



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**  
**Monday, November 24, 2025**

**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 October 15, 2025 regular board meeting minutes
- V. REPORTS
  - a. Foundation/ Development Report (Katie Dobbins, Foundation Director)
  - b. October 31, 2025 Financial Report (David)
  - c. Construction Report (Barb)
  - d. Director's Report (Barb)
- VI. NEW BUSINESS
  - a. Public Comment on the proposed 2026 Budget
  - b. Approval of the Proposed 2026 General Fund Budget 2<sup>nd</sup> reading.
  - c. Approval of the Proposed 2026 Capital Improvement Fund Budget 2<sup>nd</sup> reading
  - d. 2026 Holidays Closed
  - e. Approval of list of individuals authorized to sign checks
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: December 10, 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

October 15, 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 4:00pm.

**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, Al Northrup and Marcie Taylor. A quorum was present.

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

**Public comment:** None

**Consent agenda:** The minutes from the September 17, 2025 regular board meeting were approved as written. The motion was presented by Sherrie Spears and seconded by Katie Cloudman.

**Foundation Development Report:** Katie Dobbins indicated the 100 Extraordinary Women campaign has been a great success. One hundred and fifty-seven contributions have been made to date. Donations will be accepted until the November 1, 2025 deadline. The Foundation has also received a \$1000 donation from Walmart through its Spark Good community giving program. The recent Friends of the Library book sale raised \$684.00 and recruited eight new members.

**Financial report:** David Hamilton reported 75% of the annual income is “right on target”.

**Construction report:** Barb Brattin. FCI has finished the new addition’s foundation and backfilled with material inspected by YEH and Associates. The water found when digging the foundation turned out to be something easily controlled by adding a sump pump. Stem walls to connect the foundation with walls are in place. Steel will be delivered at the end of the month. Installing fast chargers for electric vehicles has been temporarily ruled out, as they would require further expansion of our electrical systems, an expensive proposition that could cause project delays. We will postpone our application for funding from the Colorado Energy Office while Barb

devises a Plan B. Level 2 chargers are very slow. It seems we should pursue expanded grant funding to achieve a “fast charging “system.

**Director’s report:** Barb Brattin. The library has won a \$3,000 LPEA Roundup Grant to purchase a new book drop for the exterior of the building. The cost of the project exceeds \$7,000. The Friends of the Library have voted to provide the additional funds required for the project. The new library building will include a book drop at the front, allowing us to move the temporary new unit to somewhere else in town. Six refurbished iPads have been received, funded though the Ballantine grant and will ultimately be used for the children’s literacy programming. The new ebook platform Overdrive is up and running and the library is seeing card applications from people that are anxious to use Overdrive. The State Grants for Libraries program, through the Colorado State Library, provides annual grants for new collection purchasing and this year our library is using the grant toward Overdrive and large print book collections.

The September statistics are steady with 260 checkouts per day and 569 computer uses for the month. There were 4,325 visitors, with 52 new library accounts, for a total of 16,762 cardholders.

The 100 Extraordinary Women campaign is going very well. The campaign, led by Jann Pitcher, is determined to reach 200 by the end of October. The recent campaign presentation to Rotary resulted in many new pledges. Our quarterly report to DOLA has been submitted along with a reimbursement request for nearly \$600,000.

The September statistics for library use were down, probably due to the construction project.

## **NEW BUSINESS**

Proposed 2026 General fund budget first reading: refer to attachment #1

**GOOD OF THE ORDER:** The library director will look into board term end dates for Sherrie Spears and Katie Cloudman.

**MOTION:** to adjourn the library board meeting at 4:56pm, presented by Katie Cloudman and seconded by Al Northrup. The motion passed and the meeting was adjourned.

Respectfully submitted,

Marcie Taylor

Recording Secretary

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

Ordinary Income/Expense	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Foundation Admin Fee Income	1,200.00	1,200.00	0.00	100.0%
Gifts/Donations (general)	8,789.80	6,000.00	2,789.80	146.5%
Gifts/Donations (restricted)	2,000.00	600.00	1,400.00	333.33%
Grants (general)	0.00	0.00	0.00	0.0%
Grants (restricted)	87,503.41	12,000.00	75,503.41	729.2%
<b>INCOME - PROPERTY TAX</b>				
Property Tax	890,320.79	894,313.00	-3,992.21	99.55%
Specific Ownership Tax	64,020.43	70,000.00	-5,979.57	91.46%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-1,767.59	-2,000.00	232.41	88.38%
<b>Total INCOME - PROPERTY TAX</b>	<b>952,573.63</b>	<b>982,178.00</b>	<b>-29,604.37</b>	<b>96.99%</b>
<b>INCOME - REVENUE</b>				
Book Sales - Taxable	609.15	1,500.00	-890.85	40.61%
Copies	8,304.64	9,000.00	-695.36	92.27%
Lost Books/ILL	1,009.48	800.00	209.48	126.19%
Other Revenue (& library cards)	230.61	250.00	-19.39	92.24%
Use of Equipment	718.00	1,200.00	-482.00	59.83%
<b>Total INCOME - REVENUE</b>	<b>10,871.88</b>	<b>12,750.00</b>	<b>-1,878.12</b>	<b>85.27%</b>
Interest Income	41,370.94	43,000.00	-1,629.06	96.21%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
<b>Total Income</b>	<b>1,104,309.66</b>	<b>1,059,228.00</b>	<b>45,081.66</b>	<b>104.26%</b>
<b>Gross Profit</b>	<b>1,104,309.66</b>	<b>1,059,228.00</b>	<b>45,081.66</b>	<b>104.26%</b>
<b>Expense</b>				
<b>CAPITAL OUTLAY &amp; FIXED EXPENSES</b>				
<b>CAPITAL OUTLAY</b>				
Equipment & Furniture >\$500	7,274.82	500.00	6,774.82	1,454.96%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
<b>Technology &gt; \$500</b>				
IT Equipment - New	19,534.80	20,500.00	-965.20	95.29%
Software - New	1,369.00	1,285.00	84.00	106.54%
Technology > \$500 - Other	11,219.65	11,400.00	-180.35	98.42%
<b>Total Technology &gt; \$500</b>	<b>32,123.45</b>	<b>33,185.00</b>	<b>-1,061.55</b>	<b>96.8%</b>
<b>Total CAPITAL OUTLAY</b>	<b>39,398.27</b>	<b>34,185.00</b>	<b>5,213.27</b>	<b>115.25%</b>
<b>FIXED EXPENSES</b>				
Treasurer's Fees	26,671.00	29,465.34	-2,794.34	90.52%
<b>Total FIXED EXPENSES</b>	<b>26,671.00</b>	<b>29,465.34</b>	<b>-2,794.34</b>	<b>90.52%</b>
<b>Total CAPITAL OUTLAY &amp; FIXED EXPENSES</b>	<b>66,069.27</b>	<b>63,650.34</b>	<b>2,418.93</b>	<b>103.8%</b>
<b>OPERATING EXPENSES</b>				
<b>BUILDING EXPENSES</b>				
Alarm Monitoring	540.00	990.00	-450.00	54.55%
Bldg Maintenance Costs	1,213.56	1,000.00	213.56	121.36%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	12,330.46	15,840.00	-3,509.54	77.84%
Landscape/Grounds Maint	41.07	500.00	-458.93	8.21%
Snow Removal	645.00	8,000.00	-7,355.00	8.06%
Trash	1,247.85	1,550.00	-302.15	80.51%
Utilities				

