

WELCOME

1. Recognition of Jil Craythorne's Service on the Davis County Library Board

PUBLIC COMMENTS

2. 3 minute maximum

ACTION ITEMS

3. Approval of Minutes - December 7th, 2023
4. Contract with EBSCO for Flipster digital magazine service.
5. Renewal contract with EBSCO for MyHeritage Family History Database.
6. Ammendment to Contract 1164/2023 with LinkedIn for LinkedIn Learning Library online learning database
7. Proposed - 2024 Holiday Closures
8. November 2023 Expenditures
9. Approval of proposed Davis County Library 2024-2026 Strategic Plan

INFORMATION & DISCUSSION ITEMS

10. Required background checks for all new employees and volunteers

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.

Present

Mary Lynne Morgan, Chair
Scott Jones, Vice Chair, excused
Connie May
Jennifer Somers, joined electronically
Lorene Kamalu, Commissioner
Samuel Macias, joined electronically
Sara Reed
Josh Johnson, Library Director

Guests

Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Jennifer Tankersley, Library

WELCOME

1. Recognition of Jil Craythorne's service on the Davis County Library Board
The Board thanked Jil Craythorne for her service on the Library Board from 2015-2023.

PUBLIC COMMENTS

2. There were no public comments.

ACTION ITEMS

3. Approval of Minutes – December 7th, 2023

The Minutes from December 7th, 2023 were tabled for review until the next meeting.

4. Contract with EBSCO for Flipster digital magazine service - \$9,982.92 (payable)

Ellen explained that we contract with Flipster for digital magazines that are not available through Overdrive. Connie May asked if patrons had to be in a physical branch to access Flipster. Ellen explained that they are readily available from a phone or laptop.

Commissioner Kamalu moved to approve. Connie May seconded the motion. The motion was unanimously carried.

5. Renewal contract with EBSCO for MyHeritage Family History Database - \$6,674.00 (payable)

Ellen explained to the Board that the Library has two family history databases. MyHeritage is used to search for US and world historical documents including census, records, year books, photos, and more.

Connie May moved to approve. Commissioner Kamalu seconded the motion. The motion was unanimously carried.

6. Amendment to Contract 1164/2023 with LinkedIn for LinkedIn Learning Library online learning database.

The Amendment to Contract 1164/2023 was tabled until the next meeting.

7. Proposed – 2024 Holiday Closures

Josh presented the Proposed 2024 Holiday Closures to the Board.

Connie May moved to approve. Sara Reed seconded the motion. The motion was unanimously carried.

8. November 2023 Expenditures

Josh presented the November 2023 expenditures to the Board. There were no questions on the expenditures.

Sara Reed moved to approve. Commissioner Kamalu seconded the motion. The motion was unanimously carried.

9. Approval of proposed Davis County Library 2024-2026 Strategic Plan

Josh presented the Davis County Library 2024-2026 Strategic Plan to the Board. He told the Board that inflation combined with increases to the personnel budget means the Library will need to find new revenue if it wishes to increase services.

Samuel Macias moved to approve. Connie May seconded the motion. The motion was unanimously carried.

INFORMATION & DISCUSSION ITEMS

10. Required background checks for all new employees and volunteers

Josh explained that a new State law requires anyone working with children to have a background check. The Library has worked with the Davis County Human Resources Department and Risk Management to pilot this program and all new employees and volunteers will be background checked beginning in January 2024.

Connie May asked about the cost and Josh explained it will cost the Library about \$10,000.00 annually. Mary Lynne Morgan asked where volunteers go to get the background checks. Josh explained that it's done online; new employee screenings will be done through Applicant Pro and Volunteers will be done through Volgistics. Sara Reed asked about different agencies sharing background checks in the interest of saving taxpayer funds. Josh said he would find out. Connie May asked if the background check would expire. Commissioner Kamalu said they would not expire. Jennifer Somers asked if the State gave the county a mandate without any funds. Josh said that smaller counties received funding, but larger counties like Davis County did not. Jennifer Somers asked if the Library would have moved in this direction without the legislation. Josh said that the Library probably would have eventually.

Josh gave kudos to the county Human Resources Department for their hard work on getting this ready including rewriting policy that met the needs of multiple departments.

ADJOURNMENT:

Connie May moved to adjourn. Sara Reed seconded the motion. The motion was unanimously carried.
The Board adjourned at 1:42 PM.

