



**LIBRARY BOARD MEETING - JUNE 8, 2023**  
Virtual Meeting at <https://meet.google.com/kzj-ceen-ruy?authuser=0>  
June 08, 2023 at 5:30 PM

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**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- [1.](#) Library Board - March 2023 Minutes

**PUBLIC COMMENT**

**BUSINESS/ACTION**

- [2.](#) Strategic Planning Survey Draft

**LIBRARY DIRECTOR REPORT**

- [3.](#) Director's Report Presented by Nicole Perkins, Library Director / Blanding Librarian
- [4.](#) Detail Ledger for Library - April 30, 2023
- [5.](#) Library Background Check - HB0284
- [6.](#) STATISTICS AND BRANCH REPORT - March and April 2023

**ASSISTANT DIRECTOR REPORT**

- [7.](#) Monticello Report, Presented by Mikaela Ramsay, Assistant Library Director & Monticello Branch Librarian

**LIBRARY CHAIR REPORT**

**ADJOURN**

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**\*\*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 - MARCH 2023**

**Virtual Meeting: <https://meet.google.com/pbw-aaac-qac?authuser=0>  
March 23, 2023 at 5:30 PM**

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### **MINUTES**

#### **5:33 p.m. CALL TO ORDER**

Meeting called to order

#### **5:34 p.m. ROLL CALL**

Perkins, Chamberlain, Shulte, Ramsey, McDonald, Huckabay, Haun-Storland, Lynn, and Podmore present. Absent: Kelly Green and Cody.

#### **APPROVAL OF MINUTES**

1. Approval of Minutes: Library Meeting - Jan 2023. Attached version approved by unanimous vote.

#### **5:38 p.m. PUBLIC COMMENT**

None.

#### **5:39 p.m. BUSINESS/ACTION**

2. Strategic Planning Training with Heidi Fendrick from the State Library.
  - Heidi reported on her visit to San Juan County and complimented the library system. She shared a template for a three-year strategic planning process that has been used successfully by other rural libraries. The template included four major steps: 1) creating a strategic planning committee, 2) gathering community input through surveys and stakeholder focus groups, 3) analyzing and synthesizing data to create a strategic plan, and 4) implementing a plan and sharing it with the community. Heidi said the process could be adjusted for the San Juan County Library Board's needs, and the template was only a suggestion.
  - The library director and board discussed how to adapt the plan to fit it with current strategic plan, and the potential challenges with getting community involvement and turnout.

**6:20 p.m. ASSISTANT LIBRARY DIRECTOR REPORT**

3. Monticello Report, presented by Mikaela Ramsay, Assistant Library Director & Monticello Branch Librarian
  - Mikaela reported on basement flooding that occurred in the Monticello building in March. She said the co-working space could have more business, but it is getting regular use. The board discussed ways to better advertise and promote the space. See attachments provided in packet.

**6:37 p.m. LIBRARY DIRECTOR REPORT**

4. Library Director Report, presented by Nicole Perkins, Library Director
  - Nicole gave an update on ongoing collaboration with the Monument Valley Community Center. Copies of quality, duplicate books are being sent to Monument Valley, along with backpacks. Monument Valley patrons will be able to get barcode numbers to access Beehive Consortium. San Juan County Library and Monument Valley Community Center will help each other with advertising events.
  - The library received a grant for 2,000 for eclipse glasses that will be distributed at libraries ahead of the solar eclipse.
  - The La Sal library building has been cold through the winter. Mack said moving the satellite library to the senior center may be an option in La Sal.
  - Mack reported there are local history books and documents in the possession of the county that could be donated to the library system.
  - The board discussed ways to support local book clubs.

**7:30 p.m. LIBRARY CHAIR REPORT**

- Ramona reminded trustees that they need to take the online Open and Public Meetings Act training every year. Once training has been completed, trustees should let Nicole know. Ramona said trustees should also complete the library survey.

**7:40 p.m. ADJOURN**

- Unanimous vote to adjourn.

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

APPROVED: \_\_\_\_\_  
San Juan County Library Board

DATE: \_\_\_\_\_

The **San Juan County Library** wants to hear from **YOU** about what services and programs you use or want to see in the library. Please complete this survey and return it for a chance to earn a sweet treat!

Item 2.

Section 1: Please tell us about how you use the library and your opinions about the library. Check/write answers to the following questions:

1. Do you have a library card? ☐ Yes ☐ No ☐ I Don't Know
2. How often do you visit the library?  
☐ At least once a week  
☐ Once a month  
☐ Once every six months  
☐ Once a year  
☐ This is my first visit  
☐ Never
3. If you don't visit the library, what would draw you there?
4. If you visit the library often, what keeps you coming back?
5. I am most interested in (check all that apply):  
☐ Learning about something (taking a class, attending a lecture...)  
☐ Learning how to do something (gardening, crafting, navigating computer/programs...)  
☐ Opportunities to meet other people, share and experience (book discussions, socials, travel...)  
☐ Opportunities to do something (volunteer, community projects...)  
☐ Other \_\_\_\_\_
6. What is the best time for you to visit the library? (Check all that apply)  
Weekday: ☐ morning (9am – noon) ☐ afternoon (noon – 5pm) ☐ evening (5pm – 7pm)  
Weekend: ☐ morning (9am-noon) ☐ afternoon (noon – 5pm) ☐ evening (5pm – 7pm)  
Other more Specific Time: \_\_\_\_\_
7. What do you value most about the library?

8. How could the library or its services be improved?

Item 2.

9. How important is each of the following library services to you?

Services	Very Important	Important	Somewhat Important	Not Important	Don't know/Not applicable
Borrowing materials (books, DVDs, etc.)					
Newspapers and magazines					
Computers and printers					
Downloadable eBooks and audiobooks					
Programs (craft club, story time, classes)					
Community meeting room					
Free Internet Access/WiFi					
Photocopier/Scanner/Fax Machine					
Staff Assistance					
Overall, how important is the library to you and your family?					

Section 2: Please tell us about yourself so that we may better serve you:

10. How old are you?

☐ 1-18 years old      ☐ 19-34 years old      ☐ 35-49 years old  
☐ 50 – 64 years old      ☐ 65-79 years old      ☐ 80 years and older

11. What gender best describes you?

☐ Male      ☐ Female      ☐ Prefer not to disclose

12. What language is spoken at your home?

☐ English      ☐ Spanish      ☐ Navajo      Other \_\_\_\_\_

13. What is your employment status?

☐ Employed or Self-employed      ☐ Student      ☐ Unemployed  
☐ Homemaker      ☐ Retired      Other \_\_\_\_\_

14. Do you have children under 18? ☐ Yes      ☐ No

Please write any comments or list any issues that you would like to see the library consider as it plans for the future:

15. Final Question: Do you like CHOCOLATE? If the answer is YES please return this survey for a sweet treat! If completed online visit your nearest library and let a librarian know you have completed this survey.

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY AND  
FOR HELPING US TO SERVE YOU BETTER!

# Library Director's Report

## June 2023

### General Report

- We have continued to collaborate with Montezuma Creek Community Center/Library to increase their collection development as well as give patrons that are San Juan County residents access to online digital content through our partnership with the Beehive Consortium. We have successfully added over 100 new patrons from the Montezuma Creek area to utilize the online services for digital content. Monticello and Blanding have contributed over 15 boxes of weeded or donated materials that are in great condition and recent or popular/classic publications to the Montezuma Creek Community Center/Library. We have been promoting each other's services and programming.
- I have completed and turned in the required Annual Report to the State library at the end of April. We will be receiving our Benchmark report in the next few months. Heidi Fendrik from the State Library will go over this report with me in the next few months. This report is part of Recertification. The Annual Report is also tied to our CLEF grant that we receive from the State Library at the beginning of each year.
- I am Currently working on our Recertification Report which is due the end of June. The CLEF (due sometime around September), Annual (completed and was due the end of April), and Summer Reading (due sometime around October) Reports are all part of the Recertification process and are required to be able to Recertify with the State Library.
- Quick Review of YTD budget expenses and revenue. Difference in total end of year Interest generated last year from the Library PTIF (Public Treasurers Investment Fund) of \$6,095.38 compared to what it has earned in just 3 months this year of \$4445.97. April and May Interest have not been on the last reports County has given to me. Waiting for those reports to be updated to include the PTIF interest for those months. Importance of building that fund especially right now where return on interest is high compared to recent years.
- New legislation that will apply to all Utah public libraries – quick overview of HB 284 and background checks. This bill will be in effect July 1, 2024, about a year from now. We will need to have a library policy in place before then. My plan is to have a 1<sup>st</sup> draft ready for the Library board to review by our September meeting for board member input. This will give us plenty of time to get it right.
- I have been working with UETN (Utah Education and Telehealth Education) and new historical documentation requirements and ensuring our current ISP (Internet Safety Policy) has all the required language and safety measures in place. So far, it looks like our current ISP, which was updated and approved by the Library Board on March 31, 2022, has all the UETN requirements. This is important to maintain our E-rates(discounts) that we receive for our WIFI at each library through UETN as well as following Utah statutes and CIPA (Children's Internet Protection Act).
- Preparation for Programming/Activity in anticipation of the Annular Eclipse on Saturday, October 14, 2023 and the Total Eclipse on Monday, April 8, 2024. Each library continues to work on developing Eclipse programming/activities but are being very careful to be sensitive to the Native American Culture with displays and activities. We have invited Kalvina Hanley to the Blanding Branch to come present from the Native American point of view at the Blanding Library. We have also applied for additional Eclipse glasses to distribute which will be done at each of the activities. Activities will be held 1-2 weeks prior to each Eclipse at which time glasses will be distributed so as to first serve our local community members before any who will be traveling to our County to view the Eclipse.

- ULA – Scholarships (One for annual ULA membership and One to attend the ULA conference) (Mack and Bruce letter of support, thank you!). Some of the classes I attended: Supporting Health Literacy Across Cultures: Communication is the Key, Leadership Development: Growing Leaders with Intent Organically (did not get much out of it), A Grant Writing Crash Course, Unlocking the Mystery of Serials, Managing Effectively with Compassion, It's ALIVE! Bringing your Community's History to Life in local Digital Spaces. Great presentation but requires a certain type of software that we do not have. Working on follow-up report to ULA to fulfill requirements of the Scholarships. Then I can submit receipts for ULA membership and conference for reimbursement.
- Summer Reading has commenced! Sign-ups and distribution of Reading Challenge charts began May 22<sup>nd</sup> and officially started the week of Memorial Day, May 30<sup>th</sup>.

