



LIBRARY BOARD MEETING - OCTOBER 20, 2021 - 2022 BUDGET MEETING - UPDATED

Virtual/Blanding Library: <https://meet.google.com/vng-wizx-tyc>
October 20, 2021 at 5:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) Library Board Meeting Minutes - September 8, 2021 Meeting

PUBLIC COMMENT

BUSINESS/ACTION

2. Ratify Grants
- [3.](#) Ratify La Sal Lease Agreement
- [4.](#) Review and approve the 2022 Library Budget in preparation for presenting to County Commissioners
- [5.](#) Library Grants for 2021 - Overview
- [6.](#) Library Grants for 2021 - Details for Reference
7. Chief Administrative Officer, Mack McDonald update about current policies concerning volunteers in San Juan County

LIBRARY DIRECTOR REPORT

REPORTS FOR BLANDING, MONTICELLO AND SATELLITES

LIBRARY CHAIR REPORT

ADJOURN

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



LIBRARY BOARD MEETING

Virtual/Blanding Library
September 8, 2021 at 5:30 PM

MINUTES

CALL TO ORDER: 5:35 PM

ROLL CALL:

Present: Ramona Chamberlain (Board Chair), Lucille Cody, Tim Schulte, Carolyn Dailey, Genevieve Ford (Board Members); Nicole Perkins (Library Director); Mikaela Ramsay (Assistant Library Director); Mac McDonald (County Commission Representative)

Absent: N/A

APPROVAL OF MINUTES

Approval for July 14, 2021 Library Board Minutes; Motion made by Lucille Cody, seconded by Carolyn Dailey, approved unanimously.

PUBLIC COMMENT N/A

BUSINESS/ACTION

Ratify Grants: All of the grants had already been reviewed by the legal department and approved by the San Juan County Commission and just needed final approval by the Library Board.

2. The Continued Borrowers Support Grant: Reimburses postage costs of Interlibrary Loans for patrons up to \$2495. Ford moved to ratify. Schulte seconded the motion, which passed unanimously.
3. Digital Inclusion Grant: \$24,975 for hotspots, 1 year of service, a touchscreen learning computer for La Sal, and some other necessities like a chair and desk for the computer and cases for hotspot units and storage space. Dailey moved to ratify, Ford seconded, and voting was unanimous.
4. Cellular One and Verizon quotes for hotspots were provided for the Board to review.
5. Grand County Library Agreement: Each of the board members spoke of the need to serve residents of Spanish Valley. The Library pays \$6000 for all the patrons in that area to use the Moab Library. Board members discussed the possibility of getting better reporting from the Moab Library about the usage by Spanish Valley residents, but also about the difficulties for

librarians to separate out our citizens from the rest of their patrons in their computer system. The Moab Library was able to report that 337 individuals from the Spanish Valley area have cards there, which averages out to a very reasonable cost of \$17.80 per card for our library. The final decision was tabled until the next meeting.

6. La Sal Lease Agreement: This very reasonable \$1200 contract was already approved by the County Commission. Ratification by the Board was postponed until the October meeting.
7. Budget Worksheet: Numbers were prepared to send to the County in order to adjust line items for spending on the annual budget. Once the adjustments are made, the library has spent \$5000 less. We may even come in under the numbers in the amended budget. Most of the improvements in the budget are because of the fabulous work the Library Director has done getting grants for the library. Because grant monies aren't included as regular income on the budget worksheets, it doesn't always show in the annual budget. We have received \$69000 in grant money so far this year. Much of that covered construction of the co-working hub in Monticello and COVID support money. Right now, the biggest needs for the county library are furniture and increased personnel. The Utah State Library has been inquiring what grants might need to cover in the future, so there's a possibility some grants may be created to help. The Board inquired about how many employees we currently have in the library system. There are currently 2 full time and 11 part time employees.

The financial statement for the year until 7/31 has been approved by the County Commission. For moved to ratify it, Schulte seconded the motion, and the voting was unanimous.

8. Report on Friends of the Libraries: The Board discussed the feasibility of creating this nonprofit group in our county and concluded that we probably don't have the resources in our rural area for this to function well. There would have to be community interest. Volunteers have to set up the committee and committee responsibilities. A lawyer must work pro-bono to set up a 501-C3 nonprofit. There are often difficulties keeping these groups active. McDonald discussed the legal aspects of soliciting donations for the library. County employees should never solicit donations, which is why a 501-C3 would be required.

LIBRARY DIRECTOR REPORT

9. Pending Grants: Adult Diverse Collection Development and Oral History; Food Insecurity (from the State Library). Blanding is having a free classical piano concert on September 13 at 6:30 PM. Perkins also reviewed some staffing changes and announced that in September monthly Teen Board activity nights and family nights will begin.

