LIBRARY BOARD MEETING - SEPTEMBER 19, 2024

Virtual Meeting: meet.google.com/eiq-hrbe-edz
September 19, 2024 at 5:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

1. Roll Call Presented by Haun-Storland

PUBLIC COMMENT

2. State of Utah | Artificial Note Taker Applications by Haun-Storland

APPROVAL OF MINUTES

3. Library Board Meeting - July 18, 2024 Minutes for Approval by Haun-Storland

BUSINESS/ACTION

4. Grant for Approval | UETN Pre-application Digital Equity Grant and Letter of Commitment by Perkins

5. Grant for Approval | Amended UEN WiFi Firewall Improvement Grant by Perkins

6. Background Check Policy - Compliance Requirement Past Due by Haun-Storland

7. Library Faxing Update

LIBRARY DIRECTOR REPORT

8. Presented by Nicole Perkins, Library Director / Blanding Librarian

9. Statistics

10. Financial Reports for the Library System

ASSISTANT DIRECTOR REPORT

11. Presented by Mikaela Ramsay, 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 MEETING - JULY 18, 2024

Virtual Meeting: https://meet.google.com/oip-njbz-yvt?authuser=0
July 18, 2024 at 5:30 PM

MINUTES

CALL TO ORDER

ROLL CALL

1. Roll Call Presented by Kelly Mike Green for Haun-Storland
   Present:
   - Marjorie Haun-Storland
   - Marlene Huckabay
   - Heather Lynn
   - Kelly Mike Green
   - Lucille Cody
   - Zak Podmore
   - Barry Woolley
   - Library Director Nicole Perkins
   - Assistant Library Director Mikaela Ramsay
   - Chief Administrative Officer Mack McDonald
   - Commissioner Stubbs

   Absent

   - Shannon Brooks

   Note: A quorum was present to conduct business.

APPROVAL OF MINUTES

2. Library Board Meeting – Huckabay made a motion to approve the May 2024 Minutes. Heather seconded. The minutes were approved

PUBLIC COMMENT

There were no public comments.

BUSINESS/ACTION

3. Annual Training for all Board Members Presented by Haun-Storland. Members of the Board need to complete the training. Links will be sent so this can be complete.

4. Green made a motion to ratify the LSTA Borrower's Grant contract for Interlibrary Loan (ILL) presented by Perkins. Podmore seconded. The motion carried.

5. Green made a motion to ratify the 2025 Utah State Library Beehive Consortium Agreement contract presented by Perkins. Podmore seconded. The motion carried.

6. Strategic Plan: Director Perkins explained two plans and what they contain. A template is being developed, which will reflect our county needs.

7. Technology Plan: Discussion about technology needs and identifying the computers and hardware associated with the libraries. Each machine has serial numbers and stickers to show ownership and for tracking purposes.

8. Employee Background Check (Required by Law starting July 2024) Update by McDonald: Employees and volunteers who work with children or vulnerable populations will be required to do background checks.

   ID sheets are available in the main libraries and they will need to be turned into the county HR director for processing.

   Board members do not have to fill out background check if they don't interact with children or vulnerable adults

LIBRARY DIRECTOR REPORT

9. Presented by Nicole Perkins, Library Director / Blanding Librarian: Firewall technology has been installed on computers in several library branches and they are on track for when Blanding library is able to receive the same update.

10. Statistics by Perkins: Director Perkins shared local statistics and mentioned they are trying to access more information to better track patron use of books check out, San Juan contracts with Grand County library and data is not available to know exactly the present San Juan County users that go to that library but Director Perkins will reach out to them to see if they have more information.

11. Financial Reports for the Library System by Perkins: Budgetary sheet information was reviewed in regards to expenditures. Director Perkins indicates that percentage spent appears to be on target and within fiscal expectations.

ASS ISTANT DIRECTOR REPORT

12. Presented by Mikaela Ramsay, Assistant Director / Monticello Librarian: A report on the summer activities and photos of the various activities were displayed. A lot of creative energy went into the various projects. The board thanked her and staff for their hard work.

LIBRARY CHAIR REPORT

13. Chair Storland asked if reimbursement have been received. The consensus was that they had been. Storland will continue to follow up so the payment information gets processed.

    The next Board meeting will be September 19, at 5:30 pm. Budgetary information will be presented on the October 10th Board meeting.

ADJOURN

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

APPROVED: _____ DATE: _____

San Juan County Library Board

Docusign Envelope ID: CFD0C836-67AE-4987-9A6F-4439A7254403

UTAH EDUCATION NETWORK

Utah Education and Telehealth Network (UETN) 2024 Digital Opportunity Initiative (NTIA-DECGP-2024)

Pre-Application and Letter of Commitment Instructions

Roles and Responsibilities

The Utah Education Network is part of the Utah Education and Telehealth Network (UETN), Utah's broadband provider for education and telehealth. UETN will be applying for the federal Digital Equity Competitive Grant funded through the National Telecommunications and Information Administration (NTIA) in late September. We will submit a bid requesting funds that support public libraries as community anchor institutions to improve digital tools and trainings throughout the state. All state public libraries are eligible to participate in this opportunity. To generate an accurate funding request, we need to know what our public libraries need to improve digital tools in their communities. We are asking you to respond to this form and provide a letter of commitment to participate in the application process if our funding request is successful. The letter of commitment is a required element of the NTIA application.

Pre-Application Instructions

The first part of this form is the pre-application section. Use rows 24-59 to define your needs to support digital access and opportunity in your community. (If you need more space, you can attach an additional page.) In the first table, we have listed several improvements that we expect to be approved expenses under the grant. You can select items from this list to populate the second table; you can also include items you know your library needs to improve digital access and opportunity even if we did not include them in our list. The expenses must show a clear benefit to library patrons.

Keep this language from the grant in mind: **"The goal of the Digital Equity Competitive Grant Program is to fund initiatives that ensure communities have the access and skills to fully participate in the digital world, regardless of their background or circumstances."** "Communities" in this context means individuals or groups of people who typically lack access to technology for various reasons; those communities include aging individuals, rural populations, veterans, individuals with low levels of literacy, individuals with a language barrier, individuals with disabilities, and individuals who live in low-income households.

As you fill out your wish list of improvements, remember that we may not be able to get funds for every request, but **we cannot get funds for a project unless you request it**. If you think an improvement will add value for your patrons, include it in the list. We are hopeful that UETN will receive funding under this grant, but we don't know what amount we will receive. You will still have to go through an application process to determine exact expenses and budget once UETN receives funding. We will strive to balance the needs of all applicants under this grant.

Letter of Commitment Instructions

The second part of this form is the Letter of Commitment. Please read all the language in that section carefully. The authorized representative from your library or system should sign at the bottom of the form. **If you sign the Letter of Commitment, you are agreeing to participate in the program by submitting a funding application if UETN is successful in receiving funding.** If we are successful, final budgets and expenses will be determined based on the amount received and the needs of all stakeholders.

Suggested Digital Improvements

Name of Potential Improvement	
Computer center upgrades	New or upgraded computer centers and other devices that don't leave the library but are accessible to patrons for their use. These devices can include new or upgraded computers, printers, 3D printers, virtual reality headsets and controllers, and other devices that may be too costly to permit outside lending but provide value to patrons on site.
Device lending equipment	A collection or collections of devices that can be checked out to patrons for use outside the library. Devices can include laptops, Chromebooks, e-readers, tablets, or any other type of device that will improve digital opportunities.
Private digital spaces	Space within the library that accommodates individual needs where privacy is paramount, such as telehealth visits, podcasting, and job interviews. An existing space can be modified with constructed barriers and appropriate equipment.
Videoconferencing rooms	Space within the library that accommodates videoconferencing in the room; for example, the space could allow learners to participate in courses taught off-site. An existing space can be modified to be a videoconferencing room with appropriate equipment.

Please return this completed form to kiera@uen.org by end of day Sept 16, 2024.

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Software	Many types of software can help build digital access and opportunity. Some of the tools our libraries use on a regular basis include Google Docs, Microsoft 365, and Scrible. UETN already works with libraries to provide software through our software consortium, helping you lower costs by procuring on behalf of libraries statewide. You can also request software that is not already purchased through the software consortium. Please include names of the software you want to purchase in the list below.
Installation	Please include all anticipated installation expenses associated with this project, if applicable. This area can include cabling if needed.

Requested Improvements

If you need more space for requested improvements, attach an additional page.

Name and Description of Requested Improvement	Location of Installation (City or Branch Name)	Quantity	Each Cost*	Total Cost*
Patron Computers OptiPlexAll in One 65W	Blanding, Monticello, Montezuma Creek, La Sal, Bluff	19	$ 1,242.00	$ 23,598.00
Latitiude 5450 Laptops -	Blanding, Monticello, Montezuma Creek, La Sal, Bluff	12	$ 1,360.00	$ 16,320.00
3D Doodler-pens	Blanding, Monticello, Montezuma Creek, Bluff	4	$ 1,079.00	$ 4,316.00
3D Doodler -Pens Supplies for 4 years	Blanding, Monticello, Montezuma Creek, Bluff	4	$ 612.00	$ 2,448.00
AWE Children's Learning Stations touchscreens	Blanding Library, Monticello, Montezuma Creek	6	$ 3,600.00	$ 21,600.00
Fire 7 Tablets for Children	Blanding Library, Monticello, Montezuma Creek	4	$ 109.99	$ 439.96
ECO Auto Smart Disc Repair Machine	Blanding Library	1	$ 7,000.00	$ 7,000.00
Supplies for 4 years for Disc Repair Machine	Blanding Library	1	$ 612.00	$ 612.00
Smart Boards	Blanding Library, Monticello Library	2	$ 3,999.00	$ 7,998.00
Microsoft Office home and business Licensing software 4 years - $250 per year per device	Blanding, Monticello, Montezuma Creek, La Sal, Bluff	31	$ 1,000.00	$ 31,000.00
Color copier/Printer high quantity cardstock printingHP Color LaserJet Enterprise M554dn Printer	Blanding, Monticello	2	$ 799.00	$ 1,598.00
Color copier/printer compact Brother MFC-L3780CDW Wireless Digital Color All-in-One Printer	La Sal	1	$ 499.00	$ 499.00
Installation for all equipment for 5 branches including travel costs	Blanding, Monticello, Montezuma Creek, La Sal, Bluff	1	$ 25,840.00	$ 25,840.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
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				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
		Total:		$ 143,268.96

*** We do not need an exact figure. Round estimates to the nearest hundred dollars.**

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We anticipate incorporating professional development for librarians into this program. These courses would occur at various phases of the four-year project. What type of professional development would be most beneficial for your team for both their benefit and the benefit of patrons? (e.g., Google Docs, Microsoft 365, Scrible, research using Utah's Online Library, information and digital literacy, AI tools, podcasting)

Trouble shooting basic IT issues - training to use Microsoft 365 and tools - utilizing Utah Online library

Is there a specific format you would prefer (online, on-demand, in-person) or time commitment (shorter courses, longer courses that are on demand)? Please provide as much detail as possible.

Online, recorded/on demand - Shorter between 1 to 1 1/2 hours

Are you willing to commit staff time to allow librarians to participate in the trainings? What would be a reasonable amount of time (number of training hours, number of credits)? Keep in mind that this is over a four-year period.

Yes. 1-2 trainings per year if 1-2 hour long or 1 per year if 3-4 hours long.

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UTAH EDUCATION NETWORK

Letter of Commitment for
UETN 2024 Utah Digital Opportunity Initiative

Organization Name:	San Juan County Library System
Unique Entity Identifier (UEI):	UEI is WCVABP2FEVA2 and EIN is 87-600305
Authorized Person Name & Title:	Jamie Harvey, Commissioner Chairperson
Authorized Person Email & Phone Number:	jharvey@sanjuancounty.org, 435 587 3223 or cell 928 864 8665
Project Manager Name & Title:	Nicole Perkins, Library Director
Project Manager Email & Phone Number:	nperkins@sanjuancounty.org, 435 678 2335 or cell 435 485 0214
From: Utah Education and Telehealth Network, 101 S Wasatch Blvd, Salt Lake City, UT 84112	

We are writing to confirm our commitment to partnering as a subgrantee for the National Telecommunications and Information Administration (NTIA) Digital Equity Competitive Grant that will be administered by the Utah Education and Telehealth Network (UETN). This grant aims to enhance digital access and equity through the acquisition of essential equipment and software for computing centers and the lending of devices, such as laptops, at public libraries. If funded, UETN commits to keeping its subgrantees informed of project and activity progress.

Our organization recognizes the vital role that partnering with UETN will play in this initiative and is dedicated to supporting your efforts in achieving the goals outlined in the grant proposal. We are committed to providing the necessary resources and support to ensure the success of this project.

We believe that this project will make a significant difference in expanding digital access and equity within our community. We are enthusiastic about our collaboration and are fully committed to supporting UETN in achieving our shared objectives by:

- Submitting a formal grant request
- Following all federal, state, and local grant and procurement rules associated with the funding
- Submitting proper documentation for reimbursements including, but not limited to, purchase orders, invoices, packing slips, property accounting, proof of installation, and proof of payments
- Adhering to five-year reporting requirements, which will include regular progress reports

By signing this Letter of Commitment, we agree to participate in the program by submitting a funding application if UETN is successful in receiving funding through NTIA. We understand and acknowledge that no funding is guaranteed and that we may receive only a portion of what we've requested or may not receive funding at all. Final budgets and expenses will be determined based on the amount received, if any, and the cumulative needs of all stakeholders.

We look forward to a successful partnership.