### Blanding Library

- Our Summer Reading Kickoff took place last Thursday, June 1<sup>st</sup>, with the State Library in attendance. We had over 100 people join us for activities and a digital services survey that the State Library conducted. They brought 3 laptops to raffle off for anyone 14 and up that took the survey and a laptop for us to conduct a digital services survey at the Montezuma Creek Library, which I will set up this coming Friday while covering there. They brought another 4 laptops. One will go to La Sal to replace their patron computer and 3 will be cataloged and placed into circulation.
- Summer Reading is well underway with enthusiastic participation. Sign-ups began the 22<sup>nd</sup> of May. Activities are all planned out and scheduled, with ACTIVITY and Reading trackers being handed out and window reading tracking on display to motivate the participants. I would like to implement an adult Summer Reading Challenge next year.
- We will also have 4 Teen Activities throughout the Summer as part of the Summer Reading challenge/program.
- There is a Writing Workshop class that is being held every Tuesday in the month of June from 4-5 pm. Robbie Filkorn, a Utah state licensed teacher, has partnered with us and conducting the classes. It is limited to 10 participants and is for ages 10-100. Sign ups for the class filled up quickly and we are planning on having the class again soon with those who are on the waiting list. Each participant will have the opportunity to illustrate, write, and bind their own original hardcover book. Classes are free and all supplies are provided.
- Continued outreach programming – Story hour is held every Wednesday at 11 am. Community Bible Study continues to be held every Thursday evening from 6-7pm as well as Community Book Club once a month. AA meetings are held in the basement twice a week.
- Themed new displays this month are "The Great Outdoors".
- We will be losing Claralissa Williams, who has been with us for over 5 years. She is taking a different full-time position that will not allow her to work the part-time hours that we need for the summer like her previous employment. She will be greatly missed. Her last day will be June 30<sup>th</sup>. We will also be losing Kaitlynn Perkins soon after Claralissa leaves. She has been with us for over 2 years and has done a fantastic job as well. She will be leaving for college the middle of August. Interviews to fill both positions will be taking place June 22<sup>nd</sup>. This will help with the new costs recently added to our budget of advertising for vacant library positions, which could become potentially costly due to high turn-over rates that can come with part-time positions.



### Bluff and Montezuma Libraries

- Maidee continues to work on weeding the collection in Bluff and adding space and shelving to house more DVD's at the Montezuma Creek libraries.
- Montezuma Creek continues to have the highest number consistently in Wi-Fi use and second highest in-house computer usage each month.
- Of the 3 satellite branches, Montezuma Creek continues to have the largest patronage count. Both the Bluff and Montezuma Creek libraries are consistently well attended by patrons for both checkouts and computer/WIFI use.
- Maidee will be working on developing an activity at the Bluff branch in anticipation for the coming eclipses. Glasses will be available at both branches though.

### La Sal Library

- We have partnered with the La Sal Senior Center since moving the library to that location was not going to be feasible. Instead, Marsha goes to the Senior Center once a week, every other week, to take new requests and gather returned items from the Seniors who are attending. This has been very well received. It has increased our patronage from 7-8 people a month to 30-35 people. We have a set schedule to meet the last Thursday of every month. I have had conflicts in my schedule so far but Mikaela and Marsha have set goals and review the plan that they put in place to better serve the La Sal Community. Mikaela always gives me a thorough report of the meeting.
- The Wi-Fi continues to be used frequently.
- Coordination for the Fiber Optic to be installed continues and I am waiting for UETN to let me know when they want to do the "walk-through".
- Marsha will also be working on developing an activity for both coming eclipses.

### Monticello Library

\*See Mikaela's report.

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
Revenue					
72 3310000 - Other Federal Grants					\$0.00
1/3/2023	NBPT	Receipt 22923: State of Utah - ARPA Digital Inclusion Grant		437.80	(437.80)
				(\$437.80)	(\$437.80)
		Budgeted Amount:			(\$3,100.00)
		Budget Balance:			(\$2,662.20)
72 3340000 - Other State Grants					\$0.00
2/6/2023	NBPT	Receipt 23405: State of Utah - CLEF Grant		7,190.00	(7,190.00)
				(\$7,190.00)	(\$7,190.00)
		Budgeted Amount:			(\$7,000.00)
		Budget Balance:			\$190.00
72 3350000 - Other Misc Grants					\$0.00
2/6/2023	NBPT	Receipt 23397: University of Utah - PBS Read-a-thon Grant		500.00	(500.00)
				(\$500.00)	(\$500.00)
		Budgeted Amount:			\$0.00
		Budget Balance:			\$500.00
72 3415000 - Sale of Maps/Publications					\$0.00
1/3/2023	NBPT	Receipt 22921: Blanding Library - Lost Books		28.00	(28.00)
1/3/2023	NBPT	Receipt 22922: Blanding Library - Lost Books		13.25	(41.25)
1/5/2023	NBPT	Receipt 22969: Montezuma Creek Library - Lost Books		1.00	(42.25)
1/5/2023	NBPT	Receipt 22971: Monticello Library - Lost Books		3.00	(45.25)
1/5/2023	NBPT	Receipt 22972: Monticello Library - Lost Books		1.00	(46.25)
1/12/2023	NBPT	Receipt 23030: Blanding Library - Lost Books		55.00	(101.25)
1/12/2023	NBPT	Receipt 23033: Monticello Library - Lost Books		5.00	(106.25)
1/19/2023	NBPT	Receipt 23104: Blanding Library - Lost Books		65.45	(171.70)
1/26/2023	NBPT	Receipt 23502: Monticello Library - Lost Books		11.00	(182.70)
1/30/2023	NBPT	Receipt 23299: Monticello Library - Lost Books		1.00	(183.70)
2/6/2023	NBPT	Receipt 23398: Blanding Library - Lost Books		10.50	(194.20)
2/6/2023	NBPT	Receipt 23399: Blanding Library - Lost Books		3.00	(197.20)
2/6/2023	NBPT	Receipt 23400: Blanding Library - Lost Books		14.49	(211.69)
2/6/2023	NBPT	Receipt 23401: Bluff Library - Lost Books		9.11	(220.80)
2/6/2023	NBPT	Receipt 23404: Montezuma Creek Library - Lost Books		11.40	(232.20)
2/14/2023	NBPT	Receipt 23576: Blanding Library - Lost Books		1.25	(233.45)
2/16/2023	NBPT	Receipt 23600: Monticello Library - Lost Books		9.50	(242.95)
2/23/2023	NBPT	Receipt 23743: SJC Library - Book Fine		12.99	(255.94)
2/23/2023	NBPT	Receipt 23744: SJC Library - Stripe		33.95	(289.89)
3/3/2023	NBPT	Receipt 23749: Monticello Library - Lost Books		10.00	(299.89)
3/3/2023	NBPT	Receipt 23767: LaSal Library - Lost Books		10.01	(309.90)
3/6/2023	NBPT	Receipt 24094: SJC Library - Book Fine		12.96	(322.86)
3/8/2023	NBPT	Receipt 23800: Montezuma Creek Library - Lost Books		23.00	(345.86)
3/8/2023	NBPT	Receipt 23803: Blanding Library - Lost Books		4.25	(350.11)
3/9/2023	NBPT	Receipt 23823: Monticello Library - Lost Books		8.50	(358.61)
3/13/2023	NBPT	Receipt 24095: SJC Library - Copies		30.00	(388.61)
3/16/2023	NBPT	Receipt 24096: SJC Library - Book Sale		5.00	(393.61)
3/20/2023	NBPT	Receipt 24098: SJC Library - Card Stock		5.00	(398.61)
3/22/2023	NBPT	Receipt 23978: Monticello Library - Lost Books		24.00	(422.61)
3/22/2023	NBPT	Receipt 24099: SJC Library - Book Fine		6.99	(429.60)
3/24/2023	NBPT	Receipt 24015: Blanding Library - Lost Books		35.75	(465.35)
3/27/2023	NBPT	Receipt 24029: Monticello Library - Lost Books/Booksale		26.00	(491.35)
3/27/2023	NBPT	Receipt 24030: Monticello Library - Lost Books/ Booksale		13.50	(504.85)
3/27/2023	JE	1996 - Recoding Reciept 24021		10.86	(515.71)
3/28/2023	NBPT	Receipt 24034: Montezuma Creek Library - Lost Books		35.00	(550.71)
3/31/2023	NBPT	Receipt 24128: Monticello Library - Lost Books / Booksale		8.70	(559.41)
3/31/2023	NBPT	Receipt 24145: Montezuma Creek Library - Lost Book/Book Sale		5.00	(564.41)
3/31/2023	NBPT	Receipt 24146: Blanding Library - Lost Books/Book Sale		6.50	(570.91)
4/3/2023	NBPT	Receipt 24141: Monticello Library - Lost Books/Booksale		4.00	(574.91)
4/3/2023	NBPT	Receipt 24142: La Sal Library - Lost Books/Booksale		1.75	(576.66)
4/4/2023	NBPT	Receipt 24563: SJC Library - Lost Material		21.93	(598.59)
4/10/2023	NBPT	Receipt 24209: Monticello Library - Lost Books		10.50	(609.09)
4/17/2023	NBPT	Receipt 24401: Montezuma Creek Library - Lost Books		1.45	(610.54)
4/18/2023	NBPT	Receipt 24288: Monticello Library - Lost Books/Book Sale		38.50	(649.04)
4/21/2023	NBPT	Receipt 24404: Blanding Library - Lost Books		2.00	(651.04)
4/24/2023	NBPT	Receipt 24346: Monticello Library - Lost Books		27.50	(678.54)
4/25/2023	NBPT	Receipt 24567: SJC Library - Book Fine		15.99	(694.53)
4/28/2023	NBPT	Receipt 24433: Montezuma Creek Library - Lost book fine		5.00	(699.53)
4/28/2023	NBPT	Receipt 24434: Blanding Library - Copies		2.00	(701.53)
				(\$701.53)	(\$701.53)
		Budgeted Amount:			(\$2,117.53)
		Budget Balance:			(\$1,415.99)

