



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  
April 16, 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 March 19, 2025 meeting minutes
- V. REPORTS
  - a. Foundation/ Development Report (Foundation Director)
  - b. March 31, 2025 Financial Report (David)
  - c. Building Report (Barb)
  - d. Director's Report
- VI. NEW BUSINESS
  - a. Document Retention Schedule
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: May 14, 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.

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**UPPER SAN JUAN LIBRARY DISTRICT**

**Board of Trustees Meeting Minutes**

**March 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 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: Andrea Cox, Sherry Spears, David Hamilton, Katie Cloudman, Marcie Taylor, Gayle Dixon and Al Northrup. All board members were present as well as library director Barbara Brattin. Andrea called the meeting of the USJLD Board to order at 4:00pm.

**Agenda approval:** The board approved the agenda as written (Katie & Sherry).

**New business:** The May meeting date of the library board will be changed to May 14, 2025.

**Public comment:** Eli Fox attended the meeting briefly to announce that there will be a rally at the library this Saturday, March 22, 2025 at noon in support of the library.

**Consent agenda:** Approval of the February 19, 2025 meeting minutes. (Gayle & Katie)

**Reports**

- 1. Library Foundation:** Katie Dobbins was present at this meeting and announced that she had been hired as the new director of the Library Foundation. The Foundation recently received a \$500,000 anonymous donation.

**2. Financial report: David Hamilton** reported the library finances are on track and very good for this time of year. David asked director Barbara for her “casual” fundraising number for the library expansion to date and she replied approximately \$4.4 million.

**3. Director’s report:** on March 7<sup>th</sup> a library clean-up day was held. It was well attended by many volunteers and very successful. Lee Stopher made a generous donation in support of the library’s classic literature collection. Donner Mosher provided a donation through the Tulsa Community Foundation to purchase three new laptops. On Friday, March 21<sup>st</sup> staff and friends will say goodbye to Josie Snow with a Craftapalooza party in her honor. Josie thanked the board for their support. She will be greatly missed!

Barbara and Trustee Gayle Dixon traveled to Eaton, Colorado to present the building expansion project to the Department of Local Affairs (DOLA) in hopes of receiving the EIAF grant. They were successful! This grant will provide an additional \$840,000 for our library renovation project. RS Library has received a \$10,000 grant from the American Library Association for services specific to patrons with disabilities. The check is in the mail.

The library has also received a grant from the Ballantine Family Foundation to expand our services to kids who need help with reading. This could be tied in with the ALA grant for kids with learning disabilities. Our library has also received a state library grant (toward collections) in the guaranteed amount of \$6,171.00. An application to the Coors Foundation, for a grant in the amount of \$100,000 is yet to be determined.

**4. New Business:** Barbara suggested the closing of the library for weather events be left to the judgement of the library director or, in her absence, the Assistant Director. In the past the library has followed the lead of the school district. This winter the library closed twice, under that unwritten

policy, when staff members were able to get to the library. 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. The Library Director requests to update the Operations and Procedures Manual with this statement: The Library Director, and in her absence, the Assistant Director, are authorized to decide when the staff safety is at risk and have the authority to close the library for any safety issue, including severe weather. **MOTION:** Library closings will be determined by the library Director or Assistant Director, in her absence. (Gayle & Katie)  
Motion passed.

5. **Unfinished Business:** Al Northrup suggested we extend an invitation to author Craig Johnson to visit the Pagosa Springs Public Library. The new Assistant Director will begin her work with the library on April 28, 2025.

A motion to adjourn the meeting was made at 4:40. PM. (Katie & Marcie)

