DAVIS COUNTY LIBRARY

DAVIS COUNTY LIBRARY BOARD AGENDA

Davis County Library Board Meeting
Headquarters, Auditorium
133 S Main Street, Farmington, Utah

September 14th, 2023
1:00 PM

Welcome

1. Public Comments - 3 minute maximum
2. Welcome new Library Board Member - Sara Reed

Training Items

3. Personal Liability Training - Neal Geddes, County Attorney's Office

Action Items

4. Minutes - June 8th, 2023
5. Contract Ratification
    a. Low Dollar Contracts Signed by the Director ($1,590.00) - payable
    b. Donations Over $50.00 ($512.75) - receivable
6. Ratification of Bills - May 2023, June 2023, July 2023
7. Proposed Library Policy updates
    a. Rewrite former #160/170 & Rename "Patron Service and Equal Access"
    b. Update & add relevant points from #180 into #120 Circulation & Patron Accounts
    c. Update #260 Bulletin Boards & Displays

Closed Session

8. South-End Services & Construction - Discussion
   We will move to a closed session for reasons permitted under UCA §52-4-205(1d) for strategy sessions to discuss the purchase, exchange, or lease of real property.

Adjournment

Notes:

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Josh Johnson, Davis County Library Director, at 801-451-3050 prior to the meeting. Agenda items may not be discussed in the above order.

Pursuant to UCA 52-4-207, electronic and telephone participation is available to this body's members and invited guests; the general public is invited to attend at the anchor location indicated at the top of the agenda.

DAVIS COUNTY LIBRARY

Davis County Library Board Meeting
Headquarters, Staff Conference Room
133 S Main St, Farmington, UT 84025
September 14th, 2023
Called to Order by Josh Johnson at 1:05 p.m.
Adjourned 2:38 p.m.

Present:
Mary Lynne Morgan, Chair*
Scott Jones, Vice Chair
Jil Craythorne
Lorene Kamalu, Commissioner
Connie May
Sara Reed
Jennifer Somers
Josh Johnson, Director

Guests:
Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Kim Valeika, Outreach Manager
Neal Geddes, County Attorney
Carolyn Myers, Bountiful Branch, Manager
Janae Sportsman, Masters Student, Washington Terrace

Welcome
Josh Johnson welcomed those present and called the meeting to order at 1:05 p.m.

Public Comments
There were no public comments.

Welcome New Library Board Member - Sara Reed
Josh introduced Sara Reed as the new Library Board Member. Commissioner Kamalu discussed the recruitment process and acknowledged there were great candidates that applied. Sara was welcomed by the Board.

Personal Liability Training (Training)
Neal Geddes, from the County Attorney's Office, trained the Board on Personal Liability.

Minutes (Action)
The minutes for June 8th, 2023 were presented for review.
Connie May moved to approve the minutes of the Library Board meeting held June 8th, 2023. Mary Lynne Morgan seconded the motion. The motion was unanimously carried.

Ratification of Contracts (Action)
a. Low Dollar Contracts Signed by the Director ($1590.00) - payable
b. Donations Over $50.00 ($512.75) - receivable
Jil Craythorne moved to ratify the contracts. Connie May seconded the motion. The motion was unanimously carried.

Ratification of Bills - May 2023, June 2023, July 2023 (Action)
The May 2023, June 2023, and July 2023 expenditures were presented to the Board. There were no questions about the expenditures.
Mary Lynne Morgan moved to ratify the bills for May 2023, June 2023, and July 2023. Jil Craythorne seconded the motion. The motion was unanimously carried.

Proposed Library Policy Updates (Action)
a. Rewrite former #160/170 & Rename "Patron Service and Equal Access"
b. Update & add relevant points from #180 into #120 Circulation & Patron Accounts

c. Update #260 Bulletin Boards & Displays

Lynnette Mills explained the combination and updates to Policy #160 and #170

Josh Johnson explained why points from #180 were added into #120. He also gave a brief overview of the updated #260.

Jennifer Somers moved to approve the updates to the above policies as presented. Connie May seconded the motion. The motion was unanimously carried.

Adjournment to Closed Session (Action)

Commissioner Kamalu moved that the Board move to closed session for reasons permitted under Utah Code Annotated (UCA). §52-4-205(1d) for strategy sessions to discuss the purchase, exchange, or lease of real property. Jil Craythorne seconded the motion The motion was unanimously carried.
The Board moved to closed session at 1:45 pm.

Return from closed session

The Board returned from closed session at 2:37 p.m. Commissioner Kamalu noted that no action was taken during the closed session.

Adjournment

Mary Lynne Morgan moved to adjourn. The motion was seconded by Jil Craythorne. The Board adjourned at 2:38 p.m..

Next Meeting: October 12th, 2023 - 1:00 p.m

Minutes Prepared by: Kim Valeika, Outreach Manager

Davis County Library - Contract Summary

Name	Date of Programs/Contract date	Purpose	Amount/Payable
Peter Wirthlin	6/3/2023	Bike Safety and Local Bike Trails	No Compensation
Timothy Riggs	6/5/2023 - 7/20/2023	The Magic of Timothy	$1,540.00
Evolutionary Martial Arts	6/13/2023 - 6/14/2023	Get a Kick Out of Summer	No Compensation
Chitrakaavya Dance	6/13/2023	Classical Indian Dance	No Compensation
Premier Martial Arts	6/13/2023 - 6/14/2023	Get a Kick Out of Summer	No Compensation
Utah State Universtity Extension	6/24/2023 - 9/27/2023	Create Better Health, Create Farm Fresh Food, Create Better Health	No Compensation
Rise Dance Academy	6/26/2023 - 7/11/2023	Step It Up with Irish Dance	No Compensation
Utah State Universtity Extension	7/5/2023 - 8/24/2023	Food, Fun, & Reading	No Compensation
Utah State Universtity Extension	9/5/2023 - 9/26/2023	Parenting the Love and Logic Way	No Compensation
Brandy Christensen	9/11/2023	Stars, Stripes, & Swing	$50.00
Total			$ 1,590.00

Documents in their entirety are filed in the vault of the Davis County Clerk

Recommended by: _____ Library Director

Form approval by: _____ County Attorney

Reviewed by: _____

Approved by: _____ Commission Chair

Attest: _____ Clerk

Davis County Library - Donation of Materials over $50

April - June 2023

Name	Date	Estimated Value	Branch
Anonymous	4/8/2023	$53.00	Layton
Anonymous	4/19/2023	$ 148.50	Syracuse
Anonymous	6/14/2023	$ 104.50	Kaysville
Anonymous	6/15/2023	$ 134.25	Bountiful
Chris Hamatake	6/17/2023	$ 73.00	Bountiful
Anonymous	6/24/2023	$ 52.50	Centerville
	Total	$ 512.75	

