

WELCOME

1. Ryan Nilsen - Reappointment to the Library Board
October 1st. 2024 -September 30th, 2028

PUBLIC COMMENTS

2. 3 minute maximum

ACTION ITEMS

3. Approval of Minutes - September 12th, 2024
4. Libraries as potential After-Hours Emergency Warming Center Locations presented by
Commissioner Kamalu

INFORMATION & DISCUSSION ITEMS

5. South End Construction Update
6. Davis County Library Audio & Visual Collections Survey
7. 2025 Proposed Library Budget Presentation

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 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 Board Meeting
Library Headquarters Staff Conference Room
Farmington, Utah
Thursday, October 10, 2024
Called to Order by Sam Macias at 1:10 PM
Adjourned at 2:48 PM

PRESENT:

Samuel Macias, Vice Chair
Commissioner Kamalu
Ryan Nilsen
Rosalie Taylor
Josh Johnson
Jenny Tankersley

Excused:

Mary Lynne Morgan
Sara Reed, Chair
Jennifer Somers

GUESTS:

Lynnette Mills, Deputy Director
Ellen Peterson, Deputy Director
Malayna Paskett, Collection Development Manager
Jacqueline Pettit, Bountiful City

WELCOME

Samuel Macias called the Board to order at 1:10 PM

PUBLIC COMMENTS

2. 3 minute maximum

Jacqueline Pettit of Bountiful told the Board that she is requesting the Library add Playaways or another form of screen free audio option to its collection. Ms Pettit said that it's important for children to stay screen free and many children do not have phones to access digital collections. She said that Playaways are easy to use, have no access to the internet, and are practically indestructible. Ms Pettit let the Board know that Murray City Library carries Playaways. She suggested another option would be creating a borrowing agreement with Murray City so that Davis County residents could access these materials.

Josh added that the Library has been working with Ms Pettit and others on this subject. The Library added questions pertaining to screen free options to a recent Audio & Visual survey that will be shared with the Board during this meeting.

Sam Macias thanked Jacqueline Pettit for her comments to the Board.

INFORMATION ITEMS

3. Davis County Library Audio & Visual Collections Survey

Josh and Ellen shared with the Board that the survey received about 5,300 responses. The Board discussed the results of the survey including the historical data.

Commissioner Kamalu arrived.

The Board continued to discuss the survey results including responses regarding screen free devices. Ellen informed the Board that she and Malayna researched screen free devices and there are four options. The best seems to be Playaways. The Davis County Library used to have Playaways in the Young Adult collection only. The Library decided to stop carrying Playaways because the use did not outweigh the cost, however the teen collection may not have been the best place to start. If the Board decided to pursue this, then the issue becomes about budget. The collection would start small and grow slowly in the children's chapter book section.

Josh mentioned that another option would be researching interlibrary loan options for AV items, although that's not as simple as it sounds. Josh asked if the Board was willing to entertain the idea of adding Playaways. Rosalie Taylor said she thought it was a great option. The Board agreed that they were interested in learning more.

Jacqueline Pettit left the meeting.

4. Ryan Nilsen - Reappointment to the Library Board

Josh shared with the Board that Ryan Nilsen was appointed to his first full term by the Commission. He previously was appointed to finish the term vacated by Scott Jones. Ryan's term is effective October 1st, 2024 -September 30th, 2028.

ACTION ITEMS

5. Approval of Minutes - September 12th, 2024

The September 12th, 2024 minutes were presented for review. There were no questions. *Samuel Macias moved to approve the minutes. Commissioner Kamalu seconded the motion. The motion was unanimously carried.*

6. Libraries as potential After-Hours, Emergency Warming Center Locations presented by Commissioner Kamalu

Josh let the Board know that the libraries are no longer on the list as possible Emergency Warming Center locations and suggested the Board table this item indefinitely. *Commissioner Kamalu moved to table the item indefinitely. Rosalie Taylor seconded the motion. The motion was unanimously carried.*

INFORMATION & DISCUSSION ITEMS

7. South End Construction Update

Josh updated the Board on the RFP progress. There were seven architect firms that submitted proposals for consideration. The Auditor's office is working on an Intent to Enter a Contract that will go through a Commission meeting.

8. 2025 Proposed Library Budget Presentation

Josh shared with the Board the 2025 proposed budget for the library. He informed the Board that most of the budget lines will remain the same with a few exceptions. Personnel costs continue to rise and now account for two thirds of the library's budget. One change is that the library has added \$50,000.00 for marketing in 2025. The other change is the library has proposed increasing the Books & Materials line to \$1,000,000.00. The increase will specifically be used for Libby and Hoopla materials.

