DAVIS COUNTY LIBRARY

DAVIS COUNTY LIBRARY BOARD AGENDA

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

May 11th, 2023
1:00 p.m.

Welcome

1. Public Comments - 3 minute maximum

Action Items

2. Minutes - April 13th, 2023
3. Ratification of Bills - March 2023
4. Ratification of Contracts
    a. Low Dollar Contracts Signed by the Director ($5,335.00) - payable
    b. Donations Over $50 ($843.25) - receivable
5. Suggested Library Policy Updates
    a. 100 Residency - format
    b. 150 Library Records - format
6. Appointment of Vice-Chair/Chair-Elect - effective June 1, 2023

Information & Discussion Items

7. Recognition of Claudette Eastman's Service on the Davis County Library Board
8. Overview: Card options for parents
9. Library Statistical Benchmarks (tabled from previous meeting)

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
May 11th, 2023
Called to Order by Jil Craythorne at 1:04 p.m.
Adjourned 1:48 p.m.

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

Guests:
Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Kim Valeika, Programming Manager

Welcome
Jil Craythorne welcomed those present and called the meeting to order at 1:04 p.m.

Public Comments
There were no public comments.

Minutes (Action)
The minutes for April 13th, 2023 were presented for review.
Mary Lynne Morgan moved to approve the minutes of the Library Board meeting held April 13th, 2023. Connie May seconded the motion. The motion was unanimously carried.

Ratification of Bills - March 2023 (Action)
The March 2023 expenditures were presented to the Board. The new format for reporting for bills to the Board is acceptable and will continue. There were no questions about the expenditures.
Connie May moved to ratify the bills for March 2023. Claudette Eastman seconded the motion. The motion was unanimously carried,

Ratification of Contracts (Action)

a. Low Dollar Contracts equalling $5,335.00 that were previously approved by the Commission were presented to the Board. There were no questions regarding low dollar contracts.

Jil Craythonne moved to ratify the low dollar contracts. Commissioner Kamalu seconded the motion. The motion was unanimously carried.

b. Josh presented the Donation of Materials Over $50.00 to the Board from 1/1/2023 - 3/31/2023 equalling $843.25.

Claudette Eastman moved to ratify the Donations of Materials Over $50.00. Connie May seconded the motion. The motion was unanimously carried.

Suggested Library Policy Updates (Action)
Josh explained to the Board that this was a change of format, not a change in policy. Connie May mentioned that she really likes the updated format.

a. 100 Residency - formatting changes.
b. 150 Library Records - formatting changes.

Claudette Eastman moved to approve the Library Policy updates. Jil Craythorne seconded the motion. The motion was unanimously carried.

Appointment of Vice-Chair/Chair-Elect (Action)
The Board discussed the Vice-Chair/Chair Elect position.
Connie May moved to appoint Scott Jones to the position of Vice-Chair/Chair-Elect. Claudette Eastman seconded the motion. The motion was unanimously carried.

Recognition of Claudette Eastman's Service on the Davis County Library Board (Information)
Josh presented an overview of Claudette's involvement during her tenure on the Library Board.
Thanks were expressed from all Board members to Claudette.
Jennifer Somers joined electronically.

Overview - Card Options for Parents (Information)
Josh reviewed current card options and library policies related to parents/guardians for their minor children.

Library Statistical Benchmarks (Information)
Josh presented Davis County Library Peer Group Comparisons compiled by Malayna Paskett. He covered staffing, operating revenue, collection expenditures, physical and digital collections, annual use of all materials, public service hours, circulation transactions, public internet use, and website visits compared by state, region, and nation.

