

**BOULDER PUBLIC LIBRARY DISTRICT**  
-SPECIAL MEETING-  
Tuesday, September 5, 2023  
Boulder Public Library, Canyon Meeting Room  
1001 Arapahoe Avenue  
Boulder, CO  
and  
Via Zoom  
6:00 p.m.  
Join Zoom Meeting  
<https://tinyurl.com/yckjjw7v>

<u>Board of Trustees</u>	<u>Term Expiration</u>
Benita Duran	2028
Jennifer Yee	2028
Sylvia Wirba	2027
Doug Hamilton	2027
Cara O'Brien	2026
Sam Fuqua	2025
Joni Teter	2024

**AGENDA**

1. Call to Order
2. Declaration of Quorum
3. Public Comment
4. Consider Approval of Minutes of August 29, 2023
5. Review Employee Handbook
6. Review 2024 Revenue Report from County Treasurer & 2024 Budget
7. Library District Director Updates (David Farnan)
8. Review/Approve Rules for Public Participation in Board Meetings
9. Subcommittee Updates
10. Trustee Matters
11. Legal Counsel Status Report (Legal Counsel)
12. Possible Executive Session:

*Upon Motion Made and carried by a 2/3 vote the Board may enter executive session as allowed by Section 24-6-402 (4), CRS for a conference with the attorney on specific legal matters and to determine matters that are subject to negotiations concerning the Intergovernmental Agreement with the City and County as allowed by subsections (4) (b) and (e).*

13. Adjournment

**NEXT SPECIAL MEETING: Tuesday, September 12, 2023 at 6:00 p.m.**  
**Boulder Public Library, Canyon Meeting Room, 1001 Arapahoe Avenue**

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, August 29, 2023, at 6:00 p.m. at Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

Attendance

The special meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance:

Katharine (Joni) Teter  
Benita Duran  
Sam Fuqua  
Jennifer Yee (via Zoom)

Absent: Doug Hamilton, Cara O'Brien, Sylvia Wirba

Also present were Elizabeth A. Dauer, Esq., Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; and, Kelly Hansen, Legal Assistant at Seter & Vander Wall, P.C.

Marissa Peck, Esq., Seter & Vander Wall, P.C. and Manu Chopra, a member of the public, attended via Zoom.

Call to Order

Trustee Teter called the meeting to order at 6:03 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.

Public Comment

Manu Chopra expressed his love for reading at the Boulder Public Library. He then exited the meeting.

Consider Approval of Minutes of August 22

Trustee Fuqua moved to approve the August 22 special meeting minutes as presented. Upon second by Trustee Duran and unanimous vote, the minutes were approved by the Board.

Director Update

Mr. Farnan presented a draft employee handbook. He

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BOULDER PUBLIC LIBRARY DISTRICT

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# RECORD OF PROCEEDINGS

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anticipates having the employee handbook ready for the Trustees to further review and discuss at the September 5 meeting and will likely share it with employees shortly thereafter, with the health care benefits package to follow in the coming weeks.

The employee handbook was created with three assumptions: 1. That there will be one set of benefits for all staff, 2. That Library staff expect a benefits package that is at least slightly better than what the City currently offers, and 3. That the benefits package will be used as a tool for recruiting new employees. The District's employee benefits package seeks to increase compensation levels, maintain PERA, provide comparable or improved health benefits, and offer generous paid time off ("PTO") while also honoring Library staff's desire for dedicated sick leave.

Mr. Farnan shared that the financial software package is not ready for Board review.

Finally, Mr. Farnan directed the Trustees to the sample public comment policy adopted by the Library Commission. Trustee Duran identified non-substantive edits, and the Trustees agreed to consider the policy at the September 5 meeting .

## Subcommittee Updates

- Facilities Subcommittee

Trustee Teter noted that the Facilities Subcommittee meeting held the previous week went very well and that the costs she and Trustee Hamilton were presented with were in line with their expectations. Trustee Teter was pleased to report that parts of the Library's software systems, such as the asset system that controls the doors and keycards for entrance to the buildings and the building automation system that operates all mechanical and electrical equipment, are not part of I.T. A new facilities management system will integrate the Cummings assessment to track the status of various facilities projects and prioritize them accordingly.

The Facilities Subcommittee, Mr. Farnan and Ms. Phares recommend the District hire a facilities manager, three day porters, and potentially three generalists. Ms. Antonia Gaona, North Boulder Branch Library Project Manager, has expressed interest in the role of facilities manager.

Trustee Teter reported that City Council will discuss Library

# RECORD OF PROCEEDINGS

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ownership of buildings at their September 7 meeting, which the District's attorney will attend.

- Budget & Finance Subcommittee

Trustee Fuqua suggested the Budget & Finance Subcommittee research potential approaches to investing to maximize Library funds. The Trustees agreed to explore investment options further, potentially closer to April.

Trustee Matters

The Trustees agreed to replace the advance agenda planning document currently on the District's website with the one Trustee Teter presented that sets special meeting dates for September 5, 12, and 26 and proposes dates beginning in October that can potentially be dropped.

Trustee Teter stated that the District's financial consultant will be in attendance at the September 26 meeting to discuss the budget model further.

Legal Counsel Status Report

- Consider Resolution 23.08.01 re: Request to Transfer Tax Revenue

Ms. Dauer presented Resolution 23.08.01 requesting the County Treasurer transfer all funds collected and maintained on behalf of the Library District to the custody of the Library District Board of Trustees pursuant to C.R.S. § 24-90-112. Upon Board discussion, Trustee Duran moved approval of Resolution 23.08.01 requesting the County Treasurer transfer all funds collected and maintained on behalf of the Library District to the custody of the Library District Board of Trustees. Upon second by Trustee Fuqua and unanimous vote, the resolution was approved by the Board.

Adjournment

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at approximately 7:51p.m.

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Secretary for the Meeting

**BOULDER**  
PUBLIC LIBRARY

DRAFT BPLD

EMPLOYEE

HANDBOOK

9.2023

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DRAFT

Dear Boulder Public Library District Employee,

This handbook describes some of the policies, guidelines, and benefits for employees. All employees should familiarize themselves with the contents of this handbook as soon as possible, for it may answer many questions about employment with the Boulder Public Library District.

We believe that each employee contributes directly to the Library's success, and we hope you will take pride in being a member of our team. We hope that your work experience here will be engaging and enjoyable.

David Farnan  
Library Director

## I. INTRODUCTION

This handbook is designed to acquaint employees with the Boulder Public Library District (the “library”) 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 organization’s guidelines. This edition replaces any previously issued editions.

Neither the employee nor the organization is committed to an employment relationship for a fixed period of time. Employment with the library is at-will. Either the employee or management has the right to terminate the employment relationship at any time, 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 is there a guarantee of employment for any specific duration.

No representative of our organization, other than the Board of Trustees or the Library Director, has authority to enter into an agreement of employment for any specified period, and such agreement must be in writing, signed by the elected official or agency head and the employee.

The contents of this handbook are summary guidelines for employees and therefore are not all-inclusive. Except for the at-will nature of the employment, the organization 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 our organization. These changes may occur at any time, with or without notice.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their supervisor or the Human Resources Department.

## II. ABOUT THE LIBRARY

### Mission

Connecting people, ideas, and information to transform lives and strengthen our community.

### Vision

The Boulder Public Library serves as a centerpiece of the community, a destination for human connection, life-long learning, civic engagement, and creative exploration.

### Customer Service Philosophy Statement

In accordance with the Boulder Library's Mission Vision and Guiding Principles, we strive to consistently exceed every customer's expectations by:

- Welcoming each individual with respect and friendly professionalism;
- Regarding each interaction as important;
- Fostering exploration and discovery;
- Listening and pro-actively seeking solutions;
- Collaborating to make the experience seamless;
- Sharing the responsibility for a safe and enjoyable library experience for everyone.

### Organization Structure

The functional areas of the library are as follows:

Boulder Library District Board of Trustees and the Library Director  
Budget and Finance  
Collection Development and Acquisitions  
Communications and Marketing  
Community Literacy and Outreach  
Facilities  
Human Resources  
Innovation and Technology  
Programs and Events  
Public Services

The organization reporting structure is here. **[Insert link]**

## INSERT EDI STATEMENT ABOUT VALUES-BASED WORKPLACE CULTURE

### I. EMPLOYMENT

#### A. Equal Employment Opportunity and Unlawful Discrimination

The Boulder Public Library District is dedicated to the principles of equal employment opportunity. The Library prohibits unlawful discrimination against applicants or employees on the basis of age 40 and older, race (including physical traits historically associated with race), creed, ancestry, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, mental or physical disability, military status, genetic information, genetic characteristics, marital status, source of income, immigration status, or any other status protected by applicable state or local law.

#### B. Position Types

##### Standard Full-Time

Standard full-time positions are those that are consistently scheduled to work 40 hours per week.

##### Standard Part-Time

Standard part-time positions are those that are consistently scheduled to work fewer than 40 hours per week. Employees who hold part-time positions may be assigned a work schedule in advance or may work on an as-needed basis.

##### Full-Time Equivalent (“FTE”)

The calculation of FTE is a position’s amount of consistently scheduled hours divided by the employer’s 40-hour full-time workweek. Positions with a consistent schedule of 40 hours per week are 1.0 FTE. Positions with a consistent schedule of 30 hours per week are 0.75 FTE. Positions with a consistent schedule of 20 hours per week are 0.5 FTE. Positions with a consistent schedule of 10 hours per week are 0.25 FTE. In instances where it is specified, accruals and other benefits are prorated by the FTE.

##### Standard Fixed Term

A full-time or part-time standard position that has a set time period with a specific end date.

##### Substitute and Intern

Substitute and intern positions are temporary in nature with a set schedule up to one year or a variable schedule to address fluctuating staffing needs. These positions are eligible for Fair Labor Standards Act overtime provisions, for the state mandated 48-hour sick leave allowance and Public Employee Retirement Association retirement benefits, and some positions may be eligible for medical insurance benefits.

#### C. Probationary Period

All employees must satisfactorily complete a 90-day probationary period for the first job which an employee hired. The probationary period is regarded as an integral part of the on-boarding process and is used to observe the employee's work performance.

The probationary period may be extended up to an additional 90-days if, in the opinion of the employee's supervisor in consultation with the Human Resources representative and the Library Director, the initial probationary period was not sufficient to evaluate the capability of the employee to serve in the position for which they were hired.

**D. Performance Appraisal**

Evaluating employee job performance and providing feedback is an important factor in supporting employee growth and development and in making employment-related decisions. Library management establish procedures and timelines for administering performance appraisals based on recommended practices from Human Resources. Information regarding the performance appraisal process is here. [Insert link]

**E. Breaks and Meal Periods**

All employees are entitled to a rest break during each half of their working day. Each rest break is not to exceed 15 minutes. Employees are expected to remain on or near the job site for the 15-minute rest break. Employees assigned to 12-hour shifts are allowed a third 15-minute rest break.

Non-exempt employees who work 6.5 or more consecutive hours are required at least one unpaid 30-minute meal period. During the meal period, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

**Rest and Meal Break Times**

<b>Shift Length – Up to _ hours (Cumulative between positions)</b>	<b>Rest and Meal Break Time</b>
2 hours	No rest break
4 hours	15-minute paid rest break
5 hours	15-minute paid rest break
6 hours	15-minute paid rest break and an optional 30-minute unpaid meal period*.
6.5 to 7.5 hours	15-minute paid rest break along with a required 30-minute or 60-minute (depending on meeting business needs of the work group) unpaid meal period*.
8 hours	Two 15-minute paid rest breaks along with a required 30-minute or 60-minute (depending on meeting business needs of the work group) unpaid meal period*.

\*Please note that when adding in an unpaid meal period that this time is in addition to your scheduled shift.

