



LIBRARY BOARD MEETING - AUGUST 17, 2023
Virtual Meeting at <https://meet.google.com/pqq-fgpb-evt?authuser=0>
August 17, 2023 at 5:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Library Board Meeting - June 8, 2023 Minutes for Approval

PUBLIC COMMENT

BUSINESS/ACTION

- [2.](#) Library Board Letter of Interest - Dr. Shannon Brooks
- [3.](#) Borrower Support Grant (ILL) for Approval
- [4.](#) Strategic Plan Review in Preparation for Survey
- [5.](#) San Juan County Library Survey

LIBRARY DIRECTOR REPORT

- [6.](#) Director's Report Presented by Nicole Perkins, Library Director / Blanding Librarian
7. Statistics - May to July 2023
- [8.](#) Financial Reports for Library System

LIBRARY ASSISTANT DIRECTOR REPORT

- [9.](#) Presented by Mikaela Ramsay, Assistant Library Director / Monticello Librarian

LIBRARY CHAIR REPORT

ADJOURN

****In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice****



LIBRARY BOARD MEETING - JUNE 8, 2023
 Virtual Meeting at <https://meet.google.com/kzj-ceen-ruy?authuser=0>
 June 08, 2023 at 5:30 PM

MINUTES

5:38 p.m. CALL TO ORDER

5:39 p.m. ROLL CALL

Chamberlain, Haun-Storland, Lynn, Huckabay, Perkins, Ramsay, Green, Podmore, and McDonald present. Absent: Cody, Schulte

5:43 p.m. APPROVAL OF MINUTES

1. Approval of Minutes: Library Board - March 2023 Minutes. Attached version approved by unanimous vote.

5:45 p.m. PUBLIC COMMENT

None.

5: 46 p.m. BUSINESS/ACTION

2. Strategic Planning Survey Draft
 - Chamberlain reported on the rough draft survey for community input. Board members discussed the survey and provided feedback on the draft including the best time to visit the library, advertising the survey to the community, and having the survey available online, paper, and a QR code.
 - McDonald reported on the reduced amount of funds available to the county library. The county was able to cover the increases of cost and capital improvement projects for this year. The board discussed Truth in Taxation and the possibility of proposing a tax increase. Should we ask the public how much they are willing to donate or pay for library services? The board discussed ways to frame a question for the survey.
 - If the board considers a tax increase, they must notify the county by November for the June ballot.

6: 25 p.m. LIBRARY DIRECTOR REPORT

3. Director's Report Presented by Nicole Perkins, Library Director / Blanding Librarian
 - Perkins reported on the Annual Report to the State Library she completed April 2023. The report is part of recertification. The library will receive a benchmark report in the next few

months. The Annual Report is tied to the CLEF grant that is received at the beginning of each year from the State Library.

4. Detail Ledger for Library - April 30, 2023

- Perkins reviewed the difference in total end of year interest generated last year from the Library PTIF (Public Treasurers Investment Fund) compared to what it has earned in just 3 months this year.

5. Library Background Check - HB0284

- Perkins provided an overview of HB0284 effective July 1, 2024. The board discussed the new legislation. The board must approve a library policy in order to continue to receive state funding. San Juan is a 4th class county and will be reimbursed for background checks by the state library.

6. STATISTICS AND BRANCH REPORT - March and April 2023

7:38 p.m. ASSISTANT DIRECTOR REPORT

7. Monticello Report, Presented by Mikaela Ramsay, Assistant Library Director & Monticello Branch Librarian

- Ramsay reported on the Summer Reading Program, story hour, and STEAM activities for all ages.
- Ramsay provided an update on the Co-Working Hub.

7:51 p.m. LIBRARY CHAIR REPORT

- Chamberlain reminded the board to read through the strategic plan in your Trustees manual and provide feedback. Are we missing anything? Is there something else we should be considering? What are the library goals for the future (furniture, services, etc.)?
- Chamberlain reminded trustees to complete the online Open and Public Meetings Act training every year if you have not done so already. Notify Perkins once your training is complete.

8:03 p.m. ADJOURN

- Unanimous vote to adjourn.

****In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk’s Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice****

APPROVED: _____
San Juan County Library Board

DATE: _____

July 11, 2023

Dr. Shanon Brooks

I am the president of Monticello College, a unique school that combines georgics, the liberal arts, manual arts, and entrepreneurship with the goal of debt-free, mortgage-free, self-reliant graduates. I have written two books, *AMERICAN: Killing the American Dream* and *A Thomas Jefferson Education for Teens*. I will be happy to donate a copy of each for all county libraries. I am a veteran of military service in the United States Submarine Fleet and I hold a Bachelor's degree in business administration, a Master's degree in education, and a Ph.D. in constitutional law.

My interest in serving on the San Juan County Library Board harkens back to a love of education and a desire to impact the next generations for good through a study of good books and vigorous discussion. I feel paternal when it comes to ensuring that the books we provide for the county's citizens are volumes that promote the best of American culture.



STATE OF UTAH

CONTRACT

1. CONTRACTING PARTIES: This contract is between the following agency of the State of Utah: **Department of Cultural and Community Engagement, Agency Code: 710, State Library Division**, referred to as **STATE**, and San Juan County Library System, referred to as **GRANTEE**.

San Juan County Library System
25 W 300 S
Blanding, UT 84511-3829

LEGAL STATUS OF
GRANTEE

- () Sole Proprietor
 () Non-Profit Corporation
 () For-Profit Corporation
 (X) Government Agency

DUNS # (required): 070018296
 Contact Person: Nicole Perkins
 Phone Number: (435) 678-2335
 Email: nperkins@sanjuancounty.org
 Vendor ID #06866HK
 Commodity Code # 99999

2. GENERAL PURPOSE OF CONTRACT: To fund LSTA Borrower Support Grant and provide support for Utah public libraries with a service population of under 22,000 who wish to expand their interlibrary loan services, in accordance with the provisions of Utah Code Annotated, 1953, as amended, Section 9-7-201 (3), Section 9-7-205 (1) (f) and 9-7-205 (2). Project will be completed by GRANTEE as outlined in Grant Application and in accordance with Scope of Work as outlined.
3. PROCUREMENT: This contract is entered into as the result of the procurement process on RX# N/A, FY N/A, Bid #N/A, a pre-approved sole source authorization (from the Division of Purchasing) SS# N/A, or other method: USL Library Borrower Support Project.
4. CONTRACT PERIOD: Effective Date: 07/01/2023 Termination Date: 06/30/2024, unless terminated early or extended in accordance with the terms and conditions of this contract. Renewal options (if any): N/A. This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 07/01/2023.
5. CONTRACT COSTS: GRANTEE will be paid a maximum of \$ 6311 for eligible interlibrary loan costs authorized by this contract. An "interlibrary loan request" is defined as a request made outside of an established consortium or county system through the OCLC WorldShare platform, in addition to requests for Book Buzz sets made directly to the State Library. This amount is calculated based on the amount of money that was requested/spent last year.
6. ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:
 Attachment A – Standard Terms & Conditions for Grants
 Attachment B – Scope of Work and Special Provisions
 Attachment C – Federal Assurances and Certifications

Other Attachments: The following attachments are required for this Contract to comply with the aforementioned LSTA guidelines and are required for submission during project period as outlined. These documents are included in the total documentation for Contract, though received at different times during the effective dates of Contract.

