Ruby M. Sisson Memorial Library

Upper San Juan Library District

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
July 15, 2026
4 pm
811 San Juan St, Pagosa Springs, CO

AGENDA

I. ROLL CALL AND DETERMINATION OF QUORUM
II. AGENDA APPROVAL
III. PUBLIC COMMENTS
IV. CONSENT AGENDA
  a. Approval of the June 17, 2026 regular board meeting minutes
V. REPORTS
  a. Foundation/ Development Report (Katie Dobbins, Foundation Director)
  b. June 30, 2026 Financial Report (David)
  c. Director's Report
  d. Construction Report
VI. NEW BUSINESS
  a. 2025 Audit report (Crimson Singleton, Squire)
VII. UNFINISHED BUSINESS
VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: August 19, 2026, hybrid, in person

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

June 17, 2026

The meeting was called to order by board president Andrea Cox at 4:05 pm. Board members present were David Hamilton, Katie Cloudman, Marcie Taylor, Sherrie Spears, Al Northrup, Gayle Dixon and library director Barb Brattin.

The meeting agenda was approved by the board members. Katie/Sherry.

Consent Agenda: The minutes of the meetings on May 20 and May 27, 2026 (special board meeting) were approved as written. Al/Sherry

The Friends of the Library has $100,000, $50,000 of which was donated many years ago and has since accumulated considerable interest. The question to the Friends is, could it be used for current construction costs? The original donation was intended for books. The board's hope is that these funds will be applied to the construction project.

The Friends of the Library book sale will be July 16-18, 2026 at the Methodist Church in downtown Pagosa Springs.

Financial report: David Hamilton reported the library finances are "spot on" for this time of year. The library has been granted $104,392 in supplemental funds from DOLA in support of the community room which is part of the current library construction. With addition of solar panels, the library may well be able to function off grid. This would potentially save $1,000 per month in expenses.

Construction: The grand opening of the new library is currently scheduled for September 12, 2026. Sherry Spears volunteered to help with this event. The building project currently has a financial shortfall of $942,116.82. The architectural team has been very helpful with this challenge.

New business: There is a group in Pagosa Springs that would like to use lodging tax to send 2 year old preschool children, free of charge, to school in Archuleta County and reached out to the library director to ask if the library board would support this request to the county. The library board declined to officially support this initiative, as it prefers to stay neutral as a board on any issues other than those directly concerned with library service.

The October 2026 library board meeting has been rescheduled for October 14, 2026 to allow us to comply with the DOLA budget calendar requirements. David/Al. The motion passed.

Unfinished business: Select a company to represent the library regarding a certificate of participation. The shortfall is just under one million. Gayle presented financial information on the two companies being considered: Hilltop and McLiney. Pagosa Springs Medical Center used Hilltop during their construction phase and they were pleased with the results. The estimated fees for the two companies are as follows: Hilltop $100,000 and McLiney $50,000.

Motion: David Hamilton. Hire McLiney for the task. Vote: Five votes for the motion and two votes against the motion. The motion to hire the McLiney group passed.

The next meeting: July 15, 2026. The board will return to in person monthly meetings at the library.

For the good of the order: None

Motion to adjourn the meeting at 5:43: Gayle and Sherrie. The motion passed.