Date range: 4/1/2023 - 6/30/2023

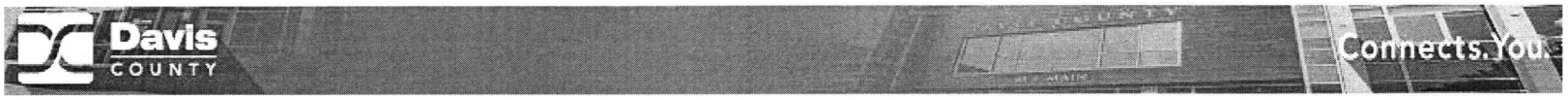
Recommended by Library Director: _____

Approved by Commissioner: _____

Attested by County Attorney _____

ATTEST:
Brian McKenzie
Davis County Clerk

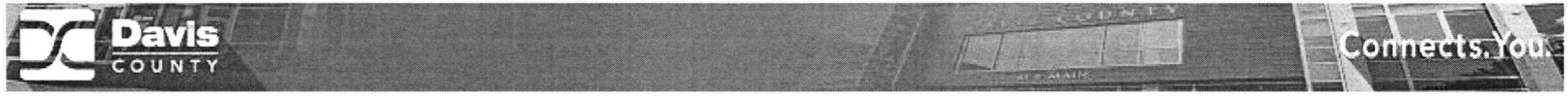
Agenda Item #631/2023



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

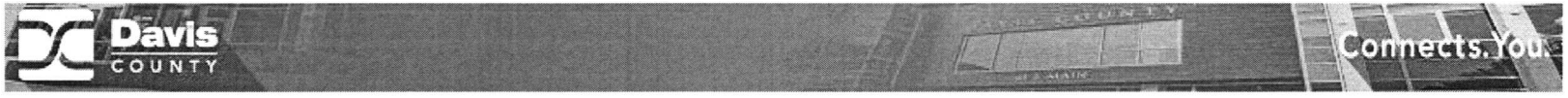
ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 LIBRARY								
2310580 410000	CURRENT PROPERTY TA	-8,743,317	-8,743,317	-353,910.30	-196,447.01	.00	-8,389,406.70	4.0%*
2310580 411000	REGISTERED PERSONAL	-668,111	-668,111	-192,688.23	-37,459.73	.00	-475,422.77	28.8%*
2310580 420000	PRIOR YEARS TAXES	-100,259	-100,259	-40,608.32	-5,489.99	.00	-59,650.68	40.5%*
2310580 422101	A&C PENALTY/INTERES	-55,956	-55,956	-18,360.27	-4,882.18	.00	-37,595.73	32.8%*
2310580 460000	FINES & FORFEITURES	-50,000	-50,000	-31,944.02	-6,605.43	.00	-18,055.98	63.9%*
2310580 472300	STATE REIMBURSEMENT	-45,000	-45,000	-34,799.00	.00	.00	-10,201.00	77.3%*
2310580 480000	INTEREST EARNINGS	-28,000	-28,000	.00	.00	.00	-28,000.00	.0%*
2310580 493000	CONTRIBUTION-PRIVAT	0	0	-106.00	-1.75	.00	106.00	100.0%
2310580 495100	SUNDRY REVENUE	-5,000	-5,000	-7,335.31	-409.08	.00	2,335.31	146.7%
TOTAL UNDEFINED ROLLUP CODE		-9,695,643	-9,695,643	-679,751.45	-251,295.17	.00	-9,015,891.55	7.0%
1P580 LIBRARY PAYROLL								
2310580 510110	PAYROLL	4,578,286	4,578,286	1,688,847.41	310,043.26	.00	2,889,438.10	36.9%
2310580 510111	TRAVEL PAY	17,783	17,783	6,781.94	1,233.08	.00	11,001.02	38.1%
2310580 510115	TAXABLE INCENTIVES	0	0	37.27	33.13	.00	-37.27	100.0%*
2310580 510117	OVERTIME	1,545	1,545	16.14	.00	.00	1,528.86	1.0%
2310580 520130	BENEFITS	3,507	3,507	.00	.00	.00	3,507.15	.0%
2310580 520131	PAYROLL TAXES	355,689	355,689	125,869.48	23,122.76	.00	229,819.33	35.4%
2310580 520132	WORKERS COMP	10,575	10,575	1,845.31	339.63	.00	8,730.08	17.4%
2310580 520133	INSURANCE	550,059	550,059	218,214.16	37,177.10	.00	331,844.90	39.7%
2310580 520134	RETIREMENT	542,056	542,056	230,990.31	41,839.09	.00	311,065.38	42.6%
2310580 520135	COMMUNICATIONS ALLO	3,900	3,900	1,650.11	300.02	.00	2,250.15	42.3%
2310580 590950	BUDGET ADJUSTMENTS	-150,000	-150,000	.00	.00	.00	-150,000.00	.0%*
TOTAL LIBRARY PAYROLL		5,913,400	5,913,400	2,274,252.13	414,088.07	.00	3,639,147.70	38.5%
2O580 LIBRARY OPERATING								
2310580 530225	PROMOTIONAL MATERIA	4,800	4,800	.00	.00	.00	4,800.00	.0%
2310580 530623	CITIZEN PROGRAMS	40,000	40,000	14,766.18	5,670.82	.00	25,233.82	36.9%
2310580 540210	SUBS & MEMBERSHIPS	4,000	4,000	1,415.00	.00	.00	2,585.00	35.4%
2310580 540220	PUBLIC NOTICES	1,000	1,000	.00	.00	.00	1,000.00	.0%
2310580 540250	OPERATING SUPPLIES	45,000	45,000	2,696.62	212.99	.00	42,303.38	6.0%
2310580 540271	FOOD BUSINESS	2,500	2,500	.00	.00	.00	2,500.00	.0%



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 540272	EMPLOYEE AWARDS	5,800	5,800	139.69	65.64	.00	5,660.31	2.4%
2310580 540450	UNIFORMS/LINENS	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580 540610	MISC SUPPLIES	18,000	18,000	6,161.41	1,279.15	.00	11,838.59	34.2%
2310580 540612	BOOKS AND MATERIALS	860,000	860,001	325,210.49	60,461.92	4,980.46	529,810.12	38.4%
2310580 540643	COMPUTER EQUIP	114,850	117,210	5,985.13	2,314.42	71,830.05	39,394.82	66.4%
2310580 540666	CONTINGENCY	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580 540690	EQUIPMENT	50,000	51,787	1,491.79	628.52	1,786.65	48,508.21	6.3%
2310580 540691	SOFTWARE	4,560	17,631	4,845.42	.00	.00	12,785.81	27.5%
2310580 542240	OFFICE SUPPLIES	45,000	44,000	11,504.48	1,638.01	.00	32,495.52	26.1%
2310580 542243	POSTAGE	17,500	17,500	1,552.06	572.06	.00	15,947.94	8.9%
2310580 545536	BANK CHARGES	4,000	4,000	.00	.00	.00	4,000.00	.0%
2310580 548231	MILEAGE/LOCAL TRAVE	4,900	4,900	206.98	.00	.00	4,693.02	4.2%
2310580 548330	EDUCATION & TRAININ	8,000	8,000	2,745.00	.00	.00	5,255.00	34.3%
2310580 550620	MISC SERVICES	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580 555265	SOFTWARE MAINTENANC	118,950	122,164	108,451.63	.00	10,847.00	2,865.37	97.7%
2310580 555266	SOFTWARE SUBSCRIPTI	10,610	10,610	.00	.00	.00	10,610.00	.0%
2310580 555310	PROF & TECH	28,000	30,795	1,885.00	.00	1,795.00	27,115.00	11.9%
2310580 560252	EQUIP REP/CONTRACTS	500	500	.00	.00	.00	500.00	.0%
2310580 560260	BLDG & GRND MAINT	31,500	31,900	.00	.00	.00	31,900.00	.0%
2310580 562280	TELEPHONE	66,000	83,458	3,434.50	732.15	.00	80,023.71	4.1%
2310580 564253	VEHICLE SERVICE	3,500	3,500	1,099.83	277.16	.00	2,400.17	31.4%
TOTAL LIBRARY OPERATING		1,524,970	1,565,056	493,591.21	73,852.84	91,239.16	980,225.79	37.4%
4A580 LIBRARY ALLOCATIONS								
2310580 590910	TRANSFER OUT	1,196,673	1,196,673	556,947.10	91,389.42	.00	639,725.90	46.5%
2310580 590920	TELEPHONE ALLOCATIO	29,885	29,885	11,816.85	2,162.43	.00	18,067.71	39.5%
2310580 590922	EMAIL ALLOCATION	20,846	20,846	8,686.00	1,737.20	.00	12,160.40	41.7%
2310580 590925	SECURITY CAMERA ALL	10,596	10,596	4,415.00	883.00	.00	6,181.00	41.7%
2310580 590930	INSURANCE ALLOCATIO	94,988	94,988	39,578.45	7,915.69	.00	55,409.55	41.7%
2310580 590940	MAINTENANCE ALLOCAT	791,000	791,000	329,583.35	65,916.67	.00	461,416.65	41.7%
TOTAL LIBRARY ALLOCATIONS		2,143,988	2,143,988	951,026.75	170,004.41	.00	1,192,961.21	44.4%
TOTAL LIBRARY		-113,285	-73,199	3,039,118.64	406,650.15	91,239.16	-3,203,556.85	-4276.5%
TOTAL LIBRARY SERVICES		-113,285	-73,199	3,039,118.64	406,650.15	91,239.16	-3,203,556.85	-4276.5%
	TOTAL REVENUES	-9,695,643	-9,695,643	-679,751.45	-251,295.17	.00	-9,015,891.55	
	TOTAL EXPENSES	9,582,358	9,622,444	3,718,870.09	657,945.32	91,239.16	5,812,334.70	