NEXT MEETING: February 8th, 2024

DAVIS COUNTY REGULAR COMMISSION MEETING

AGENDA ITEM SUMMARY

Agenda Item Type: Agenda Item
Department: Library
Presenter: Ellen Peterson, Deputy Director
Agenda Item: **Contract with EBSCO for Flipster Digital Magazine Service.**
Flipster contains popular digital magazines including People, Time, Sports Illustrated, and Science News.

Financial Information:

- Type: Payable
- Amount: \$9,982.92
- GL Account #: 2310580 540612
- Davis County Match Required: No
- Additional Financial Information: N/A

Terms:

- Beginning Date: 12/1/2023
- Ending Date: 11/30/2024

Attachments:

1. EBSCO Contract for Flipster Digital Magazine Service

#1225/2023

Proposed Meeting Date: 11/21/2023
Submitted by: Jennifer Tankersley
Document Type: public

DAVIS COUNTY REGULAR COMMISSION MEETING

AGENDA ITEM SUMMARY

Agenda Item Type: Agenda Item
Department: Library
Presenter: Ellen Peterson, Deputy Director
Agenda Item: Renewal contract with EBSCO for MyHeritage Family History Database

Financial Information:

- Type: Payable
- Amount: \$6,674.00
- GL Account #: 2310580 540612
- Davis County Match Required: No
- Additional Financial Information: N/A

Terms:

- Beginning Date: 11/1/2023
- Ending Date: 10/31/2024

Attachments:

1. EBSCO - MY HERITAGE

#1224/2023

Proposed Meeting Date: 11/21/2023

Submitted by: Jennifer Tankersley

Document Type: public

2024 Board Approved Holiday Closures

January 15, 2024 (Monday)

February 19, 2024 (Monday)

May 27, 2024 (Monday)

June 17, 2024 (Monday)

July 4, 2024 (Thursday)

July 24, 2024 (Wednesday)

September 2, 2024 (Monday)

November 11, 2024 (Monday)

November 28, 2024 (Thursday)

November 29, 2024 (Friday)

December 25, 2024 (Wednesday)

January 1, 2024 (Wednesday)

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 23	LIBRARY SERVICES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 LIBRARY								
2310580	410000	CURRENT PROPERTY TA	-8,743,317	-8,800,533	-7,058,535.18	-5,893,226.56	.00	-1,741,997.82 80.2%*
2310580	411000	REGISTERED PERSONAL	-668,111	-668,111	-446,043.93	-34,930.07	.00	-222,067.07 66.8%*
2310580	420000	PRIOR YEARS TAXES	-100,259	-100,259	-82,340.70	-17,132.33	.00	-17,918.30 82.1%*
2310580	422101	A&C PENALTY/INTERES	-55,956	-55,956	-37,893.02	-6,624.45	.00	-18,062.98 67.7%*
2310580	452050	PROMOTIONAL SALES	0	0	-1,449.10	-205.59	.00	1,449.10 100.0%
2310580	460000	FINES & FORFEITURES	-50,000	-50,000	-67,506.03	-6,014.44	.00	17,506.03 135.0%
2310580	472300	STATE REIMBURSEMENT	-45,000	-45,000	-36,789.38	.00	.00	-8,210.62 81.8%*
2310580	480000	INTEREST EARNINGS	-28,000	-28,000	-71,999.83	621.09	.00	43,999.83 257.1%
2310580	492100	TRANSFER IN	0	-232,351	-232,351.00	.00	.00	.00 100.0%
2310580	493000	CONTRIBUTION-PRIVAT	0	0	-185.44	-19.00	.00	185.44 100.0%
2310580	495100	SUNDRY REVENUE	-5,000	-5,000	-13,963.63	-587.90	.00	8,963.63 279.3%
TOTAL UNDEFINED ROLLUP CODE			-9,695,643	-9,985,210	-8,049,057.24	-5,958,119.25	.00	-1,936,152.76 80.6%
1P580 LIBRARY PAYROLL								
2310580	510110	PAYROLL	4,578,286	4,578,286	3,757,449.98	329,654.46	.00	820,835.53 82.1%
2310580	510111	TRAVEL PAY	17,783	17,783	14,796.96	1,233.08	.00	2,986.00 83.2%
2310580	510115	TAXABLE INCENTIVES	0	0	196.72	12.42	.00	-196.72 100.0%*
2310580	510117	OVERTIME	1,545	1,545	16.14	.00	.00	1,528.86 1.0%
2310580	520130	BENEFITS	3,507	3,507	640.50	.00	.00	2,866.65 18.3%
2310580	520131	PAYROLL TAXES	355,689	355,689	279,668.12	23,875.67	.00	76,020.69 78.6%
2310580	520132	WORKERS COMP	10,575	10,575	4,072.47	339.57	.00	6,502.92 38.5%
2310580	520133	INSURANCE	550,059	550,059	455,797.65	37,375.51	.00	94,261.41 82.9%
2310580	520134	RETIREMENT	542,056	542,056	510,678.81	43,040.36	.00	31,376.88 94.2%
2310580	520135	COMMUNICATIONS ALLO	3,900	3,900	3,558.75	290.80	.00	341.51 91.2%
2310580	590950	BUDGET ADJUSTMENTS	-150,000	-150,000	.00	.00	.00	-150,000.00 .0%*
TOTAL LIBRARY PAYROLL			5,913,400	5,913,400	5,026,876.10	435,821.87	.00	886,523.73 85.0%
20580 LIBRARY OPERATING								
2310580	530225	PROMOTIONAL MATERIA	4,800	4,800	1,244.63	.00	.00	3,555.37 25.9%
2310580	530623	CITIZEN PROGRAMS	40,000	40,000	33,797.64	567.36	.00	6,202.36 84.5%
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%