Josh let the Board know that based on these numbers the library budget is projected to be \$50,000.00 over in 2025. The library intends to dip into its fund balance to cover these increases. The library fund balance is quite healthy and the county is aware of our intent.

ADJOURNMENT

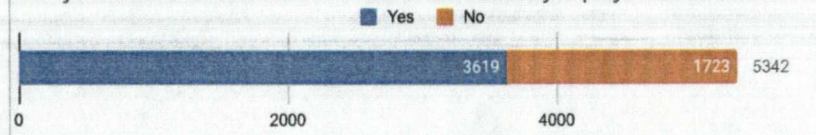
Samuel Macias moved to adjourn. Rosalie Taylor seconded the motion. The motion unanimously carried.

The Board adjourned at 2:48 PM.

NEXT MEETING: November 14th, 2024 at the Headquarters Library in Farmington

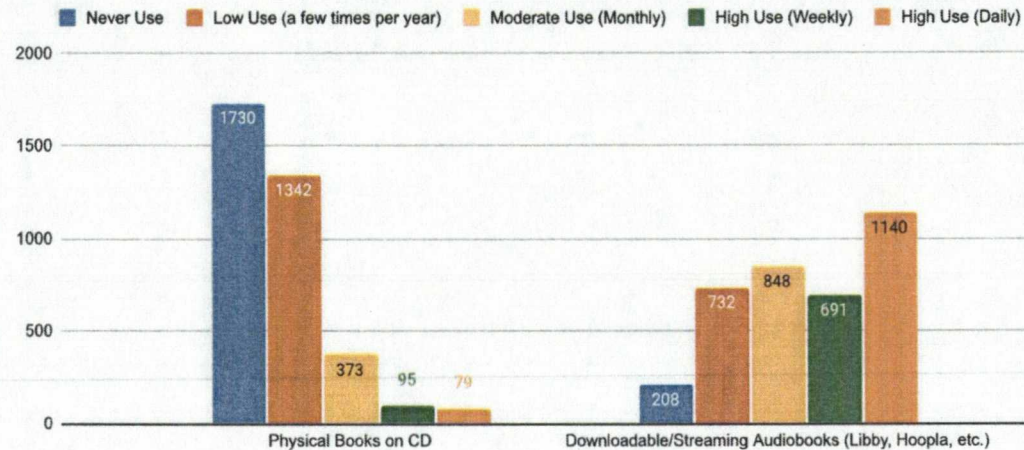
Audiobooks

Do you listen to audiobooks from the Library's physical or online...

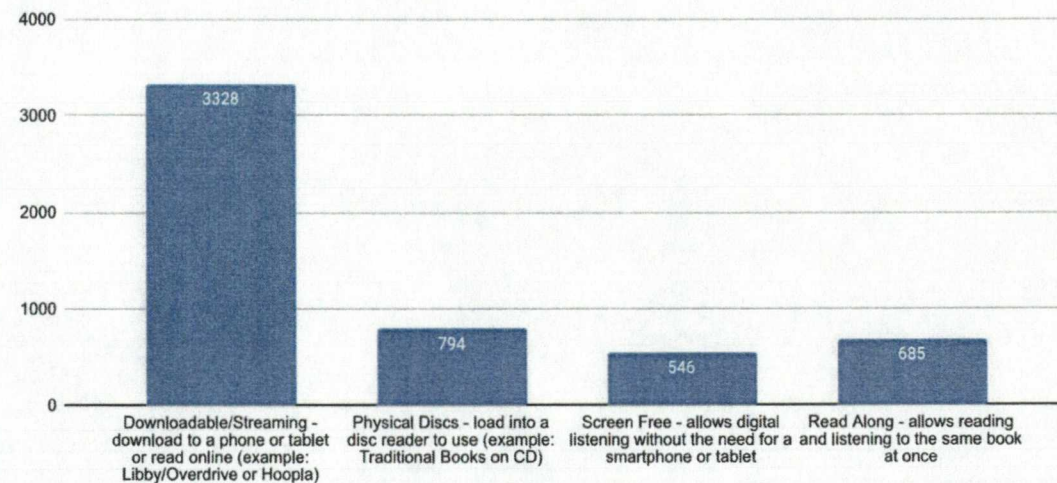


Further questions were only given to the 3,619 patrons who answered "Yes".

Please share how frequently you use each of the library's collection.