Respectfully submitted,

Marcie Taylor, USJLD Secretary

<b>Jan-March 2025</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Property Tax	\$431,561	\$417,133	\$281,041	\$296,786	\$255,220
Other Income	\$22,405	\$15,074	\$10,110	\$5,269	\$11,782
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	\$0
<b>Total Income</b>	<b>\$453,966</b>	<b>\$432,207</b>	<b>\$291,152</b>	<b>\$302,055</b>	<b>\$267,002</b>
Capital & Fixed Expenses	\$37,810	\$12,054	\$8,029	\$8,505	\$7,728
Building Expenses	\$10,758	\$10,745	\$13,206	\$10,879	\$7,287
Office Expenses	\$22,087	\$9,870	\$10,189	\$13,251	\$15,781
Programs & Public Use Materials	\$27,606	\$31,386	\$27,440	\$26,672	\$29,490
Personnel & Benefits	\$136,036	\$103,346	\$96,193	\$91,305	\$87,140
<b>Total Expenses</b>	<b>\$234,297</b>	<b>\$167,401</b>	<b>\$155,057</b>	<b>\$150,612</b>	<b>\$147,426</b>
<b>Net Ordinary Income</b>	<b>\$219,669</b>	<b>\$264,806</b>	<b>\$136,095</b>	<b>\$151,443</b>	<b>\$119,576</b>
Reimburse from Foundation	-\$187,045				
HVAC Replacement					
Master Plan Expenses	\$36,649				
Gift to Foundation					
<b>Net Income</b>	<b>\$370,065</b>	<b>\$264,806</b>	<b>\$136,095</b>	<b>\$151,443</b>	<b>\$119,576</b>
<b>Cash on hand:</b>	<b>\$1,250,202</b>	<b>\$1,004,032</b>	<b>\$781,930</b>	<b>\$613,617</b>	<b>\$500,133</b>
<b>Note:</b> 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					

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

	<u>Jan - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Foundation Admin Fee Income	0.00	1,200.00	-1,200.00	0.0%
Gifts/Donations (general)	7,318.25	6,000.00	1,318.25	121.97%
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	414,552.86	894,313.00	-479,760.14	46.35%
Specific Ownership Tax	18,094.23	70,000.00	-51,905.77	25.85%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-1,086.15	-2,000.00	913.85	54.31%
<b>Total INCOME - PROPERTY TAX</b>	<u>431,560.94</u>	<u>982,178.00</u>	<u>-550,617.06</u>	<u>43.94%</u>
<b>INCOME - REVENUE</b>				
Book Sales - Taxable	345.65	1,500.00	-1,154.35	23.04%
Copies	2,708.43	9,000.00	-6,291.57	30.09%
Lost Books/ILL	223.50	800.00	-576.50	27.94%
Other Revenue (& library cards)	71.50	250.00	-178.50	28.6%
Use of Equipment	232.00	1,200.00	-968.00	19.33%
<b>Total INCOME - REVENUE</b>	<u>3,581.08</u>	<u>12,750.00</u>	<u>-9,168.92</u>	<u>28.09%</u>
Interest Income	11,505.23	43,000.00	-31,494.77	26.76%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
<b>Total Income</b>	<u>453,965.50</u>	<u>1,059,228.00</u>	<u>-605,262.50</u>	<u>42.86%</u>
<b>Gross Profit</b>	453,965.50	1,059,228.00	-605,262.50	42.86%
<b>Expense</b>				
<b>CAPITAL OUTLAY &amp; FIXED EXPENSES</b>				
<b>CAPITAL OUTLAY</b>				
Equipment & Furniture >\$500	0.00	500.00	-500.00	0.0%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
<b>Technology &gt; \$500</b>				
IT Equipment - New	9,414.80	20,500.00	-11,085.20	45.93%
Software - New	0.00	1,285.00	-1,285.00	0.0%
Technology > \$500 - Other	15,989.41	11,400.00	4,589.41	140.26%
<b>Total Technology &gt; \$500</b>	<u>25,404.21</u>	<u>33,185.00</u>	<u>-7,780.79</u>	<u>76.55%</u>
<b>Total CAPITAL OUTLAY</b>	<u>25,404.21</u>	<u>34,185.00</u>	<u>-8,780.79</u>	<u>74.31%</u>
<b>FIXED EXPENSES</b>				
Treasurer's Fees	12,405.46	29,465.34	-17,059.88	42.1%
<b>Total FIXED EXPENSES</b>	<u>12,405.46</u>	<u>29,465.34</u>	<u>-17,059.88</u>	<u>42.1%</u>
<b>Total CAPITAL OUTLAY &amp; FIXED EXPENSES</b>	<u>37,809.67</u>	<u>63,650.34</u>	<u>-25,840.67</u>	<u>59.4%</u>
<b>OPERATING EXPENSES</b>				
<b>BUILDING EXPENSES</b>				
Alarm Monitoring	135.00	990.00	-855.00	13.64%
Bldg Maintenance Costs	751.52	1,000.00	-248.48	75.15%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	3,902.65	15,840.00	-11,937.35	24.64%
Landscape/Grounds Maint	0.00	500.00	-500.00	0.0%
Snow Removal	645.00	8,000.00	-7,355.00	8.06%
Trash	378.86	1,550.00	-1,171.14	24.44%
<b>Utilities</b>				
Electricity	2,130.16	7,500.00	-5,369.84	28.4%
Gas	76.35	320.00	-243.65	23.86%
Geothermal	2,205.00	3,500.00	-1,295.00	63.0%

