

Library Midyear Work Session - 2024



SPANISH FORK
PRIDE & PROGRESS

Agenda

- Impacts of Library Hall
- Operating Hours
- Library Strategic Plan

- Staffing
- Heritage Room Use & Fees



Impacts of Library Hall





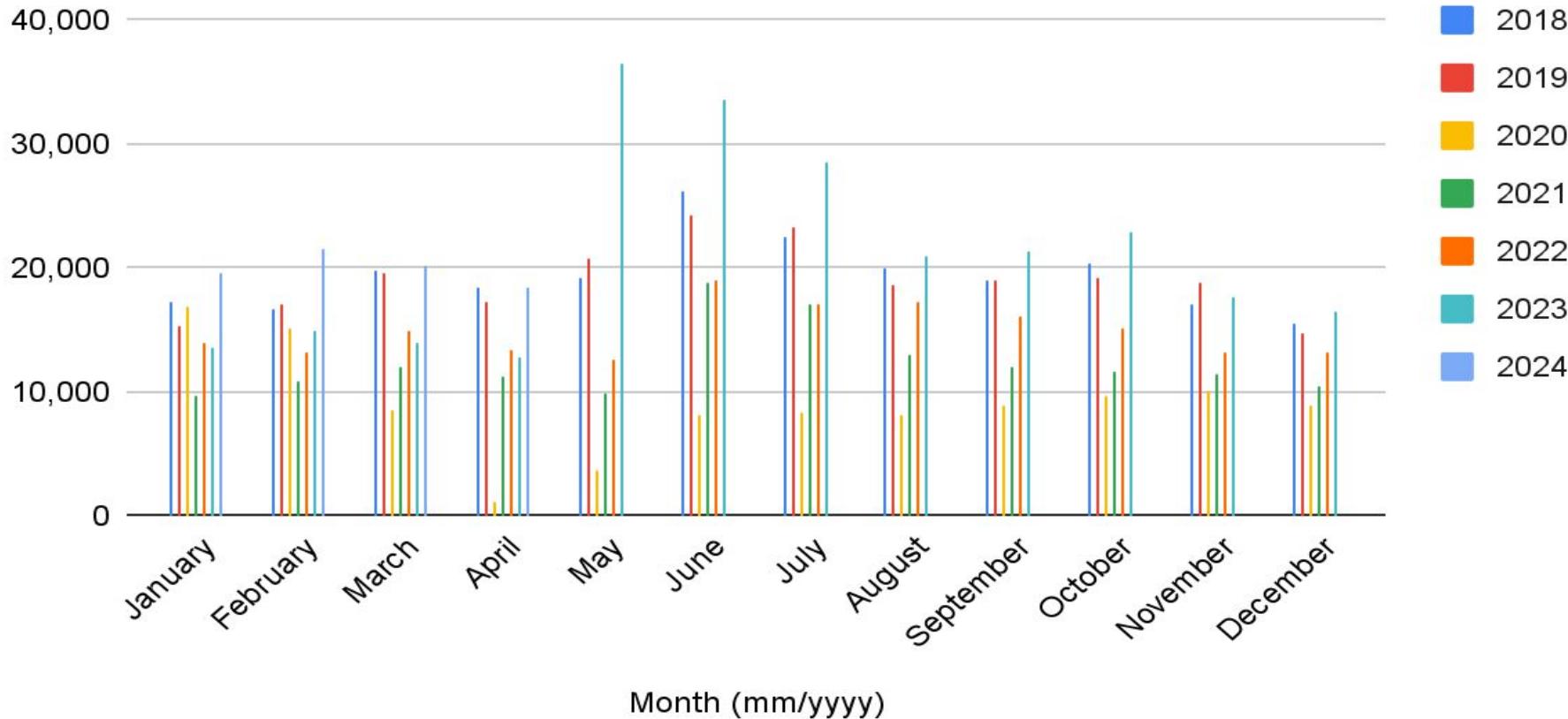
IF YOU BUILD IT...

