



LIBRARY BOARD MEETING - AUGUST 28, 2025 | GRAND COUNTY CONTRACT

**Virtual Meeting - <https://meet.google.com/ktv-dwtg-eyb?authuser=0>
August 28, 2025 at 5:30 PM**

AGENDA

CALL TO ORDER

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

ROLL CALL

3. Presented by Library Board Chair Brooks

APPROVAL OF MINUTES

4. Library Board Meeting - July 17, 2025 Minutes for Approval by Brooks

PUBLIC COMMENT

BUSINESS/ACTION

5. Starting Library Board Meetings with an Invocation by Brooks
6. Library Board - Vice Chair & Secretary by Brooks
7. Borrower's Support Grant to Ratify by Perkins
8. UETN Letter of Agency to Ratify by Perkins
9. Grand County Contract by Brooks

ASSISTANT DIRECTOR REPORT

10. Presented by Wood, Assistant Director / Monticello Librarian

LIBRARY DIRECTOR REPORT

11. Presented by Perkins, Library Director / Blanding Librarian

12. Statistics

[13.](#) Financial Reports for the Library System

LIBRARY CHAIR REPORT

ADJOURN

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



LIBRARY BOARD ROLL CALL

Trustee Members Present for Voting This Meeting:

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

Other Attendees:

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



LIBRARY BOARD MEETING - JULY 17, 2025
Virtual Meeting: <https://meet.google.com/wub-uocn-buf?authuser=0>
July 17, 2025 at 5:30 PM

MINUTES

CALL TO ORDER – 5:32 pm

Minutes assignment for current meeting by Brooks

Board members to vote on Vice Chair and Secretary during next meeting, Wood to add to agenda for the next scheduled meeting.

Board voted to have an “Invocation” at the beginning of each meeting. An Invocation will be added to the agenda beginning September 2025.

ROLL CALL – 5:37 pm

1. Presented by Library Board Chair Brooks:

Trustees

Annette “AJ” Myers – absent

Heather Lynn – present

Jackie Jeppson – present

Lucille Cody – present

Marjorie Haun-Storland – present

Marlene Huckabay – present

Shannon Brooks, Chair – present

Zak Podmore – present

Commissioner Silvia Stubbs – present

Library Director Nicole Perkins – present

Assistant Library Director Mikaela Wood – present

APPROVAL OF MINUTES – 5:38 pm

2. Library Board Meeting - May 2025 Minutes for Approval

Perkins stated a correction was needed in the May 2025 meeting:

“Perkins explained the MOU for the [e-rates] ~~Utah Broadband Center Digital Opportunity Grant~~ and the requirements to remain in compliance with the contract.

Cody made a motion to approve the March 2025 meeting minutes, Huckabay made a second, motion carried.

PUBLIC COMMENT – 5:40 pm**BUSINESS/ACTION – 5:41 pm****3. Robert's Rules of Order Training by Brooks**

Dr. Brooks reviewed the background of Robert's Rules and the Cheat Sheet from the meeting packet beginning on page 7. Robert's Rules was first created in 1876 because there was confusion in board meetings and all the way up to Congress. The current manual is currently 700+ pages. Parliamentary Procedure is a set of rules and guidelines to assist in maintaining order.

Brooks used the example, "I move to make a motion to have Nicole buy everyone ice cream."

Stubbs asked, "In order to be amended, it has to be done before it's voted on? Can it be amended after it has been approved?"

If you have complex questions about Robert's Rules, be sure to ask a trusted Parliamentarian.

The board can ask to have a closed meeting for an Executive Session. The public does not attend closed meetings. Stubbs states, "When you go behind closed doors, you are talking [about] one issue, the issue that you went for." You cannot talk about any other subject or ask questions."

4. Strategic Plan by Perkins – 5:57 pm

Perkins reviewed the San Juan County Library System 2025-2028 Strategic Plan from the meeting packet beginning on Page 9. The board reviewed, made suggestions and changes, and voted to approve the 2025-2028 Strategic Plan.

1. Service - Goal 1.2.d - Dr. Brooks asked if the free wi-fi causes any kind of security risk for the library with homeless or anything?

Perkins stated that all libraries have a sign in the window that says "Free Wi-fi access." Most libraries have security cameras. Perkins stated at one point there was an issue but they haven't had any problems for a while after advertising the libraries are equipped with security cameras.

Offering free internet extends the library hours of service and increases library usage.

3. Open Hearted - Goal 2.1 - Brooks asked if the library has any interaction with the "Edge of the Cedars" where you have groups of children going over on a discount or for free on a regular basis or annual basis?

Perkins to reach out to "Edge of the Cedars."

Stubbs suggested having a "Night of the Museum" where the children can have popcorn or hot chocolate.

Perkins to schedule Podmore as a guest author to share his book about Lake Powell.

4. Lifelong Learning - Goal 4.1

Commissioner Stubbs spoke about a Culture Night that she attended, she suggested a Culture Night as part of the lifelong learning goals

5. Sustainability - Strategies

Perkins explained the use and challenges of the PTIF funds.

Stubbs expressed concern about the counties IT. The board engaged in a discussion about the IT challenges and proposed some solutions.

Mission Statement: The board suggested changing the mission statement to include, “Encourage curiosity and promote liberty.”

Goal 4.1: Podmore suggested the following change, “Provide access to varied resources that promote intellectual curiosity including materials that derive from various world views, cultures, backgrounds and paradigms.”

Dr. Brooks suggested creating a committee for the Spelling Bee. Dr. Brooks agreed to be in charge of the committee.

Huckabay made a motion and voted to create a committee for geography and spelling bees.

Perkins, Haun-Storland, and Brooks will start a geography and spelling bee committee. The committee will let the board know if they need additional help.

Commissioner Stubbs mentioned the adult population that is unable to read. Stubbs recommended a committee in the future for an adult reading program. Jeppson said that Jenny has been giving reading lessons and Perkins said they took a break over the summer, the program should resume in the Fall. Jeppson mentioned that the church offers a reading program as well. Jeppson offered to volunteer to assist adults one-on-one.

Wood will start a volunteer list for an adult reading program and recommended sharing the information in the newspaper.

Wood to email contact information for Jeppson to Dr. Brooks.

Jeppson made a motion to approve the 2025-2028 Strategic Plan. Huckabay made a second. The strategic plan was approved as amended.

6. Technology Plan by Perkins – 6:53 pm

Perkins reviewed the 3-year San Juan County Library Technology Plan.

Perkins states that all new computers need Microsoft software.

Perkins will provide Commissioner Stubbs a budget for the Navajo Revitalization Fund (NRF). Commissioner Stubbs to add to the NRF agenda and Commissioner Harvey and Stubbs will present to the NRF board.

Dr. Brooks asked Perkins, “Are you obligated to use the county IT program?” Perkins states the IT costs is currently coming out of the counties general budget. Dr. Brooks wants to know if the

library can reach out to the community for IT volunteers and if the county has to approve them. The library should not be without basic services (i.e. telephone). Perkins to research the policy of having community member's volunteer to assists with library IT. The board discussed the library and county IT challenges and suggested solutions.

Jeppson made a motion to approve the Technology Plan presented by Perkins with the amendments as stated. Lynn made a second. The technology plan was approved unanimously.

LIBRARY DIRECTOR REPORT – 7:45 pm

Perkins reviewed the Director Report as noted on Pages 14-37 of the Library Board Meeting Packet.

7. Presented by Perkins, Library Director / Blanding Librarian

The board discussed and proposed solutions regarding the Memorandum of Understanding (MOU) with the Grand County library in Moab. The current contract expires at the end of this year. Grand County library is requesting an increase in the amount that is paid for patrons from Spanish Valley to use the library facilities.0

Commissioner Stubbs recommended hosting a community meeting in Spanish Valley to get the community feedback.

8. Statistics – Pages 18-33 of the Library Board Meeting Packet

9. Financial Reports for the Library System – Pages 34-37 of the Library Board Meeting Packet

ASSISTANT DIRECTOR REPORT – 8:17 pm

10. Presented by Wood, Assistant Director / Monticello Librarian

Wood reviewed the Assistant Director Report as noted on Pages 38-39 of the Library Board Meeting Packet.

Scales and Tales was a success with an estimated 200 attendees.

