



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

October 15, 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 September 17, 2025 regular board meeting minutes
- V. REPORTS
 - a. Foundation/ Development Report (Katie Dobbins, Foundation Director)
 - b. September 30, 2025 Financial Report (David)
 - c. Construction Report (Barb)
 - d. Director's Report (Barb)
- VI. NEW BUSINESS
 - a. Proposed 2026 General Fund Budget 1st reading
 - b. Proposed 2026 Capital Improvement Fund Budget 1st reading
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: November 19, 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

September 17, 2025

This 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 instructions on how to attend.

Roll Call and Determination of a Quorum: Board members present: Andrea Cox, Katie Cloudman, David Hamilton, Sherry Spears, and Gayle Dixon. Barbara Brattin, Library Director, was also present. The meeting was called to order by Andrea Cox at 4:04 PM

Agenda Approval: The motion to approve the agenda as presented was made by Sherry Spears and seconded by Gayle Dixon. The motion passed unanimously.

Public Comments: Barb has noticed that people are using the garden. They are having picnics and relaxing and reading. So, this bodes well for future use when we have the new improved garden. Andrea commented that people seem to really like the children's area.

Consent Agenda: The motion to approve the minutes of the August 20, 2025 meeting as presented was made by David and seconded by Gayle. The motion passed unanimously.

Foundation / Development Report: Katie Dobbins, Foundation Director, reported that the "100 Extraordinary Women" project is already at 108 extraordinary women. They are aiming for at least 200 extraordinary women. They will begin the "save the date" for the event on November 1st.

They had a book drive last Saturday at Ramon's Mexican Restaurant. It was very successful as they filled thirty boxes. The next book sale is scheduled for October 11th. They are looking for a venue as it was originally scheduled to take place at the library. They will meet on September 18 to venue alternatives. The Foundation Board has formed a committee to review the Foundation Bylaws.

August 31, 2025 Financial Report: David Hamilton reported that the financials look great. He does not see anything out of line. We are rockin' and rollin'. Andrea commented that she really appreciated the follow-up email that Barb sent out after last month's board meeting answering a question the board had concerning the financial report.

Construction Report: Barb Brattin reported:

There was a construction meeting the morning of September 17th before this board meeting. While digging the foundation, the construction crew hit ground water. Dealing with this standing water is going to add an expense to the building budget. The construction company suggests putting a barrier down between the foundation and the water. The foundation is being delayed until Monday, September 22.

On a positive note: it's time to start buying furniture, for example a new service desk for the new space. Barb, Taylor, and Katie Cloudman are planning a road trip to Colorado Springs to look at library furniture on an October date to be determined.

The paperwork for a grant from Charge Ahead Colorado for the EV charging stations that will be installed in our parking lot is due on October 15th. Charge Ahead Colorado will pay 90% of the project. We can probably get LPEA to pick up the remainder of the cost. We are expecting 100% of the cost of the project to be funded. Gayle asked if use of the charging stations will be free. Barb answered no. The library will charge for use.

The natural gas is turned off, the line is scheduled to be capped, and our last bill has been paid to Black Hills Energy. LPEA has been very busy in our parking lot completing the electrical expansion, and that work is finally complete. FCI is digging up the old foundation to the south and found much more concrete than anticipated under the soil as well as an old steel beam that will need to be cut off. These two items will be extra charges. In lieu of a new water heater which died last year, we will have an instant hot water system installed in the staff break room in order to feed the dishwasher, adding to our green initiatives.

We'll start laying a new foundation on the south side starting September 18, weather permitting, and continue until October 1st. With the parking lot all torn up, we can finally bring over the fiber line that runs down 8th Street to the library building. When the line was run years ago for the high school, elementary school, and town hall, an offshoot was brought part way up the alley for the library to connect to, but the library never acted on the opportunity, most likely for budgetary reasons. The cable is hanging on a pole on the other side of the alley. Connecting to fiber will provide a very fast and stable connection to the Internet but will, again, be an added project cost. Our IT consultant has attended a construction meeting to coordinate the trenching and cabling and will be involved in reviewing the plans for data in the new building.

FCI has reinforced our walkway entrance with an additional layer of plywood. They have also added some transition strips to eliminate bumps and will be caulking in the seams to prevent them lifting. The construction team has been extremely responsive to our requests and proactive to make our site as safe as possible.

Director's Report: Barb Brattin reported:

The amended supplemental 2025 budget was uploaded to DOLA's site on Friday afternoon September 5th and approved by DOLA on Monday September 8th. This month's board meeting financials show activity through August 31st so the Capital Fund is not presented. Now that we have DOLA's permission, we will begin to show both Operating (General Fund) and Capital Fund activity as part of our monthly reporting. The construction line item has already been renamed Capital Improvement.

At the September 2, 2025 meeting of the Pagosa Springs Sanitation General Improvement District, the board voted to waive our \$6,520 impact fee. The Town Council subsequently voted to reimburse this paid fee to us. We are grateful for the town's overwhelming support of our library expansion!

The 100 Extraordinary Women Campaign has surpassed its goal of \$100,000 in just a few short months. The campaign continues through October.