REPORTS FOR BLANDING, MONTICELLO AND SATELLITES

10. Montezuma Creek reported a large donation of new DVDs and books from Tim Schulte. 20-24 summer reading kits that included a book were distributed and 300 other kits and many other loose books were handed out at the Teddy Bear Clinic held by UNHS. La Sal has a new librarian, Mariah Robertson. A new system called Ubiquity was installed. It isn't giving as much data as the previous system, but now it includes numbers from the branches. The workload of the Library Director was also discussed. Because she has had to cover shifts for many of the part-time employees, she sometimes isn't able to get as much of her own work accomplished as she would like. The board discussed the feasibility of finding volunteers to

help relieve the burden. However, MacDonald recently had an insurance meeting claim that volunteers now have to be paid. He said he would investigate further for the next meeting.

Monticello reported that the co-working space in the basement is getting nearer to completion. An Instagram page has also been created for the library.

LIBRARY CHAIR REPORT

The Board discussed whether or not it would be useful to create a generic email for the public to use to contact board members. McDonald advised from his experience that those types of emails are extremely difficult to maintain.

The revisions to the San Juan County Library Bylaws are still under review by the County.

OTHER COMMUNICATIONS

The State Library has asked for volunteers to judge an LSTA grant round.

AGENDA ITEMS FOR NEXT MEETING

Ratifying the La Sal Agreement and grants, information about volunteers, and the 2022 Budget

ADJOURN: 8:00 PM Daily moved to adjourn, Ford seconded, and the vote was unanimous.

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

APPROVED: _____
San Juan County Library Board

DATE: _____

LEASE AGREEMENT

This LEASE AGREEMENT (this "Lease" or "Lease Agreement") is made and entered into as of June 1, 2021 (the "Effective Date"), by and between the La Sal Recreation Special Service District, a Utah Special Service District (hereinafter referred to as "Lessor"), and San Juan County, a political subdivision of the State of Utah (hereinafter collectively referred to as "Lessee"). Lessor and Lessee may be referred to collectively as the "Parties" herein.

WITNESSETH:

WHEREAS, Lessee operates the La Sal Community Center Library within the South Storage Room; and

WHEREAS, Lessor, is the owner of real property located within La Sal which is a mixed-use facility comprised of the Recreation Center, Community Center Kitchen and Library; and

WHEREAS, Lessor has been and desires to continue to lease a portion of real property (the "Leased Premises," as defined in Section 1 below) to the Lessee for the purpose of operating the San Juan County La Sal Library; and

WHEREAS, the La Sal Recreation Special Service District executed a previous lease on October 29, 2020 for the Leased Premises; and

WHEREAS, the previous lease expired requiring a new lease to be executed in the name of the Lessor;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained hereafter, the Parties hereto agree as follows:

Section 1. Description and Use of the Leased Premises

Lessor hereby leases the South Storage Room comprising of the real property and premises: including parking areas located at 848 Hwy 46, La Sal, Utah. Access to the Kitchen as an employee break facility, two kitchen cupboards, and access to the public restrooms (collectively, the "Leased Premises").

Section 2. Term

The term of this Lease shall be for five (5) years from the Effective Date and shall continue thereafter on a month-to-month basis as needed, with an option to extend the lease for an additional (5) years upon the mutual agreement by both parties through an amendment to the original executed lease agreement. Notwithstanding anything to the contrary herein, the term of this Lease shall terminate 5 years after the Effective Date unless renewed for an additional period of time.

Section 3. Rent

As of the effective Date, the rent that Lessee is obligated to pay Lessor under this Lease shall be \$100.00 (One Hundred Dollars and No/100) a month, payable in advance of each month on the first day of each month. Rent is based on a two-three day per week utilization rate.

Section 4. Warranties of Title and Covenant of Quiet Possession and Enjoyment

Lessor Covenants and agrees with Lessee that Lessee shall and may peaceably and quietly have, hold, and enjoy the Leased Premises during the term hereof. Lessor warrants that the Special Service District's Board is responsible for the care, management and operations of the Leased Premises and has full right to make this Lease. Lessor Covenants and agrees with Lessee that Lessee shall and may peaceably and quietly have, hold, and enjoy the Leased Premises during the term hereof.

Section 5. San Juan County Use Only

During the term of this Lease Agreement, Lessee shall use the Leased Premises as a public building and for the uses consistent with a San Juan County facility building comprised of a Library. Lessee shall not use the building for any other purposes without the express prior written consent of the Lessor.

