



811 San Juan St  
Pagosa Springs, CO 81147

Barbara Brattin, Library Director

LIBRARY BOARD

Andrea Cox, President  
Sherry Spears, Vice President  
David Hamilton, Treasurer  
Ronnie Van Atta, Secretary  
Katie Cloudman  
Marcie Taylor  
Al Northup

**Regular Meeting of the Library Board of Trustees  
November 20, 2024**

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 October 16, 2024 meeting minutes
- V. REPORTS
  - a. Foundation/ Development Report (Cindi Galabota)
  - b. October 31, 2024 Financial Report (Director)
  - c. Building Design Development Committee Report (Katie, Marcie)
  - d. Director's Report
- VI. NEW BUSINESS
  - a. Public Hearing on the 2025 Budget
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: December 11, 2024, by Zoom, <https://us02web.zoom.us/j/83398449146>

ADJOURNMENT

Library Vision: Mountains of opportunity to inspire ideas, enrich lives, and create community.

Library Mission: Your Library serves as a welcoming portal for open and equal access to information for residents and visitors of the community. Resources are provided through materials, classes, and events for achieving lifelong learning goals in culture, education, and leisure.

**Upper San Juan Library District  
Board of Trustees Meeting Minutes  
October 16, 2024**

This meeting took place as an audio/video online meeting using Zoom. The front door of the library, the library website and Facebook page, and the Pagosa SUN 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 4:00 p.m.

**Trustees Present:** Katie Cloudman, Andrea Cox, Al Northrop, Sherry Spears, Ronnie VanAtta, Foundation Director Cindi Galabota, Assistant Library Director Josie Snow, and Library Director Barb Brattin.

**Absent:** David Hamilton and Marcie Taylor

**Consent Agenda:** The board approved the amended agenda adding approving PTO for the director to New Business (Katie, Sherry).

**Minutes:** The board approved the minutes of the September 18, 2024, meeting (Sherry, Ronnie).

**Public Comment/Correspondence:** None.

**Reports:**

- ***Foundation/Development Report (Cindi):*** She reported the following items:
  - The recent Heritage Party generated over \$4000 in donations.
  - The owners of Alley House plan to hold a campaign party at their home.
  - Much activity is also occurring about various grants, including the Adams Foundation.
  - The Friends are planning a crafting fundraising event sponsored by Riff Raff on December 14, the first of three. The second event is the second Saturday in January, and the third is the second Saturday in February.
  - The Friends plan to enter a tree in the Christmas Festival of Trees.
  - Barb and Cindi are presenting the campaign at tomorrow's Lifelong Learning event at the library.
  - The Friends are planning three book sales in 2025: one in February, one in the summer, and one in October.
  - Cindi is reaching out to art students about creating a new bookmark. She plans to award a \$25 gift certificate to the winner.
- ***September 30, 2024, Financial Report (Barb):*** The library's financials look good. The library is under-spending and receiving taxes every month.
- ***Building Design Development Committee (Katie, Ronnie):*** Barb and Josie also attend meetings as they can. Sustainability was discussed recently. What can we do? What are we already doing? Etc. We are investigating solar panels. The aim is to reduce operating costs by spending capital at the start to ensure it.
- ***Director's Report:***

It is clear from my interaction with the public that the USJLD is a beloved local institution, and all the praise goes to this library staff for providing this community with the service they value and appreciate. This goodwill is backed up by 2022 statistics from the state library. As you can see, USJLD's per capita income falls just above the median for other libraries our size, and well below the median for Tourist Community Libraries. Yet, USJLD's circulation per capita is nearly that of the wealthiest libraries and registration as percentage of population exceeds the median of tourist libraries. This translates into exceptional value for our taxpayers.

I had the pleasure of meeting with area library directors at the Mancos Public Library and I learned quite a bit about how other libraries engage with their communities. There is a strong desire to offer after-school care, all-day library camps on Fridays, and summer camps. Mancos achieves this best through a robust volunteer program supervised by their Children's Librarian. Bayfield stretches their staff to accomplish a limited number of these programs. Josie and I are looking forward to expanded space in the new library building to offer similar programs to our local kids.

One of the main topics among directors was funding, and the new 5.25% rules that go into effect for the 2026 budgets. Our property tax increased 4.3% this year, well below the future increase limits. The formula is a bit more complicated than a straight 5.5% limit per year, considering population growth and new construction. This will be a constant topic for continuing education in 2025 and we will be ready when the time comes. Should these limits become stifling in future years, we will have the opportunity to place an override measure on the ballot in November of any odd numbered year.

We are getting a head start on technology upgrades. A new firewall is installed as well as a new automatic, redundant backup system, providing much relief to the worry of the risky practice in place- storing administrative files on a staff computer hard drive. Should the computer fail, we will be able to restore files quickly.

#### New Business:

- *Proposed amendments to the personnel policies:* The board approved this change last month. The board approved a motion to amend the personnel policy as presented, including the approved change in retirement benefit eligibility, and providing for expense reimbursement for travel associated with pre- approved professional activities (Sherry, Ronnie).
- *Colorado Retirement Association Retirement Plan and Trust Agreement:* The board approved this change last month. The board approved a motion to amend the current Colorado Retirement Association Retirement Plan and Trust Agreement to remove the exclusion of Holiday Pay for the purpose of calculating employer and employee contributions (Ronnie, Katie).
- *Approving PTO for the director:* Barb wanted to take some earned vacation ahead of her three-month anniversary requirement. The board approved a motion to approve the PTO for our director (Katie, Sherry).

#### Unfinished Business:

*2nd Draft 2025 budget:* After some discussion, the board approved the 2025 Budget as presented and directs the Library Director to publish a "Notice of Budget" to acknowledge receipt of this budget proposal by the Board of Trustees and to set a public budget hearing to be held at the November meeting of the Board of Trustees.

#### Looking Forward:

- *Schedule signers at Bank of the San Juans:* Josie is sending an email to poll the signers for either October 22, 24, or 25 to meet at the Bank of the San Juans.

Good of the Order: Sherry told the group how pleased she was with Barb's work in the newsletter. Andrea informed the group of her receiving a mini grant from the Rotary Club. She implemented a small library in her classroom with a director and assistant director. She purchased books at last week's book sale and hopes to expand to other classrooms.

