



LIBRARY BOARD MEETING - MARCH 19, 2026
Virtual Meeting
March 19, 2026 at 5:30 PM

AGENDA

CALL TO ORDER

1. EnterTextHere
2. Current Meeting Minutes Assignment by Library Board Chair Brooks

ROLL CALL

3. Presented by Library Board Chair Brooks

APPROVAL OF MINUTES

4. Library Board Meeting - January 22, 2026 Minutes for Approval by Brooks

PUBLIC COMMENT

BUSINESS/ACTION

5. Library Services and Technology Act (LSTA) Technology Grant for Approval by Perkins
6. Public Services Policy - Additional Facility Use by Perkins

LIBRARY DIRECTOR REPORT

7. Presented by Perkins, Library Director / Blanding Librarian
8. Statistics
9. Financial Reports for the Library System

ASSISTANT DIRECTOR REPORT

10. Presented by Wood, Assistant 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 ROLL CALL

Trustee Members Present for Voting This Meeting:

- Annette Myers
- Heather Lynn
- Jackie Jeppson
- Lucille Cody
- Marjorie Haun-Storland
- Marlene Huckabay
- Shanon Brooks
- Zak Podmore

Other Attendees:

- Commissioner Silvia Stubbs
- Library Director Nicole Perkins
- Assistant Library Director Mikaela Wood



LIBRARY BOARD MEETING – FEBRUARY 5, 2026
Virtual Meeting: <https://meet.google.com/fyy-hghn-vpk?hs=122&authuser=0>
January 22, 2026 at 5:30 PM – Rescheduled for February 5, 2026

MINUTES

CALL TO ORDER – 5:37 pm

1. Invocation led by Huckabay
2. Current Meeting Minutes Assignment by Library Board Chair Brooks –

ROLL CALL – 5:39 pm

3. Roll Call Presented by Chairperson Brooks

Trustees

Annette “AJ” Myers – present
 Heather Lynn – present
 Jackie Jeppson – partial present
 Lucille Cody – present
 Marjorie Haun-Storland – present
 Marlene Huckabay – present
 Shannon Brooks, Chair – present
 Zak Podmore – absent

Commissioner Silvia Stubbs – absent
 Library Director Nicole Perkins – present
 Assistant Library Director Mikaela Wood – present

Vicky Kuykendall, County Deputy Clerk Auditor - Guest

APPROVAL OF MINUTES – 5:40 pm

4. Library Board Meeting - October 23rd Minutes for Approval by Brooks

The motion to approve the October 23, 2025, meeting minutes was made by Meyers, seconded by Huckabay, and passed unanimously.

PUBLIC COMMENT – 5:41 pm

Huckabay mentioned that a friend of hers was having trouble accessing the Libby App since the new contract went in effect with the Grand County Library. Wood advised to have her call the Monticello Library for assistance.

ITEMS FOR DISCUSSION – 5:43 pm

5. Discussion Rental Room Use

Kuykendall presented information on the Quilt Guild that is open to all community members. The Quilt Guild used to meet at the Blanding library but the hours have since changed and the library is no longer open on Saturdays. Kuykendall is requesting access to the library meeting rooms after library hours.

The board discussed concerns of liability, insurance coverage, and access to the facility without staff present. The board asked several questions and discussed alternative solutions. Perkins suggested consulting with legal counsel to explore ways to accommodate established groups without opening up the library to excessive liability.

Perkins will work with Kuykendall to overcome obstacles to accommodate the Quilt Guild including library hours and liability concerns.

BUSINESS/ACTION – 6:09 pm

6. Library Board Leadership Vote

The board conducted elections for the 2026 board leadership positions. Storland nominated herself for secretary and was unanimously approved. Jeppson was suggested by Haun-Storland and Lynn for Vice Chair, accepted by vote, despite being absent from the current discussion. Jeppson joined the call later and accepted the nomination to continue as Vice Chair. Dr. Brooks was nominated for and approved as Chair.

The new leadership lineup for 2026 is Dr. Shannon Brooks (Chair), Jackie Jeppson (Vice Chair) and, Marjorie Haun-Storland (Secretary).

7. CLEF Grant Contract for Approval – 6:14 pm

Perkins reviewed the annual CLEF grant that was recently awarded in the amount of \$7,636. The grant is funded 90% upfront, with the remaining 10% received after submitting a final report and all receipts by the June 30th, 2026, deadline. The grant will be presented to the Commissioners on February 17, 2026.

LIBRARY DIRECTOR REPORT – 6:21 pm

8. Presented by Perkins, Library Director / Blanding Librarian (Pages 19-25)

Dr. Brooks thanked Perkins and Wood for their efforts in putting together their Maintenance report showing the expenses across the county buildings to the County Commissioners.

Perkins reported that the inter-local agreement with Grand County Library is in place and staff has been trained to assist San Juan County residents affected by the new contract who need to access online resources. Perkins confirmed she committed \$1,500 of the CLEFT grant to purchase additional Overdrive items to support the increased usage.

Perkins shared details about the “Every Kid Outdoor” (EKO) partnership with the Department of Natural Resources. The library will serve as a hub for participants to receive a passport book, earn

stickers for outdoor challenges, and enter to win prizes. Perkins will continue to work with Jenny Brooks to implement local outdoor activities to support this initiative.

9. Statistics (Pages 26-45)

Perkins presented the library statistics, including patron visits, computer usage, checkouts, and volunteer hours. Perkins highlighted unique events like “Scaled and Tails” and the upcoming Summer Reading Program.

Perkins recognized the extensive outreach by Wood’s staff to the jail and La Sal’s service to the senior center.

10. Financial Reports for the Library System

Perkins shared an update for the 2026 library budget approval noting that they successfully identified and corrected a major error where approximately four (4) part-time library staff positions were incorrectly charged to the maintenance budget. The correction of budget mistake will result in an estimated \$30,000 in savings for the library.

Perkins provided updates on current projects including reviewing the county end-of-year detail ledger for accuracy, working on the annual state library re-certification report. Perkins reported that the Children and Teen Enhancement Book Grant books have been purchased and distributed among the branches based on checkout rates. Perkins noted the grant goals focus on expanding graphic novels, refreshing collections, providing entry-level books, including the expansion of updated the graphic novel section, particularly focusing on titles for teens and tweens.

ASSISTANT DIRECTOR REPORT – 6:57 pm

11. Presented by Wood, Assistant Director / Monticello Librarian

Wood provided updates on story time attendance and highlighting the “Craft Club Series, a Traveling Display for our nations’ 250th anniversary of the signing of the Declaration of Independence.

Wood states that the Monticello co-working space has more than doubled its revenue compared to the previous year.

LIBRARY CHAIR REPORT – 7:01 pm

Next meeting March 19, 2026, at 5:30 pm.

ADJOURN – 7:08 pm

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: _____



STATE OF UTAH

CONTRACT #
262213

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, Utah
84511-3829

LEGAL STATUS OF GRANTEE
 Sole Proprietor
 Non-Profit Corporation
 For-Profit Corporation
 Government Agency

Contact Person: Nicole Perkins
 Phone Number: (435) 678-2335
 Email: nperkins@sanjuancountyut.gov
 Vendor ID #06866HK Commodity Code # 99999

2. GENERAL PURPOSE OF CONTRACT: The general purpose of this contract is to: Fund LSTA Technology Grant. 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 Grant Application.
4. CONTRACT PERIOD: Effective Date: 2/10/2026 Termination Date: 6/30/2026, 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 **3/10/2026**.
5. CONTRACT COSTS: GRANTEE will be paid a **maximum** of \$ 5000 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 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.
 - Grant Application with attached: Assurances
 - 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: N/A
 - a. All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
 - b. Utah State Procurement Code, Procurement Rules, and GRANTEE’S response to Bid # N/A, dated N/A.

Contract between USL and San Juan County Library System

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

GRANTEE

STATE

 Lori Maughan
Director, Manager or Authorized Signatory

 Cara Rothman
Director, State Library Division

 Lyman Duncan
Financial Officer

N/A Grant
Director, Division of Purchasing

2/26/2026
Date

PROCESSED BY FINANCE 3/2/26
Director, Division of Finance

Agency Contact for questions during the contract process.

Melanie Boyd
Agency Contact

801.715.6740
Phone Number

801-715-6767
Fax Number

mcwainwright@utah.gov
Email

ATTACHMENT A
STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR GRANTS

- **DEFINITIONS:** The following terms shall have the meanings set forth below:
 - **“Contract”** means these terms and conditions, the Contract Signature Page(s), and all other attachments and documents incorporated by reference.
 - **“Contract Signature Page(s)”** means the cover page(s) that the State and Grantee sign.
 - **“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.
 - **“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 of information that must be kept non-public under federal and state laws.
 - **“State”** means the State of Utah Department, Division, Office, Bureau, Agency, or other state entity identified on the Contract Signature Page(s).
 - **“Grant Money”** means money derived from state fees or tax revenues that is owned, held, or administered by the State.
- **“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.
- **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.
- **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.
- **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 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
 - a final written itemized report when all the Grant Money is spent.
- **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.
- **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.

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
 - **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.

- **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.
- **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.
- **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.
- **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.
- **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.

- **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.
- **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.
- **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.
- **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.
- **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.
- **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.
- **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.

- **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.
- **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.
- **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)

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:

- **This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 3/10/2026.** Any exceptions must be arranged in writing via email to Patricia Densley, Contracts/Grants Analyst for USL at pdensley@utah.gov.
- The effective dates of Contract shall be from 2/10/2026 through 6/30/2026, unless terminated sooner in accordance with the terms and conditions herein.
- The amount payable to GRANTEE by USL for the performance of activities outlined in this Agreement shall not exceed \$5000.
- 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.
- 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: Melanie Boyd, mcwainwright@utah.gov, 801.715.6740

GRANTEE Contact: Nicole Perkins, nperkins@sanjuancountyut.gov, (435) 678-2335

The Catalog of Federal Domestic Assistance lists the LSTA grant program number as CFDA #45.310.

SCOPE OF WORK:

- Library Services and Technology Act (LSTA) funds will be used to finance , Technology Grant: Printer/Copier/Scanner. Approved projects will be required to follow State and Federal guidelines in regards to procurement, expenditure of funds and reporting standards.
- 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.
- The Project Director must set up an accounting system to track expenditures of LSTA, matching, and in-kind funds or services.
- If applicable, the Project Director or Financial Officer must set up procedures for documenting any salaries/benefits costs associated with the grant project. Time sheets and payroll documentation are required for salary and benefit costs. Name must be legible, but personal information (SSN or home address, for example) may be concealed on copies sent to the USL Contact.
- 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.
- If applicable, the GRANTEE must retain electronic documentation for any salary/benefit costs applicable to the grant during the grant period and have them available for submission upon request.
- The Project Director must read the Grant Administrative Guidelines within one (1) month of the start of the grant period.
- The links for LSTA Grant Administrative Guidelines can be found at https://drive.google.com/file/d/1OOF8HT_HxmOHvhe_jokQuCnJV-au0AI/view

- The Project Director must retain all documentation (either in paper or PDF format) related to the grant project for three (3) years after the completion of the grant.
- The Project Director must acknowledge IMLS and USL as part of the grant project. Additional information is in the Grant Administrative Guidelines.
- 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.
- Funds may be requested for reimbursement by submitting a request in the portal where the application was completed: <https://cce.my.salesforce-sites.com/usl/> with the associated documentation as needed throughout the Grant period. These requests are submitted under the Reimbursement tab. Advancements may be available upon request.
- All expenditures for the grant project must be expended by 6/1/2026 and reimbursed or submitted for reimbursement by 6/10/2026.
- *Any advanced funds that will not be expended by 6/1/2026, as outlined in Grant Application and final Grant Funding, will be reimbursed to USL by 6/30/2026.*
- Final Report (including final budget information) is due to USL on or before 8/31/2026.

SPECIAL CONDITIONS:

- GRANTEE will ensure that The Institute for Museums and Library Services 2016 Grants to States Award Guidance is followed in relevant part regarding where Utah State Library and subgrantees "... must acknowledge IMLS in all related publications and activities supported with your grant money. The approved acknowledgement should read: "This program was funded in part with a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act." IMLS provides a kit with suggestions and materials to help subgrantees publicize grant activities at <http://www.imls.gov/recipients/grantee.aspx>." The IMLS website includes the IMLS logo available to download and use in published materials where appropriate.

SPECIAL PROVISIONS:

- USL will reimburse GRANTEE their portion of the LSTA funds for this project up to the total of the Grant amount of \$5000, upon receipt of a LSTA Request for Reimbursement of Expenditures form with the associated documentation throughout the Grant period as needed.

OTHER INFORMATION:

Grant Administrative Guidelines can be found at https://drive.google.com/file/d/11izQsXB3Dv_LrjLhuNe26E0YMbh4Kwu_/view.