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
Revenue ( continued )					
72 3495000 - Copier					\$0.00
1/3/2023	NBPT	Receipt 22921: Blanding Library - Copies		25.40	(25.40)
1/3/2023	NBPT	Receipt 22922: Blanding Library - Copies		66.30	(91.70)
1/4/2023	NBPT	Receipt 23128: SJC Library - Copies		27.20	(118.90)
1/5/2023	NBPT	Receipt 22969: Montezuma Creek Library - Copies		14.50	(133.40)
1/5/2023	NBPT	Receipt 22970: Bluff Library - Copies		43.25	(176.65)
1/5/2023	NBPT	Receipt 22971: Monticello Library - Copies		5.40	(182.05)
1/5/2023	NBPT	Receipt 22972: Monticello Library - Copies		20.50	(202.55)
1/6/2023	NBPT	Receipt 23122: SJC Library - Copies		4.20	(206.75)
1/6/2023	NBPT	Receipt 23122: SJC Library - Copies		20.00	(226.75)
1/6/2023	NBPT	Receipt 23122: SJC Library - Copies		10.00	(236.75)
1/12/2023	NBPT	Receipt 23030: Blanding Library - Copies		38.30	(275.05)
1/12/2023	NBPT	Receipt 23032: LaSal Library - Copies		0.20	(275.25)
1/12/2023	NBPT	Receipt 23033: Monticello Library - Copies		7.80	(283.05)
1/18/2023	NBPT	Receipt 23462: SJC Library - Copies		26.20	(309.25)
1/19/2023	NBPT	Receipt 23104: Blanding Library - Copies		32.70	(341.95)
1/19/2023	NBPT	Receipt 23463: SJC Library - Copies		40.00	(381.95)
1/23/2023	NBPT	Receipt 23159: Monticello Library - Copies		24.15	(406.10)
1/26/2023	NBPT	Receipt 23473: SJC Library - Copies		1.60	(407.70)
1/26/2023	NBPT	Receipt 23502: Monticello Library - Copies		14.10	(421.80)
1/30/2023	NBPT	Receipt 23299: Monticello Library - Copies		19.30	(441.10)
1/31/2023	NBPT	Receipt 23484: SJC Library - Copies		2.20	(443.30)
1/31/2023	NBPT	Receipt 23489: SJC Library - Copies		1.00	(444.30)
1/31/2023	NBPT	Receipt 23490: SJC Library - Copies		2.40	(446.70)
2/6/2023	NBPT	Receipt 23398: Blanding Library - Copies		22.20	(468.90)
2/6/2023	NBPT	Receipt 23399: Blanding Library - Copies		13.20	(482.10)
2/6/2023	NBPT	Receipt 23400: Blanding Library - Copies		25.20	(507.30)
2/6/2023	NBPT	Receipt 23401: Bluff Library - Copies		21.40	(528.70)
2/6/2023	NBPT	Receipt 23402: Montezuma Creek Library - Copies		4.82	(533.52)
2/6/2023	NBPT	Receipt 23403: Bluff Library - Copies		10.00	(543.52)
2/6/2023	NBPT	Receipt 23404: Montezuma Creek Library - Copies		49.96	(593.48)
2/14/2023	NBPT	Receipt 23575: Montezuma Creek Library - Copies		30.75	(624.23)
2/14/2023	NBPT	Receipt 23576: Blanding Library - Copies		30.70	(654.93)
2/15/2023	NBPT	Receipt 23733: SJC Library - Copies		0.40	(655.33)
2/16/2023	NBPT	Receipt 23600: Monticello Library - Copies		1.50	(656.83)
2/16/2023	NBPT	Receipt 23829: SJC Library - Copies		2.00	(658.83)
2/22/2023	NBPT	Receipt 23738: SJC Library - Copies		10.00	(668.83)
2/28/2023	NBPT	Receipt 23830: SJC Library - Copies		4.40	(673.23)
3/2/2023	NBPT	Receipt 23706: SJC Ambulance - Copies		62.35	(735.58)
3/2/2023	NBPT	Receipt 23707: SJC Library - Blanding Library		23.05	(758.63)
3/2/2023	NBPT	Receipt 23708: SJC Library - Blanding Library		46.60	(805.23)
3/3/2023	NBPT	Receipt 23749: Monticello Library - Copies		8.90	(814.13)
3/3/2023	NBPT	Receipt 23750: Monticello Library - Copies		3.20	(817.33)
3/3/2023	NBPT	Receipt 24093: SJC Library - Copies		18.40	(835.73)
3/6/2023	NBPT	Receipt 24094: SJC Library - Copies		0.60	(836.33)
3/8/2023	NBPT	Receipt 23800: Montezuma Creek Library - Copies		6.95	(843.28)
3/8/2023	NBPT	Receipt 23801: Montezuma Creek Library - Copies		17.37	(860.65)
3/8/2023	NBPT	Receipt 23802: Bluff Library - Copies		6.95	(867.60)
3/8/2023	NBPT	Receipt 23803: Blanding Library - Copies		26.60	(894.20)
3/9/2023	NBPT	Receipt 23823: Monticello Library - Copies		16.40	(910.60)
3/15/2023	NBPT	Receipt 23883: SJC Library - Blanding Library- copies		27.90	(938.50)
3/17/2023	NBPT	Receipt 24097: SJC Library - Copies		38.00	(976.50)
3/20/2023	NBPT	Receipt 24098: SJC Library - Copies		5.00	(981.50)
3/22/2023	NBPT	Receipt 23978: Monticello Library - Copies		11.90	(993.40)
3/22/2023	NBPT	Receipt 24100: Blanding Library - Copies		1.00	(994.40)
3/24/2023	NBPT	Receipt 24015: Blanding Library - Copies		48.20	(1,042.60)
3/24/2023	NBPT	Receipt 24016: Bluff Library - Copies		7.40	(1,050.00)
3/27/2023	NBPT	Receipt 24021: Blanding Library - Copies		74.70	(1,124.70)
3/27/2023	NBPT	Receipt 24029: Monticello Library - Copies		7.30	(1,132.00)
3/27/2023	NBPT	Receipt 24030: Monticello Library - Copies		41.00	(1,173.00)
3/28/2023	NBPT	Receipt 24034: Montezuma Creek Library - Copies		43.50	(1,216.50)
3/31/2023	NBPT	Receipt 24145: Montezuma Creek Library - Copies		1.26	(1,217.76)
3/31/2023	NBPT	Receipt 24146: Blanding Library - Copies		31.25	(1,249.01)
4/3/2023	NBPT	Receipt 24141: Monticello Library - Copies		21.35	(1,270.36)
4/3/2023	NBPT	Receipt 24148: Bluff Library - Copies		0.40	(1,270.76)
4/3/2023	NBPT	Receipt 24560: SJC Library - Copies		7.50	(1,278.26)
4/4/2023	NBPT	Receipt 24564: SJC Library - Copies		3.80	(1,282.06)
4/7/2023	NBPT	Receipt 24245: Blanding Library - Copoes		19.90	(1,301.96)
4/10/2023	NBPT	Receipt 24209: Monticello Library - Copies		31.05	(1,333.01)

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
Revenue ( continued )					
72 3495000 - Copier ( continued )					
4/14/2023	NBPT	Receipt 24244: Blanding Library - Copies		20.20	(1,353.21)
4/17/2023	NBPT	Receipt 24401: Montezuma Creek Library - Copies		11.60	(1,364.81)
4/17/2023	NBPT	Receipt 24402: Bluff Library - Copies		15.70	(1,380.51)
4/18/2023	NBPT	Receipt 24288: Monticello Library - Copies		84.35	(1,464.86)
4/18/2023	NBPT	Receipt 24565: SJC Library - copies		9.80	(1,474.66)
4/18/2023	NBPT	Receipt 24566: SJC Library - Copies		23.00	(1,497.66)
4/21/2023	NBPT	Receipt 24404: Blanding Library - Copies		21.20	(1,518.86)
4/24/2023	NBPT	Receipt 24346: Monticello Library - Copies		33.75	(1,552.61)
4/26/2023	NBPT	Receipt 24598: SJC Library - Copies		31.67	(1,584.28)
4/27/2023	NBPT	Receipt 24411: Bluff Library - Copies		10.60	(1,594.88)
4/28/2023	NBPT	Receipt 24433: Montezuma Creek Library - Copies		8.90	(1,603.78)
4/28/2023	NBPT	Receipt 24434: Blanding Library - Copies		33.60	(1,637.38)
				(\$1,637.38)	(\$1,637.38)
			Budgeted Amount:		(\$4,700.00)
			Budget Balance:		(\$3,062.62)
72 3500000 - Fines and Forfeitures					
3/15/2023	NBPT	Receipt 23883: SJC Library - Blanding Library- Lost Books/Booksale		27.99	(27.99)
				(\$27.99)	(\$27.99)
			Budgeted Amount:		\$0.00
			Budget Balance:		\$27.99
72 3610000 - Interest Earnings					
1/31/2023	JE	1938 - PTIF 897 Interest		1,420.02	(1,420.02)
2/28/2023	JE	2025 - PTIF 897 Interest		1,393.91	(2,813.93)
3/31/2023	JE	2026 - PTIF 897 Interest		1,632.04	(4,445.97)
				(\$4,445.97)	(\$4,445.97)
			Budgeted Amount:		(\$2,500.00)
			Budget Balance:		\$1,945.97
72 3620000 - Rents and Concessions					
1/3/2023	NBPT	Receipt 22922: Blanding Library - Room Rental		30.00	(30.00)
1/26/2023	NBPT	Receipt 23483: SJC Library - Stripe		44.36	(74.36)
2/22/2023	NBPT	Receipt 23738: SJC Library - Room Rental		5.00	(79.36)
2/22/2023	NBPT	Receipt 23738: SJC Library - Room Rental		5.00	(84.36)
3/1/2023	NBPT	Receipt 24092: SJC Library - Stripe		119.59	(203.95)
3/3/2023	NBPT	Receipt 23749: Monticello Library - Room Rental		5.00	(208.95)
3/22/2023	NBPT	Receipt 23978: Monticello Library - Room Rental		5.00	(213.95)
4/3/2023	NBPT	Receipt 24561: SJC Library - Room Rental		30.00	(243.95)
4/5/2023	NBPT	Receipt 24575: SJC Library - Stripe		119.59	(363.54)
4/21/2023	NBPT	Receipt 24404: Blanding Library - Room Rental Deposit		15.00	(378.54)
4/24/2023	NBPT	Receipt 24346: Monticello Library - Room Rental		15.00	(393.54)
				(\$393.54)	(\$393.54)
			Budgeted Amount:		(\$1,000.00)
			Budget Balance:		(\$606.46)
72 3830000 - Contributions Private					
1/30/2023	NBPT	Receipt 23300: Monticello Library - Empire Electric Donation		1,000.00	(1,000.00)
3/3/2023	NBPT	Receipt 23767: LaSal Library - Donations		3.60	(1,003.60)
3/22/2023	NBPT	Receipt 23978: Monticello Library - Donations		2.00	(1,005.60)
3/27/2023	NBPT	Receipt 24021: Blanding Library - Private Contributions		5.00	(1,010.60)
3/27/2023	NBPT	Receipt 24030: Monticello Library - Lost Books/ Booksale		3.60	(1,014.20)
4/18/2023	NBPT	Receipt 24288: Monticello Library - Donations		5.00	(1,019.20)
4/24/2023	NBPT	Receipt 24346: Monticello Library - Donations		7.50	(1,026.70)
				(\$1,026.70)	(\$1,026.70)
			Budgeted Amount:		(\$1,200.00)
			Budget Balance:		(\$173.30)
Revenue Total:			\$0.00	(\$16,360.91)	(\$16,360.91)