Next Meeting: November 20, 2024, by Zoom, <https://us02web.zoom.us/j/83398449146>. Trustees are invited to attend the meeting in person at the library if possible.

Adjournment: A motion adjourned the meeting at 5:14 p.m. (A), Ronnie).

Respectfully submitted,  
Ronnie VanAtta, USJLD Secretary

**Ruby M. Sisson Memorial Library**  
**Balance Sheet**  
 As of October 31, 2024

	Oct 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of the San Juans 1460	97,074.52
Investment Acct Bank of SJ 4026	11,495.89
Expansion Checking-3365	1.00
Colorado Trust	1,218,079.21
<b>Total Checking/Savings</b>	1,326,650.62
<b>Accounts Receivable</b>	
Accounts Receivable	9,438.86
<b>Total Accounts Receivable</b>	9,438.86
<b>Other Current Assets</b>	
Property Taxes Receivable	600,525.10
Undeposited Funds	25.00
<b>Total Other Current Assets</b>	600,550.10
<b>Total Current Assets</b>	1,936,639.58
<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>	1,783,364.86
<b>TOTAL ASSETS</b>	3,720,004.44
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
*Accounts Payable	5,263.12
<b>Total Accounts Payable</b>	5,263.12
<b>Credit Cards</b>	
Commerce Bank 1756	3,939.21
<b>Total Credit Cards</b>	3,939.21
<b>Other Current Liabilities</b>	
Deferred Revenue	600,525.10
<b>Payroll Current Liabilities</b>	
Accrued Vacation/PTO	21,939.16
FICA Withholding Payable	0.01
Retirement Plan Payable	4,562.61
State Withheld & SUTA Payable	63.03
<b>Total Payroll Current Liabilities</b>	26,564.81
<b>Total Other Current Liabilities</b>	627,089.91
<b>Total Current Liabilities</b>	636,292.24

1:57 PM  
11/11/24  
Accrual Basis

**Ruby M. Sisson Memorial Library**  
**Balance Sheet**  
As of October 31, 2024

	<u>Oct 31, 24</u>
<b>Total Liabilities</b>	636,292.24
<b>Equity</b>	
<b>Offset for Long Term Liab</b>	-21,939.16
<b>INVESTMENTS IN FIXED ASSETS</b>	1,783,364.86
<b>LIMITED FOR EMERGENCIES (Tabor)</b>	4,633.65
<b>COMMITTED FOR IMP &amp; OUTREACH</b>	162,000.00
<b>Opening Bal Equity</b>	1.00
<b>Unrestricted Net Assets</b>	677,824.13
<b>Net Income</b>	477,827.72
<b>Total Equity</b>	<u>3,083,712.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,720,004.44</u></u>

**Ruby M. Sisson Memorial Library**  
**Profit & Loss - Actuals vs Budget**  
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Foundation Admin Fee Income	900.00	1,200.00	-300.00	75.0%
Fundraising Income & Book Sales	0.00	1,500.00	-1,500.00	0.0%
Gifts/Donations (general)	5,245.29	5,000.00	245.29	104.91%
Gifts/Donations (restricted)	300.00	500.00	-200.00	60.0%
Grants (general)	0.00	9,000.00	-9,000.00	0.0%
Grants (restricted)				
Federal	6,176.00	0.00	6,176.00	100.0%
Grants (restricted) - Other	3,209.96	0.00	3,209.96	100.0%
<b>Total Grants (restricted)</b>	<u>9,385.96</u>	<u>0.00</u>	<u>9,385.96</u>	<u>100.0%</u>
<b>INCOME - PROPERTY TAX</b>				
Property Tax	936,124.64	895,737.00	40,387.64	104.51%
Specific Ownership Tax	62,088.55	50,000.00	12,088.55	124.18%
Abatements	-1,866.68	-800.00	-1,066.68	233.34%
<b>Total INCOME - PROPERTY TAX</b>	<u>996,346.51</u>	<u>944,937.00</u>	<u>51,409.51</u>	<u>105.44%</u>
<b>INCOME - REVENUE</b>				
Book Sales - Taxable	1,640.50	0.00	1,640.50	100.0%
Collection Income (Special)	10.00	0.00	10.00	100.0%
Copies	8,984.06	8,000.00	984.06	112.3%
Lost Books/ILL	583.84	850.00	-266.16	68.69%
Other Revenue (& library cards)	208.25	200.00	8.25	104.13%
Use of Equipment	1,200.14	1,200.00	0.14	100.01%
<b>Total INCOME - REVENUE</b>	<u>12,626.79</u>	<u>10,250.00</u>	<u>2,376.79</u>	<u>123.19%</u>
Interest Income	47,039.93	30,000.00	17,039.93	156.8%
Scholarship(s) Income	500.00	0.00	500.00	100.0%
<b>Total Income</b>	<u>1,072,344.48</u>	<u>1,002,387.00</u>	<u>69,957.48</u>	<u>106.98%</u>
<b>Gross Profit</b>	<u>1,072,344.48</u>	<u>1,002,387.00</u>	<u>69,957.48</u>	<u>106.98%</u>
<b>Expense</b>				
<b>CAPITAL OUTLAY &amp; FIXED EXPENSES</b>				
<b>CAPITAL OUTLAY</b>				
Equipment & Furniture >\$500	0.00	1,000.00	-1,000.00	0.0%
Landscaping (improvements)	0.00	2,000.00	-2,000.00	0.0%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
Technology > \$500				
IT Equipment - New	0.00	1,500.00	-1,500.00	0.0%
Software - New	0.00	1,000.00	-1,000.00	0.0%
Technology > \$500 - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total Technology &gt; \$500</b>	<u>0.00</u>	<u>3,500.00</u>	<u>-3,500.00</u>	<u>0.0%</u>
<b>Total CAPITAL OUTLAY</b>	<u>0.00</u>	<u>7,000.00</u>	<u>-7,000.00</u>	<u>0.0%</u>
<b>FIXED EXPENSES</b>				
Treasurer's Fees	26,444.00	28,500.00	-2,056.00	92.79%
<b>Total FIXED EXPENSES</b>	<u>26,444.00</u>	<u>28,500.00</u>	<u>-2,056.00</u>	<u>92.79%</u>
<b>Total CAPITAL OUTLAY &amp; FIXED EXPENSES</b>	<u>26,444.00</u>	<u>35,500.00</u>	<u>-9,056.00</u>	<u>74.49%</u>
<b>OPERATING EXPENSES</b>				
<b>BUILDING EXPENSES</b>				
Alarm Monitoring	993.00	1,200.00	-207.00	82.75%
Bldg Maintenance Costs	753.56	5,000.00	-4,246.44	15.07%
Carpet Cleaning	1,507.00	3,600.00	-2,093.00	41.86%

