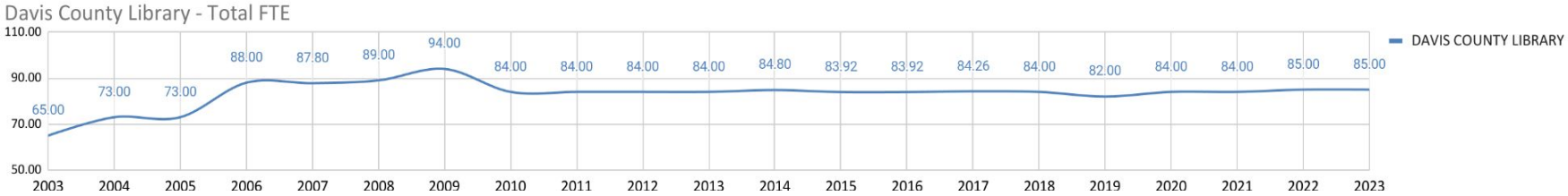
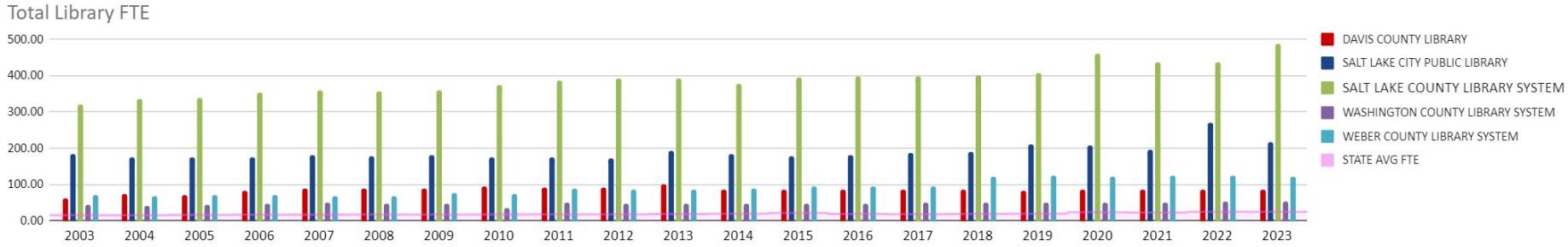
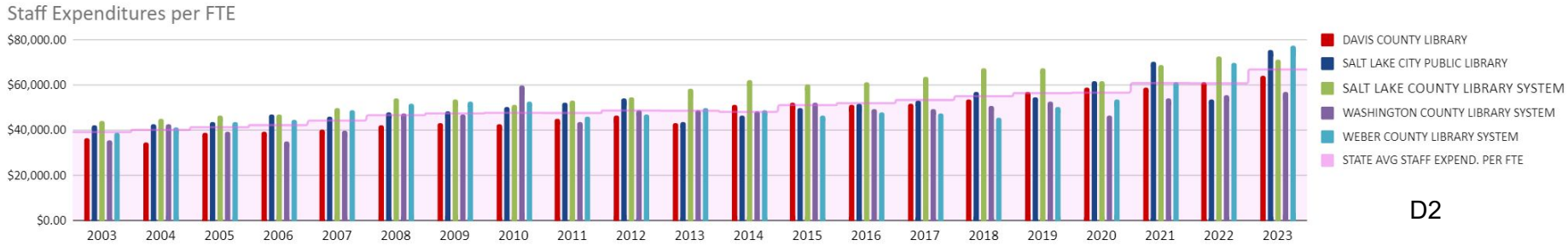
2025 Library Budget