University Authorized Representative		**Library Authorized Representative**	
		Signed by:	9/17/2024
Signature	**Date**	**Signature** 692E768E649C410...	**Date**
Brent K. Brown J.D., Director for Sponsored Projects		Jamie Harvey	San Juan County Commission Chair
Printed Name & Title		**Printed Name & Title**	

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J

Jason Glines 7:15 PM (25 minutes ago)

to me, Mack

Estimate would be 2.5 hours per computer for most computers/laptops

Patron Computers (desktop type- like ones recently installed) = 19
47.5 Hours
- 9 for Blanding
- 8 for Monticello
- 2 for Montezuma Creek

Patron Laptops in house only = 8
20 Hours
- 2 for Blanding
- 2 for Bluff
- 2 for La Sal
- 2 for Montezuma Creek

Laptops for patron checkout – 4
10 Hours

Children's learning computers 6
20 Hours
- 2 for Blanding
- 2 for Monticello
- 2 for Montezuma Creek

Children's learning tablet for in house only – 4
9.5 Hours
- 1 for Bluff
- 1 for Montezuma Creek
- 1 for Blanding
- 1 for Monticello

Printers 8 hours

Color copier/printer printing on high quantities of cardstock- 2 and 1 high quality printer/copier that doesn't require high quantities of printing cardstock
- 1 for Blanding
- 1 for Monticello
- 1 for La Sal (will not need to print on high quantities of cardstock)

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- Installation cost (include travel and per diem and lodging) for all equipment, follow-up for any configuration or initial troubleshooting if needed on a separate visit, as well as set up of software on all devices.

This would most likely be a 2 tech job
Per diem - $118 per day or $58 per tech (I would estimate 5 days) Total $590
Loging $500
Travel Time 25 hours
Setup would be 10 hours for the smart board
Hours would $165 per hour

Total hours = 150 hours x $165 per hour = $24,750.00

$24,750.00
590.00
500.00
$25,840.00

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Graphics Card Integrated

Amazon Fire 7 Kids tablet, ages 3-7. Top-selling 7" kids tablet on Amazon - 2022. Ad-free content with parental controls included, 10-hr battery, 16 GB, Blue

4.5 out of 5 stars
20,393
4K+ bought in past month

109.99

- **ECO-Auto Smart**

Regular price$7,000.00
Shipping calculated at checkout.
Add to cart

More payment options

The ECO-Auto Smart is a single-disc, fully automatic disc repair system for CDs, DVDs, Books-on-Disc, Blu-ray and even the latest game discs.

ELM USA
Disc Repair Equipment

Docusign Envelope ID: CFD0C836-67AE-4987-9A6F-4439A7254403

Public Libraries Using Purchase Orders

Order summary

Shopping cart

Product image
Description
Quantity
Price

1
Pad (ORANGE DOUBLE-SIDED DISC Stage 4 Sanding) - For all models (except ECO-Pro)
10 Pack Pad (ORANGE DOUBLE SIDED DISC Stage 4 Sanding) - For all models (except ECOPro)
1 x
$55.00

1
Pad (LIGHT GREEN DOUBLE-SIDED DISC Stage 3 Sanding) - For all models (except ECO-Pro)
10 Pack Pad (LIGHT GREEN DOUBLE SIDED DISC Stage 3 Sanding) - For all models (except ECOPro)
1 x
$55.00

1
Solution D
3 Pack of 500 ml Bottles
1 x
$108.00

1
Polish Compound
3 Pack of 750 ml Bottles
1 x
$174.00

Docusign Envelope ID: CFD0C836-67AE-4987-9A6F-4439A7254403

1
Pad (RED Stage 4 Sanding)
10 Pack Pad (RED Stage 4 Sanding)
1 x
$32.50

1
Pad (GREEN Stage 3 Sanding)
10 Pack Pad (GREEN Stage 3 Sanding)
1 x
$32.50

1
Pad (YELLOW Stage 2 Sanding)
10 Pack Pad (YELLOW Stage 2 Sanding)
1 x
$32.50

1
Pad (BLACK Stage 1 Polishing)
10 Pack Pad (BLACK Stage 1 Polishing)
1 x
$67.50

1
Pad (LIGHT YELLOW DOUBLE-SIDED DISC Stage 2 Sanding) - For all models (except ECO-Pro)
10 Pack Pad (LIGHT YELLOW DOUBLE SIDED DISC Stage 2 Sanding) - For all models (except ECOPro)
1 x
$55.00
Discount code

Apply
Submit

Docusign Envelope ID: CFD0C836-67AE-4987-9A6F-4439A7254403

Cost summary
Subtotal (9 items)

$612.00

Shipping

Enter shipping address

Total
USD**$612.00**

4
3Doodler EDU Create+ Learning Pack Filament Kit, 1200 Strands
4 x
$896.00

1
3Doodler EDU Create+ Learning Pack (12 Pens)
United States(Canada, Mexico, Japan)
1 x
$1,079.00
Discount code or gift card

Apply
Submit

Cost summary
Subtotal (2 items)

$1,975.00

Shipping

Enter shipping address

Total
USD**$1,975.00**

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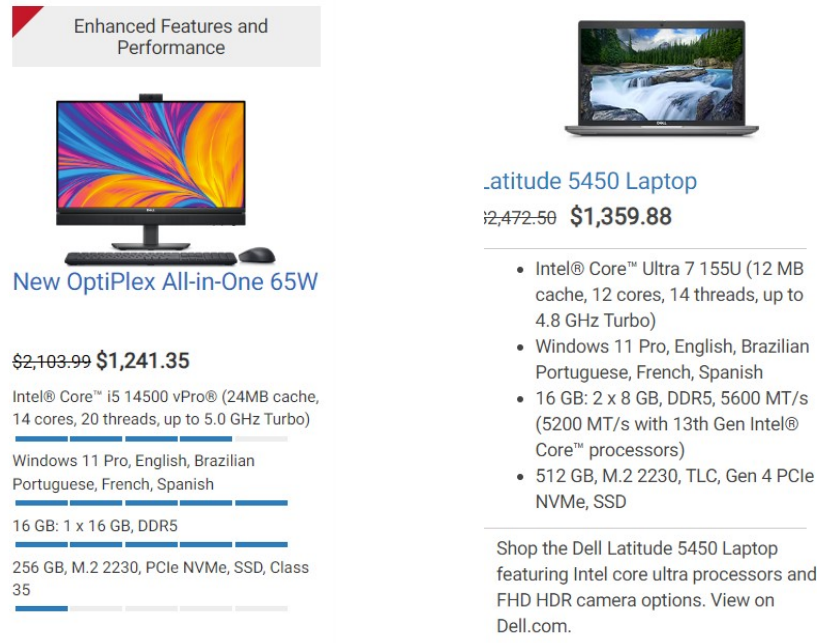


HP Color LaserJet Enterprise M554dn Printer

ENERGY STAR | BUSINESS
$799.00

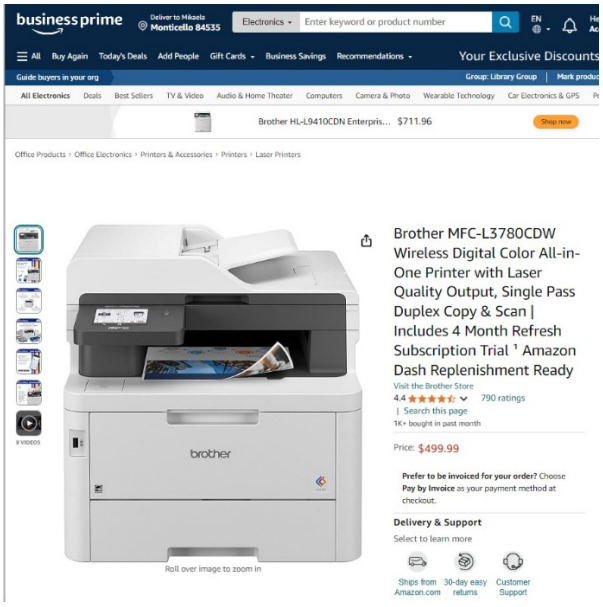
Pay As Low As $67 per month for 12 months with the HP Credit Account. Total Payments of $799^ Learn More | Prequalify Now*

ADD TO CART

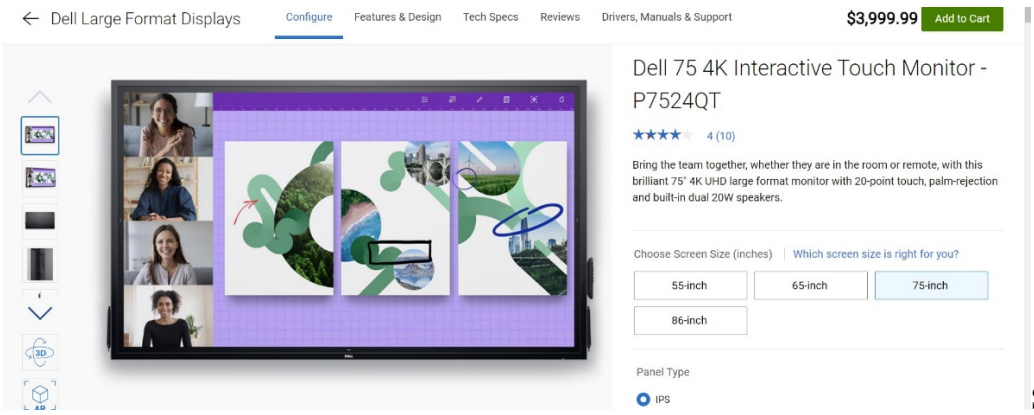
FREE SHIPPING

Estimated arrival date: Fri, Sep 20 - Wed, Sep 25

Docusign Envelope ID: CFD0C836-67AE-4987-9A6F-4439A7254403



Brother MFC-L3780CDW Wireless Digital Color All-in-One Printer



Smart Boards

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UTAH EDUCATION NETWORK

Utah Education Network (UEN) & Utah State Libraries (USL) 2024 Wi-Fi for Libraries Federal Assistance Listing 21.029 & Federal Award Identification Number (FAIN) CPFFN0178

Project Plan

In a few sentences, how will this project provide free robust public wireless broadband access to your patrons? How will this project improve Wi-Fi Service to the general public (for example, improve speed, increase the number of patrons served, extend service distance for example to the conference room/parking lot etc.) This section should be reviewed with the authorized signer for the requesting organization.

The funds from this program will improve the patrons experience, functionality, and access to wifi using to current equipment. We are planning to use funds to improve and providing WiFi to all of our 5 library branches. Many of our patrons either have no internet access in their homes or have few options on where to access the internet making the library branches one of the county residents best options. For example, our branch in Montezuma Creek resides on the Navajo Reservation where poverty is high and internet is rarely in indivual homes.
How do you plan to ensure the equipment/software purchased for this project will be operational by November 1, 2024?
We have plans in place to hit the target date of November 1, 2024.
As your entity's procurement rules must be followed, will you purchase from a state contract, existing contract, or will you need to issue an RFP in order to complete purchases for this project?
We are planning to use an existing vendor contract but planning on following all the local procurement policies.
Will you need to hire technical contract labor to complete the project? If yes, please describe.
Yes, we are. We have a contracted IT company that we are currently using in the county to complete the necessary labor and installation at all of our sites.
Do you intend to create a sustainability plan beyond the ARPA funding? Please describe.
We currently have a line item in our budget to purchase equipment on an annual basis to help replace IT items when they hit their end of life.

Please provide information on sites you plan to include in this project. If you are a single library site, please respond for your single site below. If you are representing a library system, include each branch name and location below, as well as the upload/download speeds.

City	Library Name / Library System	Record Patron Wi-Fi Upload/Download Speed During Peak Time - https://speedtest.uen.net
La Sal	La Sal Library/San Juan County	DL 4.43 UL .54
Monticello	Monticello Library/San Juan County	DL 155.3 UL 229.9
Blanding	Blanding Library/San Juan County	DL 78.0 UL 12.1
Bluff	Bluff Library/San Juan County	DL 18.7 UL 16.4
Montezuma Creek	Montezuma Creek Library/San Juan County	DL 28.4 UL 9.4

Project Budget

Description of equipment, software, installation etc.	Location of Installation (city or branch name)	Qty	Cost	Extended Cost
See quote/estimate attachment in next tab.				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

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				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			Total:	$26,291.01

Project Timeline

Please list your planned milestones for the following 15 day periods. It is expected that some milestones will be take longer, if so, copy that milestone entry into as many 15 day periods as necessary. We have added one program milestone to help you get started.	
March 16-31, 2024	Application Approvals will be sent to the authorized signer for your organization via DocuSign no later than 3/29/24.
April 1-15, 2024	Order Equipment
April 16-30, 2024	
May 1-15, 2024	Equipment delivered
May 16-31, 2024	
June 1-15, 2024	Inventory tagging and submit packing slips
June 16-30, 2024	
July 1-15, 2024	Installation on 1-2 branches
July 16-31, 2024	Configuration and testing of equipment
August 1-15, 2024	Installation on 1-2 branches
August 16-31, 2024	Configuration and testing of equipment
September 1-15, 2024	
September 16-30, 2024	Installation on 1-2 branches
October 1-15, 2024	Configuration and testing of equipment
October 16-31, 2024	Submit all paperwork for reimbursement
November 1-15, 2024	Project completion deadline - all reimbursement documents must be received and all equipment is operational - 11/1/24

Memorandum of Understanding for
UEN 2024 Wi-Fi for Libraries Program

Organization Name & Unique Entity Identifier (UEI):	San Juan County Library System - UEI is WVCABP2FEVA2
Authorized Person Name & Title:	County Commissioner - Jamie Harvey
Authorized Person Email & Phone Number:	jharvey@sanjuancounty.org - 928 864 8665
Technical Contact Name & Email:	Jason Glines from TecServ - jglines@tecservinc.com
Technical Contact Phone Number:	385 294 4452
Project Manager Name & Email:	Nicole Perkins and Mikaela Ramsay - nperkins@sanjuancounty.org - mramsay@sanjuancounty.org
Project Manager Phone Number:	435 678 2335 - 495 587 2881
Preparer Name & Email:	Nicole Perkins and Mikaela Ramsay - nperkins@sanjuancounty.org - mramsay@sanjuancounty.org

Item 5.

