

Regular Meeting of the Library Board  
September 18, 2024

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

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

**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.

- I. ROLL CALL AND DETERMINATION OF QUORUM
- II. APPROVE AGENDA
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
  - a. Approval of the August 21, 2024 meeting minutes
- V. REPORTS
  - a. Foundation/ Development Report (Cindi)
  - b. August 31, 2024 Financial Report (David)
  - c. Building Design Development Committee Report (Sherry, Ronnie)
  - d. Director's Report
    - i. Director's 90 Day Priorities
- VI. NEW BUSINESS
  - a. Director authority to sign checks under \$5,000
  - b. Parking lot Wi-Fi
  - c. 1<sup>st</sup> Draft 2025 Budget
  - d. Staff Benefits
    - i. PTO/Sick Time Separation -Colorado mandates
    - ii. Retirement eligibility
- VII. UNFINISHED BUSINESS
- VIII. LOOKING FORWARD
  - a. Hybrid meetings
  - b. Schedule signers at Bank of the San Juans

GOOD OF THE ORDER:

NEXT MEETING: October 16, by Zoom, <https://us02web.zoom.us/j/83398449146>

ADJOURNMENT

**Upper San Juan Library District  
Board of Trustees Meeting Minutes  
August 21, 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, David Hamilton, Sherry Spears, Marcie Taylor, Ronnie VanAtta, Foundation Director Cindi Galabota, and Assistant Library Director Josie Snow.

Absent: None.

Guests: Barb Brattin, Kirsten Bennett, Al Northrup, Staci Prutsman (Library Foundation board member), and Anna Szczepanski (Colorado Library Consortium Colleague on Call Consultant).

Approve Agenda: The board approved the agenda (Katie, Sherry).

Next Meeting: September 18, 2024, by Zoom, <https://us02web.zoom.us/j/83398449146>

Public Comment/Correspondence (Josie): Josie received correspondence from the Archuleta Detention Center regarding the donation of books. Also, they would like the GED program to restart at the jail in the future. The jail previously had GED classes in the past. Additional correspondence came from a library neighbor. He has concerns about the use of the library premises after hours by perhaps unhoused individuals who are loud and upsetting. The library plans to add more signs stating "No Overnight Parking" to the existing one.

Minutes: The board approved the minutes of the July 24, 2024, meeting (Katie, Sherry).

Ongoing Business: Development Officer/Foundation Update (Cindi, Staci): They reported the following items:

- Cindi discussed a small party on Wednesday, August 28 at 4:30 for the Foundation board and library trustees to gather.
- Anne Hillerman is coming to the library September 13 and 14. Her visit includes these events:
  - September 13: Special Friends of the Library Movie Night (7-9 pm)
  - September 14: Writer's Workshop (9-11:00 am), Meet and Greet (12:30-1:15pm), and Fireside Chat (6-8:30 pm).
- Also discussed was a free event in the library parking lot. The event has three aims:
  - Introduce Barb to the community.
  - Introduce the library to the community.
  - Promote the campaign.
- After a discussion, the board approved a motion to allow the library to change its opening hours for this event (Katie, David). The board also approved a motion to approve a budget and adjust library staff hours not to exceed \$1500 (David, Katie).
- Lauren will have new pictures of the reimagined library by the time Anne visits.

Financial Report (David): David reported another good report with expenses spot on target. Grants cover the over-budget items. The numbers look good.

### Committee Reports:

- *Director Transition Committee (Andrea/Katie):* Anna from CLIC is our colleague on call. She spoke about her 2½ days at the library. She discussed organizing a list of what was in Meg's brain to give to Barb as well as an onboarding schedule with expectations for the first 30/60/90 days. Josie is sending the onboarding schedule. Also discussed was a catered welcome lunch on Barb's first day for the staff and trustees, September 3.
- *Design Development Committee (Sherry, Ronnie):* The meeting included an update on landscaping, trees, trellises, etc. An issue with pavers has occurred at another location, and they are not currently a part of the project. Some computer stations are moved closer to the circulation desk and workroom to facilitate staff helping patrons requiring more assistance. The circulation desk will be round. Discussions about carpet tiles are down the road.

### Assistant Director's Report (Josie):

- *Trustee Notes*
  - Thank you all for your support and understanding during this difficult time. It has meant a great deal.
- *Building & Technology*
  - *Broken Window:* Sun Glass repaired the window.
- *Staff & Volunteers*
  - *Staff:* The entire staff has worked very hard this summer. While I was out, the staff took on a lot and have been amazing in adjusting schedules, taking extra desk shifts, and jumping on some of the things that needed to get done. We have a good team, and I am incredibly grateful for them.
  - *Subs:* Our long-time volunteer and substitute, Josh Pike, left for graduate school this month. In the past few weeks, we have started onboarding a new substitute, Deb Hayward, who will take his place in the sub roster. Deb is a long-time volunteer who is excited to expand her role and take on the subbing tasks at the library.
  - *Intern:* Aidan, our Intern sponsored by the Pagosa Community Development Corporation, has been a fantastic help this summer, taking on everything from programs to advertising to taking the lead on our book barns. We have all appreciated his can-do attitude and his willingness to take on any project we throw at him. His last day will be August 30. He has completed a reflection of his time here.
- *Continuing Education & Meetings*
  - *ALSC National Convention:* As discussed in our last meeting, the Association of Library Services to Children will hold a conference in Denver on September 19. Sherry is currently on the waitlist for registration. We hope she can go, as it is rare for us to have a national convention so close to our area. We will keep the board apprised.
- *Finance*
  - *Credit Card:* We expect to see our new credit card shortly. Once we receive it, we will transfer all accounts and cancel the card with Meg's name on it. Our bookkeeper has agreed to help with this process.
- *Programming & Outreach*
  - *Library Wide*
    - *Summer Reading:* We had a great turnout for our End-of-Summer Reading Party/Smokey Bear's Birthday. At our rough count, we had about one hundred people!
    - *Anne Hillerman:* The Foundation will have author Anne Hillerman coming in September. We sell tickets for multiple events. Please join us if you can.
    - *County Fair:* We had a small presence at the County Fair this year. Aidan put up a Story Walk, a scavenger hunt, and delivered free crafts for the children to take home.
    - *Provisional permit:* Josie reported that the town has issued a provisional permit for the expansion of the library.