**Ruby M. Sisson Memorial Library**  
**Profit & Loss - Actuals vs Budget**  
 January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Janitorial	12,000.00	15,840.00	-3,840.00	75.76%
Landscape/Grounds Maint	431.03	500.00	-68.97	86.21%
Snow Removal	2,282.50	10,000.00	-7,717.50	22.83%
Trash	1,309.07	2,000.00	-690.93	65.45%
<b>Utilities</b>				
Electricity	5,797.15	8,500.00	-2,702.85	68.2%
Gas	253.17	350.00	-96.83	72.33%
Geothermal	2,876.77	3,430.00	-553.23	83.87%
Water & Sewer	4,351.00	4,500.00	-149.00	96.69%
<b>Total Utilities</b>	13,278.09	16,780.00	-3,501.91	79.13%
Window Cleaning	0.00	500.00	-500.00	0.0%
<b>Total BUILDING EXPENSES</b>	32,554.25	55,420.00	-22,865.75	58.74%
<b>LIBRARY OFFICE EXPENSES</b>				
Accounting & Budgeting	3,131.25	6,000.00	-2,868.75	52.19%
Auditing / Tax Return Prep	1,000.00	1,500.00	-500.00	66.67%
Collection & Credit Card Fees	89.08	100.00	-10.92	89.08%
Equipment & Furniture < \$500	117.24	1,000.00	-882.76	11.72%
Eqmt & Computer Maint & Parts	432.02	1,000.00	-567.98	43.2%
<b>Insurance Expense</b>				
Insurance - Bonding	730.00	365.00	365.00	200.0%
Insurance-Directors & Officers	2,540.00	2,256.00	284.00	112.59%
Insurance - Liab/Contents/Bldg	7,513.00	7,750.00	-237.00	96.94%
<b>Total Insurance Expense</b>	10,783.00	10,371.00	412.00	103.97%
Internet / ISP	2,815.20	3,300.00	-484.80	85.31%
Legal Services	0.00	2,000.00	-2,000.00	0.0%
<b>Maint Agmts &amp; Licenses</b>				
Hardware Maint Agmts (Xerox)	2,876.00	5,000.00	-2,124.00	57.52%
Software Maint Agmts	5,887.33	6,000.00	-112.67	98.12%
<b>Total Maint Agmts &amp; Licenses</b>	8,763.33	11,000.00	-2,236.67	79.67%
Office Supplies	6,835.33	6,000.00	835.33	113.92%
Postage / PO Box	677.20	800.00	-122.80	84.65%
Sales Tax Expense	137.83	250.00	-112.17	55.13%
Storage	1,160.00	1,500.00	-340.00	77.33%
Telephone	1,957.14	2,800.00	-842.86	69.9%
<b>SUBCONTRACTORS</b>				
Independent Contractors	0.00	3,000.00	-3,000.00	0.0%
IT Consulting	235.00	2,000.00	-1,765.00	11.75%
<b>Total SUBCONTRACTORS</b>	235.00	5,000.00	-4,765.00	4.7%
<b>Total LIBRARY OFFICE EXPENSES</b>	38,133.62	52,621.00	-14,487.38	72.47%
<b>PROGRAMS &amp; PUBLIC USE EXPENSES</b>				
<b>PROGRAMS</b>				
Adult Programs (LLL,PALS,ESL)	2,731.58	3,000.00	-268.42	91.05%
Children's Programs	1,840.41	2,000.00	-159.59	92.02%
Summer Reading Program	1,664.28	2,200.00	-535.72	75.65%
Teen Programs	1,898.65	1,000.00	898.65	189.87%
<b>Total PROGRAMS</b>	8,134.92	8,200.00	-65.08	99.21%
<b>PUBLIC RELATIONS</b>				
Advertising - PR	2,893.95	2,200.00	693.95	131.54%
Flowers	0.00	100.00	-100.00	0.0%

