act (FMLA), as the same may be amended from time to time. The FMLA provides employees with up to 12 weeks of unpaid leave and job protection for certain qualifying family and medical reasons. Additional information regarding the FMLA is available here:

<https://www.dol.gov/agencies/whd/fmla>. Inquiries regarding the FMLA may be directed to the Director.

If an employee qualifies for leave under both FAMLI (see more on the Family and Medical Leave Insurance Act above) and FMLA, the employee's FAMLI and FMLA leave will run concurrently.

FUNERAL LEAVE

Full-Time and Part-Time employees are eligible for paid leave of up to three days to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

In the event of a death of a near relative, employees are currently granted up to one paid day to attend a funeral. Near relatives include the employee's aunts, uncles, nieces, nephews, and their spouse's grandparents, brothers, sisters, and other close relatives.

If more time off is needed than provided above, other leave may be granted upon the approval of the Director.

JURY DUTY

The District recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

An employer may not threaten, coerce, or discharge an employee for reporting for juror service as summoned. An employer shall make no demands upon any employed juror which will substantially interfere with the effective performance of jury service. For more information on job protection and jury duty, contact the Montezuma County Jury Commissioner at the District Court at 970.565.1111 or the Office of the State Court Administrator at 800.888.0001 or at 303.861.1111.

The employee must notify the Director of their jury summons as soon as possible upon receiving the summons. Should extraordinary circumstances exist at the time of their call to jury duty, which would make their absence severely detrimental to the operation of the District, the court may be contacted to request that their service be postponed.

Under state law, as the same may be amended from time to time, employees receive regular pay from the District, not to exceed \$50.00 per day absent mutual agreement between the employee and the District, for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service. Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty.

Pursuant to District policy, for jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty beyond this time is without pay from the District.

Employees are not entitled to compensation by their employers for their participation in other unrelated areas of the legal system. For example, an employer does not have to compensate an employee for time spent:

- serving as a witness in a case
- responding to a subpoena
- acting as a plaintiff or defendant in the courts

MILITARY LEAVE

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. The District pays for the first 15 days of leave per year. After that time, leave is without pay.

VOTING

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with the Director no later than the day prior to Election Day.

PAY

WORK SCHEDULE

The Library maintains regular hours of operation and it is important that the staff work within this schedule to ensure that we serve the public to the best of our ability. All work schedules are set by the Executive Director and employees may be assigned to a work schedule outside of regular hours due to program set up, delivery, and clean up and to be compensated to account for this. If an employee must be outside of the Library for non-business related reasons during their normal work schedule, they must inform the Executive Director immediately and use PTO for the absence.

OVERTIME/COMPENSATORY TIME

All nonexempt employees must record all time worked and all compensatory time taken on departmental timesheets. All overtime must be approved in advance by the Director. Overtime at the rate of time and one-half the employee's base rate will be paid to nonexempt employees when work is performed in excess of 40 hours in one week. For purposes of calculating overtime, the workweek begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday. The 40-hours threshold is based on actual hours worked in the week. Therefore, sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold. With the Director's approval nonexempt employees may be given compensatory time off at the rate of time and one-half the employee's base rate in lieu of overtime. The compensatory time balance is payable to the nonexempt employee at termination.

WITHHOLDINGS

The District is required to withhold federal and state income taxes from all wage payments to employees. All employees must complete a federal form W-4, which provides the basis for withholding for both federal and Colorado state taxes. The W-4 must be kept on file by the Director for each employee. Employees may file a new W-4 when applicable. Also required at the time of hire is an Employment Eligibility Verification Form I-9. The Forms W-4 and I-9 must be complete, valid, and signed before payroll is issued to an employee. Employers and employees both pay taxes required by Social Security and Medicare. The employee share of Social Security and Medicare taxes are withheld from wages and matched by the employer, which then pays both shares to the federal government.

GARNISHMENTS

Wage garnishments will be obeyed as required by law. A garnishment is a legal order to withhold a specified sum from an employee's wages to satisfy a debt or fulfill a court order. Upon receipt of a garnishment order, the Director will alert the employee when the garnishment will begin. After the required waiting period (as defined in the garnishment order) has been observed, the required portion of the employee's salary will be deducted from future paychecks until the terms of the garnishment order have been satisfied, or the garnishment has been withdrawn. Only the issuer of the garnishment has legal authority to modify payment terms or withdraw the garnishment order.

By law or court action, a creditor can require the District to withhold a certain percentage of your pay. If garnishments or other withholding orders are instituted against an employee, the District will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate federal and state laws.