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. By signing this contract, GRANTEE agrees to comply with the following.

Subgrantee and Subcontractors. These terms refer to the applicant 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.

Certification Regarding the Non-discrimination Statutes and Implementing Regulations
(Applies to Recipients Other than Individuals)

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) 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 Executive Order 13166, reasonable steps must be taken to ensure that limited English proficient (LEP) persons have meaningful access to the programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003)); (b) 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 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance); (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681– 83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and (d) 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. (e) the requirements of any other nondiscrimination statute(s) which may apply.

Certification Regarding Debarment and Suspension

The applicant shall 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: are presently excluded or disqualified; 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; 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 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, he or she shall attach an explanation to this 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.

In addition, the applicant agrees by submitting a proposal that, should the proposal be funded with LSTA federal funds, the grantee shall not knowingly enter into any project-related transactions (as defined under “lower tier covered transaction”) with a person who is debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from participation on this covered transaction, unless authorized by the IMLS.

The applicant further agrees by submitting this proposal to include without modification the following causes for lower tier covered transactions in all solicitations for lower tier covered transactions:

- The prospective lower tier participant certifies, by submission of the proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

A grantee may rely on the certification of a prospective sub-recipient that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its "principals."

Except when specifically authorized by the IMLS, if a grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the IMLS may terminate this transaction for cause or default.

Certification Regarding Lobbying Activities

(Applies to Applicants Requesting Federal Funds in Excess of \$ 100,000)

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

- 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.
- 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 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.
- 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, subgrants, 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, or as otherwise required by law. In addition, 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 Trafficking in Persons

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 and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement,

if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

- Provisions applicable to a recipient that is a private entity.
- You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
 - Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - Procure a commercial sex act during the period of time that the award is in effect; or
 - Use forced labor in the performance of the award or subawards under the award.
- We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
 - Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - 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 –
 - Associated with performance under this award; or
 - Imputed to you 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. part 3185.
- Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity –
 - Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 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 –
 - Associated with performance under this award; or
 - 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 9 Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.
- c. Provisions applicable to any recipient.
 - You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - Is in addition to all other remedies for noncompliance that are available to us under this award.
 - You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. Definitions. For purposes of this award term:
 - “Employee” means either:
 - An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - Another person engaged in the performance of the project or program under this award and not compensated by you 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.
 - “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.
 - “Private entity”:
 - 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. part 175.25.
 - Includes:
 - 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. part 175.25(b).
 - A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given in section 103 of the TVPA, as amended (22 U.S.C. § 7102).

Internet Safety Certification

(b) Internet Safety Pursuant to 20 U.S.C. § 9134(b)(7), the State Library Administrative Agency provides assurance that it 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) of the Communications Act of 1934, 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. (See links to Children’s Internet Protection Act (CIPA) in *Appendix F- Definitions of Federal Assurance Terms*).

Acknowledging IMLS

You and your subrecipients must acknowledge IMLS in all related publications and activities supported with your award money. An example acknowledgement would read: “This program was funded in part with a Federal award from the Institute of Museum and Library Services.” A kit with suggestions and materials to help you and your subrecipients publicize grant activities is available at <https://www.ims.gov/grants/grantrecipients/grantee-communications-kit>. If you have any questions or need assistance, you may contact staff in the Office of Communications and Government Affairs at (202) 653-4757.

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

- 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.
- Any procurement simplified acquisition threshold (currently \$100,000) under a primary covered transaction.
- 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 nonprocurement 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 <http://www.gpo.gov/fdsys/granule/CFR-2012-title47-vol3/CFR-2012-title47-vol3-sec54-520>
- Internet Safety 20 USC §9134 (f)(1) <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20section9134&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>

RECOMMENDED DEVICE CONFIGURATION

Blanding

+ HP Color LaserJet Managed Flow MFP E786z (30 ppm)

The HP LaserJet Managed Flow E786 is a laser color multifunction device with the ability to print, copy, scan, and optional fax. This printer features the ability to be upgraded and customized over time to expand its functionality and keep up with technological advances, using HP FutureSmart firmware. Optional customizable color panels and professional finishing options are available. Users may access the printer from any mobile device.

KEY FEATURES & BENEFITS

- Up to 35 ppm in monochrome or color
- 1200 X 1200 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.1-inch color touchscreen display
- Standard interface: 1 Gigabit Ethernet 10/100/1000T network; 1 Hardware Integration Pocket 2nd generation (HIP2); 1 Hi-Speed USB 2.0 (host); 1 SuperSpeed USB 3.0 (device); 1 SuperSpeed USB 3.0 (host)
- Automatic duplexing for effortless two-sided prints
- Base model dimensions: 23W X 25D X 36H inches

INCLUDED ACCESSORIES

- Speed License (25 to 30ppm)
- MFP 810 Analog Dual Fax
- Second Exit Accy
- Workgroup Stand



Photo may not represent final configuration

RECOMMENDED DEVICE CONFIGURATION

Blanding Libaray

+ Konica Minolta C301i COLOR COPIER/PRINTER WITH DF-714

The Konica Minolta BizHub C301i is a color laser A3 multifunction device, with the ability to print, copy, and scan. Users may print anytime from anywhere with Konica Minolta's innovative mobile technologies. An extensive applications portfolio and powerful finishing options make this a secure and efficient choice for busy workplaces.

KEY FEATURES & BENEFITS

- Up to 30 ppm in monochrome or color
- Up to 1200 X 1200 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.1-inch tablet-like, customizable user interface
- Standard connectivity: 10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional)
- Includes dual scan document feeder
- Base model dimensions: 31H x 27W x 24D inches

INCLUDED ACCESSORIES

- DK-516 ENHANCED COPY DESK (STORAGE ONLY)
- FK-514 Fax Kit (Supports 1st and 2nd fax line -- no mount kit required)



Photo may not represent final configuration

PROPOSED EXPENDITURES

Blanding library

Qty	Manufacturer	Model	Description
1	HP	Color LaserJet Managed Flow MFP E786z (25ppm)	Color LaserJet Managed Flow MFP E786z (25ppm)
			Speed License (25 to 30ppm)
			Workgroup Stand
			MFP 810 Analog Dual Fax
			Second Exit Accy

Service Agreement

	BW Images		Color Images	
	Volume	Overage	Volume	Overage
Color LaserJet Managed Flow MFP E786z (25ppm)	2,000	0.00902	1,200	0.06930
Outright Purchase Price				
	\$7,442.69			
Service Agreement billed monthly				
	\$101.20 + overages			

The above pricing includes delivery, installation and training.

Equipment and service pricing valid for 30 days from proposal date.

Proposal #: 14087

PROPOSED EXPENDITURES

Blanding Library

Qty	Manufacturer	Model	Description
1	Konica Minolta	C301I COLOR COPIER/PRINTER WITH DF-714	C301I COLOR COPIER/PRINTER WITH DF-714
			FK-514 Fax Kit (Supports 1st and 2nd fax line -- no mount kit required)
			DK-516 ENHANCED COPY DESK (STORAGE ONLY)

Service Agreement

	BW Images		Color Images	
	Volume	Overage	Volume	Overage
C301I COLOR COPIER/PRINTER WITH DF-714	2,000	0.01295	1,200	0.05273
36 Month				
Monthly Lease Investment			\$245.57	
Service Agreement			\$89.18	
Outright Purchase Price				
			\$7,211.92	
Service Agreement billed monthly			\$89.18 + overages	

The above pricing includes delivery, installation and training.

Equipment and service pricing valid for 30 days from proposal date.

Proposal #: 14088

TONER REPLENISHMENT PROGRAM

AUTOMATED TONER REPLENISHMENT (Pending Verification of Network Requirements)

You may be included in ImageNet’s Auto Toner Program to help streamline your supply ordering process. This automatic toner replenishment program reads the toner supply levels in your devices and sends a new toner automatically when it reaches 22 days from depletion. All networked device's toner will be monitored and when the days out threshold is reached, a new order will be created and shipped to the appropriate location. ImageNet will use only new OEM toner for all devices.

ImageNet Consulting uses a server installation of FM Audit agent to monitor toner supply levels and proactively ship out replacement toner of all networked printers, copiers, and MFPs under contract. Administrators at your organization will have access to a supplies portal to track data, like the images below. Administrators will be able to log in and view all networked copiers/MFPs, their supply levels, and audit automatic toner shipments including UPS/FedEx tracking information.



1

EVERY SUPPLY IS LABELED

All supplies have a supply routing label that tells you what device it is designated for and where that device is located.

2

AUTOMATED REORDERING

When the days out threshold is reached, the ordering system will automatically request new toner.

3

CONSTANT MONITORING

By keeping your devices plugged in and turned on at all times they stay connected to our supply monitoring system.

4

SUPPORT

If you have any questions or concerns, please reach out to us!

Supplies@ImageNet.com



Thank you for considering ImageNet Consulting
for your technology solutions!

Please contact me with any and all questions about this proposal.

Amber Bacon
Sales Consultant

abacon@imagenet.com

San Juan County Library System Public Services Policy ~~March 31, 2022~~ **March 19, 2026**

Eligible Patrons

Free access to all resources of the San Juan County libraries will be granted to patrons with an active, unrestricted San Juan County library card issued by any of our libraries. Any person, with or without a library card, is allowed access to the library facilities and have *in-house* use of the resources. All library users must comply with the library rules and regulations. All non-card-holder library users must be 18 years or older or, if under 18, must have an adult family member or guardian present.

Residents of San Juan County may apply for a library card by completing and signing an application and complies with the following requirements:

- ✓ Provide valid photo identification proving that you are over 18 years of age and proof of a San Juan County, Utah mailing and/or residential address
- ✓ Upon approval, a new patron will be designated as a “Trial Patron” for the duration of 2 months for adults and 6 months for children under 18 with a 3 item limit checkout. Trial patrons are not eligible to check out Hotspots. If Trial patron has a good history of returning items after Trial period, then they will be moved to “Active” patron status and eligible to check out up to 23 items. Any exception must be approved by Librarian Director or Assistant Director.
- ✓ An applicant who is under 18 years of age must have a parent or legal guardian **present** to sign the application who must have identification and proof of a San Juan County, Utah mailing and/or residential address, or have a valid SJC Library account
- ✓ A non-resident of San Juan County may be eligible for a non-resident card based on seasonal or temporary work or residence in a near-by area.
- ✓ There is no charge for the initial card. There is a \$1.00 fee for a replacement card.

Children under 18 years of age are allowed ‘Computer Use Only’ cards, with signed parental permission. Visitors over the age of 18 are allowed computer use at any time; visitors under 18 must have an adult accompanying them who can give verbal permission.

Library patrons will be responsible for updating all personal information related to their library card (i.e. name changes, address, telephone, etc.) This can be done with a librarian at the circulation desk.

Circulation

Most materials will be circulated for 21 days (with the option of 2 renewals). Circulation procedures differ due to limited collections at some our smaller libraries. The circulation policies are listed below:

Blanding and Monticello:

Books and Audio Books – 21 days
 DVDs and Magazines – 7 day checkout ~ 7 DVD limit
 New Books and New Audio Books – 14 day checkout
 Resident Maximum checkout – 25 items
 Non-residents maximum checkout - 2 items

Satellite Branches (Bluff, Montezuma Creek & La Sal)

Books and Audio books– 21 day checkout
 DVDs - 21 day checkout ~ 5 DVD limit
 Resident Maximum checkout – 10 items
 Non-residents maximum checkout– 2 items

Renewals

Renewals may be requested in person or over the phone and may be available if the material is not already overdue and is not on hold for another patron.

Hold

A patron wishing to reserve any material that is currently checked out or otherwise unavailable may do so by consulting a member of the library staff in person, via email or by phone.

Overdue Notices

The library is under no obligation to notify patrons of overdue library materials. Phone calls may be made as a reminder of overdue items. Also, as a courtesy, the library may send written notices of overdue items to patrons as the time and resources of the library permit. The first notice will be a reminder that indicates the replacement cost of the item(s). The second and final notice will notify the patron of the cost(s) of the item(s), and suspend all library privileges until all matters on the account are complete.

Delinquencies, Fines and Other Charges

The patron (i.e. cardholder), is responsible for the care and return of materials checked out from the library. Parents or legal guardians are responsible for materials checked out by minors in their care. Patrons are responsible for maintaining the library materials they check out in reasonable condition during the time that they have the materials in their possession. Reasonable condition is defined as normal wear and usage of library materials. Patrons who intentionally write upon, injure, deface, dog-ear, tear, cut, mutilate, destroy, or otherwise damage library materials will be billed for the replacement cost of the item. All patrons with items overdue longer than 30 days may have items marked as “lost”, and those with unpaid fines, may have their library privileges suspended until items are returned and/or fines are satisfied, unless otherwise noted on the patron’s account.

