



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
June 18, 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 May 14, 2025 regular board meeting minutes
 - b. Approval of the June 2, 2025 special board meeting minutes
- V. REPORTS
 - a. Foundation/ Development Report (Foundation Director)
 - b. May 31, 2025 Financial Report (David)
 - c. Building Report (Barb)
 - d. Director's Report (Barb)
- VI. NEW BUSINESS
 - a. Contract with FCI Constructors for General Contracting Services
 - b. Permission to close the library for construction staging August 4-9, 2025
 - c. New Policy: Staff Response to Law Enforcement Information Requests
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: July 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

May 14, 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 and the library website 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. Board members present: Gayle Dixon, Sherry Spears, Katie Cloudman, Al Northrup, Marcie Taylor and David Hamilton. The meeting was called to order at 4:02pm.

Agenda approval: The Board approved the agenda as written (Katie, Sherrie).

Welcome to our new Assistant Library Director: Taylor Worsham arrived at the end of May, 2025 and is a fine addition to the staff. Welcome Taylor! She will lead our marketing and outreach effort and oversee all of the public programming, just in time for Summer Reading.

The minutes of the April 16, 2025 were approved as written.

Foundation report: Katie Dobbins reported via Zoom that the Foundation received \$11,000.00 in donations this month. Four new board members are needed for the foundation. The Friends of the Library book sale will be July 17-19 at the Methodist Church.

Treasurer's report: David Hamilton noted the amount of tax money currently collected is \$625,643.89. This amount is 70% of the tax funds available for this year. David complimented Director Barb for the new technology in the library.

Building report: Library Director Barb reported that the library was delighted to host four construction companies recently at the mandatory pre-bid meeting on April 28. Questions have been coming in and our architect is

providing weekly addendums with answers for all pre-bid participants. Proposals are due to Reynolds Ash, the architectural firm, by May 22nd. Scoring of the proposals will be conducted by a team of people from the community with construction experience, one of our Board members, as well as Director Barb. The team will present their recommendation to the Library Board at the June 18th meeting.

Director's report: All staff have received new computers this week thanks to the generous gift from benefactor Donna Mosher. This completes phase one of the library's tech upgrades. Next, we will be moving our Envisionware patron computer reservation and printing system to the cloud. The Colorado State Archives has approved the library's application to use the Special Districts Document Schedule.

Regarding fundraising, Katie Dobbins and Barb welcomed Rosemary Harris from the Adolph Coors Foundation for an on-site visit to discuss the \$100,000 application for funding of the library upgrade. Rosemary had many questions about the impact of this library on our community. Barb and Katie were delighted to share just how special this library is to Pagosa Springs. The Coors Foundation funding guidelines specifically support public meeting spaces, so the next step is to determine the isolated cost of the library addition in order to provide the project cost for that particular section for funding support. A decision from the Foundation Board will be made on June 25th, and Rosemary promised to call and notify Barb immediately.

The Pilcrow Foundation approved our application for funds to purchase new children's books. The grant is a 2:1 match, requiring a local match of \$400.00 to receive \$800.00 from Pilcrow for a total of \$1200.00. The Friends of the Library have graciously provided that match. Pilcrow provides a list of books positively reviewed by librarians to choose from and sends the selected books to our library with bookplates acknowledging the generosity of the Friends of the Library and their own Foundation.

The \$6,171.00 State Grants to Libraries funding has been received. The money will be used to support our purchase of electronic books. This grant program has been

renewed in the State of Colorado budget, so funds will continue to be available next year.

Currently in process is the LPEA Round Up Community Grant application for \$3,000.00.

One hundred Extraordinary Women Campaign: Our foundation has adopted this campaign to generate a minimum of \$100,000 toward the building fund. The program asks 100 people in the community to honor an important woman in their lives by donating a \$1000.00. The honoree will be named on a special display in the new library This program generated \$189,000 for the Kenosha Public Library and will no doubt be successful in Pagosa Springs, as well.

Interesting statistics from our library: Library card accounts:16,502. Items in the collection: 26,500. April program attendance: 310. April visitors: 4,743. April checkouts: 7,436. Public PCs were used: 700 times w/ the average session lasting 42 minutes.

Color Our World, this year's Summer Reading Program for all ages, kicks off at the library on May 30th.