PAYDAYS

Employees are paid every other Wednesday. All employees are paid by direct deposit. On each payday, employees receive a statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Director.

INCOME/EMPLOYMENT VERIFICATION REQUESTS

All income and employment verification requests must be in writing. Only the Director may give out verification information for any employee with a signed authorization agreement from the employee, approving the inquiry. If employees receive a call inquiring about a former employee, please refer the caller to the Director. Only the Director has the authority to respond to such inquiries. This restriction includes recommendations on social media sites or in writing.

FINAL PAYCHECKS

Terminated employees will receive their final paycheck upon notice of termination and will be paid only by check, which will include all wages due at termination. Unused PTO and compensatory time will be included in the final paycheck as applicable. Employee health stipends will be included in the final paycheck as applicable.

If an employee resigns, the final paycheck will be distributed through direct deposit or as directed. Employees are requested to provide at least two weeks advance notice upon resignation. Unused PTO and compensatory time will be included in the final check as applicable. Health stipends will also be included in the final check as applicable.

PAY FOR EXEMPT EMPLOYEES

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The District is committed to complying with salary basis requirements which allow properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to the Director or the President of the Board (in the case of the Director). Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

TIME REPORTING, MEALS, BREAKS

Nonexempt employees are required to complete a timesheet biweekly. At the conclusion of each pay period, employees must sign and date the timesheet and submit it to the Director for approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. Employees who do not submit complete timesheets cannot be guaranteed payment on the scheduled pay date.

The timesheet records are the only ones used by the District to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the District if they find a discrepancy between the District's records and their records. Employees should contact the Director with any questions about how their pay is calculated. Employees must promptly notify the Director of any mistakes in their time records or pay. Employees also must notify the Director or Board of Trustees President if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The District will not tolerate retaliation against employees for making a report or participating in an investigation.

Personal business should be limited while at work and must not interfere with the employee's performance or the District's operations. Personal business includes:

- Personal phone calls/texts
- Personal emails/chats
- Personal internet or social media use
- Excessive visiting with friends or family members

Pursuant to the Colorado Overtime and Minimum Pay Standards Order (COMPS Order), as the same may be amended from time to time, employees are entitled to an uninterrupted and "duty free" meal period of at least a thirty minute duration when the scheduled work shift exceeds five consecutive hours of work. The employees must be completely relieved of all duties and permitted to pursue personal activities to qualify as a non-work, uncompensated period of time. When the nature of the business activity or other circumstances exist that makes an uninterrupted meal period impractical, the employee shall be permitted to consume an "on-duty" meal while performing duties. Employees shall be permitted to fully consume a meal of choice "on the job" and be fully compensated for the "on-duty" meal period without any loss of time or compensation. An employee must record the times of unpaid meal breaks on their timesheet.

Pursuant to the COMPS Order, every employer shall authorize and permit rest periods/breaks, for each four hours of work, or major fractions thereof, for all employees which, insofar as practicable, shall be in the middle of each four-hour work period. The District provides a compensated fifteen-minute rest period for each four-hour work period. Such rest periods shall not be deducted from the employee's wages. It is not necessary that the employee leave the premises for said rest period.

PRE-PAYMENT OF EXPENSES/EXPENSE REIMBURSEMENT

In order to reduce the financial burden on library staff, the District is committed to a direct-pay first philosophy. The District will make every reasonable effort to ensure that employees are not required to use personal funds for authorized business purposes. To support this policy, the District prioritizes the use of corporate procurement cards, direct vendor billing, and travel pre-payments.

The Director's verbal or written authorization is required prior to incurring an expense on behalf of the District. In accordance with the District's direct pay-first philosophy, upon approval of an expense, the Director will first seek to cover the cost of the expense directly. The Director may use, or authorize the use of, a District credit card for authorized purchases. The District may also maintain active accounts with preferred local vendors to allow for "on-account" charging. Personal payment for District expenses is considered a last resort.

In the event that the District is unable to directly pay for an authorized expense, the Director will notify the employee of the District's inability to directly pay for the authorized expense and will advise the employee that they can seek reimbursement for the authorized expense, pursuant to the policies contained herein. To be reimbursed for all authorized expenses, the employee must submit an expense report accompanied by receipts to the Director. The Director will review the report and receipts to ensure the expense(s) actually incurred by the employee align with the expense(s) previously authorized by the Director. The submission for reimbursable expenses must be turned in within 30 days of the incurred expenses. To minimize the duration of the employee's personal financial outlay, the District will take all reasonable steps to provide expedited expense reimbursement, processed within five (5) business days of submission of an expense report and receipts, for all authorized and verified expenses.

