



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
Ronnie VanAtta
Marcie Taylor
Al Northup

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

4pm

Hybrid in person and online

<https://us02web.zoom.us/j/83398449146>

AGENDA

- I. ROLL CALL AND DETERMINATION OF QUORUM
- II. AGENDA APPROVAL
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - a. Approval of the January 15, 2025 meeting minutes
- V. REPORTS
 - a. Foundation/ Development Report (Foundation Board)
 - b. January 31, 2025 Financial Report (David)
 - c. Building Report (Barb)
 - d. Director's Report
- VI. NEW BUSINESS
 - a. Reappointment of Marcie Taylor to the Library Board of Trustees for a term ending 12/31/2027
 - b. Request to close the library Friday March 7, 2025 for all-staff day
 - c. Library contribution to RSL Foundation from capital reserve in support of Mountains of Opportunity capital campaign.
- VII. UNFINISHED BUSINESS
 - a. Consideration of library Board candidates for the seat vacated by Ronnie VanAtta
 - i. Nancy Chromy
 - ii. Gayle Dixon
- VIII. LOOKING FORWARD

GOOD OF THE ORDER:

NEXT MEETING: March 19, 2025, by Zoom, <https://us02web.zoom.us/j/83398449146>

ADJOURNMENT

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

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

**Upper San Juan Library District
Board of Trustees Meeting Minutes
January 15, 2025**

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.

Agenda Approval: The board approved the agenda (Marcie, Sherry).

Trustees Present: Katie Cloudman, Andrea Cox, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Foundation President Katie Dobbins, Assistant Library Director Josie Snow, and Library Director Barb Brattin.

Absent: Al Northrop

Public Comments: Barb read a thank-you letter to the board from Judy Brennan.

Consent Agenda:

- *Approval of the December 11, 2024, meeting minutes*: The board approved the minutes (Katie, David).

Reports:

- *Foundation/Development Report* (Katie): Katie reported the following items:
 - Several members of the Foundation are stepping in to continue Cindi's tasks such as grants, emails, and donations.
 - The Foundation board meets next week.
 - The Friends are planning a monthly newsletter and additional member events in 2025.
 - The first book sale is scheduled for February 8.
 - The job description is finalized, and the Foundation is ready to start attracting candidates.
- *December 31, 2024, Preliminary Financial Report* (David):
 - Property taxes are up 52%.
 - Total income is up 54%.
 - Cash on hand is up 39%.
 - Some overbudget line items like IT consulting are necessarily up.
 - Overall, a great year.
- *Building Report* (Barb):
 - The design is finalized. The large DOLA (Department of Local Affairs) grant was submitted at the beginning of January. Barb went over some questions with our regional coaches. The library is one of the 39 finalists. A presentation will be made to a committee of 12 people in Canon City March 4-6.
 - Barb's presentation will cover reasons for not voting on a levy increase, Pagosa as an emerging tourist town with many retirees on fixed incomes and wages not keeping up among other items. The presentation team should consist of Barb, a trustee, and a Foundation member.
 - The project needs a construction manager to manage the project, and we want to get started.

- **Director's Report:**

David Hamilton and I visited Mike Branch to discuss the library's financials and seek advice about a possible contribution to the library building campaign from capital reserves. Mr. Branch stated best practice is to maintain 4 months of operating expenses in reserve to cover any delayed payments from the county at the beginning of the fiscal year. That aligns with the library board's current fiscal policy. He would suggest a maximum contribution of about 65 per cent of our reserve fund to the campaign to maintain that 4-month cushion.

Josie Snow has decided to move to the Grand Junction area to help with her nephew's care. Her last day at the library will be January 24th. Josie will help with Summer Reading prep work remotely on a contract basis while we search for a new Assistant Director. Josie will be greatly missed not only for her expertise but for her kind and caring leadership. We remain grateful to Josie for all she did to ease the transition to a new director and hope that the future brings her back to Pagosa. Thank you, Josie, and best wishes on your journey!

We continue to shift collections, weed worn out materials, improve signage and clean, clean clean in an effort to make the most of our current building. We are hearing many positive comments from the public. Mobile printing is working well, and our new copier has arrived, though we are still waiting for the coin/ bill acceptor to complete the system.