Supplemental Information

Staff Expenditures: In-State Comps

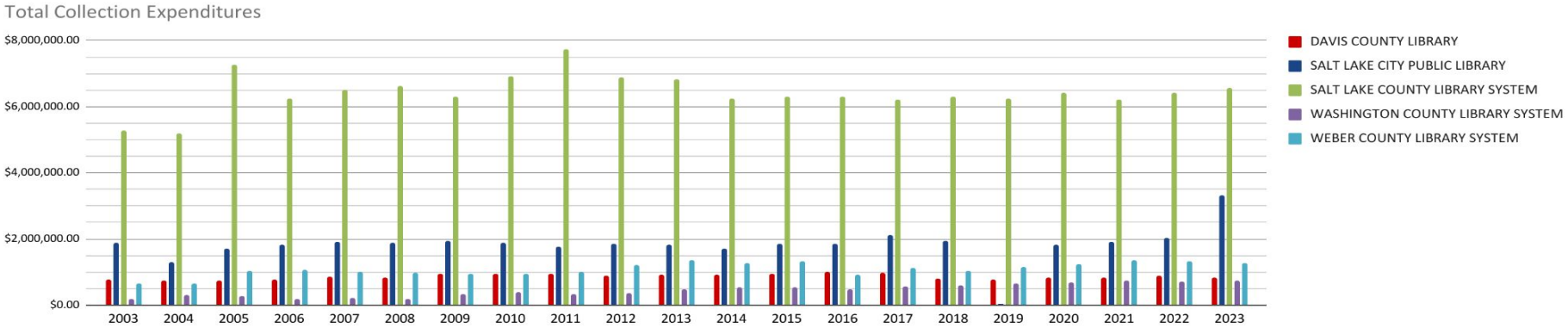


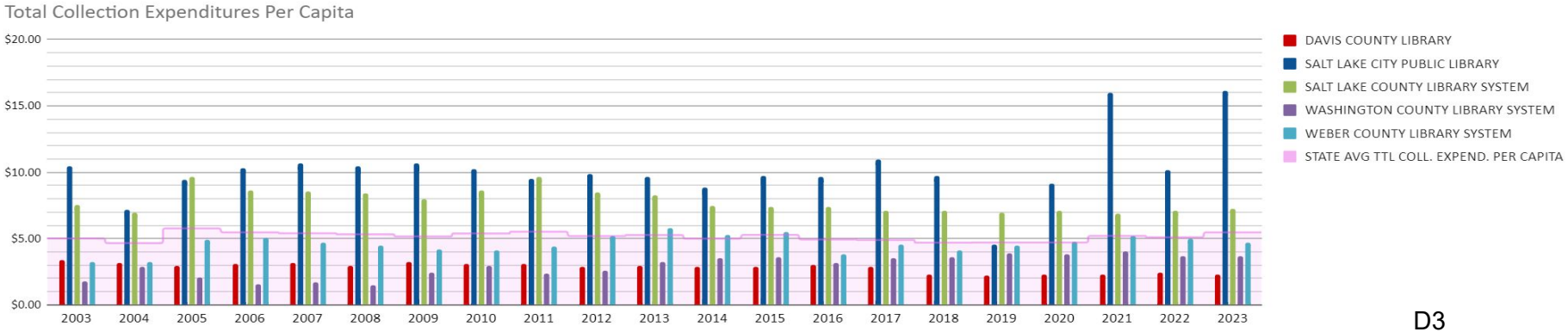




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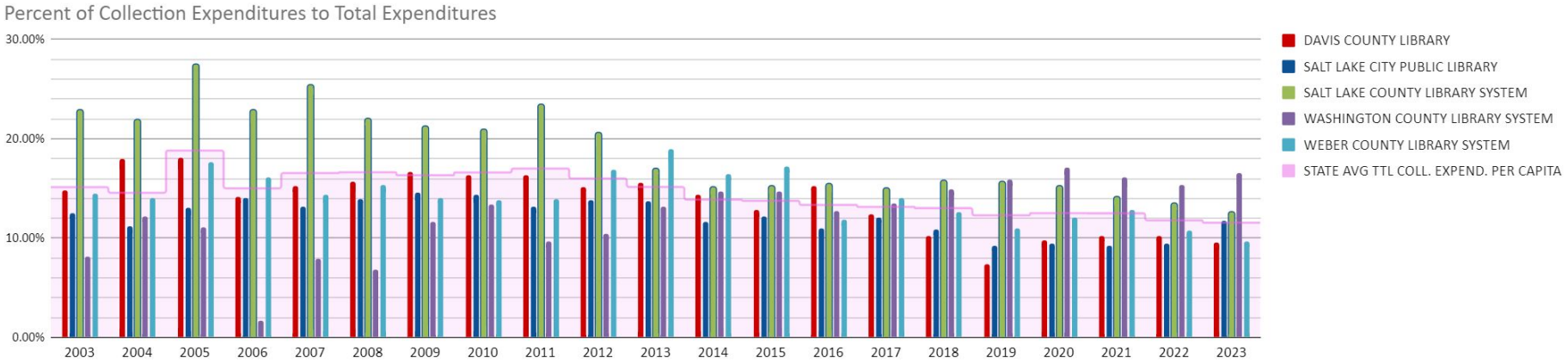
Collection Expenditures: In-State Comps





