

## **School Library Materials Acquisition and Procurement Review**

**Draft 1:** Board Member Green – Draft 1

**Date:** August 4, 2026

### **Memorandum to the USBE Library Review Addendum Document**

In June, the Board approved a 26-week review of how library materials enter Utah's public schools, allocated \$60,000, and adopted a four-phase timeline running through early December 2026, with data collection from a sample of 12 school districts and 3 charter LEAs. The attached instrument is offered to strengthen that data collection. It is drafted for staff refinement and committee discussion, not as a final form.

The instrument does three things the current outline does not yet do fully. First, it translates the review's objectives into the industry's own working terms: approval plans, standing orders, opening-day collections, shelf-ready processing, cooperative contracts, curated selection lists, etc, so that questions match how acquisitions actually occur and cannot be answered around. Second, it follows the money in both directions: what LEAs spend and from which funds, and what flows between LEAs, vendors, and professional organizations in the form of dues, conference travel, incentives, grants, and donated materials. Third, it pairs nearly every question with a verifiable record — purchase orders, contracts, vendor manifests, training logs — so that findings rest on documents rather than recollection.

This approach extends the Office of the Legislative Auditor General's 2025 work. The June 2025 performance audit of sensitive materials in schools (Report 2025-11) and the October 2025 follow-up book review both concluded that challenge processes generally function once a title is contested, but that front-end selection is where standards are thin, that classroom libraries frequently lack policies, and that content filtering — including on Utah's Online School Library — is inconsistently applied. This review examines precisely that front end: the pipeline from funding through procurement to the shelf.

The questions are deliberately neutral, factual, and grounded in Utah's content standards. They ask what is bought, from whom, under what terms, with whose money, using which lists, and checked by which steps — and they ask it identically of every organization, vendor, and supplier category. That drafting discipline protects respondents, produces comparable data across LEAs, and keeps the review anchored in compliance with Utah Code § 53G-10-103 and Board Rule R277-628.