

**WELCOME**

1. Recognition of Scott Jones' service on the Davis County Library Board 2022-2024

**PUBLIC COMMENTS**

2. 3 minute maximum

**ACTION ITEMS**

3. Approval of Minutes - December 7th, 2023
4. Approval of Minutes - January 11, 2024
5. December 2023 Expenditures
6. Donation of Materials over \$50.00 to the Library
7. Low Dollar Contracts signed by the Director Oct - Dec 2023
8. Amendment to Contract 1164/2023 with LinkedIn for LinkedIn Learning Library online learning database
9. Proposed changes, update, and inclusion of Collection Development Policies as Policies 500 and 510
10. Extended Hours for YA Summer Reading Programs - Proposed

**INFORMATION & DISCUSSION ITEMS**

11. Quarterly Facilities Update

**CLOSED SESSION**

12. South End Services & Construction - Discussion

**ADJOURNMENT**

**NOTES**

*Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Josh Johnson, Davis County Library Director, at 801-451-3050 prior to the Meeting. Agenda items may not be discussed in order.*

*Pursuant to UCA 52-4-207, electronic and telephone participation is available to this body's members and invited guests; the general public is invited to attend at the anchor location indicated at the top of the agenda.*



**Davis County Library Board Meeting**  
Library Headquarters Staff Conference Room  
Farmington, Utah  
Thursday, February 15, 2024  
Called to Order at 1:00 PM  
Adjourned at 2:37 PM

**Present:**

Mary Lynne Morgan, Chair  
Scott Jones, Vice Chair – joined electronically  
Connie May  
Commissioner Kamalu  
Jennifer Somers  
Josh Johnson  
Jenny Tankersley

**Guests:**

Lynnette Mills, Deputy Director  
Matt Goff, Deputy Director  
Ellen Peterson, Deputy Director  
Lane Rose, Facilities Director  
Carolyn Myers, Bountiful Branch Manager

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**WELCOME**

1. Recognition of Scott Jones' service on the Davis County Library Board  
The Board thanked Scott Jones for his service. Scott commented that it had been a great opportunity.

**PUBLIC COMMENTS**

2. 3 minute maximum  
There were no public comments.

**ACTION ITEMS**

3. Approval of Minutes - December 7th, 2023  
The minutes from December 7th, 2023 were presented for review.  
*Connie May moved to approve the minutes from December 7<sup>th</sup>, 2023. Commissioner Kamalu seconded the motion. The motion was unanimously carried.*

4. Approval of Minutes - January 11, 2024  
The minutes from January 11th, 2024 were presented for review.  
*Connie May moved to approve the minutes from January 11<sup>th</sup>, 2024. Samuel Macias seconded the motion. The motion was unanimously carried.*

5. December 2023 Expenditures  
Josh went over the expenditures with the Board. He noted that the retirement line had a slight increase due to a long-time employee retiring in 2023. Overall, the Library was below projected expenditures in the Operations budget.  
*Samuel Macias moved to approve the December 2023 expenditures. Connie May seconded the motion. The motion was unanimously carried.*

6. Donation of Materials over \$50.00 to the Library  
Josh went over the Donations of Materials equalling \$1,633.50 for October - December of 2024.  
*Mary Lynne Morgan moved to ratify the donations. Commissioner Kamalu seconded the motion. The motion was unanimously carried.*

7. Low Dollar Contracts signed by the Director Oct - Dec 2023

Josh went over the Low Dollar Contracts for the last quarter of 2023 equalling \$4,270.00. He mentioned that a large amount of that is for an author program related to the NEA Big Reads Grant, which requires the Library to spend \$5,000 in matching funds.

*Connie May moved to ratify the Low Dollar Contracts. Samuel Macias seconded the motion. The motion was unanimously carried.*

8. Amendment to Contract 1164/2023 with LinkedIn for LinkedIn Learning Library online learning database  
Ellen Peterson shared with the Board that LinkedIn Learning is a nationally recognized resource with 16,000 courses emphasizing business technology. Some course examples include Microsoft Excel, 3D Printer use, and interview skills. The Board agreed this is a great resource for the Library to provide. Josh clarified that the \$60,000 contract covers three years at \$20,000 per year.

*Samuel Macias moved to ratify the contract. Connie May seconded the motion. The motion was unanimously carried.*

9. Proposed changes, update, and inclusion of Collection Development Policies as Policies 500 and 510

Josh shared the proposed policy changes with the Board. These include:

- Remove the 1 year wait after release date to purchase feature films on DVD or Blu-ray.
- Incorporates policy into regular numbers and formatting.
- Includes necessary information regarding board approval of policies for this section.
- Various simplification of wording, grammar and other changes needed to incorporate these policies into the regular policies as
  - #500 Collection Development
  - #510 Requests for Reconsideration of Materials

Connie May mentioned that the new policy format is much easier to read and she appreciates all the of the work Josh and his team have done.

*Commissioner Kamalu moved to approve the policy changes as presented. Samuel Macias seconded the motion. The motion was unanimously carried.*

10. Extended Hours for YA Summer Reading Programs - Proposed

Ellen told the Board that the Young Adult team is planning a stargazing program for Summer Reading. The proposal is for the Syracuse Branch to remain open after hours on Wednesday, July 3rd, 2024 until 10:30 PM

*Lorene Miner Kamalu moved to approve the extended hours. Samuel Macias seconded the motion. The motion was unanimously carried.*

**INFORMATION & DISCUSSION ITEMS**

11. Quarterly Facilities Update

Facilities Director Lane Rose presented the quarterly Facilities update. He talked about how the Library's facilities allocation covers all utilities, custodial, grounds keeping, elevator service contracts, wages, and maintenance as well as a portion of the Facilities overhead. He then talked about the planned projects for 2024 which includes replacing the Centerville Branch HVAC, Layton Branch creek clean-up, Headquarters facade demo and replacement, Kasyville carpet replacement, and assisting with the Bountiful Branch construction plans.

Jennifer Somers arrived.

Lane also told the Board that the county had received a grant for \$1,000,000 to transform non-functional turf to xeriscaping at many locations in the county. This will include the Layton Branch library. The Board thanked Lane for the update.

**CLOSED SESSION**

12. South End Services & Construction – Discussion

*Lorene Miner Kamalu moved that the Board move to a closed session for reasons permitted under UCA §52-4-205(1d) for strategy sessions to discuss the purchase, exchange, or lease of real property. Jennifer Somers seconded the motion. The motion was unanimously carried.*

The Board entered closed session at 1:55 PM

The Board returned from closed session at 2:35 PM

Scott Jones left the meeting during closed session.

Josh Johnson noted that no action was taken during the closed session.

*Jennifer Somers made a motion that, in the spirit of limiting the loss of library services to the public, the County enter into contract discussions with Bountiful City concerning their proposed location for the new Bountiful Library. Connie May seconded the motion. The motion was unanimously carried.*

Josh told the Board that their recommendation would be presented to the Commission.

**ADJOURNMENT**

*Jennifer Somers made a motion to adjourn. Connie May seconded the motion. The motion was unanimously carried.*

