DAVIS COUNTY LIBRARY

DAVIS COUNTY LIBRARY BOARD AGENDA

Davis County Library Board Meeting
Headquarters, Staff Conference Room
133 S Main Street, Farmington, Utah

March 9th, 2023
1:00 p.m.

Welcome

1. Public Comments - 3 minute maximum

Action Items

2. Approval - Minutes from February 9th, 2023
3. Ratification - Bills from January 2023
4. Approval - Recommended changes to Collection Development Policy
5. Approval - Annual assignments to Administrative Review & Appeals Committees

Information & Discussion Items

6. South-End Capital Construction
7. Library Cash Handling Procedure
8. Library Benchmarks

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
March 9th, 2023
Called to Order by Jil Craythorne at 1:05 p.m.
Adjourned 1:48 p.m.

Present:
Jil Craythorne, Chair
Mary Lynne Morgan, Vice Chair
Claudette Eastman
Lorene Kamalu, Commissioner
Connie May
Jennifer Somers
Josh Johnson, Director
Jenny Tankersley
Excused: Scott Jones

Guests:
Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Carolyn Myers, Bountiful Branch
Lane Rose, Facilities Director
Richard Higginson, Bountiful City
Gary Hill, Bountiful City
Brooke Freebairn, Bountiful City
Ester Harris, Bountiful City
Kendalyn Harris, Bountiful City

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

Public Comments
Kendalyn Harris commented that she appreciated the work the Library Board does. The Board thanked her.

Minutes (Action)
The minutes for February 9th, 2023 were presented for review.
Connie May moved to approve the minutes of the Library Board meeting held February 9th, 2023. Claudette Eastman seconded the motion. The motion was unanimously carried.

Ratification of Bills - January 2023 (Action)
The January 2023 expenditures were presented to the Board. Josh explained that an overage in the software line is due to a pending budget change.
Jil Craythorne moved to ratify the bills for January 2023. Connie May seconded the motion. The motion was unanimously carried.

Recommended changes to Collection Development Policy (Action)
Josh presented the proposed changes to the Collection Development Policy. Josh told the Board that the state has seen an increase in requests for reconsideration. The proposed changes to policy would allow the decisions by the Administrative Review Committee to stand for 18 months when items are challenged for the same reason. This would shorten the process for staff as well as for patrons. When an item that has been under reconsideration in the last 18 months has a second reconsideration for a different reason, the committee would reconvene and the book would go through the normal process. Additionally, when the Library has several requests at a time, the Administrative Review Committee would use two teams. When this becomes necessary, the Director would notify the Board at a regular Board meeting that the second Administrative Review Committee had convened.
Claudette Eastman moved to approve the proposed changes to policy. Connie May seconded the motion. The motion was unanimously carried.

Jennifer Somers asked a question about the 18 month timeline for decisions to stand. She felt it would be better to match the term with the length of the Administrative Review & Appeals Committee assignments which are 12 months long. Josh told the Board that having the timeline match with the assignment length was reasonable.

Jennifer Somers moved to change the policy from 18 months to 12 months. Commissioner Kamalu seconded the motion.The motion passed unanimously.

Mary Lynne Morgan arrived.

Annual Assignments to the Administrative Review & Appeals Committees (Action)
Josh explained the appointments to the 2023-2024 Administrative Review & Appeals Committees.
Connie May asked how long the process for reconsideration takes. Lynnette explained that the time it takes to review an item varies based on how many copies the library has, the hold list, and how long the item is; a picture book takes less time than a 300 page novel.
Jil Craythorne moved to approve the appointments to the Administrative Review & Appeals Committees. Claudette Eastman seconded the motion. The motion was unanimously carried.

South End Capital Construction (Information)
Josh and Commissioner Kamalu told the Board that they had met with representatives from Bountiful, Woods Cross, and North Salt Lake. They had invited West Bountiful to meet, but received no response. Josh presented the current possibilities to the Board. Two possibilities that are not ideal are remaining in the current location and remodeling or demolishing the current building and rebuilding on the same parcel of land. There were several other locations including:

- A land swap near the current Bountiful branch. This location would cause minimal disruption to patron services.
- A spot further south near Hatch Park in North Salt Lake. North Salt Lake is making a city center in this area and would like the Library involved. However, they are unsure when this will happen and will not be ready by the end of this year.
- Woods Cross presented many ideas. The most interesting is an existing 30,000 square foot building located near the refinery.

Commissioner Kamalu said Josh put the presentation together very well. The Commissioner said that her and Josh have been thinking about the future of Library services and what people will want and need in the decades to come.
Carolyn Myers mentioned that UDOT has plans to alter the intersection near the Woods Cross location. The Commissioner asked what the Board thought was the best option at this time. The Board preferred the idea of the land swap in Bountiful near the current location.
Josh told the Board that he had spoken to the County Attorney, Neal Geddes, and it was recommended that the Board move to a closed meeting to discuss particulars in regards to property purchases. That is a possibility for the April Board meeting.

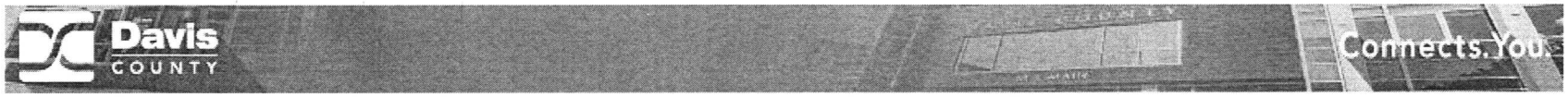
Library Cash Handling Procedure (Information)
Josh told the Board that the Library has updated the Library Cash Handling Procedure. The document was approved by the Auditing department. It was in need of updating due to the change in credit card vendors and the process of making deposits. Josh told the Board that this document was something that was started by the previous Director and it provides many of the answers required in the county's Financial Audit.

Library Benchmarks (Information)
Josh recommended the Board table the Library Benchmarks item for a future date.
Claudette Eastman moved to table the Library Benchmarks. Connie May seconded the motion. The motion was unanimously carried.

Adjournment
Jil Craythorne moved to adjourn. The motion was seconded by Jennifer Somers.
The Board adjourned at 1:48p.m.