Preparer Phone Number:	**435 678 2335 - 495 587 2881**
Mailing Address to mail ARPA inventory stickers:	**Blanding Library 25 West 300 South Blanding, Utah 84511**
Remittance Address for reimbursement:	**Blanding Library 25 West 300 South Blanding, Utah 84511**
From: Utah Education Network, 101 S Wasatch Blvd, Salt Lake City, UT 84112	

Important:

All equipment purchased with UEN 2024 Wi-Fi for Libraries Program funds must be operational by November 1, 2024

Eligible expenses must be submitted between March 1 - November 1, 2024.

Progress reports must be completed by the designated Library Project Manager every 2 weeks.

Applicable state and local entity procurement laws must be followed.

Initial in the box below to demonstrate your agreement to each item to the right of the box:

np mr	We have read, understand and agree to the documents in UEN 2024 Wi-Fi for Libraries Program Guidelines and FAQs.
np mr	We have read, understand and agree to submit the UEN Property Accounting Form, completing columns C-M.
np mr	We understand that in order to qualify for UEN 2024 Wi-Fi for Libraries Program funding reimbursement, UEN must be in receipt of this signed MOU within 30 days following plan approval. Upon completion of this MOU, designated representative(s) from your organization will be issued a login to *Wrike. *Wrike is a project management tool that will be provided at no charge to manage key milestones and to upload documentation for the UEN 2024 Wi-Fi for Libraries Program.
np mr	We have read and understand that all equipment will be tagged with ARPA inventory stickers which will be provided by UEN. Equipment will be owned by the Library, and equipment will be inventoried according to your state/local guidelines and the attached UEN Property Accounting form identifying the assets purchased, serial number etc. needs to be completed and returned to UEN as part of the documentation required for reimbursement.
np mr	We have read and understand the guidelines for submitting documents for reimbursement and agree to provide the items listed below in order to be reimbursed.

Reimbursement Packet Required Items		**Description**
np mr	Procurement Rules Summary	Provide an explanation of the procurement process for the library/organization and how procurement on a project related to ARPA is in compliance with the library/organization policies. Provide any relevant RFPs related to the procurement process for the project.
np mr	Purchase Order	All purchase orders related to the project undertaken as part of the UEN 2024 Wi-Fi for Libraries Program will be provided.
np mr	Invoice(s)	All invoices related to the project undertaken as part of the UEN 2024 Wi-Fi for Libraries Program will be provided.
np mr	Packing Slip(s)	All packing slips for inventory/equipment received related to the project undertaken as part of the UEN 2024 Wi-Fi for Libraries Program will be provided.
np mr	Tagged Inventory	Tagged inventory evidence for all inventory/equipment received related to the project undertaken as part of the UEN 2024 Wi-Fi for Libraries Program will be provided. (Please use the UEN Property Accounting Form to complete this item.)
np mr	Installation of Inventory	Photo evidence of installed inventory/equipment received related to the project undertaken as part of the UEN 2024 Wi-Fi for Libraries Program will be provided.
np mr	Voucher(s) for Payment and Posting	All payment vouchers related to the project undertaken as part of the UEN 2024 Wi-Fi for Libraries Program will be provided.

Application portion complete! The remaining items will be completed once your application has been approved.

Your organization has been approved as a recipient of UEN 2024 Wi-Fi for Libraries Program for:

Category	Amount
Wireless Improvements - Equipment	$14,727.50
Wireless Improvements - Infrastructure (cabling, patch panels, etc. to support Wi-Fi equipment)	$
Wireless Improvements - Software & Support (must support Wi-Fi equipment or management - maximum 5 years of support)	$
Wireless Improvements - Installation (contracted labor to install Wi-Fi equipment)	$11,563.51
Total:	$26,291.01

We look forward to working with you and congratulate you on your award for the UEN 2024 Wi-Fi for Libraries Program!

UEN

Signed by:

Spencer Jenkins 9/18/2024

73F0BCE1A3354A4...

Signature & Date

Spencer Jenkins, CEO, Executive Director, UEN

Printed Name & Title

Library Authorized Signer

Signed by:

9/17/2024

602F768F849C410...

Signature & Date

Commissioner Jamie Harvey & Fiscal Officer, Clerk Lyman Duncan

Printed Name & Title

Docusign Envelope ID: 49EDAADC-4DCD-415C-8B1F-15B17DD4E391

Montezuma Creek Library	Quanity	Devices	Part Number	Price	Notes
Increased Installation expenses: $940.87 Equipment Shipping Cost: $13.75	1	Sonicwall TZ370 (3 Year)	02-SCC-6823	$ 1,379.70	
	1	Cloud Key	UCK-G2-Plus	$ 199.00	
	1	Cloud Key Rack	CKG2-RM	$ 99.00	
	1	U7 Pro AP	U7-Pro	$ 189.00	
	1	U6 Mesh (Outdoor)	U6-Mesh	$ 179.00	
	1	Standard 16 POE Switch	USW-16-PoE	$ 299.00	
	2	Ultra Switch	USW-Ultra	$ 258.00	
	8	Tecserv Labor	8 hours ($150 per hour)	$ 1,200.00	
				Total	$ 4,757.32
Monticello Library					
Increased Installation expenses: $1,840.88 Equipment Shipping Cost: $13.75	1	Sonicwall TZ370 (3 Year)	02-SCC-6823	$ 1,379.70	
	1	Cloud Key	UCK-G2-Plus	$ 199.00	
	1	Cloud Key Rack	CKG2-RM	$ 99.00	
	2	U7 Pro AP	U7-Pro	$ 378.00	
	1	U6 Mesh (Outdoor)	U6-Mesh	$ 179.00	
	1	Enterprise 24 PoE	USW-Enterprise	$ 799.00	
	3	Ultra Switch	USW-Ultra	$ 387.00	
	8	Tecserv Labor	8 hours ($150 per hour)	$ 1,200.00	
				Total	$ 6,475.33
La Sal Library					
Increased Installation expenses: $940.88 Equipment Shipping Cost: $13.75	1	Sonicwall TZ370 (3 Year)	02-SCC-6823	$ 1,379.70	
	1	Cloud Key	UCK-G2-Plus	$ 199.00	
	1	Cloud Key Rack	CKG2-RM	$ 99.00	
	1	U7 Pro AP	U7-Pro	$ 189.00	
	1	Enterprise 8 PoE	USW-Enterprise-8-PoE	$ 479.00	
	8	Tecserv Labor	8 hours ($150 per hour)	$ 1,200.00	
				Total	$ 4,500.33
Bluff Library					
Increased Installation expenses: $940.88 Equipment Shipping Cost: $13.75	1	Sonicwall TZ370 (3 Year)	02-SCC-6823	$ 1,379.70	
	1	Cloud Key	UCK-G2-Plus	$ 199.00	
	1	Cloud Key Rack	CKG2-RM	$ 99.00	
	1	U7 Pro AP	U7-Pro	$ 189.00	
	1	U6 Mesh (Outdoor)	U6-Mesh	$ 179.00	
	1	Enterprise 8 PoE	USW-Enterprise-8-PoE	$ 479.00	
	8	Tecserv Labor	8 hours ($150 per hour)	$ 1,200.00	
				Total	$ 4,679.33
Blanding Library					
Increased Installation expenses: $900.00 Equipment Shipping Cost: $100.00	1	Sonicwall TZ370 (3 Year)	02-SCC-6823	$ 1,379.70	
	1	Cloud Key	UCK-G2-Plus	$ 199.00	
	1	Cloud Key Rack	CKG2-RM	$ 99.00	
	2	U7 Pro AP	U7-Pro	$ 378.00	
	1	U6 Mesh (Outdoor)	U6-Mesh	$ 179.00	

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1	Enterprise 24 PoE	USW-Enterprise	$ 799.00	
5	Ultra Switch	USW-Ultra	$ 645.00	
8	Tecserv Labor	8 hours ($150 per hour)	$ 1,200.00	
			Total	$ 5,878.70

$26,291.01

BRIGHAM CITY PUBLIC LIBRARY

Volunteering

The library accepts volunteers ages 16 and older. All volunteers are managed through a City-wide volunteering system and must pass a background check.

Adults

- Visit Brigham City Police Department (City offices, 20 N Main St B).
- Show ID.
- Fill out and sign application.

Teens (16-17)

- Visit the library.
- Fill out a teen volunteer application with parent/guardian signature.
- Return it to the library.

Volunteer with Literacy

Be a summer reading tutor with the Box Elder Literacy program! Applications open March or April each year. For more info, please visit Literacy's volunteer page.

Literacy Page

Weber County Library System

America Reads - Volunteer

What do America Reads volunteers do?

- Work one-on-one with students in 30 minute in-person sessions.
- Volunteers required to attend a one-time training.
- Program dates: **June 3 - July 25, 2024**.
- Registration deadline: **April 29, 2024**.
- Appreciation ceremony: **August 2, 2024**.

The Weber County Library's America Reads program relies mostly on the help of volunteers. For years we have partnered with many members of the community and the Foster Grandparent Program of Northern Utah, and in 2022 a new partnership with RSVP allowed us to expand our services.

This year we have the opportunity to offer sessions from June 3 - July 25, 2024 at all our locations, **Monday - Thursdays, 10:30 a.m. - 7:30 p.m.** (**Ogden Valley Branch, Thursdays only, 10:00 a.m. - 2:00 p.m.*). There will be an appreciation ceremony to honor volunteers August 2, 2024.

As an America Reads volunteer you will:

- Tutor kids one-on-one for 30-minute, in-person reading sessions.
- Give feedback on the student's performance to parents or guardians when needed.
- Accept all students without reservation or judgment.
- Create a safe and positive learning environment.
- Have fun!

America Reads volunteers should be:

- ***Willing to undergo a background check***
- 18 years or older
- Fluent in English
- Able to commit to scheduled times for the duration of the eight-week program

SAN JUAN COUNTY STATISTICS | 1A

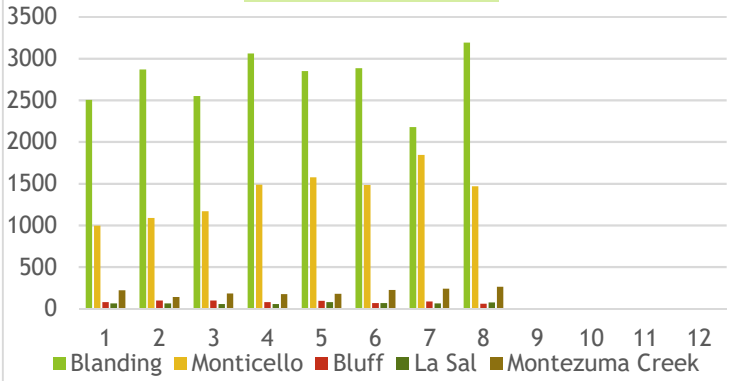
September 18, 2024

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
PATRON VISITS													
Blanding	2505	2869	2549	3060	2850	2883	2177	3191					22,084
Monticello	996	1087	1167	1486	1577	1484	1845	1469					11,111
Bluff	77	98	97	79	92	66	84	57					650
La Sal	62	64	53	53	76	67	63	73					511
Montezuma Creek	219	140	183	172	179	222	238	264					1,617
Total	3859	4258	4049	4850	4774	4722	4407	5054					35,973
COMPUTER IN HOUSE													
Blanding	196	211	234	296	132	116	215	169					1,569
Monticello	68	89	87	143	95	105	120	104					811
Bluff	7	14	20	10	4	2	8	14					79
La Sal													
Montezuma Creek	62	74	72	59	35	88	43	103					536
Total	333	388	413	508	266	311	386	390					2,995
CELLULAR ONE HOTSPOTS													
Blanding	1	5	3	1	17	3	2	3					35
Satellites	7	9	6	8	45	8	8	9					100
Total	8	14	9	9	62	11	10	12					135
CHECKOUTS													
Blanding	2061	1929	1959	2061	2155	2228	2137	2810					17,340
Monticello	733	1594	1824	1736	1906	1532	1659	1853					12,837
Satellites	493	334	374	339	429	387	488	454					3,298
Total	3287	3857	4157	4136	4490	4147	4284	5117					33,475
PHYSICAL ITEMS CIRCULATED													
Blanding	12	4	11	4	17	10	10	9					77
Monticello													
Satellites													
Total	12	4	11	4	17	10	10	9					77
FOOD BANK MEALS SERVED													
Blanding	128	77	61	92	16	NA	NA	NA					374
Total	128	77	61	92	16								374
YEAR COUNT UNIQUE VOLUNTEERS													
Blanding													9
Monticello													27
Satellites													
Total													36
VOLUNTEER HOURS													
Blanding	10	8	10	16	22	14	13	22					115
Monticello	5	5	5	7	15	7	11						55
Satellites													
Total	15	13	15	23	37	21	24	22					170

