

Library Board Meeting Agenda

January 26, 2023

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Chair

1. Closed Session

The Highland City Library Board may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual as provided by Utah Code Annotated §52-4-205.

2. Public Comment

3. Consent

Approve Minutes from October 2022

4. Reports

- a. Director's Report
- b. Foundation Report
- c. FY 2024 Preliminary Budget Report

5. Action/Policy Items

- a. Online bill-pay
- b. Changing ILS to Koha
- c. Budget adjustments for FY 2023

6. Discussion Items

- a. Carpet
- b. New standards for Certification.
- c. Library Board Training

7. Future Agenda Items

- a. Open Meetings Training
- b. Technology Plan

8. Adjournment

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically during this meeting.

CERTIFICATE OF POSTING

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 25th day of January, 2023

Stephannie Cottle, City Recorder

THE PUBLIC IS INVITED TO ATTEND ALL LIBRARY BOARD MEETINGS

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, October 27, 2022 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Rachel Farnsworth
Kim Rodela, City Council Rep.
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer
Amy Brinton, Potential Member

Absent Board Members

Lynn Lonsdale, Vice-Chair

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:02 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

1. Public Comment

None.

2. Consent

a. *Approve Minutes 09.22.2022*

Rachel Farnsworth moved to approve the consent agenda. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report. She reviewed recent statistics, including that the total physical collection passed 43,000 items. The Library weeded over 10,000 books during Covid and have been gradually building back up. The total physical circulation was up 1,200 over last September.

Programs are going well. Passive programs, including Georgie the Ghost and the lollipop guessing jar, have been fun for patrons and help keep people engaged. The UVU Chemistry Week was successful, and the teen writing and grandparent and baby story times are going strong.

*Kim Rodela joined the meeting.

November has three library closure days. It's picture book month, so a local picture book author will be doing a reading. It's also National Novel Writing Month, so there will be two write-ins and a book page craft. In honor of Dia de Los Muertos, the Library put up a community ofrenda and people are interacting with it.

The Library hired two pages to replace one page, because processing the book collection is behind and circulation is up. Donna attended the state library director summit. She came back with ideas, including adding a collection box to use change to pay for copies, using a state program to request large print books, and generating useful statistical reports to compare our library with others in the state.

The Foundation's Adopt a Book drive is going well, with 81 picture books donated. The Friends helped with the trick-or-treat street event and pushed the book drive. Donna will start deemphasizing the book drive from here. Donna is starting to do serious research to replace the carpet. She is also looking at the expiration of our contract with Sirsi-Dynix and considering whether to use a different vendor. Finally, with the City now charging fees for credit card use, the Library has the ability to create an online form to pay fines and fees online. It would cost about \$1,000 to set it up. Donna will do additional research.

b. Library Foundation Report

Jessica Anderson reported on behalf of the Highland City Library Foundation. As Donna mentioned, the Foundation's Adopt a Book picture book drive is going well, with over 80 books purchased and donated to the library. The Foundation is going to sponsor an event to recognize donors and kick off the winter reading program in January. Donna noted that the theme for winter reading is "Paws to Read," with a snow leopard on it. The opening event may be an animal show.

4. Action/Policy Items

a. Amend Strategic Plan

The Board discussed the proposed amendment to the strategic plan. The plan originally stated that the Library would update the juvenile nonfiction section by purchasing "250 books each year for 4 years." When the Library recently went through the process of researching and ordering 50 new country and 50 new state report books, they realized that the time and money involved was more than they originally thought. Accordingly, the Donna proposes that the strategic plan be adjusted to state that the Library "will acquire 150 juvenile fiction books each year for the next five years." The Library is in the process of doing a deep weed of the juvenile nonfiction section. For example, anything related to technology that is more than 10 years old is being discarded.

Jessica Anderson moved to adopt the updated 2022-2027 Long-Range Strategic Plan as amended and to present it to the City Council for approval. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Approve 2023 Meeting Schedule

The board discussed its 2023 schedule. Meetings are usually held on the fourth Thursday of each month at 7:00 p.m.

January 26, 2023
February 23, 2023
March 23, 2023
April 27, 2023
May 25, 2023
June 22, 2023
July 27, 2023
August 24, 2023
September 28, 2023
October 26, 2023
November 16, 2023 (week early because of Thanksgiving)
December 2023 (no meeting)

Jessica Anderson moved to approve the 2023 meeting schedule set forth above. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

c. Library Board Training

The board discussed how to fulfill its annual training requirement, whether via in-person training or via online training. The Board decided to do an online training, with each member selecting their own training.

Kim Rodela moved that the Library Board members watch one of the online trainings before our January 2023 meeting. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Rachel Farnsworth
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

*Rachel Farnsworth left the meeting.

5. Discussion Items

a. FY2022 budget adjustments

The Board reviewed and briefly discussed the budget adjustments, which were largely to adjust in light of actual income numbers (from fines and fees, non-resident cards, and grants) and to then adjust for spending those funds (on new carpets, the new page, the fund study, etc.). Donna noted that there was no grant this fall for capital improvements for disability, as was rumored. The Board discussed whether to tag the \$50,000 for the carpet *and* for ADA improvements as needed.

b. Annual Presentation to the City Council

Kevin Tams gave the presentation he plans to give to the City Council. Kevin noted some missing statistics and photos that need to be filled in. The Board discussed the presentation, making minor suggestions.

The date of the presentation to Council will be November 1, 2022. Board members are strongly encouraged to attend.

6. Future Agenda Items

- Christmas Party
- ILS Contract Renewal
- Consider patron policy for age limits of kids unattended in the Library

The Board's next regular meeting is scheduled for November 17, 2022 at 7:00 p.m.

*Amy Brinton left the meeting.

7. Closed Session

At 8:20 p.m., Jessica Anderson moved to convene in closed session to discuss the character, professional competence, or physical or mental health of an individual as

permitted by Utah Code § 52-4-205. Wesley seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board convened in closed session.

At 8:27 p.m., Wesley Warren moved to adjourn the closed session. Jessica Anderson seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. The Board returned from closed session at 7:26 p.m.

8. Adjournment

Kim Rodela moved to adjourn the Library Board meeting. Wesley Warren seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Kim Rodela
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:28 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on October 27, 2022. This document constitutes the official minutes for the Highland City Library Board Meeting.



LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: January 26, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: FY 2024 Preliminary Budget

PURPOSE:

To explain the challenges facing the Library in the FY 2024 budget.

BACKGROUND:

On January 19th, I submitted a draft of a preliminary budget to Tyler Bahr, the city finance director. It will be distributed to the City Council for review before a Budget Work Session on March 30, 2023. The budget I submitted is attached, and it has some significant challenges.

Revenue:

1. Tyler is estimating a 2% increase in tax revenue in the coming fiscal year which represents about a \$6000 increase in tax revenue.
2. I included projections for revenue from fees and fines and non-resident cards to be about the same as they were for the 2022 fiscal year.
3. The main revenue difference is that for the past two years we have received \$10,000 (FY 2022) and \$12,000 (FY 2023) of ARPA grant money to buy circulating materials. I am not anticipating that any grant of that size will be available for buying books in the coming year.

Expenditures:

1. The main difference in expenditures is that the city is considering an 8% COLA and a possible 3% merit pay increase for all city employees. If this is approved by the City Council, it will mean a \$22,500 increase in library staff wages and benefits.

I prepared the attached preliminary budget to fit into the projected revenue without dipping into the unallocated account. To do that I made lots of little cuts. The most significant was that I cut the Books and Materials budget to \$30,000. On the surface this seems like a 1% cut, since that budget line was \$33,000 this year, but is actually represents a 30% cut in the amount of money we spend on circulating items because we will not have the extra grant money we had this year. In other words, last year we spent, including grants, \$42,848 on circulating materials (including e-books) and the budget I

submitted represents a 30% reduction in that number. This will mean longer hold times for both print and ebooks and it will make it difficult for us to fulfill our plan to update the Juvenile Nonfiction section.

There are options for dealing with this. Last year we underestimated revenue from non-resident cards and fees and fines, so that we will likely have another \$30,000 PY carryover for FY 2022. That should bring the total that we have in our unallocated fund to about \$100,000. The city maintains a 25% unallocated amount in the General fund as a kind of “emergency” fund. The \$100,000 in our unallocated account represents a similar 25% contingency fund. \$50,000 of that amount is earmarked to replace carpet and upholstered furniture in the Library in the next two years. That leaves about \$50,000, and I think it is unlikely that we will be having PY carryover going forward unless the rate we are funded through tax revenue changes.

The main question for this year’s budget is whether we will “take the hit” and reduce the Books and Materials spending to 30% of the previous year’s level in order to have the library expenses match projected revenue, or do we start to dip into unallocated money to keep funding the Library at the current level.

FISCAL IMPACT:

There is no fiscal impact at this time. This is just a discussion item.

STAFF RECOMMENDATION:

The staff is looking for direction from the Library Board.

PROPOSED MOTION:

No motion at this time.

