



LIBRARY BOARD MEETING - OCTOBER 12, 2023

Virtual Meeting: <https://meet.google.com/syh-maam-bto?authuser=0>
October 10, 2023 at 5:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

1. Roll Call Presented by Chairperson Chamberlain

APPROVAL OF MINUTES

2. Library Board Meeting - September 28th Minutes for Approval Presented by Chamberlain

PUBLIC COMMENT

BUSINESS/ACTION

3. Poet Laureate Update Presented by Kelly Green
4. 2024 Library Budget Presented by Perkins
5. 2024 Meeting Schedule

LIBRARY DIRECTOR REPORT

6. Library Director Report Presented by Perkins
7. Financial Reports for the Library System for Your Review

ASSISTANT DIRECTOR REPORT

8. Assistant Director Report, Presented by Mikaela Ramsay

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



ROLL CALL

ITEM TITLE: Roll Call Presented by Chairperson Chamberlain

Library Board Chairperson Ramona Chamberlain

Marlene Huckabay (Library Board Chairperson starting next meeting)

Trustees

Heather Lynn
Kelly Mike Green
Lucille Cody
Zak Podmore
Shannon Brooks
Barry Woolley

Commissioner Silvia Stubbs
Library Director Nicole Perkins
Assistant Library Director Mikaela Ramsay
Chief Administrative Officer Mack McDonald



LIBRARY BOARD MEETING - SEPTEMBER 28, 2023
Virtual Meeting
September 28, 2023 at 5:30 PM

MINUTES

CALL TO ORDER - 5:37 p.m.

ROLL CALL

1. Roll Call Presented by Chairperson Chamberlain

Trustees

Heather Lynn
 Kelly Mike Green
 Lucille Cody
 Marjorie Haun-Storland
 Marlene Huckabay
 Zak Podmore

Trustee Letter of Interest Guests

Shannon Brooks
 Barry Woolley

Commissioner Silvia Stubbs
 Library Director Nicole Perkins
 Assistant Library Director Mikaela Ramsay
 Chief Administrative Officer Mack McDonald

APPROVAL OF MINUTES - 5:39 p.m.

2. Library Board Meeting - August 17, 2023 Minutes for Approval by Chamberlain

Huckabay moved to approve the August 17, 2023 minutes. Lynn seconded. The motion passed unanimously.

PUBLIC COMMENT

None

BUSINESS/ACTION

3. Ratify the Library Board Bylaw Resolution and Mack McDonald Discussion

McDonald said the bylaw resolution has been in the works for over a year. Its purpose is to update the county-approved ordinances that describe the appointment of a library director, the budget approval process, and the roles of library board members. The San Juan County attorney's office made sure that bylaws are in compliance with other county ordinances and state laws, McDonald said. Chamberlain said the resolution was approved by county commissioners in August.

The library board had a brief discussion about the new geographic requirements for board members and the addition of more at-large members.

Haun-Storland made a motion to approve the amended bylaws. Huckabay seconded. The vote was unanimous.

4. Library Board Letter of Interest from Shanon Brooks by Chamberlain

Chamberlain read Brooks' letter of interest. Brooks would be the Monticello representative to the board when Chamberlain steps down.

Huckabay made a motion to recommend Brooks' library board appointment to the county commission. Second Haun-Storland. The vote was unanimous.

5. Library Board Letter of Interest from Barry Woolley by Chamberlain

Chamberlain read Woolley's letter of interest. Woolley would be the Blanding representative on the library board.

Haun-Storland made a motion to recommend Woolley's library board appointment to the county commission. The vote was unanimous.

Perkins said that if Woolley and Brooks' positions are approved, then the board will be full and the obligation to fill positions from Blanding and Monticello will be met.

6. Upcoming Board Changes by Chamberlain

The October meeting will be Chamberlain's last meeting on the board, and she reported that a new chairperson will need to be elected. Haun-Storland volunteered to become chairperson, and there was widespread support for her taking that role.

Podmore made a motion to elect Haun-Storland as the chairperson of the library board after the Oct. 12 meeting. Huckabay seconded. The vote was unanimous.

7. Poet Laureate Update by Green

Green said he'd like to create an honorary poet laureate position for the county. He proposed that the laureate would give a free public reading and would work to promote literacy in the county. The laureate would be chosen by library board members upon review of applications. The board discussed how to advertise the position, including through fliers and social media postings. Green will work on a poster to

submit to the board the next time it meets. Cody will help get fliers posted at Navajo Nation chapter houses in San Juan County.

8. San Juan County Library Survey (In Preparation for the Strategic Plan Review) by Chamberlain

Chamberlain presented a revised version of the survey, which will be given out at library locations in the county. Ramsay said there will also be a Google Form so patrons can complete the survey digitally. The link will be made available on the website and library's Facebook page. Huckabay discussed options for getting fliers out in the Spanish Valley/Moab area.

Podmore made a motion to accept the survey as presented in the packet. Huckabay seconded. The vote was unanimous.

Board members agreed to drop off chocolate rewards at all library branches for patrons who complete the survey.

LIBRARY DIRECTOR REPORT - 7:00 p.m.

9. Library Director / Blanding Report Librarian Presented by Perkins

Perkins encouraged the board to look over budget and statistics info included in the packet.

