



LIBRARY BOARD MEETING - OCTOBER 23, 2025 | BUDGET MEETING

**Virtual Meeting: <https://meet.google.com/twa-iqvk-aqv?authuser=0>
October 23, 2025 at 5:30 PM**

AGENDA

CALL TO ORDER

1. Invocation
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 - August 28, 2025 Minutes for Approval by Brooks

PUBLIC COMMENT

BUSINESS/ACTION

5. Grand County Contract | ILA GCPL and SJCL 2026-2030 with Pack Creek Edit
6. Grant for Approval
7. 2026 Budget for Approval

LIBRARY DIRECTOR REPORT

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

ASSISTANT DIRECTOR REPORT

11. 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

Aug 28, 2025

Library Board Meeting - ILA with Grand County Library

Invited [Lucille Cody](#) [Marlene Huckabay](#) [Mikaela Wood](#) [Silvia Stubbs](#) [Nicole Perkins](#) [Mack McDonald](#) [Dr. Shanon Brooks](#) [Jackie Jeppson](#) [marjorie haun](#) [Zak Podmore](#) [AJ Myers](#) [Monticello Library](#) [Heather Lynn](#)

Attachments [Library Board Meeting - ILA with Grand County Library](#)

Meeting records [Recording](#)

Summary

Dr. Shanon Brooks called the meeting to order, and the board approved the previous meeting minutes and voted to formally open all future meetings with an invocation. Jackie Jeppson was elected Vice Chair and Heather was nominated and accepted as Secretary, contingent on her acceptance. The board unanimously ratified the Interlibrary Loan Grant contract and the Monaceel Library Wi-Fi Agreement.

The primary focus of the meeting was the Grand County Interlocal Agreement, with Nicole Perkins presenting two options for a new agreement. The board discussed the proposed contract length, annual fee, and the eligibility of San Juan County residents for Grand County Library services via a voucher system. The board unanimously voted to accept Option A of the contract proposal with specified corrections. Participants confirmed their attendance at the upcoming Grand County Library Board meeting and discussed reimbursement for travel. The next library board meeting was scheduled for October 2nd. Dr. Shanon Brooks initiated a motion to adjourn the meeting, which was seconded and passed.

Details

- **Meeting Start and Logistics** Dr. Shanon Brooks called the meeting to order on August 28th, 2025, at 5:33 PM. The board decided to utilize the new automatic

minute-taking feature to simplify the process. Roll call was conducted, noting the absence of Annette Meyers, Heather, and Zach, while Jackie Jeppson, Marjorie Storland, and Marlene Huckabay were present.

- **Approval of Previous Meeting Minutes** The minutes from the July 17th meeting were presented for review. No concerns were raised by the board members. Dr. Shanon Brooks entertained a motion to adopt the minutes, which was moved by Jackie Jeppson and seconded by Marlene Huckabay. The motion passed unanimously.
- **Public Comment Period** Dr. Shanon Brooks opened the floor for public comments. Nicole Perkins identified Lori Sansone from New Jersey as the only public attendee. Lori Sansone stated they had no comments and expressed anticipation for the process. The public comment segment was then closed.
- **Invocation for Meetings** Dr. Shanon Brooks proposed formally opening all meetings with an invocation, having done so informally in the past. Board members Jackie Jeppson, Marlene Huckabay, and Marjorie Storland expressed support for the idea. Marjorie Storland moved to open all future meetings with an invocation, and Annette Myers seconded the motion. The motion passed unanimously.
- **Election of Vice Chair** The board moved to elect a Vice Chair as per Article Four of the bylaws, which states that a chair, vice chair, and secretary are to be elected annually. Marjorie Storland nominated Jackie Jeppson for Vice Chair, and Jackie Jeppson accepted the nomination. With no other nominations, Jackie Jeppson was unanimously elected as Vice Chair.
- **Election of Secretary** The board then proceeded to elect a Secretary. Nicole Perkins suggested Heather for the role, noting their organizational skills despite their absence. Dr. Shanon Brooks proposed nominating Heather contingent on their acceptance, stating that if Heather declined, the board would revisit the election. Annette Myers nominated Heather, with the contingency that Heather agrees to the position. The nomination was passed unanimously, making Heather the secretary upon their agreement.
- **Grand County Contract and Interlibrary Loan Grant** Nicole Perkins clarified the agenda, indicating that the primary reason for the meeting was the Grand County Contract. However, Mikaela Wood corrected the order, stating that two grants would be discussed first, followed by the contract. Nicole Perkins explained that the first item was the Borrower Support Grant, a federal grant managed by the state library, which covers postage for interlibrary loans and prevents patrons

from being charged. The grant amount increased from \$6,000 to nearly \$9,000 and has already been approved by the county commissioners.

- **Discussion and Ratification of Interlibrary Loan Grant** The board discussed the Interlibrary Loan Grant. Jackie Jeppson questioned the significant increase in the grant amount, to which Nicole Perkins clarified that the funds are reimbursements to the library, effectively adding to their budget and benefiting patrons by covering postage costs. Dr. Shanon Brooks entertained a motion to ratify the contract for the interlibrary loan grant. Marjorie Storland moved to ratify the contract from the state of Utah for the interlibrary loan grant, and Jackie Jeppson seconded it. The motion passed unanimously.
- **Monaceel Library Wi-Fi Agreement (LOA)** Nicole Perkins introduced the Letter of Agency (LOA) agreement with UETN, which concerns the Wi-Fi service for the Monaceel library, currently 100% paid by Monaceel. This agreement allows UETN to act on the library's behalf in securing contracts for Wi-Fi service, saving the library significant costs. Nicole Perkins explained that this arrangement predates their tenure and has been in place for at least ten years, with Monaceel's agreement being the next one due for renewal.
- **Ratification of Monaceel Wi-Fi Agreement** Dr. Shanon Brooks provided context on the geographical challenges of serving the county's two main libraries and three satellite libraries, highlighting the efforts of Director Perkins and Assistant Director Mikaela Wood in managing budgets. With no further discussion, Jackie Jeppson moved to ratify the LOA, and Marlene Huckabay seconded it. The motion passed unanimously.
- **Background on Grand County Interlocal Agreement** Nicole Perkins began discussing the main topic of the meeting: the expiring interlocal agreement with Grand County, which needs to be renewed by the beginning of the next year. She outlined the process for presenting a proposal to the Grand County Library director, Carrie Valdez, and then to their board, with potential revisions and a final vote in October. Nicole Perkins then presented data comparing San Juan and Grand counties to provide context for the agreement.
- **Geographical and Economic Challenges of San Juan County** Nicole Perkins detailed San Juan County's five branches, two main and three satellite, noting that the county is over 7,000 square miles with a high poverty rate, making it challenging to serve every community. In contrast, Grand County has one main branch and a teen center within the same building, along with a Castle Valley branch. San Juan County's population is 14,601, compared to Grand County's

9,788, with a significant portion of San Juan County's population (6,777) residing on reservations and not paying library taxes. Nicole Perkins highlighted that 62% of San Juan County is federal land and 25% tribal land, meaning only 8% is private land from which property taxes can be collected to fund library services, creating significant financial challenges.

- Proposed Contract Options and Vouchers** Nicole Perkins explained that the Grand County Library requested an annual payment of \$17,000 to \$21,000, which San Juan County finds unaffordable. She presented two options for the new interlocal agreement with Grand County. Both options involve San Juan County issuing vouchers to their residents in the 84532 zip code, allowing them to access Grand County Library services. This system aims to meticulously track usage from San Juan County residents.
- Online Library Access and Voucher System Details** Nicole Perkins described how residents will need to pick up a voucher at a San Juan County branch with proof of residency, which they then take to Grand County Library to finalize their library card. Marlene Huckabay offered to assist with the distribution of vouchers. Nicole Perkins stated that the biggest difference between Option A and Option B lies in access to the online digital library consortium (Libby/Beehive Library Consortium). Option A grants 84532 residents access to Grand County's online library, while Option B excludes it, giving them access only through San Juan County's online services. This difference allows flexibility based on the fee Grand County might charge these patrons.
- Proposed Agreement Term and Review** Dr. Shanon Brooks recommended considering Option B to exclude San Juan County residents' access to Libby through Grand County's system, while still allowing them access to Grand County's physical services. Jackie Jeppson began reading the proposed agreement, starting with the purpose of assisting in providing library services to San Juan County residents in Moab zip codes by offsetting fees for a non-resident GCL card. The proposed term of the agreement was discussed, with Dr. Shanon Brooks suggesting a ten-year term until 2036, allowing for potential negotiation down.
- Contract Length and Fee Discussion** Dr. Shanon Brooks initiated a discussion about the contract length, suggesting starting negotiations at an eight-year term instead of five years to allow for reduction to a mutually agreeable period. Nicole Perkins and Marlene Huckabay supported this idea. Dr. Brooks also recommended an initial annual fee of \$8,000, arguing it was higher than previous payments but more realistic than \$17,000. Nicole Perkins noted that any amount

over \$6,000 would impact their collection development fund. After further discussion, they decided to propose an annual fee of \$7,000 to show an increase while remaining within their budget and leaving room for negotiation.

- Resident Eligibility and Voucher System** Jackie Jeppson detailed provisions for San Juan County residents with Moab zip codes to obtain a library card from GCL by providing a voucher from a San Juan County library branch and paying additional fees. Nicole Perkins emphasized that the current contract strictly covers 84532 residents, noting that patrons from other areas of their county had previously obtained Grand County library cards outside their agreement. Dr. Shanon Brooks clarified that their residents would be identified by a voucher, which would distinguish them from other individuals obtaining GCL cards.
- Contract Review and Reporting** Jackie Jeppson outlined the review process for the agreement, stating that the directors of GCL and SJCL would review it and submit a yearly report to their respective boards and county commissioners before December 31st each year the contract is in effect.
- Liability Clause** Jackie Jeppson explained the liability clause, stating that each library system is solely responsible for the actions or inactions of its personnel related to the agreement's performance. They also noted that each party would hold the other harmless from associated costs, expenses, losses, and damages.
- Amendment and Modification Clauses** Jackie Jeppson presented clauses for amendment and modification, stating that the agreement could only be amended by mutual written agreement. They clarified that no changes or waivers would be binding unless executed in writing by authorized representatives, and the agreement would not be affected by any course of dealing between the parties.
- Presenting to Grand County Library Board** Dr. Shanon Brooks suggested sending the contract with background information, such as the fact that only 8% of the area is private ownership, to emphasize their precarious situation. Nicole Perkins agreed to provide charts and explanations to the Grand County board. Dr. Brooks also proposed that library personnel or board members present in person, believing they could best represent their interests. Nicole Perkins suggested asking Carrie, their director, if she would like them to attend in support, with at least one board member, herself, and Mikaela Wood present if possible. Marlene Huckabay and Dr. Brooks committed to attending.
- Upcoming Meeting Details** Nicole Perkins confirmed that the Grand County Library Board meeting is scheduled for next Tuesday, September 4th, at 5:30 PM at the Grand County Public Library in Moab. They also mentioned sending an

email with all the meeting details. Marjorie Storland inquired if the meeting would include public comment, suggesting it would be beneficial for their team to present data about San Juan County's unique challenges, such as its large, dispersed area and the fact that half of its population does not pay taxes.

- Release Clause and Historical Context** Jackie Jeppson introduced the release clause, which allows San Juan County to terminate the contract without penalty after fiscal year 2026 if annual appropriations are insufficient to pay the service provider. Mikaela Wood noted that this clause had been in previous contracts. Nicole Perkins confirmed that they added this clause in the last agreement, crediting Mac with the idea. Dr. Shanon Brooks acknowledged the historical background of this clause, noting that it had been signed by the Grand County representatives previously.
- Online Library Access and Pricing** Mikaela Wood suggested adding a section to the contract that specifies Grand County Library's (GCL) price for their services to avoid open-ended costs. Nicole Perkins agreed, emphasizing the importance of knowing their charges, especially concerning online access. Dr. Shanon Brooks initially questioned why their charges mattered if a set amount was paid, but then agreed that knowing GCL's charges was crucial to ensure their residents would actually use the service. They decided to include a provision stating that GCL would not charge more than \$50 to San Juan County residents for a GCL account.
- Contract Voting and Quorum Issue** Dr. Shanon Brooks initiated a vote to accept Option A of the contract proposal to the Grand County Library System. However, they realized they lacked a quorum due to Annette's absence. Dr. Brooks attempted to contact Annette and then Heather Lynn to secure a quorum for the vote. With Heather Lynn on the call, the board unanimously voted to accept Option A of the contract with the discussed corrections.
- Financial Sustainability and Local Economy** Nicole Perkins discussed Utah library tax rates, noting San Juan County is in the middle range, and increasing their tax rate is not the solution for financial issues. They highlighted the historical financial benefits from uranium mining, which created a "rainy day fund" for the county, though this fund is dwindling. Nicole Perkins and Marlene Huckabay emphasized that 84,532 cardholders contribute to the Grand County economy through employment and shopping, making the relationship mutually beneficial.

- **Meeting Attendance and Reimbursement** Nicole Perkins confirmed attendees for an upcoming meeting, including Marlene Huckabay, Jack, Jackie Jeppson, Marjorie Storland, Dr. Shanon Brooks, and potentially Mikaela Wood and Heather. Jackie Jeppson indicated they would drive separately and Nicole Perkins offered a voucher for gas reimbursement for library board meetings.
- **Next Library Board Meeting Date** Nicole Perkins announced the next library board meeting would be October 2nd, which was initially questioned by Jackie Jeppson as October 2nd is a Wednesday. Dr. Shanon Brooks and Mikaela Wood confirmed that October 2nd is indeed the first Thursday of October, which is the established meeting day.
- **Meeting Adjournment** Dr. Shanon Brooks initiated a motion to adjourn the meeting. Marjorie Storland made the motion, and Marlene Huckabay seconded it, leading to the adjournment.

Suggested next steps

Nicole Perkins will start handing out vouchers by December 1st.

Nicole Perkins will ensure the proposed contract to Grand County Library System includes language about them not charging San Juan County residents more than \$50.

Nicole Perkins will send an email to the board members with the date, time, and location of the Grand County Library board meeting.

Nicole Perkins will offer to present the contract to the Grand County Library board and commissioners, and attend in support if the offer is not taken.

Nicole Perkins or Mikaela Wood will reach out to the board next week to remind them about the meeting, get a headcount, and coordinate transportation.

Nicole Perkins will send an email out Monday or Tuesday.

Jackie Jeppson will get with Nicole Perkins to fill out a voucher for reimbursement of gas used for library board meetings.

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Inter-local Agreement between
Grand County Public Library and San Juan County Library
To Assist in Providing Library Service to San Juan County Residents with 84532 Zip Codes

This agreement is entered into this _____ day of _____, 2025 by and between the Grand County Public Library (GCPL), and the San Juan County Library (SJCL).

WHEREAS, San Juan County residents pay San Juan County taxes in benefit of the San Juan County Library; and

WHEREAS, San Juan County residents are required to purchase a non-resident library card to use the Grand County Public Library; and

WHEREAS, San Juan County residents with the Moab zip code (84532) are geographically considerably closer to the Grand County Public Library; and

WHEREAS, San Juan County residents with the Moab zip code are currently without Library services;

NOW THEREFORE, in consideration of the benefits to be received by the two library systems and their respective customers and of the mutual covenants contained here, it is hereby agreed by GCPL and SJCL as follows:

1. **Purpose.** The purpose of this Agreement is to establish an agreement to assist in providing library services to San Juan County residents with the Moab zip code (84532) by offsetting any fees Grand County Public Library issues to 84532 San Juan County residents for a non-resident Grand County Public Library card. These services will exclude access to the Grand County Public Library online digital library through the Beehive Library Consortium / Libby collection.
2. **Term.** The term of this Agreement shall be from January 1, 2026 to December 31, 2030 and can be renewed for an additional three years during the final year of the contract if both parties are in agreement.
3. **Specific Provisions.** San Juan County residents with the Moab zip code may obtain a library card from GCPL without payment of any non-resident fees under the following conditions:
 - a. They can provide GCPL proof of residence in an area of San Juan County with the Moab zip code.
 - b. SJCL pays GCPL a yearly fee of \$7000 to be received before January, 31st for that year. This annual fee covers San Juan County households that reside within the 84532 zip code. San Juan County residents residing in the service area (Spanish Valley, Bridger Jack, Brown's Hole, Pack Creek Ranch and Rockland Ranch) can purchase a GCPL card that includes digital access for the difference of this agreement and GCPL's non-resident yearly fee.
 - c. GCPL track and reporting quarterly to SJCL an accounting of all new 84532 zip code patrons and make a good faith effort to add current 84532 patrons as they use their GCPL library cards. In their annual report, GCPL will also make a

good faith effort to include as detailed a geographic breakdown of 84532 patrons' residences as possible, such as by census-designated place or census block.