**Ruby M. Sisson Memorial Library**  
**Profit & Loss - Actuals vs Budget**  
January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Volunteer Background Checks	437.20	1,000.00	-562.80	43.72%
Volunteer/Staff Expenses	864.66	2,500.00	-1,635.34	34.59%
<b>Total PUBLIC RELATIONS</b>	<b>4,195.81</b>	<b>5,800.00</b>	<b>-1,604.19</b>	<b>72.34%</b>
<b>PUBLIC USE MATERIALS</b>				
Courier Service (ILL)	7,153.72	7,500.00	-346.28	95.38%
Electronic Data Bases	10,860.95	18,000.00	-7,139.05	60.34%
Lost Items Expenses	7.95	0.00	7.95	100.0%
Non-Print Material				
Audio Books	5,284.00	7,000.00	-1,716.00	75.49%
DVD/Video	2,342.00	2,750.00	-408.00	85.16%
Downloadable E-Books/Audio	14,029.90	15,000.00	-970.10	93.53%
Music	0.00	100.00	-100.00	0.0%
<b>Total Non-Print Material</b>	<b>21,655.90</b>	<b>24,850.00</b>	<b>-3,194.10</b>	<b>87.15%</b>
Print Material				
Books	19,261.54	23,000.00	-3,738.46	83.75%
Subscriptions	1,843.26	2,000.00	-156.74	92.16%
<b>Total Print Material</b>	<b>21,104.80</b>	<b>25,000.00</b>	<b>-3,895.20</b>	<b>84.42%</b>
<b>Total PUBLIC USE MATERIALS</b>	<b>60,783.32</b>	<b>75,350.00</b>	<b>-14,566.68</b>	<b>80.67%</b>
<b>Total PROGRAMS &amp; PUBLIC USE EXPENSES</b>	<b>73,114.05</b>	<b>89,350.00</b>	<b>-16,235.95</b>	<b>81.83%</b>
<b>Total OPERATING EXPENSES</b>	<b>143,801.92</b>	<b>197,391.00</b>	<b>-53,589.08</b>	<b>72.85%</b>
<b>STAFF, BENEFITS &amp; TRAINING</b>				
<b>STAFF EDUCATION</b>				
Conferences/Workshops	485.00	1,500.00	-1,015.00	32.33%
Memberships	2,261.00	6,000.00	-3,739.00	37.68%
Travel/Food Expenses	1,239.83	3,500.00	-2,260.17	35.42%
<b>Total STAFF EDUCATION</b>	<b>3,985.83</b>	<b>11,000.00</b>	<b>-7,014.17</b>	<b>36.24%</b>
<b>SALARIES &amp; BENEFITS</b>				
<b>BENEFITS</b>				
Employee Assist Program (EAP)	3,520.85	3,600.00	-79.15	97.8%
Health Insurance Allowance	24,681.82	30,000.00	-5,318.18	82.27%
Social Security	18,770.37	22,050.00	-3,279.63	85.13%
Medicare	4,389.85	5,160.00	-770.15	85.08%
Retirement (CRA)	6,963.42	11,200.00	-4,236.58	62.17%
State Unemployment	605.65	720.00	-114.35	84.12%
Worker's Compensation Insurance	0.00	1,065.00	-1,065.00	0.0%
<b>Total BENEFITS</b>	<b>58,931.96</b>	<b>73,795.00</b>	<b>-14,863.04</b>	<b>79.86%</b>
<b>Salaries &amp; PTO</b>				
Bonuses	0.00	30,000.00	-30,000.00	0.0%
Holiday Pay	9,553.89	0.00	9,553.89	100.0%
Paid Time Off (PTO)	34,713.91	0.00	34,713.91	100.0%
<b>SALARIES</b>	<b>232,666.11</b>	<b>325,000.00</b>	<b>-92,333.89</b>	<b>71.59%</b>
<b>Total Salaries &amp; PTO</b>	<b>276,933.91</b>	<b>355,000.00</b>	<b>-78,066.09</b>	<b>78.01%</b>
Substitute Staff (subcontract)	1,132.50	0.00	1,132.50	100.0%
<b>SALARIES &amp; BENEFITS - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total SALARIES &amp; BENEFITS</b>	<b>336,998.37</b>	<b>428,795.00</b>	<b>-91,796.63</b>	<b>78.59%</b>
<b>Total STAFF, BENEFITS &amp; TRAINING</b>	<b>340,984.20</b>	<b>439,795.00</b>	<b>-98,810.80</b>	<b>77.53%</b>
<b>Total Expense</b>	<b>511,230.12</b>	<b>672,686.00</b>	<b>-161,455.88</b>	<b>76.0%</b>
<b>Net Ordinary Income</b>	<b>561,114.36</b>	<b>329,701.00</b>	<b>231,413.36</b>	<b>170.19%</b>
<b>Other Income/Expense</b>				



**Ruby M. Sisson Memorial Library**  
**Profit & Loss - Actuals vs Budget**  
 January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Other Income</b>				
Other Income (dividends, claims)	1,362.97	0.00	1,362.97	100.0%
<b>Total Other Income</b>	<u>1,362.97</u>	<u>0.00</u>	<u>1,362.97</u>	<u>100.0%</u>
<b>Other Expense</b>				
<b>Reserve Expenses</b>				
Development Marketing/PR/Adv	0.00	0.00	0.00	0.0%
<b>Master Plan Expenses</b>	84,672.32	50,000.00	34,672.32	169.35%
<b>Total Reserve Expenses</b>	<u>84,672.32</u>	<u>50,000.00</u>	<u>34,672.32</u>	<u>169.35%</u>
Expenses to be Reimb	-39.71	0.00	-39.71	100.0%
Suspense - Unknown	17.00	0.00	17.00	100.0%
Void	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>84,649.61</u>	<u>50,000.00</u>	<u>34,649.61</u>	<u>169.3%</u>
<b>Net Other Income</b>	<u>-83,286.64</u>	<u>-50,000.00</u>	<u>-33,286.64</u>	<u>166.57%</u>
<b>Net Income</b>	<u><u>477,827.72</u></u>	<u><u>279,701.00</u></u>	<u><u>198,126.72</u></u>	<u><u>170.84%</u></u>

Jan-Oct 2024	2024	2023	2022	2021	2020
Property Tax	\$996,347	\$651,838	\$622,058	\$570,638	\$566,013
Other Income	\$77,361	\$62,775	\$31,092	\$33,387	\$37,321
Unanticipated Donation(s) *	\$0	\$0	\$0	\$5,000	\$19,116
<b>Total Income</b>	<b>\$1,073,707</b>	<b>\$714,613</b>	<b>\$653,150</b>	<b>\$609,025</b>	<b>\$622,450</b>
Capital & Fixed Expenses	\$26,444	\$19,548	\$17,132	\$18,121	\$20,700
Building Expenses	\$32,571	\$32,110	\$31,158	\$35,369	\$24,133
Office Expenses	\$38,134	\$49,468	\$35,776	\$40,899	\$36,780
Programs & Public Use Materials	\$73,114	\$71,765	\$63,194	\$61,873	\$59,890
Personnel & Benefits	\$340,984	\$315,817	\$297,645	\$285,670	\$298,545
<b>Total Expenses</b>	<b>\$511,247</b>	<b>\$488,708</b>	<b>\$444,905</b>	<b>\$441,932</b>	<b>\$440,048</b>
<b>Net Ordinary Income</b>	<b>\$562,460</b>	<b>\$225,904</b>	<b>\$208,245</b>	<b>\$167,093</b>	<b>\$182,402</b>
Development Officer Salary					\$27,761
HVAC Replacement					\$155,027
Master Plan Expenses	\$84,672		\$5,000		\$23,979
Gift to Foundation					
<b>Net Income</b>	<b>\$477,788</b>	<b>\$225,904</b>	<b>\$203,245</b>	<b>\$167,093</b>	<b>-\$24,365</b>
<b>Cash on hand:</b>	<b>\$1,326,651</b>	<b>\$915,756</b>	<b>\$723,483</b>	<b>\$598,635</b>	<b>\$475,188</b>

