

**NOTICE OF PUBLIC MEETING
OF THE BOARD OF TRUSTEES
OF THE SOUTHWEST LA PLATA LIBRARY DISTRICT**

NOTICE IS HEREBY GIVEN to the Board of Trustees of the Southwest La Plata Library District and to the general public that the Regular Board Meeting of the Board of Trustees of the Southwest La Plata Library District **HAS BEEN CANCELLED**. Members of the Board of Trustees will hold a work session, open to the public, at **4:00 PM, Monday, March 16, 2026** at Sunnyside Library, 75 County Road 218, Durango, CO 81303. The meeting will also be available via Zoom:

<https://us02web.zoom.us/j/89948634789?pwd=ibJdbdGwXfrWsddPpKHrZv5mXB3djL.1>

Meeting ID: 899 4863 4789

Passcode: 150935

The agenda for the meeting is as follows

1. Call to Order
2. Management Committee: Employee handbook updates
3. Strategic Planning Committee: 2027-2030 SWLPLD Strategic Plan Outline
4. Other Items
5. Adjourn

Board informational packets available upon request. Email director@swlplibrarydistrict.org.

Next SWLPLD Board Meetings: April 20, 2026 and May 18, 2026

This agenda may be amended prior to the meeting as allowed by law. No official action will be taken at this meeting. Executive Session will not be declared. The Board may address the agenda in any order to accommodate the needs of the Board and the audience.

LIBRARY BOARD REPORT
MARCH 2026

A SUMMARY OF LIBRARY OPERATIONS DURING FEBRUARY 2026

Branch Statistics:

- In February, Fort Lewis Mesa hosted 709 patrons within the library space and circulated 733 items. 418 people enjoyed 33 activities. 61 of those attended Maker Club in the new Maker Lab (4 programs) and 35 attended Family Date Night. Fort Lewis Mesa welcomed 4 new adult cardholders. SWLPLD's internet was accessed 290 times by 35 different users (devices).
- Sunnyside hosted 878 patrons and circulated 427 items. 392 people enjoyed 40 activities. Sunnyside welcomed 2 new adult cardholders and 5 new Sunnyside students. SWLPLD's internet was accessed 462 times by 71 different users (devices).
- Hoopla circulation for February was 61.

Programs & Outreach:

- Roy and Cindy spoke with several people at the Marvel Grange Dinner in order to promote the 150/250 oral history campaign that the library is assisting with in the Summer. Cindy estimates that 450 people were exposed to the library and this opportunity to share personal histories.
 - The Star Lab portable planetarium presentations were a fantastic collaboration between the Sunnyside Parent Teacher Association and the Sunnyside Library. SIPTA arranged for the planetarium to be loaned to Sunnyside Elementary. Tim Esposito set up the planetarium and organized and led the presentations. A total of 125 community members and students enjoyed this engaging learning experience.
 - We are very pleased that our community members are volunteering in our libraries once again. Sunnyside was assisted for 8 hours by 4 volunteers in February, and one person volunteered at Fort Lewis Mesa for 3 hours.
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- **Upcoming Events**
 - Please see April's calendar (or the website) for a full listing of branch happenings.
 - Be sure to join us for "Won't You Be My Neighbor," Saturday, March 28 from 10 to 1 at Fort Lewis Mesa. Local business owners and

service providers will be on hand to promote what they do for the community. Enjoy a free lunch and enter to win door prizes.

- Sunnyside's community Easter Egg hunt will be held Saturday, April 4 at 11:00. Bring your grandkids and join the fun!

Southwest La Plata Library District
Financial Summary
February 28, 2026

Non-WCAGAA-compliant spreadsheets detailing this information are available upon request.

SUMMARY

February Income: In February, SWLPLD received **\$5,827.87** from the following sources: \$4,648.24 in tax revenue, \$0 from grants, and \$1,179.63 in interest income.

February Expenses:

- SWLPLD spent \$34,078.10 for salaries and benefits.
- SWLPLD spent \$341.37 for library operations.
- SWLPLD spent \$619.85 for library programs and events.
- SWLPLD spent \$2,010.97 for facilities management.
- SWLPLD spent \$489.13 for professional services.
- SWLPLD spent \$824.17 for other expenses.

Overall, SWLPLD spent \$38,363.59 and received \$5,827.87, for an operating loss of \$32,535.72.

