



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  
Gayle Dixon  
Marcie Taylor  
Al Northup

**Regular Meeting of the Library Board of Trustees  
March 19, 2025**

**4pm**

**Hybrid in person and online**

<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 February 19th, 2025 meeting minutes
- V. REPORTS
  - a. Foundation/ Development Report (Foundation Director)
  - b. February 28, 2025 Financial Report (David)
  - c. Building Report (Barb)
  - d. Director's Report
- VI. NEW BUSINESS
  - a. Policy for weather closing
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD
- IX. GOOD OF THE ORDER:

NEXT MEETING: April 16, 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**

**February 19, 2025**

This meeting took place as an audio/video online meeting using Zoom, as well as an in person meeting at the library. The front door of the library, the library website and Facebook page, and the Pagosa Sun newspaper all posted the public meeting announcement with instructions on how to attend.

**Roll Call and Determination of a Quorum:** Board President Andrea Cox noted that everyone was positively identified and able to communicate. Andrea called the meeting of the USJLD Board to order at 4:04pm.

**Agenda approval:** The board approved the agenda (Katie, Sherry)

**Public comment:** None

**Consent agenda:** Approval of the January 15, 2025 meeting minutes. The board approved the minutes (David, Marcie)

Reports:

**Foundation report:** Recent large, anonymous donation from a Rotarian of \$500,000 has been received. Katy Dobbins, acting foundation director, reported the Friends of the Library had a “pop up” book sale, the first of three such events for this year.

**Financial:** David reported a positive financial situation. Building maintenance was up due to fire violations brought forth by the fire inspector and corrected by the library. The new copier has arrived and is functioning well. Cost: \$7500. The coin machine has been installed. Cost: \$3300. Barb explained an \$11,000 annual fee from an ebook consortium was paid in January. Also, an \$8000 fee was for documents sent to be digitized and returned much later than expected.

**Director’s report:** Barb and David Hamilton met with Mike Branch, CPA regarding the library’s financials and a contribution, by the library, to the building campaign. Mike suggested a maximum contribution of 65% of the reserve fund to maintain a 4-month cushion. Josie Snow has decided to move to Grand Junction in support of

her nephew's care. Josie will be greatly missed. She has agreed to help remotely with the Summer Reading prep work. Mable Barber has rejoined the staff as our new part time assistant. The Public Library Annual report to the Colorado State Library has been filed. The library now has a file server, the core of the network upgrades. Echo IT staff will continue to build the network over a series of weekends. A private donor has pledged \$5,000 to help us upgrade our staff computers.

Two members of the Foundation Board and Barb will be heading to Weld County on March 4<sup>th</sup> to present our case to DOLA for \$1 million for our construction project. We received a large anonymous gift this month which brought us to the 60% campaign goal required to apply to the Coors Foundation. That application is due March 1.

Our application was moved forward to the final round based on its merits and the need for the project. Three main questions will be posed by the panel:

1. Why have local voters not been asked to approve a levy increase to fund this project?
2. What would be the impact on the project if DOLA did not fund the project?
3. Are you shovel ready?

It is a requirement that we are shovel ready the day we present our pitch to the DOLA panel. The architectural plans are completed and ready to bid. The architect estimates the cost for the full project at \$5 million. Barb is working with the architect and Jaynes Construction of Durango to be ready with a plan that costs \$4.4 million, which Barb estimates we will be able to have in hand by the time we talk to DOLA. That depends on the possibility of deferring completion of some of the outdoor spaces.

**New business:** Marcie Taylor was reappointed to the Library Board of Trustees for a term ending 12/31/2027. The board approval a request to close the library Friday, March 7, 2025 for an all-staff day. The Library Board of Trustees approved a contribution to the RSL Foundation from capital reserves in support of Mountains of Opportunity capital campaign in the amount of \$500,000.

**Unfinished business:** The board interviewed two candidates for the seat vacated by Ronnie VanAtta on the Board of Directors, Nancy Chromy and Gayle Dixon. Ms. Dixon was chosen via a hand vote by the board. Nancy Chromy was encouraged to apply again, as she is very strong candidate for the position.