SPANISH FORK
PRIDE & PROGRESS

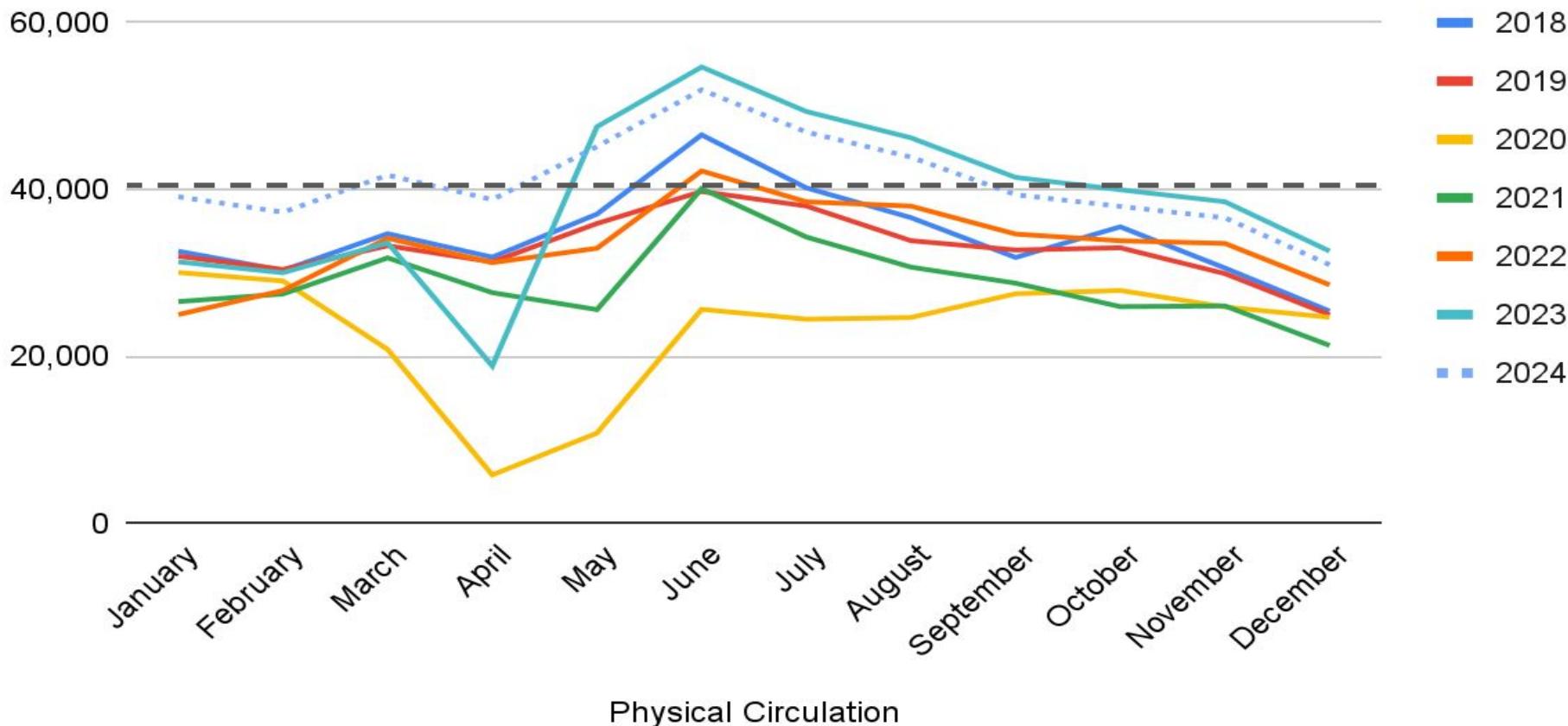
They Will Come