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

	<u>Jan - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Electricity	6,142.76	7,500.00	-1,357.24	81.9%
Gas	206.60	320.00	-113.40	64.56%
Geothermal	3,880.96	3,500.00	380.96	110.89%
Water & Sewer	1,924.60	4,675.00	-2,750.40	41.17%
<b>Total Utilities</b>	<b>12,154.92</b>	<b>15,995.00</b>	<b>-3,840.08</b>	<b>75.99%</b>
<b>Total BUILDING EXPENSES</b>	<b>28,172.86</b>	<b>44,025.00</b>	<b>-15,852.14</b>	<b>63.99%</b>
<b>LIBRARY OFFICE EXPENSES</b>				
Accounting & Budgeting	4,776.50	7,525.00	-2,748.50	63.48%
Auditing / Tax Return Prep	15,500.00	15,500.00	0.00	100.0%
Collection & Credit Card Fees	366.45	100.00	266.45	366.45%
Equipment & Furniture < \$500	355.36	500.00	-144.64	71.07%
Eqmt & Computer Maint & Parts	1,240.87	500.00	740.87	248.17%
<b>Insurance Expense</b>				
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%
<b>Total Insurance Expense</b>	<b>10,788.00</b>	<b>11,865.00</b>	<b>-1,077.00</b>	<b>90.92%</b>
Internet / ISP	2,859.60	3,300.00	-440.40	86.66%
Legal Services	20.46	1,000.00	-979.54	2.05%
<b>Maint Agmts &amp; Licenses</b>				
Hardware Maint Agmts (Xerox)	2,167.42	4,500.00	-2,332.58	48.17%
Software Maint Agmts	7,523.75	9,240.00	-1,716.25	81.43%
<b>Total Maint Agmts &amp; Licenses</b>	<b>9,691.17</b>	<b>13,740.00</b>	<b>-4,048.83</b>	<b>70.53%</b>
Office Supplies	4,305.10	5,000.00	-694.90	86.1%
Postage / PO Box	1,099.88	700.00	399.88	157.13%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	1,323.95	1,300.00	23.95	101.84%
Telephone	2,172.92	2,700.00	-527.08	80.48%
<b>SUBCONTRACTORS</b>				
Independent Contractors	8,138.75	1,000.00	7,138.75	813.88%
IT Consulting	12,380.30	15,000.00	-2,619.70	82.54%
<b>Total SUBCONTRACTORS</b>	<b>20,519.05</b>	<b>16,000.00</b>	<b>4,519.05</b>	<b>128.24%</b>
<b>Total LIBRARY OFFICE EXPENSES</b>	<b>75,144.75</b>	<b>80,030.00</b>	<b>-4,885.25</b>	<b>93.9%</b>
<b>PROGRAMS &amp; PUBLIC USE EXPENSES</b>				
<b>PROGRAMS</b>				
Adult Programs (LLL,PALS,ESL)	1,908.77	4,000.00	-2,091.23	47.72%
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	469.14	1,500.00	-1,030.86	31.28%
<b>Total PROGRAMS</b>	<b>7,954.74</b>	<b>10,000.00</b>	<b>-2,045.26</b>	<b>79.55%</b>
<b>PUBLIC RELATIONS</b>				
Advertising - PR	2,026.26	2,000.00	26.26	101.31%
Volunteer Background Checks	312.95	300.00	12.95	104.32%
Volunteer/Staff Expenses	522.41	1,000.00	-477.59	52.24%
<b>Total PUBLIC RELATIONS</b>	<b>2,861.62</b>	<b>3,300.00</b>	<b>-438.38</b>	<b>86.72%</b>
<b>PUBLIC USE MATERIALS</b>				
Courier Service (ILL)	7,231.92	7,154.00	77.92	101.09%
Electronic Data Bases	13,937.85	18,000.00	-4,062.15	77.43%
Lost Items Expenses	152.94	50.00	102.94	305.88%

