



AGENDA
LIBRARY BOARD
Thursday, November 20, 2025

Notice

NOTICE is hereby given that the Library Board of Directors of Summit County will meet in session on Thursday, November 20 at the anchor location of the Coalville Branch, 82 N 50 E, Coalville, UT and electronically via Zoom at 6:00 p.m.

To participate in the meeting, you may attend at the anchor location noted above or join the Zoom webinar: <https://us02web.zoom.us/j/85798484175?pwd=bLGBQfjQj3CD2VvPpj2U6aYgZ2KJmD.1>

OR

To listen by phone only: Dial: 1-346-248-7799, Meeting ID: 857 9848 4175, Password: 780902

- 1. Call to Order**
6:00 p.m. – Call to Order
- 2. Approval of Minutes**
 1. [September 18, 2025 Minutes](#)
- 3. Public Input**
- 4. Director's Report**
 1. Director's Report - November 2025
[Director's Report November 2025 \(2\).pdf](#)
- 5. Budget Update and Possible Vote**
 1. 2026 Manager Recommended Budget
[2026 Manager Recommended Budget \(2\).pdf](#)
- 6. Governance and Education Committee**
 1. Fee Schedule and Policy Update - Dan Compton
- 7. Strategic Planning and Marketing Committee**
 1. The Librarians Film Screening Recap - Monica Schaffer
 2. Strategic Plan Review - Lo Bannerman Dennis
[Summit County Library Strategic Plan 2025-2027 with Activities.pdf](#)
- 8. Building and Facilities Committee**

9. New Business

1. Library Board Leadership Discussion - Lo Bannerman Dennis
2. Next Meeting Date and Location
 - Thursday, January 15 at 6:00 PM - Kimball Junction Branch

10. Miscellaneous/Open Floor

11. Adjournment

Meeting Information

Members of the Library Board of Directors, presenters, and members of public, may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the Coalville Branch, 82 N 50 E, Coalville, UT.

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Tori Gallup at (435) 615-3907.

Summit County Library Director's Report – November 14, 2025 – Submitted by Dan Compton

I have indicated Goals/Objectives from the Library's Strategic Plan in this report. For example, (1.1) means Goal 1, Objective 1.

Goal 1 – Continue to expand the user experience for our library patrons.

(1.1) Locker Statistics (items checked out)

<u>Henefer</u>	<u>Kimball Junction</u>	<u>Kamas</u>
January: 168	January: 170	January: 48
February: 119	February: 110	February: 28
March: 116	March: 103	March: 21
April: 177	April: 86	April: 31
May: 132	May: 116	May: 25
June: 103	June: 90	June: 25
July: 108	July: 92	July: 20
August: 102	August: 92	August: 44
September: 104	September: 79	September: 52
October: 144	October: 112	October: 73
2024 Average: 139	2024 Average: 86	2024 Average: 20

(1.1) Open+ Statistics – July: 13, August: 15, September: 4, October: 9

(1.1) We have started using a new events software called mylibrary.digital or TLC Engage. We have been unhappy with our current website's calendar functionality, so that was the motivation for the change. It took some work, but we moved all our events over to the new platform. It is easier handling registrations now and the time it takes for staff to create events on the admin side of things. It also lets patrons sign up for reminders, log in to their accounts to see their registrations, and create brochures for programs they are interested in.

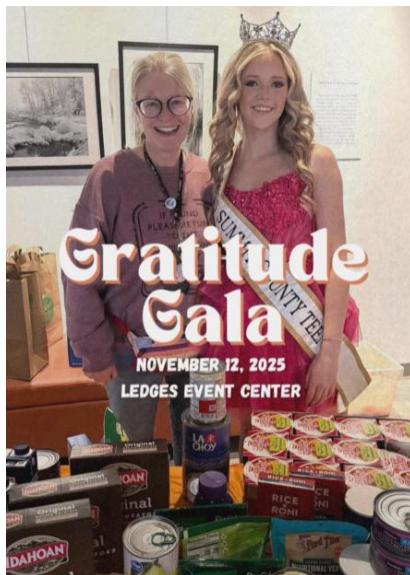
(1.1) Our main book vendor/supplier Baker & Taylor recently went bankrupt, so we have moved to a new vendor, Ingram. Between the switch to TLC Engage and this, it has been a lot of change on the admin side, but our team has handled things very well.