Al Northrop suggested we offer Bridge lessons at the library. Director Barb concurred. Al is willing to do the teaching.

A special thank you to Ronnie Van Atta for his service on the library board.

Motion to adjourn at 5:07 PM (Katie and Al).

Respectfully submitted,

Marcie Taylor, USJLD Secretary



<b>Jan-Feb 2025</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Property Tax	\$315,695	\$302,142	\$220,106	\$230,256	\$192,336
Other Income	\$198,729	\$10,119	\$6,757	\$3,189	\$9,253
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	<u>\$0</u>
<b>Total Income</b>	<b>\$514,425</b>	<b>\$312,261</b>	<b>\$226,864</b>	<b>\$233,445</b>	<b>\$201,589</b>
Capital & Fixed Expenses	\$24,075	\$8,755	\$6,357	\$6,655	\$5,972
Building Expenses	\$7,515	\$7,999	\$9,224	\$5,415	\$4,933
Office Expenses	\$17,651	\$8,425	\$8,444	\$9,672	\$7,518
Programs & Public Use Materials	\$20,631	\$28,096	\$24,743	\$23,161	\$25,688
Personnel & Benefits	\$88,053	\$70,345	\$65,863	\$64,000	\$59,822
<b>Total Expenses</b>	<b>\$157,925</b>	<b>\$123,620</b>	<b>\$114,632</b>	<b>\$108,903</b>	<b>\$103,933</b>
<b>Net Ordinary Income</b>	<b>\$356,500</b>	<b>\$188,641</b>	<b>\$112,232</b>	<b>\$124,542</b>	<b>\$97,656</b>
Development Officer Salary					
HVAC Replacement					
Master Plan Expenses	\$32,900				
Gift to Foundation					
<b>Net Income</b>	<b>\$323,600</b>	<b>\$188,641</b>	<b>\$112,232</b>	<b>\$124,542</b>	<b>\$97,656</b>
<b>Cash on hand:</b>	<b>\$1,047,666</b>	<b>\$773,225</b>	<b>\$637,748</b>	<b>\$454,007</b>	<b>\$370,296</b>

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

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

## Ruby M. Sisson Memorial Library

## Balance Sheet

As of February 28, 2025

	<u>Feb 28, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of the San Juans 1460	6,053.78
Investment Acct Bank of SJ 4026	11,497.04
Expansion Checking-3365	1.00
Colorado Trust	1,030,114.14
<b>Total Checking/Savings</b>	<u>1,047,665.96</u>
<b>Accounts Receivable</b>	
Accounts Receivable	464,632.31
<b>Total Accounts Receivable</b>	<u>464,632.31</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>2,112,823.37</u>
<b>Fixed Assets</b>	
Books (Inventory)	457,159.08
Buildings	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><u>3,896,188.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
*Accounts Payable	15,020.52
<b>Total Accounts Payable</b>	<u>15,020.52</u>
<b>Credit Cards</b>	
Commerce Bank 1756	2,770.52
<b>Total Credit Cards</b>	<u>2,770.52</u>
<b>Other Current Liabilities</b>	
Deferred Revenue	600,525.10
<b>Payroll Current Liabilities</b>	
Accrued Vacation/PTO	21,939.16
FICA Withholding Payable	0.03
State Withheld & SUTA Payable	-1,114.58
<b>Total Payroll Current Liabilities</b>	<u>20,824.61</u>
<b>Total Other Current Liabilities</b>	<u>621,349.71</u>
<b>Total Current Liabilities</b>	<u>639,140.75</u>
<b>Total Liabilities</b>	639,140.75
<b>Equity</b>	

2:07 PM

03/10/25

Accrual Basis

# Ruby M. Sisson Memorial Library

## Balance Sheet

As of February 28, 2025

---

	<u>Feb 28, 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	323,600.17
<b>Total Equity</b>	<u>3,257,047.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,896,188.23</u></u>