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

**Director's Progress Report on 90 day Priorities  
November 2024**

**Manage the architectural design phase of the building project on behalf of USJLD.**

PROGRESS: Our building project is entering the construction design phase and we have changed the membership of the regular meeting team as we start to consider interior finishes for flooring and furniture. We have gratefully accepted the advice of Paul Kriescher, a local engineer with a strong background in sustainable materials and alternative energy. Paul has been attending architect meetings and has guided us to adopt solar electrical systems for the new facility, complementing our geothermal heat to give us 100% renewable energy for the future. Jonathan Dobson of Dobson Solar has also been providing advice on using the existing roof for a solar array and the architect has adopted his concept. The system will feed any additional electricity we generate back into the system. We will not install a battery to store additional power. We currently spend \$7500 per year on electric bills, so this conversion will provide substantial future savings. The addition of the solar array will add an additional \$50,000 to the project total and we will be pursuing grants to cover that cost.

**Update job descriptions and propose an updated wage scale based on comparative libraries.**

PROGRESS: The 2025 budget proposal includes an increase in wages to align our staff compensation with the mean salaries offered at Colorado Tourist Community Libraries over a 2 year period.

**Develop a three-year Technology Plan that informs the next budget cycle.**

PROGRESS: The three-year tech plan has been developed with Echo-IT Consulting and year one strategies have been fully funded in the 2025 budget. Several of the plan's priorities have been completed this year, ahead of schedule. We now have automated daily redundant backups of our server files and financial records. Our firewall equipment has been replaced with new equipment and a cabinet has been installed. We have upgraded our Visionary Internet bandwidth from 30Mbps to 100 Mbps at no extra cost to the library which has greatly improved our connectivity and relieved the raspy phone connection we experience using VoIP (voice over IP). And we have just launched a new service to our patrons- wireless printing. This allows patrons to print from their mobile devices within the library or send print jobs directly to the print server from anywhere and print at the library later. This is not only a convenience improvement for our patrons, but ensures the privacy of their documents and personal information. (Our present system requires that they send their documents to our [ruby@pagosalibrary.org](mailto:ruby@pagosalibrary.org) address for us to print for them.)

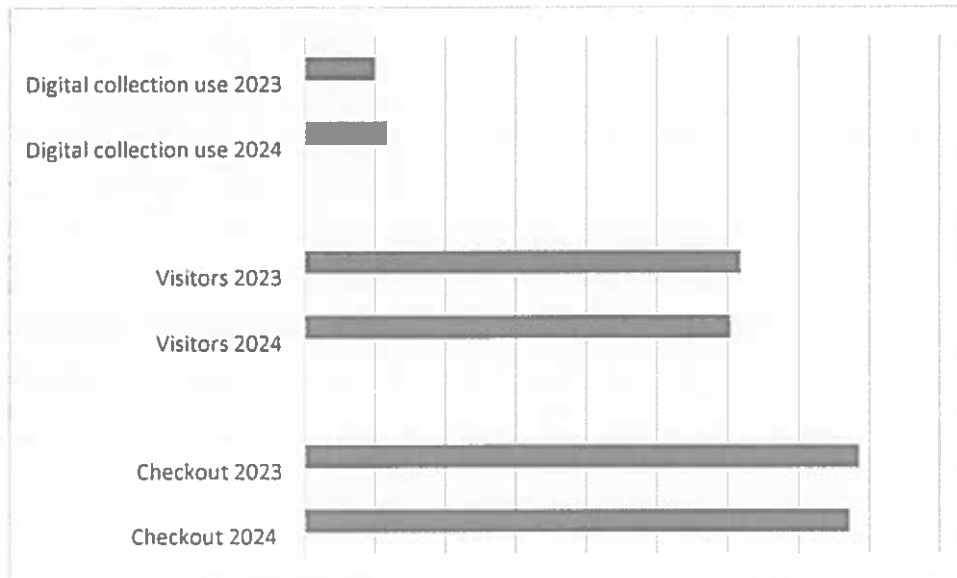
**Deliver a final draft 2025 budget proposal for approval at the October 16, 2024, board meeting.**

PROGRESS: The 2025 Budget proposal was approved at the October board meeting and has been published for public view. A public hearing will be held as part of the regular November board meeting.

**Participate as a full team member to help with daily tasks and acquaint myself with our library users.**

PROGRESS: My regular desk hours are so much fun and I am learning quickly. I continue to meet all the kind people of Pagosa and am getting to know our regulars.

### LIBRARY USE TRENDS YEAR TO DATE



Library use is stable across most categories, with a slight uptick in use of downloadable E-books and E-audiobooks.

Congratulations to Sherry on her successful grant application to the Southwest Community Foundation. Sherry applied for \$5,000 to fund after school tutoring and received \$10,000 for the program!

Enclosed is the updated construction schedule including phases of the project.