(1.1) We have been awarded an LSTA grant for \$5,000 to add Yoto players and cards to our collection. Due to the government shutdown, things are somewhat in limbo right now. I will keep you all posted on how this develops. Yoto players are screen-free devices geared towards children and families for audiobook listening. Thanks to Lo for her assistance with the idea and helping to draft some of the grant proposal.

(1.2) The Friends of the Library are holding their final Used Book Sale at the Kimball Junction Branch this week (Nov. 13-15). President Sue Niblock and I interviewed with the [Park Record](#) and [KPCW](#) about the event. Pippi will be available to have children read to her on Saturday, Nov. 15 from 10-12. FOL also reached their goal of raising \$6,000 during Live PC Give PC! FOL agreed to underwrite the screening of The Librarians on Wednesday, November 19 at 7:00 PM in the Jim Santy auditorium. There is an article in the [Park Record](#) about the event and our [interview with Leslie Thatcher](#) also touched on this as well as the Kimball Junction Branch's upcoming move to the Skullcandy building. Thank you to Monica for her efforts to make this happen. It should be a full house, and I plan to have a display with the 19 books that are currently banned in Utah schools for a visual aid. We received permission from Shayne and Janna to close

our libraries at 6:00 PM on the 19th so staff can attend the screening if they desire. There will be a panel discussion after with Leslie Thatcher moderating after the film. 200-300 tickets have already been reserved for the event according to Katy Wang. You can still reserve tickets [here](#).

(1.2) The Coalville Branch partnered with North Summit Unite and the Summit County Health Department to provide a Gratitude Gala at the Ledges Event Center on November 12. Kids were able to meet Miss Summit County Teen Volunteer 2025, create Thanksgiving crafts, decorate holiday cards for the Seniors, and donate food to the Coalville Food Pantry. Murph said over 50 people attended and they donated 109 pounds of food!



Murph with Taylor Staley, Miss Summit County Teen Volunteer

(1.2) Destiny Grose and Rick Brough are bringing back the “Lost Gems of Sundance” film series at the Kimball Junction Branch. The films will be screened on the first Friday of each month from November-February. They were on [KPCW](#) promoting the series on November 6.

(1.2) The Kimball Junction Branch has a traveling exhibit titled “The Pen is Mightier: Writing a Revolution” that will be displayed until 12/28/25. It contains 20 panels, and it is part of the “America 250” initiative. The Declaration of Independence summarized the colonists’ motivations to seek independence from Great Britain and is seen as the first formal statement of a nation’s intention to choose their own form of government. This exhibit not only highlights the influencers and communication techniques used for this historical period including song, music, maps, and the written word, but makes connections to Utah’s contributions and the communication and technology used today.

(1.2) We have started planning for One Book One Community in 2026. Sue Fassett, Rachel Spohn, and I are representing the Summit County Library. Sue Niblock is representing our FOL group. Becca Lael and Rylee Broach are representing the Park City Library, and Cathy Lanigan is representing the Park City Library FOL group. We have a second meeting on Tuesday, Nov. 18. We have a shortlist of books we are considering, and we are reaching out to authors to see who we may realistically be able to bring to the community next summer.

(1.2) Our event on October 3 with authors Heather B. Moore and Allison Hong Merrill was a success, and the Kamas team did a wonderful job organizing everything. Here are a few photos:



- (1) Left to right: Heather B. Moore, Rachel Spohn, Carissa Dudley, Jillaire Page, Katie Stellpflug, Dan Compton, Allison Hong Merrill
- (2) Allison Hong Merrill teaching us about Chinese characters

(1.2) The Kamas Branch is planning a Jane Austen Tea Party to celebrate her 250th birthday. The event will be on Saturday, December 13 at 1:30 PM and you can [register here](#).

(1.3) I had a good meeting with Juan Lee (Wasatch Co. Library), and Flor Santa Maria and Angela Dohanos (Park City Library) about Spanish Services and how we can help coordinate some of our efforts. We plan to have quarterly meetings moving forward and I'd like to get Zeus from our team involved. The Spanish Driver License classes have started up again as well, and I was able to share that info with the other libraries so they can help us promote it.