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

	<u>Jan - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Non-Print Material</b>				
<b>Audio Books</b>	6,220.09	8,000.00	-1,779.91	77.75%
<b>DVD/Video</b>	3,484.92	4,000.00	-515.08	87.12%
<b>Downloadable E-Books/Audio</b>	11,000.00	15,000.00	-4,000.00	73.33%
<b>Total Non-Print Material</b>	<u>20,705.01</u>	<u>27,000.00</u>	<u>-6,294.99</u>	<u>76.69%</u>
<b>Print Material</b>				
<b>Books</b>	33,672.05	45,800.00	-12,127.95	73.52%
<b>Subscriptions</b>	1,294.98	2,200.00	-905.02	58.86%
<b>Total Print Material</b>	<u>34,967.03</u>	<u>48,000.00</u>	<u>-13,032.97</u>	<u>72.85%</u>
<b>Total PUBLIC USE MATERIALS</b>	<u>76,994.75</u>	<u>100,204.00</u>	<u>-23,209.25</u>	<u>76.84%</u>
<b>Total PROGRAMS &amp; PUBLIC USE EXPENSES</b>	<u>87,811.11</u>	<u>113,504.00</u>	<u>-25,692.89</u>	<u>77.36%</u>
<b>Total OPERATING EXPENSES</b>	<u>191,128.72</u>	<u>237,559.00</u>	<u>-46,430.28</u>	<u>80.46%</u>
<b>STAFF, BENEFITS &amp; TRAINING</b>				
<b>STAFF EDUCATION</b>				
<b>Conferences/Workshops</b>	1,275.81	1,500.00	-224.19	85.05%
<b>Memberships</b>	2,084.48	6,000.00	-3,915.52	34.74%
<b>Travel/Food Expenses</b>	37.43	3,600.00	-3,562.57	1.04%
<b>Total STAFF EDUCATION</b>	<u>3,397.72</u>	<u>11,100.00</u>	<u>-7,702.28</u>	<u>30.61%</u>
<b>SALARIES &amp; BENEFITS</b>				
<b>BENEFITS</b>				
<b>Mileage Reimbursement</b>	869.69	0.00	869.69	100.0%
<b>Employee Assist Program (EAP)</b>	3,520.85	3,521.00	-0.15	100.0%
<b>Health Insurance Allowance</b>	24,500.00	30,000.00	-5,500.00	81.67%
<b>Social Security</b>	24,048.09	24,336.61	-288.52	98.81%
<b>Medicare</b>	5,624.16	5,691.63	-67.47	98.82%
<b>Retirement (CRA)</b>	8,849.79	11,648.00	-2,798.21	75.98%
<b>State Unemployment</b>	775.61	1,177.58	-401.97	65.87%
<b>Worker's Compensation Insurance</b>	0.00	1,177.58	-1,177.58	0.0%
<b>Total BENEFITS</b>	<u>68,188.19</u>	<u>77,552.40</u>	<u>-9,364.21</u>	<u>87.93%</u>
<b>Salaries &amp; PTO</b>				
<b>SALARIES</b>	306,952.64	392,526.00	-85,573.36	78.2%
<b>Year End Incentive Pay</b>	0.00	4,500.00	-4,500.00	0.0%
<b>Holiday Pay</b>	14,105.73	0.00	14,105.73	100.0%
<b>Paid Time Off (PTO)</b>	37,089.75	0.00	37,089.75	100.0%
<b>Total Salaries &amp; PTO</b>	<u>358,148.12</u>	<u>397,026.00</u>	<u>-38,877.88</u>	<u>90.21%</u>
<b>Substitute Staff (subcontract)</b>	4,262.49	3,000.00	1,262.49	142.08%
<b>Total SALARIES &amp; BENEFITS</b>	<u>430,598.80</u>	<u>477,578.40</u>	<u>-46,979.60</u>	<u>90.16%</u>
<b>Total STAFF, BENEFITS &amp; TRAINING</b>	<u>433,996.52</u>	<u>488,678.40</u>	<u>-54,681.88</u>	<u>88.81%</u>
<b>Total Expense</b>	<u>691,194.51</u>	<u>789,887.74</u>	<u>-98,693.23</u>	<u>87.51%</u>
<b>Net Ordinary Income</b>	413,115.15	269,340.26	143,774.89	153.38%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Other Income (dividends,claims)</b>	400.95	100.00	300.95	400.95%
<b>Reserve Income</b>				
<b>Reimb from Foundation</b>	770,945.15	0.00	770,945.15	100.0%
<b>Total Reserve Income</b>	<u>770,945.15</u>	<u>0.00</u>	<u>770,945.15</u>	<u>100.0%</u>
<b>Total Other Income</b>	<u>771,346.10</u>	<u>100.00</u>	<u>771,246.10</u>	<u>771,346.1%</u>
<b>Other Expense</b>				
<b>Reserve Expenses</b>				

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

	<u>Jan - Oct 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Development Marketing/PR/Adv	15.00	0.00	15.00	100.0%
Master Plan Expenses	1,187,632.45	200,000.00	987,632.45	593.82%
<b>Total Reserve Expenses</b>	<u>1,187,647.45</u>	<u>200,000.00</u>	<u>987,647.45</u>	<u>593.82%</u>
Expenses to be Reimb	1.21	0.00	1.21	100.0%
<b>Total Other Expense</b>	<u>1,187,648.66</u>	<u>200,000.00</u>	<u>987,648.66</u>	<u>593.82%</u>
Net Other Income	-416,302.56	-199,900.00	-216,402.56	208.26%
<b>Net Income</b>	<u><u>-3,187.41</u></u>	<u><u>69,440.26</u></u>	<u><u>-72,627.67</u></u>	<u><u>-4.59%</u></u>

<b>Jan-Oct 2025</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Property Tax	\$952,574	\$996,347	\$651,838	\$622,058	\$570,638
Other Income	\$152,137	\$77,361	\$62,775	\$31,092	\$33,387
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	\$5,000
<b>Total Income</b>	<b>\$1,104,711</b>	<b>\$1,073,707</b>	<b>\$714,613</b>	<b>\$653,150</b>	<b>\$609,025</b>
Capital & Fixed Expenses	\$66,069	\$27,019	\$19,548	\$17,132	\$18,121
Building Expenses	\$28,173	\$32,589	\$32,110	\$31,158	\$35,369
Office Expenses	\$75,145	\$38,418	\$49,468	\$35,776	\$40,899
Programs & Public Use Materials	\$87,811	\$73,008	\$71,765	\$63,194	\$61,873
Personnel & Benefits	\$433,997	\$340,582	\$315,817	\$297,645	\$285,670
<b>Total Expenses</b>	<b>\$691,195</b>	<b>\$511,616</b>	<b>\$488,708</b>	<b>\$444,905</b>	<b>\$441,932</b>
<b>Net Ordinary Income</b>	<b>\$413,516</b>	<b>\$562,092</b>	<b>\$225,904</b>	<b>\$208,245</b>	<b>\$167,093</b>
Reimbur from Foundation	-\$770,945				
HVAC Replacement					
Master Plan Expenses	\$1,187,632	\$84,672		\$5,000	
Gift to Foundation					
<b>Net Income</b>	<b>-\$3,171</b>	<b>\$477,419</b>	<b>\$225,904</b>	<b>\$203,245</b>	<b>\$167,093</b>
<b>Cash on hand:</b>	<b>\$1,664,034</b>	<b>\$1,322,088</b>	<b>\$915,756</b>	<b>\$723,483</b>	<b>\$598,635</b>
<b>Note:</b> 2021 net income differs from QBs - Foundation Reimbursable Expenses not in this report's bottom line.					
*2021: June Foundation ESL funding \$5,000					