Library Director Barb will be on vacation for the next two weeks. Assistant Director Taylor will be in charge.

New Business: None

Unfinished Business: None

Good of the Order: None

A motion to adjourn the meeting was made at 4:40 pm. (Katey & Sherry). The next board meeting will be on June 18, 2025.

Respectfully submitted,

Marcie Taylor, Secretary

UPPER SAN JUAN LIBRARY DISTRICT
Board of Trustees Special Meeting Minutes

JUNE 2, 2025

Trustees present: Barb Brattin, Library Director, Katie Cloudman, David Hamilton, Al Northrup, Sherry Spears and Marcie Taylor

Approval of the agenda: Sherry and David

There was no public comment.

The purpose of the meeting was to choose which construction company would be awarded the contract to do the upgrade on the library beginning at the end of the summer, 2025. The companies under consideration are the Adena Corporation of Ohio, Nunn Corporation and FCI Constructors, both companies from Durango. The Nunn Corporation was the highest bidder at \$6,000,000. Nunn indicated the staff would not be allowed to stay in the library building during construction. The staff would be required to work out of a trailer during the time of construction.

FCI Corporation has done many library projects in Colorado. They will use local subcontractors from Durango and are willing to do the sustainable items the library requested. FCI included builder's risk, labor to move furnishings/books and an eleven to twelve month construction schedule. Their bid was \$5,345,189.

The committee voted unanimously to award the contract to FCI Corporation.

There was an informal discussion of securing a bookmobile for the library in the future.

Respectfully submitted,

Marcie Taiylor

Recording Secretary

Ruby M. Sisson Memorial Library

Balance Sheet

As of May 31, 2025

	<u>May 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	462,224.33
Investment Acct Bank of SJ 4026	11,497.90
Expansion Checking-3365	1.00
Colorado Trust	1,011,260.90
Total Checking/Savings	<u>1,484,984.13</u>
Accounts Receivable	
Accounts Receivable	289,721.77
Total Accounts Receivable	<u>289,721.77</u>
Other Current Assets	
Property Taxes Receivable	600,525.10
Total Other Current Assets	<u>600,525.10</u>
Total Current Assets	<u>2,375,231.00</u>
Fixed Assets	
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
Total Fixed Assets	<u>1,783,364.86</u>
TOTAL ASSETS	<u><u>4,158,595.86</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	8,304.40
Total Accounts Payable	<u>8,304.40</u>
Credit Cards	
Commerce Bank 1756	3,281.25
Total Credit Cards	<u>3,281.25</u>
Other Current Liabilities	
Deferred Revenue	600,525.10
Payroll Current Liabilities	
Accrued Vacation/PTO	21,939.16
FICA Withholding Payable	0.01
Retirement Plan Payable	253.33
State Withheld & SUTA Payable	-1,125.51
Total Payroll Current Liabilities	<u>21,066.99</u>
Total Other Current Liabilities	<u>621,592.09</u>
Total Current Liabilities	<u>633,177.74</u>
Total Liabilities	633,177.74

1:45 PM

06/09/25

Accrual Basis

Ruby M. Sisson Memorial Library

Balance Sheet

As of May 31, 2025

	<u>May 31, 25</u>
Equity	
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	591,970.81
Total Equity	<u>3,525,418.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,158,595.86</u></u>