10. Statistics by Perkins

11. Financial Reports for the Library System by Perkins

Perkins walked the board through the budget document, explaining the preliminary 2024 budget. Some items are under the library board's purview, others are determined by the county commission.

12. Budget Preview Presented by Perkins

Perkins explained nuances of the budget planning process and asked board members to review documents in the packet before the October meeting.

Perkins provided an update on staffing and planning in the library system. Eclipse preparation activities are underway across the county library system.

ASSISTANT DIRECTOR REPORT - 7:18 p.m.

13. Assistant Director / Monticello Librarian Report Presented by Ramsay

Ramsay said eclipse activity went well on Sept. 28.

14. Newspaper Article Development by Ramsay

Ramsay reported the first library column in the San Juan Record has been published, and a second one is planned. More article ideas have been put together by Ramsay, and she asked the board to help write or find authors for future articles. Podmore offered to help with editing articles.

LIBRARY CHAIR REPORT - 7:28 p.m.

Oct. 12 will be the next meeting, where the budget will be covered. That will be the last meeting of 2023. Next meeting will have to include the 2024 meeting schedule.

ADJOURN - 7:30

Cody made a motion to adjourn. Haun-Storland seconded. The vote was unanimous.

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

APPROVED: _____
San Juan County Library Board

DATE: _____

**San Juan County
Budgeting Worksheet**

Item 4.

72 Library Fund - 2024 Budget Draft

Change in Net Position

Expenditures:

Parks, Recreation and Public Library

Library Board

4580230 Travel Expense

4580330 Employee Education

4580620 Misc Services

Total Library Board

San Juan County Library System

4581110 Salaries And Wages

4581131 FICA Expense

4581132 Retirement Benefits

4581134 Health Insurance

4581140 Other Employee Benefits

4581136 Unemployment Benefits

4581210 Subscriptions

4581220 Public Notices

4581230 Travel

4581240 Office Expenses

4581241 Postage

4581242 Software Maintenance

4581250 Computer Maintain/Ink

4581251 Gas/Oil/Auto

4581280 Telephone

4581330 Education

4581480 Collection Development

4581610 Miscellaneous Supplies

4581620 Special Programs

4581740 Equipment Purchases

4581915 Transfers To Other Units

4581920 Grant Expenses

From Subscriptions to Transfer

Total San Juan County Library System

Total Library

Total Parks, Recreation and Public Library

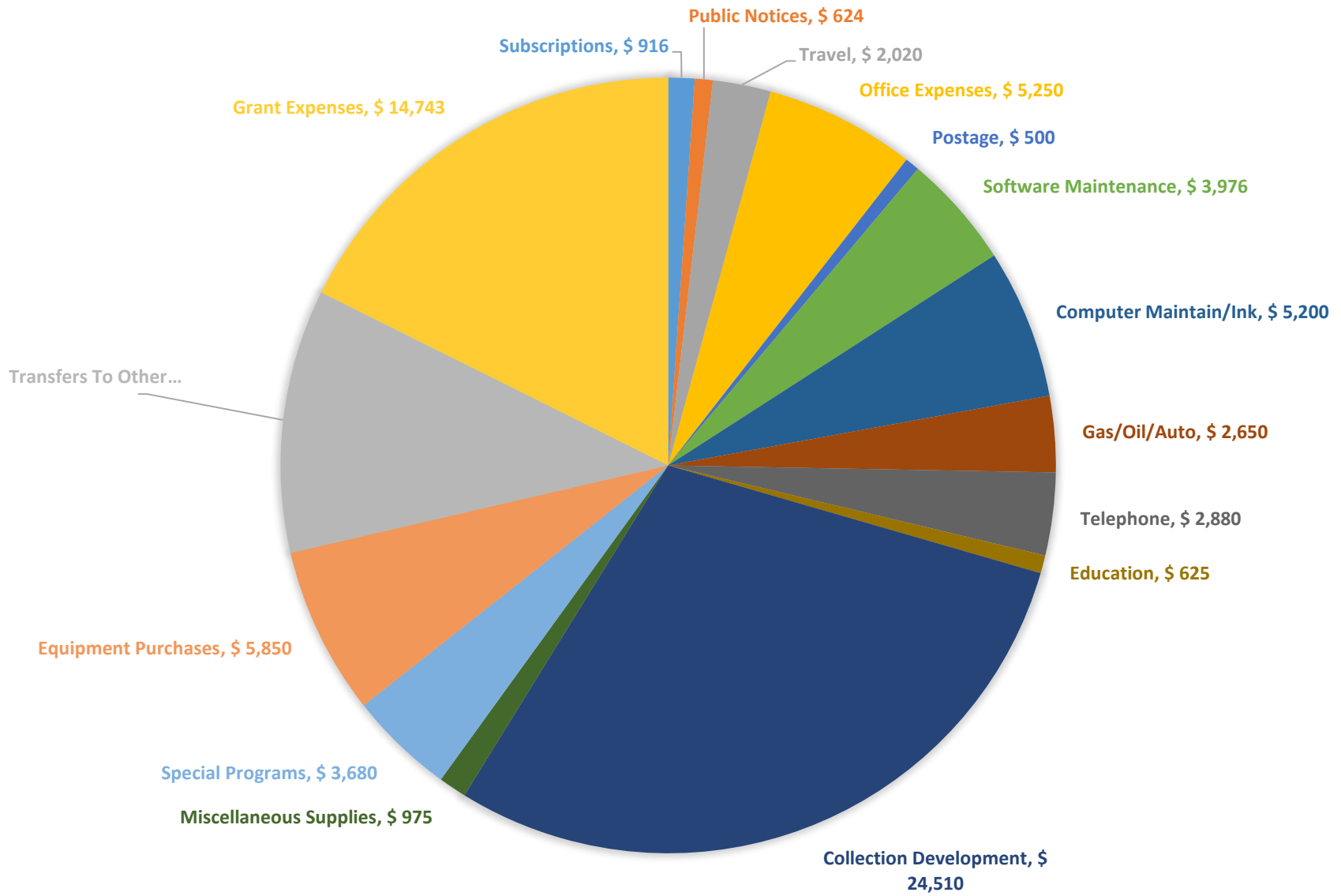
Total Expenditures:

Total Change in Net Position

	2018	2019	2020	2021	2022	2023	2023	2024	2024
	Actual	Actual	Actual	Actual	Actual	Budget	Est Yr End Budget	Budget	Budget w/ Maint
4580230 Travel Expense	297	505	131	-	-	-	-	-	
4580330 Employee Education	-	-	-	-	-	-	-	-	
4580620 Misc Services	1,000	1,300	796	1,300	1,850	2,500	2,500	2,500	
Total Library Board	1,297	1,805	927	1,300	1,850	2,500	2,500	2,500	-
4581110 Salaries And Wages	197,679	195,269	183,629	176,303	204,489	357,835	264,227	264,227	
4581131 FICA Expense	14,935	14,693	13,741	13,242	15,347	27,148	19,670	19,670	
4581132 Retirement Benefits	13,406	14,175	13,213	12,670	17,539	30,537	23,599	23,599	
4581134 Health Insurance	67,200	49,500	54,000	36,000	36,000	36,000	39,176	39,176	
4581140 Other Employee Benefits							1,331	1,331	
4581136 Unemployment Benefits	-	-	883	-	-				
4581210 Subscriptions	1,365	1,253	867	876	1,053	1,146	1,416	916	
4581220 Public Notices	775	564	129	405	67	44	250	624	
4581230 Travel	2,313	811	514	711	500	1,470	1,389	2,020	
4581240 Office Expenses	7,955	6,070	4,948	7,925	6,490	4,750	4,750	5,250	
4581241 Postage	3,014	2,578	1,785	163	310	675	438	500	
4581242 Software Maintenance	149	5,519	3,451	-	4,787	3,990	3,820	3,976	
4581250 Computer Maintain/Ink	3,148	3,898	3,779	4,277	3,494	4,250	4,250	5,200	
4581251 Gas/Oil/Auto	3,183	2,566	959	1,848	1,665	3,420	950	2,650	
4581280 Telephone	9,659	9,901	17,959	-	(698)	2,400	2,400	2,880	
4581330 Education	564	386	177	201	715	600	600	625	
4581480 Collection Development	60,525	56,246	26,249	14,956	21,690	21,600	21,600	24,510	
4581610 Miscellaneous Supplies	1,609	1,012	524	336	5,042	875	1,150	975	
4581620 Special Programs	9,645	9,479	5,554	1,759	2,364	3,610	2,000	3,680	
4581740 Equipment Purchases	7,095	8,466	22,245	313	(36)	1,700	1,700	5,850	
4581915 Transfers To Other Units	23,040	23,195	7,980	9,345	3,180	9,180	3,611	9,180	
4581920 Grant Expenses				99,571	40,674	18,904	18,350	14,743	
<i>From Subscriptions to Transfer</i>	<i>134,039</i>	<i>131,944</i>	<i>97,120</i>	<i>142,686</i>	<i>91,297</i>	<i>78,614</i>	<i>68,674</i>	<i>83,579</i>	
Total San Juan County Library System	427,259	405,581	362,586	380,901	364,672	530,134	416,677	431,582	-
Total Library	428,556	407,386	363,513	382,201	366,522	532,634	419,177	434,082	434,082
Total Parks, Recreation and Public Library	428,556	407,386	363,513	382,201	366,522	532,634	419,177	434,082	98,811
Total Expenditures:	428,556	407,386	363,513	382,201	366,522	532,634	419,177	434,082	
Total Change in Net Position	428,556	407,386	363,513	382,201	366,522	532,634	419,177	434,082	532,893

San Juan County
Budgeting Worksheet
72 Library Fund - 2024 Budget Draft

BUDGET ITEMS



**San Juan County
Budgeting Worksheet**

Item 4.