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR: 23	LIBRARY SERVICES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580	540250	45,000	45,000	19,202.88	8,619.03	.00	25,797.12	42.7%
2310580	540271	2,500	2,500	100.13	100.13	.00	2,399.87	4.0%
2310580	540272	5,800	5,800	4,368.18	3,470.06	.00	1,431.82	75.3%
2310580	540450	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580	540610	18,000	18,000	9,298.45	1,130.95	.00	8,701.55	51.7%
2310580	540612	860,000	860,000	746,244.42	47,660.76	16,825.01	96,930.57	88.7%
2310580	540643	114,850	114,850	93,845.92	12,208.28	8,575.40	12,428.68	89.2%
2310580	540666	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580	540690	50,000	50,000	24,042.08	2,417.51	4,462.33	21,495.59	57.0%
2310580	540691	4,560	10,560	6,993.42	2,148.00	.00	3,566.58	66.2%
2310580	542240	45,000	44,000	34,481.76	2,200.52	.00	9,518.24	78.4%
2310580	542243	17,500	17,500	11,709.90	.00	.00	5,790.10	66.9%
2310580	545536	4,000	4,000	221.92	221.92	.00	3,778.08	5.5%
2310580	548230	0	0	-23.08	-242.16	.00	23.08	100.0%
2310580	548231	4,900	4,900	1,244.89	65.50	.00	3,655.11	25.4%
2310580	548330	8,000	8,000	3,362.56	592.56	.00	4,637.44	42.0%
2310580	550620	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580	555265	118,950	118,950	108,451.63	.00	5,975.87	4,522.50	96.2%
2310580	555266	10,610	10,610	149.90	.00	.00	10,460.10	1.4%
2310580	555310	28,000	29,000	29,929.03	.00	.00	-929.03	103.2%*
2310580	560252	500	500	.00	.00	.00	500.00	.0%
2310580	560260	31,500	31,900	.00	.00	.00	31,900.00	.0%
2310580	562280	66,000	66,000	5,550.69	105.05	.00	60,449.31	8.4%
2310580	564253	3,500	3,500	1,301.56	.00	.00	2,198.44	37.2%
2310580	564258	0	0	1,300.93	161.23	.00	-1,300.93	100.0%*
TOTAL LIBRARY OPERATING		1,524,970	1,531,370	1,138,234.44	81,426.70	35,838.61	357,296.95	76.7%
4A580 LIBRARY ALLOCATIONS								
2310580	590910	1,196,673	1,196,673	1,105,283.62	91,389.42	.00	91,389.38	92.4%
2310580	590920	29,885	29,885	24,791.43	2,162.43	.00	5,093.13	83.0%
2310580	590922	20,846	20,846	19,109.20	1,737.20	.00	1,737.20	91.7%
2310580	590925	10,596	10,596	9,713.00	883.00	.00	883.00	91.7%
2310580	590930	94,988	94,988	87,072.59	7,915.69	.00	7,915.41	91.7%
2310580	590940	791,000	791,000	725,083.37	65,916.67	.00	65,916.63	91.7%
TOTAL LIBRARY ALLOCATIONS		2,143,988	2,143,988	1,971,053.21	170,004.41	.00	172,934.75	91.9%
TOTAL LIBRARY		-113,285	-396,452	87,106.51	-5,270,866.27	35,838.61	-519,397.33	-31.0%
TOTAL LIBRARY SERVICES		-113,285	-396,452	87,106.51	-5,270,866.27	35,838.61	-519,397.33	-31.0%
TOTAL REVENUES		-9,695,643	-9,985,210	-8,049,057.24	-5,958,119.25	.00	-1,936,152.76	
TOTAL EXPENSES		9,582,358	9,588,758	8,136,163.75	687,252.98	35,838.61	1,416,755.43	