LIBRARY CHAIR REPORT – 8:17 pm

ADJOURN – 8:24 pm

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

APPROVED: _____
San Juan County Library Board

DATE: _____



STATE OF UTAH

CONTRACT #
260452

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

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

LEGAL STATUS OF GRANTEE

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

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

2. GENERAL PURPOSE OF CONTRACT: To fund LSTA Borrower Support Grant and provide support for Utah public libraries with a service population of under 25,000 who wish to expand their interlibrary loan services, in accordance with the provisions of Utah Code Annotated, 1953, as amended, Section 9-7-201 (3), Section 9-7-205 (1) (f) and 9-7-205 (2). Project will be completed by GRANTEE as outlined in Grant Application and in accordance with Scope of Work as outlined.
3. PROCUREMENT: This contract is entered into as the result of the procurement process on RX# N/A, FY 26, Bid #N/A, a pre-approved sole source authorization (from the Division of Purchasing) SS# N/A, or other method: USL Library Borrower Support Project.
4. CONTRACT PERIOD: Effective Date: 07/01/2025 Termination Date: 06/30/2026, unless terminated early or extended in accordance with the terms and conditions of this contract. Renewal options (if any): N/A. This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 8/15/2025.
5. CONTRACT COSTS: GRANTEE will be paid a **maximum** of \$ 8894 for eligible interlibrary loan costs authorized by this contract. An "interlibrary loan request" is defined as a request made outside of an established consortium or county system through the OCLC WorldShare platform, in addition to requests for Book Buzz sets made directly to the State Library. This amount is calculated based on the amount of money that was requested/spent last year.
6. ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:
Attachment A – Standard Terms & Conditions for Grants
Attachment B – Scope of Work and Special Provisions
Attachment C – Federal Assurances and Certifications

Other Attachments: The following attachments are required for this Contract to comply with the aforementioned LSTA guidelines and are required for submission during project period as outlined. These documents are included in the total documentation for Contract, though received at different times during the effective dates of Contract.

- Final Report

Any conflicts between Attachment A and the other attachments will be resolved in favor of Attachment A.

7. Each person signing this Agreement represents and warrants that he/she is duly authorized and has legal capacity to execute and deliver this Agreement and bind the parties hereto. Each signatory represents and warrants to the other that the execution and delivery of the Agreement and the performance of each party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal

agreement binding on the parties and enforceable in accordance with its terms.

Item 7.

Contract between USL and San Juan County Library System

The parties sign and cause this contract to be executed. This contract is not fully executed until both parties have signed this contract.

GRANTEE

 Silvia Stubbs

Director, Manager or Authorized Signatory

 Silvia Stubbs

8/20/2025

Date

STATE

 Cara Rothman

Director, State Library Division

N/A Grant

Division of Purchasing

PROCESSED BY FINANCE

Division of Finance

Agency Contact for questions during the contract process.

Melanie Boyd

Agency Contact

801-715-6769

Phone Number

801.715.6740

Fax Number

mcwainwright@utah.gov

Email

Contract between USL and San Juan County Library System

ATTACHMENT A

STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR GRANTS

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

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

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

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

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

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

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

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

(Revision date: 30 March 2016)

Contract between USL and San Juan County Library System**Contract #**
260452**ATTACHMENT B**
SCOPE OF WORK AND SPECIAL PROVISIONS

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

THEREFORE, the parties agree as follows:

1. **This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 8/15/2025.** Any exceptions must be arranged in writing via email to Patricia Densley, at pdensley@utah.gov.
2. The effective dates of Contract shall be from **07/01/2025** through **06/30/2026**, unless terminated sooner in accordance with the terms and conditions herein.
3. The amount payable to GRANTEE by USL for the performance of activities outlined in this Agreement shall not exceed **\$8894**. This amount is calculated based on the amount of money that was requested/spent last year.
4. This Agreement may be terminated with or without cause by either party with 60 days prior written notice. Upon termination of this Agreement, all accounts and payments for services rendered prior to the termination date will be processed according to established financial procedures. Advanced funds that are not used upon termination must be returned to USL within 30 days of termination date.
5. Communication between Agreement agencies shall be directed to those individuals appointed by each agency. Any information or other correspondence regarding this Agreement shall be forwarded through the designated contact person. These individuals are as follows:

 USL Contact: Melanie Boyd, mcwainwright@utah.gov, 801.715.6740

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

SCOPE OF WORK

1. Library Services and Technology Act (LSTA) funds will be used to finance approved projects. Approved projects will be required to follow State and Federal guidelines in regards to procurement, expenditure of funds, and reporting standards.
2. The Project Director must create a separate cost center for sub-award (LSTA) funds. LSTA funds may not be placed in an interest-bearing account.
3. The Project Director must set up an accounting system to track expenditures of LSTA, matching, and in-kind funds or services.
4. The GRANTEE must retain electronic copies of all invoices during the grant period. Copies must be complete and legible and be available for submission upon request.
5. The Project Director must read the Grant Administrative Guidelines within one (1) month of the start of the grant period.
6. The Project Director must retain all documentation (either in paper or electronic format) related to the grant project for three (3) years after the completion of the grant.
7. If the Project Director or Financial Officer cannot fulfill their duties through the completion of the grant, the USL Contact must be informed within seven (7) working days.
8. *All spending must be complete by 06/30/2026, as outlined in Grant Application and final Grant Funding, reimbursement requests must be submitted by 7/6/2026.*

9. Final Report (including final budget information) is due to USL on or before **7/6/2026**.

Contract between USL and San Juan County Library System

10. Funds may be requested for reimbursement by submitting a LSTA Request for Reimbursement of Expenditures form found at <https://cce.my.salesforce-sites.com/usl/> with the associated documentation as needed throughout the Grant period.

SPECIAL PROVISIONS

USL agrees to the following:

1. USL will provide digital marketing materials to the GRANTEE for the purpose of promoting the service to their patrons.
2. USL will reimburse GRANTEE expenses as soon as possible after acceptable documentation is received.
3. USL will provide training to GRANTEE on ILL systems and other technical support.
4. Payments by USL under this Agreement are subject to the appropriation of such funds.

GRANTEE agrees to the following:

1. GRANTEE will review grant administrative guidelines and ensure adherence to said guidelines.
2. GRANTEE will provide priority interlibrary loan service to its patrons at no charge.
3. GRANTEE will mark all returned ILL items as "Library Mail" to take advantage of reduced postage rates.
4. GRANTEE will promote the services to patrons via social media and all other advertising channels at their disposal.
5. GRANTEE will submit requested report at the end of the grant period.
6. GRANTEE will submit requests for reimbursement for allowable expenses only. (See Allowable Expenses below.)
7. GRANTEE will ensure at least 24 loan requests are completed each year to receive these grant funds. Libraries not getting at least 24 loans will not be reimbursed for their ILL expenses.
8. GRANTEE will also ensure that The Utah State Library Division, Department of Cultural and Community Engagement, is acknowledged in all related publications and activities supported with LSTA grant funds. A combined acknowledgement statement may read: "This program was funded in part through a grant from Utah State Library Division, Department of Cultural and Community Engagement, and from the Institute of Museum and Library Services which administers the Library Services and Technology Act." Please use this combined statement in your publications and activities.

OTHER INFORMATION:

The links for the Final Report will be emailed to project directors. Grant Administrative Guidelines can be found at https://drive.google.com/file/d/11zQsXB3Dv_LrjLhuNe26E0YMbh4Kwu/view.

Allowable Expenses

- Postage to return requested materials.
- Boxes and mailing envelopes to return requested materials.
- Mailing labels for materials requested
- Staff time to process these requests may also be an allowable expense if the requests are requiring time outside of normally scheduled staff hours. Please contact the Grants Coordinator, Melanie Boyd (mcwainwright@utah.gov) if you need to use these grant funds to cover staff time.

ATTACHMENT C

FEDERAL ASSURANCES AND CERTIFICATIONS

These pages are required by the Institute of Museum and Library Services (IMLS), the federal agency that oversees LSTA and ARPA funding. By signing this contract, GRANTEE agrees to comply with the following.

As a federal agency, the Institute of Museum and Library Services (IMLS) is required to obtain from all applicants certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and Drug-Free Workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). All State Library Administrative Agencies (SLAAs) receiving Library Services and Technology Act (LSTA) funding under 20 U.S.C. § 9121 et seq. must comply with applicable statutes and regulations including but not limited to those cited below. To receive federal assistance, all applicants must provide this signed Statement of Assurances and Certifications.