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

	<u>Jan - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water & Sewer	533.39	4,675.00	-4,141.61	11.41%
Total Utilities	4,944.90	15,995.00	-11,050.10	30.92%
<b>Total BUILDING EXPENSES</b>	<b>10,757.93</b>	<b>44,025.00</b>	<b>-33,267.07</b>	<b>24.44%</b>
<b>LIBRARY OFFICE EXPENSES</b>				
Accounting & Budgeting	1,531.50	7,525.00	-5,993.50	20.35%
Auditing / Tax Return Prep	850.00	15,500.00	-14,650.00	5.48%
Collection & Credit Card Fees	56.27	100.00	-43.73	56.27%
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	0.00	11,865.00	-11,865.00	0.0%
Internet / ISP	857.88	3,300.00	-2,442.12	26.0%
Legal Services	0.00	1,000.00	-1,000.00	0.0%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	538.20	4,500.00	-3,961.80	11.96%
Software Maint Agmts	3,280.00	9,240.00	-5,960.00	35.5%
Total Maint Agmts & Licenses	3,818.20	13,740.00	-9,921.80	27.79%
Office Supplies	997.06	5,000.00	-4,002.94	19.94%
Postage / PO Box	607.44	700.00	-92.56	86.78%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	285.00	1,300.00	-1,015.00	21.92%
Telephone	651.82	2,700.00	-2,048.18	24.14%
<b>SUBCONTRACTORS</b>				
Independent Contractors	8,138.75	1,000.00	7,138.75	813.88%
IT Consulting	2,759.90	15,000.00	-12,240.10	18.4%
Total SUBCONTRACTORS	10,898.65	16,000.00	-5,101.35	68.12%
<b>Total LIBRARY OFFICE EXPENSES</b>	<b>22,086.58</b>	<b>80,030.00</b>	<b>-57,943.42</b>	<b>27.6%</b>
<b>PROGRAMS &amp; PUBLIC USE EXPENSES</b>				
<b>PROGRAMS</b>				
Adult Programs (LLL,PALS,ESL)	590.23	4,000.00	-3,409.77	14.76%
Children's Programs	299.80	2,500.00	-2,200.20	11.99%
Summer Reading Program	650.53	2,000.00	-1,349.47	32.53%
Teen Programs	153.01	1,500.00	-1,346.99	10.2%
Total PROGRAMS	1,693.57	10,000.00	-8,306.43	16.94%
<b>PUBLIC RELATIONS</b>				
Advertising - PR	267.00	2,000.00	-1,733.00	13.35%
Volunteer Background Checks	193.15	300.00	-106.85	64.38%
Volunteer/Staff Expenses	280.19	1,000.00	-719.81	28.02%
Total PUBLIC RELATIONS	740.34	3,300.00	-2,559.66	22.44%
<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	42.95	50.00	-7.05	85.9%
Non-Print Material				
Audio Books	1,872.74	8,000.00	-6,127.26	23.41%
DVD/Video	1,559.63	4,000.00	-2,440.37	38.99%
Downloadable E-Books/Audio	11,000.00	15,000.00	-4,000.00	73.33%
Total Non-Print Material	14,432.37	27,000.00	-12,567.63	53.45%
Print Material				