4. **Review.** The Directors of GCPL and SJCL will review this Agreement and will submit a yearly report to their respective Board of Directors and County Commissioners prior to December 31st, each year the contract is in effect.
5. **Liability.** Each library system shall, at all times, be solely responsible for the acts, or the failure to act, of its personnel that occurs or arises in any way out of the performance of this Agreement by its personnel only; and to save and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as result of any acts or omissions of the library's personnel relating to the performance of this Agreement.
6. **Amendment.** This Agreement may be amended only by further agreement in writing as mutually agreed to by both library systems.
7. **Modification.** This Agreement represents the entire Agreement between GCPL and SJCL. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall not be modified, supplemented, or otherwise affected by any course of dealing between the parties.
8. **Severability.** If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.
9. **Mediation/Arbitration Clause.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussion, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator before resorting to arbitration. The mediator will be selected by agreement of the library systems. Following mediation, if or upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration. The arbitrator may be selected by agreement of the library systems. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each library system shall bear the expense of its own counsel, experts, witnesses and preparation and presentation of evidence.
10. **Release Clause.** After FY 2026, San Juan County may terminate this contract without penalty or repercussions if annual appropriations, as part of San Juan County's annual public budgeting process, are not made or are insufficient to pay the Service Provider.
11. **Benefit.** This Agreement is entered into and for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.

GRAND COUNTY LIBRARY BOARD CHAIR

 X

DATE: _____

SAN JUAN COUNTY LIBRARY BOARD CHAIR

 X

DATE: _____

GRAND COUNTY COMMISSION CHAIR

SAN JUAN COUNTY COMMISSIONER

x _____

x _____

DATE: _____

DATE: _____



STATE OF UTAH

CONTRACT

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

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

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

Commodity Code # 99999

LEGAL STATUS OF GRANTEE

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

2. **GENERAL PURPOSE OF CONTRACT:** The general purpose of this contract is to provide: Fund LSTA Grant for Project Title: 2026 Children and Teen Book Enhancement 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: 10/1/2025 Termination Date: 3/1/2026, 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 10/1/2025.
5. **CONTRACT COSTS:** GRANTEE will be paid a **maximum** of \$ 2000 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
 Attachment C- Federal Assurances
 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 – Non-Construction Programs and Certification Regarding Debarment and Suspension, etc.
 - Grant 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.

Page 2**Contract between USL and San Juan County Library System****Contract #**

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

GRANTEE

STATE

Director, Manager or Authorized Signatory_____
Director, State Library Division_____
Financial Officer_____
N/A Grant
Director, Division of Purchasing_____
Date_____
Director, Division of Finance

Agency Contact for questions during the contract process.

Melanie Boyd
Agency Contact801-715-6769
Phone Number801.715.6740
Fax Numbermcwainwright@utah.gov
Email

ATTACHMENT A

STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR GRANTS

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:
 - a. **"Contract"** means these terms and conditions, the Contract Signature Page(s), and all other attachments and documents incorporated by reference.
 - b. **"Contract Signature Page(s)"** means the cover page(s) that the State and Grantee sign.
 - c. **"Grantee"** means the individual or entity which is the recipient of grant money from the State. The term "Grantee" includes Grantee's agents, officers, employees, and partners.
 - d. **"Non-Public Information"** means information that is deemed private, protected, controlled, or exempt from disclosure under the Government Records Access and Management Act (GRAMA) or as non-public under other applicable state and federal laws. Non-public information includes those records the State determines are protected after having properly received a written claim of business confidentiality as described in Utah Code § 63G-2-309. The State reserves the right to identify additional information that must be kept non-public under federal and state laws.
 - e. **"State"** means the State of Utah Department, Division, Office, Bureau, Agency, or other state entity identified on the Contract Signature Page(s).
 - f. **"Grant Money"** means money derived from state fees or tax revenues that is owned, held, or administered by the State.
 - g. **"SubGrantees"** means persons or entities under the direct or indirect control or responsibility of the Grantee, including, but not limited to, Grantee's agents, consultants, employees, authorized resellers, or anyone else for whom the Grantee may be liable at any tier, including a person or entity providing or performing this Contract, including the Grantee's manufacturers, distributors, and suppliers.
2. **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Contract shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** At all times during this Contract, Grantee and all acts performed under this Contract will comply with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.
4. **REQUIRED ACCOUNTING:** Grantee agrees that it shall provide to State the following accounting for all Grant Money received by the Grantee, at least annually, and no later than 60 days after all of the Grant Money is spent:
 - a. a written description and an itemized report detailing the expenditure of the Grant Money or the intended expenditure of any Grant Money that has not been spent; and
 - b. a final written itemized report when all the Grant Money is spent.
 - c. **NOTE: If the Grantee is a non-profit corporation,** Grantee shall make annual disclosures pursuant to the requirements of Utah Code § 51-2a-201.5.
5. **RECORDS ADMINISTRATION:** Grantee shall maintain or supervise the maintenance of all records, receipts and any other documentation necessary to properly account for payments made by the State to Grantee under this Contract, Grantee's performance of the Contract terms and milestones, and outcomes reported to the State by the Grantee. These records shall be retained by Grantee for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Grantee agrees to allow, at no additional cost, State of Utah and federal auditors, State Entity staff, and/or a party hired by the State access to all records necessary to account for all Grant Money received by Grantee as a result of this contract and to verify that the Grantee's use of the Grant Money is appropriate and has been properly reported.
6. **CONFLICT OF INTEREST:** Grantee represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made to the State.

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

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

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

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

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

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

25. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Contract, the order of precedence shall be: (i) this Attachment A; (ii) Contract Signature Page(s); (iii) the State's additional terms and conditions, if any; (iv) any other attachment listed on the Contract Signature Page(s); and (v) Grantee's terms and conditions that are attached to this Contract, if any. Any provision attempting to limit the liability of Grantee or limits the rights of the State must be in writing and attached to this Contract or it is rendered null and void.
26. **SURVIVAL OF TERMS:** Termination or expiration of this Contract shall not extinguish or prejudice the State Entity's right to enforce this Contract with respect to any default or defect in the Services that has not been cured.
27. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Contract shall not affect the validity or enforceability of any other provision, term, or condition of this Contract, which shall remain in full force and effect.
28. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

(Revision date: 30 March 2016)

ATTACHMENT B
SCOPE OF WORK AND SPECIAL PROVISIONS

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

THEREFORE, the parties agree as follows:

1. **This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 10/1/2025.** Any exceptions must be arranged in writing via email to Patricia Densley, Contracts/Grants Analyst for USL at pdensley@utah.gov.
2. The effective dates of Contract shall be from 10/1/2025 through 3/1/2026, unless terminated sooner in accordance with the terms and conditions herein.
3. The amount payable to GRANTEE by USL for the performance of activities outlined in this Agreement shall not exceed \$ 2000.
4. This Agreement may be terminated with or without cause by either party with 60 days prior written notice. Upon termination of this Agreement, all accounts and payments for services rendered prior to the termination date will be processed according to established financial procedures.
5. Communication between Agreement agencies shall be directed to those individuals appointed by each agency. Any information or other correspondence regarding this Agreement shall be forwarded through the designated contact person. These individuals are as follows:

USL Contact: Melanie Boyd, mcwainwright@utah.gov, 801-715-6769

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

SCOPE OF WORK:

1. GRANTEE will receive funds for the purchase of current, high-quality and well-reviewed books published for young adults and children. Non-fiction and other information titles should have publication dates within the last 4 years. Limit two (2) copies per title.
2. GRANTEE agrees to purchase books in a timely manner.
3. GRANTEE may purchase books from the vendor of their choice. Funds may be used for vendor processing as well.
4. Library Services and Technology Act (LSTA) funds will be used to finance approved projects. Approved projects will be required to follow State and Federal guidelines in regard to procurement, expenditure of funds and reporting standards.
5. 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.
6. The Project Director must set up an accounting system to track expenditures of LSTA, matching, and in-kind funds or services.
7. The Project Director or Financial Officer must set up procedures for documenting any salaries/benefits costs associated with the grant project.
8. 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.
9. 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.
10. The Project Director must read the Grant Administrative Guidelines within one (1) month of the start of the grant period.

11. The links for Grant Administrative Guidelines can be found at <https://drive.google.com/file/d/1uheQEpmKxsxinFMFD33D9rhRhIsA0biK/view>
12. 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.
13. The Project Director must acknowledge IMLS and USL as part of the grant project. Additional information on acknowledgement is in the Grant Administrative Guidelines.
14. 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.
15. Funds will be reimbursed to the GRANTEE for the grant upon final processing by USL. All documents associated with grant purchases must be kept and submitted for review by 4/1/2026.
16. All expenditures for the grant project must be expended by 3/1/2026.
17. All reimbursement requests need to be of a total of \$100 or more to be processed.
18. GRANTEE will submit copies of invoices or packing slips for review by 4/1/2026.
19. *Any advanced funds must be spent and reported within 30 days of funding.*
20. GRANTEE agrees to add newly purchased materials to circulating collections.
21. *Grant funds are enhancement and capacity building and cannot offset library budgets.*
22. Grant Report (including final budget information) is due to USL on or before 4/1/2026. The survey will be completed in the USL grants portal at <https://cce.my.salesforce-sites.com/usl/>.

SPECIAL CONDITIONS:

1. 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. An example acknowledgement would 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.
2. GRANTEE will ensure that The Utah State Library Division, Department of Cultural and Community Engagement, is also acknowledged in all related publications and activities supported with LSTA grant funds. An example acknowledgement may read: "This program was funded in part through a grant from Utah State Library Division, Department of Cultural and Community Engagement." A combined acknowledgement statement may read: "This program was funded in part through a grant from Utah State Library Division, Department of Culture and Community Engagement, and from the Institute of Museum and Library Services which administers the Library Services and Technology Act."

SPECIAL PROVISIONS:

1. USL will advance GRANTEE their portion of the LSTA funds for this project up to the total of the Grant amount of \$ 2000

OTHER INFORMATION:

General Grant Administrative Guidelines can be found at <https://drive.google.com/file/d/1uheQEpmKxsxinFMFD33D9rhRhIsA0biK/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 cause in all lower tier covered transactions in all solicitations for lower tier covered transactions:

- The prospective lower tier participant certified, 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 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 at 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.imls.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>

San Juan County Budgeting Worksheet
72 Library Fund - 2026 Budget Draft

Item 7.

Change in Net Position

Expenditures:

Parks, Recreation and Public Library

Library Board

4580230 Travel Expense

4580330 Employee Education

4580620 Misc Services

Total Library Board

San Juan County Library System

4581110 Salaries And Wages

4581111 Overtime and Comp

4581131 FICA Expense

4581132 Retirement Benefits

4581133 HSA Contribution

4581134 Health Insurance

4581136 Unemployment Benefits

4581140 Other Employee Benefits

4581210 Subscriptions

4581220 Public Notices

4581230 Travel

4581240 Office Expenses

4581241 Postage

4581242 Software Maintenance

4581250 Computer Maintain/Ink

4581251 Gas/Oil/Auto

4581280 Telephone

4581310 Professional & Technical

4581330 Education

4581480 Collection Development

4581610 Miscellaneous Supplies

4581620 Special Programs

4581650 Intergovernmental Charges

4581740 Equipment Purchases

4581914 Contributions to Other Units - Local

4581915 Contributions to Other Units - State

4581920 Grant Expenses

4581922 Grant-Children's Book

4581923 Grant-Borrower Support (ILL)

4581924 Grant-UEN Grant

4581925 Grant-CLEF Grant

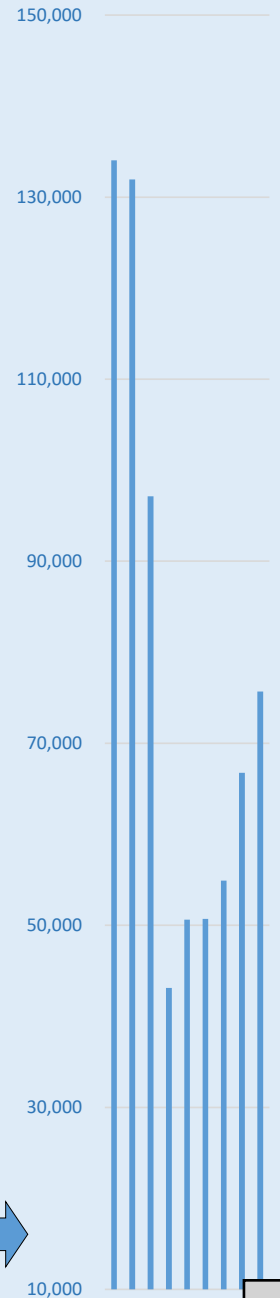
From Subscriptions to Contributions

Total San Juan County Library System

Total Library (With Board)

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 EstEnd	2026 Budget
4580230 Travel Expense	297	505	131	-	-	-	100		
4580330 Employee Education	-	-	-	-	-	-			
4580620 Misc Services	1,000	1,300	796	1,300	1,850	2,500	1,800	2,500	2,500
Total Library Board	1,297	1,805	927	1,300	1,850	2,500	1,900	2,500	2,500
San Juan County Library System									
4581110 Salaries And Wages	197,679	195,269	183,629	176,303	204,489	277,445	245,851	250,700	250,700
4581111 Overtime and Comp						-	666	700	700
4581131 FICA Expense	14,935	14,693	13,741	13,242	15,347	20,634	18,002	18,400	18,400
4581132 Retirement Benefits	13,406	14,175	13,213	12,670	17,539	25,455	33,922	34,300	34,300
4581133 HSA Contribution						(405)	4,380	4,800	4,800
4581134 Health Insurance	67,200	49,500	54,000	36,000	36,000	60,513	56,472	62,300	62,300
4581136 Unemployment Benefits	-	-	883	-	-			-	-
4581140 Other Employee Benefits					-	1,512	1,383	1,400	1,400
4581210 Subscriptions	1,365	1,253	867	876	1,053	1,132	912	1,025	1,100
4581220 Public Notices	775	564	129	405	67	202	487	350	444
4581230 Travel	2,313	811	514	711	500	1,042	682	1,400	2,020
4581240 Office Expenses	7,955	6,070	4,948	7,925	6,490	5,416	4,404	5,525	5,450
4581241 Postage	3,014	2,578	1,785	163	310	341	29	450	2,000
4581242 Software Maintenance	149	5,519	3,451	-	4,787	3,820	3,940	7,300	6,020
4581250 Computer Maintain/Ink	3,148	3,898	3,779	4,277	3,494	4,812	4,557	4,500	5,100
4581251 Gas/Oil/Auto	3,183	2,566	959	1,848	1,665	674	2,203	1,840	5,100
4581280 Telephone	9,659	9,901	17,959	-	(698)	2,036	1,582	10	500
4581310 Professional & Technical							7	7	-
4581330 Education	564	386	177	201	715	595	281	1,230	1,230
4581480 Collection Development	60,525	56,246	26,249	14,956	21,690	21,194	22,931	24,500	25,500
4581610 Miscellaneous Supplies	1,609	1,012	524	336	5,042	806	339	500	800
4581620 Special Programs	9,645	9,479	5,554	1,759	2,364	2,988	2,913	3,700	5,000
4581650 Intergovernmental Charges							-	-	
4581740 Equipment Purchases	7,095	8,466	22,245	313	(36)	2,031	460	5,250	5,250
4581914 Contributions to Other Units - Local						1,632	6,000	6,000	7,000
4581915 Contributions to Other Units - State	23,040	23,195	7,980	9,345	3,180	1,980	3,180	3,180	3,180
4581920 Grant Expenses				99,571	40,674	16,199	36,837	3,120	-
4581922 Grant-Children's Book								2,000	-
4581923 Grant-Borrower Support (ILL)								6,290	5,800
4581924 Grant-UEN Grant								6,451	-
4581925 Grant-CLEF Grant								7,817	7,000
<i>From Subscriptions to Contributions</i>	134,039	131,944	97,120	43,115	50,623	50,701	54,907	66,767	75,694
Total San Juan County Library System	427,259	405,581	362,586	380,901	364,672	452,054	452,420	465,045	461,094
Total Library (With Board)	428,556	407,386	363,513	382,201	366,522	454,554	454,320	467,545	463,594