New Business:

- *Prospective Board Members-Action Item:* The board packet included paperwork submitted by our two applicants, Kirsten Bennett and Al Northrup.
  - *Informal Q&A with candidates:* The board asked various questions of the applicants. After that discussion, the board told the candidates that they were welcome to stay for the vote or to drop off the call. Both dropped off.
  - *Vote:* The board unanimously elected Al Northrup.
  - *Thank you and welcome:* Josie will prepare an email to let the candidates know the results.

Unfinished Business:

- *Finding a new credit card that does not require a personal guarantor (Josie):* The new card is on its way, and we will cancel the old card.

Looking Forward:

- *Barb starting*
- *Construction Development stage (volunteers?):* This committee starts when the Design Development Committee finishes.
- *Board member section of newsletter:* Adding a board member section would raise the board's profile in the community.

Good of the Order. David mentioned the intern, and that the staff is kind to all patrons, including some who might be considered sketchy by some.

Adjournment: A motion adjourned the meeting at 5:45 p.m. (Katie, Sherry).

Respectfully submitted,  
Ronnie VanAtta, USJLD Secretary

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Foundation Admin Fee Income	700.00	1,200.00	-500.00	58.33%
Fundraising Income & Book Sales	0.00	1,500.00	-1,500.00	0.0%
Gifts/Donations (general)	4,869.59	5,000.00	-130.41	97.39%
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			
Grants (restricted) - Other	1,677.07	0.00	1,677.07	100.0%
<b>Total Grants (restricted)</b>	<b>7,853.07</b>	<b>0.00</b>	<b>7,853.07</b>	<b>100.0%</b>
<b>INCOME - PROPERTY TAX</b>				
Property Tax	926,796.27	895,737.00	31,059.27	103.47%
Specific Ownership Tax	49,146.57	50,000.00	-853.43	98.29%
Abatements	-1,289.16	-800.00	-489.16	161.15%
<b>Total INCOME - PROPERTY TAX</b>	<b>974,653.68</b>	<b>944,937.00</b>	<b>29,716.68</b>	<b>103.15%</b>
<b>INCOME - REVENUE</b>				
Book Sales - Taxable	1,221.00	0.00	1,221.00	100.0%
Collection Income (Special)	10.00	0.00	10.00	100.0%
Copies	7,324.51	8,000.00	-675.49	91.56%
Lost Books/ILL	533.84	850.00	-316.16	62.81%
Other Revenue (& library cards)	178.25	200.00	-23.75	88.13%
Use of Equipment	923.68	1,200.00	-276.32	76.97%
<b>Total INCOME - REVENUE</b>	<b>10,189.28</b>	<b>10,250.00</b>	<b>-60.72</b>	<b>99.41%</b>
Interest Income	35,780.82	30,000.00	5,780.82	119.27%
Scholarship(s) Income	500.00	0.00	500.00	100.0%
<b>Total Income</b>	<b>1,034,846.44</b>	<b>1,002,387.00</b>	<b>32,459.44</b>	<b>103.24%</b>
<b>Gross Profit</b>	<b>1,034,846.44</b>	<b>1,002,387.00</b>	<b>32,459.44</b>	<b>103.24%</b>
<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>	<b>0.00</b>	<b>3,500.00</b>	<b>-3,500.00</b>	<b>0.0%</b>
<b>Total CAPITAL OUTLAY</b>	<b>0.00</b>	<b>7,000.00</b>	<b>-7,000.00</b>	<b>0.0%</b>
<b>FIXED EXPENSES</b>				
Treasurer's Fees	26,166.30	28,500.00	-2,333.70	91.81%
<b>Total FIXED EXPENSES</b>	<b>26,166.30</b>	<b>28,500.00</b>	<b>-2,333.70</b>	<b>91.81%</b>
<b>Total CAPITAL OUTLAY &amp; FIXED EXPENSES</b>	<b>26,166.30</b>	<b>35,500.00</b>	<b>-9,333.70</b>	<b>73.71%</b>
<b>OPERATING EXPENSES</b>				
<b>BUILDING EXPENSES</b>				
Alarm Monitoring	858.00	1,200.00	-342.00	71.5%
Bldg Maintenance Costs	494.12	5,000.00	-4,505.88	9.88%
Carpet Cleaning	1,104.00	3,600.00	-2,496.00	30.67%
Janitorial	9,600.00	15,840.00	-6,240.00	60.61%
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	999.41	2,000.00	-1,000.59	49.97%
Utilities				
Electricity	4,543.23	8,500.00	-3,956.77	53.45%
Gas	176.98	350.00	-173.02	50.57%