ATTACHMENTS:

1. The proposed FY 2024 budget.

Revenue		FY 2022 Actuals	FY 2023 Approved	FY 2023 Adjustments	FY 2024 Proposed
22-30-90	Transfer from General Fund			0.00	
22-31-10	Property Taxes	-279,868	-288,000.00	-288,000.00	-293760
22-31-11	Delinquent Property Taxes	-19,995	-20,000.00	-20,000.00	-20000
22-31-12	Motor Vehicle Tax	-24,641	-22,000.00	-22,000.00	-22000
22-32-10	Fees & Fines	-18,050	-13,000.00	-18,000.00	-18000
22-32-11	Non-Resident Cards	-32,415	-25,000.00	-32,000.00	-32000
22-32-12	Proctoring Services	-12	0.00	0.00	
22-32-13	Printing	-1,854	-1,200.00	-1,800.00	-1800
22-36-10	Interest Income	-510	0.00	-500.00	-500
22-36-11	Donations	-680	-200.00	-200.00	-200
22-36-12	Grants	-36,340	-5,000.00	-18,720.00	-5000
22-36-13	Surplus		0.00	0.00	0
22-39-90	PY Carryover Budget		0.00	10,600.00	0
Total		-414,364.84	-374,400.00	-390,620.00	-393,260.00

Expenses		FY 2022 Actuals	FY 2023 Approved	FY 2023 Adjustments	FY 2024 Proposed
22-43-11	Salaries/Wages	86,359	84,941.93	84,941.93	93436.12
22-43-12	Overtime	0			
22-43-13	Employee Benefits	46,065	43,639.38	44,000.00	47960.00
22-43-14	Salaries/Wages Part-Time	134,848	138319.26	141,000.00	151142.41
22-43-21	Equipment	4,558	5,000.00	5,000.00	4000.00
22-43-22	Library Board Expenses	354	250.00	9,000.00	250.00
22-43-23	Books & Materials	19,506	30,000.00	33,000.00	30000.00
22-43-25	Mileage Reimbursement	127	300.00	300.00	200.00
22-43-26	Insurance & Bonds	0		0.00	0.00
22-43-27	Postage	327	500.00	500.00	500.00
22-43-28	IT Software	14,064	15,000.00	24,000.00	15000.00
22-43-29	Printing	671	1,500.00	700.00	800.00
22-43-30	Programming	11,391	10,000.00	12,000.00	10000.00
22-43-31	Phone Reimbursement	1,662	1,800.00	2,160.00	2160.00
22-43-32	Uniforms/Emp. Misc.	1,256	1,200.00	1,200.00	1000.00
22-43-33	Continuing Education	1,163	2,000.00	2,000.00	1000.00
22-43-35	Office Supplies	4,992	5,000.00	5,000.00	5000.00
22-43-50	Grant Expenditures	34,019	5,000.00	18,720.00	5000.00
22-43-61	Indirect Overhead	8,114	8,253.51	8,253.51	8300.00
22-43-62	Insurance Expense	899	832.00	900.00	900.00
22-43-63	Cross Charge Bldg. Maint.	0			
22-43-64	Cross Charge Bldg. Utilities	0			
22-43-65	Cross Charge Rent	0			
22-43-66	Cross Charge Insurance	0			
22-43-70	Capital Outlay	0		10,600.00	
22-90-90	Transfer to General Fund	0			
22-43-75	Internal Service IT Expense	11,850	16,590.00	16,590.00	16590.00
Total Expense		382225.14	370,126.08	419,865.44	393,238.53
Total Revenue		-414,364.84	-374,400.00	-390,620.00	-393,260.00
		-4,273.92	-32,139.70	-4,273.92	-21.47

w/8%COLA and 3%Merit

w/8%COLA and 3%Merit

w/8%COLA and 3%Merit

20% reduction here

This represents a 30% reduction because actual expenditures on collection last year, including grants, was \$43000.

Switching to Koha will offset raise in cost of Overdrive service.

We wil have to rely on Friends funds to help fund programs.

small reduction here

50% reduction here, only local training oportunities.

CLEF grant: We don't yet know what additional grants will be available next year.



LIBRARY BOARD AGENDA REPORT ITEM #5a

DATE: January 26, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Online Bill Pay

PURPOSE:

The Library Board will consider whether to offer online bill paying options to library patrons.

BACKGROUND:

Last fall one of my staff went to a training about implementing the recently established policy of charging credit card fees in the Library. During the training the possibility of accepting payment online for library fees and fines was mentioned, and in October 2022, I presented the idea to the Board as a communication item, asking if I should pursue the option further. The Board indicated their interest.

The Library has previously accepted cash, card, or check payment of fees and fines in person or payment with a card over the phone. When the city initiated the extra fee for credit card payments, they offered to citizens the option of paying larger or ongoing fees using e-checks through Xpress Bill Pay without charging the card fee. The Library is considering offering online payment of fees through Xpress Bill Pay for the same reason, and also as a convenience for non-resident patrons who primarily use the Library to gain access to e-books through Overdrive, but don't come into the Library regularly.

I have communicated with the city treasurer, Candice Linford, and she was able to learn that setting up a form through the City's online financial service, Xpress Bill Pay, would cost the Library \$1000. The Xpress Bill Pay service does not interface with the Library ILS software. Library staff would have to check each day to see what fee/fines were paid online and make the appropriate changes in the ILS system. As a result, we would have to include language on the form informing patrons that fees paid through this system would take at least one business day to be recorded in our ILS system.

FISCAL IMPACT:

The cost of creating an online bill pay form through Express Bill Pay would be \$1000. There are sufficient funds in the current budget to cover that cost.

STAFF RECOMMENDATION:

The staff is willing follow the direction of the Board in this matter. The cost is not prohibitive, and the staff time required to maintain the system would probably not be more than the time required to process credit card payments inhouse.

PROPOSED MOTION:

I propose that the Library work with the city to establish an online bill payment form through Xpress Bill Pay.

ATTACHMENTS:

- 1.



LIBRARY BOARD AGENDA

REPORT ITEM #5b

DATE: January 26, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Switching the Library ILS to Koha

PURPOSE:

The Library Board will consider allowing the Library to change their ILS system to Koha with Bywater support when their contract with SirsiDynix contract runs out in September.

BACKGROUND:

In 2016 the Library changed ILS systems from Polaris to SirsiDynix/Symphony. At that time the current director entered a seven-year contract with SirsiDynix which expires this year. Symphony is a common ILS system, and meets the library's basic needs, but it has a complex interface that is hard for new librarians to use. SirsiDynix charges extra for some kinds of support and training and their online help manual is not very clearly written. In addition, SirsiDynix retains ownership of library data, charging extra for each staff computer to have access the data.

Koha is an open-source ILS that is used by millions of users worldwide and is grown in popularity in Utah. Using Koha, libraries retain ownership of their own database, and can grant access to as many people as they wish through a web-based interface. There is an active Koha community, and hundreds of pre-recorded training videos are available for free online. Those in Utah who use Koha usually hire a company, ByWater, to act as technical support. I have talked with directors from these and other libraries using Koha, and each says they are pleased with ByWater's technical support. Some of the nearby libraries who use Koha include the Orem, Spanish Fork, and UVU libraries. ByWater also offers support for another open-source product, Aspen Discovery, which gives the online catalog more functionality than either Koha alone or SirsiDynix. Some of these features include:

1. Enhanced browsing by subject,
2. Combining all formats for a title within a single catalog entry.
3. A free app patrons can use that shows both physical book information and e-book (Libby) holds and information in one place.
4. More control of what is displayed on the home page included curated lists of books that are automatically updated according to established rules.

Switching to Koha would involve some costs. There will be an initial \$10,600 migration and training fee, and staff time as the entire library staff would have to be trained on the new interface. After the initial set up, the annual cost of Koha with the Aspen add-on would be \$8095/year for the first two years, with no more than 3% increase annually after that. This is about \$3000/year less than SirsiDynix, with an anticipated savings over the next 10 years of about \$25,000.

FISCAL IMPACT:

The cost of migrating to Koha would cost \$10,600 this fiscal year. We would have to make a budget adjustment to cover the cost, taking funds from the PY Carryover account. After migration, the cost of the service would be about \$3000 less annually than our current service. The library would break even within 4 years.

STAFF RECOMMENDATION:

The Library staff would recommend that the Library switch to Koha with ByWater as technical support and with the Aspen add-on.

PROPOSED MOTION:

I propose the Library begin the process of migrating to the Koha/Aspen ILS system with ByWater support, and include a \$10,600 budget adjustment, taken from the PY Carryover account, to cover the cost of the migration.

ATTACHMENTS:

1. ByWater/Highland Contract



CONTRACT FOR SERVICES

This Contract for Services ("Contract") is made effective as of 2/6/2023, by and between Highland City Library of Highland, UT 84003 ("Client"), and ByWater Solutions LLC, of Santa Barbara, California 93102 ("ByWater").

1. TERM. The service term shall be effective from 8/21, 2023 to 8/20 2025. Upon completion of this initial term, the Contract will renew for additional two-year terms. Either party must notify the other in writing sixty (60) days prior to the end of the then-current Term of their intention to modify or discontinue the Contract. Renewal Contract will reflect no more than a 3% increase to annual support and hosting costs. This contract will expire if not executed within 60 days of the effective date listed above.

2. DESCRIPTION OF SERVICES. ByWater will provide the Client the following services (collectively, the "Services"):

- (a) Installation and Implementation of Koha Integrated Library System ("Koha"), including the initial migration of no more than 45,000 Bibliographic Records to Koha. Records delivered that total more than the referenced Bibliographic record count will result in higher initial and ongoing fees.
 - (1) Data extraction from current legacy system is the responsibility of the Client.
 - (2) Testing of initial migration is the responsibility of the Client.
 - (3) OPAC customization will include application of Client logos, preferred fonts and colors to ByWater template.
 - (4) Database size increases by more than 50% throughout the life of this Contract will result in pricing increases.
- (b) Installation and Implementation of the Aspen Discovery System ("Aspen"), including the customization and configuration of the public interface to meet the Client's style guidelines.
 - (1) Implementation will include the integration with existing API connections for third-party systems free of charge
 - (2) Data extraction (if applicable) from current system is the responsibility of the Client.
 - (3) Testing of initial installation is the responsibility of the Client.
 - (4) Aspen enables the application of Client logos, preferred fonts and colors interface.

- (c) Terms regarding technical support for the Client are as follows:
 - (1) Critical support will be available (24) hours per day, 7 days per week. Critical support includes system failure or complete loss of access to the Koha/Aspen system. Other support calls during hours in which the Client's facility is closed will be addressed by level of importance; i.e. system failure dictates immediate response time, training questions will be addressed within 24 hours;
 - (2) The support package will also cover software updates and Koha/Aspen enhancements that may be applicable to the Client.
- (d) Hosting for the Client's data will be located in a remote cloud, and Service providers may change at any time, at the absolute and sole discretion of ByWater. ByWater will not be responsible for force majeure events including natural disasters and communication line failures that may cause data corruption.
- (e) Training is required and will be provided via webinar. Additional training will be provided upon request of Client. Clients not previously using Koha as the library's primary ILS must receive training.