These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances and that the United States Government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized representative whose signature appears on the application form.

Legal Authority and Capability

Pursuant to 20 U.S.C. § 9122(5), the authorized representative, on behalf of the SLAA, provides assurance that the SLAA has the fiscal and legal authority and capability to administer all aspects of the LSTA subchapter of 20 U.S.C. §§ 9121–9141, that it will establish the State's policies, priorities, criteria, and procedures necessary for the implementation of all programs under that subchapter (including the development of a State Plan), and that it will submit copies of these materials for approval as required by regulations promulgated by the Director of IMLS.

Internet Safety

Pursuant to 20 U.S.C. § 9134(b)(7), the authorized representative, on behalf of the SLAA, provides assurance that the SLAA will comply with 20 U.S.C. § 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries that do not receive services at discount rates under 47 U.S.C. § 254(h)(6), and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Each SLAA must assure IMLS that no funds made available under the Grants to States Program for a public library or public elementary or secondary school library that does not receive E-rate services will be used to purchase computers used to access the Internet, or to pay for the direct costs of accessing the Internet, unless the library has certified compliance with the applicable CIPA requirements.

State Plan

Pursuant to 20 U.S.C. § 9134(b)(8), the authorized representative, on behalf of the SLAA, provides assurance that the SLAA will make reports, in such form and containing such information, as the Director may reasonably require to carry out 20 U.S.C. §§ 9121–9141 and to determine the extent to which funds provided under it have been effective in carrying out the purposes in 20 U.S.C. § 9121.

Federal Funding Accountability and Transparency Act

The SLAA agrees that it will comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA or Transparency Act), Pub. L. 109-282, 120 Stat. 1186, amended by Government Funding Transparency Act of 2008, Pub. L. 110-252, § 6202(a), 122 Stat. 2387 (implemented at 2 C.F.R. Part 170). In particular, this means reporting on subawards and executive compensation. (See also 2 C.F.R. § 200.300(b)

and www.fsrs.gov.) With respect to FFATA, the SLAA agrees that it will comply with the award term in Appendix A. The SLAA further provides assurance that it will comply with all other applicable federal statutes and regulations and OMB circulars in effect for the periods for which it receives grant funding.

Nondiscrimination

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with the following nondiscrimination statutes and their implementing regulations: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000a et seq., which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order Number 13166, the applicant must take reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to the applicant's programs, see Institute of Museum and Library Servs.; Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 68 Fed. Reg. 47099 (Aug. 7, 2003))¹; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 et seq., including § 794, which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. Part 1181 in determining compliance with section 504 as it applies to recipients of federal assistance)²; Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. §§ 1681 et seq.), which prohibits discrimination on the basis of sex in education programs; The Age Discrimination in Employment Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq.), which prohibits discrimination on the basis of age; and The requirements of any other nondiscrimination statute(s) which may apply to the application.

Debarment and Suspension

The SLAA will comply with 2 C.F.R. Part 3185 and 2 C.F.R. Part 180, as applicable. The authorized representative, on behalf of the SLAA, certifies to the best of his or her knowledge and belief that neither the SLAA nor any of its principals for the Five-Year Plan: are presently excluded or disqualified; have been convicted of, or been assessed a civil judgment for, any of the offenses listed in 2 C.F.R. § 180.800(a) within the preceding three years; are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default. Where the SLAA is unable to certify to any of these statements, the authorized representative, on behalf of the applicant, shall attach an explanation to the application.

The SLAA, as a primary-tier participant, is required to comply with 2 C.F.R. Part 180, subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The SLAA is also required to communicate the requirement to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

As noted in the preceding paragraph, SLAAs who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

Federal Debt Status

The authorized representative, on behalf of the SLAA, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt, including but not limited to unpaid federal tax liability.

Drug-Free Workplace

The authorized representative, on behalf of the SLAA, certifies, as a condition of the award, that the SLAA will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. Part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the SLAA must comply with drug-

free workplace requirements in Subpart B of 2 C.F.R. Part 3186, which adopts the Governmentwide implementation (2 C.F.R. Part 182) of Sections 5152–5158 of the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101–8106. This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents kept on file in the recipient's offices) all known workplaces under federal awards.

Trafficking in Persons

The authorized representative, on behalf of the SLAA, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in Appendix B.

Prohibitions Against Lobbying, Publicity, and Propaganda

In accordance with federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any state or local legislature or legislative body, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature, or local legislature or legislative body.

Certification Regarding Lobbying Activities

(Applies to applicants requesting funds in excess of \$100,000, see 31 U.S.C. § 1352.)

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

no federally appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; if any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and the authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. Criminal Disclosures and Reporting of Matters Related to Recipient Integrity and Performance

As a non-federal entity, the SLAA must disclose, in a timely manner, in writing to IMLS, or to the pass-through entity if you are a subrecipient or contractor, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (See also 2 C.F.R. § 200.113 and 2 C.F.R. Part 3185.)

Acknowledgement of IMLS Support

All materials publicizing or resulting from grant activities must contain an acknowledgement of IMLS support, unless IMLS advises otherwise. This includes invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and websites, social media, PowerPoint presentations, and email announcements. (See Grantee Communications Kit, available at www.imls.gov, for specific guidance.)

The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgment: Written materials must include a credit line indicating IMLS as a source of support. Graphic items such as posters or brochures should include the IMLS logo (see Grantee Communications Kit, available at www.imls.gov) displayed in accordance with the Logo Standards Guide.

Online products, digital publications, and websites should include links to the IMLS website, www.imls.gov. Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo. In materials that contain or present substantive project content, such as an exhibition, article, catalogue, or other publication; video documentary; or online exhibition or website, the acknowledgment must also include the following statement: "The views, findings, conclusions or recommendations expressed in this [publication/program/exhibition/website/article] do not necessarily represent those of the Institute of Museum and Library Services." If you have any questions about whether your product requires this statement, contact the IMLS Office of Communications.

Acknowledgement of Federal Support

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving IMLS-appropriated funding, including but not limited to state and local governments and recipients of federal research grants, shall clearly state: the percentage of the total costs of the program or project which will be financed with federal money; the dollar amount of federal funds for the project or program; and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

General Certification

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.

Certifications Required for Certain Projects

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Native American Human Remains and Associated Funerary Objects

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains, associated funerary objects and/or cultural items and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties

The authorized representative, on behalf of the SLAA, certifies that the SLAA will assist the awarding agency in ensuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 306101, Executive Order Number 11593, and any related applicable preservation laws.

Environmental Protections

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with environmental standards, including the following: Institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended, 42 U.S.C. § 4321 et seq.) and Executive Order Number 11514; Notification of violating facilities pursuant to Executive Order Number 11738; Protection of wetlands pursuant to Executive Order Number 11990, as amended by Executive Order Number 12608; Evaluation of flood hazards in floodplains in accordance with Executive Order Number 11988, as amended (see Executive Order No. 12148); Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. § 1451 et seq.); Conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. § 7401 et

seq.); Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. § 300f et seq.); and Protection of endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. § 1531 et seq.). The authorized representative, on behalf of the SLAA, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. § 1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system. The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with the flood insurance purchase requirements of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more, or as otherwise designated.

Research on Human Subjects

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Research on Animal Subjects

The authorized representative, on behalf of the SLAA, certifies that the SLAA will comply with the Animal Welfare Act, as amended, 7 U.S.C. § 2131 et seq.), pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

Letter of Agency (LOA) – E-Rate UETN Consortium Participation
Funding Years 2026–2030

TO: Utah Education and Telehealth Network 101 Wasatch Drive
Salt Lake City, UT 84112

RE: Letter of Agency E-Rate Funding Years 2026-2030

LIBRARY NAME: SAN JUAN COUNTY LIBRARY SYSTEM BEN: 142853

This letter confirms our participation in the Utah Education and Telehealth Network (UETN) E-Rate Consortium for the procurement of E-Rate eligible services and equipment as defined annually by the Federal Communications Commission (FCC) in the Eligible Services List (ESL). This includes Category One services such as Data Transmission and/or Internet Access—specifically including Ethernet, leased lit fiber, leased dark fiber, and other digital transmission services—and Category Two services and equipment such as Internal Connections, eligible network equipment, and Basic Maintenance. If applicable, our participation also includes the use of an E-Rate enabled State Master Contract administered by UETN, which is structured to comply with E-Rate procurement and eligibility requirements.

