

**SPANISH FORK**  
PRIDE & PROGRESS

# Library Midyear Work Session - 2024



- Impacts of Library Hall
- Operating Hours
- Library Strategic Plan
- Staffing
- Heritage Room Use & Fees



# Impacts of Library Hall





IF YOU BUILD IT...

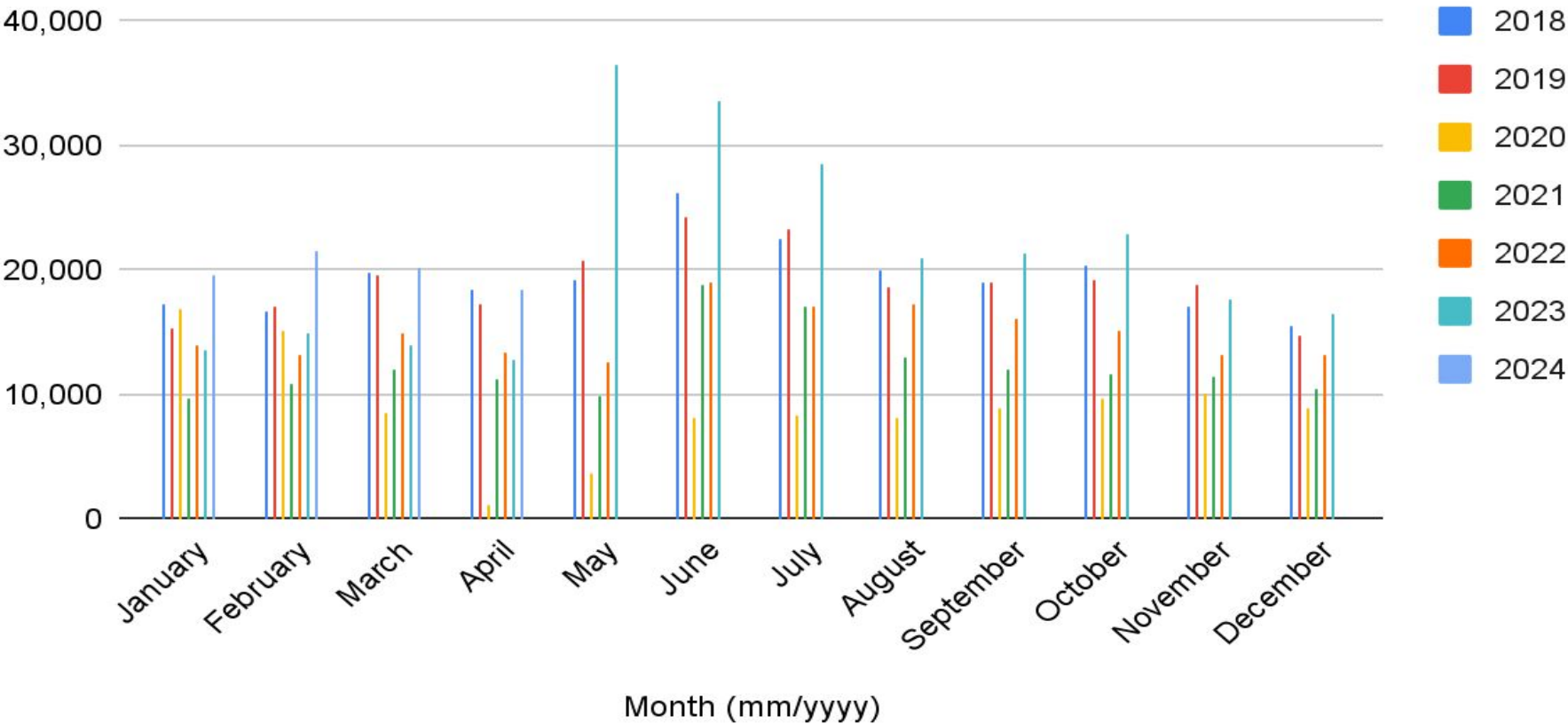


# SPANISH FORK **They Will Come**

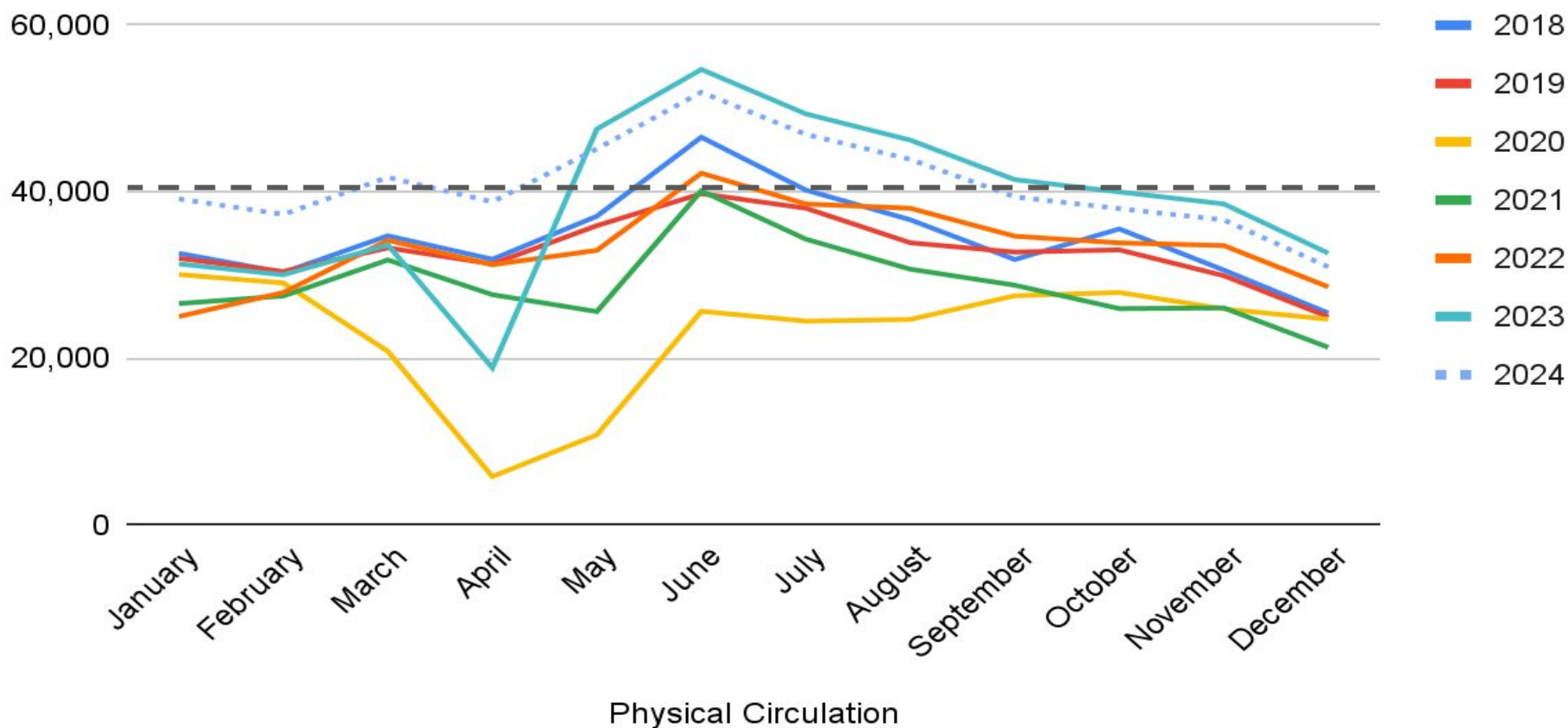
PRIDE & PROGRESS



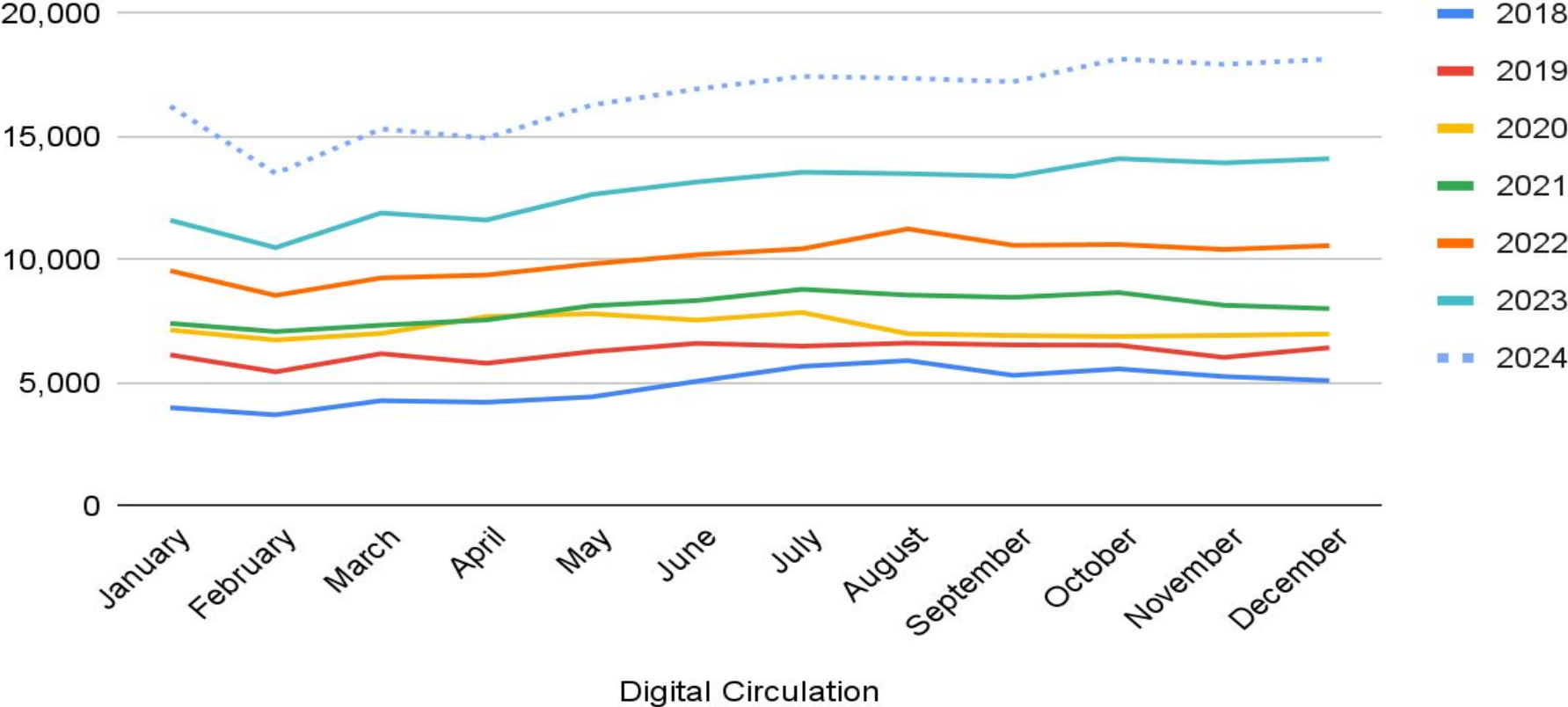