We've been very fortunate this year to not only raise money for the new construction but to also take advantage of other funding opportunities to improve our collections and services. This month we took advantage of a \$6,132 collection grant from the state called State Grants to Libraries by purchasing membership in the Across Colorado Digital Consortium. This is a collective purchasing group made of small public libraries that offers Overdrive digital e-books and e audiobooks . Our current Cloud Library consortium offers 9,615 items for download and the annual fee is \$11,000. Membership in the Across Colorado Digital Consortium offers access to over 19,000 items, many of them unique, for a \$6,000 fee. RSL ranks #1 in use of Cloud Library among AspenCat libraries. In August, our patrons downloaded 571 e-books and 711 e-audiobooks, comprising 16% of all of our collection borrowing. Many of our users tell us they get a Durango library card just to use Overdrive. Our patrons will be delighted that we are offering this new service. We'll be evaluating whether to continue our membership in the Cloud Library consortium as we acclimate to Overdrive.

Barb looked at a demo for PressReader which is a digital newspaper and magazine subscription service. She determined that it is not worth the expense because it does not offer the big-name newspapers. We, however, did get a subscription for the NYT in paper form. It is \$20 a month. We, also, got a subscription for Booklist Reader which reviews new books. Copies will be free to patrons.

With the State Grants to Libraries funds we will also be expanding our popular Large Print Books collection, particularly our small nonfiction section.

Through our membership in the Association of Small and Rural Libraries we were gifted with a free year-long membership to the Sustainable Libraries Initiative, a non-profit organization that provides guidance to all types of libraries in their efforts to be environmentally and fiscally sustainable. This is an excellent source of advice for us as we move toward solar power, EV chargers, and green building products in an unstable economy.

Visitor count declined in August due to our week closed, but checkouts per day rose from 317 in July to 342 in August as people made less trips but checked out more each time. We have not seen a return of the number of school children walking to the library with good reason.

Elementary tutoring returns in October and will be held in the elementary school library. We have ordered computer tablets to help the children improve their literacy skills through the Ballantine Family Fund grant funds received last year. ESL classes are comfortable at St. Patrick's church and enrollment has stayed consistent. Book clubs have settled into the transit station board room and Ruby's Writers Guild has found temporary lodging at the Senior Center.

DOLA requires the first draft of our annual budget to be presented to the Library Board by October 15th each year. That date coincides perfectly with our next Board meeting. Expect a first draft in your next packet.

New Business:

None

Unfinished Business:

None

Good of the Order:

None

Next Regular Meeting: October 15, 2025 by Zoom only

Ajournment: Motion to adjourn at 4:42 P.M. by Sherry and seconded by David

Motion passed.

Respectfully submitted,
Katie Cloudman
Vice President acting as Recording Secretary

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

Ordinary Income/Expense	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Income				
Foundation Admin Fee Income	1,200.00	1,200.00	0.00	100.0%
Gifts/Donations (general)	8,728.05	6,000.00	2,728.05	145.47%
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)	84,503.41	12,000.00	72,503.41	704.2%
INCOME - PROPERTY TAX				
Property Tax	887,632.96	894,313.00	-6,680.04	99.25%
Specific Ownership Tax	56,225.36	70,000.00	-13,774.64	80.32%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-1,667.10	-2,000.00	332.90	83.36%
Total INCOME - PROPERTY TAX	942,191.22	982,178.00	-39,986.78	95.93%
INCOME - REVENUE				
Book Sales - Taxable	609.15	1,500.00	-890.85	40.61%
Copies	7,375.45	9,000.00	-1,624.55	81.95%
Lost Books/ILL	906.49	800.00	106.49	113.31%
Other Revenue (& library cards)	217.81	250.00	-32.19	87.12%
Use of Equipment	619.00	1,200.00	-581.00	51.58%
Total INCOME - REVENUE	9,727.90	12,750.00	-3,022.10	76.3%
Interest Income	36,796.91	43,000.00	-6,203.09	85.57%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
Total Income	1,085,147.49	1,059,228.00	25,919.49	102.45%
Gross Profit	1,085,147.49	1,059,228.00	25,919.49	102.45%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
CAPITAL OUTLAY				
Equipment & Furniture >\$500	300.63	500.00	-199.37	60.13%
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	1,250.00	1,285.00	-35.00	97.28%
Technology > \$500 - Other	11,219.65	11,400.00	-180.35	98.42%
Total Technology > \$500	32,004.45	33,185.00	-1,180.55	96.44%
Total CAPITAL OUTLAY	32,305.08	34,185.00	-1,879.92	94.5%
FIXED EXPENSES				
Treasurer's Fees	26,588.47	29,465.34	-2,876.87	90.24%
Total FIXED EXPENSES	26,588.47	29,465.34	-2,876.87	90.24%
Total CAPITAL OUTLAY & FIXED EXPENSES	58,893.55	63,650.34	-4,756.79	92.53%
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	405.00	990.00	-585.00	40.91%
Bldg Maintenance Costs	1,213.69	1,000.00	213.69	121.37%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	11,085.49	15,840.00	-4,754.51	69.98%
Landscape/Grounds Maint	41.07	500.00	-458.93	8.21%
Snow Removal	645.00	8,000.00	-7,355.00	8.06%
Trash	1,121.78	1,550.00	-428.22	72.37%
Utilities				
Electricity	5,750.36	7,500.00	-1,749.64	76.67%
Gas	206.60	320.00	-113.40	64.56%
Geothermal	4,441.61	3,500.00	941.61	126.9%