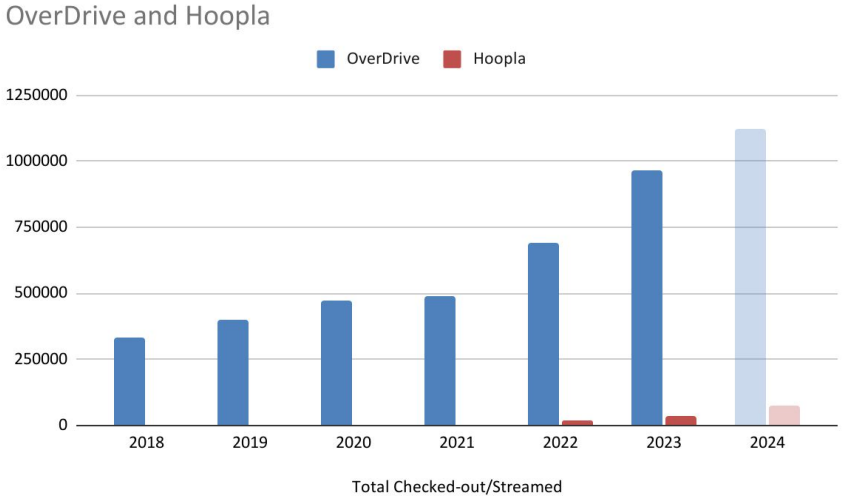
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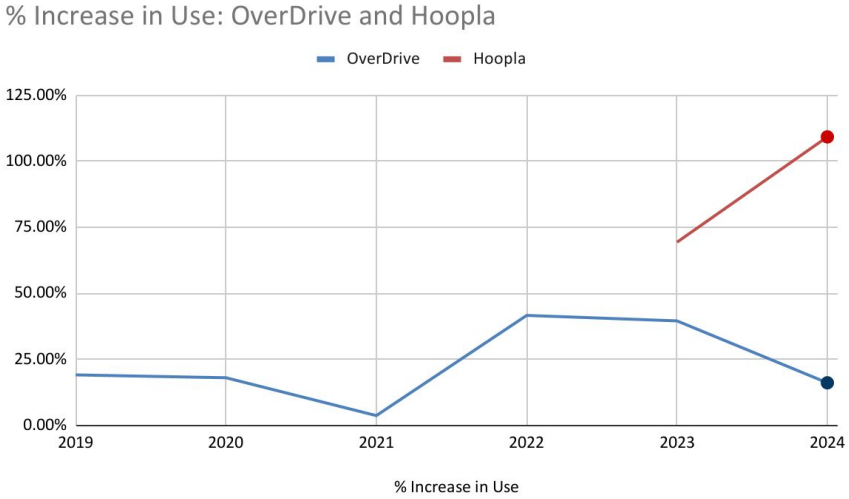
Collection Expenditures: In-State Comps



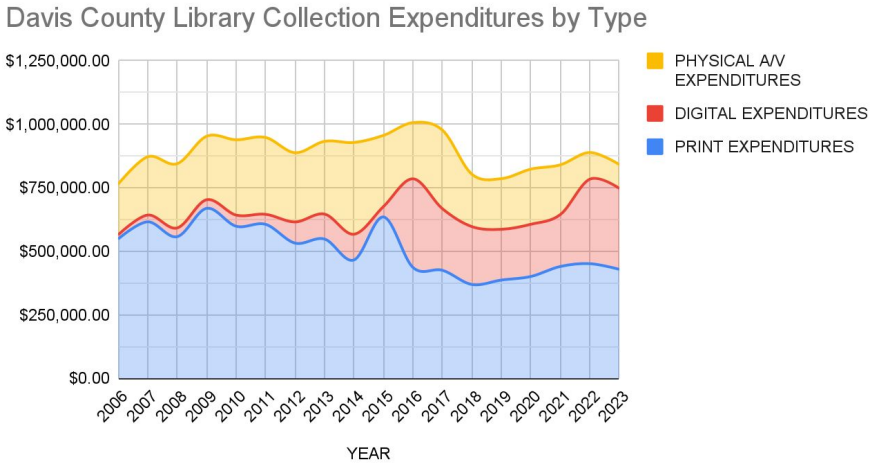
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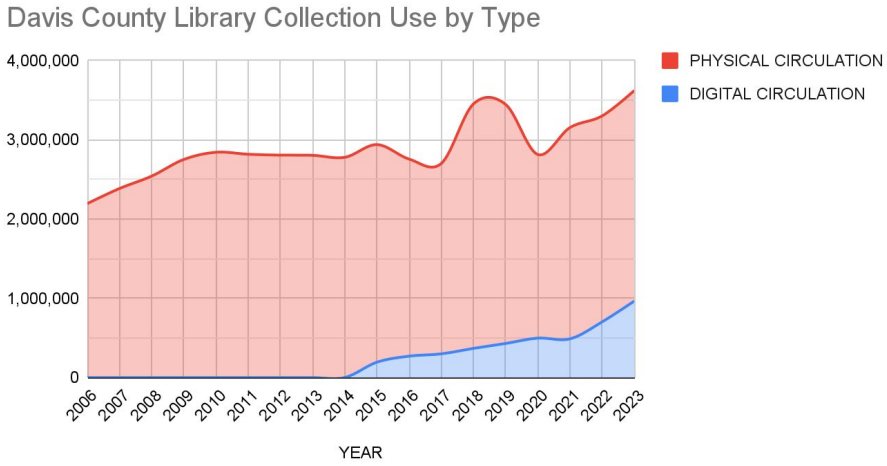
Collection Use: Electronic Resources