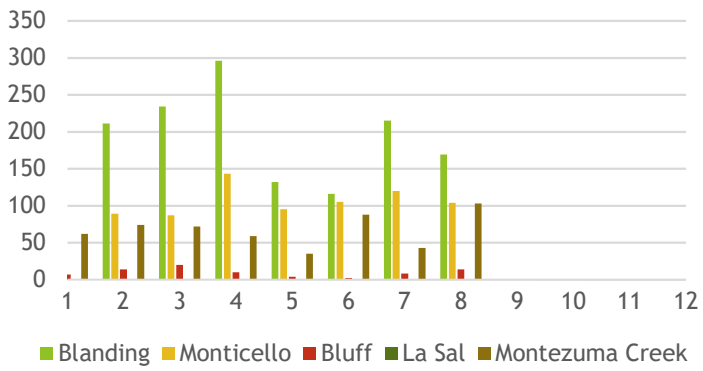
SAN JUAN COUNTY STATISTICS | 1A

September 18, 2024

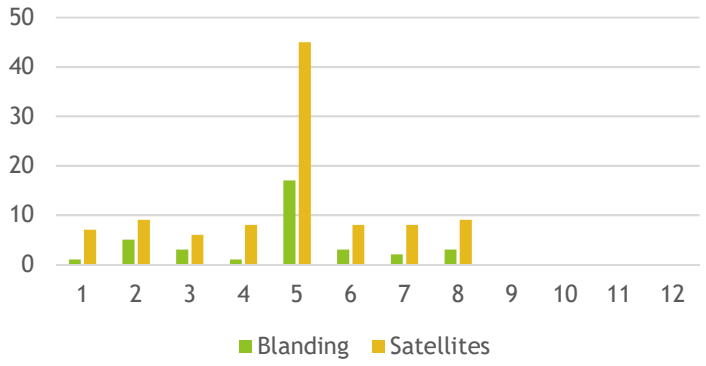
PATRON VISITS



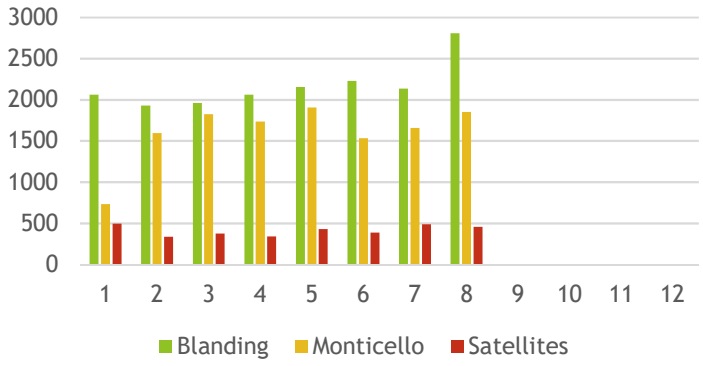
COMPUTER IN HOUSE



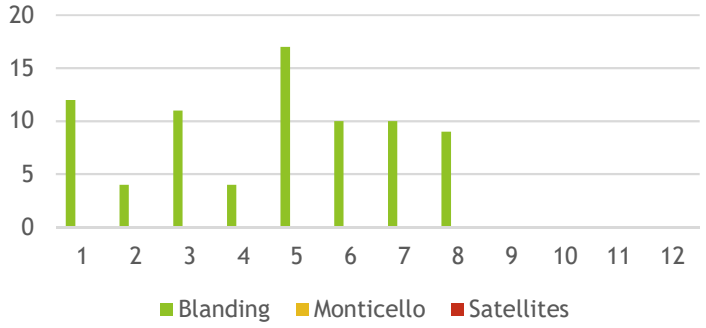
CELLULAR ONE HOTSPOTS



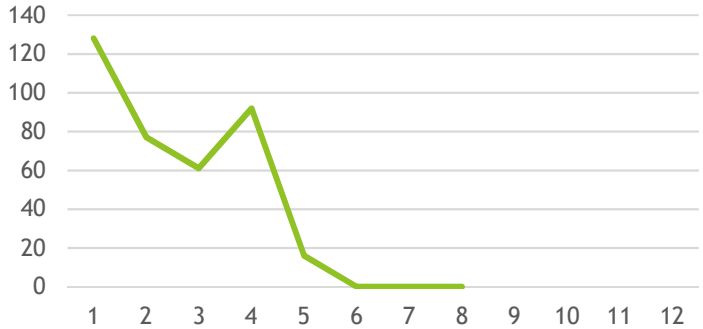
CHECKOUTS



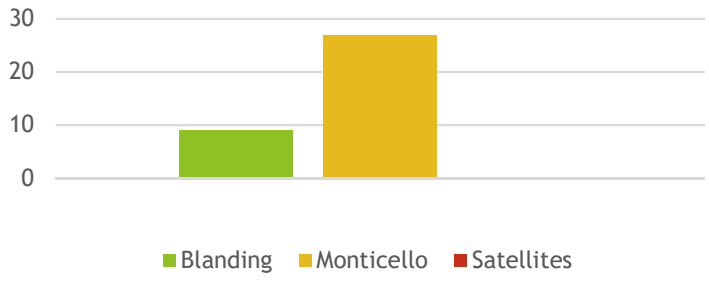
PHYSICAL ITEMS CIRCULATED



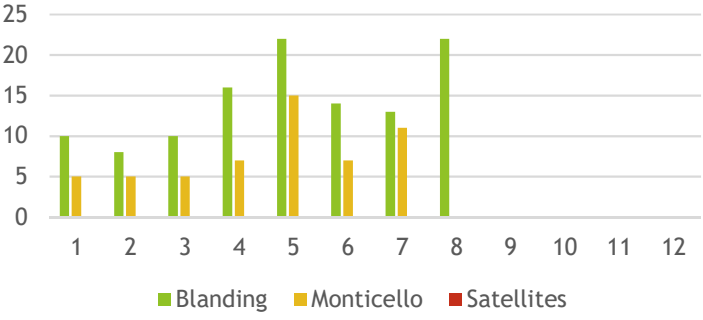
FOOD BANK MEALS SERVED



YEAR COUNT UNIQUE VOLUNTEERS



VOLUNTEER HOURS



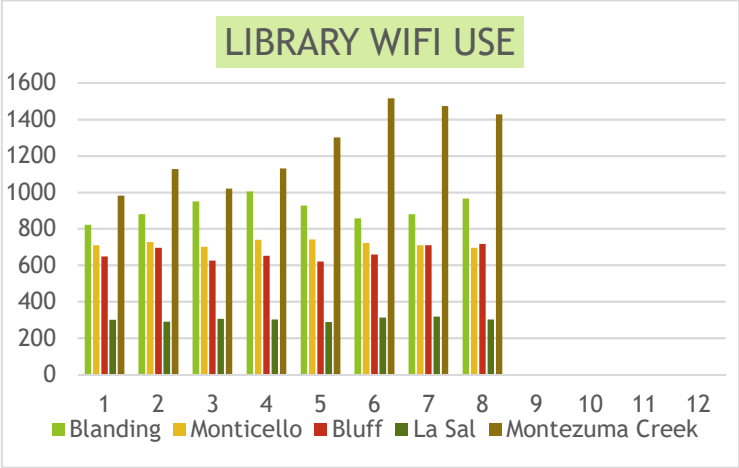
SAN JUAN COUNTY STATISTICS | 1B

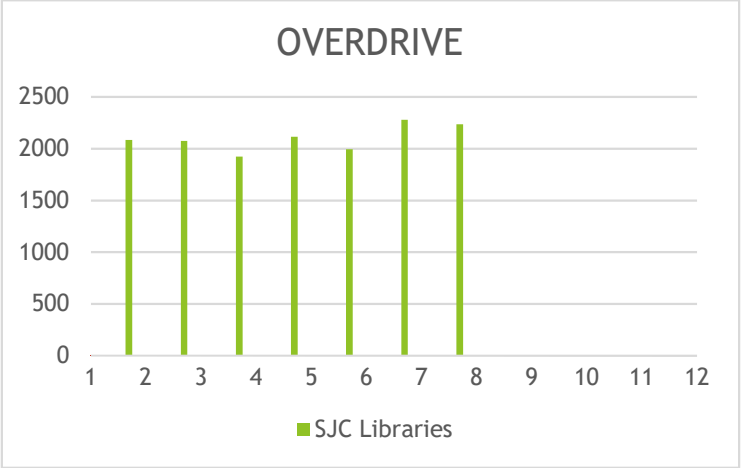
September 18, 2024

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
LIBRARY WIFI USE													
Blanding	822	880	950	1005	927	857	879	966					7,286
Monticello	709	727	701	739	741	721	709	695					5,742
Bluff	649	695	625	651	620	659	709	717					5,325
La Sal	301	290	306	303	289	313	319	303					2,424
Montezuma Creek	982	1128	1021	1131	1301	1516	1473	1427					9,979
Total	3463	3720	3603	3829	3878	4066	4089	4108					30,756
OVERDRIVE													
SJC Libraries	2158	2083	2074	1921	2115	1994	2278	2234					16,857
Total	2158	2083	2074	1921	2115	1994	2278	2234					16,857

SAN JUAN COUNTY STATISTICS | 1B

September 18, 2024





SAN JUAN COUNTY STATISTICS | 2

September 18, 2024

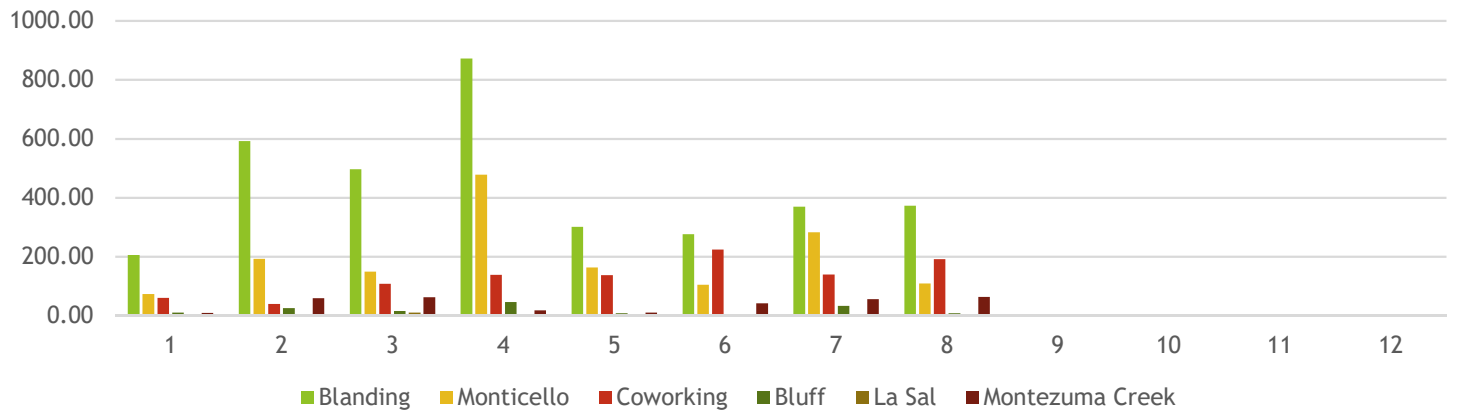
	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
CASH REGISTER | $ COLLECTED													
Blanding	205.27	591.68	496.61	871.92	300.89	276.10	369.29	372.50					3484.26
Monticello	73.40	191.90	149.30	477.77	163.40	104.90	282.70	109.10					1552.47
Coworking	59.64	39.07	107.79	138.49	137.16	223.34	138.68	191.17					1035.34
Bluff	9.70	25.40	14.90	45.31	7.90	4.20	32.20	8.00					147.61
La Sal			9.95		2.26		3.64	3.50					19.35
Montezuma Creek	8.30	58.60	62.45	17.75	10.40	41.00	56.00	63.00					317.50
Total	356.31	906.65	841.00	1551.24	622.01	649.54	882.51	747.27					6556.53
SJC CREDIT CARD DEPOSITS													
Blanding	59.00	196.03	170.46	75.99	114.05	78.19	187.83	196.69					1078.24
Monticello													
Bluff													
La Sal													
Montezuma Creek					10.00								10.00
SJC Libraries	*124.60*	*245.83*	*303.86*	*154.57*	*218.75*	*99.99*	*141.24*	*319.38*					
Total	59.00	196.03	170.46	75.99	124.05	78.19	187.83	196.69					1088.24
GRANT $													
Blanding													
Monticello													
Bluff													
La Sal													
Montezuma Creek													
SJC Libraries													
Total													