Thanks to Ronnie and Katie for serving on the committee to select the new Foundation Director. We are making headway as we post the job description in area newspapers and on the Colorado Library Jobline site. In the meantime, several Foundation board members are keeping things going.

Updates: Josie is taking some time off to think about her next steps. The board should consider an appropriate percentage of reserves to maintain while contributing to the library expansion.

New Business:

- *Motion to dissolve the Board Building Design Committee:* The board approved a motion to dissolve the Board Building Design Committee (Katie, David).
- *2025 Library Board Meeting Schedule and Posting Notice:* The board approved a motion to approve the 2025 Library Board Meeting Schedule and Posting Notice (included in the board packet) (Sherry, Marcie).
- *Election of 2025 Board Officers:* After some discussion and their agreeing to serve, the board unanimously approved the following slate of 2025 Board Officers:
 - President Andrea Cox
 - Vice-President Katie Cloudman
 - Treasurer David Hamilton
 - Secretary Marcie Taylor
- *Conflict of Interest Form 2025:* Trustees are encouraged to print and sign the conflict-of-interest form (included in the board packet) as soon as possible and turn it in at the library.
- *Assignment of Library Director as Budget Officer:* A state DOLA requirement is the assignment of the library director as budget officer. The board approved a motion to assign Barb as the budget officer (David, Katie).

Unfinished Business: None

Looking Forward:

Board member nominations: The library has received a completed application, and a former trustee has expressed interest.

Good of the Order:

Next Meeting: February 19, 2025, by Zoom, <https://us02web.zoom.us/j/83398449146>, or in person at the library.

Adjournment: A motion adjourned the meeting at 4:53 p.m. (Sherry, David).

Respectfully submitted,
Ronnie VanAtta, USJLD Secretary

1:02 PM

Ruby M. Sisson Memorial Library

02/10/25

Balance Sheet

Accrual Basis

As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of the San Juans 1460	25,166.34
Investment Acct Bank of SJ 4026	11,496.78
Expansion Checking-3365	1.00
Colorado Trust	1,051,573.27
Total Checking/Savings	<u>1,088,237.39</u>
Accounts Receivable	
Accounts Receivable	216,101.83
Total Accounts Receivable	<u>216,101.83</u>
Other Current Assets	
Property Taxes Receivable	600,525.10
Total Other Current Assets	<u>600,525.10</u>
Total Current Assets	<u>1,904,864.32</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>3,688,229.18</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	15,563.53
Total Accounts Payable	<u>15,563.53</u>
Credit Cards	
Commerce Bank 1756	3,442.53
Total Credit Cards	<u>3,442.53</u>
Other Current Liabilities	
Deferred Revenue	600,525.10
Payroll Current Liabilities	
Accrued Vacation/PTO	21,939.16
State Withheld & SUTA Payable	-1,195.75
Total Payroll Current Liabilities	<u>20,743.41</u>
Total Other Current Liabilities	<u>621,268.51</u>
Total Current Liabilities	<u>640,274.57</u>
Total Liabilities	640,274.57
Equity	
Offset for Long Term Liab	-21,939.16

1:02 PM

02/10/25

Accrual Basis

Ruby M. Sisson Memorial Library

Balance Sheet

As of January 31, 2025

	<u>Jan 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	1,007,050.73
Net Income	112,843.53
Total Equity	<u>3,047,954.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,688,229.18</u></u>

Jan 2025	2025	2024	2023	2022	2021
Property Tax	\$29,726	\$22,564	\$32,679	\$27,794	\$23,890
Other Income	\$6,035	\$5,368	\$3,859	\$1,163	\$5,999
Reimbursement from Library	\$187,065	\$0	\$0	\$0	\$0
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	<u>\$0</u>
Total Income	\$222,826	\$27,932	\$36,538	\$28,957	\$29,889
Capital & Fixed Expenses	\$12,322	\$561	\$868	\$731	\$577
Building Expenses	\$3,535	\$4,828	\$5,001	\$3,216	\$2,725
Office Expenses	\$1,880	\$5,208	\$2,342	\$2,861	\$5,695
Programs & Public Use Materials	\$16,148	\$24,049	\$8,446	\$19,735	\$21,303
Personnel & Benefits	\$43,198	\$36,645	\$30,223	\$32,000	\$31,981
Total Expenses	\$77,082	\$71,291	\$46,880	\$58,543	\$62,281
Net Ordinary Income	\$145,744	-\$43,360	-\$10,342	-\$29,586	-\$32,392
Director Officer Salary					
HVAC Replacement					
Master Plan Expenses	\$32,900				
Gift to Foundation					
Net Income	\$112,844	-\$43,360	-\$10,342	-\$29,586	-\$32,392
Cash on hand:	\$1,088,237	\$790,298	\$683,014	\$482,212	\$382,118