If an employee is asked to conduct District business using their personal vehicle, then they will be reimbursed at the current rate per mile as established by the federal government. Employees may be asked to verify the mileage incurred pursuant to this paragraph prior to receiving reimbursement. The District will take all reasonable steps to provide expedited expense reimbursement for mileage incurred pursuant to this paragraph. Employees will not be reimbursed for mileage incurred in the course of their ordinary commute to and from work.

Violation or abuse of this policy may result in disciplinary action, up to and including termination, and legal action. Violations of this policy include, but are not limited to, using District funds for unauthorized or personal expenses, fraud, fabrication or embellishment of expenses, maintaining the District's financial information or records beyond what is necessary for payment or reimbursement of expenses, providing the District's financial information or records to unauthorized individuals, and unauthorized withdrawal, transfer, or conversion of District funds.

PRE-PAYMENT/REIMBURSEMENT FOR CONFERENCES/WORKSHOPS

The District may require employees to attend conferences, workshops, or similar events in the course of their employment, and will consider employee requests to attend such events and pre-pay/reimburse the employee's expenses in accordance with this policy, provided that such event relates to the employee's job functions and advances the mission of the District. Requests to attend a conference, workshop, or similar event should be directed to the Director. The Director may require additional information about the event prior to approval of the request.

Pursuant to the District's direct pay-first policy, when an authorized conference, workshop, or similar event requires out of the area travel, the District will make every reasonable effort to directly pay for

the employee's authorized expenses, including registration and reasonable travel and lodging costs. The reasonableness of such costs will be determined in the Director's sole discretion. The Director may consider the employee's stated travel and lodging preferences but is not bound to accept the same. The District may utilize a direct billing payment system to pre-pay for all lodging and travel expenses. If the employee is required to drive their personal vehicle to an authorized event, then they will be reimbursed at the current rate per mile as established by the federal government. Employees may be asked to verify the mileage incurred pursuant to this paragraph prior to receiving reimbursement. The District will take all reasonable steps to provide expedited expense reimbursement for mileage incurred pursuant to this paragraph. Personal payment for authorized expenses associated with attending an approved conference, workshop, or similar event is considered a last resort.

In the event that the District is unable to directly pay for such authorized expenses, the Director will notify the employee of the District's inability to directly pay the authorized expenses and will advise the employee that they can seek reimbursement for the authorized expenses, pursuant to the policies contained herein. The District may advance funds for reasonable travel and lodging expenses upon the employee's request and the Director's approval. To be reimbursed for all authorized expenses, the employee must submit an expense report accompanied by receipts to the Director. The Director will review the report and receipts to ensure the expense(s) actually incurred by the employee align with the expense(s) previously authorized by the Director. The submission for reimbursable expenses must be turned in within 30 days of the incurred expenses. To minimize the duration of the employee's personal financial outlay, the District will take all reasonable steps to provide expedited expense reimbursement, processed within five (5) business days of submission of an expense report and receipts, for all authorized and verified expenses.

A meeting with the Director should take place prior to departure to discuss and identify preapproved expenses.

There will be no meal reimbursement if the conference/workshop provides the meal(s) or if the chosen lodging provides the meal(s). Amounts listed below include all costs, including tax and tip. Anything over the listed amount will be the employee's responsibility.

Time of Travel	Meal
1-4 hours	1 meal
5-8 hours	2 meals

Meal reimbursable amounts: breakfast \$10, lunch \$15, dinner \$30.

Violation or abuse of this policy may result in disciplinary action, up to and including termination, and legal action. Violations of this policy include, but are not limited to, using District funds for unauthorized or personal expenses, fraud, fabrication or embellishment of expenses, maintaining the District's financial information or records beyond what is necessary for payment or reimbursement of expenses, providing the District's financial information or records to unauthorized individuals, and unauthorized withdrawal, transfer, or conversion of District funds.

WORK ENVIRONMENT

ALCOHOL AND DRUGS

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on District premises or while conducting District business is prohibited.

