



Uintah County Library Board

Regular Board Meeting Minutes – Approved

Date: 01/21/2026

Time: 1:00 PM

Location: Uintah County Library
204 E 100 N, Vernal, UT 84078

Board Members Present: Karen England (Library Director), Heather McKee (Chair), Mary Fontes (Secretary), Amanda Jenkins, Katrina Jensen, and Linda Nay.

Board Members Excused: Sonja Norton (County Commissioner) and Vail Batty.

Other Attendees: Caleb Hall (Clerk Auditor's Office) and Karina Valencia (Attorney's Office) were also present, with Stacia Watkins taking the minutes.

1. Welcome

The meeting started at 1:02 p.m.

2. Approval of January Minutes

Amanda moved to approve the December 17, 2025 minutes as presented. Katrina seconded. The motion passed unanimously.

3. Budget Discussion

See the attachment labeled “UCL Budget” on the Utah Public Notice Website.

Caleb Hall went through each of the attached documents with the library board to explain the figures for 2025.

The books don't close until March, so the balance sheet presented is an estimate because some sales tax and property tax from the previous year have not been recognized yet. Property tax and interest income from 2025 will be added to the library's assets once they are accrued. Warrants outstanding, which are checks cut but not yet cashed, are also reflected on the balance sheet.

The library ended 2025 14% under budget overall. The library was over budget on revenue, meaning they collected more money than anticipated. Capital Outlay funds were used

for technology upgrades in 2025. The library had to dip into its savings account to cover operational costs, such as staff and building expenses, because the tax revenue received was not enough to cover all expenses. The library has been using its savings to supplement its budget for the past two years.

The library is expected to remain under budget in 2026 but will likely need to use its savings again. One librarian position remained unfilled in 2026 to save money. Staff will receive a Cost of Living Adjustment (COLA) increase in 2026. The "Equipment Purchases" line item was cut to \$0 by the County Commission for 2026, so any necessary equipment will have to be funded through a budget transfer from the Capital Outlay fund. The library's tax rate is currently at its lowest point since before 2010, following a series of tax cuts by previous County Commissions.

The Regional History Center has two revenue streams: Fund 72, which comes from sales of journals and books, and Fund 20, which is shared with the library. Fund 72 is used for many of the center's operational expenses, while Fund 20 covers salaries. The History Center was under budget for 2025, and its excess funds will be rolled back into the library's savings account. Two staff positions at the History Center are currently vacant, with plans to fill them in February 2026.

4. Board Member Items

None at this time.

5. Public Comment

None at this time.

6. Next Meeting Date

The next board meeting is scheduled for Wednesday, February 18, 2026 at 1:00 PM at Uintah County Library.

7. Adjourn

Mary moved to adjourn the meeting. Linda seconded. The meeting adjourned at 2:00 p.m.