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

	<u>Jan - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water & Sewer	1,760.54	4,675.00	-2,914.46	37.66%
Total Utilities	12,159.11	15,995.00	-3,835.89	76.02%
Total BUILDING EXPENSES	26,671.14	44,025.00	-17,353.86	60.58%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	4,496.50	7,525.00	-3,028.50	59.75%
Auditing / Tax Return Prep	15,500.00	15,500.00	0.00	100.00%
Collection & Credit Card Fees	284.03	100.00	184.03	284.03%
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	100.00%
Insurance-Directors & Officers	2,540.00	2,700.00	-160.00	94.07%
Insurance - Liab/Contents/Blgd	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	2,573.64	3,300.00	-726.36	77.99%
Legal Services	20.46	1,000.00	-979.54	2.05%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	1,988.02	4,500.00	-2,511.98	44.18%
Software Maint Agmts	6,026.00	9,240.00	-3,214.00	65.22%
Total Maint Agmts & Licenses	8,014.02	13,740.00	-5,725.98	58.33%
Office Supplies	3,570.77	5,000.00	-1,429.23	71.42%
Postage / PO Box	763.88	700.00	63.88	109.13%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	1,062.95	1,300.00	-237.05	81.77%
Telephone	1,955.53	2,700.00	-744.47	72.43%
SUBCONTRACTORS				
Independent Contractors	8,138.75	1,000.00	7,138.75	813.88%
IT Consulting	11,293.30	15,000.00	-3,706.70	75.29%
Total SUBCONTRACTORS	19,432.05	16,000.00	3,432.05	121.45%
Total LIBRARY OFFICE EXPENSES	70,183.50	80,030.00	-9,846.50	87.7%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	1,874.35	4,000.00	-2,125.65	46.86%
Children's Programs	3,474.83	2,500.00	974.83	138.99%
Summer Reading Program	2,024.76	2,000.00	24.76	101.24%
Teen Programs	295.90	1,500.00	-1,204.10	19.73%
Total PROGRAMS	7,669.84	10,000.00	-2,330.16	76.7%
PUBLIC RELATIONS				
Advertising - PR	1,990.00	2,000.00	-10.00	99.5%
Volunteer Background Checks	288.50	300.00	-11.50	96.17%
Volunteer/Staff Expenses	522.41	1,000.00	-477.59	52.24%
Total PUBLIC RELATIONS	2,800.91	3,300.00	-499.09	84.88%
PUBLIC USE MATERIALS				
Courier Service (ILL)	7,231.92	7,154.00	77.92	101.09%
Electronic Data Bases	4,414.65	18,000.00	-13,585.35	24.53%
Lost Items Expenses	129.95	50.00	79.95	259.9%
Non-Print Material				
Audio Books	5,088.85	8,000.00	-2,911.15	63.61%
DVD/Video	3,286.73	4,000.00	-713.27	82.17%
Downloadable E-Books/Audio	11,000.00	15,000.00	-4,000.00	73.33%
Total Non-Print Material	19,375.58	27,000.00	-7,624.42	71.76%
Print Material				

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

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Books	31,271.09	45,800.00	-14,528.91	68.28%
Subscriptions	1,017.99	2,200.00	-1,182.01	46.27%
Total Print Material	32,289.08	48,000.00	-15,710.92	67.27%
Total PUBLIC USE MATERIALS	63,441.18	100,204.00	-36,762.82	63.31%
Total PROGRAMS & PUBLIC USE EXPENSES	73,911.93	113,504.00	-39,592.07	65.12%
Total OPERATING EXPENSES	170,766.57	237,559.00	-66,792.43	71.88%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	736.71	1,500.00	-763.29	49.11%
Memberships	1,625.48	6,000.00	-4,374.52	27.09%
Travel/Food Expenses	37.43	3,600.00	-3,562.57	1.04%
Total STAFF EDUCATION	2,399.62	11,100.00	-8,700.38	21.62%
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	833.71	0.00	833.71	100.0%
Employee Assist Program (EAP)	3,520.85	3,521.00	-0.15	100.0%
Health Insurance Allowance	22,000.00	30,000.00	-8,000.00	73.33%
Social Security	21,689.29	24,336.61	-2,647.32	89.12%
Medicare	5,072.51	5,691.63	-619.12	89.12%
Retirement (CRA)	7,946.45	11,648.00	-3,701.55	68.22%
State Unemployment	699.52	1,177.58	-478.06	59.4%
Worker's Compensation Insurance	0.00	1,177.58	-1,177.58	0.0%
Total BENEFITS	61,762.33	77,552.40	-15,790.07	79.64%
Salaries & PTO				
SALARIES	275,605.39	392,526.00	-116,920.61	70.21%
Year End Incentive Pay	0.00	4,500.00	-4,500.00	0.0%
Holiday Pay	14,105.73	0.00	14,105.73	100.0%
Paid Time Off (PTO)	33,355.02	0.00	33,355.02	100.0%
Total Salaries & PTO	323,066.14	397,026.00	-73,959.86	81.37%
Substitute Staff (subcontract)	3,798.33	3,000.00	798.33	126.61%
Total SALARIES & BENEFITS	388,626.80	477,578.40	-88,951.60	81.37%
Total STAFF, BENEFITS & TRAINING	391,026.42	488,678.40	-97,651.98	80.02%
Total Expense	620,686.54	789,887.74	-169,201.20	78.58%
Net Ordinary Income	464,460.95	269,340.26	195,120.69	172.44%
Other Income/Expense				
Other Income				
Other Income (dividends,claims)	375.00	100.00	275.00	375.0%
Reserve Income				
Reimb from Foundation	326,718.42	0.00	326,718.42	100.0%
Total Reserve Income	326,718.42	0.00	326,718.42	100.0%
Total Other Income	327,093.42	100.00	326,993.42	327,093.42%
Other Expense				
Reserve Expenses				
Development Marketing/PR/Adv	15.00	0.00	15.00	100.0%
Master Plan Expenses	659,807.77	200,000.00	459,807.77	329.9%
Total Reserve Expenses	659,822.77	200,000.00	459,822.77	329.91%
Expenses to be Reimb	1.21	0.00	1.21	100.0%
Suspense - Unknown	210.25			
Total Other Expense	660,034.23	200,000.00	460,034.23	330.02%
Net Other Income	-332,940.81	-199,900.00	-133,040.81	166.55%
Net Income	<u>131,520.14</u>	<u>69,440.26</u>	<u>62,079.88</u>	<u>189.4%</u>