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
Geothermal	2,695.00	3,430.00	-735.00	78.57%
Water & Sewer	3,542.17	4,500.00	-957.83	78.72%
Total Utilities	10,957.38	16,780.00	-5,822.62	65.3%
Window Cleaning	0.00	500.00	-500.00	0.0%
<b>Total BUILDING EXPENSES</b>	<b>26,726.44</b>	<b>55,420.00</b>	<b>-28,693.56</b>	<b>48.23%</b>
<b>LIBRARY OFFICE EXPENSES</b>				
Accounting & Budgeting	2,421.75	6,000.00	-3,578.25	40.36%
Auditing / Tax Return Prep	1,000.00	1,500.00	-500.00	66.67%
Collection & Credit Card Fees	77.59	100.00	-22.41	77.59%
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	465.00	365.00	100.00	127.4%
Insurance-Directors & Officers	2,540.00	2,256.00	284.00	112.59%
Insurance - Liab/Contents/Bldg	0.00	7,750.00	-7,750.00	0.0%
Total Insurance Expense	3,005.00	10,371.00	-7,366.00	28.98%
Internet / ISP	2,252.16	3,300.00	-1,047.84	68.25%
Legal Services	0.00	2,000.00	-2,000.00	0.0%
<b>Maint Agmts &amp; Licenses</b>				
Hardware Maint Agmts (Xerox)	1,871.21	5,000.00	-3,128.79	37.42%
Software Maint Agmts	5,787.33	6,000.00	-212.67	96.46%
Total Maint Agmts & Licenses	7,658.54	11,000.00	-3,341.46	69.62%
Office Supplies	4,728.26	6,000.00	-1,271.74	78.8%
Postage / PO Box	279.20	800.00	-520.80	34.9%
Sales Tax Expense	137.83	250.00	-112.17	55.13%
Storage	875.00	1,500.00	-625.00	58.33%
Telephone	1,522.22	2,800.00	-1,277.78	54.37%
<b>SUBCONTRACTORS</b>				
Independent Contractors	0.00	3,000.00	-3,000.00	0.0%
IT Consulting	0.00	2,000.00	-2,000.00	0.0%
Total SUBCONTRACTORS	0.00	5,000.00	-5,000.00	0.0%
<b>Total LIBRARY OFFICE EXPENSES</b>	<b>24,506.81</b>	<b>52,621.00</b>	<b>-28,114.19</b>	<b>46.57%</b>
<b>PROGRAMS &amp; PUBLIC USE EXPENSES</b>				
<b>PROGRAMS</b>				
Adult Programs (LLL,PALS,ESL)	2,701.95	3,000.00	-298.05	90.07%
Children's Programs	559.23	2,000.00	-1,440.77	27.96%
Summer Reading Program	1,664.29	2,200.00	-535.72	75.65%
Teen Programs	1,482.84	1,000.00	482.84	148.28%
Total PROGRAMS	6,408.30	8,200.00	-1,791.70	78.15%
<b>PUBLIC RELATIONS</b>				
Advertising - PR	2,361.45	2,200.00	161.45	107.34%
Flowers	0.00	100.00	-100.00	0.0%
Volunteer Background Checks	339.40	1,000.00	-660.60	33.94%
Volunteer/Staff Expenses	743.47	2,500.00	-1,756.53	29.74%
Total PUBLIC RELATIONS	3,444.32	5,800.00	-2,355.68	59.39%
<b>PUBLIC USE MATERIALS</b>				
Courier Service (ILL)	0.00	7,500.00	-7,500.00	0.0%
Electronic Data Bases	8,276.64	18,000.00	-9,723.36	45.98%
Lost Items Expenses	7.95	0.00	7.95	100.0%
<b>Non-Print Material</b>				
Audio Books	4,478.95	7,000.00	-2,521.05	63.99%
DVD/Video	1,641.35	2,750.00	-1,108.65	59.69%
Downloadable E-Books/Audio	14,023.92	15,000.00	-976.08	93.49%
Music	0.00	100.00	-100.00	0.0%
Total Non-Print Material	20,144.22	24,850.00	-4,705.78	81.06%

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

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
Print Material				
Books	14,705.91	23,000.00	-8,294.09	63.94%
Subscriptions	1,811.28	2,000.00	-188.72	90.56%
Total Print Material	16,517.19	25,000.00	-8,482.81	66.07%
Total PUBLIC USE MATERIALS	44,946.00	75,350.00	-30,404.00	59.65%
Total PROGRAMS & PUBLIC USE EXPENSES	54,798.62	89,350.00	-34,551.38	61.33%
Total OPERATING EXPENSES	106,031.87	197,391.00	-91,359.13	53.72%
STAFF, BENEFITS & TRAINING				
STAFF EDUCATION				
Conferences/Workshops	235.00	1,500.00	-1,265.00	15.67%
Memberships	984.00	6,000.00	-5,016.00	16.4%
Travel/Food Expenses	18.95	3,500.00	-3,481.05	0.54%
Total STAFF EDUCATION	1,237.95	11,000.00	-9,762.05	11.25%
SALARIES & BENEFITS				
BENEFITS				
Employee Assist Program (EAP)	3,520.85	3,600.00	-79.15	97.8%
Health Insurance Allowance	18,681.82	30,000.00	-11,318.18	62.27%
Social Security	14,670.12	22,050.00	-7,379.88	66.53%
Medicare	3,430.92	5,160.00	-1,729.08	66.49%
Retirement (CRA)	5,305.84	11,200.00	-5,894.16	47.37%
State Unemployment	473.22	720.00	-246.78	85.73%
Worker's Compensation Insurance	0.00	1,065.00	-1,065.00	0.0%
Total BENEFITS	46,082.77	73,795.00	-27,712.23	62.45%
Salaries & PTO				
Bonuses	0.00	30,000.00	-30,000.00	0.0%
Holiday Pay	8,528.77	0.00	8,528.77	100.0%
Paid Time Off (PTO)	29,805.29	0.00	29,805.29	100.0%
SALARIES	179,099.06	325,000.00	-145,900.94	55.11%
Total Salaries & PTO	217,433.12	355,000.00	-137,566.88	61.25%
Substitute Staff (subcontract)	500.00	0.00	500.00	100.0%
SALARIES & BENEFITS - Other	0.00	0.00	0.00	0.0%
Total SALARIES & BENEFITS	264,015.89	428,795.00	-164,779.11	61.57%
Total STAFF, BENEFITS & TRAINING	265,253.84	439,795.00	-174,541.16	60.31%
Total Expense	397,452.01	672,688.00	-275,233.99	59.08%
Net Ordinary Income	637,394.43	329,701.00	307,693.43	193.33%
Other Income/Expense				
Other Expense				
Reserve Expenses				
Development Marketing/PR/Adv	0.00	0.00	0.00	0.0%
Master Plan Expenses	36,000.00	50,000.00	-14,000.00	72.0%
Total Reserve Expenses	36,000.00	50,000.00	-14,000.00	72.0%
Expenses to be Reimb	0.00	0.00	0.00	0.0%
Suspense - Unknown	0.00	0.00	0.00	0.0%
Void	0.00	0.00	0.00	0.0%
Total Other Expense	36,000.00	50,000.00	-14,000.00	72.0%
Net Other Income	-36,000.00	-50,000.00	14,000.00	72.0%
Net Income	601,394.43	279,701.00	321,693.43	215.01%