GRANT $				
Contract No.	**$ Received**	**Started**	**Ends**	**Name**

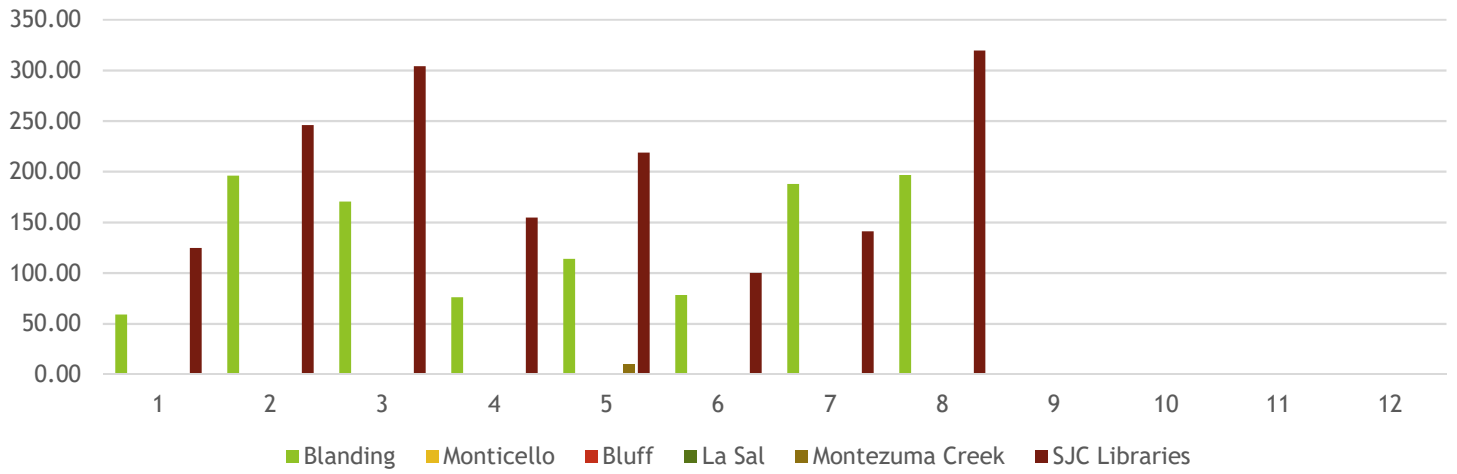
SAN JUAN COUNTY STATISTICS | 2

September 18, 2024

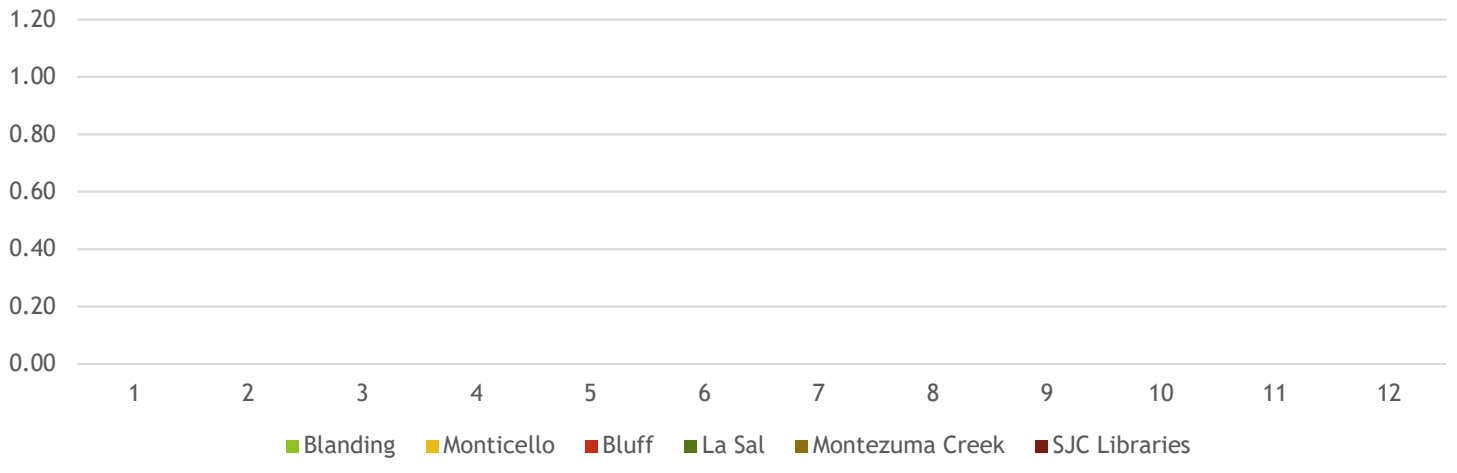
CASH REGISTER | $ COLLECTED



SJC CREDIT CARD DEPOSITS



GRANT $



SELF DIRECTED ACTIVITY PARTICIPANTS

Participants 0-5

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	85	83	50	140	81	55	58	85					637
Monticello	2	14	3	5	28	23	28	18					121
Bluff	1	3	2	2	1	3	3	2					17
La Sal													
Montezuma Creek	5	4	6	4	4	7	8	3					41
Total	93	104	61	151	114	88	97	108					816

Participants 6-11

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	27	23	20	38	35	45	40	44					272
Monticello	9	8	10	34	41	41	53	28					224
Bluff	3	1	5	2	5	6	4	2					28
La Sal					2			1					3
Montezuma Creek	7	5	3	5	4	6	4	2					36
Total	46	37	38	79	87	98	101	77					563

Participants 12-18

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	7	7	9	10	13	19	8	10					83
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total	7	7	9	10	13	19	8	10					83

Participants ADULT

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	8	4	4	8	2	20	25	15					86
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total	8	4	4	8	2	20	25	15					86

Participants GENERAL

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

Grand Total	154	152	112	248	216	225	231	210					1548

UNIQUE ACTIVITIES

Unique Activities 0-5

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	3	3	3	3	3	4	4	3					26
Monticello													
Bluff	1	1	1	1	1	1	1	1					8
La Sal													
Montezuma Creek	1	1	1	1	1	1	1	1					8
Total	5	5	5	5	5	6	6	5					42

Unique Activities 6-11

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	3	2	3	3	3	4	5	3					26
Monticello													
Bluff	1	1	1	1	1	1	1	1					8
La Sal					1			1					2
Montezuma Creek	1	1	1	1	1	1	1	1					8
Total	5	4	5	5	6	6	7	6					44

Unique Activities 12-18

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding	2	2	3	3	2	4	3	3					22
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total	2	2	3	3	2	4	3	3					22

Unique Activities ADULT

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

Unique Activities GENERAL

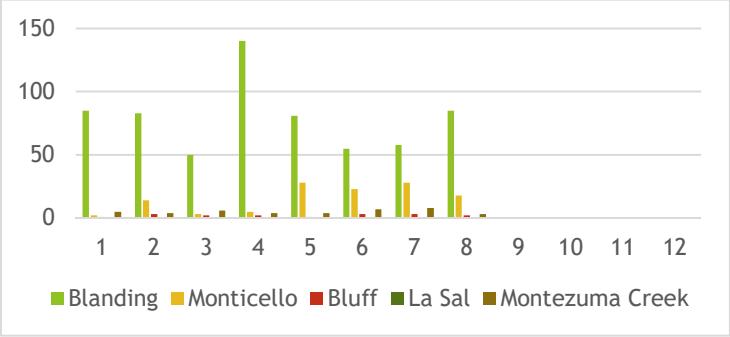
	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Blanding													
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total													

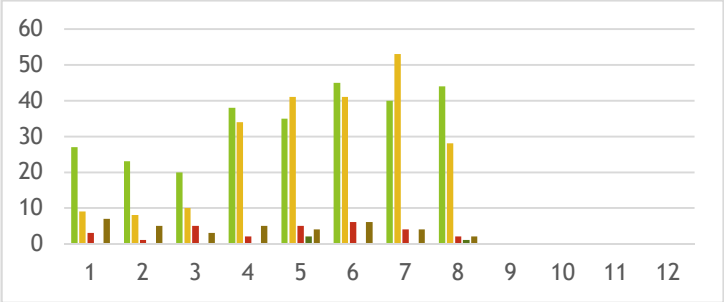
Grand Total	13	12	14	14	14	17	17	15					16

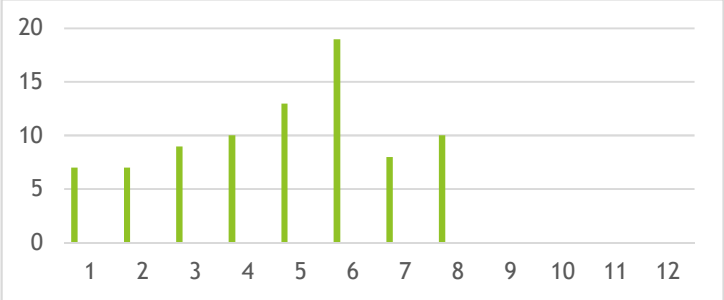
SAN JUAN COUNTY STATISTICS | 3

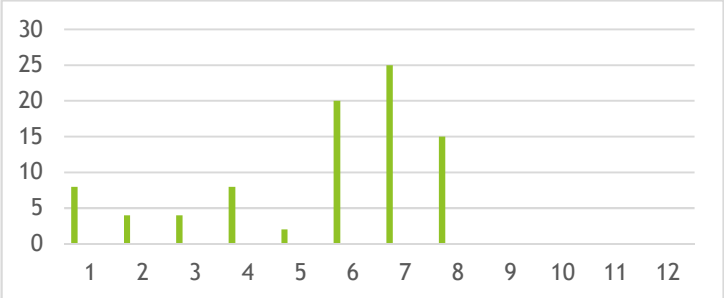
SELF DIRECTED ACTIVITIES

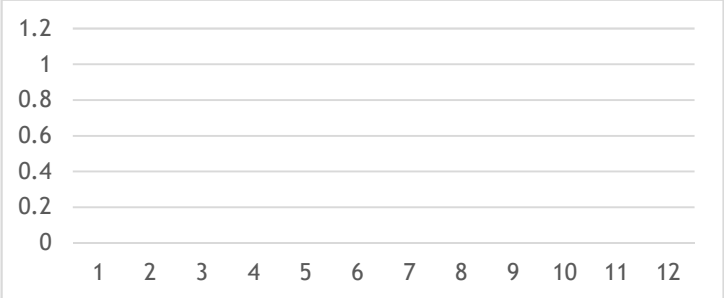
ACTIVITY PARTICIPANTS



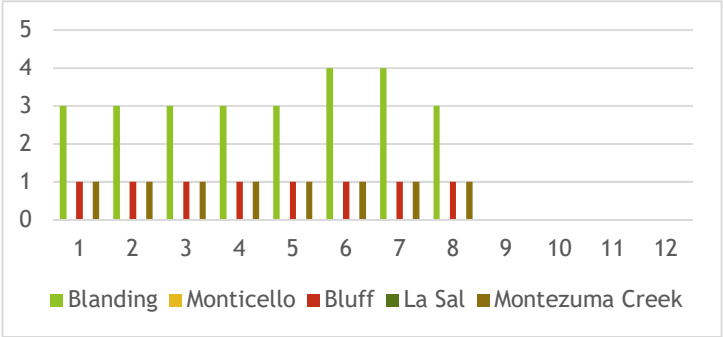


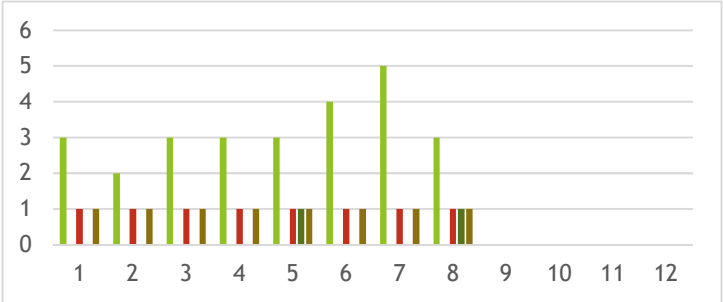


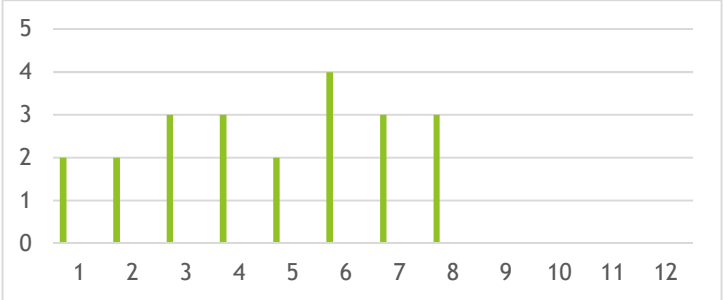


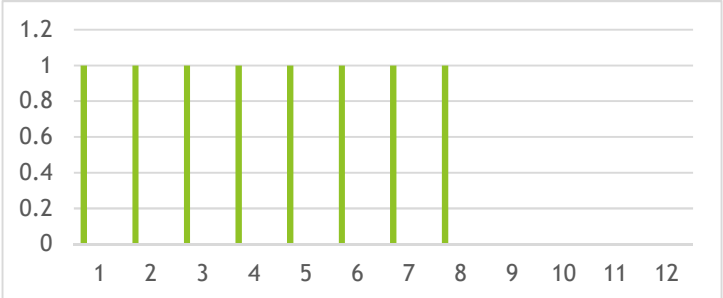


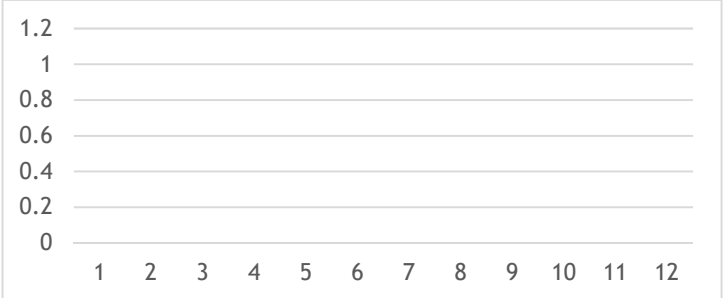
UNIQUE ACTIVITIES











LIBRARY EVENT PARTICIPANTS

	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Participants 0-5													
Blanding	72	61	61	63	124	107	58	50					596
Monticello	23	32	32	40	60	27	10	3					227
Bluff													
La Sal													
Montezuma Creek							10						10
Total	95	93	93	103	184	134	78	53					833
Participants 6-11													
Blanding			59			183	135						377
Monticello	62	89	85	47	263	64	63						673
Bluff													
La Sal													
Montezuma Creek													
Total	62	89	144	47	263	247	198						1,050
Participants 12-18													
Blanding						35	5						40
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total						35	5						40
Participants ADULT													
Blanding	12	10	20	36	100	73	15	103					369
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total	12	10	20	36	100	73	15	103					369
Participants GENERAL													
Blanding						6	379						385
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total						6	379						385
Grand Total	169	192	257	186	547	495	675	156					2677