Collection Use/Expenditures: Electronic Resources





Mission Statement

In fulfillment of its responsibility as a vibrant public agency vital to the quality of life of the citizens of Davis County, the Davis County:

- Provides the diverse community it serves with cost-effective access to information in formats that most clearly meet the needs of the citizens it serves;
- Develops programs, collections and policies based on a broad vision of what constitutes “library services” and do so in a manner which invites patrons to explore the ways in which the library can be of value in their lives;
- Adds value to library services through quality person-to-person assistance;
- Manages library resources efficiently, effectively and with full accountability for the stewardship of a valued public service.

2023 Inputs/Outputs

FTE:	85
CARDHOLDERS:	134,412
PROGRAMS	
Total Attendance:	79,537
Total Offered:	1,797
PHYSICAL COLLECTIONS	
Total Items:	600,997
Total Checkouts:	3,518,456
ELECTRONIC COLLECTIONS	
Total Items:	451,160
Total Checkouts:	1,006,455
TECHNOLOGY	
Total Website Visits:	962,164
Total # Public PCs:	114
Total Public PC Sessions:	88,620

NEW SERVICES

Community Service Volunteering
Online Account Registration
Spanish Storytime
Telescope Checkout
Updated Booklists

Core Functions & Services

Provide the highest quality library services to citizens of all ages within the community at all times by:

- Continued review of established library policies and best practices to ensure conformity with Davis County policies and applicable law while removing barriers to patron service.
- Manage library locations as public spaces that meet the community’s general expectations for attractive, safe, functional environments offering opportunities for individuals in the community to fill personal informational or recreational needs and community groups to exchange cultural, civic or educational ideas.
- Engage in continuous assessment and evaluation of short and long range strategic planning related to provision of services, financial planning and budget forecasting. Maintain an informed awareness of the needs of patrons, providing options for implementing service enhancements as available revenue permits. Introduce new services/options that respond to all of the above.

Current Year Projected Outcomes

Human Resources

- Evaluate Staffing Needs at Public Service Desks – based on initial statistical analysis, we have asked branches to temporarily work without 4 circulation clerk positions across all 7 locations. We take into account the safety and effectiveness of public service as well as bulk and type of business at each location. We continue to evaluate staffing levels at all locations.
- Research Additional Career Ladder Opportunities – we have worked with Human Resources to create career ladder opportunities for Librarian II positions. These ladders are included in our 2025 HR budget.
- Successfully Implemented Background Checks – with help from HR, we successfully implemented background check procedures for all employees and volunteers.

Capital Projects & Related

- Bountiful Branch Rebuild – despite some delays, we anticipate having selected an architect and working through the contract process by the time of budget presentations. Ideally we will be working through the design process by the end of the year. We anticipate bonding for construction funds in late 2024 or early 2025.
- Removal/Replacement Administrative/Library Building Façade – based on conversations with the Facilities Department, this project will be finished by the end of 2024.
- Repair/Replace Centerville HVAC – completed earlier this year, and under budget.
- Partial Kaysville Carpet Replacement – the carpet in the main thoroughfare and auditorium of Kaysville Branch was replaced mid-year as planned.
- Additional Items – completed using unspent money from Centerville HVAC project.