3. PAYMENT FOR SERVICES. In exchange for the Services the Client will pay ByWater according to the following schedule:

- (a) Koha Installation/Data Migration: \$4,000.00 payment invoiced upon signing of this Contract.
- (b) Koha annual support and hosting fee: \$3,095.00, due on or before 8/20 of each year, beginning on 8/20, 2023.
- (a) Aspen Installation/Configuration: \$4,000.00 payment invoiced upon signing of this Contract.
- (b) Aspen annual support and hosting fee: \$5,000.00, due on or before 8/20 of each year, beginning on 8/20, 2023.
- (c) Live Webinar Training: \$2,600.00 for the first 3 days (24 hours) payment invoiced upon signing of this Contract.

Payments not received within 60 days of the due date will result in termination of support services until receipt of payment. Payment not received within 90 days of due date shall result in termination of hosting services until receipt of payment. Payments may be made via check and direct deposits (ACH). Alternate payment methods will result in a convenience fee based on a sliding scale. For avoidance of doubt, any delay in implementation of the Software requested or

caused by the Client shall not be grounds for the Client to likewise delay payment of any fees then due and owing.

4. **WORK PRODUCT OWNERSHIP.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by ByWater solely in connection with the Services will be the exclusive property of the Client. Upon request, ByWater will execute all documents necessary to confirm or perfect the ownership of the Client to the Work Product. All such Work Product developed on behalf of the Client will be made available under the terms of the open source license in effect for Koha/Aspen at the time the code is written (currently GPL v3). A copy of the code will be given to the Client even though the code may be hosted. A good faith effort will be made both by the Client, and by ByWater at the coding stage, to integrate all code into the public, koha-community.org code base, or wherever the public code base may subsequently be located. Upon expiration or termination of this Contract, ByWater will: (a) return to the Client all records, notes, documentation and other items owned by the Client that were used, created, or controlled by ByWater during the term of this Contract; and (b) assist Client in exporting data from ByWater's data cloud to Client, at no additional charge.

5. **CONFIDENTIALITY.** ByWater, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of ByWater, or divulge, disclose, or communicate in any manner, any information that is proprietary to the Client, except (a) if and to the extent the information is already a matter of public knowledge; (b) such disclosures as may be necessary to ByWater's attorney or accountant (collectively, "Permitted Confidants"); or (c) such disclosures as are required by law or by any litigation between the parties hereto with respect to this Contract. ByWater shall also timely require each of its Permitted Confidants to keep that information confidential. Before making any disclosure required by law, ByWater, or the Permitted Confidant, as the case may be, shall give Client as much notice thereof as is legally permitted, along with a copy of the proposed disclosure. The foregoing duties of confidentiality shall survive the termination of this Contract.

6. **RELATIONSHIP OF PARTIES.** Client and ByWater agree that the status of ByWater is that of independent contractor, and not that of employee, principal, agent or joint venture partner of Client. Neither party has authority to enter into contracts or assume any obligations for or on behalf of the other party or to make any warranties or representations for or on behalf of the other party.

7. **WARRANTY.** ByWater shall provide the Services and meet its obligations under this Contract in a timely and competent manner, using knowledge and recommendations for performing the Services which meet generally accepted standards in ByWater's industry. Aside from the express warranties stated in this Contract, ByWater hereby disclaims any and all other warranties related to the products and services offered under this Contract, including but not limited to warranties of non-infringement, merchantability or fitness for a particular purpose, and whether such warranties are oral or written, express or implied. ByWater does not in any way warrant that

Koha or Aspen will operate without interruption or be error free. ByWater shall have no liability for damages resulting from the following, including, but not limited to: hosting inoperability, interruption due to product or delivered software malfunction (provided that regular daily backups are conducted by ByWater), loss of profits, goodwill, damage or loss of data, or any other indirect, special or consequential damages suffered by Client.

8. REMEDIES. If Client or ByWater fails to perform its obligations under this Contract, the non-breaching party shall have the right to terminate the Contract and to seek whatever remedy may be available to it, either in law or in equity. In the event that a claim or cause of action arises out of the interpretation, performance, or breach of this contract, the prevailing party shall be entitled to a reasonable attorney's fee in addition to costs of suit. The parties hereto hereby consent to the personal jurisdiction and venue of the State of Connecticut with respect to any claim or cause of action arising from this Contract, and hereby waive any objection to such venue based upon the doctrine of forum non conveniens.

9. LIMITATION OF LIABILITY.

(a) EXCEPT AS OTHERWISE PROVIDED IN SECTION 9(b), BYWATER WILL HAVE NO LIABILITY FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES FOR ANY MATTER ARISING FROM OR RELATING TO THIS CONTRACT OR THE PRODUCTS AND SERVICES, INCLUDING BUT NOT LIMITED TO ANY UNAUTHORIZED ACCESS TO, OR ALTERATION, THEFT, LOSS, INACCURACY, OR DESTRUCTION OF INFORMATION OR DATA COLLECTED, STORED, DISTRIBUTED, OR MADE AVAILABLE VIA THE PRODUCTS AND SERVICES, CLIENT'S USE OR INABILITY TO USE THE PRODUCTS AND SERVICES, ANY CHANGES TO OR INACCESSIBILITY OF THE PRODUCTS AND SERVICES, ANY DELAY OR FAILURE OF THE SERVICES, OR FOR LOST PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. IN ANY EVENT, EXCEPT AS OTHERWISE PROVIDED IN SECTION 9(b), BYWATER'S LIABILITY TO CLIENT FOR ANY REASON AND UPON ANY CAUSE OF ACTION WILL BE LIMITED TO THE AMOUNT CLIENT ACTUALLY PAID BYWATER FOR THE INDIVIDUAL BYWATER PRODUCTS OR SERVICES COVERED UNDER THIS CONTRACT. FEES UNDER THIS CONTRACT ARE BASED UPON THIS ALLOCATION OF RISK. THIS SECTION WILL NOT APPLY TO DAMAGES THAT CANNOT BE LIMITED OR EXCLUDED BY LAW (IN WHICH EVENT THE LIABILITY SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED).

(b) THE LIMITATIONS SET FORTH IN THIS SECTION 9 SHALL NOT APPLY TO:

(i) DAMAGES OR LIABILITIES ARISING FROM MATERIAL BREACH UNDER SECTION 4, SECTION 5, OR SECTION 7; OR

(ii) DAMAGES OR LIABILITIES ARISING FROM THE GROSSLY NEGLIGENT ACTS OR OMISSIONS OR WILLFUL MISCONDUCT OF BYWATER IN PERFORMING ITS OBLIGATIONS UNDER THIS CONTRACT.

10. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other Contract whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral Contracts between the parties.

11. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable, provided that no party is, as a result thereof, deprived of its substantial benefits under this Contract. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

12. AMENDMENT. This Contract may only be changed, modified, amended or discharged by a Contract in writing executed by the parties hereto.

13. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Connecticut.

14. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

15. ASSIGNMENT. The Client may not assign or transfer this Contract without the prior written consent of ByWater.

16. BINDING EFFECT. This Contract shall inure to the benefit of and be binding upon the parties named herein and their respective heirs, successors and assigns.

17. EXECUTION. This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original hereof.

18. INDEMNIFICATION. The parties hereto shall fully indemnify, hold harmless and defend one another from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney’s

fees and costs) (collectively, "Claims") which arise out of or relate to (1) any breach of any representation or warranty of a party hereto contained in this Contract, (2) any breach or violation of any covenant or other obligation or duty of a party hereto under this Contract or under applicable law, in each case whether or not caused by the negligence of a party hereto and whether or not the relevant Claim has merit. Neither ByWater nor Client shall be liable to the other for loss, damage, or delay in the work caused by war, riot, the act or order of any competent civil or military authority, strikes, unauthorized work stoppage or by rain, fire, flood, act of God, epidemic, and CDC recognized pandemic or by any cause which is unavoidable and beyond its reasonable control. In addition, ByWater is not liable for loss or damage suffered by the Client or any third party not caused by the employees, agents or equipment of ByWater.

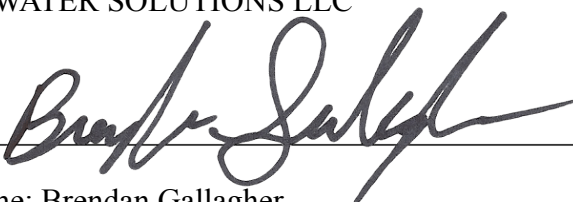
HIGHLAND CITY LIBRARY

By: _____

Name: _____

Title: _____

BYWATER SOLUTIONS LLC

By:  _____

Name: Brendan Gallagher

Title: Chief Executive Officer

Duly Authorized

Date: _____



LIBRARY BOARD AGENDA

REPORT ITEM #5c

DATE: January 26, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: FY 2023 Budget Adjustments

PURPOSE:

The Library Board will discuss and approve FY 2023 Library budget adjustments.

BACKGROUND:

The Library FY Budget was approved by the Library Board in April 2022, and by the City Council in June 2022. Since that time there has been some changes in both Library revenue and expenditures that necessitate making a mid-year budget adjustment. Here are the highlights of proposed budget adjustments:

Revenue:

A \$5000 increase in estimated revenue from fees and fines

A \$7000 increase in estimated revenue from non-resident cards.

A \$13,720 increase in grant revenue

A proposed \$10,600 transfer from the PY Carryover account to cover the cost of migration to the Koha ILS (this item will be discussed further in this meeting.)

Expenditures:

A \$3000 increase to the Part Time Wages fund to cover the cost of an additional page position.

A \$8750 increase to the Library Board budget to cover the cost of a Library Fund Study

A \$3000 increase to the Books and Materials budget to cover new state and country children's nonfiction books as prescribed by the Strategic Plan.

A \$2000 increase to the Program budget to pay for increased participation in the summer reading programs.

A \$13,720 increase in grant expenditures, because we received two additional grants.

There are also a few smaller adjustments as seen in the attached proposed budget adjustments.

