Ruby M. Sisson MEMORIAL LIBRARY
UPPER SAN JUAN LIBRARY DISTRICT
811 San Juan St
Pagosa Springs, CO 81147

Barbara Brattin, Library Director

LIBRARY BOARD
Andrea Cox, President
Katie Cloudman, Vice President
David Hamilton, Treasurer
Marcie Taylor, Secretary
Sherry Spears
Gayle Dixon
Al Northup

Regular Meeting of the Library Board of Trustees

Wednesday, January 21, 2026

4pm

Online via Zoom

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 December 10, 2025 regular board meeting minutes
   b. 2026 Library Board Meeting Schedule and Posting Notice

V. REPORTS
   a. Foundation/ Development Report (Katie Dobbins, Foundation Director)
   b. December 31, 2025 Financial Report (David)
   c. 2025 Year in Review/ 2026 Goals

VI. NEW BUSINESS
   a. Election of 2026 Board Officers
   b. Conflict of Interest Form 2026
   c. Assignment of Library Director as Budget Officer
   d. Approval to close Thursday, February 6, 2026 for all-staff training

VII. UNFINISHED BUSINESS
VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: February 18, 2025, by Zoom, https://us02web.zoom.us/j/83398449146

ADJOURNMENT

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.

UPPER SAN JUAN LIBRARY DISTRICT

Board of Trustees Meeting Minutes

December 10. 2025

The meeting took place as an audio/video online meeting using Zoom. The front door of the library and the library website posted the public meeting announcement with instruction on how to attend.

The meeting was called to order by President Andrea Cox at 4:05pm.

Roll call and determination of a quorum: Members present were Director Barb Brattin, Foundation Director Katie Dobbins and board members Katie Cloudman, Sherry Spears, Andrea Cox, David Hamilton, Gayle Dixon and Marcie Taylor.

Agenda approval: A motion to approve the agenda was presented by Katie Cloudman and seconded by Sherry Spears. The motion passed.

Public comment: None

Approval of Minutes: Approval November 2025 board meeting minutes. Motion presented by Sherrie Spears and seconded by Katie Cloudman. The motion passed.

Reports: Library Foundation director Katie Dobbins reported The Pagosa Springs Writers Guild annual book creations have been delivered and well received. The group plans to sell the books at local retail stores. The group is currently working on their yearend budget.

The financial report from David Hamilton indicated it has been a very good year for the library.

Director Barb anticipates a good look for the library, post construction, particularly approaching from the west on Putt Hill. There is currently a major problem with water coming off the roof. This will be solved with gutters which is a part of the construction plan. The IMLS shutdown by the federal government has been reversed. This reopens one third of the Colorado State Library budget. Bean Stack, the reading challenge with prizes for school age children, will begin on December 15 at the library and continue through the summer. Flyers have been distributed to local elementary schools.

New business: **Resolution 2025-02.** M**otion:** to adopt the 2026 budget. Presented by David Hamilton and seconded by Sherrie Spears. The motion passed.

Resolution 2025-03 to appropriate sums of money for 2026 expenditures. The motion was presented by Katie Cloudman and seconded by Marcie Taylor. The motion passed.

Resolution 2025-04 to set the 2026 Mill Levy. The 1.5 mill levy was not inserted into the text of the document presented. The copy signed by Andrea and David will include the 1.5 mill stipulation in the document.

Certification of 2026 Tax Levies: $4,309 was abated in taxes in 2025- the library did not get this amount back in 2025 but will tax to recover the money as the law allows in the amount of $4,257. **Motion:** To certify 2026 tax levy as presented. Motion to approve by David Hamilton and seconded by Katey Cloudman. The motion passed.

Reappointment of library board members for a full three year term: **Motion**: to reappoint board member Sherry Spears for second consecutive term ending December 31, 2028: Motion presented by Gayle Dixon and seconded by Katie Cloudman. The motion passed. M**otion** to reappoint David Hamilton for a second consecutive term ending December 31, 2028: Motion presented by Gayle Dixon and seconded by Sherry Spears. The motion passed. **Motion**: to reappoint board member Katie Cloudman to a second consecutive term ending December 31, 2028. The motion was presented by Sherry Spears and seconded by Marcie Taylor. The motion passed.