DETAILS

Income:

Tax Revenue: \$588.23 of SWLPLD's tax revenue came from property taxes. The remaining \$4,060.01 came from other county revenue. Year to date, we have received \$5,827.87 of an expected \$536,000 from property tax revenue.

Grant Revenue: SWLPLD received no grant revenue in February.

Other Revenue Streams: In February, SWLPLD received \$1,179.63 in interest income.

Expenses:

The budget categories summarized above can be broken down as follows:

1. Salaries and Benefits:

a. Salaries:	\$25,305.30
b. Bonus Pay:	\$0
c. Benefits:	\$4,480.98
d. Payroll taxes:	\$488.98
e. Retirement:	\$3788.15
f. Vacation/Sick time:	\$14.69

Salaries and benefit expenses were \$910.10 more than the February budget of \$33,168.00.

2. Library Operations:

a. Circulating Materials:	\$204.20
b. Special Collections:	\$137.51
c. Subscriptions:	\$0
d. Interlibrary Loan Costs:	\$0
e. Library Memberships:	\$0
f. Library Materials:	\$0
g. Office Supplies:	\$24.66
h. Professional Development/Conference Fees:	-\$25.00

Library Operations expenses were \$1,328.63 less than the \$1,670 budgeted for February, primarily because \$900 for circulating materials was not spent. It is anticipated that these funds will be expended in future months.

3. Library Programs and Events:	
a. After School Enrichment Program:	\$234.01
b. Summer Reading Program	\$0.00
c. District Events	-\$9.68
d. Local Programs/Events	\$359.99
e. Appreciation/Recognition	\$41.71

Library Programs and Events expenses were \$19.85 more than the February budget of \$600.

4. Facilities Management:	
a. Computer Hardware:	\$0
b. Computer Software:	\$92.40
c. IT Services, etc.:	\$1836.35
d. Printers/Printer Supplies:	\$11.24
e. Furniture and Equipment:	\$0
f. Building Maintenance:	\$0
g. Utilities/Telephone:	\$70.98
h. Building Improvements:	\$0

Facilities Management expenses were \$5,569.03 less than the \$7,580 budgeted for February. We did not spend any budgeted funds for building improvements or furniture. These funds will be expended in future months as the need arises.

5. Professional Services:	
a. Insurance – Property & Liability:	\$0
b. Worker’s Comp Insurance:	\$29.67
c. Legal Services:	\$0
d. Audit and Accounting:	\$441.82
e. HR:	\$0
f. County Treasurer’s Fees:	\$17.64
g. Background Checks:	\$0

Professional Services expenses were \$1,456.87 less than the \$1,946 budgeted for February. The \$1,500 budgeted for the audit exemption will be spent when it is completed.

6. Other Expenses:	
a. Advertising/public notices:	\$0
b. Postage & Freight:	\$0
c. Printing & Publication:	\$0
d. Mileage Reimbursement:	\$809.20
e. Business Travel:	\$0
f. Business Meals:	\$14.97
g. Miscellaneous	\$0

Other Expenses were \$44.17 more than the \$780 budgeted for February.

Statement of Financial Position

As of February 28, 2026, SWLPLD had the following assets:

- First Southwest Bank Account: \$104,138.87
- Petty Cash Funds: \$307.78
- Colo Trust – Capital Fund: \$93,814.44
- Colo Trust – Reserve Fund: \$310,897.49
- Property Tax Receivable: \$374,122.77
- Receivable – ASEP 9R : \$0

Total Assets: \$883,281.35

As of February 28, 2026, SWLPLD had the following liabilities:

- Accrued PTO: \$14,882.48
- Deferred Property Taxes: \$374,122.77
- Miscellaneous accrued expenses: \$46.64

Total Liabilities: \$389,051.89

As of December 31, 2025, SWLPLD had the following equity:

- Retained Earnings: \$525,520.63
- Net Revenue: -\$31,291.17

Total Equity: \$494,229.46

Total Liabilities and Equity: \$883,281.35

Insurance Premiums

Employees regularly scheduled for 36 or more hours will have the employee portion of the health, vision and dental insurance premiums paid in full. Those regularly scheduled for 30 up to 36 hours will have 75% of the employee portion of the premiums paid by SWLPLD. Employees regularly scheduled for 25 up to 30 hours will have 67.5% of the employee portion of the premiums paid by SWLPLD. The remaining balances will be deducted from the employee's paycheck, and paid on behalf of the employee, each pay period. Elected insurance coverage begins the first day of the month following 30 days of employment.