<b>Jan-August 2024</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Property Tax	\$974,654	\$634,983	\$605,091	\$555,041	\$550,163
Other Income	\$62,193	\$50,563	\$24,869	\$33,483	\$22,120
Unanticipated Donation(s) *	\$0	\$0	\$0	\$0	\$19,116
<b>Total Income</b>	<b>\$1,036,846</b>	<b>\$685,546</b>	<b>\$629,960</b>	<b>\$588,524</b>	<b>\$591,399</b>
Capital & Fixed Expenses	\$26,166	\$18,986	\$16,966	\$17,952	\$20,516
Building Expenses	\$26,726	\$27,153	\$25,047	\$30,590	\$19,185
Office Expenses	\$24,507	\$37,903	\$23,794	\$32,204	\$38,216
Programs & Public Use Materials	\$54,799	\$52,995	\$48,959	\$47,918	\$46,207
Personnel & Benefits	\$265,254	\$253,873	\$236,593	\$228,957	\$241,031
<b>Total Expenses</b>	<b>\$397,452</b>	<b>\$390,910</b>	<b>\$351,359</b>	<b>\$357,621</b>	<b>\$365,155</b>
<b>Net Ordinary Income</b>	<b>\$639,394</b>	<b>\$294,636</b>	<b>\$278,601</b>	<b>\$230,904</b>	<b>\$226,244</b>
Development Officer Salary					\$22,217
HVAC Replacement					\$142,527
Master Plan Expenses	\$36,000		\$2,500		\$19,729
Gift to Foundation					
<b>Net Income</b>	<b>\$603,394</b>	<b>\$294,636</b>	<b>\$276,101</b>	<b>\$230,904</b>	<b>\$41,772</b>
<b>Cash on hand:</b>	<b>\$0</b>	<b>\$978,895</b>	<b>\$787,310</b>	<b>\$655,003</b>	<b>\$604,569</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					



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

	Aug 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of the San Juans 1460	159,701.62
Investment Acct Bank of SJ 4026	11,495.34
Expansion Checking-3365	1.00
Colorado Trust	1,257,287.71
<b>Total Checking/Savings</b>	1,428,485.67
<b>Accounts Receivable</b>	
Accounts Receivable	17,850.70
<b>Total Accounts Receivable</b>	17,850.70
<b>Other Current Assets</b>	
Property Taxes Receivable	600,525.10
<b>Total Other Current Assets</b>	600,525.10
<b>Total Current Assets</b>	2,046,861.47
<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>	3,830,226.33
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
*Accounts Payable	-3,366.61
<b>Total Accounts Payable</b>	-3,366.61
<b>Credit Cards</b>	
Commerce Bank 1756	21.47
Capital One Spark 6576	3,707.96
<b>Total Credit Cards</b>	3,729.43
<b>Other Current Liabilities</b>	
Deferred Revenue	600,525.10
<b>Payroll Current Liabilities</b>	
Accrued Vacation/PTO	21,939.16
FICA Withholding Payable	-5.58
Medicare Withholding Payable	-1.30
State Withheld & SUTA Payable	127.22
<b>Total Payroll Current Liabilities</b>	22,059.50
<b>Total Other Current Liabilities</b>	622,584.60
<b>Total Current Liabilities</b>	622,947.42

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

---

	<u>Aug 31, 24</u>
<b>Total Liabilities</b>	622,947.42
<b>Equity</b>	
Offset for Long Term Liab	-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
Opening Bal Equity	1.00
Unrestricted Net Assets	677,824.13
Net Income	601,394.43
<b>Total Equity</b>	<u>3,207,278.91</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,830,226.33</u></u>

## BACKGROUND INFORMATION ON BOARD AGENDA ITEMS

SEPTEMBER 18, 2024

### Director's Report

My first two weeks on the job have been a real delight. Our staff is fantastic and I feel very lucky to work with them. Their skill level is impressive and the teamwork and camaraderie makes this a terrific place to work.

I've been very busy as I build a 2025 budget proposal, researching fixed costs and talking to vendors about available technology support services. Much of the technology is outdated and the network is pieced together. Although it works, some of the network's critical components are at their end of life, and it would be wise for us to begin replacing those components with newer equipment to ensure uninterrupted service. The building itself is also in need of more attention, and although we won't want to spend a lot of money on a building we are preparing to change, simple things like deep cleaning and organizing our supplies will go a long way in offering a more appealing and comfortable facility. As part of our 2025 budget discussion, I will present multiple year plans to get us up to date and increase network security as well as improve the building and grounds maintenance.

My first few weeks have also been spent reacquainting myself with the Colorado library community at large. Anna at CLiC has been very helpful explaining how things are structured. I have also spoken with several area library directors who have been helpful connecting me with consultants they rely on. Anna has provided salary survey information to help us build a fair staff compensation plan for 2025 that recognizes the hard work and expertise of this staff and the financial strains of living in a resort community.

### Director's 90 Day Priorities

1. Manage the architectural design phase of the building project on behalf of USJLD.
2. Update job descriptions and propose an updated wage scale based on comparative libraries.
3. Develop a 3 year Technology Plan that informs the next budget cycle.
4. Deliver a final draft 2025 budget proposal for approval at the October 16, 2024 board meeting.
5. Participate as a full team member to help with daily tasks and acquaint myself with our library users.

### Parking Lot Wi-Fi

A neighbor living close by is very concerned and upset about the challenges posed by people parking in our parking lot after hours and causing lots of commotion well into the morning hours. During the pandemic, the library extended Wi-Fi into the parking lot to help people stay connected while the library was closed. Our neighbor believes the availability of Wi-Fi is an attraction to our parking lot and has asked that we turn the Wi-Fi off when the library is closed. Our technology consultant is able to set a timer on the Wi-Fi that ends access at 9pm and reinstates access at 5am. Staff feels this short extended service beyond library hours will be supportive of people without Internet access while eliminating the

lure for people to stay in the parking lot overnight. We are seeking Board permission to reduce library Wi-Fi access to the schedule of 5am to 9pm daily.