The City Council will be meeting to approve midyear budget adjustments for all city

departments on February 7th. Final FY 2023 budget adjustments will be approved in June 2023. I don't anticipate that there will be any major additional adjustments needed to the FY 2023 budget in June but there may be minor ones due to changes in actual revenue or small, unexpected expenditures.

FISCAL IMPACT:

Anticipated additional revenue offsets anticipated additional expenses. The difference between revenue and expenses in the adjusted budget is around \$1000.

STAFF RECOMMENDATION:

The Library Board approve the budget adjustments as outlined.

PROPOSED MOTION:

I move that the Library Board approve the FY2023 Library Budget midyear adjustments and any final budget adjustments less than ____% of the original budget amount.

ATTACHMENTS:

1. FY 2023 Library Budget Adjustments

Revenue

22-30-90	Transfer from General Fund			0.00	
22-31-10	Property Taxes	-288,000.00		-288,000.00	
22-31-11	Delinquent Property Taxes	-20,000.00		-20,000.00	
22-31-12	Motor Vehicle Tax	-22,000.00		-22,000.00	
22-32-10	Fees & Fines	-13,000.00		-18,000.00	reflection of last year's actuals
22-32-11	Non-Resident Cards	-25,000.00		-32,000.00	reflection of last year's actuals
22-32-12	Proctoring Services	0.00		0.00	
22-32-13	Printing	-1,200.00		-1,800.00	reflection of last year's actuals
22-36-10	Interest Income	0.00		-500.00	reflection of last year's actuals
22-36-11	Donations	-200.00		-200.00	
22-36-12	Grants	-5,000.00		-18,720.00	We have received additional 3 grants since the budget was approved.
22-36-13	Surplus	0.00		0.00	
22-39-90	PY Carryover Budget	0.00		-10,600.00	take money from savings to migrate our ILS to Koha. This will save about \$3000/year in subsequent years.
	Total	-374,400.00		-411,820.00	

Expenses

22-43-11	Salaries/Wages	84,941.93	22.9%	84,941.93	
22-43-12	Overtime		0.0%		
22-43-13	Employee Benefits	43,639.38	11.8%	44,000.00	small increase because of the additional page
22-43-14	Salaries/Wages Part-Time	138319.26	37.4%	141,000.00	added an additional page position to deal with increased library use.
22-43-21	Equipment	5,000.00	1.4%	5,000.00	
22-43-22	Library Board Expenses	250.00	0.1%	9,000.00	Library Fund Study
22-43-23	Books & Materials	30,000.00	8.1%	33,000.00	As per our strategic plan to purchase more Juvenile Nonfiction.
22-43-25	Mileage Reimbursement	300.00	0.1%	300.00	
22-43-26	Insurance & Bonds		0.0%	0.00	
22-43-27	Postage	500.00	0.1%	500.00	
22-43-28	IT Software	15,000.00	4.1%	25,600.00	\$10600 extra expense to migrate our ILS to Koha.
22-43-29	Printing	1,500.00	0.4%	700.00	
22-43-30	Programming	10,000.00	2.7%	12,000.00	Anticipating larger summer programs.
22-43-31	Phone Reimbursement	1,800.00	0.5%	2,160.00	added Devin to phone reimbursement
22-43-32	Uniforms/Emp. Misc.	1,200.00	0.3%	1,200.00	
22-43-33	Continuing Education	2,000.00	0.5%	2,000.00	
22-43-35	Office Supplies	5,000.00	1.4%	5,000.00	
22-43-50	Grant Expenditures	5,000.00	1.4%	18,720.00	We received 3 additional grants
22-43-61	Indirect Overhead	8,253.51	2.2%	8,253.51	
22-43-62	Insurance Expense	832.00	0.2%	900.00	Match last year's actual
22-43-63	Cross Charge Bldg. Maint.		0.0%		
22-43-64	Cross Charge Bldg. Utilities		0.0%		
22-43-65	Cross Charge Rent		0.0%		
22-43-66	Cross Charge Insurance		0.0%		
22-43-70	Capital Outlay		0.0%		
22-90-90	Transfer to General Fund		0.0%		

22-43-75	Internal Service IT Expense	16,590.00	4.5%	16,590.00
	Total Expense	370,126.08		410,865.44
	Total Revenue	-374,400.00		-411,820.00
		-4,273.92		-954.56



LIBRARY BOARD AGENDA REPORT ITEM #6a

DATE: January 26, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Replacing Library Carpet

PURPOSE:

Discuss the manner and timing of replacing the library carpet.

BACKGROUND:

In October 2021, the Library Board approved a strategic plan that included replacing the Library carpet. At that time Library Board members suggested it would be advisable to wait until at least January to start soliciting bids for the project. Within the past few weeks, I attempted to contact four different carpeting companies and had one installer, Simons Floors in Lehi, come and do a measurement of the space.

My hope was that we could arrange for the carpet to be replaced during this fiscal year. I included moving funds from the Library's unallocated funds to the capital fund for that purpose in my draft of Library budget adjustments. When I talked with the agent from Simons, and we discussed the process, I realized that replacing the flooring would be a much larger project than I anticipated. The Simons agent suggested that it would be difficult to replace the carpet without removing the shelving first. Trying to carpet "around" the shelves would lead to an unsatisfactory outcome. The necessity of taking all the books off shelves, unbolting them from the concrete, putting down flooring and then replacing shelves increased my expectation of how long the project would take. It also brought into focus the need for help from the city's Public Works Department to remove and replace the heavy metal shelves in order to complete the task.

I talked with Erin Wells on Wednesday 18th and we determined that Public Works would only be available for that big of a project between November-March, because during the other months they are completely committed in maintaining parks and roads. As I doubt we could arrange for the carpet replacement before March 1, I have decided that we probably have to postpone carpet replacement until next fiscal year.

FISCAL IMPACT:

The Simmons agent suggested the cost of replacing the whole library flooring with carpet

would be about \$4 per square foot, or \$16,000. If we, instead wanted to replace the whole library flooring with luxury vinyl, the cost would be about \$6/square foot, or \$24,000. Doing some of the area with carpet and some with vinyl is also an option. This does not include overhead costs of perhaps renting a Conex during the remodel to store books and shelves, or the extra Public Works staff cost.

STAFF RECOMMENDATION:

I recommend we tentatively schedule the carpet replacement for November or December 2023. We should begin now to involve the city with the scheduling to ensure staff support.

PROPOSED MOTION:

No action need be taken at this time.

ATTACHMENTS:

- 1.



LIBRARY BOARD AGENDA REPORT ITEM #6b

DATE: January 26, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Changes in State Certification Standards

PURPOSE:

To inform the council of changes in the State Library Certification Standards.

BACKGROUND:

Each year in May through July, the Library goes through a certification process required by the State Library. Certification standards are meant to ensure that libraries offer a minimum level of service, and meeting requirements makes libraries eligible for federal and state grants offered through the State Library. On January 18th, I attended a webinar for directors of libraries with service areas of population less than 50,000. At the meeting the State Library announced three new or revised standards that will be added to this year's certification requirements this year (new changes in italics):

1. "The library's strategic plan is created with the active participation of stakeholders *including members of the community and community organizations*, and may address services, facilities, accessibility, and public relations." (Standard 3)
2. Library staff will fulfill required training hours including *training on Utah's Online Public Library*. (Standard 11)
3. *Libraries must have a technology plan similar to the library's strategic plan. The plan may be included in our strategic plan or may be a separate document.* (Standard 16b)

In the past the Library has not had any problem meeting the minimum training hours for staff, and adding the training on the Utah's Online Library (a total of about 2 hrs of online training) will not be difficult.

The Library met the additional requirement for community assessment for the current strategic plan when we did our community assessment in the spring of last year. We will need to consider how we can best meet this requirement going forward and make it a regular part of our strategic planning process.

We have included technology in our strategic plan in the past, but we should consider whether we should create a separate technology plan in the future.

FISCAL IMPACT:

No immediate fiscal impact.

STAFF RECOMMENDATION:

This is an information report and requires not immediate action.

PROPOSED MOTION:

No motion needed.

ATTACHMENTS:

1. Standards for Utah Public Libraries: July 1, 2022-June 30, 2023.

STANDARDS FOR UTAH'S PUBLIC LIBRARIES



July 1, 2022 –

June 30, 2023

**LIBRARY
RECERTIFICATION**

<https://library.utah.gov/certification/>

STANDARDS FOR UTAH'S PUBLIC LIBRARIES

CREATING THE FUTURE FOR UTAH LIBRARIES

Dear Utah public library directors, staff, and board members:

Recertification is designed to keep libraries relevant in an ever-changing world. After completing recertification, the results highlight the reasons why libraries need continued funding and support. The goal of recertification is to help each library grow.

Recertification was designed and is reviewed by an evolving team of library directors from all sizes of public libraries, and in varying areas of the state. Throughout the recertification design and review processes, librarians work together to define success, keeping in mind that success is defined locally.

After a library passes initial certification, recertification is the process of compiling and submitting evidence of compliance to a set of standards and benchmarks that ensure a continued quality of service. Passing recertification is not simply about qualifying for state and federal funding, it also indicates that the library is functioning successfully and is in compliance with state rules and regulations. Passing recertification is an acknowledgement of merit to all community members, including the Utah professional library community and the State Library, that taxpayers and stakeholders are funding a successful library.

Overview of recertification:

Section I – Basic Recertification Standards (Required) lists 17 standards. These standards must be followed to ensure compliance with state law and accepted library practices.

Section II – Key Statistical Benchmarks (Required) lists the benchmarks or targets related to “Library Support by the Community” and “Library Support by the City / County.” In June of each year, after all the city and county public library statistics have been submitted to the State Library, the benchmarks are updated and a customized benchmark report is produced for each recertified library. State Library consultants assigned to each public library are available to discuss what these benchmarks might mean for the library. To qualify for recertification, libraries must meet or exceed the benchmarks in at least 7 of the 12 categories.

Section III – Application for Quality Library Designation (Optional) is the opportunity to be recognized as a Quality Library. Libraries that meet 6 of the 10 Quality Library criteria will receive recognition and a certificate of merit from the State Library.