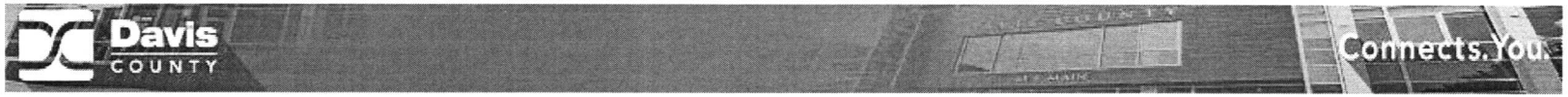


Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-113,285	-73,199	3,039,118.64	406,650.15	91,239.16	-3,203,556.85	-4276.5%

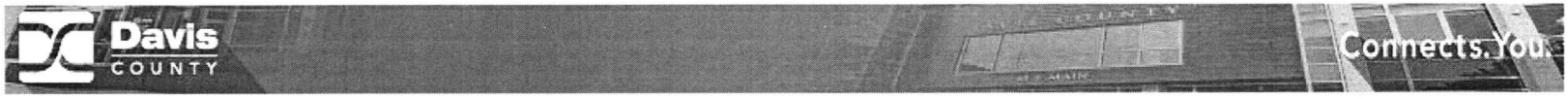
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Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR: 48 LIBRARY CAPITAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4810950 CAP - LIBRARY							
4810950 480000 INTEREST EARNINGS	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*
4810950 492100 TRANSFER IN	-560,000	-560,000	-291,666.65	-38,333.33	.00	-268,333.35	52.1%*
TOTAL UNDEFINED ROLLUP CODE	-570,000	-570,000	-291,666.65	-38,333.33	.00	-278,333.35	51.2%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	90,000	93,000	13,108.80	.00	.00	79,891.20	14.1%
TOTAL CAP - LIBRARY OPERATING	90,000	93,000	13,108.80	.00	.00	79,891.20	14.1%
3C950 CAP - LIBRARY CAPITAL							
4810950 640740 CAPITAL EQUIPMENT	0	15,000	.00	.00	.00	15,000.00	.0%
TOTAL CAP - LIBRARY CAPITAL	0	15,000	.00	.00	.00	15,000.00	.0%
TOTAL CAP - LIBRARY	-480,000	-462,000	-278,557.85	-38,333.33	.00	-183,442.15	60.3%
TOTAL LIBRARY CAPITAL PROJECTS	-480,000	-462,000	-278,557.85	-38,333.33	.00	-183,442.15	60.3%
TOTAL REVENUES	-570,000	-570,000	-291,666.65	-38,333.33	.00	-278,333.35	
TOTAL EXPENSES	90,000	108,000	13,108.80	.00	.00	94,891.20	



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-480,000	-462,000	-278,557.85	-38,333.33	.00	-183,442.15	60.3%

** END OF REPORT - Generated by Jennifer Tankersley **

Facilities Allocation Costs
May 2023

Wages	$28,818.77	43.72%
Custodial	$13,671.12	20.74%
B&G	$7,151.96	10.85%
Utilities	$16,274.82	24.69%
Total	$65,916.67	100.00%

JKJ ✓ Sent to Library for approval

☐ Facilities Project report attached

☐ Library approved expenditures

Sent to Clerk Auditor _____

Date Initials



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 LIBRARY								
2310580 410000	CURRENT PROPERTY TA	-8,743,317	-8,743,317	-543,880.72	-189,970.42	.00	-8,199,436.28	6.2%*
2310580 411000	REGISTERED PERSONAL	-668,111	-668,111	-236,427.23	-43,739.00	.00	-431,683.77	35.4%*
2310580 420000	PRIOR YEARS TAXES	-100,259	-100,259	-44,820.91	-4,212.59	.00	-55,438.09	44.7%*
2310580 422101	A&C PENALTY/INTERES	-55,956	-55,956	-20,272.55	-1,912.28	.00	-35,683.45	36.2%*
2310580 452050	PROMOTIONAL SALES	0	0	-275.40	-275.40	.00	275.40	100.0%
2310580 460000	FINES & FORFEITURES	-50,000	-50,000	-37,175.00	-5,230.98	.00	-12,825.00	74.4%*
2310580 472300	STATE REIMBURSEMENT	-45,000	-45,000	-34,799.00	.00	.00	-10,201.00	77.3%*
2310580 480000	INTEREST EARNINGS	-28,000	-28,000	.00	.00	.00	-28,000.00	.0%*
2310580 493000	CONTRIBUTION-PRIVAT	0	0	-147.94	-41.94	.00	147.94	100.0%
2310580 495100	SUNDRY REVENUE	-5,000	-5,000	-7,918.13	-582.82	.00	2,918.13	158.4%
TOTAL UNDEFINED ROLLUP CODE		-9,695,643	-9,695,643	-925,716.88	-245,965.43	.00	-8,769,926.12	9.5%
1P580 LIBRARY PAYROLL								
2310580 510110	PAYROLL	4,578,286	4,578,286	1,996,761.92	307,914.51	.00	2,581,523.59	43.6%
2310580 510111	TRAVEL PAY	17,783	17,783	8,015.02	1,233.08	.00	9,767.94	45.1%
2310580 510115	TAXABLE INCENTIVES	0	0	51.76	14.49	.00	-51.76	100.0%*
2310580 510117	OVERTIME	1,545	1,545	16.14	.00	.00	1,528.86	1.0%
2310580 520130	BENEFITS	3,507	3,507	.00	.00	.00	3,507.15	.0%
2310580 520131	PAYROLL TAXES	355,689	355,689	149,048.27	23,178.79	.00	206,640.54	41.9%
2310580 520132	WORKERS COMP	10,575	10,575	2,180.83	335.52	.00	8,394.56	20.6%
2310580 520133	INSURANCE	550,059	550,059	235,837.54	17,623.38	.00	314,221.52	42.9%
2310580 520134	RETIREMENT	542,056	542,056	273,271.14	42,280.83	.00	268,784.55	50.4%
2310580 520135	COMMUNICATIONS ALLO	3,900	3,900	1,950.13	300.02	.00	1,950.13	50.0%
2310580 590950	BUDGET ADJUSTMENTS	-150,000	-150,000	.00	.00	.00	-150,000.00	.0%*
TOTAL LIBRARY PAYROLL		5,913,400	5,913,400	2,667,132.75	392,880.62	.00	3,246,267.08	45.1%
20580 LIBRARY OPERATING								
2310580 530225	PROMOTIONAL MATERIA	4,800	4,800	1,231.45	1,231.45	.00	3,568.55	25.7%
2310580 530623	CITIZEN PROGRAMS	40,000	40,000	23,639.78	8,873.60	.00	16,360.22	59.1%
2310580 540210	SUBS & MEMBERSHIPS	4,000	4,000	1,415.00	.00	.00	2,585.00	35.4%
2310580 540220	PUBLIC NOTICES	1,000	1,000	.00	.00	.00	1,000.00	.0%
2310580 540250	OPERATING SUPPLIES	45,000	45,000	4,111.79	1,415.17	.00	40,888.21	9.1%