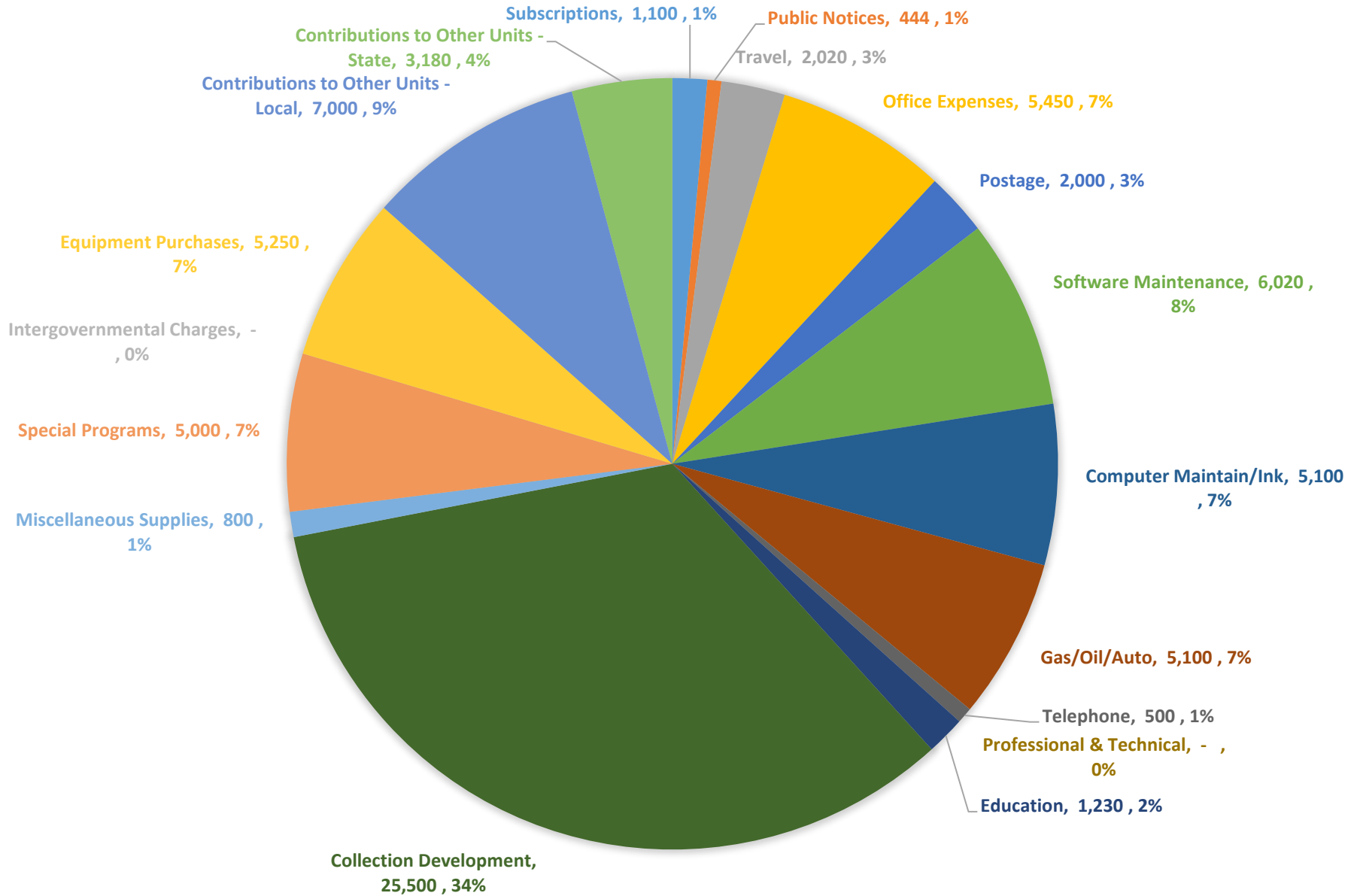
Subscriptions to
Contributions



San Juan County Budgeting Worksheet
72 Library Fund - 2026 Budget Draft

Item 7.

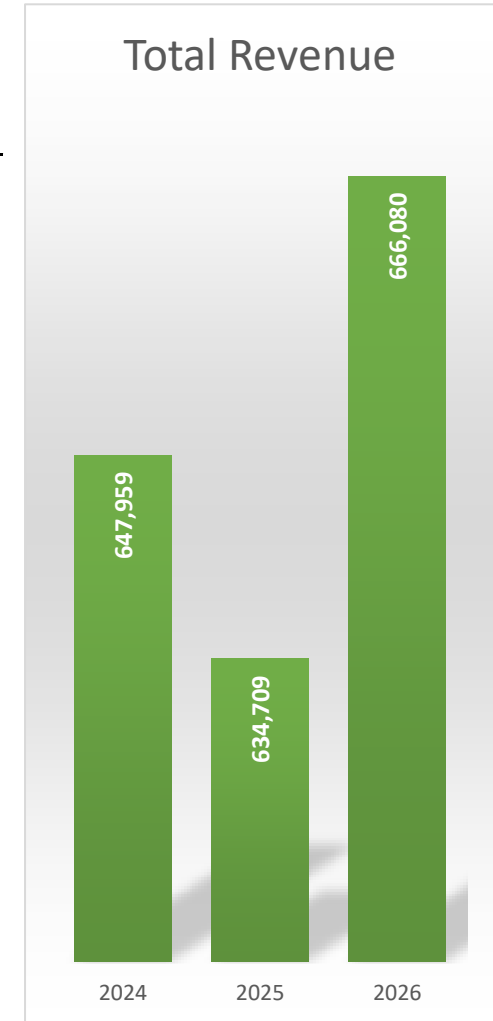
BUDGET ITEMS



San Juan County
REVENUE Budgeting Worksheet
72 Library Fund - 2026 Budget Draft

Revenue:

Parks, Recreation and Public Library	2024	2025	2025	2026
Revenue	Actual	YTD	Est EOY	Est
3110000 Property Taxes	497,336		480,000	480,000
3310000 Federal Grant	11,765			
3340000 State Grant (CLEF)	27,930			
3313000 Borrower's Support Grant		3,097	6,298	7,000
3314000 UEN Grant		6,451	6,451	
3341000 CLEF State Grant		782	782	7,000
3345000 Other State Grants Deferred		7,035	7,035	
Children & Teen Book Grant			2,000	
3350000 Local Private Grants		3,000	3,000	
3350000 Misc				
3413000 Library Fees	2,240	886	1,120	1,120
3415000 Sales	2,081	784	990	990
3495000 Copier	5,150	3,726	4,706	4,706
3500000 Fines & Forfeitures	7			
3512000 Library Fines	616	535	675	675
3610000 Interest	20,517	9,598	19,198	16,000
3620000 Rents and Concessions	2,320	2,643	3,338	3,338
3690000 Sundry Revenues				
3825000 Transfers from General Fund	76,367		97,856	144,251
3830000 Contributions Private	1,630	1,260	1,260	1,000
3890000 Beginning Fund Balance				
	2024	2025	2025	2026
Total Revenue	647,959	39,797	634,709	666,080



**San Juan County Library
BUDGET SUMMARY 2026**

Item 7.

Expenditures:

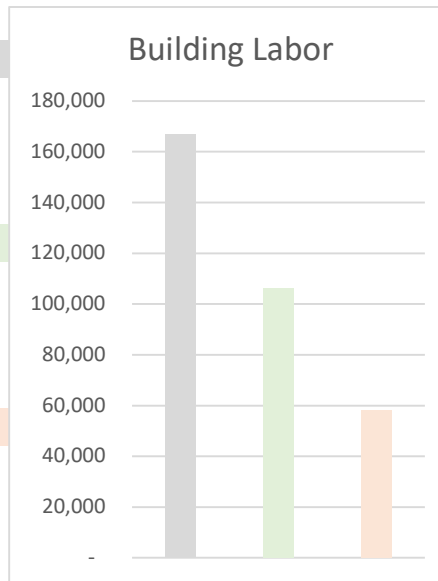
Parks, Recreation and Public Library

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 EstEnd	2026 Budget
Total Library Board	1,297	1,805	927	1,300	1,850	2,500	1,900	2,500	2,500
Total Library Wages & Benefits	293,220	273,637	265,466	238,215	273,375	385,154	360,676	372,600	372,600
From Subscriptions to Contributions	134,039	131,944	97,120	43,115	50,623	50,701	54,907	66,767	75,694
Total Library System (w/o Grants)	428,556	407,386	363,513	282,630	325,848	438,355	417,483	441,867	450,794
Grants	-	-	-	99,571	40,674	16,199	36,837	25,678	12,800
Total Library System with Grants	428,556	407,386	363,513	382,201	366,522	454,554	454,320	467,545	463,594

	2022 Actual	2023 Actual	2024 Actual	2025 EOY Est	2026 Budget Est
Library Building Budget (w/o wages & benefits)					
Monticello Library Building	13,239	17,096	18,659	36,336	36,336
Blanding Library Building	8,638	12,045	15,011	200	15,523
Satellite Library Building	480	406	214	658	658
Total Library Building Budget (w/o wages & benefits)	22,357	29,547	33,884	37,194	52,517

Library Budget Totals With Building Labor Options

Current Plan Library Maintenance Labor	42,973	91,400	148,316	166,401	166,887
Total Library Building Budget (w/o wages & benefits)	22,357	29,547	33,884	52,517	52,517
Total Library System (w/o Grants)	325,848	438,355	417,483	441,867	450,794
Total Library System (w/o Grants) & Maintenance	391,178	559,302	599,683	660,785	670,198
Plan A Library Maintenance Labor	60,807 Savings				106,080
Total Library Building Budget (w/o wages & benefits)					52,517
Total Library System (w/o Grants)					450,794
Total Library System (w/o Grants) & Maintenance					609,391
Plan B Library Maintenance Labor	108,840 Savings				58,047
Total Library Building Budget (w/o wages & benefits)					52,517
Total Library System (w/o Grants)					450,794
Total Library System (w/o Grants) & Maintenance					561,358



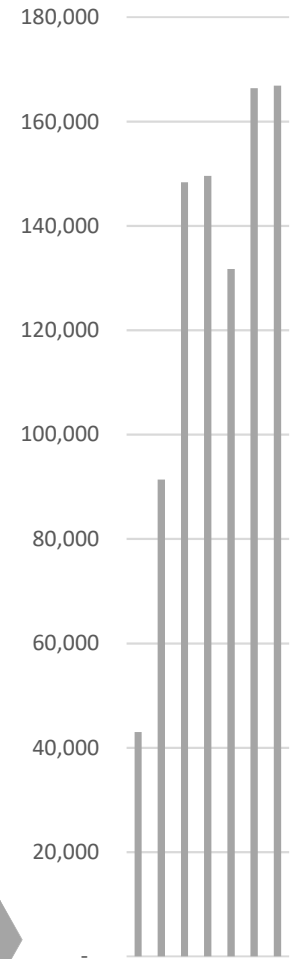
San Juan County Library
BUILDING DEPARTMENT BUDGET 2026

Item 7.

CURRENT PLAN

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2025 YTD	2025 EOY Est	2026 <i>Budget Est</i>
Monticello Library Maintenance							
4167110 Salaries and Wages	13,208	28,682	42,807	43,100	42,765	54,019	54,019
4167111 Overtime and Comp	-	-	29	-	-	-	29
4167131 FICA Expense	927	2,044	3,140	3,200	3,193	4,033	4,033
4167132 Retirement Benefits	2,157	3,598	4,858	5,000	3,631	4,587	5,000
4167134 Health Insurance	-	-	-	-	-	-	-
Total	16,292	34,324	50,834	51,300	49,589	62,639	63,081
Blanding Library Maintenance							
4167110 Salaries and Wages	16,449	41,613	78,903	79,600	65,426	82,643	82,643
4167111 Overtime and Comp	-	-	25	-	-	-	25
4167131 FICA Expense	1,178	3,040	5,927	6,000	4,943	6,244	6,244
4167132 Retirement Benefits	1,838	3,023	3,100	3,200	2,704	3,416	3,416
4167134 Health Insurance	-	-	-	-	-	-	-
Total	19,465	47,676	87,955	88,800	73,073	92,303	92,328
Satellite Library Maintenance							
4167110 Salaries and Wages	5,748	7,601	7,622	7,600	7,226	9,128	9,128
4167111 Overtime and Comp	-	-	19	-	-	-	19
4167131 FICA Expense	393	524	552	500	549	693	693
4167132 Retirement Benefits	1,075	1,276	1,334	1,400	1,297	1,638	1,638
4167134 Health Insurance	-	(1)	-	-	-	-	-
Total	7,216	9,400	9,527	9,500	9,072	11,459	11,478
Library Maintenance Labor Total	42,973	91,400	148,316	149,600	131,734	166,401	166,887

Library Building
Staff Total



San Juan County Library
BUILDING DEPARTMENT BUDGET 2026

Item 7.

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2025 YTD	2025 EOY Est	2026 <i>Budget Est</i>
Monticello Library Building							
4167250 Equipment Operation	-	-	13	-	-	13	13
4167251 Gas, Oil and Grease	37	959	379	500	472	959	959
4167260 Buidings and Ground	1,697	2,464				2,464	2,464
4167270 Utilities	11,260	12,442				12,442	12,442
4167310 Professional and Tech	245	1,231				1,231	1,231
4167610 Misc	-	-				-	-
4167260 Buildings and Grounds			3,275	3,000	1,110	3,275	3,275
4167270 Utilities			9,661	9,300	7,585	9,661	9,661
4167310 Professional and Tech			5,040	6,000	612	6,000	6,000
4167610 Misc Supplies			291	200	-	291	291
Total	13,239	17,096	18,659	19,000	9,779	36,336	36,336
Blanding Library Building							
4168220 Public Notices	-	34		-	-	34	34
4167260 Buidings and Ground	8,416	1,650	3,087	-	3,818	4,823	4,823
4167270 Utilities	222	9,122	10,005	-	6,797	10,005	10,005
4167310 Professional and Tech	-	1,239	1,719	-	365	461	461
4167610 Misc Supplies	-	-	200	200	20	200	200
Total	8,638	12,045	15,011	200	11,000	15,523	15,523
Satellite Library Building							
4167260 Buidings and Ground	68	79	-	-	195	246	246
4167310 Professional and Tech	412	327	214	300	214	412	412
Total	480	406	214	300	409	658	658
Library Building Total	22,357	29,547	33,884	19,500	21,188	52,517	52,517
Library Building Budget							
Library Maintenance Labor Total	42,973	91,400	148,316	149,600	131,734	166,401	166,887
Library Building Total	22,357	29,547	33,884	19,500	21,188	52,517	52,517
Current Plan Total	65,330	120,947	182,200	169,100	152,922	218,918	219,404

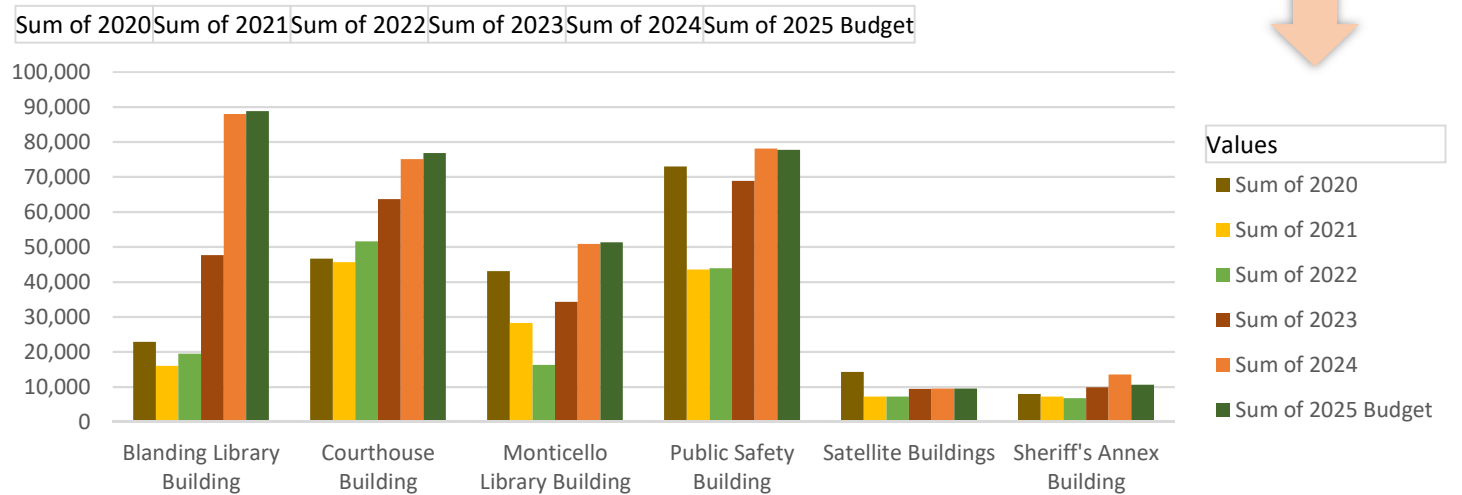
2025 Estimated end of year total if continuing labor at the same rate as in 2025. The library system, although only 2.5 buildings out of more than 23 buildings is paying 47% of the county maintenance staff wages.