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

	<u>Jan - Mar 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Books	9,990.75	45,800.00	-35,809.25	21.81%
Subscriptions	245.97	2,200.00	-1,954.03	11.18%
Total Print Material	<u>10,236.72</u>	<u>48,000.00</u>	<u>-37,763.28</u>	<u>21.33%</u>
Total PUBLIC USE MATERIALS	<u>25,172.04</u>	<u>100,204.00</u>	<u>-75,031.96</u>	<u>25.12%</u>
Total PROGRAMS & PUBLIC USE EXPENSES	<u>27,605.95</u>	<u>113,504.00</u>	<u>-85,898.05</u>	<u>24.32%</u>
Total OPERATING EXPENSES	60,450.46	237,559.00	-177,108.54	25.45%
<b>STAFF, BENEFITS &amp; TRAINING</b>				
<b>STAFF EDUCATION</b>				
Conferences/Workshops	30.00	1,500.00	-1,470.00	2.0%
Memberships	1,117.48	6,000.00	-4,882.52	18.63%
Travel/Food Expenses	22.60	3,600.00	-3,577.40	0.63%
Total STAFF EDUCATION	<u>1,170.08</u>	<u>11,100.00</u>	<u>-9,929.92</u>	<u>10.54%</u>
<b>SALARIES &amp; BENEFITS</b>				
<b>BENEFITS</b>				
Mileage Reimbursement	206.30	0.00	206.30	100.0%
Employee Assist Program (EAP)	0.00	3,521.00	-3,521.00	0.0%
Health Insurance Allowance	7,500.00	30,000.00	-22,500.00	25.0%
Social Security	7,581.39	24,336.61	-16,755.22	31.15%
Medicare	1,773.10	5,691.63	-3,918.53	31.15%
Retirement (CRA)	2,779.74	11,648.00	-8,868.26	23.87%
State Unemployment	244.50	1,177.58	-933.08	20.76%
Worker's Compensation Insurance	0.00	1,177.58	-1,177.58	0.0%
Total BENEFITS	<u>20,085.03</u>	<u>77,552.40</u>	<u>-57,467.37</u>	<u>25.9%</u>
<b>Salaries &amp; PTO</b>				
<b>SALARIES</b>	93,417.35	392,526.00	-299,108.65	23.8%
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)	14,045.86	0.00	14,045.86	100.0%
Total Salaries & PTO	<u>114,643.39</u>	<u>397,026.00</u>	<u>-282,382.61</u>	<u>28.88%</u>
Substitute Staff (subcontract)	137.50	3,000.00	-2,862.50	4.58%
Total SALARIES & BENEFITS	<u>134,865.92</u>	<u>477,578.40</u>	<u>-342,712.48</u>	<u>28.24%</u>
Total STAFF, BENEFITS & TRAINING	<u>136,036.00</u>	<u>488,678.40</u>	<u>-352,642.40</u>	<u>27.84%</u>
Total Expense	<u>234,296.13</u>	<u>789,887.74</u>	<u>-555,591.61</u>	<u>29.66%</u>
Net Ordinary Income	219,669.37	269,340.26	-49,670.89	81.56%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Other Income (dividends,claims)	0.00	100.00	-100.00	0.0%
<b>Reserve Income</b>				
Reimb from Foundation	187,801.18	0.00	187,801.18	100.0%
Total Reserve Income	<u>187,801.18</u>	<u>0.00</u>	<u>187,801.18</u>	<u>100.0%</u>
Total Other Income	<u>187,801.18</u>	<u>100.00</u>	<u>187,701.18</u>	<u>187,801.18%</u>
<b>Other Expense</b>				
<b>Reserve Expenses</b>				
Master Plan Expenses	36,648.77	200,000.00	-163,351.23	18.32%
Total Reserve Expenses	<u>36,648.77</u>	<u>200,000.00</u>	<u>-163,351.23</u>	<u>18.32%</u>
Expenses to be Reimb	775.06	0.00	775.06	100.0%
Total Other Expense	<u>37,423.83</u>	<u>200,000.00</u>	<u>-162,576.17</u>	<u>18.71%</u>
Net Other Income	150,377.35	-199,900.00	350,277.35	-75.23%
Net Income	<u><u>370,046.72</u></u>	<u><u>69,440.26</u></u>	<u><u>300,606.46</u></u>	<u><u>532.9%</u></u>



## Ruby M. Sisson Memorial Library

## Balance Sheet

As of March 31, 2025

	<u>Mar 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of the San Juans 1460	234,823.31
Investment Acct Bank of SJ 4026	11,497.32
Expansion Checking-3365	1.00
Colorado Trust	1,003,880.45
<b>Total Checking/Savings</b>	<u>1,250,202.08</u>
<b>Accounts Receivable</b>	
Accounts Receivable	300,398.02
<b>Total Accounts Receivable</b>	<u>300,398.02</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>2,151,125.20</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>3,934,490.06</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
*Accounts Payable	5,959.76
<b>Total Accounts Payable</b>	<u>5,959.76</u>
<b>Credit Cards</b>	
Commerce Bank 1756	3,442.48
<b>Total Credit Cards</b>	<u>3,442.48</u>
<b>Other Current Liabilities</b>	
Deferred Revenue	600,525.10
<b>Payroll Current Liabilities</b>	
Accrued Vacation/PTO	21,939.16
State Withheld & SUTA Payable	-870.50
<b>Total Payroll Current Liabilities</b>	<u>21,068.66</u>
<b>Total Other Current Liabilities</b>	<u>621,593.76</u>
<b>Total Current Liabilities</b>	<u>630,996.00</u>
<b>Total Liabilities</b>	630,996.00
<b>Equity</b>	
Offset for Long Term Liab	-21,939.16