## II. ACCOMMODATIONS

The library will make reasonable accommodation for qualified individuals with known disabilities, religious, or health conditions unless doing so results in an undue hardship to the library's business operations or cause a direct threat to health or safety of anyone in the workplace.

If an employee requests an accommodation, the Human Resources representative will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position.

The library may require that an employee provide documentation from their health care provider detailing the medical advisability of the requested accommodation. Employees who have questions about this policy or who wish to request an accommodation should contact the Human Resources representative.

The library will not deny employment opportunities or retaliate against an employee because of an employee's request for an accommodation. 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.

### A. ADA

The library will make reasonable accommodation for qualified individuals with known disabilities.

### B. Religious

The library will make reasonable accommodation for employees whose work requirements interfere with a religious practice.

### C. Pregnancy

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. Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

### D. Nursing Employees

Upon the employee's request, a private space will be made available, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal periods and rest breaks. If the meal periods or breaks cannot run concurrently and/or additional time is needed, the supervisor and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt), sick leave, personal time off, arriving at work earlier, or leaving later. In the event leave is used, the employee will be relieved of all work-related duties during such time.

Employees will be allowed the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from

coworkers and the public. The library will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Nursing employees are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

The library will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

### III. COMPENSATION

#### A. Position Classifications

Library positions are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid personal time off or holidays. These classifications do not determine an employee's eligibility for participation in the library's group health plan. Eligibility for participation in the library's group health plan is governed by the terms of the plan documents as well as applicable law. A summary plan document is available here. [Insert link] Contact the Human Resources representative with questions about employee benefits. The following classifications are used throughout this handbook:

##### Exempt Positions

Exempt positions have job assignments that meet specific tests established by the federal Fair Labor Standards Act (FLSA) and are exempt from overtime pay requirements.

##### Non-exempt Positions

Non-exempt positions have job assignments that do not meet FLSA or applicable state exemption tests, and are not exempt from overtime pay requirements. Employees who hold non-exempt positions will be paid time and one-half of the regular rate of pay for any work in excess of 40 hours per workweek (excluding unpaid meal periods as referenced in Breaks and Meal Periods section [Insert link to section.]).

#### B. Time Reporting

The online time entry records are the only ones used by the library to calculate employee pay and leave balances. It is very important that time entry records are accurate, complete, and submitted on time. Employees are required to complete online time entry weekly. At the conclusion of each pay period, employees must submit their time entry information to their supervisor for approval.

If an employee believes an improper deduction has been made to their pay or if they discover any mistakes in their time records or pay, they should promptly report this information to the Human Resources representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.



Employees should contact the Human Resources representative with any questions about how their pay is calculated.

Employees also must notify the Human Resources representative 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 library will not tolerate retaliation against employees for making a report or participating in an investigation.

#### Exempt Positions

Employees holding exempt positions are paid on a salary basis. This means the employee will regularly receive a predetermined amount of compensation for each week during a pay period. The library will comply with salary basis requirements which allows properly authorized deductions. Employees holding exempt positions are required to complete online time entry if they have taken any paid or unpaid leave time during the pay period. Once time entry is submitted, it will be held as an accurate reflection of the employee's time worked during the pay period.

#### Non-Exempt Positions

Employees holding non-exempt positions are required to record time worked and any paid or unpaid leave time used during the pay period. Employees must promptly notify their supervisor if their paid work time is different than their actual time worked. Employees who also choose to keep their own personal time records must provide them to the library if they find a discrepancy between the library's records and their records.

#### C. Overtime

From time to time, supervisors may request employees holding non-exempt positions work overtime. In these instances, the employee will be given as much advance notice as practical. All overtime must be approved in advance by the supervisor.

Hours worked in excess of 40 hours per workweek are paid at one and one-half (1 1/2) times the employee's pay rate. The established workweek begins at 12:00 a.m. midnight on Monday and ends at 11:59 p.m. on Sunday. The 40-hour threshold is based on actual hours worked in the week. Therefore, sick time, personal time off, holiday, or other paid or unpaid leave time is not included in calculating the 40-hour threshold for overtime.

#### D. Paydays

Employees are paid twice per month on Wednesdays. If the regular payday occurs on a holiday, the payday is the last business day prior to the holiday. On each payday, employees receive a statement showing gross pay, deductions, and net pay. Paychecks are automatically deposited into employees' bank accounts.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged by the employee with the Human Resources Department.

#### E. Holidays

Library facilities close for regular library business on the official date of each holiday listed below:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Half-day Christmas Eve  
Christmas Day  
Half-day New Year's Eve

The library may designate additional paid days off for days adjacent to official holidays. Employees will be notified of the dates of these additional holidays each year. The holiday and closure schedule for the year is here: [\[Insert Link\]](#).

Employees whose positions are exempt and are scheduled by their supervisor to work during an official paid holiday will be compensated at two times their hourly rate. The amount of hours for each paid holiday is prorated according to the FTE of the position and employee holds. If a paid holiday falls on a day when an employee is regularly scheduled to work, the employee is paid for their regularly scheduled hours if that amount is higher than their prorated paid holiday hours. If a full-time employee works 40 hours in a week and a holiday falls on their day off, they have the option to not flex the day off and receive overtime pay.

Employees scheduled to work on the day of an official paid holiday take that day off. Employees who are not scheduled to work on an official paid holiday take the holiday time off on another day they are scheduled to work during the week. If an official paid holiday falls on a Saturday, the preceding Friday is observed. If the holiday falls on a Sunday, the holiday is observed on Monday. If a paid holiday occurs during an employee's scheduled personal time off, the time is recorded as paid holiday time off rather than personal time off. If a holiday occurs during an employee's unpaid leave, the employee will not be paid for the holiday.

#### F. [Floating Holidays](#)

To support the library's value of inclusivity, employees holding standard positions are provided with three 8-hour floating holidays per year. Floating holiday hours are prorated based on hire date during the year and based upon the FTE of the position an employee holds. Floating holidays provided annually on pay period 1 and if unused expire at the end of the payroll year. Floating holiday hours cannot be carried over into succeeding years and have no cash value upon separation of employment.

Floating holiday hours can be used in 1-hour increments to observe holidays or other days important to the employees that are not in designated as a paid holiday. Employees shall schedule their floating holidays with their supervisor in accordance with departmental and workgroup guidelines.

G. **Inclement Weather and Emergency Event Pay**

During inclement weather, emergency events, or facility system failures, the Library Director may temporarily close library facilities to ensure the safety of employees and patrons. Based on the situation, supervisors may reassign employees to an alternate facility, temporarily revise their work schedule, or assign remote work. Standard employees scheduled to work during a facility closure who cannot be assigned to work at an alternate facility, cannot flex their schedule during the week or who are not eligible for remote work will be compensated at their regular payrate.

Employees who need to leave work or miss work due to weather-related events when a facility closure is not authorized may arrange with their supervisor to use accrued paid leave such as sick or personal time off, floating holiday leave, flex their work schedule or be assigned remote work.

Employees who are not scheduled to work during a facility closure are not eligible for compensation. Employees who are taking paid or unpaid leave or who became sick and unable to report to work prior to the announcement of the closure are not eligible for closure pay.

H. **Rewards and Recognition**

To promote a culture of innovation, employee engagement, and to reward and retain talented employees, the library may recognize outstanding job performance with monetary rewards, gift cards, public recognition, additional paid time off, and/or learning and development opportunities. Nominations for employees who are eligible to receive rewards will be submitted, considered, and approved according to the process approved by the Leadership Team and documented with Human Resources.

**IV. EMPLOYEE LEAVE**

A. **Personal Time Off**

Standard employees accrue Personal Time Off (PTO) each pay period according to the schedule below. PTO accruals are prorated based on the position FTE. PTO is not accrued during an unpaid leave of absence. Employees may not use PTO leave time in excess of the total amount accrued at the time of their absence.

<b>Employee Length of Continuous Service</b>	<b>Annual PTO Accrual Total based on 1 FTE</b>	<b>Accrual Rate per Pay Period</b>
Year 0 through 4	160 hours	6.15 hours
Year 5 through 15	200 hours	7.69 hours
Year 15 or more	240 hours	9.23 hours

Employees are responsible for scheduling their PTO, in advance, with their supervisor in accordance with their department or workgroup’s guidelines and must receive their supervisor’s prior approval. Requests to use PTO are approved in a manner that minimizes interruptions to library operations.

If a paid holiday occurs during an employee's scheduled personal time off, the time is recorded as paid holiday time off rather than personal time off. PTO is not counted in the computation of overtime.

Upon separation of employment, employees are paid for unused PTO.

Employees may carry over unused PTO into the next year, subject to the maximum accumulation of 320 hours. When the 320-hour maximum is reached, the employee's accrual will stop, and will resume when the total amount of PTO is less than the 320-hour maximum.

Once time annually, employees sell up to 40-hours of accrued PTO at the employee's current rate of pay. Contact the Human Resources Department for more information.

#### B. Paid Sick Leave

Standard employees are granted 60 hours of sick time at the time of hire and the beginning of each year. Unused paid sick leave does carryover to the subsequent year, the maximum hours in an employee's sick leave bank at any time is 60 hours. For purposes of sick leave use, "Family member" is defined as any person who is a family member, a close personal associate of the employee or who provides significant emotional, psychological, or financial support to the employee including a pet.

Paid sick leave may be used if an employee:

- Has a mental or physical illness, injury, or health condition that prevents them from working;
- Needs to get preventive medical care or a medical diagnosis, care, or treatment for any mental or physical illness, injury, or health condition;
- Needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- Or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment and needs related medical or mental health care, or counseling, victim and or legal services, or needs to relocate their place of residence;
- Experiences a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child or dependent, requiring the employee needing to be absent from work to care for the child or dependent;
- Needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or

- Needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Paid sick leave may be used in increments of 15 minutes.

Employee are responsible for notifying their supervisor according to the department or workgroup guidelines no later than 60 minutes prior the beginning of the employee's work shift if possible when they are unable to work due the reasons listed above. When possible, employees should inform their supervisor when they expect to return to work. In the event an employee is absent using sick leave for four or more consecutive workdays, appropriate documentation may be required by the Human Resources representative. This documentation should indicate that the employee was unable to work, the time period of the absence, and any restrictions upon returning to work duties.

Eligible employees who experience an extended illness may be eligible to request paid sick leave from the Shared Sick Leave Bank or apply for short and/or long-term disability benefits. Paid sick leave is not used in the calculation of overtime. Also, employees are not paid for unused sick time when they separate from employment with the library.

The Library will not retaliate against an employee for requesting or using paid sick leave in accordance with this policy. Additional rules will apply in the case of a public health emergency.

#### C. [Short-Term Disability \(STD\) Insurance](#)

Any employee who has a disabling illness or injury that prevents them from performing the essential functions of their position for up to 6 months may qualify for STD insurance benefits. STD benefits are available to standard employees who have been employed with library for a minimum of 1 year. Employees do not have to exhaust their PTO and/or sick leave to be eligible for STD benefits. To qualify for short term disability, employees and their physicians must complete a claim form provided by Boulder Public Library.

If you are eligible for STD benefits, you will receive 75 percent of your regular pay, up to a maximum of \$5,000 per month. Benefits will begin on the first day of the second week of disability. There is a one-week waiting period before benefits will begin. This means that employees will not be paid for the first week of disability and must use paid sick or vacation leave or unpaid leave to cover that week. STD benefits will be paid for up to 6 months. STD benefits may be converted to a long-term disability policy if an employee qualifies. These policies will dovetail together so employees are not left without income protection.

D. **Long-Term Disability (LTD) Insurance**

Any employee who has a disabling illness, pregnancy or injury that prevents them from performing the essential functions of their position for 6 months up to 2 years may qualify for LTD insurance benefits. LTD is available to all standard employees who have been employed with the library for a minimum of 1 year. The duration of approved LTD is dependent on the employee's situation, operational needs of the library, and completion of the application process. Employee will exhaust all accrued personal leave before benefits may be paid. Refer to the benefits document here [Insert link/ PERA] for more information about this benefit or how to apply.