	<u>Sep 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	213,593.40
Capital Improvement-3365	380,141.96
Colorado Trust	1,026,093.00
Total Checking/Savings	1,619,828.36
Accounts Receivable	
Accounts Receivable	16,480.68
Total Accounts Receivable	16,480.68
Other Current Assets	
Property Taxes Receivable	600,525.10
Total Other Current Assets	600,525.10
Total Current Assets	2,236,834.14
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	4,020,199.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	328,957.98
Total Accounts Payable	328,957.98
Credit Cards	
Commerce Bank 1756	4,798.79
Capital One Spark 6576	-15.99
Kroger / City Market Card	68.48
Total Credit Cards	4,851.28
Other Current Liabilities	
Deferred Revenue	600,525.10
Payroll Current Liabilities	
Accrued Vacation/PTO	21,939.16
State Withheld & SUTA Payable	-1,042.03
Total Payroll Current Liabilities	20,897.13
Total Other Current Liabilities	621,422.23
Total Current Liabilities	955,231.49
Total Liabilities	955,231.49
Equity	

3:17 PM

10/09/25

Accrual Basis

Ruby M. Sisson Memorial Library

Balance Sheet

As of September 30, 2025

	<u>Sep 30, 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	131,520.20
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Total Equity	3,064,967.51
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TOTAL LIABILITIES & EQUITY	4,020,199.00
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Jan-Sept 2025	2025	2024	2023	2022	2021
Property Tax	\$942,191	\$986,983	\$645,928	\$614,790	\$561,761
Other Income	\$143,331	\$69,054	\$57,419	\$27,676	\$31,777
Unanticipated Donation(s) *	\$0	\$0	\$0	<u>\$0</u>	<u>\$5,000</u>
Total Income	\$1,085,522	\$1,056,036	\$703,347	\$642,466	\$598,538
Capital & Fixed Expenses	\$58,894	\$26,360	\$19,471	\$17,061	\$18,007
Building Expenses	\$26,671	\$29,890	\$29,959	\$27,547	\$33,369
Office Expenses	\$70,184	\$34,447	\$46,313	\$33,345	\$39,096
Programs & Public Use Materials	\$73,912	\$60,703	\$56,701	\$50,943	\$50,553
Personnel & Benefits	\$391,026	\$303,759	\$285,082	\$267,105	\$257,275
Total Expenses	\$620,686	\$455,159	\$437,526	\$396,002	\$398,300
Net Ordinary Income	\$464,836	\$600,877	\$265,821	\$246,464	\$200,238
Reimbur from Foundation	-\$326,718				
HVAC Replacement					
Master Plan Expenses	\$659,808	\$62,413		\$2,500	
Gift to Foundation					
Net Income	\$131,747	\$538,464	\$265,821	\$243,964	\$200,238
Cash on hand:	\$1,619,828	\$1,394,335	\$962,315	\$758,891	\$633,472

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

*2021: June Foundation ESL funding \$5,000

CONSTRUCTION REPORT OCTOBER 2025

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 October 20th to begin framing and wood material will be delivered toward the end of the month. We will soon see our addition start to take shape.

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 I devise a Plan B. Level 2 chargers are very slow. It seems we should pursue expanded grant funding to achieve a fast charging system, but that will take more time to flesh out.

DIRECTOR'S REPORT

September 2025

I am delighted to report that we have won a \$3,000 LPEA Roundup Grant to purchase a new bookdrop for the exterior of our building. The cost of the project exceeds \$7,000 with the cost for the concrete slab underneath the drop, and the Friends of the Library have voted to provide the remaining necessary funds to complete the project. This new bookdrop will provide extra convenience to our patrons to return items while we are closed. The new library building will include a bookdrop through the front entrance, allowing us to move this temporary unit to another place in town.

Six iPads have arrived, funded through the 2024 Ballantine grant. These will be used to augment the elementary school tutoring on Wednesday afternoons. Once the new library is open, tutoring will return to the library building and we will be able to use the iPads all day for children's literacy programming. The iPads are refurbished and purchased at a significant discount through the TechSoup nonprofit purchasing program. They are housed in solid cases made for children to prevent damage.