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

Next Meeting: June 8th, 2023 - 1:00 p.m

Minutes taken by: Kim Valeika



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

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	-133,961.26	-12,903.98	.00	-8,609,355.74	1.5%
2310580 411000	REGISTERED PERSONAL	-668,111	-668,111	-115,545.49	-44,629.15	.00	-552,565.51	17.3%
2310580 420000	PRIOR YEARS TAXES	-100,259	-100,259	-18,219.49	-20,490.41	.00	-82,039.51	18.2%
2310580 422101	A&C PENALTY/INTERES	-55,956	-55,956	-9,667.13	-2,374.19	.00	-46,288.87	17.3%
2310580 460000	FINES & FORFEITURES	-50,000	-50,000	-19,042.59	-7,392.42	.00	-30,957.41	38.1%
2310580 472300	STATE REIMBURSEMENT	-45,000	-45,000	-34,799.00	.00	.00	-10,201.00	77.3%
2310580 480000	INTEREST EARNINGS	-28,000	-28,000	.00	.00	.00	-28,000.00	.0%
2310580 493000	CONTRIBUTION-PRIVAT	0	0	-84.25	-80.25	.00	84.25	100.0%
2310580 495100	SUNDRY REVENUE	-5,000	-5,000	-4,884.80	-592.34	.00	-115.20	97.7%
TOTAL UNDEFINED ROLLUP CODE		-9,695,643	-9,695,643	-336,204.01	-88,462.74	.00	-9,359,438.99	3.5%
1P580 LIBRARY PAYROLL								
2310580 510110	PAYROLL	4,578,286	4,578,286	1,068,314.79	467,260.80	.00	3,509,970.72	23.3%
2310580 510111	TRAVEL PAY	17,783	17,783	4,315.78	1,849.62	.00	13,467.18	24.3%
2310580 510117	OVERTIME	1,545	1,545	16.14	16.14	.00	1,528.86	1.0%
2310580 520130	BENEFITS	3,507	3,507	.00	.00	.00	3,507.15	.0%
2310580 520131	PAYROLL TAXES	355,689	355,689	79,618.61	34,793.81	.00	276,070.20	22.4%
2310580 520132	WORKERS COMP	10,575	10,575	1,164.97	510.70	.00	9,410.42	11.0%
2310580 520133	INSURANCE	550,059	550,059	143,849.98	57,179.27	.00	406,209.08	26.2%
2310580 520134	RETIREMENT	542,056	542,056	146,918.44	62,482.04	.00	395,137.25	27.1%
2310580 520135	COMMUNICATIONS ALLO	3,900	3,900	1,050.07	450.03	.00	2,850.19	26.9%
2310580 590950	BUDGET ADJUSTMENTS	-150,000	-150,000	.00	.00	.00	-150,000.00	.0%
TOTAL LIBRARY PAYROLL		5,913,400	5,913,400	1,445,248.78	624,542.41	.00	4,468,151.05	24.4%
20580 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	5,936.61	2,715.31	.00	34,063.39	14.8%
2310580 540210	SUBS & MEMBERSHIPS	4,000	4,000	1,415.00	.00	.00	2,585.00	35.4%
2310580 540220	PUBLIC NOTICES	1,000	1,000	.00	.00	.00	1,000.00	.0%
2310580 540250	OPERATING SUPPLIES	45,000	45,000	1,598.13	519.69	.00	43,401.87	3.6%
2310580 540271	FOOD BUSINESS	2,500	2,500	.00	.00	.00	2,500.00	.0%
2310580 540272	EMPLOYEE AWARDS	5,800	5,800	18.37	16.66	.00	5,781.63	.3%

Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

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	4,547.36	2,979.51	.00	13,452.64	25.3%
2310580 540612	BOOKS AND MATERIALS	860,000	860,000	212,251.61	61,967.50	19,840.13	627,908.26	27.0%
2310580 540643	COMPUTER EQUIP	114,850	114,850	2,560.71	.00	67,253.50	45,035.79	60.8%
2310580 540666	CONTINGENCY	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580 540690	EQUIPMENT	50,000	50,000	863.27	.00	.00	49,136.73	1.7%
2310580 540691	SOFTWARE	4,560	4,560	5,000.00	.00	.00	-440.00	109.6%
2310580 542240	OFFICE SUPPLIES	45,000	46,000	8,920.64	6,913.35	.00	37,079.36	19.4%
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	38.64	18.34	.00	4,861.36	.8%
2310580 548330	EDUCATION & TRAININ	8,000	8,000	2,845.00	2,845.00	.00	5,155.00	35.6%
2310580 550620	MISC SERVICES	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580 555265	SOFTWARE MAINTENANC	118,950	118,950	107,357.13	.00	10,847.00	745.87	99.4%
2310580 555266	SOFTWARE SUBSCRIPTI	10,610	10,610	.00	.00	.00	10,610.00	.0%
2310580 555310	PROF & TECH	28,000	27,000	1,885.00	.00	.00	25,115.00	7.0%
2310580 560252	EQUIP REP/CONTRACTS	500	500	.00	.00	.00	500.00	.0%
2310580 560260	BLDG & GRND MAINT	31,500	31,900	.00	.00	.00	31,900.00	.0%
2310580 562280	TELEPHONE	66,000	66,000	2,257.80	1,087.74	.00	63,742.20	3.4%
2310580 564253	VEHICLE SERVICE	3,500	3,500	577.21	233.44	.00	2,922.79	16.5%
TOTAL LIBRARY OPERATING		1,524,970	1,525,370	358,072.48	79,296.54	97,940.63	1,069,356.89	29.9%
4A580 LIBRARY ALLOCATIONS								
2310580 590910	TRANSFER OUT	1,196,673	1,196,673	374,168.26	91,389.42	.00	822,504.74	31.3%
2310580 590920	TELEPHONE ALLOCATIO	29,885	29,885	7,491.99	2,497.33	.00	22,392.57	25.1%
2310580 590922	EMAIL ALLOCATION	20,846	20,846	5,211.60	1,737.20	.00	15,634.80	25.0%
2310580 590925	SECURITY CAMERA ALL	10,596	10,596	2,649.00	883.00	.00	7,947.00	25.0%
2310580 590930	INSURANCE ALLOCATIO	94,988	94,988	23,747.07	7,915.69	.00	71,240.93	25.0%
2310580 590940	MAINTENANCE ALLOCAT	791,000	791,000	197,750.01	65,916.67	.00	593,249.99	25.0%
TOTAL LIBRARY ALLOCATIONS		2,143,988	2,143,988	611,017.93	170,339.31	.00	1,532,970.03	28.5%
TOTAL LIBRARY		-113,285	-112,885	2,078,135.18	785,715.52	97,940.63	-2,288,961.02	-1927.7%
TOTAL LIBRARY SERVICES		-113,285	-112,885	2,078,135.18	785,715.52	97,940.63	-2,288,961.02	-1927.7%
	TOTAL REVENUES	-9,695,643	-9,695,643	-336,204.01	-88,462.74	.00	-9,359,438.99	
	TOTAL EXPENSES	9,582,358	9,582,758	2,414,339.19	874,178.26	97,940.63	7,070,477.97	