E. **FAMLI (Family and Medical Leave Insurance) Program**

The Board of Trustees voted to opt-out of participating in the FAMLI state-run family leave program. In lieu of FAMLI participation, the library provides separate family and medical leave protections. Library employees may participate in FAMLI on an individual basis.

Contact the Human Resources Department to obtain a copy of the required notice to employees of local government employers who have opted out of FAMLI or for information about how to participate in the FAMLI Program at their own request.

F. **Family and Medical Leave**

In accordance with the Family and Medical Leave Act (FMLA), the library provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

**Active Duty Military Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the U.S. Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment for physical or mental health, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

### Benefits and Protections

During FMLA leave, the library maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the library for payment of insurance premiums during leave.

Upon return from FMLA leave, every effort will be made to restore employees to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (considered "key employees" under FMLA definition) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. PTO does not accrue during the time period when an employee is using unpaid leave. Holidays, compassionate leave, or employer's jury duty pay are not granted during the time period when an employee is using unpaid leave.

### Eligibility Requirements

Employees are eligible if they have worked for the library for a minimum of 12 months, and worked a minimum of 1,250 hours during the previous 12 months.

### Serious Health Condition Definition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the library, or 26 weeks as explained above. The library uses a "rolling" 12-month period measured forward from date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary.

Employees must make reasonable efforts to schedule leave for planned medical

treatment so as not to unduly disrupt the library's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the library's agreement may be required to accept temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

#### Substitution of Paid Leave for Unpaid Leave

The library requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the library's paid leave policies. If an employee's absence does not qualify for use of paid leave, the employee cannot use accrued paid leave in conjunction with FMLA leave. FMLA leave is an unpaid leave benefit that provides job protection. Paid leave includes paid sick leave and PTO.

#### Employee Responsibilities

Employees must provide a 30-day advance notice of their need to take FMLA leave when foreseeable. When a 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the library's leave notification procedures.

Employees must provide sufficient information for the library to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; there is a need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the library if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification to continue to qualify. The library may require second and third medical opinions at the library's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for FMLA leave may be denied.

If an employee requests an accommodation, the Human Resources representative will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position.

Continued absence after FMLA leave is not and if a request for an accommodation is not requested or is not approved may result in disciplinary action. Employees on leave must contact the Human Resources representative at least two days before their first day of return and may be required to provide a work release from their medical provider.

#### Library Responsibilities

The Human Resources representative will advise employees of their right under FMLA if they are made aware of an employee's situation that may qualify for FMLA protection.



The library will inform employees who have applied for FMLA leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the library will provide a reason for the ineligibility.

The library will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the library determines that the leave is not FMLA-protected, the library will notify the employee of this decision.

#### Unlawful Acts

FMLA makes it unlawful for the library to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### G. Medical Leave

A medical leave of absence may be granted to standard employees for absences arising from the employee's illness, injury, or pregnancy. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave, or
- Has exhausted all available FMLA leave.

The following conditions must be met for a medical leave to be granted:

- The employee has completed 90 days of employment with the library, unless leave is needed as a reasonable accommodation for a disability.
- The employee has notified their supervisor as soon as possible of the need for medical leave.
- All available sick leave and earned PTO are used at the beginning of the leave of absence.
- The employee submits a written statement from the attending medical provider outlining the reason for leave and the estimated time needed to the Human Resources representative. The library may require the employee to obtain an opinion from a medical provider selected by the library.
- The Human Resources representative approves the leave before the leave is taken.

Medical leave, and any extension of medical leave, generally will be limited to no longer than 90 days. An employee ready to return to work from leave must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of FMLA leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act (ADA) or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must

qualify for coverage under the ADA and any accommodation provided must be reasonable and not result in any undue hardship to the employer. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the library.

The library may reinstate an employee ready to return from a medical leave of absence, when in the opinion of the library, it is practical to do so or as a reasonable accommodation under the ADA.

The library currently continues medical and life insurance benefits for an employee on leave for a maximum of 90 days as long as the employee continues to pay the employee's portion of the premium. Personal time off and sick leave will not accrue during a medical leave of absence. Holiday or compassionate pay, or employer's jury duty pay will not be paid during the leave. Part-time employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also see guidelines for Family and Medical Leave (FMLA Leave)[Insert Link].

#### H. [Compassionate Leave](#)

Employees are eligible for paid bereavement or exigency leave as part of Colorado's Healthy Families and Workplaces Act. [Insert Link to relevant leave sections]. In the event of the death of family member, or an instance in which a family member has a life-threatening illness or injury, full- and part-time employees are eligible for a supplemental paid leave of up to 48 hours to attend a funeral or memorial service or to take time to grieve or handle the personal emergency matter. This time can be used in addition to sick time used for the same purpose. "Family member" is defined as any person who is a family member, a close personal associate of the employee or who provides significant emotional, psychological, or financial support to the employee including a pet.

Use of Compassionate Leave time does not need to be consecutive. The amount of Compassionate Leave an employee is eligible for is based on the position FTE. If more time off is needed than provided above, additional leave may be granted upon the approval of the Human Resources representative in consultation with the supervisor. This policy is subject to evaluation and budgetary considerations. This benefit may be modified or discontinued at any time.

#### I. [Domestic Abuse and Crime Victim Leave](#)

Employees subjected to domestic abuse or are a victim of a crime may be eligible for a leave of absence. Contact the Human Resources representative for more information.

#### J. [Grandparent Leave](#)

The library recognizes the importance of grandchildren in employees' lives. All standard employees are allowed one-week paid leave annually for a new grandchild. The amount of Grandparent Leave an employee is eligible for is based on the position FTE. This policy is subject to evaluation and budgetary considerations. This benefit may be modified or discontinued at any time.

K. [Shared Sick Leave Bank](#)

The Shared Sick Leave Bank is an additional support for employees who need to be absent from work for a prolonged period of time, but who have inadequate paid time-off accumulated (sick leave or PTO) to cover the absence when major illness, injury, medical situations, or family emergencies occur.

Any standard employee who is not on probation and has exhausted all their own paid leave time may apply to the program for a maximum of 176 hours (22 workdays) per application. The amount of Shared Sick Leave an employee is eligible for is based on the position FTE. Employees must have worked for the library for a minimum of 90 days to be eligible. This leave may not be used to make an employee's compensation whole when they are using their own paid sick leave or receiving worker's compensation pay.

An employee may be approved for Shared Sick Leave once per calendar year. Requests for this leave are submitted to and reviewed by the Human Resources representative. Awards that are used in an intermittent manner will only be available for use for a period of six months after the first date of use of this leave. This sick leave is not eligible for carryover or sell back if it is not used.

L. [Unpaid Leave](#)

Standard employees are eligible to request unpaid leave time and may request unpaid time off work after exhausting their paid leave. Unpaid leave may be used with paid leave to extend a leave of absence. Contact the Human Resource representative about requesting the use of unpaid leave.

M. [Military Leave](#)

Employees granted military leave are re-employed and paid in accordance with Uniform Services Employment and Re-employment Rights Act (USERRA). Employees are eligible for pay for the first 15 days of leave per year. After that time, leave is unpaid.

For up to 30 days, the library will continue to pay its portion of insurance benefits coverage. For periods longer than 30 days, the employee must pay the entire cost of the health insurance. The employee may choose to continue their health insurance and dependent coverage for up to 24 months. Even if the employee does not elect to continue coverage during their military service, they have the right to be reinstated in their employer's health plan when they are reemployed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected illnesses or injuries.

N. [Parental Leave](#)

Standard employees are eligible for paid parental leave for use before or after the birth of a child, or during or following the adoption or foster placement of a child six years of age or younger or children up to age 18. Standard employees who have passed probation are eligible for this benefit.

Parental leave is 12 weeks or 480 hours per event per calendar year, and the time must be used within the first six months from the initiation of leave. Intermittent use of parental leave is acceptable so long as the time used is within six months from the initiation of the leave period. Any unused paid parental leave remaining after the 6-

month period following the start of the leave will be forfeited. The amount of Grandparent Leave an employee is eligible for is based on the position FTE. An employee on paid parental leave who fails to report back to work at the scheduled end of the leave will be considered to have voluntarily resigned.

Some employees will also be eligible for unpaid FMLA leave. Employees who are not eligible for FMLA leave may still qualify for parental leave. FMLA leave runs concurrent with paid parental leave. This policy is subject to evaluation and budgetary considerations. This benefit may be modified or discontinued at any time.

**O. Pet Adoption Leave**

The library recognizes the importance of pets in employee's lives. All standard employees with a minimum of one year of service are eligible for one week or 40 hours of paid Pet Adoption Leave. The amount of Grandparent Leave an employee is eligible for is based on the position FTE. This policy is subject to evaluation and budgetary considerations. This benefit may be modified or discontinued at any time.

**V. EMPLOYEE BENEFITS**

**A. Health Care Benefits**

Employee benefits vary by the type of position and status. To receive health care benefits, employees may be required to meet participation requirements, pay required premiums and make other contributions. The library complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the library are defined in legal documents such as insurance contracts and summary plan documents. In the event information in this handbook or other employee communication conflicts with the actual terms and conditions of coverage, the benefit plan documents will control. Benefits described in this handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the library's discretion as permitted by law.

Employees will have an opportunity to make changes to their benefit selections during the library's annual open enrollment period. Employees who experience a qualifying life event such as loss of health coverage, changes in household, changes in residence will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event that an employee takes any leave of absence, they should consult the Human Resources representative to determine the impact the leave may have upon benefits including maintaining eligibility and/or making any required premium payments.

For more information on the benefits offered by the library including the terms, conditions, or eligibility requirements contact the Human Resources Department or read the summary plan documents [Insert link].

B. [Section 125 Cafeteria Benefit Plan](#)

The library maintains the Boulder Public Library Section 125 Premium Only Plan for the benefit of eligible employees. The Plan is a "cafeteria plan" which offers the option of paying for qualified benefits on a pre-tax basis. This can result in significant savings. Contact Human Resources for a copy of the plan document. The plan summary and application are here [Insert Link].

C. [Professional Development](#)

The library is committed to supporting employee professional development. To promote a culture of innovation, engagement, and to stay informed about industry trends and professional knowledge, the library will pay for eligible employees to attend job related classes, training, conferences, workshops, maintain professional memberships, and reimburse costs for job-related travel. Employees interested in request professional development support should contact their supervisor.

D. [Transportation and Parking Assistance](#)

The library purchase RTD EcoPass to any standard employee at their request. An EcoPass is offered to offset some of the costs of commuting to work as well as support the community to meet its climate goals. EcoPass can be requested from the Human Resources Department.

The library will provide paid parking coupons in instances when employees park at the Main Library during work time. Employee parking can be requested from Administration. This policy is subject to evaluation and budgetary considerations. This benefit may be modified or discontinued at any time.

E. [Infant at Work Program](#)

Employees who are new parents or legal guardians may bring their naturally born, adopted, or foster infant to work with them until the child is mobile or nine months of age, whichever occurs first. This program is designed to accommodate an individual parent's participation with a single infant. For information contact the Human Resources Department.

F. [Colorado Secure Savings](#)

The library has a certified exemption from the Colorado Secure Savings Program since it offers an employer-sponsored retirement plan, the Public Employee Retirement Association of Colorado (PERA) Defined Benefit Plan and PERA Defined Contribution Plan to eligible employees. Contact the Human Resources Department for information about the plan, including the terms, conditions, or eligibility requirements.

Employees who are not eligible for the PERA Defined Benefit Plan or PERA Defined Contribution Plan can independently enroll in Colorado Secure Savings as a voluntary participant. Colorado Secure Savings Program: [www.coloradosecuresavings.com](http://www.coloradosecuresavings.com).