### First Draft 2025 Budget

USJLD Will enjoy a boost in property tax for 2025 and interest income has increased our bottom line, as well. The 2025 Budget Draft in your packet invests in priorities outlined in the Director's Goals while continuing to build a fund balance for future needs. Highlights include:

- Year one support for a 3 year technology plan that locks down public computer security, replaces the network firewall and switches, organizes the network closet and provides a consistent and secure cloud backup system for the network.
- Replacement of all 18 public desktop computers, and addition of 4 laptop computers for staff who conduct programming and outreach.
- Replacement of the public copier that is no longer eligible for a service contract as well as two staff printers.
- Addition of a part time staff member dedicated to maintenance and janitorial functions, eliminating costly contracts from outside vendors.
- Addition of a 24 hour part time Library Assistant position.
- Adjustment over a 2 year period to the median salaries reported by Tourist Community libraries in Colorado. (\$41,362 including benefits)
- Heavy investment in collection purchases to refresh and expand collections in anticipation of opening day.

### Staff Benefits

I wanted to call your attention to the state mandate to provide a minimum number of hours of sick time to staff. As our sick time is bundled into a PTO bank, Josie conferred with the HR consultant at CLiC to verify that our sick time allotment is adequate to meet the new rules. We are in compliance.

Retirement eligibility- Our CRA representative informed me that USJLD is one of only two organizations which still require a year of service before allowing new staff members to enroll in the retirement plan. This may be a holdover from the past when turnover was high and staff time to enroll employees who only stayed for a few weeks or months seemed like a waste of time. I propose that the Board amend this policy and allow employees to enroll at time of hire with a 4% match by the employer commencing immediately. The employee does not vest 100% in the employer's contribution until their five year anniversary under CRA rules. Under the USJLD rules, the employee's vestment is postponed until the 6 year anniversary.

2025 Budget First Draft

	2021 ACTUALS	2022 ACTUALS	2023 ACTUALS	2024 ADOPTED	2024 June 30	2025 Proposed
<b>INCOME AND REVENUE</b>						
<b>INCOME</b>						
Gifts/Donations	\$ 6,903.08	\$ 5,542.86	\$ 7,680.00	\$ 5,000.00	\$ 2,376.00	\$ 5,000.00
Gifts/Donations Restricted	\$ 5,940.00	\$ 260.35	\$ -	\$ 500.00	\$ 300.00	\$ 600.00
Grants	\$ 11,163.80	\$ 6,645.00	\$ 14,472.00	\$ 9,000.00	\$ 6,476.00	\$ 12,000.00
Other Income			\$ 632.00			\$ 100.00
<b>PROPERTY TAX</b>						
Abatements	\$ (560.53)	\$ (1,490.28)	\$ (498.00)	\$ (800.00)	\$ (412.00)	\$ (800.00)
General Property Tax	\$ 521,534.60	\$ 576,351.06	\$ 602,117.00	\$ 895,737.00	\$ 884,676.00	\$ 917,531.00
Specific Ownership tax	\$ 61,798.51	\$ 61,238.67	\$ 65,776.00	\$ 50,000.00	\$ 35,150.00	\$ 70,000.00
<b>TOTAL PROPERTY TAX</b>	\$ 582,772.58	\$ 636,099.45	\$ 667,395.00	\$ 944,937.00	\$ 919,414.00	\$ 986,731.00
<b>TOTAL INCOME</b>	\$ 606,779.46	\$ 648,547.66	\$ 690,179.00	\$ 959,437.00	\$ 928,566.00	\$ 1,004,431.00
<b>INCOME - REVENUE</b>						
Book Sale (In House)	\$ 2,940.85	\$ 1,894.75	\$ 2,034.00	\$ 1,500.00	\$ 875.00	\$ 1,500.00
Collections Income (Unique Management)	\$ 198.54	\$ -	\$ 21.00	\$ -	\$ 10.00	\$ -
Copies	\$ 7,694.60	\$ 8,762.10	\$ 9,991.00	\$ 8,000.00	\$ 5,280.00	\$ 9,000.00
Lost books/ILL	\$ 1,553.81	\$ 1,277.80	\$ 824.00	\$ 850.00	\$ 391.00	\$ 800.00
Other Revenue (& Library Cards)	\$ 423.00	\$ 378.03	\$ 235.00	\$ 200.00	\$ 134.00	\$ 250.00
Use of Equipment (Fax and Lamination)	\$ 1,344.00	\$ 1,051.00	\$ 1,397.00	\$ 1,200.00	\$ 633.00	\$ 1,200.00
Sale of Replaced Computers	\$ 240.00		\$ 50.00			\$ 150.00
<b>TOTAL REVENUE</b>	\$ 14,394.80	\$ 13,363.68	\$ 14,552.00	\$ 11,750.00	\$ 7,323.00	\$ 12,900.00
Interest Income	\$ 2,597.20	\$ 10,579.52	\$ 36,790.00	\$ 30,000.00	\$ 23,591.00	\$ 40,000.00
Scholarship(s) Income			\$ -		\$ 500.00	\$ 500.00
Foundation Admin Fees	\$ 1,200.00	\$ 1,200.00	\$ 1,100.00	\$ 1,200.00	\$ 600.00	\$ 1,200.00
<b>TOTAL INCOME AND REVENUE</b>	\$ 624,971.46	\$ 673,690.86	\$ 742,621.00	\$ 1,002,387.00	\$ 960,580.00	\$ 1,059,031.00
<b>EXPENSES:</b>						
<b>OPERATING EXPENSES</b>						
<b>BUILDING EXPENSES</b>						
Fire Alarm Monitoring	\$ 540.00	\$ 540.00	\$ 940.00	\$ 1,200.00	\$ 720.00	\$ 990.00
Building Maintenance	\$ 10,110.77	\$ 1,389.93	\$ 3,819.00	\$ 5,000.00	\$ 174.00	\$ 750.00