Goal 2 – Serve as a welcoming and inclusive gathering space for all.

(2.1) I was asked to sit on the committee to score the general contracting firms who submitted proposals in response to the County's RFP for the Skullcandy tenant improvement project. We conducted interviews with the three top-scoring firms on Monday, November 10, and a decision and contract negotiations should be reached soon. It does look like we are hoping for a late spring/early summer move if all goes well.

(2.3) I am scheduled to present to the County Council on Wednesday, December 10 regarding our fee schedule update and the desire to increase our non-resident (unlimited) card fee from \$25 to \$60 annually.

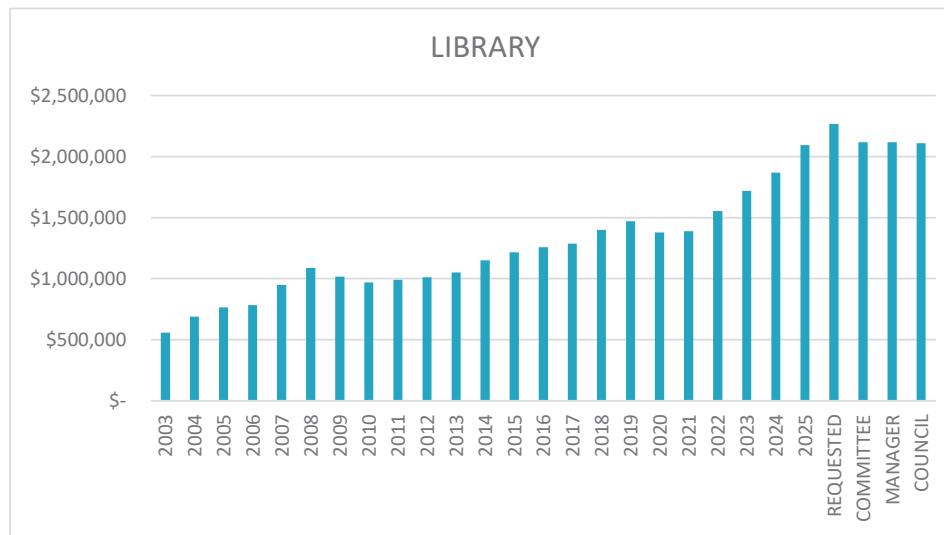
Goal 3 – Nurture a culture where all staff feel empowered and valued.

(3.1, 3.2) Team Day on Monday, October 13 at the Kimball Junction Branch was a success. Staff enjoyed the day's activities and the opportunity to take a tour of the Skullcandy building. Juan Lee gave us a lot to think about regarding our goal of "[serving] as a welcoming and inclusive gathering space for all."

General Information

I met with the Board Strategic Planning Committee on October 2. We discussed how we are doing on our current Strategic Plan (agenda item), and thoughts about the upcoming move. I will also be forming a staff moving committee.

MANAGER RECOMMENDED
Summit County Budgets



LIBRARY:

Foster lifelong learning opportunities through library collections.

Provide programming for all ages and be a champion for early literacy.

Strive to be a community hub.

Systems & Tech Librarian approved through IT Dept; no support for Sunday hours, wait at least until after dust settles from the move(s)

MANAGER RECOMMENDED
Summit County Budgets

ACTUAL 2024	AMEND BUDGET 2025	YTD 2025	ACCOUNT #	ACCOUNT NAME	REQUESTED 2026	REQUESTED CHANGE	COMMITTEE RECOMMENDED	MANAGER RECOMMENDED
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LIBRARY