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

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

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

	Jan 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)	359.05	6,000.00	-5,640.95	5.98%
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%
INCOME - PROPERTY TAX				
Property Tax	23,210.24	894,313.00	-871,102.76	2.6%
Specific Ownership Tax	6,761.40	70,000.00	-63,238.60	9.66%
Misc Tax Income	0.00	19,865.00	-19,865.00	0.0%
Abatements	-245.78	-2,000.00	1,754.22	12.29%
Total INCOME - PROPERTY TAX	<u>29,725.86</u>	<u>982,178.00</u>	<u>-952,452.14</u>	<u>3.03%</u>
INCOME - REVENUE				
Book Sales - Taxable	164.65	1,500.00	-1,335.35	10.98%
Copies	1,230.36	9,000.00	-7,769.64	13.67%
Lost Books/ILL	38.00	800.00	-762.00	4.75%
Other Revenue (& library cards)	24.75	250.00	-225.25	9.9%
Use of Equipment	69.00	1,200.00	-1,131.00	5.75%
Total INCOME - REVENUE	<u>1,526.76</u>	<u>12,750.00</u>	<u>-11,223.24</u>	<u>11.98%</u>
Interest Income	4,149.21	43,000.00	-38,850.79	9.65%
Scholarship(s) Income	0.00	1,500.00	-1,500.00	0.0%
Total Income	<u>35,760.88</u>	<u>1,059,228.00</u>	<u>-1,023,467.12</u>	<u>3.38%</u>
Gross Profit	35,760.88	1,059,228.00	-1,023,467.12	3.38%
Expense				
CAPITAL OUTLAY & FIXED EXPENSES				
CAPITAL OUTLAY				
Equipment & Furniture >\$500	3,748.77	500.00	3,248.77	749.75%
Microfilm Digitization	0.00	500.00	-500.00	0.0%
Technology > \$500				
IT Equipment - New	0.00	20,500.00	-20,500.00	0.0%
Software - New	0.00	1,285.00	-1,285.00	0.0%
Technology > \$500 - Other	7,884.65	11,400.00	-3,515.35	69.16%
Total Technology > \$500	<u>7,884.65</u>	<u>33,185.00</u>	<u>-25,300.35</u>	<u>23.76%</u>
Total CAPITAL OUTLAY	<u>11,633.42</u>	<u>34,185.00</u>	<u>-22,551.58</u>	<u>34.03%</u>
FIXED EXPENSES				
Treasurer's Fees	688.98	29,465.34	-28,776.36	2.34%
Total FIXED EXPENSES	<u>688.98</u>	<u>29,465.34</u>	<u>-28,776.36</u>	<u>2.34%</u>
Total CAPITAL OUTLAY & FIXED EXPENSES	<u>12,322.40</u>	<u>63,650.34</u>	<u>-51,327.94</u>	<u>19.36%</u>
OPERATING EXPENSES				
BUILDING EXPENSES				
Alarm Monitoring	135.00	990.00	-855.00	13.64%
Bldg Maintenance Costs	441.81	1,000.00	-558.19	44.18%
Carpet Cleaning	0.00	150.00	-150.00	0.0%
Janitorial	1,252.82	15,840.00	-14,587.18	7.91%
Landscape/Grounds Maint	0.00	500.00	-500.00	0.0%
Snow Removal	0.00	8,000.00	-8,000.00	0.0%
Trash	126.72	1,550.00	-1,423.28	8.18%
Utilities				