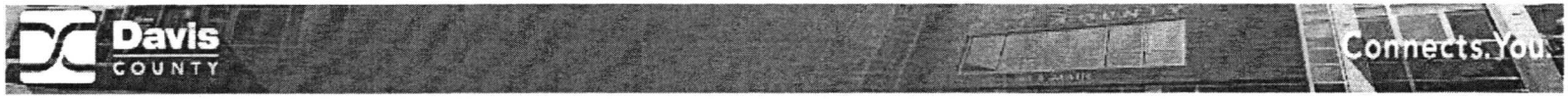


Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-113,285	-112,885	2,078,135.18	785,715.52	97,940.63	-2,288,961.02	-1927.7%

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



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

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	-214,999.99	-38,333.33	.00	-345,000.01	38.4%
TOTAL UNDEFINED ROLLUP CODE	-570,000	-570,000	-214,999.99	-38,333.33	.00	-355,000.01	37.7%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	90,000	108,000	10,323.80	.00	2,785.00	94,891.20	12.1%
TOTAL CAP - LIBRARY OPERATING	90,000	108,000	10,323.80	.00	2,785.00	94,891.20	12.1%
TOTAL CAP - LIBRARY	-480,000	-462,000	-204,676.19	-38,333.33	2,785.00	-260,108.81	43.7%
TOTAL LIBRARY CAPITAL PROJECTS	-480,000	-462,000	-204,676.19	-38,333.33	2,785.00	-260,108.81	43.7%
TOTAL REVENUES	-570,000	-570,000	-214,999.99	-38,333.33	.00	-355,000.01	
TOTAL EXPENSES	90,000	108,000	10,323.80	.00	2,785.00	94,891.20	



Davis County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-480,000	-462,000	-204,676.19	-38,333.33	2,785.00	-260,108.81	43.7%

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

Facilities Allocation Costs
March 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 JK
☐ Facilities Project report attached
☐ Library approved expenditures
Sent to Clerk Auditor _____
Date Initials

Davis County Library - Contract Summary January 2023 - March 2023

Name	Date of Programs/Contract date	Purpose	Amount/Payable
Salt Lake Astronomical Society	2/28/2023	Astronomy Night!	No Compensation
EBSCO	3/1/2023 - 2/29/2024	Library & Information Science Source	$1,885.00
Brandon Mull	3/9/2023	Author Event	$500.00
Cindy Thomsen	3/13/2023	Help Me Organize	$125.00
Utah State University Extension Services	3/25/2023	Gardening in Small Spaces	No Compensation
Weber Basin Water Conservancy District	4/10/2023	Make Your Garden More Water-wise	No Compensation
Shadow Mountain Publishing	5/10/2023	Young Adult Author Palooza	No Compensation
One-Eighty Out, Inc.	5/18/2023	My Unlikely Journey to the Hubble Space Telescope	$1,350.00
Scales and Tails	6/6/2023 & 6/8/2023	Scales and Tails - Summer Reading	$1,100.00
Intermountain Therapy Animals R.E.A.D Program	6/12/2023 -7/17/2023	The Dog (and Cat) Days of Summer - Summer Reading	No Compensation
Summerhays Music	6/20/2023 -/6/28/2023	Do Feed the Instruments! An Orchestral Petting Zoo - Summer Reading	No Compensation
Rise Dance Academy	6/26/2023 - 7/11/2023	Step it Up with Irish Dance - Summer Reading	No Compensation
HawkWatch International	7/17/2023 - 7/19/2023	Summer is for the Birds - Summer Reading	$375.00
Syracuse Jazz Band	9/11/2023	Stars, Stripes, & Swing!	No Compensation
Syracuse Jazz Band	12/4/2023	Holiday Harmony	No Compensation
			$5,335.00

