

Library Board Meeting (7/29/25)



Upcoming Events

- [New Calendar](#)
- End of Summer Party: Saturday, August 2
(6-7:30 pm)



Upcoming Closures

- Monday, September 1



Material Reconsideration Request

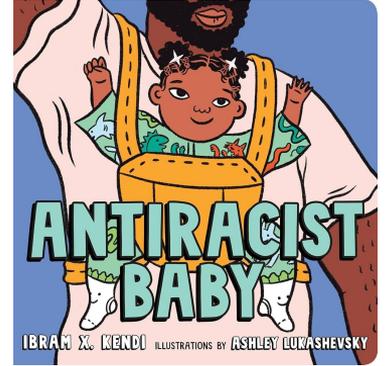
Antiracist Baby

Collection: Children's

Concerns: “Promotes Racism and Racist ideas to an age group that does not know racism. This book was on display in the Pre-K age play area. Where kids are all playing together not knowing about or noticing skin color. The Librarian told me it was for the parents, suggesting that white parents are inherently racist. If this book is truly “for the parents” put it upstairs in the adult sections of books. This book promotes division where none exists.

Request: Move the item to the Adult collection

Director's Decision: Request Denied



Internet Use Policy Updates

A. The Library's Internet Access Policy complies with Utah Code Ann. §§ 9-7-215, Internet and online access policy required, and 9-7-216, Process and content standards for policy, as well as reporting procedures established by Utah Administrative Rule R458-2. Spanish Fork City Library is committed to protecting the safety and security of minors when accessing electronic communications. To this end:

1. Library internet filters shall block or restrict access to chat rooms, instant messaging, and other forms of direct electronic communication that are not educationally appropriate.
2. Library staff may monitor use of computers by minors to ensure compliance with safety policies, especially when minors are using platforms that allow real-time communication.
3. Parents and guardians are encouraged to supervise their children's internet activity and educate them on safe online behavior.
4. Any suspicious or inappropriate online behavior observed will be reported to appropriate authorities in accordance with City procedures.



Internet Use Policy Updates

D. This policy disapproves the use of public access Internet computers for online gambling, hacking, and any illegal purposes in an effort to protect patrons and the library against materials other than the materials specified in Utah law.

H. Unauthorized Disclosure, Use, and Dissemination of Personal Information Regarding Minors. In accordance with federal CIPA requirements and City privacy policies:

1. Library staff shall not collect, disclose, or disseminate personally identifiable information (PII) about minors without explicit parental or guardian consent.
2. PII includes but is not limited to: names, addresses, phone numbers, email addresses, school names, and library account details.
3. All digital interactions and services offered to minors shall be designed to minimize the collection of personal information.
4. Any violation or suspected breach of a minor's data privacy will be addressed immediately in accordance with Spanish Fork City's data security procedures.



Strategic Plan: 2025-2027

	2025	2026	2027
FACILITIES			
Objectives:	Goals:	Goals:	Goals:
Provide for an environment that is comfortable & safe for all users	Evaluate bringing custodial services in-house	Identify and implement solutions to reduce sound carrying throughout the building; Conduct a facilities-use survey and explore minor layout improvements	Add cushions to benches in children's department to discourage climbing and reduce trip hazards Add rails to the main floor patio; Plan for future facility changes based on evolving needs
Optimize available space for staff work areas	Replace the children's desk and add additional storage at upstairs circ, teen & adult desks		As divisions continue to grow, assess workspace needs, including the need to move additional staff to the Finance area
Promote use of reservable spaces	Implement online payment for conference rooms	Develop marketing campaigns to promote study, conference, and multi-purpose spaces	Consider consolidating fees for Heritage Room into one flat fee to simplify the payment process