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 540271	FOOD BUSINESS	2,500	2,500	.00	.00	.00	2,500.00	.0%
2310580 540272	EMPLOYEE AWARDS	5,800	5,800	285.34	145.65	.00	5,514.66	4.9%
2310580 540450	UNIFORMS/LINENS	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580 540610	MISC SUPPLIES	18,000	18,000	6,845.10	683.69	.00	11,154.90	38.0%
2310580 540612	BOOKS AND MATERIALS	860,000	860,000	420,336.15	95,125.66	4,980.46	434,683.39	49.5%
2310580 540643	COMPUTER EQUIP	114,850	114,850	5,985.13	.00	71,830.05	37,034.82	67.8%
2310580 540666	CONTINGENCY	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580 540690	EQUIPMENT	50,000	50,000	1,585.56	93.77	4,204.16	44,210.28	11.6%
2310580 540691	SOFTWARE	4,560	10,560	4,845.42	.00	.00	5,714.58	45.9%
2310580 542240	OFFICE SUPPLIES	45,000	44,000	18,046.29	6,541.81	.00	25,953.71	41.0%
2310580 542243	POSTAGE	17,500	17,500	6,552.06	5,000.00	.00	10,947.94	37.4%
2310580 545536	BANK CHARGES	4,000	4,000	.00	.00	.00	4,000.00	.0%
2310580 548231	MILEAGE/LOCAL TRAVE	4,900	4,900	351.71	144.73	.00	4,548.29	7.2%
2310580 548330	EDUCATION & TRAININ	8,000	8,000	2,745.00	.00	.00	5,255.00	34.3%
2310580 550620	MISC SERVICES	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580 555265	SOFTWARE MAINTENANC	118,950	118,950	108,451.63	.00	10,847.00	-348.63	100.3%*
2310580 555266	SOFTWARE SUBSCRIPTI	10,610	10,610	149.90	149.90	.00	10,460.10	1.4%
2310580 555310	PROF & TECH	28,000	29,000	1,885.00	.00	29,839.03	-2,724.03	109.4%*
2310580 560252	EQUIP REP/CONTRACTS	500	500	.00	.00	.00	500.00	.0%
2310580 560260	BLDG & GRND MAINT	31,500	31,900	.00	.00	.00	31,900.00	.0%
2310580 562280	TELEPHONE	66,000	66,000	4,257.72	823.22	.00	61,742.28	6.5%
2310580 564253	VEHICLE SERVICE	3,500	3,500	1,099.83	.00	.00	2,400.17	31.4%
2310580 564258	GASOLINE	0	0	213.65	213.65	.00	-213.65	100.0%*
TOTAL LIBRARY OPERATING		1,524,970	1,531,370	614,033.51	120,442.30	121,700.70	795,635.79	48.0%
4A580 LIBRARY ALLOCATIONS								
2310580 590910	TRANSFER OUT	1,196,673	1,196,673	648,336.52	91,389.42	.00	548,336.48	54.2%
2310580 590920	TELEPHONE ALLOCATIO	29,885	29,885	13,979.28	2,162.43	.00	15,905.28	46.8%
2310580 590922	EMAIL ALLOCATION	20,846	20,846	10,423.20	1,737.20	.00	10,423.20	50.0%
2310580 590925	SECURITY CAMERA ALL	10,596	10,596	5,298.00	883.00	.00	5,298.00	50.0%
2310580 590930	INSURANCE ALLOCATIO	94,988	94,988	47,494.14	7,915.69	.00	47,493.86	50.0%
2310580 590940	MAINTENANCE ALLOCAT	791,000	791,000	395,500.02	65,916.67	.00	395,499.98	50.0%
TOTAL LIBRARY ALLOCATIONS		2,143,988	2,143,988	1,121,031.16	170,004.41	.00	1,022,956.80	52.3%
TOTAL LIBRARY		-113,285	-106,885	3,476,480.54	437,361.90	121,700.70	-3,705,066.45	-3366.4%
TOTAL LIBRARY SERVICES		-113,285	-106,885	3,476,480.54	437,361.90	121,700.70	-3,705,066.45	-3366.4%
	TOTAL REVENUES	-9,695,643	-9,695,643	-925,716.88	-245,965.43	.00	-8,769,926.12	
	TOTAL EXPENSES	9,582,358	9,588,758	4,402,197.42	683,327.33	121,700.70	5,064,859.67	

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-113,285	-106,885	3,476,480.54	437,361.90	121,700.70	-3,705,066.45	-3366.4%

** END OF REPORT - Generated by Jennifer Tankersley **



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 48 LIBRARY CAPITAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4810950 CAP - LIBRARY							
4810950 480000 INTEREST EARNINGS	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*
4810950 492100 TRANSFER IN	-560,000	-560,000	-329,999.98	-38,333.33	.00	-230,000.02	58.9%*
TOTAL UNDEFINED ROLLUP CODE	-570,000	-570,000	-329,999.98	-38,333.33	.00	-240,000.02	57.9%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	90,000	93,000	13,229.01	120.21	.00	79,770.99	14.2%
TOTAL CAP - LIBRARY OPERATING	90,000	93,000	13,229.01	120.21	.00	79,770.99	14.2%
3C950 CAP - LIBRARY CAPITAL							
4810950 640740 CAPITAL EQUIPMENT	0	15,000	.00	.00	6,703.00	8,297.00	44.7%
TOTAL CAP - LIBRARY CAPITAL	0	15,000	.00	.00	6,703.00	8,297.00	44.7%
TOTAL CAP - LIBRARY	-480,000	-462,000	-316,770.97	-38,213.12	6,703.00	-151,932.03	67.1%
TOTAL LIBRARY CAPITAL PROJECTS	-480,000	-462,000	-316,770.97	-38,213.12	6,703.00	-151,932.03	67.1%
TOTAL REVENUES	-570,000	-570,000	-329,999.98	-38,333.33	.00	-240,000.02	
TOTAL EXPENSES	90,000	108,000	13,229.01	120.21	6,703.00	88,067.99	

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-480,000	-462,000	-316,770.97	-38,213.12	6,703.00	-151,932.03	67.1%

** END OF REPORT - Generated by Jennifer Tankersley **

Facilities Allocation Costs
June 2023

Wages	$28,818.77	43.72%
Custodial	$13,671.12	20.74%
B&G	$7,151.96	10.85%
Utilities	$16,274.82	24.69%
Total	$65,916.67	100.00%