I hereby authorize UETN to file E-Rate forms on behalf of our library, including but not limited to FCC Forms 470, 471, 486, 472, and 500, as well as any other E-Rate or FCC forms required by the Schools and Libraries Division of the Universal Service Administrative Company (USAC). This authorization applies to all eligible entity(ies) under our Billed Entity Number (BEN). This authorization includes participation in competitive bidding processes conducted by UETN, including the filing of FCC Form 470 and selection of service providers.

I understand that, in submitting these forms and data on our behalf, UETN will be making certifications for our entity. By signing this Letter of Agency, I make the following certifications:

- a) I certify that our library is a library eligible for support because it is eligible for assistance from the Utah State Library Division under the Library Services and Technology Act that it does not operate as a for-profit business, and whose budgets are completely separate from any schools (including, but not limited to elementary, secondary schools, colleges or universities)
- b) I certify that our library has secured access, separately or through the E-Rate program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the library I represent have secured access to all of the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current or corresponding funding year.

Letter of Agency (LOA) – E-Rate UETN Consortium Participation
Funding Years 2026–2030

- c) I certify that the services the library receives at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.513.
- d) I certify that our library have/has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- f) I certify that I will retain required documents for a period of at least ten (10) years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statutory or regulatory requirements regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the E-Rate Program.
- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the library that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.

Letter of Agency (LOA) – E-Rate UETN Consortium Participation
Funding Years 2026–2030

- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- j) I certify that I am a duly authorized employee of the library and not a third-party consultant or contractor. I am authorized to execute this Letter of Agency on behalf of the library, and to the best of my knowledge, information, and belief, all information provided to the Utah Education and Telehealth Network (UETN) for purposes of E-Rate application and submission is accurate, complete, and truthful.

Library's Entity Name:

SAN JUAN COUNTY LIBRARY SYSTEM

Signature of Authorized Person:



Printed Name of Authorized Person:

SILVIA STUBBS

Title or Position of Authorized Person:

COMMISSION CHAIR

Date Signed:

8/11/25

2025 Inter-Local Agreement Option AA

Inter-local Agreement between Grand County Library and San Juan County Library
to ~~Provide~~ **assist in providing** Library Service to San Juan County Residents with 84532 Zip Codes

This agreement is entered into this 1st day of November, 2022-2025 by and between the Grand County Library (GCL), and the San Juan County Library (SJCL).

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

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

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

WHEREAS, San Juan County residents with Moab zip codes are currently without Library services; and NOW THEREFORE, in consideration of the benefits to be received by the two library systems and their respective customers and of the mutual covenants contained here, it is hereby agreed by GCL and SJCL as follows:

1. Purpose. The purpose of this Agreement is to establish an agreement to **assist in providing** ~~provide~~ library services to San Juan County residents with Moab zip codes **by offsetting any fees GCL issues to 84532 San Juan County residents for a non-resident GCL card.** These services will include access to the GCL online digital library including but not exclusively, the Beehive Library Consortium/Libby collection. **84532 San Juan County resident may still obtain and use a San Juan County library card but will not be given access to Libby/Beehive Library Consortium content through a San Juan County library account.**

2. Term. The term of this Agreement shall be from January 1, 2023 **2026** to December 31, 2025 and can be renewed for another _____ years during the final year of the contract if both parties are in agreement. **Vouchers that are issued will need to be renewed at a San Juan County Library branch at the end of this contract period.**

3. Specific Provisions. San Juan County residents with Moab zip codes may obtain a library card from GCL **by providing a voucher which the 84532-zip code resident has obtained from a San Juan County library branch and paying any additional fees GCL establishes for 84532 zip code residents** ~~without payment of any non-resident fees~~ under the following conditions:

a. They can provide ~~GCL San Juan County~~ proof of residence in an area of San Juan County with a Moab zip code. **Types of proof accepted would be a document showing the patron resides within San Juan County with a Moab zip code – such as property tax assessment, utility bill, lease or long-term rental agreement showing physical address and name of applicant. A Utah State issued ID will also be required.**

b. SJCL pays GCL a yearly fee of ~~\$6000~~ _____ to be received before January, 31st for each year of contract period. **This annual fee covers households that reside within the 84532-zip code.**

c. GCL will begin tracking and reporting ~~annually~~ **quarterly** to SJCL ~~an accounting of all new 84532-zip code patrons~~ **the specific voucher numbers issued by San Juan County library system that have been claimed ie paid the remaining non-resident GCL fee to obtain a GCL card, and make a good faith effort to add current 84532 patrons as they use their GCL library cards. In their annual report, GCL will also make a good faith effort to include as detailed a geographic breakdown of 84532 patrons' residences as possible, such as by census-designated place or census block.**

4. Review. The Directors of GCL and SJCL will review this Agreement and will submit a yearly report to their respective Board of Directors and County Commissioners prior to December 31st, each year the contract is in effect.

5. Liability. Each library system shall, at all times, be solely responsible for the acts, or the failure to act, of its personnel that occurs or arises in any way out of the performance of this Agreement by its personnel only; and to save and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as result of any acts or omissions of the library's personnel relating to the performance of this Agreement.

6. Amendment. This Agreement may be ~~modified~~ amended only by further agreement in writing as mutually agreed to by both library systems.

7. Modification. This Agreement represents the entire Agreement between GCL and SJCL. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall not be modified, supplemented, or otherwise affected by any course of dealing between the parties.

8. Severability. If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.

9. Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussion, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator before resorting to arbitration. The mediator will be selected by agreement of the library systems. Following mediation, ~~or~~ upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration. The arbitrator may be selected by agreement of the library systems. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each library system shall bear the expense of its own counsel, experts, witnesses and preparation and presentation of evidence.

10. Release Clause. After FY 2023~~2026~~, San Juan County may terminate this contract without penalty or repercussions if annual appropriations, as part of San Juan County's annual public budgeting process, are not made or are insufficient to pay the Service Provider.

11. Benefit. This Agreement is entered into and for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.

GRAND COUNTY LIBRARY BOARD CHAIR

SAN JUAN COUNTY LIBRARY BOARD CHAIR

x _____ x _____

DATE: _____ DATE: _____

GRAND COUNTY COMMISSIONER

SAN JUAN COUNTY COMMISSIONER

x _____ x _____

DATE: _____ DATE: _____

2025 Inter-Local Agreement Option BB

Inter-local Agreement between Grand County Library and San Juan County Library
to ~~Provide~~ **assist in providing** Library Service to San Juan County Residents with 84532 Zip Codes

This agreement is entered into this 1st _____ day of November _____, 2022-2025 by and between the Grand County Library (GCL), and the San Juan County Library (SJCL).

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

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

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

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

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

1. Purpose. The purpose of this Agreement is to establish an agreement to **assist in providing** ~~provide~~ library services to San Juan County residents with Moab zip codes **by offsetting any fees GCL issues to 84532 San Juan County residents for a non-resident GCL card.** These services will **exclude** access to the GCL online digital library through the Beehive Library Consortium/Libby collection. 84532 San Juan County resident may still obtain and use a card issued from the GCL but will not be given access to Libby/Beehive Library Consortium content through the GCL library account. 84532 San Juan County residents will be given access to Libby/Beehive Library Consortium content through a SJCL account at the time a voucher is issued.