The appendices include information that will be helpful in the recertification process. Appendix A is a *Glossary of Library Terms* used in this document, and Appendix B includes *References to Utah Code*. The online version of this document includes links to Utah Code. Appendix C lists the *Required Documentation* needed for each standard.

One of the benefits of passing recertification is that the library becomes eligible to receive the Community Library Enhancement Fund (CLEF) grant. The recertification process outlined in this document will guide public librarians in their work to maximize taxpayer investment in library services.

Warmly,

Chaundra Johnson, State Librarian

AUTHORITY

Utah Code Annotated (UCA) §9-7-205 (1) (n): “The [USL] Board shall . . . develop standards for public libraries.”

PURPOSE

The *Standards for Utah’s Public Libraries* outline the minimum levels for library services in the state. The standards provide libraries with reasoning to encourage sustainable levels of support in the community and determine the library’s eligibility to receive the Community Library Enhancement Fund (CLEF) grant from the State of Utah as well as federal funds allocated to the Utah State Library. The recertification process also recognizes those libraries that provide Quality Library service. Currently, libraries in Utah serving legal service areas of 50,000 people or less are subject to the annual recertification process.

WHAT IS A PUBLIC LIBRARY?

The Utah Code declares that a public library is established and maintained by a city governing body or a county legislative body (UCA §9-7-402, 501). In addition, the State Library defines a public library as follows:

An entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof
2. Paid staff
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

In addition, the State Library defines a branch library as an auxiliary unit of an administrative entity (i.e. public library system) which has at least all of the following:

1. Separate quarters
2. An organized collection of library materials dedicated to the branch
3. Paid staff
4. Regularly scheduled hours for being open to the public

RECERTIFICATION REQUIREMENTS & BENEFITS

The *Standards for Utah’s Public Libraries* consists of three parts:

1. Section I – Basic Recertification Standards (Required)
2. Section II – Key Statistical Benchmarks (Required)
3. Section III – Application for Quality Library Designation (Optional)

Section I – Basic Recertification Standards. These standards represent a baseline for public library services in the areas of governance, administration, funding/finances, personnel, access and services, materials and resources, technology, and facilities. The library must fill out an online form certifying compliance with each standard. The library must compile evidence of their compliance (e.g. copies of reports, policies, etc.) and submit the documentation to the State Library.

Section II – Key Statistical Benchmarks. These benchmarks are calculated by the State Library using the data from the most recent statistical annual report. There are 12 benchmarks set at the level that 90% of Utah’s recertified libraries currently meet or exceed. The library must meet at least 7 of the 12 benchmarks.

Section III – Application for Quality Library Designation. This section is optional. Libraries choosing to pursue the designation of Quality Library must complete the online form and meet at least 6 of the 10 Quality Library criteria. Libraries that receive the Quality Library designation will receive recognition from the State Library.

Libraries that successfully meet the requirements of Section I and II will receive a letter of recertification from the State Library and become eligible to receive funds from the State of Utah through the Community Library Enhancement Fund (CLEF) as well as eligibility to receive federal funding allocated to the State Library.

THE COMMUNITY LIBRARY ENHANCEMENT FUND

The Community Library Enhancement Fund is an annual appropriation from the State of Utah Legislature for distribution to all recertified public libraries in the state. The allocation of these funds is calculated either by population of the legal service area (depending on the legal service area’s size), or using a formula that considers the population of the legal service area of the library, median household income of the service population, and the financial support of the local government for the library. These funds are typically released in the third quarter of the State of Utah’s fiscal year and may be spent on collection development, technology for public use, programming and minor capital improvements.

RECERTIFICATION PROCESS

The recertification of a public library is valid for the period of July 1 through June 30 and must be renewed annually. Cities will submit evidence of compliance to Basic Recertification Standards based on the current fiscal year and counties will submit evidence based on the most recent calendar year. Benchmarks are calculated using data from the annual statistical report. For city libraries, the data used is one fiscal year behind the current fiscal year. For county libraries, the data used is from the most recent calendar year. The recertification process includes the following timeline:

June 1– June 30

- The library completes the online version of Section I: Basic Recertification, compiles evidence of compliance with each standard, and submits the documents to the State Library.

June 1 – July 31

- A consultant from the State Library will meet or contact the library director to review the Section I: Basic Recertification Standards, Section II: Key Statistical Benchmarks, and the documents submitted by the library as evidence of compliance with each standard.
- The consultant makes a recommendation to the State Librarian for issuing the official letter of recertification, probation, or other status as indicated below:
 - A. Recertification – The library successfully meets the requirements of Section I: Basic Recertification Standards and Section II: Key Statistical Benchmarks and is recertified for the next period of July 1-June 30.
 - B. Probation – The library did not meet the requirements of Section I: Basic Recertification Standards and Section II: Key Statistical Benchmarks.
 - C. Ineligible to Receive Funding – The library failed to submit time-sensitive and required

documentation, such as the Online Internet Access Policy, to the State Library by the deadline; as a result, the library is ineligible to receive the CLEF grant and federal funding.

D. De-certified – The library ultimately failed to submit required documentation or meet qualifications. The library is ineligible to receive the CLEF grant and federal funding.

PROBATION STATUS

When a library fails to meet the requirements of Section I or Section II, the library receives a letter of probation. Depending on which section was failed, the library must do the following to continue to receive the CLEF grant and be eligible for federal funding:

Failure to meet standards in Section I – Basic Recertification Standards

If the library failed to meet one or more standards in Section I:

- The library will be placed on Probation Status.
- The library will be eligible to receive the State of Utah funds during the next CLEF grant distribution and maintain eligibility for federal funds.
- The library will present to the State Library, within 30 days of receiving the letter of probation, a plan to address and fix the deficient standards in Section I.
- The library will implement the plan and fix the deficient standard by July 1, when the next recertification process is completed.
- The library will participate in the next recertification process:
 - If the library meets the requirements of Section I and Section II the library is fully recertified again.
 - If the library again fails to meet the requirements of Section I, the library becomes de-certified and must apply for certification like a new library. The CLEF grant and federal funds will not be available to de-certified libraries.

Failure to meet standards in Section II – Key Statistical Benchmarks

If the library failed to meet at least 7 of the 12 benchmarks in Section II:

- The library will be placed on Probation Status, Year 1 of 2.
- The library will be eligible to receive the State of Utah funds during the next CLEF grant distribution.
- The library will present to the State Library, within 30 days of receiving the letter of probation, a plan to address and fix the deficient benchmarks in Section II. It is understood that the library may NOT be able to solve these deficiencies by July 1, when the next recertification process is completed.
- The library will participate in the next recertification process. If the library meets the requirements of Section I and Section II, the library is fully recertified again.
- If the library fails to meet the requirements of Section II, the library will be placed on Probation Status, Year 2 of 2. The library continues to work the plan and fix the deficient benchmarks.
- The library will be eligible to receive the State of Utah funds during the following CLEF grant distribution and maintain eligibility for federal funds.
- The library will participate in the next recertification process:
 - If the library meets the requirements of Section I and Section II the library is fully recertified again.
 - If the library fails to meet the requirements of Section II for the second year in a row, the library's recertification is suspended and the library is not eligible to receive the CLEF grant or federal funds.
 - The recertification suspension can be in effect no longer than two years.
 - The library can regain recertification during the next recertification process provided it meets the requirements of Section I and Section II.

- If the library is not able to regain full recertification within two years of having its recertification suspended, the library becomes de-certified and must apply for certification like a new library.

Ineligible for Funding Status

Failure to submit required documentation

If the library ultimately fails to submit required documentation, such as the Online Internet Access Policy, in the timeline given by the State Library, the library will become de-certified.

- Notification of failure to comply will be sent to the library by the State Library. The library is ineligible to receive the CLEF grant and federal funding.
- The library will be given a deadline to prove compliance. If compliance is given by the deadline, the library will maintain recertification and eligibility for the CLEF grant and federal funding.
- If the library does not comply, the library will become de-certified and must apply for certification like a new library. Eligibility for the CLEF grant and federal funding will be awarded upon certification.

De-certified Status

De-certified

The failure to meet standards, benchmarks and submit required documentation is de-certification. De-certification means that the library is no longer eligible for the CLEF grant or federal funding opportunities through the State Library.

- Notification of de-certification will be sent to the library by the State Library.
- The library must apply for certification like a new library.

A library may appeal the de-certification decision by the State Librarian to the State Library Board within 30 days of receipt of the letter, specifying the reasons why they believe they are qualified for recertification. The decision of the State Library Board on an appeal is final.

WAIVER PROCESS

AREAS OF RAPID GROWTH

In some areas of Utah, communities are experiencing rapid population growth in excess of the state average. For libraries experiencing growth in excess of twice the state population growth rate 3 year average (based on annual U.S. Census Subcounty Resident Population Estimates), the library may apply for a waiver of meeting all the requirements of Section II – Key Statistical Benchmarks in order to achieve recertification. The waiver request must address which benchmarks the library does not meet, what efforts are being made to address those deficiencies, and what policies and practices are in place that will allow the library to achieve full recertification when the population growth falls within twice the state average. The waiver request must be addressed to the State Librarian. Written approval or denial of recertification by waiver will be made within 60 days of receipt of the letter.

A library may appeal the decision by the State Librarian to the State Library Board within 30 days of receipt of a denial letter, specifying the reasons why they believe they are qualified for recertification based on population growth. The decision of the State Library Board of an appeal shall be final.

NEW COLLABORATIONS

To foster collaboration between library systems and the sharing of resources and expertise across the state, libraries may apply for a short-term waiver from certain recertification standards and or benchmarks for libraries embarking on a *new* collaboration, reciprocal agreement, or consortium with another Utah library. The waiver request must address which standards and or benchmarks the library would like a temporary exemption from and the period of time this temporary exemption will last. The waiver request must be addressed to the State Librarian. Written approval or denial of recertification by waiver will be made within 60 days of receipt of the letter.

A library may appeal the decision by the State Librarian to the State Library Board within 30 days of receipt of a denial letter, specifying the reasons why they believe they are qualified for recertification. The decision of the State Library Board of an appeal shall be final.