**Durango**  
 564 E. 2<sup>nd</sup> Ave. Suite 201  
 Durango, Colorado 81301  
 P – 970.259.7494

**Pagosa Springs**  
 262 Pagosa St. Suite 200  
 Pagosa Springs, CO 81147  
 P – 970.264.6884

**PROJECT SCHEDULE**  
**Ruby M. Sisson Memorial Library**

Contracts Signed May 24  
 Kick Off Meeting Week of May 28/June 3

**SD PHASE**

**Total 6-7 Weeks** June 3– July 19

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Pre Application Meeting with Town of Pagosa Springs Week of June 3  
 Bi-Weekly Meetings with Design Team  
 Holiday – Independence Day July 4  
 Consultants SD Drawings Due to RA+A July 16

Final SD Package to Owner July 19  
 Final Package includes drawings, outline specifications and cost estimate.  
 Sketch Plan Submittal to Town of Pagosa Springs July 19  
 Prelim review + submittal to Fire Dept + Bldg Dept  
 Owner Review (1 Week) July 19-24  
 Drawing Review + Page Turn July 24-26  
 Board Presentation TBD

**DD PHASE**

**Total 6-7 Weeks** July 29-Sept 13

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Town of Pagosa Springs Public Hearing Aug 6  
 Bi-Weekly Meetings with Design Team  
 Holiday - Labor Day Sept 4  
 Consultant DD Drawings Due to RA+A Sept 10

Final DD Package to Owner Sept 13  
 Final Package includes drawings, draft specifications and cost estimate.  
 Final Design Review Submittal to Town of Pagosa Springs Sept 17  
 Owner Review (1 Week) Sept 16-20  
 Drawing Review + Page Turn Sept 18-20  
 Board Presentation TBD  
 BRING CMGC ON BOARD TBD

**CD PHASE**

**Total 8-9 Weeks** Sept 23-Nov 15

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Bi-Weekly Meetings with Design Team  
 Review Finishes with Owner Week of Nov 11  
 Consultant Drawings to RA+A Nov 18  
 95% Drawing Submittal + Review Nov 22  
 Holiday - Thanksgiving Nov 28  
 Get all final comments from Town Dec 3  
 Town of Pagosa Springs Final Public Hearing Dec 10

Final CD Package to Owner Dec 18  
 Final 100% Package includes drawings, final specifications and project manual.  
 Owner Review Dec 18-Jan 3  
 Drawing Review + Page Turn TBD  
 FFE Procurement Spring 2024



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**BIDDING**

Total 4-5 Weeks

Feb-Mar 2025

Owner + RA+A to coordinate on bid documents  
 Submit to Fire Dept + Building Department for Permit

**CONSTRUCTION PHASE**

Estimated at 9-10 Months

May-May 2026

Contract with GC  
 Begin Submittal Process  
 Site Mobilization

March 2025  
 May 2025  
 May 2025

## 2025 Budget Overview

The 2025 Budget invests in several critical areas to dramatically improve our library services, reward our outstanding staff for their impactful work, and contribute to the successful completion of our new library building. These focus areas receive additional funds to achieve these goals:

1. Technology infrastructure
2. Facilities maintenance
3. Capital outlay for new building furniture
4. Collection development
5. Salary adjustments over a 2 year period to align wages with Colorado tourist library median salaries.

Property taxes increase slightly in 2025 with revenue from additional taxes showing marked increases. Interest income is expected to remain stronger than in previous years.

2025 Budget Updated Draft with new property tax numbers

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2025 Proposed
<b>INCOME AND REVENUE</b>					
Income					
Gifts/Donations	\$ 6,903.08	\$ 5,542.86	\$ 7,680.00	\$ 5,000.00	\$ 6,000.00
Gifts/Donations Restricted	\$ 5,940.00	\$ 260.35	\$ -	\$ 500.00	\$ 600.00
Grants	\$ 11,163.80	\$ 6,645.00	\$ 14,472.00	\$ 9,000.00	\$ 12,000.00
Other Income			\$ 632.00		\$ 100.00
Property Tax					
Abatelements	\$ (560.53)	\$ (1,490.28)	\$ (498.00)	\$ (800.00)	\$ (2,000.00)
General Property Tax	\$ 521,534.60	\$ 576,351.06	\$ 602,117.00	\$ 895,737.00	\$ 897,666.00
Specific Ownership tax	\$ 61,798.51	\$ 61,238.67	\$ 65,776.00	\$ 50,000.00	\$ 70,000.00
Misc. Tax Income					\$ 19,865.00
<b>Total Property Tax</b>	\$ 582,772.58	\$ 636,099.45	\$ 667,395.00	\$ 944,937.00	\$ 985,531.00
<b>Total Income</b>	\$ 606,779.46	\$ 648,547.66	\$ 690,179.00	\$ 959,437.00	\$ 1,004,231.00
Revenue					
Book Sale (In House)	\$ 2,940.85	\$ 1,894.75	\$ 2,034.00	\$ 1,500.00	\$ 1,500.00
Collections Income	\$ 198.54	\$ -	\$ 21.00	\$ -	\$ -
Copies	\$ 7,694.60	\$ 8,762.10	\$ 9,991.00	\$ 8,000.00	\$ 9,000.00
Lost books/LL	\$ 1,553.81	\$ 1,277.80	\$ 824.00	\$ 850.00	\$ 800.00
Other Revenue (& Library Cards)	\$ 423.00	\$ 378.03	\$ 235.00	\$ 200.00	\$ 250.00
Use of Equipment (Fax and Lamination)	\$ 1,344.00	\$ 1,051.00	\$ 1,397.00	\$ 1,200.00	\$ 1,200.00
Sale of Replaced Computers	\$ 240.00		\$ 50.00		\$ -
Interest Income	\$ 2,597.20	\$ 10,579.52	\$ 36,790.00	\$ 30,000.00	\$ 43,000.00
Scholarship(s) Income			\$ -		\$ 1,500.00
Foundation Admin Fees	\$ 1,200.00	\$ 1,200.00	\$ 1,100.00	\$ 1,200.00	\$ 1,200.00
<b>Total Revenue</b>	\$ 18,192.00	\$ 25,143.20	\$ 52,442.00	\$ 42,950.00	\$ 58,450.00
<b>Total Income and Revenue</b>	\$ 624,971.46	\$ 673,690.86	\$ 742,621.00	\$ 1,002,387.00	\$ 1,062,681.00
<b>EXPENDITURES</b>					
<b>Operating Expenses</b>					
Building Expenses					
Fire Alarm Monitoring	\$ 540.00	\$ 540.00	\$ 940.00	\$ 1,200.00	\$ 990.00
Building Maintenance	\$ 10,110.77	\$ 1,389.93	\$ 3,819.00	\$ 5,000.00	\$ 1,000.00