**Balance Sheet**

As of October 31, 2025

	<u>Oct 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of the San Juans 1460	154,240.09
Capital Improvement-3365	479,995.74
Colorado Trust	1,029,798.33
<b>Total Checking/Savings</b>	<u>1,664,034.16</u>
<b>Accounts Receivable</b>	
Accounts Receivable	14,438.71
<b>Total Accounts Receivable</b>	<u>14,438.71</u>
<b>Other Current Assets</b>	
Property Taxes Receivable	600,525.10
<b>Total Other Current Assets</b>	<u>600,525.10</u>
<b>Total Current Assets</b>	<u>2,278,997.97</u>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<u>1,783,364.86</u>
<b>TOTAL ASSETS</b>	<u><b>4,062,362.83</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
*Accounts Payable	509,391.04
<b>Total Accounts Payable</b>	<u>509,391.04</u>
<b>Credit Cards</b>	
Commerce Bank 1756	1,161.12
Capital One Spark 6576	-15.99
Kroger / City Market Card	68.48
<b>Total Credit Cards</b>	<u>1,213.61</u>
<b>Other Current Liabilities</b>	
Deferred Revenue	600,525.10
<b>Payroll Current Liabilities</b>	
Accrued Vacation/PTO	21,939.16
State Withheld & SUTA Payable	-965.94
<b>Total Payroll Current Liabilities</b>	<u>20,973.22</u>
<b>Total Other Current Liabilities</b>	<u>621,498.32</u>
<b>Total Current Liabilities</b>	<u>1,132,102.97</u>
<b>Total Liabilities</b>	1,132,102.97
<b>Equity</b>	

1:07 PM

**Ruby M. Sisson Memorial Library**

11/11/25

**Balance Sheet**

Accrual Basis

As of October 31, 2025

---

	<u>Oct 31, 25</u>
Offset for Long Term Liab	-21,939.16
INVESTMENTS IN FIXED ASSETS	1,783,364.86
LIMITED FOR EMERGENCIES (Tabor)	4,633.65
COMMITTED FOR IMP & OUTREACH	162,000.00
Opening Bal Equity	1.00
Unrestricted Net Assets	1,005,386.96
Net Income	-3,187.45
<b>Total Equity</b>	<u>2,930,259.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>4,062,362.83</b></u></u>

## Director's Report

October 2025

Congratulations to Judy for winning a grant from Cortico, a nonprofit unit of M.I.T. interested in communications research. Only 10 libraries were selected nationwide. The library will conduct a series of community conversations with teens in 2026 and share the recordings with Cortico which will analyze the trends in language as well as content to further understand how they can facilitate more successful conversations. The program was promoted by ALA and will be featured in an episode of PBS Frontline. Cortico uses A.I. as a tool in the program to aid in pattern recognition but participant privacy is well protected. Judy will travel to Boston for training at M.I.T. with Reagan Van Atta who will serve as the teen conversation leader. The grant provides \$1800 for travel and \$14,000 for the library to spend as needed to hold the programs.

Overdrive is off to a good start with 271 ebooks and audiobooks downloaded in the first month. CloudLibrary use was not completely replaced by users of Overdrive, nor was there a one to one transfer of use to Overdrive. The public is in general agreement that the two products are complimentary. Overall, digital book use increased by 140 downloads by adding the new product, demonstrating the appetite for a variety of digital downloads the two products can more fully satisfy in combination. Interlibrary loan held steady as did circulation which is remarkable in light of the logistical challenges of accessing our parking lot during highway construction.

We have been particularly focused on lighting up the garden area entrance and pathway to the parking lot now that it gets dark earlier in the evening. If you drive by in the evening you will be treated to Christmas lights wrapped around our trees and additional solar landscaping lights are on order. We are brainstorming with our construction team on where to move the Zircon which now sits worryingly close to the edge of the ravine. The site plans do not include the Zircon, but we feel that even with the added storage in the new building, it will be necessary. We have purchased a snowblower for the winter season. The construction crew will keep our pathways clear M-F.

The public is using our new big blue book drop just as we hoped they would. The added convenience is much appreciated. Once again, thanks to the Friends of the Library and the LPEA Roundup Grant program for their support to make the book drop possible.

## Construction Report

October 2025

The project timeline for construction is currently focused on exterior framing, particularly the roof, with a transition to interior framing planned for December 8<sup>th</sup>. Taylor and I are deep into decisions for furniture, layout, and collection locations, as well as cabinetry and fixtures. Peeking behind the plastic curtains, we are delighted to preview the amount of space we will have for public programs and children's services.

After spotting a possible grant opportunity for our solar panel installation, I sent a quick letter of inquiry to All Points North Foundation, based in Brookline, Massachusetts. The letter resulted in an online interview and a follow up invitation to apply. The Foundation provides \$60,000-\$100,000 for solar projects with several past projects funded in Colorado. The process can take up to a year with many checkpoints applicants must pass to get to the final funding decision. Luckily, we can wait for the solar installation which is not a necessary component for opening day.

The costs for our electric vehicle charging station project are considerably less than expected. The double charger installed plus software is less than \$10,000. I will be finishing up that grant application to the Colorado Energy Office shortly with installation scheduled in the spring.

## 2026 General Fund Budget Highlights 2<sup>nd</sup> draft

### Income

- Property valuation only went up by 2.3% for 2026
- Capital grants will show in the capital fund
- Interest income expected to level out
- Program grant income and associated expenses increased to \$14,000 following award of ALA teen dialogue grant.

### Staffing

- Sherry Vanatta transitions to part time 24hpw starting January 1, 2026
- A new children's librarian is added to the staff
- Jeanne Hanson-Colbert is increased from 30 hpw to full time starting January 1, 2026
- One additional health insurance benefit is added
- All staff receive 3% COLA
- Printouts of the Colorado State Library data sheets that compare salaries among different types and sizes of libraries are attached. The Assistant Director and Library Assistant salaries at RSL already exceed the average salaries across the state and this budget proposal provides a 3% COLA adjustment for those positions to keep them competitive. Our Director salary, however, is far below the average. This budget proposes to adjust the Director's salary halfway to the average 2024 director salary for Colorado special district libraries serving 10,000-24,999 people. Without the adjustment, current salary plus 3% COLA would increase the 2026 Director salary to \$85,361. The average 2024 salary for this position is \$100,659. The proposal put forward in this budget is to increase the Director's salary by 50% of the difference to \$93,000 and provide an additional one week (40 hours) PTO in lieu of the full salary increase. Included in this packet is the vacation schedule for employees from our personnel handbook. Adding 40 hours PTO to the current Director's benefit package simply accelerates PTO benefits to that of an employee with three years tenure.
- The healthcare stipend remains slightly less than the cost of providing insurance to staff but ACA costs could significantly rise this year placing a larger burden on our staff and making it harder to recruit new talent. Comparison costs for area libraries providing health insurance is 7.4% of staff salaries. Most of our full time staff are on Medicare at this point. As we continue to add full time staff in future years and as fewer staff members are Medicare eligible, we should consider moving to employer-provided healthcare.