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

Ordinary Income/Expense	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Foundation Admin Fee Income	0.00	1,200.00	-1,200.00	0.0%
Gifts/Donations (general)	1,441.55	6,000.00	-4,558.45	24.03%
Gifts/Donations (restricted)	0.00	600.00	-600.00	0.0%
Grants (general)	0.00	0.00	0.00	0.0%
Grants (restricted)	0.00	12,000.00	-12,000.00	0.0%
<b>INCOME - PROPERTY TAX</b>				
Property Tax	303,859.48	894,313.00	-590,453.52	33.98%
Specific Ownership Tax	12,152.97	70,000.00	-57,847.03	17.36%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-317.04	-2,000.00	1,682.96	15.85%
<b>Total INCOME - PROPERTY TAX</b>	<b>315,695.41</b>	<b>982,178.00</b>	<b>-666,482.59</b>	<b>32.14%</b>
<b>INCOME - REVENUE</b>				
Book Sales - Taxable	251.65	1,500.00	-1,248.35	16.78%
Copies	1,973.73	9,000.00	-7,026.27	21.93%
Lost Books/ILL	99.60	800.00	-700.40	12.45%
Other Revenue (& library cards)	51.50	250.00	-198.50	20.6%
Use of Equipment	140.00	1,200.00	-1,060.00	11.67%
<b>Total INCOME - REVENUE</b>	<b>2,516.48</b>	<b>12,750.00</b>	<b>-10,233.52</b>	<b>19.74%</b>
Interest Income	7,706.57	43,000.00	-35,293.43	17.92%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
<b>Total Income</b>	<b>327,360.01</b>	<b>1,059,228.00</b>	<b>-731,867.99</b>	<b>30.91%</b>
<b>Gross Profit</b>	<b>327,360.01</b>	<b>1,059,228.00</b>	<b>-731,867.99</b>	<b>30.91%</b>
<b>Expense</b>				
<b>CAPITAL OUTLAY &amp; FIXED EXPENSES</b>				
<b>CAPITAL OUTLAY</b>				
Equipment & Furniture >\$500	3,748.77	500.00	3,248.77	749.75%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
<b>Technology &gt; \$500</b>				
IT Equipment - New	0.00	20,500.00	-20,500.00	0.0%
Software - New	0.00	1,285.00	-1,285.00	0.0%
Technology > \$500 - Other	11,219.65	11,400.00	-180.35	98.42%
<b>Total Technology &gt; \$500</b>	<b>11,219.65</b>	<b>33,185.00</b>	<b>-21,965.35</b>	<b>33.81%</b>
<b>Total CAPITAL OUTLAY</b>	<b>14,968.42</b>	<b>34,185.00</b>	<b>-19,216.58</b>	<b>43.79%</b>
<b>FIXED EXPENSES</b>				
Treasurer's Fees	9,106.73	29,465.34	-20,358.61	30.91%
<b>Total FIXED EXPENSES</b>	<b>9,106.73</b>	<b>29,465.34</b>	<b>-20,358.61</b>	<b>30.91%</b>
<b>Total CAPITAL OUTLAY &amp; FIXED EXPENSES</b>	<b>24,075.15</b>	<b>63,650.34</b>	<b>-39,575.19</b>	<b>37.82%</b>
<b>OPERATING EXPENSES</b>				
<b>BUILDING EXPENSES</b>				
Alarm Monitoring	135.00	990.00	-855.00	13.64%
Bldg Maintenance Costs	677.52	1,000.00	-322.48	67.75%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	2,636.29	15,840.00	-13,203.71	16.64%
Landscape/Grounds Maint	0.00	500.00	-500.00	0.0%
Snow Removal	532.50	8,000.00	-7,467.50	6.66%
Trash	252.79	1,550.00	-1,297.21	16.31%
Utilities				