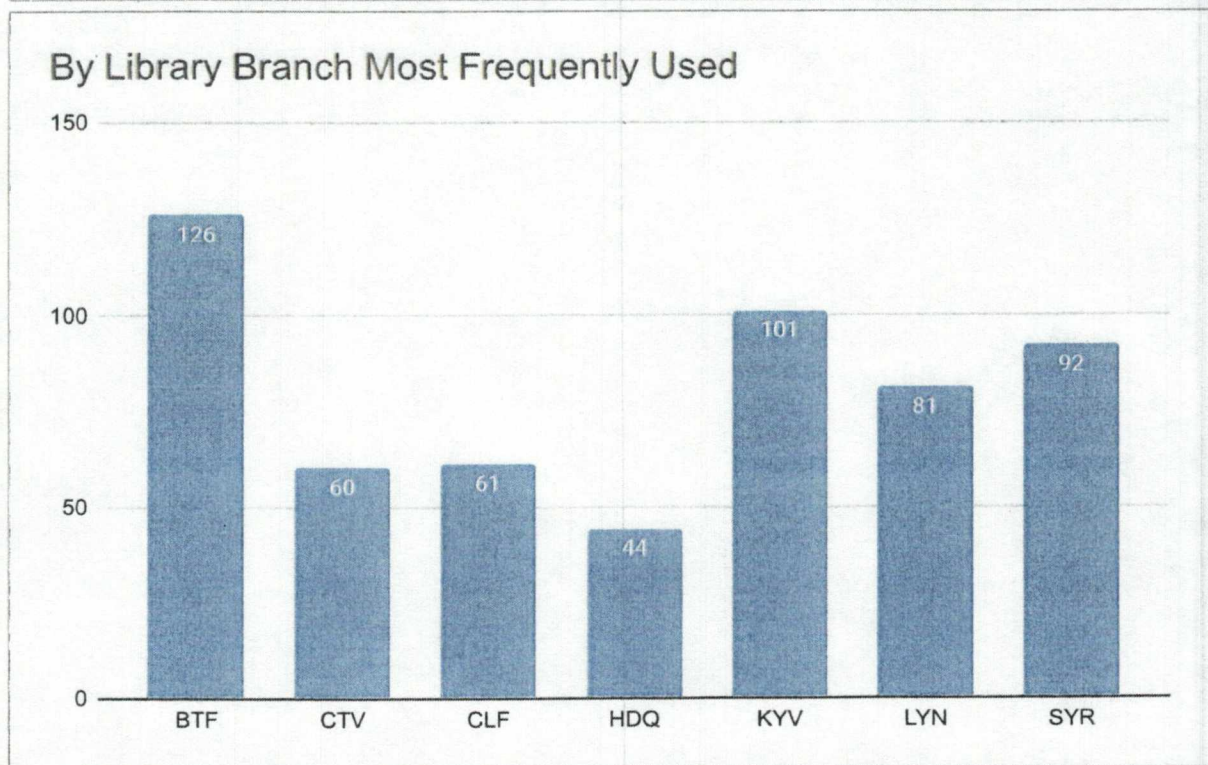
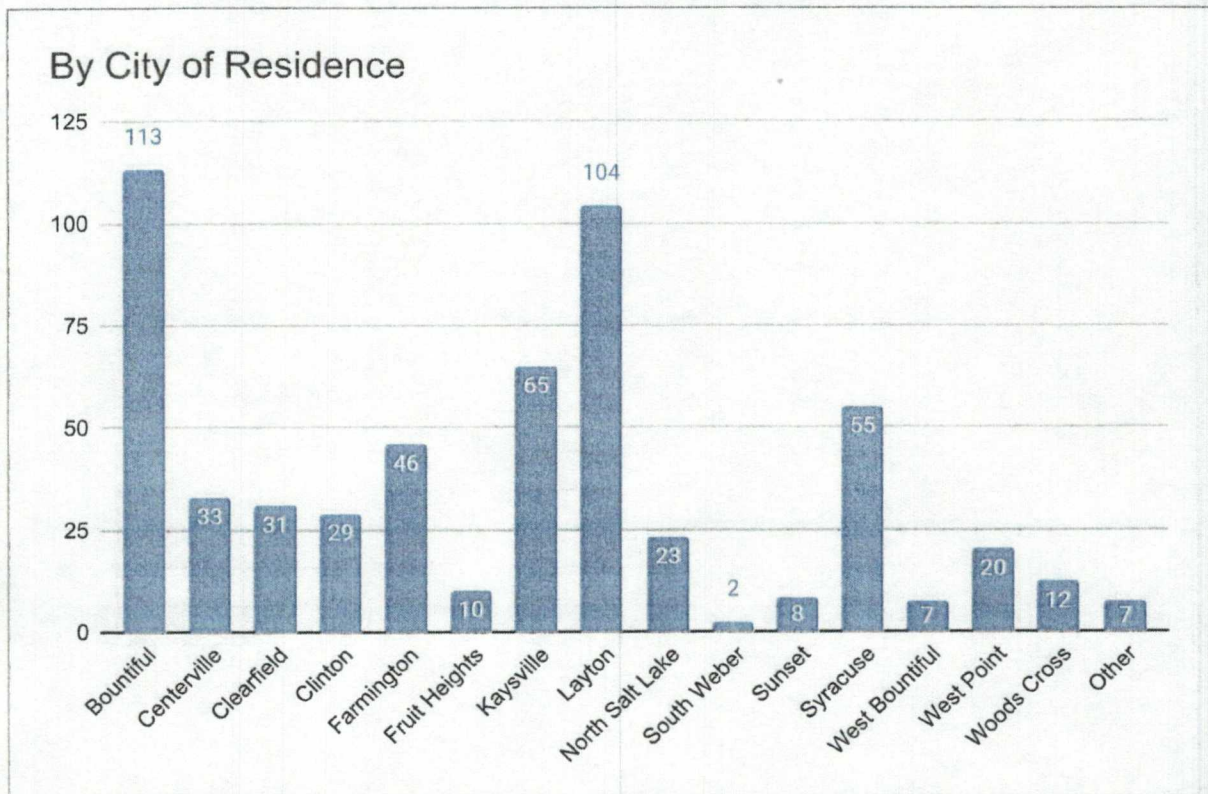
Which type of audiobook options are most important to you and your family?



