

PUBLIC NOTICE is hereby given that the **WASATCH COUNTY LIBRARY BOARD** will hold its monthly meeting at **2:30 PM on Friday, July 18, 2025**.

This meeting will be held in person at the Wasatch County Library and via Zoom. The meeting link is available on the library's "About" webpage at <https://www.wasatchlibrary.org/about>.

Public comments and questions will be accepted via email up to one hour before the live meeting. Send comments, questions, or a request for online meeting credentials to Juan Lee, Library Director, at jlee@wasatch.utah.gov

ANCHOR LOCATION:

WASATCH COUNTY LIBRARY

465 East 1200 South, Heber City, Utah

Library Board Meeting

Friday, July 18, 2025

The order of agenda items is subject to change without notice.

1. Call to Order & Welcome: Library Board Chair. **HANDOUT #1A & #1B**

2. Public Comment: Time for members of the public to make comments on issues not included on today's agenda.

3. Approval of Minutes

- A. Minutes of the regular Board meeting held on May 16, 2025. **HANDOUT #2**
- B. No meeting was held on June 20, 2025.

4. Consent Agenda Items

- A. Report of Expenditures as of June 30, 2025. **HANDOUT #3**
- B. Director's Report. **HANDOUT #4**

5. Business

- A. **INTRODUCTION:** New staff member – Library Marketing Specialist (Librarian I).

HANDOUT #1A continued

B. **ACTION:** Motion to approve the Wasatch County Library's Online and Internet Access Policy including the language recommended by the Utah State Library Division regarding CIPA compliance.

HANDOUT #5

C. **UPDATE:** Library's participation in:

- Heber City's 100 Years
- Wasatch County Heritage Days
- America 250

D. **DISCUSSION:** County Projects & Library Needs Assessment. Guests: Heber Lefgren, Assistant County Manager, and/or Richard Breitenbeker, County Management Analyst.

E. **DISCUSSION:** Frequency of Regular Library Board Meetings. **HANDOUT #6**

- Possible **ACTION:** Motion to approve the 2025-2026 schedule of regular meetings of the Wasatch County Library Board.

F. **UPDATE:** Makerspace = Library Adventure Base = LAB

Meaning: "Library Adventure Base" has a dynamic and engaging feel that captures the spirit of exploration and creativity you're aiming for in the makerspace. The word "Adventure" suggests a journey of discovery, while "Base" conveys a solid foundation where users can experiment, learn, and build new skills. Overall, it's a name that invites everyone—whether they're experienced makers or just curious about the possibilities—to embark on their own creative adventures.

6. Call for Agenda Items for Next Meeting – TBD

7. Closed Meeting

The Board may consider a motion to enter a Closed Meeting. A closed meeting described under UCA 52-4-205 may be held for specific purposes, including, but not limited to, discussion of the character, professional competence, or physical or mental health of an individual and certain deliberations in the procurement process.

Date: July 16, 2025

Prepared by: Juan Lee, Library Director

Posted by: Juan Lee, Library Director



Wasatch County Library

Board of Directors

(as of July 1, 2025)

BOARD MEMBER NAME & CONTACT INFORMATION	TERM	EXPIRATION DATE
Danny Goode, Chair DannyGoode@gmail.com	First full term began in October 2024.	Expires: June 2028
Amber Koecher, Vice-Chair/Chair-Elect Amber.Koecher@gmail.com	First full term began in August 2023	Expires: June 2027
Mitzi Nelson, Secretary Wasatch.Mitzi@gmail.com	Second term began in July 2022	Expires: June 2026
Cristina Spicer, Member-at-Large SpicerCristina@gmail.com	First full term began in July 2022	Expires: June 2026
Luke Searle, County Council lsearle@wasatch.utah.gov Phone 435-657-3180 Fax 435-657-0283	N/A	N/A



Wasatch County Library
Library Board Meeting Minutes
Friday, May 16, 2025

Hybrid meeting: Electronic meeting held via Zoom, with in-person anchor location in the Board Room, Wasatch County Library.

In attendance in person: Cristina Spicer, Danny Goode, Luke Searle, Juan Lee.

In attendance virtually: Amber Koecher.

Excused: Mitzi Nelson, Angela Edwards.

1. Call to Order & Welcome: 2:35 PM – Cristina Spicer, Board Chair.

2. Public Comment: No members of the public were present and no comments were submitted electronically.

3. Approval of Minutes

- **MOTION** to approve the Minutes of the regular Board meeting held on April 18, 2025, made by Amber Koecher. Seconded by Danny Goode. Approved.