Staff year-end bonuses: The library has a tradition of giving year-end bonuses to the library staff. **Motion:** All full time employees will receive a $750 bonus this year. All regular part time employees will receive a $375 bonus this year. All substitutes will receive a $187.50 bonus this year. Motion: Gayle Dixon. Second: Katie Cloudman. This would initiate a plan to phase out year-end bonuses in the future.

Unfinished business: None. The next board meeting will be on January 21, 2026 at 4:00pm via Zoom. The election of board officers will take place at the January meeting.

For the good of the order: Director Barb thanked the board for their service this year and she indicated we have a wonderful board. Merry Christmas and Happy New Year to all!

Motion: To adjourn the meeting at 5:07pm. Presented by Sherrie Spears and seconded by Gayle Dixon. The motion passed.

2026 meetings for the Board of Trustees for Upper San Juan Library District (dba Ruby M. Sisson Memorial Library)

Unless otherwise noted, these meetings are held online on the 3rd Wednesday of the month at 4 pm. The Zoom link is https://us02web.zoom.us/j/83398449146 with meeting ID: 833 9844 9146. If calling in, dial +1 346 248 7799 with meeting ID: 833 9844 9146.

All meetings are open to the public.

Notice of Library Board Meetings will be posted on the front door of the library building and on the library's website at pagosalibrary.org.

SCHEDULE OF MEETINGS

January 21, 2026

February 18, 2026

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

July 15, 2026

August 19, 2026

September 16, 2026 (online and in person)

October 21, 2026 (online and in person)

November 18, 2025 (Budget hearing online and in person)

December 9, 2026 (*Please note that this meeting will fall on the 2nd Wednesday of the month, instead of the usual 3rd Wednesday to align with county budget submission deadlines. It is held in the library's meeting room.)

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through December 2025

	Jan - Dec 25	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)	9,280.55	6,000.00	3,280.55	154.68%
Gifts/Donations (restricted)	3,000.00	600.00	2,400.00	500.0%
Grants (general)	0.00	0.00	0.00	0.0%
Grants (restricted)	93,803.41	12,000.00	81,803.41	781.7%
INCOME - PROPERTY TAX				
Property Tax	896,287.37	894,313.00	1,974.37	100.22%
Specific Ownership Tax	76,272.15	70,000.00	6,272.15	108.96%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-2,012.19	-2,000.00	-12.19	100.61%
Total INCOME - PROPERTY TAX	970,547.33	982,178.00	-11,630.67	98.82%
INCOME - REVENUE				
Book Sales - Taxable	639.15	1,500.00	-860.85	42.61%
Copies	9,204.09	9,000.00	204.09	102.27%
Lost Books/ILL	1,061.48	800.00	261.48	132.69%
Other Revenue (& library cards)	282.61	250.00	32.61	113.04%
Use of Equipment	843.00	1,200.00	-357.00	70.25%
Total INCOME - REVENUE	12,030.33	12,750.00	-719.67	94.36%
Interest Income	47,433.83	43,000.00	4,433.83	110.31%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
Total Income	1,137,295.45	1,059,228.00	78,067.45	107.37%
Gross Profit	1,137,295.45	1,059,228.00	78,067.45	107.37%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
CAPITAL OUTLAY				
Equipment & Furniture >$500	7,274.82	500.00	6,774.82	1,454.96%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
Technology > $500				
IT Equipment - New	19,534.80	20,500.00	-965.20	95.29%
Software - New	1,377.75	1,285.00	92.75	107.22%
Technology > $500 - Other	11,219.65	11,400.00	-180.35	98.42%
Total Technology > $500	32,132.20	33,185.00	-1,052.80	96.83%
Total CAPITAL OUTLAY	39,407.02	34,185.00	5,222.02	115.28%
FIXED EXPENSES				
Treasurer's Fees	26,856.77	29,465.34	-2,608.57	91.15%
Total FIXED EXPENSES	26,856.77	29,465.34	-2,608.57	91.15%
Total CAPITAL OUTLAY & FIXED EXPENSES	66,263.79	63,650.34	2,613.45	104.11%
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	540.00	990.00	-450.00	54.55%
Bldg Maintenance Costs	1,234.49	1,000.00	234.49	123.45%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	14,753.48	15,840.00	-1,086.52	93.14%
Landscape/Grounds Maint	41.07	500.00	-458.93	8.21%
Snow Removal	1,969.32	8,000.00	-6,030.68	24.62%
Trash	1,499.99	1,550.00	-50.01	96.77%
Utilities				
Electricity	7,717.04	7,500.00	217.04	102.89%