This question was multiple choice; responses will not add up to 3,619.

Screen Free Audio - Interest by Location

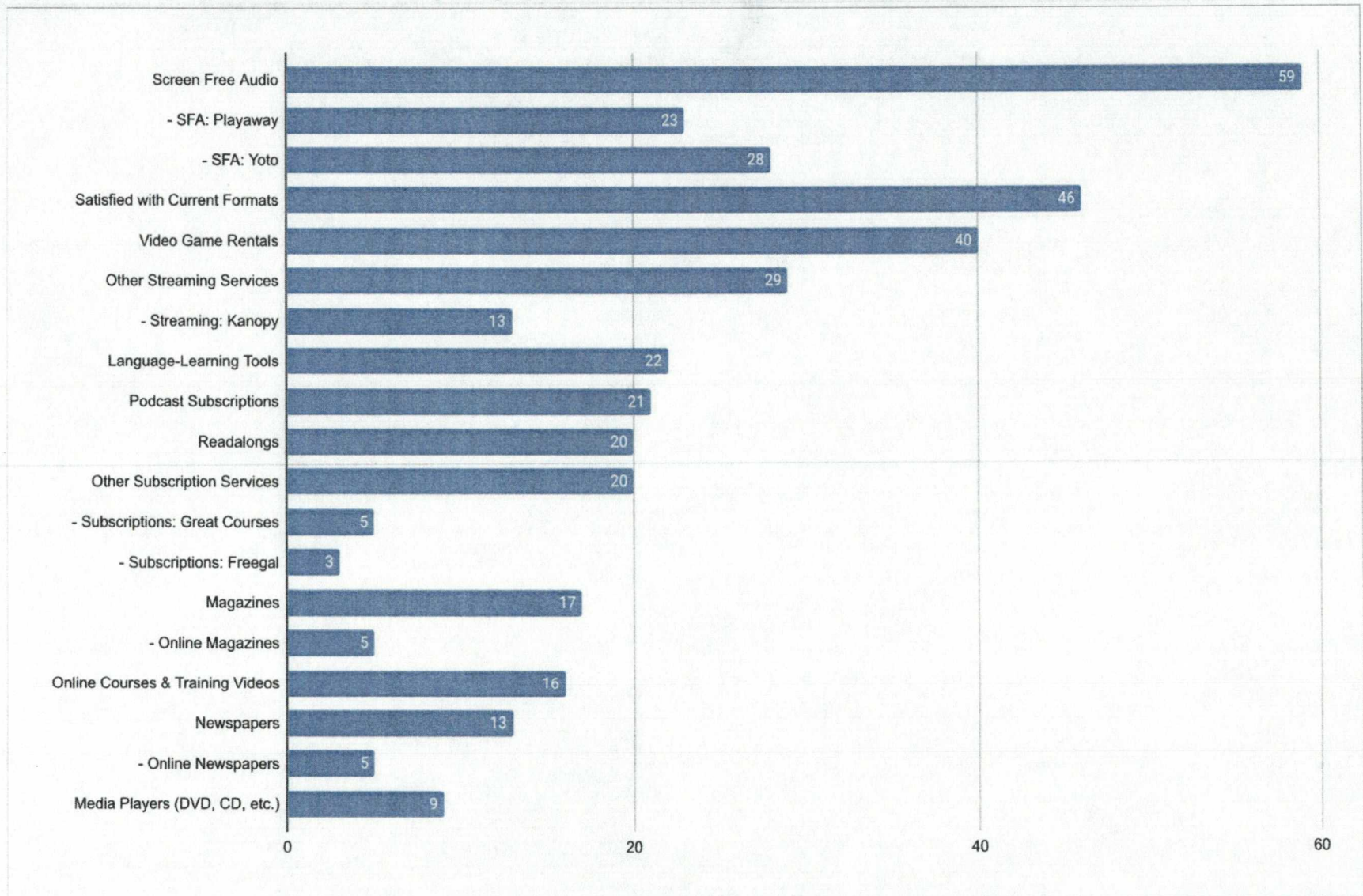
565 respondents indicated interest in Screen Free Audio