4. Consent Agenda Items

- **Report of Year-to-date Expenditures:** Report of expenditures as of April 30, 2025.
- **Library Director's Report.**
 - Highlights of the ULA Conference, OASIS Program, Adult Programs, Concerts restarting thanks to the Wasatch County TAP Tax Grant, Wasatch Community Foundation grants, Health Department grant to deploy vape detectors.

5. Business

- A. **UPDATE:** County needs assessment to be discussed in a June or July with participation of Heber Lefgren and/or Richard Breitenbeker.
- B. **DISCUSSION:** Presentation about the library infographic with 2024 statistics. Recommendation to add photos on the flip-side of the infographics.
- C. **DISCUSSION:** Presentation to the County Council.
- D. **DISCUSSION:** No Board meeting in June.

6. Call for Agenda Items for Next Meeting

- A. Frequency of regular library Board meetings.
- B. Introduction of new library staff member.
- C. Library needs assessment. Invite Heber & Richard.
- D. Update on Makerspace.

MOTION to adjourn the meeting at 3:50 PM made by Luke Searle. Seconded by Amber Koecher. Approved.

Next meeting: Friday, July 18, 2025, 2:30 PM.

Department	Library
Current Year Budget as of	6/30/2025
Current Year Budget	\$2,226,036
YTD Actual	Not Available
Variance	Not Available

Account Number	Account Title	YTD Actual	YTD Budget	Variance
72-4580-110-000	PERMANENT EMPLOYEES	\$ -	\$ -	\$ -
72-4580-110-100	COST OF LIVING INCREASES	\$ -	\$ -	\$ -
72-4580-116-000	SALARIES & WAGES	\$ -	\$ 873,976	\$ -
72-4580-117-000	LUMP SUM PAY-OUT	\$ -	\$ 5,524	\$ -
72-4580-118-000	OVERTIME WAGES	\$ -	\$ 4,463	\$ -
72-4580-119-000	CELL PHONE STIPEND	\$ -	\$ -	\$ -
72-4580-120-000	EMPLOYEE INCREASES	\$ -	\$ -	\$ -
72-4580-123-000	ON-CALL PAY	\$ -	\$ -	\$ -
72-4580-124-000	LANGUAGE SKILL PAY	\$ -	\$ 3,120	\$ -
72-4580-125-000	EDUCATION PAY	\$ -	\$ -	\$ -
72-4580-126-000	VEHICLE STIPEND	\$ -	\$ -	\$ -
72-4580-127-000	SAR STIPEND	\$ -	\$ -	\$ -
72-4580-128-000	EQUIPMENT/UNIFORM STIPENDS	\$ -	\$ -	\$ -
72-4580-129-000	OTHER WAGE PAYMENT	\$ -	\$ -	\$ -
72-4580-130-000	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -
72-4580-132-000	URS PAYMENT CONTRIBUTION	\$ -	\$ 129,395	\$ -
72-4580-133-000	MEDICAL PLAN	\$ -	\$ 163,788	\$ -
72-4580-134-000	EMPLOYEE 401K MATCH	\$ -	\$ 17,742	\$ -
72-4580-135-000	FICA & MEDICARE	\$ -	\$ 67,862	\$ -
72-4580-136-000	POST RETIREMENT	\$ -	\$ -	\$ -
72-4580-137-000	WORKERS COMPENSATION	\$ -	\$ 6,210	\$ -
72-4580-138-000	EMPLOYEE RECOGNITION	\$ -	\$ 2,700	\$ -
72-4580-139-000	TUITION REIMBURSEMENT	\$ -	\$ -	\$ -
72-4580-210-000	MEMBERSHIP	\$ -	\$ 2,154	\$ -
72-4580-210-100	BOOKS	\$ -	\$ 75,000	\$ -
72-4580-210-200	MAGAZINES	\$ -	\$ 1,700	\$ -
72-4580-210-300	AUDIO	\$ -	\$ 1,500	\$ -
72-4580-210-400	VIDEO	\$ -	\$ 7,000	\$ -
72-4580-210-500	DIGITAL RESOURCES	\$ -	\$ 42,000	\$ -
72-4580-220-000	PUBLIC NOTICES & ADVERTISING	\$ -	\$ 4,000	\$ -
72-4580-230-000	TRAINING & TRAVEL	\$ -	\$ 27,000	\$ -
72-4580-240-000	OFFICE EXPEN, SUPPLIES/POSTAGE	\$ -	\$ 15,000	\$ -
72-4580-250-000	EQUIPMENT-OPERATING SUPP/MAINT	\$ -	\$ 23,000	\$ -
72-4580-251-000	INFORMATION SYSTEM MAINENANCE	\$ -	\$ 86,136	\$ -
72-4580-252-000	OPERATING LEASE	\$ -	\$ 6,000	\$ -
72-4580-254-000	FOOD	\$ -	\$ 1,000	\$ -
72-4580-260-000	BLDG. & GRDS. SUPPLY & MAINT.	\$ -	\$ 35,000	\$ -
72-4580-260-300	TAP Tax Expenditures	\$ -	\$ -	\$ -
72-4580-260-301	Donation Expenses	\$ -	\$ -	\$ -
72-4580-270-000	UTILITIES	\$ -	\$ 68,668	\$ -
72-4580-280-000	TELEPHONE	\$ -	\$ 3,600	\$ -
72-4580-290-000	EQUIPMENT UNDER \$5000/SOFTWARE	\$ -	\$ 14,000	\$ -
72-4580-310-000	PROFESSIONAL & TECHNICAL	\$ -	\$ -	\$ -
72-4580-314-000	COMPUTER REPLACEMENT	\$ -	\$ 65,685	\$ -
72-4580-315-000	Information System Services	\$ -	\$ 378,686	\$ -
72-4580-470-000	EVENTS	\$ -	\$ 24,000	\$ -
72-4580-480-000	SPECIAL DEPARTMENT SUPPLIES	\$ -	\$ -	\$ -
72-4580-481-000	Community Library Enhancement	\$ -	\$ 8,000	\$ -
72-4580-482-000	LSTA GRANT FOR ILS	\$ -	\$ 36,759	\$ -
72-4580-510-000	INSURANCE	\$ -	\$ 25,369	\$ -
72-4580-540-000	CONTRIBUTIONS EXPENDITURES	\$ -	\$ -	\$ -
72-4580-620-000	MISCELLANEOUS SERVICES	\$ -	\$ -	\$ -
72-4580-720-000	BUILDING AND IMPROVEMENTS	\$ -	\$ -	\$ -
72-4580-730-000	IMPROVEMENTS-OTHER THAN BLDGS	\$ -	\$ -	\$ -
72-4580-740-000	EQUIPMENT	\$ -	\$ -	\$ -