72 Library Fund - 2024 Budget Draft

Revenue:

Parks, Recreation and Public Library Revenue	2020 Actual	2021 Actual	2022 Est	2022 Actual	2023 Budget	2023 Est	2024 Est	2024 Other
3110000 Property Taxes	427,685	483,068	415,557		435,000		419,000	
3310000 Federal Grant (Borrower's Support)	6,500	68,776	21,500		3,100		7,743	
3340000 State Grant (CLEF)	25,527	7,400	7,520		7,000		7,000	
3350000 Misc		36,700						
3413000 Library Fees	822	122	55		50		150	
3415000 Sales	2,766	2,547	2,472		2,450		2,100	
3495000 Copier	4,244	4,900	4,694		4,700		5,000	
3610000 Interest	4,122	1,468	3,200		2,500		16,000	
3620000 Rents and Concessions	222	956	1,408		1,000		1,000	
3690000 Sundry Revenues	-	708						
3830000 Contributions Private	1,099	6,370	1,650		1,200		1,200	
3825000 LATCF Transfer (2023-26 Raises)							100,946	
3890000 Beginning Fund Balance	-	-	16,812		-		2,950	
<i>Coworking</i>								2448?
<i>Hot to Trot (Spot) Continued</i>								500?
<i>Carry over from Borrower's</i>								400?
<i>Carry over from Statue Donation (Grounds)</i>								50?
<i>Reimbursements for December 2023 Expenses</i>								
<i>Property Tax Carry Over from 2023</i>								
Total Revenue	472,987	613,015	474,868	-	457,000	-	563,089	

**San Juan County
Budgeting Worksheet**

Item 4.

72 Library Fund - 2024 Budget Draft

Change in Net Position

Expenditures:

Parks, Recreation and Public Library

Library Board

Total Library Board

Building Maintenance

Percentage of Total Location Budget

2023	Est Yr End	2024							
Budget	Budget	Budget	Blndg	Mcello	Mz Crk	Bluff	La Sal	Shared	Total
2,100	2,250		-						
						-			
			0%	0%		0%			