Other Formats & Services

Selection of the most-requested formats. Taken from free responses.

Subgroups (marked by a hyphen) are also counted in the general group. Ex: Screen Free Audio count of 59 includes the Playaway & Yoto counts.



Library



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	Core Functions & Services
FTE: 85 CARDHOLDERS: 134,412 <u>PROGRAMS</u> Total Attendance: 79,537 Total Offered: 1,797 <u>PHYSICAL COLLECTIONS</u> Total Items: 600,997 Total Checkouts: 3,518,456 <u>ELECTRONIC COLLECTIONS</u> Total Items: 451,160 Total Checkouts: 1,006,455 <u>TECHNOLOGY</u> Total Website Visits: 962,164 Total # Public PCs: 114 Total Public PC Sessions: 88,620 <u>NEW SERVICES</u> Community Service Volunteering Online Account Registration Spanish Storytime Telescope Checkout Updated Booklists	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.

Library



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.

Library



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.

Library



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
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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

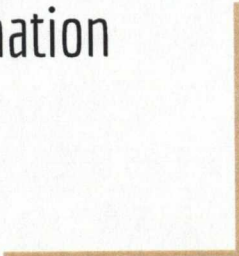
Non-Resident

Non-Resident Library Card Fee	\$65.00 (per Utah resident not in Davis or Weber County)
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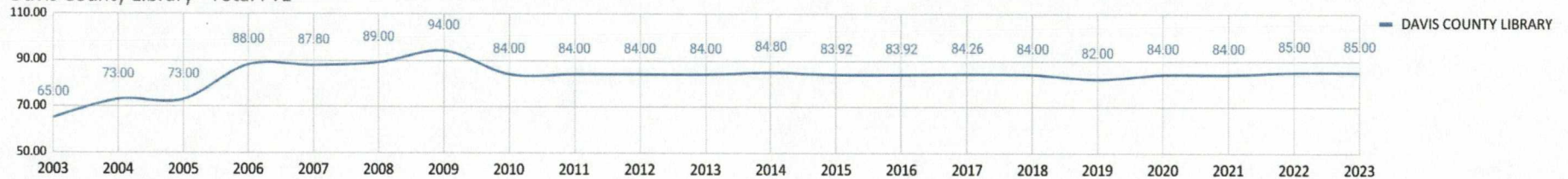
2025 Library Budget