Our new ebook platform, Overdrive, is up and running and we are seeing an uptick in library card applications from people anxious to use the product. The State Grants for Libraries program through the Colorado State Library provides annual grants for new collection purchasing and this year we are using that grant toward Overdrive and large print book collections. The state grant program is funded through the Colorado state budget and so is insulated from budget cuts to the federal IMLS agency.

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

The 100 Extraordinary Women campaign is going gangbusters. The campaign now has 145 pledges and the steering committee led by Jann Pitcher is determined to reach 200 by the end of October. Our presentation to Rotary this past week resulted in many new pledges. Our quarterly report to DOLA has been submitted along with a reimbursement request for nearly \$600,000.

2026 General Fund Budget Highlights

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

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
- 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

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

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
- New virus protection software added to all public and staff computers
- 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

Upper San Juan Library District 2026 Budget Proposal

	2023 Actuals	2024 Actuals	2025 Adopted	August 2025 Actuals	Projected end of year	Proposed 2026
INCOME AND REVENUE						
INCOME						
Gifts/Donations	\$ 7,680.00	\$ 10,743.19	\$ 6,000.00	\$ 8,702.00	\$ 9,000.00	\$ 9,000.00
Gifts/Donations Restricted	\$ -	\$ 300.00	\$ 600.00	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
Grants	\$ 14,472.00	\$ 44,585.96	\$ 12,000.00	\$ 84,503.41	\$ 93,800.00	
Collection Grants						\$ 6,132.00
Program Grants						\$ 10,000.00
Foundation rent	\$ 1,100.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00
Other income	\$ 632.00			\$ 375.00		\$ 500.00
Tax Income						
Abatements	\$ (498.00)	\$ (1,960.40)	\$ (2,000.00)	\$ (1,389.52)	\$ (2,000.00)	\$ (2,000.00)
General Property Tax	\$ 602,117.00	\$ 941,433.69	\$ 894,313.00	\$ 865,288.05	\$ 894,313.00	\$ 914,688.03
Specific Ownership tax	\$ 65,776.00	\$ 74,920.18	\$ 70,000.00	\$ 49,087.36	\$ 70,000.00	\$ 70,000.00
Misc. Tax income			\$ 19,865.00	\$ 14,431.90	\$ 19,865.00	\$ 20,000.00
Total Tax Income	\$ 667,395.00	\$ 1,014,393.47	\$ 982,178.00	\$ 927,417.79	\$ 982,178.00	\$ 1,002,688.03
Total Income	\$ 690,179.00	\$ 1,070,022.62	\$ 1,001,978.00	\$ 1,022,998.20	\$ 1,089,178.00	\$ 1,034,520.03
Revenue						
Book Sale (In House)	\$ 2,034.00	\$ 1,886.10	\$ 1,500.00	\$ 579.00	\$ 610.00	\$ 600.00
Copies	\$ 9,991.00	\$ 10,215.41	\$ 9,000.00	\$ 6,931.00	\$ 10,000.00	\$ 10,000.00
Lost books/ILL	\$ 824.00	\$ 844.84	\$ 800.00	\$ 787.00	\$ 1,000.00	\$ 800.00
Other Revenue (& Library Cards)	\$ 235.00	\$ 250.25	\$ 250.00	\$ 210.00	\$ 250.00	\$ 250.00
Use of Equipment (Lamination)	\$ 1,397.00	\$ 1,480.14	\$ 1,200.00	\$ 554.00	\$ 620.00	\$ 600.00
Interest Income	\$ 36,790.00	\$ 56,755.94	\$ 43,000.00	\$ 32,057.00	\$ 48,000.00	\$ 40,000.00
Scholarship(s) Income	\$ -	\$ 500.00	\$ 1,500.00	\$ -	\$ -	
Total Revenue	\$ 51,271.00	\$ 71,932.68	\$ 57,250.00	\$ 41,118.00	\$ 60,480.00	\$ 52,250.00
Total Income and Revenue	\$ 741,450.00	\$ 1,141,955.30	\$ 1,059,228.00	\$ 1,064,116.20	\$ 1,149,658.00	\$ 1,086,770.03
EXPENDITURES						
Operating Expenses						
Building Expenses						
Fire Alarm Monitoring	\$ 940.00	\$ 993.00	\$ 990.00	\$ 405.00	\$ 600.00	\$ 990.00
Building Maintenance	\$ 3,819.00	\$ 3,272.30	\$ 1,000.00	\$ 1,168.00	\$ 1,220.00	\$ 1,000.00
Carpet Cleaning	\$ 2,346.00	\$ 2,690.00	\$ 150.00	\$ -		\$ -
Janitorial service	\$ 14,400.00	\$ 14,400.00	\$ 15,840.00	\$ 9,885.00	\$ 14,700.00	\$ 19,300.00
Janitorial supplies						\$ 2,500.00
Landscape/Grounds Maintenance	\$ 101.00	\$ 431.03	\$ 500.00	\$ -		
Snow Removal	\$ 5,613.00	\$ 2,282.50	\$ 8,000.00	\$ 645.00	\$ 2,000.00	\$ 5,000.00
Trash	\$ 1,457.00	\$ 1,549.01	\$ 1,550.00	\$ 996.00	\$ 1,500.00	\$ 1,512.00

