Ruby M. Sisson Memorial Library
Upper San Juan Library District

Library Board:
Andrea Cox, President
Katie Cloudman, Vice President
David Hamilton, Treasurer
Marie Taylor, Secretary
Sherry Spears
Gayle Dixon
Al Northrup

811 San Juan Street, Pagosa Springs, CO 81147 • 970-264-2209 • pagosalibrary.org

Barbara Brattin, Library Director

Regular Meeting of the Library Board of Trustees
November 18, 2026
4 pm
811 San Juan St, Pagosa Springs, CO

Online access https://us02web.zoom.us/j/83398449146

AGENDA

I. ROLL CALL AND DETERMINATION OF QUORUM
II. AGENDA APPROVAL
III. PUBLIC COMMENTS
IV. CONSENT AGENDA
   a. Approval of the September 16, 2026 regular board meeting minutes
   b. Approval of the October 14, 2026 regular board meeting minutes
V. REPORTS
   a. October 31, 2026 Financial Report (David)
   b. Director's Report
VI. OLD BUSINESS
   a. Appointment of Kristie Arnold to an unfinished term on the Library Board of Directors expiring December 31, 2028
VII. NEW BUSINESS
   a. Appointment of Michael Ryan to the Library Board of Directors with a term expiring December 31, 2029
   b. Public Hearing on the 2027 USJLD Budget
   c. 2027 Holiday Closing Schedule
VIII. UNFINISHED BUSINESS
IX. LOOKING FORWARD

GOOD OF THE ORDER:

Library Vision: Mountains of opportunity to inspire ideas, enrich lives, and create community.

Library Mission: Your Library serves as a welcoming portal for open and equal access to information for residents and visitors of the community. Resources are provided through materials, classes, and events for achieving lifelong learning goals in culture, education, and leisure.

NEXT MEETING: December 9, 2026 hybrid online and in person

ADJOURNMENT

Upper San Juan Library District

BOARD OF TRUSTEES MEETING MINUTES

September 16, 2026

The meeting was called to order by president Andrea Cox at 4:01 pm. Board members present were Gayle Dixon, David Hamilton, Katie Cloudman, Andrea Cox, Marcie Taylor and Library Director Barb Brattin. Guest Nicole Holt joined the meeting to speak on the issue of Adult Education. It was determined there was a quorum and the agenda was approved. Motion: Katie Cloudman, seconded by David Hamilton. The motion passed.

Public comments: Director Barb commented on the desire of the library to purchase a bookmobile to serve the Pagosa Springs/Archuleta County area. The cost would be $600,000. Barb suggested the library would pursue "federal money" to make this purchase.

Consent Agenda: The minutes of the August 19, 2026 library board meeting minutes were approved as written. Motion: David Hamilton/Katie Cloudman. The motion passed.

Reports: Foundation director, Katie Dobbins, reported that the Friday night, September 11th library donor event was well attended and very successful. Treasurer David Hamilton questioned the rise in credit card fees. Director Barb explained that all the trees purchased for the new library landscape were paid for with online donations, incurring credit card fees.

Library director Barb indicated that the newly installed electrical automobile charging system is being well used by library patrons. The property liability insurance premium for the library has increased to $3,732.00 annually. The grand opening events on Friday and Saturday were well attended and very successful. The library staff received high praise from those attending the grand opening events. There remain some construction tasks to be completed but, overall, the project went well. Currently, the original geothermal pump is not working. Director Barb will follow up with this task.

New business: The first draft of the 2027 Budget was presented to the board for review. The library is currently receiving fewer dollars from the county tax base. Director Barb indicated there are no plans to add an additional full time staff person.

Unfinished business: Nicole Holt, adult education specialist, led the ESL and GED instruction for the past two years. Nicole currently has eight students. She has found a one-on-one format to be more effective than a traditional classroom approach. However, the citizenship class was very successful with four students completing the task. The conversational Spanish program was also well attended. Nicole proposed developing an Adult Education program using the one-on- one

approach, with a volunteer coordinator. This would include six hours per week for English as a Second Language (with the GED preparation included). The program would be called “Adult Education”. Nicole volunteered to write a grant for the purposed program. **Motion:** to continue the program in ESL/Adult Education with Nicole Holt writing the grant application. The motion passed.

Sherry Spears has resigned from the Library Board of Trustees due to health concerns. Sherry will be greatly missed. The board wishes Sherry all the best!

The next hybrid meeting of the Library Board of Trustees will be on October 14, 2026 at 4:00pm at the Ruby Sisson Library or online.

Motion: To adjourn the meeting at 5:24 pm. Katie Cloudman/Marcie Taylor. The motion passed.

Respectfully submitted,

Marcie Taylor

Recording secretary

Minutes of the Regular Meeting

October 14, 2026

Library Board Trustees

Call to Order

The regular meeting of the Library Board of Trustees was called to order at 4:01 p.m.