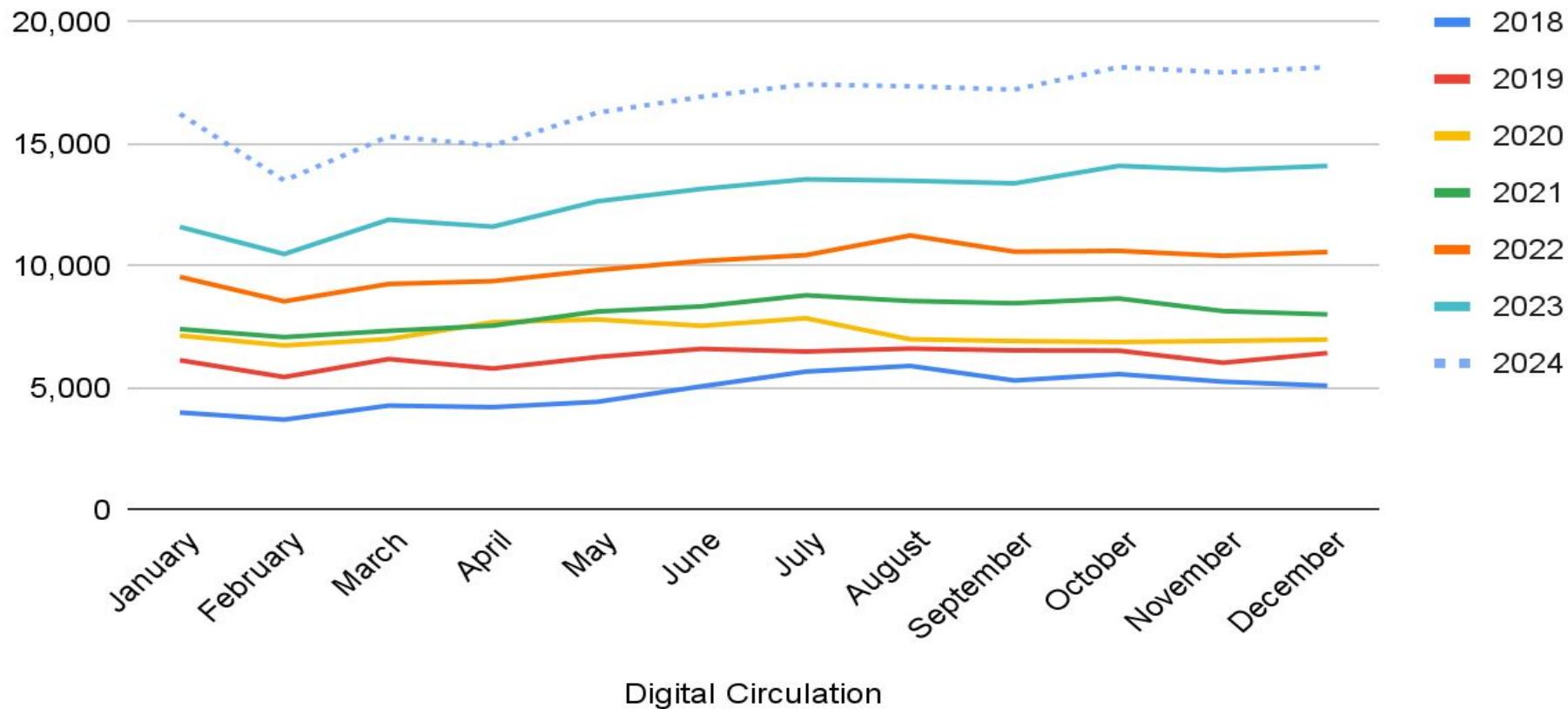
Library Visits



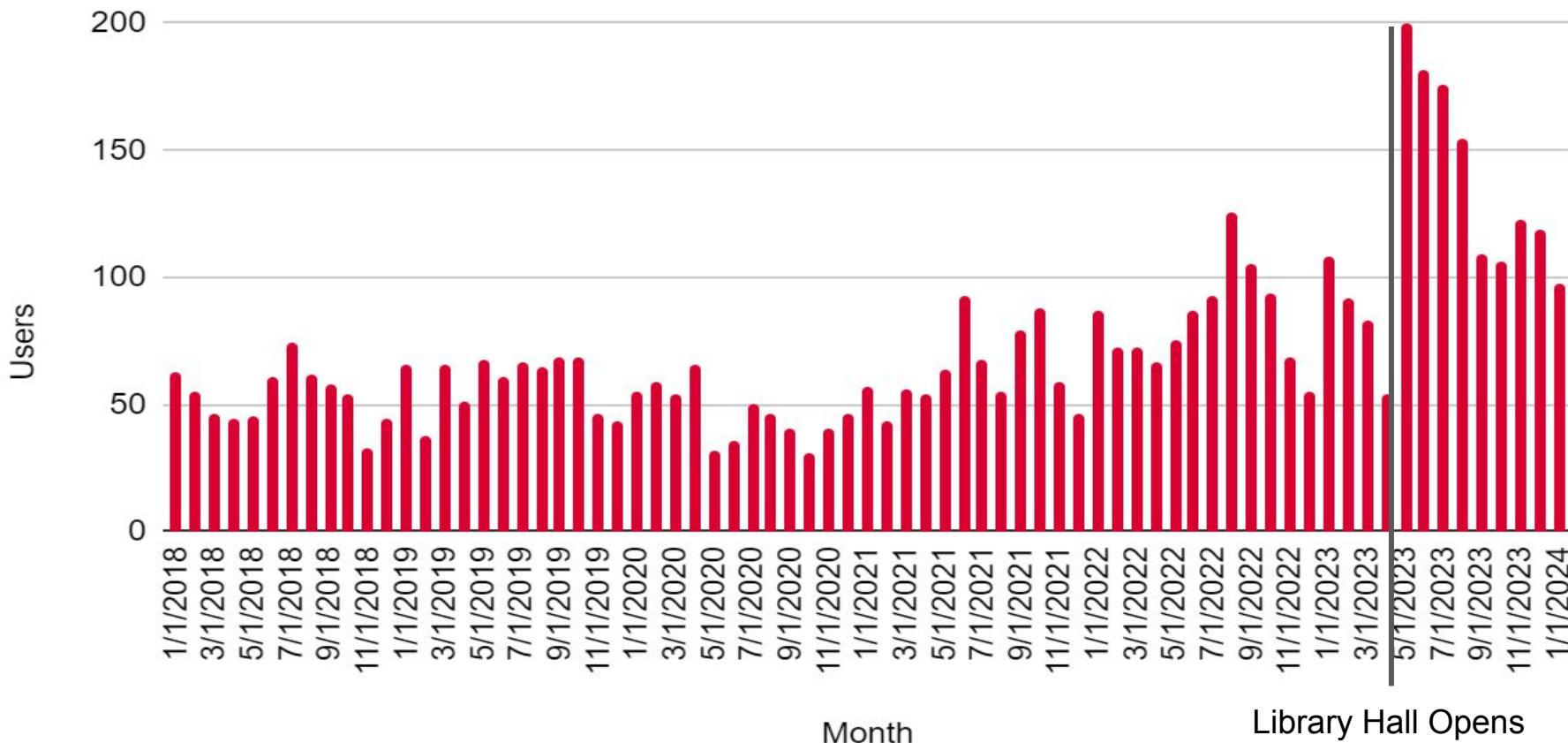