Respectfully submitted,

Marcie Taylor

Recording secretary

Upper San Juan Library District
Balance Sheet
As of June 30, 2026

	Jun 30, 26	
ASSETS		
Current Assets		
Checking/Savings		
Bank of the San Juans 1460		501,352.51
Colorado Trust		352,536.14
Total Checking/Savings		853,888.65
Accounts Receivable		
Accounts Receivable		171,948.07
Total Accounts Receivable		171,948.07
Other Current Assets		
Property Taxes Receivable		600,525.10
Total Other Current Assets		600,525.10
Total Current Assets		1,626,361.82
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		**3,409,726.68**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
***Accounts Payable**		3,613.85
Total Accounts Payable		3,613.85
Credit Cards		
Commerce Bank 1756		6,317.40
Total Credit Cards		6,317.40
Other Current Liabilities		
Due to Capital Reserve		-600,000.00
Deferred Revenue		600,525.10
Payroll Current Liabilities		
Accrued Vacation/PTO	21,939.16	
State Withheld & SUTA Payable	-1,043.37	
Total Payroll Current Liabilities		20,895.79
Total Other Current Liabilities		21,420.89
Total Current Liabilities		31,352.14
Total Liabilities		31,352.14
Equity		
Offset for Long Term Liab		-21,939.16
INVESTMENTS IN FIXED ASSETS		1,783,364.86

Upper San Juan Library District
Balance Sheet
As of June 30, 2026

	Jun 30, 26
LIMITED FOR EMERGENCIES (Tabor)	4,633.65
COMMITTED FOR IMP & OUTREACH	162,000.00
Opening Bal Equity	-292,591.68
Unrestricted Net Assets	1,215,715.00
Net Income	527,191.87
Total Equity	3,378,374.54
TOTAL LIABILITIES & EQUITY	**3,409,726.68**

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

	Jan - Jun 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)	1,448.25	9,000.00	-7,551.75	16.1%
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	15,590.00	24,000.00	-8,410.00	65.0%
Collection Grants	1,635.81	6,132.00	-4,496.19	26.7%
Total Grants (general)	17,975.81	31,632.00	-13,656.19	56.8%
Grants (restricted)	4,000.00			
INCOME - PROPERTY TAX				
2025 Abatement Rebate	0.00	4,257.00	-4,257.00	0.0%
Property Tax	852,385.56	912,320.00	-59,934.44	93.4%
Specific Ownership Tax	35,023.89	70,000.00	-34,976.11	50.0%
Misc Tax Income	0.00	20,000.00	-20,000.00	0.0%
Abatements	-230.35	-2,000.00	1,769.65	11.5%
Total INCOME - PROPERTY TAX	887,179.10	1,004,577.00	-117,397.90	88.3%
INCOME - REVENUE				
Book Sales - Taxable	136.75	600.00	-463.25	22.8%
Copies	5,529.74	10,000.00	-4,470.26	55.3%
Lost Books/ILL	371.95	800.00	-428.05	46.5%
Other Revenue (& library cards)	204.00	250.00	-46.00	81.6%
Use of Equipment	563.33	600.00	-36.67	93.9%
Total INCOME - REVENUE	6,805.77	12,250.00	-5,444.23	55.6%
Interest Income	16,197.73	40,000.00	-23,802.27	40.5%
Total Income	934,806.66	1,103,659.00	-168,852.34	84.7%
Gross Profit	934,806.66	1,103,659.00	-168,852.34	84.7%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
FIXED EXPENSES				
Treasurer's Fees	20,737.50	26,829.39	-6,091.89	77.3%
Total FIXED EXPENSES	20,737.50	26,829.39	-6,091.89	77.3%
Total CAPITAL OUTLAY & FIXED EXPENSES	20,737.50	26,829.39	-6,091.89	77.3%
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	270.00	990.00	-720.00	27.3%
Bldg Maintenance Costs	1,022.60	1,000.00	22.60	102.3%
Janitorial Service	8,161.11	19,300.00	-11,138.89	42.3%
Janitorial Supplies	43.50	2,500.00	-2,456.50	1.7%
Landscape/Grounds Maint	61.98	500.00	-438.02	12.4%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Trash	768.78	1,512.00	-743.22	50.8%
Utilities				
Electricity	9,012.19	8,200.00	812.19	109.9%
Geothermal	3,945.11	10,833.00	-6,887.89	36.4%
Water & Sewer	1,311.80	6,300.00	-4,988.20	20.8%
Total Utilities	14,269.10	25,333.00	-11,063.90	56.3%
Window Cleaning	0.00	1,000.00	-1,000.00	0.0%
Total BUILDING EXPENSES	24,597.07	57,135.00	-32,537.93	43.1%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	3,088.00	5,500.00	-2,412.00	56.1%
Auditing / Tax Return Prep	11,600.00	15,750.00	-4,150.00	73.7%
Collection & Credit Card Fees	496.24	330.00	166.24	150.4%
Equipment & Furniture < $500	0.00	500.00	-500.00	0.0%
Eqmt & Computer Maint & Parts	245.45	1,250.00	-1,004.55	19.6%
Insurance Expense				
Insurance - Bonding	0.00	400.00	-400.00	0.0%
Insurance-Directors & Officers	0.00	2,700.00	-2,700.00	0.0%
Insurance - Liab/Contents/Bldg	0.00	9,560.00	-9,560.00	0.0%
Total Insurance Expense	0.00	12,660.00	-12,660.00	0.0%
Internet / ISP	1,716.78	3,114.00	-1,397.22	55.1%