Supplemental Information

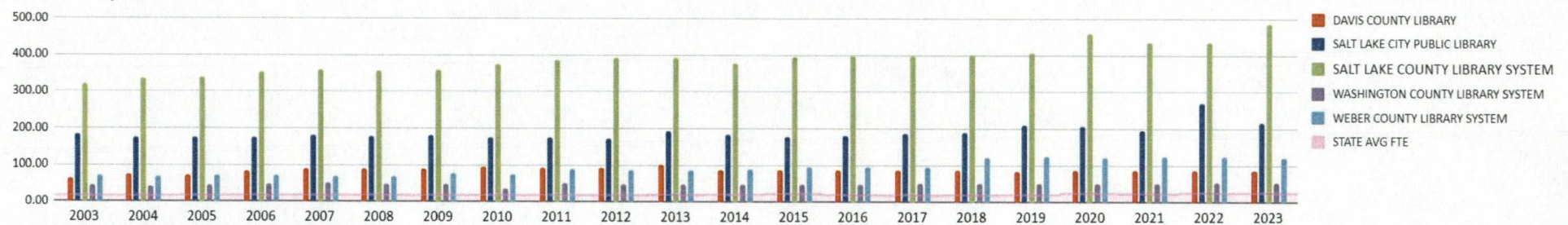


Staff Expenditures: In-State Comps

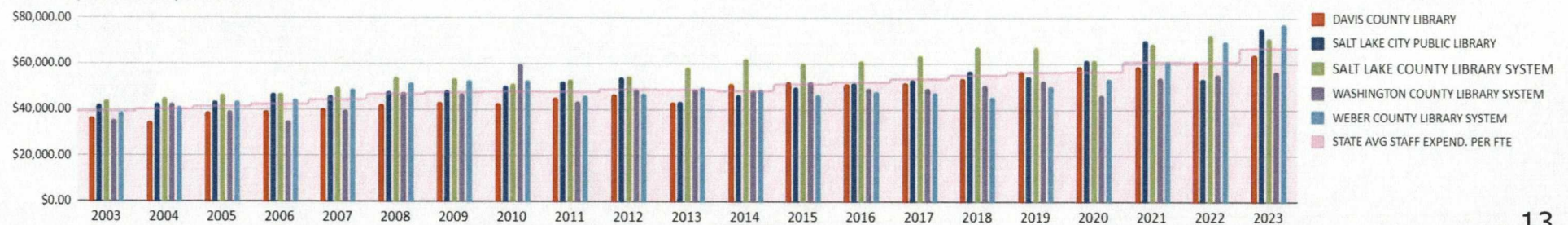
Davis County Library - Total FTE



Total Library FTE

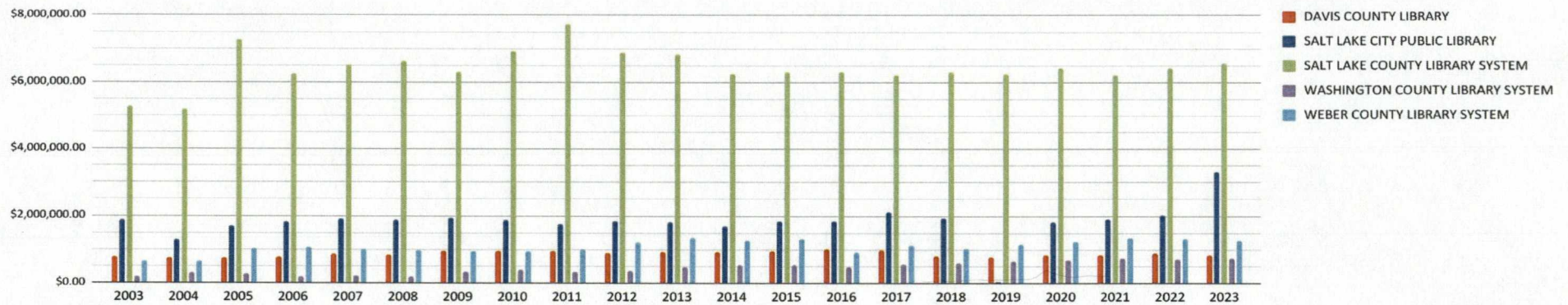


Staff Expenditures per FTE

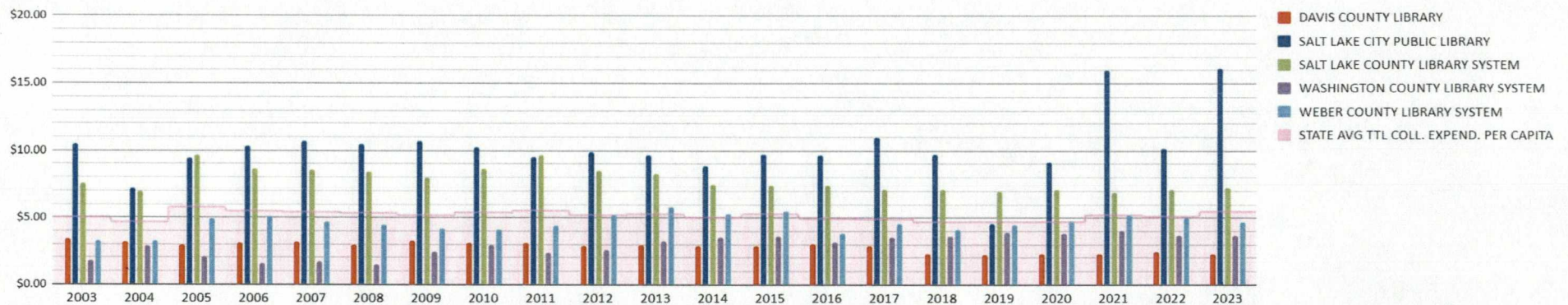


Collection Expenditures: In-State Comps

Total Collection Expenditures

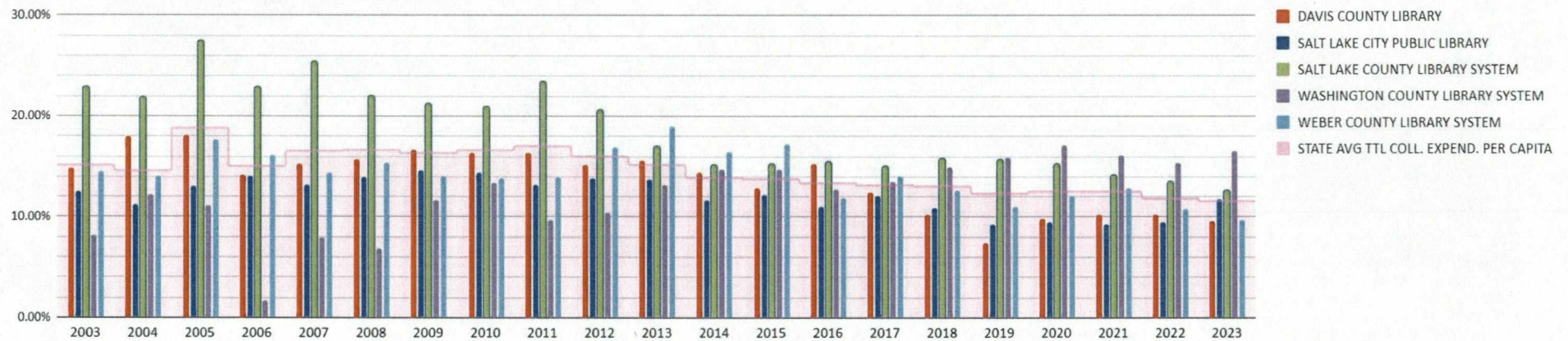


Total Collection Expenditures Per Capita



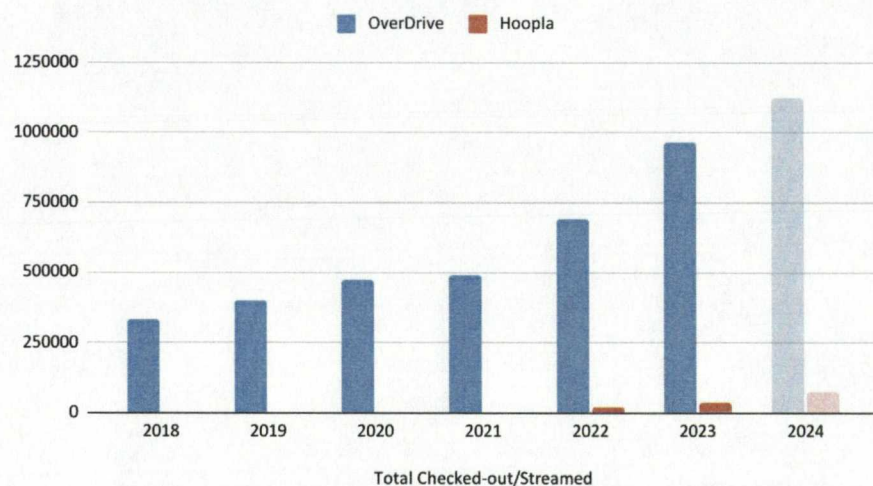
Collection Expenditures: In-State Comps

Percent of Collection Expenditures to Total Expenditures

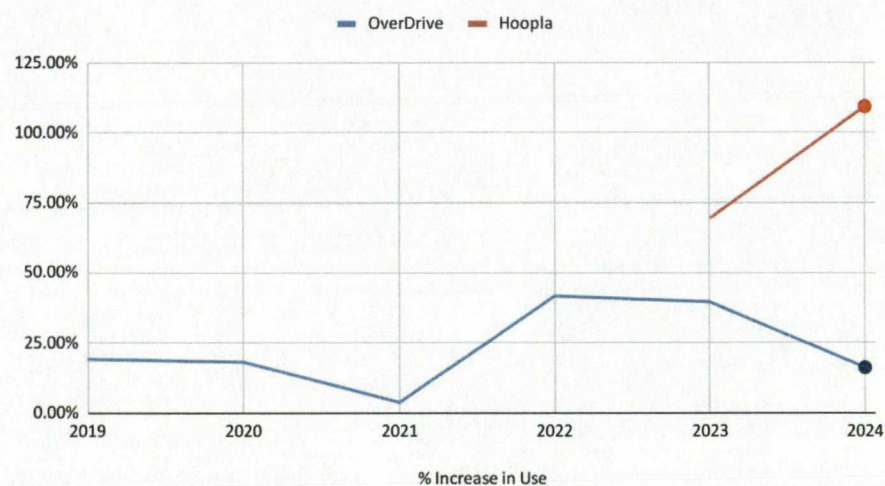


Collection Use: Electronic Resources

OverDrive and Hoopla

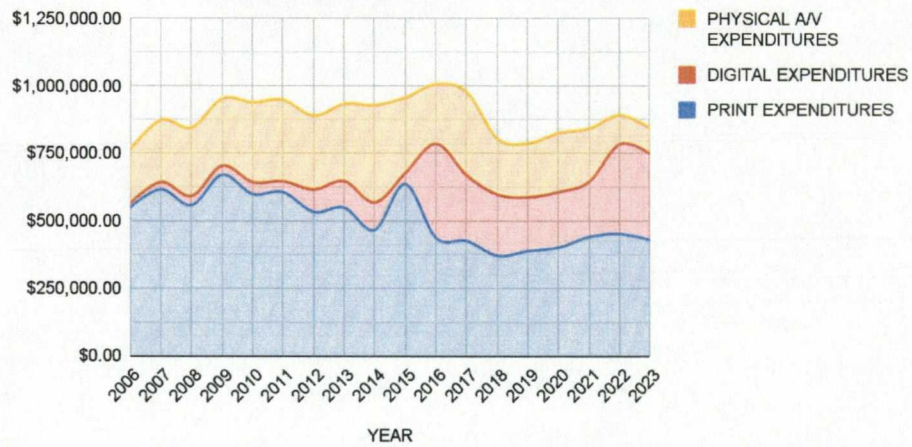


% Increase in Use: OverDrive and Hoopla

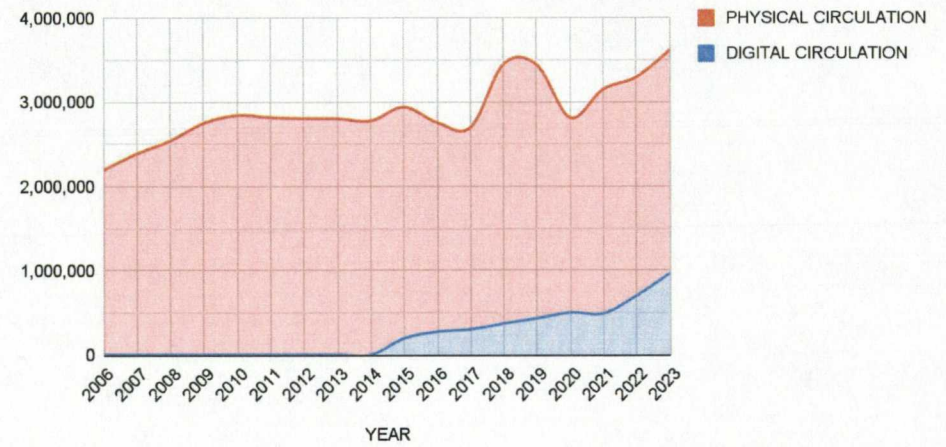


Collection Use/Expenditures: Electronic Resources

Davis County Library Collection Expenditures by Type



Davis County Library Collection Use by Type