JKJ Sent to Library for approval

☐ Facilities Project report attached

☐ Library approved expenditures

Sent to Clerk Auditor _____

Date Initials

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 LIBRARY								
2310580 410000	CURRENT PROPERTY TA	-8,743,317	-8,800,533	-585,093.33	-41,212.61	.00	-8,215,439.67	6.6%*
2310580 411000	REGISTERED PERSONAL	-668,111	-668,111	-277,756.94	-41,329.71	.00	-390,354.06	41.6%*
2310580 420000	PRIOR YEARS TAXES	-100,259	-100,259	-50,142.93	-5,322.02	.00	-50,116.07	50.0%*
2310580 422101	A&C PENALTY/INTERES	-55,956	-55,956	-21,988.11	-1,715.56	.00	-33,967.89	39.3%*
2310580 452050	PROMOTIONAL SALES	0	0	-447.46	-172.06	.00	447.46	100.0%
2310580 460000	FINES & FORFEITURES	-50,000	-50,000	-43,170.64	-5,995.64	.00	-6,829.36	86.3%*
2310580 472300	STATE REIMBURSEMENT	-45,000	-45,000	-34,799.00	.00	.00	-10,201.00	77.3%*
2310580 480000	INTEREST EARNINGS	-28,000	-28,000	.00	.00	.00	-28,000.00	.0%*
2310580 493000	CONTRIBUTION-PRIVAT	0	0	-159.44	-11.50	.00	159.44	100.0%
2310580 495100	SUNDRY REVENUE	-5,000	-5,000	-8,279.85	-361.72	.00	3,279.85	165.6%
TOTAL UNDEFINED ROLLUP CODE		-9,695,643	-9,752,859	-1,021,837.70	-96,120.82	.00	-8,731,021.30	10.5%
1P580 LIBRARY PAYROLL								
2310580 510110	PAYROLL	4,578,286	4,578,286	2,310,645.83	313,883.91	.00	2,267,639.68	50.5%
2310580 510111	TRAVEL PAY	17,783	17,783	9,248.10	1,233.08	.00	8,534.86	52.0%
2310580 510115	TAXABLE INCENTIVES	0	0	60.04	8.28	.00	-60.04	100.0%*
2310580 510117	OVERTIME	1,545	1,545	16.14	.00	.00	1,528.86	1.0%
2310580 520130	BENEFITS	3,507	3,507	.00	.00	.00	3,507.15	.0%
2310580 520131	PAYROLL TAXES	355,689	355,689	172,440.09	23,391.82	.00	183,248.72	48.5%
2310580 520132	WORKERS COMP	10,575	10,575	2,521.71	340.88	.00	8,053.68	23.8%
2310580 520133	INSURANCE	550,059	550,059	286,142.54	50,305.00	.00	263,916.52	52.0%
2310580 520134	RETIREMENT	542,056	542,056	316,355.20	43,084.06	.00	225,700.49	58.4%
2310580 520135	COMMUNICATIONS ALLO	3,900	3,900	2,250.15	300.02	.00	1,650.11	57.7%
2310580 590950	BUDGET ADJUSTMENTS	-150,000	-150,000	.00	.00	.00	-150,000.00	.0%*
TOTAL LIBRARY PAYROLL		5,913,400	5,913,400	3,099,679.80	432,547.05	.00	2,813,720.03	52.4%
20580 LIBRARY OPERATING								
2310580 530225	PROMOTIONAL MATERIA	4,800	4,800	1,231.45	.00	.00	3,568.55	25.7%
2310580 530623	CITIZEN PROGRAMS	40,000	40,000	27,585.81	3,946.03	.00	12,414.19	69.0%
2310580 540210	SUBS & MEMBERSHIPS	4,000	4,000	1,415.00	.00	.00	2,585.00	35.4%
2310580 540220	PUBLIC NOTICES	1,000	1,000	.00	.00	.00	1,000.00	.0%
2310580 540250	OPERATING SUPPLIES	45,000	45,000	4,779.19	667.40	.00	40,220.81	10.6%

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 540271	FOOD BUSINESS	2,500	2,500	.00	.00	.00	2,500.00	.0%
2310580 540272	EMPLOYEE AWARDS	5,800	5,800	339.34	54.00	.00	5,460.66	5.9%
2310580 540450	UNIFORMS/LINENS	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580 540610	MISC SUPPLIES	18,000	18,000	6,993.99	148.89	.00	11,006.01	38.9%
2310580 540612	BOOKS AND MATERIALS	860,000	860,000	464,584.53	44,248.38	64,980.46	330,435.01	61.6%
2310580 540643	COMPUTER EQUIP	114,850	114,850	6,099.34	114.21	71,830.05	36,920.61	67.9%
2310580 540666	CONTINGENCY	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580 540690	EQUIPMENT	50,000	50,000	2,883.97	1,298.41	16,604.72	30,511.31	39.0%
2310580 540691	SOFTWARE	4,560	10,560	4,845.42	.00	.00	5,714.58	45.9%
2310580 542240	OFFICE SUPPLIES	45,000	44,000	19,368.64	1,322.35	.00	24,631.36	44.0%
2310580 542243	POSTAGE	17,500	17,500	6,687.06	135.00	.00	10,812.94	38.2%
2310580 545536	BANK CHARGES	4,000	4,000	.00	.00	.00	4,000.00	.0%
2310580 548231	MILEAGE/LOCAL TRAVE	4,900	4,900	554.11	202.40	.00	4,345.89	11.3%
2310580 548330	EDUCATION & TRAININ	8,000	8,000	2,745.00	.00	.00	5,255.00	34.3%
2310580 550620	MISC SERVICES	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580 555265	SOFTWARE MAINTENANC	118,950	118,950	108,451.63	.00	10,847.00	-348.63	100.3%*
2310580 555266	SOFTWARE SUBSCRIPTI	10,610	10,610	149.90	.00	.00	10,460.10	1.4%
2310580 555310	PROF & TECH	28,000	29,000	29,929.03	28,044.03	1,795.00	-2,724.03	109.4%*
2310580 560252	EQUIP REP/CONTRACTS	500	500	.00	.00	.00	500.00	.0%
2310580 560260	BLDG & GRND MAINT	31,500	31,900	.00	.00	.00	31,900.00	.0%
2310580 562280	TELEPHONE	66,000	66,000	4,926.62	668.90	.00	61,073.38	7.5%
2310580 564253	VEHICLE SERVICE	3,500	3,500	1,099.83	.00	.00	2,400.17	31.4%
2310580 564258	GASOLINE	0	0	411.03	197.38	.00	-411.03	100.0%*
TOTAL LIBRARY OPERATING		1,524,970	1,531,370	695,080.89	81,047.38	166,057.23	670,231.88	56.2%
4A580 LIBRARY ALLOCATIONS								
2310580 590910	TRANSFER OUT	1,196,673	1,196,673	739,725.94	91,389.42	.00	456,947.06	61.8%
2310580 590920	TELEPHONE ALLOCATIO	29,885	29,885	16,141.71	2,162.43	.00	13,742.85	54.0%
2310580 590922	EMAIL ALLOCATION	20,846	20,846	12,160.40	1,737.20	.00	8,686.00	58.3%
2310580 590925	SECURITY CAMERA ALL	10,596	10,596	6,181.00	883.00	.00	4,415.00	58.3%
2310580 590930	INSURANCE ALLOCATIO	94,988	94,988	55,409.83	7,915.69	.00	39,578.17	58.3%
2310580 590940	MAINTENANCE ALLOCAT	791,000	791,000	461,416.69	65,916.67	.00	329,583.31	58.3%
TOTAL LIBRARY ALLOCATIONS		2,143,988	2,143,988	1,291,035.57	170,004.41	.00	852,952.39	60.2%
TOTAL LIBRARY		-113,285	-164,101	4,063,958.56	587,478.02	166,057.23	-4,394,117.00	-2577.7%
TOTAL LIBRARY SERVICES		-113,285	-164,101	4,063,958.56	587,478.02	166,057.23	-4,394,117.00	-2577.7%
	TOTAL REVENUES	-9,695,643	-9,752,859	-1,021,837.70	-96,120.82	.00	-8,731,021.30	
	TOTAL EXPENSES	9,582,358	9,588,758	5,085,796.26	683,598.84	166,057.23	4,336,904.30	