A patron who keeps an item 3 months beyond its due date (2 weeks for Hotspots) may lose all library privileges including use of Hotspots and will be billed for the cost of the lost item(s). Library privileges may be restored once the offense has been resolved.

Patrons may be placed on a “Restricted” status for abuse of library materials, facilities, or excessive fines. Patron may have library privileges restored by Director, Assistant Director, Librarian or other designated staff.

Patrons may be charged for all lost materials. They may be billed the replacement cost of the item. Refunds may not be given for lost items that may be found later by the patron.

Exceptions may be made by the librarian or library director and not by assistant librarians.

Privileges Revoked

Service Charges

- Photocopier/printer:
 - B&W: .20¢ per side Color: .50¢ per side
- Fax: .50¢ per page to send or to receive. Free cover sheet-no charge for sending/receiving
- Scanner: no charge (unless printing)
- Disc cleaner - \$1.00 per disc
- Photo paper - \$1.00 per page
- Laminating - .50¢ per ½ page \$1.00 per full page

Additional Facilities use

Room rental is available during normal library hours at the Blanding and Monticello branches when room is not being used for library activities, displays, or other library related events. Room rental is also available during regular and non-regular hours from 9 am -11 am and 7 pm – 9 pm and on Saturday from 10 am - 4 pm with understanding that a staff member must be available and present during rental hours. Rental fee is \$15/hour for regular hours and \$30 for non-regular hours, plus a refundable deposit of \$30 if food and beverage plan to be served. Deposit will be refunded if room is left in the same or better condition it was found before setting up. Cash, check, or cards accepted. Reservations required along with a \$15 deposit before dates can be secured. Payment due in full before room can be used. Any exceptions must be approved by Librarian of that branch.

Hotspot Policy

- Patron must be an adult (18 years and up) and have a valid library card with no pending fines/fees.
- Trial, Restricted, or Non-Resident patrons are NOT allowed to check out Hotspot Units.
- Patron must present a valid, government issued photo ID if Staff member requests one to verify residency, age and/or identity.

- Hotspot UNIT may be renewed up to 2 times as long as there are not holds for it and another UNIT is available for other patrons to check-out.
 - Patron must submit a signed checkout agreement each time a device is checked out. Does not apply to renewals.
 - Devices must be returned to the service desk **inside** of the library and **MUST NOT** be returned in a drop box.
 - Devices may be returned to any San Juan County Library Branch.
 - Only 1 Device per person per card may be checked out.
 - Charges for Lost or Damaged items: Damaged or lost case/charger/cord: \$16 per item. Damaged or lost battery up to \$25. Damaged or lost Hotspot up to \$109. Patron may lose library privileges if applicable fines are not paid.
 - Patron may be charged up to \$25 for overdue device. 1 – 7 days is \$10. 8-14 days is \$20. 15 + days is \$25.
-

This policy has been revised, reviewed and adopted by the San Juan County Library and Board of Trustees on March 31, 2022.

Signature of Chairperson:

x _____

Date: _____

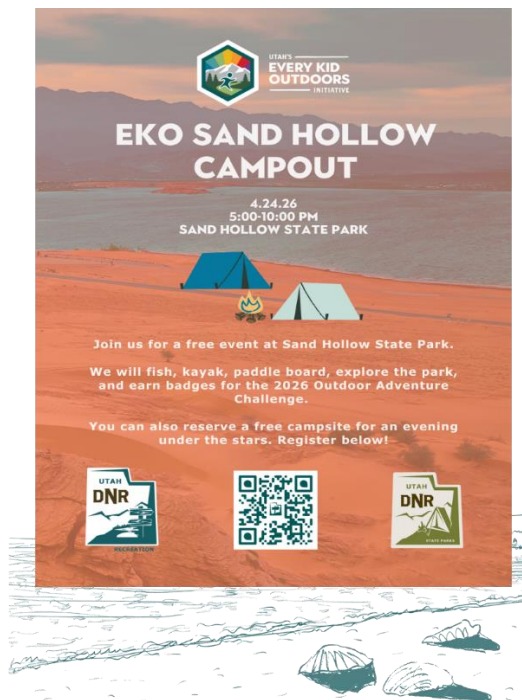
Shanon Brooks



Library Director's Report February-March 2026

General Report

- Inventory is near completion – 99.31%.
- Finished the CLEF grant application process and have been approved and funding for 2026 is set at \$7636.00. Budget outline has been submitted but adjustments can be made if the expenses are within parameters outlined in the agreement. State Library has sent 90% (\$6872.40) upfront. This has been deposited and then the remaining 10% (\$763.60) after the spending and required reporting is completed and approved.
2025 Borrower's grant report has been submitted.
- Children and Teen Book Enhancement Grant reimbursement of \$2000 has been sent and deposited. Working on Grant report due April 1st. Money was distributed as follows based on Children and Young Adult checkouts:
Blanding - \$1000 Monticello - \$800 Bluff/Mcreek – \$150 La Sal -\$50
- Every Kid Outdoor – EKO – Outdoor Adventure Challenges – Public Libraries partnering with Utah DNR (Department of Natural Resources). Our “Passports” for outdoor adventure challenges have been delayed but should be arriving soon.





MAR 20
 Event is free with paid park day use or Utah State Parks Annual Park Pass.
 8:00 am - 5:00 pm
Spring Equinox Celebration



Summit Journeys

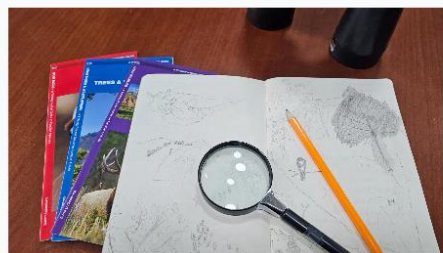
This summer, give your teen the chance to discover what they're capable of. Summit Leadership Camp is a 5-day adventure in the Wasatch Mountains where teens ages 13–17 build confidence, leadership skills, and lasting friendships through meaningful outdoor experiences.

Website: <https://www.summitjourneys.org/leadership-adventure-camp>

Link to Registration: <https://www.strideevents.com/events/summit-journeys-leadership-camp/2026/register>

Colorado Outward Bound School

Colorado Outward Bound School is expanding its learning expeditions in Utah, providing aspiring leaders with the chance to grow through challenge - on whitewater rivers and down red rock canyons. Whether you are a parent looking to invest in your child's personal growth or an educator seeking to fast-track your student's career readiness - Colorado Outward Bound School in Utah has the program for you. Browse 2026 expeditions and partnership opportunities at <http://www.cobs.org>. Or contact Casey Montandon at mailto:cmontandon@cobs.org to start planning your Utah adventure with Outward Bound today.



MAR 28
 Event is free with paid park entry or Utah State Parks Annual Pass.
 10:00 am - 12:00 pm
Nature Journaling



APR 3
 \$10
 April 3 @ 2:00 pm - April 5 @ 10:00 pm
 🌸🌸 Eggsplore Echo – Spring Celebration at Echo State Park! 🌸🌸

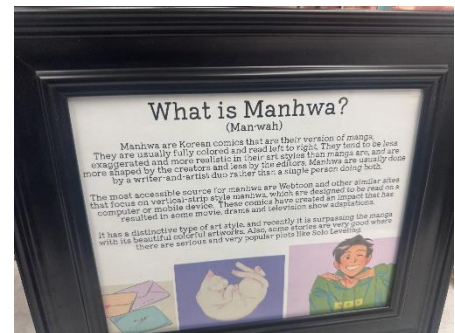
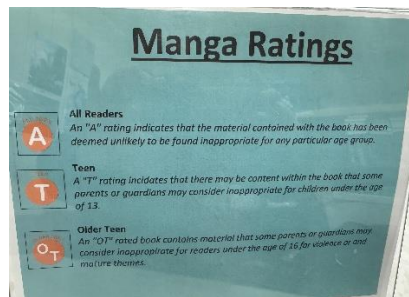
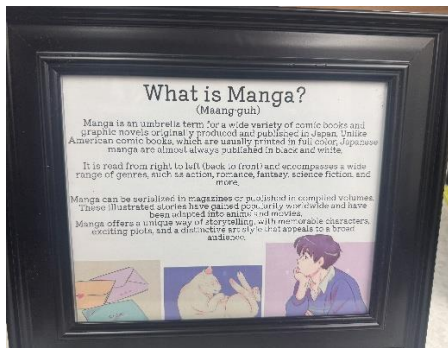
Blanding Library

- Ongoing activities/events:



Community Seed Exchange took place last month and had a good turn out of 16 people.

- Expanding collection and educating public on Manga, Anime, and other graphic type novels.



- Blanding Specific grants:

HMI Bird Flight Path grant = \$500 plus materials Checkouts and scavenger Hunt is still ongoing. High quality books for all ages – fiction and non-fiction. Bird watching kits for adults and children including binoculars and notebooks still available for checkout.



Enter to win:
Flight Path Tote Bag, Bird Friendly Guatemala Coffee, Miir Stainless Steel Bottle, or Window Collision Tape.

Watch HHMI Tangled Bank Studios' award-winning series *Wild Hope*, which highlights changemakers from around the globe that shine a light on efforts to protect birds from window strikes and prevent them from getting confused by city lights when they migrate.



Scan to watch the video

Browse the items on display and join the Library wide scavenger hunt and win a prize!

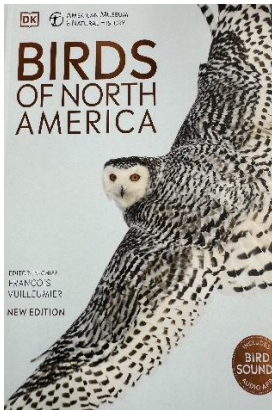


Watch HHMI Tangled Bank Studios' award-winning series *Wild Hope*, which highlights changemakers from around the globe that shine a light on efforts to protect birds from window strikes and prevent them from getting confused by city lights when they migrate.

Explore the materials on offer that give our community the opportunity to learn about bird migration and local and regional birds, and to become local science explorers yourselves!



Scan to watch the video



Technology Grant - \$5000 to purchase a high quality, high print capacity, high scan free Standing, large file scan capacity.



Konica Minolta C301i COLOR COPIER/PRINTER WITH DF-714

The Konica Minolta BizHub C301i is a color laser A3 multifunction device, with the ability to print, copy, and scan. Users may print anytime from anywhere with Konica Minolta's innovative mobile technologies. An extensive applications portfolio and powerful finishing options make this a secure and efficient choice for busy workplaces.

Bluff Library and Montezuma Creek Library

- On going Book Sale
- Take -Home Kits geared for Children 3-9 years of age -provided by Blanding Library and Help Me Grow



- Bluff Library Inventory has been completed
- Montezuma Creek Inventory will be done next week
- Take Home Craft/Activity kits provided by Blanding Library staff and Help ME Grow

La Sal Library

- Ongoing service to the Senior Center
- Library Patronage is growing
- Inventory has been completed

2026 SAN JUAN COUNTY STATISTICS | 1A

Item 8.

As of March 19, 2026

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
PATRON VISITS													
Blanding	2335	2229											4,564
Monticello	1147	1025											2,172
Bluff	64	62											126
La Sal	116	68											184
Montezuma Creek	223	299											522
Total	3885	3683	0	0	0	0	0	0	0	0	0	0	7,568
COMPUTER IN HOUSE													
Blanding	103	80											183
Monticello	89	62											151
Bluff	3	3											6
La Sal	0	0											0
Montezuma Creek	92	109											201
Total	287	254	0	0	0	0	0	0	0	0	0	0	541
CELLULAR ONE HOTSPOTS													
Blanding	0	0											0
Satellites	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
CHECKOUTS													
Blanding	1720	1646											3,366
Monticello	1615	1215											2,830
Satellites	445	403											848
Total	3780	3264	0	0	0	0	0	0	0	0	0	0	7,044
PHYSICAL ITEMS CIRCULATED													
Blanding		25	47										72
Monticello		0	0										0
Satellites		0	0										0
Total	0	25	47	0	0	0	0	0	0	0	0	0	72
FOOD BANK MEALS SERVED													
Blanding													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
YEAR COUNT UNIQUE VOLUNTEERS													
Blanding	5												
Monticello	1												
Satellites	0												
Total	6	0	0	0	0	0	0	0	0	0	0	0	0
VOLUNTEER HOURS													
Blanding	13	11											24
Monticello	3	2											5
Satellites	0	0											0
Total	16	13	0	0	0	0	0	0	0	0	0	0	29

2026 SAN JUAN COUNTY STATISTICS | 1B

Item 8.

As of March 19, 2026

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
LIBRARY WIFI USE													
Blanding	789	770											1,559
Monticello	623	615											1,238
Bluff	640	635											1,275
La Sal	338	325											663
Montezuma Creek	978	998											1,976
Total	3368	3343	0	0	0	0	0	0	0	0	0	0	6,711
OVERDRIVE													
SJC Libraries	2599	2120											4,719
Total	2599	2120	0	0	0	0	0	0	0	0	0	0	4,719

2026 SAN JUAN COUNTY STATISTICS | 2

Item 8.