2025 Budget Updated Draft with new property tax numbers

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2025 Proposed
Carpet Cleaning	\$ 2,038.00	\$ 2,208.00	\$ 2,346.00	\$ 3,600.00	\$ 150.00
Janitorial	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 15,840.00	\$ 15,840.00
Landscape/Grounds Maintenance	\$ 118.13	\$ 333.73	\$ 101.00	\$ 500.00	\$ 500.00
Snow Removal	\$ 4,471.21	\$ 4,795.00	\$ 5,613.00	\$ 10,000.00	\$ 8,000.00
Trash	\$ 1,824.70	\$ 1,446.66	\$ 1,457.00	\$ 2,000.00	\$ 1,550.00
Utilities					
Electricity	\$ 6,445.33	\$ 8,115.65	\$ 7,228.00	\$ 8,500.00	\$ 7,500.00
Gas	\$ 310.30	\$ 333.87	\$ 319.00	\$ 350.00	\$ 320.00
Geothermal	\$ 800.80	\$ 996.20	\$ 2,431.00	\$ 3,430.00	\$ 3,500.00
Water & Sewer	\$ 3,544.97	\$ 3,914.61	\$ 3,893.00	\$ 4,500.00	\$ 4,000.00
Total Utilities	\$ 11,101.40	\$ 13,360.33	\$ 13,871.00	\$ 16,780.00	\$ 15,320.00
Window Cleaning	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -
Total Building Expenses	\$ 45,104.21	\$ 38,473.65	\$ 42,547.00	\$ 55,420.00	\$ 43,350.00
Library Office Expenses					
Accounting & Budgeting	\$ 7,903.50	\$ 5,458.26	\$ 4,057.00	\$ 6,000.00	\$ 7,525.00
Auditing/Tax Return	\$ 8,600.00	\$ 1,000.00	\$ 14,000.00	\$ 1,500.00	\$ 15,500.00
Collection & Credit Card Fees	\$ 96.72	\$ 124.51	\$ 110.00	\$ 100.00	\$ 100.00
Equipment/Furniture/Fixtures < \$500	\$ 263.51	\$ -	\$ 1,551.00	\$ 1,000.00	\$ 500.00
Equipment Maint & Parts	\$ 1,155.14	\$ 1,618.52	\$ 295.00	\$ 1,000.00	\$ 500.00
Insurance - Bonding Insurance	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00	\$ 365.00
Insurance - Errors & Omissions	\$ 2,156.00	\$ 2,206.00	\$ 2,256.00	\$ 2,256.00	\$ 2,700.00
Insurance - Liability/Contents/Bldg.	\$ 4,919.00	\$ 5,415.00	\$ 6,462.00	\$ 7,750.00	\$ 8,800.00
Internet/ISP	\$ 3,145.25	\$ 3,162.00	\$ 3,271.00	\$ 3,300.00	\$ 3,300.00
Item Repair Expenses					\$ -
Legal Services	\$ -	\$ -	\$ 462.00	\$ 2,000.00	\$ 1,000.00
Maintenance Agmts & Licenses					
Hardware Maint Agmts (Copier)	\$ 4,080.43	\$ 4,185.36	\$ 3,833.00	\$ 5,000.00	\$ 4,500.00
Software Licenses	\$ 4,967.97	\$ 5,056.64	\$ 5,000.00	\$ 6,000.00	\$ 9,240.00
Total Maintenance Agreements	\$ 9,048.40	\$ 9,242.00	\$ 8,833.00	\$ 11,000.00	\$ 13,740.00
Office Supplies	\$ 3,450.47	\$ 6,948.24	\$ 6,262.00	\$ 6,000.00	\$ 5,000.00
Postage/PO Box	\$ 574.61	\$ 727.34	\$ 949.00	\$ 800.00	\$ 700.00
Sales Tax Expense	\$ 211.54	\$ -	\$ -	\$ 250.00	\$ 300.00

2025 Budget Updated Draft with new property tax numbers

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2025 Proposed
Storage	\$ 1,900.00	\$ 1,140.00	\$ 1,175.00	\$ 1,500.00	\$ 1,300.00
Telephone	\$ 2,906.56	\$ 1,717.33	\$ 2,838.00	\$ 2,800.00	\$ 2,700.00
Total Library Office Expenses	\$ 46,695.70	\$ 39,124.20	\$ 52,886.00	\$ 47,621.00	\$ 64,030.00
Outside Contractors					
IT Consulting			\$ 1,100.00	\$ 2,000.00	\$ 15,000.00
Independent Contractors				\$ 3,000.00	\$ 1,000.00
Total Outside Contractors			\$ 1,100.00	\$ 5,000.00	\$ 16,000.00
Programs					
Children's Programs	\$ 1,196.72	\$ 1,429.66	\$ 4,078.00	\$ 2,000.00	\$ 2,500.00
Teen Programs	\$ 639.90	\$ 570.10	\$ 865.00	\$ 1,000.00	\$ 1,500.00
Adult Programs (all)	\$ 967.96	\$ 3,377.85	\$ 3,243.00	\$ 3,000.00	\$ 4,000.00
Adult Svcs Lib \$2500					
PALS \$750					
ESL \$750					
Summer Reading	\$ 1,157.40	\$ 1,111.61	\$ 2,188.00	\$ 2,200.00	\$ 2,000.00
Total Programs	\$ 3,961.98	\$ 6,489.22	\$ 10,374.00	\$ 8,200.00	\$ 10,000.00
Public Relations					
Outreach/Marketing/PR	\$ 1,164.00	\$ 1,276.10	\$ 2,592.00	\$ 2,200.00	\$ 2,000.00
Flowers	\$ -	\$ -	\$ -	\$ 100.00	\$ -
Volunteers & Staff	\$ 768.14	\$ 1,141.91	\$ 960.00	\$ 2,500.00	\$ 1,000.00
V&S Background Checks		\$ 1,280.00	\$ 810.00	\$ 1,000.00	\$ 300.00
Total Public Relations	\$ 1,932.14	\$ 3,698.01	\$ 4,362.00	\$ 5,800.00	\$ 3,300.00
Public Use Materials					
Courier Service (ILL)	\$ 5,974.12	\$ 6,883.04	\$ 6,899.00	\$ 7,500.00	\$ 7,154.00
Electronic Databases	\$ 12,434.76	\$ 10,140.73	\$ 12,424.00	\$ 18,000.00	\$ 18,000.00
Lost Item Expenses		\$ 6.74	\$ 65.00		\$ 50.00
Non-Print Material					
Audio Books -- adults & youth	\$ 6,562.65	\$ 6,832.30	\$ 6,824.00	\$ 7,000.00	\$ 8,000.00
DVD -- adults & youth	\$ 2,140.14	\$ 2,535.44	\$ 2,461.00	\$ 2,750.00	\$ 4,000.00