Roll Call

Board Members Present:

Andrea Cox, President

Katie Cloudman, Vice President

David Hamilton, Treasurer

Al Northrop

Board Members Absent:

Marcie Taylor, Secretary

Gayle Dixon (proxy vote provided to Andrea Cox)

Also present:

Barb Brattin, Library Director

Approval of the Agenda

Katie Cloudman moved to approve the agenda. David Hamilton seconded the motion, Agenda unanimously approved.

Public Comments:

Board Candidate Introductions and Interviews

The Board interviewed two candidates for Board membership: Kristie Arnold and Mike Ryan. Board members were favorably impressed with both candidates. Further discussion of the candidates will take place when additional Board members are present.

Consent Agenda

Approval of the minutes from the September 16, 2026, regular Board meeting was postponed because the minutes were not available for review.

Reports:

A. Foundation/Development Report
   Barb Brattin reported on behalf of Katie Dobbins, Foundation Director. The Foundation is in a period of transition, as its primary project has been completed. The Foundation has decided to eliminate the Director position but will continue fundraising efforts to support the Library.
   Katie Dobbins' last day will be October 19, 2026. The Foundation is currently recruiting additional Board members.
B. Financial Report:
   David Hamilton presented the financial report. He had several questions for Barb Brattin but concluded that the financial statements looked good.
C. Director's Report:
   Barb Brattin reported that library attendance has increased since completion of the expansion, and the library has received very positive reviews. The maker space has been particularly popular.
   The library has officially ended its contract with the janitorial service. A part-time employee working 20 hours per week has been hired to clean the building and grounds and maintain the garden.
   Strategic planning with public participation will begin the week of November 9. Anna, representing the Colorado Library Consortium, will lead focus groups involving the public, staff, Library Board members, and parents. The findings will be compiled and used to develop a three-year plan for Board review and approval.
D. Construction Report:
   Construction is complete, and the project is covered by a one-year warranty. A few punch-list items remain to be completed.

New Business:

Strategic Planning:

Strategic planning activities are scheduled for November 9-11, 2026. Focus groups will gather input from the public and other stakeholder groups to inform the Library's three-year service plan.

Unfinished Business

2027 Draft Budget

David Hamilton moved to approve the second draft of the 2027 budget. Katie Cloudman seconded the motion.

The motion passed with four votes in favor and one vote against, against vote cast by Gayle Dixon by proxy.

Next Meeting

The next regular Board meeting is scheduled for November 18, 2026, at 4 p.m. The meeting will be held in a hybrid format, with both in-person and online participation available.

Adjournment

Katie Cloudman moved to adjourn the meeting. David Hamilton seconded the motion. The motion was unanimously passed. The meeting was adjourned at 5:40 p.m.

Minutes submitted by:

Katie Cloudman, Vice President

Library Board of Trustees

Upper San Juan Library District
Profit & Loss - Actuals vs Budget
January through October 2026

	Jan - Oct 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Foundation Admin Fee Income	1,200.00	1,200.00	0.00	100.0%
Gifts/Donations (general)	2,139.15	9,000.00	-6,860.85	23.77%
Gifts/Donations (restricted)	0.00	5,000.00	-5,000.00	0.0%
Grants (general)				
Training Grants	750.00	1,500.00	-750.00	50.0%
Program Grants	15,938.75	24,000.00	-8,061.25	66.41%
Collection Grants	1,635.81	6,132.00	-4,496.19	26.68%
Total Grants (general)	18,324.56	31,632.00	-13,307.44	57.93%
Grants (restricted)	4,000.00	0.00	4,000.00	100.0%
INCOME - PROPERTY TAX				
2025 Abatement Rebate	0.00	4,257.00	-4,257.00	0.0%
Property Tax	904,304.68	912,320.00	-8,015.32	99.12%
Specific Ownership Tax	59,578.35	70,000.00	-10,421.65	85.11%
Misc Tax Income	0.00	20,000.00	-20,000.00	0.0%
Abatements	-881.95	-2,000.00	1,118.05	44.1%
Total INCOME - PROPERTY TAX	963,001.08	1,004,577.00	-41,575.92	95.86%
INCOME - REVENUE				
Book Sales - Taxable	358.10	600.00	-241.90	59.68%
Copies	8,599.93	10,000.00	-1,400.07	86.0%
Lost Books/ILL	688.94	800.00	-111.06	86.12%
Other Revenue (& library cards)	302.50	250.00	52.50	121.0%
Use of Equipment	825.11	600.00	225.11	137.52%
Total INCOME - REVENUE	10,774.58	12,250.00	-1,475.42	87.96%
Interest Income	21,900.26	40,000.00	-18,099.74	54.75%
Total Income	1,021,339.63	1,103,659.00	-82,319.37	92.54%
Gross Profit	1,021,339.63	1,103,659.00	-82,319.37	92.54%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
CAPITAL OUTLAY				
Technology > $500				
Software - New	10.00	0.00	10.00	100.0%
Total Technology > $500	10.00	0.00	10.00	100.0%
Total CAPITAL OUTLAY	10.00	0.00	10.00	100.0%
FIXED EXPENSES				
Treasurer's Fees	22,478.06	26,829.39	-4,351.33	83.78%
Total FIXED EXPENSES	22,478.06	26,829.39	-4,351.33	83.78%
Total CAPITAL OUTLAY & FIXED EXPENSES	22,488.06	26,829.39	-4,341.33	83.82%