Technology

- Text- & Chat-based Reference Services – we have worked through the procurement process and are under contract with a software vendor that will allow patrons to receive help and answers on their phone or other devices from anywhere they have access to the Internet. We plan on implementing this service before the end of 2024.
- Expand 3D Printing access – we have purchased replacement 3D printers – one to replace the well-used one in Clearfield and one to add a service location at our Bountiful location. We are currently assessing the Bountiful branch's aging infrastructure and intend to implement before the end of 2024.

Programming & Outreach

- Implement Marketing/Outreach Plan – after discussion and research, we intend to hire a marketing vendor in 2025 to assist us with our marketing and outreach efforts.

Next Year Budget Initiatives

Human Resources

- Evaluate Staffing Needs at Public Service Desks – as part of ongoing efforts, we plan to compare and evaluate reference staffing needs at all locations to ensure staffing at appropriate levels at all locations.

Capital Projects & Related

- Bountiful Branch Rebuild – we plan to move through design, finalize a land swap contract with Bountiful City and be well into construction by the end of the 2025.
- Lighting & Minor Millwork Replacement– Facilities can no longer find replacement parts for sections of lighting in the Layton Branch, and desks attached to pillars in in need of repair or replacement.
- Additional Carpet Replacement at Kaysville Branch – new carpet in the branch has highlighted the significant need of carpet replacement throughout the building due to staining and wear. Due to its current condition, it now needs to be replaced.
- Non-Functional Turf Replacement – while not part of the Library fund specifically, some Library buildings are part of the non-functional turf project being run by the Facilities Department.

Books & Materials

- Increased Funding – the Library is allocating significant funds to improve its public resources & collections based on feedback from our public survey regarding library collections and a significant spike in public use of electronic resources that required us to pull from our fund balance in 2024 to cover the cost.

Technology

- Increased Training for Public and Staff – we intend to contract for software that offers online assistance to patrons with our databases and other services and also allows us to provide and track video and related trainings provided to library staff. Our intent is to pair it with online reference services to increase our online public help offerings and streamline our internal training efforts.
- Microsoft Publisher Replacement – because Microsoft has stopped supporting the version on most of our PCs, we will begin migrating the majority of staff members away from Microsoft products, we will be looking to replace them more cost effective options.

Programming & Outreach

- Additional Social Media Channels – working with Information Systems, we plan to research the viability of and potentially implement two additional social media options: Pinterest and possibly TikTok.
- Hire Marketing Vendor to Help Develop Marketing/Outreach Plan – we intend to better help the public understand the resources they pay for. Hiring a vendor will be more cost effective than hiring a one-of position that we will not have the expertise to train or evaluate properly.

  Initial conversation with a department using outside marketing indicates a vendor will be less expensive than hiring a full-time position and will give us access to a group of professionals instead of relying on a single person.

County Ordinance: Fees of the Davis County Library

Interlibrary Loan

No-Pickup Fee	$3.00 per item
Service fees on lost items	$20.00 per item

Loss/Damage to Collections

Lost books & equipment	List price or replacement costs
Service fees on lost books	$4.00 in addition to reimbursement for replacement cost
Service fees on lost equipment	$50.00 in addition to reimbursement for replacement cost
~~Lost library card replacement~~	~~$1.00 per replacement~~
Item Damage	Up to full price of item, depending on severity of damage

Collection Agency

Fee for Collection Referral	$10.00 per referral

Auditorium

Serving Food	$10.00 per meeting
Use of Piano	$5.00 per 3-hour meeting

Printing

Black/White copies/prints	$0.05 per page
Color copies/prints	$0.10 per page
3D prints	$0.10 per gram, rounded to the nearest gram

Non-Resident

Non-Resident Library Card Fee	$65.00 (per Utah resident not in Davis or Weber County)