Section 6. Lessor's Personal Property and Fixtures

All personal property and fixtures placed in or upon the Leased Premises by Lessee shall not become part of the Leased Premises. Lessee shall be privileged to remove the same at the termination or expiration of the Lease Agreement.

Section 7. Repair and Maintenance

Lessor's Responsibility: Lessor shall, at its sole cost and expense, perform all maintenance and make all repairs necessary to maintain the Leased Premises in a condition that is the same or better than the condition of the Leased Premises as of the Effective Date. Said items shall include, but are not limited to, roof, structure, building envelope, provide grounds and parking lot maintenance, including adequate parking lot lighting, plumbing, air conditioning, heating, ventilation, electrical systems, windows, floors, including carpeting, and all other items which constitute a part of the Leased Premises. Lessor shall also ensure that heating and air conditioning equipment is capable of maintaining adequate working temperatures. Lessor agrees to make timely repairs and have adequate and timely maintenance procedures. Lessor will keep the walks passable and walkable during operating hours.

Lessee's Responsibility: Lessee shall maintain and be responsible for all Library equipment and ancillary systems within the leased space. Lessee shall maintain interior paint and flooring. Lessee shall be responsible for the telecommunications lines, internet equipment or equipment installed by Lessee. Lessee shall repair or replace any damage to the Leased Premises to the extent caused by the negligence of Lessee, its agents, employees, invitees or customers. Lessee shall provide the janitorial services for the Leased Premises for the term of this Lease.

Alterations of Leased Premises by Lessee: Lessee has the right to make alterations to the interior of the Leased Premises to accommodate systems furniture, computer and communications systems, and other related personal property and fixtures. In making said alterations, Lessee shall ensure that any alterations shall comply with local building codes and life safety requirements. During the term of the Lease Agreement, if in the judgment of Lessee, it becomes necessary to provide additional services to accommodate San Juan County, Lessor grants Lessee the necessary right or license to install such services to the Leased Premises. Such services, if installed, shall be installed and paid for by the Lessee. Lessee shall make no other alterations in the Leased Premises, except as provided herein, without the prior written consent of Lessor, which consent shall not be unreasonably withheld.

Alterations of Leased Premises by Lessor: Lessor may make repairs, alterations, or improvements for the preservation, safety, or improvement of the Building or Leased Premises, provided that Lessor shall coordinate said work with Lessee so as not to disrupt Lessee's use of the Leased Premises and that such repairs or alterations do not increase the costs of operating and maintaining or lessen the ability of the Lessee to use the Leased Premises for County use.

Section 8. Taxes

Lessor shall pay all real property taxes, personal property taxes, and all other taxes assessed against the Leased Premises if applicable.

Section 9. Condemnation

If all the Building or Leased Premises is taken or condemned, the Lease Agreement shall terminate effective as of the date of taking. If a portion of the Building or Leased Premises is taken or condemned and the remainder is, in either party's opinion, not economically or functionally usable, then the determining party shall notify the other of the termination of the Lease effective as of the date of taking. Any prepaid rent shall be immediately refunded to the Lessee.

Section 10. Right of Entry

The Parties acknowledge, understand, and agree that Lessor and any of its authorized agents may enter into and upon the Leased Premises with prior notice and approval by Lessee, for the purpose of inspecting the same, of posting notices of non-responsibility for alterations, additions or repairs, or for any other reasonable purpose, which approval shall not be unreasonably withheld.

Section 11. Assignment and Subletting

Notwithstanding anything herein to the contrary, Lessee may not assign or sublet this Lease.

Section 12. Notices

All notices, demands or other writings under this Lease shall be in writing and shall be deemed delivered on the date of personal delivery or three days after it is deposited in the United States mail with postage prepaid and addressed as follows:

To Lessor:
San Juan County
Attn: San Juan County Library Director
117 South Main Street, PO Box 9
Monticello, Utah 84535

To Lessee:
La Sal Recreation Special Service District
PO Box 102
La Sal, Utah 84530

Section 13. Utilities

The Parties acknowledge, understand, and agree that Lessor shall be solely responsible for all utility costs associated with the Leased Premises Lessee shall pay all costs associated with internet and telephone services to the leased space.

Section 14. No Liens

Lessee shall keep the Leased Premises and every part thereof and all other improvements at any time located thereon free and clear of any and all mechanics, materialmen, and other liens for or arising out of or in connection with the work or labor done, services performed or materials or equipment used or furnished on the Leased Premises.

Section 15. Remedies Cumulative

All rights and/or remedies herein conferred on Lessor shall be deemed cumulative, and no one shall be exclusive of the other or of any other remedy inferred by law or equity.