Physical Circulation by Month



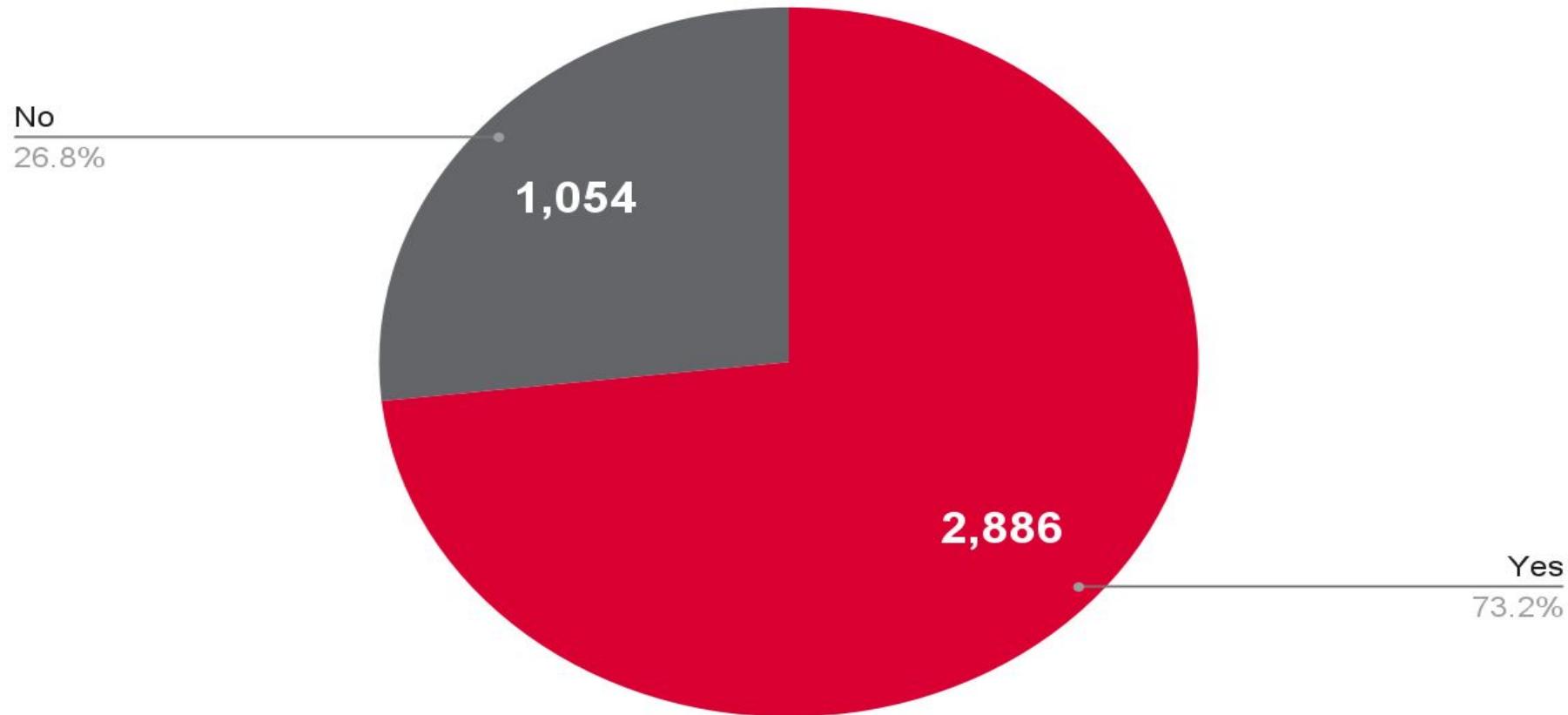
Digital Circulation