San Juan County Library System

4581110 Salaries And Wages

4581131 FICA Expense

4581132 Retirement Benefits

4581134 Health Insurance

4581136 Unemployment Benefits

4581210 Subscriptions

4581220 Public Notices

4581230 Travel

4581240 Office Expenses

4581241 Postage

4581242 Software Maintenance

4581250 Computer Maintain/Ink

4581251 Gas/Oil/Auto

4581280 Telephone/Wifi/Hotspots

4581330 Education

4581480 Collection Development

4581610 Miscellaneous Supplies

4581620 Special Programs

4581740 Equipment Purchases

4581915 Transfers To Other Units

4581920 Grant Expenses

Total San Juan County Library System

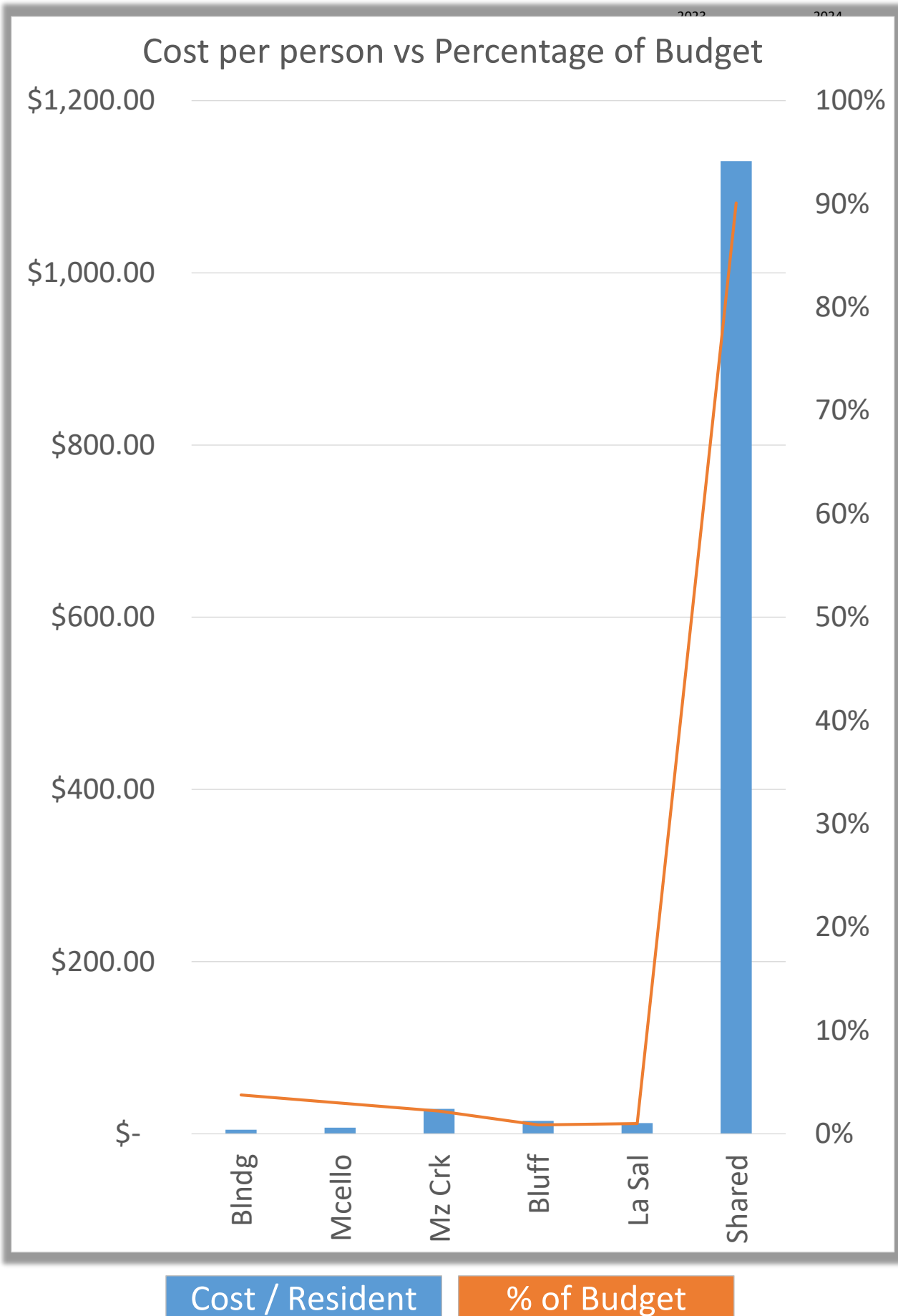
Total Library

Population

Cost per person

Percentage of Total Budget

	Budget	Blndg	Mcello	Mz Crk	Bluff	La Sal	Shared	Total	
4581110 Salaries And Wages	214,521						264,227	264,227	
4581131 FICA Expense	16,411						19,670	19,670	
4581132 Retirement Benefits	17,650						23,599	23,599	
4581134 Health Insurance	54,000						39,176	39,176	
4581136 Unemployment Benefits	-								
4581210 Subscriptions	1,146	916	400	456	Prepaid	30	30	916	
4581220 Public Notices	44	624					624	624	
4581230 Travel	1,470	2,020		75	75	50	1,820	2,020	
4581240 Office Expenses	4,750	4,750	2,200	1,700	550	500	300	5,250	
4581241 Postage	675	500	250	100	50	50	50	500	
4581242 Software Maintenance	3,990	3,976	962	962	321	321	321	1,090	
4581250 Computer Maintain/Ink	4,250	4,700	2,300	1,400	800	400	250	5,150	
4581251 Gas/Oil/Auto	3,420	2,650		600	300	350	1,400	2,650	
4581280 Telephone/Wifi/Hotspots	2,400	2,880			2,880			2,880	
4581330 Education	600	625	100	75	17	17	17	400	
4581480 Collection Development	21,600	24,510	8,400	6,600	1,680	1,680	1,500	4,650	
4581610 Miscellaneous Supplies	875	975	250	150	25	25	25	500	
4581620 Special Programs	3,610	3,680	1,200	880	133	133	133	1,200	
4581740 Equipment Purchases	1,800	5,850		400	300	150		5,000	
4581915 Transfers To Other Units	9,180	9,180			1,980		1,200	6,000	
4581920 Grant Expenses	18,904	11,793						14,743	
Total San Juan County Library System	381,296	-	426,301	16,062	12,723	9,411	3,681	4,226	384,099
Total Library	383,396	2,250	426,301	16,062	12,723	9,411	3,681	4,226	384,099
Population		6,029	3,319	1,802	324	246	338	340	6,029
Cost per person		\$ 70.71	\$ 4.84	\$ 7.06	\$ 29.05	\$ 14.96	\$ 12.50	\$ 1,129.70	\$ 71.36
Percentage of Total Budget			4%	3%	2%	1%	1%	90%	



Cost / Resident

% of Budget

San Juan County
Financial Statement - Library Financials
01/01/2023 to 09/30/2023
75.00% of the fiscal year has expired

	<u>September Actual</u>	<u>2023 Year-to-Date Actual</u>
Net Position		
Assets:		
Current Assets		
Cash and cash equivalents		
72.1110000 General Checking - Combined - Library	(60,235.29)	(262,722.57)
72.1112000 Zions - Payroll	16,944.28	61,906.95
72.1162000 PTIF 897 General - Library	0.00	400,271.85
72.1175000 Undeposited Receipts	(184.54)	0.00
Total Cash and cash equivalents	<u>(43,475.55)</u>	<u>199,456.23</u>
Total Current Assets	<u>(43,475.55)</u>	<u>199,456.23</u>
Total Assets:	<u>(43,475.55)</u>	<u>199,456.23</u>
Liabilites and Fund Equity:		
Liabilities:		
Current liabilities		
72.2131000 Accounts Payable	235.52	235.52
Total Current liabilities	<u>235.52</u>	<u>235.52</u>
Total Liabilities:	<u>235.52</u>	<u>235.52</u>
Equity - Paid In / Contributed		
72.2951000 Fund Balance - Unappropriated	(43,711.07)	199,220.71
Total Equity - Paid In / Contributed	<u>(43,711.07)</u>	<u>199,220.71</u>
Total Liabilites and Fund Equity:	<u>(43,475.55)</u>	<u>199,456.23</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>

San Juan County
Financial Statement - Library Financials
01/01/2023 to 09/30/2023
75.00% of the fiscal year has expired

Item 7.

