



LIBRARY BOARD MEETING - JAN 26, 2023 - UPDATED VERSION WITH MINUTES

Virtual Meeting: <https://meet.google.com/ddo-xbmw-wko?hs=122&authuser=0>
January 26, 2023 at 5:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of Minutes: Library Board Budget Meeting - Oct 20, 2022 - Attached Version

PUBLIC COMMENT

BUSINESS/ACTION

2. 2023 Library Board Elections
3. Library Board Letter of Interest: Kelly Mike Green from La Sal
4. Library Board Letter of Interest: Heather Lyman from La Sal
5. Library Board Letter of Interest: Marlene Huckabay from Spanish Valley
6. 2023 Trustee Training
7. CLEF Grant for Approval
8. Exploring Monument Valley Community Center Partnership
9. UETN E-Rate for La Sal Library for Fiber Optics
10. Blanding Branch Vending Machine

LIBRARY DIRECTOR REPORT

11. Director Report by Nicole Perkins

REPORTS FOR BLANDING, MONTICELLO AND SATELLITES

12. Assistant Library Director / Monticello Branch Report by Branch by Mikaela Ramsay

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 - OCT 2022 BUDGET

Virtual Meeting | <https://meet.google.com/feo-nmed-chq?hs=224>

October 20, 2022 at 5:30 PM

MINUTES

CALL TO ORDER: 5:32 PM

ROLL CALL:

Present: Ramona Chamberlain (Board Chair), Tim Schulte, Genevieve Ford, Marjorie Haun-Storland, Lucille Cody (joined later); Nicole Perkins (Library Director), Mikaela Ramsay (Assistant Library Director), Mack McDonald (County Representative)

APPROVAL OF MINUTES

1. September 15, 2022 - Meeting Minutes. No changes needed. Schulte moved to approve, Haun-Storland seconded, motion passed unanimously.
2. October 6, 2022 - Special Meeting Minutes. Some changes noted. Schulte moved to approve, Ford seconded, motion passed unanimously.

PUBLIC COMMENT

Ramsay said patrons visit library and give positive comments.

BUSINESS/ACTION

3. Library Board 2023 Schedule – The board decided to accept the schedule of meeting every 4th Thursday of every other month for the year, with budget meeting in October. Haun-Storland moved to approve schedule, Schulte seconded, motion passed unanimously.
4. Hotspot Grant 2022-2023 – State will cover 66% of cost and county will cover 34% to continue use of 14 hotspots. Montezuma Creek utilizes the hotspots the most due to lack of wifi in homes. Surplus devices will be used as replacement parts or sent to county auction. Emery Telcom has run fiber to the southern areas but patrons can't afford to hook up. Schulte moved to ratify the grant, seconded by Ford, approved unanimously.
5. 2023 Proposed Budget for Approval – County property taxes estimated at \$435,000 to be collected. PTIF Fund rests at \$201,997 for the year in comparison to \$90,000 from the previous year (Noted later in meeting that numbers were \$382,336 for last year and \$385,287 from this year with liability and expenses subtracted). We were under budget from the previous year and some grants rolled over to the next year. McDonald and Perkins discussed repair and cost for

parking lots. County plans to receive an additional \$4 million to help boost needed costs. Vehicle status discussed. Perkins went over line items and what numbers seemed appropriate, especially for rising costs. Individual libraries and satellite cost breakdowns given of what each library and branch costs to run and compared to population. There is a downward trend in the Library Fund. Chamberlain noted board budget might be too low if all nine board positions were filled. Ford wants to eliminate \$50 board volunteer monies. Schulte expressed frustration about donating books. Schulte moved to accept 2023 proposed budget, seconded by Haun-Storland, passed unanimously.

LIBRARY DIRECTOR REPORT

Director report given in previous meeting packet. PBS grant for read-a-thon in motion. Kalvina Hanley is in charge of special events, recent Hispanic event at Blanding library with Native American event in future. Perkins gave shout out to Mikaela for all her extra efforts and Brenda Freestone for her diligence to jail/inmate book delivery.

REPORTS FOR BLANDING, MONTICELLO AND SATELLITES

LIBRARY CHAIR REPORT

Reminder there will be board elections in January for Chair, Vice-Chair, and Secretary positions. Trustee training also planned for January 26th meeting. Open meetings to be done individually. Binders discussed. Grand County was in agreement with proposed contract. McDonald reported that the \$4 million acquisition is still being discussed depending on priorities.

