



LIBRARY BOARD MEETING - OCTOBER 23, 2025 | BUDGET MEETING

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

MINUTES

CALL TO ORDER – 5:33 pm

1. Invocation

Haun-Storland led the invocation, expressing gratitude for the opportunity to serve the county through the library system.

2. Current Meeting Minutes Assignment by Library Board Chair Brooks

Lynn agreed to the Secretary position for the San Juan County Library Board meetings.

ROLL CALL

3. Presented by Library Board Chair Brooks

Trustees

Annette “AJ” Myers – present

Heather Lynn – present

Jackie Jeppson – absent

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 – 5:35 pm

4. Library Board Meeting - August 28, 2025 Minutes for Approval by Brooks

Perkins and Dr. Brooks noted minor issues, including misspellings. Wood confirmed these were AI-generated minutes and offered to make the necessary edits before Dr. Brooks signed them. The motion to approve the minutes was made by Huckabay, seconded by Myers, and passed unanimously.

PUBLIC COMMENT – 5:38 pm

Dr. Brooks opened the floor for public comments but, after repeated inquiries and a reminder for muted attendees to unmute, confirmed that no members of the public wished to speak. The public comment section was then closed.

BUSINESS/ACTION – 5:39 pm

Perkins requested to amend the agenda to include the 2026 calendar, which had been inadvertently omitted. Myers made a motion to amend the agenda to include the 2026 schedule, which Cody seconded. The motion passed unanimously, and Perkins confirmed the schedule would be emailed to all attendees.

5. Grand County Contract | ILA Grand County Public Library (GCPL) and San Juan County Library (SJCL) 2026-2030 with the Pack Creek edit

Perkins reviewed the contract from the GCPL, see pages 11-14 of the meeting packet.

Perkins provided an update on the contract with Grand County, noting that the county accepted a \$7,000 increase, significantly less than the initial \$21,000 request. She highlighted that Grand County would manage patrons with quarterly updates, and the service area was clarified to include Spanish Valley, Bridger, Jack, Browns Hole, Pack Creek Ranch, and Rockland Ranch. Huckabay added that the contract was extended to 2030, with an option for renewal until 2033, which Perkins confirmed.

Dr. Brooks inquired about creating a "slush fund" to cover future increases in the Grand County contract. Perkins explained that while current funds couldn't be carried over year-to-year due to expenditures, a PTIF fund of over \$441,000 existed for large capital improvements. Perkins stated that the only way to save would be to reduce the "unfair percentage" paid for county maintenance, a topic to be discussed further. Perkins also noted that property tax money allocated to the library is routed through the general fund before being returned to the library, leading to questions about whether it can directly roll over into a savings account or must go into the PTIF.

Following the discussion, Dr. Brooks opened the floor for any further questions or concerns regarding the Grand County contract. Hearing none, Haun-Storland moved to accept the contract as written, seconded by Huckabay. The motion passed unanimously, making the contract a "done deal" pending official signatures from both parties' commissioners.

5. Grant for Approval

Perkins presented a \$2,000 grant from the state library, funded by the federal government, which needed board ratification. The grant funds are restricted to well-read books published within the last four years and are distributed among the library branches based on checkouts and population.

After discussion, Dr. Brooks called for a motion to approve the grant. Myers made the motion, and Cody seconded it. The motion passed unanimously.

7. 2026 Budget for Approval

Perkins presented the budget, focusing first on the library staff and operations, excluding maintenance costs. She outlined estimated year-end figures for salaries, wages, and benefits for three full-time and nine part-time employees, as well as FICA, retirement, HSA contributions, and insurance. Perkins then reviewed proposed expenditures for subscriptions, public notice, travel, office expenses, postage, software, computer supplies, auto expenses, and various other categories. She specifically mentioned an increase in collection development due to the Beehive Consortium contract.

Perkins presented a detailed breakdown of maintenance charges for various county buildings from 2020 to 2025. She highlighted a disproportionate increase in maintenance costs for the libraries, noting that the Blanding Library's charge jumped from \$19,466 in 2022 to \$47,676 in 2023, and then to almost \$88,000 in 2024, while other buildings had much smaller percentage increases or even decreases in their budgeted amounts for 2025. Dr. Brooks questioned how these budgets are determined, and Perkins explained that the administration, not the maintenance department head, sets the budget. Perkins shared that she was told it was based on square footage, but confirmed that current figures do not align with this explanation.

Perkins pointed out that the library system is currently paying almost 50% of the county's total maintenance charges, specifically 47%, despite being significantly smaller than other buildings like the public safety building. Dr. Brooks emphasized that the combined square footage of the Monticello and Blanding libraries (approximately 15,000 sq ft) is half that of the public safety building (approximately 31,000 sq ft), yet the libraries are paying twice as much for maintenance. Huckabay and Myers expressed concern and disagreement with these figures, noting that the public safety building, which is much larger and more labor-intensive, is paying significantly less. Perkins stated that the current system is "unsustainable" and emphasized the need to address the disproportionate charges to avoid further financial strain on the library.

Perkins and Wood provided additional historical context regarding the maintenance charges. Perkins noted that in 2020, the Blanding Library was paying almost \$23,000, while the public safety building was almost \$73,000, suggesting a reversal in the proportional costs. Wood added that Peter initially stated costs were based on square footage, but someone later "messed with the percentages," leading to the current discrepancies. Commissioner Stubbs inquired about past cleaning arrangements, and Perkins clarified that while the library had its own janitorial staff in 2020, the maintenance crew (which is the focus of these high charges) has always been a separate entity. Perkins also added that contracting out for building and grounds services in 2024 might have contributed to the increase that year, but costs continued to rise even after the contract ended.