# Library Visits



# Physical Circulation by Month

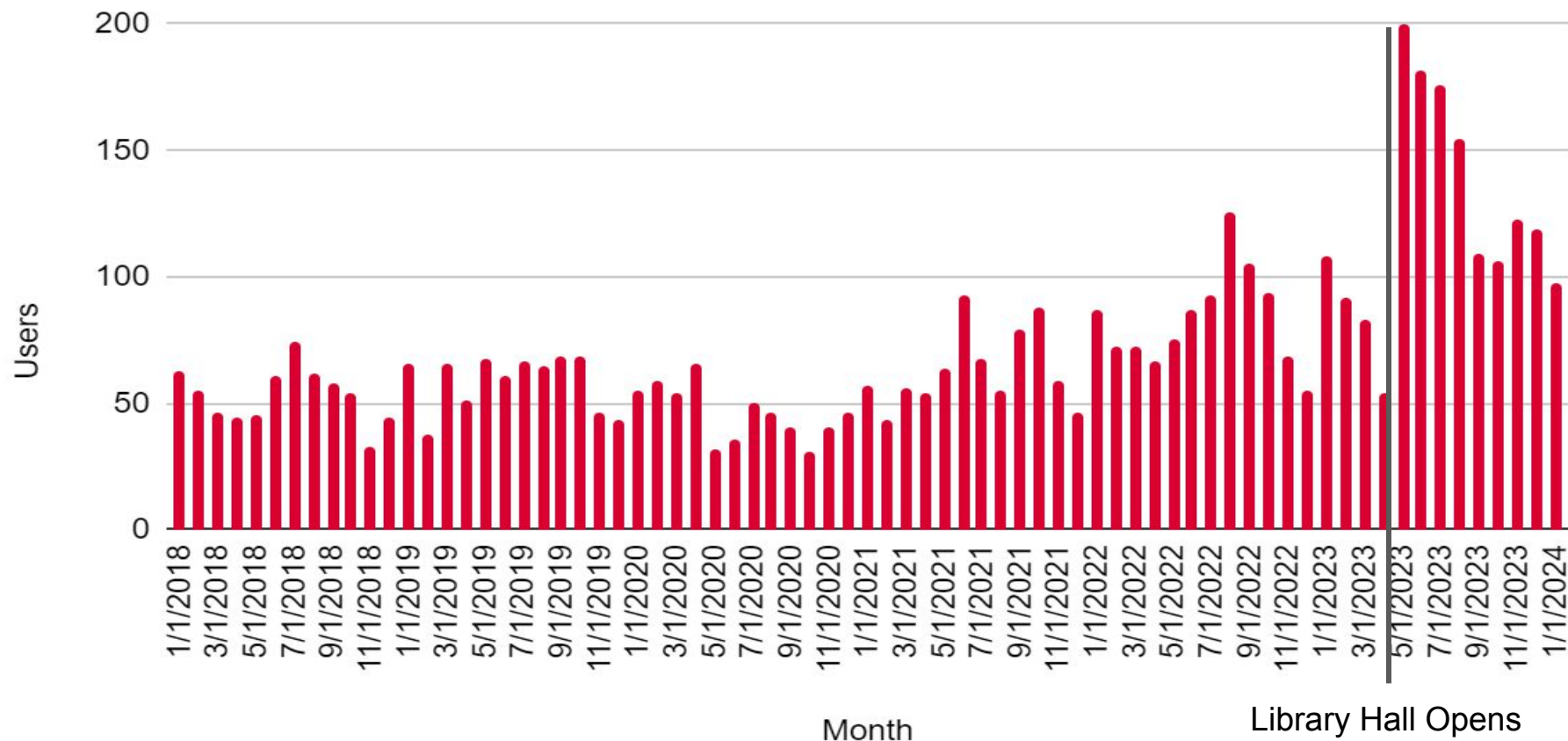


# Digital Circulation by Month

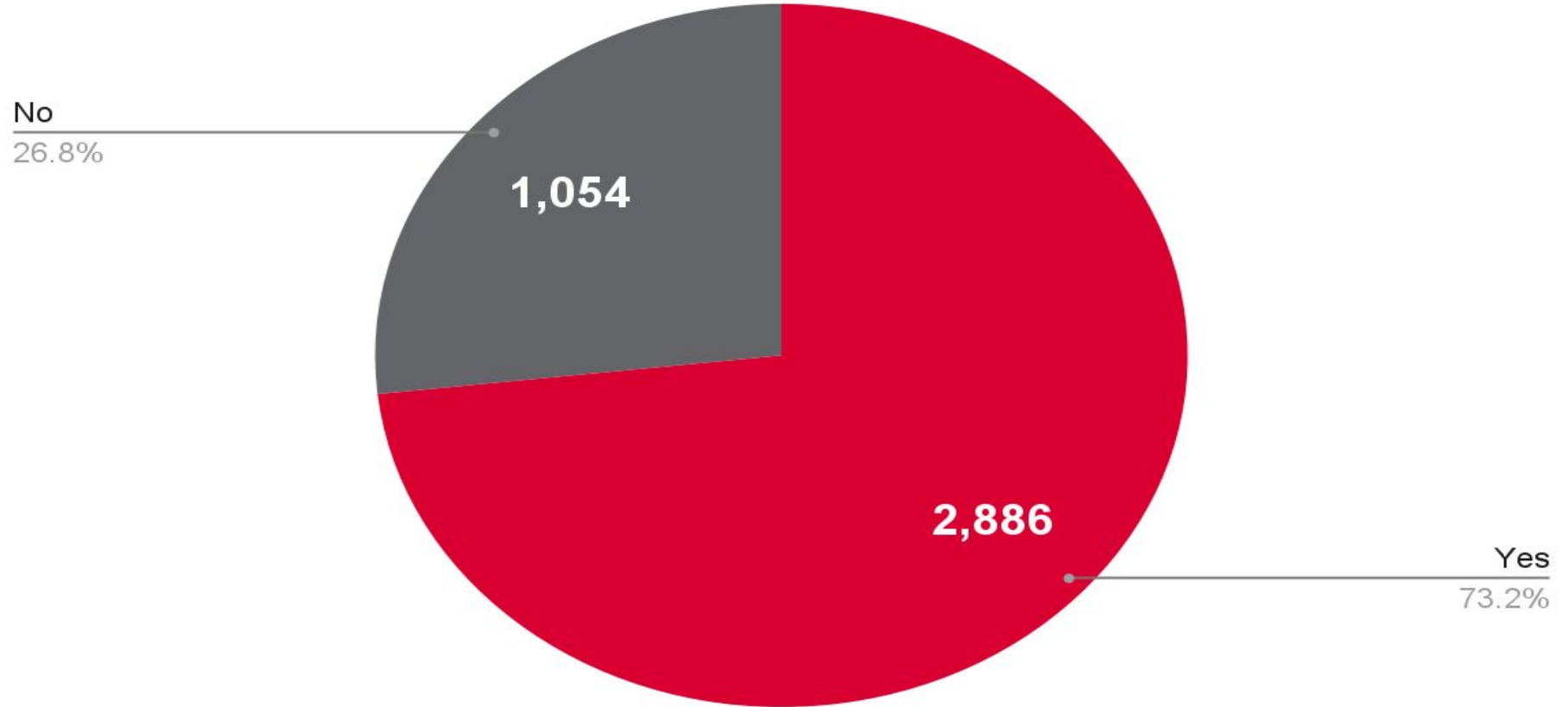




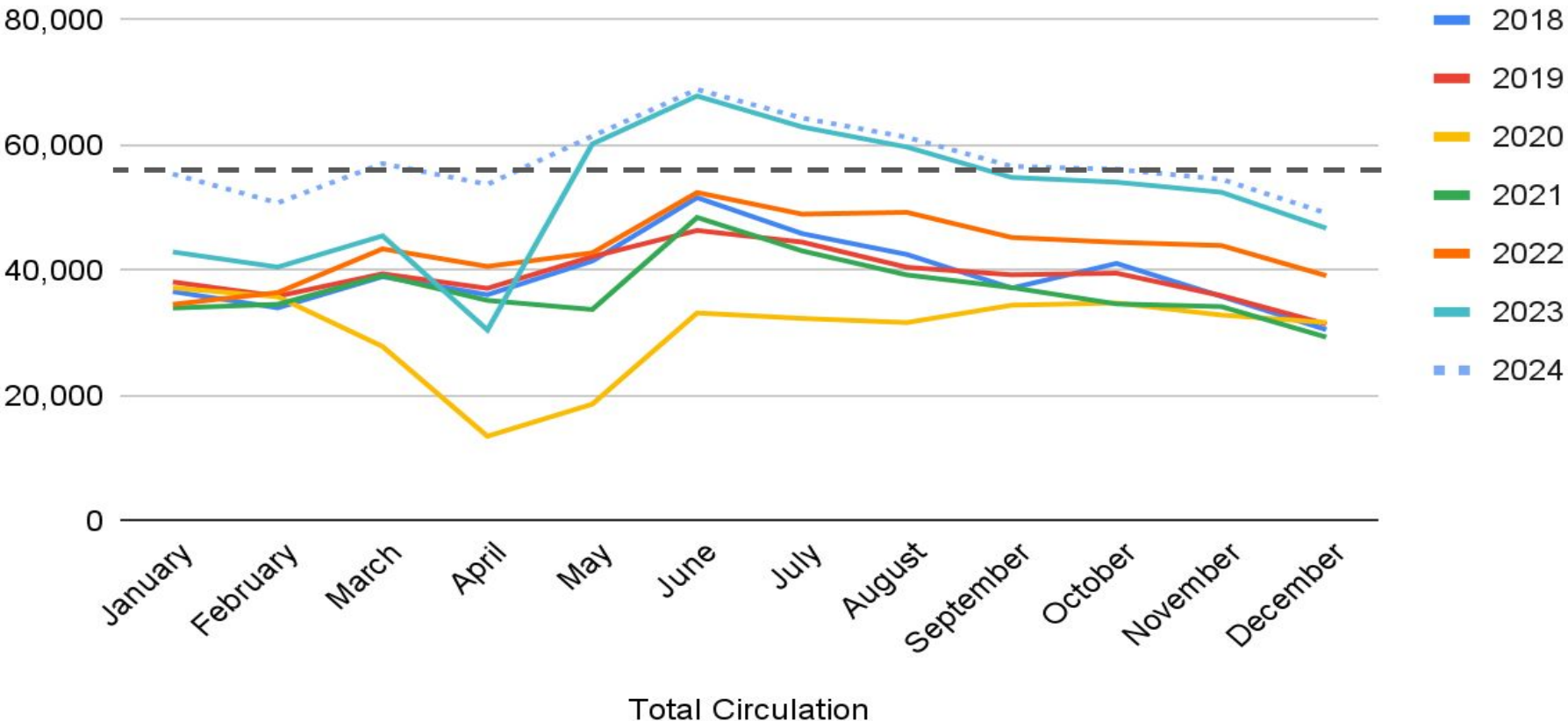
# New Overdrive Users by Month



## 2023 Overdrive Users Who Also Checkout Physical Items

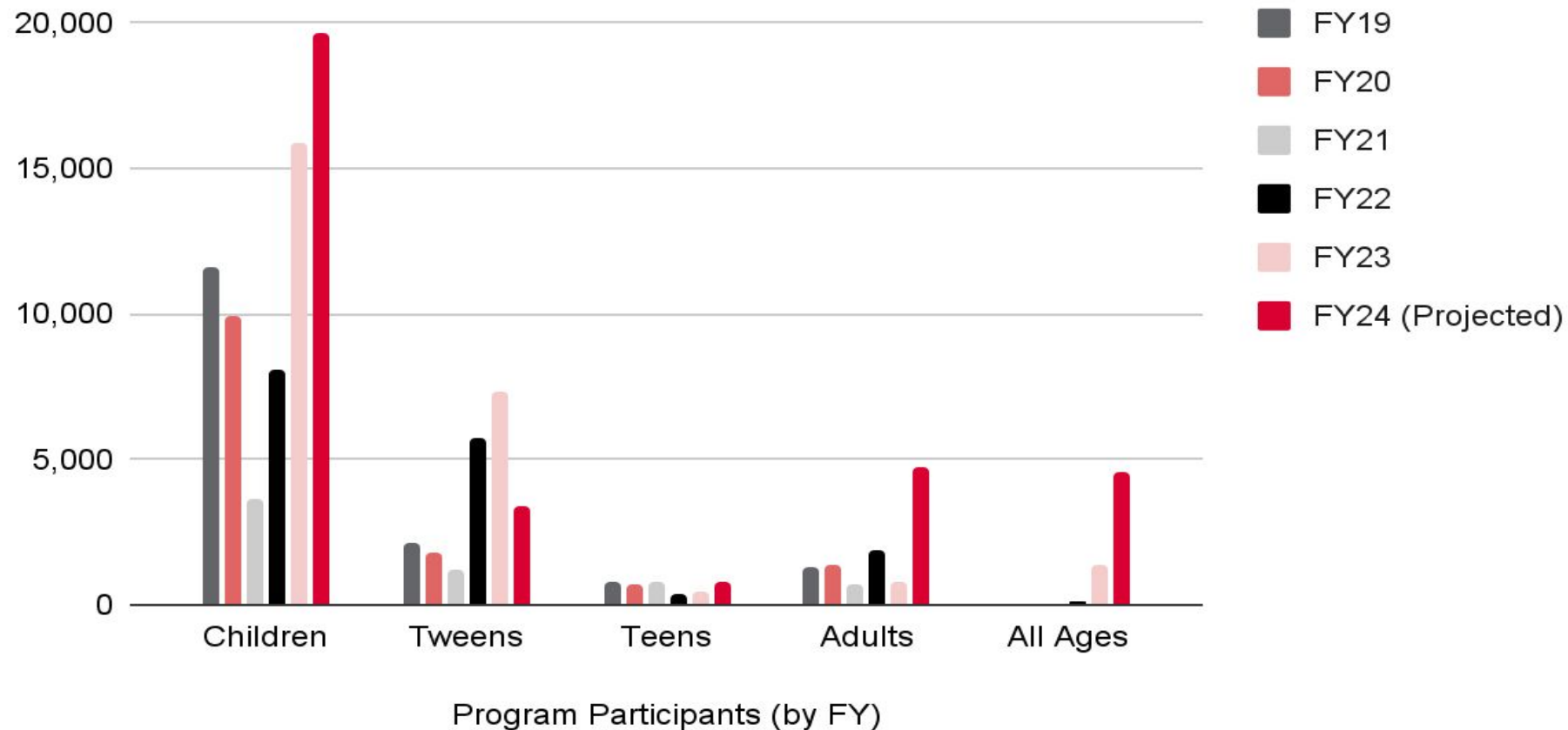


# Total Circulation by Month



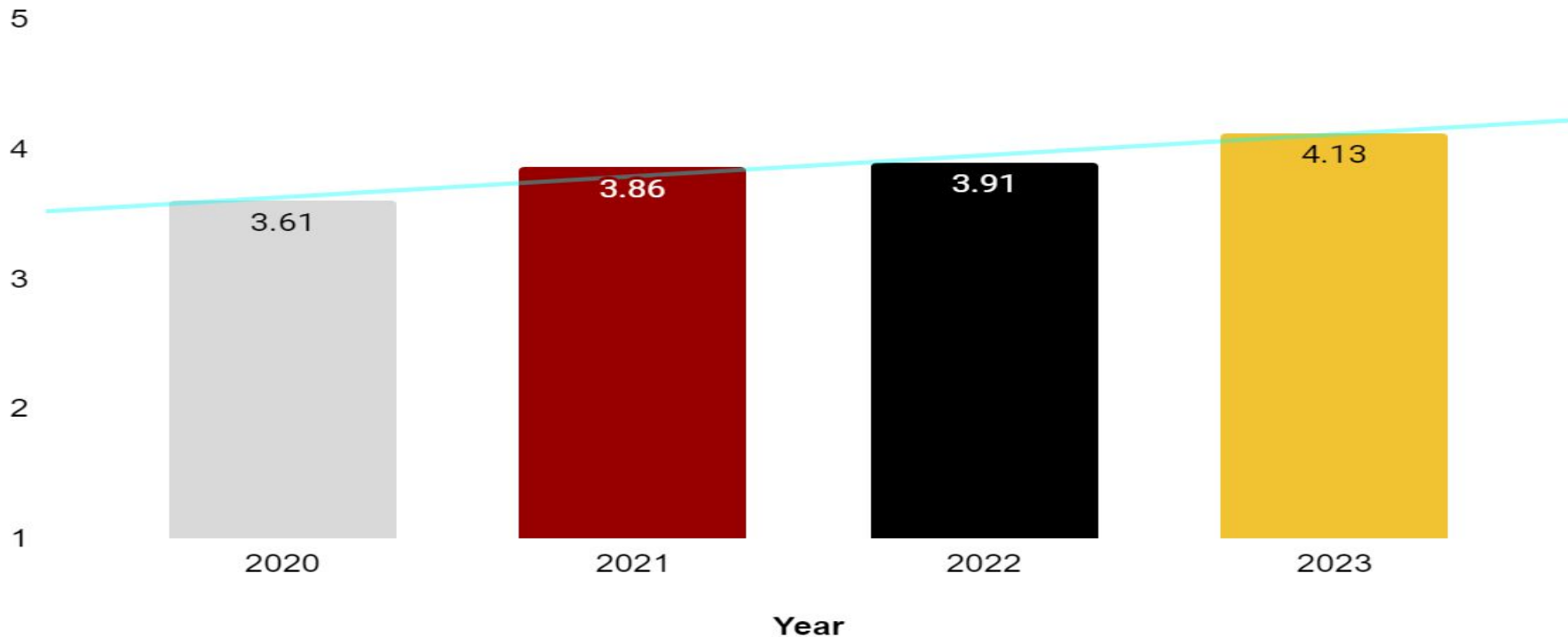