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-113,285	-396,452	87,106.51	-5,270,866.27	35,838.61	-519,397.33	-31.0%

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

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

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	-121,098.38	-9,150.50	.00	111,098.38	1211.0%
4810950 492100 TRANSFER IN	-560,000	-560,000	-521,666.63	-38,333.33	.00	-38,333.37	93.2%*
TOTAL UNDEFINED ROLLUP CODE	-570,000	-570,000	-642,765.01	-47,483.83	.00	72,765.01	112.8%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	90,000	93,000	32,505.67	12,781.05	.00	60,494.33	35.0%
TOTAL CAP - LIBRARY OPERATING	90,000	93,000	32,505.67	12,781.05	.00	60,494.33	35.0%
3C950 CAP - LIBRARY CAPITAL							
4810950 620720 BLDG IMPROVEMENTS	0	740,000	157,320.55	52,198.33	67,526.99	515,152.46	30.4%
4810950 640740 CAPITAL EQUIPMENT	0	15,000	.00	.00	6,703.00	8,297.00	44.7%
TOTAL CAP - LIBRARY CAPITAL	0	755,000	157,320.55	52,198.33	74,229.99	523,449.46	30.7%
TOTAL CAP - LIBRARY	-480,000	278,000	-452,938.79	17,495.55	74,229.99	656,708.80	-136.2%
TOTAL LIBRARY CAPITAL PROJECTS	-480,000	278,000	-452,938.79	17,495.55	74,229.99	656,708.80	-136.2%
TOTAL REVENUES	-570,000	-570,000	-642,765.01	-47,483.83	.00	72,765.01	
TOTAL EXPENSES	90,000	848,000	189,826.22	64,979.38	74,229.99	583,943.79	

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-480,000	278,000	-452,938.79	17,495.55	74,229.99	656,708.80	-136.2%

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

Facilities Allocation Costs
November 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	<u>\$65,916.67</u>	100.00%

JKJ

- Sent to Library for approval
- Facilities Project report attached
- Library approved expenditures
- Sent to Clerk Auditor _____

DAVIS COUNTY LIBRARY STRATEGIC & CAPITAL PLAN

2024-2026

OVERVIEW

Libraries like ours have been an integral part of local government service for over a century, providing for the educational, social and informational needs of the communities they serve. We appreciate the support of Davis County citizens' tax dollars so that we can remain a valued asset to citizens, cities and County communities and continue improving their quality of life.

SCOPE

Davis County Library regularly updates its strategic plans to incorporate current and future needs; the 2024-2026 plan includes:

1. Overview of the Strategic Plan, including scope and major considerations.
2. Background Information related to the purpose and provision of library services in Davis County and library staff professional ethics and ideals.
3. Goals related to: public service & staff development, collection development, programming & outreach, technology, buildings and capital construction & building/grounds maintenance.

MAJOR CONSIDERATIONS FOR 2024-2026

Specific considerations that surround current future planning for the Davis County Library include:

- Relatively flat tax revenues, with very slight annual increases due to new growth that also increases the number of residents served.
- Consistent, significant increases in personnel costs.
- Sharp increases in economic inflation that results in related increases for goods and services and increases in allocation costs for goods and services provided by other Davis County departments.
- Commitment to the public to finish our current capital construction by rebuilding our Bountiful Branch with funds committed to this purpose in a 2017 tax increase.

BACKGROUND

DAVIS COUNTY LIBRARY MISSION STATEMENT (SEE DAVIS COUNTY LIBRARY POLICY #50)

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 Library commits itself:

- To provide the diverse community it serves with cost-effective access to information in formats that most clearly meet the needs of the citizens it serves;
- To develop 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;
- To add value to library services through quality person-to-person assistance; and,
- To manage library resources efficiently, effectively and with full accountability for the stewardship of a valued public service.