2025 Budget First Draft

Carpet Cleaning	\$ 2,038.00	\$ 2,208.00	\$ 2,346.00	\$ 3,600.00	\$ 1,104.00	\$ 150.00
Janitorial	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 15,840.00	\$ 7,200.00	\$ 400.00
Landscape/Grounds Maintenance	\$ 118.13	\$ 333.73	\$ 101.00	\$ 500.00	\$ 380.00	\$ 500.00
Snow Removal	\$ 4,471.21	\$ 4,795.00	\$ 5,613.00	\$ 10,000.00	\$ 2,283.00	\$ 8,000.00
Trash	\$ 1,824.70	\$ 1,446.66	\$ 1,457.00	\$ 2,000.00	\$ 747.00	\$ 1,550.00
Utilities						
Electricity	\$ 6,445.33	\$ 8,115.65	\$ 7,228.00	\$ 8,500.00	\$ 3,274.00	\$ 7,500.00
Gas	\$ 310.30	\$ 333.87	\$ 319.00	\$ 350.00	\$ 126.00	\$ 320.00
Geothermal	\$ 800.80	\$ 996.20	\$ 2,431.00	\$ 3,430.00	\$ 2,695.00	\$ 3,500.00
Water & Sewer	\$ 3,544.97	\$ 3,914.61	\$ 3,893.00	\$ 4,500.00	\$ 1,586.00	\$ 4,000.00
Total Utilities	\$ 11,101.40	\$ 13,360.33	\$ 13,871.00	\$ 16,780.00	\$ 7,681.00	\$ 15,320.00
Window Cleaning	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -
TOTAL BUILDING MAINTENANCE	\$ 45,104.21	\$ 38,473.65	\$ 42,547.00	\$ 55,420.00	\$ 20,289.00	\$ 27,660.00
LIBRARY OFFICE EXPENSES						
Accounting & Budgeting	\$ 7,903.50	\$ 5,458.26	\$ 4,057.00	\$ 6,000.00	\$ 1,712.00	\$ 7,525.00
Auditing/Tax Return	\$ 8,600.00	\$ 1,000.00	\$ 14,000.00	\$ 1,500.00	\$ 1,000.00	\$ 15,500.00
Collection & Credit Card Fees	\$ 96.72	\$ 124.51	\$ 110.00	\$ 100.00	\$ 55.00	\$ 100.00
Equipment/Furniture/Fixtures < \$500	\$ 263.51	\$ -	\$ 1,551.00	\$ 1,000.00	\$ 97.00	\$ 500.00
Equipment Maint & Parts	\$ 1,155.14	\$ 1,618.52	\$ 295.00	\$ 1,000.00	\$ 432.00	\$ 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	\$ 1,689.00	\$ 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	\$ 1,250.00	\$ 4,500.00
Software Licenses	\$ 4,967.97	\$ 5,056.64	\$ 5,000.00	\$ 6,000.00	\$ 5,038.00	\$ 6,055.00
Total Maintenance Agreements	\$ 9,048.40	\$ 9,242.00	\$ 8,833.00	\$ 11,000.00	\$ 6,288.00	\$ 10,555.00
Office Supplies	\$ 3,450.47	\$ 6,948.24	\$ 6,262.00	\$ 6,000.00	\$ 2,460.00	\$ 5,000.00
Postage/PO Box	\$ 574.61	\$ 727.34	\$ 949.00	\$ 800.00	\$ 198.00	\$ 700.00

2025 Budget First Draft

Sales Tax Expense	\$ 211.54	\$ -	\$ -	\$ -	\$ 250.00	\$ 138.00	\$ 300.00
Storage	\$ 1,900.00	\$ 1,140.00	\$ 1,175.00	\$ 1,500.00	\$ 1,500.00	\$ 665.00	\$ 1,300.00
Telephone	\$ 2,906.56	\$ 1,717.33	\$ 2,838.00	\$ 2,800.00	\$ 2,800.00	\$ 1,087.00	\$ 2,700.00
<b>TOTAL LIBRARY OFFICE EXPENSES</b>	<b>\$ 46,695.70</b>	<b>\$ 39,124.20</b>	<b>\$ 52,886.00</b>	<b>\$ 47,621.00</b>	<b>\$ 15,821.00</b>		<b>\$ 60,845.00</b>
<b>OUTSIDE CONTRACTORS</b>							
IT Consulting			\$ 1,100.00	\$ 2,000.00	\$ -	\$ -	\$ 15,000.00
Independent Contractors				\$ 3,000.00	\$ -	\$ -	\$ 1,000.00
<b>TOTAL OUTSIDE CONTRACTORS</b>		\$ -	\$ 1,100.00	\$ 5,000.00	\$ -	\$ -	\$ 16,000.00
<b>PROGRAMS</b>							
Children's Programs	\$ 1,196.72	\$ 1,429.66	\$ 4,078.00	\$ 2,000.00	\$ 407.00	\$ 2,500.00	\$ 2,500.00
Teen Programs	\$ 639.90	\$ 570.10	\$ 865.00	\$ 1,000.00	\$ 1,427.00	\$ 1,500.00	\$ 1,500.00
Adult Programs (all)	\$ 967.96	\$ 3,377.85	\$ 3,243.00	\$ 3,000.00	\$ 2,493.00	\$ 4,000.00	\$ 4,000.00
Adult Svcs Lib \$1500							
PALS \$750							
ESL \$750							
Summer Reading	\$ 1,157.40	\$ 1,111.61	\$ 2,188.00	\$ 2,200.00	\$ 1,289.00	\$ 2,000.00	\$ 2,000.00
<b>TOTAL PROGRAMS</b>	<b>\$ 3,961.98</b>	<b>\$ 6,489.22</b>	<b>\$ 10,374.00</b>	<b>\$ 8,200.00</b>	<b>\$ 5,616.00</b>	<b>\$ 10,000.00</b>	<b>\$ 10,000.00</b>
<b>PUBLIC RELATIONS</b>							
Outreach/Marketing/PR	\$ 1,164.00	\$ 1,276.10	\$ 2,592.00	\$ 2,200.00	\$ 1,993.00	\$ 2,550.00	\$ 2,550.00
Flowers	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Volunteers & Staff	\$ 768.14	\$ 1,141.91	\$ 960.00	\$ 2,500.00	\$ 682.00	\$ 1,000.00	\$ 1,000.00
V&S Background Checks		\$ 1,280.00	\$ 810.00	\$ 1,000.00	\$ 195.00	\$ 300.00	\$ 300.00
Outreach/Mktg Expenses							
<b>TOTAL PUBLIC RELATIONS</b>	<b>\$ 1,932.14</b>	<b>\$ 3,698.01</b>	<b>\$ 4,362.00</b>	<b>\$ 5,800.00</b>	<b>\$ 2,870.00</b>	<b>\$ 3,850.00</b>	<b>\$ 3,850.00</b>
<b>PUBLIC USE MATERIALS</b>							
Courier Service (ILL)	\$ 5,974.12	\$ 6,883.04	\$ 6,899.00	\$ 7,500.00	\$ -	\$ 7,000.00	\$ 7,000.00
Electronic Databases	\$ 12,434.76	\$ 10,140.73	\$ 12,424.00	\$ 18,000.00	\$ 6,101.00	\$ 18,000.00	\$ 18,000.00
Lost Item Expenses		\$ 6.74	\$ 65.00	\$ -	\$ -	\$ -	\$ -
Non-Print Material							
Audio Books -- adults & youth	\$ 6,562.65	\$ 6,832.30	\$ 6,824.00	\$ 7,000.00	\$ 3,597.00	\$ 8,000.00	\$ 8,000.00
DVD -- adults & youth	\$ 2,140.14	\$ 2,535.44	\$ 2,461.00	\$ 2,750.00	\$ 1,262.00	\$ 4,000.00	\$ 4,000.00