G. [Educational and Career Development Assistance](#)

The library encourages employees to continue job-related education and training by offering financial assistance for educational and career development courses to obtain a professional certificate or degree. Standard employees who have worked for the library for a minimum of one year may be eligible to receive up to \$4,000 per calendar year to

attend courses from an accredited university or college, technical college or approved certificate program. The courses must be job related and the employee must be currently employed in order to receive the assistance.

The financial assistance is paid directly to the for tuition and registration fees. Expenses for textbooks, lab fees or parking fees are the responsibility of the employee and are not reimbursable. Attending and studying for the course is not paid work time.

Contact the Human Resources Department at least one month prior to the commencement of the course to apply for financial assistance. This policy is subject to evaluation and budgetary considerations. This benefit may be modified or discontinued at any time.

#### H. [Student Debt Repayment Assistance](#)

Standard employees who have worked for the library for a minimum of one year may be eligible to receive a match up to \$100 per month for up to 36 months for repayment of their Federally guaranteed student loan. This match applies only to debt incurred by and for the employee. The employee must be currently employed by the library in order to receive the match. Contact the Human Resources Department for more information.

## VI. **CIVIC AND POLITICAL PARTICIPATION**

### A. [Jury Duty and Court Appearance](#)

The library recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees required to serve in court as jurors will be paid for the hours (no less than \$50 per day) they are scheduled for each workday for the duration of such duty, with the provision that compensation other than mileage received from the court for this duty will be remitted to the library. For employees holding non-exempt positions who work part-time and/or a flex schedule, the pay will be based on their regularly scheduled hours on each day they serve on the jury. Employees holding exempt positions will not have deductions for partial day or partial week absences for jury duty in which the employee has performed work.

For subpoenaed appearances for cases not arising out of library employment, the library will pay up to eight hours of pay per calendar year should an employee be subpoenaed to appear in court during a regularly scheduled work shift. No payment will be made if the employee is a defendant or otherwise implicated in an offense to the case for which they are under subpoena.

### B. [Voting](#)

Voting is an important responsibility of U.S. citizens. Employees are encouraged to exercise their voting rights in all municipal, state, and federal elections. Standard employees are eligible for up to two hours of paid time off if they are unable to vote either before or after work. Employees should arrange with their supervisor no later than the day prior to Election Day if they need time off to vote.

C. **Political Participation**

Employees are encouraged to participate in matters of responsible citizenship. The library will not interfere with the conduct of employees engaged in political activity, if the activities are confined to hours when the employees are not on duty, are not campaigning as a representative of the library, and the activities do not impair the employee's job efficiency or the efficiency or performance of other employees.

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.

An employee may be a candidate for a partisan political office provided that their involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must take PTO or unpaid leave.

**VII. WORKPLACE BEHAVIOR**

A. **Attendance and Punctuality**

All employees are expected to report to work on time. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift, adhering to workgroup notification guidelines if applicable. Leaving messages with other employees is not acceptable.

Failure to call in when absent for three consecutive days may be considered a voluntary termination. Extenuating circumstances will be considered.

B. **Appearance and Attire**

As representatives of the Boulder Public Library District, employees are expected to adhere to the dress code under the general guidelines provided below. Variances from this may be guided by state and federal regulations based upon job duties, environmental factors to ensure employee safety, or protected religious beliefs.

- Attire should present in a professional manner and be free of rips or stains.
- Clothes with any graphic pictures or writing on it should be limited to library-inspired themes.
- Avoid advertising and/or political messages on clothing.
- Attire covering the lower-half of the body should be to mid-thigh or longer in length.

- Clothing covering the upper half of the body should cover your mid-section, include straps or sleeves over your shoulder, and have a neckline and arm openings appropriate for library activities.

Employees who work in public-facing settings are expected to dress business casual and follow the general dress code guidelines provided above. Employees should contact their supervisor about workgroup-specific dress code requirements such as, shoe requirements for safety reasons (example: closed-toed shoe), and fit of clothing for safety and functionality reasons.

Employees who have questions or need clarification should contact their supervisor prior to wearing a particular item to work. Individual workgroup expectations for appropriate work attire established by supervisors may be more restrictive than this dress code, they may not be less restrictive than this dress code. Any exception to this dress code may be granted by the Human Resources representative. So long as clothing does not conflict with the dress code, employees' attire may be based on their gender identity. This dress code may be reviewed and changed at any time based on updated safety regulations or from the direction of the Human Resources representative.

#### C. Ethics

Employees must be committed to the highest ethical standards in the execution of their duties and responsibilities. If an employee is asked to violate library policies or guidelines, laws, or perform an unsafe act, they should address their concerns with their supervisor, a member of the Leadership Team, or the Human Resources representative.

The library expects employees to make a timely report of perceived ethical violations to enable the library to investigate and resolve any behavior that may be in violation. Report the incident to your supervisor or a Human Resources representative. Report will be kept confidential as practicable. The library prohibits retaliation against an employee for filing a report or for assisting in an investigation.

#### D. Report of Arrest

An employee who is detained or arrested, other than for a speeding ticket, as example, must report it to HR within a certain time frame.

#### E. Employment of Relatives

The library may employ relatives of current employees except in the following situations:

- Relatives would be in a position to supervise another relative.
- Relatives have access to confidential information, including payroll and personnel records.
- Relatives audit, verify, receive, or are entrusted with money handled by the other relative.

Employees working for the library who are relatives of one another must disclose this to the Human Resources representative.

In cases of marriage or the formation of a civil union between two employees, if the above guidelines apply, one must transfer. These guidelines apply to all categories of



employment. They also apply to all relatives and individuals who are not legally related but who reside with another employee.

#### F. Hybrid Work Policy

As a public service organization, employees' work is inherently connected to the place in which they serve. For this reason, it is important for all employees to work some of the time in the community.

To support a successful and sustainable environment where employees thrive, the library allows supervisors some discretion with where, when, and how employees work. The level of discretion offered is based on the nature of work for each position. Most positions require on-site work all of the time at the library or a location in the community. With the use of technology, the work of some positions can be performed from a non-library facility.

Employees with eligible positions may work remotely up to two days per week as long as it doesn't impact the library's business needs and operating schedule. All employees may work remotely one day per month provided it doesn't impact the library's business needs and operating schedule. Employees requesting to work from home must receive prior approval from and coordinate their work-from-home schedule with their supervisor.

#### G. Conflicts of Interest

The library requires that employees protect library information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job. Some examples of conflict of interest are:

- Serving as a board member or director of a firm, holding financial interest in a business that works directly with the library,
- Self-employment in an occupation which provides goods or services to the library,
- Ownership, partnership, or personal involvement in supplier companies or distribution outlets related to library business.
- Working for a library contractor

If employees have questions about whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Library Director for a final determination.

#### Supplemental Employment

Employees may hold a job with another organization as long as they satisfactorily perform their responsibilities with the library. Supplemental jobs must not create any actual conflict or the appearance of a conflict of interest with the library and must not affect an employee's ability to meet job requirements, perform competently, or accept additional hours to meet the business needs of the library.

#### Romantic Relationships

While it is not necessarily in the best interests of the library or the employees involved, romantic relationships may develop between coworkers. Employees must behave in a

professional manner while working at the library and while at library functions. It is important to keep romantic relationships separate from the work environment.

The library prohibits romantic relationships between supervisors and their direct reports or where the relationship interferes with either employee's work duties. Such situations can create an actual or potential conflict of interest. They may also lead to potential charges of sexual harassment or interfere with employee morale. It is for these reasons that, should such a relationship occur, the employees or the supervisor involved must notify management or a Human Resources representative immediately. The library will attempt to arrange a transfer. If no such transfer is available, one of the employees must terminate within 90 days. The decision as to which employee resigns will be left to the two employees if they cannot reach a decision the library will make the decision.

### Accepting Gifts

Employees are not permitted to accept from any individual or vendor working with the library:

- Money, forbearance, or forgiveness of indebtedness. Acceptance or receipt of any amount is a violation.
- Any item of value, including but not limited to gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts.

Solicitation, acceptance, or receipt of a thing of value having a fair market value or aggregate actual cost greater than \$65.00 currently (and adjusted for inflation) is not permitted.

## H. Job Related Problems

If problems and complaints arise in the workplace, employees should use the following procedure to seek resolution:

1. Discuss the situation with their supervisor in a timely manner within three to five workdays is recommended.
2. If a resolution is not reached in step1 or if it is inappropriate to discuss the situation with their supervisor, contact a member of the Leadership Team.
3. If the situation is not resolved in step 2, contact the Human Resources representative or Deputy Director.
4. Should further resolution be required, the Human Resources representative or Deputy Director and the employee will discuss the matter with the Library Director who makes the final determination.

## I. Discipline/Discharge

Occasionally performance or other behavior falls short of library standards and/or work expectations. When this occurs, management will take an action, which in its opinion, seems appropriate. Disciplinary action is intended to be corrective rather than punitive, and as such, is intended normally to progress from less to more severe. Generally, a policy of progressive discipline is followed. Employees may receive an oral warning, a written warning, more serious discipline, such as suspension, or termination. The

disciplinary action will depend on the seriousness of the matter. The supervisor in consultation with the Human Resources representative has the right to deviate from this progression should individual circumstances warrant more severe action.

## VIII. EMPLOYEE SAFETY

### A. Safety/Reporting of Injury

The library is committed to providing a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact as soon as they are able before the end of their shift unless they are physically unable to their supervisor or a Human Resources representative.

If medical treatment for an on-the-job injury is needed, it must be obtained from a library designated medical provider. If not, the employee may be responsible for the cost of medical treatment.

### B. Use of library-owned machine and equipment resources

The library is committed to a safe work environment for all. For safety reasons and to limit library risk and liability, employees are not permitted to use library-owned equipment or machines without proper training or for personal use. Equipment and machines in use in library facilities are to be used solely during approved work time and in an official job-related capacity, unless engaging in library programming as an event participant.

### C. Tobacco Free Workplace

The library is a smoke-free and tobacco-free work environment. Smoking and vaping is prohibited in library buildings and within 25 feet of any entrance or as directed by Boulder Revised Code. This no smoking policy applies to all employees, at all times, including non-business hours.

### D. Anti-Harassment and Anti-Violence

The library strives to maintain a work environment free of violence and unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over a virtual meeting platform or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to employees and non-employees, such as patrons, clients, vendors, consultants, etc.

## **Sexual Harassment**

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the library believes it warrants separate emphasis.

The library has zero tolerance for sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication 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 business-like 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, and emails.
- 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 or otherwise violating their personal space.

## **Anti-Violence**

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

Any action, which in management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying. Employees should immediately report any such occurrences to their supervisor or to the Human Resources representative. Complaints will be investigated. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

## **Complaints**

The library takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices, and also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The library therefore expects employees to make a timely complaint to enable the library to investigate and correct any behavior that may be in violation of this policy.

If an employee believes there has been a violation of this policy or harassment based on a protected class, including sexual harassment, they should report the incident to the Human Resources representative or Deputy Director, who will investigate the matter and take corrective action. Complaints will be kept as confidential as practicable. If an employee prefers not to submit their complaint to the Human Resources representative or a Deputy Director, they should report the incident to the Library Director.

The library prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If an employee perceives they are being retaliated against for making a complaint or participating in the investigation, they should report as described above. The situation will be investigated.

If the library determines that an employee's behavior violates library policy, disciplinary action will be taken, up to and including termination of employment.

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated *and* which prove to have been made maliciously or knowingly to be false, will be viewed as a serious disciplinary offense.

#### E. Drug-Free Workplace

The library is committed to providing a safe, healthy, and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance, or abuse of any other substance is prohibited.

The library prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during work time, on library premises, or other work sites. Any employee who is convicted or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify the Human Resources representative within five days of such conviction or plea.