Strategic Plan: 2025-2027

COLLECTIONS			
Objectives:	Goals:	Goals:	Goals:
Make the collections more user-friendly by encouraging browsing	Continue to expand the New Adult collection with existing materials in Teen and Adult collections;	Add additional picture book bins for less-popular categories and evaluate their circulation	Continue to grow the number of picture book bins; Evaluate removing some of the traditional shelves and replacing them with more bins
Ensure that our catalog is updated with current collection holdings	Developing a procedure for conducting an inventory of the collection	Implement the procedure for conducting an annual inventory	Evaluate the annual inventory procedure and make adjustments
Offer a balanced and diverse collection of print and digital materials	Update the collection development policy		
Increase circulation of underused collections	Promote periodical and A/V collections; Promote online databases	Assess circulation trends of periodicals and A/V and weed as needed	



Strategic Plan: 2025-2027

SERVICES			
Objectives:	Goals:	Goals:	Goals:
Increase awareness of programs and services	<p>Implement targeted email marketing tool;</p> <p>Work with Spanish-speaking community partners to promote library services to Spanish speakers in the community</p>	<p>Expand outreach services to include book donations to local doctors offices</p>	<p>Expand outreach services to include book donations to neighborhood and park libraries</p>
Extend library services to homebound patrons	<p>Expand our homebound services to additional care facilities</p>	<p>Expand our homebound services by including individuals not living in a care facility</p>	
Ensure that the library's operating hours are sufficient for community needs	<p>Re-evaluate library operating hours</p>	<p>Evaluate and apply for grant funding for outdoor book locker for after-hours holds pickup</p>	



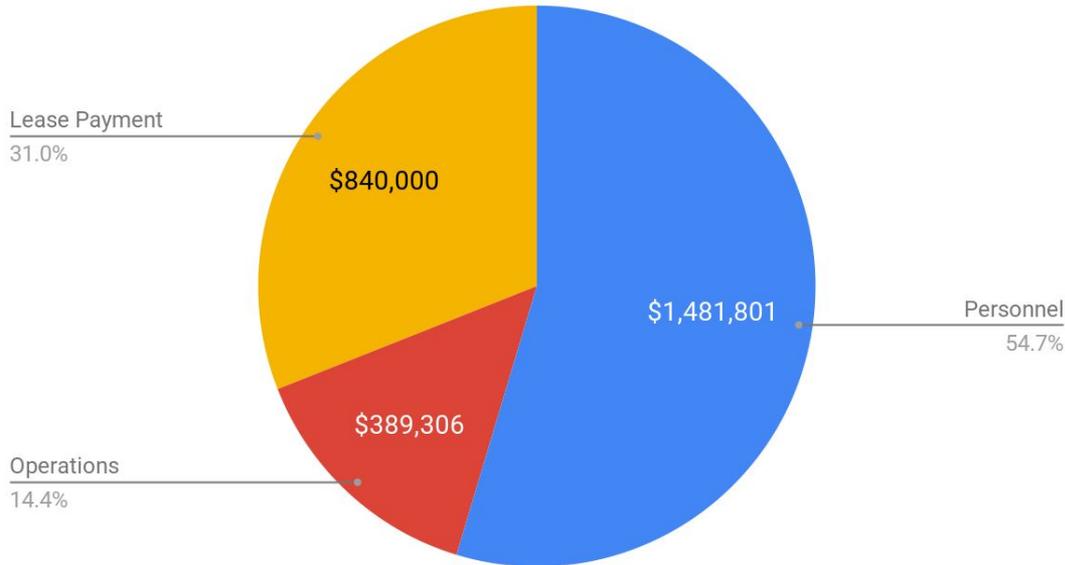
Strategic Plan: 2025-2027

PROGRAMS			
Objectives:	Goals:	Goals:	Goals:
Provide programs relevant to our patron's interests and needs	Analyze strategic plan survey responses and identify new program ideas;	Implement post-program feedback surveys for every program	Build partnerships with community organizations for collaborative programming
TECHNOLOGY			
Objectives:	Goals:	Goals:	Goals:
Update and add new technologies for patrons to use	Evaluate alternative service providers and potentially switch to a different provider	Replace iPads used for coding class Evaluate demand for other technologies, including public 3D printers	Seek grant funding for laptops for teen & adult programs Add new digital resources, including a language-learning platform
OTHER			
Objectives:	Goals:	Goals:	Goals:
Increase library access through revised policies and procedures	Eliminate fees for interlibrary loans Develop process for mailing cards for new registrations	Add additional forgiveness periods, including food drives and fine-free check-in periods; Simplify account renewals by implementing online residency	Evaluate the impacts of eliminating the return window for lost items -- allowing patrons to receive a refund regardless of how long the item is overdue/lost