ADJOURN: 7:31 PM

Haun-Storland moved to adjourn, Ford seconded, voting unanimous in the affirmative.

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: _____

1/13/2023

To Whom it May Concern:

I have been informed that a position on the library board is opening up and would like to be considered as a member. I have an interest in serving the community and feel I can contribute. I have a Masters Degree from the University of Utah in Social Work, and worked for the State of Utah for 29 years in various positions in both administrative and clinical work. I have authored and self published two books and have written several articles regarding local issues affecting San Juan County as well as had other articles accepted in magazines. I enjoy poetry and have had several works accepted in local projects in Grand County as well. I have an interest in literary endeavors and feel I could contribute to being on the library board as a member and hope you will consider me for the position.

Respectfully, Kelly Mike Green.

P.O. Box 47 La Sal Utah. 84630

Cell Phone # [435-459-3812](tel:435-459-3812)

kmglasal42@yahoo.com

From: **Heather Lynn** <heatherjlynn1@gmail.com>
Date: Mon, Jan 23, 2023 at 5:09 PM
Subject: Library board
To: nperkins@sanjuancounty.org <nperkins@sanjuancounty.org>

Hello Nicole,

I am writing to express my interest in serving on the county library board. My background includes over 20 years in public and charter school education. My most recent position was an Outreach Specialist for Ombudsman Charter High School in Glendale, Arizona. As the Outreach Specialist my role included (but not limited too) enrollment, retention, and outreach. I have experience in real estate and property management as well. I enjoy working with the public and bringing the community together.

Please contact me if you have any questions or need additional information.

Thank you,
Heather Lynn
(928) 916-7005

Nicole and Mac,

Carolyn informed me she was stepping down from the Library board and was I interested in applying for the position. Yes I am.

I love the Moab Library and use the book, movies, PC machine and help from the staff often. I can imagine that your Library is just the same and everyone loves it. I have never been in your Library and as I drive by when going South I think I should stop in sometime. Nicole I believe you and I had a interview together for Story Corp a few years ago.

As for qualifications Carolyn did not say, but if reading to children, and myself for years maybe I qualify. I have 3 grown Children 5 grandchildren, and 3 great grandchildren. I have spent a fair amount of time in Libraries and read a few books. If you want more about me, just ask, I am an open book!

I look forward to hearing from you and finding out more should you choose to have me on your board. It is my understanding your meetings are once a month and are on Zoom, which is nice being 50 miles away.

Sincerely,
Marlene Huckabay

L 259— 39333
Cell 210-4347..... 435 area code



STATE OF UTAH

CONTRACT # 231622

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 **USL** and/or **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
 Partnership
 Government Agency

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

Commodity Code # 99999

2. GENERAL PURPOSE OF CONTRACT: The general purpose of this contract is to provide Community Library Enhancement Funds (CLEF) for the development of local public library services.
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: Certified Public Library status.
4. CONTRACT PERIOD: Effective Date: 07/01/2022 Termination Date: 06/30/2023, 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 01/17/2023.**
5. CONTRACT COSTS: GRANTEE will be paid a maximum of \$ 7190 for costs authorized by this contract. Prompt Payment Discount (if any): N/A. Additional information regarding costs: N/A.
6. ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:
 Attachment A - Standard Terms & Conditions for Grants
 Attachment B – Scope of Work and Special Provisions
 Other Attachments: The following attachments are required documents and are included in the total documentation for Contract, though received at different times during the effective dates of Contract.

- CLEF Final Report

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

7. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:
- All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
 - Utah State Procurement Code, Procurement Rules, and GRANTEE'S response to Bid # N/A , dated N/A.
8. 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. Further, that Contractor is registered with the Utah Department of Commerce and is in good standing.

The parties sign and cause this contract to be executed. This contract is not fully executed until the State of Utah Approving Authorities have signed this contract.

Item 7.