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

	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Foundation Admin Fee Income	0.00	1,200.00	-1,200.00	0.0%
Gifts/Donations (general)	7,555.45	6,000.00	1,555.45	125.92%
Gifts/Donations (restricted)	0.00	600.00	-600.00	0.0%
Grants (general)	0.00	0.00	0.00	0.0%
Grants (restricted)	16,171.00	12,000.00	4,171.00	134.76%
INCOME - PROPERTY TAX				
Property Tax	688,182.08	894,313.00	-206,130.92	76.95%
Specific Ownership Tax	28,881.25	70,000.00	-41,118.75	41.26%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-1,213.89	-2,000.00	786.11	60.7%
Total INCOME - PROPERTY TAX	715,849.44	982,178.00	-266,328.56	72.88%
INCOME - REVENUE				
Book Sales - Taxable	474.65	1,500.00	-1,025.35	31.64%
Copies	4,537.65	9,000.00	-4,462.35	50.42%
Lost Books/ILL	436.50	800.00	-363.50	54.56%
Other Revenue (& library cards)	103.40	250.00	-146.60	41.36%
Use of Equipment	409.00	1,200.00	-791.00	34.08%
Total INCOME - REVENUE	5,961.20	12,750.00	-6,788.80	46.76%
Interest Income	19,060.55	43,000.00	-23,939.45	44.33%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
Total Income	764,597.64	1,059,228.00	-294,630.36	72.18%
Gross Profit	764,597.64	1,059,228.00	-294,630.36	72.18%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
CAPITAL OUTLAY				
Equipment & Furniture >\$500	0.00	500.00	-500.00	0.0%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
Technology > \$500				
IT Equipment - New	10,899.80	20,500.00	-9,600.20	53.17%
Software - New	1,250.00	1,285.00	-35.00	97.28%
Technology > \$500 - Other	15,989.41	11,400.00	4,589.41	140.26%
Total Technology > \$500	28,139.21	33,185.00	-5,045.79	84.8%
Total CAPITAL OUTLAY	28,139.21	34,185.00	-6,045.79	82.31%
FIXED EXPENSES				
Treasurer's Fees	20,565.25	29,465.34	-8,900.09	69.8%
Total FIXED EXPENSES	20,565.25	29,465.34	-8,900.09	69.8%
Total CAPITAL OUTLAY & FIXED EXPENSES	48,704.46	63,650.34	-14,945.88	76.52%
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	270.00	990.00	-720.00	27.27%
Bldg Maintenance Costs	1,065.73	1,000.00	65.73	106.57%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	6,370.57	15,840.00	-9,469.43	40.22%
Landscape/Grounds Maint	0.00	500.00	-500.00	0.0%
Snow Removal	645.00	8,000.00	-7,355.00	8.06%
Trash	631.00	1,550.00	-919.00	40.71%
Utilities				
Electricity	3,459.29	7,500.00	-4,040.71	46.12%
Gas	127.25	320.00	-192.75	39.77%
Geothermal	3,461.61	3,500.00	-38.39	98.9%

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

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water & Sewer	794.41	4,675.00	-3,880.59	16.99%
Total Utilities	<u>7,842.56</u>	<u>15,995.00</u>	<u>-8,152.44</u>	<u>49.03%</u>
Total BUILDING EXPENSES	16,824.86	44,025.00	-27,200.14	38.22%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	2,651.50	7,525.00	-4,873.50	35.24%
Auditing / Tax Return Prep	5,800.00	15,500.00	-9,700.00	37.42%
Collection & Credit Card Fees	205.86	100.00	105.86	205.86%
Equipment & Furniture < \$500	355.36	500.00	-144.64	71.07%
Eqmt & Computer Maint & Parts	1,051.96	500.00	551.96	210.39%
Insurance Expense				
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%
Total Insurance Expense	<u>0.00</u>	<u>11,865.00</u>	<u>-11,865.00</u>	<u>0.0%</u>
Internet / ISP	1,429.80	3,300.00	-1,870.20	43.33%
Legal Services	0.00	1,000.00	-1,000.00	0.0%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	935.67	4,500.00	-3,564.33	20.79%
Software Maint Agmts	<u>4,227.00</u>	<u>9,240.00</u>	<u>-5,013.00</u>	<u>45.75%</u>
Total Maint Agmts & Licenses	<u>5,162.67</u>	<u>13,740.00</u>	<u>-8,577.33</u>	<u>37.57%</u>
Office Supplies	1,389.81	5,000.00	-3,610.19	27.8%
Postage / PO Box	607.44	700.00	-92.56	86.78%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	475.00	1,300.00	-825.00	36.54%
Telephone	1,086.18	2,700.00	-1,613.82	40.23%
SUBCONTRACTORS				
Independent Contractors	8,138.75	1,000.00	7,138.75	813.88%
IT Consulting	<u>3,850.50</u>	<u>15,000.00</u>	<u>-11,149.50</u>	<u>25.67%</u>
Total SUBCONTRACTORS	<u>11,989.25</u>	<u>16,000.00</u>	<u>-4,010.75</u>	<u>74.93%</u>
Total LIBRARY OFFICE EXPENSES	32,330.27	80,030.00	-47,699.73	40.4%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	623.35	4,000.00	-3,376.65	15.58%
Children's Programs	430.18	2,500.00	-2,069.82	17.21%
Summer Reading Program	1,177.74	2,000.00	-822.26	58.89%
Teen Programs	153.01	1,500.00	-1,346.99	10.2%
Total PROGRAMS	<u>2,384.28</u>	<u>10,000.00</u>	<u>-7,615.72</u>	<u>23.84%</u>
PUBLIC RELATIONS				
Advertising - PR	519.00	2,000.00	-1,481.00	25.95%
Volunteer Background Checks	242.05	300.00	-57.95	80.68%
Volunteer/Staff Expenses	464.57	1,000.00	-535.43	46.46%
Total PUBLIC RELATIONS	<u>1,225.62</u>	<u>3,300.00</u>	<u>-2,074.38</u>	<u>37.14%</u>
PUBLIC USE MATERIALS				
Courier Service (ILL)	0.00	7,154.00	-7,154.00	0.0%
Electronic Data Bases	2,703.00	18,000.00	-15,297.00	15.02%
Lost Items Expenses	65.95	50.00	15.95	131.9%
Non-Print Material				
Audio Books	2,631.20	8,000.00	-5,368.80	32.89%
DVD/Video	2,200.31	4,000.00	-1,799.69	55.01%
Downloadable E-Books/Audio	<u>11,000.00</u>	<u>15,000.00</u>	<u>-4,000.00</u>	<u>73.33%</u>
Total Non-Print Material	<u>15,831.51</u>	<u>27,000.00</u>	<u>-11,168.49</u>	<u>58.64%</u>
Print Material				