\$ 1,114,137	\$ 1,241,060	\$ 610,745	4580-110-000	SALARIES	\$ 1,359,900	\$ 118,840	\$ 1,255,800	\$ 1,255,800
\$ 968	\$ 2,400	\$ 312	4580-120-000	OVERTIME	\$ 2,400	\$ -	\$ 2,400	\$ 2,400
\$ 467,869	\$ 558,500	\$ 246,906	4580-130-000	BENEFITS	\$ 592,700	\$ 34,200	\$ 553,100	\$ 553,100
\$ 21,256	\$ 21,000	\$ 8,864	4580-200-000	MATERIALS/SUPPLIES	\$ 21,000	\$ -	\$ 21,000	\$ 21,000
\$ 4,244	\$ 5,835	\$ 5,529	4580-230-000	TRAVEL/TRAINING	\$ 6,435	\$ 600	\$ 6,435	\$ 6,435
\$ 32,973	\$ 30,000	\$ 21,131	4580-251-000	BOOKS/CHILDREN	\$ 32,000	\$ 2,000	\$ 32,000	\$ 32,000
\$ 28,799	\$ 30,000	\$ 16,437	4580-252-000	BOOKS/GENERAL	\$ 32,000	\$ 2,000	\$ 32,000	\$ 32,000
\$ 14,978	\$ 15,000	\$ 12,648	4580-253-000	BOOKS/AUDIO-VISUAL	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
\$ 4,119	\$ 3,500	\$ 788	4580-254-000	BOOKS/MULTICULTURAL	\$ 3,500	\$ -	\$ 3,500	\$ 3,500
\$ 8,557	\$ 11,000	\$ 6,140	4580-255-000	BOOKS/YOUNG ADULT	\$ 11,000	\$ -	\$ 11,000	\$ 11,000
\$ 31,826	\$ 33,000	\$ 24,423	4580-256-000	BOOKS-E BOOKS	\$ 35,000	\$ 2,000	\$ 35,000	\$ 35,000
\$ 1,246	\$ 6,000	\$ 3,828	4580-260-000	MAGAZINES/SUBSCRIPTIONS	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
\$ 10,146	\$ 12,000	\$ 10,232	4580-265-000	PROGRAMS/EDUCATION	\$ 12,000	\$ -	\$ 12,000	\$ 12,000
\$ 34,421	\$ 35,968	\$ 28,908	4580-270-000	DUES/SUBSCRIPTIONS-ADMIN	\$ 36,989	\$ 1,021	\$ 36,989	\$ 36,989
\$ 2,872	\$ 8,530	\$ 2,167	4580-280-000	TELECOMMUNICATIONS	\$ 8,530	\$ -	\$ 8,530	\$ 8,530
\$ 645	\$ 1,120	\$ 472	4580-290-000	CELLULAR PHONE	\$ 1,120	\$ -	\$ 1,120	\$ 1,120
\$ 489	\$ 1,350	\$ 501	4580-310-000	PROFESSIONAL/TECHNICAL	\$ 1,925	\$ 575	\$ 1,925	\$ 1,925
\$ 38,481	\$ 54,120	\$ 53,828	4580-315-000	MAINTENANCE CONTRACTS	\$ 53,865	\$ (255)	\$ 53,865	\$ 53,865
\$ 7,195	\$ 5,500	\$ 2,788	4580-420-000	BOOKMOBILE	\$ 5,500	\$ -	\$ 5,500	\$ 5,500
\$ 8,766	\$ 9,500	\$ 9,369	4580-515-000	GRANTS/CLEF	\$ 9,500	\$ -	\$ 9,500	\$ 9,500
\$ 7,008	\$ 3,000	\$ -	4580-525-000	GRANTS	\$ 3,000	\$ -	\$ 3,000	\$ 3,000
\$ 25,000	\$ -	\$ -	4580-741-000	FLEET LEASE PAYMENT	\$ -	\$ -	\$ -	\$ -
\$ 3,877	\$ 4,800	\$ 5,037	4580-760-000	EQUIPMENT	\$ 17,500	\$ 12,700	\$ 13,000	\$ 13,000

\$ 1,869,871	\$ 2,093,183	\$ 1,071,053	TOTAL LIBRARY	\$ 2,266,864	\$ 173,681	\$ 2,118,664	\$ 2,118,664
8.81%	21.80%	62.32%	Percent Change		8.30%	1.22%	1.22%
7.97%	9.60%		Change in non-wage items		7.09%	5.54%	5.54%

\$ 13,299	\$ 10,000	\$ 6,857	LIBRARY FINES	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
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Summit County Library Strategic Plan

2025-2027

The Summit County Library Strategic Plan is reviewed regularly by staff and reviewed annually by the Library Board during its November meetings in 2025, 2026, and 2027. This plan has been influenced by Library Board recommendations, public survey data (conducted August 1 through September 15, 2024), and staff survey data (conducted September 3 through October 11, 2024). **Activities (listed in blue) are for internal guidance only.** As these are subject to change upon review and dependent upon budgetary and other constraints, they will not be shared publicly.