by Month



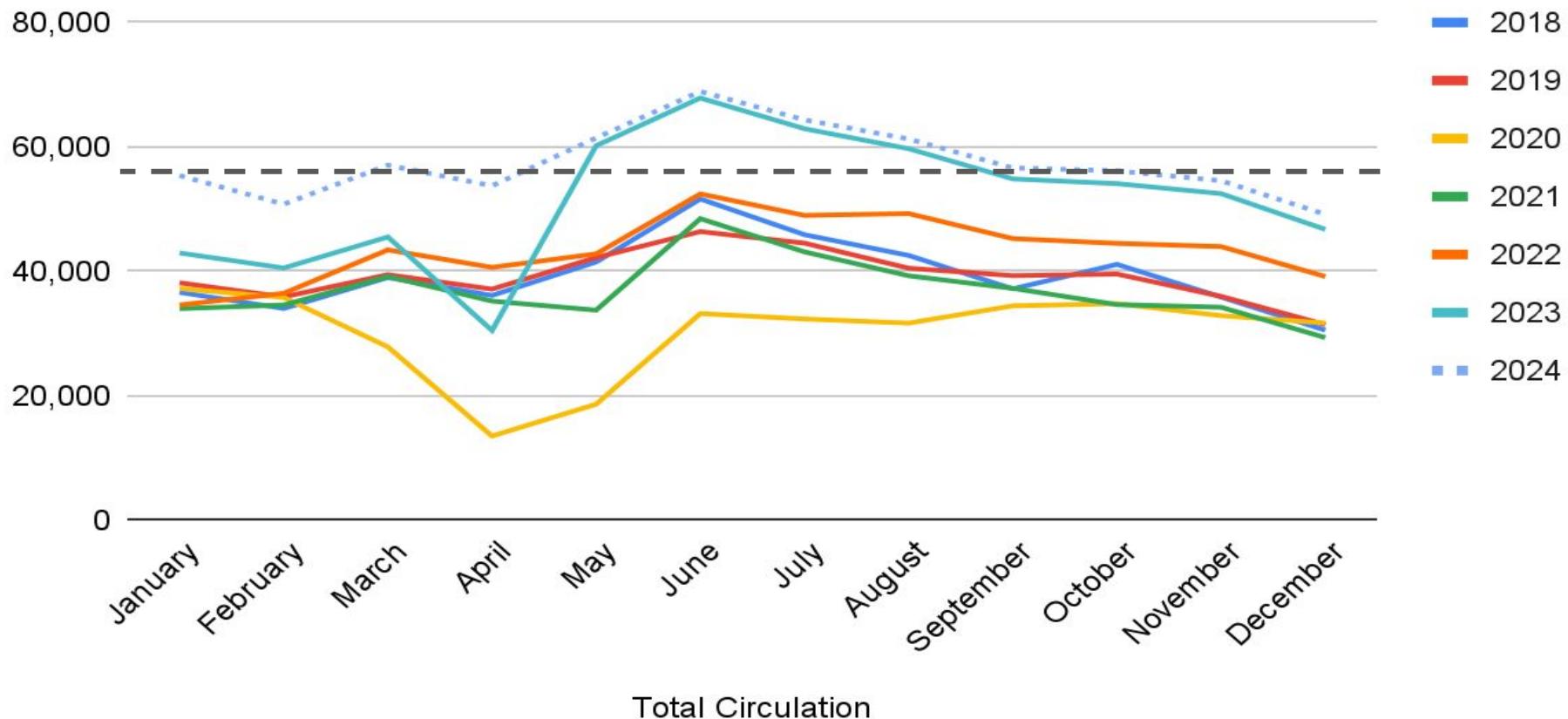
New Overdrive Users by Month