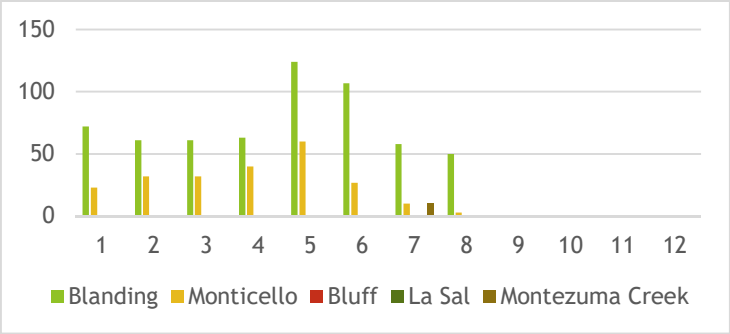
UNIQUE EVENTS

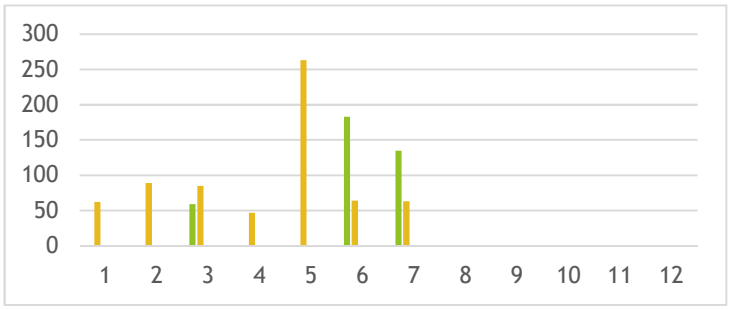
	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Unique Activities 0-5													
Blanding	5	4	4	4	5	3	3	4					32
Monticello													
Bluff													
La Sal													
Montezuma Creek						1							1
Total	5	4	4	4	5	4	3	4					33
Unique Activities 6-11													
Blanding			1			2	3						6
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total			1			2	3						6
Unique Activities 12-18													
Blanding						3	3						6
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total						3	3						6
Unique Activities ADULT													
Blanding	1	1	2	4	4	3	1	6					22
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total	1	1	2	4	4	3	1	6					22
Unique Activities GENERAL													
Blanding						1	1						2
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total						1	1						2
Grand Total	6	5	7	8	9	13	11	10					69

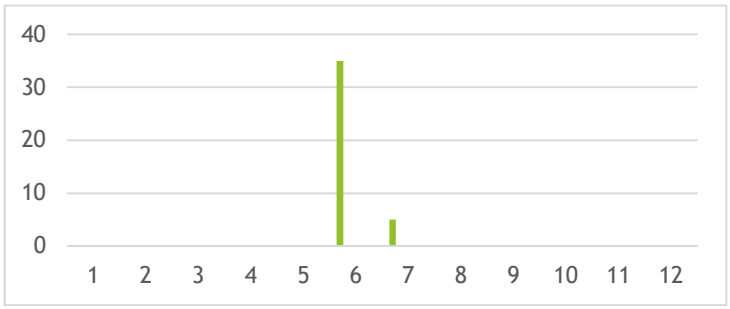
SAN JUAN COUNTY STATISTICS | 4

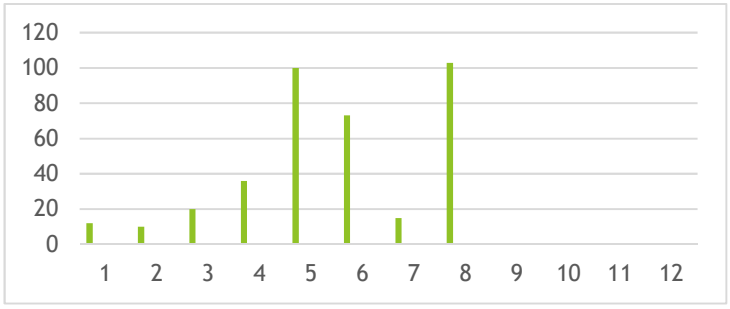
LIBRARY EVENTS

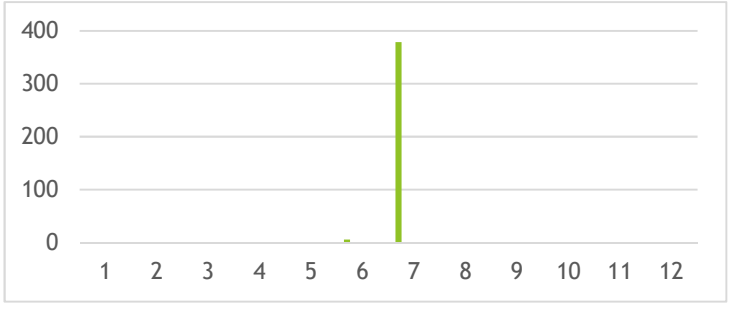
EVENT PARTICIPANTS



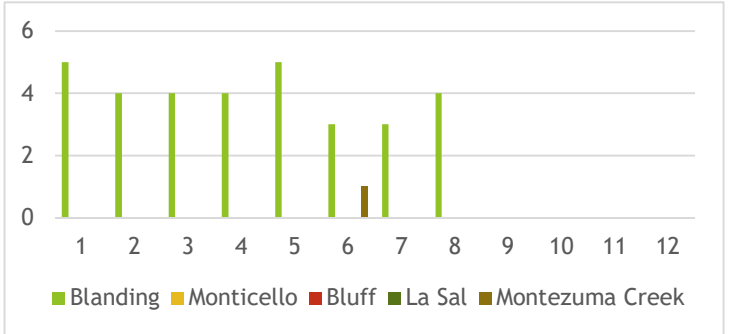


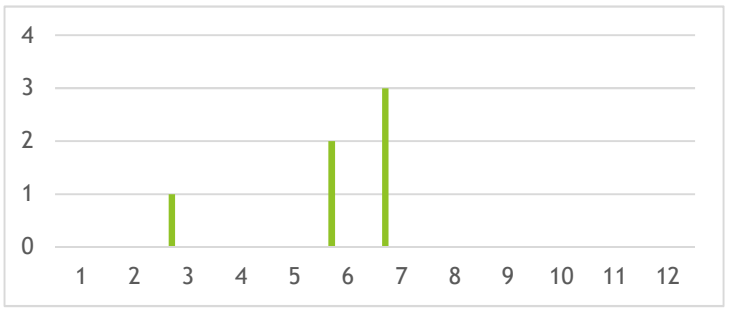


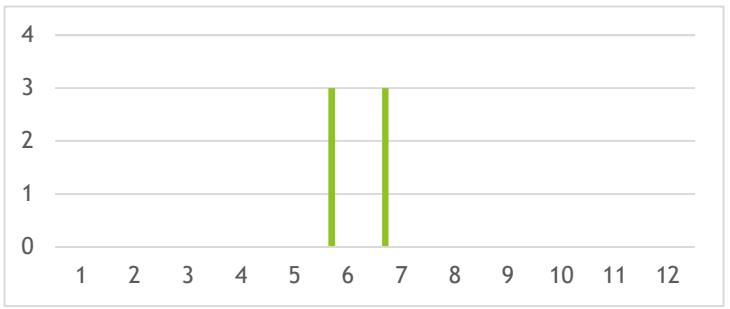


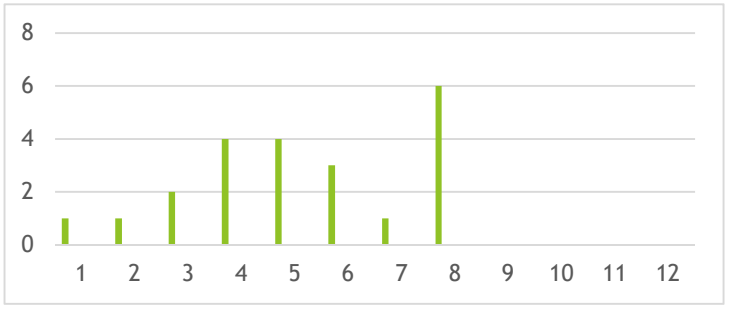


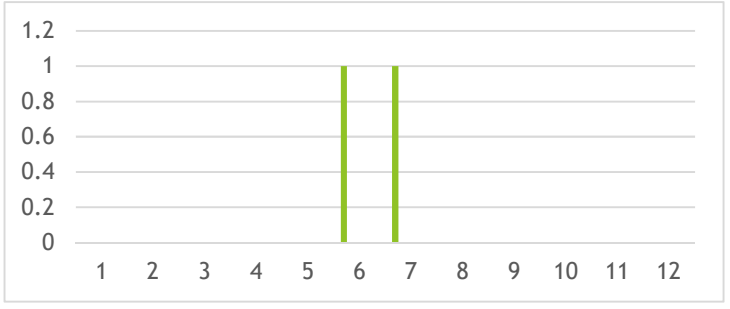
UNIQUE EVENTS











VIRTUAL PARTICIPANTS

UNIQUE EVENTS

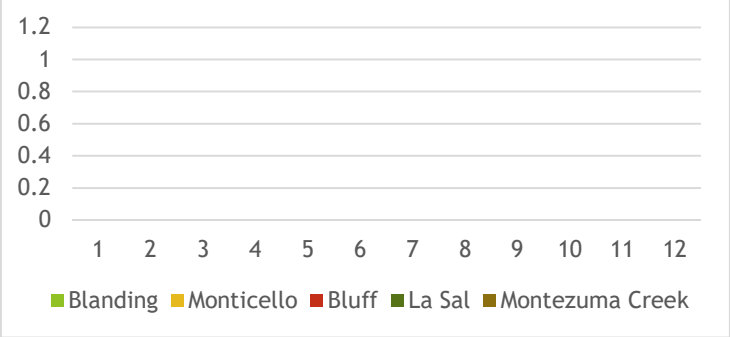
	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Participants 0-5													
Blanding													
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total													
Participants 6-11													
Blanding							330						330
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total							330						330
Participants 12-18													
Blanding													
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total													
Participants ADULT													
Blanding													
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total													
Participants GENERAL													
Blanding							775						775
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total							775						775
Grand Total							1105						1105

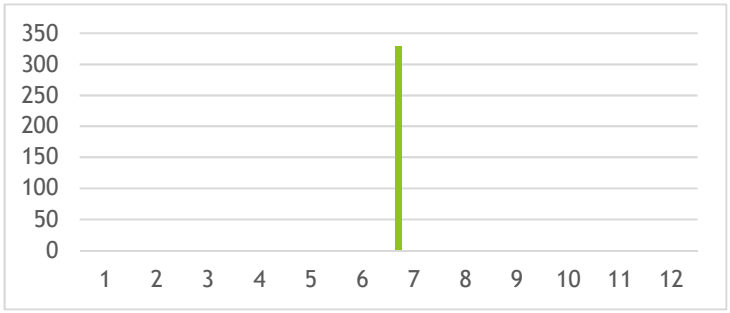
	JAN 1	FEB 2	MAR 3	APR 4	MAY 5	JUN 6	JUL 7	AUG 8	SEP 9	OCT 10	NOV 11	DEC 12	Total
Unique Activities 0-5													
Blanding													
Monticello													
Bluff													
La Sal													
Montezuma Creek													
Total													
Unique Activities 6-11													
Blanding							1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