Upper San Juan Library District 2026 Budget Proposal

	2023 Actuals	2024 Actuals	2025 Adopted	August 2025 Actuals	Projected end of year	Proposed 2026
Utilities						
Electricity	\$ 7,228.00	\$ 7,171.23	\$ 7,500.00	\$ 5,358.00	\$ 8,000.00	\$ 8,200.00
Gas	\$ 319.00	\$ 304.07	\$ 320.00	\$ 204.00	\$ 206.60	\$ -
Geothermal	\$ 2,431.00	\$ 4,346.77	\$ 3,500.00	\$ 4,197.00	\$ 7,100.00	\$ 10,833.00
Water & Sewer	\$ 3,893.00	\$ 4,769.45	\$ 4,675.00	\$ 1,336.00	\$ 2,500.00	\$ 6,300.00
<i>Total Utilities</i>	\$ 13,871.00	\$ 16,591.52	\$ 15,995.00	\$ 11,095.00	\$ 17,806.60	\$ 25,333.00
Window Cleaning	\$ -	\$ -	\$ -	\$ -		\$ 1,000.00
<i>Total Building Expenses</i>	\$ 42,547.00	\$ 42,209.36	\$ 44,025.00	\$ 24,194.00	\$ 37,826.60	\$ 56,635.00
Library Office Expenses						
Accounting & Budgeting	\$ 4,057.00	\$ 3,807.75	\$ 7,525.00	\$ 4,097.00	\$ 5,231.00	\$ 5,500.00
Auditing/Tax Return	\$ 14,000.00	\$ 1,000.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	\$ 15,750.00
Credit Card Fees	\$ 110.00	\$ 98.65	\$ 100.00	\$ 215.00	\$ 300.00	\$ 330.00
Equipment/Furniture/Fixtures < \$500	\$ 1,551.00	\$ 219.12	\$ 500.00	\$ 355.00	\$ 400.00	\$ 500.00
Equipment Maint & Parts	\$ 295.00	\$ 895.01	\$ 500.00	\$ 1,241.00	\$ 1,240.00	\$ 1,250.00
Insurance - Bonding Insurance	\$ 365.00	\$ 465.00	\$ 365.00	\$ 100.00	\$ 365.00	\$ 400.00
Insurance - Errors & Omissions	\$ 2,256.00	\$ 2,540.00	\$ 2,700.00	\$ 2,540.00	\$ 2,540.00	\$ 2,700.00
Insurance - Liability/Contents/Bldg.	\$ 6,462.00	\$ 7,313.00	\$ 8,800.00	\$ -	\$ 7,883.00	\$ 9,560.00
Internet/ISP	\$ 3,271.00	\$ 3,386.18	\$ 3,300.00	\$ 2,287.00	\$ 3,430.00	\$ 3,114.00
Legal Services	\$ 462.00	\$ -	\$ 1,000.00	\$ 21.00		\$ 500.00
Maintenance Agmts & Licenses						
Hardware Maint Agmts (Copier)	\$ 3,833.00	\$ 3,534.00	\$ 4,500.00	\$ 1,474.00	\$ 2,275.00	\$ 3,000.00
Software Licenses	\$ 5,000.00	\$ 5,887.33	\$ 9,240.00	\$ 5,676.00	\$ 7,000.00	\$ 11,000.00
<i>Total Maintenance Agreements</i>	\$ 8,833.00	\$ 9,421.33	\$ 13,740.00	\$ 7,150.00	\$ 9,275.00	\$ 14,000.00
Office Supplies	\$ 6,262.00	\$ 7,407.56	\$ 5,000.00	\$ 2,991.00	\$ 5,500.00	\$ 3,500.00
Postage/PO Box	\$ 949.00	\$ 708.56	\$ 700.00	\$ 758.00	\$ 800.00	\$ 800.00
Sales Tax Expense	\$ -	\$ 137.83	\$ 300.00	\$ 125.00	\$ 200.00	\$ 300.00
Storage	\$ 1,175.00	\$ 1,160.00	\$ 1,300.00	\$ 854.00	\$ 1,300.00	\$ 2,500.00
Telephone	\$ 2,838.00	\$ 2,302.06	\$ 2,700.00	\$ 1,738.00	\$ 2,610.00	\$ 2,610.00
<i>Total Library Office Expenses</i>	\$ 52,886.00	\$ 40,862.05	\$ 64,030.00	\$ 39,972.00	\$ 51,343.00	\$ 63,314.00
Outside Contractors						
IT Consulting	\$ 1,100.00	\$ 2,845.00	\$ 15,000.00	\$ 8,139.00	\$ 14,000.00	\$ 14,000.00
Independent Contractors		\$ -	\$ 1,000.00	\$ 8,138.75	\$ 8,138.75	\$ -
Courier Service (ILL)	\$ 6,899.00	\$ 7,153.72	\$ 7,154.00	\$ 7,372.00	\$ 7,232.00	\$ 7,500.00
<i>Total Outside Contractors</i>	\$ 1,100.00	\$ 2,845.00	\$ 16,000.00	\$ 16,277.75	\$ 22,138.75	\$ 21,500.00
Programs						
Children's Programs	\$ 4,078.00	\$ 1,945.47	\$ 2,500.00	\$ 3,252.00	\$ 4,000.00	\$ 2,500.00
Teen Programs	\$ 865.00	\$ 2,009.53	\$ 1,500.00	\$ 181.00	\$ 350.00	\$ 1,000.00