	Account Description	2024 Budget	Proposed Budget	Variance	%	Notes
Revenue	CURRENT PROPERTY TAX	($9,000,533.33)	($9,135,541.00)	($135,007.67)	1.50%	New growth figuredat $135,000, which is 1.50% of 2024 Certified Tax Rate/Revenues for Library. (.000225/$9,000,533 as of 6/25/23 Commission Mtg.)
	TAX INCREASE	$0.00	$0.00	$0.00	0.00%	
	REGISTERED PERSONAL	($674,792.11)	($681,540.03)	($6,747.92)	1.00%	New growth of 1% over 2024; ***see Revenue, PROPERTY TAX***
	PRIOR YEARS TAXES	($100,259.00)	($100,259.00)	$0.00	0.00%	
	PENALTY/INTEREST	$0.00	$0.00	$0.00	0.00%	
	A&C PENALTY/INTEREST	($55,956.00)	($55,956.00)	$0.00	0.00%	
	PROMOTIONAL SALES	$0.00	$0.00	$0.00	0.00%	
	FINES & FORFEITURES	($50,000.00)	($50,000.00)	$0.00	0.00%	
	STATE REIMBURSEMENT	($45,000.00)	($45,000.00)	$0.00	0.00%	
	FEDERAL GRANTS	$0.00	($3,000.00)	($3,000.00)	0.00%	Federal grant for costs associated with National Holocaust Museum exhibit on display in late fall of 2025. *see Operations, CITIZEN PROGRAMS*
	INTEREST EARNINGS	($114,000.00)	($114,000.00)	$0.00	0.00%	
	SALE OF FIXED ASSETS	$0.00	$0.00	$0.00	0.00%	
	TRANSFER IN	$0.00	$0.00	$0.00	0.00%	
	USE OF FUND BALANCE	$0.00	$0.00	$0.00	0.00%	
	CONTRIBUTION-PRIVATE	$0.00	$0.00	$0.00	0.00%	
	ENDOWMENT FOUNDATION GRANTS	$0.00	$0.00	$0.00	0.00%	Library does not intentend to request Blood Endowment funds in 2025.
	SUNDRY REVENUE	($5,000.00)	($5,000.00)	$0.00	0.00%	
	Sub Total	**($10,045,540.44)**	**($10,190,296.03)**	**($144,755.59)**	**1.44%**	**NOTE:** Proposed 2025 Library budget includes $50k higher expenditures than revenues. This is an intentional spend of a healthy operational fund balance, and will likely be mitigated by the $350k average annual attrition savings we consistently see in our PAYROLL line. *(This does not include recommendations made by HR for market adjustments/COLA that may be adopted as part of the 2025 budget.)*
Personnel	PAYROLL	$4,697,538.22	$4,915,918.02	$218,379.80	4.65%	Our Personnel lines have been relatively flat for the past 2 years, but consistent pay increases for staff have simply increased our budgeted expenditures over time - despite some creative attempts to reduce employee costs.
	TRAVEL PAY	$16,030.04	$16,030.04	$0.00	0.00%	
	TAXABLE INCENTIVES	$0.00	$0.00	$0.00	0.00%	
	TEMPORARY WAGES	$0.00	$0.00	$0.00	0.00%	
	OVERTIME	$1,575.90	$0.00	($1,575.90)	-100.00%	
	BENEFITS	$0.00	$0.00	$0.00	0.00%	*see Personnel, Payroll*
	PAYROLL TAXES	$360,879.38	$377,555.59	$16,676.21	4.62%	*see Personnel, Payroll*
	WORKERS COMP	$5,475.48	$9,306.82	$3,831.34	69.97%	Risk Management was unable to explain why this rose so sharply for 2025 - in fact, Terri said rates went down.
	INSURANCE	$515,504.29	$576,359.18	$60,854.89	11.80%	
	RETIREMENT	$558,749.64	$530,595.62	($28,154.02)	-5.04%	
	COMMUNICATIONS ALLOW	$3,420.30	$3,420.30	$0.00	0.00%	
	Sub Total	**$6,159,173.25**	**$6,429,185.57**	**$270,012.32**	**4.38%**	
	PROMOTIONS	$0.00	$0.00	$0.00	0.00%	
	PROMOTIONAL MATERIAL	$4,800.00	$50,000.00	$45,200.00	941.67%	Increase intended to hire a marketing vendor to better help the public understand the resources they pay for. This should be more cost effective than hiring a one-of position, with accompanying salary & benefits, and creating a difficulty evaluating and training because of lack of expertise in the field. Initial estimate is $50k, based on conversations with Dept Community & Economic Development concerning their current contract with an outside marketing vendor.
	CITIZEN PROGRAMS	$45,000.00	$53,000.00	$8,000.00	17.78%	Summer reading and other programming vendors and printing costs (fliers, etc) have increased - largely due to inflation. This also includes a 1-time $3k increase for a National Holocaust Museum exhibit in fall of 2025. *see also Revenues, Federal Grants*
	LEGAL SETTLEMENTS	$0.00	$0.00	$0.00	0.00%	
	SUBS & MEMBERSHIPS	$4,000.00	$4,000.00	$0.00	0.00%	
	PUBLIC NOTICES	$1,000.00	$1,000.00	$0.00	0.00%	
	OPERATING SUPPLIES	$25,000.00	$45,000.00	$20,000.00	80.00%	Budget line returns to normal after 1-time transfer in mid-2024 to cover unexpected increase in Books & Materials. *see Operations, Books and Materials*
	FOOD BUSINESS	$2,500.00	$2,500.00	$0.00	0.00%	
	EMPLOYEE AWARDS	$6,000.00	$6,000.00	$0.00	0.00%	Includes costs related to annual staff service awards.
	DIGITALIZE NEWSPAPERS	$0.00	$0.00	$0.00	0.00%	
	UNIFORMS/LINENS	$3,500.00	$3,500.00	$0.00	0.00%	Includes cost of annual staff shirts.
	MISC SUPPLIES	$18,000.00	$18,000.00	$0.00	0.00%	
	BOOKS AND MATERIALS	$907,046.00	$1,000,000.00	$92,954.00	10.25%	Based on the significant spike in use of electronic resources that resulted in pulling from our fund balance in 2024 and feedback from our public survey regarding library collections, the Library is allocating additional funds to improve it's public resources & collections. *see Operations, Operating Supplies*