# Annual Program Participants



# Resident Survey - Library Satisfaction

**How satisfied are you with the Library services?**



# Operating Hours

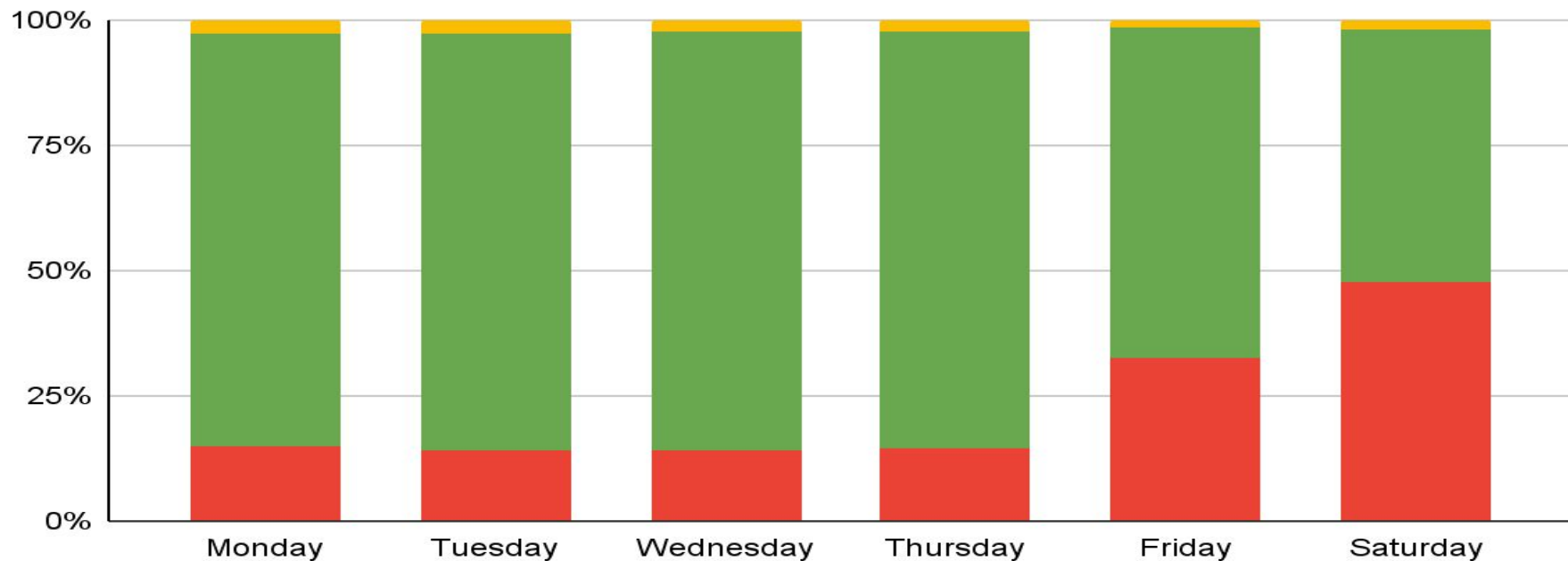




# Operating Hours Survey Results

Each day, the library is:

Open too long    Open the right amount of time    Not open long enough



# Operating Hours Survey Results

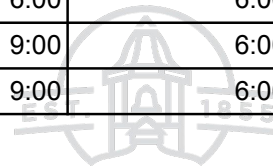
|                 | Open Earlier |     |     | Closer Earlier |     |     | Open Later |     |     | Close Later |     |     | Open on Sunday | None |
|-----------------|--------------|-----|-----|----------------|-----|-----|------------|-----|-----|-------------|-----|-----|----------------|------|
|                 | Mon-Thu      | Fri | Sat | Mon-Thu        | Fri | Sat | Mon-Thu    | Fri | Sat | Mon-Thu     | Fri | Sat |                |      |
| Yes             | 139          | 135 | 146 | 15             | 3   | 5   | 3          | 4   | 6   | 96          | 259 | 403 | 7              | 645  |
| Total Responses | 1188         |     |     |                |     |     |            |     |     |             |     |     |                |      |
| % of Responses  | 12%          | 11% | 12% | 1%             | 0%  | 0%  | 0%         | 0%  | 1%  | 8%          | 22% | 34% | 1%             | 54%  |