Next Meeting: April 13th, 2023 - 1:00 p.m

Minutes Prepared by: Jenny Tankersley



Davis County
YEAR-TO-DATE BUDGET REPORT

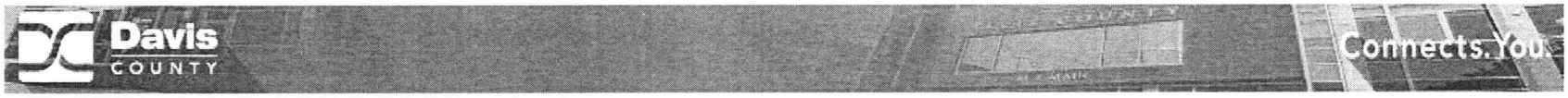
FOR 2023 01

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	-115,507.05	-115,507.05	.00	-8,627,809.95	1.3%
2310580 411000	REGISTERED PERSONAL	-668,111	-668,111	-35,600.83	-35,600.83	.00	-632,510.17	5.3%
2310580 420000	PRIOR YEARS TAXES	-100,259	-100,259	-7,096.48	-7,096.48	.00	-93,162.52	7.1%
2310580 422101	A&C PENALTY/INTERES	-55,956	-55,956	-5,149.17	-5,149.17	.00	-50,806.83	9.2%
2310580 460000	FINES & FORFEITURES	-50,000	-50,000	-6,158.13	-6,158.13	.00	-43,841.87	12.3%
2310580 472300	STATE REIMBURSEMENT	-45,000	-45,000	.00	.00	.00	-45,000.00	.0%
2310580 480000	INTEREST EARNINGS	-28,000	-28,000	.00	.00	.00	-28,000.00	.0%
2310580 493000	CONTRIBUTION-PRIVAT	0	0	-4.00	-4.00	.00	4.00	100.0%
2310580 495100	SUNDRY REVENUE	-5,000	-5,000	-1,572.38	-1,572.38	.00	-3,427.62	31.4%
TOTAL UNDEFINED ROLLUP CODE		-9,695,643	-9,695,643	-171,088.04	-171,088.04	.00	-9,524,554.96	1.8%
1P580 LIBRARY PAYROLL								
2310580 510110	PAYROLL	4,578,286	4,578,286	287,969.59	287,969.59	.00	4,290,315.92	6.3%
2310580 510111	TRAVEL PAY	17,783	17,783	1,233.08	1,233.08	.00	16,549.88	6.9%
2310580 510117	OVERTIME	1,545	1,545	.00	.00	.00	1,545.00	.0%
2310580 520130	BENEFITS	3,507	3,507	.00	.00	.00	3,507.15	.0%
2310580 520131	PAYROLL TAXES	355,689	355,689	21,441.05	21,441.05	.00	334,247.76	6.0%
2310580 520132	WORKERS COMP	10,575	10,575	311.89	311.89	.00	10,263.50	2.9%
2310580 520133	INSURANCE	550,059	550,059	49,898.24	49,898.24	.00	500,160.82	9.1%
2310580 520134	RETIREMENT	542,056	542,056	42,169.61	42,169.61	.00	499,886.08	7.8%
2310580 520135	COMMUNICATIONS ALLO	3,900	3,900	300.02	300.02	.00	3,600.24	7.7%
2310580 590950	BUDGET ADJUSTMENTS	-150,000	-150,000	.00	.00	.00	-150,000.00	.0%
TOTAL LIBRARY PAYROLL		5,913,400	5,913,400	403,323.48	403,323.48	.00	5,510,076.35	6.8%
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	1,394.65	1,394.65	.00	38,605.35	3.5%
2310580 540210	SUBS & MEMBERSHIPS	4,000	4,000	1,415.00	1,415.00	.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	795.12	795.12	.00	44,204.88	1.8%
2310580 540271	FOOD BUSINESS	2,500	2,500	.00	.00	.00	2,500.00	.0%
2310580 540272	EMPLOYEE AWARDS	5,800	5,800	1.71	1.71	.00	5,798.29	.0%

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

ACCOUNTS FOR: 23 LIBRARY SERVICES		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 540450	UNIFORMS/LINENS	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580 540610	MISC SUPPLIES	18,000	18,000	443.25	443.25	.00	17,556.75	2.5%
2310580 540612	BOOKS AND MATERIALS	860,000	860,000	99,493.98	99,493.98	19,840.13	740,665.89	13.9%
2310580 540643	COMPUTER EQUIP	114,850	114,850	2,560.71	2,560.71	64,073.50	48,215.79	58.0%
2310580 540666	CONTINGENCY	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580 540690	EQUIPMENT	50,000	50,000	76.86	76.86	.00	49,923.14	.2%
2310580 540691	SOFTWARE	4,560	4,560	17,250.00	17,250.00	12,071.23	-24,761.23	643.0%
2310580 542240	OFFICE SUPPLIES	45,000	45,000	1,676.47	1,676.47	.00	43,323.53	3.7%
2310580 542243	POSTAGE	17,500	17,500	.00	.00	.00	17,500.00	.0%
2310580 545536	BANK CHARGES	4,000	4,000	.00	.00	.00	4,000.00	.0%
2310580 548231	MILEAGE/LOCAL TRAVE	4,900	4,900	.00	.00	.00	4,900.00	.0%
2310580 548330	EDUCATION & TRAININ	8,000	8,000	.00	.00	.00	8,000.00	.0%
2310580 550620	MISC SERVICES	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580 555265	SOFTWARE MAINTENANC	118,950	118,950	85,236.00	85,236.00	10,847.00	22,867.00	80.8%
2310580 555266	SOFTWARE SUBSCRIPTI	10,610	10,610	.00	.00	.00	10,610.00	.0%
2310580 555310	PROF & TECH	28,000	28,000	.00	.00	1,885.00	26,115.00	6.7%
2310580 560252	EQUIP REP/CONTRACTS	500	500	.00	.00	.00	500.00	.0%
2310580 560260	BLDG & GRND MAINT	31,500	31,500	.00	.00	.00	31,500.00	.0%
2310580 562280	TELEPHONE	66,000	66,000	428.46	428.46	31,162.21	34,409.33	47.9%
2310580 564253	VEHICLE SERVICE	3,500	3,500	166.01	166.01	.00	3,333.99	4.7%
TOTAL LIBRARY OPERATING		1,524,970	1,524,970	210,938.22	210,938.22	139,879.07	1,174,152.71	23.0%
4A580 LIBRARY ALLOCATIONS								
2310580 590910	TRANSFER OUT	1,196,673	1,196,673	191,389.42	191,389.42	.00	1,005,283.58	16.0%
2310580 590920	TELEPHONE ALLOCATIO	29,885	29,885	2,497.33	2,497.33	.00	27,387.23	8.4%
2310580 590922	EMAIL ALLOCATION	20,846	20,846	1,737.20	1,737.20	.00	19,109.20	8.3%
2310580 590925	SECURITY CAMERA ALL	10,596	10,596	883.00	883.00	.00	9,713.00	8.3%
2310580 590930	INSURANCE ALLOCATIO	94,988	94,988	7,915.69	7,915.69	.00	87,072.31	8.3%
2310580 590940	MAINTENANCE ALLOCAT	791,000	791,000	65,916.67	65,916.67	.00	725,083.33	8.3%
TOTAL LIBRARY ALLOCATIONS		2,143,988	2,143,988	270,339.31	270,339.31	.00	1,873,648.65	12.6%
TOTAL LIBRARY		-113,285	-113,285	713,512.97	713,512.97	139,879.07	-966,677.25	-753.3%
TOTAL LIBRARY SERVICES		-113,285	-113,285	713,512.97	713,512.97	139,879.07	-966,677.25	-753.3%
	TOTAL REVENUES	-9,695,643	-9,695,643	-171,088.04	-171,088.04	.00	-9,524,554.96	
	TOTAL EXPENSES	9,582,358	9,582,358	884,601.01	884,601.01	139,879.07	8,557,877.71	



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

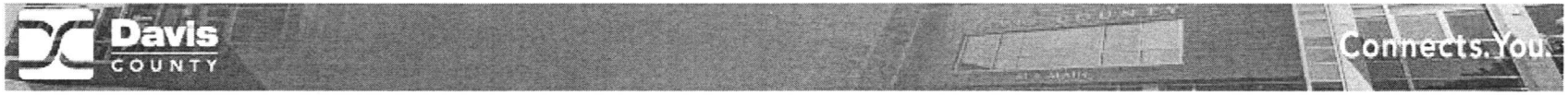
	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-113,285	-113,285	713,512.97	713,512.97	139,879.07	-966,677.25	-753.3%