	September Actual	2023 Year-to-Date Actual	2023 Budget	Unearned/ Unused	% Earned/ Used
Change In Net Position					
Revenue:					
Taxes					
72.3110000 Property Taxes	0.00	0.00	415,557.00	415,557.00	0.00%
Total Taxes	0.00	0.00	415,557.00	415,557.00	0.00%
Intergovernmental revenue					
72.3310000 Other Federal Grants	0.00	5,611.99	3,100.00	(2,511.99)	181.03%
72.3340000 Other State Grants	0.00	8,500.00	7,000.00	(1,500.00)	121.43%
72.3350000 Other Misc Grants	0.00	500.00	0.00	(500.00)	0.00%
Total Intergovernmental revenue	0.00	14,611.99	10,100.00	(4,511.99)	144.67%
Charges for services					
72.3413000 Library Fees	0.00	0.00	50.00	50.00	0.00%
72.3415000 Sale of Maps/Publications	59.75	1,332.06	2,450.00	1,117.94	54.37%
72.3495000 Copier	308.50	3,989.49	4,700.00	710.51	84.88%
Total Charges for services	368.25	5,321.55	7,200.00	1,878.45	73.91%
Fines and forfeitures					
72.3500000 Fines and Forfeitures	0.00	42.19	0.00	(42.19)	0.00%
72.3512000 Library Fines	52.44	96.87	0.00	(96.87)	0.00%
Total Fines and forfeitures	52.44	139.06	0.00	(139.06)	0.00%
Interest					
72.3610000 Interest Earnings	0.00	11,288.64	2,500.00	(8,788.64)	451.55%
Total Interest	0.00	11,288.64	2,500.00	(8,788.64)	451.55%
Miscellaneous revenue					
72.3620000 Rents and Concessions	0.00	481.99	1,000.00	518.01	48.20%
Total Miscellaneous revenue	0.00	481.99	1,000.00	518.01	48.20%
Contributions and transfers					
72.3825000 LATCF Transfer from General Funds	0.00	0.00	173,467.00	173,467.00	0.00%
72.3830000 Contributions Private	24.78	1,360.65	1,200.00	(160.65)	113.39%
72.3890000 Beg Fund Balance to be Approp.	0.00	0.00	19,822.00	19,822.00	0.00%
Total Contributions and transfers	24.78	1,360.65	194,489.00	193,128.35	0.70%
Total Revenue:	445.47	33,203.88	630,846.00	597,642.12	5.26%
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
72.4167110 Salaries and Wages	2,673.67	16,823.06	20,784.00	3,960.94	80.94%
72.4167131 FICA Expense	192.04	1,176.81	1,556.00	379.19	75.63%
72.4167132 Retirement Benefits	288.24	2,372.76	3,655.00	1,282.24	64.92%
72.4167134 Health Insurance	331.78	2,894.50	0.00	(2,894.50)	0.00%
72.4167251 Gas, Oil and Grease	67.71	675.67	0.00	(675.67)	0.00%
72.4167260 Buildings and Grounds	15.08	1,278.50	3,000.00	1,721.50	42.62%
72.4167270 Utilities	1,038.66	7,826.54	11,500.00	3,673.46	68.06%
72.4167310 Professional and Technical	35.62	695.39	1,400.00	704.61	49.67%
Total Monticello Library Building	4,642.80	33,743.23	41,895.00	8,151.77	80.54%
Blanding Library Building					
72.4168110 Salaries and Wages	3,997.85	21,747.61	28,434.00	6,686.39	76.48%
72.4168131 FICA Expense	294.34	1,556.55	2,141.00	584.45	72.70%
72.4168132 Retirement Benefits	233.04	2,206.98	3,019.00	812.02	73.10%
72.4168134 Health Insurance	323.86	2,870.76	0.00	(2,870.76)	0.00%
72.4168220 Public Notices	0.00	33.60	0.00	(33.60)	0.00%
72.4168260 Buildings and Grounds	0.00	1,404.14	3,000.00	1,595.86	46.80%
72.4168270 Utilities	928.77	6,587.78	8,500.00	1,912.22	77.50%
72.4168310 Professional and Technical	35.63	702.95	1,400.00	697.05	50.21%
Total Blanding Library Building	5,813.49	37,110.37	46,494.00	9,383.63	79.82%
Satellite Buildings					
72.4169110 Salaries and Wages	537.61	5,458.79	7,569.00	2,110.21	72.12%
72.4169131 FICA Expense	36.69	374.59	554.00	179.41	67.62%
72.4169132 Retirement Benefits	96.59	927.00	1,300.00	373.00	71.31%
72.4169134 Health Insurance	104.98	1,050.60	0.00	(1,050.60)	0.00%
72.4169260 Buildings and Grounds	0.00	78.97	0.00	(78.97)	0.00%
72.4169310 Professional and Technical	23.75	232.16	400.00	167.84	58.04%

San Juan County
Financial Statement - Library Financials
01/01/2023 to 09/30/2023
75.00% of the fiscal year has expired

Item 7.