2026 Budget estimate using EOY for labor and taking the highest from previous years for the remaining line items.

Departments Contributing to Building Wages & Benefits

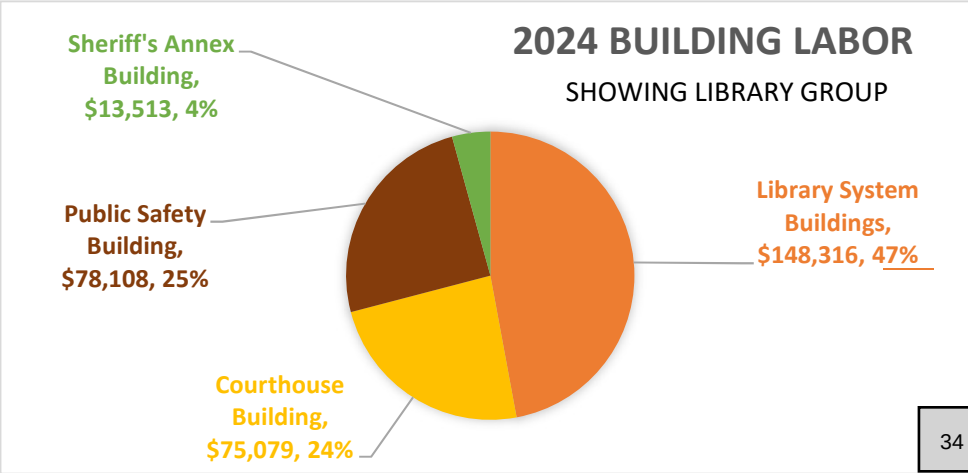
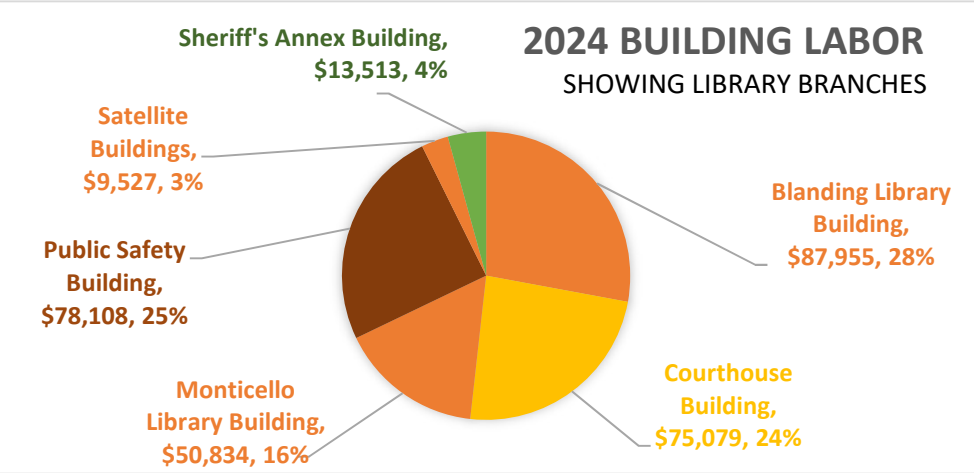
Source: BuildingWB

Row Labels	Sum of 2020	Sum of 2021	Sum of 2022	Sum of 2023	Sum of 2024	Sum of 2025 Budget
Blanding Library Building	22,904	16,020	19,466	47,676	87,955	88,800
Courthouse Building	46,638	45,663	51,546	63,667	75,079	76,800
Monticello Library Building	43,097	28,234	16,292	34,324	50,834	51,300
Public Safety Building	72,923	43,492	43,859	68,844	78,108	77,700
Satellite Buildings	14,288	7,203	7,216	9,402	9,527	9,500
Sheriff's Annex Building	7,997	7,268	6,736	9,921	13,513	10,600
Grand Total	207,848	147,880	145,114	233,833	315,015	314,700



Although the **library system is** **for 47%** of the Building Department staff - maintenance takes care of all county buildings:

- Courthouse Building
- Public Safety Building
- Sheriff's Annex Building
- Blanding Annex Building
- Cal Black Memorial Airport
- EMS - Blanding
- EMS - Monticello
- EMS - Navajo Health System
- Landfill - Blanding
- Landfill - Drop Boxes La Sal
- Landfill - Drop Boxes Mexican Hat
- Landfill - Monticello
- Library – Blanding
- Library – Monticello
- Library – Bluff
- Public Health - Blanding
- Public Health - Monticello
- Public Health - Spanish Valley
- Senior Center - Blanding
- Senior Center - Bluff
- Senior Center - La Sal
- Senior Center - Monticello
- Road Maintenance / Fairgrounds



Library Building Wages & Benefits Comparison

October 23, 2025

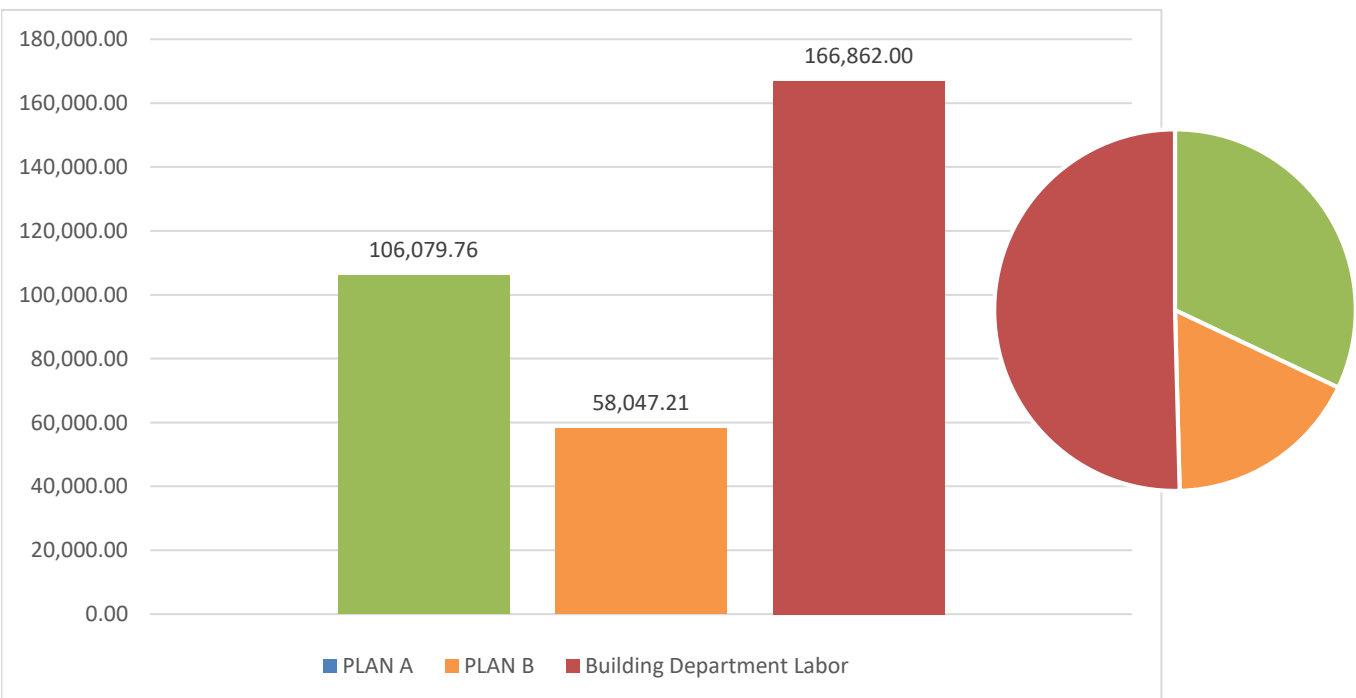
PLAN A

2026 Maintenance Labor			Benefits	
Estimate	Rate	Earnings	Employer Taxes	Employer Cost
Full Time Maintenance	23.89	54,236	20,109	74,344
Part Time Janitor Blanding	19.21	15,025	843	15,868
Part Time Janitor Monticello	19.21	15,025	843	<u>15,868</u>
				106,080
Savings from 2025 Estimated EOY Maintenance Labor Costs				60,782

PLAN B

2026 Maintenance Labor			Benefits	
Estimate	Rate	Earnings	Employer Taxes	Employer Cost
Part Time Maintenance	23.89	24,914	1,398	26,312
Part Time Janitor Blanding	19.21	15,025	843	15,868
Part Time Janitor Monticello	19.21	15,025	843	<u>15,868</u>
				58,047
Savings from 2025 Estimated EOY Maintenance Labor Costs				108,815

2025 Estimated EOY Maintenance Labor Costs		Employer Cost
Blanding Library Building		92,303
Monticello Library Building		63,081
Satellite Library Building		11,478
		166,862



PLAN A | Full Time Maintenance Labor Estimate

	<u>HrsWk</u>	<u>WkYr</u>	<u>HrsYr</u>	<u>Rate</u>	<u>YrAmt</u>
WK	40.00	52.1429	2085.716	23.89	\$49,827.76

Earnings Cost	\$54,235.55
Benefits Employer Taxes	\$20,108.51
Employer Cost	\$74,344.06

Earnings	Year Amt	Rate	Amount	Notes
Regular	2085.72	23.89	\$49,827.76	
Overtime	0.00	\$35.84	\$0.00	
Vacation	80.30	23.89	\$1,918.37	Earning 3.08 each pay period
Vacation	0.00	23.89	\$0.00	
Sick Leave	96.20	23.89	\$2,298.31	Earning 3.69 each pay period
Sick Leave	0.00	23.89	\$0.00	
Personal Pref Day	8.00	23.89	\$191.12	Earning 1 per year
Holiday	0.00	23.89	<u>\$0.00</u>	
			\$54,235.55	

Deductions	%Earnings	Amt
Social Security Tax	5%	\$2,265.44
Medicare Tax	1%	\$529.80
Fed Inc Tax	6%	\$2,962.12
State Inc Tax	3%	\$1,642.41
State Retirement	1%	\$283.55
Dental Emp	0%	\$23.59
Dental Emp +1	0%	\$2.62
PEHP Emp	1%	\$636.10
PEHP Emp	0%	\$109.74
HAS	2%	<u>\$1,128.98</u>
		\$9,584.35

NOTES:

This amount deducted from paychecks over the year. Employee takes home earnings minus deductions.

Benefits	%Earnings	Amt
SS Tax	5%	\$2,265.44
Medicare Tax	1%	\$529.80
State Retire	11%	\$5,695.69
401K Retire	8%	\$3,838.54
Dental Emp	0%	\$240.03
Dental Emp+1	0%	\$26.63
PEHP Emp	11%	\$5,725.10
PEHP Emp	1%	\$621.81
Vision	0%	\$56.59
Vision	0%	\$5.35
Emp Assist	0%	\$36.68
HAS	2%	\$811.63
Lincoln	0%	\$139.51
Long Term Dis	0%	<u>\$115.70</u>
		\$20,108.51

NOTES:

This amount is part of the Employer cost of a full time employee.

PLAN B | Part Time Maintenance Labor Estimate

	<u>HrsWk</u>	<u>WkYr</u>	<u>HrsYr</u>	<u>Rate</u>	<u>YrAmt</u>
LN	20.00	52.1429	1042.858	23.89	\$24,913.88

Earnings Cost	\$24,913.88
Benefits Employer Taxes	<u>\$1,397.62</u>
Employer Cost	\$26,311.50

NOTES: Estimated up to 10 hours a week at each main branch. A couple of times a year they would be using some of those hours at satellite.

Earnings	Year Amt	Rate	Amount	Notes
Regular	1042.86	23.89	\$24,913.88	
Overtime	0.00	\$35.84	\$0.00	
Vacation	0.00	23.89	\$0.00	
Vacation	0.00	23.89	\$0.00	
Sick Leave	0.00	23.89	\$0.00	
Sick Leave	0.00	23.89	\$0.00	
Personal Pref Day	0.00	23.89	\$0.00	
Holiday	0.00	23.89	<u>\$0.00</u>	
			\$24,913.88	

Deductions	%Earnings	Amt
Social Security Tax	5%	\$1,132.72
Medicare Tax	1%	\$264.90
Fed Inc Tax	6%	\$1,481.06
State Inc Tax	3%	\$821.20
State Retirement	0%	\$0.00
Dental Emp	0%	\$0.00
Dental Emp +1	0%	\$0.00
PEHP Emp	0%	\$0.00
PEHP Emp	0%	\$0.00
HAS	0%	\$0.00
		\$3,699.89

NOTES:

This amount deducted from paychecks over the year. Employee takes home earnings minus deductions.

Benefits	%Earnings	Amt
SS Tax	5%	\$1,132.72
Medicare Tax	1%	\$264.90
State Retire	0%	\$0.00
401K Retire	0%	\$0.00
Dental Emp	0%	\$0.00
Dental Emp+1	0%	\$0.00
PEHP Emp	0%	\$0.00
PEHP Emp	0%	\$0.00
Vision	0%	\$0.00
Vision	0%	\$0.00
Emp Assist	0%	\$0.00
HAS	0%	\$0.00
Lincoln	0%	\$0.00
Long Term Dis	0%	<u>\$0.00</u>
		\$1,397.62

NOTES:

This amount is part of the Employer cost of a full time employee.

BOTH PLANS Part Time Janitor-Custodial Labor Estimate

	<u>HrsWk</u>	<u>WkYr</u>	<u>HrsYr</u>	<u>Rate</u>	<u>YrAmt</u>
WK	15.00	52.1429	782.1435	19.21	\$15,024.98

Earnings Cost	\$15,024.98
Benefits Employer Taxes	\$842.87
Employer Cost	\$15,867.85

NOTES: Estimated for 15 hours a week with about 3 hrs a day and 5 days a week.

Earnings	Year Amt	Rate	Amount	Notes
Regular	782.14	19.21	\$15,024.98	
Overtime	0.00	\$28.82	\$0.00	
Vacation	0.00	19.21	\$0.00	
Vacation	0.00	19.21	\$0.00	
Sick Leave	0.00	19.21	\$0.00	
Sick Leave	0.00	19.21	\$0.00	
Personal Pref Day	0.00	19.21	\$0.00	
Holiday	0.00	19.21	\$0.00	
			\$15,024.98	

Deductions	%Earnings	Amt
Social Security Tax	5%	\$683.12
Medicare Tax	1%	\$159.76
Fed Inc Tax	6%	\$893.19
State Inc Tax	3%	\$495.25
State Retirement	0%	\$0.00
Dental Emp	0%	\$0.00
Dental Emp +1	0%	\$0.00
PEHP Emp	0%	\$0.00
PEHP Emp	0%	\$0.00
HAS	0%	\$0.00
		\$2,231.31

NOTES:

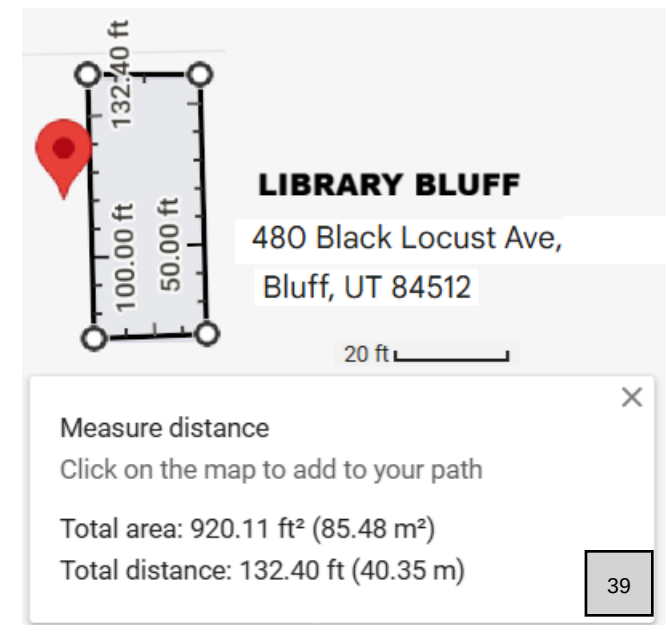
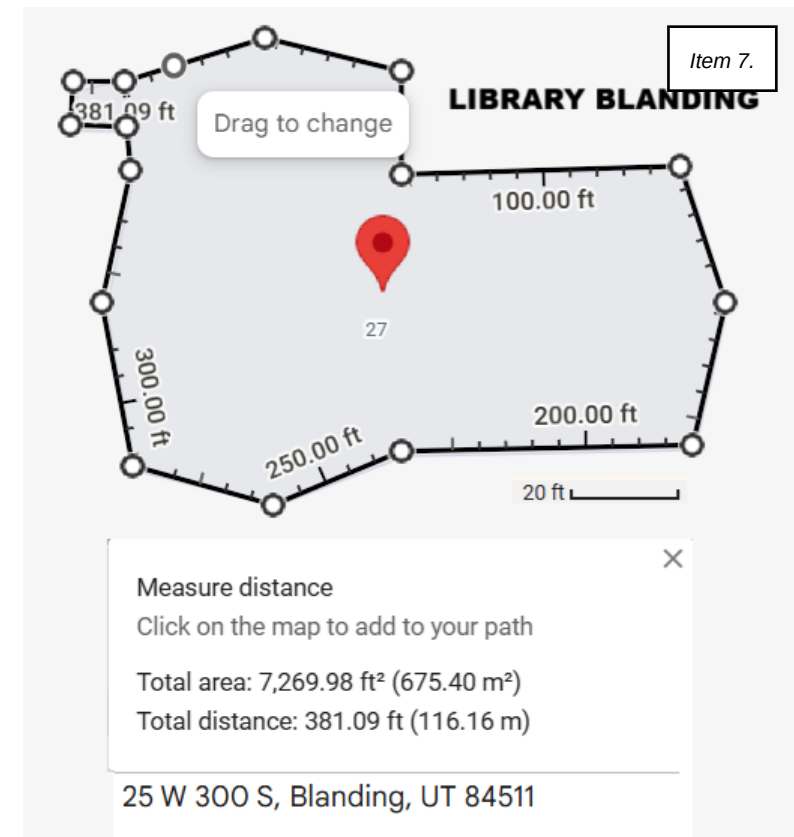
This amount deducted from paychecks over the year. Employee takes home earnings minus deductions.