2025 Budget First Draft

Downloadable Audio/E-Books/Magazines	\$ 10,000.00	\$ 10,148.93	\$ 12,062.00	\$ 15,000.00	\$ 14,024.00	\$ 15,000.00
Music	\$ -	\$ -	\$ 17.00	\$ 100.00	\$ -	\$ -
<b>Total Non-Print Material</b>	<b>\$ 18,702.79</b>	<b>\$ 19,516.67</b>	<b>\$ 21,364.00</b>	<b>\$ 24,850.00</b>	<b>\$ 18,883.00</b>	<b>\$ 52,000.00</b>
Print Material						
Books	\$ 22,569.82	\$ 20,857.22	\$ 21,038.00	\$ 23,000.00	\$ 10,255.00	\$ 45,800.00
ANF: 4000 AF: 5000						
Teen: 2000 Juvenile: 3000 Children: 3000						
Spanish: 500 Large Print: 5000 Hershey: 500						
Subscriptions	\$ 2,044.79	\$ 2,457.02	\$ 1,699.00	\$ 2,000.00	\$ 1,779.00	\$ 2,200.00
<b>Total Print Material</b>	<b>\$ 24,614.61</b>	<b>\$ 23,314.24</b>	<b>\$ 22,737.00</b>	<b>\$ 25,000.00</b>	<b>\$ 12,034.00</b>	<b>\$ 48,000.00</b>
<b>TOTAL PUBLIC USE MATERIALS</b>	<b>\$ 61,726.28</b>	<b>\$ 59,861.42</b>	<b>\$ 63,489.00</b>	<b>\$ 75,350.00</b>	<b>\$ 37,018.00</b>	<b>\$ 100,000.00</b>
STAFF EDUCATION						
Conferences/Workshops	\$ 175.00	\$ 300.00	\$ 620.00	\$ 1,500.00	\$ 200.00	\$ 1,500.00
Membership	\$ 801.00	\$ 4,658.74	\$ 5,465.00	\$ 6,000.00	\$ 919.00	\$ 6,000.00
Travel	\$ 83.32	\$ 756.11	\$ 1,395.00	\$ 3,500.00	\$ 19.00	\$ 3,000.00
<b>TOTAL STAFF EDUCATION</b>	<b>\$ 1,059.32</b>	<b>\$ 5,714.85</b>	<b>\$ 7,480.00</b>	<b>\$ 11,000.00</b>	<b>\$ 1,138.00</b>	<b>\$ 10,500.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 160,479.63</b>	<b>\$ 153,361.35</b>	<b>\$ 181,138.00</b>	<b>\$ 208,391.00</b>	<b>\$ 81,614.00</b>	<b>\$ 228,855.00</b>
CAPITAL OUTLAY						
Furniture/Fixtures/Equipment > \$500	\$ -		\$ 601.00	\$ 1,000.00	\$ -	\$ 500.00
Landscaping (Improvements)				\$ 2,000.00	\$ -	\$ -
Master Plan Expenses				\$ 50,000.00	\$ -	\$ -
Microfilm Digitization	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Technology > \$500 - Other						
IT Equipment - New	\$ 2,316.00		\$ -	\$ 1,500.00	\$ -	\$ 27,750.00
Phone System					\$ -	\$ -
Software - New	\$ 180.00	\$ -	\$ 72.00	\$ 1,000.00	\$ -	\$ 1,600.00
Technology > \$500 - Other			\$ 941.00	\$ 1,000.00	\$ -	\$ 7,000.00
<b>Total Technology</b>					\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 2,496.00</b>	<b>\$ -</b>	<b>\$ 1,614.00</b>	<b>\$ 57,000.00</b>	<b>\$ -</b>	<b>\$ 37,350.00</b>
FIXED EXPENSES						
Treasurer's Fee (3% Property Tax Revenue)	\$ 15,696.39	\$ 17,254.08	\$ 18,057.00	\$ 28,500.00	\$ 24,890.00	\$ 30,132.93