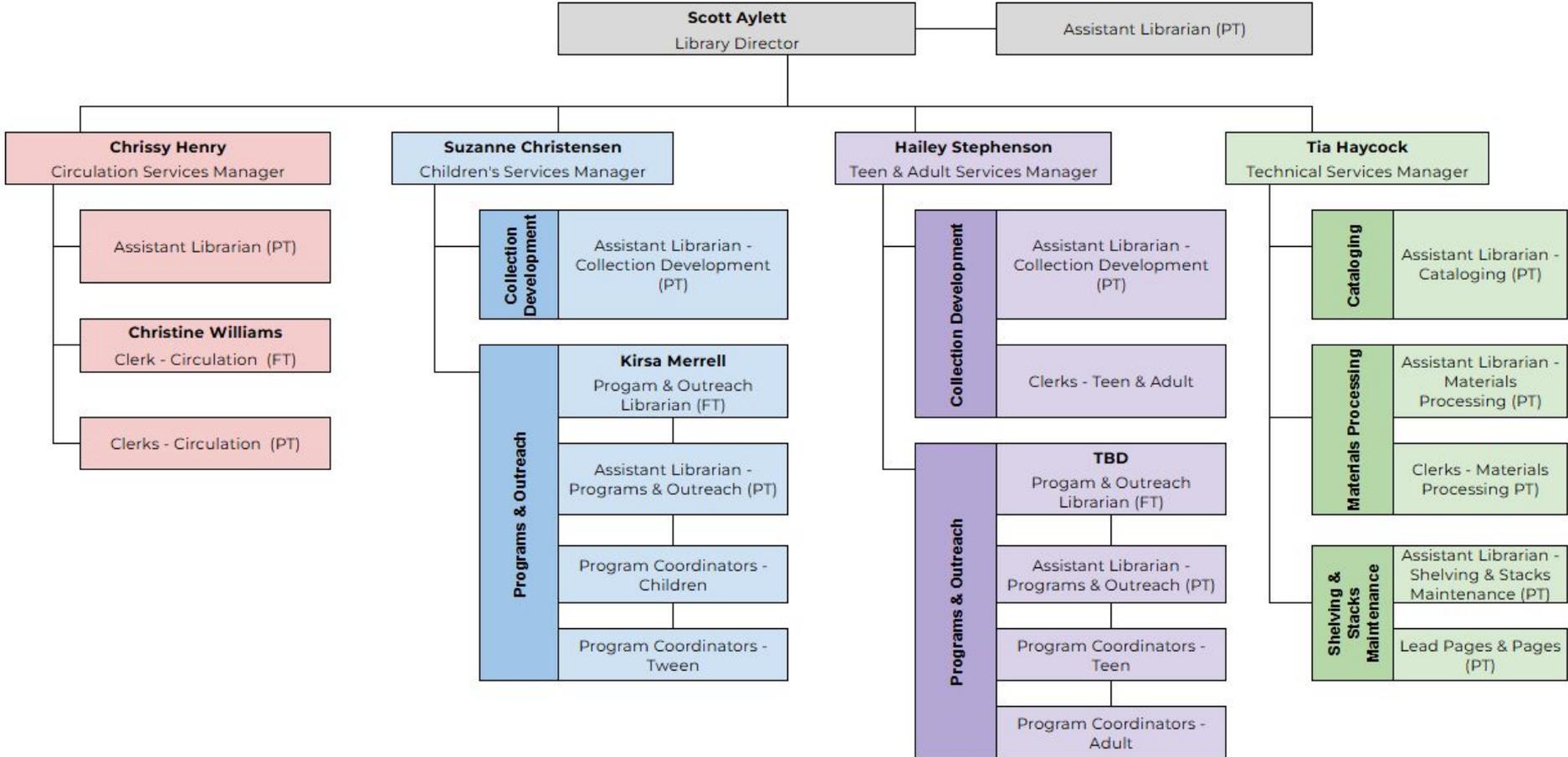
Training: Library Budget

- Total FY26 Budget: \$2,588,008
 - Increase of \$187,121 from FY25

Library Budget FY26 - Expenditures

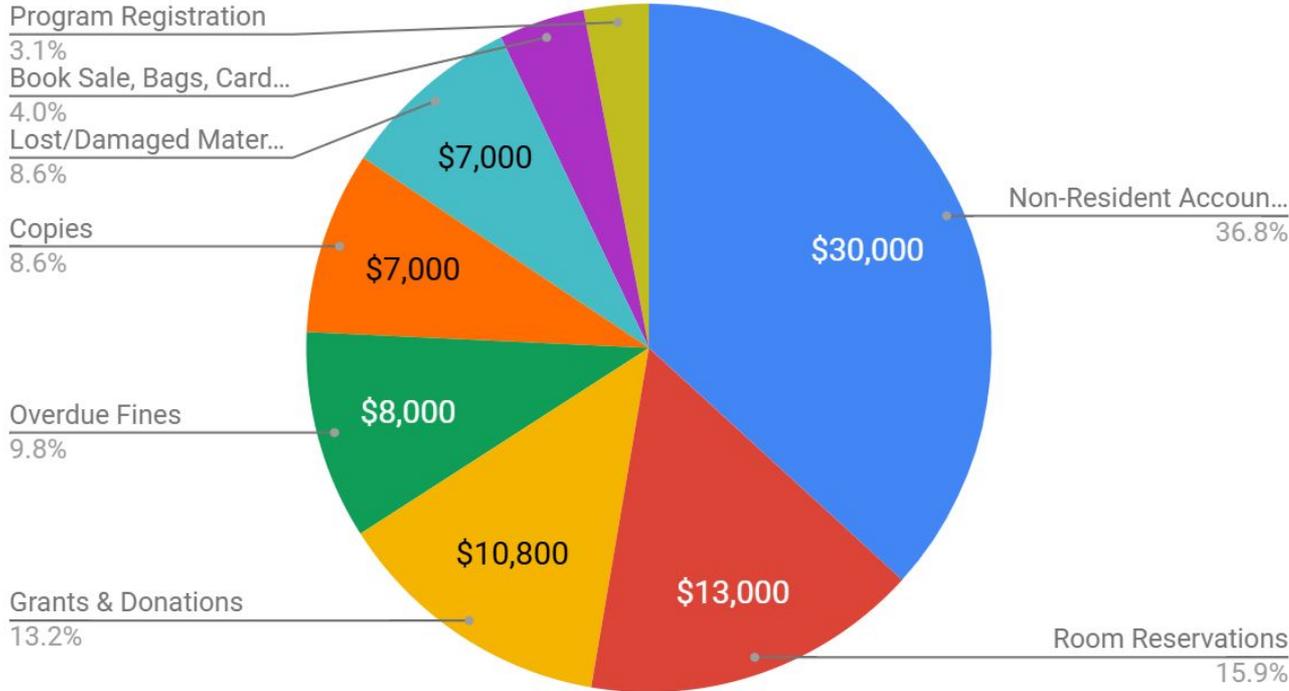


Training: Library Budget



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Library Budget FY26 - Revenues



Revenues	FY26
Non-Resident Accounts	\$30,000
Room Reservations	\$13,000
Grants & Donations	\$10,800
Overdue Fines	\$8,000
Copies	\$7,000
Lost/Damaged Materials	\$7,000
Book Sale, Bags, Card Replacements	\$3,300
Program Registration	\$2,500
Interlibrary Loans	\$0
Grand Total	\$81,600



FY26 Budget Highlights

- Staffing:
 - PT Program Coordinator (Adult)
 - PT Assistant Librarian
- Email Marketing Tool
- Increased program funding
- New Children's Desk
- Fees
 - Eliminate fee for Interlibrary Loans
 - Updated non-resident fees
 - 12 months: \$120
 - 6 months: \$60
 - 3 months (NEW): \$30