	Account Description	2024 Budget	Proposed Budget	Variance	%	Notes
Operations	COMPUTER EQUIP	$112,050.00	$76,900.00	($35,150.00)	-31.37%	Decrease is due to moving of copy machines to a capital expendtures line and fewer projected expenditures. *see also Computer Equipment line in the Capital section*
	CONTINGENCY	$7,500.00	$7,500.00	$0.00	0.00%	
	EQUIPMENT	$25,000.00	$25,000.00	$0.00	0.00%	
	SOFTWARE	$5,000.00	$11,050.00	$6,050.00	121.00%	Increase is for new software that offers online assistance to patrons with our databases and other services; the platform is also staff-facing and give us better options for providing and tracking video and related traingings to staff. Our intent is to pair it with online reference services implemented in 2024 and streamline internal training efforts.
	OFFICE SUPPLIES	$40,000.00	$40,000.00	$0.00	0.00%	
	POSTAGE	$17,500.00	$20,000.00	$2,500.00	14.29%	Postage costs have increased.
	INTEREST	$0.00	$0.00	$0.00	0.00%	
	BANK CHARGES	$0.00	$0.00	$0.00	0.00%	
	TRAVEL/EDUC& TRNG	$18,000.00	$18,000.00	$0.00	0.00%	
	MILEAGE/LOCAL TRAVEL	$4,500.00	$4,500.00	$0.00	0.00%	
	EDUCATION & TRAINING	$3,000.00	$3,000.00	$0.00	0.00%	
	MISC SERVICES	$25,000.00	$25,000.00	$0.00	0.00%	This line may fluxuate depending on if we budget for a public survey (every 3-5 yrs, last one was in 2022).
	SOFTWARE MAINTENANCE	$130,283.00	$128,183.00	($2,100.00)	-1.61%	Budget for this line includes ongoing background checks.
	SOFTWARE SUBSCRIPTION	$17,780.00	$19,880.00	$2,100.00	11.81%	Small increase due to required Microsoft Office updates on new PCs.
	PROF & TECH	$39,600.00	$37,300.00	($2,300.00)	-5.81%	
	EQUIP REP/CONTRACTS	$8,500.00	$500.00	($8,000.00)	-94.12%	This line was increased in 2024 to fund auditorium equipment repairs & returns to normal in 2025.
	BLDG & GRND MAINT	$20,000.00	$28,000.00	$8,000.00	40.00%	Covers unplanned projects not noted in fund 48. Figured at $4,000/LIBRARY. This line was reduced in 2024 to fund Auditorium equpment repairs & returns to normal in 2025.
	GROUNDS MAINTENANCE	$0.00	$0.00	$0.00	0.00%	
	UTILITIES	$0.00	$0.00	$0.00	0.00%	
	TELEPHONE	$4,000.00	$4,000.00	$0.00	0.00%	This line accounts for long-distance phone calls, T-mobile cell phones (1 per branch for emergencies), and the annual cost for mifi hotspots used when doing outreach and off-site events.
	VEHICLE SERVICE	$3,500.00	$3,500.00	$0.00	0.00%	
	GASOLINE	$0.00	$0.00	$0.00	0.00%	
	OVER/SHORT	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$1,498,059.00**	**$1,635,313.00**	**$137,254.00**	**9.16%**	
Allocations	TRANSFER TO FUND BALANCE	$0.00	$0.00	$0.00	0.00%	
	TRANSFER OUT	$1,090,847.00	$4,591,600.00	$3,500,753.00	320.92%	This line includes $3.5M moved from our $6.5M operational fund balance to our capital fund balance to cover costs related to the Bountiful contstruction project. *see Capital, TRANSFER IN* It also includes transfers to pay debt service on our Headquarters ($240,300) and Clearfield Branch ($391,300) & Bountiful Branch ($460,000).
	TELEPHONE ALLOCATION	$27,335.88	$29,898.26	$2,562.38	9.37%	
	EMAIL ALLOCATION	$19,377.96	$19,980.00	$602.04	3.11%	
	SECURITY CAMERA ALLOCATION	$11,504.00	$9,534.00	($1,970.00)	-17.12%	
	INSURANCE ALLOCATION	$111,943.00	$112,753.00	$810.00	0.72%	
	WATER ALLOCATION	$0.00	$26,900.00	$26,900.00	0.00%	These lines are broken out in 2025, but were all included in the Maintenance Allocation in previous years. The total of these lines equal the 2024 Maintenance Allocation.
	GAS ALLOCATION	$0.00	$31,000.00	$31,000.00	0.00%	
	ELECTRICITY ALLOCATION	$0.00	$130,000.00	$130,000.00	0.00%	
	CONTRACT ALLOCATION	$0.00	$240,050.08	$240,050.08	0.00%	The Library Board will continue to receive monthly updates about maintenance expenditures to meet statutory requiremtents.
	MAINTENANCE ALLOCATION	$906,130.32	$478,180.24	($427,950.08)	-47.23%	
	BUDGET ADJUSTMENTS	$0.00	$0.00	$0.00	0.00%	
	Sub Total	**$2,167,138.16**	**$5,669,895.58**	**$3,502,757.42**	**161.63%**	
	TRANSFER IN	($222,500.00)	($3,500,000.00)	($3,277,500.00)	1473.03%	This line includes $3.5M moved from $6.5M operational fund balance to capital fund balance to fund the Bountiful Branch rebuild. The $460k previously budgeted for south end construction will now move to pay debt service as we bond for the project. *See also Allocations, TRANSFER OUT & Capital, BOND PROCEEDS*
	CONST IN PROGRESS	$0.00	$0.00	$0.00	0.00%	
	BLDG & GRND MAINT	$57,000.00	$67,000.00	$10,000.00	17.54%	Increase in 2025 is to cover parking lot maintence that was not done in 2024.