2. Term. The term of this Agreement shall be from January 1, 2023 2026 to December 31, 2025 _____ and can be renewed for another _____ years during the final year of the contract if both parties are in agreement. **Vouchers that are issued will need to be renewed at a San Juan County Library branch at the end of the contract period.**

3. Specific Provisions. San Juan County residents with Moab zip codes may obtain a library card from GCL **by providing a voucher which the 84532-zip code resident has obtained from a San Juan County library branch and paying any additional fees GCL establishes for 84532 zip code residents** ~~without payment of any non-resident fees~~ under the following conditions:

a. They can provide ~~GCL~~ **San Juan County** proof of residence in an area of San Juan County with a Moab zip code. Types of proof accepted would be a document showing the patron resides within San Juan County with a Moab zip code – such as property tax assessment, utility bill, lease or long-term rental agreement showing physical address and name of applicant. A Utah State issued photo ID will also be required.

b. SJCL pays GCL a yearly fee of ~~\$6000~~ _____ to be received before January, 31st for each year of contract period. **This annual fee covers households that reside within the 84532-zip code.**

c. GCL will begin tracking and reporting ~~annually~~ **quarterly** to SJCL ~~an accounting of all new 84532 zip code patrons~~ **the specific voucher numbers issued by San Juan County library system that have been claimed ie paid the remaining non-resident GCL fee to obtain a GCL card.** ~~and make a good faith effort to add current 84532 patrons as they use their GCL library cards. In their annual report, GCL will also make a good faith effort to include as detailed a geographic breakdown of 84532 patrons' residences as possible, such as by census-designated place or census block.~~

4. Review. The Directors of GCL and SJCL will review this Agreement and will submit a yearly report to their respective Board of Directors and County Commissioners prior to December 31st, each year the contract is in effect.

5. Liability. Each library system shall, at all times, be solely responsible for the acts, or the failure to act, of its personnel that occurs or arises in any way out of the performance of this Agreement by its personnel only; and to save and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as result of any acts or omissions of the library's personnel relating to the performance of this Agreement.

6. Amendment. This Agreement may be ~~modified~~ amended only by further agreement in writing as mutually agreed to by both library systems.

7. Modification. This Agreement represents the entire Agreement between GCL and SJCL. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall not be modified, ~~S~~supplemented, or otherwise affected by any course of dealing between the parties.

8. Severability. If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.

9. Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussion, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator before resorting to arbitration. The mediator will be selected by agreement of the library systems. Following mediation, ~~4~~ or upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration. The arbitrator may be selected by agreement of the library systems. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each library system shall bear the expense of its own counsel, experts, witnesses and preparation and presentation of evidence.

10. Release Clause. After FY 2023~~2026~~, San Juan County may terminate this contract without penalty or repercussions if annual appropriations, as part of San Juan County's annual public budgeting process, are not made or are insufficient to pay the Service Provider.

11. Benefit. This Agreement is entered into and for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.

GRAND COUNTY LIBRARY BOARD CHAIR SAN JUAN COUNTY LIBRARY BOARD CHAIR

x _____ x _____

DATE: _____ DATE: _____

GRAND COUNTY COMMISSIONER SAN JUAN COUNTY COMMISSIONER

x _____ x _____

DATE: _____ DATE: _____

Inter-local Agreement between
Grand County Library and San Juan County Library
To Provide Library Service to San Juan County Residents with 84532 Zip Codes

This agreement is entered into this ___1st_____ day of __November_____, __2022 by and between the Grand County Library (GCL), and the San Juan County Library (SJCL).

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

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

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

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

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

1. **Purpose.** The purpose of this Agreement is to establish an agreement to provide library services to San Juan County residents with Moab zip codes.
2. **Term.** The term of this Agreement shall be from January 1, 2023 to December 31, 2025 and can be renewed for another 3 years during the final year of the contract if both parties are in agreement.
3. **Specific Provisions.** San Juan County residents with Moab zip codes may obtain a library card from GCL without payment of any non-resident fees under the following conditions:
 - a. They can provide GCL proof of residence in an area of San Juan County with a Moab zip code.
 - b. SJCL pays GCL a yearly fee of \$6000 to be received before January, 31st for that year.
 - c. GCL will begin tracking and reporting annually to SJCL an accounting of all new 84532 zip code patrons and make a good faith effort to add current 84532 patrons as they use their GCL library cards. In their annual report, GCL will also make a good faith effort to include as detailed a geographic breakdown of 84532 patrons' residences as possible, such as by census-designated place or census block.
4. **Review.** The Directors of GCL and SJCL will review this Agreement and will submit a yearly report to their respective Board of Directors and County Commissioners prior to December 31st, each year the contract is in effect.
5. **Liability.** Each library system shall, at all times, be solely responsible for the acts, or the failure to act, of its personnel that occurs or arises in any way out of the performance of this Agreement by its personnel only; and to save and hold the other

party and its personnel and officials harmless from all costs, expenses, losses and damages, including cost of defense, incurred as result of any acts or omissions of the library's personnel relating to the performance of this Agreement.

6. **Amendment.** This Agreement may be modified only by further agreement in writing as mutually agreed to by both library systems.
7. **Modification.** This Agreement represents the entire Agreement between GCL and SJCL. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall not be modified, Supplemented, or otherwise affected by any course of dealing between the parties.
8. **Severability.** If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.
9. **Mediation/Arbitration Clause.** If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussion, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator before resorting to arbitration. The mediator will be selected by agreement of the library systems. Following mediation, I or upon written agreement of the parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration. The arbitrator may be selected by agreement of the library systems. All fees and expenses for mediation or arbitration shall be borne by the parties equally. However, each library system shall bear the expense of its own counsel, experts, witnesses and preparation and presentation of evidence.
10. **Release Clause.** After FY 2023, San Juan County may terminate this contract without penalty or repercussions if annual appropriations, as part of San Juan County's annual public budgeting process, are not made or are insufficient to pay the Service Provider.
11. **Benefit.** This Agreement is entered into and for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.

GRAND COUNTY LIBRARY BOARD CHAIR

x Jenna Woodbury

DATE: 11/2/2022

SAN JUAN COUNTY LIBRARY BOARD CHAIR

x Ramona Chamberlain

DATE: 11/2/2022

GRAND COUNTY COMMISSIONER

x [Signature]

DATE: 11/2/2022

SAN JUAN COUNTY COMMISSIONER

x

DATE: _____

San Juan County Statistics AI Summary

As of Aug 2025

Based on the most recent available data (primarily from the 2020 Census and 2022 estimates), the estimated populations for places in San Juan County, Utah, are: Blanding (approximately 3,814), Monticello (approximately 2,357), Spanish Valley (approximately 529), La Sal (approximately 306), Bluff (approximately 171), and Montezuma Creek (approximately 2,386). Note that Spanish Valley and Montezuma Creek may be unincorporated communities or census-designated places, not incorporated cities.

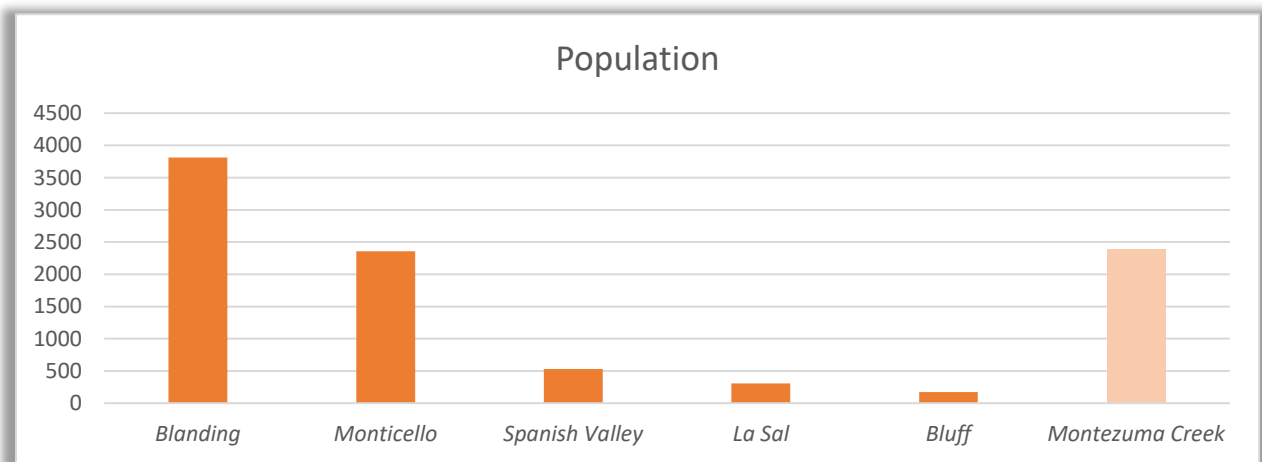
Population by Place

- **Blanding:** 3,814 (2022 estimate)
- **Monticello:** 2,357 (2022 estimate)
- **Spanish Valley:** 529 (2020 Census)
- **La Sal:** 306 (2022 estimate)
- **Bluff:** 171 (2022 estimate)
- **Montezuma Creek:** 2,386 (2020 Census)

Important Considerations

Data Sources:

These figures are a blend of data, primarily from the 2020 census and 2022 estimates by World Population Review.