Building Maintenance costs increase due to increase in building size, prorated 6 months

- Utilities increase
- Janitorial service increase
- Snow removal in parking lot done by Town staff, snowblower on path. No service costs for most winter months
- Janitorial supplies moved under Building Maintenance (previously under office expenses)
- Window cleaning service restored
- \$500 garden maintenance budget added

#### Public Relations

- New line item for printing. New library cards here, printed staff t-shirts for opening day.
- Hospitality costs to hold public strategic planning sessions. CLiC will provide a facilitator for free.

#### Software

- Beanstack software to manage and promote summer and winter reading programs
- Constant Contact for monthly newsletter and email blasts
- New virus protection software added to all public and staff computers
- Our website hosting software cost doubles in 2026 but remains a good bargain. We have added a feature that automatically converts all our documents on the website to ADA standards required by Colorado law.

#### Other

- Grant funded projects for collections and programs are identified in both income and expenses to make tracking easier and avoid the appearance of overspending.
- Annual full audit funded (income threshold reached)
- Property insurance will increase
- Continue IT consultant contract with ECHO-IT
- Retain CloudLibrary, continue Overdrive. Track stats for one year
- Fund 2 staff to attend Public Library Association annual conference in Minneapolis

#### General Fund Balance Transfer to Capital Improvement

Our financial policies reserve 4 months of annual expenses as unallocated operating reserve. (Tabor only requires 3%.) In February 2025, David and I visited Michael Branch who advised that best practice is to transfer no more than 65% of operating expenses from the fund balance to the capital account and reserve the other 35%.

This 2026 Budget proposal maintains a very healthy general fund balance while transferring \$600,000 to the Capital Improvement Fund to assist in the construction costs ahead of us.

### **2026 Capital Improvement Budget Highlights 2<sup>nd</sup> draft**

- I am talking with a private foundation that is interested in funding our solar project for the building. The grant range is \$60,000-\$100,000. I have included \$60,000 in this budget draft.
- Our EV Charging grant application to the Colorado Energy Office is delayed until 2026 and now appears in that year.
- DOLA's reimbursement schedule is 17% of each bill incurred. We will see the bulk of the \$840,000 reimbursement in 2026.



[Download PDF](#)

[Download CSV](#)

Use the filters to select libraries to compare. Sort the table below by hovering your mouse cursor over a column header and clicking the small sorting icon.

**Collection Year**  
2024

**Salary group selector**

- Assistant/Tech and Clerk
- Librarian (Non-Supervisor)
- Manager/Supervisor
- Branch/Department Head
- Aast. Director and Director

**Legal Basis**

- City
- City/County
- County
- Library District
- Multijurisdictional
- School District

**Population Groups**

- All
- Under 1,000
- 1,000 to 2,499
- 2,500 to 4,999
- 5,000 to 9,999
- 10,000 to 24,999
- 25,000 to 99,999
- Over 100,000

**Include Tourism Community Libraries?**

- No
- Yes

<p>Summaries for the data as filtered above. Some filter combinations will return no results because not all libraries have all of these salary classifications.</p> <p>Salaries have been adjusted to reflect a 40-hour week to better compare them.</p>	<p><b>Assistant Director (low)</b></p> <p>Min: \$60,833 Max: \$60,833 Median: \$60,833 Average: \$60,833</p> <p>Percentiles: 10th: \$60,833 25th: \$60,833 75th: \$60,833 90th: \$60,833</p>	<p><b>Assistant Director (high)</b></p> <p>Min: \$42,879 Max: \$105,775 Median: \$88,101 Average: \$71,214</p> <p>Percentiles: 10th: \$47,784 25th: \$55,143 75th: \$84,173 90th: \$97,134</p>	<p><b>Director</b></p> <p>Min: \$42,105 Max: \$138,358 Median: \$112,294 Average: \$100,859</p> <p>Percentiles: 10th: \$61,267 25th: \$83,555 75th: \$117,480 90th: \$121,836</p>
---	--	--	---

Assistant Directors and Directors						
Library Name	Assistant Director Salary (low)	Assistant Director Number of Hours Paid per Week (low salary)	Assistant Director Salary (high)	Assistant Director Number of Hours Paid per Week (high salary)	Director Annual Salary	Director Number of Hours Paid per Week
Basalt Regional Library District					\$120,000	40
Berthoud Community Library District					\$113,588	40
East Routt Library District					\$111,000	40
Estes Valley Public Library District					\$138,358	40
Grand County Library District			\$105,775	40	\$115,918	40
Gunnison County Public Library					\$109,220	40
John C. Fremont Library District (Florence)			\$34,303	32	\$83,396	40
Rampart Regional Library District (Woodland ..					\$118,000	40
Rio Grande County Library District			\$44,423	30	\$40,000	38
Upper San Juan Library District	\$60,833	40	\$78,972	40	\$75,000	40



Download PDF

Download CSV

Use the filters to select libraries to compare. Sort the table below by hovering your mouse cursor over a column header and clicking the small sorting icon.

Collection Year  
2024

Salary group selector

- Assistant/Tech and Clerk
- Librarian (Non-Supervisor)
- Manager/Supervisor
- Branch/Department Head
- Asst. Director and Director

Legal Basis

- City
- City/County
- County
- Library District
- Multijurisdictional
- School District

Population Groups

- All
- Under 1,000
- 1,000 to 2,499
- 2,500 to 4,999
- 5,000 to 9,999
- 10,000 to 24,999
- 25,000 to 99,999
- Over 100,000

Include Tourism Community Libraries?