ANTI-VIOLENCE

The District has a zero tolerance policy for violence, except in cases of self-defense. If you engage in or threaten any violence in the workplace your employment will be discharged immediately. No talk of or joking about violence will be tolerated. Violence includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, sabotage, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with the District, including employees and patrons, never feels threatened by the actions or conduct of any employee, volunteer, patron, or other individual. Employees are expected to report any prohibited conduct to management and file an incident report with the Director. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

APPEARANCE AND ATTIRE

The District maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for public customer service. This includes dressing professionally and neatly and practicing normal and expected levels of grooming and laundry. Employees must wear attire that is safe, professional, and appropriate for public service. Shirts, hats, and other attire/jewelry that cause a material disruption to the functioning of the District are not considered appropriate business attire. In accordance with applicable Anti-Discrimination Laws, the District does not prohibit employees from wearing religious or cultural attire, from wearing attire necessary for a reasonable accommodation, or from wearing attire that aligns with the employee's gender identity and/or gender expression. Strong smelling cologne, perfumes, and after shave lotion is discouraged due to allergy potential and/or objection to strong odors in a public environment.

ATTENDANCE

Employees are expected to arrive at work before they are scheduled to start and be at their work station by the scheduled time. Regular attendance is considered an essential function and is necessary for the efficient operation of the District. The District views attendance as one of the most important facets of an employee's job performance. All unapproved absences will be noted in the employee's personnel file. Excessive absences may result in disciplinary action up to, and including, discharge.

COMPUTER USAGE

The communication systems are property of the District and intended for business use. Therefore, the District maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of the District, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the latter's permission.

USE OF SOCIAL MEDIA

Personal use of social media is never permitted on working time by means of the District's computers, District-issued mobile devices, networks, and other IT resources and communications systems. Social media postings by an employee on a blog, wiki, or social networking site are considered personal communications and are not District communications. All postings on a blog, wiki, or social networking site on behalf of the District must be preapproved and sent by authorized employees.

Personal postings by an employee concerning the District are not prohibited provided they comply with guidelines set forth in this handbook. If you publish or post regarding District matters, you should include a disclaimer making clear the posting is your own and does not necessarily represent District positions, strategies, or opinions.

When you use social media, use good judgment. We request that you be respectful of the District, our employees, our patrons, our partners and affiliates, and others. You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the District. Further detail is provided in the "Confidential Information" section of your employee handbook.

COMMUNICATION SYSTEMS

The District's computer network, access to Internet, e-mail, and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the District's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential District information and may not be disclosed to non-District personnel.

All computer files, documents, and software created or stored on the District's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mails either sent or received.

Computer equipment should not be removed from the District premises without approval from the Director. Upon separation of employment, all communication tools should be returned to the District.

Nothing contained in these Communication Systems policies shall be construed to prohibit activity protected by PROPWA.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the District prohibits the display, transmittal, or downloading of material that is in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The District fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in District facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the District communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact the Director before engaging in such conduct.

E-mail

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on District premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Voice Mail

The District voice mail system is intended for transmitting business-related information. Although the District does not monitor voice messages as a routine matter, the District reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other District guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving when conducting District business. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked.

COLORADO OPEN RECORDS ACT (CORA)

Colorado law declares that it is the public policy of this state that all public records shall be open for inspection by any person at reasonable times. Public records are all "writings" made, maintained, or kept by the state or any agency, institution or political subdivision for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds. As a political subdivision of the state, the District is subject to the Colorado Open Records Act (CORA).

"Writings" includes photographs, tapes, recording, digitally stored data including electronic mail and other documentary materials in addition to books, papers and maps but does not include computer software. The Director is the custodian of public records and must allow any person to inspect any record unless the record is exempt from disclosure under federal or state law, or a valid court order prohibits the record's disclosure.

CONFIDENTIAL INFORMATION

Employees of the District will have access to confidential information of the District and our patrons. This information is subject to C.R.S. § 24-90-119 (Privacy of User Records) of the Colorado Library Law. Confidential information includes, but is not limited to, information concerning patron records or information about library use unless:

- it is needed for the reasonable operation of the library
- the user consents in writing
- it is required through subpoena, court order, or otherwise required by law
- a custodial parent/legal guardian has access to a minor's library card/account for the purpose of accessing by electronic means library records of the minor

Disclosure of confidential information might seriously damage the District's or patron's position and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the District upon separation or at any time upon demand.

Disclosure of any records by a District official, employee, or volunteer is civil infraction with a fine if convicted.

In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public. Violation of this policy may result in disciplinary action and/or discharge of employment.

CONFLICT OF INTEREST

The District requires that employees protect District information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job. Conflict of interest situations, which could arise while moonlighting for a competitor of ours, should also be avoided.