As of March 19, 2026

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
CASH REGISTER \$ COLLECTED													
Blanding	399.14	290.84											689.98
Monticello	134.10	12.00											146.10
Coworking	154.26	189.23											343.49
Bluff	22.00	6.60											28.60
La Sal	0.00	0.00											0.00
Montezuma Creek	33.55	52.81											86.36
Total	743.05	551.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1294.53
SJC CREDIT CARD DEPOSITS													
													0.00
Blanding	119.50	261.86											381.36
Monticello	53.70	45.40											99.10
Bluff	0.00	0.00											0.00
La Sal	0.00	0.00											0.00
Montezuma Creek	0.00	0.00											0.00
<i>SJC Libraries</i>													
Total	173.20	307.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	480.46
GRANT \$													
Blanding													0.00
Monticello	1000.00												1000.00
Bluff													0.00
La Sal													0.00
Montezuma Creek													0.00
SJC Libraries	0.00	2753.17	6872.40										9625.57
Total	1000.00	2753.17	6872.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10625.57

GRANT \$				
Contract No.	\$ Received	Started	Ends	Name
260452	753.17	07/01/2025	06/30/2026	Borrower's Support
261541	2000	10-01-2025	03-01-2026	Children and Teen Book Enhancement
262135	6872.4	07/01/2025	06/30/2026	CLEF - 90% upfront
262213		02/10/2026	06/30/2026	Technology Grant - Reimbursement \$5000 pending
Donation Annual	1000	01/02/2026	12/1/2026	Empire Electric Annual Donation

2026 SAN JUAN COUNTY

As of March 19, 2026

Item 8.

STATISTICS | 3

SELF DIRECTED ACTIVITY PARTICIPANTS

UNIQUE ACTIVITIES

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants 0-5													
Blanding	3	9											12
Monticello	10	20											30
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	13	29	0	0	0	0	0	0	0	0	0	0	42

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities 0-5													
Blanding	1	1											2
Monticello	5	5											10
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	6	6	0	0	0	0	0	0	0	0	0	0	12

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants 6-11													
Blanding	38	40											78
Monticello	10	33											43
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	53	19											72
Total	101	92	0	0	0	0	0	0	0	0	0	0	193

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities 6-11													
Blanding	2	2											4
Monticello	7	7											14
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	4	3											7
Total	13	12	0	0	0	0	0	0	0	0	0	0	25

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants 12-18													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities 12-18													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants ADULT													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities ADULT													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants GENERAL													
Blanding	35	65											100
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	35	65	0	0	0	0	0	0	0	0	0	0	100

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities GENERAL													
Blanding	2	3											5
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	2	3	0	0	0	0	0	0	0	0	0	0	5

Grand Total	149	186	0	0	0	0	0	0	0	0	0	0	335
--------------------	------------	------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	------------

Grand Total	21	21	0	0	0	0	0	0	0	0	0	0	42
--------------------	-----------	-----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	-----------

2026 SAN JUAN COUNTY

As of March 19, 2026

Item 8.

STATISTICS | 4

LIBRARY EVENT PARTICIPANTS

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants 0-5													
Blanding	69	64											133
Monticello	16	15											31
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	85	79	0	0	0	0	0	0	0	0	0	0	164
													0
Participants 6-11													
Blanding	11	9											20
Monticello	110	123											233
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	121	132	0	0	0	0	0	0	0	0	0	0	253
													0
Participants 12-18													
Blanding	19	32											51
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	19	32	0	0	0	0	0	0	0	0	0	0	51
													0
Participants ADULT													
Blanding	16	28											44
Monticello	0	25											25
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	16	53	0	0	0	0	0	0	0	0	0	0	69
													0
Participants GENERAL													
Blanding	35	23											58
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	35	23	0	0	0	0	0	0	0	0	0	0	58
													0
Grand Total	276	319	0	0	0	0	0	0	0	0	0	0	595

UNIQUE EVENTS

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities 0-5													
	4	4											8
	3	3											6
	0	0											0
	0	0											0
	0	0											0
Total	7	7	0	0	0	0	0	0	0	0	0	0	14
													0
Unique Activities 6-11													
	1	1											2
	4	4											8
	0	0											0
	0	0											0
	0	0											0
Total	5	5	0	0	0	0	0	0	0	0	0	0	10
													0
Unique Activities 12-18													
	1	2											3
	0	0											0
	0	0											0
	0	0											0
	0	0											0
Total	1	2	0	0	0	0	0	0	0	0	0	0	3
													0
Unique Activities ADULT													
	2	2											4
	0	1											1
	0	0											0
	0	0											0
	0	0											0
Total	2	3	0	0	0	0	0	0	0	0	0	0	5
													0
Unique Activities GENERAL													
	3	3											6
	0	0											0
	0	0											0
	0	0											0
	0	0											0
Total	3	3	0	0	0	0	0	0	0	0	0	0	6
													0
Grand Total	18	20	0	0	0	0	0	0	0	0	0	0	40

2026 SAN JUAN COUNTY

As of March 19, 2026

Item 8.

STATISTICS | 5

OFFSITE EVENT PARTICIPANTS

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Participants 0-5													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants 6-11													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants 12-18													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants ADULT													
Blanding													0
Monticello	204	139											343
Bluff	0	0											0
La Sal	80	39											119
Montezuma Creek													0
Total	284	178	0	0	0	0	0	0	0	0	0	0	462
Participants GENERAL													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	284	178	0	0	0	0	0	0	0	0	0	0	462

UNIQUE EVENTS

	1 JAN	2 FEB	3 MAR	4 APR	5 MAY	6 JUN	7 JUL	8 AUG	9 SEP	10 OCT	11 NOV	12 DEC	Total
Unique Activities 0-5													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Unique Activities 6-11													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Unique Activities 12-18													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Unique Activities ADULT													
Blanding													0
Monticello	5	4											9
Bluff	0	0											0
La Sal	4	4											8
Montezuma Creek													0
Total	9	8	0	0	0	0	0	0	0	0	0	0	17
Unique Activities GENERAL													
Blanding	0	0											0
Monticello	0	0											0
Bluff	0	0											0
La Sal	0	0											0
Montezuma Creek	0	0											0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	9	8	0	0	0	0	0	0	0	0	0	0	17

San Juan County
Financial Statement - Library Financials
72 Library Fund - 01/01/2026 to 01/31/2026
8.33% of the fiscal year has expired

	January Actual	2026 Year-to-Date Actual
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
1110000 General Checking - Combined - Library	(14,122.57)	(110,584.44)
1112000 Zions - Payroll	(37,848.61)	(74,773.16)
1162000 PTIF 897 General - Library	1,502.69	451,957.77
1175000 Undeposited Receipts	13,127.26	13,151.11
Total Cash and cash equivalents	<u>(37,341.23)</u>	<u>279,751.28</u>
Total Current Assets	<u>(37,341.23)</u>	<u>279,751.28</u>
Total Assets:	<u>(37,341.23)</u>	<u>279,751.28</u>
Liabilities and Fund Equity:		
Liabilities:		
Current liabilities		
2131000 Accounts Payable	(18.19)	0.00
Total Current liabilities	<u>(18.19)</u>	<u>0.00</u>
Total Liabilities:	<u>(18.19)</u>	<u>0.00</u>
Equity - Paid In / Contributed		
2951000 Fund Balance - Unappropriated	(37,323.04)	406,556.28
2961000 Fund Balance - Appropriated	0.00	(134,340.00)
Total Equity - Paid In / Contributed	<u>(37,323.04)</u>	<u>272,216.28</u>
Total Liabilities and Fund Equity:	<u>(37,341.23)</u>	<u>272,216.28</u>
Total Net Position	<u>0.00</u>	<u>7,535.00</u>

San Juan County
Financial Statement - Library Financials
72 Library Fund - 01/01/2026 to 01/31/2026
8.33% of the fiscal year has expired

Item 9.

	January Actual	2026 Year-to-Date Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
3110000 Property Taxes	12,967.71	12,967.71	496,717.00	483,749.29	2.61%
Total Taxes	<u>12,967.71</u>	<u>12,967.71</u>	<u>496,717.00</u>	<u>483,749.29</u>	<u>2.61%</u>
Intergovernmental revenue					
3313000 Borrower Support Grant	0.00	0.00	7,000.00	7,000.00	0.00%
3314000 UEN Grant	0.00	0.00	6,451.00	6,451.00	0.00%
3341000 CLEF State Grants	0.00	0.00	7,000.00	7,000.00	0.00%
3345000 Other State Grants Deferred	0.00	7,535.00			
3350000 Local Private Grants	0.00	0.00	3,000.00	3,000.00	0.00%
Total Intergovernmental revenue	<u>0.00</u>	<u>0.00</u>	<u>23,451.00</u>	<u>23,451.00</u>	<u>0.00%</u>
Charges for services					
3413000 Library Fees	0.00	0.00	905.00	905.00	0.00%
3415000 Sale of Maps/Publications	180.10	180.10	956.00	775.90	18.84%
3495000 Copier	353.40	353.40	4,321.00	3,967.60	8.18%
Total Charges for services	<u>533.50</u>	<u>533.50</u>	<u>6,182.00</u>	<u>5,648.50</u>	<u>8.63%</u>
Fines and forfeitures					
3512000 Library Fines	83.49	83.49	675.00	591.51	12.37%
Total Fines and forfeitures	<u>83.49</u>	<u>83.49</u>	<u>675.00</u>	<u>591.51</u>	<u>12.37%</u>
Interest					
3610000 Interest Earnings	1,502.69	1,502.69	16,000.00	14,497.31	9.39%
Total Interest	<u>1,502.69</u>	<u>1,502.69</u>	<u>16,000.00</u>	<u>14,497.31</u>	<u>9.39%</u>
Miscellaneous revenue					
3620000 Rents and Concessions	184.26	184.26	3,255.00	3,070.74	5.66%
Total Miscellaneous revenue	<u>184.26</u>	<u>184.26</u>	<u>3,255.00</u>	<u>3,070.74</u>	<u>5.66%</u>
Contributions and transfers					
3825000 Transfers from General Fund	0.00	0.00	101,884.00	101,884.00	0.00%
3830000 Contributions Private	1,100.00	1,100.00	1,000.00	(100.00)	110.00%
Total Contributions and transfers	<u>1,100.00</u>	<u>1,100.00</u>	<u>102,884.00</u>	<u>101,784.00</u>	<u>1.07%</u>
Total Revenue:	<u>16,371.65</u>	<u>16,371.65</u>	<u>649,164.00</u>	<u>632,792.35</u>	<u>2.52%</u>
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	2,934.34	2,934.34	56,364.00	53,429.66	5.21%
4167111 Overtime and Comp	0.00	0.00	24.00	24.00	0.00%
4167131 FICA Expense	221.30	221.30	3,890.00	3,668.70	5.69%
4167132 Retirement Benefits	75.77	75.77	4,447.00	4,371.23	1.70%
4167134 Health Insurance	1.21	1.21	0.00	(1.21)	0.00%
4167251 Gas, Oil and Grease	0.00	0.00	200.00	200.00	0.00%
4167260 Buildings and Grounds	0.00	0.00	3,000.00	3,000.00	0.00%
4167270 Utilities	643.99	643.99	9,600.00	8,956.01	6.71%
4167310 Professional and Technical	35.62	35.62	1,500.00	1,464.38	2.37%
4167610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Monticello Library Building	<u>3,912.23</u>	<u>3,912.23</u>	<u>79,225.00</u>	<u>75,312.77</u>	<u>4.94%</u>
Blanding Library Building					
4168110 Salaries and Wages	4,139.83	4,139.83	86,165.00	82,025.17	4.80%
4168111 Overtime and Comp	0.00	0.00	25.00	25.00	0.00%
4168131 FICA Expense	313.53	313.53	5,828.00	5,514.47	5.38%
4168132 Retirement Benefits	75.77	75.77	4,047.00	3,971.23	1.87%
4168251 Gas, Oil and Grease	0.00	0.00	600.00	600.00	0.00%
4168260 Buildings and Grounds	923.25	923.25	4,029.00	3,105.75	22.92%
4168270 Utilities	0.00	0.00	7,410.00	7,410.00	0.00%
4168310 Professional and Technical	35.63	35.63	3,000.00	2,964.37	1.19%
4168610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Blanding Library Building	<u>5,488.01</u>	<u>5,488.01</u>	<u>111,304.00</u>	<u>105,815.99</u>	<u>4.93%</u>
Satellite Buildings					
4169110 Salaries and Wages	236.47	236.47	8,896.00	8,659.53	2.66%
4169111 Overtime and Comp	0.00	0.00	19.00	19.00	0.00%
4169131 FICA Expense	18.01	18.01	674.00	655.99	2.67%