The Board adjourned at 2:37 PM

**NEXT MEETING:** March 14<sup>th</sup>, 2024



## Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

| ACCOUNTS FOR:<br>23            | LIBRARY SERVICES | ORIGINAL<br>APPROP  | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL    | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |         |
|--------------------------------|------------------|---------------------|-------------------|------------|---------------|--------------|---------------------|----------------|---------|
| <b>2310580 LIBRARY</b>         |                  |                     |                   |            |               |              |                     |                |         |
| 2310580                        | 410000           | CURRENT PROPERTY TA | -8,743,317        | -8,800,533 | -7,532,432.18 | -473,897.00  | .00                 | -1,268,100.82  | 85.6%*  |
| 2310580                        | 411000           | REGISTERED PERSONAL | -668,111          | -668,111   | -476,308.28   | -30,264.35   | .00                 | -191,802.72    | 71.3%*  |
| 2310580                        | 420000           | PRIOR YEARS TAXES   | -100,259          | -100,259   | -87,364.52    | -5,023.82    | .00                 | -12,894.48     | 87.1%*  |
| 2310580                        | 422101           | A&C PENALTY/INTERES | -55,956           | -55,956    | -38,519.36    | -626.34      | .00                 | -17,436.64     | 68.8%*  |
| 2310580                        | 452050           | PROMOTIONAL SALES   | 0                 | 0          | -1,802.31     | -353.21      | .00                 | 1,802.31       | 100.0%  |
| 2310580                        | 460000           | FINES & FORFEITURES | -50,000           | -50,000    | -72,207.72    | -4,701.69    | .00                 | 22,207.72      | 144.4%  |
| 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    | -93,338.96    | -14,995.09   | .00                 | 65,338.96      | 333.4%  |
| 2310580                        | 492100           | TRANSFER IN         | 0                 | -232,351   | -232,351.00   | .00          | .00                 | .00            | 100.0%  |
| 2310580                        | 493000           | CONTRIBUTION-PRIVAT | 0                 | 0          | -209.44       | -24.00       | .00                 | 209.44         | 100.0%  |
| 2310580                        | 495100           | SUNDRY REVENUE      | -5,000            | -5,000     | -14,457.78    | -494.15      | .00                 | 9,457.78       | 289.2%  |
| TOTAL UNDEFINED ROLLUP CODE    |                  |                     | -9,695,643        | -9,985,210 | -8,585,780.93 | -530,379.65  | .00                 | -1,399,429.07  | 86.0%   |
| <b>1P580 LIBRARY PAYROLL</b>   |                  |                     |                   |            |               |              |                     |                |         |
| 2310580                        | 510110           | PAYROLL             | 4,578,286         | 4,578,286  | 4,104,743.81  | 347,293.83   | .00                 | 473,541.70     | 89.7%   |
| 2310580                        | 510111           | TRAVEL PAY          | 17,783            | 17,783     | 16,030.04     | 1,233.08     | .00                 | 1,752.92       | 90.1%   |
| 2310580                        | 510115           | TAXABLE INCENTIVES  | 0                 | 0          | 196.72        | .00          | .00                 | -196.72        | 100.0%* |
| 2310580                        | 510117           | OVERTIME            | 1,545             | 1,545      | 28.20         | 12.06        | .00                 | 1,516.80       | 1.8%    |
| 2310580                        | 520130           | BENEFITS            | 3,507             | 3,507      | 640.50        | .00          | .00                 | 2,866.65       | 18.3%   |
| 2310580                        | 520131           | PAYROLL TAXES       | 355,689           | 355,689    | 303,833.59    | 24,165.47    | .00                 | 51,855.22      | 85.4%   |
| 2310580                        | 520132           | WORKERS COMP        | 10,575            | 10,575     | 4,414.96      | 342.49       | .00                 | 6,160.43       | 41.7%   |
| 2310580                        | 520133           | INSURANCE           | 550,059           | 550,059    | 472,879.26    | 17,081.61    | .00                 | 77,179.80      | 86.0%   |
| 2310580                        | 520134           | RETIREMENT          | 542,056           | 542,056    | 549,908.48    | 39,229.67    | .00                 | -7,852.79      | 101.4%* |
| 2310580                        | 520135           | COMMUNICATIONS ALLO | 3,900             | 3,900      | 3,849.55      | 290.80       | .00                 | 50.71          | 98.7%   |
| 2310580                        | 590950           | BUDGET ADJUSTMENTS  | -150,000          | -150,000   | .00           | .00          | .00                 | -150,000.00    | .0%*    |
| TOTAL LIBRARY PAYROLL          |                  |                     | 5,913,400         | 5,913,400  | 5,456,525.11  | 429,649.01   | .00                 | 456,874.72     | 92.3%   |
| <b>20580 LIBRARY OPERATING</b> |                  |                     |                   |            |               |              |                     |                |         |
| 2310580                        | 530225           | PROMOTIONAL MATERIA | 4,800             | 4,800      | 1,269.35      | 24.72        | .00                 | 3,530.65       | 26.4%   |
| 2310580                        | 530623           | CITIZEN PROGRAMS    | 40,000            | 40,000     | 36,031.49     | 2,233.85     | .00                 | 3,968.51       | 90.1%   |
| 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 12

| ACCOUNTS FOR:<br>23              | LIBRARY SERVICES | ORIGINAL<br>APPROP  | REVISED<br>BUDGET | YTD ACTUAL    | MTD ACTUAL   | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |         |
|----------------------------------|------------------|---------------------|-------------------|---------------|--------------|--------------|---------------------|----------------|---------|
| 2310580                          | 540250           | OPERATING SUPPLIES  | 45,000            | 45,000        | 24,965.20    | 5,762.32     | .00                 | 20,034.80      | 55.5%   |
| 2310580                          | 540271           | FOOD BUSINESS       | 2,500             | 2,500         | 100.13       | .00          | .00                 | 2,399.87       | 4.0%    |
| 2310580                          | 540272           | EMPLOYEE AWARDS     | 5,800             | 5,800         | 4,990.73     | 622.55       | .00                 | 809.27         | 86.0%   |
| 2310580                          | 540450           | UNIFORMS/LINENS     | 3,500             | 3,500         | .00          | .00          | .00                 | 3,500.00       | .0%     |
| 2310580                          | 540610           | MISC SUPPLIES       | 18,000            | 18,000        | 10,037.20    | 738.75       | .00                 | 7,962.80       | 55.8%   |
| 2310580                          | 540612           | BOOKS AND MATERIALS | 860,000           | 860,000       | 841,019.57   | 94,775.15    | .00                 | 18,980.43      | 97.8%   |
| 2310580                          | 540643           | COMPUTER EQUIP      | 114,850           | 114,850       | 106,974.72   | 13,128.80    | .09                 | 7,875.19       | 93.1%   |
| 2310580                          | 540666           | CONTINGENCY         | 7,500             | 7,500         | .00          | .00          | .00                 | 7,500.00       | .0%     |
| 2310580                          | 540690           | EQUIPMENT           | 50,000            | 50,000        | 31,983.10    | 7,941.02     | .00                 | 18,016.90      | 64.0%   |
| 2310580                          | 540691           | SOFTWARE            | 4,560             | 10,560        | 6,993.42     | .00          | .00                 | 3,566.58       | 66.2%   |
| 2310580                          | 542240           | OFFICE SUPPLIES     | 45,000            | 44,000        | 41,233.51    | 6,751.75     | .00                 | 2,766.49       | 93.7%   |
| 2310580                          | 542243           | POSTAGE             | 17,500            | 17,500        | 11,709.90    | .00          | .00                 | 5,790.10       | 66.9%   |
| 2310580                          | 545536           | BANK CHARGES        | 4,000             | 4,000         | 246.72       | 24.80        | .00                 | 3,753.28       | 6.2%    |
| 2310580                          | 548230           | TRAVEL/EDUC& TRNG   | 0                 | 0             | -23.08       | .00          | .00                 | 23.08          | 100.0%  |
| 2310580                          | 548231           | MILEAGE/LOCAL TRAVE | 4,900             | 4,900         | 3,185.70     | 1,940.81     | .00                 | 1,714.30       | 65.0%   |
| 2310580                          | 548330           | EDUCATION & TRAININ | 8,000             | 8,000         | 3,362.56     | .00          | .00                 | 4,637.44       | 42.0%   |
| 2310580                          | 550620           | MISC SERVICES       | 25,000            | 25,000        | .00          | .00          | .00                 | 25,000.00      | .0%     |
| 2310580                          | 555265           | SOFTWARE MAINTENANC | 118,950           | 118,950       | 108,451.63   | .00          | 5,975.87            | 4,522.50       | 96.2%   |
| 2310580                          | 555266           | SOFTWARE SUBSCRIPTI | 10,610            | 10,610        | 149.90       | .00          | .00                 | 10,460.10      | 1.4%    |
| 2310580                          | 555310           | PROF & TECH         | 28,000            | 29,000        | 29,929.03    | .00          | .00                 | -929.03        | 103.2%* |
| 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        | 5,654.25     | 103.56       | .00                 | 60,345.75      | 8.6%    |
| 2310580                          | 564253           | VEHICLE SERVICE     | 3,500             | 3,500         | 1,301.56     | .00          | .00                 | 2,198.44       | 37.2%   |
| 2310580                          | 564258           | GASOLINE            | 0                 | 0             | 1,440.44     | 139.51       | .00                 | -1,440.44      | 100.0%* |
| TOTAL LIBRARY OPERATING          |                  | 1,524,970           | 1,531,370         | 1,272,422.03  | 134,187.59   | 5,975.96     | 252,972.01          | 83.5%          |         |
| <b>4A580 LIBRARY ALLOCATIONS</b> |                  |                     |                   |               |              |              |                     |                |         |
| 2310580                          | 590910           | TRANSFER OUT        | 1,196,673         | 1,196,673     | 1,196,673.04 | 91,389.42    | .00                 | -.04           | 100.0%* |
| 2310580                          | 590920           | TELEPHONE ALLOCATIO | 29,885            | 29,885        | 26,953.86    | 2,162.43     | .00                 | 2,930.70       | 90.2%   |
| 2310580                          | 590922           | EMAIL ALLOCATION    | 20,846            | 20,846        | 20,846.40    | 1,737.20     | .00                 | .00            | 100.0%  |
| 2310580                          | 590925           | SECURITY CAMERA ALL | 10,596            | 10,596        | 10,596.00    | 883.00       | .00                 | .00            | 100.0%  |
| 2310580                          | 590930           | INSURANCE ALLOCATIO | 94,988            | 94,988        | 94,988.28    | 7,915.69     | .00                 | -.28           | 100.0%* |
| 2310580                          | 590940           | MAINTENANCE ALLOCAT | 791,000           | 791,000       | 791,000.04   | 65,916.67    | .00                 | -.04           | 100.0%* |
| TOTAL LIBRARY ALLOCATIONS        |                  | 2,143,988           | 2,143,988         | 2,141,057.62  | 170,004.41   | .00          | 2,930.34            | 99.9%          |         |
| TOTAL LIBRARY                    |                  | -113,285            | -396,452          | 284,223.83    | 203,461.36   | 5,975.96     | -686,652.00         | -73.2%         |         |
| TOTAL LIBRARY SERVICES           |                  | -113,285            | -396,452          | 284,223.83    | 203,461.36   | 5,975.96     | -686,652.00         | -73.2%         |         |
| TOTAL REVENUES                   |                  | -9,695,643          | -9,985,210        | -8,585,780.93 | -530,379.65  | .00          | -1,399,429.07       |                |         |
| TOTAL EXPENSES                   |                  | 9,582,358           | 9,588,758         | 8,870,004.76  | 733,841.01   | 5,975.96     | 712,777.07          |                |         |

## Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

|             | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-------------|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| GRAND TOTAL | -113,285           | -396,452          | 284,223.83 | 203,461.36 | 5,975.96     | -686,652.00         | -73.2%         |

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

## Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

| ACCOUNTS FOR:<br>48 LIBRARY CAPITAL PROJECTS | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|--|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| <b>4810952 SOUTH BRANCH PROJECT</b>          |                    |                   |            |            |              |                     |                |
| <b>3C952 SOUTH BRANCH - CAPITAL</b>          |                    |                   |            |            |              |                     |                |
| 4810952 600701 ARCHITECT                     | 100,000            | 100,000           | 4,600.00   | .00        | .00          | 95,400.00           | 4.6%           |
| TOTAL SOUTH BRANCH - CAPITAL                 | 100,000            | 100,000           | 4,600.00   | .00        | .00          | 95,400.00           | 4.6%           |
| TOTAL SOUTH BRANCH PROJECT                   | 100,000            | 100,000           | 4,600.00   | .00        | .00          | 95,400.00           | 4.6%           |
| TOTAL LIBRARY CAPITAL PROJECTS               | 100,000            | 100,000           | 4,600.00   | .00        | .00          | 95,400.00           | 4.6%           |
| TOTAL EXPENSES                               | 100,000            | 100,000           | 4,600.00   | .00        | .00          | 95,400.00           |                |



## Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

|             | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-------------|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| GRAND TOTAL | 100,000            | 100,000           | 4,600.00   | .00        | .00          | 95,400.00           | 4.6%           |

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

## Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

| ACCOUNTS FOR:                          |                           |                                 | ORIGINAL | REVISED    |               |            |              | AVAILABLE   | PCT     |
|--|---------------------------|---------------------------------|----------|------------|---------------|------------|--------------|-------------|---------|
| 42                                     | DEBT SERVICE CONSTRUCTION |                                 | APPROP   | BUDGET     | YTD ACTUAL    | MTD ACTUAL | ENCUMBRANCES | BUDGET      | USE/COL |
| <b>4210242 LIBRARY CONSTRUCTION</b>    |                           |                                 |          |            |               |            |              |             |         |
| 4210242                                | 480000                    | INTEREST EARNINGS               | 0        | 0          | -52,078.01    | -2.47      | .00          | 52,078.01   | 100.0%  |
| 4210242                                | 492000                    | BONDS PROCEEDS                  | -740,000 | -740,000   | .00           | .00        | .00          | -740,000.00 | .0%*    |
| 4210242                                | 492100                    | TRANSFER IN                     | 0        | -3,846,022 | -3,846,022.37 | .00        | .00          | .00         | 100.0%  |
|  |                           | TOTAL UNDEFINED ROLLUP CODE     | -740,000 | -4,586,022 | -3,898,100.38 | -2.47      | .00          | -687,921.99 | 85.0%   |
| <b>3C242 CONSTRUCTION DRAW CAPITAL</b> |                           |                                 |          |            |               |            |              |             |         |
| 4210242                                | 620720                    | BLDG IMPROVEMENTS               | 740,000  | 0          | .00           | .00        | .00          | .00         | .0%     |
|  |                           | TOTAL CONSTRUCTION DRAW CAPITAL | 740,000  | 0          | .00           | .00        | .00          | .00         | .0%     |
|  |                           | TOTAL LIBRARY CONSTRUCTION      | 0        | -4,586,022 | -3,898,100.38 | -2.47      | .00          | -687,921.99 | 85.0%   |
|  |                           | TOTAL DEBT SERVICE CONSTRUCTION | 0        | -4,586,022 | -3,898,100.38 | -2.47      | .00          | -687,921.99 | 85.0%   |
|  |                           | TOTAL REVENUES                  | -740,000 | -4,586,022 | -3,898,100.38 | -2.47      | .00          | -687,921.99 |         |
|  |                           | TOTAL EXPENSES                  | 740,000  | 0          | .00           | .00        | .00          | .00         |         |

## Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

|             | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL    | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-------------|--------------------|-------------------|---------------|------------|--------------|---------------------|----------------|
| GRAND TOTAL | 0                  | -4,586,022        | -3,898,100.38 | -2.47      | .00          | -687,921.99         | 85.0%          |

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

## DAVIS COUNTY REGULAR COMMISSION MEETING

### AGENDA ITEM SUMMARY

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**Agenda Item Type:** Agenda Item  
**Department:** Library  
**Presenter:** Josh Johnson, Director  
**Agenda Item:** **Donation of Materials over \$50.00 to the Library**  
Summary list of items over \$50.00 donated to the Library October - December 2023.