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account			Debit	Credit	Balance
Date	Code	Description			
<b>Monticello Building</b>					
<b>72 4167110 - Salaries and Wages</b>					<b>\$0.00</b>
1/8/2023	PR	Gross Pay	1,004.54		1,004.54
1/22/2023	PR	Gross Pay	646.11		1,650.65
2/5/2023	PR	Gross Pay	646.10		2,296.75
2/19/2023	PR	Gross Pay	650.75		2,947.50
3/5/2023	PR	Gross Pay	648.43		3,595.93
3/19/2023	PR	Gross Pay	647.26		4,243.19
4/2/2023	PR	Gross Pay	648.42		4,891.61
4/16/2023	PR	Gross Pay	647.26		5,538.87
4/30/2023	PR	Gross Pay	646.10		6,184.97
			<b>\$6,184.97</b>		<b>\$6,184.97</b>
			<b>Budgeted Amount:</b>		<b>\$20,784.00</b>
			<b>Budget Balance:</b>		<b>\$14,599.03</b>
<b>72 4167131 - FICA Expense</b>					<b>\$0.00</b>
1/8/2023	PR	Social Security Tax	57.14		57.14
1/8/2023	PR	Medicare Tax	13.36		70.50
1/22/2023	PR	Social Security Tax	34.93		105.43
1/22/2023	PR	Medicare Tax	8.17		113.60
2/5/2023	PR	Social Security Tax	34.92		148.52
2/5/2023	PR	Medicare Tax	8.17		156.69
2/19/2023	PR	Social Security Tax	35.13		191.82
2/19/2023	PR	Medicare Tax	8.21		200.03
3/5/2023	PR	Social Security Tax	35.02		235.05
3/5/2023	PR	Medicare Tax	8.19		243.24
3/19/2023	PR	Social Security Tax	34.94		278.18
3/19/2023	PR	Medicare Tax	8.17		286.35
4/2/2023	PR	Social Security Tax	35.54		321.89
4/2/2023	PR	Medicare Tax	8.31		330.20
4/16/2023	PR	Social Security Tax	35.48		365.68
4/16/2023	PR	Medicare Tax	8.30		373.98
4/30/2023	PR	Social Security Tax	35.42		409.40
4/30/2023	PR	Medicare Tax	8.28		417.68
			<b>\$417.68</b>		<b>\$417.68</b>
			<b>Budgeted Amount:</b>		<b>\$1,556.00</b>
			<b>Budget Balance:</b>		<b>\$1,138.32</b>
<b>72 4167132 - Retirement Benefits</b>					<b>\$0.00</b>
1/8/2023	PR	State Retirement	108.40		108.40
1/8/2023	PR	Dental Employee +1	9.15		117.55
1/8/2023	PR	HSA Employee +1	137.18		254.73
1/8/2023	PR	Long Term Disability	2.89		257.62
1/8/2023	PR	Dental Family	7.90		265.52
1/8/2023	PR	HSA Family	85.88		351.40
1/22/2023	PR	State Retirement	116.10		467.50
1/22/2023	PR	Dental Employee +1		0.00	467.50
1/22/2023	PR	HSA Employee +1	137.18		604.68
1/22/2023	PR	Long Term Disability	3.10		607.78
1/22/2023	PR	Dental Family		0.00	607.78
1/22/2023	PR	HSA Family	85.88		693.66
2/5/2023	PR	State Retirement	116.10		809.76
2/5/2023	PR	Dental Employee +1	4.57		814.33
2/5/2023	PR	HSA Employee +1	137.18		951.51
2/5/2023	PR	Long Term Disability	3.10		954.61
2/5/2023	PR	Dental Family	3.95		958.56
2/5/2023	PR	HSA Family	85.88		1,044.44
2/19/2023	PR	State Retirement	116.94		1,161.38
2/19/2023	PR	Dental Employee +1	4.63		1,166.01
2/19/2023	PR	HSA Employee +1	138.90		1,304.91
2/19/2023	PR	Long Term Disability	3.12		1,308.03
2/19/2023	PR	Dental Family	3.95		1,311.98
2/19/2023	PR	HSA Family	85.88		1,397.86
3/5/2023	PR	State Retirement	116.52		1,514.38
3/5/2023	PR	Lincoln Financial	4.81		1,519.19
3/5/2023	PR	Long Term Disability	3.08		1,522.27
3/19/2023	PR	State Retirement	116.31		1,638.58
3/19/2023	PR	Long Term Disability	3.11		1,641.69
3/31/2023	JE	1993 - Recoding Health Insurance		928.11	713.58
3/31/2023	JE	1994 - Recoding Health Insurance		18.40	695.18
3/31/2023	JE	1995 - Recoding Health Insurance		4.81	

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
Monticello Building ( continued )					
72 4167132 - Retirement Benefits ( continued )					
4/2/2023	PR	State Retirement	116.52		806.89
4/16/2023	PR	State Retirement	116.31		923.20
4/30/2023	PR	State Retirement	116.10		1,039.30
			\$1,990.62	(\$951.32)	\$1,039.30
		Budgeted Amount:			\$3,655.00
		Budget Balance:			\$2,615.70
72 4167260 - Buildings and Grounds					
					\$0.00
1/11/2023	AP	INV: C271099 Monticello Mercantile - SJC Library	55.99		55.99
1/17/2023	AP	INV: C271520 Monticello Mercantile - SJC Maintenance	29.97		85.96
1/19/2023	AP	INV: 870542 Redd's Ace Hardware - SJC Admin Building	31.96		117.92
3/2/2023	AP	INV: S105205694.001 Mountainland Supply Co - SJC Public Safety Building	19.97		137.89
3/3/2023	AP	INV: INV202564 Packard Wholesale Co. - SJC Library	116.61		254.50
3/20/2023	AP	INV: S8041202.001 Codale Electric Supply Inc. - SJC Library	103.50		358.00
3/27/2023	AP	INV: 0785060-IN Mid-American Research Chemical - SJC Library	485.36		843.36
4/14/2023	AP	INV: 4833 New Technology Solutions - SJC Libraries	32.00		875.36
4/24/2023	AP	INV: 1018787436 Intermountain Farmers Assoc. - SJC Maintenance	123.94		999.30
			\$999.30		\$999.30
		Budgeted Amount:			\$3,000.00
		Budget Balance:			\$2,000.70
72 4167270 - Utilities					
					\$0.00
2/10/2023	AP	INV: 20230220-35601 Monticello City - 35601 SJC All Accounts	110.18		110.18
2/17/2023	AP	INV: 2023021614064425 Empire Electric Assoc. Inc. - 9579003 - 80 N Main St	652.12		762.30
2/17/2023	AP	INV: 2023021614064442 Dominion Energy - 7643860000 80 N Main St	996.31		1,758.61
3/10/2023	AP	INV: 35601-02282023 Monticello City - 35601 SJC All Accounts	106.92		1,865.53
3/20/2023	AP	INV: 2023031013115742 Dominion Energy - 7643860000 80 N Main St	452.48		2,318.01
4/21/2023	AP	INV: 35601-20230331 Monticello City - 35601 SJC All Accounts	110.00		2,428.01
4/30/2023	AP	INV: 35601-20230430 Monticello City - 35601 SJC All Accounts	110.22		2,538.23
			\$2,538.23		\$2,538.23
		Budgeted Amount:			\$11,500.00
		Budget Balance:			\$8,961.77
72 4167310 - Professional and Technical					
					\$0.00
3/20/2023	AP	INV: 4823 New Technology Solutions - SJC Libraries	32.00		32.00
3/27/2023	AP	INV: 4796 New Technology Solutions - SJC Libraries	33.75		65.75
			\$65.75		\$65.75
		Budgeted Amount:			\$1,400.00
		Budget Balance:			\$1,334.25
Monticello Building Total:			\$12,196.55	(\$951.32)	\$11,245.23

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account			Description	Debit	Credit	Balance
Date	Code					
Blanding Building						
72 4168110 - Salaries and Wages						\$0.00
1/8/2023	PR	Gross Pay		1,334.54		1,334.54
1/22/2023	PR	Gross Pay		1,061.08		2,395.62
2/5/2023	PR	Gross Pay		977.17		3,372.79
2/19/2023	PR	Gross Pay		1,023.75		4,396.54
3/5/2023	PR	Gross Pay		1,040.10		5,436.64
3/19/2023	PR	Gross Pay		1,001.63		6,438.27
4/2/2023	PR	Gross Pay		1,063.41		7,501.68
4/16/2023	PR	Gross Pay		1,048.24		8,549.92
4/30/2023	PR	Gross Pay		1,075.05		9,624.97
				\$9,624.97		\$9,624.97
				Budgeted Amount:		\$28,434.00
				Budget Balance:		\$18,809.03
72 4168131 - FICA Expense						\$0.00
1/8/2023	PR	Social Security Tax		77.60		77.60
1/8/2023	PR	Medicare Tax		18.15		95.75
1/22/2023	PR	Social Security Tax		60.66		156.41
1/22/2023	PR	Medicare Tax		14.19		170.60
2/5/2023	PR	Social Security Tax		55.45		226.05
2/5/2023	PR	Medicare Tax		12.97		239.02
2/19/2023	PR	Social Security Tax		58.26		297.28
2/19/2023	PR	Medicare Tax		13.62		310.90
3/5/2023	PR	Social Security Tax		59.30		370.20
3/5/2023	PR	Medicare Tax		13.87		384.07
3/19/2023	PR	Social Security Tax		56.91		440.98
3/19/2023	PR	Medicare Tax		13.31		454.29
4/2/2023	PR	Social Security Tax		61.27		515.56
4/2/2023	PR	Medicare Tax		14.33		529.89
4/16/2023	PR	Social Security Tax		60.34		590.23
4/16/2023	PR	Medicare Tax		14.11		604.34
4/30/2023	PR	Social Security Tax		62.01		666.35
4/30/2023	PR	Medicare Tax		14.50		680.85
				\$680.85		\$680.85
				Budgeted Amount:		\$2,141.00
				Budget Balance:		\$1,460.15
72 4168132 - Retirement Benefits						\$0.00
1/8/2023	PR	State Retirement		108.40		108.40
1/8/2023	PR	Dental Employee +1		9.15		117.55
1/8/2023	PR	HSA Employee +1		137.18		254.73
1/8/2023	PR	Long Term Disability		2.89		257.62
1/8/2023	PR	Dental Family		7.90		265.52
1/8/2023	PR	HSA Family		85.88		351.40
1/22/2023	PR	State Retirement		116.10		467.50
1/22/2023	PR	Dental Employee +1			0.00	467.50
1/22/2023	PR	HSA Employee +1		137.18		604.68
1/22/2023	PR	Long Term Disability		3.10		607.78
1/22/2023	PR	Dental Family			0.00	607.78
1/22/2023	PR	HSA Family		85.88		693.66
2/5/2023	PR	State Retirement		116.10		809.76
2/5/2023	PR	Dental Employee +1		4.57		814.33
2/5/2023	PR	HSA Employee +1		137.18		951.51
2/5/2023	PR	Long Term Disability		3.10		954.61
2/5/2023	PR	Dental Family		3.95		958.56
2/5/2023	PR	HSA Family		85.88		1,044.44
2/19/2023	PR	State Retirement		116.94		1,161.38
2/19/2023	PR	Dental Employee +1		4.63		1,166.01
2/19/2023	PR	HSA Employee +1		138.90		1,304.91
2/19/2023	PR	Long Term Disability		3.12		1,308.03
2/19/2023	PR	Dental Family		3.95		1,311.98
2/19/2023	PR	HSA Family		85.88		1,397.86
3/5/2023	PR	State Retirement		116.52		1,514.38
3/5/2023	PR	Lincoln Financial		4.81		1,519.19
3/5/2023	PR	Long Term Disability		3.08		1,522.27
3/19/2023	PR	State Retirement		116.31		1,638.58
3/19/2023	PR	Long Term Disability		3.11		1,641.69
3/31/2023	JE	1993 - Recoding Health Insurance			928.11	713.58
3/31/2023	JE	1994 - Recoding Health Insurance			18.40	695.18
3/31/2023	JE	1995 - Recoding Health Insurance			4.81	