Mission: To enrich lives and communities by empowering citizens and inspiring lifelong learning.

Vision: Summit County Library is relied on as a community bridge to resources and services offered in a safe, inclusive, and accessible space.

Values: Ignite Curiosity, Advance Knowledge, Support Community

Goal 1: Continue to expand the user experience for library patrons.

- Objective 1: Expand physical and digital collections and resources.
 - Actively pursue/purchase diverse physical and digital collections.
 - Formalize and communicate options for patrons to request additional copies of ebooks to shorten wait times.
 - Continue to expand the library of things.
 - Remain up to date on library technology and other digital offerings/resources.
 - Provide color printing for patrons.
- Objective 2: Enhance program offerings and marketing to continue meeting and exceeding the needs of our community.
 - Formalize an ongoing marketing plan to be shared across branches.
 - Create a wall/display calendar of events and happenings each month.
 - Add a “Did You Know” section to newsletters, Stall Seat Journal, and/or physical displays.
 - Test out adding daytime programming for adults and evening/weekend programming for children.
 - Increase pre-teen/teen offerings.
- Objective 3: Increase offerings and outreach for underserved community populations.
 - Communities currently identified: Latinx, LGBTQ+, indigent

- Hire a Spanish Services Librarian.
- Form a Spanish speaking board to help guide offerings/outreach for this community.
- Work with County communications staff to create multilingual flyers, printing instructions, website pages, etc.
- Seek out and attend various community events.
- Collaborate and build relationships with local nonprofits.
- Share information about available social services in our community.
- Objective 4: Enhance patron privacy and ensure data collection and usage is in compliance with State law and County privacy policies.
 - Understand what data we collect and how they are utilized.
 - Properly remove data that are out of compliance and/or deemed unnecessary.
 - Update data collection forms.

Goal 2: Serve as a welcoming and inclusive gathering space for all.

- Objective 1: Upgrade or enhance library facilities to serve as vibrant community centers.
 - Offer a coffee shop/cafe within branches as able.
 - Create more gathering spaces or accessible social spaces to linger/meet with community members.
 - Create more meeting/study spaces.
 - Creatively “zone” libraries to accommodate both quiet and communicative spaces.
- Objective 2: Foster positive relationships and daily interactions between staff and patrons and among community members.
 - Formalize customer service standards.
 - Create a changing “We Want to Know” question at the circulation desk to encourage dialogue and sharing desires between staff and patrons.
 - Increase presence within our community (going to the people instead of requiring people to visit).
 - Continue and expand programming that offers space to break down barriers and hear various viewpoints.
 - Take every opportunity to be seen and utilized as a “third place” in our community.
- Objective 3: Update and streamline borrower registration policies and card types to increase efficiency and better serve the community.
 - Establish a reciprocal borrowing policy with Wasatch County and their residents.
 - Streamline borrowing policies and understanding of border lines between neighboring counties.

Goal 3: Nurture a culture where all staff feel empowered and valued.

- Objective 1: Foster positive relationships, support, and equity among staff members.
 - Create systems to increase administrative staff support at the circulation desk and during known/expected busy times.
 - Provide time, support, and encouragement for staff attendance at training and development opportunities, County events, etc.
 - Establish supportive procedures for staff emergencies, appointments, personal calls, etc.
 - Establish a mentoring program for staff members and more regular check-ins.
 - Test out a five-minute morning meeting before opening each day to improve communication among staff members.
 - Support and encourage mental/physical health for staff members (walk, meditation, wellness workshops, etc.).
- Objective 2: Enhance collaboration and idea sharing between branches.
 - Encourage and support the formation of a Spanish language practice and cultural education group.
 - Provide technology training across staff members and branches.
 - Streamline the book transfer process, especially in the absence of the regular transferers.
 - Encourage more idea sharing via Slack, Librarian Abroad, etc.
- Objective 3: Create physical environments that support daily operations.
 - Grow the library staff team.
 - Provide spaces for uninterrupted work.
 - Enhance “back of house” layouts and functions.
 - Provide a Cricut for every branch.
 - Increase or enhance storage options.
 - Regularly assess and update staff tools.