**Financial Information:**

- Type: Receivable
- Amount: \$1,633.50
- GL Account #: N/A
- Davis County Match Required: No
- Additional Financial Information: N/A

**Terms:**

- Beginning Date: 10/2/2023
- Ending Date: 12/16/2023

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**Attachments:**

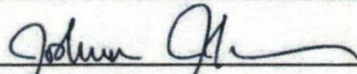
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**#41/2024**

Proposed Meeting Date:  
Submitted by: Jennifer Tankersley  
Document Type: public

**Davis County Library - Donation Log October 2023 - December 2023**

| Name           | Date       | Branch       | Estimated Value   |
|----------------|------------|--------------|-------------------|
| Jay Peck       | 10/2/2023  | Headquarters | \$164.00          |
| Aljoe King     | 10/9/2023  | Kaysville    | \$271.75          |
| Margie Tempest | 10/16/2023 | Bountiful    | \$109.25          |
| Anonymous      | 10/21/2023 | Syracuse     | \$84.50           |
| Anonymous      | 10/21/2023 | Kaysville    | \$457.50          |
| Anonymous      | 11/18/2023 | Syracuse     | \$76.25           |
| Margie Tempest | 11/29/2023 | Bountiful    | \$81.75           |
| Anonymous      | 11/29/2023 | Bountiful    | \$92.75           |
| Anonymous      | 12/6/2023  | Layton       | \$154.25          |
| Anonymous      | 12/6/2023  | Kaysville    | \$86.50           |
| Anonymous      | 12/16/2023 | Kaysville    | \$55.00           |
| <b>Total</b>   |            |              | <b>\$1,633.50</b> |

Recommended by:  Library Director

Form approval by: Neal Geddes County Attorney  
Neal Geddes (Jan 18, 2024 08:45 MST)

Approved by: Bob J Stevenson Commission Chair  
Bob J Stevenson (Jan 17, 2024 16:34 MST)

Attest: Rebecca Abbott for Clerk/Auditor  
Rebecca Abbott for (Jan 17, 2024 16:48 MST)

**DAVIS COUNTY REGULAR COMMISSION MEETING**  
**AGENDA ITEM SUMMARY**

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**Agenda Item Type:** Agenda Item  
**Department:** Library  
**Presenter:** Josh Johnson, Director  
**Agenda Item:** Low Dollar Contracts signed by the Director Oct - Dec 2023

**Financial Information:**

- Type: Payable
- Amount: \$4,270.00
- GL Account #: 2310580 530623
- Davis County Match Required: No
- Additional Financial Information: N/A

**Terms:**

- Beginning Date: 10/19/2023
- Ending Date: 5/31/2024

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**Attachments:**

1. Low Dollar Contracts 10.19.23-5.31.24

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**#43/2024**

Proposed Meeting Date: 1/23/2024  
Submitted by: Jennifer Tankersley  
Document Type: public

**DAVIS COUNTY REGULAR COMMISSION MEETING**  
**AGENDA ITEM SUMMARY**

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**Agenda Item Type:** Agenda Item  
**Department:** Library  
**Presenter:** Josh Johnson, Director  
**Agenda Item:** Low Dollar Contracts signed by the Director Oct - Dec 2023

**Financial Information:**

- Type: Payable
- Amount: \$4,270.00
- GL Account #: 2310580 530623
- Davis County Match Required: No
- Additional Financial Information: N/A

**Terms:**

- Beginning Date: 10/19/2023
- Ending Date: 5/31/2024

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**Attachments:**

1. Low Dollar Contracts 10.19.23-5.31.24


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**#43/2024**

Proposed Meeting Date: 1/23/2024  
Submitted by: Jennifer Tankersley  
Document Type: public

### Davis County Library - Contract Summary

| Name  | Date of Programs/Contract | Amount/Payable    |
|---|---------------------------|-------------------|
| Utah Pet Partners<br>Registered Therapy<br>Animal Teams | 10/19/23-5/31/24          | No Compensation   |
| Puppet Players  | 12/11/23-12/12/23         | \$270.00          |
| Syracuse Jazz Band                                      | 12/11/2023                | No Compensation   |
| Andrew Krivak   | 4/8/2024                  | \$4,000.00        |
| <b>Total</b>  |                           | <b>\$4,270.00</b> |

Recommended by:  Library Director

Approved by: Bob J Stevenson  
Bob J Stevenson (Jan 24, 2024 11:59 MST) Commission Chair

Attest: Rebecca Abbott for  
Rebecca Abbott for (Jan 24, 2024 12:23 MST) Clerk/Auditor



## DAVIS COUNTY REGULAR COMMISSION MEETING

### AGENDA ITEM SUMMARY

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**Agenda Item Type:** Agenda Item  
**Department:** Library  
**Presenter:** Josh Johnson, Director  
**Agenda Item:** Ammendment to Contract 1164/2023 with LinkedIn for LinkedIn Learning Library online learning database

This is an amendment to the previous agreement. The terms and conditions have not changed. The order form amends and replaces previous order form #1164/2023.

**Financial Information:**

- Type: Payable
- Amount: 60,0000
- GL Account #: 2310580 540612
- Davis County Match Required: No
- Additional Financial Information: \$20,000 per year for three years.

**Terms:**

- Beginning Date: 1/8/2024
- Ending Date: 1/7/2027

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**Attachments:**

1. LinkedIn Order form

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**#1276/2023**

Proposed Meeting Date: 12/5/2023

Submitted by: Jennifer Tankersley

Document Type: public



LinkedIn Corporation  
 1000 W. Maude Avenue, Sunnyvale, CA 94085 USA  
 Federal Tax ID: 47-0912023

Your LinkedIn Representative  
 Adam Bysouth  
 abysouth@linkedin.com  
 +1 415-500-8497

## Order Form For Davis County Library

**Go to Online Checkout** Complete this order using our online checkout (fastest option)

or sign and return to LinkedIn

Complete the Authorized Signatures section at the end of the order form and return the signed document using:

Secure upload (fastest option)  
[Go to Online Checkout](#)

Email  
 abysouth@linkedin.com

Please do not send by postal mail

**Primary Contact**

Ellen Peterson  
 epeterson@co.davis.ut.us  
 801-451-3053

**Billing Contact**

Ellen Peterson  
 epeterson@co.davis.ut.us  
 801-451-3053

**Bill to**

Davis County Library  
 133 S Main St  
 Farmington UT 84025-2359  
 United States

**Ship to**

Davis County Library  
 133 S Main St  
 Farmington UT 84025-2359  
 United States

**Order Information**

Order Number: FLD8918435206

Requested start date: January 8, 2024

Term: 36 months

PO Number: (None)

Billing Frequency: ANNUAL

Billing Method: Pay Upfront

Payment Method: Invoice

Payment term: NET30

Currency: USD

**Order Notes:**

**About Requested Start Date:** If LinkedIn provisions the Services after the Start Date due to Customer's selected payment method (e.g. credit card payment delegation, proforma prepayment, etc.) or other account provisioning issues, then LinkedIn will adjust the End Date internally to ensure Customer receives the Services for the full duration of the Term.

| Description  | Unit price | Quantity | Total       |
|--|------------|----------|-------------|
| <b>LinkedIn Learning for Library</b><br>36 months<br><small>LinkedIn Learning for Library provides access to high-quality learning content (includes all languages available). Includes one master admin complimentary user. QTY reflects total population served.</small> | N/A        | 500000   | \$60,000.00 |

Subtotal: \$60,000.00  
 Estimated Tax: \$0.00  
**Estimated Order Total (USD): \$60,000.00**

Please attach any/all exemption certifications or email documentation to [taxinquiry@linkedin.com](mailto:taxinquiry@linkedin.com). LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount

Thank you for choosing LinkedIn for your business needs.

LinkedIn Proprietary and Confidential

Page 1 of 2

**Agenda Item #1276/2023**




## Order Form For Davis County Library (continued)

listed on this order form. Any applicable sales tax charges will appear separately on your final invoice. If no tax is charged, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

By completing this order, you agree to the terms of this order available at <https://www.linkedin.com/legal/order-terms/learning-public> ("Order Terms").

### Authorized Signatures

I hereby represent that: (i) I am an authorized signatory; (ii) I agree to the terms of this order available at <https://www.linkedin.com/legal/order-terms/learning-public> ("Order Terms") and (iii) I understand that I am entering into a legally binding contract.