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through December 2025

	Jan - Dec 25	Budget	$ Over Budget	% of Budget
Gas	178.44	320.00	-141.56	55.76%
Geothermal	5,410.34	3,500.00	1,910.34	154.58%
Water & Sewer	2,503.22	4,675.00	-2,171.78	53.55%
Total Utilities	15,809.04	15,995.00	-185.96	98.84%
Total BUILDING EXPENSES	35,847.39	44,025.00	-8,177.61	81.43%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	5,696.50	7,525.00	-1,828.50	75.7%
Auditing / Tax Return Prep	15,500.00	15,500.00	0.00	100.0%
Collection & Credit Card Fees	468.17	100.00	368.17	468.17%
Equipment & Furniture < $500	355.36	500.00	-144.64	71.07%
Eqmt & Computer Maint & Parts	1,240.87	500.00	740.87	248.17%
Insurance Expense				
Insurance - Bonding	365.00	365.00	0.00	100.0%
Insurance-Directors & Officers	2,540.00	2,700.00	-160.00	94.07%
Insurance - Liab/Contents/Bldg	7,883.00	8,800.00	-917.00	89.58%
Total Insurance Expense	10,788.00	11,865.00	-1,077.00	90.92%
Internet / ISP	3,431.52	3,300.00	131.52	103.99%
Legal Services	94.19	1,000.00	-905.81	9.42%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	2,526.22	4,500.00	-1,973.78	56.14%
Software Maint Agmts	7,913.75	9,240.00	-1,326.25	85.65%
Total Maint Agmts & Licenses	10,439.97	13,740.00	-3,300.03	75.98%
Office Supplies	5,299.20	5,000.00	299.20	105.98%
Postage / PO Box	1,099.88	700.00	399.88	157.13%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	1,777.95	1,300.00	477.95	136.77%
Telephone	2,607.70	2,700.00	-92.30	96.58%
SUBCONTRACTORS				
Independent Contractors	8,138.75	1,000.00	7,138.75	813.88%
IT Consulting	14,554.30	15,000.00	-445.70	97.03%
Total SUBCONTRACTORS	22,693.05	16,000.00	6,693.05	141.83%
Total LIBRARY OFFICE EXPENSES	81,617.80	80,030.00	1,587.80	101.98%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	1,939.10	4,000.00	-2,060.90	48.48%
Children's Programs	3,552.07	2,500.00	1,052.07	142.08%
Summer Reading Program	2,024.76	2,000.00	24.76	101.24%
Teen Programs	557.55	1,500.00	-942.45	37.17%
Total PROGRAMS	8,073.48	10,000.00	-1,926.52	80.74%
PUBLIC RELATIONS				
Advertising - PR	2,152.26	2,000.00	152.26	107.61%
Volunteer Background Checks	312.95	300.00	12.95	104.32%
Volunteer/Staff Expenses	822.41	1,000.00	-177.59	82.24%
Total PUBLIC RELATIONS	3,287.62	3,300.00	-12.38	99.63%
PUBLIC USE MATERIALS				
Courier Service (ILL)	7,231.92	7,154.00	77.92	101.09%
Electronic Data Bases	19,430.85	18,000.00	1,430.85	107.95%
Lost Items Expenses	156.89	50.00	106.89	313.78%
Non-Print Material				
Audio Books	7,248.40	8,000.00	-751.60	90.61%

