



NOTICE OF REGULAR MEETING OF THE LIBRARY BOARD

PUBLIC NOTICE is hereby given that the Davis County Library Board, will hold a Board Meeting at the Library Headquarters Staff Conference Room, commencing at 1:00 PM on March 12, 2026.

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the 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.

WELCOME

1. **#2026-237. Welcome Aaron Becker to the Davis County Library Board** - *presented by Joshua Johnson, Director, Library*

PUBLIC COMMENTS

3 minute maximum

ACTION ITEMS

2. **#2026-235. Approval of Minutes — February 12th, 2026** - *presented by Joshua Johnson, Director, Library*
3. **#2026-236. Ratification of Expenditures - January 2026** - *presented by Joshua Johnson, Director, Library*
4. **#2026-196. Ratification of an Agreement with the Utah State Library for the Community Library Enhancement Funds (CLEF) Grant** - *presented by Joshua Johnson, Director, Library*

Financial Information:

- Type: Receivable
- Amount: \$ 32,077.00

Terms:

- Beginning Date: 07/01/2025
- Ending Date: 6/30/2026

5. **#2026-221. Approval of Proposed Policy Update - #510 Patron Request for Reconsideration** - *presented by Joshua Johnson, Director, Library*

INFORMATION & DISCUSSION ITEMS

6. **#2025-1226. Quarterly Update** - *presented by Joshua Johnson, Director, Library*
7. **#2026-276. South End Construction Update** - *presented by Joshua Johnson, Director, Library*

ADJOURNMENT

LIBRARY BOARD MINUTES

Library Board Meeting Minutes Thursday, March 12, 2026

The Davis County Library Board met for their regularly scheduled meeting at 1:00 PM on March 12, 2026, at the Library Headquarters Staff Conference Room.

PRESENT

Ryan Nilsen, Board Chair
Rosalie Taylor, Vice Chair
Aaron Becker, Board Member
Jessica Groves, Board Member, joined electronically
Justin Wright, Board Member
Sara Reed, Board Member
Josh Johnson, Director

GUESTS

Lynnette Mills, Deputy Director
Matt Goff, Deputy Director
Ellen Peterson, Deputy Director
Carolyn Myers, Library
Jenny Tankersley, Library

WELCOME

1. **#2026-237. Welcome Aaron Becker to the Davis County Library Board** - *presented by Joshua Johnson, Director, Library*

Ryan Nilson welcomed the Board and called the meeting to order at 1:06 pm.

Josh introduced Aaron Becker as the newest Board member. The Board welcomed Aaron.

PUBLIC COMMENTS

3 minute maximum

There were no public comments.

ACTION ITEMS

2. **#2026-235. Approval of Minutes — February 12th, 2026** - *presented by Joshua Johnson, Director, Library*

There were no questions about the minutes.

Justin Wright moved to approve the minutes from February 12th, 2026. Sara Reed seconded the motion. The motion was unanimously carried.

3. **#2026-236. Ratification of Expenditures - January 2026** - *presented by Joshua Johnson, Director, Library*

Josh presented the January 2026 expenditures for review. Ryan Nilsen commented that the Library seems to always be under budget in the personnel lines. Josh explained that is because the Library schedules part-time employees for slightly fewer hours than they are budgeted to work.

Rosalie Taylor moved to approve the January 2026 expenditures. Sara Reed seconded the motion. The motion was unanimously carried.

4. **#2026-196. Ratification of an Agreement with the Utah State Library for the Community Library**

Enhancement Funds (CLEF) Grant - presented by Joshua Johnson, Director, Library

Financial Information:

- Type: Receivable
- Amount: \$ 32,077.00

Terms:

- Beginning Date: 07/01/2025
- Ending Date: 6/30/2026

Josh told the Board that this is an annual federal grant that is distributed through the state. This year the Library was required to declare ahead of time what the funds would be spent on. The Library will spend the funds on ebooks. Ryan Nilsen asked how the Library tracks the expenditures for the grant. Josh explained that it is tracked in the county financial system. Rosalie Taylor asked when the Library would receive the funds. All but 10% of the funds have been received. The remaining will be applied for and sent before the end of the state's fiscal year in June.

Justin Wright moved to ratify the Agreement with the Utah State Library for the CLEF Grant. Rosalie Taylor seconded the motion. The motion was unanimously carried.

5. #2026-221. Approval of Proposed Policy Update - #510 Patron Request for Reconsideration - presented by Joshua Johnson, Director, Library

Josh told the Board that the Library is working with the county to comply with new state policy laws, which necessitated this change. The proposed change removes the form from the policy, while making it clear that any form adopted must conform to the policy adopted by the Board. Josh said that the Library will continue to use the current forms, and the Board will be informed if that changes.

Aaron Becker moved to approve the Proposed Policy Update - #510 Patron Request for Reconsideration. Sara Reed seconded the motion. The motion was unanimously carried.

INFORMATION & DISCUSSION ITEMS

6. #2025-1226. Quarterly Update - presented by Joshua Johnson, Director, Library

Josh updated the Board on Library projects for the last quarter.