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

Davis County
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
2310580			LIBRARY							
2310580	460000			FINES & FORFEITURES						
999992	NICOLE FLETCHER	JAN0322NF	0	2023 1	INV	P	18.99	011223K1	10036138	N FLETCHER - REFUND
999992	REBECCA SJOGREN	JAN0322RS	0	2023 1	INV	P	14.99	011223K1	10036140	R SJOGREN - REFUND
999992	RANDY KNIGHT	JAN0323RK	0	2023 1	INV	P	13.96	011223K1	10036139	R KNIGHT - REFUND
999992	SUGAR SANTILLAN	JAN0323SS	0	2023 1	INV	P	10.00	011223K1	10036141	S SANTILLAN - REFUN
999992	CATRIONA E CHRISTENS	JAN0423CC	0	2023 1	INV	P	6.75	011223K1	10036131	C CHRISTENSEN - REF
999992	DANIELLE IVINS	JAN0423DI	0	2023 1	INV	P	4.99	011223K1	10036132	D IVINS - REFIND
999992	MEG PETERSON	JAN0423MP	0	2023 1	INV	P	14.99	011223K1	10036136	M PETERSON - REFUND
999992	HENRY EVERETT	JAN0523HE	0	2023 1	INV	P	15.00	011223K1	10036133	H EVERETT - REFUND
999992	ALEX MICHAEL	JAN0523JM	0	2023 1	INV	P	11.95	011223K1	10036129	A MICHAEL - REFUND
999992	MATTHEW D BETHUNE	JAN05MB	0	2023 1	INV	P	18.99	011223K1	10036135	M BETHUNE - REFUND
999992	BENJAMIN MCVEIGH	JAN0623BM	0	2023 1	INV	P	12.99	011223K1	10036130	B MCVEIGH - REFUND
999992	MRS TARA NELSON	JAN0923AN	0	2023 1	INV	P	14.99	011223K1	10036137	T NELSON - REFUND
999992	JACLYN BLACK	JAN0923JB	0	2023 1	INV	P	9.99	011223K1	10036134	J BLACK - REFUND
999992	LAUREN GOFF	JAN1023LG	0	2023 1	INV	P	18.80	011923K1	10036365	L GOFF - REFUND
999992	EMILY SCHMUTZ	JAN1223ES	0	2023 1	INV	P	4.99	011923K1	10036363	E SCHMUTZ - REFUND
999992	STACI ROGERS	JAN1423SR	0	2023 1	INV	P	6.99	011923K1	10036366	S ROGERS - REFUND
999992	EMMA-LEE R COOK	JAN1723EC	0	2023 1	INV	P	17.96	012623K1	10036522	E COOK - REFUND
999992	JULIE MARIE HANSEN	JAN1723JH	0	2023 1	INV	P	8.00	012623K1	10036525	J HANSEN - REFUND
999992	KADY WALKER	JAN1723KW	0	2023 1	INV	P	12.67	011923K1	10036364	K WALKER - REFUND
999992	VARI DURRANT	JAN1723VD	0	2023 1	INV	P	16.99	012623K1	10036526	V DURRANT - REFUND
999992	JEFFREY M HIRST	JAN1923JH	0	2023 1	INV	P	34.98	012623K1	10036523	J HIRST - REFUND
999992	WHITNEY BALL	JAN2023BW	0	2023 1	INV	P	12.82	012623K1	10036527	W BALL - REFUND
999992	JESSICA LYNETTE SMIT	JAN2123JS	0	2023 1	INV	P	8.99	012623K1	10036524	J SMITH - REFUND
999992	CAROLINE ROSE SHEEHA	JAN2323CS	0	2023 1	INV	P	16.95	012623K1	10036521	C SHEEHAN - REFUND
999992	JOURDAN AMERSON	JAN2423JA	0	2023 1	INV	P	12.99	020223K1	10036665	J AMERSON - REFUND
999992	JESSICA ANNE TAYLOR	JAN2423JT	0	2023 1	INV	P	29.00	020223K1	10036664	J TAYLOR - REFUND
999992	CHARLOTTE HAMMON	JAN2523CH	0	2023 1	INV	P	17.99	020223K1	10036662	C HAMMON - REFUND
999992	CHARMANE STOUT	JAN2523CS	0	2023 1	INV	P	6.00	020223K1	10036663	C STOUT - REFUND
999992	REBECCA FRY	JAN2623RF	0	2023 1	INV	P	12.99	020223K1	10036667	R FRY - REFUND
999992	RAYMOND W WILSON	JAN3023RW	0	2023 1	INV	P	28.00	020223K1	10036666	R WILSON - REFUND
							435.69			
				ACCOUNT TOTAL			435.69			
2310580	530623			CITIZEN PROGRAMS						
113577	KROGER PHARMACY MARK	116246	0	2023 1	INV	P	3.08			SALT, FLOUR - KYV B
133424	WALMART INC	116365	0	2023 1	INV	P	4.00			PUZZLECUBES - SYR B
133424	WALMART INC	116367	0	2023 1	INV	P	5.94			SAFETY PINS FOR CTV
133424	WALMART INC	116447	0	2023 1	INV	P	35.94			COTTON SWABS, PONY
133424	WALMART INC	116448	0	2023 1	INV	P	41.84			STORAGE CONTAINERS
133424	WALMART INC	116496	0	2023 1	INV	P	21.16			SNACKS FOR LEAP PRO
133424	WALMART INC	116634	0	2023 1	INV	P	21.39			LG WATER BOTTLE, PI
							130.27			
134752	DOLLAR TREE STORES I	116245	0	2023 1	INV	P	27.50			VALENTINE CRAFTS /
134752	DOLLAR TREE STORES I	116247	0	2023 1	INV	P	7.07			SALT, PAPER PLATES
134752	DOLLAR TREE STORES I	116629	0	2023 1	INV	P	3.75			CANISTERS - MARS BY