Perkins initiated a discussion about the significant costs of maintenance and custodial services, noting that the library is currently paying a substantial amount despite not contracting out to other companies. Wood presented a financial analysis, highlighting that hiring one full-time maintenance person dedicated to the libraries (Plan A) would save at least \$60,000 annually compared to current spending. They further suggested that a part-time maintenance person (Plan B) working 10 hours a week at each of the two main library buildings could lead to even greater savings of approximately \$108,000 per year while still maintaining two part-time janitors.

Wood asserted that the library budget is currently paying for labor that is being used for other buildings outside the library system, which they consider legally problematic given that the budget is meant to cover only their system. Perkins noted that the library is paying 40% of the maintenance crew's time, but this is not reflected in the services received, citing examples of delayed repairs like a broken ADA door button since February and a broken faucet. Wood further clarified that the library pays 47% of the total labor costs for maintenance, despite these services covering numerous other county buildings.

Wood advocated for a simpler financial arrangement, suggesting the library pay the equivalent of one part-time or, at most, one full-time maintenance person, rather than a percentage of the entire maintenance staff that serves multiple county buildings. They explained that a part-time maintenance person could effectively cover both libraries, handling routine tasks like filter changes and yard work, with occasional larger projects hired out. Wood stressed the importance of simplicity in the payment structure to avoid errors and ensure transparency.

Commissioner Stubbs reported a successful hire for an IT engineer, noting that it was a difficult position to fill due to distance, housing shortages, and competitive work-from-home salaries. Perkins confirmed that she and Wood had met the new IT engineer and planned to send a list of library-specific IT needs once the individual had settled into their role and addressed more urgent departmental needs.

Dr. Brooks expressed concern over the significant financial discrepancy, noting that the libraries, comprising approximately 16,000 square feet, are paying \$139,000 for maintenance compared to \$176,000 paid by all other buildings combined, which collectively span about 70,000 square feet. Dr. Brooks emphasized the board's fiduciary responsibility under Utah code title 9 chapter 7 and title 67, stating that they cannot approve the budget until these discrepancies are resolved and clear answers are provided.

Dr. Brooks clarified that the board needs to pursue answers regarding the maintenance costs due to their fiduciary responsibility, asserting that the current situation is "unfathomable" and "outlandish" if the numbers are correct. Perkins stated their agreement that the issues are not intentional but noted that the library has substantial documentation from the clerk's and treasurer's offices supporting their figures. Perkins proposed that the board approve the portion of the budget they have historically controlled, excluding maintenance, to allow them to proceed with budget meetings in November.

Dr. Brooks urged the board to approve only a portion of the budget, specifically from "subscriptions down to grant expenses" and including the "library board miscellaneous services" of \$2,500, explicitly excluding the maintenance portion. Haun-Storland made a motion to approve the budget excluding all maintenance-related items but including all other items, which Myers seconded. The motion passed, with the board agreeing to approve the specified partial budget.

LIBRARY DIRECTOR REPORT – 5:57 pm

8. Presented by Perkins, Library Director / Blanding Librarian

Perkins reviewed the budget with the board, see pages 28-38

Perkins requests the board to approve expenses on page 28 of the meeting packet to include: subscriptions, public notices, travel, office expenses, postage, software, computer ink, gas/oil/auto, telephone, professional development, education, collection development, miscellaneous supplies, special programs, intergovernmental charges, equipment purchases, contributions to other units (local and state), grant expenses and grants (Children's Book, Borrower Support (ILL), UEN, CLEF).

Perkins reviewed the library maintenance labor expenses for Bluff, Blanding and Monticello, see page 31 of the meeting packet.

Commissioner Stubbs made a suggestion about hiring maintenance employees. Stubbs let the board know that the board is being heard and requests Perkins to present the maintenance labor charts and information to the board.

9. Statistics

10. Financial Reports for the Library System

Perkins provided an update on the current fiscal year's budget, noting that 83.33% of the year has expired, and the library system's budget is currently at 68.45% spent, indicating they are under budget. However, Perkins pointed out that the building portion of the budget is over budget, with Monticello at 84.55% spent and Blanding at 94.49% spent, largely due to the failure to budget for utilities and other building-related expenses by whoever set the budget. Perkins also informed the board about the PTIF (Public Treasurer's Investment Fund) savings of \$441,196, which grows with interest and requires board and commissioner approval for use, typically for large projects.

ASSISTANT DIRECTOR REPORT –

11. Presented by Wood, Assistant Director / Monticello Librarian

Perkins and Dr. Brooks expressed profound appreciation for Wood's diligent work in organizing and charting extensive data regarding the maintenance budget breakdown. They noted that her efforts significantly enhanced the clarity and professionalism of the information, making it easy to read and understand. Dr. Brooks highlighted the immense time investment required, suggesting it could be hundreds of hours, and commended the librarians for their dedication.

LIBRARY CHAIR REPORT – 7:29 pm

The board revisited the 2026 Library Board Meeting dates. Cody made a motion to accept the schedule for 2026, which Huckabay seconded. The motion passed with unanimous favor, officially locking in the schedule. Perkins to email the board 2026 meeting dates.

Brooks suggested we meet one more time so the board can approve the maintenance budget.

ADJOURN – 7:34 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: _____