**Contract between USL and Utah Dept of Cultural and Community Engagement
CONTRACT #**

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

GR/



Library Director



Fiscal Officer

1/17/2023

Date

STATE



Director, State Library Division

N/A - Grant

Dire

asing

RECEIVED AND PROCESSED
BY DIVISION OF FINANCE



Director, 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 Utah Dept of Cultural and Community Engagement
CONTRACT #

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 Utah Dept of Cultural and Community Engagement
CONTRACT # 231622**

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 signatures by 01/17/2023.** Any exceptions must be arranged in writing via email to ffischer@utah.gov.
2. The effective dates of Contract shall be from 07/01/2022 through 06/30/2023, 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 \$7190.
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.
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

SCOPE OF WORK:

1. In fulfilling its responsibilities hereunder GRANTEE shall:
 - (a) Comply with the standards for elements of public library service as specified in *Standards for Utah Public Libraries* in effect as of January 1, 2022.
 - i. LOCAL GOVERNMENT SUPPORT: In order to continue to receive CLEF funds in the future, at least 65% of the library's total operating revenues must come from jurisdictional tax revenues in order for the jurisdiction to be eligible for CLEF. (*Standards for Utah's Public Libraries*, Standard #9)
 - (b) Expend CLEF funds only for the following purposes:
 - 1- **Collection Development** (for example: children's materials, digital media materials, online resources, materials in another language, special new collections, enhanced current collections).
 - 2- **Technology For Public Use** (for example: public access computing, library catalogs, online resources, technology training, Wi-Fi, other technology that can be used by patrons).
 - 3- **Programming** (for example: community outreach programs, any programs sponsored by the library, on or off site).
 - 4- **Retrofitting the Library Building for ADA Compliance** (If you plan to use CLEF monies in this category, you MUST contact the grants coordinator before beginning your project.)
 - 5- **Minor capital projects** (for example, updating furniture, carpet, paint, and minor repairs.)

CLEF funds shall not be used as match for Federal LSTA grants and shall not replace local funding.

Contract between USL and Utah Dept of Cultural and Community Engagement
CONTRACT #

(c) Please indicate on the following lines what you plan to purchase with CLEF Grant funds for your library:

(d) Expend the total CLEF funds shown below in accordance with the provisions of this Contract by June 30, 2023, and complete and submit the COMMUNITY LIBRARY ENHANCEMENT FUND Report to USL by September 15, 2023. This report should be submitted online and is found at <https://ut.countingopinions.com/login.php>.

The CLEF Fund Report for the previous State fiscal year must be submitted to the State Library before funds will be provided under the current Contract. GRANTEE also agrees to make library financial records available for audit or inspection, if requested. For additional information regarding CLEF, please refer to library.utah.gov/clef.

2. AGREEMENT AMOUNTS and SCHEDULE OF PAYMENT:

The USL shall pay GRANTEE amount as indicated previously in Attachment B, paragraph 3.

The aforementioned amount is payable once the Contract is received by USL with all signatures and is processed accordingly. One completed copy of the Contract will be returned to the GRANTEE along with their fund check. Please note that this process may take several weeks to complete.

Vendor	Description	Site # (FY.Term.#)	Site/Location Name	USAC Entity #	Site Address	Preferred Aggregation Address	Description of Service - Bandwidth	Additional Information	MRC - Monthly Recurring Charge	Est 60 Month Total Cost of Contract (MRC x Term + Total NRC)	Vendor Equipment (* Or Functional Equivalent)
Emery	San Juan County Library	23.5.301	La Sal Library	Pending	UT-46, La Sal, UT 84530	USU 639 W 100 S, Blanding, UT 84511	1 Gbps	New	\$655.00	\$39,300.00	Cisco 9200

San Juan County
Financial Statement - Library Financials
01/01/2022 to 12/31/2022
100.00% of the fiscal year has expired

	<u>December Actual</u>	<u>2022 Year-to-Date Actual</u>
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
72.1110000 General Checking - Combined - Library	397,991.49	147,856.98
72.1112000 Zions - Payroll	0.00	(10,716.21)
72.1162000 PTIF 897 General - Library	0.00	388,025.13
Total Cash and cash equivalents	<u>397,991.49</u>	<u>525,165.90</u>
Total Current Assets	<u>397,991.49</u>	<u>525,165.90</u>
Total Assets:	<u>397,991.49</u>	<u>525,165.90</u>
Liabilites and Fund Equity:		
Equity - Paid In / Contributed		
72.2951000 Fund Balance - Unappropriated	397,991.49	525,165.90
Total Equity - Paid In / Contributed	<u>397,991.49</u>	<u>525,165.90</u>
Total Liabilites and Fund Equity:	<u>397,991.49</u>	<u>525,165.90</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>