Upper San Juan Library District
Profit & Loss - Actuals vs Budget
January through October 2026

	Jan - Oct 26	Budget	$ Over Budget	% of Budget
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	405.00	990.00	-585.00	40.91%
Bldg Maintenance Costs	1,844.83	1,000.00	844.83	184.48%
Janitorial Service	11,300.00	19,300.00	-8,000.00	58.55%
Janitorial Supplies	2,923.84	2,500.00	423.84	116.95%
Landscape/Grounds Maint	285.88	500.00	-214.12	57.18%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Trash	1,256.97	1,512.00	-255.03	83.13%
Utilities				
Electricity	10,698.46	8,200.00	2,498.46	130.47%
Geothermal	3,700.11	10,833.00	-7,132.89	34.16%
Water & Sewer	2,677.30	6,300.00	-3,622.70	42.5%
Total Utilities	17,075.87	25,333.00	-8,257.13	67.41%
Window Cleaning	0.00	1,000.00	-1,000.00	0.0%
Total BUILDING EXPENSES	35,092.39	57,135.00	-22,042.61	61.42%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	4,978.00	5,500.00	-522.00	90.51%
Auditing / Tax Return Prep	18,150.00	15,750.00	2,400.00	115.24%
Collection & Credit Card Fees	830.22	330.00	500.22	251.58%
Equipment & Furniture < $500	0.00	500.00	-500.00	0.0%
Eqmt & Computer Maint & Parts	245.45	1,250.00	-1,004.55	19.64%
Insurance Expense				
Insurance - Bonding	365.00	400.00	-35.00	91.25%
Insurance-Directors & Officers	2,540.00	2,700.00	-160.00	94.07%
Insurance - Liab/Contents/Bldg	395.00	9,560.00	-9,165.00	4.13%
Total Insurance Expense	3,300.00	12,660.00	-9,360.00	26.07%
Internet / ISP	2,864.70	3,114.00	-249.30	91.99%
Legal Services	107.86	500.00	-392.14	21.57%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	2,429.18	3,000.00	-570.82	80.97%
Software Maint Agmts	15,659.14	13,600.00	2,059.14	115.14%
Total Maint Agmts & Licenses	18,088.32	16,600.00	1,488.32	108.97%
Office Supplies	3,579.86	3,500.00	79.86	102.28%
Postage / PO Box	789.78	1,200.00	-410.22	65.82%
Sales Tax Expense	42.52	300.00	-257.48	14.17%
Storage	1,983.98	2,500.00	-516.02	79.36%
Telephone	2,371.21	2,610.00	-238.79	90.85%
SUBCONTRACTORS				

Upper San Juan Library District
Profit & Loss - Actuals vs Budget
January through October 2026

	Jan - Oct 26	Budget	$ Over Budget	% of Budget
IT Consulting	10,205.97	14,000.00	-3,794.03	72.9%
Total SUBCONTRACTORS	10,205.97	14,000.00	-3,794.03	72.9%
Total LIBRARY OFFICE EXPENSES	67,537.87	80,314.00	-12,776.13	84.09%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	1,902.73	3,000.00	-1,097.27	63.42%
Children's Programs	1,188.21	2,500.00	-1,311.79	47.53%
Summer Reading Program	2,163.19	2,500.00	-336.81	86.53%
Teen Programs	606.78	1,000.00	-393.22	60.68%
Grant Funded Programs	10,195.85	24,000.00	-13,804.15	42.48%
Total PROGRAMS	16,056.76	33,000.00	-16,943.24	48.66%
PUBLIC RELATIONS				
Advertising - PR	1,836.72	2,000.00	-163.28	91.84%
Flowers	92.70	250.00	-157.30	37.08%
Printing	1,619.50	2,200.00	-580.50	73.61%
Volunteer Background Checks	319.67	400.00	-80.33	79.92%
Volunteer/Staff Expenses	1,142.08	700.00	442.08	163.15%
Total PUBLIC RELATIONS	5,010.67	5,550.00	-539.33	90.28%
PUBLIC USE MATERIALS				
Courier Service (ILL)	6,440.00	7,500.00	-1,060.00	85.87%
Electronic Data Bases	8,293.04	13,500.00	-5,206.96	61.43%
Lost Items Expenses	124.92	150.00	-25.08	83.28%
Non-Print Material				
Audio Books	5,814.16	6,000.00	-185.84	96.9%
DVD/Video	3,334.28	4,000.00	-665.72	83.36%
Downloadable E-Books/Audio	8,000.00	17,000.00	-9,000.00	47.06%
Total Non-Print Material	17,148.44	27,000.00	-9,851.56	63.51%
Print Material				
Books	36,453.35	42,000.00	-5,546.65	86.79%
Subscriptions	2,020.23	2,400.00	-379.77	84.18%
Total Print Material	38,473.58	44,400.00	-5,926.42	86.65%
Grant Funded Collections	0.00	6,132.00	-6,132.00	0.0%
Total PUBLIC USE MATERIALS	70,479.98	98,682.00	-28,202.02	71.42%
Total PROGRAMS & PUBLIC USE EXPENSES	91,547.41	137,232.00	-45,684.59	66.71%
Total OPERATING EXPENSES	194,177.67	274,681.00	-80,503.33	70.69%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	2,892.06	1,800.00	1,092.06	160.67%