Marketing — the Library is actively working on a marketing plan with a marketing firm.

Personnel — the Library has worked for the last few years on right-sizing staffing and is currently evaluating its staffing model. The Librarian II career ladder is being implemented.

Training — the Library is sending staff and one Board member to PLA in Minneapolis at the end of March. The Library will also send staff to ULA later this spring. Rosalie Taylor asked if there was a date for staff training day. Josh said it is usually the first week in August, but it has not been scheduled yet.

Capital — A lot of focus is currently on capital projects, particularly the Bountiful renovation project. Lynnette told the Board that the construction fence is up around the Bountiful branch. Asbestos abatement is expected to take about a month. The Library should know by the first of May if any design aspects need to be cut. Lynnette shared that Board member Jessica Groves and a member of the public have joined in the design meetings with Library staff.

Carolyn Myers updated the Board on the Twig, which opened Monday, March 9th. She said they have had over 100 patrons each day picking up holds, browsing, and using the study area. Story time will begin again next week, and regular programming will resume on April 1st.

Justin Wright asked if parking was readily available. Carolyn said it does get busy when the adjacent school releases, but that is short lived.

Josh told the Board that the Library is looking at a potential second location in North Salt Lake. The project architect is looking at the space to see what can be done with it. The Library will not have any information about this possibility for at least another month. If all goes well, the soonest it would open would be June.

Josh told the Board that the Centerville branch business had doubled since the Bountiful closure.

7. **#2026-276. South End Construction Update** - *presented by Joshua Johnson, Director, Library*

The South End Constuction Update was included in the Quarterly Update.

ADJOURNMENT

The Board adjourned at 1:47 pm.

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: 23	LIBRARY SERVICES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580 LIBRARY								
2310580	410000	CURRENT PROPERTY TA	-9,437,000	-9,437,000	-164,513.14	-164,513.14	.00	-9,272,486.86 1.7%
2310580	411000	REGISTERED PERSONAL	-558,000	-558,000	-38,349.53	-38,349.53	.00	-519,650.47 6.9%
2310580	420000	PRIOR YEARS TAXES	-100,000	-100,000	-8,171.50	-8,171.50	.00	-91,828.50 8.2%
2310580	420001	PENALTY/INTEREST	-11,000	-11,000	-1,237.90	-1,237.90	.00	-9,762.10 11.3%
2310580	422101	A&C PENALTY/INTERES	-49,000	-49,000	.00	.00	.00	-49,000.00 .0%
2310580	452050	PROMOTIONAL SALES	-677	-677	-747.46	-747.46	.00	70.46 110.4%
2310580	460000	FINES & FORFEITURES	-78,000	-78,000	-7,190.17	-7,190.17	.00	-70,809.83 9.2%
2310580	472300	STATE REIMBURSEMENT	-45,000	-45,000	.00	.00	.00	-45,000.00 .0%
2310580	480000	INTEREST EARNINGS	-69,000	-69,000	.00	.00	.00	-69,000.00 .0%
2310580	493000	CONTRIBUTION-PRIVAT	0	5,000	-50.00	-50.00	.00	5,050.00 -1.0%
2310580	495100	SUNDRY REVENUE	-14,000	-14,000	-1,444.77	-1,444.77	.00	-12,555.23 10.3%
TOTAL UNDEFINED ROLLUP CODE		-10,361,677	-10,356,677	-221,704.47	-221,704.47	.00	-10,134,972.53	2.1%
1P580 LIBRARY PAYROLL								
2310580	510110	PAYROLL	5,362,062	5,285,814	373,243.48	373,243.48	.00	4,912,570.69 7.1%
2310580	510111	TRAVEL PAY	16,270	16,270	1,277.12	1,277.12	.00	14,993.37 7.8%
2310580	510115	TAXABLE INCENTIVES	0	0	39.35	39.35	.00	-39.35 100.0%
2310580	510117	OVERTIME	0	0	7.21	7.21	.00	-7.21 100.0%
2310580	520131	PAYROLL TAXES	404,416	404,416	27,728.14	27,728.14	.00	376,688.13 6.9%
2310580	520132	WORKERS COMP	13,425	13,425	453.59	453.59	.00	12,971.56 3.4%
2310580	520133	INSURANCE	571,153	571,153	48,360.25	48,360.25	.00	522,792.67 8.5%
2310580	520134	RETIREMENT	489,851	489,851	42,930.59	42,930.59	.00	446,920.45 8.8%
2310580	520135	COMMUNICATIONS ALLO	3,472	3,472	272.50	272.50	.00	3,199.10 7.8%
2310580	520136	TERMINATION POOL	0	76,247	5,598.76	5,598.76	.00	70,648.65 7.3%
TOTAL LIBRARY PAYROLL		6,860,649	6,860,649	499,910.99	499,910.99	.00	6,360,738.06	7.3%
20580 LIBRARY OPERATING								
2310580	530225	PROMOTIONAL MATERIA	50,000	60,000	.00	.00	40,600.00	19,400.00 67.7%
2310580	530623	CITIZEN PROGRAMS	50,000	50,000	688.27	688.27	7,500.00	41,811.73 16.4%
2310580	540210	SUBS & MEMBERSHIPS	4,000	4,000	1,700.00	1,700.00	.00	2,300.00 42.5%
2310580	540220	PUBLIC NOTICES	1,000	1,000	.00	.00	.00	1,000.00 .0%
2310580	540250	OPERATING SUPPLIES	20,000	20,000	301.59	301.59	.00	19,698.41 1.5%