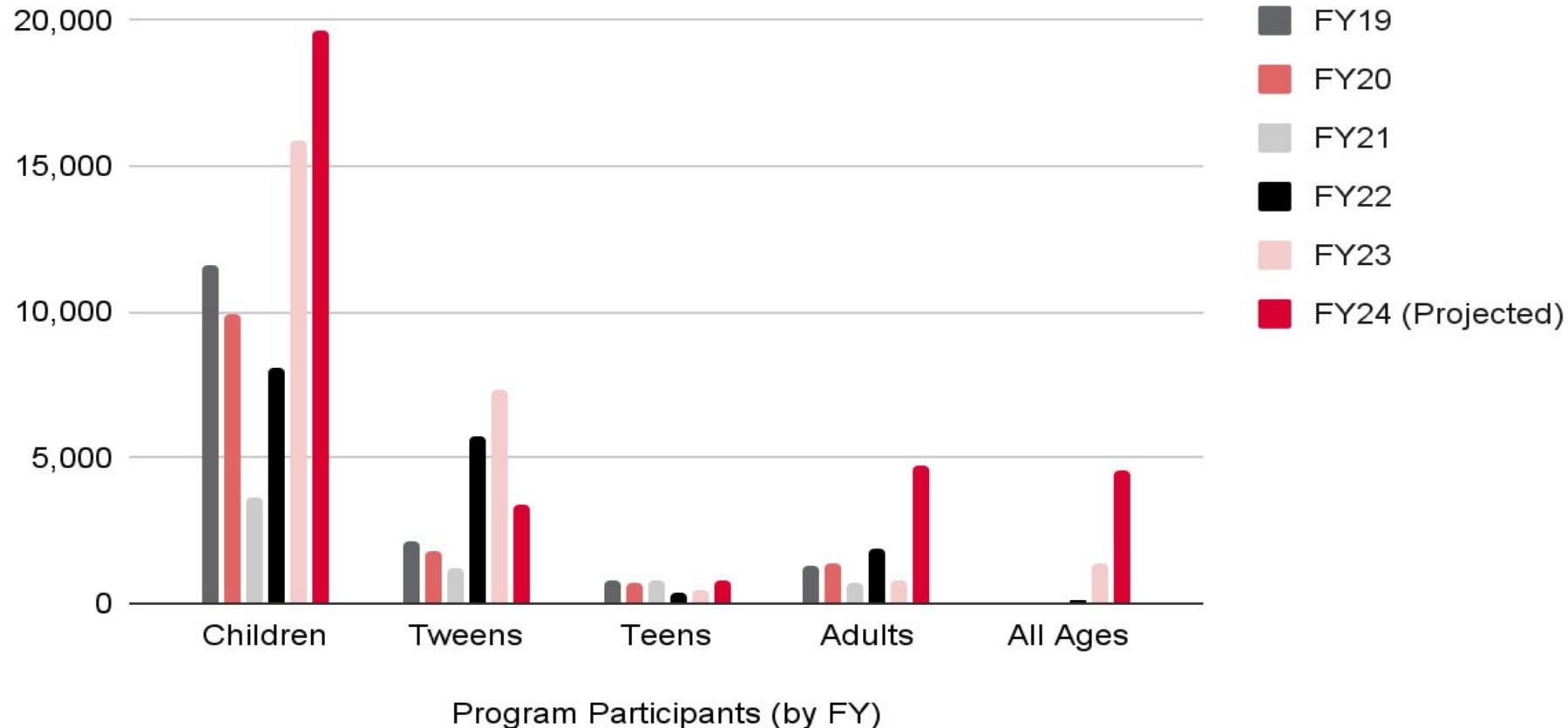
2023 Overdrive Users Who Also Checkout Physical Items