QUALITY LIBRARY DESIGNATION (OPTIONAL)

During the recertification process, a library may seek the *Quality Library Designation* by completing the application in Section III and meeting six or more of the Quality Library criteria.

After the application is received, a team of consultants at the State Library will review the information and make a final recommendation to the State Librarian. One benefit of receiving this designation is that the library will not be required to complete the recertification process in the next recertification round. When a library receives the quality designation, they will also receive public recognition from the State Library and a certificate to display in their library. Notification to applicants of the team's final recommendation will be sent by October 15.

REVIEW OF RECERTIFICATION STANDARDS

These standards will be reviewed every other year, on even years, by a committee of public library directors and State Library staff prior to the recertification process.

SECTION I – BASIC RECERTIFICATION STANDARDS (REQUIRED)

APPLICABLE TO ALL PUBLIC LIBRARIES IN THE STATE OF UTAH

GOVERNANCE

STANDARD #1

In accordance with UCA §9-7-402 and 9-7-502, the Library's Board of Directors has five to nine current members.

☐ Yes

☐ No

STANDARD #2

Library Board meetings are held in compliance with Utah's Open Meetings Law, [UCA §52-4-201](#), which includes the following requirements:

- Board meetings are open to the public
- Announcements of meetings with agendas are posted in accordance with UCA §52-4-202
- Written minutes are taken at each meeting
- Each board meeting is recorded, with the recording being made available to the public within three days
- If the library intends to have some or all of its board meetings online or by phone, the library or governing entity must have in place a rule governing electronic meetings.
- The Open Meetings Law is reviewed annually by the board.

☐ Yes

☐ No

STANDARD #3

The Library has a current written strategic plan informed by board and staff input as well as by a community assessment process. *Please note that this standard will be flexible until 2024 to allow time to meet requirements.*

The plan includes these elements:

1. Library vision and mission;
2. High-level desired outcomes;
3. Practical activities or action steps supporting the outcomes;
4. Set measures that indicate outcomes have been achieved

The library's strategic plan is created with the active participation of stakeholders including members of the community and community organizations, and may address services, facilities, accessibility, and public relations.

The library's strategic plan is assessed using a set of pertinent, useful, and actionable qualitative or quantitative data points, including and in addition to the indicators from the strategic plan.

While the plan typically covers at least a three-year timespan, the library board and staff must review and approve the plan on an annual basis.

☐ Yes

☐ No

STANDARD #4

Internet Access Policy – The library has a current Internet and Online Access Policy in accordance with UCA § 9-7-215 and 216, and Utah Administrative Rule R458-2 and filters their public internet access according to these policies. The Internet and Online Access Policy will be reviewed and reaffirmed by the board by June 30, 2025. **Libraries that fail to comply with this standard will become ineligible to receive funding from the State Library, including state and federal opportunities, until evidence is submitted of compliance in a probationary time period given for a library to comply. If compliance is not met during the probationary time period, further consequences shall apply including de-certification.*

☐ Yes

☐ No

STANDARD #5

All Board members have had formal training or orientation within the last twelve months. This training may include sessions led by the library director or local government representative, a Utah State Library consultant, or through attendance at relevant workshops. The purpose of this training is to ensure that every board member has a clear understanding of their roles as board members. Training topics can be found in the Utah Public Library Trustee Manual <https://library.utah.gov/wp-content/uploads/Trustee-Manual-2021.pdf>.

☐ Yes

☐ No

ADMINISTRATION

STANDARD #6

The names of all board members are available to the public. General contact information for the board's chair or secretary must be readily available at the library and on the website.

☐ Yes

☐ No

STANDARD #7

The Library has submitted the following:

- CLEF Expenditure Report (Due annually in the fall)
- Statistical Annual Report (Due in the fall for city libraries and spring for county libraries)
- Summer Reading Program Evaluation Report (Due annually in the fall)

☐ Yes

☐ No

FUNDING / FINANCES

STANDARD #8

Maintenance of Effort Compliance – The library jurisdiction complies with Maintenance of Effort (MOE) funding support for the library (the decrease in MOE is less than 10%). MOE is defined as follows: the percentage of change in average operational expenditures (local government funds only) from the past three fiscal years prior to the previous fiscal year (e.g. an average of operational expenditures from 2020-2022 will be used to measure the operational expenditures for 2023). MOE is calculated by the State Library based on expenditures reported in the Statistical Annual Report.

☐ Yes

☐ No

STANDARD #9

Local Government Support Compliance – 65% of library operating revenues come from jurisdictional tax revenues. This is calculated by the State Library based on revenues reported in the Statistical Annual Report.

☐Yes ☐No

PERSONNEL

STANDARD #10

Qualifications of the Director / Staff

- ☐ The Library Director has an ALA accredited library degree or has received advanced formal training in the management of libraries or related institutions.

OR

- ☐ The Library Director has acquired, or will acquire the training in the management of libraries through the State Library's UPLIFT program within the State Library's designated timeframe.

New directors must complete the State Library's Director Orientation in a timely manner, in accordance with the schedule of the State Library

STANDARD #11

Training of director and staff – Training that enhances work abilities, including training on Utah's Online Public Library. Please find this training using the following link: <https://my.nicheacademy.com/utah-libraries/pathway/32205>

Please note that this standard will be flexible until 2024 to allow time to meet requirements.

- Libraries with less than 1 FTE: Library director received at least 23 contact hours of training in the most recent year, including:
 - ☐ Staff members who interact with the public completed the State Library's training curriculum on Utah's Online Public Library. The time spent on this training counts toward the 23 hour requirement. After the initial training, an annual refresher must be completed.
- Libraries serving less than 25,000 with 1 FTE or more:

Library staff and director combined received at least 50 contact hours of training in the most recent year.

 - ☐ At least 10 hours (20%) of these contact hours must be completed by staff members other than the director.
 - ☐ Staff members who interact with the public completed the State Library's training curriculum on Utah's Online Public Library. The time spent on this training counts toward the 50 hour requirement. After the initial training, an annual refresher must be completed.
- Libraries serving 25,000 to 50,000:

Library staff and director combined received at least 100 contact hours of training in the most recent year.

 - ☐ At least 30 hours (30%) of these contact hours must be completed by staff members other than the director.
 - ☐ Staff members who interact with the public completed the State Library's training curriculum on Utah's Online Public Library. The time spent on this training counts toward the 100 hour requirement. After the initial training, an annual refresher must be completed.

STANDARD #12

The Library has skilled technical support, either provided by city / county or through a private contractor,

which adequately meets the library's needs to support and maintain the technology infrastructure.

☐ Yes ☐ No

ACCESS AND SERVICES

STANDARD #13

Internet Presence – The library maintains a website, which provides:

- Contact information for the library director
- A schedule of programs at the library
- A catalog of materials that allows the public to place holds and renew materials online
- Resources available through Utah's Online Library
- A way for library users to contact library staff to obtain reference information or assistance

☐ Yes ☐ No

STANDARD #14

Operating Non-duplicated hours. Non-duplicated hours means that only one library in a system is counted for each time period. Evening / weekend hours means service hours on Saturday and Sunday, and after 5 PM on weekdays (30% of minimum open hours for population category).

- ☐ Libraries serving less than 2,500: 23 non-duplicated hours per week. At least 7 evening / weekend hours. Posted Weekly Hours ____
- ☐ Libraries serving between 2,500 and 5,000: 25 non-duplicated hours per week. At least 8 evening / weekend hours. Posted Weekly Hours ____
- ☐ Libraries serving between 5,001 and 25,000: 38 non-duplicated hours per week. At least 11 evening / weekend hours. Posted Weekly Hours ____
- ☐ Libraries serving between 25,001 and 50,000: 52 non-duplicated hours per week. At least 16 evening / weekend hours. Posted Weekly Hours ____

MATERIALS AND RESOURCES

STANDARD #15

The Library has a collection development policy approved by the Library Board. The collection development policy must include:

- Statement of purpose
- Responsibility for selection
- Criteria for selection
- Description of selection process
- Handling of gift items
- Weeding (deselection)
- Steps for handling objections to materials

☐ Yes ☐ No

TECHNOLOGY

STANDARD #16

STANDARD #16a

A Technology Checklist has been completed annually for each library location, including all branches. The State

Library Technology Checklist is available on the USL website: <http://library.utah.gov/certification>. *Please note that this standard will be flexible until 2024 to allow time to meet requirements.*

STANDARD #16b

The Board has approved and is operating under a technology plan. The technology plan may be an independent planning document, or it may be referenced in or a component of the strategic plan. An example Technology Plan and Needs Assessment is available on the USL website: <https://library.utah.gov/certification/>. While the plan may cover a longer time span, the Board and staff must review the plan on an annual basis. The plan must contain:

- Library mission statement
- Public data on community technology needs
- Technology inventory
- Measurable goals
- Budget, including updating and replacing equipment and ongoing service charges

The plan may contain:

- Community technology needs assessment
- Professional development strategy
- Alignment with collection development policy

FACILITIES

STANDARD #17

A Building Inspection Checklist has been completed annually for each library location, including all branches. An inspection checklist required by the local governing or funding authority is acceptable. The State Library Building Inspection Checklist is available on the USL website: <http://library.utah.gov/certification>.

☐ Yes

☐ No

SECTION II – KEY STATISTICAL BENCHMARKS (REQUIRED)

BASED ON THE MOST RECENT STATISTICS PROVIDED BY PUBLIC LIBRARIES IN THE STATE OF UTAH (Updated: March 2022)

During the recertification process a customized benchmark report is produced for each recertified library. Your state library consultant will provide you with a table indicating where your library stands against the benchmarks (see the example on page 14). Benchmarks are targets that indicate *Library Support by the Community* and *Library Support by the City or County Governing Authority*. Benchmarks are calculated annually in June using data collected in the annual statistical report. The benchmark for each target is set at the level that 90% of Utah's recertified libraries currently meet or exceed, and recertified libraries should meet or exceed the benchmark in at least 7 of the 12 categories. If no data is submitted for a data element on the annual statistical report that is used to calculate benchmarks, the library will fail that category. Benchmark categories include the following:

LIBRARY SUPPORT BY THE COMMUNITY

1. Library visits - Total number of visitors per capita
2. Physical circulation - Total annual physical circulation of physical materials per capita
3. Electronic circulation - Total annual electronic circulation per capita
4. Turnover rate of physical materials
5. Turnover rate of electronic materials
6. Technology use - Total number of internet terminal users per capita
7. Wi-Fi use - Total number of Wi-Fi users per capita
8. Programming attendance - Total annual attendance at programs per capita

LIBRARY SUPPORT BY THE CITY/ COUNTY GOVERNING AUTHORITY

9. Local operating expenditures - Total operating expenditures from local funds only per capita
10. Collections budget - Percentage of collections budget (as part of the total operating expenditures)
11. Staffing levels - Total staff FTE per capita
12. Programming opportunities - Total number of programs per capita

If you would like to calculate your own benchmarks or learn more about the benchmarking process, please contact the State Library.