SAN JUAN COUNTY POPULATION

Item 9.

BLANDING

In 2024, Blanding, Utah had a median age of 30.3 years and a median household income of \$63,333. The population in 2024 was approximately 3,303



MONTICELLO

In 2024, Monticello, Utah had a population of 1,757, a median age of 37.6, and a median household income of \$30,445, according to Data Commons



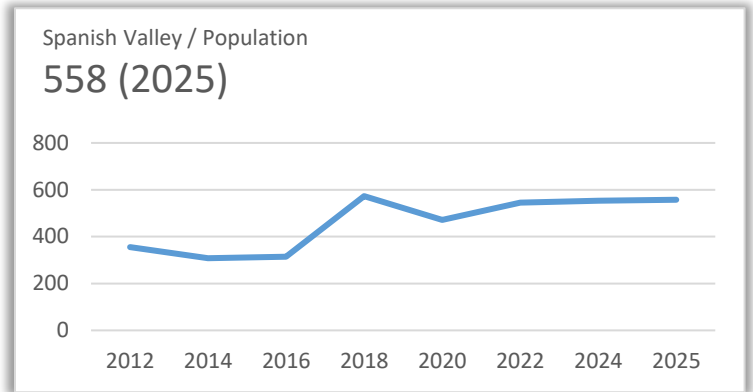
LA SAL

In 2023, La Sal, Utah had a population of 251, a median age of 87.9, and a median household income of N/A (because the average person is retired). This makes La Sal one of the oldest communities in San Juan County, with a median age significantly higher than the county average (34.6) and the state average (31.7), according to Census Reporter and Data Commons.



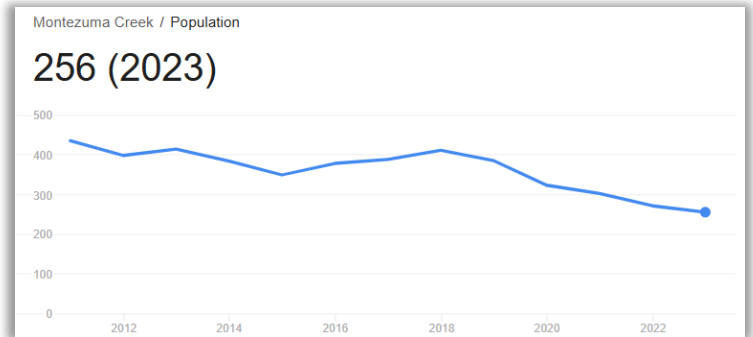
SPANISH VALLEY

The 2024 population estimate for Spanish Valley, Utah, is 550. According to World Population Review, Spanish Valley is a census-designated place (CDP) within Grand County. The population of Spanish Valley has a projected population of 558 in 2025. The median age was 38.8 and the median household income was \$67,108.



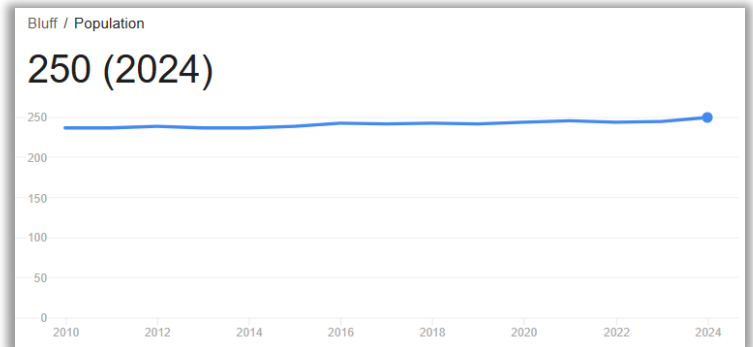
MONTEZUMA CREEK

In 2024, Montezuma Creek, Utah has a population of 272. The median age is 34.5 years. The median household income is \$39,750



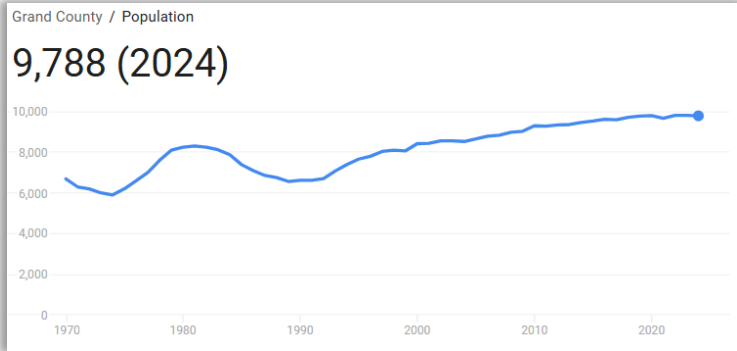
BLUFF

In 2023, Bluff, Utah had a population of 179 people with a median age of 68.6 and a median household income of \$53,973.



GRAND COUNTY

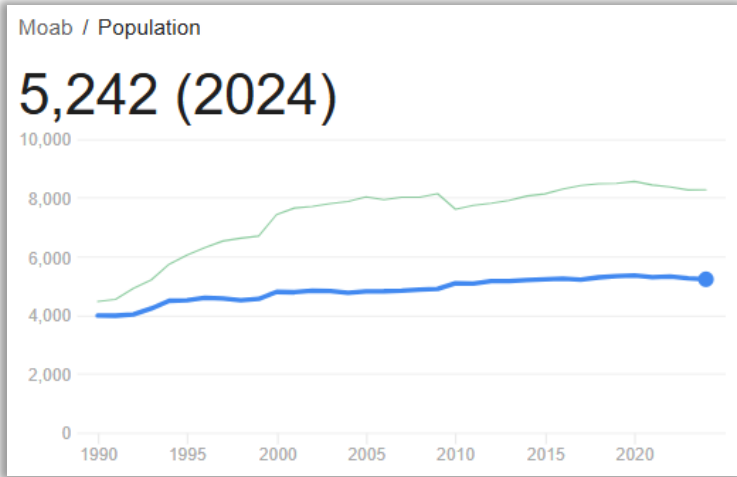
In Grand County, Utah, the estimated population for 2024 is 9,788. The median age in 2023 was 39.6. In 2023, the median household income was \$67,360 Below Poverty Level 10.6%



MOAB

In 2024, Moab, Utah had an estimated population of 5,242. The median age in 2023 was 35.6, and the median household income was \$32,702. However, other sources indicate a median household income closer to \$55,333.

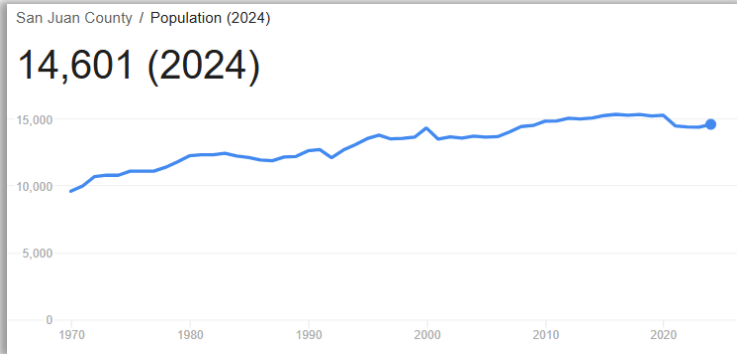
It's worth noting that some sources provide data specifically for the "Moab Urban Area," which has a larger population (7,949) and slightly different median age (39.2) and median household income (\$55,123).



SAN JUAN COUNTY

In 2024, San Juan County, Utah had an estimated population of 14,601. The median household income was \$54,890, and the median age was 35.0.