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
Blanding Building ( continued )					
72 4168132 - Retirement Benefits ( continued )					
4/2/2023	PR	State Retirement	116.52		806.89
4/16/2023	PR	State Retirement	116.31		923.20
4/30/2023	PR	State Retirement	116.10		1,039.30
			\$1,990.62	(\$951.32)	\$1,039.30
			Budgeted Amount:		\$3,019.00
			Budget Balance:		\$1,979.70
72 4168260 - Buildings and Grounds					
					\$0.00
1/5/2023	AP	INV: 869841 Redd's Ace Hardware - SJC Library	54.31		54.31
2/17/2023	AP	INV: 9605262170 Grainger - 847145778	39.15		93.46
2/17/2023	AP	INV: INV201327 Packard Wholesale Co. - SJC Library	76.15		169.61
2/28/2023	AP	INV: 871850 Redd's Ace Hardware - SJC Library	9.59		179.20
3/2/2023	AP	INV: 3541465 IML Security Supply - SJC Library	293.43		472.63
3/20/2023	AP	INV: 2303-218812 San Juan Building Supply Inc. - SJC Library	18.19		490.82
3/20/2023	AP	INV: 872805 Redd's Ace Hardware - SJC Library	89.61		580.43
3/27/2023	AP	INV: INV203428 Packard Wholesale Co. - SJC Library	93.04		673.47
4/14/2023	AP	INV: 4833 New Technology Solutions - SJC Libraries	32.00		705.47
4/17/2023	AP	INV: 2303-218808 San Juan Building Supply Inc. - SJC Library	64.34		769.81
			\$769.81		\$769.81
			Budgeted Amount:		\$3,000.00
			Budget Balance:		\$2,230.19
72 4168270 - Utilities					
					\$0.00
2/17/2023	AP	INV: 0408685-4889-8 Waste Management of Colorado - 16-83942-53002 Blanding Library	49.49		49.49
2/17/2023	AP	INV: 2023021614064461 Blanding City - 501640001 Blanding Library	965.77		1,015.26
3/20/2023	AP	INV: 0410209-4889-3 Waste Management of Colorado - 16-83942-53002 Blanding Library	98.98		1,114.24
3/20/2023	AP	INV: 2023031013115745 Blanding City - 501640001 Blanding Library	908.83		2,023.07
4/17/2023	AP	INV: 2023041109551418 Blanding City - 501640001 Blanding Library	918.77		2,941.84
			\$2,941.84		\$2,941.84
			Budgeted Amount:		\$8,500.00
			Budget Balance:		\$5,558.16
72 4168310 - Professional and Technical					
					\$0.00
3/20/2023	AP	INV: 4823 New Technology Solutions - SJC Libraries	32.00		32.00
3/27/2023	AP	INV: 4796 New Technology Solutions - SJC Libraries	33.75		65.75
			\$65.75		\$65.75
			Budgeted Amount:		\$1,400.00
			Budget Balance:		\$1,334.25
Blanding Building Total:			\$16,073.84	(\$951.32)	\$15,122.52



**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account			Description	Debit	Credit	Balance
Date	Code					
Satellite Buildings						
72 4169110 - Salaries and Wages						\$0.00
1/8/2023	PR	Gross Pay		555.62		555.62
1/22/2023	PR	Gross Pay		276.27		831.89
2/5/2023	PR	Gross Pay		275.97		1,107.86
2/19/2023	PR	Gross Pay		256.48		1,364.34
3/5/2023	PR	Gross Pay		278.67		1,643.01
3/19/2023	PR	Gross Pay		271.51		1,914.52
4/2/2023	PR	Gross Pay		264.95		2,179.47
4/16/2023	PR	Gross Pay		271.05		2,450.52
4/30/2023	PR	Gross Pay		275.86		2,726.38
				\$2,726.38		\$2,726.38
				Budgeted Amount:		\$7,569.00
				Budget Balance:		\$4,842.62
72 4169131 - FICA Expense						\$0.00
1/8/2023	PR	Social Security Tax		32.24		32.24
1/8/2023	PR	Medicare Tax		7.55		39.79
1/22/2023	PR	Social Security Tax		14.90		54.69
1/22/2023	PR	Medicare Tax		3.48		58.17
2/5/2023	PR	Social Security Tax		14.92		73.09
2/5/2023	PR	Medicare Tax		3.48		76.57
2/19/2023	PR	Social Security Tax		13.82		90.39
2/19/2023	PR	Medicare Tax		3.25		93.64
3/5/2023	PR	Social Security Tax		15.03		108.67
3/5/2023	PR	Medicare Tax		3.52		112.19
3/19/2023	PR	Social Security Tax		14.63		126.82
3/19/2023	PR	Medicare Tax		3.42		130.24
4/2/2023	PR	Social Security Tax		14.68		144.92
4/2/2023	PR	Medicare Tax		3.44		148.36
4/16/2023	PR	Social Security Tax		15.00		163.36
4/16/2023	PR	Medicare Tax		3.51		166.87
4/30/2023	PR	Social Security Tax		15.25		182.12
4/30/2023	PR	Medicare Tax		3.58		185.70
				\$185.70		\$185.70
				Budgeted Amount:		\$554.00
				Budget Balance:		\$368.30
72 4169132 - Retirement Benefits						\$0.00
1/8/2023	PR	State Retirement		45.76		45.76
1/8/2023	PR	Dental Employee +1		6.79		52.55
1/8/2023	PR	HSA Employee +1		102.01		154.56
1/8/2023	PR	Long Term Disability		1.25		155.81
1/22/2023	PR	State Retirement		49.66		205.47
1/22/2023	PR	Dental Employee +1			0.00	205.47
1/22/2023	PR	HSA Employee +1		102.16		307.63
1/22/2023	PR	Long Term Disability		1.32		308.95
2/5/2023	PR	State Retirement		49.61		358.56
2/5/2023	PR	Dental Employee +1		3.42		361.98
2/5/2023	PR	HSA Employee +1		102.02		464.00
2/5/2023	PR	Long Term Disability		1.32		465.32
2/19/2023	PR	State Retirement		46.09		511.41
2/19/2023	PR	Dental Employee +1		3.15		514.56
2/19/2023	PR	HSA Employee +1		94.84		609.40
2/19/2023	PR	Long Term Disability		1.25		610.65
3/5/2023	PR	State Retirement		50.07		660.72
3/5/2023	PR	Lincoln Financial		2.37		663.09
3/5/2023	PR	Long Term Disability		1.31		664.40
3/19/2023	PR	State Retirement		48.81		713.21
3/19/2023	PR	Long Term Disability		1.28		714.49
3/31/2023	JE	1993 - Recoding Health Insurance			414.39	300.10
3/31/2023	JE	1994 - Recoding Health Insurance			7.73	292.37
3/31/2023	JE	1995 - Recoding Health Insurance			2.37	290.00
4/2/2023	PR	State Retirement		47.61		337.61
4/16/2023	PR	State Retirement		48.70		386.31
4/30/2023	PR	State Retirement		49.59		435.90
				\$860.39	(\$424.49)	\$435.90
				Budgeted Amount:		\$1,300.00
				Budget Balance:		\$864.10

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account			Description	Debit	Credit	Balance
Date	Code					
Satellite Buildings ( continued )						
72 4169260 - Buildings and Grounds						\$0.00
4/3/2023	AP	INV: 873847	Redd's Ace Hardware - SJC Library	47.97		47.97
4/14/2023	AP	INV: 4833	New Technology Solutions - SJC Libraries	31.00		78.97
				\$78.97		\$78.97
				Budgeted Amount:		\$0.00
				Budget Balance:		(\$78.97)
72 4169310 - Professional and Technical						\$0.00
3/20/2023	AP	INV: 4823	New Technology Solutions - SJC Libraries	31.00		31.00
3/27/2023	AP	INV: 4796	New Technology Solutions - SJC Libraries	67.50		98.50
				\$98.50		\$98.50
				Budgeted Amount:		\$400.00
				Budget Balance:		\$301.50
Satellite Buildings Total:				\$3,949.94	(\$424.49)	\$3,525.45

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account			Description	Debit	Credit	Balance
Date	Code					
Library Board						
72 4580620 - Miscellaneous Services						
2/13/2023	AP	INV: 2023020915101431	Cody, Lucille - Library Board Meeting	50.00		50.00
2/13/2023	AP	INV: 2023020915101432	Chamberlain, Ramona - Library Board Meeting	50.00		100.00
2/13/2023	AP	INV: 2023020915101433	Podmore, Zak - Library Board Meeting	50.00		150.00
2/13/2023	AP	INV: 2023020915101434	Schulte, Tim - Library Board Meeting	50.00		200.00
2/13/2023	AP	INV: 2023020915101435	Haun-Storland, Marjorie - Library Board Meeting	50.00		250.00
4/24/2023	AP	INV: 2023042114595122	Chamberlain, Ramona - Meeting Attendance	50.00		300.00
4/24/2023	AP	INV: 2023042114595123	Schulte, Tim - Library Board Meeting	50.00		350.00
4/24/2023	AP	INV: 2023042114595124	Huckabay, Marlene - Library Meeting Attendance	50.00		400.00
4/24/2023	AP	INV: 2023042114595125	Lynn, Heather - Library Meeting Attendance	50.00		450.00
4/24/2023	AP	INV: 2023042114595126	Haun-Storland, Marjorie - Library Board Meeting	50.00		500.00
4/24/2023	AP	INV: 2023042114595127	Podmore, Zak - Library Board Meeting	50.00		550.00
				\$550.00		\$550.00
				Budgeted Amount:		\$2,500.00
				Budget Balance:		\$1,950.00
Library Board Total:				\$550.00	\$0.00	\$550.00

