



Library Director's Report March – April and first part of May 2025

General Report

- UEN has submitted the final application on our behalf (and 39 other libraries) for the Utah Broadband Center Digital Opportunity Grant. Award announcements are expected no later than July of 2025. Once we are notified and if award is given, I will be meeting with UEN to discuss if any of our purchase item requests will need to be prioritized according to how much is awarded. We will also be discussing project deadlines, etc.
- I presented to the County Commissioners and was approved for the new MOU (Memorandum of Understanding) between Utah Education and Telehealth Network (UETN) and San Juan County Library System concerning the telecom circuits. The locations awarded are for: Blanding Branch (new location) and 2 expiring services (Bluff and Montezuma Creek). Emery Telecom, the current vendor, will continue providing these services. In order to follow the contract, the Library System agrees to stay in compliance with E-rate requirements which means we agree to provide the following items to UETN, in a timely manner:
 - a) [An FCC Form 479, Children's Internet Protection Act \(CIPA\) form, certifying annual compliance with CIPA requirements before July 1st of every year.](#)
 - b) [An E-rate Letter of Agency \(LOA\), upon request.](#)
 - c) [E-rate information or FCC forms necessary for E-rate compliance, upon request.](#)Entering into this agreement continues to save the Library System \$109,186 over the next 60 months for Internet services. UETN has negotiated a 90% Discount with Emery. UEN has agreed to pay the remaining 10% NRC (non-Recurring costs or one-time fees) of \$335 and MRC (Monthly Recurring Costs) of \$10,186.00 which means 100% expenses are covered of Internet services until at least June 30, 2030.
La Sal Library MOU (E-rate) contract runs from July 1, 2023 to June 30, 2028. Monticello Library MOU (E-rate) contract runs from July 1, 2021 to June 30, 2026
- Annual State Library report was completed and submitted on April 15th.
The [Utah Public Library Annual Report](#) is the basis for setting benchmarks and standards for Utah's public libraries. The Utah State Library collects annual statistics from all city and county libraries, which are then used to create benchmarks and standards. These benchmarks, calculated by the State Library, are used in recertification standards to ensure that libraries are meeting specific performance levels
- The contract for CLEF (Community Library Enhancement Funds) grant 1st check – 90% of awarded amount – sent and deposited. The remaining 10% will be sent after all receipts and reports are submitted and approved after grant period ends.
- Review of 2025 Approved Library Budget – where we are at right now.
- Working with Sam Long to finish gathering information on Percentages assigned to each County Building for Maintenance budget. He is willing to look at the percentages and see if we might can reduce the Library System Maintenance current allocations. Mikaela has been

working with me to put together a spreadsheet showing the maintenance cost increase over the last 4-5 years.

- Working on updating tracking system for current grant expenses and organizing the closed and open grant folders. Also, continue to manage and track current grants.
- Gearing up for Summer Reading Program. Sign-ups will begin on May 19th and participants can start working on the reading BINGO activity card on June 2nd. All libraries will be participating with the 2 larger branches having at least 8 events for all age children and the smaller branches having either on-going activities such as a Mosaic for patrons to come work on at their leisure during open hours, or have 1-2 planned activities for the children. The Blanding Branch will also have 5 Teen/Tween events and 6 Adult events. We have added an ADULT BINGO Reading activity tracker this year so that the adults can be in on the fun along with the kids, teens and tweens.
- New Online Faxing services (eFax) is up and running at all the Library Branches.
- TechServ helped us remotely to update all the patron computers but still having some issues as mentioned below.
- TechServ has trained several staff members at the 2 main library branches so that we can do our own updates on the patron computers and assist the smaller branches with their updates. They have realized that our current software security services are not great. The contract is up in July and we will not be renewing. TecServ is looking into who we can contract with instead.
- Working on the Recertification Report.

Blanding Library

- Ginnie Brooks applied for and was awarded a Dollar General Grant in the amount of \$3000 for the Blanding Library. She has budgeted to spend the grant money as follows: \$2,000.00 budgeted for books, \$500.00 for Prizes, food, etc. for events and \$500.00 for flyers, advertisements, etc.
- Ongoing partnerships: 1) Book club is usually held on every 1st Monday of the month at 11 am and always have a good turn-out. 2) Story hour is held every Wednesday at 11 am. 3) We 4) Senior group – not much participation.
- New on-going events and activities 1) New Anime' Club was launched in March with continued and increased enthusiastic participation and is now being held twice a month instead of once a month. This is for Tween/Teen ages. 2) New Garden Club – Seed Exchange for adults was kicked off in March and also a big success. The plan currently is to meet twice a month. 3) Reading Classes/Tutoring is being held twice a week by Julia Brooks. All ages are welcome but class size is limited. Ages 7-11 have been attending. All ages are welcome. 4) Art Club is held every other week and we opened it up to all ages but the participants who have attended are age 6-11. 5) Kindergarten did a field trip to the library with 60 participants in 4 different groups. Ginnie did a story hour, craft, and tour of the library. 5) Help me Grow partnered with the Blanding library to do a Story hour. They work with parents to assist their children in meeting mile stones and had a good reception from parents who attended with their children.

Bluff Library

- Held a field trip for the Bluff Elementary School and had approximately 70 children come tour the Bluff Library with their teacher. Maidee handed out little "goodie bags" to each of the children that had a Summer Reading activity schedule as well as a BINGO activity tracker along with a book mark, pencil, small prize, and library card application.

- Maidee is in the process of re-organizing some sections and trying to make room for more items.
- Maidee has 1 Summer event planned as well as “Take Home” kits for the Bluff branch.

Montezuma Creek Library

- New Computers are installed and updated.
- Faxing services running smoothly so far.
- Good numbers on patron’s attendance and computer users.
- Maidee has set up an ongoing book sale that the patrons have loved.
- Maidee has 2 Summer Reading events planned as well as “Take Home” kits for this branch.

La Sal Library

- Continues to work with and serve the Seniors at the La Sal Senior Center and has an increase of regular patronage.
- Marsha has planned several on-going Summer Reading activities as well as setting out “Take-Home” kits for the children to craft at home.