



Spanish Fork Library

Strategic Plan

2025-2027



INTRODUCTION:

VISION STATEMENT

To be the community living room, where all residents feel comfortable coming to learn and be together.

MISSION STATEMENT

We strive to build and maintain a vibrant city through personable community interactions and innovative library services.



Goals & Objectives

	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 2026 Update: In Progress. Parks and Recreation Department is taking the lead on this. Will evaluate this leading up to FY28.	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 2026 Update: Complete. New desk at children's desk, and storage credenzas at Teen, Adult, and Up Circ.		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

SPANISH FORK

PRIDE & PROGRESS

	2026 Update: Complete. Adding online payment option through LibCal booking system.		process
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; 2026 Update: Complete. Materials from Teen & Adult are regularly reviewed and moved to the appropriate collection. Adult Fiction was shifted to make more room for New Adult.	Add additional picture book bins for less-popular categories and evaluate their circulation 2026 Update: In Progress. Earmarking a significant portion of 2027 CLEF grant to purchase 5 additional bins.	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 2026 Update: In Progress. Technical Services Division is nearly finished with our first inventory.	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	Update the collection development policy		

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PRIDE & PROGRESS

materials	2026 Update: No Progress.		
Increase circulation of underused collections	Promote periodical and A/V collections; 2026 Update: In Progress. We are cleaning up the catalog to make circulation statistics clearer for periodicals. Soon we will begin the process of genrefying the Video collection. Promote online databases 2026 Update: In Progress. Ability to search databases has been added to the Catalog. Promoting the databases will be the responsibility of the new Administrative Coordinator position in FY27.	Assess circulation trends of periodicals and A/V and weed as needed 2026 Update: In Progress. We eliminated the Playaway collection due to low circulation.	
SERVICES			
Objectives:	Goals:	Goals:	Goals:
Increase awareness of programs and services	Implement targeted email marketing tool; 2026 Update: In Progress.	Expand outreach services to include book donations to local doctors offices	Expand outreach services to include book donations to neighborhood and park libraries

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PRIDE & PROGRESS

	Email marketing has been used for a variety of services and programs. The use of this will expand under the new Administrative Coordinator position. Work with Spanish-speaking community partners to promote library services to Spanish speakers in the community 2026 Update: In Progress. Have met with staff and board to discuss this. Working to identify community groups to prioritize.		
Extend library services to homebound patrons	Expand our homebound services to additional care facilities 2026 Update: In Progress. Maintained service to existing facilities. Have prioritized planning services to patrons not in a facility.	Expand our homebound services by including individuals not living in a care facility 2026 Update: In Progress. We have created a survey to begin identifying patrons who are interested that can be in our test group.	

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Ensure that the library's operating hours are sufficient for community needs	Re-evaluate library operating hours 2026 Update: No Progress. Did not include this question in the annual survey. Will survey patrons regarding this in the upcoming annual survey.	Evaluate and apply for grant funding for outdoor book locker for after-hours holds pickup	
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; 2026 Update: In Progress. Started offering programs during historical off-months (i.e., May, August, December) in response to patron feedback. Need to continue developing substitute Program Coordinators to maintain quality of programs.	Implement post-program feedback surveys for every program	Build partnerships with community organizations for collaborative programming
TECHNOLOGY			
Objectives:	Goals:	Goals:	Goals:

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PRIDE & PROGRESS

Update and add new technologies for patrons to use	Evaluate alternative service providers for printing and public PC use and potentially switch to a different provider 2026 Update: Complete. Switched printing and PC management solution to a new provider that has proven to be easier to use and more consistent. We're seeing more patrons paying for their prints online, which is reducing cash payments, further reducing staff time assisting with prints.	Replace iPads used for coding class 2026 Update: Complete. We were awarded an IMLS LSTA grant to replace these iPads. Evaluate demand for other technologies, including public 3D printers 2026 Update: In Progress. We were awarded a grant from Meta to create a 3D printing lab in the Teen Program Room. We are in the process of developing policies and procedures, and will open this to the public in the coming months.	Seek grant funding for laptops for teen & adult programs 2026 Update: In Progress. The 3D lab grant includes funding for 6 laptops. We will use these for now and evaluate the need to grow this over time. 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 2026 Update: Complete. ILL fees, except for loans that were requested but never picked up, have been eliminated.	Add additional forgiveness periods, including food drives and fine-free check-in periods; 2026 Update: Complete. Food for Fines is now offered year-round. We also developed	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

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PRIDE & PROGRESS

	Develop process for mailing cards for new registrations 2026 Update: In Progress. Working with Patron Services Manager to develop procedure.	and implemented a new policy to write-off fines that are more than 5 years old. Simplify account renewals by implementing online residency and ID verification; 2026 Update: In Progress. We have created the form and are in the process of testing it. We plan to have this implemented this year.	2026 Update: Complete. Created a new policy and implemented this in Fall 2025.
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