- Final Report

Any conflicts between Attachment A and the other attachments will be resolved in favor of Attachment A.

7. Each person signing this Agreement represents and warrants that he/she is duly authorized and has legal capacity to execute and deliver this Agreement and bind the parties hereto. Each signatory represents and warrants to the other that the execution and delivery of the Agreement and the performance of each

party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the parties and enforceable in accordance with its terms.

Item 3.

Page 2
Contract between USL and San Juan County Library System

The parties sign and cause this contract to be executed. This contract is not fully executed until both parties have signed this contract.

GRANTEE

STATE

Director, Manager or Authorized Signatory

Director, State Library Division

N/A Grant
Division of Purchasing

Date

Division of Finance

Agency Contact for questions during the contract process.

Rachel Cook
Agency Contact

801-715-6722
Phone Number

801-715-6767
Fax Number

rcook@utah.gov
Email

Contract between USL and San Juan County Library System

ATTACHMENT A

STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR GRANTS

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:
 - a. **“Contract”** means these terms and conditions, the Contract Signature Page(s), and all other attachments and documents incorporated by reference.
 - b. **“Contract Signature Page(s)”** means the cover page(s) that the State and Grantee sign.
 - c. **“Grantee”** means the individual or entity which is the recipient of grant money from the State. The term “Grantee” includes Grantee’s agents, officers, employees, and partners.
 - d. **“Non-Public Information”** means information that is deemed private, protected, controlled, or exempt from disclosure under the Government Records Access and Management Act (GRAMA) or as non-public under other applicable state and federal laws. Non-public information includes those records the State determines are protected after having properly received a written claim of business confidentiality as described in Utah Code § 63G-2-309. The State reserves the right to identify additional information that must be kept non-public under federal and state laws.
 - e. **“State”** means the State of Utah Department, Division, Office, Bureau, Agency, or other state entity identified on the Contract Signature Page(s).
 - f. **“Grant Money”** means money derived from state fees or tax revenues that is owned, held, or administered by the State.
 - g. **“SubGrantees”** means persons or entities under the direct or indirect control or responsibility of the Grantee, including, but not limited to, Grantee’s agents, consultants, employees, authorized resellers, or anyone else for whom the Grantee may be liable at any tier, including a person or entity providing or performing this Contract, including the Grantee’s manufacturers, distributors, and suppliers.

2. **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Contract shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

3. **LAWS AND REGULATIONS:** At all times during this Contract, Grantee and all acts performed under this Contract will comply with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.

4. **REQUIRED ACCOUNTING:** Grantee agrees that it shall provide to State the following accounting for all Grant Money received by the Grantee, at least annually, and no later than 60 days after all of the Grant Money is spent:
 - a. a written description and an itemized report detailing the expenditure of the Grant Money or the intended expenditure of any Grant Money that has not been spent; and
 - b. a final written itemized report when all the Grant Money is spent.
 - c. **NOTE: If the Grantee is a non-profit corporation,** Grantee shall make annual disclosures pursuant to the requirements of Utah Code § 51-2a-201.5.

5. **RECORDS ADMINISTRATION:** Grantee shall maintain or supervise the maintenance of all records, receipts and any other documentation necessary to properly account for payments made by the State to Grantee under this Contract, Grantee’s performance of the Contract terms and milestones, and outcomes reported to the State by the Grantee. These records shall be retained by Grantee for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Grantee agrees to allow, at no additional cost, State of Utah and federal auditors, State Entity staff, and/or a party hired by the State access to all records necessary to account for all Grant Money received by Grantee as a result of this contract and to verify that the Grantee’s use of the Grant Money is appropriate and has been properly reported.

6. **CONFLICT OF INTEREST:** Grantee represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made to the State.

7. **INDEPENDENT GRANTEE:** Grantee and SubGrantees, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the State.
8. **INDEMNITY:** Both parties to this agreement are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code Ann. 63G-7-101 et. seq.). Nothing in this Contract shall be construed as a waiver by either or both parties of any rights, limits, protections or defenses provided by the Act. Nor shall this Contract be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Contract is otherwise entitled. Subject to and consistent with the Act, each party will be responsible for its own actions or negligence and will defend against any claims or lawsuit brought against it. There are no indemnity obligations between these parties.
9. **EMPLOYMENT PRACTICES:** Grantee agrees to abide by federal and state employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; (ii) Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; (iii) 45 CFR 90 which prohibits discrimination on the basis of age; (iv) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities; and (v) Utah's Executive Order, dated December 13, 2006, which prohibits unlawful harassment in the work place. Grantee further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of Grantee's employees.
10. **AMENDMENTS:** This Contract may only be amended by the mutual written agreement of the parties, which amendment will be attached to this Contract. Automatic renewals will not apply to this Contract even if listed elsewhere in this Contract.
11. **NONAPPROPRIATION OF FUNDS, REDUCTION OF FUNDS, OR CHANGES IN LAW:** Upon thirty (30) days written notice delivered to the Grantee, this Contract may be terminated in whole or in part at the sole discretion of the State, if the State reasonably determines that: (i) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Contract; or (ii) that a change in available funds affects the State's ability to pay under this Contract. A change of available funds as used in this paragraph, includes, but is not limited to, a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor.
12. **WORKERS COMPENSATION INSURANCE:** Grantee shall maintain during the term of this Contract, workers' compensation insurance for all its employees as well as any SubGrantees. Worker's compensation insurance shall cover full liability under the worker's compensation laws of the jurisdiction in which the service is performed at the statutory limits required by said jurisdiction. Grantee acknowledges that within thirty (30) days of contract award, Grantee must submit proof of certificate of insurance that meets the above requirements.
13. **PUBLIC INFORMATION:** Grantee agrees that this Contract and invoices will be public documents, and may be available for distribution in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). Grantee gives the State express permission to make copies of this Contract, related documents, and invoices in accordance with GRAMA. Except for sections identified in writing by Grantee and expressly approved by the State of Utah Division of Purchasing and General Services, all of which must be in accordance with GRAMA, Grantee also agrees that the Grantee's Proposal to the Solicitation will be a public document, and copies may be given to the public as permitted under GRAMA. The State is not obligated to inform Grantee of any GRAMA requests for disclosure of this Contract, related documents, or invoices.
- a. **Grantee** may designate certain business information as protected under GRAMA pursuant to Utah Code Section 63G-2-305 and 63G-2-309. It is Grantee's sole responsibility to comply with the requirements of GRAMA as it relates to information regarding trade secrets and information that should be protected under business confidentiality.
14. **PAYMENT:** The acceptance by Grantee of final payment, without a written protest filed with the State within ten (10) business days of receipt of final payment, shall release the State from all claims and all

liability to the Grantee. The State's payment shall not be deemed an acceptance of the Services and is without prejudice to any and all claims that the State may have against Grantee.