Testing is an important element in the library's efforts to ensure a safe and productive work environment. Please refer to this separate statement [Insert link], the Human Resources representative, or your supervisor if you have specific questions.

## IX. PRIVACY INFORMATION AND DATA MANAGEMENT

### A. Patron Information Privacy Policy

Safeguarding patron privacy is one of the most important responsibilities of employees. Any employee, who violates the privacy of a patron by using information about a patron without the patron's knowledge and/or permission, may be subject to disciplinary action up to possible termination. **Employee who are unsure if an action on their part will violate a patron's privacy, should contact their supervisor.**

The following are examples of using patron information that are not permitted:

- Using a patron's personal information to call for dating purposes.
- Using a patron's personal information to create a list for non-library business purposes. Example: An employee makes a list of patrons who read books on bicycles. An employee gives the list to friend for use in promoting friend's new bicycle shop.
- Using a patron's personal information to create a list for social groups including book clubs or writing clubs.
- Leaving a patron's personal information on voicemail. Example – An employee calls a patron to inform the patron their book has arrived. If leaving the message on voicemail, employees should not include the name of the item.
- Giving a patron personal information about a family member without the family member's card or card number. Example – A patron's spouse asks an employee what their spouse has checked out on their library card.

The following are examples of using patron information are permissible:

- Renewing items without a card, card number (do not print the receipt listing items checked out on the account, do tell the patron the new due date)
- Collecting fees without a card or card number (do not print the receipt listing items, a receipt stating just the amount is fee)
- Checking out items on another patron's card if they have possession of that card, card number, or permission has been granted by the cardholder for picking up holds and is noted in the patron record.

#### B. Bulletin Boards and Online Messaging

The library provides bulletin boards as well as online messaging to notify employees of labor laws, management decisions and other business-related matters. Employees are responsible for reviewing the bulletin boards and online messaging for announcements.

#### C. Confidential Information

Employees will have access to confidential information of the library and patrons. Confidential information includes, but is not limited to, information concerning donations, employee personal information and schedules and similar information.

Disclosure of confidential information is prohibited by Colorado Library Law and might seriously damage the library or patron 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 Library upon separation or at any time upon demand.<sup>i</sup>

In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public.

#### D. Data Disposal Policy

During the course of employment, the library will collect certain information from employees that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- 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, etc.

The library 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 library 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.

#### E. Professional Work References

The library does not furnish open letters of recommendation addressed “To Whom It May Concern.” Inquiries about a former employee’s employment with the library should be referred to the Human Resources representative. Only the Human Resources representative has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

With written permission from the employee, a library supervisor or colleague may serve as a positive person of reference when requested as appropriate. All other reference checks will be deferred directly to the Human Resources representative.

#### F. Technology Use and Security Policy

All employees use technology to accomplish their duties, and every department has employees who administer the library’s data and technology. Employees also use technology to support themselves and their families.

The use of technology is critical to the advancement of the library’s mission, but also exposes the library to financial loss, infrastructure damage, reputation damage, and legal risks. The use of technology also results in the library being responsible for compliance with regulatory requirements, audit findings, and the terms of the library’s cyber security insurance policy.

The choices which will protect the library from these risks can no longer be treated primarily as a technical function carried out by IT experts who manage the library’s technology infrastructure, but as an essential responsibility of all employees.

This policy defines that responsibility and seeks to make technology security an established practice within the library’s culture. Employees are encouraged to employ

the behaviors described in this policy at all times, not just at work, to protect themselves and their families. Employees must not circumvent the policies, procedures, and safeguards in place to protect the library. Employees must promptly report technology-related security incidents or concerns to the IT Department.

### Communication Systems

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

All computer files, documents, and software created or stored on the library's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through library systems, whether password protected or not.

Employees should not assume that any such information is confidential, including e-mail either sent or received. Upon separation of employment, all computer equipment and communication tools should be returned to the library.

### Personal Use of Computers and the Internet

Some employees need to access information through the Internet using work computers in order to do their job. Use of the Internet is for business purposes during the time employees are working. Limited personal use of work computers and the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Employees should have no expectation of privacy. Regardless, the library prohibits the display, transmittal, or downloading of material that is in violation of library rules and policies or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

### Software and Copyright

The library adheres to 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 library 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 library communication systems in ways that management deems to be inappropriate. If an employee has a question about whether an activity constitutes unauthorized use, they should contact their supervisor before engaging in such activity.



## E-mail

Business e-mail accounts are to be used for business purposes. While checking personal e-mail is permitted, its use during work time should be during rest breaks or meal periods and otherwise is to be kept to a minimum. The library prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on library premises at any time. The IT Department may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

## Voicemail

The library's voicemail system is intended for transmitting business-related information. Although the library does not monitor voice messages as a routine matter, the library reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voicemail 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 via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other library rules or policies such as, but not limited to, sexual harassment and confidential information. Employees' use of a cell phone or mobile device to access library systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or library action. Employees authorized to access library systems and information using a personal device must immediately inform the Library if the device is lost or stolen.

For safety reasons, employees should not the use of cell phones and mobile devices to make calls while driving. 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 and lawfully parked.

## X. Separation of Employment

If an employee desires to end their employment with the library, they should supervisor as soon as possible of the intended separation. Notice is preferred in writing and generally allows sufficient time to transfer work, cover shifts, return library property, review eligibility for continuation of insurance, and arrange for your final pay.

Employees who plan to retire are asked to provide sufficient advance written notice to the library for timely process of any pension forms or other retirement benefits to which an employee may be entitled.

DRAFT

### Acknowledgement of Receipt

I have received a copy of the employee handbook dated \_\_\_\_\_. I understand that I am to become familiar with its contents. Further, I understand:

- 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.
- The handbook is not all inclusive but is intended to provide me with a summary of some of the library's guidelines.
- This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook. The library therefore reserves the right to interpret them or to change them without prior notice.

No representative of Boulder Public Library District, other than the Library Director or the Board of Trustees, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Library or the Board of Trustees and myself. We have not entered into such an agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Date



**Cynthia Braddock**

PO Box 471, 13<sup>th</sup> and Pearl  
Boulder, Colorado 80306-0471

Phone: (303) 441-3530

FAX: (303) 441-4996

[www.BoulderCountyAssessor.org](http://www.BoulderCountyAssessor.org)



**IAAO**

INTERNATIONAL ASSOCIATION  
of ASSESSING OFFICERS  
Valuing the World

August 21, 2023

RECEIVED

AUG 25 2023

Seter & Vander Wall P.C.

Boulder Public Library District  
Seter & Vander Wall, P.C  
7400 E. Orchard Road, Suite 3300  
Greenwood Village, CO 80111

This is to certify that, as of August 21st, per C.R.S. 39-5-128(1) the assessed value for the Boulder Public Library District, for the purpose of taxation for the year 2023 is:

6,510,556,512

This valuation is subject to change by the County Board of Equalization (C.R.S. 39-8-107(2)), the State Board of Assessment Appeals (C.R.S. 39-2-125), the State Board of Equalization (C.R.S. 39-9-103), and the correction of errors by the Assessor or Treasurer (C.R.S. 39-5-125.2). Values listed in the enclosed Certification letter are **preliminary values and should not be used to determine your budget and/or mill levy for next year.**

These values **do not** reflect reductions in value for SB-238. We will be able to provide information to each district on the impact of SB-238, as well as HB-303, around September 15<sup>th</sup>. Reductions **will be reflected (for either SB-238 or HB-303 if passed)** in the Certification of Value letters sent for Final Certification.

If you have any questions about the value or other information on this letter, need to update your district contact information please contact Erin Gray at [ergray@bouldercounty.gov](mailto:ergray@bouldercounty.gov).

Sincerely,

Cynthia Braddock  
Boulder County Assessor

**CERTIFICATION OF VALUATION BY  
BOULDER COUNTY ASSESSOR**

BPLD  
New Tax Entity  YES  NO

Date: August 21, 2023

**NAME OF TAX ENTITY:** BOULDER PUBLIC LIBRARY DISTRICT GENERAL

**USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY**

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR :

1. PREVIOUS YEAR'S NET TOTAL ASSESSED VALUATION:	1. \$	<u>\$5,000,710,101</u>
2. CURRENT YEAR'S GROSS TOTAL ASSESSED VALUATION: ‡	2. \$	<u>\$6,510,556,512</u>
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3. \$	<u>\$0</u>
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4. \$	<u>\$6,510,556,512</u>
5. NEW CONSTRUCTION: *	5. \$	<u>\$14,907,860</u>
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6. \$	<u>\$0</u>
7. ANNEXATIONS/INCLUSIONS:	7. \$	<u>\$0</u>
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8. \$	<u>\$0</u>
9. NEW PRIMARY OIL AND GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.) ☉	9. \$	<u>\$0</u>
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.). Includes all revenue collected on valuation not previously certified:	10. \$	<u>\$0</u>
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11. \$	<u>\$11,055</u>

‡ This value reflects personal property exemption IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution  
 \* New Construction is defined as: Taxable real property structures and personal property connected with the structure.  
 ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use forms DLG52 & 52A.  
 ☉ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form (DLG 52B).

**USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY**

IN ACCORDANCE WITH ART. X, SEC.20, COLO.CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR :

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1. \$	<u>\$66,325,347,716</u>
<b>ADDITIONS TO TAXABLE REAL PROPERTY</b>		
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: *	2. \$	<u>\$191,435,005</u>
3. ANNEXATIONS/INCLUSIONS:	3. \$	<u>\$0</u>
4. INCREASED MINING PRODUCTION: §	4. \$	<u>\$0</u>
5. PREVIOUSLY EXEMPT PROPERTY:	5. \$	<u>\$0</u>
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6. \$	<u>\$0</u>
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property. ):	7. \$	<u>\$0</u>

**DELETIONS FROM TAXABLE REAL PROPERTY**

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8. \$	<u>\$13,528,910</u>
9. DISCONNECTIONS/EXCLUSIONS:	9. \$	<u>\$0</u>
10. PREVIOUSLY TAXABLE PROPERTY:	10. \$	<u>\$13,133,830</u>

¶ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.  
 \* Construction is defined as newly constructed taxable real property structures.  
 § Includes production from a new mines and increase in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