SAMPLE LIBRARY BENCHMARK PAGE

BENCHMARKS 2022

Key performance measures of public library services in Utah



	Benchmark #1 Library Visits	Benchmark #2 Circulation of Physical Materials	Benchmark #3 Circulation of Electronic Materials	Benchmark #4 Turnover Rate of Physical Materials	Benchmark #5 Turnover Rate of Electronic Materials	Benchmark #6 Internet Terminal Users	Benchmark #7 Wifi Users	Benchmark #8 Attendance at Programs	Benchmark #9 Local Operating Expenditures	Benchmark #10 Percentage of Collections Budget	Benchmark #11 Staffing Levels	Benchmark #12 Number of Programs	Population of Legal Service Area	Benchmarks FAILED (below 10th percentile) - cannot fail more than 5	Benchmarks Achieved (Reached at least 10th percentile) - needs at least 7	Benchmarks at or OVER 70th percentile - Needs 5 or more for Quality Library Designation
Library Figures Reported for FY2021	12,121	38,425	9,738	1.41	0.03	1,340	No Data	75	\$196,631	9.28%	3.50	10	5,611	2	10	2
Benchmarks at the 10th Percentile	9,729	15,057	6,187	0.47	0.02	277	328	157	\$86,749	7%	1.57	9				
50th Percentile	16,230	32,292	12,724	1.50	0.06	1,180	3,982	1,189	\$151,512	11%	2.97	56				
70th Percentile	20,674	43,840	15,850	2.07	0.14	1,957	7,568	1,728	\$195,139	16%	3.45	84				
RED represents a value below the 10th percentile																
YELLOW represents No Data was submitted and benchmark could not be calculated																
GREEN represents a value equal to or above the 70th percentile																
The benchmarks below represent per capita calculations of the year group. The year group includes all certified city and county libraries with a legal services area under 50,000 people.	BENCHMARK #1 Library Visits per capita	BENCHMARK #2 Circulation of Physical Materials per capita	BENCHMARK #3 Circulation of Electronic Materials per capita	BENCHMARK #4 Turnover Rate of Physical Materials (circ/coll)	BENCHMARK #5 Turnover Rate of Electronic Materials (circ/coll)	BENCHMARK #6 Internet Terminal Users per capita	BENCHMARK #7 Wifi Users per capita	BENCHMARK #8 Attendance to Programs per capita	BENCHMARK #9 Local Operating Expenditures per capita	BENCHMARK #10 Percentage of Collections Budget (coll exp/total exp)	BENCHMARK #11 Staffing Levels (FTE) per capita	BENCHMARK #12 Number of Programs per capita				
Benchmarks 10th Percentile	1.733981	2.683494	1.102608	0.466254	0.015569	0.049428	0.058537	0.027996	\$15.46	7%	0.000330	0.001533				
Benchmarks 50th Percentile	2.262443	5.753160	2.267602	1.499910	0.056578	0.110183	0.709678	0.111134	\$27.90	11%	0.000630	0.010039				
Benchmarks 70th Percentile	3.684577	7.811159	2.824818	2.067813	0.143097	0.348835	1.348702	0.308055	\$34.78	16%	0.000614	0.014930				

SECTION III – APPLICATION FOR QUALITY LIBRARY DESIGNATION (OPTIONAL)

During the recertification process, a library may seek the **Quality Library Designation** by completing this application and meeting six or more of the quality library criteria for library efforts conducted in the previous 12 months. When a library receives the Quality Library Designation, they will receive recognition from the State Library and a certificate of merit. They may also receive a one year break from the recertification process. After the application is received, a team of consultants at the State Library will review the information and make a final recommendation to the State Librarian.

QUALITY LIBRARY CRITERIA

#1 The library reaches beyond its physical space to provide collections or services to community organizations. Check at least one of the following:

- ☐ Service to home-bound users (an advertised formal library service available to all residents unable to visit the library)
 - Description of service _____
 - Number of persons using the service _____
 - Number of times this service was used _____
- ☐ Deposit collections at external community locations (an advertised formal library service available to users of community organizations and agencies)
 - Description of service _____
 - Number of persons using the service _____
- ☐ Library programs presented at external community locations
 - Description of service _____
 - Number of persons using the service in _____
- ☐ Other library services provided at external community locations
 - Description of service _____
 - Number of items circulated _____
 - Number of persons using the service _____

#2 The library meets or exceeds the 70th percentile of five or more key statistical measures.

- ☐ Yes – Check the boxes for the measures that the library meets or exceeds the 70th percentile

- | | | |
|---|---|---|
| ☐ 1: Library Visits per capita | ☐ 2: Physical Circulation per capita | ☐ 3: Electronic circulation per capita |
| ☐ 4: Turnover Rate of Physical Materials | ☐ 5: Turnover Rate of Electronic Materials | ☐ 6: Internet Terminal Users per capita |
| ☐ 7: Wifi Users per capita | ☐ 8: Programming Attendance per capita | ☐ 9: Local Operating Expenditures per capita |
| ☐ 10: Collections Budget percentage (coll exp/total exp) | ☐ 11: Staffing Levels FTE per capita | ☐ 12: Programming Opportunities per capita |

#3 Online Experience – The Library’s website includes the following:

- ☐ Access to digital materials on the front page (e.g. eBooks, downloadable audio and video, electronic magazines, etc.)
- ☐ Social media links (at least 3) from the front page (e.g. Facebook, Twitter, Pinterest, Instagram, Flickr, TikTok, etc.)
- ☐ Dynamic content on front page (changing news, features)
- ☐ Responsive web design (i.e. web page formatting that changes depending if the user is accessing the page on a smartphone, tablet, or computer.)

#4 The Library is proactive in obtaining materials for users based upon their requests for items not currently in the library’s collections and/or is an active lender in the Utah library community.

The library must meet at least one of the following criteria:

- ☐ The library is a member of OCLC and lends materials to other libraries
- ☐ The library exceeds the median number of ILL requests from its users, as provided by the Utah State Library
- ☐ Providing extra effort to obtain materials
 - The library provides an online form for patrons to request materials not currently in the library’s collection
 - The library purchases materials based on patron requests
 - Number of requests received for materials not in the library’s collection _____
 - Number of purchases made in response to these requests _____

#5 The Library encourages all staff to participate in Utah’s library community.

- ☐ The library pays Utah Library Association dues for 50% of full time staff, plus the director.

#6 The Library participates in engaging programming that goes beyond the standard offerings of the library. Programming is a clear reflection of serving the community’s demographic and needs (e.g. a service area with a large teen population has programming for teens at their library).

- ☐ Describe the programming the library provides. May include: in-house programs, outreach programs, guest speakers, literacy experiences, etc.

#7 Targeted Local Training – The Library must meet at least one of the following criteria:

- ☐ The library has identified a training need for their specific library and has worked with State Library staff to address the need and implement a targeted training. *This training should go above and beyond the training stipulated in Basic Certification Standard #11.*

#8 The library engaged in a collaboration with another library, community organization, or local expert(s) to provide services, resources, or programs to the community.

- ☐ The collaboration must include active, substantial participation by both libraries (e.g. contributes 50% of the funding or active participation by library staff).
- ☐ The collaboration must be ongoing or include multiple entities in the collaboration.

- ☐ The collaboration must have resulted in significant public participation. (Include the number of participants in your summary.)

Describe the collaboration, and include evidence of each of the requirements.

#9

The library demonstrated an innovative approach to providing library services, either inside or outside of the library building. Please provide specific examples.

Examples of innovation include: Makerspaces, Fab Labs, Storytelling Festival, a pilot project or program that is not being done in many libraries but could be a model to be replicated in the future.

Describe the program or activity, what made it unique or innovative, and its impact on the community.

#10

Staff training hours exceed the required amount by 50%.

Library staff members that are not the library director have completed at least 50% more collective hours of training beyond the standard requirement.

Please list the employees and hours of training that exceeded the required amount.

APPENDIX A – GLOSSARY OF LIBRARY TERMS

Advocacy: Process of pleading or arguing in favor of the public library.

Benchmark: A point of reference against which things may be compared or assessed. The Key Statistical Benchmarks include 12 performance indicators calculated from the most recent data available from the statistical annual report of public library services in Utah.

Board of Trustees: A legally designated advising or governing body of a library or library system. "Library board" means the library board of directors appointed locally as authorized by UCA §9-7-402 or §9-7-502 and which exercises general policy authority for library services within a city or county of the state, regardless of the title by which it is known locally. Also known as: Library Board of Directors.

C

Certified Library: Public library that meets or exceeds minimum standards and benchmarks for certification. In Utah, the State Library has the authority to establish standards and benchmarks. Libraries must be recertified annually to receive the Community Library Enhancement Fund (CLEF) grant.

Children's Internet Protection Act (CIPA): Federal law requiring schools and libraries that receive E-rate or LSTA funds for Internet access to install filters on all their computers and to expand their Internet use policies to include certain prohibitions for computer users. Utah's Internet and Online Access Policy requirements UCA §9-7-215 can be found at the links in Appendix B on page 23 of this document

Collaborative Summer Library Program (CSLP): Consortium of states working together to provide high-quality summer reading program materials for children, teens, and adults at the lowest cost possible for their public libraries. The State Library facilitates participation of Utah libraries in the CSLP.