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through December 2025

	Jan - Dec 25	Budget	$ Over Budget	% of Budget
DVD/Video	3,944.74	4,000.00	-55.26	98.62%
Downloadable E-Books/Audio	11,000.00	15,000.00	-4,000.00	73.33%
Total Non-Print Material	22,193.14	27,000.00	-4,806.86	82.2%
Print Material				
Books	41,678.36	45,800.00	-4,121.64	91.0%
Subscriptions	2,353.27	2,200.00	153.27	106.97%
Total Print Material	44,031.63	48,000.00	-3,968.37	91.73%
Total PUBLIC USE MATERIALS	93,044.43	100,204.00	-7,159.57	92.86%
Total PROGRAMS & PUBLIC USE EXPENSES	104,405.53	113,504.00	-9,098.47	91.98%
Total OPERATING EXPENSES	221,870.72	237,559.00	-15,688.28	93.4%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	1,825.32	1,500.00	325.32	121.69%
Memberships	2,299.48	6,000.00	-3,700.52	38.33%
Travel/Food Expenses	77.41	3,600.00	-3,522.59	2.15%
Total STAFF EDUCATION	4,202.21	11,100.00	-6,897.79	37.86%
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	998.56	0.00	998.56	100.0%
Employee Assist Program (EAP)	7,041.70	3,521.00	3,520.70	199.99%
Health Insurance Allowance	29,500.00	30,000.00	-500.00	98.33%
Social Security	29,162.62	24,336.61	4,826.01	119.83%
Medicare	6,820.28	5,691.63	1,128.65	119.83%
Retirement (CRA)	10,809.81	11,648.00	-838.19	92.8%
State Unemployment	940.58	1,177.58	-237.00	79.87%
Worker's Compensation Insurance	695.00	1,177.58	-482.58	59.02%
Total BENEFITS	85,968.55	77,552.40	8,416.15	110.85%
Salaries & PTO				
SALARIES	367,971.11	392,526.00	-24,554.89	93.74%
Year End Incentive Pay	6,562.50	4,500.00	2,062.50	145.83%
Holiday Pay	18,197.66	0.00	18,197.66	100.0%
Paid Time Off (PTO)	42,458.90	0.00	42,458.90	100.0%
Total Salaries & PTO	435,190.17	397,026.00	38,164.17	109.61%
Substitute Staff (subcontract)	4,711.43	3,000.00	1,711.43	157.05%
Total SALARIES & BENEFITS	525,870.15	477,578.40	48,291.75	110.11%
Total STAFF, BENEFITS & TRAINING	530,072.36	488,678.40	41,393.96	108.47%
Total Expense	818,206.87	789,887.74	28,319.13	103.59%
Net Ordinary Income	319,088.58	269,340.26	49,748.32	118.47%
Other Income/Expense				
Other Income				
Other Income (dividends,claims)	603.36	100.00	503.36	603.36%
Reserve Income				
Reimb from Foundation	239,799.12	0.00	239,799.12	100.0%
Total Reserve Income	239,799.12	0.00	239,799.12	100.0%
Total Other Income	240,402.48	100.00	240,302.48	240,402.48%
Other Expense				
Reserve Expenses				
Development Marketing/PR/Adv	15.00	0.00	15.00	100.0%
Master Plan Expenses	348,869.60	200,000.00	148,869.60	174.44%

Ruby M. Sisson Memorial Library
Profit & Loss - Actuals vs Budget
January through December 2025

	Jan - Dec 25	Budget	$ Over Budget	% of Budget
Total Reserve Expenses	348,884.60	200,000.00	148,884.60	174.44%
Expenses to be Reimb	1.21	0.00	1.21	100.0%
Total Other Expense	348,885.81	200,000.00	148,885.81	174.44%
Net Other Income	-108,483.33	-199,900.00	91,416.67	54.27%
Net Income	**210,605.25**	**69,440.26**	**141,164.99**	**303.29%**

Ruby M. Sisson Memorial Library
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	59,035.58
Colorado Trust	1,036,720.86
Total Checking/Savings	1,095,756.44
Accounts Receivable	
Accounts Receivable	5,912.04
Total Accounts Receivable	5,912.04
Other Current Assets	
Property Taxes Receivable	600,525.10
Total Other Current Assets	600,525.10
Total Current Assets	1,702,193.58
Fixed Assets	
Books (Inventory)	457,159.08
Buldings	1,498,755.00
Building Improvements	168,372.40
Furniture & Equipment	379,176.00
Land	362,254.00
Land Improvements	470,940.00
Accumulated Depreciation	-1,553,291.62
Total Fixed Assets	1,783,364.86
TOTAL ASSETS	**3,485,558.44**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
***Accounts Payable**	11,131.18
Total Accounts Payable	11,131.18
Credit Cards	
Commerce Bank 1756	1,534.12
Total Credit Cards	1,534.12
Other Current Liabilities	
Deferred Revenue	600,525.10
Payroll Current Liabilities	
Accrued Vacation/PTO	21,939.16
State Withheld & SUTA Payable	-1,031.07
Total Payroll Current Liabilities	20,908.09
Total Other Current Liabilities	621,433.19
Total Current Liabilities	634,098.49
Total Liabilities	634,098.49
Equity	
Offset for Long Term Liab	-21,939.16
INVESTMENTS IN FIXED ASSETS	1,783,364.86
LIMITED FOR EMERGENCIES (Tabor)	4,633.65