Upper San Juan Library District
Profit & Loss - Actuals vs Budget
January through October 2026

	Jan - Oct 26	Budget	$ Over Budget	% of Budget
Memberships	2,850.50	2,570.00	280.50	110.91%
Travel/Food Expenses	2,380.92	5,000.00	-2,619.08	47.62%
Training Grant Expenses	0.00	1,500.00	-1,500.00	0.0%
Total STAFF EDUCATION	8,123.48	10,870.00	-2,746.52	74.73%
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	2,651.31	1,250.00	1,401.31	212.11%
Employee Assist Program (EAP)	0.00	3,521.00	-3,521.00	0.0%
Health Insurance Allowance	24,695.00	36,000.00	-11,305.00	68.6%
Social Security	24,954.63	33,320.16	-8,365.53	74.89%
Medicare	5,836.17	7,792.62	-1,956.45	74.89%
Retirement (CRA)	16,039.04	15,238.11	800.93	105.26%
State Unemployment	803.77	1,612.27	-808.50	49.85%
Worker's Compensation Insurance	0.00	1,612.27	-1,612.27	0.0%
Total BENEFITS	74,979.92	100,346.43	-25,366.51	74.72%
Salaries & PTO				
SALARIES	321,311.13	533,421.97	-212,110.84	60.24%
Holiday Pay	12,876.77	0.00	12,876.77	100.0%
Paid Time Off (PTO)	39,695.73	0.00	39,695.73	100.0%
Total Salaries & PTO	373,883.63	533,421.97	-159,538.34	70.09%
Substitute Staff (subcontract)	3,915.51	4,000.00	-84.49	97.89%
Total SALARIES & BENEFITS	452,779.06	637,768.40	-184,989.34	70.99%
Total STAFF, BENEFITS & TRAINING	460,902.54	648,638.40	-187,735.86	71.06%
Total Expense	677,568.27	950,148.79	-272,580.52	71.31%
Net Ordinary Income	343,771.36	153,510.21	190,261.15	223.94%
Other Income/Expense				
Other Income				
Other Income (dividends,claims)	1,472.16	500.00	972.16	294.43%
Total Other Income	1,472.16	500.00	972.16	294.43%
Other Expense				
Expenses to be Reimb	0.00	0.00	0.00	0.0%
Suspense - Unknown	0.00	0.00	0.00	0.0%
Void	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	1,472.16	500.00	972.16	294.43%
Net Income	**345,243.52**	**154,010.21**	**191,233.31**	**224.17%**

Upper San Juan Library District
Balance Sheet
As of October 31, 2026

	Oct 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	471,806.99
Colorado Trust	357,160.94
Total Checking/Savings	828,967.93
Accounts Receivable	
Accounts Receivable	10,030.81
Total Accounts Receivable	10,030.81
Other Current Assets	
Due from Capital Reserve	1,000.00
Property Taxes Receivable	916,577.00
Total Other Current Assets	917,577.00
Total Current Assets	1,756,575.74
Fixed Assets	
Construction in Progress	2,044,793.52
Books (Inventory)	438,993.56
Buldings	1,498,755.00
Building Improvements	168,372.40
Furniture & Equipment	403,380.56
Land	362,254.00
Land Improvements	470,940.00
Accumulated Depreciation	-1,704,033.55
Total Fixed Assets	3,683,455.49
TOTAL ASSETS	**5,440,031.23**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
***Accounts Payable**	-280.17
Total Accounts Payable	-280.17
Credit Cards	
Commerce Bank 1756	5,467.90
Total Credit Cards	5,467.90
Other Current Liabilities	
Deferred Revenue	916,577.00
Payroll Current Liabilities	
Accrued Vacation/PTO	24,910.41
State Withheld & SUTA Payable	-1,189.48
Total Payroll Current Liabilities	23,720.93
Total Other Current Liabilities	940,297.93
Total Current Liabilities	945,485.66
Total Liabilities	945,485.66
Equity	
Transfer In/Out	-898,935.52

Upper San Juan Library District
Balance Sheet
As of October 31, 2026

	Oct 31, 26
Offset for Long Term Liab	-24,910.41
INVESTMENTS IN FIXED ASSETS	3,683,455.49
LIMITED FOR EMERGENCIES (Tabor)	81,650.84
COMMITTED FOR IMP & OUTREACH	162,000.00
Unrestricted Net Assets	1,146,041.65
Net Income	345,243.52
Total Equity	4,494,545.57
TOTAL LIABILITIES & EQUITY	**5,440,031.23**