15. **RECAPTURE:** State shall recapture and Grantee shall repay any Grant Money disbursed to Grantee that is not used by Grantee for the project identified or if the money is used for any illegal purpose.
16. **REVIEWS:** The State reserves the right to perform reviews, and/or comment upon the Grantee's use of the funds set forth in this Contract. Such reviews do not waive the requirement of Grantee to meet all of the terms and conditions of this Contract.
17. **ASSIGNMENT:** Grantee may not assign, sell, transfer, subcontract or sublet rights, or delegate any right or obligation under this Contract, in whole or in part, without the prior written approval of the State.
18. **NON-PUBLIC INFORMATION:** If non-public Information is disclosed to Grantee, Grantee shall: (i) advise its agents, officers, employees, partners, and SubGrantees of the obligations set forth in this Contract; (ii) keep all Non-public Information strictly confidential; and (iii) not disclose any Non-public Information received by it to any third parties. Grantee will promptly notify the State of any potential or actual misuse or misappropriation of Non-public Information.

Grantee shall be responsible for any breach of this duty of confidentiality, including any required remedies and/or notifications under applicable law. Grantee shall indemnify, hold harmless, and defend the State, including anyone for whom the State is liable, from claims related to a breach of this duty of confidentiality, including any notification requirements, by Grantee or anyone for whom the Grantee is liable.

Upon termination or expiration of this Contract and upon request by the State, Grantee will return all copies of Non-public Information to the State or certify, in writing, that the Non-public Information has been destroyed. This duty of confidentiality shall be ongoing and survive the termination or expiration of this Contract.

19. **PUBLICITY:** Grantee shall submit to the State for written approval all advertising and publicity matters relating to this Contract. It is within the State's sole discretion whether to provide approval, which must be done in writing.
20. **INDEMNIFICATION RELATING TO INTELLECTUAL PROPERTY:** If intellectual property is exchanged in return for the funding set forth in this contract, Grantee will indemnify and hold the State harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities, and costs in any action or claim brought against the State for infringement of a third party's copyright, trademark, trade secret, or other proprietary right. The parties agree that if there are any limitations of Grantee's liability such limitations of liability will not apply to this section.
21. **OWNERSHIP IN INTELLECTUAL PROPERTY:** The State and Grantee each recognizes that each has no right, title, interest, proprietary or otherwise in the intellectual property owned or licensed by the other, unless otherwise agreed upon by the parties in writing.
22. **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.
23. **ATTORNEY'S FEES:** In the event of any judicial action to enforce rights under this Contract, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees, incurred in connection with such action.
24. **DISPUTE RESOLUTION:** Prior to either party filing a judicial proceeding, the parties agree to participate in the mediation of any dispute. The State, after consultation with the Grantee, may appoint an expert or panel of experts to assist in the resolution of a dispute. If the State appoints such an expert or panel, State and Grantee agree to cooperate in good faith in providing information and documents to the expert or panel in an effort to resolve the dispute.
25. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Contract, the order of precedence shall be: (i) this Attachment A; (ii) Contract Signature Page(s); (iii) the State's

additional terms and conditions, if any; (iv) any other attachment listed on the Contract Signature Page(s); and (v) Grantee's terms and conditions that are attached to this Contract, if any. Any provision attempting to limit the liability of Grantee or limits the rights of the State must be in writing and attached to this Contract or it is rendered null and void.

26. **SURVIVAL OF TERMS:** Termination or expiration of this Contract shall not extinguish or prejudice the State Entity's right to enforce this Contract with respect to any default or defect in the Services that has not been cured.
27. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Contract shall not affect the validity or enforceability of any other provision, term, or condition of this Contract, which shall remain in full force and effect.
28. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

(Revision date: 30 March 2016)

Contract between USL and San Juan County Library System**Contract #****ATTACHMENT B**
SCOPE OF WORK AND SPECIAL PROVISIONS

This Contract is entered into to provide for the cooperative development of local public library services in accordance with the provisions of Utah Code Ann. §§9-7-201(3), 9-7-205(1)(f) and 9-7-205(2) (LexisNexis 2015).

THEREFORE, the parties agree as follows:

1. **This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 07/01/2023.** Any exceptions must be arranged in writing via email to Faye Fischer, at ffischer@utah.gov.
2. The effective dates of Contract shall be from 07/01/2023 through 06/30/2024, unless terminated sooner in accordance with the terms and conditions herein.
3. The amount payable to GRANTEE by USL for the performance of activities outlined in this Agreement shall not exceed \$6311. This amount is calculated based on the amount of money that was requested/spent last year.
4. This Agreement may be terminated with or without cause by either party with 60 days prior written notice. Upon termination of this Agreement, all accounts and payments for services rendered prior to the termination date will be processed according to established financial procedures. Advanced funds that are not used upon termination must be returned to USL within 30 days of termination date.
5. Communication between Agreement agencies shall be directed to those individuals appointed by each agency. Any information or other correspondence regarding this Agreement shall be forwarded through the designated contact person. These individuals are as follows:

USL Contact: Rachel Cook, rcook@utah.gov, 801-715-6722

GRANTEE Contact: Nicole Perkins, nperkins@sanjuancounty.org, (435) 678-2335
6. The Catalog of Federal Domestic Assistance lists the LSTA grant program number as CFDA #45.310.

SCOPE OF WORK

1. Library Services and Technology Act (LSTA) funds will be used to finance approved projects. Approved projects will be required to follow State and Federal guidelines in regards to procurement, expenditure of funds, and reporting standards.
2. The Project Director must create a separate cost center for sub-award (LSTA) funds. LSTA funds may not be placed in an interest-bearing account.
3. The Project Director must set up an accounting system to track expenditures of LSTA, matching, and in-kind funds or services.
4. The GRANTEE must retain electronic copies of all invoices during the grant period. Copies must be complete and legible and be available for submission upon request.
5. The Project Director must read the Grant Administrative Guidelines within one (1) month of the start of the grant period.
6. The Project Director must retain all documentation (either in paper or electronic format) related to the grant project for three (3) years after the completion of the grant.
7. If the Project Director or Financial Officer cannot fulfill their duties through the completion of the grant, the USL Contact must be informed within seven (7) working days.
8. *All spending must be complete by 06/30/2024, as outlined in Grant Application and final Grant Funding, reimbursement requests must be submitted by 7/5/2024.*
9. Final Report (including final budget information) is due to USL on or before 07/10/2024.