Davis County
INVOICE LIST BY GL ACCOUNT

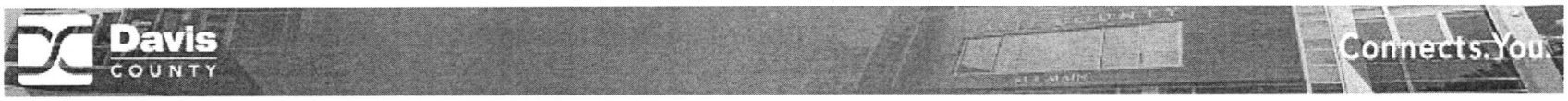
YEAR/PERIOD: 2023/1 TO 2023/1

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
							38.32			
135306	MORRIS, CHAD CRAIG	FEB0223CM	0	2023 1	INV	P	250.00	012623K1	10036510	C MORRIS - AUTHOR P
999993	AMAZON.COM INC.	116331	0	2023 1	INV	P	10.98			WIRE PUZZLE SET - S
999993	AMAZON.COM INC.	116335	0	2023 1	INV	P	13.28			FLANNEL TABLECLOTH-
999993	AMAZON.COM INC.	116337	0	2023 1	INV	P	9.99			MAGNETIC DRY ERASE
999993	AMAZON.COM INC.	116338	0	2023 1	INV	P	5.99			PLASTIC LAB DROPPER
999993	AMAZON.COM INC.	116339	0	2023 1	INV	P	6.99			PLASTIC STRAWS - CL
999993	AMAZON.COM INC.	116341	0	2023 1	INV	P	2.69			CRAYON SHARPENER -
999993	AMAZON.COM INC.	116342	0	2023 1	INV	P	6.99			CONSTRUCTION PAPER
999993	AMAZON.COM INC.	116343	0	2023 1	INV	P	17.22			CHIPBOARD SHEETS -
999993	AMAZON.COM INC.	116344	0	2023 1	INV	P	28.81			CHARMS, EMBROIDERY
999993	AMAZON.COM INC.	116346	0	2023 1	INV	P	5.84			CHARMS, EMBROIDERY
999993	JO-ANN STORES INC	116366	0	2023 1	INV	P	2.49			QUICK BOND GLUE - C
999993	WHOLESALE CHESS LLC	116492	0	2023 1	INV	P	76.26			CHESS SET FOR SYR -
999993	The University of Ch	116494	0	2023 1	INV	P	27.80			ALA PROGRAMMING CAL
999993	SQ *TAX EXEMPT	116495	0	2023 1	INV	P	740.00			VR PARTY BOOTH RENT
999993	SQUARE INC.	116497	0	2023 1	INV	P	17.65			POPCORN - LEAP PROG
							972.98			
				ACCOUNT TOTAL			1,394.65			
2310580	540210			SUBS & MEMBERSHIPS						
116025	AMERICAN LIBRARY ASS	116431	0	2023 1	INV	P	1,415.00			ALA MEMBERSHIP 2023
				ACCOUNT TOTAL			1,415.00			
2310580	540250			OPERATING SUPPLIES						
134831	RK PRINTING	26098	0	2023 1	INV	P	795.12	011923K1	10036393	LIBRARY INFO CARDS
				ACCOUNT TOTAL			795.12			
2310580	540272			EMPLOYEE AWARDS						
999993	WALGREEN CO	116493	0	2023 1	INV	P	1.71			SCRAPBOOK PHOTOS FO
				ACCOUNT TOTAL			1.71			
2310580	540610			MISC SUPPLIES						
114152	UNIQUE MANAGEMENT SE	6108895	0	2023 1	INV	P	443.25	011223K1	10036223	UNIQUE PLACEMENTS
				ACCOUNT TOTAL			443.25			
2310580	540612			BOOKS AND MATERIALS						
103594	EBSCO INFORMATION SE	0490370	0	2023 1	INV	P	26,523.02	011223K1	10036032	PERIODICALS
103594	EBSCO INFORMATION SE	2300355	0	2023 1	CRM	P	-24.00	011223K1	10036032	EBSCO CREDIT
103594	EBSCO INFORMATION SE	2301009	0	2023 1	CRM	P	-21.60	011223K1	10036032	EBSCO CREDIT
103594	EBSCO INFORMATION SE	JAN0623TG	0	2023 1	INV	P	31.98	011223K1	10036032	T GRIFFIN - REFUND
							26,509.40			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
107025 INFOUSA MARKETING IN	10004058882	0	2023 1	INV	P	1,167.00	012623K1	10036492	BOOKS
107025 INFOUSA MARKETING IN	10004061933	0	2023 1	INV	P	3,309.00	011923K1	10036335	E-RESOURCES
						4,476.00			
107726 OVERDRIVE	CD0150623002848	0	2023 1	INV	P	25,265.00	012623K1	10036538	EBOOKS
107726 OVERDRIVE	CD0150623002852	0	2023 1	INV	P	25,265.00	011923K1	10036383	EBOOKS
						50,530.00			
113523 BAKER & TAYLOR	2037234542	0	2023 1	INV	P	210.45	011223K1	10035973	BOOKS
113523 BAKER & TAYLOR	2037234543	0	2023 1	INV	P	57.53	011223K1	10035973	BOOKS
113523 BAKER & TAYLOR	2037234544	0	2023 1	INV	P	17.19	011223K1	10035973	BOOKS
113523 BAKER & TAYLOR	2037234545	0	2023 1	INV	P	5.48	011223K1	10035973	BOOKS
113523 BAKER & TAYLOR	2037234546	0	2023 1	INV	P	17.18	011223K1	10035973	BOOKS
113523 BAKER & TAYLOR	2037241795	0	2023 1	INV	P	23.98	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241796	0	2023 1	INV	P	19.22	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241797	0	2023 1	INV	P	364.11	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241798	0	2023 1	INV	P	14.34	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241799	0	2023 1	INV	P	15.61	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241800	0	2023 1	INV	P	16.61	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241801	0	2023 1	INV	P	44.70	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241802	0	2023 1	INV	P	15.42	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241803	0	2023 1	INV	P	31.77	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037241804	0	2023 1	INV	P	17.76	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248581	0	2023 1	INV	P	133.51	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248582	0	2023 1	INV	P	69.04	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248583	0	2023 1	INV	P	13.31	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248584	0	2023 1	INV	P	45.55	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248585	0	2023 1	INV	P	33.52	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248586	0	2023 1	INV	P	33.52	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248587	0	2023 1	INV	P	17.15	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037248588	0	2023 1	INV	P	68.09	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037252599	0	2023 1	INV	P	121.35	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037252600	0	2023 1	INV	P	21.79	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037252602	0	2023 1	INV	P	39.06	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037252603	0	2023 1	INV	P	157.23	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037252604	0	2023 1	INV	P	40.02	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037252605	0	2023 1	INV	P	11.68	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037254763	0	2023 1	INV	P	8.92	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037254764	0	2023 1	INV	P	3.17	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037254765	0	2023 1	INV	P	1,061.84	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037254766	0	2023 1	INV	P	827.26	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037254931	0	2023 1	INV	P	21.38	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037254932	0	2023 1	INV	P	512.78	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037255015	0	2023 1	INV	P	1,106.21	011923K1	10036280	BOOKS
113523 BAKER & TAYLOR	2037255470	0	2023 1	INV	P	15.18	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037255471	0	2023 1	INV	P	263.65	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037259990	0	2023 1	INV	P	14.38	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037259991	0	2023 1	INV	P	44.70	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037259992	0	2023 1	INV	P	12.46	012623K1	10036452	DAVIS CO LIBRARY- B



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
113523 BAKER & TAYLOR	2037259993	0	2023 1	INV	P	11.68	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037259994	0	2023 1	INV	P	34.52	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037259995	0	2023 1	INV	P	17.19	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037259996	0	2023 1	INV	P	18.51	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037259997	0	2023 1	INV	P	509.60	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260015	0	2023 1	INV	P	421.27	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260025	0	2023 1	INV	P	455.49	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260065	0	2023 1	INV	P	968.42	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260529	0	2023 1	INV	P	42.35	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260530	0	2023 1	INV	P	16.48	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260531	0	2023 1	INV	P	46.38	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037260532	0	2023 1	INV	P	440.93	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037265703	0	2023 1	INV	P	53.96	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037265704	0	2023 1	INV	P	96.50	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037265705	0	2023 1	INV	P	33.83	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037265706	0	2023 1	INV	P	113.49	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037265707	0	2023 1	INV	P	65.76	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037265708	0	2023 1	INV	P	8.77	012623K1	10036452	DAVIS CO LIBRARY- B
113523 BAKER & TAYLOR	2037272074	0	2023 1	INV	P	65.75	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272075	0	2023 1	INV	P	31.57	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272076	0	2023 1	INV	P	8.88	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272077	0	2023 1	INV	P	3.17	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272078	0	2023 1	INV	P	11.87	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272079	0	2023 1	INV	P	75.88	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272080	0	2023 1	INV	P	11.87	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272081	0	2023 1	INV	P	33.52	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272082	0	2023 1	INV	P	18.18	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272083	0	2023 1	INV	P	19.14	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272084	0	2023 1	INV	P	102.23	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272085	0	2023 1	INV	P	47.15	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272086	0	2023 1	INV	P	24.91	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037272087	0	2023 1	INV	P	67.20	012623K1	10036452	BOOKS
113523 BAKER & TAYLOR	2037274710	0	2023 1	INV	P	37.01	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274711	0	2023 1	INV	P	170.73	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274712	0	2023 1	INV	P	14.38	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274713	0	2023 1	INV	P	10.69	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274714	0	2023 1	INV	P	109.40	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274715	0	2023 1	INV	P	12.36	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274716	0	2023 1	INV	P	6.17	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274717	0	2023 1	INV	P	23.74	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274718	0	2023 1	INV	P	20.69	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274719	0	2023 1	INV	P	36.75	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274720	0	2023 1	INV	P	446.08	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037274721	0	2023 1	INV	P	358.90	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277570	0	2023 1	INV	P	66.05	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277571	0	2023 1	INV	P	89.61	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277572	0	2023 1	INV	P	35.28	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277573	0	2023 1	INV	P	23.33	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277574	0	2023 1	INV	P	49.34	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277575	0	2023 1	INV	P	13.64	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037277576	0	2023 1	INV	P	10.99	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037282058	0	2023 1	INV	P	246.72	020223K1	10036595	BOOKS