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

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Books	15,197.67	45,800.00	-30,602.33	33.18%
Subscriptions	277.95	2,200.00	-1,922.05	12.63%
Total Print Material	<u>15,475.62</u>	<u>48,000.00</u>	<u>-32,524.38</u>	<u>32.24%</u>
Total PUBLIC USE MATERIALS	<u>34,076.08</u>	<u>100,204.00</u>	<u>-66,127.92</u>	<u>34.01%</u>
Total PROGRAMS & PUBLIC USE EXPENSES	<u>37,685.98</u>	<u>113,504.00</u>	<u>-75,818.02</u>	<u>33.2%</u>
Total OPERATING EXPENSES	86,841.11	237,559.00	-150,717.89	36.56%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	30.00	1,500.00	-1,470.00	2.0%
Memberships	1,216.48	6,000.00	-4,783.52	20.28%
Travel/Food Expenses	22.60	3,600.00	-3,577.40	0.63%
Total STAFF EDUCATION	<u>1,269.08</u>	<u>11,100.00</u>	<u>-9,830.92</u>	<u>11.43%</u>
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	293.80	0.00	293.80	100.0%
Employee Assist Program (EAP)	3,520.85	3,521.00	-0.15	100.0%
Health Insurance Allowance	12,000.00	30,000.00	-18,000.00	40.0%
Social Security	12,125.23	24,336.61	-12,211.38	49.82%
Medicare	2,835.76	5,691.63	-2,855.87	49.82%
Retirement (CRA)	4,333.09	11,648.00	-7,314.91	37.2%
State Unemployment	391.05	1,177.58	-786.53	33.21%
Worker's Compensation Insurance	0.00	1,177.58	-1,177.58	0.0%
Total BENEFITS	<u>35,499.78</u>	<u>77,552.40</u>	<u>-42,052.62</u>	<u>45.78%</u>
Salaries & PTO				
SALARIES	154,234.95	392,526.00	-238,291.05	39.29%
Year End Incentive Pay	0.00	4,500.00	-4,500.00	0.0%
Holiday Pay	7,180.18	0.00	7,180.18	100.0%
Paid Time Off (PTO)	21,865.83	0.00	21,865.83	100.0%
Total Salaries & PTO	<u>183,280.96</u>	<u>397,026.00</u>	<u>-213,745.04</u>	<u>46.16%</u>
Substitute Staff (subcontract)	287.50	3,000.00	-2,712.50	9.58%
Total SALARIES & BENEFITS	<u>219,068.24</u>	<u>477,578.40</u>	<u>-258,510.16</u>	<u>45.87%</u>
Total STAFF, BENEFITS & TRAINING	<u>220,337.32</u>	<u>488,678.40</u>	<u>-268,341.08</u>	<u>45.09%</u>
Total Expense	<u>355,882.89</u>	<u>789,887.74</u>	<u>-434,004.85</u>	<u>45.06%</u>
Net Ordinary Income	408,714.75	269,340.26	139,374.49	151.75%
Other Income/Expense				
Other Income				
Other Income (dividends, claims)	0.00	100.00	-100.00	0.0%
Reserve Income				
Reimb from Foundation	239,799.12	0.00	239,799.12	100.0%
Total Reserve Income	<u>239,799.12</u>	<u>0.00</u>	<u>239,799.12</u>	<u>100.0%</u>
Total Other Income	<u>239,799.12</u>	<u>100.00</u>	<u>239,699.12</u>	<u>239,799.12%</u>
Other Expense				
Reserve Expenses				
Development Marketing/PR/Adv	15.00	0.00	15.00	100.0%
Master Plan Expenses	56,526.85	200,000.00	-143,473.15	28.26%
Total Reserve Expenses	<u>56,541.85</u>	<u>200,000.00</u>	<u>-143,458.15</u>	<u>28.27%</u>
Expenses to be Reimb	1.21	0.00	1.21	100.0%
Total Other Expense	<u>56,543.06</u>	<u>200,000.00</u>	<u>-143,456.94</u>	<u>28.27%</u>
Net Other Income	<u>183,256.06</u>	<u>-199,900.00</u>	<u>383,156.06</u>	<u>-91.67%</u>
Net Income	<u><u>591,970.81</u></u>	<u><u>69,440.26</u></u>	<u><u>522,530.55</u></u>	<u><u>852.49%</u></u>