Contract between USL and San Juan County Library System

10. Funds may be requested for reimbursement by submitting a LSTA Request for Reimbursement of Expenditures form found at <https://utahdcc.secure.force.com/usl/> with the associated documentation as needed throughout the Grant period.

SPECIAL PROVISIONS

USL agrees to the following:

1. USL will provide digital marketing materials to the GRANTEE for the purpose of promoting the service to their patrons.
2. USL will reimburse GRANTEE expenses as soon as possible after acceptable documentation is received.
3. USL will provide training to GRANTEE on ILL systems and other technical support.
4. Payments by USL under this Agreement are subject to the appropriation of such funds.

GRANTEE agrees to the following:

1. GRANTEE will review grant administrative guidelines and ensure adherence to said guidelines.
2. GRANTEE will provide priority interlibrary loan service to its patrons at no charge.
3. GRANTEE will mark all returned ILL items as "Library Mail" to take advantage of reduced postage rates.
4. GRANTEE will promote the services to patrons via social media and all other advertising channels at their disposal.
5. GRANTEE will submit requested report at the end of the grant period.
6. GRANTEE will submit requests for reimbursement for allowable expenses only. (See Allowable Expenses below.)
7. GRANTEE will ensure at least 24 loan requests are completed each year to receive these grant funds. Libraries not getting at least 24 loans will not be reimbursed for their ILL expenses.
8. GRANTEE will ensure that The Institute for Museums and Library Services 2021 Grants to States Award Guidance is followed in relevant part regarding where Utah State Library and sub-recipient "You and your sub-recipients must acknowledge IMLS in all related publications and activities supported with your award money. ... A kit with suggestions and materials to help you and your sub-recipients publicize grant activities is available at <https://www.imls.gov/grants/grantrecipients/grantee-communications-kit>." The IMLS website includes the IMLS logo available to download and use in published materials where appropriate.
9. GRANTEE will also ensure that The Utah State Library Division, Department of Cultural and Community Engagement, is acknowledged in all related publications and activities supported with LSTA grant funds. A combined acknowledgement statement may read: "This program was funded in part through a grant from Utah State Library Division, Department of Cultural and Community Engagement, and from the Institute of Museum and Library Services which administers the Library Services and Technology Act." Please use this combined statement in your publications and activities.

OTHER INFORMATION:

The links for the Final Report will be emailed to project directors. Grant Administrative Guidelines can be found at <https://docs.google.com/document/d/1imoSyLYtLDSBctiqmwCk514NEXixPNtjRPnFtkCCo7k/edit>.

Allowable Expenses

- Postage to return requested materials.
- Boxes and mailing envelopes to return requested materials.
- Mailing labels for materials requested
- Staff time to process these requests may also be an allowable expense if the requests are requiring time outside of normally scheduled staff hours. Please contact the Grants Coordinator, Rachel Cook (rcook@utah.gov) if you need to use these grant funds to cover staff time.

Contract between USL and San Juan County Library System
ATTACHMENT C

FEDERAL ASSURANCES AND CERTIFICATIONS

These pages are required by the Institute of Museum and Library Services (IMLS), the federal agency that oversees LSTA funding.

Subgrantees and Subcontractors. These terms refer to the subgrantee library and any vendors the library might use to complete the proposed project. Certification responsibilities extend beyond the grantee (Utah State Library Division) to subgrantees (Libraries) and subcontractors (Vendors and Partners) under certain circumstances. For more information on terms used in this section please refer to the ***Definitions of Federal Assurances Terms***, after the Assurances.

Nondiscrimination The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

1. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Exec. Order No. 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq., including § 794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1181 in determining compliance with Section 504 as it applies to recipients of Federal assistance);
3. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681– 1689), which prohibits discrimination on the basis of sex in education programs;
4. The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age; and
5. The requirements of any other nondiscrimination statute(s) which may apply to the application.

Debarment and Suspension The applicant will comply with 2 C.F.R. part 3185 and 2 C.F.R. part 180, as applicable.

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals for the Five-Year Plan:

1. are presently excluded or disqualified;
2. have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
3. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4. have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative, on behalf of the applicant, shall attach an explanation to the application. The applicant, as a primary tier participant, is required to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions. As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

Prohibitions Against Lobbying, Publicity, and Propaganda In accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

Certification Regarding Lobbying Activities

(Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. § 1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as 5 provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certification Regarding Trafficking in Persons The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out below.

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency under which funds are to be provided to a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, or take other authorized actions, if the grantee or any applicant, or the contractor or any subcontractor, engages in, or uses labor recruiters, brokers, or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance trafficking in persons. 2 C.F.R. part 175 requires IMLS to include the following award term, which is made a part of these General Terms and Conditions:

- a. Provisions applicable to a recipient that is a private entity.

1. The applicant, as the recipient, its employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. IMLS as the Federal awarding agency may unilaterally terminate this award, without penalty, if the APPLICANT or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to the APPLICANT or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. Chapter XXXI, part 3185.

b. Provision applicable to a recipient other than a private entity. IMLS as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.

c. Provisions applicable to any recipient.

1. The applicant must inform IMLS immediately of any information the applicant receives from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. IMLS’s right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. §7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. The applicant must include the requirements of paragraph a.1 of this award term in any subaward the applicant makes to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by the applicant or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by the APPLICANT including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:

- i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. § 175.25.
- ii. Includes: A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R. § 175.25(b). 14 B. A for-profit organization.
- iii. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

Internet Safety Certification

Internet Safety Pursuant to 20 U.S.C. § 9134(b)(7), the authorized representative, on behalf of the applicant, provides assurance that the applicant will comply with 20 U.S.C. § 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries that do not receive services at discount rates under § 254(h)(6) 2 of 47 U.S.C., and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet. Each applicant must assure IMLS that no funds made available under the Grants to States Program for a public library or public elementary or secondary school library that does not receive E-rate services may be used to purchase computers used to access the Internet, or to pay for the direct costs of accessing the Internet, unless the library has certified compliance with the applicable CIPA requirements. See links to Children’s Internet Protection Act (CIPA) in *Appendix F- Definitions of Federal Assurance Terms*.

Acknowledging IMLS

All materials publicizing or resulting from grant activities must contain an acknowledgement of IMLS support, unless IMLS advises otherwise. This includes invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and websites, social media, PowerPoint presentations, and e-mail announcements. (See Grantee Communications Kit, available at www.imls.gov, for specific guidance).

The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (see [Grantee Communications Kit](#), available at www.imls.gov) displayed in accordance with the [Logo Standards Guide](#);
- Online products, digital publications, and websites should include links to the IMLS website, www.imls.gov;
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, article, catalogue, or other publication, video documentary, or online exhibition or website, the acknowledgement must also include the following statement:

“The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) (article) do not necessarily represent those of the Institute of Museum and Library Services.”