San Juan County
Financial Statement - Library Financials
01/01/2022 to 12/31/2022
100.00% of the fiscal year has expired

	December Actual	2022 Year-to-Date Actual	2022 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
72.3110000 Property Taxes	430,000.00	430,000.00	442,235.00	12,235.00	97.23%
Total Taxes	430,000.00	430,000.00	442,235.00	12,235.00	97.23%
Intergovernmental revenue					
72.3310000 Other Federal Grants	0.00	19,026.80	25,449.00	6,422.20	74.76%
72.3340000 Other State Grants	0.00	7,520.00	0.00	(7,520.00)	0.00%
Total Intergovernmental revenue	0.00	26,546.80	25,449.00	(1,097.80)	104.31%
Charges for services					
72.3413000 Library Fees	30.50	72.00	1,000.00	928.00	7.20%
72.3415000 Sale of Maps/Publications	119.10	2,459.37	3,000.00	540.63	81.98%
72.3495000 Copier	153.85	4,281.59	5,000.00	718.41	85.63%
Total Charges for services	303.45	6,812.96	9,000.00	2,187.04	75.70%
Interest					
72.3610000 Interest Earnings	0.00	5,137.30	2,000.00	(3,137.30)	256.87%
Total Interest	0.00	5,137.30	2,000.00	(3,137.30)	256.87%
Miscellaneous revenue					
72.3620000 Rents and Concessions	0.00	1,404.08	1,000.00	(404.08)	140.41%
Total Miscellaneous revenue	0.00	1,404.08	1,000.00	(404.08)	140.41%
Contributions and transfers					
72.3830000 Contributions Private	0.00	1,700.61	1,200.00	(500.61)	141.72%
72.3890000 Beg Fund Balance to be Approp.	0.00	0.00	16,812.00	16,812.00	0.00%
Total Contributions and transfers	0.00	1,700.61	18,012.00	16,311.39	9.44%
Total Revenue:	430,303.45	471,601.75	497,696.00	26,094.25	94.76%
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
72.4167110 Salaries and Wages	1,122.27	13,208.01	12,576.00	(632.01)	105.03%
72.4167131 FICA Expense	81.13	926.66	962.00	35.34	96.33%
72.4167132 Retirement Benefits	207.06	2,157.09	2,260.00	102.91	95.45%
72.4167251 Gas, Oil and Grease	0.00	36.75	0.00	(36.75)	0.00%
72.4167260 Buildings and Grounds	21.26	1,676.69	3,000.00	1,323.31	55.89%
72.4167270 Utilities	978.59	10,509.21	12,000.00	1,490.79	87.58%
72.4167310 Professional and Technical	0.00	221.66	0.00	(221.66)	0.00%
Total Monticello Library Building	2,410.31	28,736.07	30,798.00	2,061.93	93.30%
Blanding Library Building					
72.4168110 Salaries and Wages	1,581.47	16,449.14	15,340.00	(1,109.14)	107.23%
72.4168131 FICA Expense	116.27	1,178.39	1,174.00	(4.39)	100.37%
72.4168132 Retirement Benefits	207.06	1,838.44	1,519.00	(319.44)	121.03%
72.4168260 Buildings and Grounds	123.95	1,394.65	2,500.00	1,105.35	55.79%
72.4168270 Utilities	680.86	7,626.19	9,000.00	1,373.81	84.74%
72.4168310 Professional and Technical	0.00	197.91	0.00	(197.91)	0.00%
Total Blanding Library Building	2,709.61	28,684.72	29,533.00	848.28	97.13%
Satellite Buildings					
72.4169110 Salaries and Wages	429.09	5,747.98	6,339.00	591.02	90.68%
72.4169131 FICA Expense	31.00	392.64	485.00	92.36	80.96%
72.4169132 Retirement Benefits	79.18	1,075.04	1,140.00	64.96	94.30%
72.4169260 Buildings and Grounds	0.00	20.25	200.00	179.75	10.13%
72.4169270 Utilities	0.00	0.00	500.00	500.00	0.00%
72.4169310 Professional and Technical	0.00	364.18	0.00	(364.18)	0.00%
Total Satellite Buildings	539.27	7,600.09	8,664.00	1,063.91	87.72%
Library Board					
72.4580230 Travel Expense	0.00	0.00	300.00	300.00	0.00%
72.4580330 Employee Education	0.00	0.00	300.00	300.00	0.00%
72.4580620 Miscellaneous Services	0.00	1,850.00	1,500.00	(350.00)	123.33%
Total Library Board	0.00	1,850.00	2,100.00	250.00	88.10%
San Juan County Library System					
72.4581110 Salaries and Wages	15,860.99	204,489.22	214,521.00	10,031.78	95.32%