  
Lorene Kamalu (Dec 5, 2023 11:16 MST)

Customer Signature

Lorene Kamalu

Name

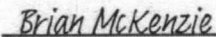
Commissioner

Title

12/05/2023

Date

Attest:



Brian McKenzie (Dec 5, 2023 11:17 MST)

Brian McKenzie

Davis County Clerk

  
LinkedIn Signature

Katie Lock, Revenue on behalf of  
LinkedIn Corporation  
November 16, 2023

**DAVIS COUNTY REGULAR COMMISSION MEETING**  
**AGENDA ITEM SUMMARY**

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**Agenda Item Type:** Agenda Item

**Department:**

**Presenter:**

**Agenda Item:** **Proposed changes, update, and inclusion of Collection Development Polices as Policies 500 and 510**

Proposed Policy Changes include:

- Remove the 1 year wait after release date to purchase feature films on DVD or Blu-ray.
- Incorporates policy into regular numbers and formatting.
- Includes necessary information regarding board approval of policies for this section.
- Various simplification of wording, grammar and other changes needed to incorporate these policies into the regular policies as
  - #500 Collection Development
  - #510 Requests for Reconsideration of Materials

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**Attachments:**

1. 500 & 510 Collection Development - Proposed DCL Policy Changes

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**#112/2024**

Proposed Meeting Date: 2/15/2024

Submitted by: Joshua Johnson

Document Type: public

## 500 COLLECTION DEVELOPMENT

*Establishes purpose, reasoning, neutrality, audiences, guidelines and procedures for selecting and removing items from Davis County Library collections.*

### **Purpose & Guiding Principles**

1. Recognizing that the Library can purchase only a small fraction of the items produced, the Davis County Library Board of Directors has established the following policies in order to:
  - a. Contribute to fulfilling the mission and roles of the Library, as established by the Board of Directors.
  - b. Provide principles and standards for assisting the Director and staff in designing collection development plans and procedures.
  - c. Guide the Director and staff members in the selection of items for acquisition efficiently and effectively.
    - i. provide guidance within budgetary and space limitations for the evaluation, selection and purchase of collections that meet the diverse needs of the citizens of Davis County.
    - ii. serve as a guide in the selection of materials and to inform the public about the principles upon which selections are made.
  - d. Inform the public of the principles, standards, methods, and procedures that govern the selection of items and growth of the collections.
  - e. Promote, support, and respect the right of patrons to read and inquire within the informational and cultural context of current society.
  - f. Encourage patrons to take active advantage of this right by making choices among library items for themselves and their children, while respecting the rights of other patrons to exercise that same right to choose.
2. ~~The Library provides comprehensive oversight of resources and collections, both print and nonprint, that are included in the library's collections services for the entirety of Davis County, which includes citizens of different ages, races, ethnic backgrounds, religions, physical abilities, educational backgrounds, differing political and social opinions and cultural perspectives. These services include the comprehensive oversight of the resources and collections, both print and nonprint, that are included in the library's collections. Responsibility for use of library resources by minors rests with the parents or guardians.~~
3. ~~This The Collection Development Policy is intended to ¶~~
  - a. ~~provide guidance within budgetary and space limitations for the evaluation, selection and purchase of collections that meet the diverse needs of the citizens of Davis County. ¶~~
4. ~~serve as a guide in the selection of materials and to inform the public about the principles upon which selections are made.~~
5. The Library strives to remain neutral in how it collects materials and equipment and does not endorse or represent any of the ideas, opinions or points of view held within library owned collections.
  - a. Collections serve the entirety of Davis County, which includes citizens of different ages, races, ethnic backgrounds, religions, physical abilities, educational backgrounds, differing political and social opinions and cultural perspectives.

- b. All of the items in various formats and languages made available by Davis County Library are selected based on this policy by designated selectors who ~~select~~<sup>choose</sup> items for varying levels of information, entertainment, education, reading ability~~levels~~, age ~~levels~~, differing social/religious customs, and lifestyles ~~and languages made which are available in all branches of the Davis County Library.~~
  - c. The Library provides comprehensive oversight of its resources and collections.
6. ~~In this policy the In the most general terms, the Library Board of Directors through the policies it establishes promotes, supports, and respects the right of patrons to read and inquire within the informational and cultural context of current society. The Library Board of Directors encourages patrons to take active advantage of this right by making choices among library items for themselves and their children, while respecting the rights of other patrons to exercise that same right to choose.~~
7. Final responsibility for collection development and enforcing these policies rests with the ~~The~~ Library Director ~~is responsible for~~. This includes:
- a. Administering all material selection and collection development activities.
  - b. Enforcing all selection and collection development policies.
  - c. ~~The Director may delegate the~~ Optional delegation of authority for supervising and undertaking various aspects of material selection and collection development to designated staff members, ~~however, the final responsibility for these matters remains with the Library Director.~~
8. Responsibility for use of library resources by minors rests with the parents or guardians.

#### **General Objectives & Selection Criteria**

9. All items selected under this policy will fall, when considered as a whole, within the broadest boundaries of appropriateness for an institution promoting personal exploration, enjoyment of ideas, access to information, and free inquiry among a diverse citizenry.
10. Materials and equipment are purchased for inclusion in the Davis County Library if they:
- a. Contribute to fulfilling the mission and roles of the Library, as established by the Board of Directors;
  - b. Comply with long-term and short-term collection development plans formulated by the Director with the assistance of the staff; and,
  - c. Meet the criteria for selection established in these policies.
11. Selection criteria, statements of the mission and roles of the Library, and collection development plans are all established with the intent of effectively and responsively meeting the needs of the community for a free and publicly available storehouse of informational, educational and recreational materials and equipment.
- a. The concept of the "community" is an inclusive one that encompasses citizens of different ages, races and ethnic backgrounds, religions, educational backgrounds and physical abilities.
  - b. It also encompasses Davis County residents ~~citizens~~ with different political and social opinions and perspectives, and varying preferences for content in print and non-print items.
12. ~~However,~~ Given its limited resources, the Library also acknowledges that while it serves the needs of the community as a whole to the best of its ability, it may not be able to fulfill the particular or specialized needs of any one segment of the community. Such needs may be more effectively met through referral to, and cooperative arrangements with other libraries, both local and national, than through on-site collection development.

13. Library collections may include, but are not limited to the following formats:
  - a. print (e.g. books, magazines, newspapers)
  - b. non-print (e.g. audio books, compact discs, video discs)
  - c. digital (e.g. databases, eBooks, eAudiobooks, eMusic, ~~and~~ internet information including streaming, ~~able~~, downloadable, and similar content)
  - d. equipment (e.g. laptops, cameras, digital conversion).
14. Funding and space considerations make it impossible for all works to be acquired or maintained in all the available formats. The Library recognizes that patrons with preferences for alternate versions may not be able to access a given work in their preferred format.
15. When considering items in various formats or the introduction of new formats and to insure that materials fall within the broad boundaries of appropriateness established in this policy the following are taken into consideration:
  - a. In the absence of review sources or other aids in evaluating items in particular formats, the Library relies on the judgment of qualified professional staff when selecting, with the understanding that the community has available an established process of review involving members of the Board of Directors.
  - b. When a format is too new to the Library to have established a pattern of use and patron interest the Library considers prior patron use of the item in other formats, items similar in content or style in the community or the inclusion of the specific item or similar items on reading lists.
  - c. Appropriateness based on the criteria established in this policy is also determined by the collection in which an item is cataloged, the format in which it is presented or the genre of writing to which it belongs, and as may be further defined by the selection criteria for that collection.

### **Selection Process**

16. Selection of collection items is made on the basis of interest, popularity, informational content, appropriateness and relevance for the citizens of Davis County of all ages; adult, young adults ages 13 - 17 and children from infancy through age 12.

The general criteria considered in selecting material may include:

- a. Budget
- b. Popularity and anticipated patron demand
- c. Significance and value to the collection
- d. Reviews in library-specific sources as well as award winners, items receiving critical recognition, items reviewed in the general media and highly rated equipment
- e. Currency or timeliness of material or equipment
- f. Local interest
- g. Qualifications of author, composer, publisher or producer
- h. Suitability of subject and style for intended audience
- i. Suitability, durability and quality of format
- j. Availability of items in other libraries or through interlibrary loan
- k. Collection size and building space

- ~~I. Durability and p~~Potential longevity
17. In selection, consideration is given to the work as a whole. Items purchased and included in library collections are judged in their entirety, not on isolated passages or sections.
18. Items do not need to meet all of the above criteria and are not to be excluded solely on any one of the following:
  - a. Race, religion, nationality, sex, sexual preference or political views of the author
  - b. Frankness or coarseness of language
  - c. Controversial nature of an item including cover art
  - d. Endorsement or disapproval of an item by an individual or organization
  - e. The possibility that materials may inadvertently come into the possession of children

### Scope of Collections

19. Library collections are intended to offer patrons a wide variety of formats, viewpoints and subjects. It is the role of the library, to provide varying points of view within the library collection as far as funds and materials that are available.
20. Library collections are divided into subsets, each with its own specific sets of requirements and considerations. The Library endeavors to represent a range of perspectives and opinions in accordance within the general selection criteria and allocated budget.