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Electricity	1,514.32	7,500.00	-5,985.68	20.19%
Gas	50.90	320.00	-269.10	15.91%
Geothermal	1,470.00	3,500.00	-2,030.00	42.0%
Water & Sewer	245.38	4,675.00	-4,429.62	5.25%
<b>Total Utilities</b>	<b>3,280.60</b>	<b>15,995.00</b>	<b>-12,714.40</b>	<b>20.51%</b>
<b>Total BUILDING EXPENSES</b>	<b>7,514.70</b>	<b>44,025.00</b>	<b>-36,510.30</b>	<b>17.07%</b>
<b>LIBRARY OFFICE EXPENSES</b>				
Accounting & Budgeting	1,031.50	7,525.00	-6,493.50	13.71%
Auditing / Tax Return Prep	850.00	15,500.00	-14,650.00	5.48%
Collection & Credit Card Fees	45.48	100.00	-54.52	45.48%
Equipment & Furniture < \$500	0.00	500.00	-500.00	0.0%
Eqmt & Computer Maint & Parts	77.30	500.00	-422.70	15.46%
<b>Insurance Expense</b>				
Insurance - Bonding	0.00	365.00	-365.00	0.0%
Insurance-Directors & Officers	0.00	2,700.00	-2,700.00	0.0%
Insurance - Liab/Contents/Bldg	0.00	8,800.00	-8,800.00	0.0%
<b>Total Insurance Expense</b>	<b>0.00</b>	<b>11,865.00</b>	<b>-11,865.00</b>	<b>0.0%</b>
Internet / ISP	571.92	3,300.00	-2,728.08	17.33%
Legal Services	0.00	1,000.00	-1,000.00	0.0%
<b>Maint Agmts &amp; Licenses</b>				
Hardware Maint Agmts (Xerox)	358.80	4,500.00	-4,141.20	7.97%
Software Maint Agmts	3,280.00	9,240.00	-5,960.00	35.5%
<b>Total Maint Agmts &amp; Licenses</b>	<b>3,638.80</b>	<b>13,740.00</b>	<b>-10,101.20</b>	<b>26.48%</b>
Office Supplies	554.37	5,000.00	-4,445.63	11.09%
Postage / PO Box	236.00	700.00	-464.00	33.71%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	285.00	1,300.00	-1,015.00	21.92%
Telephone	434.64	2,700.00	-2,265.36	16.1%
<b>SUBCONTRACTORS</b>				
Independent Contractors	8,138.75	1,000.00	7,138.75	813.88%
IT Consulting	1,662.10	15,000.00	-13,337.90	11.08%
<b>Total SUBCONTRACTORS</b>	<b>9,800.85</b>	<b>16,000.00</b>	<b>-6,199.15</b>	<b>61.26%</b>
<b>Total LIBRARY OFFICE EXPENSES</b>	<b>17,651.30</b>	<b>80,030.00</b>	<b>-62,378.70</b>	<b>22.06%</b>
<b>PROGRAMS &amp; PUBLIC USE EXPENSES</b>				
<b>PROGRAMS</b>				
Adult Programs (LLL,PALS,ESL)	587.24	4,000.00	-3,412.76	14.68%
Children's Programs	186.53	2,500.00	-2,313.47	7.46%
Summer Reading Program	308.80	2,000.00	-1,691.20	15.44%
Teen Programs	153.01	1,500.00	-1,346.99	10.2%
<b>Total PROGRAMS</b>	<b>1,235.58</b>	<b>10,000.00</b>	<b>-8,764.42</b>	<b>12.36%</b>
<b>PUBLIC RELATIONS</b>				
Advertising - PR	141.00	2,000.00	-1,859.00	7.05%
Volunteer Background Checks	73.35	300.00	-226.65	24.45%
Volunteer/Staff Expenses	104.29	1,000.00	-895.71	10.43%
<b>Total PUBLIC RELATIONS</b>	<b>318.64</b>	<b>3,300.00</b>	<b>-2,981.36</b>	<b>9.66%</b>
<b>PUBLIC USE MATERIALS</b>				
Courier Service (ILL)	0.00	7,154.00	-7,154.00	0.0%
Electronic Data Bases	460.00	18,000.00	-17,540.00	2.56%
Lost Items Expenses	35.00	50.00	-15.00	70.0%