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

	Jan - Jun 26	Budget	$ Over Budget	% of Budget
Legal Services	50.00	500.00	-450.00	10.0%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	1,243.13	3,000.00	-1,756.87	41.4%
Software Maint Agmts	9,801.99	13,600.00	-3,798.01	72.1%
Total Maint Agmts & Licenses	11,045.12	16,600.00	-5,554.88	66.5%
Office Supplies	1,859.51	3,500.00	-1,640.49	53.1%
Postage / PO Box	420.97	1,200.00	-779.03	35.1%
Sales Tax Expense	42.52	300.00	-257.48	14.2%
Storage	1,257.48	2,500.00	-1,242.52	50.3%
Telephone	1,346.27	2,610.00	-1,263.73	51.6%
SUBCONTRACTORS				
IT Consulting	4,354.80	14,000.00	-9,645.20	31.1%
Total SUBCONTRACTORS	4,354.80	14,000.00	-9,645.20	31.1%
Total LIBRARY OFFICE EXPENSES	37,523.14	80,314.00	-42,790.86	46.7%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	152.61	3,000.00	-2,847.39	5.1%
Children's Programs	341.90	2,500.00	-2,158.10	13.7%
Summer Reading Program	1,882.19	2,500.00	-617.81	75.3%
Teen Programs	324.53	1,000.00	-675.47	32.5%
Grant Funded Programs	8,355.07	24,000.00	-15,644.93	34.8%
Total PROGRAMS	11,056.30	33,000.00	-21,943.70	33.5%
PUBLIC RELATIONS				
Advertising - PR	524.68	2,000.00	-1,475.32	26.2%
Flowers	92.70	250.00	-157.30	37.1%
Printing	774.71	2,200.00	-1,425.29	35.2%
Volunteer Background Checks	146.70	400.00	-253.30	36.7%
Volunteer/Staff Expenses	381.52	700.00	-318.48	54.5%
Total PUBLIC RELATIONS	1,920.31	5,550.00	-3,629.69	34.6%
PUBLIC USE MATERIALS				
Courier Service (ILL)	0.00	7,500.00	-7,500.00	0.0%
Electronic Data Bases	2,493.03	13,500.00	-11,006.97	18.5%
Lost Items Expenses	84.93	150.00	-65.07	56.6%
Non-Print Material				
Audio Books	3,052.56	6,000.00	-2,947.44	50.9%
DVD/Video	2,144.20	4,000.00	-1,855.80	53.6%
Downloadable E-Books/Audio	8,000.00	17,000.00	-9,000.00	47.1%
Total Non-Print Material	13,196.76	27,000.00	-13,803.24	48.9%
Print Material				
Books	24,044.34	42,000.00	-17,955.66	57.2%
Subscriptions	330.94	2,400.00	-2,069.06	13.8%
Total Print Material	24,375.28	44,400.00	-20,024.72	54.9%
Grant Funded Collections	0.00	6,132.00	-6,132.00	0.0%
Total PUBLIC USE MATERIALS	40,150.00	98,682.00	-58,532.00	40.7%
Total PROGRAMS & PUBLIC USE EXPENSES	53,126.61	137,232.00	-84,105.39	38.7%
Total OPERATING EXPENSES	115,246.82	274,681.00	-159,434.18	42.0%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	1,145.21	1,800.00	-654.79	63.6%
Memberships	1,715.50	2,570.00	-854.50	66.8%
Travel/Food Expenses	1,683.63	5,000.00	-3,316.37	33.7%
Training Grant Expenses	0.00	1,500.00	-1,500.00	0.0%
Total STAFF EDUCATION	4,544.34	10,870.00	-6,325.66	41.8%
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	614.62	1,250.00	-635.38	49.2%
Employee Assist Program (EAP)	0.00	3,521.00	-3,521.00	0.0%
Health Insurance Allowance	14,695.00	36,000.00	-21,305.00	40.8%
Social Security	14,741.44	33,320.16	-18,578.72	44.2%
Medicare	3,447.59	7,792.62	-4,345.03	44.2%
Retirement (CRA)	11,314.00	15,238.11	-3,924.11	74.2%