- No
- Yes

	Assistant Tech (low)	Assistant Tech (high)	Clerk (low)	Clerk (high)
Summaries for the data as filtered above. Some filter combinations will return no results because not all libraries have all of these salary classifications.	Min: \$14.00	Min: \$17.00	Min: \$14.00	Min: \$18.00
	Max: \$23.50	Max: \$32.00	Max: \$21.00	Max: \$25.44
	Median: \$19.27	Median: \$24.56	Median: \$17.84	Median: \$19.63
	Average: \$19.30	Average: \$24.14	Average: \$17.77	Average: \$20.35
	Percentiles:	Percentiles:	Percentiles:	Percentiles:
10th: \$15.94	10th: \$18.80	10th: \$15.10	10th: \$18.20	
25th: \$17.69	25th: \$22.11	25th: \$16.56	25th: \$18.67	
75th: \$21.87	75th: \$25.38	75th: \$18.31	75th: \$20.69	
90th: \$22.45	90th: \$28.16	90th: \$20.38	90th: \$23.22	

**Assistant/Tech and Clerks**

Library Name	Assistant/Tech Hourly Wage (low)	Assistant/Tech Hourly Wage (high)	Clerk Hourly Wage (low)	Clerk Hourly Wage (high)
Basalt Regional Library District	\$22.00	\$25.00	\$21.00	\$21.00
Berthoud Community Library District	\$21.56	\$24.52	\$18.19	\$18.39
East Routt Library District	\$23.50	\$32.00	\$14.00	\$19.50
Estes Valley Public Library District	\$18.77	\$24.59	\$18.75	\$19.75
Grand County Library District			\$17.68	\$25.44
Gunnison County Public Library	\$20.00	\$26.52		
John C. Fremont Library District (Florence)				
Rampart Regional Library District (Woodland Park)	\$18.00	\$21.00	\$18.00	\$18.00
Rio Grande County Library District	\$14.00	\$17.00		
Upper San Juan Library District	\$18.54	\$22.48		

## Paid Time-Off (PTO)

A Paid Time-Off (PTO) is established to provide for paid time away from scheduled work for vacation time, sick days, and personal business.

Excluded from PTO are Bereavement Leave, Disability Leave, Family & Medical Leave, Jury Duty/Court Leave, Maternity Leave and Military Leave. Separate policies cover absences for these reasons.

Paid Time-Off is based on the employee's next anniversary date that occurs in the current calendar year.

Months of full-time service	Accrual hours per Pay Period	Annual Accrual	Maximum Accrual
From 0 through 36 months or 1 - 3 years	16.00	192	288
Beginning month 37 or <b>3 years and 1 month</b>	19.33	232	348
Beginning month 121 or <b>10 years and 1 month</b>	22.67	272	408
Beginning month 181 or <b>15 years and 1 month</b>	26.00	312	468

Paid Time Off accrues on hours worked each pay period. Included in the definition of hours worked are the following:

- All actual hours worked.
- PTO hours used to replace scheduled hours.
- Paid leave provided under the provisions of the Bereavement Leave, Disability Leave, Family & Medical Leave, Jury Duty/Court Leave, Maternity Leave and Military Leave policies.
- Part-time employees accrue PTO proportionate to time worked in each pay period. (Ex. If 2-year staff member works 10 hours per week, which is 25% of full-time, staff member will receive 25% of 16 hours, totaling 4 hours per pay period of PTO accrued.)
- Adjustments to accrual rates take effect on the first pay period following the anniversary date of employment.
- The maximum amount of PTO you will be allowed to carry on the books at any time shall be one and one-half times your annual accrual rate. (Example: If you earn at the rate of 192 hours annually, you will be allowed to carry forward a maximum of 288 hours. No hours will accrue beyond the maximum established for your length of service.)

New employees become eligible to take paid time off after they have worked three consecutive months unless agreed upon during hiring process. Those reporting on the first working day in January through June 30<sup>th</sup> may become eligible for 24 days of PTO (2 weeks of vacation, 12 days sick leave, and 2 personal days). New employees reporting for work after the first working day in July may become eligible for 12 days of PTO. Paid Time Off for part-time employees is prorated based on the number of hours worked per week.

The Director is responsible for approving, scheduling and administering PTO. Employees are responsible for planning ahead for covering their schedule and responsibilities (such as opening

Upper San Juan Library District 2026 Budget Proposal

	2024 Actuals	2025 Adopted	Proposed 2026
<b>INCOME AND REVENUE</b>			
<b>INCOME</b>			
Gifts/Donations	\$ 10,743.19	\$ 6,000.00	\$ 9,000.00
Gifts/Donations Restricted	\$ 300.00	\$ 600.00	\$ 5,000.00
Grants	\$ 44,585.96	\$ 12,000.00	
Collection Grants			\$ 6,132.00
Program Grants			\$ 24,000.00
Training Grants			\$ 1,500.00
Foundation rent	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Other income			\$ 500.00
<b>Tax Income</b>			
Abatements	\$ (1,960.40)	\$ (2,000.00)	\$ (2,000.00)
General Property Tax	\$ 941,433.69	\$ 894,313.00	\$ 914,688.03
Specific Ownership tax	\$ 74,920.18	\$ 70,000.00	\$ 70,000.00
Misc. Tax income		\$ 19,865.00	\$ 20,000.00
<b>Total Tax Income</b>	\$ 1,014,393.47	\$ 982,178.00	\$ 1,002,688.03
<b>Total Income</b>	\$ 1,070,022.62	\$ 1,001,978.00	\$ 1,050,020.03
<b>Revenue</b>			
Book Sale (In House)	\$ 1,886.10	\$ 1,500.00	\$ 600.00
Copies	\$ 10,215.41	\$ 9,000.00	\$ 10,000.00
Lost books/ILL	\$ 844.84	\$ 800.00	\$ 800.00
Other Revenue (& Library Cards)	\$ 250.25	\$ 250.00	\$ 250.00
Use of Equipment ( Lamination)	\$ 1,480.14	\$ 1,200.00	\$ 600.00
Interest Income	\$ 56,755.94	\$ 43,000.00	\$ 40,000.00
Scholarship(s) Income	\$ 500.00	\$ 1,500.00	
<b>Total Revenue</b>	\$ 71,932.68	\$ 57,250.00	\$ 52,250.00
<b>Total Income and Revenue</b>	\$ 1,141,955.30	\$ 1,059,228.00	\$ 1,102,270.03
<b>EXPENDITURES</b>			
<b>Operating Expenses</b>			