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113523 BAKER & TAYLOR	2037282059	0	2023 1	INV	P	15.99	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037282060	0	2023 1	INV	P	11.67	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037282061	0	2023 1	INV	P	75.65	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037282062	0	2023 1	INV	P	7.81	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037282063	0	2023 1	INV	P	93.26	020223K1	10036595	BOOKS
113523 BAKER & TAYLOR	2037282064	0	2023 1	INV	P	35.28	020223K1	10036595	BOOKS
						11,466.07			
113524 BOUND TO STAY BOUND	190994	0	2023 1	INV	P	210.14	011223K1	10035981	DAVIS CO LIBRARY- B
113791 MIDWEST TAPE, LLC	503252650	0	2023 1	INV	P	320.00	012623K1	10036506	DVDS
113791 MIDWEST TAPE, LLC	503252651	0	2023 1	INV	P	23.98	012623K1	10036506	CDS
113791 MIDWEST TAPE, LLC	503252653	0	2023 1	INV	P	67.44	012623K1	10036506	DVDS
113791 MIDWEST TAPE, LLC	503282936	0	2023 1	INV	P	904.08	020223K1	10036651	DVDS
113791 MIDWEST TAPE, LLC	503282937	0	2023 1	INV	P	208.42	020223K1	10036651	CDS
113791 MIDWEST TAPE, LLC	503282939	0	2023 1	INV	P	461.60	020223K1	10036651	DVDS
						1,985.52			
114141 CENGAGE LEARNING INC	79959383	0	2023 1	INV	P	773.50	012623K1	10036457	BOOKS
114141 CENGAGE LEARNING INC	80179719	0	2023 1	INV	P	38.38	020223K1	10036603	BOOKS
						811.88			
133329 INGRAM INDUSTRIES	73616526	0	2023 1	INV	P	6.08	011223K1	10036068	BOOKS
133329 INGRAM INDUSTRIES	73616527	0	2023 1	INV	P	3.04	011223K1	10036068	DAVIS CO LIBRARY- B
133329 INGRAM INDUSTRIES	73616528	0	2023 1	INV	P	49.28	011223K1	10036068	BOOKS
133329 INGRAM INDUSTRIES	73616529	0	2023 1	INV	P	27.98	011223K1	10036068	BOOKS
133329 INGRAM INDUSTRIES	73616530	0	2023 1	INV	P	16.45	011223K1	10036068	BOOKS
133329 INGRAM INDUSTRIES	73616531	0	2023 1	INV	P	73.74	011223K1	10036068	BOOKS
133329 INGRAM INDUSTRIES	73616532	0	2023 1	INV	P	13.17	011223K1	10036068	BOOKS
133329 INGRAM INDUSTRIES	73773728	0	2023 1	INV	P	25.13	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73773729	0	2023 1	INV	P	7.25	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73773730	0	2023 1	INV	P	11.65	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73773731	0	2023 1	INV	P	155.47	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73773732	0	2023 1	INV	P	65.27	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73773733	0	2023 1	INV	P	18.18	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73869605	0	2023 1	INV	P	33.15	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73869606	0	2023 1	INV	P	40.79	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73869607	0	2023 1	INV	P	10.90	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	73869608	0	2023 1	INV	P	133.41	011923K1	10036336	BOOKS
133329 INGRAM INDUSTRIES	74101539	0	2023 1	INV	P	33.09	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101540	0	2023 1	INV	P	9.60	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101541	0	2023 1	INV	P	11.33	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101542	0	2023 1	INV	P	12.27	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101543	0	2023 1	INV	P	24.41	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101544	0	2023 1	INV	P	17.11	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101545	0	2023 1	INV	P	659.24	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101546	0	2023 1	INV	P	6.00	020223K1	10036638	BOOKS
133329 INGRAM INDUSTRIES	74101547	0	2023 1	INV	P	49.12	020223K1	10036638	BOOKS

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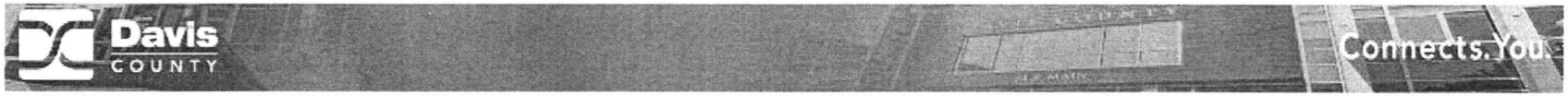
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
							1,513.11			
133348	AMAZON CAPITAL	136Y-F49K-1R1F	0	2023 1	INV	P	3.99	012623K1	10036443	BOOKS
133348	AMAZON CAPITAL	1LLK-P4FX-V114	0	2023 1	INV	P	81.43	011223K1	10035962	BOOKS
133348	AMAZON CAPITAL	1X4J-MLPT-KFTL	0	2023 1	INV	P	114.92	011223K1	10035962	BOOKS
							200.34			
134843	DESERET NEWS PUBLISH	116340	0	2023 1	INV	P	217.36			DESERET NEWS RENEWA
134843	DESERET NEWS PUBLISH	JAN0623-39011229	0	2023 1	INV	P	217.36	011223K1	10036024	PERIODICALS
134843	DESERET NEWS PUBLISH	JAN2023-20160151	0	2023 1	INV	P	217.36	011223K1	10036024	PERIODCIALS
134843	DESERET NEWS PUBLISH	JAN2023-80548025	0	2023 1	INV	P	217.36	011223K1	10036024	PERIODICALS
134843	DESERET NEWS PUBLISH	JAN2723-50228830	0	2023 1	INV	P	217.36	011223K1	10036024	PERIODICALS
134843	DESERET NEWS PUBLISH	JAN2723-55208885	0	2023 1	INV	P	217.36	011223K1	10036024	PERIODICALS
134843	DESERET NEWS PUBLISH	MAR2423 - 67647520	0	2023 1	INV	P	217.36	020223K1	10036623	PERIODICALS
							1,521.52			
134924	THE SALT LAKE TRIBUN	FEB0523-38762	0	2023 1	INV	P	265.00	011223K1	10036216	PERIODICALS
999993	HILLTOP TIMES	116429	0	2023 1	INV	P	-242.00			REFUND FOR DOUBLE C
999993	HILLTOP TIMES	116430	0	2023 1	INV	P	247.00			STANDAR EXAMINER -
							5.00			
				ACCOUNT TOTAL			99,493.98			
2310580	540643			COMPUTER EQUIP						
135297	FARONICS TECHNOLOGIE	INUS0217448	22200445	2023 1	INV	P	2,360.00	020223K1	10036632	ANTI-VIRUS SUB LICE
				ACCOUNT TOTAL			2,360.00			
2310580	540690			EQUIPMENT						
999993	AMAZON.COM INC.	116345	0	2023 1	INV	P	76.86			7 IPAD CASES
				ACCOUNT TOTAL			76.86			
2310580	540691			SOFTWARE						
134833	PATRON POINT, INC	1908	0	2023 1	INV	P	17,250.00	020223K1	10036687	PATRON POINT SOFTWA
				ACCOUNT TOTAL			17,250.00			
2310580	542240			OFFICE SUPPLIES						
113561	OFFICE DEPOT	273730500001B	0	2023 1	INV	P	52.83	020223K1	10036659	POST-ITS, TISSUE, P
113561	OFFICE DEPOT	284559985001	0	2023 1	INV	P	1,146.15	011923K1	10036362	PAPER, LABELS
113561	OFFICE DEPOT	284598940001	0	2023 1	INV	P	44.00	011923K1	10036361	CLEANING WIPES
113561	OFFICE DEPOT	286323767001	0	2023 1	INV	P	116.60	012623K1	10036518	PLANNERS, LABEL TAP
							1,359.58			
999993	AMAZON.COM INC.	116332	0	2023 1	INV	P	93.00			SHARPIES