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: 23	LIBRARY SERVICES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
2310580	540271	2,500	2,500	.00	.00	.00	2,500.00	.0%
2310580	540272	6,000	6,000	10.90	10.90	.00	5,989.10	.2%
2310580	540300	0	0	27.98	27.98	.00	-27.98	100.0%
2310580	540450	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580	540610	15,000	15,000	316.10	316.10	.00	14,683.90	2.1%
2310580	540612	1,000,000	1,005,000	45,324.78	45,324.78	155,156.81	804,518.41	19.9%
2310580	540666	7,500	7,500	.00	.00	.00	7,500.00	.0%
2310580	540690	25,000	25,000	.00	.00	.00	25,000.00	.0%
2310580	540691	11,050	11,050	6,960.00	6,960.00	.00	4,090.00	63.0%
2310580	542240	50,000	50,000	3,807.53	3,807.53	.00	46,192.47	7.6%
2310580	542243	30,000	30,000	.00	.00	.00	30,000.00	.0%
2310580	545536	0	0	117.08	117.08	.00	-117.08	100.0%
2310580	548230	18,000	18,000	7,118.74	7,118.74	.00	10,881.26	39.5%
2310580	548231	4,500	4,500	.00	.00	.00	4,500.00	.0%
2310580	548330	3,000	3,000	.00	.00	.00	3,000.00	.0%
2310580	550620	200,000	200,000	30,284.78	30,284.78	97,200.00	72,515.22	63.7%
2310580	555265	128,183	138,833	98,861.50	98,861.50	12,633.00	27,338.50	80.3%
2310580	555266	19,880	19,880	8,280.00	8,280.00	.00	11,600.00	41.6%
2310580	555310	37,300	37,300	.00	.00	.00	37,300.00	.0%
2310580	560252	500	500	.00	.00	.00	500.00	.0%
2310580	560260	14,000	14,000	.00	.00	.00	14,000.00	.0%
2310580	562280	2,500	2,500	15.05	15.05	.00	2,484.95	.6%
2310580	564253	3,500	3,500	.00	.00	.00	3,500.00	.0%
2310580	564258	3,000	3,000	151.34	151.34	.00	2,848.66	5.0%
TOTAL LIBRARY OPERATING		1,709,913	1,735,563	203,965.64	203,965.64	313,089.81	1,218,507.55	29.8%
3C580 LIBRARY CAPITAL								
2310580	640743	44,000	44,000	.00	.00	.00	44,000.00	.0%
TOTAL LIBRARY CAPITAL		44,000	44,000	.00	.00	.00	44,000.00	.0%
4A580 LIBRARY ALLOCATIONS								
2310580	590910	1,095,402	1,095,402	.00	.00	.00	1,095,402.00	.0%
2310580	590920	31,395	31,395	2,616.29	2,616.29	.00	28,779.19	8.3%
2310580	590921	104,357	104,357	8,696.43	8,696.43	.00	95,660.73	8.3%
2310580	590922	21,855	21,855	1,821.25	1,821.25	.00	20,033.75	8.3%
2310580	590925	9,534	9,534	794.49	794.49	.00	8,739.39	8.3%

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: 23	LIBRARY SERVICES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
2310580	590930	INSURANCE ALLOCATIO	116,527	116,527	9,710.58	9,710.58	.00	106,816.42	8.3%
2310580	590936	WATER ALLOCATION	21,150	21,150	2,459.73	2,459.73	.00	18,690.27	11.6%
2310580	590937	GAS ALLOCATION	36,050	36,050	6,676.89	6,676.89	.00	29,373.11	18.5%
2310580	590938	ELECTRICITY ALLOCAT	157,000	157,000	8,591.75	8,591.75	.00	148,408.25	5.5%
2310580	590939	CONTRACT ALLOCATION	244,284	244,284	18,688.10	18,688.10	.00	225,595.42	7.7%
2310580	590940	MAINTENANCE ALLOCAT	461,905	461,905	38,492.07	38,492.07	.00	423,412.77	8.3%
2310580	590942	HR ADMIN ALLOCATION	218,256	218,256	18,188.01	18,188.01	.00	200,068.11	8.3%
TOTAL LIBRARY ALLOCATIONS		2,517,715	2,517,715	116,735.59	116,735.59	.00	2,400,979.41	4.6%	
TOTAL LIBRARY		770,600	801,250	598,907.75	598,907.75	313,089.81	-110,747.51	113.8%	
TOTAL LIBRARY SERVICES		770,600	801,250	598,907.75	598,907.75	313,089.81	-110,747.51	113.8%	
TOTAL REVENUES		-10,361,677	-10,356,677	-221,704.47	-221,704.47	.00	-10,134,972.53		
TOTAL EXPENSES		11,132,277	11,157,927	820,612.22	820,612.22	313,089.81	10,024,225.02		