Other examples of conflict of interest could be holding financial interest in a competing organization or being self-employed in an occupation which competes with the District, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to District business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with the Director. If it remains unresolved, refer the matter to the Board of Trustees President for a final determination.

EMPLOYEE EVALUATIONS

Each District employee will receive an annual evaluation. The District endeavors to conduct regular employee reviews. Please contact and advise your supervisor or Human Resources if more than one year has passed since receiving formal feedback. Additional evaluations may be held as necessary. An employee evaluation serves a number of purposes:

- To help to determine what degree an employee is meeting the expectations of their job following their respective job description
- To identify potential gaps in skills, knowledge, and abilities and to help tailor necessary training
- To encourage and recognize strengths
- To discuss positive, purposeful approaches for meeting goals
- To provide employees with an opportunity to bring up any problems or issues they might be having

Employees are encouraged to speak with the Director about issues or concerns at any time. Job performance and goals may be addressed on an informal, day-to-day, basis to assure understanding and promote progress and achievement of established standards and expectations.

Each employee will be asked to evaluate their own work. Each employee will participate in a person-to-person discussion of the evaluation with the Director. During this discussion, the employee can bring up any concerns or issues or the evaluation itself. The Director will evaluate all staff. The evaluation will also establish an action plan for training, supervision, and improvements and goals for

the coming year. The plan will be written out and discussed with the employee. Both the evaluator and the employee will sign the plan, which will include potential remedies or training. Periodic follow-up meetings may be held as necessary. All evaluations and action/improvement plans will be kept in the employee's personnel file.

PERSONNEL FILES

The District keeps a personnel file as a record of each employee's employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your benefits. It also helps keep track of your payroll deductions and many other things that concern you as an individual.

Notify the Director immediately if you have changes in any of the following areas: Name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, you should notify the Director if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the District.

With reasonable advance notice, an employee may review their own personnel file in the presence of the Director. If you want to look at your file or discuss it with someone, contact the Director.

DATA DISPOSAL

During the course of your employment, the District will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials
- Username(s) and password(s)
- Social security number
- Driver license or other identification card number
- Medical documentation
- Biometric data
- And more

The District may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the District will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

DISCIPLINARY ACTIONS

Employers in Colorado are not generally required to establish specific disciplinary policies, nor are they typically required to provide employees with “write-ups” or advance notice prior to termination. Persons inquiring about the legality of employer disciplinary policies and actions should consult with an attorney for advice. Individuals who believe they have been subjected to discriminatory or unfair treatment may contact the Colorado Civil Rights Division at (303) 894-2997. Nothing contained herein shall be construed to authorize the discipline, discharge, threatening, intimidation, coercion, retaliation against, or other adverse action against an employee for exercising their protected rights, including those protected under PROPWA and other applicable federal, state, and local laws, nor shall anything contained herein be construed to authorize interfering with the employee’s ability to exercise their protected rights.

The District requires its employees to meet performance standards and behave appropriately in the workplace. Just cause for disciplinary action is any behavior significant or substantial in nature relating to an employee’s work or conduct that is inconsistent with the employee’s obligation to the District. Disciplinary or corrective action may include a process of communicating with the employee in all confidentiality to improve unacceptable behavior or performance.

When it becomes necessary, the Director has the right to discipline employees who violate District policies, procedures, or rules, or federal, state, or local laws. Disciplinary measures may include, but are not limited to:

- verbal warnings (documented) for minor offenses
- written warnings for more severe or repeated violations
- suspension without pay
- immediate discharge to protect the health, safety, and/or welfare of the District, any of its employees, and/or library users

If immediate termination is unnecessary as an initial disciplinary action, any subsequent violations may result in immediate discharge of employment.

Reasons for disciplinary action include, but are not limited to:

- violence or threats of violence on District premises
- commission of a felony or misdemeanor related to the position held by the employee, or conviction of a crime (depending on the severity and circumstances)
- incompetence, inefficiency, or inadequate performance of duty
- deliberate falsification or omission of information on an employment application, resume, timecard/record, or other District documents
- insubordination or uncooperative behavior
- misappropriation or personal use of District funds, property, possessions, and resources, or theft or fraud
- misconduct

- harassment or sexual harassment
- violation of confidentiality or the release of confidential information/records
- being absent from duty without proper authorization
- violation of the drug/alcohol policy
- violation of the employee handbook
- violation of the email and internet usage Policy
- other disciplinary reasons including the ability to perform assigned duties or functions, or those that harm public respect or confidence for the District or may impair District operations

DISCHARGE OF EMPLOYMENT

All District employees serve at the discretion of the Director, and only the Director may discharge an employee. The Director is the only contracted employee of the District. Although not required by law, employees who voluntarily resign from the District are asked to provide at least two weeks advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work. The District requests that employees who wish to resign their positions notify the Director and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Director. Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the District maintained satisfactory performance and attendance.