Section 16. Default

In the event either party defaults in the terms or conditions of this Lease Agreement, the non-defaulting party must give written notice of the default to the defaulting party. Failure of the defaulting party to cure the default within fifteen (15) days from receipt of the written notice will allow the non-defaulting party to terminate this Lease Agreement.

Section 17. Insurance

Lessor agrees to keep the Leased Premises fully insured and to protect the same from damages or loss by all ordinarily insurable perils under an "all risk" insurance policy during the term of this Lease Agreement.

Lessee agrees to provide coverage for any personal property that it may place on and/or within the Leased Premises and for liabilities that may arise from Lessee's acts and/or the acts of Lessee's employees and agents arising out of or in connection with Lessee's use of the Leased Premises.

Section 18. Lessee's Option to Terminate

Lessee shall have the right, by written notice to Lessor given at least one month in advance, to terminate this Lease and surrender its lease hold interest to Lessor. Termination shall be effective on the date specified in Lessee's notice. On and as of the effective date of the termination, Lessee shall be relieved from all further liability for rental or otherwise hereunder and shall deliver possession of the Leased Premises to Lessor in accordance with the provisions of this Lease.

Section 19. Disposition of Improvements on Termination of Lease

On termination of this Lease for any cause, Lessor shall become the owner of any improvements remaining on the Leased Premises following the removal of those improvements required or permitted to be removed by Lessee pursuant to the terms of this Lease.

Section 20. Parties Bound

The covenants and conditions herein contained shall apply to and bind the heirs, successors, executors, administrators, and assigns of all of the parties hereto, and all the parties hereto shall be jointly and severally liable for performance of their respective duties and obligations as described in this Lease.

Section 21. Time of the Essence

Time is of the essence of this Lease and of each and every covenant, term, condition and provision of this Lease.

Section 22. Survival of Terms, Provision, Promises, or Otherwise of This Lease after Termination

Termination of this Lease shall not extinguish or prejudice either Party's right to enforce this Lease with respect to any uncured breach or default of or under this Lease.

Section 23. Waivers or Modification

No waiver or failure to enforce one or more parts or provisions of this Lease shall be construed as a continuing waiver of any part or provision of this Lease, which shall preclude the Parties from receiving the full bargained for benefit under the terms and provisions of this Lease. A waiver or modification of any of the provisions of this Lease or of any breach thereof shall not constitute a waiver or modification of any other provision or breach, whether or not similar, and any such waiver or modification shall not constitute a continuing waiver. The rights of and available to each of the Parties under this Lease cannot be waived or released verbally, and may be waived or released only by an instrument in writing, signed by the party whose rights will be diminished or adversely affected by the waiver.

Section 24. Binding Effect; Entire Lease; Amendment

This Lease is binding upon and shall inure to the benefit of the Parties and their respective heirs, successors, assigns, officers, directors, employees, agents, representatives, subrogees and to all persons or entities claiming by, through or under them. This Lease, including all attachments, if any, constitutes and/or represents the entire agreement and understanding between the Parties with respect to the subject matter herein. There are no other written or oral agreements, understandings, or promises between the Parties that are not set forth herein. Unless otherwise set forth herein, this Lease supersedes and cancels all prior agreements, negotiations, and understandings between the Parties, whether written or oral which are void, nullified and of no legal effect if they are not recited or addressed in this Lease. Neither this Lease nor any provisions hereof may be supplemented, amended, modified, changed, discharged, or terminated verbally. Rather, this Lease and all provisions hereof may only be supplemented, amended, modified, changed, discharged, or terminated by an instrument in writing, signed by the Parties.

Section 25. Severability

If any part or provision of this Lease is found to be prohibited or unenforceable in any jurisdiction, such part or provision of this Lease shall, as to such jurisdiction only, be inoperative, null and void to the extent of such prohibition or unenforceability without invalidating the remaining parts or provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render inoperative, null or void

such part or provision in any other jurisdiction. Those parts or provisions of this Lease, which are not prohibited or unenforceable, shall remain in full force and effect.

Section 26. Authorization


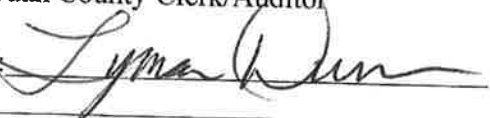

The persons executing this Lease Agreement on behalf of a Party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Lease Agreement, and that this Lease Agreement represents a binding and enforceable obligation of such Party.