### Adult Collections

#### 21. Adult Fiction

- a. The fiction collection - includes classics, current general fiction, best sellers, popular works in major genres such as mysteries, science fiction, and westerns.
- b. The library also has a strong interest in ~~Also included are~~ locally written fiction and fiction with local appeal as well as works by major world writers.
- c. ~~W~~The Library, when making selections, the Library strives to find a balance between collection development plans and patron interest with the highest priority given to those materials with on-going patron demand over works acquired simply to represent an author, school of writing or for historical purposes only.

#### 22. Adult Nonfiction

- a. The nonfiction collection includes a wide range of subjects and utilizes the Dewey Decimal Classification System.
- b. The Library recognizes its obligation to make available to the community a range of opinions on newsworthy or controversial issues of the day and to make reasonable efforts to provide fair representation of the range of perspectives and opinions that are available. ~~In accordance with the framework established by the general selection criteria and within the allocated budget, the Library will endeavor to represent a range of perspectives and opinions on such issues. ¶~~
- c. ~~The~~ Library is not obligated to represent every perspective and opinion on a given issue, or represent them with writings by any particular advocate. ~~However, the Library is obligated to provide fair representation of the range of perspectives and opinions given the materials that are available, and to make reasonable efforts to do so.~~



- d. The nonfiction collection also includes non-circulating reference materials that are more specialized or are published in multiple volumes that can be consulted and are available during library hours.

### Children's Collections

23. The primary purpose of ~~the~~ childrens collections ~~are~~ is to serve the needs and interests of children from infancy through elementary school ages. The library also selects materials that meet the varying developmental stages of children and are of general or specific interest to children.
24. When selecting materials for children the Library follows the general selection criteria as well as choosing items that are written at levels appropriate to young readers in terms of content, language, and format.
  - a. Books in which the illustrations are the primary feature are not duplicated generally in the paperback collection
  - b. In some cases, paperback copies are purchased and rebound for inclusion in the main collection.
25. ~~The library also selects materials that meet the varying developmental stages of children and are of general or specific interest to children. ¶~~
26. ~~The children's collections includes all divisions books listed below and are collected in various formats. Books in which the illustrations are the primary feature are not duplicated generally in the paperback collection, although in some cases, paperback copies are purchased and rebound for inclusion in the main collection:~~
  - a. Board Books—
    - i. The purpose of board books is to introduce infants, toddlers and preschoolers to words and images and the relationship between the two in book format.
    - ii. Board books have sturdy cardboard pages which resist damage from small hands.
    - iii. When selecting board books the Library looks for items that are pictorially and thematically suitable for infants and toddlers and recognizes the demand for picture book titles in the board book format as well.
  - b. Picture Books—
    - i. The Library selects titles where the quality of the illustrations are at least satisfactory.
    - ii. Vocabulary is generally at a level understandable to a child in the target age range, if not when the child is reading independently, at least when the book is read aloud with an older child or adult.
  - c. Easy Readers—
    - i. The Library selects titles with controlled vocabulary, they are intended ~~with intention that~~ that are intended to serve as a stepping stone toward independent reading of more complex chapter books.
    - ii. While illustrations are an important element in this genre the controlled vocabulary is more central to the collection's purpose ~~intent~~.
  - d. Children's Fiction—
    - i. Selections are made on the quality of the writing.

- ii. Consideration is given to the type of book or the genre which it represents being at least satisfactory.
  - iii. Vocabulary is generally at a level understandable to a child in the targeted age range of early elementary through late elementary, when reading independently.
- e. **Children's Nonfiction**
- i. The Library selects materials that are suitable in terms of language and treatment of the subject for children preschool through early junior high school.
  - ii. Consideration is also given to the type of book, the intended reader and that the subject is treated at least satisfactorily and is appropriate for the targeted age group.
  - iii. The Library chooses subjects with known interests of children or recurring demand from children or adults for information.
27. ~~Special Notes~~—Some works traditionally considered classics of children's literature may not meet the requirements of these policies, due to the use of vocabulary more sophisticated than is now considered understandable by children. However, in such cases the Library may make an exception in order to retain the work in the children's collection.
28. The Library may also acquire high-quality abridgements or retellings of such classics to complement the original if it is retained in the children's collection, or to replace it should the Library choose to have the original included in the young adult or adult collection.

### **Young Adult Collections**

29. The young adult collections includes both fiction and nonfiction in a variety of formats. Young adult titles are acquired on a highly selective basis, bringing together books written especially for and based on the particular content interests of and readability for adolescent readers ~~focusing on content and readability for adolescents.~~
30. The young adult collections addresses the needs of readers in the 13 through 17 age range. In defining this age range the Library recognizes that many readers will increasingly draw on items in the adult collection both for informational and recreational reading.
31. **Young Adult Fiction**
- a. Books in this collection will generally involve plots, characters and themes that are of specific and immediate relevance to adolescents.
  - b. Reading and interest level as well as language will generally be more sophisticated than titles in the children's collection.
32. **Young Adult Nonfiction**
- a. Selected titles will cover subjects and issues of clear interest to adolescents.
  - b. While the collection may assist young adults in their school work, its primary function is to address their needs as independent readers rather than serve as a substitute for a school library.

### **Audio/Visual Collections Recordings**

33. The Library collects audio/visual materials of interest to adults, young adults and children according to the scope of each collection as described in this policy.
34. Selection of audio/visual materials for library collections follows the general selection process outlined in this policy.

- a. When selecting audio/visual materials for inclusion in the collection, staff will rely on available critical reviews. Since reviews of audio/visual materials are often unavailable, staff will make selections based on the following additional criteria:
  - i. The subject appeals to a significant portion of the community and fits within the mission and role of the Library.
  - ii. The subject or title represents long-term public interest due to its contribution to society or frequent requests from patrons.
  - iii. The quality and authoritativeness is at least satisfactory, based upon critical reviews, awards, critical standards, the reputation of the publisher, and/or availability for a given subject or genre.
  - iv. The work is an informationally or culturally important example of genre, era, style of film, television, music or represents popular culture.
  - v. The title is recognized as a classic or standard for the age group served by the specific collection.
35. The Library also favors audio/visual materials that include closed-captioning for the hearing impaired, provides supplementary material that enriches and educates, and provides captioning or audio-tracks in different languages.
36. ~~In ensuring long-term public interest in videos added to its collections, the Library will favor feature film and documentary titles that have a U.S. theatrical or production release date of at least one calendar year prior to purchase. Instructional video courses and multi-part works are only acquired when they are the best available source for information on a particular subject.~~
37. ~~In order to~~ To maintain the community neutrality mentioned earlier in this policy, the Library does not rate or label any audio visual material based on content.
  - a. However, the Library views ratings assigned by the Motion Picture Association of America (MPAA) and related parental guidance developed by television stations and other reputable organizations as valuable information intended to assist viewers in making selections for themselves and their children.
  - b. The Library recognizes that these rating systems change over time, and many titles are unrated. ~~Additional information regarding film ratings and the availability of reviews is available upon request.~~

### **Self-Published Materials**

38. Requests from patrons for the library to purchase self-published items continues to expand. Since self-published titles often have not undergone an editorial review process and are usually not reviewed in national publications, it can be challenging for library staff to assess individual titles for addition to the library collection.
  - a. Purchases of self-published titles will be based on both the general selection criteria as well as the following:
  - b. The title is available in a local retail outlet.
  - c. The author has an established reputation through previous works owned by the library that have demonstrated patron interest.
  - d. There is a review by a local source or in the regularly used review sources.
  - e. The title can be located in OCLC's worldcat.org.
  - f. The title contains local history or has local interest.