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Electricity	695.04	7,500.00	-6,804.96	9.27%
Gas	25.45	320.00	-294.55	7.95%
Geothermal	735.00	3,500.00	-2,765.00	21.0%
Water & Sewer	122.69	4,675.00	-4,552.31	2.62%
Total Utilities	1,578.18	15,995.00	-14,416.82	9.87%
Total BUILDING EXPENSES	3,534.53	44,025.00	-40,490.47	8.03%
LIBRARY OFFICE EXPENSES				
Accounting & Budgeting	363.00	7,525.00	-7,162.00	4.82%
Auditing / Tax Return Prep	0.00	15,500.00	-15,500.00	0.0%
Collection & Credit Card Fees	12.07	100.00	-87.93	12.07%
Equipment & Furniture < \$500	0.00	500.00	-500.00	0.0%
Eqmt & Computer Maint & Parts	0.00	500.00	-500.00	0.0%
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	285.96	3,300.00	-3,014.04	8.67%
Legal Services	0.00	1,000.00	-1,000.00	0.0%
Maint Agmts & Licenses				
Hardware Maint Agmts (Xerox)	179.40	4,500.00	-4,320.60	3.99%
Software Maint Agmts	0.00	9,240.00	-9,240.00	0.0%
Total Maint Agmts & Licenses	179.40	13,740.00	-13,560.60	1.31%
Office Supplies	303.92	5,000.00	-4,696.08	6.08%
Postage / PO Box	0.00	700.00	-700.00	0.0%
Sales Tax Expense	125.44	300.00	-174.56	41.81%
Storage	190.00	1,300.00	-1,110.00	14.62%
Telephone	217.46	2,700.00	-2,482.54	8.05%
SUBCONTRACTORS				
Independent Contractors	0.00	1,000.00	-1,000.00	0.0%
IT Consulting	202.50	15,000.00	-14,797.50	1.35%
Total SUBCONTRACTORS	202.50	16,000.00	-15,797.50	1.27%
Total LIBRARY OFFICE EXPENSES	1,879.75	80,030.00	-78,150.25	2.35%
PROGRAMS & PUBLIC USE EXPENSES				
PROGRAMS				
Adult Programs (LLL,PALS,ESL)	605.38	4,000.00	-3,394.62	15.14%
Children's Programs	103.90	2,500.00	-2,396.10	4.16%
Summer Reading Program	0.00	2,000.00	-2,000.00	0.0%
Teen Programs	153.01	1,500.00	-1,346.99	10.2%
Total PROGRAMS	862.29	10,000.00	-9,137.71	8.62%
PUBLIC RELATIONS				
Advertising - PR	15.00	2,000.00	-1,985.00	0.75%
Volunteer Background Checks	24.45	300.00	-275.55	8.15%
Volunteer/Staff Expenses	47.50	1,000.00	-952.50	4.75%
Total PUBLIC RELATIONS	86.95	3,300.00	-3,213.05	2.64%
PUBLIC USE MATERIALS				
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	0.00	50.00	-50.00	0.0%