Upper San Juan Library District 2026 Budget Proposal

	2023 Actuals	2024 Actuals	2025 Adopted	August 2025 Actuals	Projected end of year	Proposed 2026
Adult Programs (AS,ESL,PALS)	\$ 3,243.00	\$ 3,199.15	\$ 4,000.00	\$ 1,230.00	\$ 2,000.00	\$ 3,000.00
Summer Reading	\$ 2,188.00	\$ 1,664.28	\$ 2,000.00	\$ 2,025.00	\$ 2,025.00	\$ 2,500.00
Grant funded programs						\$ 10,000.00
<i>Total Programs</i>	\$ 10,374.00	\$ 8,818.43	\$ 10,000.00	\$ 6,688.00	\$ 8,375.00	\$ 12,500.00
Public Relations						
Outreach/Marketing/PR	\$ 2,592.00	\$ 3,332.95	\$ 2,000.00	\$ 1,539.00	\$ 2,000.00	\$ 2,000.00
Flowers	\$ -	\$ -	\$ -			\$ 250.00
Printing						\$ 2,200.00
Volunteers & Staff	\$ 960.00	\$ 1,587.31	\$ 1,000.00	\$ 522.41	\$ 600.00	\$ 700.00
V&S Background Checks	\$ 810.00	\$ 558.95	\$ 300.00	\$ 286.50	\$ 350.00	\$ 400.00
<i>Total Public Relations</i>	\$ 4,362.00	\$ 5,479.21	\$ 3,300.00	\$ 2,347.91	\$ 2,950.00	\$ 5,550.00
Public Use Materials						
Electronic Databases	\$ 12,424.00	\$ 15,106.89	\$ 18,000.00	\$ 4,203.00	\$ 16,000.00	\$ 14,000.00
Lost Item Expenses	\$ 65.00	\$ 7.95	\$ 50.00	\$ 111.00	\$ 150.00	\$ 150.00
Non-Print Material						
Audio Books -- adults & youth	\$ 6,824.00	\$ 6,835.81	\$ 8,000.00	\$ 4,168.00	\$ 6,300.00	\$ 6,000.00
DVD -- adults & youth	\$ 2,461.00	\$ 2,773.34	\$ 4,000.00	\$ 2,965.00	\$ 3,500.00	\$ 4,000.00
Downloadable Audio/E-Books/Magazines	\$ 12,062.00	\$ 14,038.87	\$ 15,000.00	\$ 11,000.00	\$ 18,500.00	\$ 17,000.00
Music	\$ 17.00	\$ -		\$ -	\$ -	
<i>Total Non-Print Material</i>	\$ 21,364.00	\$ 38,762.86	\$ 45,050.00	\$ 18,133.00	\$ 44,450.00	\$ 41,150.00
Books	\$ 21,038.00	\$ 23,722.00	\$ 45,800.00	\$ 27,393.00	\$ 42,000.00	\$ 45,800.00
Subscriptions	\$ 1,699.00	\$ 2,004.24	\$ 2,200.00	\$ 1,001.00	\$ 2,000.00	\$ 2,400.00
<i>Total Print Material</i>	\$ 22,737.00	\$ 25,726.24	\$ 48,000.00	\$ 28,394.00	\$ 44,000.00	\$ 48,200.00
<i>Grant Funded Collections</i>						\$ 6,132.00
<i>Total Public Use Materials</i>	\$ 44,101.00	\$ 64,489.10	\$ 93,050.00	\$ 50,841.00	\$ 88,450.00	\$ 95,482.00
Staff Education						
Conferences/Workshops	\$ 620.00	\$ 710.00	\$ 1,500.00	\$ 30.00	\$ 400.00	\$ 1,800.00
Membership	\$ 5,465.00	\$ 2,261.00	\$ 6,000.00	\$ 1,625.00	\$ 2,000.00	\$ 2,570.00
Travel	\$ 1,395.00	\$ 1,239.83	\$ 3,600.00	\$ 38.00	\$ 2,500.00	\$ 5,000.00
<i>Total Staff Education</i>	\$ 7,480.00	\$ 4,210.83	\$ 11,100.00	\$ 1,693.00	\$ 4,900.00	\$ 9,370.00
Total Operating Expenses	\$ 161,750.00	\$ 168,913.98	\$ 241,505.00	\$ 142,013.66	\$ 215,983.35	\$ 264,351.00
CAPITAL OUTLAY						
Furniture/Fixtures/Equipment	\$ 601.00	\$ 529.95	\$ 500.00	\$ 301.00	\$ 500.00	\$ -
Landscaping (Improvements)		\$ -	\$ -	\$ -	\$ -	\$ -
Master Plan Expenses		\$ 187,454.82	\$200,000	\$ 143,941.00	\$ 200,000.00	\$ -