	September Actual	2023 Year-to-Date Actual	2023 Budget	Unearned/ Unused	% Earned/ Used
Total Satellite Buildings	799.62	8,122.11	9,823.00	1,700.89	82.68%
Library Board					
72.4580620 Miscellaneous Services	0.00	1,150.00	2,500.00	1,350.00	46.00%
Total Library Board	0.00	1,150.00	2,500.00	1,350.00	46.00%
San Juan County Library System					
72.4581110 Salaries and Wages	19,839.08	207,632.53	357,835.00	150,202.47	58.02%
72.4581131 FICA Expense	1,469.25	15,452.27	27,148.00	11,695.73	56.92%
72.4581132 Retirement Benefits	1,930.21	18,664.16	30,537.00	11,872.84	61.12%
72.4581134 Health Insurance	3,234.54	30,999.45	36,000.00	5,000.55	86.11%
72.4581140 Other Employee Benefits	131.83	1,035.53	0.00	(1,035.53)	0.00%
72.4581210 Subscriptions and Memberships	250.00	1,131.69	1,146.00	14.31	98.75%
72.4581220 Public Notices	0.00	93.80	44.00	(49.80)	213.18%
72.4581230 Travel Expense	0.00	1,041.67	1,470.00	428.33	70.86%
72.4581240 Office Expense	645.13	3,906.87	4,750.00	843.13	82.25%
72.4581241 Postage	0.00	328.20	675.00	346.80	48.62%
72.4581242 Software Maintenance	0.00	3,819.82	3,990.00	170.18	95.73%
72.4581250 Computer Maintenance/Supplies	1,636.76	3,603.49	4,250.00	646.51	84.79%
72.4581251 Gas, Oil and Grease	0.00	674.18	3,420.00	2,745.82	19.71%
72.4581280 Telephone	0.00	1,491.58	2,400.00	908.42	62.15%
72.4581330 Employee Education	0.00	258.63	600.00	341.37	43.11%
72.4581480 Collection Development	3,206.60	13,549.30	21,600.00	8,050.70	62.73%
72.4581610 Miscellaneous Supplies/Service	(73.98)	571.11	875.00	303.89	65.27%
72.4581620 Special Programs	134.76	983.33	3,610.00	2,626.67	27.24%
72.4581740 Equipment Purchases	89.99	357.23	1,700.00	1,342.77	21.01%
72.4581915 Transfers to Other Units	0.00	2,456.46	9,180.00	6,723.54	26.76%
72.4581920 Grant Expenses	406.46	14,135.33	18,904.00	4,768.67	74.77%
Total San Juan County Library System	32,900.63	322,186.63	530,134.00	207,947.37	60.77%
Total Library	44,156.54	402,312.34	630,846.00	228,533.66	63.77%
Total Parks, Recreation, and Public Property	44,156.54	402,312.34	630,846.00	228,533.66	63.77%
Total Expenditures:	44,156.54	402,312.34	630,846.00	228,533.66	63.77%
Total Change In Net Position	(43,711.07)	(369,108.46)	0.00	369,108.46	0.00%

San Juan County
Expenditure Summary - Libraries
72 Library Fund - 01/01/2023 to 09/30/2023
75.00% of the fiscal year has expired

	September Actual	2023 Year-to-Date Actual	2023 Budget	Unexpended	% Used
Change In Net Position					
Expenditures:					
Parks, Recreation, and Public Property					
Library					
Monticello Library Building					
4167110 Salaries and Wages	2,673.67	16,823.06	20,784.00	3,960.94	80.94%
4167131 FICA Expense	192.04	1,176.81	1,556.00	379.19	75.63%
4167132 Retirement Benefits	288.24	2,372.76	3,655.00	1,282.24	64.92%
4167134 Health Insurance	331.78	2,894.50	0.00	(2,894.50)	0.00%
4167251 Gas, Oil and Grease	67.71	675.67	0.00	(675.67)	0.00%
4167260 Buildings and Grounds	15.08	1,278.50	3,000.00	1,721.50	42.62%
4167270 Utilities	1,038.66	7,826.54	11,500.00	3,673.46	68.06%
4167310 Professional and Technical	35.62	695.39	1,400.00	704.61	49.67%
Total Monticello Library Building	4,642.80	33,743.23	41,895.00	8,151.77	80.54%
Blanding Library Building					
4168110 Salaries and Wages	3,997.85	21,747.61	28,434.00	6,686.39	76.48%
4168131 FICA Expense	294.34	1,556.55	2,141.00	584.45	72.70%
4168132 Retirement Benefits	233.04	2,206.98	3,019.00	812.02	73.10%
4168134 Health Insurance	323.86	2,870.76	0.00	(2,870.76)	0.00%
4168220 Public Notices	0.00	33.60	0.00	(33.60)	0.00%
4168260 Buildings and Grounds	0.00	1,404.14	3,000.00	1,595.86	46.80%
4168270 Utilities	928.77	6,587.78	8,500.00	1,912.22	77.50%
4168310 Professional and Technical	35.63	702.95	1,400.00	697.05	50.21%
Total Blanding Library Building	5,813.49	37,110.37	46,494.00	9,383.63	79.82%
Satellite Buildings					
4169110 Salaries and Wages	537.61	5,458.79	7,569.00	2,110.21	72.12%
4169131 FICA Expense	36.69	374.59	554.00	179.41	67.62%
4169132 Retirement Benefits	96.59	927.00	1,300.00	373.00	71.31%
4169134 Health Insurance	104.98	1,050.60	0.00	(1,050.60)	0.00%
4169260 Buildings and Grounds	0.00	78.97	0.00	(78.97)	0.00%
4169310 Professional and Technical	23.75	232.16	400.00	167.84	58.04%
Total Satellite Buildings	799.62	8,122.11	9,823.00	1,700.89	82.68%
Library Board					
4580620 Miscellaneous Services	0.00	1,150.00	2,500.00	1,350.00	46.00%
Total Library Board	0.00	1,150.00	2,500.00	1,350.00	46.00%
San Juan County Library System					
4581110 Salaries and Wages	19,839.08	207,632.53	357,835.00	150,202.47	58.02%
4581131 FICA Expense	1,469.25	15,452.27	27,148.00	11,695.73	56.92%
4581132 Retirement Benefits	1,930.21	18,664.16	30,537.00	11,872.84	61.12%
4581134 Health Insurance	3,234.54	30,999.45	36,000.00	5,000.55	86.11%
4581140 Other Employee Benefits	131.83	1,035.53	0.00	(1,035.53)	0.00%
4581210 Subscriptions and Memberships	250.00	1,131.69	1,146.00	14.31	98.75%
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Total Expenditures:	44,156.54	402,312.34	630,846.00	228,533.66	63.77%
Total Change In Net Position	(44,156.54)	(402,312.34)	(630,846.00)	(228,533.66)	63.77%