DIRECTOR'S REPORT OF ACTIVITIES

PERIOD: 06/01/2025 – 06/30/2025

LIBRARY EVENTS & STAFF ACTIVITIES

- 06/02/2025 – 07/12/2025 The library hosted the **art exhibit “I Can Only Imagine”** presenting the 2025 District Winners from the Art Emergence Program.
- 06/04/2025 The library hosted the monthly meeting of the program **“Charlas en la Cocina / Kitchen Conversations”** organized and presented by **Latino Behavioral Health Services**.
- 06/05/2025, 6/12, 6/19, 6/26 The library hosted the weekly **“Yoga for Service”** class for Seniors in the Bowcutt Room.
- 06/05/2025, 6/12, 6/19, 6/26 Adult Services Librarian Kate Mapp facilitated the weekly meeting of the **Next Chapter Book Club** in collaboration with **Chapters Ahead, Inc.**
- 06/05/2025, 6/12, 6/19, 6/26 The library hosted the **weekly class of HAM Radio Operation**.
- 06/05/2025 The library hosted the monthly meeting of **Heber Valley Quilters Guild**.
- 06/06/2025 Assistant Library Director and I conducted the regular **library staff meeting**.
- 06/07/2025 The library conducted the **Summer Reading Kick-Off Party – Chalk Your Block!**
- 06/16/2025 The library was **closed for the Juneteenth Holiday**.
- 06/19/2025 Adult Services Librarian Kate Mapp conducted face-to-face book discussions for the **Wasatch County Library's Morning Book Club** (10 AM) and the **Evening Book Club** (6 PM).
- 06/24/2025 The library hosted the meeting of the **Wasatch Coin & History Club**.
- 06/25/2025 The library hosted the **County Employee Game Night**.
- 06/26/2025 Assistant Library Director **Angela Edwards** assisted in the “County Employee Summer Party” as a member of the **County Employee Engagement Committee**.
- 06/26/2025 The library hosted a meeting of the **Heber Self Reliance** group.
- 06/27/2025 I attended a planning meeting at the **Heber Valley Tourism and Economic Development** office for the **Wasatch County Heritage Day Celebration**.
- SUMMER PUBLIC LIBRARY PROGRAMS: Included Books & Babies, Monday Crafts, Lego Club, Try Something Tuesday, Teens Who Read Book Club, Kids Book Club, Tween D & D Club, Hora del Cuento, Chess Club, Snack Shack, Minecraft Club, and Family Movie Night.