Section 27. Authority; Counterparts; Electronic Signatures

The Parties signing this Lease represent that they have been duly authorized by their respective principals and by all necessary corporate and public action to enter into and execute this Lease. This Lease may be executed in any number of counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. For purposes hereof, facsimile and/or e-mail signatures hereon shall be treated the same as, and accorded the same legal significance as original signatures hereon.

In Witness Whereof, the Parties have executed this Lease to be effective on the day and year first above written.

Each party is signing this contract on the date below the party's signature.

<p>LESSOR</p> <p>By: <u></u> Willie Grayeyes, Chair San Juan County Board of County Commissioners</p> <p>Date: <u>August 17, 2021</u></p> <p>ATTEST:</p> <p><u>John David Nielson Lyman Duncan</u> San Juan County Clerk/Auditor</p> <p>Date: <u> 8-17-2021</u></p>	<p>LESSEE</p> <p>By: <u></u></p> <p>Print Name: <u>Maxine Deeter</u></p> <p>Title: <u>Rec Board Chair</u></p> <p>Date: <u>August 7, 2021</u></p>
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San Juan County
Budgeting Worksheet
72 Library Fund - 1/1/2021 to 10/06/2021
75% of the fiscal year has expired

Item 4.

Change in Net Position

Expenditures:

	2020	2020	2021	2021	2021	2021	2022
	Budget	Actual	Budget	Budget w/Gr	Year to Date	Estimate	Budget Requests
Parks, Recreation and Public Library							
Library Board							
4580230 Travel Expense	750	131	750	750	-	-	300
4580330 Employee Education	300	-	300	300	-	-	300
4580620 Misc Services	1,450	1,350	1,450	1,450	1,050	1,450	1,500
Total Library Board	2,500	1,481	2,500	2,500	1,050	1,450	2,100
San Juan County Library System							
4581110 Salaries And Wages	213,855	191,340	213,855	213,855	138,157	178,322	211,000
4581131 FICA Expense	14,771	14,328	15,526	15,000	10,379	14,000	15,438
4581132 Retirement Benefits	12,881	13,418	17,518	15,000	9,619	13,300	17,650
4581134 Health Insurance	54,000	54,000	54,000	54,000	30,000	54,000	54,000
4581136 Unemployment Benefits	500	883	500	500	-	-	-
4581210 Subscriptions	960	867	1,120	1,120	876	876	1,136
4581220 Public Notices	250	129	500	500	405	475	794
4581230 Travel	500	512	750	750	579	750	1,125
4581240 Office Expenses	7,000	4,948	7,700	7,700	5,552	6,200	5,050
4581241 Postage	2,100	1,785	300	300	80	120	850
4581242 Software Maintenance	4,500	3,451	4,000	4,000	-	-	4,356
4581250 Computer Maintain/Ink	4,000	3,779	3,500	3,500	-	747	3,900
4581251 Gas/Oil/Auto	1,400	959	1,400	1,400	23	301	3,280
4581280 Telephone	13,100	17,959	6,500	6,500	-	900	3,752
4581330 Education	200	177	675	675	201	425	650
4581480 Collection Development	28,000	26,249	21,911	21,911	10,071	19,000	21,600
4581610 Miscellaneous Supplies	700	524	700	700	266	700	1,075
4581620 Special Programs	6,000	5,554	2,000	2,000	1,378	2,000	2,300
4581740 Equipment Purchases	20,200	22,245	1,300	1,300	-	750	1,700
4581915 Transfers To Other Units	15,570	7,980	22,180	22,180	9,015	9,015	22,180
4581920 Grant Expenses				79,400	65,026	79,400	25,449
Total San Juan County Library System	400,487	371,087	375,935	452,291	281,627	381,281	397,285
Total Library	402,987	372,568	378,435	454,791	282,677	382,731	399,385
Total Parks, Recreation and Public Library	402,987	372,568	378,435	454,791	282,677	382,731	399,385
Total Expenditures:	402,987	372,568	378,435	454,791	282,677	382,731	399,385
Total Change in Net Position	402,987	372,568	378,435	454,791	282,677	382,731	399,385

Grants - October 2021
As of 10/13/2021

Item 5.