Here's a more detailed breakdown:
Population: 14,601
Median Household Income: \$54,890
Median Age: 35.0
Below Poverty Level 18.8%



San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2025 to 08/31/2025
66.67% of the fiscal year has expired

	August Actual	2025 Year-to-Date Actual	2025 Budget	Unexpended	% Used
Change In Net Position					
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	2,994.61	34,787.73	43,100.00	8,312.27	80.71%
4167111 Overtime and Comp	0.00	12.54	0.00	(12.54)	0.00%
4167131 FICA Expense	224.76	2,596.31	3,200.00	603.69	81.13%
4167132 Retirement Benefits	227.60	3,084.06	5,000.00	1,915.94	61.68%
4167134 Health Insurance	6.48	39.69	0.00	(39.69)	0.00%
4167251 Gas, Oil and Grease	132.29	398.01	500.00	101.99	79.60%
4167260 Buildings and Grounds	0.00	629.74	3,000.00	2,370.26	20.99%
4167270 Utilities	0.00	6,056.18	9,300.00	3,243.82	65.12%
4167310 Professional and Technical	0.00	540.34	6,000.00	5,459.66	9.01%
4167610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Monticello Library Building	3,585.74	48,144.60	70,300.00	22,155.40	68.48%
Blanding Library Building					
4168110 Salaries and Wages	4,404.82	51,869.53	79,600.00	27,730.47	65.16%
4168111 Overtime and Comp	0.00	12.54	0.00	(12.54)	0.00%
4168131 FICA Expense	332.64	3,918.58	6,000.00	2,081.42	65.31%
4168132 Retirement Benefits	227.60	2,156.69	3,200.00	1,043.31	67.40%
4168260 Buildings and Grounds	0.00	3,212.15	0.00	(3,212.15)	0.00%
4168270 Utilities	0.00	4,916.06	0.00	(4,916.06)	0.00%
4168310 Professional and Technical	0.00	293.66	0.00	(293.66)	0.00%
4168610 Miscellaneous Supplies	0.00	19.99	200.00	180.01	10.00%
Total Blanding Library Building	4,965.06	66,399.20	89,000.00	22,600.80	74.61%
Satellite Buildings					
4169110 Salaries and Wages	668.28	5,900.33	7,600.00	1,699.67	77.64%
4169111 Overtime and Comp	0.00	10.40	0.00	(10.40)	0.00%
4169131 FICA Expense	50.58	448.43	500.00	51.57	89.69%
4169132 Retirement Benefits	129.40	1,038.95	1,400.00	361.05	74.21%
4169310 Professional and Technical	0.00	166.25	300.00	133.75	55.42%
Total Satellite Buildings	848.26	7,564.36	9,800.00	2,235.64	77.19%
Library Board					
4580620 Miscellaneous Services	0.00	850.00	2,500.00	1,650.00	34.00%
Total Library Board	0.00	850.00	2,500.00	1,650.00	34.00%
San Juan County Library System					
4141740 Library Equipment Capital Outlay	0.00	(10.42)	0.00	10.42	0.00%
4581110 Salaries and Wages	11,224.56	147,261.94	250,700.00	103,438.06	58.74%
4581111 Overtime and Comp	6.50	60.71	700.00	639.29	8.67%
4581131 FICA Expense	812.65	10,823.45	18,400.00	7,576.55	58.82%
4581132 Retirement Benefits	1,475.30	21,185.52	34,300.00	13,114.48	61.77%
4581133 HSA Contribution	270.37	2,326.25	4,800.00	2,473.75	48.46%
4581134 Health Insurance	5,114.04	41,302.64	62,300.00	20,997.36	66.30%
4581140 Other Employee Benefits	118.69	956.09	1,400.00	443.91	68.29%
4581210 Subscriptions and Memberships	0.00	990.36	1,230.00	239.64	80.52%
4581220 Public Notices	0.00	13.30	720.00	706.70	1.85%
4581230 Travel Expense	92.40	692.66	2,020.00	1,327.34	34.29%
4581240 Office Expense	989.70	4,220.76	5,250.00	1,029.24	80.40%
4581241 Postage	4.25	234.40	450.00	215.60	52.09%

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2025 to 08/31/2025
66.67% of the fiscal year has expired

	August Actual	2025 Year-to-Date Actual	2025 Budget	Unexpended	% Used
4581242 Software Maintenance	1,942.50	6,082.50	6,890.00	807.50	88.28%
4581250 Computer Maintenance/Supplies	129.98	2,138.72	5,100.00	2,961.28	41.94%
4581251 Gas, Oil and Grease	0.00	301.30	2,850.00	2,548.70	10.57%
4581280 Telephone	0.00	(5.80)	2,000.00	2,005.80	-0.29%
4581310 Professional and Technical	0.00	7.00	0.00	(7.00)	0.00%
4581330 Employee Education	0.00	24.99	1,230.00	1,205.01	2.03%
4581480 Collection Development	1,813.18	13,730.84	24,500.00	10,769.16	56.04%
4581610 Miscellaneous Supplies/Service	0.00	243.97	800.00	556.03	30.50%
4581620 Special Programs	393.55	1,599.81	3,700.00	2,100.19	43.24%
4581650 Intergovernmental Charges	0.00	0.00	92,660.00	92,660.00	0.00%
4581740 Equipment Purchases	0.00	1,830.56	5,250.00	3,419.44	34.87%
4581914 Contributions to Other Units - Local	0.00	6,000.00	6,000.00	0.00	100.00%
4581915 Contributions to Other Units - State	165.00	1,320.00	3,180.00	1,860.00	41.51%
4581920 Grant Expenses - Reimbursed	915.02	2,976.90	17,780.00	14,803.10	16.74%
4581923 Grant Expenses - Borrower Support	473.20	3,859.94	0.00	(3,859.94)	0.00%
4581924 Grant Expenses - UEN Grant	0.00	6,450.60	0.00	(6,450.60)	0.00%
4581925 Grant Expenses - Clef Grant	0.00	7,580.56	0.00	(7,580.56)	0.00%
Total San Juan County Library System	25,940.89	284,199.55	554,210.00	270,010.45	51.28%
Total Library	35,339.95	407,157.71	725,810.00	318,652.29	56.10%
Total Parks, Recreation, and Public Property	35,339.95	407,157.71	725,810.00	318,652.29	56.10%
Total Expenditures:	35,339.95	407,157.71	725,810.00	318,652.29	56.10%
Total Change In Net Position	(35,339.95)	(407,157.71)	(725,810.00)	(318,652.29)	56.10%

San Juan County
Financial Statement - Library Financials
01/01/2025 to 08/31/2025
66.67% of the fiscal year has expired

	August Actual	2025 Year-to-Date Actual
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
72.1110000 General Checking - Combined - Library	8,262.32	(284,264.46)
72.1112000 Zions - Payroll	(44,408.15)	(44,283.04)
72.1162000 PTIF 897 General - Library	0.00	441,196.04
72.1175000 Undeposited Receipts	(79.45)	28.80
Total Cash and cash equivalents	(36,225.28)	112,677.34
Total Current Assets	(36,225.28)	112,677.34
Total Assets:	(36,225.28)	112,677.34
Liabilites and Fund Equity:		
Liabilities:		
Current liabilities		
72.2131000 Accounts Payable	(1,222.76)	0.00
Total Current liabilities	(1,222.76)	0.00
Total Liabilities:	(1,222.76)	0.00
Equity - Paid In / Contributed		
72.2951000 Fund Balance - Unappropriated	(35,002.52)	240,020.26
72.2961000 Fund Balance - Appropriated	0.00	(134,340.00)
Total Equity - Paid In / Contributed	(35,002.52)	105,680.26
Total Liabilites and Fund Equity:	(36,225.28)	105,680.26
Total Net Position	0.00	6,997.08

San Juan County
Financial Statement - Library Financials
01/01/2025 to 08/31/2025
66.67% of the fiscal year has expired