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-113,285	-164,101	4,063,958.56	587,478.02	166,057.23	-4,394,117.00	-2577.7%

** END OF REPORT - Generated by Jennifer Tankersley **

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 48 LIBRARY CAPITAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4810950 CAP - LIBRARY							
4810950 480000 INTEREST EARNINGS	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*
4810950 492100 TRANSFER IN	-560,000	-560,000	-368,333.31	-38,333.33	.00	-191,666.69	65.8%*
TOTAL UNDEFINED ROLLUP CODE	-570,000	-570,000	-368,333.31	-38,333.33	.00	-201,666.69	64.6%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	90,000	93,000	13,229.01	.00	12,340.00	67,430.99	27.5%
TOTAL CAP - LIBRARY OPERATING	90,000	93,000	13,229.01	.00	12,340.00	67,430.99	27.5%
3C950 CAP - LIBRARY CAPITAL							
4810950 640740 CAPITAL EQUIPMENT	0	15,000	.00	.00	6,703.00	8,297.00	44.7%
TOTAL CAP - LIBRARY CAPITAL	0	15,000	.00	.00	6,703.00	8,297.00	44.7%
TOTAL CAP - LIBRARY	-480,000	-462,000	-355,104.30	-38,333.33	19,043.00	-125,938.70	72.7%
TOTAL LIBRARY CAPITAL PROJECTS	-480,000	-462,000	-355,104.30	-38,333.33	19,043.00	-125,938.70	72.7%
TOTAL REVENUES	-570,000	-570,000	-368,333.31	-38,333.33	.00	-201,666.69	
TOTAL EXPENSES	90,000	108,000	13,229.01	.00	19,043.00	75,727.99	

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-480,000	-462,000	-355,104.30	-38,333.33	19,043.00	-125,938.70	72.7%

** END OF REPORT - Generated by Jennifer Tankersley **



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 42 DEBT SERVICE CONSTRUCTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4210242 LIBRARY CONSTRUCTION							
4210242 480000 INTEREST EARNINGS	0	0	-33,218.86	-6,168.94	.00	33,218.86	100.0%
4210242 492000 BONDS PROCEEDS	-740,000	-740,000	.00	.00	.00	-740,000.00	.0%*
TOTAL UNDEFINED ROLLUP CODE	-740,000	-740,000	-33,218.86	-6,168.94	.00	-706,781.14	4.5%
3C242 CONSTRUCTION DRAW CAPITAL							
4210242 620720 BLDG IMPROVEMENTS	740,000	740,000	26,900.60	.00	159,346.94	553,752.46	25.2%
TOTAL CONSTRUCTION DRAW CAPITAL	740,000	740,000	26,900.60	.00	159,346.94	553,752.46	25.2%
TOTAL LIBRARY CONSTRUCTION	0	0	-6,318.26	-6,168.94	159,346.94	-153,028.68	100.0%
TOTAL DEBT SERVICE CONSTRUCTION	0	0	-6,318.26	-6,168.94	159,346.94	-153,028.68	100.0%
TOTAL REVENUES	-740,000	-740,000	-33,218.86	-6,168.94	.00	-706,781.14	
TOTAL EXPENSES	740,000	740,000	26,900.60	.00	159,346.94	553,752.46	

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-6,318.26	-6,168.94	159,346.94	-153,028.68	100.0%

** END OF REPORT - Generated by Jennifer Tankersley **

Facilities Allocation Costs
July 2023

Wages	$28,818.77	43.72%
Custodial	$13,671.12	20.74%
B&G	$7,151.96	10.85%
Utilities	$16,274.82	24.69%
Total	$ 65,916.67	100.00%

JKS Sent to Library for approval

☐ Facilities Project report attached

☐ Library approved expenditures

Sent to Clerk Auditor _____

160 PATRON SERVICE AND EQUAL ACCESS

Describes guidelines for providing library services to all patrons, including those with special needs in compliance with the Americans with Disabilities Act (ADA).

1. The Davis County Library makes reasonable accommodations to provide services to all citizens of Davis County, including those with disabilities, on an equitable basis.

2. The Davis County Library does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, disability, age, marital status, sex, sexual orientation, gender identity, or religion in admission to, participation in, or receipt of the services and benefits under any of its programs and activities whether carried out directly by Library Staff or through a contracted vendor.

3. The Library complies with all Davis County policies and procedures related to Library access and fair employment, as well as applicable federal, state, and local laws including, but not limited to:

    a. Title VI of the Civil Rights Act of 1964

    b. Sections 503 & 504 of the Rehabilitation Act of 1973

    c. Title II of the Americans with Disabilities Act of 1990

    d. ~~, the~~ Age Discrimination Act of 1975

    e. ~~and the~~ Regulations of various federal departments including,

        i. ~~the~~ U.S. Department Health and Human Services, the U.S. Department of Agriculture

        ii. ~~e, the~~ U.S. Department of Interior

        iii. ~~, the~~ U.S. Department of Housing and Urban Development

        iv. ~~and the~~ U.S. Department of Justice.

4. ~~The Davis County Library complies with Davis County policies regarding the employment of, and provision of County services to citizens of Davis County with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.~~

5. The Director will establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation, and within the scope of the Library's mission, goals, and resources.

6. Patrons who wish to appeal a decision regarding library access should contact a Branch Manager or the Library Director. The final decision regarding service accommodations rests with the Director.¶

Approved by Davis County Library Board June 2, 1992; Revised August 20, 2002; September 14, 2023

Working Draft

260 BULLETIN BOARDS AND DISPLAY POLICY

Defines the purpose and scope of Davis County's public bulletin boards and public display spaces; provides a process for their maintenance.

1. The Davis County Library ~~Bulletin Board and display areas are available in each branch of the Davis County Library. The primary purpose of~~ makes bulletin board and display areas available ~~in the Davis County Library these areas is to~~ primarily for public benefit by providing ~~e the public with~~ information about educational, cultural and civic events. Consequently,
    a. ~~public rather than private benefit is the primary value which governs the interpretation and application of the following policies.¶~~
    ~~b.~~ Notices will be posted and materials displayed if they announce or promote civic, educational, or cultural events, or services provided by governmental or other non-commercial agencies.
    c. Notices will not be posted or materials displayed if they announce or promote businesses or business activities, activities that are primarily social in nature, or if they convey personal messages or options.
2. Notices will be posted and materials displayed only in designated areas and with the approval of the Branch Managers.
    a. Library notices and display materials are given priority.
    b. Space limitations generally require that notices be 8 ½ inches x 11 inches or smaller. Larger notices may be posted if space is available.
    c. Items such as brochures and booklists will be displayed as space permits, provided they meet the criteria of these policies. ~~In all cases, Library notices and display materials are given priority.~~
    d. The Library does not distribute commercial periodicals, apartment listings, want ads, organizational newsletters or similar publications.
3. Dated notices and materials will be removed promptly and disposed of once the date of the event has passed. Undated notices and materials will be removed after being posted or displayed for sixty (60) days as space is needed.
4. Display areas not designated for public use are used ~~solely~~ to promote the use of the Library, library services, and library materials.
    a. These areas include, but are not limited to, encased spaces in foyers, book display units, and counter, desk and shelf surfaces.
    b. Artwork and other displays within library buildings will be owned by the Library or other governmental agencies.
    c. Upon the request of the Davis County Art Advisory Committee, the Director may approve the temporary display of artwork that is part of an ongoing exhibit sponsored by that Committee.
    d. Rare additional exceptions may be made by the Library Director for artwork or displays that pose significant public benefit and are made available from reputable organizations.
5. All items displayed in the Library~~, including those owned by the Library,~~ will fall within the bounds of best management practices, and standards of visual appropriateness set by applicable federal, state, and local laws for an institution serving both adults and minors~~, based on prevalent community standards and practices, for an institution serving both adults and minors~~.