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account			Description	Debit	Credit	Balance
Date	Code					
San Juan County Library System						
72 4581110 - Salaries and Wages						
						\$0.00
1/8/2023	PR	Gross Pay		10,816.24		10,816.24
1/22/2023	PR	Gross Pay		10,775.38		21,591.62
2/5/2023	PR	Gross Pay		10,506.82		32,098.44
2/19/2023	PR	Gross Pay		11,121.03		43,219.47
3/5/2023	PR	Gross Pay		10,833.69		54,053.16
3/19/2023	PR	Gross Pay		11,230.89		65,284.05
4/2/2023	PR	Gross Pay		12,359.66		77,643.71
4/16/2023	PR	Gross Pay		11,810.94		89,454.65
4/30/2023	PR	Gross Pay		11,459.01		100,913.66
				\$100,913.66		\$100,913.66
				Budgeted Amount:		\$357,835.00
				Budget Balance:		\$256,921.34
72 4581131 - FICA Expense						
						\$0.00
1/8/2023	PR	Social Security Tax		652.22		652.22
1/8/2023	PR	Medicare Tax		152.54		804.76
1/22/2023	PR	Social Security Tax		649.68		1,454.44
1/22/2023	PR	Medicare Tax		151.93		1,606.37
2/5/2023	PR	Social Security Tax		633.04		2,239.41
2/5/2023	PR	Medicare Tax		148.03		2,387.44
2/19/2023	PR	Social Security Tax		671.11		3,058.55
2/19/2023	PR	Medicare Tax		156.95		3,215.50
3/5/2023	PR	Social Security Tax		653.31		3,868.81
3/5/2023	PR	Medicare Tax		152.77		4,021.58
3/19/2023	PR	Social Security Tax		677.93		4,699.51
3/19/2023	PR	Medicare Tax		158.55		4,858.06
4/2/2023	PR	Social Security Tax		742.72		5,600.78
4/2/2023	PR	Medicare Tax		173.72		5,774.50
4/16/2023	PR	Social Security Tax		712.66		6,487.16
4/16/2023	PR	Medicare Tax		166.68		6,653.84
4/30/2023	PR	Social Security Tax		690.84		7,344.68
4/30/2023	PR	Medicare Tax		161.57		7,506.25
				\$7,506.25		\$7,506.25
				Budgeted Amount:		\$27,148.00
				Budget Balance:		\$19,641.75
72 4581132 - Retirement Benefits						
						\$0.00
1/8/2023	PR	State Retirement		590.12		590.12
1/8/2023	PR	401k Retirement		218.76		808.88
1/8/2023	PR	Dental Employee Only		22.91		831.79
1/8/2023	PR	Health Insurance		970.97		1,802.76
1/8/2023	PR	Long Term Disability		23.98		1,826.74
1/8/2023	PR	Dental Family		79.03		1,905.77
1/8/2023	PR	Dental Employee +1		45.74		1,951.51
1/8/2023	PR	HSA Employee +1		634.63		2,586.14
1/22/2023	PR	State Retirement		708.00		3,294.14
1/22/2023	PR	401k Retirement		252.83		3,546.97
1/22/2023	PR	Dental Employee Only			0.00	3,546.97
1/22/2023	PR	Health Insurance		970.97		4,517.94
1/22/2023	PR	Long Term Disability		28.49		4,546.43
1/22/2023	PR	Dental Family			0.00	4,546.43
1/22/2023	PR	Dental Employee +1			0.00	4,546.43
1/22/2023	PR	HSA Employee +1		634.63		5,181.06
2/5/2023	PR	State Retirement		707.99		5,889.05
2/5/2023	PR	401k Retirement		252.83		6,141.88
2/5/2023	PR	Dental Employee Only		11.46		6,153.34
2/5/2023	PR	Health Insurance		970.97		7,124.31
2/5/2023	PR	Long Term Disability		28.49		7,152.80
2/5/2023	PR	Dental Family		39.52		7,192.32
2/5/2023	PR	Dental Employee +1		22.87		7,215.19
2/5/2023	PR	HSA Employee +1		634.63		7,849.82
2/5/2023	PR	State Retirement - Post Retired		5.61		7,855.43
2/19/2023	PR	State Retirement		707.99		8,563.42
2/19/2023	PR	401k Retirement		252.83		8,816.25
2/19/2023	PR	Dental Employee Only		11.45		8,827.70
2/19/2023	PR	Health Insurance		970.97		9,798.67
2/19/2023	PR	Long Term Disability		28.49		9,827.16
2/19/2023	PR	Dental Family		39.51		9,866.67
2/19/2023	PR	Dental Employee +1		22.87		9,889.54

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
San Juan County Library System ( continued )					
72 4581132 - Retirement Benefits ( continued )					
2/19/2023	PR	HSA Employee +1	634.63		10,524.17
2/19/2023	PR	State Retirement - Post Retired	34.10		10,558.27
3/5/2023	PR	State Retirement	708.00		11,266.27
3/5/2023	PR	401k Retirement	252.83		11,519.10
3/5/2023	PR	Lincoln Financial	45.66		11,564.76
3/5/2023	PR	Long Term Disability	28.49		11,593.25
3/5/2023	PR	State Retirement - Post Retired	27.56		11,620.81
3/19/2023	PR	State Retirement	708.01		12,328.82
3/19/2023	PR	401k Retirement	252.83		12,581.65
3/19/2023	PR	Long Term Disability	28.49		12,610.14
3/19/2023	PR	State Retirement - Post Retired	28.03		12,638.17
3/27/2023	NBPT	Receipt 24021: Blanding Library - Lost Books		10.86	12,627.31
3/27/2023	JE	1996 - Recoding Reciept 24021	10.86		12,638.17
3/31/2023	JE	1993 - Recoding Health Insurance		6,717.76	5,920.41
3/31/2023	JE	1994 - Recoding Health Insurance		166.43	5,753.98
3/31/2023	JE	1995 - Recoding Health Insurance		45.66	5,708.32
4/2/2023	PR	State Retirement	891.52		6,599.84
4/2/2023	PR	401k Retirement	254.89		6,854.73
4/2/2023	PR	State Retirement - Post Retired	33.87		6,888.60
4/16/2023	PR	State Retirement	717.73		7,606.33
4/16/2023	PR	401k Retirement	252.94		7,859.27
4/16/2023	PR	State Retirement - Post Retired	30.60		7,889.87
4/30/2023	PR	State Retirement	712.22		8,602.09
4/30/2023	PR	401k Retirement	252.88		8,854.97
4/30/2023	PR	State Retirement - Post Retired	35.97		8,890.94
			\$15,831.65	(\$6,940.71)	\$8,890.94
			Budgeted Amount:		\$30,537.00
			Budget Balance:		\$21,646.06
					\$0.00
72 4581134 - Health Insurance					
1/8/2023	PR	Dental Family		0.00	0.00
1/8/2023	PR	HSA Family		0.00	0.00
1/22/2023	PR	Dental Family		0.00	0.00
1/22/2023	PR	HSA Family		0.00	0.00
2/5/2023	PR	Dental Family		0.00	0.00
2/5/2023	PR	HSA Family		0.00	0.00
2/19/2023	PR	Dental Family		0.00	0.00
2/19/2023	PR	HSA Family		0.00	0.00
3/5/2023	PR	Dental Employee Only	11.46		11.46
3/5/2023	PR	Health Insurance	970.97		982.43
3/5/2023	PR	Dental Employee +1	35.43		1,017.86
3/5/2023	PR	HSA Employee +1	1,011.39		2,029.25
3/5/2023	PR	Dental Family	47.42		2,076.67
3/5/2023	PR	HSA Family	171.76		2,248.43
3/19/2023	PR	Dental Employee Only	11.45		2,259.88
3/19/2023	PR	Health Insurance	970.97		3,230.85
3/19/2023	PR	Dental Employee +1	35.40		3,266.25
3/19/2023	PR	HSA Employee +1	1,010.25		4,276.50
3/19/2023	PR	Dental Family	47.41		4,323.91
3/19/2023	PR	HSA Family	171.76		4,495.67
3/31/2023	JE	1993 - Recoding Health Insurance	6,717.76		11,213.43
4/2/2023	PR	Dental Employee Only	22.92		11,236.35
4/2/2023	PR	HSA Employee Only	322.28		11,558.63
4/2/2023	PR	Traditional Health Insurance	959.67		12,518.30
4/2/2023	PR	Dental Family	39.52		12,557.82
4/2/2023	PR	Dental Employee +1	22.87		12,580.69
4/2/2023	PR	HSA Employee +1	628.80		13,209.49
4/16/2023	PR	Dental Employee Only	11.45		13,220.94
4/16/2023	PR	HSA Employee Only	322.28		13,543.22
4/16/2023	PR	Dental Employee +1	22.87		13,566.09
4/16/2023	PR	HSA Employee +1	628.80		14,194.89
4/16/2023	PR	Dental Family	39.51		14,234.40
4/16/2023	PR	Traditional Health Insurance	592.35		14,826.75
4/30/2023	PR	Dental Employee Only	11.46		14,838.21
4/30/2023	PR	HSA Employee Only	322.28		15,160.49
4/30/2023	PR	Dental Family	39.52		15,200.01
4/30/2023	PR	Traditional Health Insurance	592.35		15,792.36
4/30/2023	PR	Dental Employee +1	22.87		15,815.23

**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
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Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
San Juan County Library System ( continued )					
72 4581134 - Health Insurance ( continued )					
4/30/2023	PR	HSA Employee +1	628.80		16,444.03
			\$16,444.03		\$16,444.03
			Budgeted Amount:		\$36,000.00
			Budget Balance:		\$19,555.97
72 4581140 - Other Employee Benefits					
3/31/2023	JE	1994 - Recoding LTD	210.96		210.96
3/31/2023	JE	1995 - Recoding LTD	57.65		268.61
4/2/2023	PR	Long Term Disability	41.49		310.10
4/16/2023	PR	Long Term Disability	36.29		346.39
4/30/2023	PR	Lincoln Financial	56.31		402.70
4/30/2023	PR	Long Term Disability	36.14		438.84
			\$438.84		\$438.84
			Budgeted Amount:		\$0.00
			Budget Balance:		(\$438.84)
72 4581210 - Subscriptions and Memberships					
4/4/2023	AP	INV: MRCC20230324 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	321.88		321.88
4/28/2023	AP	INV: 2023042617083002 San Juan Record - SJC Library	30.00		351.88
4/28/2023	AP	INV: 32035- Rivistas Subscription Services - SJC Library	284.76		636.64
			\$636.64		\$636.64
			Budgeted Amount:		\$1,146.00
			Budget Balance:		\$509.36
72 4581220 - Public Notices					
3/21/2023	AP	INV: SJCHR0223 San Juan Record - SJC Human Resources	93.80		93.80
			\$93.80		\$93.80
			Budgeted Amount:		\$44.00
			Budget Balance:		(\$49.80)
72 4581240 - Office Expense					
1/3/2023	AP	INV: 20230109124047569 Petty Cash - Bluff Library	5.64		5.64
1/5/2023	AP	INV: 7239725 Demco Inc - SJC Library	448.08		453.72
1/20/2023	AP	INV: PC20230120 Petty Cash - Monticello Library	28.50		482.22
2/13/2023	AP	INV: MLPC20230209 Petty Cash - Monticello Library	27.60		509.82
2/13/2023	AP	INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	135.99		645.81
2/13/2023	AP	VOID INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470- 0157-4398 Nicole Perkins		135.99	509.82
3/3/2023	AP	INV: 20230302153318679 Petty Cash - Bluff Library	25.20		535.02
3/21/2023	AP	INV: 20230310131633742 Petty Cash - Bluff Library	28.82		563.84
3/21/2023	AP	INV: C269333 Monticello Mercantile - Monticello Library	7.79		571.63
3/21/2023	AP	INV: C273796 Monticello Mercantile - Monticello Library	9.87		581.50
3/21/2023	AP	INV: E27568 Monticello Mercantile - SJC Library	22.57		604.07
3/24/2023	AP	INV: 2023030113382042 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	89.36		693.43
3/24/2023	AP	INV: CCMR20230302 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	318.18		1,011.61
4/4/2023	AP	INV: 2023032317182945 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	1,001.26		2,012.87
4/14/2023	AP	INV: C276563 Monticello Mercantile - SJC Library	2.98		2,015.85
4/28/2023	AP	INV: 871602 Redd's Ace Hardware - SJC Library	93.94		2,109.79
4/28/2023	AP	INV: 871783 Redd's Ace Hardware - SJC Library	45.98		2,155.77
4/28/2023	AP	INV: 871784 Redd's Ace Hardware - SJC Library	56.97		2,212.74
4/28/2023	AP	INV: 872144 Redd's Ace Hardware - SJC Library	2.79		2,215.53
4/28/2023	AP	INV: 872254 Redd's Ace Hardware - SJC Library	32.98		2,248.51
4/28/2023	AP	INV: 872669 Redd's Ace Hardware - SJC Library	2.00		2,250.51
			\$2,386.50	(\$135.99)	\$2,250.51
			Budgeted Amount:		\$4,750.00
			Budget Balance:		\$2,499.49
72 4581242 - Software Maintenance					
1/12/2023	AP	INV: 118626 Mitinet Inc - SJC Library	934.00		934.00
4/17/2023	AP	INV: 7678114 Follett School Solutions Inc - SJC Library	2,885.82		3,819.82
			\$3,819.82		\$3,819.82
			Budgeted Amount:		\$3,990.00
			Budget Balance:		\$170.18