	Account Description	2024 Budget	Proposed Budget	Variance	%	Notes
Capital	BLDG IMPROVEMENTS	$725,000.00	$90,000.00	($635,000.00)	-87.59%	Includes multi-year carpet replacement (KYV, $60k), lighting upgrades (LYN, $20k), replace/repair pillar desk millwork (LYN, $10k). Significant decrease is due to completion of Headquarters facade project in conjunction with County Admin Bldg and overall reductuion due to increases in other budget lines. Does not cover nonfunctional turf replacement - this is separately funded through SLFRF as a Facilities/County project.
	BOND PROCEEDS	$0.00	($5,808,470.00)	($5,808,470.00)	0.00%	*see also Capital, TRANSFER IN*
	EQUIPMENT	$0.00	$0.00	$0.00	0.00%	
	COMPUTER EQUIPMENT	$0.00	$44,000.00	$44,000.00	0.00%	Increase is due to moving of copy machines to capital expendtures. *see also Computer Equip line in the Operations section*
	VEHICLES	$0.00	$0.00	$0.00	0.00%	
	ARCHITECT	$375,700.00	$529,200.00	$153,500.00	40.86%	Based on current projections, we expect finish design and begin rebuilding the Bountiful Branch in 2024-2025. We anticipate funding will include a construction bond in 2024. These lines represent approximately 2/3 of the estimated $10M in hard construction costs because the project is likely to last into 2026. Estimates are based on an 18,000 sqft building with addtional funds figured for FFE and demolition of old building.
	CONSTRUCTION	$4,696,250.00	$5,880,000.00	$1,183,750.00	25.21%	
	CONTINGENCY	$469,625.00	$588,000.00	$118,375.00	25.21%	
	FFE	$629,850.00	$766,080.00	$136,230.00	21.63%	
	Sub Total	**$6,730,925.00**	**($1,344,190.00)**	**($8,075,115.00)**	**-119.97%**	