Jan-May 2025	2025	2024	2023	2022	2021
Property Tax	\$715,849	\$756,886	\$514,895	\$489,496	\$442,265
Other Income	\$288,547	\$33,271	\$28,475	\$14,984	\$18,689
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	<u>\$0</u>
Total Income	\$1,004,397	\$790,158	\$543,370	\$504,480	\$460,954
Capital & Fixed Expenses	\$48,704	\$20,228	\$15,630	\$13,940	\$13,035
Building Expenses	\$16,825	\$17,238	\$18,646	\$16,289	\$22,159
Office Expenses	\$32,330	\$14,139	\$26,002	\$16,918	\$23,961
Programs & Public Use Materials	\$37,686	\$40,566	\$37,895	\$31,974	\$37,941
Personnel & Benefits	\$220,337	\$165,702	\$158,871	\$147,231	\$143,633
Total Expenses	\$355,882	\$257,873	\$257,044	\$226,352	\$240,729
Net Ordinary Income	\$648,514	\$532,285	\$286,326	\$278,128	\$220,225
Development Officer Salary					
HVAC Replacement					
Master Plan Expenses	\$56,543			\$2,500	
Gift to Foundation					
Net Income	\$591,971	\$532,285	\$286,326	\$275,628	\$220,225
Cash on hand:	\$1,484,984	\$1,334,433	\$914,702	\$759,450	\$625,259

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

*2020: May Friends of the Library computers \$19,116; Nov \$22,300 architectural fees grant

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

Building Report May 2025

We have an official construction start date- Monday, August 4th. To prepare the building for continued library service during construction, FCI is asking that we close the library to the public the week of August 4th-9th to allow them to construct a temporary dividing wall, create a new pathway for the public entrance, and block off the existing parking area. I have included the Board vote to allow for that temporary closure on this meeting agenda.

A groundbreaking ceremony will be held in the existing library garden on Friday, August 1st at 10am. We will be sending our invitations shortly.

Other Construction Updates:

Insurance: I spoke with Mountain West Insurance about changing insurance needs during construction. Our contract with FCI includes Builder's Risk Insurance at their expense and names USJLD as an additionally insured entity, which is appropriate. Our agent is checking with the underwriters to confirm that we have adequate owner's liability insurance coverage.

Permits and Permit Fee Waivers: I am working with FCI and RAA to complete the building permit and demolition permit applications. I am scheduled to appear before Town Council on Tuesday, June 17th to request waiver of building permit fees for the project. I am also completing the application to LPEA for 600 amp service with the help of RAA electrical contractors.