2:00 PM

04/10/25

Accrual Basis

**Ruby M. Sisson Memorial Library**

**Balance Sheet**

As of March 31, 2025

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	<u>Mar 31, 25</u>
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	370,046.75
<b>Total Equity</b>	<u>3,303,494.06</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,934,490.06</u></u>

## DIRECTOR'S REPORT

April 2025

Join us on Saturday, April 19th in Centennial Park to celebrate Earth Day! Judy, Katie and I will have a table and will be giving away children's books and talking about the upcoming building project with anyone who stops by.

Our Request for Proposals for Construction Services is posted with a mandatory site visit scheduled for April 21st at 10am. The project is designed to be split into three phases, should our fundraising fall short of the full project costs. The primary phase is the addition that will provide a new program room, children's room, and children's exterior garden. The other two phases are hard scaping of the exterior including the parking lot, and the interior remodel. The RFP also calls for the contractor to design construction to allow continuation of business at our current address during the process. The Wyndham property for rent would cost us \$160,000 for 12 months, the projected length of construction, which is untenable. At least two reputable construction firms are in contact with our architect about the project and plan to bid.

Taylor Worsham joins us on April 28th as our new Assistant Director. Please stop by and say hello. Taylor and her husband have purchased a home here and her husband has been hired at the golf course as a mechanic. Taylor attended Western State College as an undergrad and her parents had a second home here in Pagosa during that time, so she knows the area well. She and her husband, a Gunnison native, are very excited to return to the western slope. Taylor will bring experience managing the marketing campaign for Gunnison's new library and a library outreach program in California. Outreach is an area ripe for growth here at RSL, so I am especially happy that we will have an expert joining us.

At David Hamilton's request, I have sent a letter to the Police Chief to request patrolling of our parking lot between 10pm and 6am. Our neighbors are reporting a return of overnight campers whose headlights and activity are disturbing to their rest.

On May 7th we will host the Director of the Adolf Coors Foundation as part of our \$100,000 grant application in support of the building project. We consider this a good sign that the Director is willing to drive from Denver to learn about our project in person. I have been immersed in training for the ALA grant project that will provide support for children with reading disabilities and neurodivergent children. I am also pursuing several smaller collection grants. Our \$6,171 LSTA grant application through the State Grants to Libraries program has been approved. This is likely the last LSTA grant we will receive since this money is provided by the Institute of Museum and Library Services to the states and IMLS is being shut down by the federal government.

Respectfully submitted  
Barbara Barttin, Library Director

## Background on Agenda Items

### Retention Policy

In 2023, the USJLD Board of Trustees approved a records retention policy for nonprofits (copy enclosed in this packet) based on the Sarbanes-Oxley Act which “primarily sought to regulate financial reporting, internal audits and other business practices at publicly traded companies. However, some provisions apply to all enterprises, including private companies and nonprofit organizations.” ([source](#)) While this short list provides instruction for a list of records commonly held by special districts, there is no implied authority to destroy records nor is there a defined process to do so. We have been hiring a consultant to determine which records to keep and to digitize the rest. There is a solution in place at the state level that many special districts use to manage records retention internally.

I am asking that we comply with the Colorado State Archives retention rules for Special Districts as provided in the [Colorado Special District Records Management Manual](#) and register with the CSA for the authority to destroy expired records and report their destruction to that agency. It appears that we may have followed that path before. The following statement regarding records retention appears in the latest version (2019) of the Employee and Trustee Handbook:

“All records will be kept as required by the State Archives Office as listed in the Colorado Special District Records Management Manual.”

The Colorado State Archives website lists a good number of special districts that have been approved to use that retention schedule, including many library districts. **USJLD is not on the list** meaning that our library district does not have the approval from the state archives to use this schedule.

Included in this month’s Board packet is a resolution to adopt the rules as stated in the Colorado Special District Records Management Manual as well as a request for approval as a Colorado special district to use the schedule. This approval by the Colorado State Archives provides legal authority or authorization for destruction of special district records by USJLD as long as we annually report that destruction to the archives. Managing our retention internally costs us nothing and reduces the backlog of paper files that have accumulated for decades.