San Juan County
Financial Statement - Library Financials
72 Library Fund - 01/01/2026 to 01/31/2026
8.33% of the fiscal year has expired

	January Actual	2026 Year-to-Date Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
4169132 Retirement Benefits	15.28	15.28	1,527.00	1,511.72	1.00%
4169251 Gas, Oil and Grease	0.00	0.00	200.00	200.00	0.00%
4169260 Buildings and Grounds	0.00	0.00	350.00	350.00	0.00%
4169310 Professional and Technical	23.75	23.75	350.00	326.25	6.79%
Total Satellite Buildings	293.51	293.51	12,016.00	11,722.49	2.44%
Library Board					
4580620 Miscellaneous Services	0.00	0.00	2,500.00	2,500.00	0.00%
Total Library Board	0.00	0.00	2,500.00	2,500.00	0.00%
San Juan County Library System					
4581110 Salaries and Wages	20,863.99	20,863.99	240,325.00	219,461.01	8.68%
4581111 Overtime and Comp	0.00	0.00	700.00	700.00	0.00%
4581131 FICA Expense	1,518.20	1,518.20	18,400.00	16,881.80	8.25%
4581132 Retirement Benefits	2,499.87	2,499.87	34,300.00	31,800.13	7.29%
4581133 HSA Contribution	167.29	167.29	4,800.00	4,632.71	3.49%
4581134 Health Insurance	4,674.78	4,674.78	62,300.00	57,625.22	7.50%
4581140 Other Employee Benefits	92.97	92.97	1,400.00	1,307.03	6.64%
4581210 Subscriptions and Memberships	0.00	0.00	1,100.00	1,100.00	0.00%
4581220 Public Notices	0.00	0.00	444.00	444.00	0.00%
4581230 Travel Expense	0.00	0.00	2,020.00	2,020.00	0.00%
4581240 Office Expense	210.03	210.03	5,450.00	5,239.97	3.85%
4581241 Postage	0.00	0.00	500.00	500.00	0.00%
4581242 Software Maintenance	0.00	0.00	6,020.00	6,020.00	0.00%
4581250 Computer Maintenance/Supplies	79.43	79.43	5,100.00	5,020.57	1.56%
4581251 Gas, Oil and Grease	68.94	68.94	0.00	(68.94)	0.00%
4581280 Telephone	0.00	0.00	500.00	500.00	0.00%
4581330 Employee Education	0.00	0.00	1,230.00	1,230.00	0.00%
4581480 Collection Development	4,828.37	4,828.37	25,500.00	20,671.63	18.93%
4581610 Miscellaneous Supplies/Service	35.38	35.38	800.00	764.62	4.42%
4581620 Special Programs	29.68	29.68	5,000.00	4,970.32	0.59%
4581740 Equipment Purchases	0.00	0.00	5,250.00	5,250.00	0.00%
4581914 Contributions to Other Units - Local	7,000.00	7,000.00	7,000.00	0.00	100.00%
4581915 Contributions to Other Units - State	165.00	165.00	3,180.00	3,015.00	5.19%
4581920 Grant Expenses - Reimbursed	448.89	448.89	0.00	(448.89)	0.00%
4581922 Grant Expenses - Children's Book	1,077.94	1,077.94	0.00	(1,077.94)	0.00%
4581923 Grant Expenses - Borrower Support	240.18	240.18	5,800.00	5,559.82	4.14%
4581925 Grant Expenses - Clef Grant	0.00	0.00	7,000.00	7,000.00	0.00%
Total San Juan County Library System	44,000.94	44,000.94	444,119.00	400,118.06	9.91%
Total Library	53,694.69	53,694.69	649,164.00	595,469.31	8.27%
Total Parks, Recreation, and Public Property	53,694.69	53,694.69	649,164.00	595,469.31	8.27%
Total Expenditures:	53,694.69	53,694.69	649,164.00	595,469.31	8.27%
Total Change In Net Position	(37,323.04)	(37,323.04)	0.00	37,323.04	0.00%

San Juan County
Financial Statement - Library Financials
72 Library Fund - 02/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	<u>February</u>	<u>2026</u>
	<u>Actual</u>	<u>Year-to-Date</u>
	<u>Actual</u>	<u>Actual</u>
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
1110000 General Checking - Combined - Library	15,438.22	(95,146.22)
1112000 Zions - Payroll	(34,759.07)	(109,532.23)
1162000 PTIF 897 General - Library	1,312.51	453,270.28
1175000 Undeposited Receipts	(12,992.71)	158.40
Total Cash and cash equivalents	<u>(31,001.05)</u>	<u>248,750.23</u>
Total Current Assets	<u>(31,001.05)</u>	<u>248,750.23</u>
Total Assets:	<u>(31,001.05)</u>	<u>248,750.23</u>
Liabilities and Fund Equity:		
Equity - Paid In / Contributed		
2951000 Fund Balance - Unappropriated	(31,001.05)	375,555.23
2961000 Fund Balance - Appropriated	0.00	(134,340.00)
Total Equity - Paid In / Contributed	<u>(31,001.05)</u>	<u>241,215.23</u>
Total Liabilities and Fund Equity:	<u>(31,001.05)</u>	<u>241,215.23</u>
Total Net Position	<u>0.00</u>	<u>7,535.00</u>

San Juan County
Financial Statement - Library Financials
72 Library Fund - 02/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

Item 9.

	February Actual	2026 Year-to-Date Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
3110000 Property Taxes	0.00	12,967.71	496,717.00	483,749.29	2.61%
Total Taxes	<u>0.00</u>	<u>12,967.71</u>	<u>496,717.00</u>	<u>483,749.29</u>	<u>2.61%</u>
Intergovernmental revenue					
3312000 Children's Book Grant	2,000.00	2,000.00	0.00	(2,000.00)	0.00%
3313000 Borrower Support Grant	753.17	753.17	7,000.00	6,246.83	10.76%
3314000 UEN Grant	0.00	0.00	6,451.00	6,451.00	0.00%
3341000 CLEF State Grants	0.00	0.00	7,000.00	7,000.00	0.00%
3345000 Other State Grants Deferred	0.00	7,535.00			
3350000 Local Private Grants	0.00	0.00	3,000.00	3,000.00	0.00%
Total Intergovernmental revenue	<u>2,753.17</u>	<u>2,753.17</u>	<u>23,451.00</u>	<u>20,697.83</u>	<u>11.74%</u>
Charges for services					
3413000 Library Fees	149.57	149.57	905.00	755.43	16.53%
3415000 Sale of Maps/Publications	48.00	228.10	956.00	727.90	23.86%
3495000 Copier	354.85	708.25	4,321.00	3,612.75	16.39%
Total Charges for services	<u>552.42</u>	<u>1,085.92</u>	<u>6,182.00</u>	<u>5,096.08</u>	<u>17.57%</u>
Fines and forfeitures					
3512000 Library Fines	48.14	131.63	675.00	543.37	19.50%
Total Fines and forfeitures	<u>48.14</u>	<u>131.63</u>	<u>675.00</u>	<u>543.37</u>	<u>19.50%</u>
Interest					
3610000 Interest Earnings	1,312.51	2,815.20	16,000.00	13,184.80	17.60%
Total Interest	<u>1,312.51</u>	<u>2,815.20</u>	<u>16,000.00</u>	<u>13,184.80</u>	<u>17.60%</u>
Miscellaneous revenue					
3620000 Rents and Concessions	234.66	418.92	3,255.00	2,836.08	12.87%
Total Miscellaneous revenue	<u>234.66</u>	<u>418.92</u>	<u>3,255.00</u>	<u>2,836.08</u>	<u>12.87%</u>
Contributions and transfers					
3825000 Transfers from General Fund	0.00	0.00	101,884.00	101,884.00	0.00%
3830000 Contributions Private	77.82	1,177.82	1,000.00	(177.82)	117.78%
Total Contributions and transfers	<u>77.82</u>	<u>1,177.82</u>	<u>102,884.00</u>	<u>101,706.18</u>	<u>1.14%</u>
Total Revenue:	<u>4,978.72</u>	<u>21,350.37</u>	<u>649,164.00</u>	<u>627,813.63</u>	<u>3.29%</u>
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	1,132.70	4,067.04	56,364.00	52,296.96	7.22%
4167111 Overtime and Comp	0.00	0.00	24.00	24.00	0.00%
4167131 FICA Expense	86.66	307.96	3,890.00	3,582.04	7.92%
4167132 Retirement Benefits	0.00	75.77	4,447.00	4,371.23	1.70%
4167134 Health Insurance	0.00	1.21	0.00	(1.21)	0.00%
4167251 Gas, Oil and Grease	0.00	0.00	200.00	200.00	0.00%
4167260 Buildings and Grounds	0.00	0.00	3,000.00	3,000.00	0.00%
4167270 Utilities	0.00	643.99	9,600.00	8,956.01	6.71%
4167310 Professional and Technical	0.00	35.62	1,500.00	1,464.38	2.37%
4167610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Monticello Library Building	<u>1,219.36</u>	<u>5,131.59</u>	<u>79,225.00</u>	<u>74,093.41</u>	<u>6.48%</u>
Blanding Library Building					
4168110 Salaries and Wages	0.00	4,139.83	86,165.00	82,025.17	4.80%
4168111 Overtime and Comp	0.00	0.00	25.00	25.00	0.00%
4168131 FICA Expense	0.00	313.53	5,828.00	5,514.47	5.38%
4168132 Retirement Benefits	0.00	75.77	4,047.00	3,971.23	1.87%
4168251 Gas, Oil and Grease	0.00	0.00	600.00	600.00	0.00%
4168260 Buildings and Grounds	0.00	923.25	4,029.00	3,105.75	22.92%
4168270 Utilities	0.00	0.00	7,410.00	7,410.00	0.00%
4168310 Professional and Technical	0.00	35.63	3,000.00	2,964.37	1.19%
4168610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Blanding Library Building	<u>0.00</u>	<u>5,488.01</u>	<u>111,304.00</u>	<u>105,815.99</u>	<u>4.93%</u>
Satellite Buildings					
4169110 Salaries and Wages	0.00	236.47	8,896.00	8,659.53	2.66%
4169111 Overtime and Comp	0.00	0.00	19.00	19.00	0.00%

San Juan County
Financial Statement - Library Financials
72 Library Fund - 02/01/2026 to 02/28/2026
16.67% of the fiscal year has expired

	February Actual	2026 Year-to-Date Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
4169131 FICA Expense	0.00	18.01	674.00	655.99	2.67%
4169132 Retirement Benefits	0.00	15.28	1,527.00	1,511.72	1.00%
4169251 Gas, Oil and Grease	0.00	0.00	200.00	200.00	0.00%
4169260 Buildings and Grounds	0.00	0.00	350.00	350.00	0.00%
4169310 Professional and Technical	0.00	23.75	350.00	326.25	6.79%
Total Satellite Buildings	0.00	293.51	12,016.00	11,722.49	2.44%
Library Board					
4580620 Miscellaneous Services	0.00	0.00	2,500.00	2,500.00	0.00%
Total Library Board	0.00	0.00	2,500.00	2,500.00	0.00%
San Juan County Library System					
4581110 Salaries and Wages	24,609.93	45,473.92	240,325.00	194,851.08	18.92%
4581111 Overtime and Comp	39.46	39.46	700.00	660.54	5.64%
4581131 FICA Expense	1,807.75	3,325.95	18,400.00	15,074.05	18.08%
4581132 Retirement Benefits	2,541.35	5,041.22	34,300.00	29,258.78	14.70%
4581133 HSA Contribution	91.66	258.95	4,800.00	4,541.05	5.39%
4581134 Health Insurance	4,362.62	9,037.40	62,300.00	53,262.60	14.51%
4581140 Other Employee Benefits	86.94	179.91	1,400.00	1,220.09	12.85%
4581210 Subscriptions and Memberships	30.00	30.00	1,100.00	1,070.00	2.73%
4581220 Public Notices	17.50	17.50	444.00	426.50	3.94%
4581230 Travel Expense	0.00	0.00	2,020.00	2,020.00	0.00%
4581240 Office Expense	0.00	210.03	5,450.00	5,239.97	3.85%
4581241 Postage	15.60	15.60	500.00	484.40	3.12%
4581242 Software Maintenance	0.00	0.00	6,020.00	6,020.00	0.00%
4581250 Computer Maintenance/Supplies	175.35	254.78	5,100.00	4,845.22	5.00%
4581251 Gas, Oil and Grease	67.90	136.84	0.00	(136.84)	0.00%
4581280 Telephone	0.00	0.00	500.00	500.00	0.00%
4581330 Employee Education	0.00	0.00	1,230.00	1,230.00	0.00%
4581480 Collection Development	677.53	5,505.90	25,500.00	19,994.10	21.59%
4581610 Miscellaneous Supplies/Service	0.00	35.38	800.00	764.62	4.42%
4581620 Special Programs	12.31	41.99	5,000.00	4,958.01	0.84%
4581740 Equipment Purchases	0.00	0.00	5,250.00	5,250.00	0.00%
4581914 Contributions to Other Units - Local	0.00	7,000.00	7,000.00	0.00	100.00%
4581915 Contributions to Other Units - State	165.00	330.00	3,180.00	2,850.00	10.38%
4581920 Grant Expenses - Reimbursed	0.00	448.89	0.00	(448.89)	0.00%
4581922 Grant Expenses - Children's Book	0.00	1,077.94	0.00	(1,077.94)	0.00%
4581923 Grant Expenses - Borrower Support	59.51	299.69	5,800.00	5,500.31	5.17%
4581925 Grant Expenses - Clef Grant	0.00	0.00	7,000.00	7,000.00	0.00%
Total San Juan County Library System	34,760.41	78,761.35	444,119.00	365,357.65	17.73%
Total Library	35,979.77	89,674.46	649,164.00	559,489.54	13.81%
Total Parks, Recreation, and Public Property	35,979.77	89,674.46	649,164.00	559,489.54	13.81%
Total Expenditures:	35,979.77	89,674.46	649,164.00	559,489.54	13.81%
Total Change In Net Position	(31,001.05)	(68,324.09)	0.00	68,324.09	0.00%