Grant Name	Reimbursed	Award Amt	Transact Amt	Reimburse Amt	Remaining Notes
1st Borrower's Support Grant	Yes	\$1,825.00	\$1,252.54	\$359.78	\$572.46 CLOSED 6/30/21
2nd Borrower's Support Grant up to \$2495	No Transaction	\$2,495.00	\$0.00		\$2,495.00 7/1/21 to 6/30/22
ARPA Digital Inclusion Grant for \$24,975	Pending	\$24,975.00	\$23,171.22		\$1,803.78 8/1/2021 to 9/31/2022
ARPA Overdrive Grant	Yes	\$1,888.00	\$1,888.00	\$1,888.00	\$0.00 CLOSED 9/1/2021
ARPA Physical Collection Grant 2021-22	Yes	\$12,000.00	\$1,822.20	\$1,822.20	\$10,177.80 7/1/2021 to 6/30/2022
Book Enhancement	Yes	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00 CLOSED 5/1/2021
CLEF	Yes	\$7,400.00	\$7,400.00	\$7,400.00	\$0.00 CLOSED 7/1/2021
Continued Covid Response	Yes	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00 CLOSED 6/30/2021
Continued Hotspot Service for 2020 grant	Pending	\$9,255.00	\$9,255.00		\$0.00 8/1/2021 to 9/31/2022
County CARES Act Funds	No transaction	\$6,000.00	\$0.00		\$6,000.00 OPEN
Coworking Grant: American Express / SEUALG	Receipt# 16825	\$15,000	\$11,830		\$3,170.40 CLOSED 10/5/21
Coworking Grant: Sorenson Foundation	Receipt# 16092	\$20,000			\$20,000.00 5/7/21 to 5/30/22
HotSpot Grant late Reimbursement 2020	Yes	\$12,498.75	\$12,498.75	\$12,498.75	\$0.00 CLOSED 1/31/2021
LSTA Technology Enhancement	Yes	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00 CLOSED 8/1/2021
SJ Library CARES / Fiber Optic/Trae's Proj	Yes	\$6,070.99	\$5,877.35	\$5,877.35	\$193.64 CLOSED 9/31/2021
Total		\$132,407.74	\$87,995	\$42,846.08	\$44,413.08

1st Borrower's Grant 2021

Date Awarded and Ended –January 2021 - June 2021
Reimbursement Grant

Funding Requested

\$1,825.00

Award Amount

\$1,825.00

Total Transactions Amount

\$1,252.54

Award Amount Remaining-No longer available

\$572.46 –CLOSED

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Postage for ILL's for Blanding, Bluff, La Sal, MCreek, and Monticello Branches for January and February	02/28/2021	\$ 273.69	
The rest of February ILL postage for Bluff	02/28/2021	\$ 80.93	
Postage for ILL's for Blanding, Bluff, La Sal, MCreek, and Mcello March-May 2021	05/31/2021	\$ 658.44	
Postage for ILL's for Blanding, Bluff, MCreek, and Mcello Branches for June 2021	07/10/2021	\$ 239.48	

Total Amount of Reimbursement Requested = \$1,252.54

Only \$359.78 Reimbursed as of 10/14/2021

Aug 13,
2021, 3:11
PM

Rachel Cook <rcook@utah.gov>

to me

Hi Nicole!

All grants except for CLEF are federal. CLEF comes out of state money. Your OverDrive ARPA grant must be spent entirely on the ARPA materials, so that one is also entirely federal.

I did see that one of the charges for \$240.11 has not been processed yet, and I see another request from June for the \$240.11, but it didn't have the receipt attached. Could you please email me that?

On the other two charges, I see a check we submitted for \$902.88 in July, and I asked Faye to look into if it was processed or not. I will let you know what we find out!

Thanks,
Rachel

Aug 13,
2021, 3:51
PM

Rachel Cook <rcook@utah.gov>

to me

Thank you! On the borrower support check, we have word that it was processed on July 20th. It might be worth digging into this one on your end to make sure it got to you. We have had the post office be slower than usual, but if an almost \$1000 check is floating around, we would like to cancel and reissue it. Let me know what your finance guy can find! I would guess if it did get to you, it was end of July/beginning of August.

Thanks,
Rachel

Aug 13,
2021, 4:45
PM

Perkins, Nicole <nperkins@sanjuancounty.org>

to Rachel

So, the Clerk's office said they have not received or deposited a check in that amount if you want to cancel and reissue. Just curious, if it was sent to the Blanding Library address 25 West 300 South Blanding Utah 84511

That is the best way to get it to the library. If it's sent to the County Offices in Monticello the checks tend to get lost.

Thanks so much.

Rachel Cook <rcook@utah.gov>

Mon, Aug
16, 3:39 PM

to me

I am pretty confident that is the address we used. I will forward this on to our finance people and see what they say!