Benefits	%Earnings	Amt
SS Tax	5%	\$683.12
Medicare Tax	1%	\$159.76
State Retire	0%	\$0.00
401K Retire	0%	\$0.00
Dental Emp	0%	\$0.00
Dental Emp+1	0%	\$0.00
PEHP Emp	0%	\$0.00
PEHP Emp	0%	\$0.00
Vision	0%	\$0.00
Vision	0%	\$0.00
Emp Assist	0%	\$0.00
HAS	0%	\$0.00
Lincoln	0%	\$0.00
Long Term Dis	0%	\$0.00
		\$842.87

NOTES:

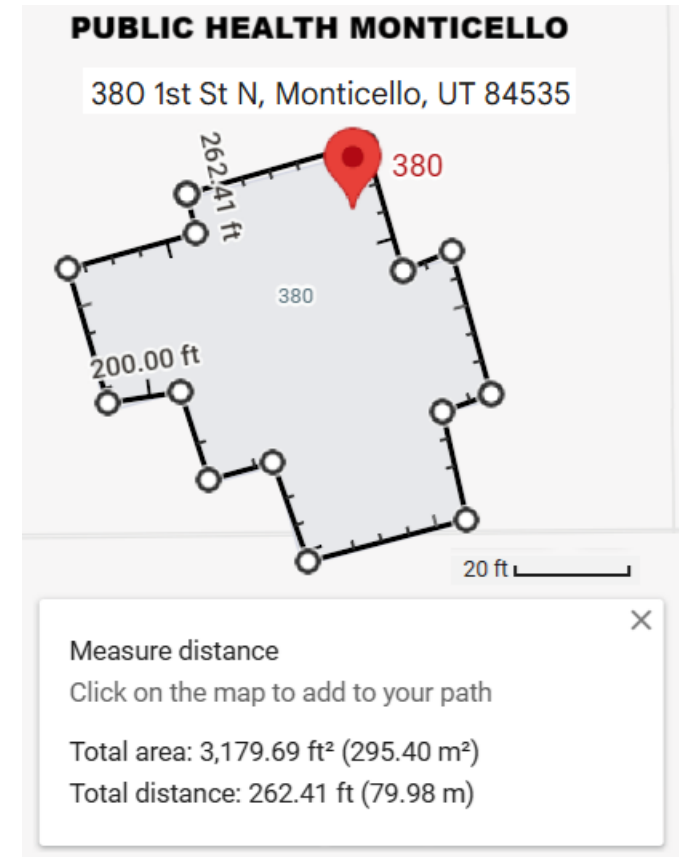
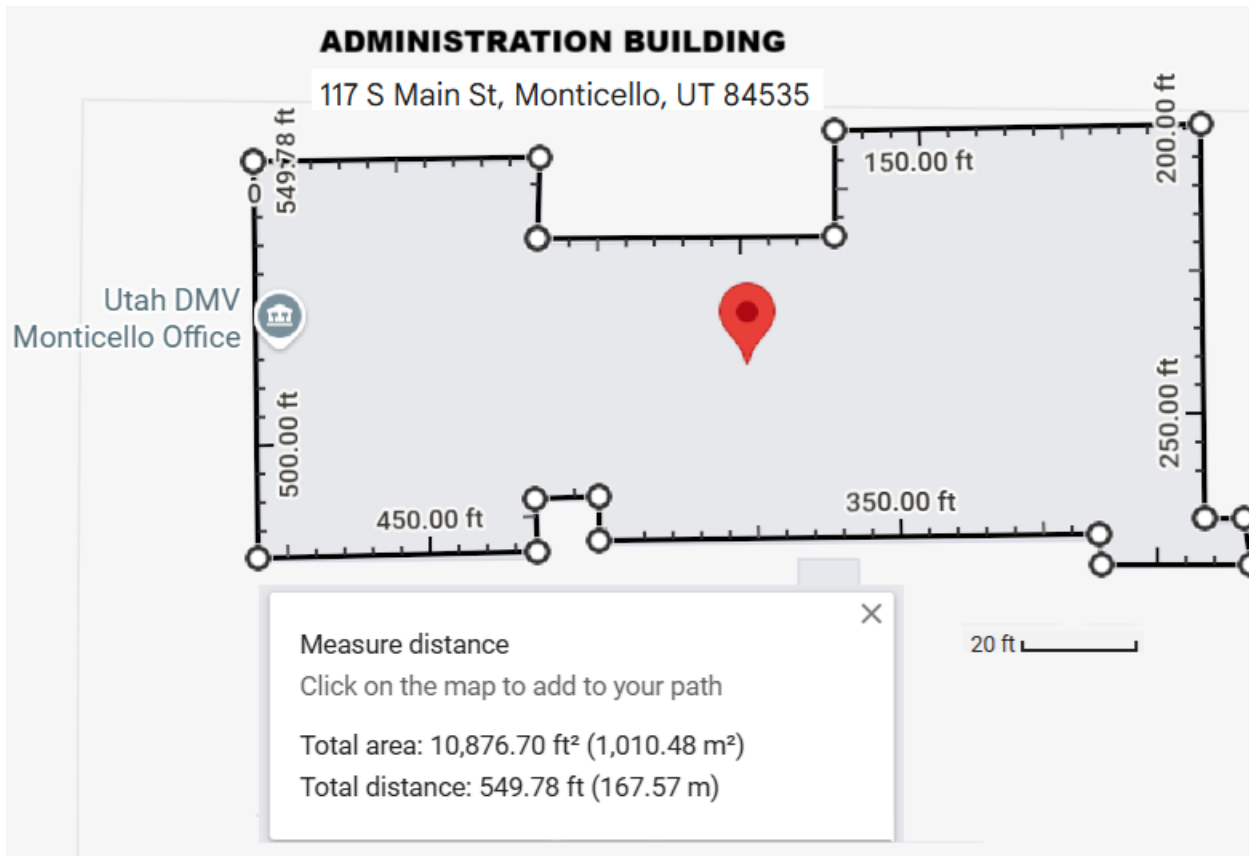
This amount is part of the Employer cost of a full time employee.

SAN JUAN COUNTY OWNED & MAINTAINED LIBRARY BUILDINGS



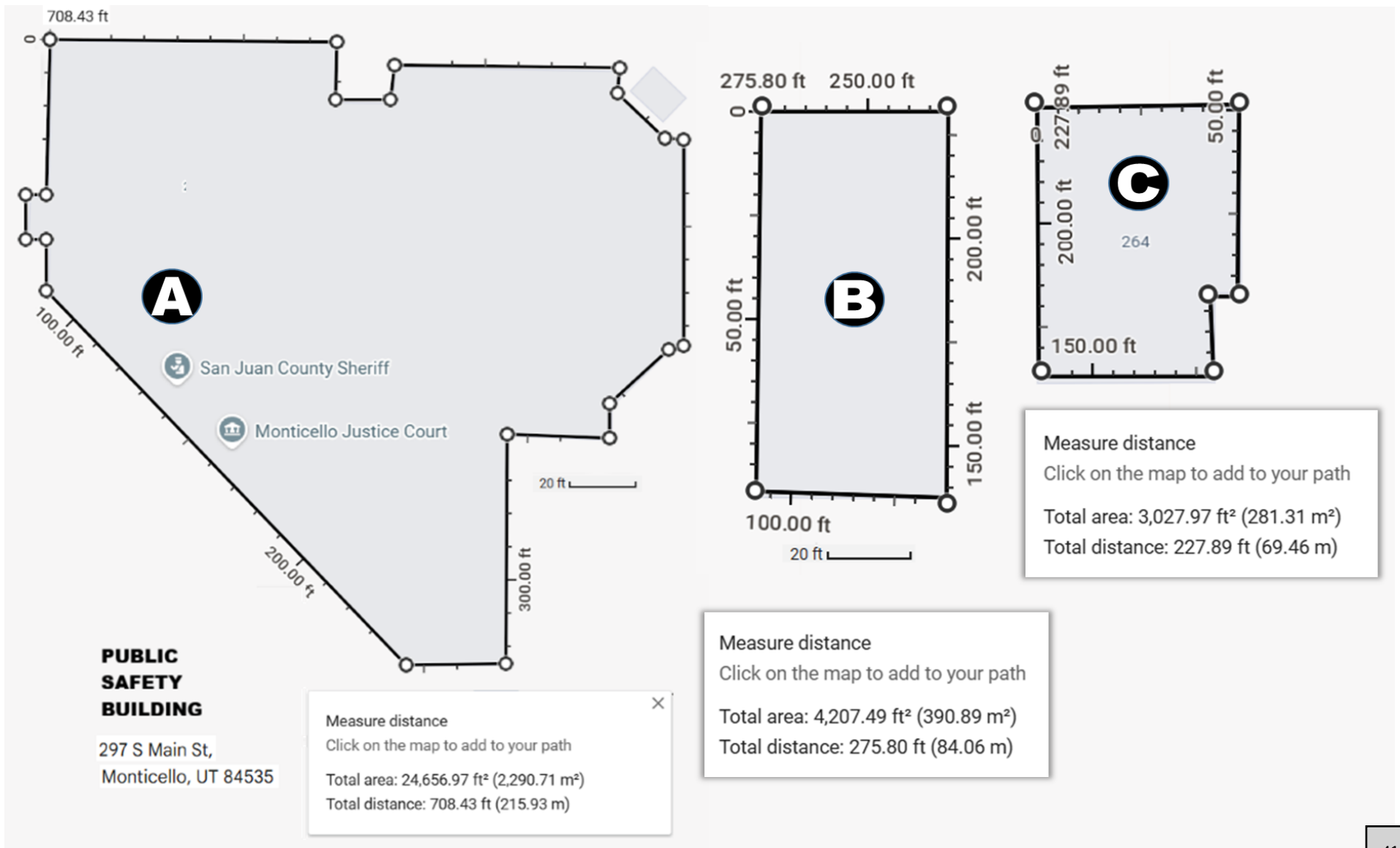
SAN JUAN COUNTY BUILDINGS

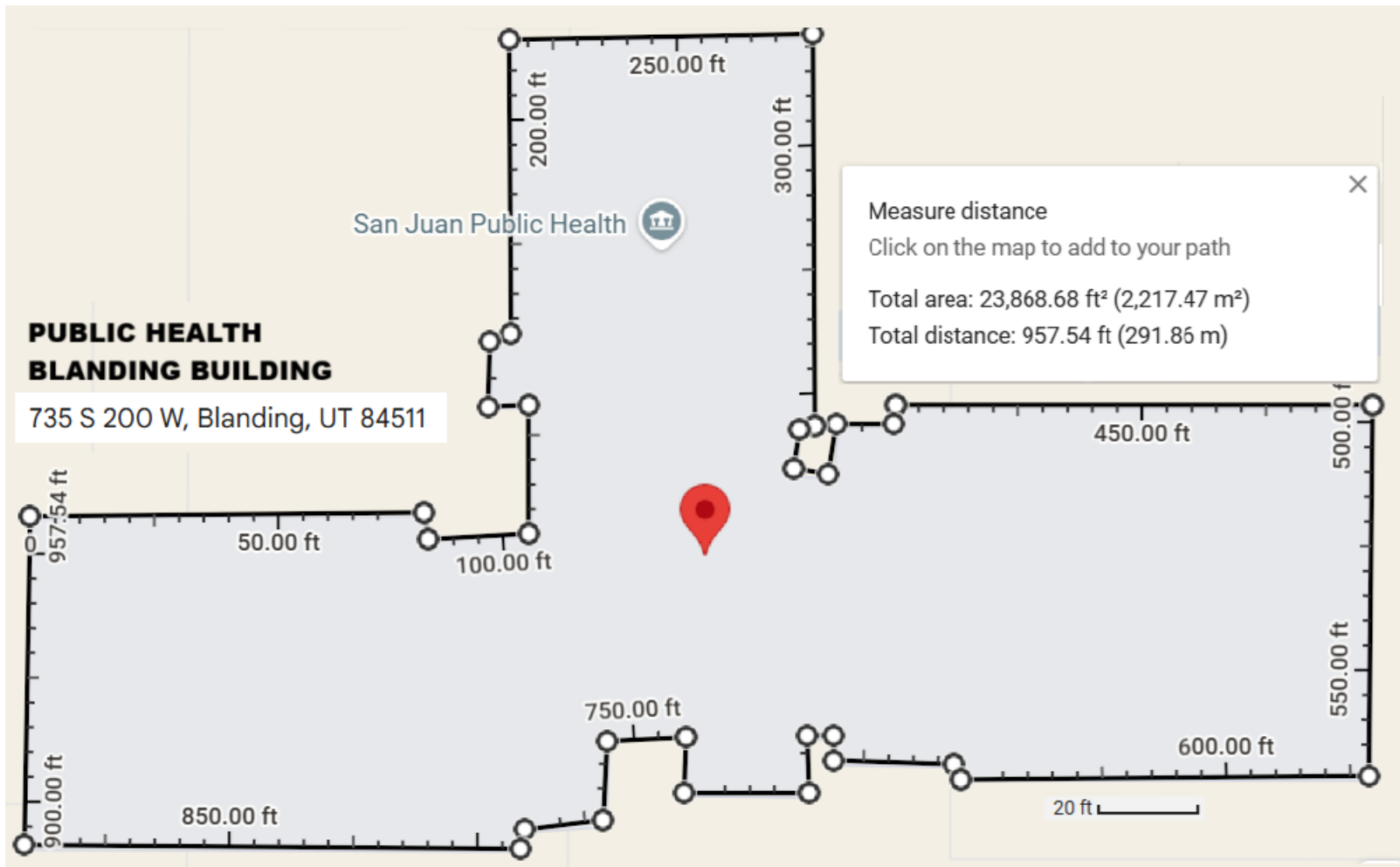
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PUBLIC SAFETY BUILDINGS