39. As individual titles are reviewed for possible inclusion in the collection, the staff will consider all of the above ~~these~~ factors, understanding that ~~those~~ titles ~~that~~ meeting multiple criteria will be given higher consideration.
40. Given the limited resources of the Library, patrons requesting self-published materials may be referred to the inter-library loan option or to other libraries to meet their specialized or highly focused informational needs.
41. ~~Priority will be given to resources purchased with funds collected from Davis County residents.~~ Resources are more likely to be included if they are judged to meet all of the above criteria; the Library will make resources available as space and other limitations permit.
42. Authors should understand that copies of works given to the library are considered donations and are governed by Davis County and Library policy.

### Equipment Collections

43. Items in equipment collections are intended to facilitate ~~this~~ open inquiry and enrich the lives of patrons with technology they might not be able to afford on their own.
  - a. As technology progresses, the cost of some computer software, hardware and other equipment related to free inquiry, entertainment, and creation or discovery of information can be cost prohibitive to the general public. ~~Items in the equipment collection are intended to facilitate this open inquiry and enrich the lives of patrons with technology they might not be able to afford on their own.~~
  - b. Allowing equipment checkout enhances a patron's ability to create, pursue individual research and interests, and become proficient with current technology.
44. Items selected for this collection should strike a balance between quality and durability, and an interest in avoiding undue financial burden when patrons pay for lost or damaged items. The better a particular software, hardware, or piece of equipment matches the following criteria, the more likely it will be selected for inclusion:
  - a. It is intended for use by the general public.
  - b. It is reasonably safe for use in a residential setting with young children.
  - c. It is significantly or frequently used as part of study, work, or entertainment.
  - d. Its user interface is direct and simple to use.
  - e. It has become an accepted standard, recognized by a significant field of work or study.
  - f. It adds value to staff effort (e.g. staff training, library programming).

### ~~Digital Library Website, Online and Electronic Collections and Library Website~~

45. The Library strives to provide patrons with timely and informative electronic collections covering a wide range of topics, balancing public interest, the availability of resources, and the sometimes costly nature of such resources.
  - a. The Library recognizes the public interest in information and entertainment available online and in electronic formats.
  - b. Some types of information available only online, and in online formats, increasingly augment or replace more traditional resources in library collections.

~~The Library strives to provide patrons with timely and informative electronic collections covering a wide range of topics, balancing public interest, the availability of resources, and the sometimes costly nature of such resources.~~

46. The methods, pricing models, and access options available for providing public access to online collections vary widely. When content available in an online collection is selected by Library staff members this content will conform to the general objectives and selection criteria of this policy.
47. ~~Additional criteria in addition to~~ for online and electronic collections in addition to the general criteria include:
- a. Information provided is credible and relies upon cited, verifiable information.
  - b. Information provided is of general, public interest.
  - c. Resource is accepted in an industry or field as a standard resource.
  - d. Resource is cost-effective.
  - e. Resource is well-used by Library patrons.
48. Collections or materials that are not selected or maintained by Davis County Library staff are not subject, on a title-by-title basis, to general selection policies. Examples include, but are not limited to
- a. online collections provided by the Utah State Library ~~or~~
  - b. collections of materials provided as a database by a vendor.
49. ~~However,~~ The Library regularly reviews collections acquired through contracts with outside vendors and other agreements to ensure that, when taken as a whole, such collections conform to the general objectives and selection criteria of this policy.
50. Downloadable Collections
- a. The Library collects downloadable items, including but not limited to, books, magazines, audiobooks, and videos. Downloadable collections are selected according to the general selection criteria and other criteria established in this policy for audience, genre, and online collections.
  - b. The following additional criteria also apply to these collections.
    - i. The format and/or filetype of the item is readily accessible to the public.
    - ii. The format and/or filetype of the item provides high-quality and/or long-term public access.
51. Library Website
- a. The Library recognizes that there are practical limitations to the amount of information it can effectively incorporate into its website and other online communication tools. Such resources conform to this policy as well as the following criteria:
  - b. Resources may also be incorporated into the library's web presence if they are:
    - i. Purchased or otherwise made available using public funds.
    - ii. Made available as a public service without for-profit content.
    - iii. Accepted in an industry or field as a standard resource.
    - iv. An exclusive, accurate, and authoritative content source that is available in no other way.
  - c. Priority will be given to resources purchased with funds collected from Davis County residents. Resources are more likely to be included if they are judged to meet all of the above criteria. Resources that meet fewer of the above criteria are less likely to be made

available via the Library's web presence. The library will make resources available as space and other limitations permit.

### Special Considerations When Selecting Items for the Library Collections

52. Format and physical characteristics of items that can be efficiently processed for long-term use, shelving, and check out, are most amenable to purchase. Materials that otherwise meet selection criteria may not be purchased due to the format in which they are made available.¶
- ~~53. Less suitable for purchase are materials with characteristics that make them clearly susceptible to damage. Such characteristics include, but are not limited to:~~ These include, but are not limited to:
  - a. "pop-up" features
  - b. perforated pages
  - c. plastic parts
  - d. spiral and other unusual bindings
54. ~~Materials that otherwise meet selection criteria may not be purchased due to the format in which they are made available.~~
55. Textbooks are only selected for purchase when they are the best available source for information on a particular subject. Purchases are not made as an alternative to schools or other academic institutions providing textbooks to students.
56. Periodical subscriptions serve general reading interests and serve primarily as a "browsing" collection in both print and online formats.
  - a. Local newspapers are given high priority; major national newspapers are subscribed to on a highly selective and limited basis.
  - b. Print copies are retained for a period of two years unless a longer or shorter time period is warranted as determined by the Director.
  - c. Current issues do not circulate to ensure equity of access to current information.
  - d. Back issues of magazines are circulated except those designated as non-circulating due to specialized need or demand.
57. Locked Case materials do not circulate and are intended ~~included~~ to preserve items that may otherwise be unavailable to the public. Criteria for this collection may include, but are not limited to, items that:
  - a. Are of especially high local interest.
  - b. ~~that~~ Capture unusual or notable aspects of local or state history.
  - c. ~~and that~~ Are likely to be difficult to duplicate or replace.
  - d. Are likely to be stolen or intentionally damaged.
  - e. Are culturally significant - for example, a set of all Caldecott Award winning titles or a limited number of unusual examples of bookmaking.
58. Donated items ~~When items are donated, they~~ become the property of the Library and cannot be returned to the donor. Donated items become public property and are disposed of according to Library and Davis County policies (see Policy #230 Donation and Disposal of Public Property).
  - a. Except when donated anonymously, the staff will advise those interested in contributing that the Library may choose to add the items where they are most needed in the system, place them in library book sales, recycle them or discard them.
  - b. The Library is not obligated to add any donated items to the collection. The acceptance of donations ~~are~~ subject to all Library selection policies ~~of the Library as well as County policies regarding donations~~ and will be evaluated accordingly before being added.
  - c. For tax purposes, the Library will, upon request, provide donors with verification of their gifts; however, the Library will not assign a value to the donation.

- d. Donations of equipment will be considered based on current Davis County policy and practice.
- e. Donations of titles in electronic formats will be evaluated in terms of compatibility with Library and County software, as well as any limitations imposed by copyright and licensing requirements.
- f. The Library does not accept donations of periodical subscriptions from organizations, publishers or individuals.

**General Maintenance Criteria**

59. To maintain the quality and relevancy of the collection, the Library maintains an on-going schedule of withdrawing or replacing worn, outdated materials which are no longer useful to the collection. General criteria used are as follows:.

- a. Item is no longer relevant.
- b. Information is obsolete or has been superseded by updated materials.
- c. Item is rarely used and with little or no permanent value.
- d. Item is worn or damaged beyond reasonable repair.
- e. Multiple copies or units are no longer needed to meet current demand.
- f. Item is deemed too costly to provide a reasonable return on investment.

60. Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, suitability according to this selection policy and demand for the title.