Collection Development Policy: Policy that provides a framework for the growth and development of collections in support of the Library's mission. Elements of a good collection development policy include: 1) statement of purpose; 2) responsibility for selection; 3) criteria for selection; 4) description of selection process; 5) handling of gift items; 6) weeding (deselection); and 7) steps for handling objections to materials.

Community Library Enhancement Fund (CLEF): An annual appropriation from the State of Utah Legislature for distribution to all certified public libraries in the state. The funds may be used for collection development, technology that directly affects the public, programming and minor capital improvements. CLEF payments are calculated by a formula based on the population the library serves, the median household income of the community, and the financial effort the local government is making to support library services.

CLEF Expenditure Report: Libraries receiving CLEF payments must report annually to the State Library how the library spent the funds and the impact those expenditures had on their constituents.

Contact Hour: An hour spent in training, online or in person, which is related to library services.

D

De-certification: A library on “Probation” status that fails to meet the requirements of Section I and Section II of the *Standards for Utah’s Public Libraries* document within the specified timeline. A de-certified library must apply for certification like a new library in order to qualify for the Community Library Enhancement Fund grant.

E

Evening / Weekend Hours: Hours when the library is open for service on Saturday, Sunday, and after 5:00 PM on weekdays.

Expenditures Per Capita: Expenditures per capita reflect the community's financial support for the library in relation to its size (legal service area).

F

Fiscal Year: July 1 to June 30. In Utah, city governments and city libraries operate under a fiscal year. County governments and county libraries operate on the calendar year, January 1 to December 31.

G

General Fund: Accounts for all financial resources except those required to be accounted for in another fund.

I

Integrated Library System (ILS): Library automation system that typically includes catalog and circulation modules and may include others, such as acquisitions and serials management.

Interlibrary Loan (ILL): Way to fill a request for a specific item for a library user by obtaining the item, or a copy of the item, from another library.

Internet Access Policy (IAP): Policy that defines appropriate use of the internet by patrons. In Utah, libraries are required to submit an updated IAP adopted by the Board of Trustees every three years. The IAP must intend to meet the provisions of §9-7-215, UCA.

J

Jurisdiction: The geographic area over which authority extends.

L

Legal Service Area (LSA) Population: Number of people that reside within the boundaries of the geographic area the library was established to serve. A library may have formal agreements with adjacent jurisdictions, i.e., cities or towns, to extend services to residents of those areas.

Library Services and Technology Act (LSTA): Federal legislation providing funds for library development subject to appropriation by Congress. Funds have been made available for library projects and services through competitive grant rounds and other statewide library projects.

Library Services and Technology (LSTA) Interim and Final Reports: The State Library must periodically collect these reports from program/project administrators and sub-grant recipients to comply with IMLS requirements for reporting LSTA expenditures and programs/projects using the State Program Report (SPR.)

Local Government Support Compliance: In Utah to be certified, at least 65% of the library's operating revenues must come from jurisdictional tax revenues.

Local Income: In Utah, local income includes all tax receipts designated by the city or county and available for operating fund expenditure by the public library.

Long Range Plan: Provides direction and vision for the future of the library and outlines quantifiable goals. It is based on knowledge, expectations, resources, and realistic projections of the needs of the community. Also known as: Strategic Plan. Please refer to Standard 3 in this document.

M

Maintenance of Effort (MOE): Local governments must comply with maintenance of effort funding support for the library. The jurisdiction must expend an amount not less than 90% of the average operating expenditures coming from local funds in the three fiscal years prior to the previous fiscal year, exclusive of capital outlay.

O

Open and Public Meetings Act: Laws that provide public access to meetings of public bodies. The Utah Open and Public Meetings Act UCA §52-4-201, requires board meetings to be open to the public, announcements of meetings are posted, written minutes are taken and each board meeting is recorded with the recording made available to the public within three days, among other provisions. Please see Appendix B on page 22 of this document for a link to the code.

Operating Non-duplicated Hours: Hours the library is open to the public for service. In a library system with two or more locations, "non-duplicated" hours means that only one library in the system is counted for each time period.

P

Per Capita: For each person in a designated population area (e.g., a municipality, county, or a library's legal service area.)

Probation: Libraries that do not meet recertification requirements and provide a plan to meet requirements

will be placed on probation for a period of no longer than two years.

Public Library: Entity funded in whole or in part with public funds that is established under state enabling laws or regulations to serve a community, district, or region and provides: 1) an organized collection of print and/or other library materials; 2) a paid staff; 3) an established schedule in which services of the staff are available to the public; 4) the facilities necessary to support such a collection, staff, and schedule; and 5) is supported in whole or in part with public funds.

Q

Quality Library Designation: A special designation given to libraries who meet at least six of the ten criteria for enhanced library services. During the recertification process, libraries that meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document may apply to receive the Quality Library Designation.

R

Recertification of Public Libraries: An annual process in which certified libraries prove they still meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document. By maintaining the certified status, the library qualifies to receive the CLEF grant.

Recertification Round: The period of time in which a library recertifies based on current standards. Recertification is considered valid from July 1st to the following June 30th.

S

Standards: Minimally acceptable levels of performance in crucial areas of library operations. Standards provide a consistent process to be used over a period of time to develop improvements in public library service. Libraries must meet the requirements of Section I and Section II of the *Standards for Utah's Public Libraries* document to be recertified.

Statistical Annual Report: The State Library annually collects statistical data from all public libraries for three purposes: 1) To report the progress of Utah's public libraries to IMLS and the US Congress; 2) To report to the State Legislature the condition of public library service in Utah; and 3) To provide local government officials, library trustees, directors, and staff with meaningful data for planning and evaluation of library service.

Summer Reading Program (SRP): Administered by the State Library, this statewide reading program encourages children of all ages to read during the summer months. See Collaborative Summer Library Program (CSLP).

Summer Reading Program Evaluation Report: Annual report of activities and outcomes associated with summer reading programs, required by the State Library.

Suspension: Libraries that fail to meet recertification requirements by a specified month and year will be suspended for a period of no longer than two years.

T

Training / Continuing Education (CE): A recertification standard that requires library directors and staff to engage in annual training in subjects of librarianship that enhance the person’s knowledge, skills, and abilities in the library workplace.

Triennial Internet and Online Access Policy: Recertification standard that requires public libraries to review their Internet and Online Access Policy at least every three years and submit copies to the State Library in accordance with Utah Administrative Rule R458-2 and UCA §9-7-215 and §9-7-216. Please see Appendix B on page 23 of the document for a link to this code and administrative rule.

Trustee: Also known as Library Board Member or Member of the Library Board of Directors. (See Board of Trustees)

Turnover Rate: Number of materials checked out relative to the size of the collection. To calculate this, divide the number of materials circulated by the number of materials held in the collection

U

Utah Department of Cultural and Community Engagement: The Utah State Library Division, Division of Arts and Museums, Division of Indian Affairs, Division of State History, Division of Multicultural Affairs, STEM Action Center, and U Serve Utah are all under this state government department. The Utah Department of Cultural and Community Engagement listens, connects, inspires, and empowers Utahans to see themselves in the past, present, and future of our state

Utah Public Library Institute for Training (UPLIFT): Courses required to meet the personnel standard for public library recertification under *Standards for Utah Public Libraries*.

Utah’s Online Public Library: Web portal maintained by the State Library to provide quick access to premium online reference sources for public libraries.

Utah State Library Division (USL): Provides funding, training, data collection, resources, professional expertise, and technical advice to library directors, staff and trustees across Utah. This division administers the Library Development Program, the Library Resources Program, the Bookmobile Program, and the Library for the Blind and Disabled.

W

Weeding: Process of removing outdated, inaccurate, damaged or unused materials from the library’s collection.

Workshop: Class or brief intensive educational event for a group of people that focuses on subjects of librarianship that enhance the person’s knowledge, skills, and abilities in the library workplace.

APPENDIX B – REFERENCES TO UTAH CODE

- [Utah Code Annotated §9-7-205 \(1\) \(n\)](#)
- Utah Code Annotated [§9-7-215](#) and [§9-7-216](#) (Internet and Online Access Policy in accordance with [Administrative Rule R458-2](#))
- [Utah Code Annotated §9-7-402](#) (Public Libraries)
- [Utah Code Annotated §9-7-501](#) (County Libraries)
- [Utah Code Annotated §52-4-201](#) (Utah’s Open Meetings Law)
- [Utah Code Annotated §52-4-207\(2\)](#) (Requirements Governing Electronic Meetings)

APPENDIX C – REQUIRED DOCUMENTATION FOR RECERTIFICATION

STANDARD #	DOCUMENT
1	☐ Copy of the current list of board members, stating name, contact information, term (first, second or finishing someone else's term), and when the current term expires
2	☐ Copy of current library board bylaws that mention adherence to UCA 52-4-201 and which specifically mentions electronic meetings, if applicable. If bylaws are not available, copy of city/county rules for public boards adherence to state law
3	☐ Copy of the current long-range plan or strategic plan
4	☐ Copy of the current internet and online access policy
5	☐ Copy of the agenda of the trustee training, stating date and place, and copy of the attendance sheet
6	☐ Your consultant will check the library's website and a document available for the public at the service desk.
7	Copy of the latest: ☐ CLEF expenditure report ☐ Statistical annual report ☐ Summer reading program evaluation report
8	☐ Copy of the most recent statistical annual report
9	☐ Copy of the most recent statistical annual report
10	☐ If required, your consultant will verify UPLIFT attendance.
11	Copy of the list of training sessions including: date of training, name/topic of the training, number of library staff attendees, and number of hours of each training session. Additionally, your consultant will verify staff training on UOPL in Niche Academy.
12	☐ None
13	☐ Your consultant will check the library's website for all 5 of the items noted in the standard.
14	☐ Your consultant will check the library's website or the posted hours on the building
15	☐ Copy of the current collection development policy
16	☐ 16A - Copy of Technology Checklist for each library location: Tech Checklist ☐ 16B - Copy of the current technology plan.
17	☐ Copy of Building Inspection Checklist for each library location: Facility Inspection Checklist