If you have any question about whether your product requires this statement, contact the IMLS Office of Communications.

Acknowledgement of Federal Support

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving IMLS appropriated funding, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

DEFINITIONS OF FEDERAL ASSURANCE TERMS

Covered Transaction

A covered transaction is either a primary or lower-tier covered transaction.

Debarment

An action taken by a debarring official in accordance with 45 CFR Part 1185 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Debarment and Suspension

The applicant agrees by submitting a proposal that should the proposal be funded by the Institute of Museum and Library Services (IMLS), it shall not enter into any project related transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IMLS. It should be noted that, in terms of this certification, the legal definition of "person" includes organizations as well as individuals.

Ineligible

Excluded from participation in federal non-procurement programs pursuant to a determination of ineligibility under statutory, executive order or regulator authority, other than Executive Order 12549.

Lobbying Activities

Those who receive a subgrant, contract, or subcontract exceeding \$100,000 at any tier under an IMLS grant are required to file a certification and, when necessary, a disclosure form, to the next tier above.

Lower Tier Covered Transaction

- a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
- b) Any procurement simplified acquisition threshold (currently \$100,000) under a primary covered transaction.
- c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participants

Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person

Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except foreign governments of foreign governmental entities, public international organizations, foreign government owned or controlled entities.

Primary Covered Transaction

Any non-procurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation, agreements, and any other non-procurement transactions between a federal agency and a person.

Principal

Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Suspension

An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded

The status of non-participation or limited participation in covered transaction assumed by a person pursuant to the terms of a settlement.

Children's Internet Protection Act Certification (CIPA)

- [Children's Internet Protection Act \(CIPA\) 47 CFR 54.520](https://www.govinfo.gov/app/details/CFR-2021-title47-vol3/CFR-2021-title47-vol3-sec54-520)
[https://www.govinfo.gov/app/details/CFR-2021-title47-vol3/CFR-2021-title47-vol3-sec54-520\](https://www.govinfo.gov/app/details/CFR-2021-title47-vol3/CFR-2021-title47-vol3-sec54-520)
- [Internet Safety 20 USC §9134 \(f\)\(1\)](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section9134&num=0&edition=prelim)
<http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section9134&num=0&edition=prelim>
- [Internet and online access policy required UCA 9-7-215](https://le.utah.gov/xcode/Title9/Chapter7/9-7-S215.html)
<https://le.utah.gov/xcode/Title9/Chapter7/9-7-S215.html>

SJC Library System Strategic Plan

2021-2023

Approved May 19, 2021

Mission

The mission of the San Juan County Library System is to inspire lifelong learning, advance knowledge, and strengthen our communities.

Vision

By embracing the cultural diversity of the county, the Library System envisions increased exposure in all areas, focusing on community needs and interests.

Goals

- Goal 1: Strengthen the Library System's future through sound fiscal practices
- Goal 2: Increase and enhance virtual presence where needed
- Goal 3: Expand community out-reach programming
- Goal 4: Improve Library Trustee skills
- Goal 5: Develop and utilize plan for spending of Grant monies
- Goal 6: Develop and utilize plan for Technology Development

Explanations of Goals

Goal 1: Strengthen the Library System's future through fiscally sound practices.

Objectives:

01.1 - Continue to make budget cuts where possible to be in alignment with contributions from county, state, and federal funding while maintaining quality services and collection development.

01.2 - Continue to focus on grant opportunities to cover additional needs or wants that current funding and budget does not cover.

01.3 - Continue working toward building the libraries capital improvement funds for future repairs, improvements, and possible expansion where needed.

Goal 2: Increase and enhance virtual presence.

Objectives:

02.1 - Continue to improve the Library website.

02.2 - Enhance Facebook pages to include links and partners.

02.3 - Add other library social media accounts such as Instagram, Pinterest and a Facebook page for Montezuma Creek.

Goal 3: Improve Public Relations, Library Advocacy, and Expand Community Outreach

Objectives:

03.1 - Increase interest of diverse groups by publicizing available library resources.

03.2 - Heighten community awareness of library resources by offering workshops and activities that educate community members in the use of library services/resources.

03.3 - Obtain a broader collection of items that will be of interest to diverse populations.

03.4 - Expand collections that fit the needs and wants of community members.

03.5 - Search out and invite community members to share skill sets and talents as volunteers through events and programming.

03.6 - Educate Library staff in the use of available library resources through classes and training offered by the State Library and webinars.

03.7 - Submit monthly library article to local newspapers

03.8 - Develop more partnerships with community businesses, schools and organizations.

03.9 - Expand presence in Montezuma Creek through youth programming.

Goal 4: Improve Library Trustee skills

Objectives:

04.1 - Assure Trustee Training requirements are fulfilled.

04.2 - Follow SJ County administrative protocols.

04.3 - Ask for and utilize feedback from library staff, county commissioners, and the public to improve service as Trustee.

Goal 5: Develop and utilize plan for spending Grant monies

Objectives:

05.1 - Assess needs of Library System, and determine which grants are appropriate to meet these needs.

05.2 - Research and write grants based on determined needs.

05.3 - Develop strategy for use of funds, based on requirements of the grant(s) received.

Goal 6: Develop and utilize plan for Technology Development

Objectives:

06.1 - Create plan to improve and expand technology needs to meet current and anticipated advancements and community needs.

06.2 - Ensure that budget plan supports determined needs.

06.3 - Search for grants to supplement funds as needed.

Library Board Chairperson signature _____

Date _____

The **San Juan County Library** wants to hear from **YOU** about what services and programs you use, or improvement you want to see in the library. Please complete this survey and return it for a chance to earn a sweet treat!

Section 1: Please tell us about how you use the library and your opinions about the library. Check/write answers to the following questions:

1. Do you have a library card? ___ Yes ___ No ___ I Don't Know

2. How often do you visit the library?

- ___ At least once a week
- ___ Once a month
- ___ Once every six months
- ___ Once a year
- ___ This is my first visit
- ___ Never

3. If you don't visit the library, what would draw you there?

4. If you visit the library often, what keeps you coming back?

5. I am most interested in (check all that apply):

- ___ Learning about something (taking a class, attending a lecture...)
- ___ Learning how to do something (gardening, crafting, navigating computer/programs...)
- ___ Opportunities to meet other people, share and experience (book discussions, socials, travel...)
- ___ Opportunities to do something (volunteer, community projects...)
- ___ Other _____

6. What is the best time for you to visit the library? (Check all that apply)

Weekday: ___ (9am – 11am) ___ (11am – 2pm) ___ (2pm – 5pm) ___ (5pm – 7pm)

Weekend: ___ (9am – 11am) ___ (11am – 2pm) ___ (2pm – 5pm) ___ (5pm – 7 pm)

Other more Specific Time: _____

7. What do you value most about the library?

8. How could the library or its services be improved with consideration to rising costs?

Item 5.