Thanks,
Rachel

CARES Grant Hotspots for 2020

Date Awarded and Ended – October 2020-September 2021
Reimbursement Grant

Funding Requested
\$12,498.75

Award Amount
\$12,498.75

Total Transactions Amount
\$12,498.75

Award Amount Remaining
\$0.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Verizon payment for devices and 1st month services	11/19/2020	\$1,552.80	Reimbursed FY 2021
Payment 2 and 3 of the Invoice for Verizon	12/07/2020	\$4,246.20	Reimbursed FY 2021
Amazon receipt for cases for the MiFi8800L hotspots	11/20/2020	\$ 141.49	Reimbursed FY 2021
Cellular One invoice, receipts, and payment vouchers for Franklin hotspots, 1 year service, and MDM	10/21/2020	\$5,482.45	Reimbursed FY 2021
Amazon receipt and CC statement for hard cases for Franklin hotspot units	10/21/2020	\$ 116.91	Reimbursed FY 2021
Final payment for Verizon MiFi units- 1 year service	12/09/2020	\$ 809.55	Reimbursed FY 2021
Last Verizon payment reimbursement	12/09/2020	\$ 149.35	Reimbursed FY 2021

Total Reimbursed in 2021 = \$12,498.75

ARPA Physical Collection Grant 2021

Date Awarded and Ended –July 2021 - June 2021
Reimbursement Grant

Funding Requested
\$12,000.00

Award Amount
\$12,000.00

Total Transactions Amount
\$1,822.20

Award Amount Remaining
\$10,177.80

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
July and August receipts for all branches - Amazon	7/01/2021	\$1,822.20	Reimbursed FY 2021

Children and Teen Book Enhancement Grant 2021

Funding Requested
\$3,000.00

Award Amount
\$3,000.00

Total Transactions Amount
\$3000.00

Award Amount Remaining
\$00.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Amazon - all branches	05/17/2021	\$3,000	Reimbursed FY 2021

ARPA Overdrive Grant 2021

Award Amount
\$1,888.00

Total Transactions Amount
\$1,888.00

Award Amount Remaining
\$00.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Beehive Consortium Overdrive Account	08/05/2021	\$1,888.00	Reimbursed FY 2021

ARPA Digital Inclusion Grant 2021

Date Awarded and Ended –August 1, 2021 – September 30, 2021
Reimbursement Grant

Funding Requested
\$24,975.00

Award Amount
\$24,975.00

Total Transactions Amount
\$23,171.22

Award Amount Remaining
\$1,803.78

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Cellular One Invoice for Services and Devices for \$13,418.95	9/30/2021	\$13,418.95	Pending
Verizon Invoice for Services and Devices	9/30/2021	\$ 5,978.68	Pending
AWE Children's Computer for La Sal Library	9/08/2021	\$ 3,019.00	Pending
Amazon Receipt for 25 cases for Cellular One Devices	9/12/2021	\$ 324.75	Pending
Amazon Receipt for 10 cases for Verizon Devices	9/10/2021	\$ 149.90	Pending
Amazon Receipt for Children'sDesk for Children's AWE Computer	9/08/2021	\$ 129.99	Pending
Amazon Receipt for Children's Chair for the AWE Computer desk	9/08/2021	\$ 149.95	Pending

Continued Covid-19 Response Grant 2021

Funding Requested
\$5,000.00

Award Amount
\$5,000.00

Total Transactions Amount
\$5,000.00

Award Amount Remaining
\$0.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Education Virtual Summer Reading Programs/Scales and Tails of Utah/Learning about Reptiles /2 shows	6/03/2021	\$ 797.50	
Educational Virtual Summer Reading Programs/Mad Science of Greater Salt Lake /Science experiments to excite Children for STEM/2 programs	6/03/2021	\$ 350.00	
PPE equipment for all 5 branches/Amazon order	6/29/2021	\$1,152.09	
Storytime kits/ Amazon order	6/29/2021	\$ 396.20	
Take and Make Kits with book for Navajo Reservation Libraries/Community	6/29/2021	\$2,304.21	

2nd Borrower's Support Grant 2021-2022

Date Awarded and Ended –July 1, 2021 – June 30, 2021
Reimbursement Grant

Funding Opportunity Name
Borrower Support Grant - FY2022

Award Amount

\$2,495.00

Total Transactions Amount
\$0.00

Award Amount Remaining
\$2,495.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
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CLEF Grant 2021

Award Amount
\$7,400.00

Total Transactions Amount
\$7,400.00

Award Amount Remaining
\$00.00

<u>Expense</u>	<u>Date Submitted Report</u>	<u>Amount</u>	<u>Status</u>
Collection Development Overdrive audio, Books on Cd, Adult Fiction, Local History, Children's non-fiction, Children level readers, YA Fiction, Native American literature.	10/01/2021	\$3,980.00	Paid up front
Technology/ Web Cameras for patron computers for video conferencing. New phone system equipment for all 5 branches. New Monitors for several branches whose monitors that needed replaced.	10/01/2021	\$1,235.00	Paid up front
Special Programs Summer Reading Activity each week for both families and for Teens. Craft Club, Face Painting, Science programs, Zoology (herpatology) event.	10/01/2021	\$2,185.00	Paid up front

Grant Report
Monticello Library
October
Cowork Grant

Award Amount
\$35,000.00

Total Transactions amount
\$11,829.60

Award Amount Remaining
\$23,170.40

These grants are being used for the Coworking Space.