Upper San Juan Library District 2026 Budget Proposal

	2024 Actuals	2025 Adopted	Proposed 2026
<b>Building Expenses</b>			
Fire Alarm Monitoring	\$ 993.00	\$ 990.00	\$ 990.00
Building Maintenance	\$ 3,272.30	\$ 1,000.00	\$ 1,000.00
Carpet Cleaning	\$ 2,690.00	\$ 150.00	\$ -
Janitorial service	\$ 14,400.00	\$ 15,840.00	\$ 19,300.00
Janitorial supplies			\$ 2,500.00
Landscape/Grounds Maintenance	\$ 431.03	\$ 500.00	\$ 500.00
Snow Removal	\$ 2,282.50	\$ 8,000.00	\$ 5,000.00
Trash	\$ 1,549.01	\$ 1,550.00	\$ 1,512.00
<b>Utilities</b>			
Electricity	\$ 7,171.23	\$ 7,500.00	\$ 8,200.00
Gas	\$ 304.07	\$ 320.00	\$ -
Geothermal	\$ 4,346.77	\$ 3,500.00	\$ 10,833.00
Water & Sewer	\$ 4,769.45	\$ 4,675.00	\$ 6,300.00
<i>Total Utilities</i>	\$ 16,591.52	\$ 15,995.00	\$ 25,333.00
Window Cleaning	\$ -	\$ -	\$ 1,000.00
<i>Total Building Expenses</i>	\$ 42,209.36	\$ 44,025.00	\$ 57,135.00
<b>Library Office Expenses</b>			
Accounting & Budgeting	\$ 3,807.75	\$ 7,525.00	\$ 5,500.00
Auditing/Tax Return	\$ 1,000.00	\$ 15,500.00	\$ 15,750.00
Credit Card Fees	\$ 98.65	\$ 100.00	\$ 330.00
Equipment/Furniture/Fixtures < \$500	\$ 219.12	\$ 500.00	\$ 500.00
Equipment Maint & Parts	\$ 895.01	\$ 500.00	\$ 1,250.00
Insurance - Bonding Insurance	\$ 465.00	\$ 365.00	\$ 400.00
Insurance - Errors & Omissions	\$ 2,540.00	\$ 2,700.00	\$ 2,700.00
Insurance - Liability/Contents/Bldg.	\$ 7,313.00	\$ 8,800.00	\$ 9,560.00
Internet/ISP	\$ 3,386.18	\$ 3,300.00	\$ 3,114.00
Legal Services	\$ -	\$ 1,000.00	\$ 500.00
Maintenance Agmts & Licenses			
Hardware Maint Agmts (Copier)	\$ 3,534.00	\$ 4,500.00	\$ 3,000.00
Software Maintenance licenses	\$ 5,887.33	\$ 9,240.00	\$ 13,600.00
<i>Total Maintenance Agreements</i>	\$ 9,421.33	\$ 13,740.00	\$ 16,600.00

Upper San Juan Library District 2026 Budget Proposal

	2024 Actuals	2025 Adopted	Proposed 2026
Office Supplies	\$ 7,407.56	\$ 5,000.00	\$ 3,500.00
Postage/PO Box	\$ 708.56	\$ 700.00	\$ 800.00
Sales Tax Expense	\$ 137.83	\$ 300.00	\$ 300.00
Storage	\$ 1,160.00	\$ 1,300.00	\$ 2,500.00
Telephone	\$ 2,302.06	\$ 2,700.00	\$ 2,610.00
<i>Total Library Office Expenses</i>	\$ 40,862.05	\$ 64,030.00	\$ 65,914.00
<b>Outside Contractors</b>			
IT Consulting	\$ 2,845.00	\$ 15,000.00	\$ 14,000.00
Independent Contractors	\$ -	\$ 1,000.00	\$ -
Courier Service (ILL)	\$ 7,153.72	\$ 7,154.00	\$ 7,500.00
<i>Total Outside Contractors</i>	\$ 2,845.00	\$ 16,000.00	\$ 21,500.00
<b>Programs</b>			
Children's Programs	\$ 1,945.47	\$ 2,500.00	\$ 2,500.00
Teen Programs	\$ 2,009.53	\$ 1,500.00	\$ 1,000.00
Adult Programs (AS,ESL,PALS)	\$ 3,199.15	\$ 4,000.00	\$ 3,000.00
Summer Reading	\$ 1,664.28	\$ 2,000.00	\$ 2,500.00
Grant funded programs			\$ 24,000.00
<i>Total Programs</i>	\$ 8,818.43	\$ 10,000.00	\$ 26,500.00
<b>Public Relations</b>			
Outreach/Marketing/PR	\$ 3,332.95	\$ 2,000.00	\$ 2,000.00
Flowers	\$ -	\$ -	\$ 250.00
Printing			\$ 2,200.00
Volunteers & Staff	\$ 1,587.31	\$ 1,000.00	\$ 700.00
V&S Background Checks	\$ 558.95	\$ 300.00	\$ 400.00
<i>Total Public Relations</i>	\$ 5,479.21	\$ 3,300.00	\$ 5,550.00
<b>Public Use Materials</b>			
Electronic Databases	\$ 15,106.89	\$ 18,000.00	\$ 13,500.00
Lost Item Expenses	\$ 7.95	\$ 50.00	\$ 150.00

Upper San Juan Library District 2026 Budget Proposal

	2024 Actuals	2025 Adopted	Proposed 2026
<b>Non-Print Material</b>			
Audio Books -- adults & youth	\$ 6,835.81	\$ 8,000.00	\$ 6,000.00
DVD -- adults & youth	\$ 2,773.34	\$ 4,000.00	\$ 4,000.00
Downloadable Audio/E-Books/Magazines	\$ 14,038.87	\$ 15,000.00	\$ 17,000.00
Music	\$ -		
<i>Total Non-Print Material</i>	\$ 38,762.86	\$ 45,050.00	\$ 40,650.00
Books	\$ 23,722.00	\$ 45,800.00	\$ 42,000.00
Subscriptions	\$ 2,004.24	\$ 2,200.00	\$ 2,400.00
<i>Total Print Material</i>	\$ 25,726.24	\$ 48,000.00	\$ 44,400.00
<i>Grant Funded Collections</i>			\$ 6,132.00
<i>Total Public Use Materials</i>			
	\$ 64,489.10	\$ 93,050.00	\$ 91,182.00
<b>Staff Education</b>			
Conferences/Workshops	\$ 710.00	\$ 1,500.00	\$ 1,800.00
Membership	\$ 2,261.00	\$ 6,000.00	\$ 2,570.00
Travel	\$ 1,239.83	\$ 3,600.00	\$ 5,000.00
Training grant expenses			\$ 1,500.00
<i>Total Staff Education</i>	\$ 4,210.83	\$ 11,100.00	\$ 10,870.00
<b>Total Operating Expenses</b>	\$ 168,913.98	\$ 241,505.00	\$ 278,651.00
<b>CAPITAL OUTLAY</b>			
Furniture/Fixtures/Equipment > \$500	\$ 529.95	\$ 500.00	\$ -
Landscaping (Improvements)	\$ -	\$ -	\$ -
Master Plan Expenses	\$ 187,454.82	\$200,000	\$ -
Microfilm Digitization	\$ -	\$ 500.00	\$ -
Technology > \$500			\$ -
IT Equipment - New	\$ 1,112.50	\$ 20,500.00	\$ -
Phone System		\$ -	\$ -
Software - New	\$ 1,343.00	\$ 1,285.00	\$ -
Technology > \$500 - Other	\$ 750.00	\$ 11,400.00	\$ -
<b>Total Capital Outlay</b>	\$ 191,190.27	\$ 234,185.00	\$ -