Approved by Davis County Library Board September 29, 1992; revised November 28, 2000; revised January 23, 2001; revised September 17, 2002; revised September 14, 2023

~~180 THEFT AND MUTILATION OF LIBRARY MATERIALS¶~~

~~¶~~

~~1. The Director is authorized to establish and the staff authorized to enforce procedures necessary to protect library property, including materials, from theft, damage, and mutilation, and to document such activities when they occur. Such procedures will conform to the requirements of relevant laws, particularly those established in Utah Code Annotated 76-6-801 through 76-6-804 or such other provisions as may be adopted regarding library theft.¶~~

~~2. When Library material is mutilated, damaged, or stolen, as defined within, it is the policy of the Davis County Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant. ¶~~

~~a. The decision to pursue legal remedies is made in consultation with the Office of the Davis County Attorney. ¶~~

~~b. When legal action is taken under the theft and mutilation provisions of Utah law, the Board of Directors will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.¶~~

~~**Approved by Davis County Library Board April 28, 1992; revised May 29, 1997; revised August 20, 2002**~~

120 Circulation and Patron Accounts

Regulates the use of Davis County Library materials, patron accounts, letters sent by the library and the Library's use of legal remedies.

General

1. Davis County Library purchases materials or access to materials for the use of Davis County residents as described in Davis County Library's Collection Development Policies. These materials are Davis County property.

2. Library materials circulate according to an established Schedule of Loan Periods, Renewal Periods, Fines and Fees (*Policy #123*); Interlibrary loans circulate according to *Policy #190 Interlibrary Loans*.

3. The Director may alter circulation methods, guidelines, rules and fees for individual items as needed, examples include:

    a. Items in high demand

    b. Holiday items

    c. Items of unusual length

    d. Unique or rare items

    e. Electronic or downloadable items

    f. Short-term circulation of items traditionally considered library materials

4. On-going circulation methods, guidelines, rules and fees for items not traditionally considered library materials will be approved by the Library Board.

5. The Director establishes and enforces procedures necessary

    a. to protect library property from theft, damage, and mutilation, and to document such activities when they occur, provided they conform to applicable Utah Law (see UCA 76-6-8).

    b. to ensure timely circulation and use of library materials by members of the public - limit patron liability for unreturned materials.

6. Fees for lost or damaged items are assessed according to *Library Policies #122 Schedule of Charges for Damage, #123 Schedule of Loan Periods, #130 Schedule of Average Replacement Costs*; fees associated with Interlibrary Loans are discussed in *Policy #190 Interlibrary Loans*.

Accounts & Circulation of Materials

7. Patrons may borrow materials from the Davis County Library using the following options:

    a. A valid Davis County Library card.

    b. Alternate procedures as established by the Library Director, examples include:

        i. A scanned image of a Davis County Library card.

        ii. A Utah issued State Identification card or Utah issued Driver's License.

8. Items are assumed to be lost when they are 45 calendar days overdue.

9. Patron accounts are blocked when they accumulate over $15.00 in charges.

10. When a patron account is blocked, no further library materials can be checked out; this may also include online collections and downloadable materials.

11. Authorized staff members may override the blocked status of a patron's account for reasonable causes; in such cases, staff will

    a. Document any arrangement made with a patron on the patron's record.

    b. Retain paperwork related to GRAMA according to established guidelines.

12. Patrons are responsible for all items checked out on their accounts, including items used in Library buildings or on Library property.

    a. Patrons remain responsible for all materials checked out on their accounts until they notify the Library that their card has been lost or stolen.

    b. When library items are damaged or lost due to extraordinary circumstances such as theft, criminal activity, fire, flood or other catastrophic events, patrons may request that those charges be reduced or waived. In consultation with the Civil division of the County Attorney's Office, the Director will evaluate each request on a case-by-case basis, in accordance with the Library's current financial practices.

13. Due to the higher risk of damage or theft, the Library does not loan circulating equipment to non-residents.

Charges and Fees

14. A $1.00 fee is assessed for library cards lost or damaged beyond use. Authorized staff members may override this charge for reasonable causes.

15. Processing fees are assessed for each item removed from collections due to loss or damage of library materials. This charge covers processing costs associated with discarding lost items and adding replacement items to library collections.

    Processing fees vary by collection as indicated below.

    a. $50.00 processing fees are charged for items in equipment collections.

    b. $0.00 processing fees are charged for circulating magazines.

    c. $4.00 processing fees are charged for items in all other collections

16. Each lost item is assessed fees equal to the list price of the item, the processing fee, and any additional costs associated with replacing the item.

    a. Items containing multiple parts are considered lost if any of the parts are lost and cannot be replaced individually;

    b. If a list price is not available, this fee will be based on the schedule of average replacement costs.

    c. If there are costs related to replacing software or hardware currently installed on lost equipment, the costs will be added as additional fees.

17. Patrons are charged for damages to materials checked out to them and the processing fee, as applicable.

    a. Damage fees take into account the

        i. Future usability of the item

        ii. Staff time and cost of materials needed to repair the item

        iii. Age of the item

        iv. Condition of item at time it was loaned (if possible)

    b. Damage fees may range from minimal to full item price. Full item price will be assessed only when both of the following are true:

        i. The item is damaged beyond future usability

        ii. The item was damaged while checked out to the patron.

    c. If full price is assessed and paid by patron, the item may be declared surplus, and the Library may dispose of it by allowing the patron to retain it; before items are retained by patrons they will be prepared for discard according to Library and Davis County policy and practice.

18. Patrons must sign an additional agreement to borrow items from equipment collections. Such agreements will be provided at the time of item checkout, on a form approved by the Library Director.

19. Patrons who disagree with a damage assessment may appeal to the Library Director, who will review the item in question and make a final determination of charges.

20. A $10.00 non-refundable fee will be assessed for patron accounts referred to a collection agency.

Payments and Refunds

21. Payments of charges owed must be made in cash, personal check, debit or credit card, or by money order.

22. The Library does not accept books or other items in exchange for charges owed, including as replacement for lost items.

    a. However, under guidelines established by the Director, the library may accept an item in lieu of payment if the following conditions are met.

        i. The item is in new condition.

        ii. The item is identical to the lost item.

        iii. The patron waives any right to a refund or payment from the Library in any form, even if the original item is recovered.

        iv. The patron remains responsible for the processing fee.

        v. This option is not available for items in equipment collections.

23. Payment plans are available to patrons who can only clear charges on their account over several payments, using guidelines approved by the Library Director.

    a. Payment plans are intended to gradually restore of borrowing privileges to a patron by balancing a patron's goodwill effort with the Library's good stewardship of County property;

    b. Generally, payment plans must be completed within six months of the signing date or the payment plan is in default the remaining balance of all charges on the account are due in full; alternate timeframes may be approved by a library administrator.

24. Refunds for the full price of the item are provided if a lost item is paid for, then later found and returned.

    a. Refunds are not provided for processing fees or costs related to software or hardware replacement.

    b. Exceptions are limited to rare instances when the Library Director or a designated library administrator determines that the particular circumstances warrant a full refund of both the list price and the processing fee.