So far we have purchased electronic supplies, a management and database system, projector & screen, desks, office chairs, mobile room dividers, lounge tablet chairs, conference tables, a frosted board, smart television for conference meetings, mini fridge, Keurig and pods, water filter and filler station and a printer.

We have still have some furnishings, signage and other supplies to purchase.

Most of the purchases so far have been assigned towards the American Express / SEUALG (Southeastern Utah Association of Local Governments) grant because it closes October 15th. Our Grant Report for that grant has already been submitted to SEUALG.

<u>Amt</u>	<u>Grant Name</u>	<u>Deposit Date</u>	<u>Receipt No.</u>
\$15,000	American Express / SEUALG	7/27/21	16825
<u>\$20,000</u>	Sorenson Foundation	5/25/21	16092
\$35,000	Total Grant Award Amount		

Continued Hotspot Service from Grant 2020 (2021)

Grant runs until the end of September 2021

Amount Requested
\$9,255.00

Award Amount
\$9,255.00

Total Transactions Amount
\$9,255.00

Award Amount Remaining
\$00.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Verizon Service for 10 devices-existing lines	09/28/2021	\$4,798.80	Pending
Verizon Replacement Unit	9/28/2021	\$ 99.00	Pending
Cellular One Service for 10 devices-existing lines	9/28/2021	\$4,798.80	Pending

San Juan CARES Project (Fiber Optic/Trae's WiFi Project)

Date Awarded and Ended – June 2020-September 2021
Reimbursement Grant

Funding Requested

\$11,000.00

Award Amount

\$11,000.00

Total Transactions Amount

\$10,806.36

Award Amount Remaining

\$193.64

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Smartshield Centurion for Trae's Wifi update project	7/06/2020	\$1,821.60	Reimbursed FY 2020
GHA WiFi equipment	7/10/2020	\$1,344.84	Reimbursed FY 2020
GHA 2nd invoice for WiFi equipment	7/24/2020	\$ 287.18	Reimbursed FY 2020
GHA Pro network management device WiFi update	8/11/2020	\$1,465.36	Reimbursed FY 2020

Total Reimbursed in 2020 = \$4,918.98

22 mounting brackets, metal mounting bracket adapter hard drive holder	7/06/2020	\$ 118.80	Reimbursed FY 2021
44 of PNY CS900 240GB 2.5" SATA III Internal Solid State Drive (SSD)	9/09/2020	\$1,143.56	Reimbursed FY 2021
Fiber Optic UEN/EMERY charges for Bluff and MCreek Libraries for Jan/Feb 2021	3/03/2021	\$ 240.11	Reimbursed FY 2021
Fiber Optic UEN/EMERY charges for Bluff and MCreek Branches for March/April 2021	4/26/2021	\$ 240.11	Reimbursed FY 2021

Fiber Optic UEN/EMERY charges for Bluff and MCreek Branches for May/June 2021	6/01/2021	\$ 240.11	Reimbursed FY 2021
Streakwave purchase for Ubiquiti Network equipment for WiFi and remote access/ switches/UFiber Multi-Mode SFP/UniFi AP ac Mesh Pro US	8/30/2021	\$2,288.72	Reimbursed FY 2021
Streakwave Invoice UniFi Switch, Dream Machine Pro Ap ac Mesh Pro	8/31/2021	\$1,615.97	Reimbursed FY 2021

Total Reimbursed to date in 2021 = \$5,887.38

Library Technology Enhancement Grant

Funding Requested

\$5,000.00

Award Amount

\$5,000.00

Total Transactions Amount

\$5,000.00

Award Amount Remaining

\$0.00

<u>Expense</u>	<u>Date Submitted</u>	<u>Amount</u>	<u>Status</u>
Color printer/copier Amazon Invoice to replace 15 yr equipment	6/11/2021	\$598.90	Reimbursed FY 2021
AWE children's computer to replace broken one.	6/11/2021	\$3,019.00	Reimbursed FY 2021
2 Dell Desktops to replace Monticello patron computers	6/11/2021	\$1,382.10	Reimbursed FY 2021

Total Reimbursement = \$5,000.00