San Juan County
Financial Statement - Library Financials
01/01/2022 to 12/31/2022
100.00% of the fiscal year has expired

	December Actual	2022 Year-to-Date Actual	2022 Budget	Unearned/ Unused	% Earned/ Used
72.4581131 FICA Expense	1,200.76	15,346.60	16,411.00	1,064.40	93.51%
72.4581132 Retirement Benefits	1,352.80	17,539.38	17,650.00	110.62	99.37%
72.4581134 Health Insurance	3,000.00	36,000.00	54,000.00	18,000.00	66.67%
72.4581210 Subscriptions and Memberships	46.00	1,052.74	1,136.00	83.26	92.67%
72.4581220 Public Notices	55.00	66.90	794.00	727.10	8.43%
72.4581230 Travel Expense	70.66	499.84	1,125.00	625.16	44.43%
72.4581240 Office Expense	845.61	9,489.20	5,050.00	(4,439.20)	187.90%
72.4581241 Postage	0.00	309.53	850.00	540.47	36.42%
72.4581242 Software Maintenance	0.00	4,787.35	4,356.00	(431.35)	109.90%
72.4581250 Computer Maintenance/Supplies	961.47	3,291.43	3,900.00	608.57	84.40%
72.4581251 Gas, Oil and Grease	0.00	1,603.66	3,280.00	1,676.34	48.89%
72.4581280 Telephone	152.00	(697.92)	3,752.00	4,449.92	-18.60%
72.4581330 Employee Education	350.00	522.69	650.00	127.31	80.41%
72.4581480 Collection Development	1,738.09	14,011.26	21,600.00	7,588.74	64.87%
72.4581610 Miscellaneous Supplies/Service	50.00	5,042.28	6,075.00	1,032.72	83.00%
72.4581620 Special Programs	212.03	2,046.90	2,300.00	253.10	89.00%
72.4581740 Equipment Purchases	0.00	(35.56)	1,700.00	1,735.56	-2.09%
72.4581915 Transfers to Other Units	165.00	3,180.00	22,180.00	19,000.00	14.34%
72.4581920 Grant Expenses	592.36	39,898.38	25,449.00	(14,449.38)	156.78%
Total San Juan County Library System	26,652.77	358,443.88	406,779.00	48,335.12	88.12%
Total Library	32,311.96	425,314.76	477,874.00	52,559.24	89.00%
Total Parks, Recreation, and Public Property	32,311.96	425,314.76	477,874.00	52,559.24	89.00%
Total Expenditures:	32,311.96	425,314.76	477,874.00	52,559.24	89.00%
Total Change In Net Position	397,991.49	46,286.99	19,822.00	(26,464.99)	233.51%

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2022 to 12/31/2022
100.00% of the fiscal year has expired