The current Mountain Express Transit bus stop in our parking lot is moving in anticipation of the start of construction.

Contract Note:

The contract with FCI enclosed in your packet excludes a finished community garden for a savings of \$270,243. We are behind on fundraising and are keeping this an option while we continue our efforts to raise the final total amount. FCI has requested that we make a final decision by groundbreaking on August 4th.

Director's Report

May 2025

It's another busy year for summer reading! At last count, 121 people of all ages were participating. Last summer a total of 230 people participated. We're just getting started so we'll see how we finish up the summer. Visits and circ were slightly down in May compared to the same time last year. We continue to check out about 300 items per day and the public uses our computers about 700 times every month.

After careful consideration, we have postponed our decision on a bookmobile purchase while we pursue other bids. We received a video walkthrough of the book hauler van we had considered purchasing from Farber Specialty Vehicles to expand our services into the community while we construct and remodel our building. The van is truly a hauler. There is no good way to offer service on the inside and even though there is an awning attached, our weather limits the months we could set up service outside and dictates that the majority of our service be to other facilities where we can set up service inside. I have a call into Summit Bodyworks in Denver to see what the cost of a new buildout book van would be that would support both inside-the-van and inside-your-facility service. My initial call to them was positive- they said they could deliver a van to us by October, which would be well within our project timeframe. Depending on the cost of a new build, Taylor and I will consider how our outreach services could have a dramatic impact, whether with the hauler or a true bookmobile, and bring our findings and recommendations to you in July.


In preparation of the start of construction, we are weeding and moving collections. The Hershey and Chimney Rock collections are going to storage, except for the most popular works, which will remain on display. In their place, we will move the children's book collection to the Turner Reading Room which will create a lovely, bright space for children and their families. The local Genealogy Society has agreed to retake possession of the collection we have been housing for many years on their behalf. Those books have never been added to our catalog and we receive barely any interest. These are better off in the hands of trained genealogists where they will hopefully get much more attention and use. The Local Authors Collection will be interfiled with the regular collection, hopefully creating more visibility for those items.

The Friends of the Library will hold their annual big book sale at the Methodist Church on Lewis Street July 17-19, after which no more book donations will be accepted at the library until our new Grand Opening.

After four long years of planning and fundraising, we are at long last planning a groundbreaking ceremony for Friday August 1st at 10am in the community garden. Postcard invitations will go

out shortly to local dignitaries and officials, major donors, and community supporters. We hope to see you there donning a hard hat and wielding a golden shovel.

Reminder: The Library will be closed Thursday June 19th in celebration of the Juneteenth holiday.

	<p style="text-align: center;">Upper San Juan Library District Response to Law Enforcement Information Requests Policy</p>	<p style="text-align: center;">DRAFT</p> <p style="text-align: center;">Approved by Library Board of Trustees on _____:</p>
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1. Purpose

The Response to Law Enforcement Information Requests Policy specifies staff’s response to requests for information and unscheduled visits from law enforcement. Law enforcement includes local, state and federal officers (Federal Bureau of Investigation, Immigration and Customs Enforcement, Department of Homeland Security, etc.).

The Library strives to protect our patrons’ private information when they use our facilities and services. In all interactions with law enforcement officers, library staff will exercise professionalism and courtesy and adhere to all local, state and federal laws.

2. General Guidance

As the library is a public facility, law enforcement officers are authorized by law to perform their official duties within the library's public areas. They are not authorized to enter non-public areas without a warrant or subpoena except in an emergency pursuant to applicable law.

Public Areas include reading/study areas, stacks, restrooms, public computer stations, seating areas, and library meeting rooms, as well as the library grounds.

Non-public Areas include those designated and labeled as staff spaces.

As per [Colorado Confidentiality Law \(C.R.S. 24-90-19\)](#), library staff should not respond to inquiries or share any information about a library employee or patron with law enforcement officials unless they have consulted with the Library Director, Assistant Director, or Board President. These library representatives, in turn, will not share this information unless there is written consent from the employee or patron or unless served with a court order or subpoena verified by library management. For safety reasons, staff should follow the direction of law enforcement in emergencies and not interfere in incidents involving law enforcement questioning a suspect in a public area. Staff may record law enforcement visits via written notes, audio and/or video. Staff may not engage in vigilantism by directing patrons not to answer questions, assisting patrons in hiding or escaping, or making false statements to law enforcement.