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Non-Print Material</b>				
<b>Audio Books</b>	1,298.47	8,000.00	-6,701.53	16.23%
<b>DVD/Video</b>	805.68	4,000.00	-3,194.32	20.14%
<b>Downloadable E-Books/Audio</b>	11,000.00	15,000.00	-4,000.00	73.33%
<b>Total Non-Print Material</b>	13,104.15	27,000.00	-13,895.85	48.53%
<b>Print Material</b>				
<b>Books</b>	5,445.45	45,800.00	-40,354.55	11.89%
<b>Subscriptions</b>	31.98	2,200.00	-2,168.02	1.45%
<b>Total Print Material</b>	5,477.43	48,000.00	-42,522.57	11.41%
<b>Total PUBLIC USE MATERIALS</b>	19,076.58	100,204.00	-81,127.42	19.04%
<b>Total PROGRAMS &amp; PUBLIC USE EXPENSES</b>	20,630.80	113,504.00	-92,873.20	18.18%
<b>Total OPERATING EXPENSES</b>	45,796.80	237,559.00	-191,762.20	19.28%
<b>STAFF, BENEFITS &amp; TRAINING</b>				
<b>STAFF EDUCATION</b>				
<b>Conferences/Workshops</b>	0.00	1,500.00	-1,500.00	0.0%
<b>Memberships</b>	1,177.48	6,000.00	-4,822.52	19.63%
<b>Travel/Food Expenses</b>	0.00	3,600.00	-3,600.00	0.0%
<b>Total STAFF EDUCATION</b>	1,177.48	11,100.00	-9,922.52	10.61%
<b>SALARIES &amp; BENEFITS</b>				
<b>BENEFITS</b>				
<b>Mileage Reimbursement</b>	114.32	0.00	114.32	100.0%
<b>Employee Assist Program (EAP)</b>	0.00	3,521.00	-3,521.00	0.0%
<b>Health Insurance Allowance</b>	5,000.00	30,000.00	-25,000.00	16.67%
<b>Social Security</b>	4,881.12	24,336.61	-19,455.49	20.06%
<b>Medicare</b>	1,141.55	5,691.63	-4,550.08	20.06%
<b>Retirement (CRA)</b>	1,853.16	11,648.00	-9,794.84	15.91%
<b>State Unemployment</b>	157.42	1,177.58	-1,020.16	13.37%
<b>Worker's Compensation Insurance</b>	0.00	1,177.58	-1,177.58	0.0%
<b>Total BENEFITS</b>	13,147.57	77,552.40	-64,404.83	16.95%
<b>Salaries &amp; PTO</b>				
<b>SALARIES</b>	59,565.73	392,526.00	-332,960.27	15.18%
<b>Year End Incentive Pay</b>	0.00	4,500.00	-4,500.00	0.0%
<b>Holiday Pay</b>	7,180.18	0.00	7,180.18	100.0%
<b>Paid Time Off (PTO)</b>	6,844.25	0.00	6,844.25	100.0%
<b>Total Salaries &amp; PTO</b>	73,590.16	397,026.00	-323,435.84	18.54%
<b>Substitute Staff (subcontract)</b>	137.50	3,000.00	-2,862.50	4.58%
<b>Total SALARIES &amp; BENEFITS</b>	86,875.23	477,578.40	-390,703.17	18.19%
<b>Total STAFF, BENEFITS &amp; TRAINING</b>	88,052.71	488,678.40	-400,625.69	18.02%
<b>Total Expense</b>	157,924.66	789,887.74	-631,963.08	19.99%
<b>Net Ordinary Income</b>	169,435.35	269,340.26	-99,904.91	62.91%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Other Income (dividends,claims)</b>	0.00	100.00	-100.00	0.0%
<b>Reserve Income</b>				
<b>Reimb from Foundation</b>	187,064.82	0.00	187,064.82	100.0%
<b>Total Reserve Income</b>	187,064.82	0.00	187,064.82	100.0%
<b>Total Other Income</b>	187,064.82	100.00	186,964.82	187,064.82%
<b>Other Expense</b>				
<b>Reserve Expenses</b>				