	December Actual	2022 Year-to-Date Actual	2022 Budget	Unexpended	% Used
Change In Net Position					
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	1,122.27	13,208.01	12,576.00	(632.01)	105.03%
4167131 FICA Expense	81.13	926.66	962.00	35.34	96.33%
4167132 Retirement Benefits	207.06	2,157.09	2,260.00	102.91	95.45%
4167251 Gas, Oil and Grease	0.00	36.75	0.00	(36.75)	0.00%
4167260 Buildings and Grounds	21.26	1,676.69	3,000.00	1,323.31	55.89%
4167270 Utilities	978.59	10,509.21	12,000.00	1,490.79	87.58%
4167310 Professional and Technical	0.00	221.66	0.00	(221.66)	0.00%
Total Monticello Library Building	2,410.31	28,736.07	30,798.00	2,061.93	93.30%
Blanding Library Building					
4168110 Salaries and Wages	1,581.47	16,449.14	15,340.00	(1,109.14)	107.23%
4168131 FICA Expense	116.27	1,178.39	1,174.00	(4.39)	100.37%
4168132 Retirement Benefits	207.06	1,838.44	1,519.00	(319.44)	121.03%
4168260 Buildings and Grounds	123.95	1,394.65	2,500.00	1,105.35	55.79%
4168270 Utilities	680.86	7,626.19	9,000.00	1,373.81	84.74%
4168310 Professional and Technical	0.00	197.91	0.00	(197.91)	0.00%
Total Blanding Library Building	2,709.61	28,684.72	29,533.00	848.28	97.13%
Satellite Buildings					
4169110 Salaries and Wages	429.09	5,747.98	6,339.00	591.02	90.68%
4169131 FICA Expense	31.00	392.64	485.00	92.36	80.96%
4169132 Retirement Benefits	79.18	1,075.04	1,140.00	64.96	94.30%
4169260 Buildings and Grounds	0.00	20.25	200.00	179.75	10.13%
4169270 Utilities	0.00	0.00	500.00	500.00	0.00%
4169310 Professional and Technical	0.00	364.18	0.00	(364.18)	0.00%
Total Satellite Buildings	539.27	7,600.09	8,664.00	1,063.91	87.72%
Library Board					
4580230 Travel Expense	0.00	0.00	300.00	300.00	0.00%
4580330 Employee Education	0.00	0.00	300.00	300.00	0.00%
4580620 Miscellaneous Services	0.00	1,850.00	1,500.00	(350.00)	123.33%
Total Library Board	0.00	1,850.00	2,100.00	250.00	88.10%
San Juan County Library System					
4581110 Salaries and Wages	15,860.99	204,489.22	214,521.00	10,031.78	95.32%
4581131 FICA Expense	1,200.76	15,346.60	16,411.00	1,064.40	93.51%
4581132 Retirement Benefits	1,352.80	17,539.38	17,650.00	110.62	99.37%
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4581230 Travel Expense	70.66	499.84	1,125.00	625.16	44.43%
4581240 Office Expense	845.61	9,489.20	5,050.00	(4,439.20)	187.90%
4581241 Postage	0.00	309.53	850.00	540.47	36.42%
4581242 Software Maintenance	0.00	4,787.35	4,356.00	(431.35)	109.90%
4581250 Computer Maintenance/Supplies	961.47	3,291.43	3,900.00	608.57	84.40%
4581251 Gas, Oil and Grease	0.00	1,603.66	3,280.00	1,676.34	48.89%
4581280 Telephone	152.00	(697.92)	3,752.00	4,449.92	-18.60%
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4581740 Equipment Purchases	0.00	(35.56)	1,700.00	1,735.56	-2.09%
4581915 Transfers to Other Units	165.00	3,180.00	22,180.00	19,000.00	14.34%
4581920 Grant Expenses	592.36	39,898.38	25,449.00	(14,449.38)	156.78%
Total San Juan County Library System	26,652.77	358,443.88	406,779.00	48,335.12	88.12%
Total Library	32,311.96	425,314.76	477,874.00	52,559.24	89.00%
Total Parks, Recreation, and Public Property	32,311.96	425,314.76	477,874.00	52,559.24	89.00%
Total Expenditures:	32,311.96	425,314.76	477,874.00	52,559.24	89.00%
Total Change In Net Position	(32,311.96)	(425,314.76)	(477,874.00)	(52,559.24)	89.00%

Library Statistics for End of Year 2022

January – October site session = 2575
 Unique visitors = 1696

Item 11.

Patron Visit

Blanding = 33,581
 Monticello = 18086
 Satellites:
 Bluff = 1052
 La Sal = 779
 MCreek = 1723
 MV & NM = **CLOSED**
TOTAL = 55,241

Checkouts

Blanding = 22809
 Monticello = 18364
 Satellites:
 Bluff, La Sal, MCreek = 4906
 MV & NM = **CLOSED**
TOTAL = 46,913

Computer Checkouts

Blanding = 2935
 Monticello = 1761
 Satellites:
 Bluff = 208
 La Sal = 6
 MCreek = 863
 MV & NM = **CLOSED**
TOTAL = 5773

Wireless Usage

Blanding = 10745
 Monticello = 8134
 Satellites:
 Bluff = 8969
 La Sal = 2391
 MCreek = 10355
TOTAL = 40,594