9. How important is each of the following library services to you?

Services	Very Important	Important	Somewhat Important	Not Important/Should be cut	Don't know/Not applicable
Borrowing materials (books, DVDs, etc.)					
Newspapers and magazines					
Computers and printers					
Downloadable eBooks and audiobooks					
Programs (craft club, story time, classes)					
Community meeting room					
Free Internet Access/WiFi					
Hot Spots					
Photocopier/Scanner/Fax Machine					
Staff Assistance					
Overall, how important is the library to you and your family?					

Section 2: Please tell us about yourself so that we may better serve you:

10. How old are you?

1-18 years old
 19-34 years old
 35-49 years old
 50 – 64 years old
 65-79 years old
 80 years and older

11. What gender best describes you?

Male
 Female
 Prefer not to disclose

12. What language is spoken at your home?

English
 Spanish
 Navajo
 Other _____

13. What is your employment status?

Employed or Self-employed
 Student
 Unemployed
 Homemaker
 Retired
 Other _____

14. Do you have children under 18? ___ Yes ___ No

Item 5.

15. Your tax dollars are important to the funding of the library system. Due to rising costs would you (circle one):

A – Accept a tax increase

B – Donate additional funding

C – Spend more time using services the library provides

D – All of the above

E – Do nothing

Please write any comments or list any issues that you would like to see the library consider as it plans for the future:

15. Final Question: Do you like CHOCOLATE? If the answer is YES please return this survey for a sweet treat! If completed online visit your nearest library and let a librarian know you have completed this survey.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY AND
FOR HELPING US TO SERVE YOU BETTER!**

BENCHMARKS 2023

Key performance measures of public library services in Utah

San Juan County Library	Benchmark #1 Library Visits	Benchmark #2 Circulation of Physical Materials	Benchmark #3 Circulation of Electronic Materials	Benchmark #4 Turnover Rate of Physical Materials	Benchmark #5 Turnover Rate of Electronic Materials	Benchmark #6 Internet Terminal Users	Benchmark #7 Wifi Users	Benchmark #8 Attendance at Programs	Benchmark #9 Local Operating Expenditures	Benchmark #10 Percentage of Collections Budget	Benchmark #11 Staffing Levels	Benchmark #12 Number of Programs	Population of Legal Service Area	Benchmarks Achieved (Reached at least 10th percentile) - needs at least 7	Benchmarks at or OVER 70th percentile - Needs 5 or more for Quality Library Designation	Benchmarks FAILED (below 10th percentile) - cannot fail more than 5
Library Figures Reported for FY2022	55,241	52,827	18,300	0.82	0.05	5,773	40,594	4,870	\$380,761	8.03%	7.85	261	14,489	11	1	1
Benchmarks at the 10th Percentile	29,144	47,274	18,971	0.47	0.01	1,045	1,585	2,527	\$231,266	6%	4.20	88				
50th Percentile	51,231	93,335	36,066	1.58	0.05	4,412	9,764	6,187	\$442,766	13%	7.54	299				
70th Percentile	63,495	128,359	44,363	2.50	0.13	6,919	35,330	9,740	\$507,767	16%	9.76	486				
RED represents a value below the 10th percentile																
YELLOW represents No Data was submitted and benchmark could not be calculated																
GREEN represents a value equal to or above the 70th percentile																
The benchmarks below represent per capita calculations of the peer group. The peer group includes all certified city and county libraries with a legal services area under 50,000 people.																
	BENCHMARK #1 Library Visits per capita	BENCHMARK #2 Circulation of Physical Materials per capita	BENCHMARK #3 Circulation of Electronic Materials per capita	BENCHMARK #4 Turnover Rate of Physical Materials (circ/coll)	BENCHMARK #5 Turnover Rate of Electronic Materials (circ/coll)	BENCHMARK #6 Internet Terminal Users per capita	BENCHMARK #7 WiFi Users per capita	BENCHMARK #8 Attendance to Programs per capita	BENCHMARK #9 Local Operating Expenditures per capita	BENCHMARK #10 Percentage of Collections Budget (coll exp/total exp)	BENCHMARK #11 Staffing Levels (FTE) per capita	BENCHMARK #12 Number of Programs per capita				
Benchmarks 10th Percentile	2.011468875	3.262780918	1.309348689	0.470843432	0.014786093	0.072089443	0.109413174	0.174410557	\$15.96	6%	0.000289905	0.008070727				
Benchmarks 50th Percentile	3.535867948	6.441777122	2.489197531	1.57865277	0.048558969	0.304538416	0.673909256	0.427009824	\$30.56	13%	0.000520208	0.020621				
Benchmarks 70th Percentile	4.38227226	8.859073585	3.061857396	2.495891388	0.125778552	0.477561615	2.438390714	0.67224227	\$35.04	16%	0.000673813	0.033512973				

San Juan County
Financial Statement - Library Financials
01/01/2023 to 07/31/2023
58.33% of the fiscal year has expired

	July Actual	2023 Year-to-Date Actual
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
72.1110000 General Checking - Combined - Library	(53,646.24)	(143,413.78)
72.1112000 Zions - Payroll	17,329.38	26,456.43
72.1162000 PTIF 897 General - Library	0.00	396,791.67
72.1175000 Undeposited Receipts	320.40	369.60
Total Cash and cash equivalents	<u>(35,996.46)</u>	<u>280,203.92</u>
Total Current Assets	<u>(35,996.46)</u>	<u>280,203.92</u>
Total Assets:	<u>(35,996.46)</u>	<u>280,203.92</u>
Liabilites and Fund Equity:		
Equity - Paid In / Contributed		
72.2951000 Fund Balance - Unappropriated	(35,996.46)	280,203.92
Total Equity - Paid In / Contributed	<u>(35,996.46)</u>	<u>280,203.92</u>
Total Liabilites and Fund Equity:	<u>(35,996.46)</u>	<u>280,203.92</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>

San Juan County
Financial Statement - Library Financials
01/01/2023 to 07/31/2023
58.33% of the fiscal year has expired

Item 8.