Ruby M. Sisson Memorial Library
Balance Sheet
As of December 31, 2025

	Dec 31, 25
COMMITTED FOR IMP & OUTREACH	162,000.00
Opening Bal Equity	-292,591.68
Unrestricted Net Assets	1,005,386.96
Net Income	210,605.32
Total Equity	2,851,459.95
TOTAL LIABILITIES & EQUITY	**3,485,558.44**

Jan-Dec 2025	2025	2024	2023	2022	2021
Property Tax	$970,547	$1,014,393	$667,395	$636,099	$582,773
Other Income	$167,351	$130,100	$75,227	$37,942	$38,669
Unanticipated Donation(s) *	$0	$0	$0	$23,690	$5,000
Total Income	**$1,137,899**	**$1,144,494**	**$742,622**	**$697,731**	**$626,442**
Capital & Fixed Expenses	$66,264	$30,347	$19,670	$17,254	$18,192
Building Expenses	$35,847	$42,236	$42,548	$38,169	$45,104
Office Expenses	$81,618	$43,997	$53,985	$39,917	$46,696
Programs & Public Use Materials	$104,406	$87,665	$78,224	$70,665	$67,620
Personnel & Benefits	$530,072	$425,230	$391,499	$362,136	$363,064
Total Expenses	**$818,207**	**$629,475**	**$585,926**	**$528,141**	**$540,676**
Net Ordinary Income	**$319,692**	**$515,018**	**$156,696**	**$169,590**	**$85,766**
Reimb from Foundaton	-$239,799				
HVAC Replacement					
Master Plan Expenses	$348,870	$187,455		$0	
Gift to Foundation					
Net Income	**$210,622**	**$327,564**	**$156,696**	**$169,590**	**$85,766**
Cash on hand:	**$1,095,756**	**$1,177,785**	**$845,656**	**$692,461**	**$522,099**

Note: 2021 net income differs from QBs - Foundation Reimbursable Expenses not in this report's bottom line.

*2021: June Foundation ESL funding $5,000
*2022: Land sold to CDOT

Ruby Sisson Capital Improvement Fund
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
Bank of San Juans	81,848.56
Total Checking/Savings	81,848.56
Total Current Assets	81,848.56
TOTAL ASSETS	**81,848.56**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,019.63
Total Accounts Payable	1,019.63
Total Current Liabilities	1,019.63
Total Liabilities	1,019.63
Equity	
Net Income	80,828.93
Total Equity	80,828.93
TOTAL LIABILITIES & EQUITY	**81,848.56**

Ruby Sisson Capital Improvement Fund
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants				
Federal Grants	0.00	50,000.00	-50,000.00	0.0%
State Grants	0.00	940,000.00	-940,000.00	0.0%
Foundation Grants	1,262,254.33	4,775,482.00	-3,513,227.67	26.43%
Total Grants	1,262,254.33	5,765,482.00	-4,503,227.67	21.89%
Donations & Gifts	3,873.00	500.00	3,373.00	774.6%
Interest Income	2,532.82	100.00	2,432.82	2,532.82%
Other Income	0.00	2,500.00	-2,500.00	0.0%
Total Income	1,268,660.15	5,768,582.00	-4,499,921.85	21.99%
Expense				
Office Supplies	18.75			
Facilities Improvements				
Architect/Professional Fees	44,007.23	75,000.00	-30,992.77	58.68%
Contractor Fees	1,142,785.61	5,357,697.00	-4,214,911.39	21.33%
Furnishings	0.00	25,000.00	-25,000.00	0.0%
Unanticipated building repairs	1,019.63	267,885.00	-266,865.37	0.38%
Total Facilities Improvements	1,187,812.47	5,725,582.00	-4,537,769.53	20.75%
Mechanical Improvements				
Unanticipated Improvements	0.00	18,000.00	-18,000.00	0.0%
Total Mechanical Improvements	0.00	18,000.00	-18,000.00	0.0%
Technology Improvements				
Computer Replacements	0.00	25,000.00	-25,000.00	0.0%
Total Technology Improvements	0.00	25,000.00	-25,000.00	0.0%
Total Expense	1,187,831.22	5,768,582.00	-4,580,750.78	20.59%
Net Ordinary Income	80,828.93	0.00	80,828.93	100.0%
Net Income	**80,828.93**	**0.00**	**80,828.93**	**100.0%**

DIRECTOR'S REPORT
2025 YEAR IN REVIEW/ 2026 GOALS

Construction

PROGRESS

After much discussion and several revisions, the team from Reynold Ash finalized bid documents. The Request for Proposals brought back three viable bids. FCI, headquartered in Durango, was chosen by a panel of community members, the architect and the library director. The service desk and program room nesting tables have been purchased. Unfortunately, mold was discovered in the existing and new crawl spaces. Mitigation has begun and will cost approximately $15,000. We are using the contract allowance for the service desk and partial allowance for the tree in the children's room to pay for the remediation. The contract was signed and construction began August 2025. The project is on schedule for completion in August 2026.