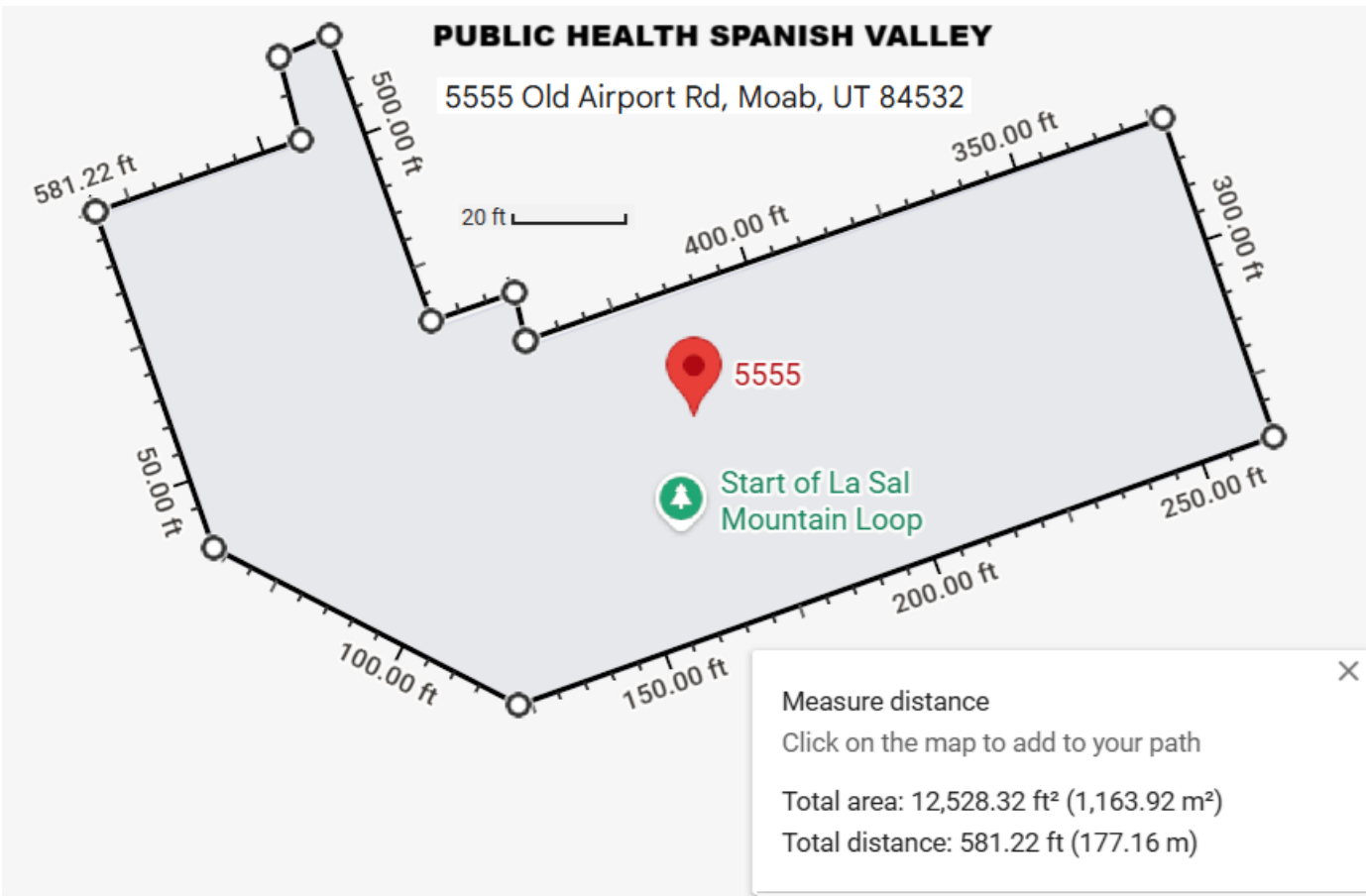
Item 7.





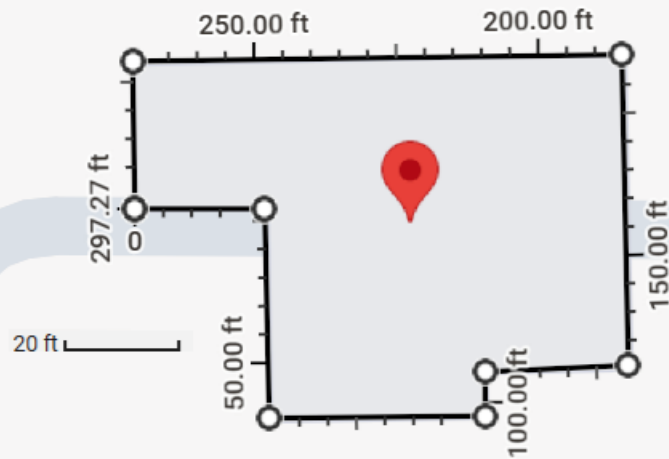
SAN JUAN COUNTY BUILDINGS

SAN JUAN COUNTY BUILDINGS



SENIOR CENTER BLANDING

177 E 200 N, Blanding, UT 84511



Measure distance

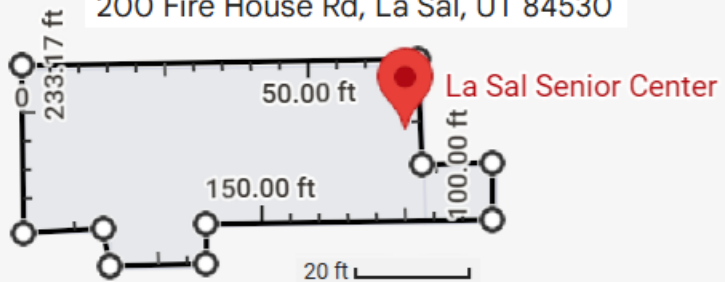
Click on the map to add to your path

Total area: 4,390.76 ft² (407.92 m²)

Total distance: 297.27 ft (90.61 m)

SENIOR CENTER LA SAL

200 Fire House Rd, La Sal, UT 84530



Measure distance

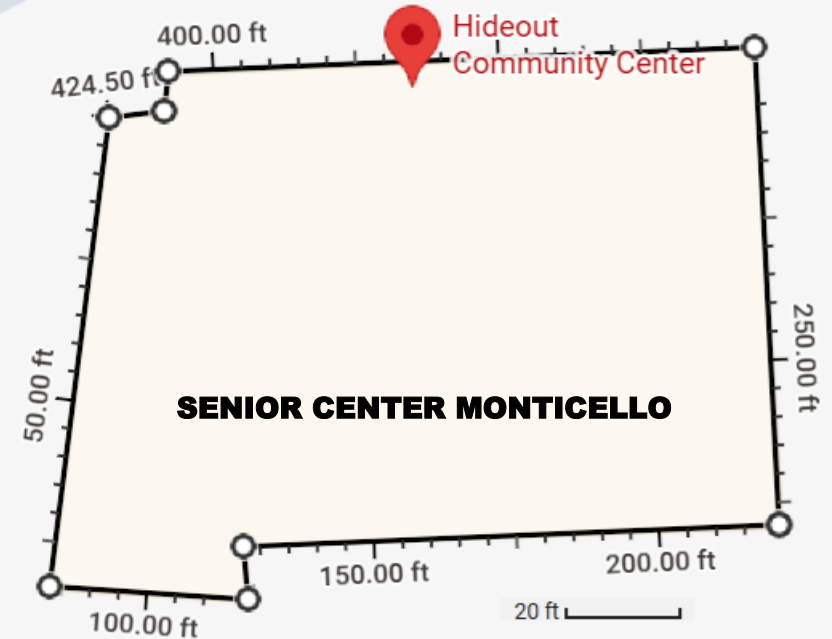
Click on the map to add to your path

Total area: 2,212.49 ft² (205.55 m²)

Total distance: 233.17 ft (71.07 m)

Hideout Community Center

Item 7.



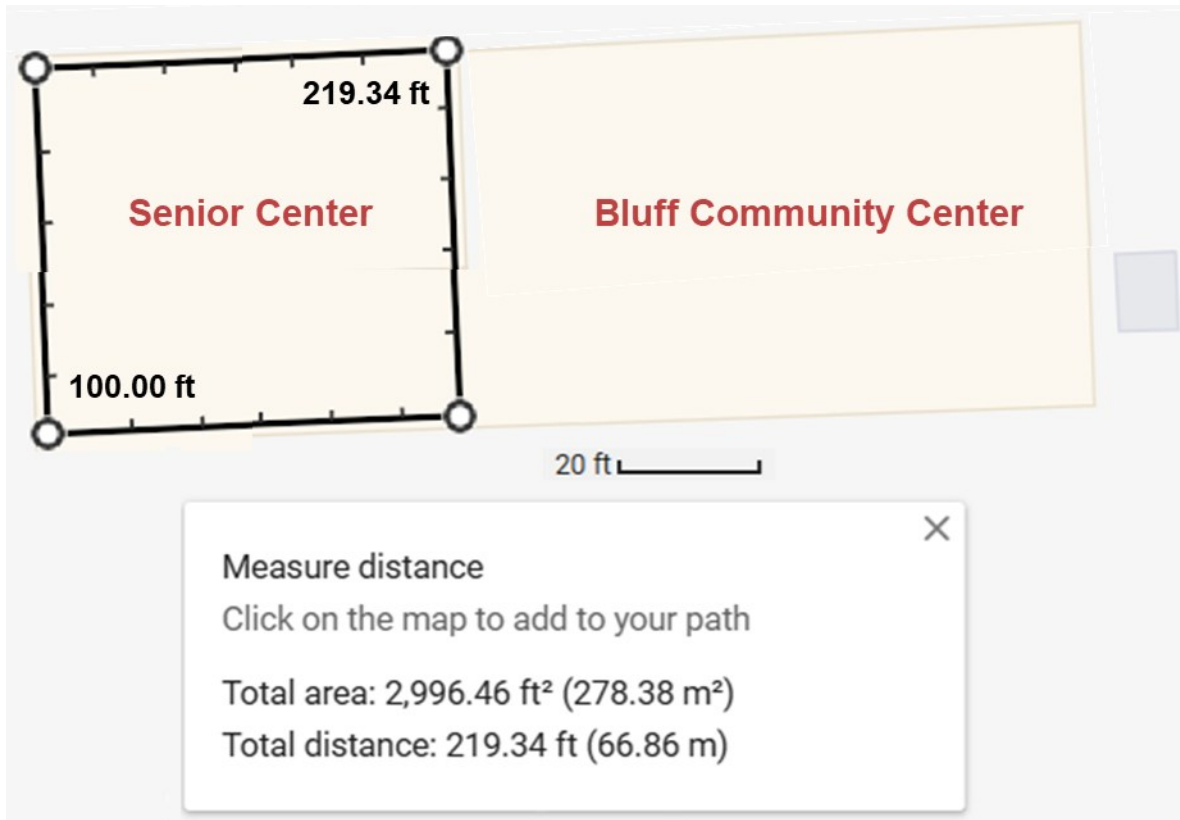
Measure distance

Click on the map to add to your path

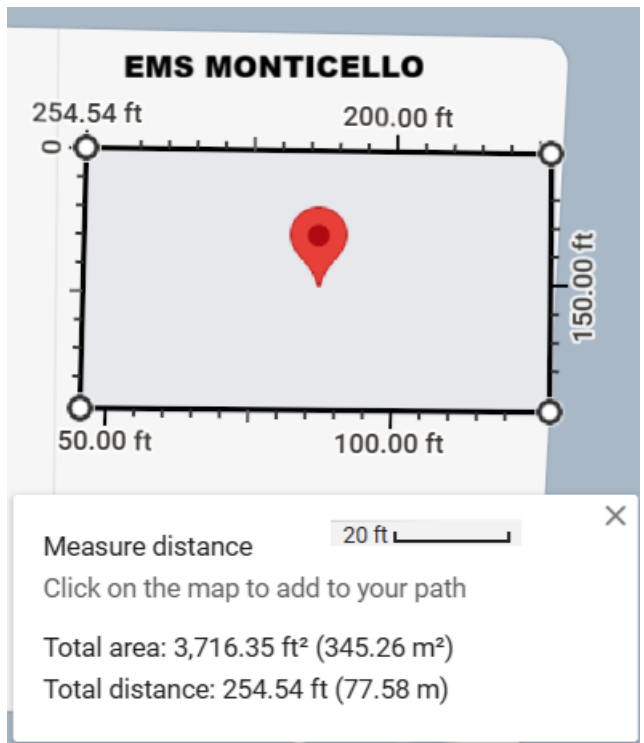
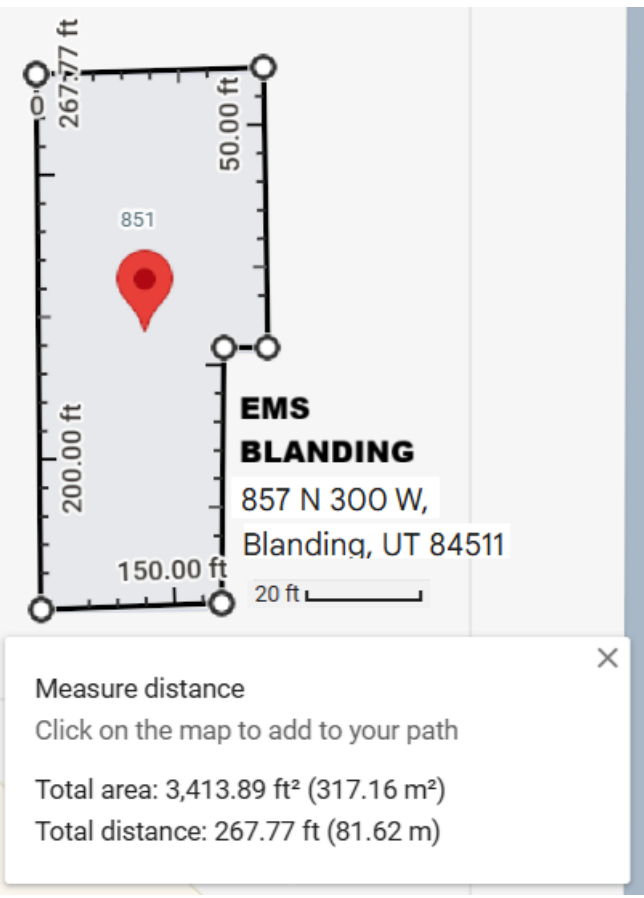
Total area: 10,235.34 ft² (950.89 m²)

Total distance: 424.50 ft (129.39 m)