2025 Budget First Draft

TOTAL FIXED EXPENSES	\$ 15,696.39	\$ 17,254.08	\$ 18,057.00	\$ 28,500.00	\$ 24,890.00	\$ 30,132.93
BENEFITS & PERSONNEL						
BENEFITS						
Insurance Allowance	\$ 30,000.00	\$ 29,250.00	\$ 28,835.00	\$ 30,000.00	\$ 14,000.00	\$ 30,000.00
Social Security - 6.2	\$ 19,973.42	\$ 19,745.27	\$ 21,323.00	\$ 22,050.00	\$ 10,649.00	\$ 24,336.61
Medicare - 1.45	\$ 4,670.44	\$ 4,617.85	\$ 4,987.00	\$ 5,160.00	\$ 2,491.00	\$ 5,691.63
Retirement	\$ 9,736.33	\$ 8,607.55	\$ 7,519.00	\$ 11,200.00	\$ 4,188.00	\$ 11,648.00
Retirement Forfeitures					\$ -	
State Unemployment 0.3% (to 0.2% in	\$ 966.45	\$ 636.94	\$ 688.00	\$ 720.00	\$ 344.00	\$ 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	\$ 3,600.00
TOTAL BENEFITS	\$ 69,493.49	\$ 66,698.46	\$ 67,930.00	\$ 73,795.00	\$ 35,193.00	\$ 77,631.40
SALARIES						
Accrued Vacation Special Audit	\$ 164.16					
TOTAL SALARIES	\$ 292,151.68	\$ 289,596.18	\$ 254,950.00	\$ 325,000.00	\$ 157,515.00	\$ 392,526.00
Substitute	\$ 195.00	\$ 126.00	\$ 1,485.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00
End of year incentive pay				\$ 30,000.00	\$ -	\$ -
TOTAL BENEFITS & SALARIES	\$ 362,004.33	\$ 356,420.64	\$ 324,365.00	\$ 431,795.00	\$ 192,958.00	\$ 473,157.40
TOTAL EXPENSES	\$ 540,676.35	\$ 527,036.07	\$ 585,927.00	\$ 725,686.00	\$ 300,600.00	\$ 769,495.33
Reserve Contribution	\$ 84,295.11	\$ 146,654.79	\$ 156,694.00	\$ 276,701.00		\$ 289,535.68
						\$ 1,059,031.00

## STAFF SALARY COMPARISONS

	2023 Median Salary Tourist Community Libraries	2023 Median Salary serving Colorado populations 10,000- 24,999	Pageosa current	Gap +5% COLA 2023- 2025	2025 Adjustment	2026 Adjustment before COLA
Library Assistant	25,68/ hr	19,98/ hr	\$18,54-22.28/ hr	\$3.57	\$24.07	\$25.85
Assistant Director	\$82,002	\$67,640	\$69,432	\$15,080	\$76,972	\$84,512
Director	\$90,000	\$76,710	\$75,000	\$15,750	\$82,875	\$94,500

## Ruby M. Sisson Library Technical Plan:

Based on what I've seen walking through the office, the following is a recommended technical improvement plan for the library's systems. All items can be re-prioritized as desired or needed.

Note: Items listed with \* are category 1 E-Rate eligible and \*\* are category 2 E-Rate eligible

- **1-12 months:**
  - Public Computer Security – review and security lockdown of all computers available for public use. This includes imaging computers for automatic refresh and data removal, isolation from all internal network resources (other than internet connection), and Anti-Virus installation via remote monitored AV service
  - Replacement of Current Network Firewall \*\* – replace existing equipment with new firewall hardware as current model is older and may be “end of life” support. Have recommendation and can provide model information and budget. Recommended device will pair well with wireless antenna equipment already installed and also allows for future installation of security camera equipment natively
  - Replacement of Current Switch Equipment \*\* – Current setup has 5 total switches installed (4 Linksys 24-port switches and 1 Cisco Catalyst switch provided by Echo). Recommend removal of current equipment due to age/support and consolidate to 2 48-port switches. Recommended model switch(es) for replacement will consolidate all current network connectivity and provide expansion space for planned building space additions. Replacement switches will also allow further expansion of additional switches if needed in the future and will pair with access points installed as well as firewall equipment recommended
  - Network Closet Cleanup and Containment \*\* – in conjunction with the above switch and hardware replacement, recommend full cleanup of all network cabling, mounting hardware, and related to bring all equipment into a wall mounted cabinet to both protect equipment and keep it out of the way of normal closet storage/usage
  - Server File Backup – the library has current workstation stored in closet providing shared folder services but data backup implementation is unknown. Recommend purchase of on-site backup system along with cloud backup storage to allow automated nightly/weekly backups of all business critical data to both on-site backup and cloud
- **1-2 Years:**
  - Central Server Purchase – Current network/server configuration appears to be limited to file services provided by workstation in closet. Recommend purchase and installation of a licensed Windows Server. Implementation will include domain control services so all staff computers will be joined to central domain and have standardized security, access, and user management. Server will also provide file storage services with access controls allowing only designated staff to access/modify sensitive data

- Workstation Audit and Replacement – Initial audit can be performed within 1-12 month period and plans created to replace older workstation equipment reaching end of life or no longer performing to staff member needs.
- Dedicated Fiber Internet Connection \* - fiber line connection available and running down the opposite side of the alley behind the library. Fiber line originally planned to connect to library but was never implemented.
- 1-3 Years:
  - Network Expansion \* – Cabling and related installation to accommodate for additional building expansion planned. Expansion will include connectivity and configuration of all devices in new expansion(s) to adhere to and utilize all services implemented in sections above. Dates variable based on expansion construction plans and can be modified as needed to make sure all is completed during construction process.
  - Security Camera System – Installation of full security camera network. The number of cameras and locations will be determined on an as needed basis with recommended equipment in previous sections able to handle expansion to accommodate camera functionality, remote/cloud access, and historical footage storage.