Hotspot checkouts

Blanding = 184 (-MiFi/- Cell.1)
 Monticello = 70 (-MiFi/-CBRS)
 Satellites:
 Bluff, La Sal, MCreek = 327 (-MiFi/- Cell.1)
TOTAL = 581

Doll, Steam kits, Stress back packs seeds, or Other Circulating

Blanding = 113
 Monticello = 73
 Satellites:
 Bluff, La Sal, MCreek = 22
TOTAL = 208

Food Bank Meals Served

Blanding = 873
 Monticello = N/A
 La Sal = 357
TOTAL = 1230

Online Circulations

Overdrive = 18,379

Website Visits

November and December no stats

Money Collected*

Blanding – 4123.74/Book Sale – 911.43
 Monticello – 2910.63/Book Sale – 997.04/CW – 859.08
 Satellites:
 Bluff – 356.23/Book Sale – 21.99
 La Sal – 56.50/Book Sale – 8.00
 MCreek – 545.46/Book Sale – 16.00
TOTAL = \$7992.56/1954.46

Programs by Age Group

Branch	Age Group # of Event	Age Group # Attended
Blanding	0-5 = 50	0-5 = 1474
	6-11 = 10	6-11 = 496
	12-18 = 7	12-18 = 49
	19+ = 58	19+ = 373
	General = 2	General = 455
Monticello	0-5 = 43	0-5 = 383
	6-11 = 48	6-11 = 720
	12-18 = 46	12-18 = 170
	19+ = 0	19+ = 0
	General = 9	General = 186
La Sal	0-5 = 0	0-5 = 0
	6-11 = 34	6-11 = 308
	12-18 = 0	12-18 = 0
	19+ = 8	19+ = 20
	General = 2	General = 33
TOTAL =	0-5 = 93	1857
	6-11 = 92	1524
	12-18 = 53	219
	19+ = 66	393
	General = 13	674
Total	317	4667

Volunteers and Volunteer Hours

	Year to date # of Volunteers	# of Hours
Blanding	15	161
Monticello	10	304
Satellite:		
Bluff		
La Sal	4	76
Montezuma Creek		
TOTAL	29	541

Self-Directed Activities –Coloring, Toy, Take Home Kits

Branch	Age Group	How Many
Blanding	0-5	342
Blanding	6-11	104
Blanding	12-18	13
Blanding	19+	10
Monticello	0-5	25
Monticello	6-11	30
La Sal	0-5	2
MCreek	0-5	3

MCreek	6-11	5
Total		53

Item 11.

Updated 01/24/2023

Number of participants?

87 children signed up for the marathon; 27 attended the celebration

Number of volunteers?

No volunteers, all tasks were assigned to the libraries

How the money was spent?

Weekly Prizes	70 Pack Animal Erasers	\$16.95
	120 Piece Ocean Animal Bookmarks	\$12.49
	Glow Rings- 24 Pack	\$13.99
	Glow Rings- 24 Pack	\$13.99
	80 Piece Cartoon Gel Pens	\$23.79
Large Raffle Prizes	Remote Control Gravity Rover	\$33.94
	Bunny Night Light	\$15.79
	24.4" Giant Sloth Plush	\$27.99
	30" Shiba Inu Plush	\$26.99
	Magnetic Tiles	\$34.99
	Smart Watch	\$32.99
Consolation Prize	Assorted Chocolate Bars	\$17.82
Celebration	Drinks	\$49.95
	Pizza & Wings	\$147.42
AWARDED AMOUNT: \$500	Total Spent:	\$469.09

Feedback from participants, parents, staff?

I think this is our third, maybe fourth year hosting the Reading Marathon. Each year, there's a little bit more participants than the year before. I like to believe that is from the amount of success we have with each hosting.

The participants are the sweetest and show so much enthusiasm during the marathon. Not only are the weekly prizes great incentives, but the larger prizes are the true motivators. So much research and thought is put into the purchasing of each large prize, solely basing it on the interests of our local children. I was able to get some photos of the prize winners and the celebration. Their excitement and motivation for this event is what encourages us to continue applying.

Without the parents, this whole marathon would have fell through. They are the ones reminding their children to read, wait long lines to write contact information on small strips of raffle submissions. Not only were they supporting and encouraging their children, but they were most patient and kind to the librarians.