Ruby Sisson Capital Improvement Fund
Profit & Loss Actuals vs.Budget
January through October 2026

	Jan - Oct 26	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
Grants			
Federal Grants	0.00	25,000.00	-25,000.00
State Grants	679,329.81	650,000.00	29,329.81
Foundation Grants	1,829,835.24	3,683,653.80	-1,853,818.56
Total Grants	2,509,165.05	4,358,653.80	-1,849,488.75
Donations & Gifts	46,128.89	500.00	45,628.89
Interest Income	4,538.28	600.00	3,938.28
Other Income	636,654.05	60,000.00	576,654.05
Total Income	3,196,486.27	4,419,753.80	-1,223,267.53
Expense			
Credit Card/Square Fees	51,208.48	0.00	51,208.48
Office Supplies	225.67	0.00	225.67
Facilities Improvements			
Architect/Professional Fees	70,546.35	31,449.02	39,097.33
Contractor Fees	3,611,918.49	3,844,168.50	-232,250.01
Furnishings	38,110.92	150,000.00	-111,889.08
Unanticipated building repairs	39,832.34	198,915.00	-159,082.66
Total Facilities Improvements	3,760,408.10	4,224,532.52	-464,124.42
Mechanical Improvements			
Solar Project	0.00	60,000.00	-60,000.00
Unanticipated Improvements	685.00	18,000.00	-17,315.00
Total Mechanical Improvements	685.00	78,000.00	-77,315.00
Technology Improvements			
Computer Replacements	6,159.12	25,000.00	-18,840.88
EV Charging	0.00	10,000.00	-10,000.00
Technology Improvements - Other	9,417.04	0.00	9,417.04
Total Technology Improvements	15,576.16	35,000.00	-19,423.84
Total Expense	3,828,103.41	4,337,532.52	-509,429.11
Net Ordinary Income	-631,617.14	82,221.28	-713,838.42
Net Income	**-631,617.14**	**82,221.28**	**-713,838.42**

Ruby Sisson Capital Improvement Fund
Profit & Loss Actuals vs.Budget
January through October 2026

	% of Budget
Ordinary Income/Expense	
Income	
Grants	
Federal Grants	0.0%
State Grants	104.51%
Foundation Grants	49.67%
Total Grants	57.57%
Donations & Gifts	9,225.78%
Interest Income	756.38%
Other Income	1,061.09%
Total Income	72.32%
Expense	
Credit Card/Square Fees	100.0%
Office Supplies	100.0%
Facilities Improvements	
Architect/Professional Fees	224.32%
Contractor Fees	93.96%
Furnishings	25.41%
Unanticipated building repairs	20.03%
Total Facilities Improvements	89.01%
Mechanical Improvements	
Solar Project	0.0%
Unanticipated Improvements	3.81%
Total Mechanical Improvements	0.88%
Technology Improvements	
Computer Replacements	24.64%
EV Charging	0.0%
Technology Improvements - Other	100.0%
Total Technology Improvements	44.5%
Total Expense	88.26%
Net Ordinary Income	-768.19%
Net Income	**-768.19%**

Ruby Sisson Capital Improvement Fund
Balance Sheet
As of October 31, 2026

	Oct 31, 26
ASSETS	
Current Assets	
Checking/Savings	
Bank of San Juans	163,651.57
Total Checking/Savings	163,651.57
Accounts Receivable	
Accounts Receivable	259,438.78
Total Accounts Receivable	259,438.78
Total Current Assets	423,090.35
TOTAL ASSETS	**423,090.35**
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
N/P-Certificate of Participatio	1,055,000.00
Total Long Term Liabilities	1,055,000.00
Total Liabilities	1,055,000.00
Equity	
Transfer In/Out	300,935.52
Retained Earnings	-301,228.03
Net Income	-631,617.14
Total Equity	-631,909.65
TOTAL LIABILITIES & EQUITY	**423,090.35**

Director's Report November 2026

We were quite busy this month as we conducted surveys and focus groups for our next long range plan. The online survey remains open, as our community is a bit distracted as they focus on flood recovery. I will share those results at the December board meeting. The focus groups were extremely productive and we are grateful to Anna Szczepanski from the Colorado Library Consortium for her skillful facilitation. One overall theme was evident: The library is used as a social space as much as a learning place, and our users, particularly young parents, want more opportunities to meet new people their age and develop new friendships. Programs for all ages will become the primary focus as we enter our post-building phase.

The building stayed dry throughout the rains and flooding. Unrelated problems surfaced, including leaky heating pipes, idle restroom fans, and a faulty hot water heater. The heating and restroom fans were quickly repaired, but our wait for a new water heating unit will be considerable during this time of transportation challenges. FCI has been extremely responsive and Mark Barnes, our maintenance man, is keeping a watchful eye on everything. The entire building and its components remain under warranty for one full year. We are sifting through the 256 pages of equipment manuals to develop a regular schedule of equipment maintenance including monthly cleaning of filters in the 19 overhead HVAC cassettes.