Upper San Juan Library District 2026 Budget Proposal

	2023 Actuals	2024 Actuals	2025 Adopted	August 2025 Actuals	Projected end of year	Proposed 2026
Microfilm Digitization	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -
Technology > \$500						\$ -
IT Equipment - New	\$ -	\$ 1,112.50	\$ 20,500.00	\$ 18,365.00	\$ 20,500.00	\$ -
Phone System			\$ -		\$ -	\$ -
Software - New	\$ 72.00	\$ 1,343.00	\$ 1,285.00	\$ 1,250.00	\$ 1,250.00	\$ -
Technology > \$500 - Other	\$ 941.00	\$ 750.00	\$ 11,400.00	\$ 11,220.00	\$ 11,220.00	\$ -
Total Capital Outlay	\$ 1,614.00	\$ 191,190.27	\$ 234,185.00	\$ 30,835.00	\$ 233,470.00	\$ -
FIXED EXPENSES						
Treasure's Fee (3% Property T	\$ 18,057.00	\$ 26,611.45	\$ 29,465.34	\$ 26,300.00	\$ 29,466.00	\$ 26,829.39
Total Fixed Expenses	\$ 18,057.00	\$ 26,611.45	\$ 29,465.34	\$ 26,300.00	\$ 29,466.00	\$ 26,829.39
BENEFITS AND PERSONNEL						
Benefits						
Mileage Reimbursement		\$ 65.65	\$ -	\$ 481.00	\$ 1,000.00	\$ 1,500.00
Insurance Allowance	\$ 28,835.00	\$ 29,681.82	\$ 30,000.00	\$ 19,500.00	\$ 30,000.00	\$ 36,000.00
Social Security - 6.2	\$ 21,323.00	\$ 23,498.84	\$ 24,336.61	\$ 19,346.00	\$ 29,019.00	\$ 33,094.61
Medicare - 1.45	\$ 4,987.00	\$ 5,495.71	\$ 5,691.63	\$ 4,524.00	\$ 6,786.00	\$ 7,739.87
Retirement	\$ 7,519.00	\$ 8,621.00	\$ 8,965.84	\$ 7,043.00	\$ 10,564.00	\$ 15,093.00
State Unemployment 0.3%	\$ 688.00	\$ 760.50	\$ 1,177.58	\$ 624.00	\$ 1,070.00	\$ 1,601.35
Workman's Comp 0.3%	\$ 1,057.00	\$ 588.00	\$ 1,177.58	\$ -	\$ 1,070.00	\$ 1,601.35
Employee Assistance Program	\$ 3,521.00	\$ 3,520.85	\$ 3,521.00	\$ 3,521.00	\$ 3,521.00	\$ 3,521.00
<i>Total Benefits</i>	\$ 67,930.00	\$ 72,232.37	\$ 74,870.24	\$ 55,039.00	\$ 83,030.00	\$ 100,151.18
Personnel						
Regular Salaries	\$ 254,950.00	\$ 282,697.13	\$ 392,526.00	\$ 246,270.00	\$ 392,526.00	\$ 529,784.00
Substitute	\$ 1,485.00	\$ 1,282.50	\$ 3,000.00	\$ 3,305.00	\$ 4,000.00	\$ 4,000.00
Holiday Pay		\$ 12,821.35		\$ 12,070.00		
PTO		\$ 40,637.80		\$ 30,884.00		
End of year incentive pay		\$ 11,750.00	\$ 4,500.00	\$ -		
<i>Total Personnel</i>		\$ 349,188.78	\$ 400,026.00	\$ 292,529.00	\$ 396,526.00	\$ 533,784.00
Total Benefits and Personnel	\$ 324,365.00	\$ 421,421.15	\$ 474,896.24	\$ 347,568.00	\$ 479,556.00	\$ 633,935.18
Total Expenditures						
Total Expenditures	\$ 585,927.00	\$ 808,136.85	\$ 980,051.58	\$ 546,716.66	\$ 929,009.35	\$ 898,286.18
Net change in fund balance	\$ 155,523.00	\$ 328,871.11	\$ 79,176.43		\$ 220,648.65	\$ 188,483.85
Operating Reserve Fund Balance beginning of year		\$ 845,656.00	\$ 1,174,527.11			
Operating Reserve Fund Balance end of year		\$ 1,174,527.11	\$ 1,253,703.54			

2026 CAPITAL IMPROVEMENT BUDGET 1st reading	2025 Approved	2025 Projected	2026 Proposed
Beginning balance	\$ 214,357.27		
REVENUES			
Interest Income	\$ 100.00	\$ 100.00	\$ 200.00
Donations and Gifts	\$ 500.00	\$ 500.00	\$ 500.00
Federal Grants	\$ 50,000.00	\$ -	\$ 50,000.00
State Grants	\$ 940,000.00	\$ 527,949.87	\$ 412,050.13
Foundation Grants	\$ 4,775,482.00	\$ 2,090,135.13	\$ 2,682,146.90
Miscellaneous	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	\$ -		
TOTAL REVENUE	\$ 5,768,582.00	\$ 2,621,185.00	\$ 3,147,397.03
EXPENDITURES			
Facilities Improvements			
Architect/ Professional Fees	\$ 75,000.00	\$ 35,000.00	\$ 40,000.00
Contractor Fees	\$ 5,357,697.00	\$ 2,500,000.00	\$ 2,857,697.00
Furnishings	\$ 25,000.00	\$ 25,000.00	\$ -
Unanticipated building repairs and maintenance	\$ 267,885.00	\$ 61,185.00	\$ 206,700.00
Mechanical Improvements			
Unanticipated mechanical improvements	\$ 18,000.00	\$ -	\$ 18,000.00
Technology Improvements			
Computer Replacements	\$ 25,000.00	\$ -	\$ 25,000.00
Total Expenditures	\$ 5,768,582.00	\$ 2,621,185.00	\$ 3,147,397.00