**San Juan County**  
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**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
San Juan County Library System ( continued )					
72 4581250 - Computer Maintenance/Supplies					\$0.00
3/24/2023	AP	INV: CCMR20230302 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	258.45		258.45
4/4/2023	AP	INV: 2023032317182945 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	862.64		1,121.09
			\$1,121.09		\$1,121.09
			Budgeted Amount:		\$4,250.00
			Budget Balance:		\$3,128.91
72 4581251 - Gas, Oil and Grease					\$0.00
2/17/2023	AP	INV: F2307E00903 Fuel Network - SJC Fuel Bill	48.19		48.19
2/28/2023	JE	1999 - Road Department Charges	22.57		70.76
2/28/2023	JE	1999 - Road Department Charges	479.85		550.61
			\$550.61		\$550.61
			Budgeted Amount:		\$3,420.00
			Budget Balance:		\$2,869.39
72 4581280 - Telephone					\$0.00
4/28/2023	AP	INV: 4641388 Cellular One - SJC Library 00400775626	310.34		310.34
4/28/2023	AP	INV: 9931781077 Verizon Wireless - 542368738-00001	287.91		598.25
			\$598.25		\$598.25
			Budgeted Amount:		\$2,400.00
			Budget Balance:		\$1,801.75
72 4581480 - Collection Development					\$0.00
2/13/2023	AP	INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	3,375.68		3,375.68
2/13/2023	AP	VOID INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470- 0157-4398 Nicole Perkins		3,375.68	0.00
3/24/2023	AP	INV: 2023030113382042 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	891.07		891.07
3/24/2023	AP	INV: CCMR20230302 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	620.63		1,511.70
4/4/2023	AP	INV: 2023032317182945 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	1,483.33		2,995.03
4/4/2023	AP	INV: MRCC20230324 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	113.61		3,108.64
4/14/2023	AP	INV: 217104942 Salt Lake County Library Fiscal Dept - SJC Library	22.99		3,131.63
4/28/2023	AP	INV: 614028 San Juan Record - SJC Library	24.95		3,156.58
4/28/2023	AP	INV: 80855247 Cengage Learning Inc / Gale - SJC Library	151.15		3,307.73
4/28/2023	AP	INV: 80904838 Cengage Learning Inc / Gale - SJC Library	127.34		3,435.07
			\$6,810.75	(\$3,375.68)	\$3,435.07
			Budgeted Amount:		\$21,600.00
			Budget Balance:		\$18,164.93
72 4581620 - Special Programs					\$0.00
1/20/2023	AP	INV: PC20230120 Petty Cash - Monticello Library	1.45		1.45
2/13/2023	AP	INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	154.36		155.81
2/13/2023	AP	VOID INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470- 0157-4398 Nicole Perkins		154.36	1.45
3/10/2023	AP	INV: ML20230309 Petty Cash - Monticello Library	33.02		34.47
3/24/2023	AP	INV: 2023030113382042 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	19.00		53.47
4/4/2023	AP	INV: 2023032317182945 U.S. Bank Corporate Payment - 4246-0470-0157- 4398 Nicole Perkins	53.21		106.68
			\$261.04	(\$154.36)	\$106.68
			Budgeted Amount:		\$3,610.00
			Budget Balance:		\$3,503.32
72 4581915 - Transfers to Other Units					\$0.00
1/1/2023	AP	INV: RI0101234 - Utah Navajo Trust Fund;	165.00		165.00
1/1/2023	AP	INV: 2023010517394032 Grand County - Library Service Spanish Valley	6,000.00		6,165.00
1/18/2023	AP	INV: 2023010517405033 La Sal Recreation Special - LEASE AGREEMENT	1,200.00		7,365.00
2/1/2023	AP	INV: RI0201235 - Utah Navajo Trust Fund;	165.00		7,530.00
3/1/2023	AP	INV: RI0301235 - Utah Navajo Trust Fund;	165.00		7,695.00
3/8/2023	NBPT	Receipt 23804: San Juan School District - Refund for unspent funds from libraries		5,568.54	2,126.46
4/1/2023	AP	INV: RI0401235 - Utah Navajo Trust Fund;	165.00		2,291.46
			\$7,860.00	(\$5,568.54)	\$2,291.46
			Budgeted Amount:		\$9,200.00
			Budget Balance:		\$6,631.46

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**San Juan County**  
**General Ledger - 1/1/2023 to 4/30/2023**  
**Detail Ledger - Libraries**

Item 4.

Account		Description	Debit	Credit	Balance
Date	Code				
San Juan County Library System ( continued )					
72 4581920 - Grant Expenses					\$0.00
1/3/2023	AP	INV: 20230109124047569 Petty Cash - Bluff Library	7.90		7.90
2/13/2023	AP	INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470-0157-4398 Nicole Perkins	51.59		59.49
2/13/2023	AP	VOID INV: 2023020614262841 U.S. Bank Corporate Payment - 4246-0470-0157-4398 Nicole Perkins		51.59	7.90
3/3/2023	AP	INV: 20230302153318679 Petty Cash - Bluff Library	37.17		45.07
3/21/2023	AP	INV: 20230310131622741 Petty Cash - La Sal Library	7.43		52.50
3/24/2023	AP	INV: 2023030113382042 U.S. Bank Corporate Payment - 4246-0470-0157-4398 Nicole Perkins	4,143.50		4,196.00
3/24/2023	AP	INV: CCMR20230302 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	232.68		4,428.68
4/4/2023	AP	INV: 2023032317182945 U.S. Bank Corporate Payment - 4246-0470-0157-4398 Nicole Perkins	111.13		4,539.81
4/4/2023	AP	INV: CCIT032023 U.S. Bank Corporate Payment - 4246-0470-0087-8873 Bruce Bushore	19.95		4,559.76
4/4/2023	AP	INV: MRCC20230324 U.S. Bank Corporate Payment - 4246-0470-0113-7634 Mikaela Ramsay	218.47		4,778.23
4/14/2023	AP	INV: INV-1504 Timpanogos Custom Signs LLC - SJC Library	496.67		5,274.90
4/17/2023	AP	INV: 20230411095541827 Petty Cash - La Sal Library	5.45		5,280.35
4/28/2023	AP	INV: 4641388 Cellular One - SJC Library 00400775626	602.42		5,882.77
4/28/2023	AP	INV: 9931781077 Verizon Wireless - 542368738-00001	558.88		6,441.65
			\$6,493.24	(\$51.59)	\$6,441.65
			Budgeted Amount:		\$18,904.00
			Budget Balance:		\$12,462.35
San Juan County Library System Total:			\$171,766.17	(\$16,226.87)	\$155,539.30
Report Total:			\$204,536.50	(\$34,914.91)	\$169,621.59



Enrolled Copy

H.B. 284

**PUBLIC LIBRARY BACKGROUND CHECK REQUIREMENTS**

2023 GENERAL SESSION

STATE OF UTAH

**Chief Sponsor: Dan N. Johnson**

Senate Sponsor: Chris H. Wilson

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**LONG TITLE****General Description:**

This bill provides for criminal background checks of public library employees.

**Highlighted Provisions:**

This bill:

- ▶ defines terms;
- ▶ prohibits a public library from receiving state funds unless the library implements a policy providing for criminal background checks of prospective employees;
- ▶ provides for the scope, content, and dissemination of a library's criminal background check policy;
- ▶ provides for fiscal assistance to smaller counties and municipalities to conduct criminal background checks;
- ▶ requires the State Library Division to report annually to the Legislature regarding compliance with the criminal background check policy requirements; and
- ▶ makes technical and conforming changes.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

This bill provides a special effective date.

**Utah Code Sections Affected:****AMENDS:**

**9-7-101**, as last amended by Laws of Utah 2019, Chapter 221

**9-7-216**, as last amended by Laws of Utah 2004, Chapter 193

30           9-7-217, as last amended by Laws of Utah 2014, Chapter 371

31   ENACTS:

32           9-7-218, Utah Code Annotated 1953

33   

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34   *Be it enacted by the Legislature of the state of Utah:*

35           Section 1. Section 9-7-101 is amended to read:

36           **9-7-101. Definitions.**

37           As used in this chapter:

38           (1) "Board" means the State Library Board created in Section 9-7-204.

39           (2) "Division" means the State Library Division.

40           (3) "Internet policy" means the public library online access policy required in Section  
41 9-7-215.

42           ~~[(3)]~~ (4) "Library board" means the library board of directors appointed locally as  
43 authorized by Section 9-7-402 or 9-7-502 and which exercises general policy authority for  
44 library services within a city or county of the state, regardless of the title by which the board is  
45 known locally.

46           ~~[(4)]~~ (5) "Physical format" means a transportable medium in which analog or digital  
47 information is published, such as print, microform, magnetic disk, or optical disk.

48           ~~[(5) "Policy" means the public library online access policy adopted by a library board~~  
49 ~~to meet the requirements of Section 9-7-215.]~~

50           (6) "Political subdivision" means a county, city, town, school district, public transit  
51 district, redevelopment agency, or special improvement or taxing district.

52           (7) "State agency" means:

53           (a) the state; or

54           (b) an office, department, agency, authority, commission, board, institution, hospital,  
55 college, university, or other instrumentality of the state.

56           (8) (a) "State publication" means a book, compilation, directory, document, contract or  
57 grant report, hearing memorandum, journal, law, legislative bill, magazine, map, monograph,

order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, rule, report, statute, audiovisual material, electronic publication, micrographic form and tape or disc recording regardless of format or method of reproduction, issued or published by a state agency or political subdivision for distribution.