# Operating Hours Survey Results

| Opening Time     |                      |        |          |
|------------------|----------------------|--------|----------|
|                  | Monday -<br>Thursday | Friday | Saturday |
| Orem             | 9:00                 | 9:00   | 9:00     |
| Provo            | 9:00                 | 9:00   | 9:00     |
| American Fork    | 9:00                 | 10:00  | 10:00    |
| Lehi             | 9:00                 | 10:00  | 10:00    |
| Pleasant Grove   | 9:00                 | 10:00  | 10:00    |
| Saratoga Springs | 9:00                 | 10:00  | 10:00    |
| Eagle Mountain   | 9:30                 | 9:30   | 9:30     |
| Highland         | 10:00                | 10:00  | 10:00    |
| Payson           | 10:00                | 10:00  | 10:00    |
| Salem            | 10:00                | 10:00  | 10:00    |
| Santaquin        | 10:00                | 10:00  | 10:00    |
| Spanish Fork     | 10:00                | 10:00  | 10:00    |
| Springville      | 10:00                | 10:00  | 10:00    |

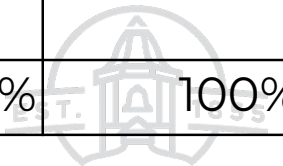
| Closing Time     |                      |        |          |
|------------------|----------------------|--------|----------|
|                  | Monday -<br>Thursday | Friday | Saturday |
| Eagle Mountain   | 6:30                 | 5:30   | 1:30     |
| Salem            | 7:00                 | 5:00   | 2:00     |
| Lehi             | 8:00                 | 4:00   | 4:00     |
| Saratoga Springs | 8:00                 | 4:00   | 4:00     |
| Santaquin        | 8:00                 | 5:00   | 2:00     |
| Spanish Fork     | 8:00                 | 6:00   | 4:00     |
| Payson           | 8:00                 | 6:00   | 6:00     |
| Highland         | 8:00                 | 8:00   | 4:00     |
| Springville      | 9:00                 | 6:00   | 4:00     |
| American Fork    | 9:00                 | 6:00   | 6:00     |
| Pleasant Grove   | 9:00                 | 6:00   | 6:00     |
| Orem             | 9:00                 | 9:00   | 6:00     |
| Provo            | 9:00                 | 9:00   | 6:00     |





# Saturday Circulation by Hour

| Saturday     | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------|------|------|------|------|------|------|
| 10:00 AM     |      |      | 1%   | 6%   | 9%   | 10%  |
| 11:00 AM     |      |      | 4%   | 12%  | 13%  | 16%  |
| 12:00 PM     | 14%  | 13%  | 16%  | 17%  | 17%  | 16%  |
| 1:00 PM      | 16%  | 15%  | 17%  | 17%  | 19%  | 16%  |
| 2:00 PM      | 18%  | 18%  | 19%  | 20%  | 17%  | 16%  |
| 3:00 PM      | 16%  | 15%  | 21%  | 28%  | 25%  | 26%  |
| 4:00 PM      | 18%  | 17%  | 10%  |      |      |      |
| 5:00 PM      | 19%  | 21%  | 11%  |      |      |      |
| <b>TOTAL</b> | 100% | 100% | 100% | 100% | 100% | 100% |



# Hours of Operation - Proposed Changes

- Test a modified Saturday schedule during February and March (10 am to 5 pm)
- Beginning September 3, open at 9 am (M-F) and keep existing closing hours
- Neither of these changes affect the budget



# Strategic Plan



# Library Strategic Plan

- Updated every 3 years
- Focus areas include:
  - Facilities
  - Collections
  - Services
  - Programs
  - Technology





## What goals would you like the Library to focus on in our new 3-year strategic plan?

- ① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.