Under Colorado's legal doctrine of "employment-at-will," the District and an employee each have the right to discharge the employment relationship at any time. The District may not, and will not, discriminate in discharging an employee based upon any protected status or the employee's exercise of any protected activity. Inquiries regarding discrimination may be made to the Colorado Civil Rights Commission (303-894-2997) or the Equal Employment Opportunity Commission (303-866-1300).

An employee also cannot be discharged for reasons violating public policy such as:

- filing a worker's compensation claim
- bringing or threatening a lawsuit
- serving on a jury
- engaging in lawful off-duty activities
- refusing to commit perjury
- whistleblower situations

An employee may appeal a discharge of employment to the Board within ten calendar days of the discharge. Such an appeal must be submitted in writing to the Board of Trustees President's mailing address and contain the pertinent facts of the action. The Board will investigate the appeal, make a final decision, and notify the employee of the decision.

When an employer discharges an employee, the wages or compensation for labor or service earned, vested, determinable, and unpaid at the time of such discharge are due and payable following

Colorado Division of Labor guidelines. When an employee voluntarily quits or resigns, they are to receive their wages and compensation, due and payable, upon the next regular payday. They may be paid by check, cash, or by direct deposit as on any other payday. Please note that the employee may be considered as having resigned in the instance where they have not shown up for a day's work as scheduled without prior notification to the Director with an explanation.

GRIEVANCE PROCEDURE

Work-related problems or conflicts can arise in any place of employment. Each employee is responsible for supporting the goals and mission of the District and for respecting the rights of their coworkers and the patrons. Individuals should try to reconcile differences on an individual basis. Should it not be possible to resolve a problem quickly and fairly, the District has developed a formal grievance procedure using the following steps:

- If you have a grievance, you may notify the Director within two days of the issue occurring. Most difficulties can be settled promptly at this point. The Director shall respond to your grievance in writing. If the problem is not resolved to your satisfaction at that time, you may then submit a written complaint to the Board of Trustees.
- If you have a grievance involving the Director, retaliation, interference with protected activity, or a systemic workplace issue, you may notify the President of the Board of Trustees or any Trustee designated by Board policy within two days of the issue occurring. The President of the Board of Trustees shall respond to your grievance in writing after meeting with you.
- If the problem is still not resolved to your satisfaction, then you may submit a written complaint to the District Board of Trustees. The Board President will then assign a committee to further investigate the grievance. Following an investigation, the District will respond to your grievance in writing.

Employees should report grievances promptly, but delay alone will not bar review as outlined herein. The Board prohibits retaliation, intimidation, coercion, interference, reprisals, suppression, or threats against any person who files or supports a grievance or exercises rights protected by law. The District may engage and retain an outside investigator or neutral reviewer when leadership or a conflict of interest is involved.

All grievances will be kept confidential to the extent possible and as otherwise permitted under law. Any grievances may be initiated only by the employee concerned and not pursued without the employee's consent. Upon mutual agreement, the parties to the grievance may enter into mediation, which the Board of Trustees will arrange. Mediation is a confidential, fair, and voluntary process in which a neutral third person (mediator) assists individuals in resolving a conflict. The mediator aids the parties in making decisions together, based on an understanding of their own views, the other's views, and the situation they face. Unlike a judge or other third-party decisionmaker, a mediator does not issue a ruling, order, or decision, but rather facilitates the parties in reaching an agreement. Mediation assists people in conflict to develop their own solutions to the issues. A decision to mediate a dispute does not prevent an employee from initiating a grievance later. However, once a

grievance has been investigated and denied, repeated filing of grievances on the same issues will not be permitted.

The District will not in any way retaliate against any individual who files a grievance nor permit any employee or trustee to do so. Retaliation is a serious violation and should be reported immediately. Any person found to have retaliated against another individual for filing a grievance will be subject to appropriate disciplinary action, up to and including discharge.

Pursuant to the Colorado Public Health Emergency Whistleblower Law (PHEW), the District prohibits retaliation against, or interference with, the following acts during, and related to, a Public Health Emergency (PHE):

- Raising reasonable concerns by an employee to the District, other employees, the government, or the public about workplace violations of government health or safety rules, or a significant workplace health or safety threat.
- Opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for or interference with such conduct.