2025 Budget Updated Draft with new property tax numbers

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2025 Proposed
Downloadable Audio/E-Books/Magazines	\$ 10,000.00	\$ 10,148.93	\$ 12,062.00	\$ 15,000.00	\$ 15,000.00
Music	\$ -	\$ -	\$ 17.00	\$ 100.00	
Total Non-Print Material	\$ 18,702.79	\$ 19,516.67	\$ 21,364.00	\$ 24,850.00	\$ 52,204.00
Print Material					
Books	\$ 22,569.82	\$ 20,857.22	\$ 21,038.00	\$ 23,000.00	\$ 45,800.00
Subscriptions	\$ 2,044.79	\$ 2,457.02	\$ 1,699.00	\$ 2,000.00	\$ 2,200.00
Total Print Material	\$ 24,614.61	\$ 23,314.24	\$ 22,737.00	\$ 25,000.00	\$ 48,000.00
Total Public Use Materials	\$ 61,726.28	\$ 59,861.42	\$ 63,489.00	\$ 75,350.00	\$ 100,204.00
Staff Education					
Conferences/Workshops	\$ 175.00	\$ 300.00	\$ 620.00	\$ 1,500.00	\$ 1,500.00
Membership	\$ 801.00	\$ 4,658.74	\$ 5,465.00	\$ 6,000.00	\$ 6,000.00
Travel	\$ 83.32	\$ 756.11	\$ 1,395.00	\$ 3,500.00	\$ 3,600.00
Total Staff Education	\$ 1,059.32	\$ 5,714.85	\$ 7,480.00	\$ 11,000.00	\$ 11,100.00
Total Operating Expenses	\$ 160,479.63	\$ 153,361.35	\$ 181,138.00	\$ 208,391.00	\$ 247,984.00
CAPITAL OUTLAY					
Furniture/Fixtures/Equipment > \$500	\$ -		\$ 601.00	\$ 1,000.00	\$ 500.00
Landscaping (Improvements)				\$ 2,000.00	\$ -
Master Plan Expenses				\$ 50,000.00	\$ 200,000
Microfilm Digitization	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
Technology > \$500					
IT Equipment - New	\$ 2,316.00		\$ -	\$ 1,500.00	\$ 20,500.00
Phone System					\$ -
Software - New	\$ 180.00	\$ -	\$ 72.00	\$ 1,000.00	\$ 1,285.00
Technology > \$500 - Other			\$ 941.00	\$ 1,000.00	\$ 11,400.00
Total Capital Outlay	\$ 2,496.00	\$ -	\$ 1,614.00	\$ 57,000.00	\$ 234,185.00
FIXED EXPENSES					
Treasurer's Fee (3% Property Tax Revenue)	\$ 15,696.39	\$ 17,254.08	\$ 18,057.00	\$ 28,500.00	\$ 29,565.93
Total Fixed Expenses	\$ 15,696.39	\$ 17,254.08	\$ 18,057.00	\$ 28,500.00	\$ 29,565.93
BENEFITS AND PERSONNEL					

2025 Budget Updated Draft with new property tax numbers

	2021 Actuals	2022 Actuals	2023 Actuals	2024 Adopted	2025 Proposed
<b>Benefits</b>					
Insurance Allowance	\$ 30,000.00	\$ 29,250.00	\$ 28,835.00	\$ 30,000.00	\$ 30,000.00
Social Security - 6.2	\$ 19,973.42	\$ 19,745.27	\$ 21,323.00	\$ 22,050.00	\$ 24,336.61
Medicare - 1.45	\$ 4,670.44	\$ 4,617.85	\$ 4,987.00	\$ 5,160.00	\$ 5,691.63
Retirement	\$ 9,736.33	\$ 8,607.55	\$ 7,519.00	\$ 11,200.00	\$ 11,648.00
Retirement Forfeitures					
State Unemployment 0.3% (to 0.2% in	\$ 966.45	\$ 636.94	\$ 688.00	\$ 720.00	\$ 1,177.58
Workman's Comp 0.3%	\$ 626.00	\$ 590.00	\$ 1,057.00	\$ 1,065.00	\$ 1,177.58
Employee Assistance Program	\$ 3,520.85	\$ 3,250.85	\$ 3,521.00	\$ 3,600.00	\$ 3,521.00
<b>Total Benefits</b>	\$ 69,493.49	\$ 66,698.46	\$ 67,930.00	\$ 73,795.00	\$ 77,552.40
<b>Personnel</b>					
Accrued Vacation Special Audit	\$ 164.16				
Regular Salaries	\$ 292,151.68	\$ 289,596.18	\$ 254,950.00	\$ 325,000.00	\$ 392,526.00
Substitute	\$ 195.00	\$ 126.00	\$ 1,485.00	\$ 3,000.00	\$ 3,000.00
End of year incentive pay				\$ 30,000.00	\$ 4,500.00
<b>Total Personnel</b>					
<b>Total Benefits and Personnel</b>	\$ 362,004.33	\$ 356,420.64	\$ 324,365.00	\$ 431,795.00	\$ 477,578.40
<b>Total Expenditures</b>	\$ 540,676.35	\$ 527,036.07	\$ 585,927.00	\$ 725,686.00	\$ 989,313.33
Net change in fund balance	\$ 84,295.11	\$ 146,654.79	\$ 156,694.00	\$ 276,701.00	\$ 73,367.68
Emergency Reserve (Tabor)					\$ (29,679.40)
Net transfer to Capital Reserve					\$ 43,688.28
Capital Fund Balance beginning of year				\$ 845,656.00	\$ 1,122,357.00
Capital Fund Balance end of year				\$ 1,122,357.00	\$ 1,195,724.68