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

	Jan - Jun 26	Budget	$ Over Budget	% of Budget
State Unemployment	475.53	1,612.27	-1,136.74	29.5%
Worker's Compensation Insurance	0.00	1,612.27	-1,612.27	0.0%
Total BENEFITS	45,288.18	100,346.43	-55,058.25	45.1%
Salaries & PTO				
SALARIES	184,063.92	533,421.97	-349,358.05	34.5%
Holiday Pay	9,882.93	0.00	9,882.93	100.0%
Paid Time Off (PTO)	26,821.54	0.00	26,821.54	100.0%
Total Salaries & PTO	220,768.39	533,421.97	-312,653.58	41.4%
Substitute Staff (subcontract)	2,301.56	4,000.00	-1,698.44	57.5%
Total SALARIES & BENEFITS	268,358.13	637,768.40	-369,410.27	42.1%
Total STAFF, BENEFITS & TRAINING	272,902.47	648,638.40	-375,735.93	42.1%
Total Expense	408,886.79	950,148.79	-541,262.00	43.0%
Net Ordinary Income	525,919.87	153,510.21	372,409.66	342.6%
Other Income/Expense				
Other Income				
Other Income (dividends,claims)	1,272.00	500.00	772.00	254.4%
Total Other Income	1,272.00	500.00	772.00	254.4%
Other Expense				
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	1,272.00	500.00	772.00	254.4%
Net Income	**527,191.87**	**154,010.21**	**373,181.66**	**342.3%**

Ruby Sisson Capital Improvement Fund
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Bank of San Juans	-13,748.88
Total Checking/Savings	-13,748.88
Accounts Receivable	
Accounts Receivable	21,618.48
Total Accounts Receivable	21,618.48
Total Current Assets	7,869.60
TOTAL ASSETS	**7,869.60**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	326,199.71
Total Accounts Payable	326,199.71
Total Current Liabilities	326,199.71
Total Liabilities	326,199.71
Equity	
Retained Earnings	80,828.93
Net Income	-399,159.04
Total Equity	-318,330.11
TOTAL LIABILITIES & EQUITY	**7,869.60**

10:36 AM
07/10/26
Accrual Basis

Ruby Sisson Capital Improvement Fund
Profit & Loss Budget vs. Actual
January through June 2026