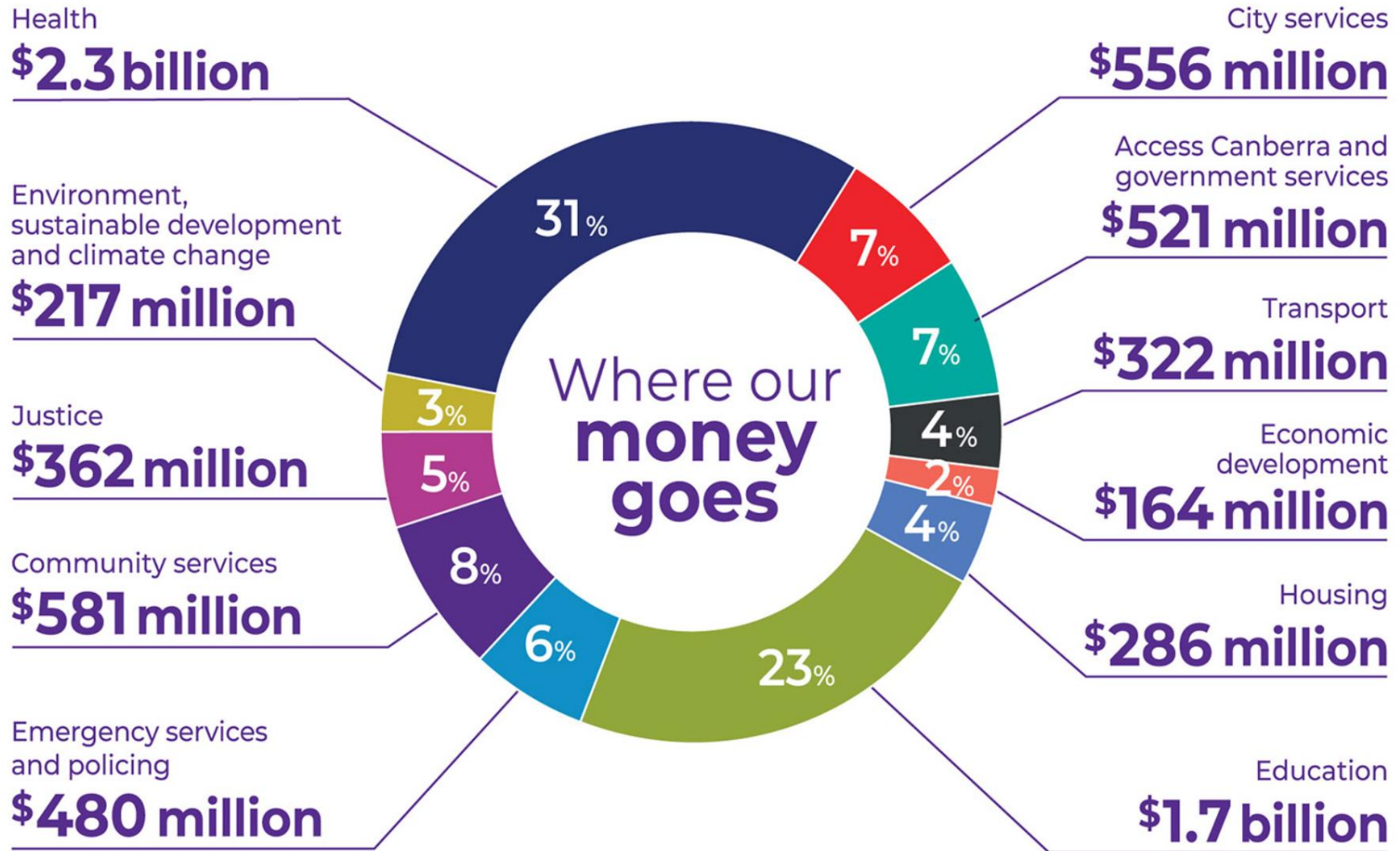
**TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY** \$ \$0

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

**HB21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): \*\*** \$ \$0

\*\* The tax revenue lost to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

# Where our money goes



# North Carolina public libraries

2012-2013

## Early literacy: Summer Reading Program

Summer Reading in public libraries provides critical support for literacy and school readiness for children living in poverty.

Program attendance  
Books circulated  
Participants  
Programs



24% of children in North Carolina live in poverty<sup>1</sup>

2-3 months of reading skill are lost by children living in poverty in a single summer<sup>2</sup>

100% of public libraries in North Carolina offer summer reading programs



## Public computing & technology

This year in North Carolina libraries there were...



The public library is the only source of free Internet access in 70% of North Carolina communities.<sup>3</sup>



8,582,110 uses of free public Internet computers

13,528 attendees at 2,804 basic computing and technology programs<sup>4</sup>



289,869<sup>5</sup> one-on-one technology reference sessions



77% of Americans ages 16 and older say free access to computers and the internet is a "very important" service offered by libraries.<sup>6</sup>

## Workforce development



47% of job seekers say help from the library finding or applying for a job is "very important" to them and their families.<sup>7</sup>



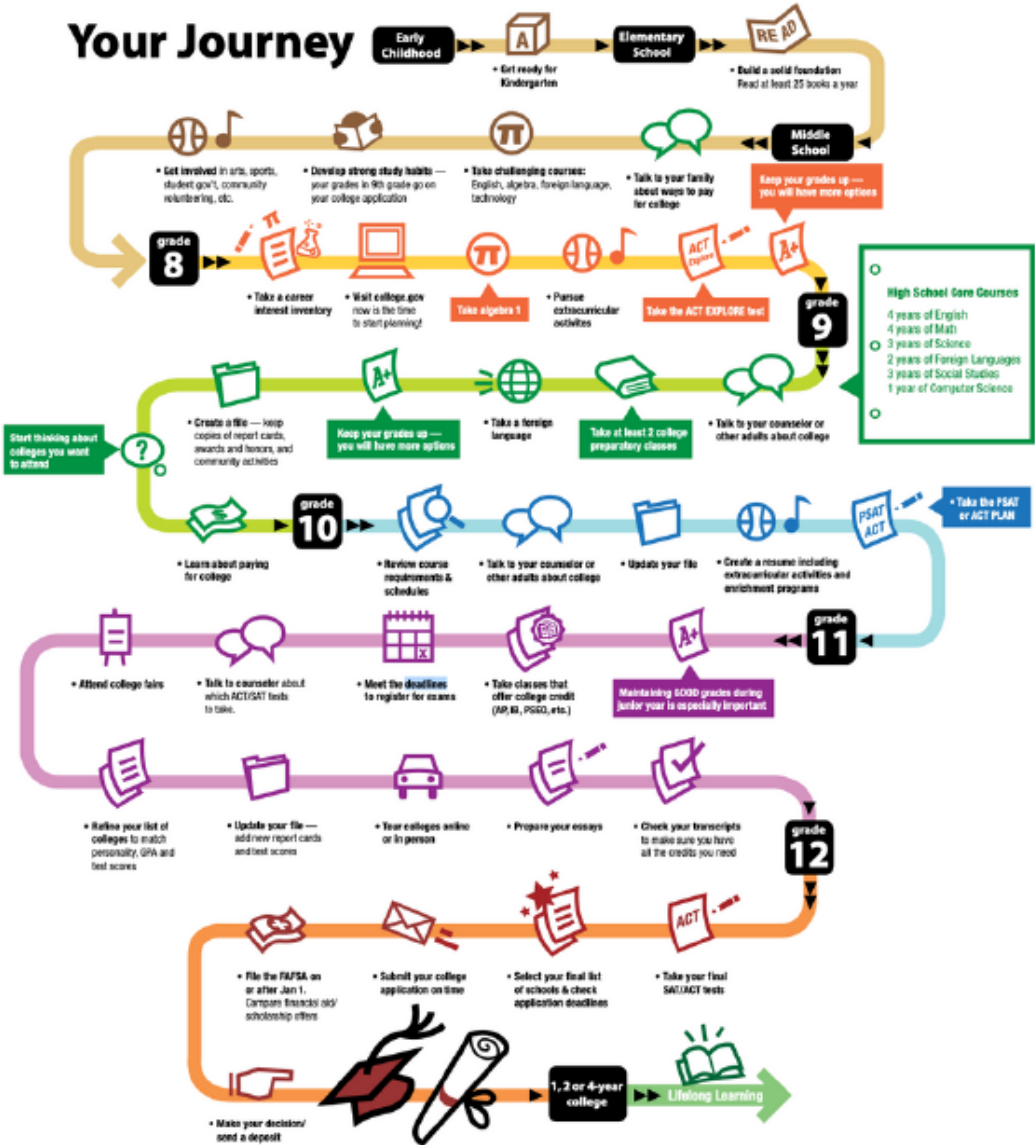
3,783<sup>8</sup> people attended workforce development programs at the library

Libraries performed 182,370<sup>9</sup> one-on-one help sessions related to workforce development. 47 of 76

## References

- 1 U.S. Census Bureau, American Community Survey, 2007-2012 5-Year Estimates.
- 2 Cooper, H. et al. (2010). "School Calendars and Academic Achievement" in J. Meece & J. E. Oates (Eds.), Handbook of Research on Schools, Schooling, and Human Development (pp. 342-355).
- 3 Public Library Funding and Technology Access Study (2011-2012).
- 4 S. Zickuhr, K. et al. "How Americans Value Public Libraries in Their Communities" Pew Research Center, Washington, D.C. (2013).
- 5 Only 31% of libraries reporting in FY12-13.
- 6 Only 17.5% of libraries reporting in FY12-13.
- 7 Only 11.3% of libraries reporting in FY12-13.

# Journey Map

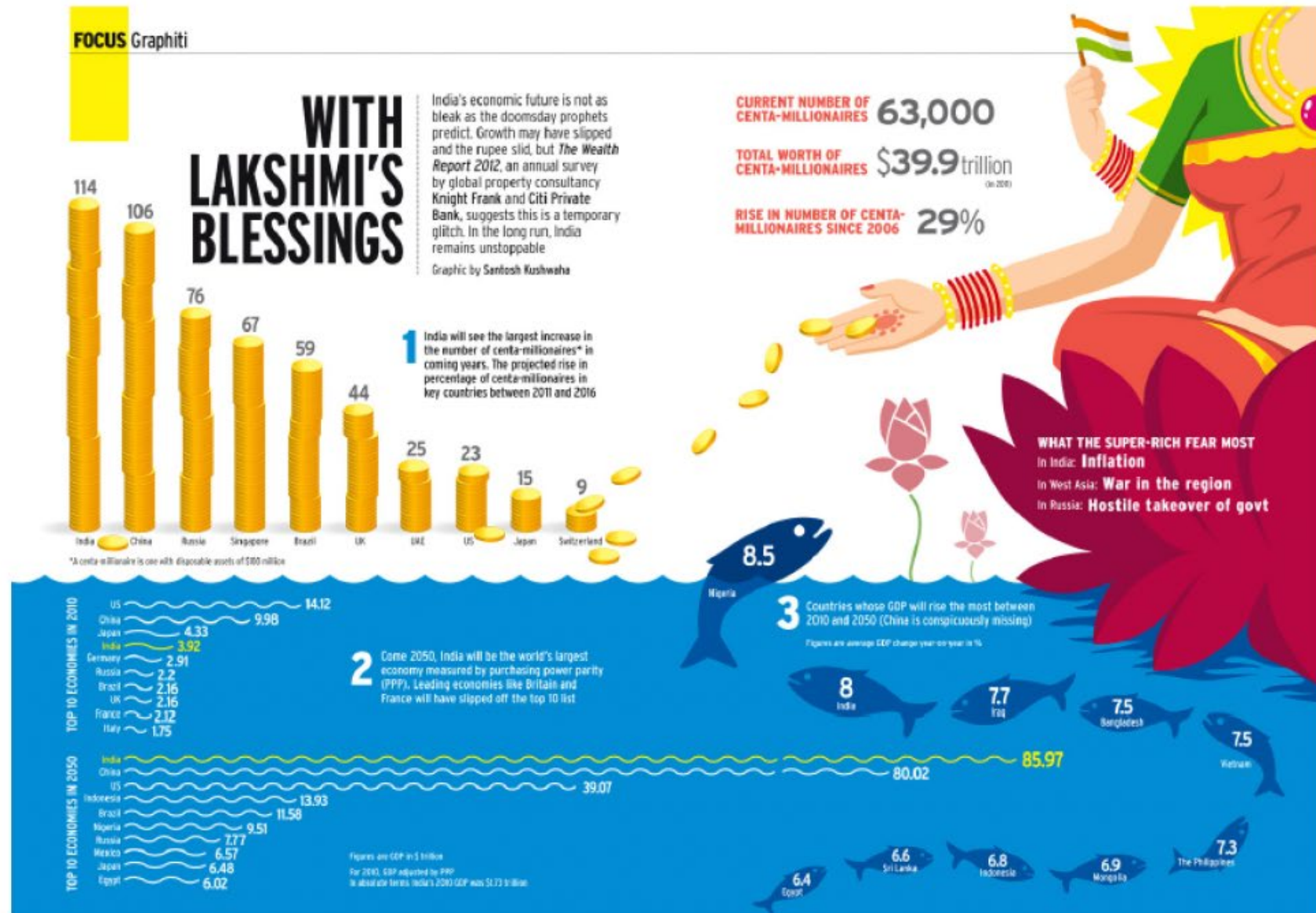


This example would be less of a budget “journey”, but showing an infographic for each area, with related text below.