We were honored to be included in the town's response team meetings and were able to collect good information twice a week to share with the public, including resources for food, shelter, and help with cleanup, which we shared on both social media and our website. We posted the updated CDOT maps of open and closed roads on our bulletin boards as well as information about the individual recovery financial system process. The flood recovery resource section of our website will remain up for quite some time, as recovery from large natural disasters can take many years.

The Library Foundation is busy with Colorado Gives and holiday tree fundraisers. The Foundation will serve as the fiscal agent for the All Points North solar grant and those agreements and banking forms are being processed. We will flesh out the grant-required public education schedule from now until the end of the year in order to launch it this winter. We will also be issuing an RFP for the solar installation to commence in the spring.

Our stats continue to rise with more visitors and an increase in collection use. Circulation rose 13% in October and our visitors doubled from early summer now that the new building has opened. Nicole is making progress lining up volunteers for ESL practice and matching them with students. She is diligently training the volunteers to be as effective as possible and is keeping statistics and communication with everyone involved. She is personally working with one GED

student to tutor him in subjects where needed. The volunteer coordination program model for Adult Basic Education seems to be working well.

Upper San Juan Library District Proposed 2027 Budget

	2025 Actuals	Approved 2026	Proposed 2027
INCOME AND REVENUE			
INCOME			
Gifts/Donations Unrestricted	$ 9,280.56	$ 9,000.00	$ 6,000.00
Gifts/Donations Restricted	$ 3,000.00	$ 5,000.00	$ 5,000.00
Grants	$ 93,803.41		
Foundation Grants			$ 50,000.00
Collection Grants		$ 6,132.00	$ 6,273.00
Program Grants		$ 24,000.00	$ 18,000.00
Training Grants		$ 1,500.00	$ 1,500.00
Total Grants restricted		$ 31,632.00	$ 75,773.00
TOTAL GIFTS AND GRANTS	*$ 93,803.41*	*$ 45,632.00*	*$ 86,773.00*
Interest Income	$ 47,433.83	$ 40,000.00	$ 35,000.00
Foundation rent	$ 1,200.00	$ 1,200.00	$ -
Other income	$ 240,402.48	$ 500.00	$ 500.00
Tax Income			
Abatements	$ (2,012.19)	$ (2,000.00)	$ 2,004.54
General Property Tax	$ 896,287.37	$ 914,688.03	$ 905,935.91
Specific Ownership tax	$ 76,272.15	$ 70,000.00	$ 70,000.00
Misc. Tax income	$ -	$ 20,000.00	$ 22,943.24
Total Tax Income	$ 970,547.33	$ 1,002,688.03	$ 1,000,883.69
Total Income	$ 1,365,667.61	$ 1,121,652.03	$ 1,123,156.69
Revenue			
Book Sale (In House)	$ 639.15	$ 600.00	$ 800.00
Copies	$ 9,204.09	$ 10,000.00	$ 11,000.00
Lost books/ILL	$ 1,061.48	$ 800.00	$ 750.00
Other Revenue (& Library Cards)	$ 282.61	$ 250.00	$ 400.00
Use of Equipment (Lamination)	$ 843.00	$ 600.00	$ 600.00
Total Revenue	$ 12,030.33	$ 12,250.00	$ 13,550.00
Total Income and Revenue	**$ 1,377,697.94**	**$ 1,133,902.03**	**$ 1,136,706.69**
EXPENDITURES			

Upper San Juan Library District Proposed 2027 Budget

	2025 Actuals	Approved 2026	Proposed 2027
Operating Expenses			
Building Expenses			
Fire Alarm Monitoring	$ 540.00	$ 990.00	$ 600.00
Building Maintenance	$ 1,234.49	$ 1,000.00	$ 1,250.00
	$ -	$ -	
Janitorial service	$ 14,753.48	$ 19,300.00	$ -
Janitorial supplies		$ 2,500.00	$ 2,000.00
Landscape/Grounds Maintenance	$ 41.07	$ 500.00	$ 1,000.00
Snow Removal	$ 1,969.32	$ 5,000.00	$ 4,500.00
Trash	$ 1,499.99	$ 1,512.00	$ 1,512.00
Utilities			
Electricity	$ 7,717.04	$ 8,200.00	$ 8,000.00
Gas	$ 178.44	$ -	$ -
Geothermal	$ 5,410.34	$ 10,833.00	$ 10,000.00
Water & Sewer	$ 2,503.22	$ 6,300.00	$ 8,000.00
Total Utilities	$ 15,809.04	$ 25,333.00	$ 26,000.00
Window Cleaning	$ -	$ 1,000.00	$ 1,000.00
Total Building Expenses	**$ 35,847.39**	**$ 57,135.00**	**$ 37,862.00**
Library Office Expenses			
Accounting & Budgeting	$ 5,696.50	$ 5,500.00	$ 6,000.00
Auditing/Tax Return	$ 15,500.00	$ 15,750.00	$ 16,000.00
Credit Card Fees	$ 468.17	$ 330.00	$ 1,000.00
Equipment/Furniture/Fixtures < $500	$ 355.36	$ 500.00	$ 500.00
Equipment Maint & Parts	$ 1,240.87	$ 1,250.00	$ 1,000.00
Insurance - Bonding Insurance	$ 365.00	$ 400.00	$ 100.00
Insurance - Errors & Omissions	$ 2,540.00	$ 2,700.00	$ 2,985.00
Insurance - Liability/Contents/Bldg.	$ 7,883.00	$ 9,560.00	$ 12,132.00
Internet/ISP	$ 3,431.52	$ 3,114.00	$ 3,500.00
Legal Services	$ 94.19	$ 500.00	$ 500.00
Maintenance Agmts & Licenses			
Hardware Maint Agmts (Copier)	$ 2,526.22	$ 3,000.00	$ 2,700.00
Software Maintenance licenses	$ 7,913.75	$ 13,600.00	$ 16,430.00