The District will not fire or take other adverse action against an employee for exercising protected activity under PHEW, as long as the concern was reasonable and in good faith.

During a PHE workers have the right to voluntarily wear their own Personal Protective Equipment (PPE) such as masks, faceguards, gloves, etc. if the PPE provides more protection than equipment provided and required at the workplace, and/or is recommended by a government health agency (federal, state, or local), and does not make the worker unable to do the job.

INSPECTIONS

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the District and copies of those keys are kept by the District.

POLITICAL PARTICIPATION

The District encourages employees to participate in matters of responsible citizenship. The District will not interfere with the conduct of District employees engaged in political activity, as long as the activities are confined to hours when the employees are not on duty, are not campaigning in the name of the District, and that the activities do not materially disrupt or impair the employee's job efficiency or that of others.

Employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office. In addition, they may not coerce, attempt to coerce, command, or advise other employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities.

Any District employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If an employee's political involvement occurs during normal working hours, the individual must take PTO or approved leave without pay. Employees whose salary comes in part or in whole from federal government sources are subject to the Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization or candidates for public office whatsoever. Employees will not be required to work for, or participate in, the support of any political candidate.

Employees political expression is protected in part by PROPWA. Pursuant to PROPWA, employees may participate in the political process while off duty and not in uniform, including speaking to with Trustees and/or the Board about the terms and conditions of employment and other matters of public concern. The District will not discriminate against, intimidate, retaliate against, interfere with, or coerce employees for lawful, off-duty political activity protected by law. Notwithstanding the foregoing, activity that results in a material disruption of a public employee's duties, a public employer's operations, or the delivery of public services is not protected activity; except that an employer's or other individual's disagreement with the content or viewpoint expressed through an employee's activity or a strike by employees does not constitute material disruption.

SAFETY/REPORTING OF INJURY

The District is committed to a safe work environment for employees. Employees should immediately report any unsafe practices or conditions to the Director.

If employees are injured on the job, no matter how minor, they must immediately report this fact to the Director and submit an incident report in writing within four days. Failure to do so may result in a denial of a Worker's Compensation Insurance claim. In the absence of the Director, the Board of Trustees President must be notified of any injuries you sustain while on the job at the District.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the District's designated physicians. If not, the employee may be responsible for the cost of medical treatment. Information on the current company administering the Workers' Compensation Plan will be provided to you by the Director and is available on posters displayed in your work area. Additional information is available through the Director.

SMOKING

It is our objective to provide a smoke-free environment within our District. Smoking and Vaping is prohibited within all areas of the building and within 25 feet of any entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

WEATHER/EMERGENCY CLOSINGS

The Director is aware that employees may have dependents in school or other dependent care arrangements where inclement weather (snow) closing policies may conflict with the District's work schedule. Whenever possible, requests for leave to attend to dependents during school "snow days" (closings, late openings, and early dismissals) shall be favorably considered. The amount of leave granted should be commensurate with the school schedule. For example, if schools are opening two hours late, the employee may need two and a half hours of leave to include travel time after the child or dependent leaves the house. If the schools are closing at noon, the employee may need to leave before noon in order to be home by the time the child arrives. Employees may offer to "flex" their work schedules to make up the time and work lost under these circumstances. Employees need to understand that family is important to the District, but the work schedule of the District needs to be maintained.

Although the District will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters, and terrorist actions. In all cases, employee safety will be the primary consideration. The following information will set forth District and employee obligations regarding reporting to work, use of leave, and pay issues when circumstances impact the District's ability to be open for business. Employees should familiarize themselves with the following procedures and print a hard copy of the procedures in case the District server is down due to power/technical failure.

The District will follow the guidance related to the status of local government offices and school districts closures. The District may close if the electricity is out for an extended period, severe weather has made roads unsafe, or a state of emergency has been declared. The decision to close will be made by the Director or the Director's appointee in the Director's absence. When the District is officially closed employees are not to report to work. The Director shall notify all employees and the Board of Trustees of the closure as soon as practicable.

Employees who are required to report to work but choose to stay home because of hazardous weather or emergency closings may use PTO or approved leave without pay to cover the time missed. Employees may be paid their regular rate of pay for their scheduled hours of work if the District is closed.

In the event of inclement weather, power outage, or other emergency, the Director may determine that the District will close early or open late. On-duty employees will be paid their normal pay for the day. This is true whether the closure is due to early closing or late opening, in accordance with procedures specified above.