**Materials/Book Selection Policy June 6, 1955; revised August 31, 1971; revised November 17, 1973; revised April 17, 1979; revised April 28, 1980; revised March 31, 1981; revised May 29, 1984; revised August 26, 1985; revised September 30, 1985; revised May 4, 1987; revised December 5, 1989; revised August 19, 1991; revised May 25, 1993; revised July 20, 1993; revised August 24, 1993; revised November 16, 1993; revised August 25, 1998; revised September 22, 1998; revised January 25, 2000; revised December 11, 2001; revised Marcy 7, 2002; revised May 6, 2003; revised August 26, 2003; revised October, 21, 2003; revised April 18, 2006; revised April 28, 2009; revised January 18, 2011; revised January 24, 2012; revised October 3, 2012; revised November 19, 2013; revised March 18, 2014; revised October 21, 2014; revised March 15, 2016; revised September 19, 2017; revised January 21, 2020; Renamed Collection Development Policy August 25, 2021; revised February 2, 2022; revised March 9, 2023.**

## 510 PATRON REQUEST FOR RECONSIDERATION OF SELECTION

*Provides a methodology and process for Davis County residents to request professional and Library Board examination and explanation of titles selected or not selected for Library collections.*

1. 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:
  - a. the right of individuals to have access to a wide range of materials expressing a variety of opinions, perspectives and styles.
  - b. the right of citizens to voice disagreement with the action of a public institution, such as the library.
  - c. the right to have their concerns reviewed and addressed in a fair, orderly, and timely process.
2. In recognition of these ~~two~~ principles, the Board of Directors has established policies and procedures allowing for the review of, and subsequent action ~~when on~~ a patron requests the library reconsider material it has either selected or not selected. ~~“Request for Reconsideration”.~~
3. 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.
  - a. 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.
  - b. The Director is also responsible to ensure the review process and responses to “Requests for Reconsideration” comply with board approved policies.
  - c. 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.
  - d. The review process
    - i. ~~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.
    - ii. ~~does not extend to materials and items that are not directly selected by Davis County Staff.~~
4. 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 the following collection review committees ~~either~~
  - a. the Administrative Review Committee, comprised of one Deputy Director who acts as chair and four Branch Managers, ~~based on systematic rotation.~~
  - b. the Library Collection Appeals Committee, comprised of three Library Board members and two Branch Managers from the Administrative Review Committee.
  - c. Appointments will be made based on systematic rotation.
  - d. Members serve on committees from July 1 to June 30 of the following year.
5. The purpose of the Administrative Review Committee is to provide the Director with an initial evaluation of the item being reviewed in terms of this policy from the perspective and judgment of professional staff members who work continuously with members of the community, the Library’s collections and the Library’s policies.¶



- ~~a. A Deputy Director and four Branch Managers will serve on the Committee based on a systematic rotation. ¶¶~~
  - ~~i. The Deputy Director will serve as Chairperson. ¶¶~~
  - ~~ii. 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. ¶¶~~
  - ~~iii. Its recommendation to the Director is intended to~~
- ~~b. reflect the best judgment of the Professional Library staff based on the experiences of its members as administrators in the Davis County Library.~~
- 6. 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.~~
- 7. 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.
  - ~~a. 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. ¶¶~~
  - ~~b. 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.~~
  - ~~c. 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.~~
- 8. The Library Board is the final avenue of appeal for requests for consideration of library materials. The recommendation of the Library Collection Appeals Committee may be appealed to the full Library Board at a regularly scheduled, open public meeting.
- 9. ~~Unappealed decisions from the Administrative Review and Collection Appeals Committees regarding a title stand for 12 months from the date of the letter sent to the patron. During this time, ¶¶~~
  - ~~a. 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. ¶¶~~
  - ~~b. additional patron requests for the same title, but for different reasons, will be treated as a new request and follow the regular process. ¶¶~~
- 10. ~~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 ¶¶~~
  - ~~a. 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. ¶¶~~

~~11. The Library Board is notified of the additional committees in a regular Board meeting.~~

### **Review Process and Timeline**

1. Materials reviewed based on a "Request for Reconsideration" will be evaluated solely in terms of this policy ~~the Davis County Library "Collection Development Policy"~~ which has been approved by the Board of Directors.
2. 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. Any determination of the Administrative Review Committee and the Library Collection Appeals Committee are considered recommendations.
3. When a patron submits a "Request for Reconsideration" for an item the Library has purchased or added to the collection,
  - a. 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.
  - b. The material will remain in the collection during the review period.
4. A "Request for Reconsideration" will be reviewed and acted upon as quickly as possible.
  - a. 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.
  - b. The patron will be notified of any significant delays that are expected to occur in this schedule.
5. 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.
  - a. 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.
  - b. 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.
  - c. The Committee will also evaluate the item under review strictly in terms of this policy. ~~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.
6. 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.
  - a. This appeal must be made in writing to the Director, within 12 calendar days from the date notification was sent following the first level of review.
7. Unappealed decisions from the Administrative Review and Collection Appeals Committees regarding a title stand for 12 months from the date of the letter sent to the patron. During this time,
  - a. 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.

- b. additional patron requests for the same title, but for different reasons, will be treated as a new request and follow the regular process.
8. 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
    - a. 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.
    - b. The Library Board is notified of the additional committees in a regular Board meeting.
  9. 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"~~ this policy.
    - a. Appeals for items these items will follow the pattern of review outlined above.
    - b. As above, final appeal for items not selected for Library collections rests with the Davis County Library Board.

Changes to Request for Reconsideration process April 19, 1977; revised February 25, 1980; revised July 7, 1980; revised February 25, 1999; revised January 26, 1999; revised April 9, 2002; revised May 18, 2008; revised October 21, 2014; revised April 17, 2018; revised January 21, 2020; revised March 9, 2023

## REQUEST FOR RECONSIDERATION OF ITEMS NOW IN THE COLLECTION

Patron Name \_\_\_\_\_

Patron Address \_\_\_\_\_

Patron Phone \_\_\_\_\_ Patron Email \_\_\_\_\_

Title of Item \_\_\_\_\_

Author \_\_\_\_\_ Format of Item \_\_\_\_\_

Did you read, view or listen to the entire work? (Yes or No) \_\_\_\_\_

If no, how much of the work did you read, view or listen to? \_\_\_\_\_

1. Please describe your concerns regarding this item. (Use additional pages if necessary.)

2. What are the circumstances that brought this item to your attention?

3. What action would you recommend the Library take in regards to this item?

Reclassify it to another section of the Library \_\_\_\_\_

Remove it from the Library's collections \_\_\_\_\_

Other \_\_\_\_\_

Please explain your reasoning for the action you recommend.

4. Please check those steps, which have been taken so far:

- I spoke with a Library staff member about my concern regarding this item \_\_\_\_\_
- I was offered a copy of the Library's "Collection Development Policy" \_\_\_\_\_
- I read through those parts of the selection policy relevant to the item about which I have an interest \_\_\_\_\_
- The process for filing this form and for reviewing my request was explained to me by a staff member \_\_\_\_\_

Patron's Signature \_\_\_\_\_ Date \_\_\_\_\_

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For Staff Use Only

Branch \_\_\_\_\_

Staff Member \_\_\_\_\_

Date Request Received \_\_\_\_\_

## REQUEST FOR RECONSIDERATION OF ITEMS NOT CURRENTLY IN THE COLLECTION

Patron Name \_\_\_\_\_

Patron Address \_\_\_\_\_

Patron Phone \_\_\_\_\_ Patron Email \_\_\_\_\_

Title of Item \_\_\_\_\_

Author \_\_\_\_\_ Format of Item \_\_\_\_\_

Please take a few minutes to answer the following questions. Please answer as thoroughly as possible as your responses will help guide the review of your request.

1. Have you read, heard, or viewed in its entirety the item you are recommending?
  
2. Why do you feel the Davis County Library should add this item to its collections?
  
3. Are you aware that the Library offers interlibrary loan service through which most books can be borrowed for patrons? (The Library does not borrow audio/visual materials, or similar media.)  
Would this service meet your needs in this case?
  
4. Please check those steps, which have been taken so far:
  - I spoke with a Library staff member about my concern regarding this item \_\_\_\_\_
  - I was offered a copy of the Library's "Collection Development Policy" \_\_\_\_\_
  - I read through those parts of the selection policy relevant to the item about which I have an interest \_\_\_\_\_
  - The process for filing this form and for reviewing my request was explained to me by a staff member \_\_\_\_\_

Patron's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Staff Use Only**

Branch \_\_\_\_\_

Staff Member \_\_\_\_\_

Date Request Received \_\_\_\_\_