	July Actual	2023 Year-to-Date Actual	2023 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
72.3110000 Property Taxes	0.00	0.00	415,557.00	415,557.00	0.00%
Total Taxes	0.00	0.00	415,557.00	415,557.00	0.00%
Intergovernmental revenue					
72.3310000 Other Federal Grants	3,596.33	5,611.99	3,100.00	(2,511.99)	181.03%
72.3340000 Other State Grants	310.00	8,500.00	7,000.00	(1,500.00)	121.43%
72.3350000 Other Misc Grants	0.00	500.00	0.00	(500.00)	0.00%
Total Intergovernmental revenue	3,906.33	14,611.99	10,100.00	(4,511.99)	144.67%
Charges for services					
72.3413000 Library Fees	0.00	0.00	50.00	50.00	0.00%
72.3415000 Sale of Maps/Publications	83.99	1,200.81	2,450.00	1,249.19	49.01%
72.3495000 Copier	387.48	2,878.99	4,700.00	1,821.01	61.26%
Total Charges for services	471.47	4,079.80	7,200.00	3,120.20	56.66%
Fines and forfeitures					
72.3500000 Fines and Forfeitures	14.20	42.19	0.00	(42.19)	0.00%
72.3512000 Library Fines	12.96	32.75	0.00	(32.75)	0.00%
Total Fines and forfeitures	27.16	74.94	0.00	(74.94)	0.00%
Interest					
72.3610000 Interest Earnings	0.00	7,808.46	2,500.00	(5,308.46)	312.34%
Total Interest	0.00	7,808.46	2,500.00	(5,308.46)	312.34%
Miscellaneous revenue					
72.3620000 Rents and Concessions	0.00	481.99	1,000.00	518.01	48.20%
Total Miscellaneous revenue	0.00	481.99	1,000.00	518.01	48.20%
Contributions and transfers					
72.3825000 LATCF Transfer from General Funds	0.00	0.00	173,467.00	173,467.00	0.00%
72.3830000 Contributions Private	4.00	1,049.75	1,200.00	150.25	87.48%
72.3890000 Beg Fund Balance to be Approp.	0.00	0.00	19,822.00	19,822.00	0.00%
Total Contributions and transfers	4.00	1,049.75	194,489.00	193,439.25	0.54%
Total Revenue:	4,408.96	28,106.93	630,846.00	602,739.07	4.46%
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
72.4167110 Salaries and Wages	2,883.66	11,662.33	20,784.00	9,121.67	56.11%
72.4167131 FICA Expense	208.13	806.97	1,556.00	749.03	51.86%
72.4167132 Retirement Benefits	290.11	1,795.48	3,655.00	1,859.52	49.12%
72.4167134 Health Insurance	331.51	2,231.65	0.00	(2,231.65)	0.00%
72.4167251 Gas, Oil and Grease	44.61	530.26	0.00	(530.26)	0.00%
72.4167260 Buildings and Grounds	51.02	1,173.12	3,000.00	1,826.88	39.10%
72.4167270 Utilities	661.21	5,334.54	11,500.00	6,165.46	46.39%
72.4167310 Professional and Technical	115.62	368.65	1,400.00	1,031.35	26.33%
Total Monticello Library Building	4,585.87	23,903.00	41,895.00	17,992.00	57.05%
Blanding Library Building					
72.4168110 Salaries and Wages	1,950.72	15,754.70	28,434.00	12,679.30	55.41%
72.4168131 FICA Expense	137.76	1,121.04	2,141.00	1,019.96	52.36%
72.4168132 Retirement Benefits	234.91	1,740.28	3,019.00	1,278.72	57.64%
72.4168134 Health Insurance	323.60	2,223.74	0.00	(2,223.74)	0.00%
72.4168220 Public Notices	0.00	33.60	0.00	(33.60)	0.00%
72.4168260 Buildings and Grounds	93.33	1,183.00	3,000.00	1,817.00	39.43%
72.4168270 Utilities	0.00	4,448.61	8,500.00	4,051.39	52.34%
72.4168310 Professional and Technical	115.63	368.69	1,400.00	1,031.31	26.34%
Total Blanding Library Building	2,855.95	26,873.66	46,494.00	19,620.34	57.80%
Satellite Buildings					
72.4169110 Salaries and Wages	552.65	4,363.89	7,569.00	3,205.11	57.65%
72.4169131 FICA Expense	37.79	299.81	554.00	254.19	54.12%
72.4169132 Retirement Benefits	99.33	730.25	1,300.00	569.75	56.17%
72.4169134 Health Insurance	106.34	837.72	0.00	(837.72)	0.00%
72.4169260 Buildings and Grounds	0.00	78.97	0.00	(78.97)	0.00%
72.4169310 Professional and Technical	23.75	177.66	400.00	222.34	44.42%

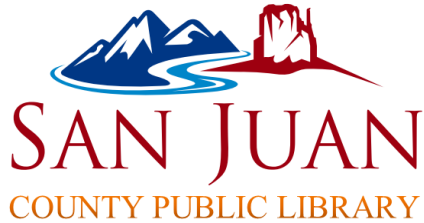
San Juan County
Financial Statement - Library Financials
01/01/2023 to 07/31/2023
58.33% of the fiscal year has expired

Item 8.

	July Actual	2023 Year-to-Date Actual	2023 Budget	Unearned/ Unused	% Earned/ Used
Total Satellite Buildings	819.86	6,488.30	9,823.00	3,334.70	66.05%
Library Board					
72.4580620 Miscellaneous Services	0.00	850.00	2,500.00	1,650.00	34.00%
Total Library Board	0.00	850.00	2,500.00	1,650.00	34.00%
San Juan County Library System					
72.4581110 Salaries and Wages	21,287.65	167,241.75	357,835.00	190,593.25	46.74%
72.4581131 FICA Expense	1,580.08	12,459.24	27,148.00	14,688.76	45.89%
72.4581132 Retirement Benefits	1,939.78	14,803.74	30,537.00	15,733.26	48.48%
72.4581134 Health Insurance	3,234.54	24,530.37	36,000.00	11,469.63	68.14%
72.4581140 Other Employee Benefits	131.94	771.75	0.00	(771.75)	0.00%
72.4581210 Subscriptions and Memberships	0.00	876.64	1,146.00	269.36	76.50%
72.4581220 Public Notices	0.00	93.80	44.00	(49.80)	213.18%
72.4581230 Travel Expense	105.97	916.28	1,470.00	553.72	62.33%
72.4581240 Office Expense	47.68	2,961.72	4,750.00	1,788.28	62.35%
72.4581241 Postage	315.00	315.00	675.00	360.00	46.67%
72.4581242 Software Maintenance	0.00	3,819.82	3,990.00	170.18	95.73%
72.4581250 Computer Maintenance/Supplies	90.84	1,846.76	4,250.00	2,403.24	43.45%
72.4581251 Gas, Oil and Grease	0.00	550.61	3,420.00	2,869.39	16.10%
72.4581280 Telephone	0.00	1,159.63	2,400.00	1,240.37	48.32%
72.4581330 Employee Education	0.00	122.15	600.00	477.85	20.36%
72.4581480 Collection Development	2,321.94	9,658.24	21,600.00	11,941.76	44.71%
72.4581610 Miscellaneous Supplies/Service	42.50	49.69	875.00	825.31	5.68%
72.4581620 Special Programs	153.16	649.96	3,610.00	2,960.04	18.00%
72.4581740 Equipment Purchases	0.00	267.24	1,700.00	1,432.76	15.72%
72.4581915 Transfers to Other Units	0.00	2,456.46	9,180.00	6,723.54	26.76%
72.4581920 Grant Expenses	892.66	12,566.37	18,904.00	6,337.63	66.47%
Total San Juan County Library System	32,143.74	258,117.22	530,134.00	272,016.78	48.69%
Total Library	40,405.42	316,232.18	630,846.00	314,613.82	50.13%
Total Parks, Recreation, and Public Property	40,405.42	316,232.18	630,846.00	314,613.82	50.13%
Total Expenditures:	40,405.42	316,232.18	630,846.00	314,613.82	50.13%
Total Change In Net Position	(35,996.46)	(288,125.25)	0.00	288,125.25	0.00%