PROFESSIONAL IDEALS AND ETHICS

To fulfill our mission and realize our vision, the following ideals and ethical considerations direct us in our service to the community and interaction with one another:

- **Neutrality & Inclusiveness** - Making rich, diverse, and thought provoking cultural and intellectual resources available to all residents regardless of their particular group or individual identity.
- **Community** - Providing opportunities for people to meet, exchange ideas, and participate in the life of their community.
- **Public Accountability** - Serving as a responsible steward of the public's resources and trust.
- **Collaboration** - Accomplishing more with county and community partners working together toward a common goal.
- **Mutual Respect** - Honoring diversity, individual perspectives, and the right to privacy and confidentiality.
- **Engagement** - Promoting learning, literacy, and culture through collections, programming and technology.

INCREASED OPPORTUNITY TO PROVIDE INFORMATION TO THE COMMUNITY

Libraries provide an important link between citizens and other government agencies or community services as well as facilitating interactions between family and friends. Information is available to citizens through meetings, online access, posters, brochures and providing one-on-one assistance. Rather than decreasing the libraries' importance, the digital age has expanded informational and reading choices to patrons and raised public expectations of library collections, formats, and professional expertise.

As a public library the Davis County Library System

- Serves as a resource for educational support, self-directed learning, literacy, and an opportunity for the public to educate themselves with the assistance of professional staff or on their own.
- Helps citizens build connections that strengthen their community, inspire curiosity and create pathways to the future.
- Provides a variety of informational, educational, and entertainment resources in as wide of a variety of formats, concepts, and disciplines as funding will allow.

ENRICHMENT THROUGH THE SYNERGY OF INFORMATION, SERVICES, SPACES & MEDIA

Libraries have come to offer a unique mix of neutrality, community access to services, items and spaces that are offered no where else. We create unique opportunities for individuals to gather to explore, interact, imagine, share ideas, and build connections with families, friends and neighbors. Library gathering spaces are specifically designed to augment home and work space. Some examples include:

- New moms connect at a library storytime planned and presented by their local children's librarian and learn afterward that they can download audiobooks to their phones.
- A group of readers gather for a book talk or discuss current events at a library book club with a librarian and then research additional books on that topic afterward with another librarian.
- A single family visits the same library location to meet the needs of multiple generations: the oldest child browses the Internet while mom looks for an audiobook & dad finds and reads a picture book to a little one while a grandparent browses a magazine in the reading area.
- Multiple community members gather in a safe meeting space to discuss an idea for an innovative product they would like to market.
- Multiple families in the community gather at a recital put on by a local teacher to make connections, cheer on young learners, and enjoy listening to music relevant to the community.

STRATEGIC AND CAPITAL PLAN

PUBLIC SERVICE & STAFF DEVELOPMENT

Davis County Library's primary focus is to deliver the highest level of public service to every patron, whether face to face, on the phone, or connecting through a device. Finding ways to connect library patrons to a multitude of choices and library materials in whatever format that they need from a shelf or the library website is of utmost importance in providing that quality library service.

Goals And Strategies

- Increase frequency of public surveys to once every 4-5 years to gain a stronger understanding of public perceptions of library services, collections, and value provided.
- Continue the ongoing reviewing, updating, and simplifying of Library Policy, to ensure that it is accurate and accessible to both staff and patrons.
- Continue to encourage consistent procedures and best practices between branches to better provide quality service at each library location.
- Refine the library code of conduct to better serve patrons and staff.
- Evaluate spatial layouts at each branch to find the best use of current square footage between collections, technology and meeting spaces while maintaining the warm and welcoming feel of each library.

STAFF DEVELOPMENT

Well-trained, professional staff are the Library's most valuable public resource. This is even more true in an age when the average person has access to dozens of online resources from the palm of their hand. The demand for insight into the latest devices and technology trends in addition to traditional library resources requires Library staff to constantly upgrade their skills as well as a continued focus on customer service.

The library offers staff training opportunities in many forms, including required County and Library training, self- and supervisor-directed training, as well as opportunities to participate in training from professional library organizations at the national and state level as budget and time restrictions permit. Training covers a variety of topics in a variety of formats and is made available in-person, via email, and using the County and Library Intranet pages.

Additional training may be provided to special groups such as children's librarians, circulation staff, and volunteers. All supervisors are encouraged to develop robust, multifaceted training, and take full advantage of impromptu opportunities.