# Staffing





**2020**

5 Full Time

1 Perm. Part Time

8 Part Time

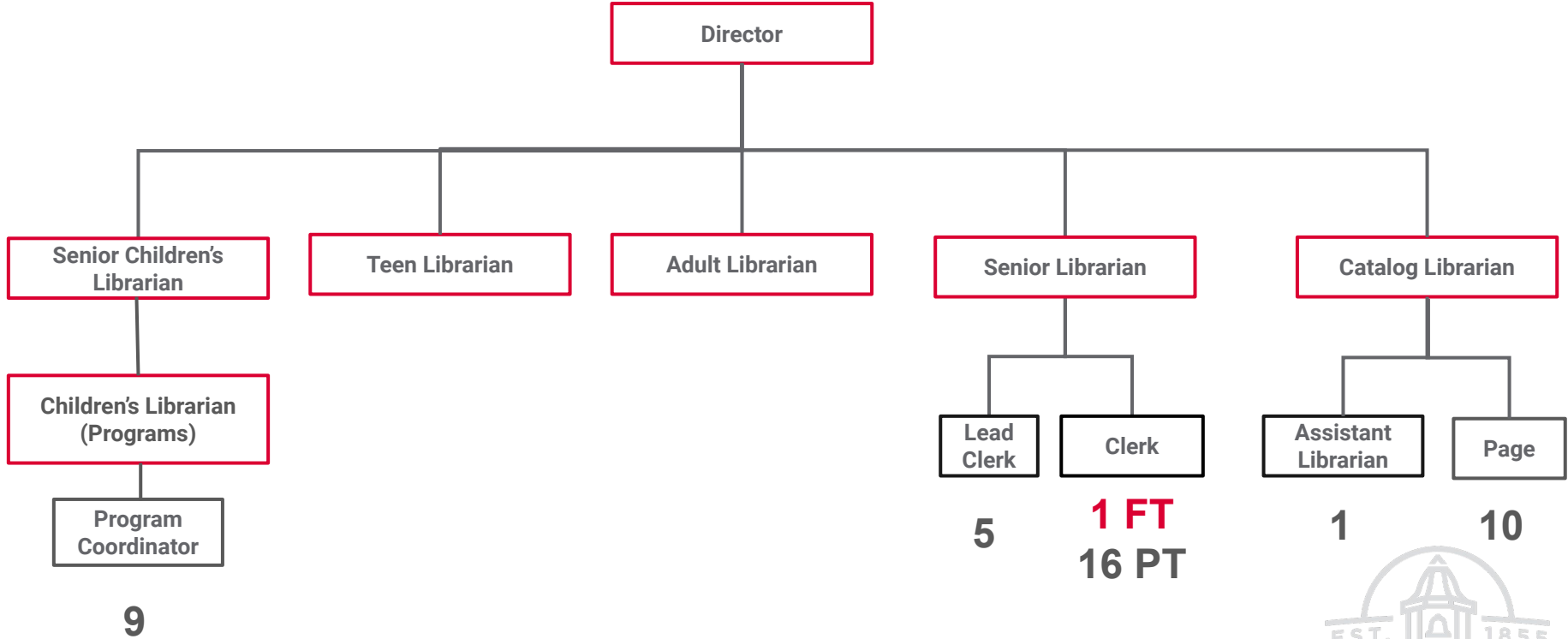
**2024**

8 Full Time

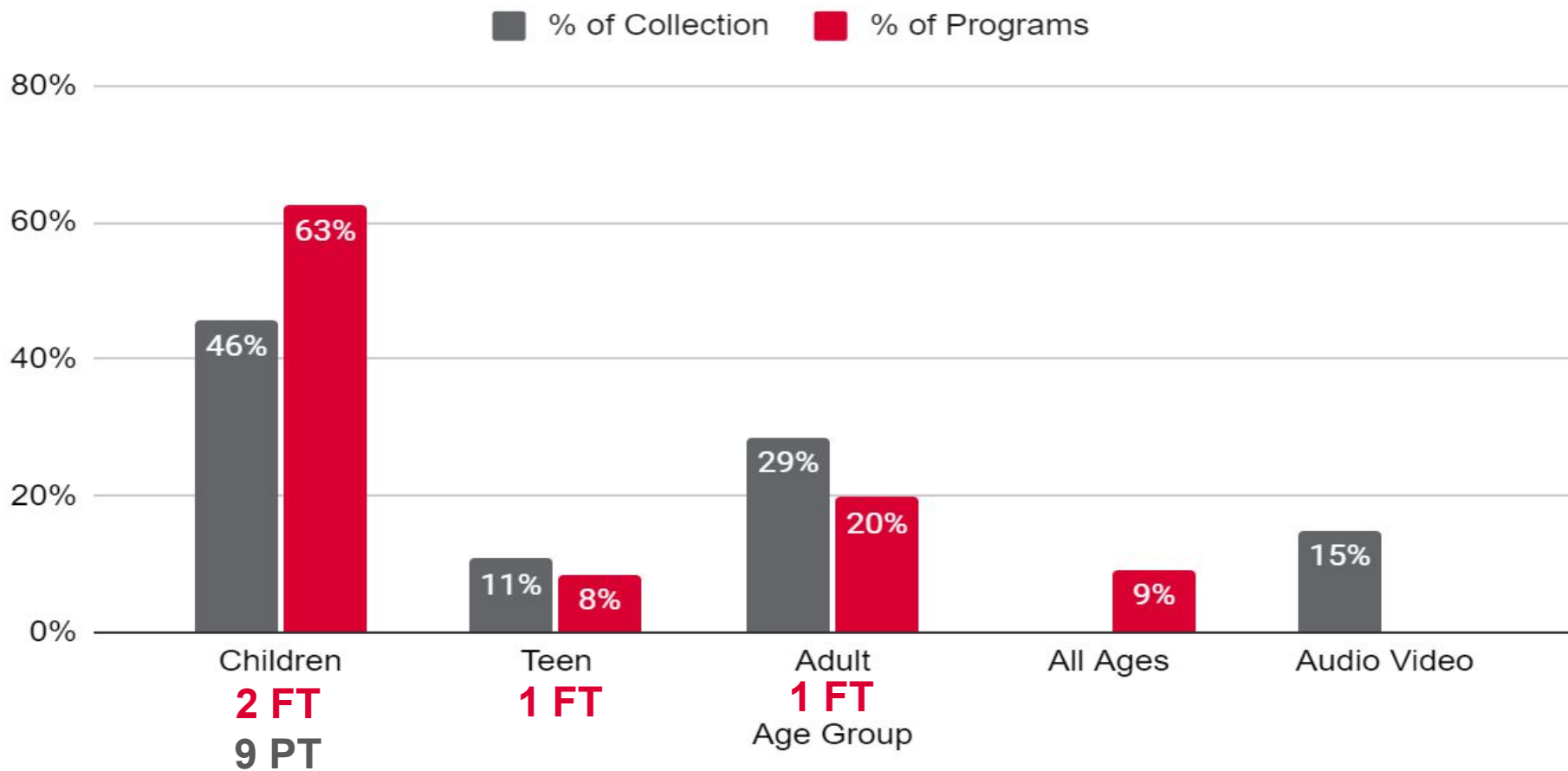
41 Part Time



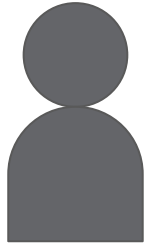
# Org Chart



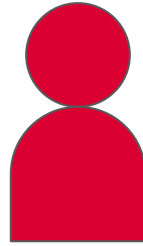
# % of Collection and Programs by Age



# Proposal



1 PT  
Teen  
Assistant  
Librarian



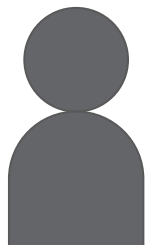
1 FT  
Administrative  
Coordinator



1 PT  
Adult  
Assistant  
Librarian



## Proposal



1 PT Teen  
Assistant  
Librarian

## Value Added

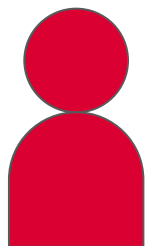
- Assist/lead weekly & monthly programs
- School outreach
- Special programs for individuals with cognitive and developmental disabilities
- Reading challenges
- **For Librarian:** More focus on collection development and provides an opportunity for leadership/staff development



1 PT Adult  
Assistant  
Librarian

- Coordinate programs with community partners
- Assist with larger events
- Outreach & homebound services
- **For Librarian:** More focus on collection development and provides an opportunity for leadership/staff development

# Proposal



1 FT

Administrative  
Coordinator

## Value Added

- Manages all marketing for the department, including posters, social media, website, newsletter, email marketing
  - Over 1,000 responses to hours survey within the first 24 hours
- All-Ages programs
- Special projects
  - e.g., Food for Fines, book sales, staff development day, team building, apparel, summer reading donations
- Library Board meeting minutes and public noticing
- **For Director:** Strategic planning, policy development, management vs. leadership
- **For Librarians:** Collection development & program coordination





# Proposal

| PROPOSED |                            |           |           |           |              |                 |                 |                   |
|----------|----------------------------|-----------|-----------|-----------|--------------|-----------------|-----------------|-------------------|
| Priority | Position                   | Status    | Pay Grade | Mid Point | Annual Hours | Annual Salary   | Annual Benefits | Total Annual Cost |
| 1        | Teen Assistant Librarian   | Part Time | PT4       | \$14.56   | 1,135        | \$16,529        | \$1,653         | \$18,181          |
| 2        | Administrative Coordinator | Full Time | 5         | \$25.32   | 2,080        | \$52,666        | \$37,608        | \$90,274          |
| 3        | Adult Assistant Librarian  | Part Time | PT4       | \$14.56   | 1,135        | \$16,529        | \$1,653         | \$18,181          |
|          | <b>TOTAL</b>               |           |           |           |              | <b>\$85,723</b> | <b>\$40,914</b> | <b>\$126,637</b>  |