	2025 Actuals	Approved 2026	Proposed 2027
Total Maintenance Agreements	**$ 10,439.97**	**$ 16,600.00**	**$ 19,130.00**
Office Supplies	$ 5,299.20	$ 3,500.00	$ 4,000.00
Postage/PO Box	$ 1,099.88	$ 1,200.00	$ 1,200.00
Sales Tax Expense	$ 125.44	$ 300.00	$ 200.00
Storage	$ 1,777.95	$ 2,500.00	$ 1,250.00
Telephone	$ 2,607.70	$ 2,610.00	$ 2,700.00
Total Library Office Expenses	**$ 58,924.75**	**$ 66,314.00**	**$ 72,197.00**
Outside Contractors			
IT Consulting	$ 14,554.30	$ 14,000.00	$ 14,000.00
Independent Contractors	$ 8,138.75	$ -	
Courier Service (ILL)	$ 7,231.92	$ 7,500.00	$ 6,440.00
Total Outside Contractors	**$ 29,924.97**	**$ 21,500.00**	**$ 20,440.00**
Programs			
Children's Programs	$ 3,552.07	$ 2,500.00	$ 2,000.00
Teen Programs	$ 557.55	$ 1,000.00	$ 1,500.00
Adult Programs (AS,ESL,PALS)	$ 1,939.10	$ 3,000.00	$ 4,000.00
Summer Reading	$ 2,024.76	$ 2,500.00	$ 2,000.00
Grant funded programs		$ 24,000.00	$ 18,000.00
Total Programs	**$ 8,073.48**	**$ 26,500.00**	**$ 27,500.00**
Public Relations			
Outreach/Marketing/PR	$ 2,152.26	$ 2,000.00	$ 1,500.00
Flowers	$ -	$ 250.00	$ 100.00
Printing		$ 2,200.00	$ 1,000.00
Volunteers & Staff	$ 822.41	$ 700.00	$ 700.00
V&S Background Checks	$ 312.95	$ 400.00	$ 500.00
Total Public Relations	**$ 3,287.62**	**$ 5,550.00**	**$ 3,800.00**
Public Use Materials			
Electronic Databases	$ 19,430.85	$ 13,500.00	$ 13,318.00

	2025 Actuals	Approved 2026	Proposed 2027
Lost Item Expenses	$ 156.89	$ 150.00	$ 150.00
Non-Print Material			
Audio Books -- adults & youth	$ 7,248.40	$ 6,000.00	$ 6,000.00
DVD -- adults & youth	$ 3,944.74	$ 4,000.00	$ 4,000.00
Downloadable Audio/E-Books/Magazines	$ 11,000.00	$ 17,000.00	$ 13,250.00
Total Non-Print Material	**$ 41,780.88**	**$ 40,650.00**	**$ 36,718.00**
Books	$ 41,678.36	$ 42,000.00	$ 41,990.00
Subscriptions	$ 2,353.27	$ 2,400.00	$ 3,000.00
Total Print Material	$ 44,031.63	$ 44,400.00	$ 44,990.00
Grant Funded Collections		$ 6,132.00	$ 6,273.00
Total Public Use Materials		**$ 91,182.00**	**$ 87,981.00**
Total Collections and Programs	**$ 85,812.51**	**$ 117,682.00**	**$ 115,481.00**
TOTAL OPERATING EXPENSES	**$ 226,072.93**	**$ 279,051.00**	**$ 249,780.00**
Staff Education			
Conferences/Workshops	$ 1,825.32	$ 1,800.00	$ 2,300.00
Membership	$ 2,299.48	$ 2,570.00	$ 2,100.00
Travel	$ 77.41	$ 5,000.00	$ 3,300.00
Training grant expenses		$ 1,500.00	$ 1,500.00
Total Staff Education	**$ 4,202.21**	**$ 10,870.00**	**$ 9,200.00**
CAPITAL OUTLAY			
Furniture/Fixtures/Equipment > $500	$ 7,274.82	$ -	$ -
Landscaping (Improvements)	$ -	$ -	$ -
Master Plan Expenses	$348,886	$ -	$ -
Microfilm Digitization	$ -	$ -	$ -
Technology > $500		$ -	$ -
IT Equipment - New	$ 19,534.80	$ -	
Phone System	$ -	$ -	$ -
Software - New	$ 1,377.75	$ -	$ -
Technology > $500 - Other	$ 11,219.65	$ -	$ -
Total Capital Outlay	**$ 388,292.83**	$ -	$ -