Davis County
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
999993	AMAZON.COM INC.	116333	0	2023 1	INV	P	29.15			PAINTER'S TAPE
999993	AMAZON.COM INC.	116334	0	2023 1	INV	P	60.80			SCREEN CLEANER WIPE
999993	AMAZON.COM INC.	116336	0	2023 1	INV	P	31.65			SCOTCH TAPE, STICKY
999993	AMAZON.COM INC.	116347	0	2023 1	INV	P	4.49			MONITER CLEANING CL
999993	AMAZON.COM*DV68U5OQ3	116348	0	2023 1	INV	P	97.80			KEYKLEEN SWABS
							316.89			
				ACCOUNT TOTAL			1,676.47			
2310580	555265			SOFTWARE MAINTENANCE						
134946	INNOVATIVE INTERFACE	INV-INC33080	0	2023 1	INV	P	56,915.50	011223K1	10036070	POLARIS - YR 2 OF
134946	INNOVATIVE INTERFACE	INV-INC33081	0	2023 1	INV	P	27,446.00	011223K1	10036070	VEGA - YEAR 2 OF 5
							84,361.50			
				ACCOUNT TOTAL			84,361.50			
2310580	562280			TELEPHONE						
112200	T-MOBILE USA INC	JAN1323-843581484	0	2023 1	INV	P	47.73	020223K1	10036710	PHONE LINE
131401	CENTURYLINK COMMUNIC	JAN0423-801-497-0127	0	2023 1	INV	P	73.32	011923K1	10036293	PHONE LINE
131401	CENTURYLINK COMMUNIC	JAN1023-801-295-0109	0	2023 1	INV	P	36.66	012623K1	10036460	PHONE LINE
131401	CENTURYLINK COMMUNIC	JAN1623-801-294-3165	0	2023 1	INV	P	36.66	012623K1	10036463	PHONE LINE
131401	CENTURYLINK COMMUNIC	JAN1623-801-294-4324	0	2023 1	INV	P	83.67	012623K1	10036462	PHONE LINE
131401	CENTURYLINK COMMUNIC	JAN1623-801-544-3801	0	2023 1	INV	P	89.44	012623K1	10036461	PHONE LINE
131401	CENTURYLINK COMMUNIC	JAN1923801-451-7567	0	2023 1	INV	P	36.66	020223K1	10036608	PHONE LINE
							356.41			
				ACCOUNT TOTAL			404.14			
				ORG 2310580 TOTAL			210,108.37			
FUND 23	LIBRARY SERVICES			TOTAL:			210,108.37			

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



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

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	-138,333.33	-138,333.33	.00	-421,666.67	24.7%
TOTAL UNDEFINED ROLLUP CODE	-570,000	-570,000	-138,333.33	-138,333.33	.00	-431,666.67	24.3%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	90,000	90,000	3,823.80	3,823.80	9,285.00	76,891.20	14.6%
TOTAL CAP - LIBRARY OPERATING	90,000	90,000	3,823.80	3,823.80	9,285.00	76,891.20	14.6%
TOTAL CAP - LIBRARY	-480,000	-480,000	-134,509.53	-134,509.53	9,285.00	-354,775.47	26.1%
TOTAL LIBRARY CAPITAL PROJECTS	-480,000	-480,000	-134,509.53	-134,509.53	9,285.00	-354,775.47	26.1%
TOTAL REVENUES	-570,000	-570,000	-138,333.33	-138,333.33	.00	-431,666.67	
TOTAL EXPENSES	90,000	90,000	3,823.80	3,823.80	9,285.00	76,891.20	

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-480,000	-480,000	-134,509.53	-134,509.53	9,285.00	-354,775.47	26.1%

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

Davis County
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
4810950			CAP - LIBRARY							
4810950	560260			BLDG & GRND MAINT						
135309	BURROWS SUPPLY INC	010523-02	0	2023 1	INV	P	3,780.00	020223K1	10036600	KAYSVILLE FIREPLACE
				ACCOUNT TOTAL			3,780.00			
				ORG 4810950 TOTAL			3,780.00			
FUND 48 LIBRARY CAPITAL PROJECTS				TOTAL:			3,780.00			

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

Facilities Allocation Costs
January 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%

☒ Sent to Library for approval JEJ
☐ Facilities Project report attached
☐ Library approved expenditures
Sent to Clerk Auditor _____
Date Initials

Patron Request for Reconsideration of Selection

A library serving a diverse community will almost inevitably select for its collection items, which may, for a variety of reasons, cause concern for an individual citizen. When such a case arises, the Board of Directors recognizes the following:

- the right of individuals to have access to a wide range of materials expressing a variety of opinions, perspectives and styles.
- the right of citizens to voice disagreement with the action of a public institution, such as the library, and
- the right to have their concerns reviewed and addressed in a fair, orderly, and timely ~~orderly~~ process.

In recognition of these two principles, the Board of Directors has established policies and procedures allowing for the review of, and subsequent action on a patron "Request for Reconsideration". The establishment of these policies and procedures allow members of the community to request a review of items available in the Library system or to review items that have not been included in the library collections. The Director is responsible for all items in the Library collection and may delegate particular tasks related to the selection and review process to other staff members. The Director is also responsible to ensure the review process and responses to "Requests for Reconsideration" comply with board approved policies.

Reconsideration of materials both in and not in the collection can only be made by a resident of Davis County. Reciprocal borrowing policies do not extend to reconsideration of materials. The review process extends only to those titles and items selected by the staff of the Davis County Library as a new purchase or as the acquisition of a donation.

To assist in the review process, the Board of Directors adopts policies and procedures to guide citizens and staff through the entire review process. Further, the Board appoints members to serve on either the Administrative Review Committee, comprised of one Deputy Director and four Branch Managers or the Library Collection Appeals Committee, comprised of three Library Board members and two Branch Managers from the Administrative Review Committee.

- The purpose of the Administrative Review Committee is to provide the Director with an initial evaluation of the item being reviewed in terms of the Library's "Collection Development Policy."
- Branch Managers will serve on the Committee based on a systematic rotation. The Deputy Director will serve as Chairperson. This Committee provides the perspective of professional staff members who work continuously with members of the community, the Library's collections and the Library's policies.
- Its recommendation to the Director is intended to reflect the best judgment of the Professional staff based on the experiences of its members as administrators in the Davis County Library.
- The recommendation of the Administrative Review Committee may be appealed to the Library Collections Appeals Committee. Members of this committee include three Library Board Members and two branch managers, who concurrently serve on the Administrative Review Committee.
- The purpose of the Library Collection Appeals Committee is to provide the Director with an evaluation of the item being reviewed from the perspective of both Library

administrators and citizen-members of the board of Directors entrusted with the responsibility of overseeing Library operations on behalf of the community.