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Revenue					
72 3110000 - Property Taxes					\$0.00
1/31/2026	NBPT	Receipt 38389: SJC Treasurer - Public Health		12,967.71	(12,967.71)
				(\$12,967.71)	(\$12,967.71)
			Budgeted Amount:		(\$496,717.00)
			Budget Balance:		(\$483,749.29)
72 3345000 - Other State Grants Deferred					(\$7,535.00)
			Budgeted Amount:		\$0.00
			Budget Balance:		\$7,535.00
72 3415000 - Sale of Maps/Publications					
					\$0.00
1/2/2026	NBPT	Receipt 37813: Blanding Library - Book Sale		26.00	(26.00)
1/2/2026	NBPT	Receipt 38050: Blanding Library - Book Sale		20.50	(46.50)
1/7/2026	NBPT	Receipt 38053: Blanding Library - Book Sale		15.00	(61.50)
1/9/2026	NBPT	Receipt 37838: Blanding Library - Book Sale		9.50	(71.00)
1/9/2026	NBPT	Receipt 37865: Montezuma Creek Library - Book Sale		0.50	(71.50)
1/16/2026	NBPT	Receipt 38071: Blanding Library - Book Sale		14.50	(86.00)
1/20/2026	NBPT	Receipt 38020: Monticello Library - Book Sale		6.00	(92.00)
1/23/2026	NBPT	Receipt 38070: Montezuma Creek Library - Book Sale		0.10	(92.10)
1/23/2026	NBPT	Receipt 38072: Blanding Library - Book Sale		23.50	(115.60)
1/23/2026	NBPT	Receipt 38318: Blanding Library - Book Sale		10.00	(125.60)
1/26/2026	NBPT	Receipt 38022: Monticello Library - Book Sale		19.50	(145.10)
1/27/2026	NBPT	Receipt 38319: Blanding Library - Book Sale		17.00	(162.10)
1/30/2026	NBPT	Receipt 38124: Blanding Library - Book Sale		18.00	(180.10)
				(\$180.10)	(\$180.10)
			Budgeted Amount:		(\$956.00)
			Budget Balance:		(\$775.90)
72 3495000 - Copier					
					\$0.00
1/2/2026	NBPT	Receipt 37813: Blanding Library - Copies		25.80	(25.80)
1/2/2026	NBPT	Receipt 37814: Montezuma Creek Library - Copies		2.00	(27.80)
1/5/2026	NBPT	Receipt 38018: Monticello Library - Copies		17.60	(45.40)
1/8/2026	NBPT	Receipt 38054: Blanding Library - Copies		1.00	(46.40)
1/9/2026	NBPT	Receipt 37838: Blanding Library - Copies		51.20	(97.60)
1/9/2026	NBPT	Receipt 37865: Montezuma Creek Library - Copies		9.30	(106.90)
1/9/2026	NBPT	Receipt 38055: Blanding Library - Copies		10.50	(117.40)
1/13/2026	NBPT	Receipt 38019: Monticello Library - Copies		26.70	(144.10)
1/14/2026	NBPT	Receipt 38067: Bluff Library - Copies		22.00	(166.10)
1/15/2026	NBPT	Receipt 38056: Blanding Library - Copies		22.50	(188.60)
1/16/2026	NBPT	Receipt 38057: Monticello Library - Copies		29.20	(217.80)
1/16/2026	NBPT	Receipt 38068: Montezuma Creek Library - Copies		15.95	(233.75)
1/16/2026	NBPT	Receipt 38071: Blanding Library - Copies		19.95	(253.70)
1/20/2026	NBPT	Receipt 38020: Monticello Library - Copies		16.30	(270.00)
1/20/2026	NBPT	Receipt 38058: Blanding Library - Copies		3.00	(273.00)
1/23/2026	NBPT	Receipt 38070: Montezuma Creek Library - Copies		5.70	(278.70)
1/23/2026	NBPT	Receipt 38072: Blanding Library - Copies		44.50	(323.20)
1/26/2026	NBPT	Receipt 38022: Monticello Library - Copies		11.00	(334.20)
1/30/2026	NBPT	Receipt 38124: Blanding Library - Copies		19.20	(353.40)
				(\$353.40)	(\$353.40)
			Budgeted Amount:		(\$4,321.00)
			Budget Balance:		(\$3,967.60)
72 3512000 - Library Fines					
					\$0.00
1/2/2026	NBPT	Receipt 37813: Blanding Library - Lost Book Fine		16.99	(16.99)
1/5/2026	NBPT	Receipt 38018: Monticello Library - Lost Book Fine		30.00	(46.99)
1/5/2026	NBPT	Receipt 38052: Monticello Library - Lost Book Fine		24.50	(71.49)
1/13/2026	NBPT	Receipt 38019: Monticello Library - Lost Book Fine		7.00	(78.49)
1/22/2026	NBPT	Receipt 38316: Blanding Library - Lost Book Fine		5.00	(83.49)
				(\$83.49)	(\$83.49)
			Budgeted Amount:		(\$675.00)
			Budget Balance:		(\$591.51)
72 3610000 - Interest Earnings					
					\$0.00
1/31/2026	JE	3646 - PTIF 897 Interest		1,502.69	(1,502.69)
				(\$1,502.69)	(\$1,502.69)
			Budgeted Amount:		(\$16,000.00)
			Budget Balance:		(\$14,497.31)
72 3620000 - Rents and Concessions					
					\$0.00
1/7/2026	NBPT	Receipt 38059: Monticello Library / CWK - Coworking Rental		4.69	(4.69)
1/9/2026	NBPT	Receipt 37838: Blanding Library - Room Rental		30.00	(34.69)

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Revenue (continued)					
72 3620000 - Rents and Concessions (continued)					
1/20/2026	NBPT	Receipt 38060: Monticello Library / CWK - Coworking Rental		149.57	(184.26)
				(\$184.26)	(\$184.26)
					Budgeted Amount:
					(\$3,255.00)
					Budget Balance:
					(\$3,070.74)
72 3830000 - Contributions Private					
1/2/2026	NBPT	Receipt 37813: Blanding Library - Patron donation		100.00	(100.00)
1/27/2026	NBPT	Receipt 38074: Monticello Library - Donation		1,000.00	(1,100.00)
				(\$1,100.00)	(\$1,100.00)
					Budgeted Amount:
					(\$1,000.00)
					Budget Balance:
					\$100.00
Revenue Total:			\$0.00	(\$16,371.65)	(\$23,906.65)

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Monticello Building					
72 4167110 - Salaries and Wages					
1/4/2026	PR	Gross Pay	2,365.64		2,365.64
1/18/2026	PR	Gross Pay	568.70		2,934.34
			\$2,934.34		\$2,934.34
			Budgeted Amount:		\$56,364.00
			Budget Balance:		\$53,429.66
72 4167131 - FICA Expense					
1/4/2026	PR	Social Security Tax	144.10		144.10
1/4/2026	PR	Medicare Tax	33.69		177.79
1/18/2026	PR	Social Security Tax	35.26		213.05
1/18/2026	PR	Medicare Tax	8.25		221.30
			\$221.30		\$221.30
			Budgeted Amount:		\$3,890.00
			Budget Balance:		\$3,668.70
72 4167132 - Retirement Benefits					
1/4/2026	PR	State Retirement	75.77		75.77
			\$75.77		\$75.77
			Budgeted Amount:		\$4,447.00
			Budget Balance:		\$4,371.23
72 4167270 - Utilities					
1/8/2026	AP	INV: 35601_12312025 Monticello City - Account #35601	118.51		118.51
1/22/2026	AP	INV: 9579003_12292025 Empire Electric Assoc. Inc. - Account #9579003	525.48		643.99
			\$643.99		\$643.99
			Budgeted Amount:		\$9,600.00
			Budget Balance:		\$8,956.01
72 4167310 - Professional and Technical					
1/8/2026	AP	INV: 9726 New Technology Solutions, LLC - Pest Control - Libraries	35.62		35.62
			\$35.62		\$35.62
			Budgeted Amount:		\$1,500.00
			Budget Balance:		\$1,464.38
Monticello Building Total:			\$3,911.02	\$0.00	\$3,911.02

**San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries**

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Blanding Building					\$0.00
72 4168110 - Salaries and Wages					3,269.87
1/4/2026	PR	Gross Pay	3,269.87		4,139.83
1/18/2026	PR	Gross Pay	869.96		\$4,139.83
			\$4,139.83		\$86,165.00
			Budgeted Amount:		\$82,025.17
			Budget Balance:		
72 4168131 - FICA Expense					\$0.00
1/4/2026	PR	Social Security Tax	200.17		200.17
1/4/2026	PR	Medicare Tax	46.81		246.98
1/18/2026	PR	Social Security Tax	53.94		300.92
1/18/2026	PR	Medicare Tax	12.61		313.53
			\$313.53		\$313.53
			Budgeted Amount:		\$5,828.00
			Budget Balance:		\$5,514.47
72 4168132 - Retirement Benefits					\$0.00
1/4/2026	PR	State Retirement	75.77		75.77
			\$75.77		\$75.77
			Budgeted Amount:		\$4,047.00
			Budget Balance:		\$3,971.23
72 4168260 - Buildings and Grounds					\$0.00
1/8/2026	AP	INV: 501640001_12252025 Blanding City - Account #50164001	923.25		923.25
			\$923.25		\$923.25
			Budgeted Amount:		\$4,029.00
			Budget Balance:		\$3,105.75
72 4168310 - Professional and Technical					\$0.00
1/8/2026	AP	INV: 9726 New Technology Solutions, LLC - Pest Control - Libraries	35.63		35.63
			\$35.63		\$35.63
			Budgeted Amount:		\$3,000.00
			Budget Balance:		\$2,964.37
Blanding Building Total:			\$5,488.01	\$0.00	\$5,488.01

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Satellite Buildings					
72 4169110 - Salaries and Wages					
1/4/2026	PR	Gross Pay	236.47		236.47
			\$236.47		\$236.47
				Budgeted Amount:	\$8,896.00
				Budget Balance:	\$8,659.53
72 4169131 - FICA Expense					
1/4/2026	PR	Social Security Tax	14.59		14.59
1/4/2026	PR	Medicare Tax	3.42		18.01
			\$18.01		\$18.01
				Budgeted Amount:	\$674.00
				Budget Balance:	\$655.99
72 4169132 - Retirement Benefits					
- 1/4/2026	PR	State Retirement	15.28		15.28
			\$15.28		\$15.28
				Budgeted Amount:	\$1,527.00
				Budget Balance:	\$1,511.72
72 4169310 - Professional and Technical					
1/8/2026	AP	INV: 9726 New Technology Solutions, LLC - Pest Control - Libraries	23.75		23.75
			\$23.75		\$23.75
				Budgeted Amount:	\$350.00
				Budget Balance:	\$326.25
Satellite Buildings Total:			\$293.51	\$0.00	\$293.51