# DISTORTION

Combines several techniques to create layered story



# LIBRARY

## EDUCATION INFOGRAPHIC

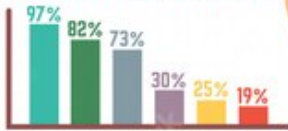


LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DO EIUSMOD TEMPOR INCIDIDUNT UT LABORE ET DOLORE MAGNA ALIQUA. UT ENIM AD MINIM VENIAM.

### DID YOU KNOW?

EXCEPTEUR SINT  
OCCAECAT CUPIDATAT  
NON PROIDENT, SUNT IN  
CULPA QUI OFFICIA  
DESERUNT MOLLIT  
ANIM ID EST LABORUM.

DUIS AUTE IRURE DOLOR IN  
REPREHENDERIT IN VOLUPTATE VELIT  
ESSE CILLUM DOLORE EU FUGIAT NULLA  
PARIATUR. EXCEPTEUR SINT OCCAECAT  
CUPIDATAT NON PROIDENT.



EDUCATION GRAPHIC



DUIS AUTE IRURE DOLOR IN REPREHENDERIT IN VOLUPTATE VELIT ESSE CILLUM DOLORE EU FUGIAT NULLA PARIATUR. EXCEPTEUR SINT OCCAECAT CUPIDATAT NON PROIDENT, SUNT IN CULPA QUI OFFICIA DESERUNT MOLLIT ANIM ID EST LABORUM.

# But Summer Learning is more than reading...

Last summer, libraries offered

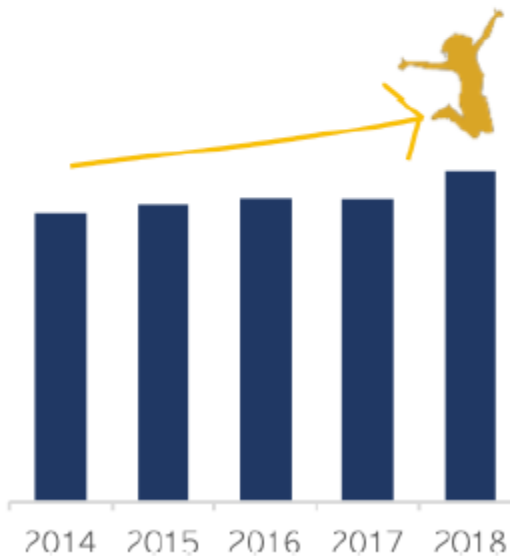
# 23,000

events which were attended by



# 691,041

children and their families or caregivers.



Participation in Summer Learning programs has increased 15% over 5 years!



Research indicates that children need to read at least 20 minutes a day to maintain skill level over the summer months.

# EBRPSS Releases Budget Infographic

In an effort to promote transparency and engage the community, the East Baton Rouge Parish School System has recently released a comprehensive infographic outlining its budget highlights for the upcoming school year. The district aims to provide stakeholders with a clear understanding of the financial priorities and initiatives for the education of local students.





FISCAL YEAR  
**2023**

APPROVED  
**BUDGET HIGHLIGHTS**



**\$839.2**  
MILLION

On May 4, Alexandria City Council adopted an FY 2023 General Fund Operating Budget, which includes **no tax rate increase**, and an FY 2023 Capital Budget totaling \$563.9M.



**\$2.2**  
MILLION

**COVID-19 Recovery**

Funds Alexandria's pandemic recovery and mitigation efforts.



**\$453.4**  
MILLION

**Public Schools**

Funds the School Board's approved operating budget and ACPS capital improvement program.



**\$6.6**  
MILLION

**Public Safety**

Funds increased staffing, resources and compensation for Police, Fire and Sheriff.



**\$13.6**  
MILLION

**Affordable Housing**

Investment in affordable housing, including funds from real estate and meals taxes, and ARPA.



**\$248.8**  
MILLION

**Facilities & Infrastructure**

Funds capital projects to improve public buildings, community development, storm and sanitary sewers, and more.



**\$68.6**  
MILLION

**Transportation Improvements**

Funds future transportation and transit improvements across the City.



**\$17.3**  
MILLION

**Parks & Recreation**

Funds renovations and improvements to City parks, recreation centers, and other public open spaces.



**\$1.85**  
MILLION

**Climate Change**

Funds initiatives that prioritize sustainable solutions identified in the Environmental Action Plan.



**57%**  
INCREASE

**Race & Social Equity**

Funds increased staffing to advance race and social equity initiatives throughout Alexandria.



**\$400**  
THOUSAND

**Community Engagement**

Funds positions dedicated to community engagement and focused on building authentic relationships between the City and the Alexandria community.



**78.8%**  
TAX RATIO

**Vehicle Tax Relief**

Discounts vehicle market value and minimizes taxes for lower-value cars.



# County Manager's FY 2024 Proposed Budget

## Budget Overview

- 4.9%** growth in overall tax revenue
- 3.6%** growth in real estate property assessments
- \$6.5M** in one-time funding, reduced from \$12M in FY 2023.

**Proposed Property Tax Rate Remains Unchanged**

**\$1.54B Budget**  
2.8% Increase Over FY 2023

Budgetary pressures include commercial vacancy rates, inflation, housing affordability, and a growing need for behavioral health services. Recruitment and retention of staff remains a challenge in providing services.

## Housing Investments

- \$76 Million** for Housing  
Direct assistance to stabilize households in Arlington and improving the condition of housing
- **\$24.2M** for Arlington Housing Choice Voucher Program
  - **\$14.4M** for the County's Housing Grants
  - **\$5.4M** for Permanent Supportive Housing, including \$100K for inspections
  - **\$3.6M** for Eviction Prevention (\$3M is one-time funding)
  - **Inspections:** Partner increasing capacity to provide Housing Quality Standard inspections of committed affordable units

- Affordable Housing Supply**
- **\$9.7M** for the Affordable Housing Investment Fund (AHIF)
  - Dedication of Columbia Pike Tax Increment Financing Area (TIF) to support the County's investment in Barcroft's committed affordable units (**\$1.7M ongoing and \$3.8M one-time**)



## Libraries

- Planning for the Future**
- **Strategic discussions** for how library services and locations can best meet community needs
  - **Future locations:** Crystal City and Columbia Pike
  - **\$680K** addition of one-time funding for library collections out of a budget of \$2.2M
  - **\$406K** of one-time funding for a portion of public service costs



## Schools

- \$607.6M** to Arlington Public Schools (APS), a 4% increase from FY 2023)
- \$593.6M ongoing funding & \$14.0M one-time funding
  - 46.8% of local tax revenue is provided to APS



## Workforce

The budget invests in the County workforce through **employment compensation increases and benefit enhancements.**



## Capital Investments

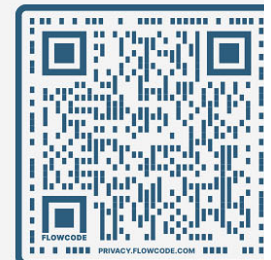
The budget includes investments that benefit the community in **energy management, parks, public safety, technology and transportation.**



## Timeline

- **Feb. 28-April 18:** Budget Work Sessions with County Departments
- **March 28:** Public Hearing on Budget
- **March 30:** Public Hearing on Tax Rates
- **April 22:** FY 2024 Budget Adoption
- **July 1:** FY 2024 Begins

**Scan the QR Code to learn more.**



**Racial Equity:** Arlington County applies an equity lens to budget priorities and decisions.



Who benefits?  
Who is burdened?



Who is missing?  
How do we know?

[arlingtonva.us/fy2024](http://arlingtonva.us/fy2024)

# TOP 8 E-LEARNING TRENDS

## Gamification

A major part of the e-learning industry will be driven by gamification. It is predicted to be a \$10 billion industry by 2020.

## Mobile Learning

The mobile learning market is expected to grow exponentially in 2016 and beyond. The industry will grow up to \$37.60 billion by 2020.

## Video-Based Learning

The usage of video based learning is expected to grow significantly. By 2016, 98% of organisations would implement video as part of their digital learning strategy.

## Social Media Learning

According to Deloitte's "Millennial Survey 2014", 75% of the global workforce will be millennials by 2025 favoring networked learning and learning through social media.

## Blended Learning

Technavio forecasts the global blended e-learning market to grow at a CAGR of 11.091% during 2014-2019.

## Micro Learning

According to a research conducted by Tagoras(2014), 18.1% organisations provide microlearning and 33.3% organisations plan to provide microlearning in the coming 12 months

## Augmented Reality

A significant growth is expected from 60 million users to 200 million by 2018. The augmented reality market is projected to generate \$120 billion in revenue by 2020.

## Big Data and Learner Analytics

69.6% of firms now view Big Data as important or critical to their business success. The big data and learner analytics market is expected to reach \$48.6 billion by 2019.

Learning Solutions | e-Learning | Technology

**Sources**

- <http://www.researchandmarkets.com/research/5d5d/gamification>
- <http://www.emerison.com/news-releases/global-blended-e-learning-market-2015-2019-2013-6194.html>
- <http://www.digit-capital.com/news/2015/04/augmented-reality-to-hit-100-billion-diverging-market-by-2020/#sthash=V46C7094>
- <http://www.statista.com/statistics/224333/mobile-augmented-reality-market.asp/>
- News: Yahoo! News Partners Survey
- ©CJ Report

# Boulder Public Library District Proposed Draft Staff Benefits

David Farnan – BPLD Executive Director

Jenn Yee and Sam Fuqua - BPLD Board of Trustees Staff  
Subcommittee



## Key Survey Response Themes

- Increase Compensation
- Keep Public Employee Retirement Association (PERA) Plans
- Comparable or improved health care benefits
- 50/50 split preference for Personal Time Off (PTO) vs. separate sick leave and vacation banks

## Guiding Principles for BPLD Benefits Package

- Equity for all staff
- Comparable or improved benefits
- Best benefits possible from day 1 of employment [retention and recruitment]

# Overall Package Comparison

Benefits	BPL	City
Retirement [PERA]	=	=
Health [Cigna, + Free Clinic]	= / +	=
Health Savings Account Contribution	= / +	=
Paid Leave Cash Value	+	-
Vacation/PTO Leave Hours	+	-
Sick Leave Hours & Accrual	-	+
Compassionate Leave	=	=
Eleven [11] Paid Holidays	=	=
Three [3] Floating Holiday	=	=
Expanded Definition of Sick Leave Use	Yes	No
Paid Parental Leave	Yes	Yes
Paid Grandparental Leave	Yes	No
Paid Pet Adoption Leave	Yes	No
Sick Leave Bank [Available to All]	Yes	No

# Compensation Pay Leveling

- Total Sum budgeted for annual raises is divided equally among all staff [pro-rated for hours worked.]
- Performance Review process will be separated from Pay
- BPLD Board committed to 2024 pay increases equal to, or better than current [and recent history] COB merit system
- The Board is proposing this approach in lieu of merit increases for 2024 and 2025.

**Example:** Pay increase for total budget: \$400,000 ÷ 100 employees = \$4,000 per employee.

	Annualized Pay	2024 Increase	2024 Total	% Increase
<b>Employee A</b>	\$50,000	\$4,000	\$54,000	8%
<b>Employee B</b>	\$99,000	\$4,000	\$103,000	4.04 %
<b>Hourly Employee</b>	\$20.00	\$2.00 per hour	\$22.00	10%

# Health Care & Retirement Benefits

## Health Care

- Retain CIGNA with some improved co-pay, deductibles and out of pocket max.
- Other optional enhancements to the current benefits include access to a free clinic.
- More details will be shared later this month.

## Retirement

- Retain PERA plans and investment options such as 401K and 457
- The District will contribute the same 14.78% of annualized pay per employee.