- Appointments will be made annually and will be based on a systematic rotation among Board members and members of the Administrative Review Committee. Members of the committee serve from July 1 to June 30 of the following year.
- The composition of the Appeals Committee is intended to facilitate input from the professional staff, based on its understanding of and experience with library policies, collections and operations, while at the same time drawing on the perspective of citizens who share the responsibility for administration of the Library.
- It is intended that this committee provides a more broadly based evaluation of the item under review for the Director's consideration preliminary to any formal public review that may involve the full Board of Directors, which is the third and final avenue of appeal.
- Unappealed decisions from the Administrative Review and Collection Appeals Committees regarding a title stand for 18 months from the date of the letter sent to the patron. During this time,
    - a patron who submits an additional request for reconsideration of the same title for the same reasons will be sent a letter containing the committee's decision and options for appeal by the Chairperson of that committee. Appeals to this decision will move to the next level of review as outlined in this policy.
    - additional patron requests for the same title, but for different reasons, will be treated as a new request and follow the regular process.
- The Library Board and Library Staff may create additional Administrative Review committees as needed to ensure timely response to the public and reduce administrative backlog. When exercising this option, the Library Director will ensure that
    - each committee is chaired by a Deputy Director and is comprised of library administrators or staff who work continuously with members of the community, the Library's collections, and the Library's policies.
    - the Library Board is notified of the additional committees in a regular Board meeting.

Review Process

Materials reviewed based on a "Request for Reconsideration" will be evaluated solely in terms of the Davis County Library " Collection Development Policy" which has been approved by the Board of Directors.

Any determination of the Administrative Review Committee and the Library Collection Appeals Committee are considered recommendations. Decisions regarding the disposition of, and actions to be taken on all "Requests for Reconsideration" will be made by the Director with due consideration given to committee recommendations.

When a patron submits a "Request for Reconsideration" for an item the Library has purchased or added to the collection, the Administrative Review committee will read or view the item or relevant sections of the item and recommend to the Director whether the item should be retained as is, moved to another area of the collection or removed. The material will remain in the collection during the review period.

- A "Request for Reconsideration" will be reviewed and acted upon as quickly as possible. Generally, reviews will be completed within twenty (20) calendar days, and notification

to the patron of the action to be taken mailed within twenty-five (25) calendar days from receipt of the request. The patron will be notified of any significant delays that are expected to occur in this schedule.

- The Director's decision regarding a "Request for Reconsideration", based upon the recommendation of the Administrative Review Committee, may be appealed to the Library Collection Appeals Committee. This appeal must be made in writing to the Director, within twelve (12) calendar days from the date notification was sent following the first level of review.
- The Library Collection Appeals Committee will consider the "Request" within thirty (30) calendar days following its receipt. The patron will be notified of any significant delays that are expected to occur in this schedule.
- The Committee will evaluate the item under review strictly in terms of the Library's "Collection Development Policy." The Committee may concur with the Director's decision, recommend an alternative decision to the Director or may recommend review of the request by the full Board of Directors.
- The recommendation of the Library Collection Appeals Committee to the Director may be ultimately appealed to the Library Board of Directors, during a scheduled board meeting, when they will make the final determination regarding the request on behalf of the Library. This appeal must be made in writing to the Director, within twelve (12) calendar days from the date notification was sent following the first level of review.
- When a patron submits a "Request for Reconsideration" for an item the Library has chosen not to purchase, the Administrative Review Committee will research the item to the best of its ability, and recommend to the Director whether the item should be added to the collection based on the "Collection Development Policy".

Davis County Library Financial Procedures

Definitions:

Change Fund – A cash fund specifically utilized to make change for departments receiving over-the-counter payments. Change funds will not be used to reimburse expenditures or cash checks.

Cash – Includes currency, coins, checks received but not yet deposited, petty cash, and other funds not specifically referred to as charge card receipts or transactions.

Charge Card – Includes forms of electronic payment such as debit and credit cards.

Segregation of Duties – The concept of having more than one person required to complete a task or process. In business the separation by sharing of more than one individual in one single task is an internal control intended to prevent error and fraud.

~~**Propay** – The payment card processor contracted with the Davis County Library to collect funds for electronic payments from debit and credit cards.~~

SmartPay - A payment card processor contracted with the Davis County Library to collect funds for electronic payments from debit and credit cards.

Square - A payment card processor contracted with the Davis County Library to collect funds for electronic payments from debit and credit cards.

Change Funds:

Change Fund Summary by Branch Location:

Library Acct 2310580 46000		
Headquarters	Cash box	$100.00
Headquarters	Book sale	$100.00
Bountiful Branch	Cash box	$100.00
Clearfield Branch	Cash box	$100.00
Layton Branch	Cash box	$100.00
Syracuse Branch	Cash box	$100.00
Syracuse Branch	Copier coin-op	$10.00
Centerville Branch	Cash box	$100.00
Centerville Branch	Copier coin-op	$10.00
Kaysville Branch	Cash box	$100.00
Kaysville Branch	Copy machine coin-op	$250.00
Total		$1070.0

Each branch will be provided $100 to make change and conduct business during the week. During system book sales a $100 change fund is authorized for use at the Library where the book sale is held. When not in use, the fund will be held in a safe at the Headquarters Library in Farmington. Syracuse, Centerville, and Kaysville locations have been authorized copier change funds from petty cash to collect funds for

copies made by patrons. Change funds for copy machines at other locations were established prior to current accounting practices; it is assumed they were set up with money taken in by fines and fees, not petty cash.

Cash Handling Procedures:

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with acceptable standards of internal control. All Davis County Library employees are responsible for complying with the policies and procedures described herein.

Use of Library funds or receipts for cashing checks is prohibited. Retention of cash from outside sources for use as petty cash or making change is prohibited.

Cash should never be left unattended, for any period of time.

When a Library employee receives cash for fees, it will be entered in the patron's record in the Library computer program then it is to be deposited immediately into the cash box. At the end of the business day or following morning, all fees will be recorded in a handwritten ledger known as the "Fine Book," and the money placed in a locked safe.

Cash received for other products or services (meeting room fees, copies, books for sale, and book bags) are to be deposited into the cash box upon receipt then entered into the Fine Book. When deposits are made sales tax is designated for book sales and book bags.

A receipt is given to patrons for every cash transaction showing the date of the transaction and the amount paid for fees related to library accounts. Receipts are available upon request for copies, books sold, and book bags.

If a patron wishes to pay using a charge card, the charge will only be processed online through ~~the Library's secure credit card processor, Propay.~~ **one of the Library's secure credit card processors (SmartPay or Square).** This is done to protect the patron's account number, expiration date, and CVV code from the risk of misuse or theft.

Safeguarding Funds:

All funds collected during open operations are stored in a cash box behind the circulation desk. After hours, all funds are kept in a locked safe. Only library staff will have access to these funds during the hours the Library is open. At the end of the last shift of the day, all funds are transferred to a lockable safe in a room separated from public service areas. The keys and codes to safes are kept secure by supervisory personnel such as the circulation supervisor.

Cash will be transferred from the branches to Library Headquarters every Thursday and Monday. After the funds are reconciled as described below, the cash is placed in a plastic deposit bag. **Deposits will be certified by two staff members before being sealed in deposit bags.** The bag is sealed then transported to Library Headquarters via courier. Upon arrival the bag will be delivered to the Confidential Administrative Assistant for final review and deposit.

Reconciliation of Cash:

Each morning with the exception of days the library is closed (Sundays, holidays, emergency closures), the Circulation Supervisor will retrieve the funds stored in the locked safe the previous night. The first job is to count total cash in the cash box, then compare the previous day's Fine Book receipt totals to the cash count, minus any seed money (cash in box at the beginning of **the** previous day's shift). Any discrepancies are noted in the Fine Book daily log sheet.