3. Responding to Law Enforcement Requests for Information

Frontline Staff Response

Greet the officer/agent politely and courteously as we greet all visitors and ask if they are on official business.

Explain that only management staff and members of the Library Board are authorized to respond to law enforcement requests for information. Direct the officer/agent to wait until an authorized person can be contacted. Staff should attempt to contact an authorized library representative in the following order:

1. Library Director
2. Library Assistant Director
3. Board President
4. Board Vice President
5. Any member of the Board

If no authorized library representative can be reached, provide the law enforcement agent with the personal contact information for the Library Director, Assistant Director, and Library Board President and ask that they continue to try and make direct contact. Inform the officer that you cannot take any action until you receive guidance from an authorized library representative..

If the authorized library representative you have reached is not onsite, scan any documentation and email it to them so they may verify the authenticity of the scanned documents and advise the staff on duty.

A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of any library space or library records as soon as an authorized library representative is notified. If the officer orders staff to provide immediate access to non-public areas, staff should comply with the officer's order and immediately contact an authorized library representative. If they are not available, leave a message. Staff members should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or exceeding the purported authority given by a warrant or other document. If an officer enters non-public areas without authority, staff shall simply document the officer's actions while at the facility, including taking photos and videos.

Staff on duty or the Library Director will complete an incident report.

Authorized Library Representative Response

If a law enforcement officer makes an oral request for patron or employee information,

ask to see and make a copy of or write down the officer's credentials (name and badge number). Also, ask for and copy or write down the telephone number of the officer's supervisor.

Ask the officer to produce any documentation that authorizes library records access. If they are unable to produce any documentation, inform the officer of [Colorado Confidentiality Law](#) and let them know that you are unable to assist them.

If the officer provides documentation, make copies of all documents. and verify the authenticity of the court order or subpoena.

Definitions

- Court order: a written document issued by a court, which becomes effective only when signed by a judge or court commissioner.
- Subpoena: a call to come before a court, and may include direction to bring specified records. Not all subpoenas are court orders. (A subpoena is issued at the request of an attorney or a law enforcement officer, and is not reviewed by a judge prior to issuance.) Legal counsel can determine if a particular subpoena is a court order. Subpoenas are addressed and delivered directly to an individual, such as the Library Director, and should not be accepted by anyone on staff to whom the subpoena is not addressed.
- Search warrant: an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, object, or place, for the purpose of seizing designated property or kinds of property. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon the library director or other authorized library representative is served.
- USA PATRIOT Act: an amendment to the Foreign Intelligence Surveillance Act (FISA), which allows the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."

Review of Warrants

Search warrants are immediately executable and the authorized library representative cannot refuse to cooperate with a valid warrant. The authorized library representative should still conduct due diligence and attempt to validate the authenticity of the warrant. If there remains any doubt, the authorized library representative should attempt to contact the judge or magistrate issuing the warrant to verify its authenticity.

Official orders are valid if they meet all the following criteria.

- a. The warrant is signed by a judge or magistrate

- b. The warrant describes Upper San Juan Library District's property as the place to be searched.
- c. The warrant has the correct date and was issued within the past 14 days, and
- d. The search does not exceed the scope of the items authorized to be searched.

Administrative warrants signed by an immigration officer and not a judge are not enough to allow ICE agents into *non-public areas*.

4. Staff Safety and Resources

“Know Your Rights” Cards

Staff may distribute a “Know Your Rights” card to any patron, but they cannot give advice or tell patrons what to do. [Know Your Rights National Immigration Law Center website](#).

Support Unattended Children

If, as a result of enforcement agents' activities, there are children left unattended, please follow staff procedures for unattended children.

Employee Assistance Program

All staff have access to free counseling services through the District's EAP Program..

More Information

National Immigration Law Center [Warrants and Subpoenas- What to look out for, how to respond](#).

[How to Respond to Law Enforcement Request for Library Records and User Information: Suggested Guidelines](#) (from ALA)

[Law Enforcement Inquiries: Key Concepts](#) (from ALA)