## Upper San Juan Library District (dba Ruby M. Sisson Memorial Library)

*The Mission of the Ruby M. Sisson Memorial Library is to serve 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.*

### Document Retention and Destruction Policy

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. The Library recognizes the importance of eliminating accidental, innocent or intentional destruction of vital documents and for administrative personnel to know the length of time records should be retained to be in compliance with the Sarbanes-Oxley Act, IRS requirements, and the highest standards of accounting and business practices.

### Policy

It shall be the policy of the Library to comply with the following mandatory minimum document retention requirements. Further, it shall be allowed that these requirements automatically increase if they are found to be short of any of the above referenced standards. All documents to be destroyed will be shredded until they are no longer readable or accessible.

<b>TYPE OF DOCUMENT</b>	<b>MINIMUM REQUIREMENT</b>
Accounts payable ledgers and schedules	7 years
Annual reports (more than one copy)	Permanently
Audit reports	Permanently
Bank reconciliations	4 years
Bank statements, cancelled checks, check registers	7 years
Checks (for critical matters, important payments)	permanently
Claims (after settlement)	7 years
Conflict of interest disclosure forms	4 years
Contracts, mortgages, notes and leases (expired)	7 years after obligations end
Contracts still in effect	Contract period
Correspondence (general)	2 years
Correspondence on legal matters	Permanently
Correspondence with vendors	2 years
Deeds, mortgages, bills of sale	Permanently
Deposit slips	2 years
Employment applications, including volunteers	3 years
Expense analyses and expense distribution schedules	7 years
General ledgers and journals	7 years

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## Reports

A number of reports are necessary for a variety of purposes including the legal state annual report. These include:

### Monthly

- Statistics will be kept that are requested by the State for the annual report.
- Director's Report will be given at each Trustee meeting.
- Bills, payroll time sheets, and petty cash expense sheets will be given to accountant at a mutually determined time.
- Monthly Bills
  - Employee's daily time sheets shall include Paid Time Off (PTO) and compensatory time accumulated and used.
  - Work schedules will be kept and updated monthly on a master calendar. All employees are to be scheduled in an equitable fashion according to the needs of library service.

### Annual

- Annual Report

This report is sent to the State Library, and the County Commissioners. Statistics are kept year round for this report.

- Miscellaneous Reports

Incident reporting: Accidents, problems arising from any aspect of customer service, and challenged materials—all such incidents should be noted in a written report. These reports are included in the annual Board minutes through the Director's report to the Board.

## Records Management

All records will be kept as required by the State Archives Office as listed in the Colorado Special District Records Management Manual.



LIBRARY BOARD

Andrea Cox, President  
Katie Cloudman, Vice President  
David Hamilton, Treasurer  
Marcie Taylor, Secretary  
Sherry Spears  
Gayle Dixon  
Al Northup

**Resolution 25-1 Adopting the Colorado Retention Manual  
for the Upper San Juan Library District**

Whereas, the UPPER SAN JUAN LIBRARY DISTRICT recognizes a need for a comprehensive records retention schedule for the district's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

Whereas, the Colorado State Archives has developed a state-wide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts to use and follow; and

Now, therefore, be it resolved by the Board of Directors of the UPPER SAN JUAN LIBRARY DISTRICT, that it hereby adopts the 2025 Colorado Special District Records Retention Schedule and all subsequent revisions, and authorizes the District Director to Submit the request to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.

Passed and Adopted by the Board of Directors of the Upper San Juan Library District this 16th day of April 2025.

Chairperson: \_\_\_\_\_

Attest: \_\_\_\_\_

## Records Management Manual Approval

### Request Form

County    Municipality    School District/BOCES    Special District

NAME OF ENTITY

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CONTACT PERSON/TITLE:

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MAILING ADDRESS:

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TELEPHONE:

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E-MAIL:

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LOCAL EXCEPTIONS:

*(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the local ordinance, Home Rule Charter provision, by board resolution or formal direction of the school board, governing body, etc., that differ from those set out in the Records Retention Manual for your specific entity. Use additional pages if needed.)*

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THE ABOVE ENTITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW THE SPECIFIC ENTITY'S RECORDS RETENTION MANUAL, WITH THE LOCAL EXCEPTIONS INDICATED.

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SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

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DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

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STATE ARCHIVES APPROVAL

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DATE