This will provide for adequate segregation of duties, since the cash box will be reconciled on a daily basis, generally by someone other than the person who processed the customer payment.

Cash Deposits:

Every Thursday cash receipts from Monday, Tuesday, and Wednesday will be sent to the Library Headquarters in Farmington by a Library courier. Every Monday, cash receipts from Thursday, Friday, and Saturday will be sent to Library Headquarters via courier. Fine Books **from all locations** are sent to Headquarters along with the cash receipts for a final review by the Confidential Administrative Assistant.

The Confidential Administrative Assistant or assigned staff will log into Munis and prepare a Misc Receipt for each libraries' deposit ~~and for Propay~~**, SmartPay, and Square** (usually ~~8~~ **12** deposits.) Two settlement reports will be printed for each deposit and a deposit slip will be attached to one of them. They are then taken to the Treasurer's Office. The Treasurer's Office signs one of the settlement reports and returns it to us. They keep the settlement reports with the deposit slips attached. All funds taken in by Davis County Library branches will be deposited in accordance with Utah State Statute which requires that all funds be deposited within three banking days. When a holiday falls on a Monday or Thursday, funds will be deposited the next working day.

Charge Card Deposits:

~~Funds collected online by Propay will be transferred to our bank on Mondays and Thursdays.When a holiday falls on a Monday or Thursday, funds will be deposited the next working day.~~ **Funds collected online by SmartPay or Square are automatically transferred to the library's bank account daily with the exception of holidays and Sundays. On Mondays and Thursdays, a** ~~A~~ detailed transaction report is printed by the Confidential Administrative Assistant from the ~~Propay~~ **SmartPay and Square** user-interface**s**. ~~This report is~~ **These reports are** used to prepare ~~a~~ **daily** batch deposit**s,** at this point the depositing process mirrors the cash deposit process, except the funds are already at the bank.

Refunds:

In the event that a patron returns a lost book which they were charged for, a refund will be issued minus the processing fee. ~~At each branch a "Computer Generated Refund" slip will be filled out stating the reason for the refund then initialed by the employee processing it. The completed slip is sent to the~~

~~Confidential Administrative Assistant via interoffice mail.~~ **At each branch the electronic "Request Patron Refund" form will be filled out stating the reason for the refund. The staff member entering the form will place a note in the patron's account.** Upon receipt **by the Confidential Administrative Assistant**, a voucher is created and paid out of revenue account number 2310580 460000. The funds will be paid out of the same account number the fee was originally receipted to. Once the voucher is processed it will be mailed to the patron.

~~Rarely, when errors are discovered in Propay transactions, refunds are issued using the library's Propay account. In these cases, the Confidential Administrative Assistant prepares the refund, requests a library administrator witness the refund process, and a copy of the refund is printed and signed by both witnesses to the transaction. This signed copy is retained with the library's other refund documents.~~

Donations:

Patrons periodically donate library materials (Book, AV, etc.) to the Library. Donations greater than $50 in value, based on library resale values, will be recorded into a written log. Quarterly the logs will be approved at a Commission meeting.

When a patron donates money to the Library to purchase books it will be deposited into our bank account and credited to revenue account number 2310580 493000 (Private Contributions). After the books are ordered a letter will be written to the patron who donated the money to thank them for their contribution and let them know which books were purchased with the donated funds.

All large monetary donations will be approved and accepted in a Commission meeting.

Special Handling of Fees for Victims of Crime and Catastrophe:

At times, a patron will request special handling of charges accrued to their account due to theft, criminal activity, fire, flood, or other catastrophic events outside the patron's control. Each request is evaluated on a case by case basis by the Library Director in consultation with the County Attorney's Office.

Generally, the library requires the patron to provide evidence that a crime or catastrophe has occurred, then sets aside the charges associated with these items. The patron is informed that due to the circumstances of loss, the library is setting aside the cost of the items involved, and the library requests (but does not require) that the patron consider compensating the library for the materials, if at some future point they are able.

When charges are set aside, the patron is provided a list of items out on their card, blocks the patron's current account(s), and adds appropriate notes explaining the situation and circumstances to act as a record for future reference. The library then establishes a new account and library card for the patron's regular use.

Payment Plans:

The Library offers payment plans which allow patrons with larger balances to pay over the course of six months when the account balance is less than $50.00 or after the account has been referred to the

commercial collection agency. Upon signing, the patron must pay a minimum of 10% of the balance owed or $10, whichever is less. Payments are included in the regular deposits. Limited library privileges will be in place during the course of the plan.

Staff Absence and Cross-Training:

As needed, the Library will select and train additional staff members in one or more of the above financial procedures so that the library continues to operate effectively in the absence of the staff members generally assigned to perform financial tasks.

Revised: **3/9/2023**

DAVIS COUNTY LIBRARY

MEMO

To: Davis County Library Board of Directors
From: Josh Johnson, Library Director
Date: 3/9/2022
Re: Appointment to Administrative Review Committee

In accordance with the Library policy regarding Requests for Reconsideration of library materials, I am submitting the following schedule for appointments from the Branch Librarians to serve on the Administrative Review Committee.

As a reminder to the Board, the Administrative Review Committee is composed of a Deputy Director and four Branch Managers from the library's administrative team. This committee reviews Requests for Reconsideration regarding the Library's collections as described in the Library Materials Selection Policy.

This schedule is subject to staff and Board changes. I suggest the following appointments based on current Library staff Board members:

<u>July 1, 2022 - June 30, 2023</u>
Ellen Peterson, Deputy Director
Jon Sears, Clearfield Branch
Sara Cox, Kaysville Branch
Meledie Denhalter, Syracuse Branch
Carolyn Myers, Bountiful Branch

Please let me know if you have any questions or concerns. Otherwise, we will work from this schedule.

tel: (801)451-3030 • fax: (801)451-3031 • www.daviscountyutah.gov/library 133 S. Main St. • P.O. Box 115 • Farmington, UT 84025-0115

DAVIS COUNTY LIBRARY

MEMO

To: Davis County Library Board of Directors
From: Josh Johnson, Library Director
Date: 3/9/2022
Re: Appointment to Library Collection Appeals Committee

In accordance with the Library's Material Selection Policy regarding Requests for Reconsideration of library materials, I am submitting the following schedule for appointments from the Branch Librarians and Library Board members to serve on the Library Collection Appeals Committee.

As a reminder to the Board, the recommendation of the Administrative Review Committee may be appealed to the Library Collections Appeals Committee. Members of this committee include three Library Board Members and two branch managers, who concurrently serve on the Administrative Review Committee.

The composition of the Appeals Committee is intended to facilitate input from the professional staff, based on its understanding of and experience with library policies, collections and operations, while at the same time drawing on the perspective of citizens who share the responsibility for administration of the Library. It is intended that this committee provides a more broadly based evaluation of the item under review for the Director's consideration preliminary to any formal public review that may involve the full Board of Directors, which is the third and final avenue of appeal.

The schedule is subject to staff and Board changes. Based on the current staff and Board composition, I recommend that appointments and schedules be made as follows:

<u>July 1, 2022 - June 30, 2023</u>
Connie May, Library Board
Jennifer Somers, Board Member
Scott Jones, Board Member
Sara Cox, Kaysville Branch
Carolyn Myers, Bountiful Branch

Please let me know if you have any questions or concerns. Otherwise, we will work from this schedule.

tel: (801)451-3030 • fax: (801)451-3031 • www.daviscountyutah.gov/library | 133 S. Main St. • P.O. Box 115 • Farmington, UT 84025-0115