The librarians helped in every step of the planning and prepping for the marathon. Assisting parents with weekly submissions and weekly prize distribution. They answered any question the families asked with what they knew or understood. They made the process a lot easier for their each other and the families. When it came to the celebration, there was so much assistance, especially with 27 children attending a mini golf course in a library. They survived the excitement of the whole event and persevered.

How receiving this money made an impact on your organization, students, community?

The PBS Reading Marathon was great in encouraging the children to take interest in the library and the material it has available to our community. We've met so many members of our community and learned of various subjects they are interested in. It gave us some insight into what we could improve in community outreach. We also learned how much our families within the community rely on our services. The families we continue to serve are an encouragement to the librarians within our library. We hope to continue serving the community with this PBS Reading Marathon.

Photos from the 2023 PBS Reading Marathon Celebration



Large Raffle Prizes on Display, ready for participants to pickup



The children creating advent chain calendars, just in time for the Holidays.

Our Mini Golfers hard at work to reach the last hole



Some of our large raffle winners!





Patricia Black Shumway was born on December 14, 1932 in Blanding, Utah to Glenn and Donna Black. She was the eldest of six children. She spent most of her life in Blanding but also enjoyed time in Bluff with her Grandma Nielson.

Patsy married her high school sweetheart Glen A. Shumway in 1951 and together they had eight children and a life full of service to family and many others. All were welcomed in her home for conversation, advice and a good meal.

She was well known as a wonderful cook and served as the head cook at Blanding Elementary for 13 years. The kids as well as the staff looked forward to lunch every day! One of Patsy's specialties was pie. One acquaintance traveling with his young son to meet with Glen said, "This woman makes the best pies in the world---and DON'T tell your mother I said that!" She also made delicious banana bread and many neighbors and friends were the lucky recipients of a warm loaf.

Patsy was a constant gardener and loved to work in her yard. She even found joy in weeding the flowerbeds and raking leaves. She especially loved a ripe, juicy, homegrown tomato.

To say that Patsy was an "avid reader" would be a gross understatement. She read constantly! As a young girl, she often read late into the night under the bed covers by flashlight. Doing so to avoid being detected by her mother who thought she needed to be asleep! She also often heard, "Patsy! Put that darn book away!"

As part of a school project all of the students in one of her children's classrooms was asked to count every book, magazine, newspaper, manual, ect. in their individual homes. When the count was turned in for the Shumway house the teacher was in disbelief over the amount of reading material available in the home. When Patsy's children would ask even the simplest question regarding almost any subject her response would be to "go get the encyclopedia and we'll find out!" She would then look up the topic and read the answer to the family. Patsy's reading included a wide variety of topics and she never tired of learning through books. You could always count on her to share something interesting from her latest read and she was quick to give great book recommendations. Her all time favorite book was "To Kill a Mockingbird" by Harper Lee. Many of her other well loved books are included in this family book donation to the Blanding City Library

This year would have been her 90th birthday. Her family thought it would be appropriate to honor her by donating 90 books to the Blanding City Library. They hope you enjoy them as much as she did or would have.

Happy Reading!



ASSISTANT DIRECTOR REPORT

MEETING DATE: January 26, 2023

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

LIBRARY UPDATE

- Our new assistant librarian is trained for the jail shift and doing very well. Nicole and I also set up a system with the new assistant where it is easier for one of us to substitute as needed and the whole shift is a little more streamlined.
- We have set up a training system that includes a Google spreadsheet of the best of the training videos and a Google Form that librarians can fill out to keep track of trainings we all do improve our skill set.
- Holly has been working on setting up a link and a searchable list of the Jon Moris collection. She has been working on putting a short biography about Jon to go on the link page. Pat and I plan to meet soon to work on promoting his collection.

COWORKING SPACE

- The Coworking Space earned \$859 in 2022
- The Economic Development Department and I have a meeting next week to review our prices and some promotional ideas.

OTHER ITEMS

- Our lovely sculpture arrived (see figure 1) and it is in our lobby for the winter. We will wait for spring to have it installed outside.
- We plan to set up some kind of Hydroponics system in the next couple months. This time we have some more compact varieties of edibles to plant and I have had all my librarians do the training. We are considering setting up one of the smaller systems this time.



Figure 1 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.