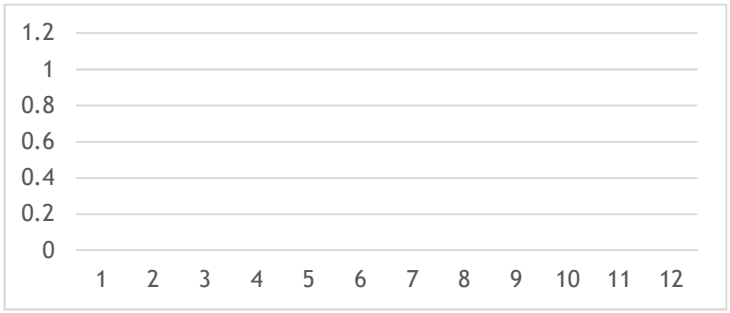
SAN JUAN COUNTY STATISTICS | 6

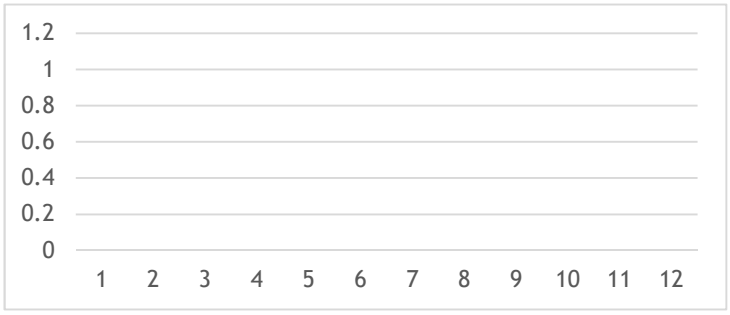
VIRTUAL EVENTS

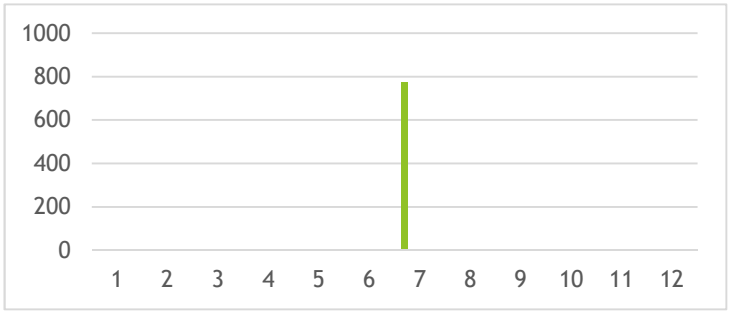
EVENT PARTICIPANTS



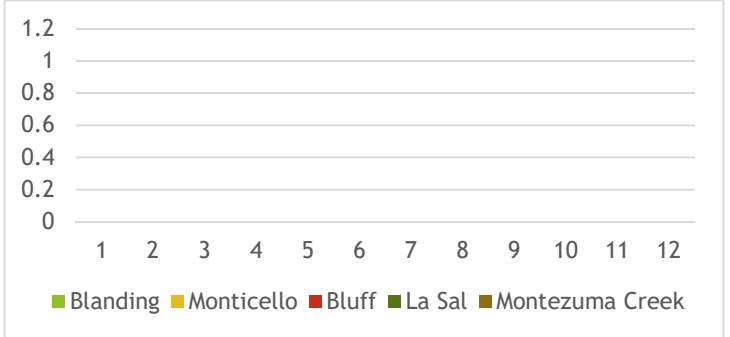


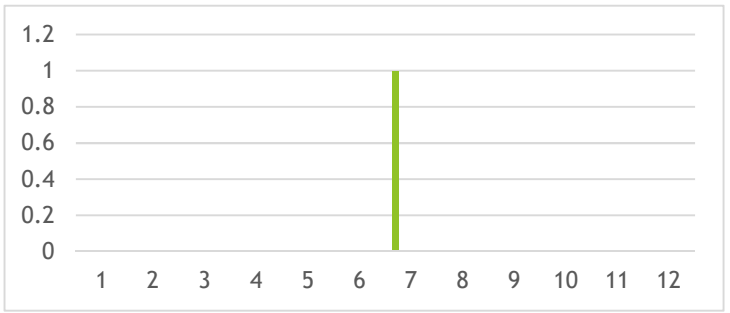


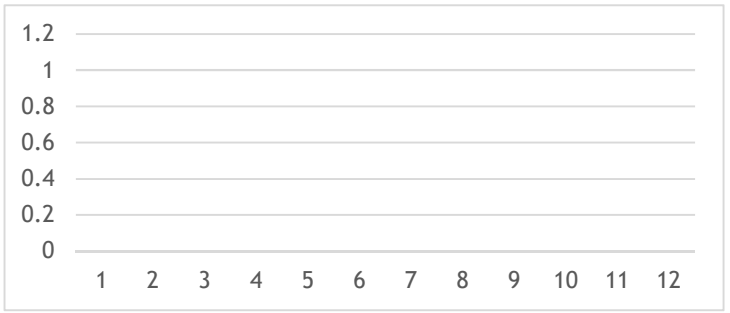


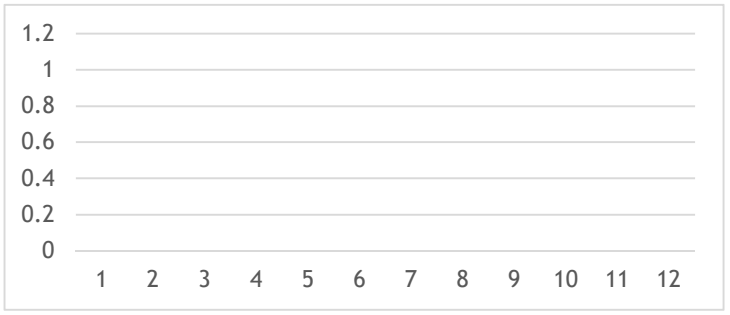


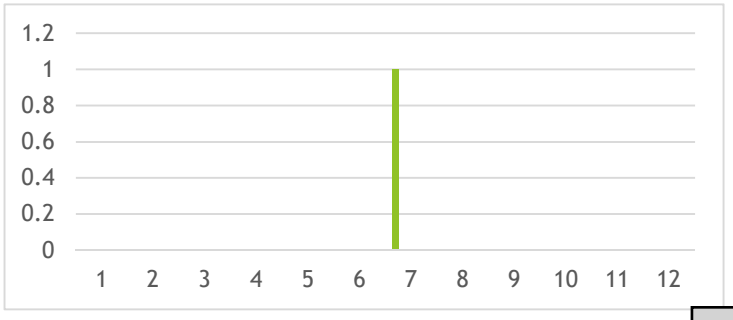
UNIQUE EVENTS











SAN JUAN COUNTY STATISTICS | 7

September 18, 2024

SUMMER READING PROGRAM SIGN UP

Sign Up	0 - 11	12-18	General	Total
Blanding	147	22		169
Monticello	86	14		100
Bluff	2	1		3
La Sal				
Montezuma Creek	12	2		14
Total	247	39		117

SUMMER READING EVENT PARTICIPANTS

Participants	0 - 11	12-18	General	Total
Blanding	328	59	385	772
Monticello				
Bluff				
La Sal				
Montezuma Creek	10			10
Total	338	59	385	10

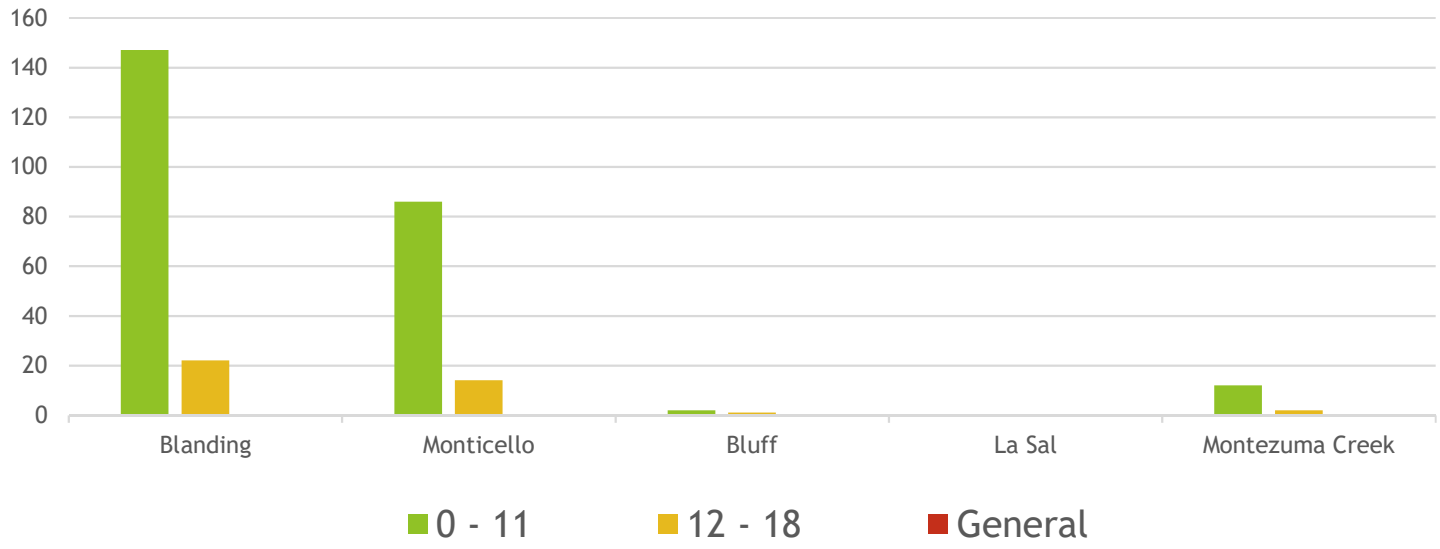
SUMMER READING UNIQUE EVENTS

Unique Events	0 - 11	12-18	General	Total
Blanding	6	6	2	14
Monticello				
Bluff				
La Sal				
Montezuma Creek	1			1
Total	7	6	2	1

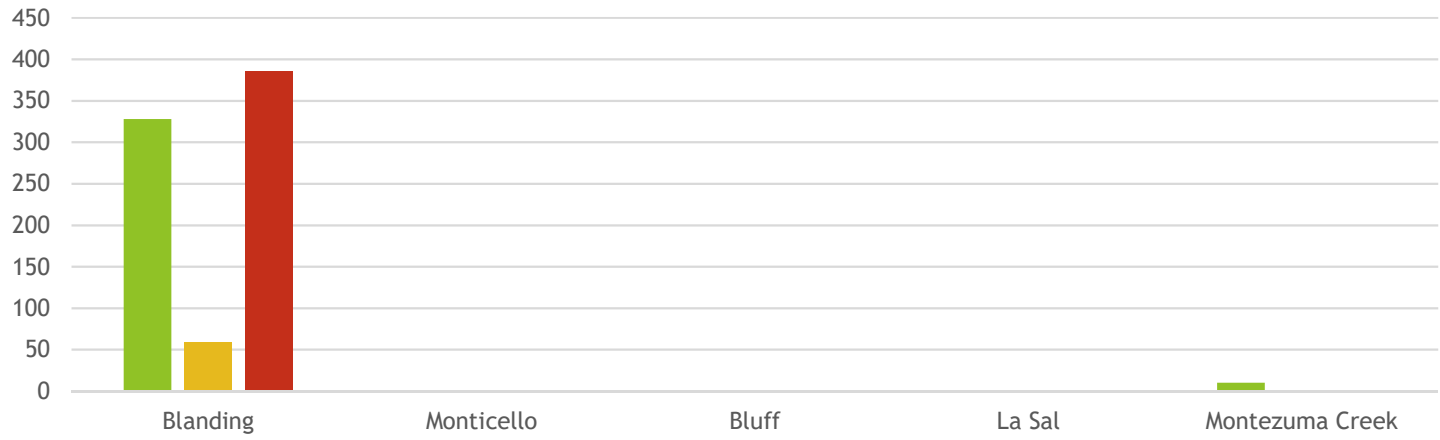
SAN JUAN COUNTY STATISTICS | 7

September 18, 2024

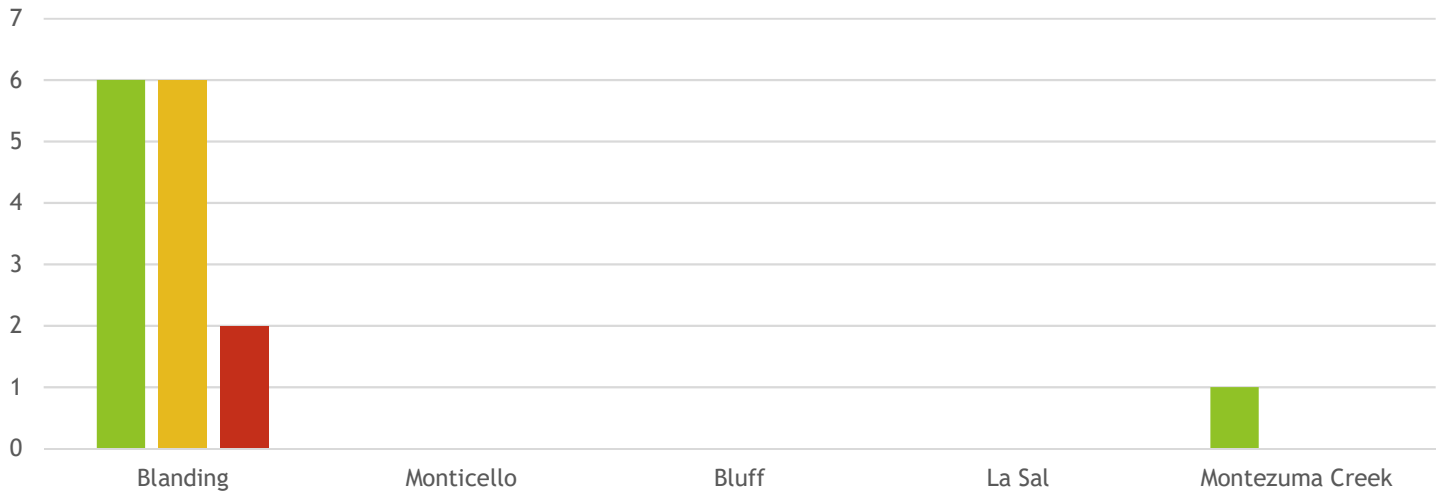
SUMMER READING SIGN UP



SUMMER READING EVENT PARTICIPANTS



SUMMER READING UNIQUE EVENTS



San Juan County
Financial Statement - Library Financials
01/01/2024 to 09/30/2024
75.00% of the fiscal year has expired

	September Actual	2024 Year-to-Date Actual
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
72.1110000 General Checking - Combined - Library	16,213.49	(182,424.11)
72.1112000 Zions - Payroll	(20,171.03)	(98,576.06)
72.1162000 PTIF 897 General - Library	0.00	422,574.34
72.1175000 Undeposited Receipts	(92.70)	9.08
Total Cash and cash equivalents	**(4,050.24)**	**141,583.25**
Total Current Assets	**(4,050.24)**	**141,583.25**
Total Assets:	**(4,050.24)**	**141,583.25**
Liabilites and Fund Equity:		
Liabilities:		
Current liabilities		
72.2131000 Accounts Payable	13.18	13.18
Total Current liabilities	**13.18**	**13.18**
Total Liabilities:	**13.18**	**13.18**
Equity - Paid In / Contributed		
72.2951000 Fund Balance - Unappropriated	(4,063.42)	142,992.49
Total Equity - Paid In / Contributed	**(4,063.42)**	**142,992.49**
Total Liabilites and Fund Equity:	**(4,050.24)**	**143,005.67**
Total Net Position	**0.00**	**(1,422.42)**

San Juan County
Financial Statement - Library Financials
01/01/2024 to 09/30/2024
75.00% of the fiscal year has expired