	August Actual	2025 Year-to-Date Actual	2025 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
72.3110000 Property Taxes	0.00	0.00	432,300.00	432,300.00	0.00%
Total Taxes	0.00	0.00	432,300.00	432,300.00	0.00%
Intergovernmental revenue					
72.3310000 Other Federal Grants	0.00	0.00	10,780.00	10,780.00	0.00%
72.3313000 Borrower Support Grant	0.00	3,097.06	0.00	(3,097.06)	0.00%
72.3314000 UEN Grant	0.00	6,450.60	0.00	(6,450.60)	0.00%
72.3340000 Other State Grants	0.00	0.00	7,000.00	7,000.00	0.00%
72.3341000 CLEF State Grants	0.00	782.00	0.00	(782.00)	0.00%
72.3345000 Other State Grants Deferred	0.00	7,035.00			
72.3350000 Local Private Grants	0.00	3,000.00	0.00	(3,000.00)	0.00%
Total Intergovernmental revenue	0.00	13,329.66	17,780.00	4,450.34	74.97%
Charges for services					
72.3413000 Library Fees	19.07	690.02	2,100.00	1,409.98	32.86%
72.3415000 Sale of Maps/Publications	31.50	613.59	1,800.00	1,186.41	34.09%
72.3495000 Copier	243.40	3,046.35	5,000.00	1,953.65	60.93%
Total Charges for services	293.97	4,349.96	8,900.00	4,550.04	48.88%
Fines and forfeitures					
72.3512000 Library Fines	28.46	452.31	500.00	47.69	90.46%
Total Fines and forfeitures	28.46	452.31	500.00	47.69	90.46%
Interest					
72.3610000 Interest Earnings	0.00	9,597.53	18,000.00	8,402.47	53.32%
Total Interest	0.00	9,597.53	18,000.00	8,402.47	53.32%
Miscellaneous revenue					
72.3620000 Rents and Concessions	15.00	2,025.08	1,000.00	(1,025.08)	202.51%
Total Miscellaneous revenue	15.00	2,025.08	1,000.00	(1,025.08)	202.51%
Contributions and transfers					
72.3825000 Transfers from General Fund	0.00	0.00	246,030.00	246,030.00	0.00%
72.3830000 Contributions Private	0.00	1,124.41	1,300.00	175.59	86.49%
Total Contributions and transfers	0.00	1,124.41	247,330.00	246,205.59	0.45%
Total Revenue:	337.43	30,878.95	725,810.00	694,931.05	4.25%
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
72.4167110 Salaries and Wages	2,994.61	34,787.73	43,100.00	8,312.27	80.71%
72.4167111 Overtime and Comp	0.00	12.54	0.00	(12.54)	0.00%
72.4167131 FICA Expense	224.76	2,596.31	3,200.00	603.69	81.13%
72.4167132 Retirement Benefits	227.60	3,084.06	5,000.00	1,915.94	61.68%
72.4167134 Health Insurance	6.48	39.69	0.00	(39.69)	0.00%
72.4167251 Gas, Oil and Grease	132.29	398.01	500.00	101.99	79.60%
72.4167260 Buildings and Grounds	0.00	629.74	3,000.00	2,370.26	20.99%
72.4167270 Utilities	0.00	6,056.18	9,300.00	3,243.82	65.12%
72.4167310 Professional and Technical	0.00	540.34	6,000.00	5,459.66	9.01%
72.4167610 Miscellaneous Supplies	0.00	0.00	200.00	200.00	0.00%
Total Monticello Library Building	3,585.74	48,144.60	70,300.00	22,155.40	68.48%

San Juan County
Financial Statement - Library Financials
01/01/2025 to 08/31/2025
66.67% of the fiscal year has expired

	August Actual	2025 Year-to-Date Actual	2025 Budget	Unearned/ Unused	% Earned/ Used
Blanding Library Building					
72.4168110 Salaries and Wages	4,404.82	51,869.53	79,600.00	27,730.47	65.16%
72.4168111 Overtime and Comp	0.00	12.54	0.00	(12.54)	0.00%
72.4168131 FICA Expense	332.64	3,918.58	6,000.00	2,081.42	65.31%
72.4168132 Retirement Benefits	227.60	2,156.69	3,200.00	1,043.31	67.40%
72.4168260 Buildings and Grounds	0.00	3,212.15	0.00	(3,212.15)	0.00%
72.4168270 Utilities	0.00	4,916.06	0.00	(4,916.06)	0.00%
72.4168310 Professional and Technical	0.00	293.66	0.00	(293.66)	0.00%
72.4168610 Miscellaneous Supplies	0.00	19.99	200.00	180.01	10.00%
Total Blanding Library Building	4,965.06	66,399.20	89,000.00	22,600.80	74.61%
Satellite Buildings					
72.4169110 Salaries and Wages	668.28	5,900.33	7,600.00	1,699.67	77.64%
72.4169111 Overtime and Comp	0.00	10.40	0.00	(10.40)	0.00%
72.4169131 FICA Expense	50.58	448.43	500.00	51.57	89.69%
72.4169132 Retirement Benefits	129.40	1,038.95	1,400.00	361.05	74.21%
72.4169310 Professional and Technical	0.00	166.25	300.00	133.75	55.42%
Total Satellite Buildings	848.26	7,564.36	9,800.00	2,235.64	77.19%
Library Board					
72.4580620 Miscellaneous Services	0.00	850.00	2,500.00	1,650.00	34.00%
Total Library Board	0.00	850.00	2,500.00	1,650.00	34.00%
San Juan County Library System					
72.4141740 Library Equipment Capital Outlay	0.00	(10.42)	0.00	10.42	0.00%
72.4581110 Salaries and Wages	11,224.56	147,261.94	250,700.00	103,438.06	58.74%
72.4581111 Overtime and Comp	6.50	60.71	700.00	639.29	8.67%
72.4581131 FICA Expense	812.65	10,823.45	18,400.00	7,576.55	58.82%
72.4581132 Retirement Benefits	1,475.30	21,185.52	34,300.00	13,114.48	61.77%
72.4581133 HSA Contribution	270.37	2,326.25	4,800.00	2,473.75	48.46%
72.4581134 Health Insurance	5,114.04	41,302.64	62,300.00	20,997.36	66.30%
72.4581140 Other Employee Benefits	118.69	956.09	1,400.00	443.91	68.29%
72.4581210 Subscriptions and Memberships	0.00	990.36	1,230.00	239.64	80.52%
72.4581220 Public Notices	0.00	13.30	720.00	706.70	1.85%
72.4581230 Travel Expense	92.40	692.66	2,020.00	1,327.34	34.29%
72.4581240 Office Expense	989.70	4,220.76	5,250.00	1,029.24	80.40%
72.4581241 Postage	4.25	234.40	450.00	215.60	52.09%
72.4581242 Software Maintenance	1,942.50	6,082.50	6,890.00	807.50	88.28%
72.4581250 Computer Maintenance/Supplies	129.98	2,138.72	5,100.00	2,961.28	41.94%
72.4581251 Gas, Oil and Grease	0.00	301.30	2,850.00	2,548.70	10.57%
72.4581280 Telephone	0.00	(5.80)	2,000.00	2,005.80	-0.29%
72.4581310 Professional and Technical	0.00	7.00	0.00	(7.00)	0.00%
72.4581330 Employee Education	0.00	24.99	1,230.00	1,205.01	2.03%
72.4581480 Collection Development	1,813.18	13,730.84	24,500.00	10,769.16	56.04%
72.4581610 Miscellaneous Supplies/Service	0.00	243.97	800.00	556.03	30.50%
72.4581620 Special Programs	393.55	1,599.81	3,700.00	2,100.19	43.24%
72.4581650 Intergovernmental Charges	0.00	0.00	92,660.00	92,660.00	0.00%
72.4581740 Equipment Purchases	0.00	1,830.56	5,250.00	3,419.44	34.87%
72.4581914 Contributions to Other Units - Local	0.00	6,000.00	6,000.00	0.00	100.00%
72.4581915 Contributions to Other Units - State	165.00	1,320.00	3,180.00	1,860.00	41.51%
72.4581920 Grant Expenses - Reimbursed	915.02	2,976.90	17,780.00	14,803.10	16.74%
72.4581923 Grant Expenses - Borrower Support	473.20	3,859.94	0.00	(3,859.94)	0.00%
72.4581924 Grant Expenses - UEN Grant	0.00	6,450.60	0.00	(6,450.60)	0.00%

San Juan County
Financial Statement - Library Financials
01/01/2025 to 08/31/2025
66.67% of the fiscal year has expired

	August Actual	2025 Year-to-Date Actual	2025 Budget	Unearned/ Unused	% Earned/ Used
72.4581925 Grant Expenses - Clef Grant	0.00	7,580.56	0.00	(7,580.56)	0.00%
Total San Juan County Library System	25,940.89	284,199.55	554,210.00	270,010.45	51.28%
Total Library	35,339.95	407,157.71	725,810.00	318,652.29	56.10%
Total Parks, Recreation, and Public Property	35,339.95	407,157.71	725,810.00	318,652.29	56.10%
Total Expenditures:	35,339.95	407,157.71	725,810.00	318,652.29	56.10%
Total Change In Net Position	(35,002.52)	(376,278.76)	0.00	376,278.76	0.00%