Legal Remedies and Notifications

25. When Library material is mutilated, damaged, or stolen, as defined above, it is the policy of the Davis County Library to pursue available legal remedies, either civil or criminal, as the circumstances warrant.

26. The Library may utilize any remedy at law, equity or otherwise to recover amounts owing and unreturned materials including, but not limited to, use of a commercial collection agency, and civil or criminal actions as recommended by the Civil Division of the Davis County Attorney's Office.

27. The Library uses electronic options for notifying patrons as it is made available by current computer software and hardware configurations. Electronic notifications are a courtesy extended to patrons in addition to the notifications described below.

28. The Library will send written notice to a patron if charges are not cleared and will allow the patron a reasonable length of time to respond before proceeding with remedies.

    a. Notice of a potential action will be sent to the last address that the patron has provided to the Library.

    b. The Library may still pursue remedies when a patron does not accept delivery of any notice sent by the Library, or when a patron cannot be provided with notice due to his or her failure to notify the Library of a change of address.

29. The Library sends written notices to a patron as described below.

    a. Notification letters are sent when all charges for unreturned materials on a patron's account is over $100.00. After a reasonable length of time, accounts over $100.00 are picked up by the Library's commercial collection service as described below.

    b. Additional notification letters are sent quarterly to patrons who have returned some, but not all of the materials listed in previous letters.

    c. No notification letters are sent if

        i. the account is cleared in full; or

        ii. only fees remain on the account; or

        iii. the account has been picked up by the Library's commercial collection service.

30. Written notices are kept on file according to the Library's established GRAMA retention schedule.

    a. Letters will be discarded if all items are returned and only fees remain.

    b. If multiple family members are involved, the letter may be kept on file indefinitely for ease in finding all family members.

    c. Records of electronic notification are considered a courtesy, they are not retained.

31. In order to recover amounts assessed for unreturned materials and fees, the Library may refer any accounts to a commercial collection agency using the following process.

a. Overdue notices are sent to the email address(s) provided by patrons in accordance with the Library's established electronic notice schedule.

b. As described above, before referring an account to collections, the Library mails one letter to the address provided by the patron. This letter

   i. is signed by the Library Director or designated library administrator,

   ii. specifically indicates the remedy that will be pursued if materials are not returned or the account resolved,

   iii. will, in the case of a minor, be mailed in the name of the adult responsible for the account.

c. Accounts are referred to the collection agency when materials are 60 days past due and the amount owing equals or exceeds $100.00.

d. As indicated above, if the account is referred to the collection agency, a $10.00 non-refundable referral fee will be added to the account.

e. Once an account has been referred to the collection agency, account balances must be resolved to a zero balance before the account can be returned to regular use.

Policy #120: Approved by Davis County Library Board March 31, 1992; revised May 29, 1997; revised April 28, 1999; revised August 28, 2001; revised April 9, 2002; revised July 16, 2002; revised August 20, 2002; revised October 25, 2005; revised November 21, 2006; revised February 19, 2008; March 17, 2009; April 28, 2009; revised April 15, 2014; revised May 20, 2014; revised January 19, 2016; revised December 5, 2017; Policy #121: Revised January 11, 2002; revised July 19, 2002; revised May 6, 2003; revised July 20, 2006; revised August 16, 2011; revised December 5, 2017; Policy #120 & Policy #121 merged and revised June 18, 2019; merged with Policy #180 Theft and Mutilation of Library Materials September 14, 2023.

SERVICE TO PATRONS WITH DISABILITIES 160

1. The Davis County Library complies with Davis County policies regarding the employment of, and provision of County services to citizens with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

2. The Davis County Library makes reasonable accommodations to provide services to citizens with disabilities on an equitable basis, and in accordance with the requirements of the Americans with Disabilities Act.

3. The Director will establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation, and within the scope of the Library's mission, goals, and resources.

Approved by Davis County Library Board June 2, 1992; Revised August 20, 2002

GUIDELINES FOR PROVIDING SPECIAL-NEEDS SERVICES 170

It is the policy of the Davis County Library to comply with the provisions of the Americans with Disabilities Act. As part of that policy, the Director is required to "establish procedures to facilitate the provision of library services to citizens with disabilities in accordance with the principle of reasonable accommodation and with the scope of the Library's mission, goals, and resources."

The following guidelines and procedures are established in fulfillment of this requirement. They are intended to be applied by all staff members in carrying out the public service functions of the Library. Staff members uncertain about how to apply the guidelines in a particular situation should, if feasible, consult with a designated library administrator, or the Director.

General Services

Individual patrons may require assistance in order to utilize the services of the Library. Cases in which such assistance may be required include, but are not limited to:

1. Sight-impaired patrons requiring assistance in reading terminal screens or reading reference materials.
2. Patrons in wheelchairs requiring assistance in retrieving books from high shelves.
3. Patrons with arthritis requiring assistance in using a keyboard.

In these and similar cases, the staff member will:

A. Evaluate the type of assistance needed and provide it with as much thoroughness as immediate demands for services from other patrons make possible. The same standard for allotting time to assist a patron with a reference or reader's advisory question under similar circumstance should be applied. Most requests for assistance will require no more time than many reference or reader's advisory questions, and will be treated accordingly.

B. In cases in which a significant amount of staff time is required to meet the request for assistance, and neither the librarian not another staff member is able to commit the time to provide the service under the circumstances, the librarian will attempt to arrange a designated time when the service can be rendered. Extensive reading from reference materials may be such a case. In situations in which it is possible, patrons requiring extensive assistance can be encouraged to contact the staff to make arrangements before coming to the Library. If a patron will need extensive assistance on a routine basis, the staff

may try to arrive at less time-intensive methods for providing service. For example, the solution may require the Library to purchase an assistive device, or to refer the patron to another agency, such as the Library for the Blind at the State Library.

C. The staff is not required to provide special services beyond those dictated by the patron's special need and the limits of normal on site library services. Staff members are not required or authorized to alter policies to accommodate a patron's special needs.

D. The staff should not provide special-needs assistance to patrons which could result in physical injury to the patron or the staff member. Such assistance could include, but not be limited to, helping a patron move from a wheelchair to a car or supporting a patron on the stairs to the basement. This provision does not preclude staff members from providing assistance in emergency situations, similar to the assistance they would provide other patrons under like conditions. For example, staff members may assist patrons who fall to regain their feet or seat when in their judgment they can do so without risk of injury to themselves or the patron.

Programs

Individuals may require certain accommodations in order to participate in a library-sponsored program. Cases in which such accommodations may be desired include, but are not limited to:

1. A sign language interpreter for the hearing impaired.

2. Magnifying devices to make overhead projections clear for the visually impaired.

3. Special assistance for a physically-impaired child to participate in a hands-on program activity.

Within the context of reasonable accommodation, the Library will attempt to meet the special needs of patrons to permit them to participate in Library sponsored programs. When the Library sponsors a program, its advertisement will include notice that special accommodations may be made if an interested patron notifies the Library before a given date. Upon receiving a request to make an accommodation, the Library will investigate feasibility and cost. The Library will notify the patron of its findings, and will make appropriate arrangements if the accommodation is judged to be feasible and reasonable.

Appeals

A patron who believes that a reasonable accommodation was not, or is not being made for their special service needs should contact the Branch Manager or the Director. The final decision regarding service accommodations rests with the Director. A patron wishing to receive a formal reply following denial of a service accommodation must submit a written request for the accommodation to the Director, who will respond in writing within five work days.

Approved by Davis County Library Board February 23, 1993; revised August 20, 2002; revised November 15, 2016