	Jan - Jun 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants				
Federal Grants	0.00	25,000.00	-25,000.00	0.0%
State Grants	391,662.46	650,000.00	-258,337.54	60.3%
Foundation Grants	1,755,611.80	3,683,653.80	-1,928,042.00	47.7%
Total Grants	2,147,274.26	4,358,653.80	-2,211,379.54	49.3%
Donations & Gifts	30,958.39	500.00	30,458.39	6,191.7%
Interest Income	3,155.93	600.00	2,555.93	526.0%
Other Income	602,300.00	60,000.00	542,300.00	1,003.8%
Total Income	2,783,688.58	4,419,753.80	-1,636,065.22	63.0%
Expense				
Credit Card/Square Fees	136.55			
Facilities Improvements				
Architect/Professional Fees	50,594.11	31,449.02	19,145.09	160.9%
Contractor Fees	3,098,280.90	3,844,168.50	-745,887.60	80.6%
Furnishings	28,891.46	150,000.00	-121,108.54	19.3%
Unanticipated building repairs	360.68	198,915.00	-198,554.32	0.2%
Total Facilities Improvements	3,178,127.15	4,224,532.52	-1,046,405.37	75.2%
Mechanical Improvements				
Solar Project	0.00	60,000.00	-60,000.00	0.0%
Unanticipated Improvements	0.00	18,000.00	-18,000.00	0.0%
Total Mechanical Improvements	0.00	78,000.00	-78,000.00	0.0%
Technology Improvements				
Computer Replacements	4,583.92	25,000.00	-20,416.08	18.3%
EV Charging	0.00	10,000.00	-10,000.00	0.0%
Total Technology Improvements	4,583.92	35,000.00	-30,416.08	13.1%
Total Expense	3,182,847.62	4,337,532.52	-1,154,684.90	73.4%
Net Ordinary Income	-399,159.04	82,221.28	-481,380.32	-485.5%
Net Income	**-399,159.04**	**82,221.28**	**-481,380.32**	**-485.5%**

DIRECTOR'S REPORT
July 2026

We received another grant from the State of Colorado, this time $8,832 from the Statewide Portal Authority for new patron computers and LCD screens.

The state department of education will once again provide us with State Grants to Libraries funding for collections. Our 2026/2027 allocation from that program will be $6,231. It will be truly wonderful to open the new library with fresh books and fresh technology!

With $4,000 in Ballantine Family funds, we have purchased a water/ sand table for the children's garden, a ramp structure for teaching engineering principles, and a STEM cart for preschoolers.

Our EV chargers, purchased with Colorado Energy Office funds, are ready to be brought online. We witness cars pulling up to charge several times a week and look forward to having them online. The grant includes 5 years of software licensing, so what we charge above our kW charge from LPEA will be profit. We will begin with the average rate, $.35 per kW.

After a presentation to the All Points North Foundation board of directors, our library has advanced to the final round of consideration for a $100,000 grant to install solar panels and battery backup. A team from APN will visit our library in August to view our facility and determine whether our proposed installation meets their criteria. The APN Foundation only gives to 501c(3) organizations, so our library foundation will manage the financials on the grant should we pass this last test. Many thanks to our library foundation for agreeing to this role and to Jonathan Dobson of Dobson Solar Power who designed the system and applied for approval from LPEA.

Communication with Joey McLiney about progress finding buyers for our certificate of participation has been very positive. It is likely that Bank of the San Juans will be involved at a very competitive rate and the deal will be ready for approval by the end of the month. We have set a tentative special meeting for July 22nd to review the proposal.

Our Summer Reading Program is going wild! We've read over 165,000 minutes already with a community summer goal of 250,000 minutes read. The kids are loving the prize structure and most everyone is using the Beanstack app, making our record keeping easy.

Taylor and I pitched the library in a nonprofit competition sponsored by the League of Women Voters and walked away with first prize, a $250 check.

Our Grand Opening of the completed library is still set for Saturday September 12th.

The Colorado Library Consortium (CLiC) has agreed to facilitate our strategic planning community conversations in November.

A soft clog in our sewer pipes resulted in a backup into the new restrooms that leaked into the walls and through the floor into the crawl space. The cleanup and repair is moving through the claims process with our property insurance and will take several weeks before the restrooms are again ready for use.

CONSTRUCTION REPORT

The garden concrete seating walls are under construction and a new flagpole, picnic tables, and trash can have arrived. On the inside, the demo is complete, and they are prepping for drywall. A new storefront window and door are set to be installed shortly.

The gigantic spruce in the old garden needed to be removed for fire mitigation. The aspen remains on that side of the building.

We remain on schedule for the final completion date set for Friday, September 4th.