Goals And Strategies

- Continue to build a "one stop shop" for training materials, checklists, and related supervisor and staff resources for all to access as needed.
- Research and implement a flexible staff location model so staff are hired for a specific position but assigned a location that would change depending on the level of business at any library location.
- Continue to budget for and encourage staff to participate in national, state, and local professional training opportunities as they become available and their schedules and positions permit.
- Refine current methods to include a systematic method for staff to submit requests and receive permission to attend short- and long-term government, educational, community and professional training opportunities based on current job assignments.

COLLECTION DEVELOPMENT

Offering a high-quality and multifaceted collection of materials in relevant formats to patrons is a cornerstone of library service and a critical public expectation for the Davis County Library. Because the way information and materials are shared has changed, we select a greater diversity and increased formats than ever before to

meet the changing needs of the public. The shift in use has been both a blessing and curse for libraries. Digital items help the library more easily store collections when space for library materials is at a premium. However, the cost of digital items is, overall, much higher.

We have honed our methodology and practices, and over the past few years we have refined our ability to track purchases so that we ensure the money budgeted to collections is spend to enhance collections. Public interest in how and what the library collects has recently increased significantly, prompting us to review and evaluate our collection development policies as staff and with the Library Board. The Library values and will continue to celebrate patrons' right to select material for themselves and their minor children to take home. However, we also maintain collections based on the general interest of a community of over 370,000 residents - all of whom pay taxes, reside in the Davis County Community.

GOALS & STRATEGIES

- Increasing our collections budget over multiple years to address deficiencies consistent with our most recent public survey.
- Conduct more regular public surveys to assess collection needs and evaluate measures taken to correct deficiencies.
- Actively use and develop a variety of selection assessment tools including relevant patron use analytics software to assess the holdings and circulation of the existing collections to ensure that each branch offers a diverse collection that complements one another.
- Refine selection and review of online databases into regular collection development practice and procedure.
- Research additional items and possibilities for the library to loan technology and sets of materials to the public.

PROGRAMMING & OUTREACH

Programming and outreach are critical to the Library's ability to enrich and enhance lives. The content and style of our efforts have changed over the past few years, particularly as we learned and grew during and after the COVID pandemic. Now that physical attendance at library programs continues to rise, we continue to evaluate and offer digital programming that patrons can access off-site.

For example, we continue to explore opportunities for in-person author talks and visits, and we have a consortium of national libraries to provide access to digital author talks and programs to patrons from nationally recognized authors that we would never have been able to afford in-person.

We also continue to explore programming and partnerships of all sizes and shapes on our own and with organizations that share our mission and goals. We continue to focus on a mix of programs that connect patrons with literary and social topics, field experts, increasing skills acquisition, and exploring culture.

Goals & Strategies

- Create and implement a marketing plan to better connect library collections, services, and patrons to non-library-users in ways that are meaningful and relevant to their lives.
- Explore more effective ways to connect with non-library-users of the Library and introduce them to collections, services and spaces relevant to their needs.
- Continue developing opportunities to establish partnerships in programming, particularly with government entities, and organizations that represent non-library-user population groups within the community that include, but are not limited to, governmental entities such as other library systems, county departments or cities.
- Increase grant opportunities to assist in the funding of future programming, including at-risk and vulnerable populations.

TECHNOLOGY, STAFF TRAINING AND DEVELOPMENT

Public expectation for faster, better connectivity and increased online access is even more important to today's library users. Mobile devices are commonplace and often preferred by patrons who access the Library's online resources. Additionally, public libraries now communicate with patrons and the public with an ever-expanding array of social media, email, and text communications that may require specialized software to effectively manage.

Each new technology added becomes part of an increasingly complex network of servers, filtering, software, vendor websites, and hardware. The Library relies on the expertise of an array of staff in the County Information Systems department as well as numerous other vendors to help keep the technology running and best serve patrons.

Libraries need to strike a balance between willingly offering new technology and services with making sure they offer the full benefit of each technology to the public.

GOALS & STRATEGIES

- Maintain excellent web and online catalog presence.
- Increase public social media awareness of Library collections, services, and spaces through multiple social media accounts and research the need to increase staff hours assigned to this effort.
- Beginning with online reference services, begin researching and increasing online library services that provide opportunities for the public to use the library outside of its physical locations.
- Maintain high speed Internet connections for both public PCs and wireless users via broadband connections through the Utah Education Network.
- Upgrade aging wiring and technology infrastructure in the Layton and Centerville locations.