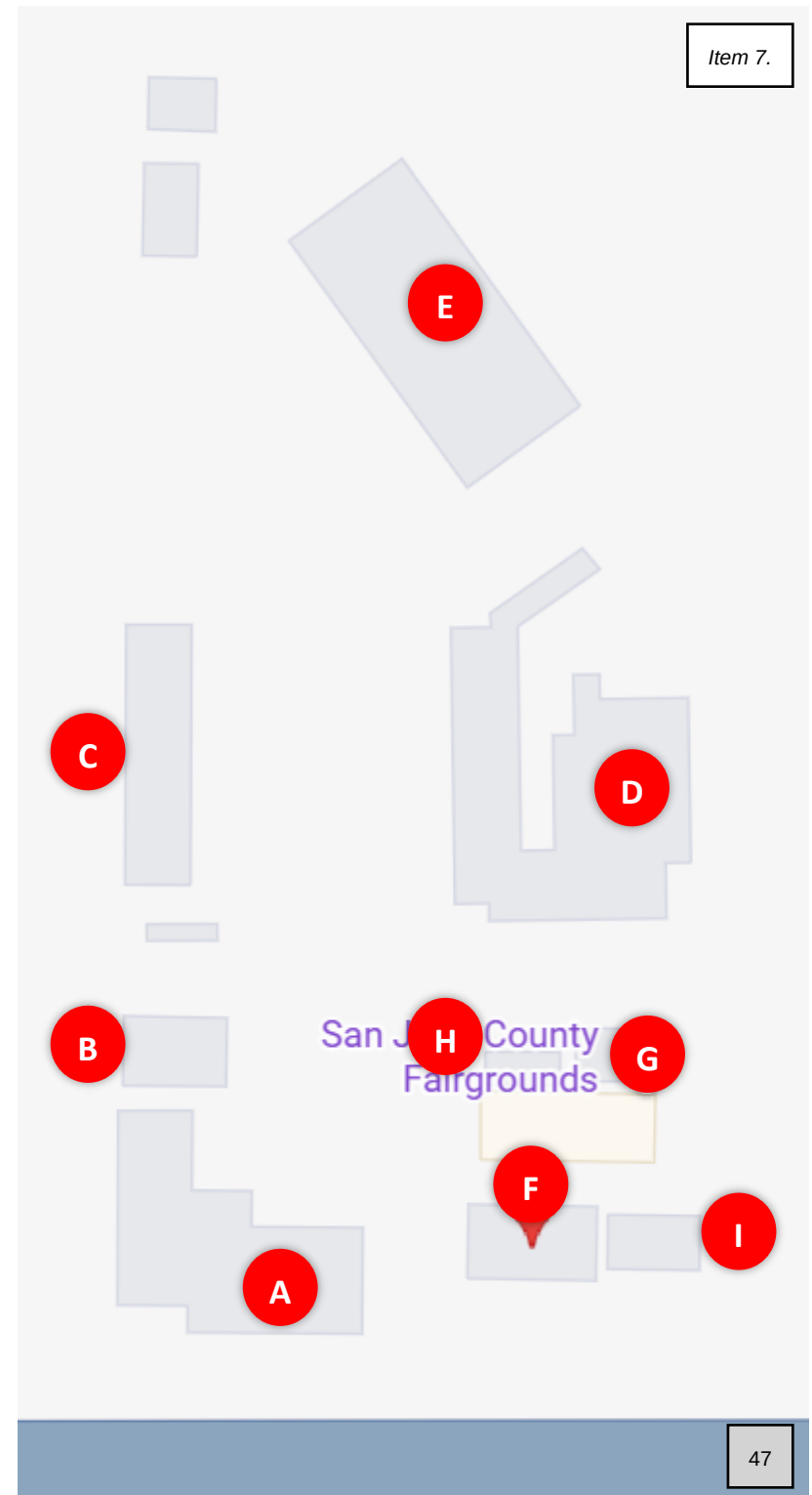
SAN JUAN COUNTY BUILDINGS



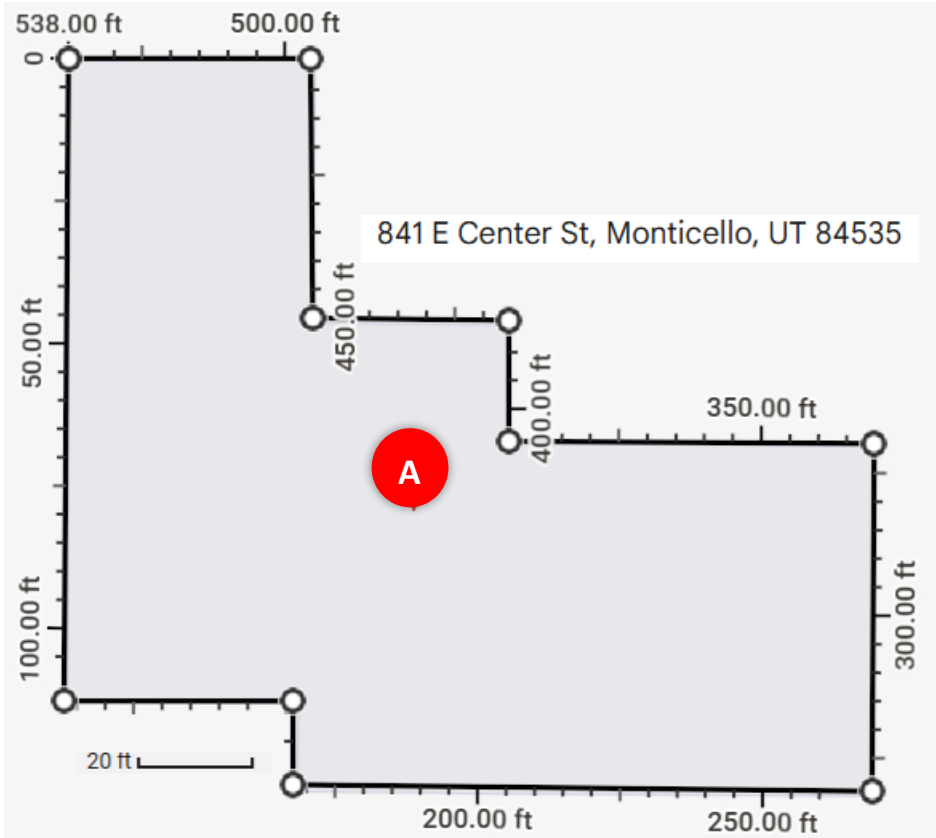
SAN JUAN COUNTY BUILDINGS



ROAD DEPARTMENT AND FAIRGROUNDS COVER PAGE

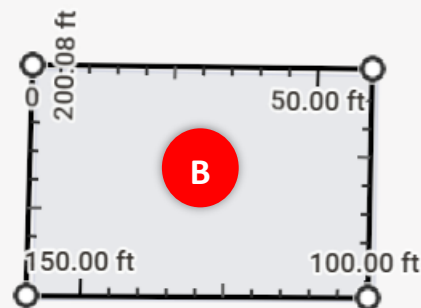


ROAD DEPARTMENT AND FAIRGROUNDS



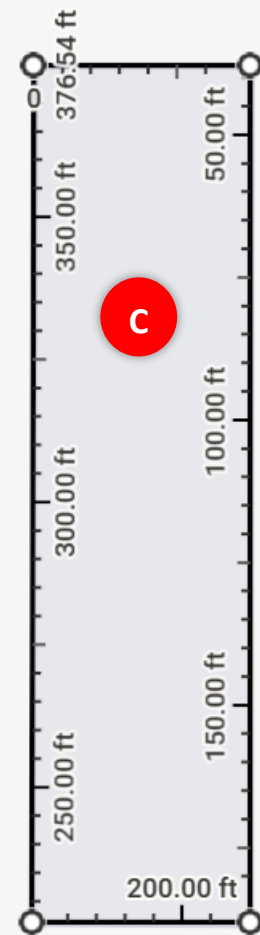
Measure distance
Click on the map to add to your path

Total area: 11,624.98 ft² (1,080.00 m²)
Total distance: 538.00 ft (163.98 m)



Measure distance
Click on the map to add to your path

Total area: 2,408.67 ft² (223.77 m²)
Total distance: 200.08 ft (60.99 m)

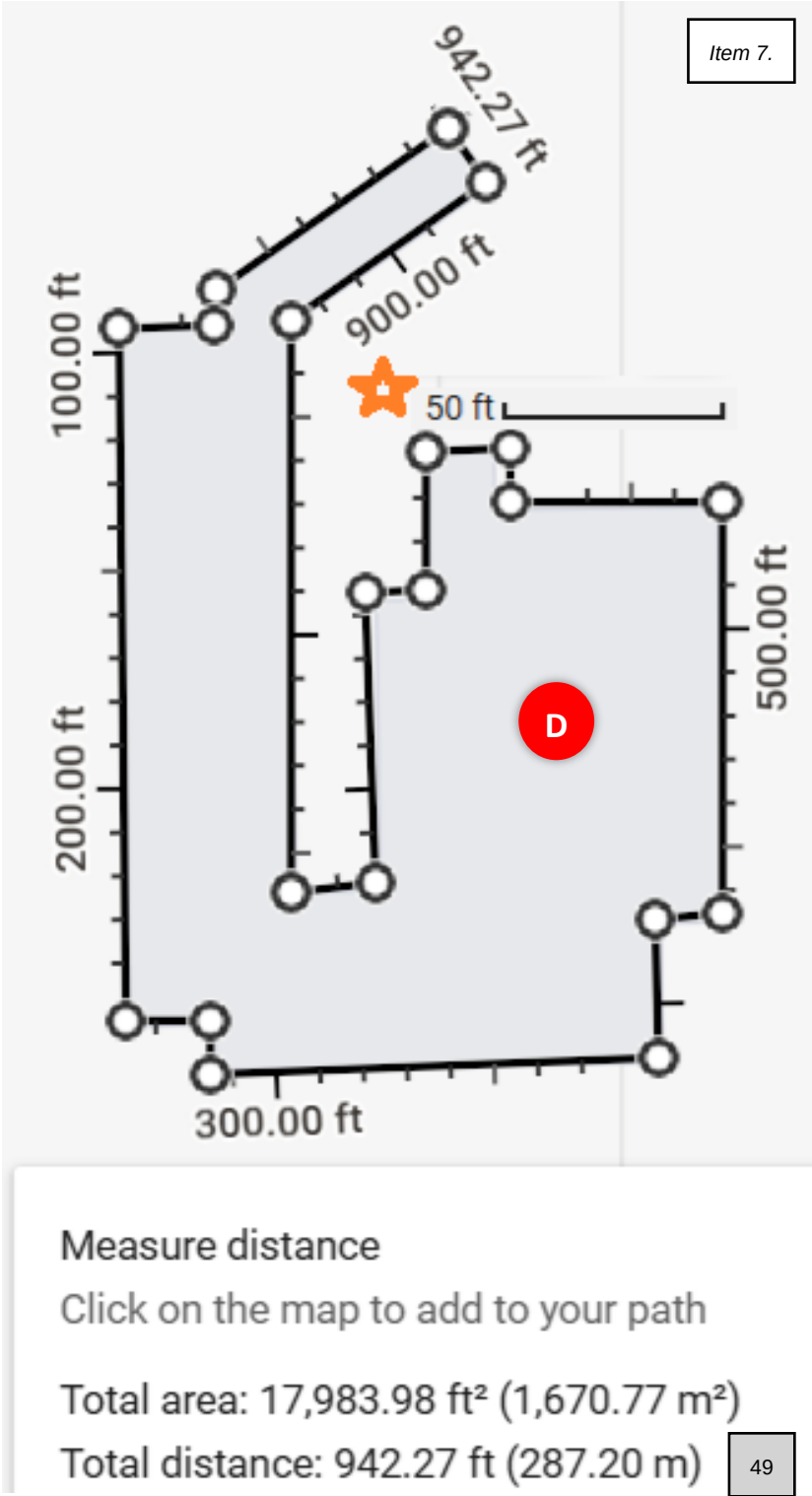
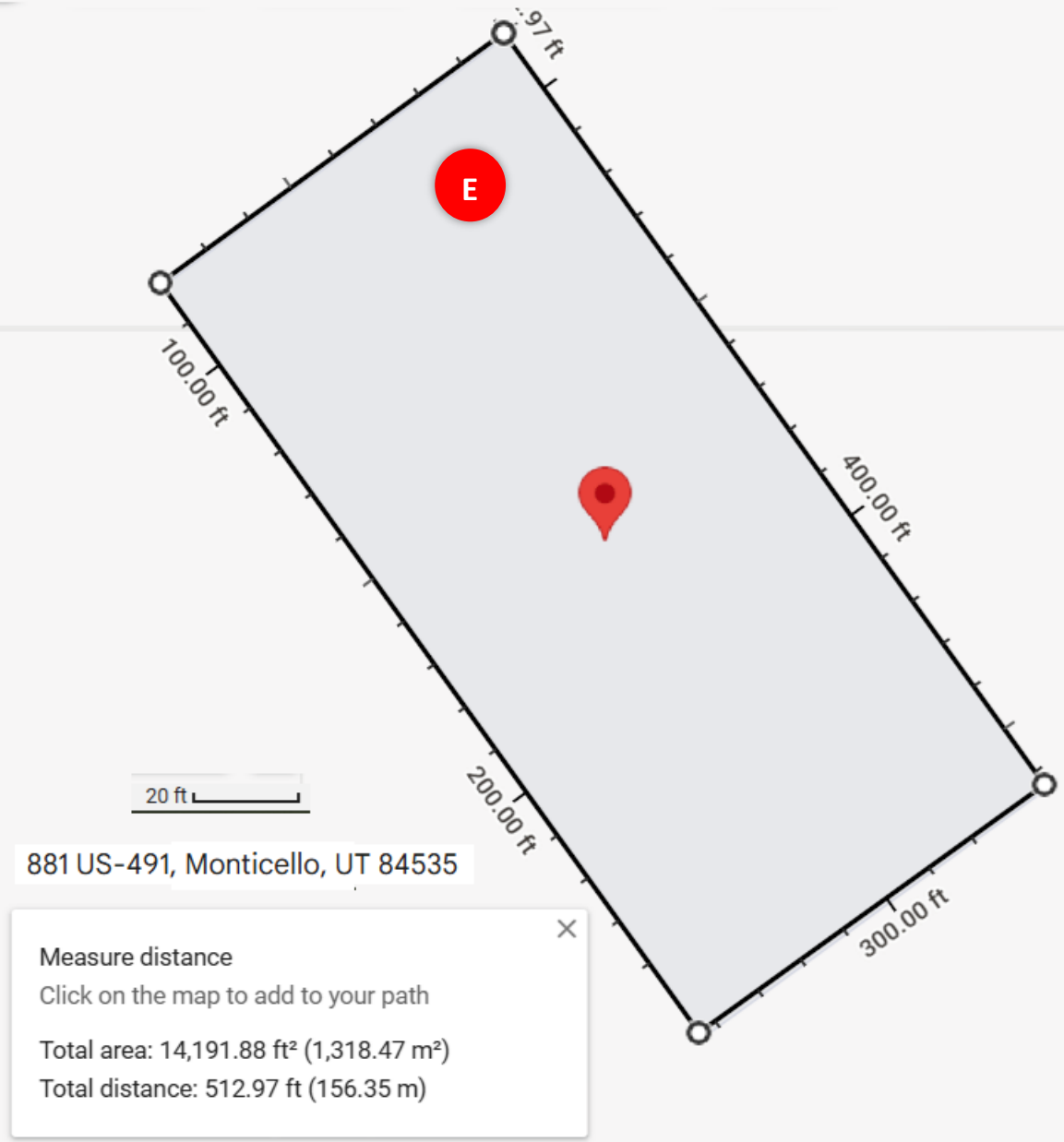


Measure distance
Click on the map to add to your path

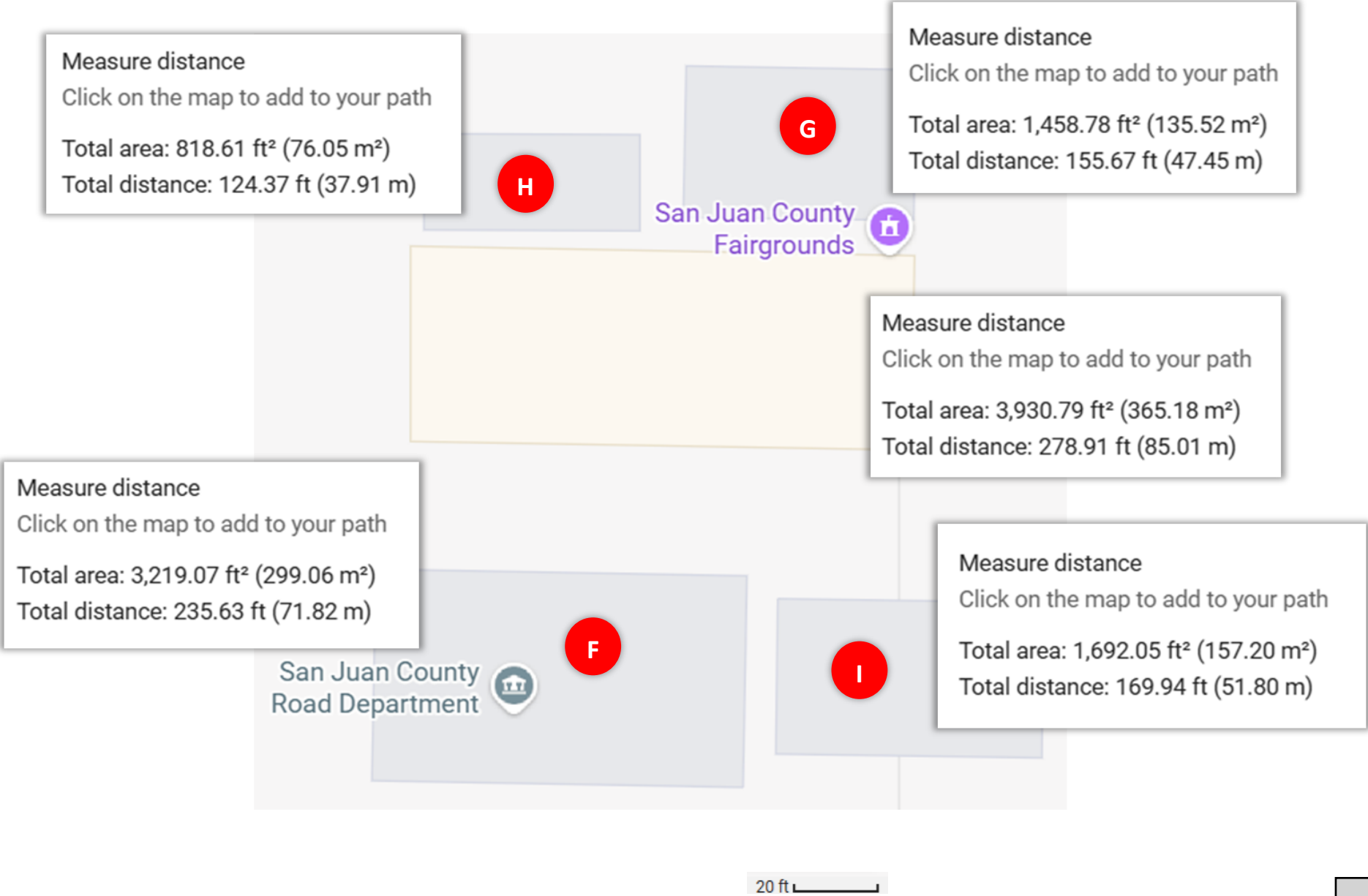
Total area: 5,714.71 ft² (530.91 m²)
Total distance: 376.54 ft (114.77 m)

Item 7.