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	770,600	801,250	598,907.75	598,907.75	313,089.81	-110,747.51	113.8%

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

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: 48 LIBRARY CAPITAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4810950 CAP - LIBRARY							
4810950 480000 INTEREST EARNINGS	-141,000	-141,000	.00	.00	.00	-141,000.00	.0%
TOTAL UNDEFINED ROLLUP CODE	-141,000	-141,000	.00	.00	.00	-141,000.00	.0%
20950 CAP - LIBRARY OPERATING							
4810950 560260 BLDG & GRND MAINT	40,000	40,000	.00	.00	.00	40,000.00	.0%
TOTAL CAP - LIBRARY OPERATING	40,000	40,000	.00	.00	.00	40,000.00	.0%
3C950 CAP - LIBRARY CAPITAL							
4810950 620720 BLDG IMPROVEMENTS	135,000	135,000	.00	.00	.00	135,000.00	.0%
TOTAL CAP - LIBRARY CAPITAL	135,000	135,000	.00	.00	.00	135,000.00	.0%
TOTAL CAP - LIBRARY	34,000	34,000	.00	.00	.00	34,000.00	.0%
TOTAL LIBRARY CAPITAL PROJECTS	34,000	34,000	.00	.00	.00	34,000.00	.0%
TOTAL REVENUES	-141,000	-141,000	.00	.00	.00	-141,000.00	
TOTAL EXPENSES	175,000	175,000	.00	.00	.00	175,000.00	

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	34,000	34,000	.00	.00	.00	34,000.00	.0%

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

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: 48	LIBRARY CAPITAL PROJECTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4810952 BOUNTIFUL BRANCH								
4810952 480000	INTEREST EARNINGS	0	0	-20,829.43	-20,829.43	.00	20,829.43	100.0%
	TOTAL UNDEFINED ROLLUP CODE	0	0	-20,829.43	-20,829.43	.00	20,829.43	100.0%
3C952 SOUTH BRANCH - CAPITAL								
4810952 600701	ARCHITECT	511,370	511,370	87,180.00	87,180.00	133,849.50	290,340.24	43.2%
4810952 600702	CONSTRUCTION	6,392,122	6,392,122	.00	.00	4,500,000.00	1,892,121.75	70.4%
4810952 600703	CONTINGENCY	639,212	639,212	.00	.00	1,435.00	637,777.18	.2%
4810952 600704	FFE	857,296	857,296	.00	.00	6,442.10	850,854.23	.8%
	TOTAL SOUTH BRANCH - CAPITAL	8,400,000	8,400,000	87,180.00	87,180.00	4,641,726.60	3,671,093.40	56.3%
	TOTAL BOUNTIFUL BRANCH	8,400,000	8,400,000	66,350.57	66,350.57	4,641,726.60	3,691,922.83	56.0%
	TOTAL LIBRARY CAPITAL PROJECTS	8,400,000	8,400,000	66,350.57	66,350.57	4,641,726.60	3,691,922.83	56.0%
	TOTAL REVENUES	0	0	-20,829.43	-20,829.43	.00	20,829.43	
	TOTAL EXPENSES	8,400,000	8,400,000	87,180.00	87,180.00	4,641,726.60	3,671,093.40	

Davis County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	8,400,000	8,400,000	66,350.57	66,350.57	4,641,726.60	3,691,922.83	56.0%

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

Library Board
AGENDA ITEM SUMMARY

Agenda Item Type: Agenda Item
Department: Library
Presenter: Joshua Johnson, Director
Agenda Item: Ratification of an Agreement with the Utah State Library for the Community Library Enhancement Funds (CLEF) Grant

Vendor/Customer Name:
Customer name: Utah State Library

Financial Information:

- Type: Receivable
- Amount: \$ 32,077.00

Terms:

- Beginning Date: 07/01/2025
- Ending Date: 6/30/2026

Additional Financial Terms:

- GL Account Number: 2310580 472300
- Davis County Match: No
- Additional Financial Information:

Attachments:

1. CLEF Contract (Davis County Library System) 2_18_2026

2026-196

Submitted by: Jennifer Tankersley, Confidential Admin Ast. Library
Requested meeting date: 3/12/2026



STATE OF UTAH

CONTRACT # 262172

1. **CONTRACTING PARTIES:** This contract is between the following agency of the State of Utah: **Department of Cultural and Community Engagement, Agency Code: 710, State Library Division**, referred to as **USL** and/or **STATE**, and **Davis County Library System**, referred to as **GRANTEE**

Davis County Library System
133 S Main St
PO Box 115
Farmington, Utah 84015

LEGAL STATUS OF GRANTEE

- () Sole Proprietor
() Non-Profit Corporation
() For-Profit Corporation
() Partnership
(X) Government Agency

Contact Person: Josh Johnson
Phone Number: (801) 451-3050
Email: jjohnson@co.davis.ut.us
Vendor ID # 318081