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

Account					Balance
Date	Code	Description	Debit	Credit	
San Juan County Library System					
72 4581110 - Salaries and Wages					
1/4/2026	PR	Gross Pay	8,841.93		8,841.93
1/18/2026	PR	Gross Pay	12,022.06		20,863.99
			\$20,863.99		\$20,863.99
				Budgeted Amount:	\$240,325.00
				Budget Balance:	\$219,461.01
72 4581131 - FICA Expense					
1/4/2026	PR	Social Security Tax	516.62		516.62
1/4/2026	PR	Medicare Tax	120.83		637.45
1/18/2026	PR	Social Security Tax	713.81		1,351.26
1/18/2026	PR	Medicare Tax	166.94		1,518.20
			\$1,518.20		\$1,518.20
				Budgeted Amount:	\$18,400.00
				Budget Balance:	\$16,881.80
72 4581132 - Retirement Benefits					
1/4/2026	PR	State Retirement	617.38		617.38
1/4/2026	PR	401k Retirement	614.06		1,231.44
1/18/2026	PR	State Retirement	635.91		1,867.35
1/18/2026	PR	401k Retirement	632.52		2,499.87
			\$2,499.87		\$2,499.87
				Budgeted Amount:	\$34,300.00
				Budget Balance:	\$31,800.13
72 4581133 - HSA Contribution					
1/4/2026	PR	Health Saving Account Contributions	121.46		121.46
1/18/2026	PR	Health Saving Account Contributions	45.83		167.29
			\$167.29		\$167.29
				Budgeted Amount:	\$4,800.00
				Budget Balance:	\$4,632.71
72 4581134 - Health Insurance					
1/4/2026	PR	Dental Employee Only	37.70		37.70
1/4/2026	PR	PEHP HDHP Employee Only Tier 2	742.18		779.88
1/4/2026	PR	Vision Employee Only	8.07		787.95
1/4/2026	PR	Employee Assistance Program	7.52		795.47
1/4/2026	PR	PEHP HDHP Employee Only Tier 1	97.92		893.39
1/4/2026	PR	Dental Family	68.49		961.88
1/4/2026	PR	PEHP HDHP Family Tier 2	196.28		1,158.16
1/4/2026	PR	Vision Family	9.13		1,167.29
1/4/2026	PR	PEHP Traditional Family Tier 1	1,326.18		2,493.47
1/18/2026	PR	Dental Employee Only	33.52		2,526.99
1/18/2026	PR	PEHP HDHP Employee Only Tier 2	742.18		3,269.17
1/18/2026	PR	Vision Employee Only	7.52		3,276.69
1/18/2026	PR	Employee Assistance Program	6.54		3,283.23
1/18/2026	PR	Dental Family	57.07		3,340.30
1/18/2026	PR	PEHP Traditional Family Tier 1	1,326.18		4,666.48
1/18/2026	PR	Vision Family	8.30		4,674.78
			\$4,674.78		\$4,674.78
				Budgeted Amount:	\$62,300.00
				Budget Balance:	\$57,625.22
72 4581140 - Other Employee Benefits					
1/4/2026	PR	Lincoln Group & Voluntary Life	26.18		26.18
1/4/2026	PR	Long Term Disability	23.35		49.53
1/18/2026	PR	Lincoln Group & Voluntary Life	22.88		72.41
1/18/2026	PR	Long Term Disability	20.56		92.97
			\$92.97		\$92.97
				Budgeted Amount:	\$1,400.00
				Budget Balance:	\$1,307.03
72 4581240 - Office Expense					
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Office Supplies - Planners	27.96		27.96
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Demco - Supplies	182.07		210.03
			\$210.03		\$210.03
				Budgeted Amount:	\$5,450.00
				Budget Balance:	\$5,239.97

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

<u>Account</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Date</u>	<u>Code</u>				
San Juan County Library System (continued)					
72 4581250 - Computer Maintenance/Supplies					
1/15/2026	AP	INV: INV1494911r ImageNet Consulting, LLC - Customer #58478 Contract #CONT12283-01	79.43		\$0.00 79.43
			\$79.43		\$79.43
				Budgeted Amount:	\$5,100.00
				Budget Balance:	\$5,020.57
72 4581251 - Gas, Oil and Grease					
1/12/2026	AP	INV: F2606E00869 Utah Department of Fuel Services -	68.94		\$0.00 68.94
			\$68.94		\$68.94
				Budgeted Amount:	\$0.00
				Budget Balance:	(\$68.94)
72 4581480 - Collection Development					
1/15/2026	AP	INV: 999101484171 Cengage Learning Inc / Gale - Account #100229313	26.64		\$0.00 26.64
1/15/2026	AP	INV: CD0150626000336 OverDrive - Customer #1506-1031	2,843.31		2,869.95
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - La Sal	76.16		2,946.11
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - La Sal	10.90		2,957.01
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	80.92		3,037.93
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	52.50		3,090.43
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	66.08		3,156.51
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - La Sal	15.39		3,171.90
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - La Sal	28.73		3,200.63
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	13.87		3,214.50
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	50.48		3,264.98
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	19.99		3,284.97
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding - refund		11.29	3,273.68
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Bluff/Montezuma Creek	225.32		3,499.00
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Bluff/Montezuma Creek	17.09		3,516.09
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	22.98		3,539.07
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	23.37		3,562.44
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Bluff/Montezuma Creek	6.30		3,568.74
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	215.61		3,784.35
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	57.20		3,841.55
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Collection Development - Blanding	587.07		4,428.62
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	21.88		4,450.50
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	7.79		4,458.29
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	8.62		4,466.91
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	12.49		4,479.40
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	10.36		4,489.76
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	14.25		4,504.01
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	11.81		4,515.82
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	103.53		4,619.35

**San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries**

Item 9.

<u>Account</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Date</u>	<u>Code</u>				
San Juan County Library System (continued)					
72 4581480 - Collection Development (continued)					
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	18.71		4,638.06
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	145.99		4,784.05
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	30.03		4,814.08
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Collection Development - Monticello	14.29		4,828.37
			\$4,839.66	(\$11.29)	\$4,828.37
			Budgeted Amount:		\$25,500.00
			Budget Balance:		\$20,671.63
72 4581610 - Miscellaneous Supplies/Service					
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - Amazon - Supplies	35.38		\$0.00
			\$35.38		35.38
			Budgeted Amount:		\$800.00
			Budget Balance:		\$764.62
72 4581620 - Special Programs					
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Clark's Market - Gingerbread House Auction	16.36		\$0.00
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Dollar General - Gingerbread House Auction	2.14		16.36
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Sow True Seed LLC - Seed Exchange Program	11.18		18.50
			\$29.68		29.68
			Budgeted Amount:		\$5,000.00
			Budget Balance:		\$4,970.32
72 4581914 - Contributions to Other Units - Local					
1/20/2026	AP	INV: 2026GCPL Grand County - Grand County Public Library Inter-Library Loan Agreement	7,000.00		\$0.00
			\$7,000.00		7,000.00
			Budgeted Amount:		\$7,000.00
			Budget Balance:		\$0.00
72 4581915 - Contributions to Other Units - State					
1/1/2026	AP	INV: RI0101264 - Utah Navajo Trust Fund;	165.00		\$0.00
			\$165.00		165.00
			Budgeted Amount:		\$3,180.00
			Budget Balance:		\$3,015.00
72 4581920 - Grant Expenses - Reimbursed					
1/15/2026	AP	INV: INV1494911r ImageNet Consulting, LLC - Customer #58478 Contract #CONT12283-01	86.08		\$0.00
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - HHMI/Bird Grant	310.90		86.08
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - HHMI/Bird Grant	51.91		396.98
			\$448.89		448.89
			Budgeted Amount:		\$0.00
			Budget Balance:		(\$448.89)
72 4581922 - Grant Expenses - Children's Book					
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	10.21		\$0.00
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	11.25		10.21
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	8.39		21.46
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	11.04		29.85
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	49.16		40.89
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	11.37		90.05
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	48.81		101.42
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	24.03		150.23
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding			174.26

San Juan County
General Ledger - 1/1/2026 to 1/31/2026
Detail Ledger - Libraries

Item 9.

<u>Account</u>				<u>Balance</u>
<u>Date</u>	<u>Code</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
San Juan County Library System (continued)				
72 4581922 - Grant Expenses - Children's Book (continued)				
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	454.14	628.40
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Bluff/Montezuma Creek	11.95	640.35
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Bluff/Montezuma Creek	121.71	762.06
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	205.77	967.83
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	37.96	1,005.79
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	16.80	1,022.59
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	7.79	1,030.38
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	7.79	1,038.17
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	18.99	1,057.16
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	10.39	1,067.55
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - Amazon - Children & Teen Grant - Blanding	10.39	1,077.94
			\$1,077.94	\$1,077.94
			Budgeted Amount:	\$0.00
			Budget Balance:	(\$1,077.94)
72 4581923 - Grant Expenses - Borrower Support				
1/2/2026	AP	INV: MLPC127282025 SJC Monticello Library - Petty Cash Reimbursement	14.17	14.17
1/15/2026	AP	INV: PC12112025Bluff SJC Blanding Library or Nicole Perkins - Bluff Petty Cash	14.17	28.34
1/20/2026	AP	INV: 20251231PCBlanding SJC Blanding Library or Nicole Perkins - Blanding Petty Cash	31.18	59.52
1/28/2026	AP	INV: 20260115PCBluffLibrary SJC Blanding Library or Nicole Perkins - Bluff Library Petty Cash	22.67	82.19
1/28/2026	AP	INV: BluffLPC01222026 SJC Blanding Library or Nicole Perkins - Bluff Library Petty Cash	36.13	118.32
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - USPS - Borrower's Grant - ILL Postage	24.09	142.41
1/31/2026	JE	3664 - Credit Card - Library - N Perkins - JAN26 - USPS - Borrower's Grant - ILL Postage	31.17	173.58
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - USPS - Borrower's Grant - ILL Postage	25.51	199.09
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - USPS - Borrower's Grant - ILL Postage	36.84	235.93
1/31/2026	JE	3665 - Credit Card - Library - M Ramsay - JAN26 - USPS - Borrower's Grant - ILL Postage	4.25	240.18
			\$240.18	\$240.18
			Budgeted Amount:	\$5,800.00
			Budget Balance:	\$5,559.82
San Juan County Library System Total:			\$44,012.23	(\$11.29)
Report Total:			\$53,704.77	(\$16,382.94)

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

Account	Date	Code	Description	Debit	Credit	Balance
Revenue						
72 3110000 - Property Taxes						(\$12,967.71)
Budgeted Amount:						(\$496,717.00)
Budget Balance:						(\$483,749.29)
72 3312000 - Children's Book Grant						\$0.00
2/12/2026	NBPT		Receipt 38401: Blanding Library - Children and Teen Book Grant Contract #261541		2,000.00	(2,000.00)
Budgeted Amount:						\$0.00
Budget Balance:						\$2,000.00
72 3313000 - Borrower Support Grant						\$0.00
2/10/2026	NBPT		Receipt 38402: Blanding Library - Borrowers Support Grant Contract #260452		753.17	(753.17)
Budgeted Amount:						(\$753.17)
Budget Balance:						(\$7,000.00)
72 3345000 - Other State Grants Deferred						(\$7,535.00)
Budgeted Amount:						\$0.00
Budget Balance:						\$7,535.00
72 3413000 - Library Fees						\$0.00
2/19/2026	NBPT		Receipt 38609: Monticello Library / CWK - Coworking Rental		149.57	(149.57)
Budgeted Amount:						(\$149.57)
Budget Balance:						(\$905.00)
72 3415000 - Sale of Maps/Publications						(\$180.10)
2/2/2026	NBPT		Receipt 38256: Monticello Library - Book Sale		15.50	(195.60)
2/7/2026	NBPT		Receipt 38288: Blanding Library - book sale		2.00	(197.60)
2/9/2026	NBPT		Receipt 38321: Monticello Library - Book Sale		3.50	(201.10)
2/12/2026	NBPT		Receipt 38605: Monticello Library - Book Sale		4.00	(205.10)
2/17/2026	NBPT		Receipt 38417: Monticello Library - Book Sale		8.00	(213.10)
2/27/2026	NBPT		Receipt 38951: Blanding Library - Book Sale		15.00	(228.10)
Budgeted Amount:						(\$48.00)
Budget Balance:						(\$956.00)
72 3495000 - Copier						(\$353.40)
2/2/2026	NBPT		Receipt 38251: Montezuma Creek Library - Copies		2.00	(355.40)
2/2/2026	NBPT		Receipt 38256: Monticello Library - Copies		8.30	(363.70)
2/3/2026	NBPT		Receipt 38320: Blanding Library - Copies		20.90	(384.60)
2/4/2026	NBPT		Receipt 38302: Bluff Library - Copies		5.40	(390.00)
2/7/2026	NBPT		Receipt 38288: Blanding Library - copies		50.60	(440.60)
2/9/2026	NBPT		Receipt 38321: Monticello Library - Copies		9.70	(450.30)
2/10/2026	NBPT		Receipt 38606: Monticello Library - Copies		2.40	(452.70)
2/12/2026	NBPT		Receipt 38607: Monticello Library - Copies		12.00	(464.70)
2/12/2026	NBPT		Receipt 38605: Monticello Library - Copies		8.10	(472.80)
2/13/2026	NBPT		Receipt 38403: Blanding Library - Copies		22.10	(494.90)
2/13/2026	NBPT		Receipt 38404: Montezuma Creek Library - Copies		9.49	(504.39)
2/17/2026	NBPT		Receipt 38417: Monticello Library - Copies		29.00	(533.39)
2/17/2026	NBPT		Receipt 38608: Blanding Library - Copies		32.66	(566.05)
2/20/2026	NBPT		Receipt 38499: Blanding Library - copies		21.80	(587.85)
2/20/2026	NBPT		Receipt 38535: Montezuma Creek Library - copies		15.80	(603.65)
2/25/2026	NBPT		Receipt 38950: Blanding Library - Copies		8.00	(611.65)
2/27/2026	NBPT		Receipt 38733: Blanding Library - copies		75.55	(687.20)
2/27/2026	NBPT		Receipt 38737: Montezuma Creek Library - Copies		19.85	(707.05)
2/27/2026	NBPT		Receipt 38738: Bluff Library - Copies		1.20	(708.25)
Budgeted Amount:						(\$354.85)
Budget Balance:						(\$708.25)
72 3512000 - Library Fines						(\$83.49)
2/2/2026	NBPT		Receipt 38251: Montezuma Creek Library - Lost Book Fine		5.67	(89.16)
2/7/2026	NBPT		Receipt 38288: Blanding Library - Book Fines		9.97	(99.13)
2/19/2026	NBPT		Receipt 38705: Monticello Library - Lost Book Fine		16.50	(115.63)
2/27/2026	NBPT		Receipt 38733: Blanding Library - Lost Book Fine		16.00	(131.63)
Budgeted Amount:						(\$48.14)
Budget Balance:						(\$675.00)
Budget Balance:						(\$543.37)