OUTREACH ACTIVITIES

- 06/05/2025 Young Adult Librarian Brittnie Hecht and I attended the **Heber Market on Main** event.
- 06/10/2025 The library hosted a meeting of the **Wasatch Latino Coalition**.
- ONGOING: Library staff member Vicki Burtcher and volunteers Michele and Nancy delivered library materials to homebound residents through the **OASIS program** (Mondays).

TRAINING & PROFESSIONAL DEVELOPMENT ACTIVITIES

- 06/11/2025 I attended a **webinar** about an upgrade to the Computer Reservation and Print Management system we use.
- 06/12/2025 I attended the **webinar** “An Administrators Guide to Koha” (the integrated library system we use).

ADMINISTRATIVE ACTIVITIES

- 06/03/2025 (Canceled), 6/17 (Missed) I attended the **Wasatch County Department Head** meeting.
- 06/04/2025 I attended the **County Council Meeting** and presented the library report.
- 06/11/2025 I met with **Jonás Wright, the bilingual reporter of KPCW**, and gave him a tour of the library and discussed the role of the public library in the community’s everyday life.
- 06/12/2025 I met with **Eric Ramirez, writer for the Neighbors of Heber Valley magazine**, and discussed the contributions a public library can make in historic preservation.
- 06/12/2025 I completed the **Library Recertification Application for 2025-2026**, required by the Utah State Library Division to receive the State of Utah and certain federal benefits.
- 06/12/2025 I completed the questionnaire for a **Libraries' Use of Children's Data Survey**, conducted by the State of Utah Privacy Auditor Nora Kurzova.
- 06/19/2025 I attended a meeting in the County Manager’s Office to discuss the **library’s role in historical preservation efforts**.
- 06/20/2025 I attended a meeting with the County Manager’s staff and Council Members to discuss the **need for a County Historian**.
- 06/20/2025 The regular **Library Board meeting** was canceled.
- 06/25/2025 I attended the online meeting of the **Utah Public Library Directors**.

LIBRARY USE

Preschool Graduation Ceremony



Staff Treats (organized by Angela)



1. INTERNET AND ONLINE ACCESS POLICY

1.1 Purpose

The Internet is a network of computer networks that permits the exchange of information, including research activities, worldwide. It provides Wasatch County Library patrons with access to a vast amount of information. By providing access to the Internet, the Wasatch County Library has far expanded its traditional collection. However, at the present time, the Internet is not fully regulated. Therefore, some information obtained through it may be erroneous, unreliable, out of date, or offensive. Patrons are advised to evaluate all such information carefully.

Because the Internet is not a fully regulated technology, the Library Board has adopted the following Internet and Online Access Policy for its patrons' use. This Policy does not replace or supersede existing library policies, procedures, and practices. However, in the event this Policy conflicts with other policies, procedures, or practices, this Policy controls.

In adopting the following Policy, the Wasatch County Library recognizes that access to electronic information is a field that evolves on an almost daily basis. Therefore, the issues addressed in this Policy may be revisited as changes in technology, patron needs, software, and relevant laws dictate.

1.2 Definitions

The following definitions shall apply to this Policy:

- a. "Adult Patron" means a user of the Wasatch County Library who is 18 years of age or older.
- b. "Computer Workstation" means a computer at the Wasatch County Library devoted primarily to the access of information through the Internet or other electronic databases by users of any age.
- c. "Graphically Violent Material" means material which (1) taken as a whole appeals to an interest in violent physical harm to humans or animals, (2) is patently offensive in its depiction of such violent physical harm; and (3) taken as a whole does not have serious literary, artistic, political, or scientific value and is considered obscene material.
- d. "Library Board" means the duly appointed Wasatch County Library Board.
- e. "Material Harmful to Minors" means that quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, when it: (1) taken as a whole, appeals to the prurient interest in sex of minors; (2) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and (3) taken as a whole, does not have serious value for minors. Serious value includes only serious literary, artistic, political, or scientific value for minors. UCA 76-10-1201
- f. "Minor Patron" means a user of the Wasatch County Library who is younger than 18 years of age.
- g. "Patron" and "user" mean a user of the Wasatch County Library.
- h. "Policy" means the Wasatch County Library Internet and Online Access Policy, as amended by the Library Board.
- i. "Pornography" or "Pornographic" means material which (1) the average person, applying contemporary community standards, finds that, taken as a whole, it appeals to prurient interest in sex; (2) it is patently offensive in the description or depiction of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, or excretion; and (3) taken as a whole it does not have serious literary, artistic, political, or scientific value. UCA 76-10-1203

1.3 Posting the Internet and Online Access Policy

A legible copy of this policy shall be available at the circulation desk. A notice shall also be posted at each computer workstation stating that patrons who proceed to access the Internet and other electronic information agree to be bound by this policy.

1.4 Computer Access

Patrons must have a valid library card or guest pass to use computer workstations.

1.5 Permitted Internet Use

Electronic information sources, such as the Internet, complement other library sources, reference materials, and research materials. Patrons may use these electronic information sources to locate, retrieve, and print information.

The following uses are not permitted:

- a. Accessing obscene material.
- b. Creating personal folders, bookmarks, system passwords, or other individualized files.
- c. Using equipment owned by the Library or Wasatch County for purposes which are likely to be or are in breach of any applicable laws, codes, or regulations.
- d. Any conduct that is likely to result in liability or adverse effect, including retaliation, damage to reputation, against the Library or Wasatch County, or in interference with, violation, or damage to any other third party's rights.
- e. Any action that is otherwise illegal or solicits conduct that is illegal under laws applicable to the user, the Library, or Wasatch County.

Users are responsible for all content of the Internet searches they initiate and otherwise comply with all applicable laws, rules, and regulations.

Patrons may print from electronic information sources at a price-per-sheet equal to the amount charged for photocopies.

1.6 Internet Safety and Protection for Minors

Library policy restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors, or obscene. All patron computer workstations and the library's wireless network shall be restricted by filtering software approved at the discretion of the Library Board and Wasatch County Information Technology Services. Because filtering software technology is limited, patrons may be denied access to information that is not considered obscene material. In the event this occurs, the Librarian or appropriate staff, upon request, shall provide the patron with Internet access to the information desired.

The library certifies its compliance with the Children's Internet Protection Act (CIPA).

1.7 Internet Use Policy Violations

The Library Board intends to meet and enforce the requirements of Sections 9-7-215 and 9-7-216 UCA and use of the computer workstations and the library's wireless network by patrons who access obscene material. Patron privileges may be suspended for violating this policy in accordance with the library's Acceptable Use Policy.

1.8 Observed Patron Behavior Procedures and Guidelines

The Library Board has adopted an Acceptable Use Policy that addresses inappropriate behavior. All policies are available for public review online and in the library.

1.9 Appeal to Library Board

Any patron whose access to the Internet or other electronic information has been suspended or terminated may appeal the decision to the Library Board in accordance with the library's Acceptable Use Policy.

1.10 Severability

If any term, condition, or provision of this policy or the application to any circumstance is determined to be invalid or unenforceable to any extent by a court of competent jurisdiction, the remaining provisions of this policy shall not be affected, but shall instead remain valid and enforceable.

APPROVED and PASSED the 26th day of August 1999

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 17th day of May 2001

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 30th day of June 2004

REVIEWED by WASATCH COUNTY LIBRARY BOARD the 29th day of March 2006

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 25th day of April 2007

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 28th day of April 2010

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 26th day of June 2013

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 29th day of April 2016

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD the 24th day of May 2019

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD on April 8, 2022

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD on April 18, 2025

REVIEWED and REVISED by WASATCH COUNTY LIBRARY BOARD on July 18, 2025

Wasatch County Library Board Meeting Schedule 2025-2026

JANUARY							FEBRUARY							MARCH							APRIL									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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MAY							JUNE							JULY							AUGUST									
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25	26	27	28	29	30	31	29	30																						
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER									
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28	29	30					26	27	28	29	30	31								30										

Calendar

2025

Wasatch County Library Board Meeting Schedule 2025-2026

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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MAY							JUNE							JULY							AUGUST							
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31																												
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
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27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			

Calendar
2026