CAPITAL CONSTRUCTION & BUILDINGS/GROUNDS MAINTENANCE

The Davis County Library constructs and maintains buildings with intent that they will last for 50 years; significant, ongoing care and maintenance at each library is critical to success meeting that goal. Currently, the library system includes 6 branches and one Headquarters location. Library staff partner with and rely heavily on the Davis County Facilities Department to aid in the maintenance of each location, working together as a team. There are two main parts to our efforts:

Ongoing Capital/Maintenance

The Library recently moved to a square-foot allocation as part of its partnership with the County's Facilities department on building and grounds maintenance. The Library strives to find the right balance between maintaining buildings that are inviting and allow the Library to benefit the public while minimizing overall costs of such maintenance. Current strategies include hiring custodial and landscape maintenance vendors who are overseen by Facilities employees.

Goals & Strategies

- Improving water conservation through replacing non-functional turf with xeriscaping and native plants.
- Investing annually in preventative maintenance like parking lot maintenance, carpet replacement, and facade replacement.
- Replacing expensive foreign lighting and fixtures with equally attractive options with greater local availability.

New Capital Construction/Projects

Work on the last capital project in our current construction cycle is already under way, and we anticipate beginning work on a rebuild of the Bountiful Branch in 2024, with a tentative completion date sometime in late 2025 or early 2026.

The Library has already dedicated significant effort toward selecting a location, including a feasibility study and appraisal of the current building, as well as multiple GIS studies of the south end of the county and a public survey to assess library services and locations in the south end of the county - these efforts will continue as we explore future options.

As mentioned in the overview, with revenues flat and expenditures ever-increasing, current funding may only maintain current levels of service under current conditions. Any further significant expansion of services and/or locations will require additional revenues.

Goals & Strategies

- Finish the Bountiful Branch rebuild, which will finish the current construction cycle we committed to when we presented it to the public as part of our 2017 tax increase.
- Continue exploring future options and future locations for physical library collections and services - particularly additional options for communities in the south, northeast, and northwest sections of Davis County.
- Consider renovation or remodel of existing locations' structures and parking to update wiring and technology infrastructure and best use building space - particularly in the Layton, Centerville, and Headquarters locations.
- Consider more cost-effective service models for additional locations and services in addition to the seven full-service branches that will be in operation once the final project is completed.
- Any further significant expansion of services and/or locations will require additional revenues.

Effective 7/1/2024

9-7-218 Criminal background check policy required -- Scope and content -- Dissemination.

- (1) As used in this section:
 - (a) "Minor" means an individual who is under 18 years old.
 - (b) "Public library" means a library established under Section 9-7-402 or 9-7-501.
 - (c) "Qualifying position" means any paid or unpaid employment position with a public library, including a volunteer position, that involves significant contact with minors, as determined by the public library's library board.
 - (d) "Qualifying prospective employee" means an individual who:
 - (i) is 18 years old or older; and
 - (ii) applies for a qualifying position with a public library.
- (2) State funds may not be provided to a public library unless the public library implements a criminal background check policy that:
 - (a) meets the requirements of Subsection (3); and
 - (b) is adopted by:
 - (i) the library board in an open meeting; or
 - (ii) the county or city in which the public library is located.
- (3) The criminal background check policy shall:
 - (a) identify each qualifying position with the public library;
 - (b) require each qualifying prospective employee to submit to a criminal background check as a condition of employment in a qualifying position;
 - (c) establish procedures for:
 - (i) gathering, submitting, and reviewing criminal background checks for qualifying prospective employees before making any offer of employment;
 - (ii) disqualifying a qualifying prospective employee from employment based on information received as a result of a criminal background check; and
 - (iii) allowing a qualifying prospective employee to respond to information received as a result of a criminal background check;
 - (d) ensure that a qualifying prospective employee who is disqualified from employment because of information obtained through a criminal background check receives:
 - (i) written notice of the reasons for the disqualification; and
 - (ii) an opportunity to respond to the reasons following the procedures established under Subsection (3)(c)(iii); and
 - (e) include an effective date that is stated in the criminal background check policy.
- (4)
 - (a) The criminal background check policy shall be distributed to qualifying prospective employees and posted in a prominent location in the public library.
 - (b) A criminal background check policy adopted by a library board shall be reviewed by the library board at least every three years.
- (5) Within appropriations made by the Legislature for this purpose, the State Library Board shall reimburse a county of the fourth, fifth, or sixth class, and a city of the fourth, fifth, or sixth class, for the costs of conducting criminal background checks under this section.

Enacted by Chapter 157, 2023 General Session

Davis County Human Resources Policies

Background Checks #455

1.0 Purpose & Scope

To establish the process for administering background checks for pre-employment candidates, employees, and volunteers to protect the safety, health, and security of County citizens, employees, and property.