# Proposal - Alternative

| ALTERNATIVE |                                 |           |           |           |              |                 |                 |                   |
|-------------|---------------------------------|-----------|-----------|-----------|--------------|-----------------|-----------------|-------------------|
| Priority    | Position                        | Status    | Pay Grade | Mid Point | Annual Hours | Annual Salary   | Annual Benefits | Total Annual Cost |
| 1           | Teen Assistant Librarian        | Part Time | PT4       | \$14.56   | 1,135        | \$16,529        | \$1,653         | \$18,181          |
| 2           | Assistant Librarian - Marketing | Part Time | PT4       | \$14.56   | 1,135        | \$16,529        | \$1,653         | \$18,181          |
| 3           | Administrative Coordinator      | Part Time | PT5       | \$16.91   | 1,135        | \$19,196        | \$1,920         | \$21,116          |
| 4           | Adult Assistant Librarian       | Part Time | PT4       | \$14.56   | 1,135        | \$16,529        | \$1,653         | \$18,181          |
|             | <b>TOTAL</b>                    |           |           |           |              | <b>\$68,782</b> | <b>\$6,878</b>  | <b>\$75,660</b>   |



# Heritage Room Use & Fees



# Heritage Room Use (May '23 - January '24)

## Heritage Room Use

Private (Paid Rentals)  
11.3%

23

City Use  
21.1%

43

138

Library Programs  
67.6%

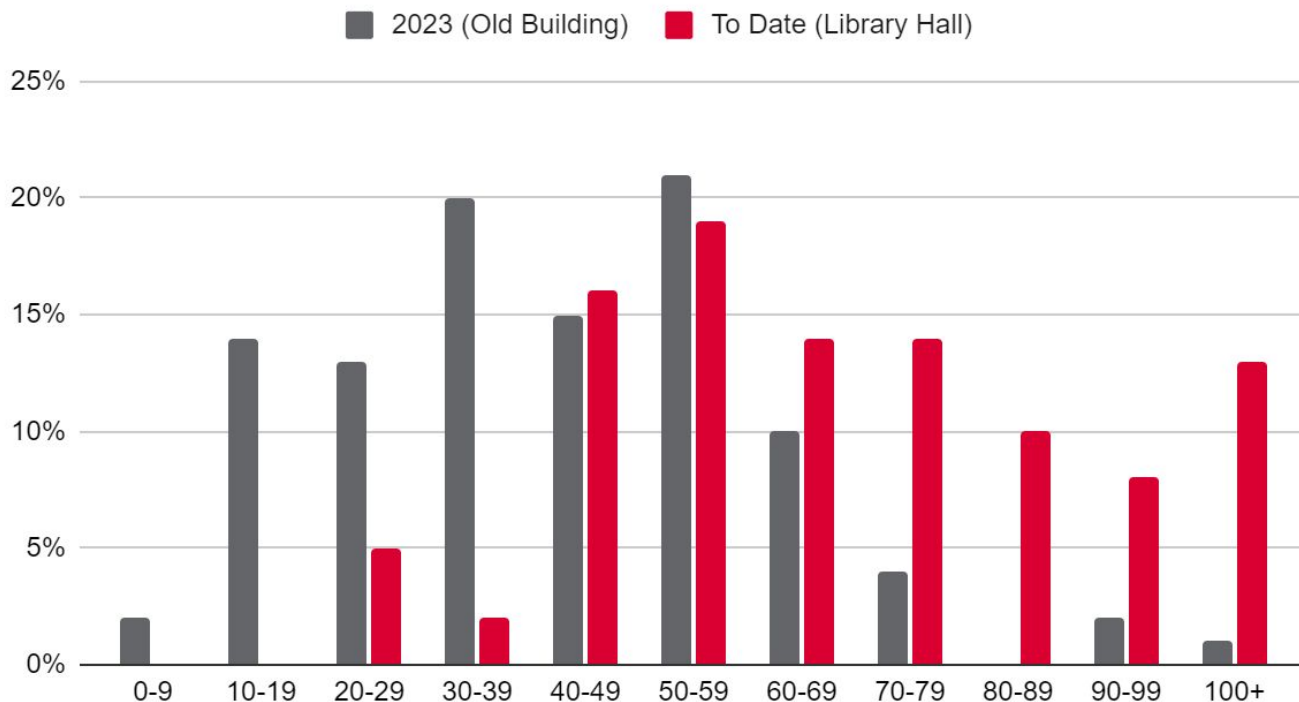


# SPANISH FORK PRIDE & PROGRESS The (Good) Problem



# The (Good) Problem

## Children's Program Attendance



*The average attendance for our largest storytime has increased from 40 to 70 people.*







# Should the Heritage Room be available for public use?

- ① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.



# Heritage Room - Fee Comparison

| Organization | Room                      | Size       | Price   |
|--------------|---------------------------|------------|---|
| Spanish Fork | Oaks                      | 3500 sqft  | \$200/hour (M-Th); \$250/hour (F-S)   |
| Springville  | Upstairs Space            |            | \$175 + \$100/hour (Non-Profit/Personal Use);<br>\$240 + \$120/hour (Commercial)  |
| Mapleton     | Harvest Park Event Center |            | M-Th: \$150/hour; F-S: \$175/hour   |
| Provo        | Multipurpose              |            | \$125/hour  |
| Spanish Fork | Heritage Room             |            | \$100/hour (resident, F-S); \$125 (non-resident)  |
| Utah County  | Ballroom                  |            | \$100/hour<br>\$1,600 (after hours)   |
| Springville  | Meeting Room              |            | Business Hours: \$40 + \$25/hour (Non-Profit/Personal Use); \$50 + \$30/hour (Commercial)<br>After Hours: \$70 + \$80/hour (Non-Profit/Personal Use); \$100 + \$100/hour (Commercial) |
| Mapleton     | Community Center          |            | \$60-\$92/hour  |
| Provo        | Ballroom                  |            | \$66/hour   |
| Spanish Fork | Ponderosa                 | 6140 sq ft | \$58/hour   |
| Spanish Fork | Heritage Room             |            | \$50/hour (resident, M-Th); \$75/hour (non-resident)  |
| Spanish Fork | High Chaparral            | 2500 sqft  | \$42/hour   |



## Heritage Room - Fees

*Site supervisor cost per hour: \$30 (using existing staff)*





# What should the rental fee for the Heritage Room be?

- ① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.