ASSISTANT DIRECTOR REPORT

MEETING DATE: October 12, 2023

ITEM TITLE, PRESENTER: Assistant Director Report, Presented by Mikaela Ramsay

COUNTY LIBRARY SURVEY

- Online survey at <https://forms.gle/ExfozAfxcpnhXmcd6>
- Paper survey for walk in patrons
- Horizontal and Vertical fliers

MONTICELLO LIBRARY STAFF

- We had a staff meeting this morning and have come up with a plan to have two staff members close for safety reasons. I am working on making the shift changes needed to make that happen.

UPCOMING

- **Donated Sculpture** – Plaque has arrived and we are waiting for instillation.¹

○



¹ Five thousand dollars have been donated by the T.R. Paul Family Foundation, whose trustee (Theodore Paul), owns Flight Service LLC for a sculpture in memory of RD and Vee Carroll. Flight Service LLC is the company that built the US Forest Service building in Monticello last year and they had purchased the property from RD Carroll



San Juan County Library

wants to hear from **YOU**

FILL OUT our **SURVEY**

and we will give you a sweet treat!

Choose one of these ways to submit your survey:

- scan the QR code below
- use link on the card catalog computer →
- fill out the paper version of our survey



Library
Survey





San Juan County Library
wants to hear from **YOU!**
FILL OUT our **SURVEY**
and we will give you a sweet treat.

Click on the link to fill out our survey then visit your San Juan County library location any time between October through the end of December 2023 to pick up your treat.



2023 San Juan County Library Survey

Item 8.

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

Do you have a library card?

- Yes
- No
- Not Sure
- Other

How often do you visit the library?

- Once or more a week
- Once or more a month
- Once every six months
- Once a year
- This is my first visit
- Never

If you don't visit the library, what would draw you there? (If you come often, skip this question)

If you visit the library often, what keeps you coming back? _____

I am most interested in (check all that apply)

- Learning about something (taking a class, attending a lecture...)
- Learning how to do something (gardening, crafting, navigating computers, programs...)
- Opportunities to meet other people, share and experience (book discussions, socials, travel...)
- Opportunities to do something (volunteer, community projects..)
- Other: _____

Knowing that the library system has some budget restraints, what are the best times for you to visit the library? (check all that apply)

- Weekday mornings (9am - noon)
- Weekday afternoons (noon - 5pm)
- Weekday evenings (5pm - 7pm)
- Saturday mornings (9am - noon)
- Saturday afternoons (noon - 5pm)
- Other:

What do you value most about the library?

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

	HIGH	MED	LOW
Books, DVDs...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspapers & Magazines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computers & Printers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
eBooks & Audiobooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs & Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Free WiFi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hot Spots	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fax & Scanner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What do you check out from your library? (check all that apply)

- Books
- Movies
- Audiobooks

What genres are you likely to check out? (check all that apply)

- Kid Stuff
- Action/Adventure
- Mysteries
- Classics
- Graphic Novels
- Historical Fiction
- Romance
- Biographies
- /Autobiographies
- Poetry
- Self-Help
- True Crimes
- Horror
- Other:

Please tell us about yourself so that we may better serve you. How old are you?

- 1-18 years
- 19-34 years
- 35-49 years
- 50-64 years
- 65-79 years
- 80+ years

What language is spoken at your home?

- English
- Spanish
- Navajo
- Other

What is your employment status?

- Employed / Self-Employed
- Student
- Homemaker
- Retired
- Between Jobs
- Other:

Are there children in your home under 18 that might be interested in our library activities?

- Yes
- No

Your tax dollars are important to the funding of the library system. Due to rising costs would you:

(check all that apply)

- Accept a slight tax increase from the current rate of .00042%
- Donate additional funding, endowments or new release unused books and movies.
- Utilize services the library provides to help increase grant opportunities.
- Volunteer your time, talent, knowledge, etc.
- Other:

Which library do you use? (check all that apply)

- Blanding
- Monticello
- La Sal
- Bluff
- Montezuma Creek
- Moab (North of San Juan County)

Please write any comment or suggestions you would like to see the library consider in the future: _____

Final Question:

Do you like CHOCOLATE? If the answer is YES please let the San Juan County librarian know you have completed this survey.

THANK YOU for taking the time to complete this survey and for helping us to serve you better!