1.1 Policy

1. In accordance with Utah Code 53-10-108, criminal background checks are conducted for successful applicants for positions and volunteer assignments as designated by the HR Director. Positions designated for criminal background checks include but are not limited to, all positions with significant contact with minors and vulnerable adults, financial responsibility, access to private and protected information, and security-related functions.

2. In accordance with Utah Code 53-10-108, finger-print based criminal background checks are conducted for successful applicants for positions or volunteer assignments whose duties include care, custody, and control of children; fiduciary trusts; national security interests; the care of vulnerable adults; and positions designated by the County Sheriff, County Attorney, County Health Department Director or Human Resources Director.

1.2 Definitions

See Human Resources Policy #100 Definitions

1.3 Procedures

1. Criminal background checks for positions designated by the HR Director will be conducted as follows:
 - a. Employment or volunteer candidates who receive contingent offers must consent to a background check by signing a waiver and providing the required information—Candidates who refuse to provide consent will not be considered for the position.
 - b. Human Resources will coordinate background checks for all positions with the exception of designated positions in the Davis County Sheriff's Office, the County Attorney's Office, the Health Department, and other departments that are designated by the HR Director.
 - i. These designated positions will go through the BCI background checks process and be coordinated by the respective department's Director or designee.
 - ii. Records of these investigations shall be filed in the department of origin.
 - c. Background checks may include but are not limited to the following:
 - i. Criminal records
 - ii. Drug testing
 - iii. Fingerprinting
 - iv. Credit report
 - v. Verification of application information
 - vi. Driving records

Davis County Human Resources Policies

- vii. Reference checks
- viii. Psychological examination
- ix. Integrity examination
- d. Results. When the background check results in no negative information, the hiring supervisor will proceed with the hiring process. When a background check results in negative information, the Director or designee in collaboration with Human Resources will make a determination to proceed with the hiring process or to deny employment/volunteer assignment. The applicant will be given an opportunity to dispute any conviction disposition before they are denied employment/volunteer assignment.
- e. Criteria to determine if an applicant will be selected when there is negative information on the background check include but are not limited to
 - i. The number of convictions
 - ii. The severity of the conviction(s)
 - iii. The length of time since the conviction(s)
 - iv. The security sensitivity of the position
 - v. The relation between the job duties of the position and the nature of the conviction(s)
 - vi. The preservation and safety and security of the County, its citizens, and employees.
 - vii. Any other factors mandated by federal or state law
- f. New hires will be allowed to begin employment when necessary but may be subject to immediate dismissal if the background criminal investigation reveals a disqualifying criminal record.
- g. Employees transferring from a position that did not require a background check into a position that requires background checks will go through the designated background check process for the new position.
- h. Employees or volunteers that separated from the County for more than six (6) months will go through the designated background check process for the new position unless the position requires a shorter period of time as designated by the hiring department's Director or the Human Resources Director.
- i. Current employees and volunteers may be required to submit to a background check where reasonable cause exists.
 - i. If a background check results in negative information, the Director or designee in collaboration with Human Resources will utilize the criteria in section 1.3.e to make a determination to allow the employee/volunteer to continue their employment/volunteer assignment or to take an adverse action. Adverse actions include disciplinary action up to and including termination of employment and termination of the volunteer agreement.
 - ii. The applicant will be given an opportunity to dispute any conviction disposition before an adverse action is taken.
 - iii. Failure to submit to a background check may result in disciplinary action up to and including termination of employment or termination of the volunteer agreement.

Davis County Human Resources Policies

2. Employment Eligibility Verification

Human Resources will utilize the federal government's E-Verify system to confirm all new county employees' legal employment eligibility status. Confirmation of legal employment status shall be a condition of employment for all new hires. When the Human Resource Office receives a non-confirmation notice of the legal employment status of a new hire through the E-Verify system, the new hire will be notified and, upon request, will be allowed eight (8) days to correct the problem. If, following the eight (8) day period, legal employment status still is not confirmed through the E-Verify system, the new hire's employment shall be voided.

3. Library requirements.

In accordance with Utah Codes 9-7-215 & 9-7-218, this policy is reviewed and submitted to the State Library of Utah by the County Library Director every three years to verify it meets the legal requirements for library employees who have significant contact with minors.

1.4. Policy History:

1. Effective Date: 9/12/2023
2. Previous Catalogue: Background Investigations #455
3. Previous Revisions: 12/01/2009