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

	Jan 25	Budget	\$ Over Budget	% of Budget
Non-Print Material				
Audio Books	422.70	8,000.00	-7,577.30	5.28%
DVD/Video	652.04	4,000.00	-3,347.96	16.3%
Downloadable E-Books/Audio	11,000.00	15,000.00	-4,000.00	73.33%
Total Non-Print Material	12,074.74	27,000.00	-14,925.26	44.72%
Print Material				
Books	2,647.85	45,800.00	-43,152.15	5.78%
Subscriptions	15.99	2,200.00	-2,184.01	0.73%
Total Print Material	2,663.84	48,000.00	-45,336.16	5.55%
Total PUBLIC USE MATERIALS	15,198.58	100,204.00	-85,005.42	15.17%
Total PROGRAMS & PUBLIC USE EXPENSES	16,147.82	113,504.00	-97,356.18	14.23%
Total OPERATING EXPENSES	21,562.10	237,559.00	-215,996.90	9.08%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	0.00	1,500.00	-1,500.00	0.0%
Memberships	1,075.33	6,000.00	-4,924.67	17.92%
Travel/Food Expenses	0.00	3,600.00	-3,600.00	0.0%
Total STAFF EDUCATION	1,075.33	11,100.00	-10,024.67	9.69%
SALARIES & BENEFITS				
BENEFITS				
Mileage Reimbursement	64.06	0.00	64.06	100.0%
Employee Assist Program (EAP)	0.00	3,521.00	-3,521.00	0.0%
Health Insurance Allowance	2,500.00	30,000.00	-27,500.00	8.33%
Social Security	2,364.53	24,336.61	-21,972.08	9.72%
Medicare	553.01	5,691.63	-5,138.62	9.72%
Retirement (CRA)	926.58	11,648.00	-10,721.42	7.96%
State Unemployment	76.25	1,177.58	-1,101.33	6.48%
Worker's Compensation Insurance	0.00	1,177.58	-1,177.58	0.0%
Total BENEFITS	6,484.43	77,552.40	-71,067.97	8.36%
Salaries & PTO				
SALARIES	28,566.17	392,526.00	-363,959.83	7.28%
Year End Incentive Pay	0.00	4,500.00	-4,500.00	0.0%
Holiday Pay	5,459.74	0.00	5,459.74	100.0%
Paid Time Off (PTO)	1,612.00	0.00	1,612.00	100.0%
Total Salaries & PTO	35,637.91	397,026.00	-361,388.09	8.98%
Substitute Staff (subcontract)	0.00	3,000.00	-3,000.00	0.0%
Total SALARIES & BENEFITS	42,122.34	477,578.40	-435,456.06	8.82%
Total STAFF, BENEFITS & TRAINING	43,197.67	488,678.40	-445,480.73	8.84%
Total Expense	77,082.17	789,887.74	-712,805.57	9.76%
Net Ordinary Income	-41,321.29	269,340.26	-310,661.55	-15.34%
Other Income/Expense				
Other Income				
Other Income (dividends,claims)	0.00	100.00	-100.00	0.0%
Reserve Income				
Reimb from Foundation	187,064.82	0.00	187,064.82	100.0%
Total Reserve Income	187,064.82	0.00	187,064.82	100.0%
Total Other Income	187,064.82	100.00	186,964.82	187,064.82%
Other Expense				
Reserve Expenses				

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Master Plan Expenses	32,900.00	200,000.00	-167,100.00	16.45%
Total Reserve Expenses	32,900.00	200,000.00	-167,100.00	16.45%
Total Other Expense	32,900.00	200,000.00	-167,100.00	16.45%
Net Other Income	154,164.82	-199,900.00	354,064.82	-77.12%
Net Income	<u>112,843.53</u>	<u>69,440.26</u>	<u>43,403.27</u>	<u>162.5%</u>

Director's Report
February 2025

ADMINISTRATION UPDATES

- We received applications for Assistant Director from two very qualified candidates, both with ties to Pagosa. One is moving on to the final round and will attend a meet and greet with staff on February 25th from noon to 1:30pm. Please join us if you are interested in meeting her.
- Josie has graciously offered to continue working three days on site each week for a few more months while we wait for our new Assistant Director.
- Mable Barber has rejoined the staff as our new part time assistant.
- We have two community members interested in filling Ronnie's vacated seat, Nancy Chromy and Gayle Dixon. Both will be at the meeting this month to talk about their qualifications and interest in the position.
- Lisa Quiller, our bookkeeper, and I are compiling requested documents for our biennial full audit.
- The coin machine finally arrived for our public copier and we are working through the kinks to make it a seamless experience for the public.
- The Public Library Annual Report to the Colorado State Library has been filed.
- We now have a file server, the core of the network upgrades. Echo IT staff will continue to build the network over a series of weekends. A private donor has pledged \$5,000 to help us upgrade our staff computers.

BUILDING REPORT

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

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

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

It is a requirement that we are shovel ready the day we present our pitch to the DOLA panel. The architectural plans are completed and are ready to bid. The architect estimates the cost for the full project at \$5 million. I am working with the architect and Jaynes Construction out of Durango to be ready with a plan that costs \$4.4 million, which I estimate we will be able to have in hand by the time we talk to DOLA. That depends on the possibility of deferring completion of some of the outdoor spaces. On this month's agenda is discussion and decision about committing funds from our capital reserve account to the Mountains of Opportunity campaign to help us reach that \$4.4 million total.