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Master Plan Expenses	32,900.00	200,000.00	-167,100.00	16.45%
Total Reserve Expenses	32,900.00	200,000.00	-167,100.00	16.45%
Total Other Expense	32,900.00	200,000.00	-167,100.00	16.45%
Net Other Income	154,164.82	-199,900.00	354,064.82	-77.12%
Net Income	<u>323,600.17</u>	<u>69,440.26</u>	<u>254,159.91</u>	<u>466.01%</u>

## **Director's Report March 2025**

National Volunteer Week is April 20-26

Our many volunteers are dedicated, talented individuals and we rely on them to keep us running. They shelve all our materials, clean our CDs, cut cardboard, tirelessly run our Friends and Foundation organizations and serve on our Library Board. On March 7th we held a Library Clean-up Day and many volunteers arrived with smiles on their faces to help. They looked for missing books, wiped off shelves, cleaned out cabinets, and tidied up our library spaces. We filled a dumpster and weeded out a lot of old useless things from our storage unit. This past month we had some super spectacular volunteers go the extra mile. Gayle Dixon endured 12 hours of driving to support our presentation to the Department of Local Affairs in Eaton. Lee Stopher surprised us with a generous gift in support of building our classic literature collection. And Donna Mosher, who is active with the Friends and Foundation, provided us with a generous donation through the Tulsa Community Foundation to purchase new staff computers. We have already used the money to replace three tired units with fresh new laptops. What a difference volunteers have made in making our work so much easier and enjoyable. Please join us Tuesday April 22<sup>nd</sup> from 1-2pm at the library to celebrate your service and the service of others. We say goodbye to Josie on Friday March 21<sup>st</sup> during Craftapalooza. We'll provide the community with greeting card materials to write a note of thanks and encouragement to Josie as she starts her new life up north.

Library users seem very pleased with all the new collection items we're adding, and we have responded to numerous requests for more classic literature by creating a small dedicated section highlighting these timeless works. When the new building is finished, the Friends are standing by with money for further expansion of the collection.

Following the library's weather closing policy, the library followed the school's closing decision and closed to the public on Friday, March 14<sup>th</sup>. This is the second time we've closed this winter when our staff was able to get to the library. I believe it's time to revisit the policy. To that end, I have added an agenda item to update the Operations and Procedure Manual to give the Director, and in her absence, the Assistant Director, the authority to close the library for any safety issue, including severe weather.

### **BUILDING UPDATE**

Trustee Gayle Dixon and I traveled north to Eaton, Colorado to present our building expansion project to the Department of Local Affairs (DOLA) in hopes to be awarded an EIAF (Energy/Mineral Impact Assistance Fund) grant in support of the project. EIAF funds are collected by the state from oil and gas production and distributed through DOLA to support local infrastructure needs. Other projects presented included window replacement on public buildings, replacement of water pipes, and recycling facilities. The panel was large and very friendly and the event was held at the Eaton Public Library, a wonderful example of a library renovation that

the Mayor of Eaton described as the “jewel of the community.” The panel seemed to appreciate the amount of money the RSL Foundation has raised from private donors and also noted that we have scaled back the project to an affordable level, also appreciated. Our local consultants were on hand to coach and support us and thought we did well. We await a funding decision from the DOLA Director. Many thanks to Gayle for stepping up in support. The journey was long but hopefully not in vain.

The RSL Foundation has hired a new Director- Katie Dobbins. You might recognize Katie as the current Foundation President who has provided a Board report for the last several months. We welcome Katie to the library support team!

## **Information Sheet- Policy for Weather Closing**

Ruby Sisson Library has closed twice for inclement weather this winter, both times under the unwritten policy of following the school district lead. Both times staff happily arrived to work even though they were not required to do so.

The current Operations and Procedures Manual addresses closing for emergencies, wildfire, and pandemics. There is no section about weather closings. The Library Director requests to update the Operations and Procedure Manual with this statement:

The Library Director, and in her absence, the Assistant Director, are authorized to decide when staff safety is at risk and have the authority to close the library for any safety issue, including severe weather. Staff assigned to a regular shift at the library on a day the library closes for such an emergency will be paid for their full shift. Staff who are on vacation that day must use their PTO to cover the time away.