Employees who are late or who choose not to report to work without approval when the District is otherwise open will be subject to the provisions of this Employee Handbook. Any employees who wish to report to work during a closure must have permission from the Director to do so.

STAFF MEETINGS

Staff meetings will be held periodically. The goals of the meetings are to provide training, inform staff on new or changed policies, news, and activities, to elicit recommendations when changes seem warranted, to obtain feedback on District policy, and to share information with all employees. Attendance at staff meetings is mandatory and considered part of the regular work schedule and is compensated accordingly.

PROFESSIONAL DEVELOPMENT AND ADVANCEMENT

The District recognizes that its employees are its greatest resource and encourages staff participation in professional associations. Attendance at professional workshops, meetings, conferences, and seminars at which staff members learn and contribute must be approved in advance by the Director. Approval is based on the needs of the District. Time spent traveling for professional development is considered compensable work time.

The District offers live in-house trainings as well as online classes and programs to employees in addition to a multitude of archived webinars. Staff are encouraged to attend a minimum of two trainings/professional development sessions per year, which includes online or archived classes or programs.

Staff professional development will be tracked by the Director in order to improve the quality and variety of information available to patrons and fulfill the information and technology needs of the patrons.

The District recognizes the importance of employee retention, institutional knowledge, and opportunities for growth within the organization, and is committed to the long-term professional advancement and success of the library staff. The Director may develop, modify, and maintain opportunities for career advancement within the organization from time to time based on the needs of the Library. If and when such opportunities arise, employees will be considered for advancement based upon their skills, abilities, and current roles within the Library.

Nothing contained herein shall be construed to change the at-will nature of the employee's employment or to guarantee an employee will be selected for advancement or an open position.

OPEN MEETINGS/SUNSHINE LAW

The District is subject to Colorado's Open Meetings/Sunshine Law, as the same may be amended from time to time. The policy of Colorado is that the formation of public policy is public business and may not be conducted in secret. All boards, committees, commissions, authorities or other advisory, policy-making, rule-making or other formally constituted bodies and any public or private entity which has been delegated a governmental decision-making function by a body or official are included under the law. Administrative meetings are not open.

Under statute, the District falls under the "Local Public Body" definition. A meeting is defined as any kind of gathering convened to discuss public business in person, by telephone, electronically, or by other means of communication.

All meetings of Local Public Bodies may comply with "full and timely notice" by posting a notice in a formally designated public place at least 24 hours before a meeting. Posted notices must include a specific agenda if at all possible. Local Public Bodies must keep minutes of meetings where formal action does or could occur. Workshops or committee meetings do not necessarily require minutes. For more information on the Colorado Open Meetings Law or the Sunshine Law, please see the Director.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED _____. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE DOLORES LIBRARY DISTRICT'S (DISTRICT) GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

FURTHER, I UNDERSTAND EMPLOYMENT WITH THE DISTRICT IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE COMPANY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE DISTRICT AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF THE DOLORES LIBRARY DISTRICT, OTHER THAN DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE DIRECTOR AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

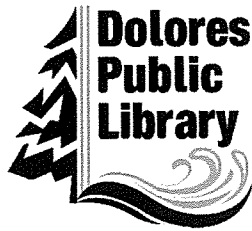
FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE DOLORES LIBRARY DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature

Employee Printed Name

Date



Policy for Use of the Carole Arnold Community Room

The Carole Arnold Community Room at the Dolores Public Library is available for free to local verified governmental, nonprofit, 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. Banquets/celebrations, religious observances, and political campaigning are not permitted uses. The Library does not advocate or endorse the viewpoints of Community Room users.

Rules for Use of the Community Room

- The Community Room must be left clean and in the original condition or a cleaning fee will be charged. 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, as long as their use of the room is not excessive. The person or organization using the Community Room accepts full liability for any losses or damage that may occur to the facility or equipment. If an organization wishes to use the community room on a regular basis, and requests to be assigned a key for a term not to exceed a calendar year, a Certificate of Insurance naming the Dolores Public Library as an Additional Insured must be on file with the Library.
- 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.
- Fundraising is only permitted for events that benefit the library.
- 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.

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

Adopted: November 14, 2017 :Amended: April 14, 2021:Amended: June 11, 2024



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Policy for Use of the Carole Arnold Community Room

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Deleted: <#>Banquets/celebrations, religious observances, and political campaigning are not permitted uses.

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

Adopted: November 14, 2017 ;Amended: April 14, 2021;Amended: June, 11, 2024 ,