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

Account			Debit	Credit	Balance
Date	Code	Description			
Revenue (continued)					
72 3610000 - Interest Earnings					
2/28/2026	JE	3694 - PTIF 897 Interest		1,312.51	(2,815.20)
				(\$1,312.51)	(\$2,815.20)
				Budgeted Amount:	(\$16,000.00)
				Budget Balance:	(\$13,184.80)
72 3620000 - Rents and Concessions					
2/13/2026	NBPT	Receipt 38403: Blanding Library - Room Rental		15.00	(184.26)
2/20/2026	NBPT	Receipt 38706: Blanding Library - Room Rental		180.00	(379.26)
2/25/2026	NBPT	Receipt 38704: Monticello Library / CWK - Coworking Rental		39.66	(418.92)
				(\$234.66)	(\$418.92)
				Budgeted Amount:	(\$3,255.00)
				Budget Balance:	(\$2,836.08)
72 3830000 - Contributions Private					
2/7/2026	NBPT	Receipt 38288: Blanding Library - Book Fines		45.00	(1,100.00)
2/13/2026	NBPT	Receipt 38403: Blanding Library - Donation		2.82	(1,145.00)
2/27/2026	NBPT	Receipt 38733: Blanding Library - Donation		30.00	(1,177.82)
				(\$77.82)	(\$1,177.82)
				Budgeted Amount:	(\$1,000.00)
				Budget Balance:	(\$177.82)
Revenue Total:			\$0.00	(\$4,978.72)	(\$28,885.37)

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Monticello Building					
72 4167110 - Salaries and Wages					
					\$2,934.34
2/1/2026	PR	Gross Pay	564.00		3,498.34
2/15/2026	PR	Gross Pay	568.70		4,067.04
			\$1,132.70		\$4,067.04
				Budgeted Amount:	\$56,364.00
				Budget Balance:	\$52,296.96
72 4167131 - FICA Expense					
					\$221.30
2/1/2026	PR	Social Security Tax	34.97		256.27
2/1/2026	PR	Medicare Tax	8.18		264.45
2/15/2026	PR	Social Security Tax	35.26		299.71
2/15/2026	PR	Medicare Tax	8.25		307.96
			\$86.66		\$307.96
				Budgeted Amount:	\$3,890.00
				Budget Balance:	\$3,582.04
72 4167132 - Retirement Benefits					
					\$75.77
				Budgeted Amount:	\$4,447.00
				Budget Balance:	\$4,371.23
72 4167270 - Utilities					
					\$643.99
				Budgeted Amount:	\$9,600.00
				Budget Balance:	\$8,956.01
72 4167310 - Professional and Technical					
					\$35.62
				Budgeted Amount:	\$1,500.00
				Budget Balance:	\$1,464.38
Monticello Building Total:			\$1,219.36	\$0.00	\$5,130.38

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Blanding Building					
	72 4168110 - Salaries and Wages				\$4,139.83
			Budgeted Amount:		\$86,165.00
			Budget Balance:		\$82,025.17
	72 4168131 - FICA Expense				\$313.53
			Budgeted Amount:		\$5,828.00
			Budget Balance:		\$5,514.47
	72 4168132 - Retirement Benefits				\$75.77
			Budgeted Amount:		\$4,047.00
			Budget Balance:		\$3,971.23
	72 4168260 - Buildings and Grounds				\$923.25
			Budgeted Amount:		\$4,029.00
			Budget Balance:		\$3,105.75
	72 4168310 - Professional and Technical				\$35.63
			Budgeted Amount:		\$3,000.00
			Budget Balance:		\$2,964.37
Blanding Building Total:			\$0.00	\$0.00	\$5,488.01

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

Account		Description	Debit	Credit	Balance
Date	Code				
Satellite Buildings					
72 4169110 - Salaries and Wages					\$236.47
					Budgeted Amount: \$8,896.00
					Budget Balance: \$8,659.53
72 4169131 - FICA Expense					\$18.01
					Budgeted Amount: \$674.00
					Budget Balance: \$655.99
72 4169132 - Retirement Benefits					\$15.28
					Budgeted Amount: \$1,527.00
					Budget Balance: \$1,511.72
72 4169310 - Professional and Technical					\$23.75
					Budgeted Amount: \$350.00
					Budget Balance: \$326.25
Satellite Buildings Total:			\$0.00	\$0.00	\$293.51

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

Account			Description	Debit	Credit	Balance
Date	Code					
San Juan County Library System						
72 4581110 - Salaries and Wages						
2/1/2026	PR	Gross Pay		11,897.59		\$20,863.99
2/15/2026	PR	Gross Pay		12,712.34		32,761.58
				\$24,609.93		45,473.92
						\$45,473.92
						Budgeted Amount: \$240,325.00
						Budget Balance: \$194,851.08
72 4581131 - FICA Expense						
2/1/2026	PR	Social Security Tax		706.07		\$1,518.20
2/1/2026	PR	Medicare Tax		165.11		2,224.27
2/15/2026	PR	Social Security Tax		759.05		2,389.38
2/15/2026	PR	Medicare Tax		177.52		3,148.43
				\$1,807.75		3,325.95
						\$3,325.95
						Budgeted Amount: \$18,400.00
						Budget Balance: \$15,074.05
72 4581132 - Retirement Benefits						
2/1/2026	PR	State Retirement		638.54		\$2,499.87
2/1/2026	PR	401k Retirement		634.38		3,138.41
2/15/2026	PR	State Retirement		635.91		3,772.79
2/15/2026	PR	401k Retirement		632.52		4,408.70
				\$2,541.35		5,041.22
						\$5,041.22
						Budgeted Amount: \$34,300.00
						Budget Balance: \$29,258.78
72 4581133 - HSA Contribution						
2/1/2026	PR	Health Saving Account Contributions		45.83		\$167.29
2/15/2026	PR	Health Saving Account Contributions		45.83		213.12
				\$91.66		258.95
						\$258.95
						Budgeted Amount: \$4,800.00
						Budget Balance: \$4,541.05
72 4581134 - Health Insurance						
2/1/2026	PR	Dental Employee Only		33.52		\$4,674.78
2/1/2026	PR	PEHP HDHP Employee Only Tier 2		742.18		4,708.30
2/1/2026	PR	Vision Employee Only		7.52		5,450.48
2/1/2026	PR	Employee Assistance Program		6.54		5,458.00
2/1/2026	PR	Dental Family		57.07		5,464.54
2/1/2026	PR	PEHP Traditional Family Tier 1		1,326.18		5,521.61
2/1/2026	PR	Vision Family		8.30		6,847.79
2/15/2026	PR	Dental Employee Only		33.52		6,856.09
2/15/2026	PR	PEHP HDHP Employee Only Tier 2		742.18		6,889.61
2/15/2026	PR	Vision Employee Only		7.52		7,631.79
2/15/2026	PR	Employee Assistance Program		6.54		7,639.31
2/15/2026	PR	Dental Family		57.07		7,645.85
2/15/2026	PR	PEHP Traditional Family Tier 1		1,326.18		7,702.92
2/15/2026	PR	Vision Family		8.30		9,029.10
				\$4,362.62		9,037.40
						\$9,037.40
						Budgeted Amount: \$62,300.00
						Budget Balance: \$53,262.60
72 4581140 - Other Employee Benefits						
2/1/2026	PR	Lincoln Group & Voluntary Life		22.88		\$92.97
2/1/2026	PR	Long Term Disability		20.62		115.85
2/15/2026	PR	Lincoln Group & Voluntary Life		22.88		136.47
2/15/2026	PR	Long Term Disability		20.56		159.35
				\$86.94		179.91
						\$179.91
						Budgeted Amount: \$1,400.00
						Budget Balance: \$1,220.09
72 4581210 - Subscriptions and Memberships						
2/18/2026	AP	INV: LASAL0126 SJR Media - Subscription Renewal		30.00		\$0.00
				\$30.00		30.00
						\$30.00
						Budgeted Amount: \$1,100.00
						Budget Balance: \$1,070.00
72 4581220 - Public Notices						
2/10/2026	AP	INV: 166746 SJR Media - Public Notice - Library Board Mtg Dates		17.50		\$0.00
				\$17.50		17.50
						\$17.50
						Budgeted Amount: \$444.00
						Budget Balance: \$426.50

San Juan County
General Ledger - 2/1/2026 to 2/28/2026
Detail Ledger - Libraries

Item 9.

<u>Account</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
<u>Date</u>	<u>Code</u>				
San Juan County Library System (continued)					
San Juan County Library System Total:			\$34,720.95	\$0.00	\$78,721.89
Report Total:			\$35,940.31	(\$4,978.72)	\$60,748.42



ASSISTANT DIRECTOR REPORT

MEETING DATE:

March 19, 2026

ITEM TITLE, PRESENTER:

Monticello Report, Presented by Mikaela Wood, Assistant Library Director & Monticello Branch Librarian

MONTICELLO LIBRARY EVENTS



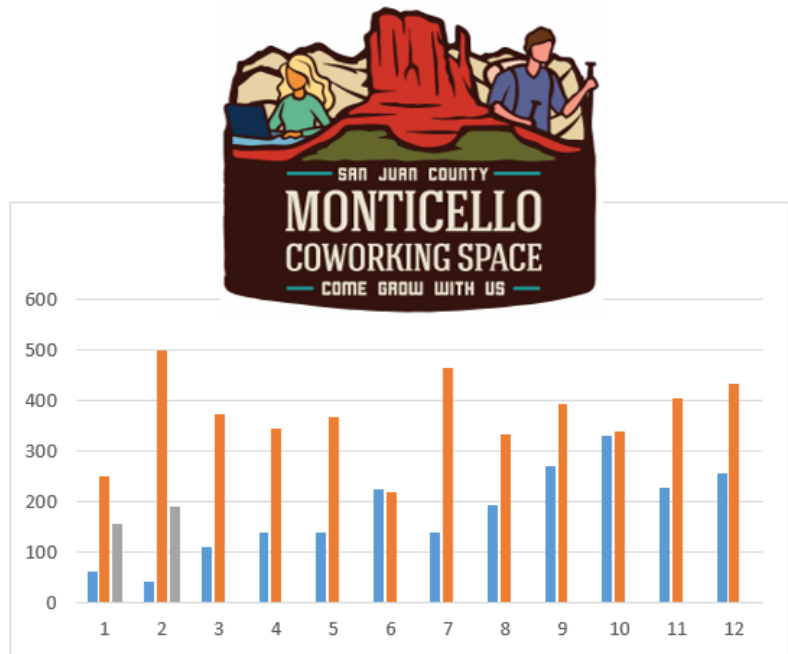
250th Founders Display courtesy of Linda Boyle



Grant Displays and survey for gathering feedback.

As of March 19, 2026

Month	2024	2025	2026
1	59.64	249.18	\$154.26
2	39.07	497.75	\$189.23
3	107.79	371.96	
4	138.49	343.2	
5	137.16	366.34	
6	223.34	219.21	
7	138.68	463.39	
8	191.17	332.89	
9	267.94	393.15	
10	328.91	338.2	
11	226.75	402.54	
12	253.87	433.71	
Total	\$2,112.81	\$4,411.52	\$343.49



The Coworking Space has earned more than last year and we still have a few months to go. All three private booth spaces have a regular monthly renter so we have some steady income.