Commodity Code # 99999

2. **GENERAL PURPOSE OF CONTRACT:** The general purpose of this contract is to provide Community Library Enhancement Funds (CLEF) for the development of local public library services.
3. **PROCUREMENT:** This contract is entered into as the result of the procurement process on RX# N/A, FY N/A, Bid #N/A, a pre-approved sole source authorization (from the Division of Purchasing) SS# N/A, or other method: Certified Public Library status.
4. **CONTRACT PERIOD:** Effective Date: 07/01/2025 Termination Date: 06/30/2026, unless terminated early or extended in accordance with the terms and conditions of this contract. Renewal options (if any): N/A. **This Agreement must be returned to USL with all required GRANTEE initials and/or signatures by 02/16/2025.**
5. **CONTRACT COSTS:** GRANTEE will be paid a maximum of \$ 32077 for costs authorized by this contract. Prompt Payment Discount (if any): N/A. Additional information regarding costs: N/A.
6. **ATTACHMENTS INCLUDED AS PART OF THIS CONTRACT:**
Attachment A - Standard Terms & Conditions for Grants
Attachment B – Scope of Work and Special Provisions
Other Attachments: The following attachments are required documents and are included in the total documentation for Contract, though received at different times during the effective dates of Contract.

- CLEF Final Report

Any conflicts between Attachment A and the other attachments will be resolved in favor of Attachment A.

7. **DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:**
- All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
 - Utah State Procurement Code, Procurement Rules, and GRANTEE'S response to Bid # N/A, dated N/A.
8. Each person signing this Agreement represents and warrants that he/she is duly authorized and has legal capacity to execute and deliver this Agreement and bind the parties hereto. Each signatory represents and warrants to the other that the execution and delivery of the Agreement and the performance of each party's obligations hereunder have been duly authorized and that the Agreement is

a valid and legal agreement binding on the parties and enforceable in accordance with its terms.
Further, that Contractor is registered with the Utah Department of Commerce and is in good standing.

The parties sign and cause this contract to be executed. This contract is not fully executed until the State of Utah Approving Authorities have signed this contract.

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

GRANTEE



John John

Library Director



Scott Parke

Fiscal Officer

2/18/2026

Date

STATE



Cara Rothman

Director, State Library Division

N/A - Grant

Director, Division of Purchasing

RECEIVED AND PROCESSED
BY DIVISION OF FINANCE



Director, Division of Finance

Agency Contact for questions during the contract process.

Melanie Boyd
Agency Contact

801.715.6740
Phone Number

801-715-6767
Fax Number

mcwainwright@utah.gov
Email

ATTACHMENT A

STATE OF UTAH STANDARD TERMS AND CONDITIONS FOR GRANTS

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:
 - a. **"Contract"** means these terms and conditions, the Contract Signature Page(s), and all other attachments and documents incorporated by reference.
 - b. **"Contract Signature Page(s)"** means the cover page(s) that the State and Grantee sign.
 - c. **"Grantee"** means the individual or entity which is the recipient of grant money from the State. The term "Grantee" includes Grantee's agents, officers, employees, and partners.
 - d. **"Non-Public Information"** means information that is deemed private, protected, controlled, or exempt from disclosure under the Government Records Access and Management Act (GRAMA) or as non-public under other applicable state and federal laws. Non-public information includes those records the State determines are protected after having properly received a written claim of business confidentiality as described in Utah Code § 63G-2-309. The State reserves the right to identify additional information that must be kept non-public under federal and state laws.
 - e. **"State"** means the State of Utah Department, Division, Office, Bureau, Agency, or other state entity identified on the Contract Signature Page(s).
 - f. **"Grant Money"** means money derived from state fees or tax revenues that is owned, held, or administered by the State.
 - g. **"SubGrantees"** means persons or entities under the direct or indirect control or responsibility of the Grantee, including, but not limited to, Grantee's agents, consultants, employees, authorized resellers, or anyone else for whom the Grantee may be liable at any tier, including a person or entity providing or performing this Contract, including the Grantee's manufacturers, distributors, and suppliers.
2. **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Contract shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** At all times during this Contract, Grantee and all acts performed under this Contract will comply with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.
4. **REQUIRED ACCOUNTING:** Grantee agrees that it shall provide to State the following accounting for all Grant Money received by the Grantee, at least annually, and no later than 60 days after all of the Grant Money is spent:
 - a. a written description and an itemized report detailing the expenditure of the Grant Money or the intended expenditure of any Grant Money that has not been spent; and
 - b. a final written itemized report when all the Grant Money is spent.
 - c. **NOTE: If the Grantee is a non-profit corporation,** Grantee shall make annual disclosures pursuant to the requirements of Utah Code § 51-2a-201.5.
5. **RECORDS ADMINISTRATION:** Grantee shall maintain or supervise the maintenance of all records, receipts and any other documentation necessary to properly account for payments made by the State to Grantee under this Contract, Grantee's performance of the Contract terms and milestones, and outcomes reported to the State by the Grantee. These records shall be retained by Grantee for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Grantee agrees to allow, at no additional cost, State of Utah and federal auditors, State Entity staff, and/or a party hired by the State access to all records necessary to account for all Grant Money received by Grantee as a result of this contract and to verify that the Grantee's use of the Grant Money is appropriate and has been properly reported.
6. **CONFLICT OF INTEREST:** Grantee represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made to the State.
7. **INDEPENDENT GRANTEE:** Grantee and SubGrantees, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the State.