	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 figured at \$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; <i>see Revenue, PROPERTY TAX</i>
	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. <i>see Operations, CITIZEN PROGRAMS</i>
	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%	
Sub Total	ENDOWMENT FOUNDATION GRANTS	\$0.00	\$0.00	\$0.00	0.00%	Library does not intend to request 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%	<i>see Personnel, Payroll</i>
	PAYROLL TAXES	\$360,879.38	\$377,555.59	\$16,676.21	4.62%	<i>see Personnel, Payroll</i>
	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%	
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. <i>see also Revenues, Federal Grants</i>
	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. <i>see Operations, Books and Materials</i>
	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 its public resources & collections. <i>see Operations, Operating Supplies</i>

	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 expenditures line and fewer projected expenditures. <i>see also Computer Equipment line in the Capital section</i>
	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 trainings 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 fluctuate 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 equipment repairs & returns to normal in 2025.
	GROUND 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 wifi 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 construction project. <i>see Capital, TRANSFER IN</i> 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 requirements.
	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. <i>See also Allocations, TRANSFER OUT & Capital, BOND PROCEEDS</i>
	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 maintenance 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 reduction 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 expenditures. 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.
	CONSTRUCTION	\$4,696,250.00	\$5,880,000.00	\$1,183,750.00	25.21%	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 additional funds figured for FFE and demolition of old building.
	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%	