# Leave benefits and expanded definitions of how we use them

- Broader definition of “Family member”:  
Any other person who is a close personal associate of the employee and who is a significant emotional, psychological, or financial support to the employee including a pet.
- More situations that are eligible for use of paid sick leave.  
Refer to the handbook.
- Paid vacation replaced with an increased amount of PTO  
if unused has cash value at separation or to sell back per the policy
- Additional paid and unpaid leaves (covered on a later slide)

# Rewards & Recognition Program

- Outstanding performance and exemplary demonstration of the library values will be recognized with cash bonuses, time off, and gift cards
- The Board has agreed to devote meaningful dollars to this program. [more information to come.]

# Vacation/ Personal Time Off (PTO)

## Proposed BPLD PTO

- Accrues incrementally each pay period
- Unused balance carries over for individuals annually but subject to cap [320 hours]
- Accruals increase according to years of service
- All employees earn the same accruals
- Eligible for sellback
- Balance is paid to employees upon separation

## Comparison with Other Organizations

	BPLD	City BMEA/ Non- Union	C.U.	DPL	High Plains	Poudre River
Year 1	160	88	160	120	96	120
Year 5	200	128 / 184	160	180	120	128
Year 15	240	184 / 232	160	228	160	176



# Sick Leave

## Proposed BPLD Sick Leave

60-hour allowance renews annually

Standard employees may be eligible to use other paid leave once annual sick leave allowance is used.

- ❖ PTO
- ❖ Shared Sick Leave Pool
- ❖ Paid Short -Term or Long-Term Disability Leave

Unused Balances

- ❖ Do not carry over annually for individuals.
- ❖ Contributed to Shared Sick Leave Pool at the end of calendar year.
- ❖ No cash value upon separation or for sell back

# Accrued Vacation Hours

## "Roll-over"

- The current proposal is that the City of Boulder will "pay out" all accrued vacation time at the time library staff separate from the City and join the District.
- The Board of Trustees has proposed that any staff member who would like for their vacation time to "roll-over" could sign the check over to the District. The District would then place 100% of the Accrued Vacation hours the staff member had at the time of separating from the City with the employees PTO balance with the District

# What Happens with

# Accrued Sick Leave?

- The Board has agreed to allow staff to convert 20% of their total Accrued Sick Leave balance currently maintained with the City to Vacation/PTO hours with the District.
- For example: If a staff member has 200 hours of accrued of sick leave with the city at the time of separation – that employee will be given 40 hours of vacation/pto time with the District

Questions?

## Rules of Meeting Procedure – Speaking at Boulder Public Library District Board of Trustee Meetings

Boulder Library District Board of Trustee meetings are generally held the third Tuesday of the month at various libraries. Members of the public are welcome to attend any public meeting of the Library Board of Trustees. Members of the public can speak to the Board to express opinions about library issues that either are on the agenda that evening or matters of general importance to the library. To help accommodate everyone, please strive to follow these procedural rules:

1. Public Comment is held at the beginning of Trustee meetings and is intended to provide an opportunity for the public to address any library issue. A sign up sheet is available on Sign up with the Trustee Secretary the night of the meeting approximately 15 minutes before the start of the meeting, and speakers are encouraged to sign up in advance.
2. Each individual speaker will be given up to three (3) minutes to address the Board. At each meeting there may be a total of sixty (60) minutes maximum of public comment. Speakers may speak once per meeting. If the allotted time is exceeded, the Board President will request that the speaker conclude his, her, or their comments.
3. The Board President may lengthen or shorten the total time allotted as appropriate.
4. Community members may pool time as a group, allowing one person to address the Board. Two or more people may pool time up to five (six?) minutes. All persons must be present at sign up and when the speaker is called.
5. When called by the Board President, speakers are asked introduce themselves by stating their name and address. If officially representing an interest group, homeowners' association, etc., state that for the record as well.
6. We ask speakers to limit comments to library-related issues. Be clear, concise, and constructive. Be sure to state what you would like to see done (constructive problem resolution).
7. Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Speakers should refrain from reading long documents and summarize comments whenever possible.
8. Speakers shall not ask questions directly to individuals at the meeting nor expect questions to be answered directly. The Board reserves the right to withhold comment during the meeting, but input is valued and helps inform the guidance that the Board gives to staff in the performance of their duties over time.
9. The Board receives communications electronically but, if you have prepared a written statement, you may give eight (8) copies to the Board when it is your turn to speak. Written materials may be submitted to the Board in advance of a meeting through the Board of Trustees contact form (<https://boulderlibrary.org/about/board/contact/>).
10. ~~To follow up on the matter you brought forth, a summary of your c~~omments received will appear in the written minutes recorded from the meeting. You may also follow up at a subsequent meeting by participating in public comment or by contacting the Library

### Commented [1]:

I think this is an accurate statement, since meetings are typically not all held at Main. LibCom has made a practice of meeting in branches, not always at Main.

### Commented [2]:

Rather than identifying the sign up sheet as coming from the secretary or staff, I just made it "available."

### Commented [3]:

This is replacement language.

### Commented [4]:

Benita has a proposed change that I can't read.

### Commented [5]:

Benita recommends deleting this.

### Commented [6]:

Benita recommends deleting this.

### Commented [7]:

Joni added this line about written materials

{00684938}

Board of Trustees' President or library staff directly.

Approved on xx, xx, xxxx by the Boulder Public Library District Board of Trustees

**Commented [8]:**

I can't read your comment here, Benita - it was cut off in the scan. Do we need any this? It seems obvious to me.

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## MEMORANDUM

TO: Boulder Public Library District

FROM: Seter & Vander Wall, P.C.; Kim J. Seter, Esq.

DATE: September 1, 2023

RE: Legal Status Report for September 5, 2023

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This is our legal status report for the September 5, 2023 Board of Trustees meeting.

### Minutes-Action Item

**Task:** Prepare meeting minutes.

**Status:** The August 29 minutes are ready for approval.

**Action:** Consider approval of the minutes.

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### Negotiation of Intergovernmental Agreements-Report (New information added)

**Task:** Draft, negotiate and finalize Intergovernmental Agreement among the City, County and Library District required by § 24-90-107(2)(e), C.R.S.

**Status:** The City Attorney's office has returned a redline draft of the City/District IGA that we proposed. They specifically note that City Council has not seen or commented on their proposed changes and that several City staff are still reviewing its contents.

The City Attorneys will update the draft after obtaining comments from the Council on 9/7. Because of the extensive agenda for September 5 and the additional changes that are likely, we have not included a draft with this Report.

**Action:** No action necessary.

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**Library Tax Receipts-Report (New information added)**

- Task:** Move tax receipts held by the County Treasurer to the District. This will require an agreement and some sureties pursuant to the Library Law.
- Status:** Resolution 2023-8-1 requesting funds from the County Treasurer was approved. It will be forwarded to the Treasurer as soon as an account is opened and wire information is provided by the bank.
- Action:** **None required.**
- 

**District Bank Account-Report (New information added)**

- Task:** Assist in opening District bank account.
- Status:** All documents have been submitted but one page was missing. That has been provided.
- Action:** None required.
- 

**Proposition HH and Related District Revenue Reduction Legislation SB 23-303 and SB 23-108-Report (No change)**

- Task:** Provide an analysis of HH and its effects on library revenue.
- Status:** Bill Summary
- If approved in the November elections, HH will lower taxpayer payments. That translates to lower tax revenue for the Library District.
- Property taxes are paid by the owner on a portion of a property's Market Value. The Taxable Value is determined by:
- Market Value x Assessment Ratio = Taxable Value  
Taxable Value x 3.5 mills = Library Tax Revenue
- The Library District mill levy is imposed on the Taxable Value. The Mill Levy is 3.5 mills. 1 mill is 1/1000<sup>th</sup> of a dollar.  
The current Assessment Ratio for residential property is 6.795%, most other property types are assessed at 29%.*



Proposition HH proposes to reduce Actual Values, the Assessment Ratios and to limit tax revenue increases.

If approved by the voters, HH will lower library tax revenue by:

1. Reducing actual Market Value by a set amount before applying the Assessment Ratio; and
2. Lowering the Taxable Value by reducing the Assessment Ratio; and
3. Reimbursing some revenue losses to some local governments including the Library District; and
4. Creating a new limit on the growth of property tax revenue.

This is a very complicated statute and, we will discuss its implications further during the budget process.

#### Consideration

Starting with property tax year 2023, the bill restricts property tax revenue by allowing an increase of “no more than inflation over the revenue from the previous property tax year.”

Accordingly, the Library District would be allowed 2023 tax receipts + inflation; regardless of the increase in property values, growth within the district boundaries, etc. A temporary mill levy reduction is authorized or required to stay below this limit.

The Library District MAY be able to exceed the limit by:

- a. Notifying the public of its intentions and holding a hearing;  
or
- b. May have already waived the limit in its 2022 election. We are trying to determine what the related language in HH means in this regard.

I was asked to include an email exchange between CAL Legislative Committee Chair and me regarding this matter which is attached.

**Action:** None.

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**FAMILY AND MEDICAL LEAVE INSURANCE PROGRAM OPT OUT-Report (No change)**

- Task:** Consider FAML I participation.
- Status:** FAML I became law in 2022. Employers are automatically enrolled. FAML I requires deductions from employees' pay as well as a contribution from the employer. A summary of payments and coverage is in the attached DRAFT NOTICE TO EMPLOYEES that we utilized in 2022.
- The Library District has the right to "opt-out" of the program but must first give notices and hold a hearing. We want to have this process completed before the end of December to avoid automatic enrollment.
- Action:** **This matter will come before the Board in September.**

---

**Notice of Violation of 5.5 % Limitation-Report (No change)**

- Task:** The Colorado Division of Local Governments in the Department of Local Affairs notified the County of its belief the District has violated the limitation of 5.5% property tax revenue increases and must refund its tax receipts.
- Status:** The Division often makes these errors. I do not believe the County did anything wrong in the election that approved the tax revenue in the first instance. We are addressing this matter with the Division.
- Action:** None required.

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**Property Leasing and Property Ownership Affect on District Borrowing Under TABOR-Report (No change)**

- Task:** Advise the Board and City about the benefit of property ownership in financing.
- Status:** Library District's seldom finance new buildings using municipal bonds because of the cost and difficulties created by the need for a TABOR Election to authorize debt.
- The Colorado Supreme Court has determined that lease/purchase financing is not "debt" and is exempt from TABOR debt requirements.

Banks and other lenders are very willing to enter such transactions. The transaction is described below.

1. The lender purchases a property from the Library District.
  - a. This can be an existing library building or new vacant land.
  - b. The lender pays cash to the Library District to be used for new construction.
2. Simultaneously, the Library District leases the property back from the lender in exchange for semi-annual lease payments.
  - a. The lease requires the Library District to build a new library or other structure that becomes part of the leased property.
  - b. Lease payments have a principal and an interest component just like a loan.
  - c. The leased property is automatically returned to the Library District at the end of the lease.
3. The Library District makes payments out of its general operating fund and not a debt service fund. The IRS allows lease investors to receive double tax exempt interest payments under the lease and the Library District receives very favorable lending terms.

**Action:** None Required.

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### **Additional Projects Outstanding**

- a. Research City and District requirements regarding employment benefits.  
**Completed**
- b. Resolution regarding state Family and Medical Leave Insurance Program opt-in or opt-out.
- c. Insurance matters including director errors and omissions, public officials' liability coverage, trustee bonds, and workers compensation.
- d. Colorado Open Records Act Resolution (CORA).
- e. Colorado State Archives Records Retention Schedule and Resolution.
- f. Resolution regarding disposal of data containing personally identifying information.
- g. IGA Sub-Projects Underway

1. Obtain and review title work on all properties to be conveyed in fee.
2. Review library property leases regarding assignability and allowed uses etc. (completed)
3. Obtain list of operations contracts and copies for review for assignability and conditions.
4. Obtain list of BPL Library personnel positions. (completed)
5. Follow up on NOBO subdivision.
6. Prepare analysis regarding transition of employee sick and vacation leave. (Completed)
7. Draft proposed Civic Center License Agreement. (1<sup>st</sup> Draft Completed)