ROAD DEPARTMENT AND FAIRGROUNDS



ROAD DEPARTMENT AND FAIRGROUNDS



San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2025 to 10/31/2025
83.33% of the fiscal year has expired

	October Actual	2025 Year-to-Date Actual	2025 Budget	Unexpended	% Used
Change In Net Position					
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	1,430.51	42,765.31	43,100.00	334.69	99.22%
4167111 Overtime and Comp	0.00	21.50	0.00	(21.50)	0.00%
4167131 FICA Expense	106.77	3,193.93	3,200.00	6.07	99.81%
4167132 Retirement Benefits	65.18	3,631.08	5,000.00	1,368.92	72.62%
4167134 Health Insurance	1.21	48.59	0.00	(48.59)	0.00%
4167251 Gas, Oil and Grease	31.01	471.88	500.00	28.12	94.38%
4167260 Buildings and Grounds	480.04	1,109.78	3,000.00	1,890.22	36.99%
4167270 Utilities	0.00	7,584.81	9,300.00	1,715.19	81.56%
4167310 Professional and Technical	0.00	611.58	6,000.00	5,388.42	10.19%
4167610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Monticello Library Building	2,114.72	59,438.46	70,300.00	10,861.54	84.55%
Blanding Library Building					
4168110 Salaries and Wages	2,769.21	65,425.82	79,600.00	14,174.18	82.19%
4168111 Overtime and Comp	0.00	21.50	0.00	(21.50)	0.00%
4168131 FICA Expense	209.17	4,942.95	6,000.00	1,057.05	82.38%
4168132 Retirement Benefits	65.18	2,703.71	3,200.00	496.29	84.49%
4168260 Buildings and Grounds	579.77	3,818.28	0.00	(3,818.28)	0.00%
4168270 Utilities	0.00	6,797.19	0.00	(6,797.19)	0.00%
4168310 Professional and Technical	0.00	364.92	0.00	(364.92)	0.00%
4168610 Miscellaneous Supplies	0.00	19.99	200.00	180.01	10.00%
Total Blanding Library Building	3,623.33	84,094.36	89,000.00	4,905.64	94.49%
Satellite Buildings					
4169110 Salaries and Wages	80.49	7,225.56	7,600.00	374.44	95.07%
4169111 Overtime and Comp	0.00	17.57	0.00	(17.57)	0.00%
4169131 FICA Expense	6.11	549.32	500.00	(49.32)	109.86%
4169132 Retirement Benefits	12.85	1,297.39	1,400.00	102.61	92.67%
4169260 Buildings and Grounds	0.00	195.02	0.00	(195.02)	0.00%
4169310 Professional and Technical	0.00	213.75	300.00	86.25	71.25%
Total Satellite Buildings	99.45	9,498.61	9,800.00	301.39	96.92%
Library Board					
4580620 Miscellaneous Services	0.00	850.00	2,500.00	1,650.00	34.00%
Total Library Board	0.00	850.00	2,500.00	1,650.00	34.00%
San Juan County Library System					
4141740 Library Equipment Capital Outlay	0.00	(10.42)	0.00	10.42	0.00%
4581110 Salaries and Wages	7,710.09	182,727.60	250,700.00	67,972.40	72.89%
4581111 Overtime and Comp	0.00	60.71	700.00	639.29	8.67%
4581131 FICA Expense	556.99	13,383.31	18,400.00	5,016.69	72.74%
4581132 Retirement Benefits	1,055.52	26,121.08	34,300.00	8,178.92	76.15%
4581133 HSA Contribution	121.44	2,839.50	4,800.00	1,960.50	59.16%
4581134 Health Insurance	2,404.90	51,226.63	62,300.00	11,073.37	82.23%
4581140 Other Employee Benefits	49.53	1,168.86	1,400.00	231.14	83.49%
4581210 Subscriptions and Memberships	0.00	990.36	1,230.00	239.64	80.52%
4581220 Public Notices	0.00	13.30	720.00	706.70	1.85%
4581230 Travel Expense	0.00	692.66	2,020.00	1,327.34	34.29%
4581240 Office Expense	0.00	4,452.33	5,250.00	797.67	84.81%
4581241 Postage	0.00	234.40	450.00	215.60	52.09%
4581242 Software Maintenance	0.00	6,082.50	6,890.00	807.50	88.28%
4581250 Computer Maintenance/Supplies	0.00	2,744.34	5,100.00	2,355.66	53.81%
4581251 Gas, Oil and Grease	0.00	369.52	2,850.00	2,480.48	12.97%
4581280 Telephone	0.00	(5.80)	2,000.00	2,005.80	-0.29%
4581310 Professional and Technical	0.00	7.00	0.00	(7.00)	0.00%
4581330 Employee Education	0.00	149.99	1,230.00	1,080.01	12.19%
4581480 Collection Development	(18.19)	15,524.15	24,500.00	8,975.85	63.36%
4581610 Miscellaneous Supplies/Service	0.00	262.96	800.00	537.04	32.87%
4581620 Special Programs	37.32	1,676.47	3,700.00	2,023.53	45.31%
4581650 Intergovernmental Charges	0.00	0.00	92,660.00	92,660.00	0.00%
4581740 Equipment Purchases	0.00	1,830.56	5,250.00	3,419.44	34.87%
4581914 Contributions to Other Units - Local	0.00	6,000.00	6,000.00	0.00	100.00%
4581915 Contributions to Other Units - State	165.00	2,850.00	3,180.00	330.00	89.62%

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2025 to 10/31/2025
83.33% of the fiscal year has expired

	October Actual	2025 Year-to-Date Actual	2025 Budget	Unexpended	% Used
4581920 Grant Expenses - Reimbursed	0.00	3,020.90	17,780.00	14,759.10	16.99%
4581923 Grant Expenses - Borrower Support	0.00	4,295.69	0.00	(4,295.69)	0.00%
4581924 Grant Expenses - UEN Grant	0.00	6,450.60	0.00	(6,450.60)	0.00%
4581925 Grant Expenses - Clef Grant	0.00	7,759.93	0.00	(7,759.93)	0.00%
Total San Juan County Library System	12,082.60	342,919.13	554,210.00	211,290.87	61.88%
Total Library	17,920.10	496,800.56	725,810.00	229,009.44	68.45%
Total Parks, Recreation, and Public Property	17,920.10	496,800.56	725,810.00	229,009.44	68.45%
Total Expenditures:	17,920.10	496,800.56	725,810.00	229,009.44	68.45%
Total Change In Net Position	(17,920.10)	(496,800.56)	(725,810.00)	(229,009.44)	68.45%

San Juan County
Financial Statement - Library Financials
01/01/2025 to 10/31/2025
83.33% of the fiscal year has expired

	October Actual	2025 Year-to-Date Actual
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
72.1110000 General Checking - Combined - Library	(1,974.50)	(397,257.54)
72.1112000 Zions - Payroll	(18,989.83)	(18,989.83)
72.1162000 PTIF 897 General - Library	0.00	441,196.04
72.1175000 Undeposited Receipts	(74.82)	5.30
Total Cash and cash equivalents	<u>(21,039.15)</u>	<u>24,953.97</u>
Total Current Assets	<u>(21,039.15)</u>	<u>24,953.97</u>
Total Assets:	<u>(21,039.15)</u>	<u>24,953.97</u>
Liabilities and Fund Equity:		
Liabilities:		
Current liabilities		
72.2131000 Accounts Payable	(3,408.06)	0.00
Total Current liabilities	<u>(3,408.06)</u>	<u>0.00</u>
Total Liabilities:	<u>(3,408.06)</u>	<u>0.00</u>
Equity - Paid In / Contributed		
72.2951000 Fund Balance - Unappropriated	(17,631.09)	152,258.97
72.2961000 Fund Balance - Appropriated	0.00	(134,340.00)
Total Equity - Paid In / Contributed	<u>(17,631.09)</u>	<u>17,918.97</u>
Total Liabilities and Fund Equity:	<u>(21,039.15)</u>	<u>17,918.97</u>
Total Net Position	<u>0.00</u>	<u>7,035.00</u>

San Juan County
Financial Statement - Library Financials
01/01/2025 to 10/31/2025
83.33% of the fiscal year has expired

Item 10.

	October Actual	2025 Year-to-Date Actual	2025 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
72.3110000 Property Taxes	0.00	0.00	432,300.00	432,300.00	0.00%
Total Taxes	0.00	0.00	432,300.00	432,300.00	0.00%
Intergovernmental revenue					
72.3310000 Other Federal Grants	0.00	0.00	10,780.00	10,780.00	0.00%
72.3313000 Borrower Support Grant	0.00	3,097.06	0.00	(3,097.06)	0.00%
72.3314000 UEN Grant	0.00	6,450.60	0.00	(6,450.60)	0.00%
72.3340000 Other State Grants	0.00	0.00	7,000.00	7,000.00	0.00%
72.3341000 CLEF State Grants	0.00	782.00	0.00	(782.00)	0.00%
72.3345000 Other State Grants Deferred	0.00	7,035.00			
72.3350000 Local Private Grants	0.00	3,000.00	0.00	(3,000.00)	0.00%
Total Intergovernmental revenue	0.00	13,329.66	17,780.00	4,450.34	74.97%
Charges for services					
72.3413000 Library Fees	0.00	885.96	2,100.00	1,214.04	42.19%
72.3415000 Sale of Maps/Publications	68.57	783.50	1,800.00	1,016.50	43.53%
72.3495000 Copier	138.00	3,725.96	5,000.00	1,274.04	74.52%
Total Charges for services	206.57	5,395.42	8,900.00	3,504.58	60.62%
Fines and forfeitures					
72.3512000 Library Fines	15.00	534.95	500.00	(34.95)	106.99%
Total Fines and forfeitures	15.00	534.95	500.00	(34.95)	106.99%
Interest					
72.3610000 Interest Earnings	0.00	9,597.53	18,000.00	8,402.47	53.32%
Total Interest	0.00	9,597.53	18,000.00	8,402.47	53.32%
Miscellaneous revenue					
72.3620000 Rents and Concessions	59.69	2,642.79	1,000.00	(1,642.79)	264.28%
Total Miscellaneous revenue	59.69	2,642.79	1,000.00	(1,642.79)	264.28%
Contributions and transfers					
72.3825000 Transfers from General Fund	0.00	0.00	246,030.00	246,030.00	0.00%
72.3830000 Contributions Private	7.75	1,260.16	1,300.00	39.84	96.94%
Total Contributions and transfers	7.75	1,260.16	247,330.00	246,069.84	0.51%
Total Revenue:	289.01	32,760.51	725,810.00	693,049.49	4.51%
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
72.4167110 Salaries and Wages	1,430.51	42,765.31	43,100.00	334.69	99.22%
72.4167111 Overtime and Comp	0.00	21.50	0.00	(21.50)	0.00%
72.4167131 FICA Expense	106.77	3,193.93	3,200.00	6.07	99.81%
72.4167132 Retirement Benefits	65.18	3,631.08	5,000.00	1,368.92	72.62%
72.4167134 Health Insurance	1.21	48.59	0.00	(48.59)	0.00%
72.4167251 Gas, Oil and Grease	31.01	471.88	500.00	28.12	94.38%
72.4167260 Buildings and Grounds	480.04	1,109.78	3,000.00	1,890.22	36.99%
72.4167270 Utilities	0.00	7,584.81	9,300.00	1,715.19	81.56%
72.4167310 Professional and Technical	0.00	611.58	6,000.00	5,388.42	10.19%
72.4167610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Monticello Library Building	2,114.72	59,438.46	70,300.00	10,861.54	84.55%
Blanding Library Building					
72.4168110 Salaries and Wages	2,769.21	65,425.82	79,600.00	14,174.18	82.19%
72.4168111 Overtime and Comp	0.00	21.50	0.00	(21.50)	0.00%
72.4168131 FICA Expense	209.17	4,942.95	6,000.00	1,057.05	82.38%
72.4168132 Retirement Benefits	65.18	2,703.71	3,200.00	496.29	84.49%
72.4168260 Buildings and Grounds	579.77	3,818.28	0.00	(3,818.28)	0.00%
72.4168270 Utilities	0.00	6,797.19	0.00	(6,797.19)	0.00%
72.4168310 Professional and Technical	0.00	364.92	0.00	(364.92)	0.00%
72.4168610 Miscellaneous Supplies	0.00	19.99	200.00	180.01	10.00%
Total Blanding Library Building	3,623.33	84,094.36	89,000.00	4,905.64	94.49%
Satellite Buildings					
72.4169110 Salaries and Wages	80.49	7,225.56	7,600.00	374.44	95.07%
72.4169111 Overtime and Comp	0.00	17.57	0.00	(17.57)	0.00%

San Juan County
Financial Statement - Library Financials
01/01/2025 to 10/31/2025
83.33% of the fiscal year has expired

	October Actual	2025 Year-to-Date Actual	2025 Budget	Unearned/ Unused	% Earned/ Used
72.4169131 FICA Expense	6.11	549.32	500.00	(49.32)	109.86%
72.4169132 Retirement Benefits	12.85	1,297.39	1,400.00	102.61	92.67%
72.4169260 Buildings and Grounds	0.00	195.02	0.00	(195.02)	0.00%
72.4169310 Professional and Technical	0.00	213.75	300.00	86.25	71.25%
Total Satellite Buildings	99.45	9,498.61	9,800.00	301.39	96.92%
Library Board					
72.4580620 Miscellaneous Services	0.00	850.00	2,500.00	1,650.00	34.00%
Total Library Board	0.00	850.00	2,500.00	1,650.00	34.00%
San Juan County Library System					
72.4141740 Library Equipment Capital Outlay	0.00	(10.42)	0.00	10.42	0.00%
72.4581110 Salaries and Wages	7,710.09	182,727.60	250,700.00	67,972.40	72.89%
72.4581111 Overtime and Comp	0.00	60.71	700.00	639.29	8.67%
72.4581131 FICA Expense	556.99	13,383.31	18,400.00	5,016.69	72.74%
72.4581132 Retirement Benefits	1,055.52	26,121.08	34,300.00	8,178.92	76.15%
72.4581133 HSA Contribution	121.44	2,839.50	4,800.00	1,960.50	59.16%
72.4581134 Health Insurance	2,404.90	51,226.63	62,300.00	11,073.37	82.23%
72.4581140 Other Employee Benefits	49.53	1,168.86	1,400.00	231.14	83.49%
72.4581210 Subscriptions and Memberships	0.00	990.36	1,230.00	239.64	80.52%
72.4581220 Public Notices	0.00	13.30	720.00	706.70	1.85%
72.4581230 Travel Expense	0.00	692.66	2,020.00	1,327.34	34.29%
72.4581240 Office Expense	0.00	4,452.33	5,250.00	797.67	84.81%
72.4581241 Postage	0.00	234.40	450.00	215.60	52.09%
72.4581242 Software Maintenance	0.00	6,082.50	6,890.00	807.50	88.28%
72.4581250 Computer Maintenance/Supplies	0.00	2,744.34	5,100.00	2,355.66	53.81%
72.4581251 Gas, Oil and Grease	0.00	369.52	2,850.00	2,480.48	12.97%
72.4581280 Telephone	0.00	(5.80)	2,000.00	2,005.80	-0.29%
72.4581310 Professional and Technical	0.00	7.00	0.00	(7.00)	0.00%
72.4581330 Employee Education	0.00	149.99	1,230.00	1,080.01	12.19%
72.4581480 Collection Development	(18.19)	15,524.15	24,500.00	8,975.85	63.36%
72.4581610 Miscellaneous Supplies/Service	0.00	262.96	800.00	537.04	32.87%
72.4581620 Special Programs	37.32	1,676.47	3,700.00	2,023.53	45.31%
72.4581650 Intergovernmental Charges	0.00	0.00	92,660.00	92,660.00	0.00%
72.4581740 Equipment Purchases	0.00	1,830.56	5,250.00	3,419.44	34.87%
72.4581914 Contributions to Other Units - Local	0.00	6,000.00	6,000.00	0.00	100.00%
72.4581915 Contributions to Other Units - State	165.00	2,850.00	3,180.00	330.00	89.62%
72.4581920 Grant Expenses - Reimbursed	0.00	3,020.90	17,780.00	14,759.10	16.99%
72.4581923 Grant Expenses - Borrower Support	0.00	4,295.69	0.00	(4,295.69)	0.00%
72.4581924 Grant Expenses - UEN Grant	0.00	6,450.60	0.00	(6,450.60)	0.00%
72.4581925 Grant Expenses - Clef Grant	0.00	7,759.93	0.00	(7,759.93)	0.00%
Total San Juan County Library System	12,082.60	342,919.13	554,210.00	211,290.87	61.88%
Total Library	17,920.10	496,800.56	725,810.00	229,009.44	68.45%
Total Parks, Recreation, and Public Property	17,920.10	496,800.56	725,810.00	229,009.44	68.45%
Total Expenditures:	17,920.10	496,800.56	725,810.00	229,009.44	68.45%
Total Change In Net Position	(17,631.09)	(464,040.05)	0.00	464,040.05	0.00%