Davis County Library - Donation Log January 2023 - March 2023

Name	Date	Branch	Estimated Value
Chris Hamatake	1/18/2023	Bountiful	$168.50
Anonymous	1/17/2023	Headquarters	$51.75
Anonymous	1/20/2023	Centerville	$160.00
Anonymous	1/23/2023	Centerville	$206.00
Anonymous	1/31/2023	Bountiful	$126.00
Anonymous	3/9/2023	Layton	$80.00
Marty Harris	3/28/2023	Centerville	$51.00
			$843.25

100 RESIDENCY

Establishes requirements for Davis County Library residency based on Utah State law and as approved by the Library Board.

1. The primary mission of the Davis County Library is to provide library facilities, services, staff and materials to meet the needs of residents.

2. In accordance with Utah State law, a resident is anyone who resides in any area of Davis County which is taxed for county library service.

3. Individuals who reside outside the Library's taxing jurisdiction, but who own property that is taxed by the Davis County Library are also considered residents for purposes of receiving library services.

4. The rights and privileges established under the policies of the Davis County Library are reserved for residents as herein defined, except as provision is made by the Board of Directors to extend services to non-residents.

Approved by Davis County Library Board, February 25, 1992.

150 LIBRARY RECORDS

Details the process for handling requests for information, including responding to public records requests; confirms compliance with Davis County ordinances, Utah State Code, and the Patriot Act regarding disclosure of public and patron records.

1. The Davis County Library retains administrative, financial, operational, and personnel documents and records, and makes them available to the public, in compliance with Davis County ordinances and relevant Utah State and federal laws.

2. In accordance with Section 63-2-302 (1), Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, which defines as private "records of publicly funded libraries that when examined alone or with other records identify a patron," the Davis County Library will disclose the following records only when requests comply with the conditions established in Section 63-2-201 (5), Section 63-2-202, or Section 63-2-206, Utah Code Annotated or such other provision as may be adopted by the Utah legislature or the federal government:

    a. Registration Records, including but not limited to the names, addresses, telephone numbers, names of spouses and dependents of individuals who have applied for library cards.

    b. Circulation Records, including but not limited to materials checked out to a patron, materials checked out in the past to a patron, the names of patrons to whom a particular title is or has been checked out, the library borrowing patterns of a patron, and materials on inhouse loan to a patron.

c. Patron Financial Records, including but not limited to a patron's fine history, amounts paid, methods of payment and dates of payment.

d. Operational Records related to patrons, including but not limited to registration for programs, documentation on patron-related circulation and behavior problems, and correspondence on patron related circulation and behavior problems.

3. When in response to a patron's request for information, the patron's registration, circulation, financial, or operational records are discussed in a public area with the patron, an individual with legal responsibility for the patron, or an individual authorized to use the patron's library card, the conversation is not considered "disclosure" of a private record in terms of this policy.

    a. The Library will share information regarding materials on hold for a patron with another individual, when the patron has authorized the individual to check out materials on his or her behalf as evidenced by

        i. item-specific information shared by the patron that identifies the materials or

        ii. when the individual is in possession of the patron's library card.

    b. In such instances, possession of item-specific information or the library card under which items are being held is construed as consent to access information about and check out items.

    c. This policy will be implemented based on guidelines established by the Library Director.

4. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Davis County Library may pursue available legal remedies against an individual who by false pretense, bribery, or theft, gains access to any private, controlled, or protected record retained by the Library.

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

    b. When legal action is taken under the provisions of this policy, the Board of Directors will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.

5. In accordance with Section 63-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Davis County Library may pursue available legal remedies against a Library staff member who intentionally discloses or provides a copy of any private, controlled, or protected record retained by the Library to any person knowing that such disclosure is prohibited.

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

b. When legal action is taken under the provisions of this policy, the Board of Directors will be so notified and if circumstances so warrant, will be asked by the Library director to formally approve the action.

6. All requests made for records made under the Patriot Act need to be referred to the Director or a designated library administrator.

Approved by Davis County Library Board June 2, 1992; revised August 20, 2002; revised June 20, 2006; revised August 19, 2008; revised November 20, 2012; revised November 15, 2016