(b) "State publication" does not include correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society.

Section 2. Section **9-7-216** is amended to read:

**9-7-216. Process and content standards for Internet policy.**

(1) (a) Each library's Internet policy shall be developed under the direction of the library board, adopted in an open meeting, and have an effective date.

~~(b) The library board shall review the policy at least every three years[, and a footnote shall be added to the policy indicating the effective date of the last review].~~

~~(b)~~ (c) (i) Notice of the availability of the policy shall be posted in a conspicuous place within the library for all patrons to observe.

(ii) The library board may issue any other public notice [it] the library board considers appropriate to inform the community about the policy.

(2) The Internet policy shall include the following information:

(a) ~~[state]~~ a statement indicating:

(i) that [it] the library restricts access to Internet or online sites that contain material described in Section **9-7-215**; and

(ii) how the library board intends to meet the requirements of Section **9-7-215**;

(b) ~~[inform]~~ a statement informing patrons that administrative procedures and guidelines for the staff to follow in enforcing the policy have been adopted and are available for review at the library; ~~[and]~~

(c) ~~[inform]~~ a statement informing patrons that procedures for use by patrons and staff to handle complaints about the policy, ~~[its]~~ the policy's enforcement, or about observed patron behavior have been adopted and are available for review at the library~~[-]; and~~

(d) a footnote indicating the effective date of the last review of the policy under Subsection (1)(b).

Section 3. Section 9-7-217 is amended to read:

**9-7-217. Reporting.**

The division shall submit a report to the department regarding the compliance of library boards with the provisions of ~~[Section]~~ Sections 9-7-215 and 9-7-218 for inclusion in the annual written report described in Section 9-1-208.

Section 4. Section 9-7-218 is enacted to read:

**9-7-218. Criminal background check policy required -- Scope and content -- Dissemination.**

(1) As used in this section:

(a) "Minor" means an individual who is under 18 years old.

(b) "Public library" means a library established under Section 9-7-402 or 9-7-501.

(c) "Qualifying position" means any paid or unpaid employment position with a public library, including a volunteer position, that involves significant contact with minors, as determined by the public library's library board.

(d) "Qualifying prospective employee" means an individual who:

(i) is 18 years old or older; and

(ii) applies for a qualifying position with a public library.

(2) State funds may not be provided to a public library unless the public library implements a criminal background check policy that:

(a) meets the requirements of Subsection (3); and

(b) is adopted by:

(i) the library board in an open meeting; or

(ii) the county or city in which the public library is located.

(3) The criminal background check policy shall:

(a) identify each qualifying position with the public library;

(b) require each qualifying prospective employee to submit to a criminal background

114 check as a condition of employment in a qualifying position;

115 (c) establish procedures for:

116 (i) gathering, submitting, and reviewing criminal background checks for qualifying  
117 prospective employees before making any offer of employment;

118 (ii) disqualifying a qualifying prospective employee from employment based on  
119 information received as a result of a criminal background check; and

120 (iii) allowing a qualifying prospective employee to respond to information received as  
121 a result of a criminal background check;

122 (d) ensure that a qualifying prospective employee who is disqualified from  
123 employment because of information obtained through a criminal background check receives:

124 (i) written notice of the reasons for the disqualification; and

125 (ii) an opportunity to respond to the reasons following the procedures established under  
126 Subsection (3)(c)(iii); and

127 (e) include an effective date that is stated in the criminal background check policy.

128 (4) (a) The criminal background check policy shall be distributed to qualifying  
129 prospective employees and posted in a prominent location in the public library.

130 (b) A criminal background check policy adopted by a library board shall be reviewed  
131 by the library board at least every three years.

132 (5) Within appropriations made by the Legislature for this purpose, the State Library  
133 Board shall reimburse a county of the fourth, fifth, or sixth class, and a city of the fourth, fifth,  
134 or sixth class, for the costs of conducting criminal background checks under this section.

135 **Section 5. Effective date.**

136 This bill takes effect on July 1, 2024.

San Juan County Library Statistics						Month:	March			
	Patron Visits	Checkouts	Computer Checkouts	Wireless Usage	Hotspot Checkouts		Dolls, Steam Kits, Stress Backpacks, Seeds, or other circulating	Food Bank Meals	Online Circulation-OverDrive	Money Collected
					Mifi	Cellular One/CBRS				
Blanding	2900	2151	260	2730	4	1	12	47	1734	447.62
Bluff	112	576	10	1862	8	9	0	NA	ALL	14.75
Montezuma Creek	233	Destiny	102	3318	Destiny	Destiny	Destiny	NA	ALL	132.08
Monticello	1409	1538	153	1030	1	0	1	NA	ALL	176.1
Business Center										119.59
La Sal	18	Destiny	0	566	Destiny	Destiny	Destiny	NA	ALL	15.36
Total	4672	4265	525	9506	13	10	13	47	1734	905.5
Activities										
	# of Events					# of Patron's Attended				
	0-5	6-11	12-18	19+	General	0-5	6-11	12-18	19+	General
Blanding	5	0	0	5	0	113	0	0	31	0
Monticello	3	5	5	1	1	31	50	11	10	10
La Sal	0	0	0	0	0	0	0	0	0	0
Total	8	5	5	6	1	144	50	11	41	10
Volunteer and Volunteer Hours										
	# of Volunteers		# of Volunteer Hours				Self-Directed Activities			
							0-5	6-11	12+	Total
Blanding	7		37			Blanding	21	20	15	56
Bluff	0		0			Monticello	17	30	0	47
Montezuma Creek	0		0			Satellite	2	0	0	2
Monticello	5		5							
La Sal	0		0				**Adult Coloring Books/ Take Home Kits are			

Total	12	42							apart of self-directed activities.
Grants/Large Donations/Revenue									
<b>Date to Clerk:</b>	<b>Grant Name:</b>			<b>Receipt #:</b>	<b>Check #:</b>	<b>Code:</b>	<b>Amount Collected:</b>		
1-3-2023	Federal/ARPA Digital Inclusion Grant			22923		3310	\$437.80		
2-6-2023	State/CLEF 2023			23405		3340	\$7,190.00		
2-6-2023	Misc/PBS Reading Marathon for 2022			23397		3350	\$500.00		
1-31-2023	Interest from PTIF 897			JE 1938		3610	\$1,420.02		
YTD	Book Sales/Fines			Multiple		3415	\$598.90		
YTD	Copies			Multiple		3495	\$1,249.01		
						Total:	\$11,395.73		
YTD	Rents	and	Concessions	Multiple		3620	213.95		
YTD	Private	Contribut		Multiple		3830	1014.2		
						Grand	Total	\$12,623.88	

San Juan County Library Statistics					Month:		April							
	Patron Visits	Checkouts	Computer Checkouts	Wireless Usage	Hotspot Checkouts		Dolls, Steam Kits, Stress Backpacks, Seeds, or other circulating	Food Bank Meals	Online Circulation-OverDrive	Money Collected				
					Mifi	Cellular One/CBRS								
Blanding	2712	1685	175	2685	3	0	7	13	1542	163.99				
Bluff	97	500	18	1454	9	11	0	NA	ALL	26.3				
Montezuma Creek	233	Destiny	104	2980	Destiny	Destiny	Destiny	NA	ALL	23.95				
Monticello	1406	1403	160	1336	1	1	2	NA	ALL	281.7				
Business Center										151.26				
La Sal	39	Destiny	0	401	Destiny	Destiny	Destiny	NA	ALL	0				
Total	4487	3588	457	8856	13	12	9	13	1542	647.2				
	Activities													
	# of Events					# of Patron's Attended								
	0-5	6-11	12-18	19+	General	0-5	6-11	12-18	19+	General				
Blanding	4	0	0	4	0	82	0	0	42	0				
Monticello	3	4	0	0	0	33	32	0	0	0				
La Sal	0	0	0	0	0	0	0	0	0	0				
Total	7	4	0	4	0	115	32	0	42	0				
	Volunteer and Volunteer Hours					Self-Directed Activities								
	# of Volunteers		# of Volunteer Hours				0-5	6-11	12+	Total				
Blanding	7		51			Blanding	26	19	14	59				
Bluff	0		0			Monticello	10	17	0	27				
Montezuma Creek	0		0			Satellite	0	0	0	0				
Monticello	5		4											
La Sal	0		0			**Adult Coloring Books/ Take Home Kits are apart of self-directed activities.								
Total	12		55											
	Grants/Large Donations/Revenue													
Date to Clerk:	Grant Name:				Receipt #:	Check #:	Code:	Amount Collected:						
1-3-2023	Federal/ARPA Digital Inclusion Grant				22923		3310	\$437.80						
2-6-2023	State/CLEF 2023				23405		3340	\$7,190.00						
2-6-2023	Misc/PBS Read a thon for 2022				23397		3350	\$500.00						
1-31-2023	Interest from PTIF 897				JE 1938		3610	\$1,420.02						
2-28-2023	Interest from PTIF 897				JE 2025		3610	\$1,393.91						
3-31-2023	Interest from PTIF 897				JE 2026		3610	\$1,632.04						
							Total:	\$12,573.77						



4-30-2023	Interest	PTIF	897		?????		3610		?????					
YTD	Sales				Multiple		3415		\$729.52					
YTD	Copies				Multiple		3495		\$1,637.38					
YTD	Rents				Multiple		3620		\$393.54					
YTD	Private	Contribute			Multiple		3530		\$1,026.70					
March or April	School Dist	refund			?????		?????		5,568.54	Ask Laura	or Lyman	where I can	find this	deposit.
							Grand Total		21,929.45	plus April	PTIF Interest			



**MEETING DATE:**

June 8, 2023

**ITEM TITLE, PRESENTER:**

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

### SUMMER PROGRAM FOR KIDS

- Monticello has 83 kids participating so far
- Story Time Wednesdays during the school year and STEAM activities during the summer when we have a wider age range of kids attending
- Hosted field trips for the Monticello grade school
- Upcoming Scales & Tails partnership with Monticello City making use of the park pavilion possible
- Monticello City partnership for summertime outdoor movies

### CO-WORKING HUB

- New flier to be back from printer and distributed to hotels, restaurants and visitor's centers in time for July festivities
- Updated pricing to make more accessible



### OTHER ITEMS

- Assistant Librarian Laurie notice to leave, Holly as new Jail Shift replacement starting training this week and Sally as replacement for Winter Craft Club and Summer Reading Program Activities starting training at the end of June
- Sculpture still to be installed outdoors & plaque to be ordered
- Promotional street sign & flier at local businesses has been distributed





Monticello Library Sculpture



Summer Reading Program Window Tracker.

New STEAM  
Wednesdays  
(Science, Technology,  
Engineering, Art and  
Mathematics)  
during the summer  
months



Summer Reading Bookmarks  
for all grade-schoolers



Grade school field trip guest performers and  
opportunity to promote all our other activities







## Thinking of butterflies? Check out one today