2026 GOALS:

Oversee the progress on the construction with an eye toward catching omissions and suggesting improvements on the proposed plans. Eliminate the Zircon. Seek grants to support construction costs and new furnishings. Partner with local agencies when possible. Finish the construction by the end of the summer.

Fundraising

PROGRESS

2025 was a very successful year for fundraising, landing $906,759 in grants directly to the library. This is in addition to what the Foundation raised for the library's capital campaign. The 100 Extraordinary Women Campaign earned an astonishing $301,000 for the Foundation.

- DOLA EIFA grant $840,000 for construction
- Coors Foundation $30,000 for construction
- State Grants to Libraries $6,159 for Overdrive and large print books
- Pilcrow Foundation $1,800 in children's books
- ALA Transforming Communities grant $10,000 for ADA designed service desk
- LPEA $3,000 for outside book drop
- MIT/Cortico Teen Dialogue Accelerator grant $15,800 for public programming

2026 GOALS:

- All Points North solar grant application in progress $60,000 potential
- Colorado Department of Energy Charge Ahead Colorado grant application in progress $14,000 potential- application delayed seeking high-altitude model
- T-Mobile Hometown Grant submitted to furnish and equip library makerspace $50,000
- United for Libraries/ Penguin grant application submitted to host One Community/ One Book $1,000
- ALA Will Eisner grant application submitted to establish an adult graphic novel collection and offer related programming.
- Repeat Pilcrow children's book grant
- Work with Weminuche Audubon and CSU to leverage garden grants (in progress)

Technology
PROGRESS: All staff computers replaced 2025. New copier in place 2025, and staff using the old Xerox for draft documents at no cost to the library. New switches in place, faster Internet through Visionary for the same price.

2026 GOALS:

- Replace all patron computers and monitors before opening day.
- Install an LCD screen behind the new service desk to promote services and upcoming programs

Staffing
PROGRESS: Annual performance reviews finished, staff responsibilities aligned with talents and interests. New Assistant Director hired and onboarded. Training continues in support of succession planning. Cross training in cataloging has significantly reduced our cataloging backlog.

2026 GOALS:
Hire and on-board a new full time Children's Librarian.
Work with CLiC consultant to review our cataloging processes with an eye toward efficiency

Collections
PROGRESS: We successfully weeded the entire collection in 2025 and with the support of an increased collection budget and several grants, we created a Classics collection, expanded our large print collection, greatly improved out children's nonfiction collection and added the Overdrive ebook platform to our digital collection.

2026 GOALS:

- Restore the Hershey Collection to public access
- Seek grant funding for new books
- Leverage State Grants to Libraries to support continued access to the Overdrive platform
- Continue to improve the large print collection
- Improve labeling of series titles
- Organize the collection to fit into the new spaces

Services
Through the determination of library staff, we continued to hold core library programs throughout the community during construction. With additional spaces for library programs in 2026 and additional children's staff, we will dramatically increase our program offerings.

<u>Other 2026 Major Initiatives</u>:
Strategic Planning with the community tentatively scheduled for July 2026
New Library Logo
Children's mural project
Participation in community celebrations of America 250/ Colorado 150

Upper San Juan Library District

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.

Conflict of Interest Policy

A conflict of interest is defined as an actual or perceived interest by a staff or board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. The officers and members are obligated to always act in the best interest of the organization and seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fundraising activities by members of the Board of Directors.

B. No officer, or member of the organization shall participate in the selection, award or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
    1. The officer or member;
    2. Any member of their immediate family;
    3. Their partner;
    4. An organization in which any of the above is an officer, director, or employee;
    5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

C. **Disclosure** – Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. **Board Action** – When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote by the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

E. **Record of Conflict** – The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Name of Board member	Title of Board member
Signature of Board member	Date