Problem Resolution

Work-related problems can arise in any place of employment. We expect managers and employees to treat each other with mutual respect. We encourage employees to give positive and constructive feedback to each other. Any staff member who has suggestions and/or ideas on how to improve SWLPLD services or procedures is encouraged to share them with the library director, their immediate supervisor, or during staff meetings. Employees are also welcome to present their suggestions and/or ideas at regularly scheduled Board of Trustee meetings.

We hope individuals will try to reconcile differences on an individual basis. Should this not be possible, to resolve problems quickly and fairly, SWLPLD has developed a grievance procedure using the following steps:

1. If an employee has a problem, he/she should notify the library director immediately. Most difficulties can be settled promptly at this point. The library director shall respond in writing within five (5) days after meeting with the employee. In the absence of the library director the employee should notify the chairperson of the board of trustees.
2. If the problem is not resolved to the employee's satisfaction, the employee should submit the problem in writing to the SWLPLD board chairperson. Employees should take this step within five (5) working days after the library director has given his/her decision or after the incident giving rise to the grievance. If the circumstances require it, the chairperson will conduct an investigation. Following his/her investigation, the chairperson will respond in writing to the employee's grievance. The decision of the chairperson shall be final.

By initiating this process, you are authorizing the library director to investigate the issue you bring forward, including talking with any appropriate staff involved and sharing your concerns and the results of the investigation with the board of trustees.

Not every problem can be resolved to everyone's total satisfaction. However, honest discussion and listening to each other builds confidence between employees and management and helps make SWLPLD a better place to work.

Step 1- Verbal Warning:

In many situations a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The library director should document for his or her records that the conversation occurred, keeping in mind the significance of the impact of the act or omission.

Step 2 - Written Warning:

If the conduct addressed by a verbal warning is repeated or additional problems occur within 12 months of a verbal warning, the library director should follow up with a written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a verbal warning, the library director should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within 12 months.

Step 3 - Final Written Warning (which may include a suspension without pay):

If the conduct addressed by the written warning is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension. However, a single incident may be so severe as to merit an immediate final warning and suspension without pay. As noted above, the library director should work in consultation with the board of trustees prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination.

Step 4 - Termination of Employment:

Employment may be terminated based on progressive discipline within a 12-month period or based on the severity of a single incident. Misconduct that involves dishonesty, violation of the law, or significant risks to SWLPLD operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. Decisions to terminate employment should be made in consultation with the board of trustees. Examples of misconduct include, **but are not limited to**:

1. Violations of policy or procedure
 - Anti-Harassment and Equal Opportunity and Affirmative Action
 - Hours of Work (i.e., unauthorized sleeping while on scheduled work time)
 - Drugs & Alcohol
 - Electronic Communication Policy
2. Violence in the workplace
 - Possessing an unauthorized weapon on SWLPLD time or premises
 - Threatening or assaulting another person on SWLPLD time or premises
3. Serious neglect of duty, insubordination (including refusal to comply with SWLPLD policy on background checks for current employees), violation of safety rules, dishonesty, falsification of SWLPLD records, breach of confidentiality, unauthorized use of SWLPLD resources for personal gain, unauthorized removal or destruction of property belonging to others
4. Criminal Activity and Disclosures
 - Failure to report a criminal arrest or conviction within three (3) business days of the arrest or conviction

- Failure to disclose criminal convictions as requested during a criminal background check performed pursuant to SWLPLD policy
- Conviction of a crime involving dishonesty, violence or other behavior that impacts suitability for employment
- Activity that involves dishonesty, violence or other behavior that impacts suitability for employment, whether or not it results in criminal prosecution or conviction

A review of any criminal activity and disclosure will be conducted prior to any action being taken. The review will include, but not be limited to, an assessment of the underlying conduct, the nature and gravity of the offense or conduct, when the incident occurred (whether it occurred many years ago or within the last few years), and the nature of the position.

Note: SWLPLD employees' PTO may not be paid out for terminations deemed as gross misconduct.