Upper San Juan Library District 2026 Budget Proposal

	2024 Actuals	2025 Adopted	Proposed 2026
<b>FIXED EXPENSES</b>			
Treasure's Fee (3% Property Tax Revenue)	\$ 26,611.45	\$ 29,465.34	\$ 26,829.39
<b>Total Fixed Expenses</b>	\$ 26,611.45	\$ 29,465.34	\$ 26,829.39
<b>BENEFITS AND PERSONNEL</b>			
<b>Benefits</b>			
Mileage Reimbursement	\$ 65.65	\$ -	\$ 1,250.00
Insurance Allowance	\$ 29,681.82	\$ 30,000.00	\$ 36,000.00
Social Security - 6.2	\$ 23,498.84	\$ 24,336.61	\$ 33,320.16
Medicare - 1.45	\$ 5,495.71	\$ 5,691.63	\$ 7,792.62
Retirement	\$ 8,621.00	\$ 8,965.84	\$ 15,238.11
State Unemployment 0.3%	\$ 760.50	\$ 1,177.58	\$ 1,612.27
Workman's Comp 0.3%	\$ 588.00	\$ 1,177.58	\$ 1,612.27
Employee Assistance Program	\$ 3,520.85	\$ 3,521.00	\$ 3,521.00
<i>Total Benefits</i>	\$ 72,232.37	\$ 74,870.24	\$ 100,346.43
<b>Personnel</b>			
Regular Salaries	\$ 282,697.13	\$ 392,526.00	\$ 533,421.97
Substitute	\$ 1,282.50	\$ 3,000.00	\$ 4,000.00
Holiday Pay	\$ 12,821.35		
PTO	\$ 40,637.80		
End of year incentive pay	\$ 11,750.00	\$ 4,500.00	
<i>Total Personnel</i>	\$ 349,188.78	\$ 400,026.00	\$ 537,421.97
<b>Total Benefits and Personnel</b>	\$ 421,421.15	\$ 474,896.24	\$ 637,768.40
<b>Total Expenditures</b>	\$ 808,136.85	\$ 980,051.58	\$ 916,419.40
Net change in fund balance	\$ 328,871.11	\$ 79,176.43	\$ 185,850.63
Operating Reserve Fund Balance beginning of year	\$ 845,656.00	\$ 1,174,527.11	\$ 1,039,346.27
Transfer to Capital Improvement Fund		\$ (214,357.27)	\$ (600,000.00)
Operating Reserve Fund Balance end of year	\$ 1,174,527.11	\$ 1,039,346.27	\$ 625,196.90

**2026 CAPITAL IMPROVEMENT BUDGET****2025 Approved****2025 Projected****2026 Proposed**

Beginning balance			\$	-		
Transfer from operating	\$	214,357.27	\$	214,357.27	\$	600,000.00
<b>REVENUES</b>						
Interest Income	\$	100.00	\$	100.00	\$	600.00
Donations and Gifts	\$	500.00	\$	3,974.19	\$	500.00
Federal Grants	\$	50,000.00	\$	-	\$	25,000.00
State Grants	\$	940,000.00	\$	200,000.00	\$	650,000.00
Foundation Grants	\$	4,775,482.00	\$	1,222,158.71	\$	3,683,653.80
Miscellaneous	\$	2,500.00	\$	-	\$	60,000.00
	\$	-				
<b>TOTAL REVENUE</b>	\$	<b>5,768,582.00</b>	\$	<b>1,640,590.17</b>	\$	<b>5,019,753.80</b>
<b>EXPENDITURES</b>						
<b>Facilities Improvements</b>						
Architect/ Professional Fees	\$	75,000.00	\$	51,117.48	\$	31,449.02
Contractor Fees	\$	5,357,697.00	\$	1,513,528.50	\$	3,844,168.50
Furnishings	\$	25,000.00	\$	6,974.19	\$	150,000.00
Unanticipated building repairs and maintenance	\$	267,885.00	\$	68,970.00	\$	198,915.00
<b>Mechanical Improvements</b>						
Solar project					\$	60,000.00
Unanticipated mechanical improvements	\$	18,000.00	\$	-	\$	18,000.00
<b>Technology Improvements</b>						
Computer Replacements	\$	25,000.00	\$	-	\$	25,000.00
EV Charging					\$	10,000.00
<b>Total Expenditures</b>	\$	<b>5,768,582.00</b>	\$	<b>1,640,590.17</b>	\$	<b>4,337,532.52</b>

## 2026 Holiday Closings

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Monday, February 16	Presidents Day
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth National Independence Day
Saturday, July 4	4 <sup>th</sup> of July
Monday, September 7	Labor Day
Thursday, November 26	} Thanksgiving Break
Friday, November 27	
Saturday, November 28	
Thursday, December 24	Christmas Eve ( <b>closed</b> )
Friday, December 25	Christmas
Thursday, December 31	New Year's Eve ( <b>closed</b> )

**Authorization of check signers**

Requested motion to authorize the following individuals to sign checks:

David Hamilton, Board Treasurer

Katie Cloudman, Board Vice President

Barbara Brattin, Library Director

Taylor Worsham, Library Assistant Director

Requested Motion to remove the following individuals as check signers:

Ronnie VanAtta

Josie Snow