	September Actual	2024 Year-to-Date Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
72.3110000 Property Taxes	0.00	0.00	419,000.00	419,000.00	0.00%
Total Taxes	**0.00**	**0.00**	**419,000.00**	**419,000.00**	**0.00%**
Intergovernmental revenue					
72.3310000 Other Federal Grants	0.00	9,374.88	7,743.00	(1,631.88)	121.08%
72.3340000 Other State Grants	0.00	7,018.00	7,000.00	(18.00)	100.26%
Total Intergovernmental revenue	**0.00**	**16,392.88**	**14,743.00**	**(1,649.88)**	**111.19%**
Charges for services					
72.3413000 Library Fees	73.80	1,691.52	390.00	(1,301.52)	433.72%
72.3415000 Sale of Maps/Publications	5.50	1,428.54	2,100.00	671.46	68.03%
72.3495000 Copier	148.01	3,697.21	5,000.00	1,302.79	73.94%
Total Charges for services	**227.31**	**6,817.27**	**7,490.00**	**672.73**	**91.02%**
Fines and forfeitures					
72.3500000 Fines and Forfeitures	0.00	6.65	70.00	63.35	9.50%
72.3512000 Library Fines	0.00	366.26	80.00	(286.26)	457.83%
Total Fines and forfeitures	**0.00**	**372.91**	**150.00**	**(222.91)**	**248.61%**
Interest					
72.3610000 Interest Earnings	0.00	13,214.35	19,000.00	5,785.65	69.55%
Total Interest	**0.00**	**13,214.35**	**19,000.00**	**5,785.65**	**69.55%**
Miscellaneous revenue					
72.3620000 Rents and Concessions	0.00	888.00	1,000.00	112.00	88.80%
Total Miscellaneous revenue	**0.00**	**888.00**	**1,000.00**	**112.00**	**88.80%**
Contributions and transfers					
72.3825000 Transfers from General Fund	0.00	0.00	231,225.00	231,225.00	0.00%
72.3830000 Contributions Private	0.00	1,310.98	1,200.00	(110.98)	109.25%
Total Contributions and transfers	**0.00**	**1,310.98**	**232,425.00**	**231,114.02**	**0.56%**
Total Revenue:	**227.31**	**38,996.39**	**693,808.00**	**654,811.61**	**5.62%**
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
72.4167110 Salaries and Wages	112.94	27,928.59	29,180.00	1,251.41	95.71%
72.4167111 Overtime and Comp	0.00	23.29	0.00	(23.29)	0.00%
72.4167131 FICA Expense	8.28	2,052.05	2,060.00	7.95	99.61%
72.4167132 Retirement Benefits	11.87	3,330.65	5,940.00	2,609.35	56.07%
72.4167134 Health Insurance	72.44	651.96	4,330.00	3,678.04	15.06%
72.4167250 Equipment Operation	13.18	13.18	0.00	(13.18)	0.00%
72.4167251 Gas, Oil and Grease	0.00	378.73	0.00	(378.73)	0.00%
72.4167260 Buildings and Grounds	0.00	1,931.79	3,000.00	1,068.21	64.39%
72.4167270 Utilities	139.14	6,385.49	10,000.00	3,614.51	63.85%
72.4167310 Professional and Technical	0.00	2,043.67	1,000.00	(1,043.67)	204.37%
72.4167610 Miscellaneous Supplies	0.00	291.25	0.00	(291.25)	0.00%
Total Monticello Library Building	**357.85**	**45,030.65**	**55,510.00**	**10,479.35**	**81.12%**
Blanding Library Building					
72.4168110 Salaries and Wages	221.01	52,164.22	42,116.00	(10,048.22)	123.86%
72.4168111 Overtime and Comp	0.00	23.29	0.00	(23.29)	0.00%
72.4168131 FICA Expense	16.58	3,916.97	3,060.00	(856.97)	128.01%
72.4168132 Retirement Benefits	8.21	2,123.69	3,265.00	1,141.31	65.04%
72.4168134 Health Insurance	0.00	0.00	4,280.00	4,280.00	0.00%
72.4168260 Buildings and Grounds	0.00	2,192.10	3,000.00	807.90	73.07%
72.4168270 Utilities	0.00	5,717.95	8,500.00	2,782.05	67.27%
72.4168310 Professional and Technical	0.00	1,291.64	1,000.00	(291.64)	129.16%
Total Blanding Library Building	**245.80**	**67,429.86**	**65,221.00**	**(2,208.86)**	**103.39%**
Satellite Buildings					
72.4169110 Salaries and Wages	21.06	5,004.25	8,005.00	3,000.75	62.51%
72.4169111 Overtime and Comp	0.00	17.69	0.00	(17.69)	0.00%
72.4169131 FICA Expense	1.51	361.74	545.00	183.26	66.37%
72.4169132 Retirement Benefits	3.57	913.66	1,375.00	461.34	66.45%
72.4169134 Health Insurance	0.00	0.00	1,540.00	1,540.00	0.00%

San Juan County
Financial Statement - Library Financials
01/01/2024 to 09/30/2024
75.00% of the fiscal year has expired

	September Actual	2024 Year-to-Date Actual	2024 Budget	Unearned/ Unused	% Earned/ Used
72.4169310 Professional and Technical	0.00	142.50	400.00	257.50	35.63%
Total Satellite Buildings	**26.14**	**6,439.84**	**11,865.00**	**5,425.16**	**54.28%**
Library Board					
72.4580620 Miscellaneous Services	0.00	1,450.00	2,500.00	1,050.00	58.00%
Total Library Board	**0.00**	**1,450.00**	**2,500.00**	**1,050.00**	**58.00%**
San Juan County Library System					
72.4581110 Salaries and Wages	688.08	166,019.68	368,570.00	202,550.32	45.04%
72.4581111 Overtime and Comp	0.00	574.68	0.00	(574.68)	0.00%
72.4581131 FICA Expense	50.07	12,164.36	27,962.00	15,797.64	43.50%
72.4581132 Retirement Benefits	92.35	22,734.21	31,453.00	8,718.79	72.28%
72.4581133 HSA Contribution	181.04	3,077.34	0.00	(3,077.34)	0.00%
72.4581134 Health Insurance	2,538.35	38,116.32	45,610.00	7,493.68	83.57%
72.4581140 Other Employee Benefits	81.83	919.11	1,538.00	618.89	59.76%
72.4581210 Subscriptions and Memberships	0.00	851.55	916.00	64.45	92.96%
72.4581220 Public Notices	0.00	342.78	624.00	281.22	54.93%
72.4581230 Travel Expense	0.00	166.97	2,020.00	1,853.03	8.27%
72.4581240 Office Expense	0.00	3,275.62	5,250.00	1,974.38	62.39%
72.4581241 Postage	14.60	29.20	500.00	470.80	5.84%
72.4581242 Software Maintenance	0.00	3,939.91	3,976.00	36.09	99.09%
72.4581250 Computer Maintenance/Supplies	0.00	2,803.87	5,200.00	2,396.13	53.92%
72.4581251 Gas, Oil and Grease	0.00	145.41	2,650.00	2,504.59	5.49%
72.4581280 Telephone	0.00	689.37	2,880.00	2,190.63	23.94%
72.4581310 Professional and Technical	0.00	7.00	0.00	(7.00)	0.00%
72.4581330 Employee Education	0.00	0.00	625.00	625.00	0.00%
72.4581480 Collection Development	0.00	12,644.49	24,510.00	11,865.51	51.59%
72.4581610 Miscellaneous Supplies/Service	0.00	166.99	975.00	808.01	17.13%
72.4581620 Special Programs	3.69	2,149.66	3,680.00	1,530.34	58.41%
72.4581740 Equipment Purchases	0.00	0.00	5,850.00	5,850.00	0.00%
72.4581910 Transfers to Other Funds	0.00	0.00	9,180.00	9,180.00	0.00%
72.4581915 Transfers to Other Units - State	0.00	8,194.62	0.00	(8,194.62)	0.00%
72.4581920 Grant Expenses	10.93	20,416.17	14,743.00	(5,673.17)	138.48%
Total San Juan County Library System	**3,660.94**	**299,429.31**	**558,712.00**	**259,282.69**	**53.59%**
Total Library	**4,290.73**	**419,779.66**	**693,808.00**	**274,028.34**	**60.50%**
Total Parks, Recreation, and Public Property	**4,290.73**	**419,779.66**	**693,808.00**	**274,028.34**	**60.50%**
Total Expenditures:	**4,290.73**	**419,779.66**	**693,808.00**	**274,028.34**	**60.50%**
Total Change In Net Position	**(4,063.42)**	**(380,783.27)**	**0.00**	**380,783.27**	**0.00%**

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2024 to 09/30/2024
75.00% of the fiscal year has expired

	September Actual	2024 Year-to-Date Actual	2024 Budget	Unexpended	% Used
Change In Net Position					
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	112.94	27,928.59	29,180.00	1,251.41	95.71%
4167111 Overtime and Comp	0.00	23.29	0.00	(23.29)	0.00%
4167131 FICA Expense	8.28	2,052.05	2,060.00	7.95	99.61%
4167132 Retirement Benefits	11.87	3,330.65	5,940.00	2,609.35	56.07%
4167134 Health Insurance	72.44	651.96	4,330.00	3,678.04	15.06%
4167250 Equipment Operation	13.18	13.18	0.00	(13.18)	0.00%
4167251 Gas, Oil and Grease	0.00	378.73	0.00	(378.73)	0.00%
4167260 Buildings and Grounds	0.00	1,931.79	3,000.00	1,068.21	64.39%
4167270 Utilities	139.14	6,385.49	10,000.00	3,614.51	63.85%
4167310 Professional and Technical	0.00	2,043.67	1,000.00	(1,043.67)	204.37%
4167610 Miscellaneous Supplies	0.00	291.25	0.00	(291.25)	0.00%
Total Monticello Library Building	**357.85**	**45,030.65**	**55,510.00**	**10,479.35**	**81.12%**
Blanding Library Building					
4168110 Salaries and Wages	221.01	52,164.22	42,116.00	(10,048.22)	123.86%
4168111 Overtime and Comp	0.00	23.29	0.00	(23.29)	0.00%
4168131 FICA Expense	16.58	3,916.97	3,060.00	(856.97)	128.01%
4168132 Retirement Benefits	8.21	2,123.69	3,265.00	1,141.31	65.04%
4168134 Health Insurance	0.00	0.00	4,280.00	4,280.00	0.00%
4168260 Buildings and Grounds	0.00	2,192.10	3,000.00	807.90	73.07%
4168270 Utilities	0.00	5,717.95	8,500.00	2,782.05	67.27%
4168310 Professional and Technical	0.00	1,291.64	1,000.00	(291.64)	129.16%
Total Blanding Library Building	**245.80**	**67,429.86**	**65,221.00**	**(2,208.86)**	**103.39%**
Satellite Buildings					
4169110 Salaries and Wages	21.06	5,004.25	8,005.00	3,000.75	62.51%
4169111 Overtime and Comp	0.00	17.69	0.00	(17.69)	0.00%
4169131 FICA Expense	1.51	361.74	545.00	183.26	66.37%
4169132 Retirement Benefits	3.57	913.66	1,375.00	461.34	66.45%
4169134 Health Insurance	0.00	0.00	1,540.00	1,540.00	0.00%
4169310 Professional and Technical	0.00	142.50	400.00	257.50	35.63%
Total Satellite Buildings	**26.14**	**6,439.84**	**11,865.00**	**5,425.16**	**54.28%**
Library Board					
4580620 Miscellaneous Services	0.00	1,450.00	2,500.00	1,050.00	58.00%
Total Library Board	**0.00**	**1,450.00**	**2,500.00**	**1,050.00**	**58.00%**
San Juan County Library System					
4581110 Salaries and Wages	688.08	166,019.68	368,570.00	202,550.32	45.04%
4581111 Overtime and Comp	0.00	574.68	0.00	(574.68)	0.00%
4581131 FICA Expense	50.07	12,164.36	27,962.00	15,797.64	43.50%
4581132 Retirement Benefits	92.35	22,734.21	31,453.00	8,718.79	72.28%
4581133 HSA Contribution	181.04	3,077.34	0.00	(3,077.34)	0.00%
4581134 Health Insurance	2,538.35	38,116.32	45,610.00	7,493.68	83.57%
4581140 Other Employee Benefits	81.83	919.11	1,538.00	618.89	59.76%
4581210 Subscriptions and Memberships	0.00	851.55	916.00	64.45	92.96%
4581220 Public Notices	0.00	342.78	624.00	281.22	54.93%
4581230 Travel Expense	0.00	166.97	2,020.00	1,853.03	8.27%
4581240 Office Expense	0.00	3,275.62	5,250.00	1,974.38	62.39%
4581241 Postage	14.60	29.20	500.00	470.80	5.84%
4581242 Software Maintenance	0.00	3,939.91	3,976.00	36.09	99.09%
4581250 Computer Maintenance/Supplies	0.00	2,803.87	5,200.00	2,396.13	53.92%
4581251 Gas, Oil and Grease	0.00	145.41	2,650.00	2,504.59	5.49%
4581280 Telephone	0.00	689.37	2,880.00	2,190.63	23.94%
4581310 Professional and Technical	0.00	7.00	0.00	(7.00)	0.00%
4581330 Employee Education	0.00	0.00	625.00	625.00	0.00%
4581480 Collection Development	0.00	12,644.49	24,510.00	11,865.51	51.59%
4581610 Miscellaneous Supplies/Service	0.00	166.99	975.00	808.01	17.13%
4581620 Special Programs	3.69	2,149.66	3,680.00	1,530.34	58.41%
4581740 Equipment Purchases	0.00	0.00	5,850.00	5,850.00	0.00%
4581910 Transfers to Other Funds	0.00	0.00	9,180.00	9,180.00	0.00%
4581915 Transfers to Other Units - State	0.00	8,194.62	0.00	(8,194.62)	0.00%
4581920 Grant Expenses	10.93	20,416.17	14,743.00	(5,673.17)	138.48%

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2024 to 09/30/2024
75.00% of the fiscal year has expired

	September Actual	2024 Year-to-Date Actual	2024 Budget	Unexpended	% Used
Total San Juan County Library System	3,660.94	299,429.31	558,712.00	259,282.69	53.59%
Total Library	4,290.73	419,779.66	693,808.00	274,028.34	60.50%
Total Parks, Recreation, and Public Property	4,290.73	419,779.66	693,808.00	274,028.34	60.50%
Total Expenditures:	4,290.73	419,779.66	693,808.00	274,028.34	60.50%
Total Change In Net Position	(4,290.73)	(419,779.66)	(693,808.00)	(274,028.34)	60.50%