8. **INDEMNITY:** Both parties to this agreement are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code Ann. 63G-7-101 et. seq.). Nothing in this Contract shall be construed as a waiver by either or both parties of any rights, limits, protections or defenses provided by the Act. Nor shall this Contract be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Contract is otherwise entitled. Subject to and consistent with the Act, each party will be responsible for its own actions or negligence and will defend against any claims or lawsuit brought against it. There are no indemnity obligations between these parties.
9. **EMPLOYMENT PRACTICES:** Grantee agrees to abide by federal and state employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; (ii) 45 CFR 90 which prohibits discrimination on the basis of age; (iii) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities; and (iv) Utah's Executive Order, dated December 13, 2006, which prohibits unlawful harassment in the work place. Grantee further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of Grantee's employees.
10. **AMENDMENTS:** This Contract may only be amended by the mutual written agreement of the parties, which amendment will be attached to this Contract. Automatic renewals will not apply to this Contract even if listed elsewhere in this Contract.
11. **NONAPPROPRIATION OF FUNDS, REDUCTION OF FUNDS, OR CHANGES IN LAW:** Upon thirty (30) days written notice delivered to the Grantee, this Contract may be terminated in whole or in part at the sole discretion of the State, if the State reasonably determines that: (i) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Contract; or (ii) that a change in available funds affects the State's ability to pay under this Contract. A change of available funds as used in this paragraph, includes, but is not limited to, a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor.
12. **WORKERS COMPENSATION INSURANCE:** Grantee shall maintain during the term of this Contract, workers' compensation insurance for all its employees as well as any SubGrantees. Worker's compensation insurance shall cover full liability under the worker's compensation laws of the jurisdiction in which the service is performed at the statutory limits required by said jurisdiction. Grantee acknowledges that within thirty (30) days of contract award, Grantee must submit proof of certificate of insurance that meets the above requirements.
13. **PUBLIC INFORMATION:** Grantee agrees that this Contract and invoices will be public documents, and may be available for distribution in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). Grantee gives the State express permission to make copies of this Contract, related documents, and invoices in accordance with GRAMA. Except for sections identified in writing by Grantee and expressly approved by the State of Utah Division of Purchasing and General Services, all of which must be in accordance with GRAMA, Grantee also agrees that the Grantee's Proposal to the Solicitation will be a public document, and copies may be given to the public as permitted under GRAMA. The State is not obligated to inform Grantee of any GRAMA requests for disclosure of this Contract, related documents, or invoices.
 - a. **Grantee** may designate certain business information as protected under GRAMA pursuant to Utah Code Section 63G-2-305 and 63G-2-309. It is Grantee's sole responsibility to comply with the requirements of GRAMA as it relates to information regarding trade secrets and information that should be protected under business confidentiality.
14. **PAYMENT:** The acceptance by Grantee of final payment, without a written protest filed with the State within ten (10) business days of receipt of final payment, shall release the State from all claims and all liability to the Grantee. The State's payment shall not be deemed an acceptance of the Services and is without prejudice to any and all claims that the State may have against Grantee. Unless otherwise stated in this Agreement, the State agrees to pay Grantee in two (2) installments. The first installment will cover 90% of the grant and will be paid upon receipt of an invoice. The second installment will cover the remaining 10% of the grant and will be paid upon receipt of an invoice and the Grantee's final grant

evaluation as outlined in ATTACHMENT B Scope of Work and ATTACHMENT C Library Information and Spending Impact Report.

15. **LEGISLATIVE APPROPRIATION:** Disbursement of grant funds is subject to legislative appropriation. Ongoing appropriations are subject to legislative changes on a year-to-year basis.
16. **RECOUPMENT OF FUNDS:** If state audit findings determine that any funds expended by the Grantee violate the terms of this Agreement, the Grantee shall provide funds to the State sufficient to meet the State's repayment demand(s). The Grantee assumes responsibility for ensuring compliance of all subgrantees. The Grantee is responsible for the repayment of funds expended by any subgrantees which violates the terms of this Agreement. If the Grantee is unwilling or unable to repay the funds, the repayment request amount will become a past due obligation of the Grantee to the State and may be collected as such.
17. **DISCLOSURE OF OTHER STATE FUNDS:** The Grantee agrees to disclose a comprehensive list of all state funds received, including funds received through direct awards, competitive grants, pass-throughs, partnerships, memorandums of understanding, etc.
18. **REVIEWS:** The State reserves the right to perform reviews, and/or comment upon the Grantee's use of the funds set forth in this Contract. Such reviews do not waive the requirement of Grantee to meet all of the terms and conditions of this Contract.
19. **PROHIBITED DISCRIMINATORY PRACTICES:** Grantee understands that, under Utah Code 67-27, no portion of this grant may be used to support required training that promotes discriminatory practices as defined in Utah Code 53B-1-118
20. **ASSIGNMENT:** Grantee may not assign, sell, transfer, subcontract or sublet rights, or delegate any right or obligation under this Contract, in whole or in part, without the prior written approval of the State
21. **NON-PUBLIC INFORMATION:** If non-public Information is disclosed to Grantee, Grantee shall: (i) advise its agents, officers, employees, partners, and SubGrantees of the obligations set forth in this Contract; (ii) keep all Non-public Information strictly confidential; and (iii) not disclose any Non-public Information received by it to any third parties. Grantee will promptly notify the State of any potential or actual misuse or misappropriation of Non-public Information.