Upper San Juan Library District Proposed 2027 Budget

	2025 Actuals	Approved 2026	Proposed 2027
FIXED EXPENSES			
Treasure's Fee (3% Property Tax Revenue)	$ 26,856.77	$ 26,829.39	$ 30,026.51
Lease repayment			$ 131,850.49
Total Fixed Expenses	**$ 26,856.77**	**$ 26,829.39**	**$ 161,877.00**
BENEFITS AND PERSONNEL			
Benefits			
Mileage Reimbursement	$ 998.56	$ 1,250.00	$ 1,250.00
Insurance Allowance	$ 29,500.00	$ 36,000.00	$ 30,000.00
Social Security - 6.2	$ 29,162.62	$ 33,320.16	$ 33,799.09
Medicare - 1.45	$ 6,820.28	$ 7,792.62	$ 7,904.63
Retirement 4% FT salaries	$ 10,809.81	$ 15,238.11	$ 13,636.54
State Unemployment 0.3%	$ 940.58	$ 1,612.27	$ 1,635.44
Workman's Comp 0.3%	$ 695.00	$ 1,612.27	$ 1,635.44
Employee Assistance Program	$ 7,041.70	$ 3,521.00	$ 7,200.00
Total Benefits	$ 85,968.55	$ 100,346.43	$ 97,061.14
Personnel			
Regular Salaries	$ 367,971.11	$ 533,421.97	$539,146.65
Substitute	$ 4,711.43	$ 4,000.00	$ 6,000.00
Holiday Pay	$ 18,197.66		
PTO	$ 42,458.90		
End of year incentive pay	$ 6,562.50		
Total Personnel	$ 439,901.60	$ 537,421.97	$545,146.65
Total Benefits and Personnel	**$ 525,870.15**	$ 637,768.40	$642,207.79
Total Expenditures	$ 1,253,061.23	$ 954,518.79	$ 1,063,064.79
Net change in fund balance	$ 80,493.17	$ 187,339.60	$ 73,641.90
Operating Reserve Fund Balance beginning of ye	$ 1,174,527.11	$ 1,040,663.01	$ 628,002.61
Transfer to Capital Improvement Fund	$ (214,357.27)	$ (600,000.00)	$ (100,000.00)
Operating Reserve Fund Balance end of year	$ 1,040,663.01	$ 628,002.61	$ 601,644.51

Proposed 2027 Capital Budget

1st Draft

Beginning Balance		$	82,221.00
Transfer from Operating		$	100,000.00
Income	**2026**		**2027**
Grants			
Federal Grants	25,000.00	$	-
State Grants	650,000.00	$	-
Foundation Grants	3,683,653.80	$	40,000.00
Total Grants	4,358,653.80	$	40,000.00
Donations & Gifts	500.00	$	5,000.00
Interest Income	600.00	$	600.00
Other Income	60,000.00	$	-
Total Income	4,419,753.80	$	227,821.00
Expense			
Credit Card/Square Fees		$	150.00
Facilities Improvements			
Architect/Professional Fees	31,449.02	$	-
Contractor Fees	3,844,168.50	$	-
Furnishings	150,000.00	$	10,000.00
Unanticipated building repairs	198,915.00	$	30,000.00
Total Facilities Improvements	4,224,532.52	$	40,000.00
Mechanical Improvements			
Solar Project	60,000.00	$	40,000.00
Unanticipated Improvements	18,000.00	$	10,000.00
Total Mechanical Improvements	78,000.00	$	50,000.00
Technology Improvements			
Computer Replacements	25,000.00	$	8,000.00
EV Charging	10,000.00	$	-
Technology Improvements - C	0.00	$	1,000.00
Total Technology Improvements	35,000.00	$	9,000.00
Total Expense	4,337,532.52	$	99,150.00
Fund Balance	**82,221**	**$**	**128,671.00**

2027 Holiday Closings

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Monday, February 15	Presidents Day
Monday, May 31	Memorial Day
Friday, June 18	Juneteenth National Independence Day
Monday, July 5 (observed)	Independence Day
Monday, September 6	Labor Day
Thursday, November 25	Thanksgiving Break
Friday, November 26	
Saturday, November 27	
Friday, December 24	Christmas Eve
Saturday, December 25	Christmas
Friday, December 31	New Year's Eve