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2023 to 07/31/2023
58.33% of the fiscal year has expired

	July Actual	2023 Year-to-Date Actual	2023 Budget	Unexpended	% Used
Change In Net Position					
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	2,883.66	11,662.33	20,784.00	9,121.67	56.11%
4167131 FICA Expense	208.13	806.97	1,556.00	749.03	51.86%
4167132 Retirement Benefits	290.11	1,795.48	3,655.00	1,859.52	49.12%
4167134 Health Insurance	331.51	2,231.65	0.00	(2,231.65)	0.00%
4167251 Gas, Oil and Grease	44.61	530.26	0.00	(530.26)	0.00%
4167260 Buildings and Grounds	51.02	1,173.12	3,000.00	1,826.88	39.10%
4167270 Utilities	661.21	5,334.54	11,500.00	6,165.46	46.39%
4167310 Professional and Technical	115.62	368.65	1,400.00	1,031.35	26.33%
Total Monticello Library Building	4,585.87	23,903.00	41,895.00	17,992.00	57.05%
Blanding Library Building					
4168110 Salaries and Wages	1,950.72	15,754.70	28,434.00	12,679.30	55.41%
4168131 FICA Expense	137.76	1,121.04	2,141.00	1,019.96	52.36%
4168132 Retirement Benefits	234.91	1,740.28	3,019.00	1,278.72	57.64%
4168134 Health Insurance	323.60	2,223.74	0.00	(2,223.74)	0.00%
4168220 Public Notices	0.00	33.60	0.00	(33.60)	0.00%
4168260 Buildings and Grounds	93.33	1,183.00	3,000.00	1,817.00	39.43%
4168270 Utilities	0.00	4,448.61	8,500.00	4,051.39	52.34%
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Total Blanding Library Building	2,855.95	26,873.66	46,494.00	19,620.34	57.80%
Satellite Buildings					
4169110 Salaries and Wages	552.65	4,363.89	7,569.00	3,205.11	57.65%
4169131 FICA Expense	37.79	299.81	554.00	254.19	54.12%
4169132 Retirement Benefits	99.33	730.25	1,300.00	569.75	56.17%
4169134 Health Insurance	106.34	837.72	0.00	(837.72)	0.00%
4169260 Buildings and Grounds	0.00	78.97	0.00	(78.97)	0.00%
4169310 Professional and Technical	23.75	177.66	400.00	222.34	44.42%
Total Satellite Buildings	819.86	6,488.30	9,823.00	3,334.70	66.05%
Library Board					
4580620 Miscellaneous Services	0.00	850.00	2,500.00	1,650.00	34.00%
Total Library Board	0.00	850.00	2,500.00	1,650.00	34.00%
San Juan County Library System					
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4581132 Retirement Benefits	1,939.78	14,803.74	30,537.00	15,733.26	48.48%
4581134 Health Insurance	3,234.54	24,530.37	36,000.00	11,469.63	68.14%
4581140 Other Employee Benefits	131.94	771.75	0.00	(771.75)	0.00%
4581210 Subscriptions and Memberships	0.00	876.64	1,146.00	269.36	76.50%
4581220 Public Notices	0.00	93.80	44.00	(49.80)	213.18%
4581230 Travel Expense	105.97	916.28	1,470.00	553.72	62.33%
4581240 Office Expense	47.68	2,961.72	4,750.00	1,788.28	62.35%
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Total Parks, Recreation, and Public Property	40,405.42	316,232.18	630,846.00	314,613.82	50.13%
Total Expenditures:	40,405.42	316,232.18	630,846.00	314,613.82	50.13%
Total Change In Net Position	(40,405.42)	(316,232.18)	(630,846.00)	(314,613.82)	50.13%



ASSISTANT DIRECTOR REPORT

MEETING DATE: August 17, 2023

ITEM TITLE, PRESENTER: Presented by Mikaela Ramsay, Assistant Library Director & Monticello Branch Librarian

MONTICELLO LIBRARY UPDATE

- We have just completed our Summer Reading and STEAM (Science-Technology-Engineering-Art-Math) activities. We are gearing up for our school season weekly activities which include Craft Club and Story Hour. Sally is our newest assistant librarian and she is super excited to get started with Craft Club.
- Becky is working on our upcoming Eclipse program

LA SAL LIBRARY UPDATE

- A special thanks to Heather Lynn of our Library Board! She has made several suggestions for public outreach that we are super excited about. The first is a partnership with the La Sal Country Market. We plan to have a booth on August 29th from 5 – 7 PM where we will have a couple of giveaways and a booksale. Heather has helped spread the word by notifying the San Juan Record, radio station and local Facebook groups. We have advertised on our Library webpage and Facebook page.
- Thanks to Heather's brilliant brainstorm, we are also planning on partnering with Kristl Johnson who runs a La Sal Community Teen Night to co-host a game night in October. Thankfully we have a resident video game expert, Holly who has the activity planned out.

COWORKING SPACE

- We are grateful to Debra McKee in the Economic Development Department for working so hard to develop, print and distribute Coworking Space brochures in time for the 24th of July visitors. The Coworking Space has earned \$108 just from July 24th to August 13th and we appreciate the increased use.
- Debra is working on having the Smart Projector and OWL installation done by our county tech department.

OTHER ITEMS

- Our fantastic building maintenance crew installed our memorial sculpture outside in time for the 24th of July celebrations
- Installation used up most of the remaining funds donated and the T.R. Paul Foundation is considering an additional \$200 to cover the cost of a memorial plaque.



The Monticello Library memorial sculpture was donated by the T.R. Paul Family Foundation on behalf of Flight Service LLC in memory of RD and Vee Carroll. Flight Service LLC is the company that built the US Forest Service building in Monticello.

LOCAL ARTISTS & MORE!

La Sal Country Market

La Sal Community Center
Tuesday, August 29
5 - 7 PM

Handmade Marketplace
Soap, Jewelry, Decor & More
Resources, Crafts & Prizes

BRING THE FAMILY

In Partnership with the La Sal Public Library.
Vendors welcome. Please join us!

LA SAL COUNTRY MARKET
5 PM - 7 PM
AUG 29th

Come see the **Library** booth at the La Sal Country Market

book sale
FREE treat
FREE craft
FREE book
and more....