Grantee shall be responsible for any breach of this duty of confidentiality, including any required remedies and/or notifications under applicable law. Grantee shall indemnify, hold harmless, and defend the State, including anyone for whom the State is liable, from claims related to a breach of this duty of confidentiality, including any notification requirements, by Grantee or anyone for whom the Grantee is liable.

Upon termination or expiration of this Contract and upon request by the State, Grantee will return all copies of Non-public Information to the State or certify, in writing, that the Non-public Information has been destroyed. This duty of confidentiality shall be ongoing and survive the termination or expiration of this Contract.

22. **PUBLICITY:** Grantee shall submit to the State for written approval all advertising and publicity matters relating to this Contract. It is within the State's sole discretion whether to provide approval, which must be done in writing.
23. **INDEMNIFICATION RELATING TO INTELLECTUAL PROPERTY:** If intellectual property is exchanged in return for the funding set forth in this contract, Grantee will indemnify and hold the State harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities, and costs in any action or claim brought against the State for infringement of a third party's copyright, trademark, trade secret, or other proprietary right. The parties agree that if there are any limitations of Grantee's liability such limitations of liability will not apply to this section.

24. **OWNERSHIP IN INTELLECTUAL PROPERTY:** The State and Grantee each recognizes that each has no right, title, interest, proprietary or otherwise in the intellectual property owned or licensed by the other, unless otherwise agreed upon by the parties in writing.
25. **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.
26. **ATTORNEY'S FEES:** In the event of any judicial action to enforce rights under this Contract, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees, incurred in connection with such action.
27. **DISPUTE RESOLUTION:** Prior to either party filing a judicial proceeding, the parties agree to participate in the mediation of any dispute. The State, after consultation with the Grantee, may appoint an expert or panel of experts to assist in the resolution of a dispute. If the State appoints such an expert or panel, State and Grantee agree to cooperate in good faith in providing information and documents to the expert or panel in an effort to resolve the dispute.
28. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Contract, the order of precedence shall be: (i) this Attachment A; (ii) Contract Signature Page(s); (iii) the State's additional terms and conditions, if any; (iv) any other attachment listed on the Contract Signature Page(s); and (v) Grantee's terms and conditions that are attached to this Contract, if any. Any provision attempting to limit the liability of Grantee or limits the rights of the State must be in writing and attached to this Contract or it is rendered null and void.
29. **SURVIVAL OF TERMS:** Termination or expiration of this Contract shall not extinguish or prejudice the State Entity's right to enforce this Contract with respect to any default or defect in the Services that has not been cured.
30. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Contract shall not affect the validity or enforceability of any other provision, term, or condition of this Contract, which shall remain in full force and effect.
31. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.
32. **RESERVATION OF IMMUNITIES:** The State does not waive any protection or immunity available to it under any statute, rule, regulation, or constitutional provision. Any conflict between this agreement and any applicable statute, rule, regulation, or constitutional provision shall be resolved in favor of the statute, rule, regulation, or constitutional provision.

(Revision date: 12 July 2024)

Contract between USL and Davis County Library System CONTRACT # 262172

ATTACHMENT B SCOPE OF WORK AND SPECIAL PROVISIONS

This Contract is entered into to provide for the cooperative development of local public library services in accordance with the provisions of Utah Code Ann. §§9-7-201(3), 9-7-205(1)(f) and 9-7-205(2) (LexisNexis 2015).

THEREFORE, the parties agree as follows:

1. **This Agreement must be returned to USL with all required GRANTEE signatures by 02/16/2025.** Any exceptions must be arranged in writing via email to pdensley@utah.gov.
2. The effective dates of Contract shall be from 07/01/2025 through 06/30/2026, unless terminated sooner in accordance with the terms and conditions herein.
3. The amount payable to GRANTEE by USL for the performance of activities outlined in this Agreement shall not exceed \$32077.
4. This Agreement may be terminated with or without cause by either party with 60 days prior written notice. Upon termination of this Agreement, all accounts and payments for services rendered prior to the termination date will be processed according to established financial procedures.
5. Communication between Agreement agencies shall be directed to those individuals appointed by each agency. Any information or other correspondence regarding this Agreement shall be forwarded through the designated contact person. These individuals are as follows:

USL Contact: Melanie Boyd, mcwainwright@utah.gov, 801.715.6740

GRANTEE Contact: Josh Johnson, jjohnson@co.davis.ut.us, (801) 451-3050

SCOPE OF WORK:

1. In fulfilling its responsibilities hereunder GRANTEE shall:
 - (a) Comply with the standards for elements of public library service as specified in *Standards for Utah Public Libraries* in effect as of January 1, 2023.
 - i. **LOCAL GOVERNMENT SUPPORT:** In order to continue to receive CLEF funds in the future, at least 65% of the library's total operating revenues must come from jurisdictional tax revenues in order for the jurisdiction to be eligible for CLEF. (*Standards for Utah's Public Libraries*, Standard #9)
 - (b) Expend CLEF funds only for the following purposes:
 - 1- **Collection Development** (for example: children's materials, digital media materials, online resources, materials in another language, special new collections, enhanced current collections).
 - 2- **Technology For Public Use** (for example: public access computing, library catalogs, online resources, technology training, Wi-Fi, other technology that can be used by patrons).
 - 3- **Programming** (for example: community outreach programs, any programs sponsored by the library, on or off site).
 - 4- **Retrofitting the Library Building for ADA Compliance** (If you plan to use CLEF monies in this category, you **MUST** contact the grants coordinator before beginning your project.)
 - 5- **Minor capital projects** (for example, updating furniture, carpet, paint, and minor repairs.)
 - (c) **CLEF funds shall not be used as match for Federal LSTA grants and shall not replace local funding.**

- (d) Expend the total CLEF funds shown below in accordance with the provisions of this Contract by June 30, 2025, and complete and submit the COMMUNITY LIBRARY ENHANCEMENT FUND Report to USL by September 15, 2025. This report should be submitted online and is found at <https://cce.my.salesforce-sites.com/usl/> (The USL grants portal.)
- (e) Gather and report information pertaining to library information and spending and impact (see attachment C)

The CLEF Fund Report for the previous State fiscal year must be submitted to the State Library before funds will be provided under the current Contract. GRANTEE also agrees to make library financial records available for audit or inspection, if requested. For additional information regarding CLEF, please refer to library.utah.gov/clef.

2. AGREEMENT AMOUNTS and SCHEDULE OF PAYMENT:

The USL shall pay GRANTEE amount as indicated previously in Attachment B, paragraph 3.

The aforementioned amount is payable once the Contract is received by USL with all signatures and is processed accordingly. USL will then return one completed copy of the Contract to the GRANTEE along with the check for 90% of the total payment, as described in Attachment A, paragraph 14. Please note that this process may take several weeks to complete. USL will pay the remaining 10% in accordance with Attachment A, paragraph 14.

ATTACHMENT C

LIBRARY INFORMATION AND SPENDING IMPACT REPORT

- A. Library Information
 - 1. Library Name
 - 2. Name of the person certifying this information
 - 3. Phone number of the person certifying this information
 - 4. Email address of the person certifying this information
 - 5. Total CLEF award (please report on 100% of the award including the forthcoming 10%)

- B. Spending and Impact
 - 1. CLEF amount spent on collection development?
 - 2. Amount of local funds spent on collection development?
 - 3. List the types of collection development materials purchased.
 - 4. Please provide examples of how these materials have benefited your patrons.
 - 5. CLEF amount spent on technology that directly benefits the public.
 - 6. Amount of local funds spent on technology that directly benefits the public.
 - 7. List the types of equipment purchased that benefit the public.
 - 8. Please provide examples of how this equipment has benefited your patrons.
 - 9. CLEF amount spent on library programs?
 - 10. Amount of local funds spent on library programs.
 - 11. What programs did you provide with CLEF?
 - 12. Please provide examples of how these programs have benefited your patrons.
 - 13. CLEF amount spent on retrofitting the library for ADA compliance?
 - 14. Amount of local funds spent on retrofitting the library for ADA compliance.
 - 15. What retrofit did you complete with CLEF?
 - 16. Please provide examples of how these retrofits have benefited your patrons.
 - 17. CLEF amount spent on minor capital improvements?
 - 18. Amount of local funds spent on minor capital improvements.
 - 19. What minor capital improvements did you provide with CLEF?
 - 20. Please provide examples of how these minor capital improvements have benefited your patrons.
 - 21. Please upload a completed budget spreadsheet for your CLEF spending (template available at library.utah.gov/clef)

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 principles, the Board of Directors has established policies and procedures allowing for the review of, and subsequent action when a patron requests the library reconsider material it has either selected or not selected.
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. 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
 - a. the Administrative Review Committee, comprised of one Deputy Director who acts as chair and all Branch Managers.
 - 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.

6. The recommendation of the Administrative Review Committee may be appealed to the Library Collections Appeals 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. 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.
 - b. 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.
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.

Review Process and Timeline

1. Materials reviewed based on a "Request for Reconsideration" will be evaluated solely in terms of this 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 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 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.
- 10. The Library Director may create and maintain forms to expedite the reconsideration process, provided it conforms to this policy.

Changes to Request for Reconsideration process April 19, 1977; revised 2/25/1980; 7/7/1980;2/25/199; 1/26/1999; 4/9/2002; 5/18/2008; 10/21/2014; 4/17/2018; 1/21/2020; 3/9/2023; 3/12/2026

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 _____

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 _____

For Staff Use Only

Branch _____

Staff Member _____

Date Request Received _____