Total Circulation by Month

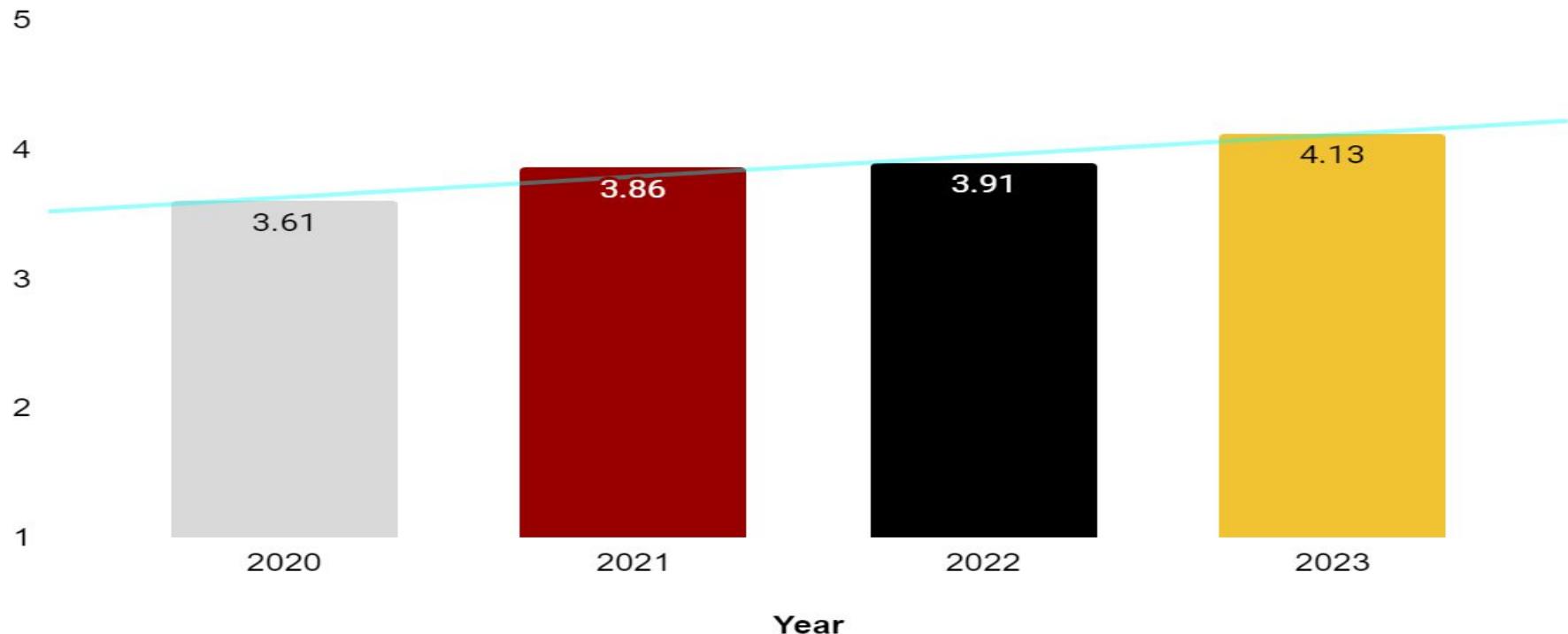


Annual Program Participants



Resident Survey - Library Satisfaction

How satisfied are you with the Library services?

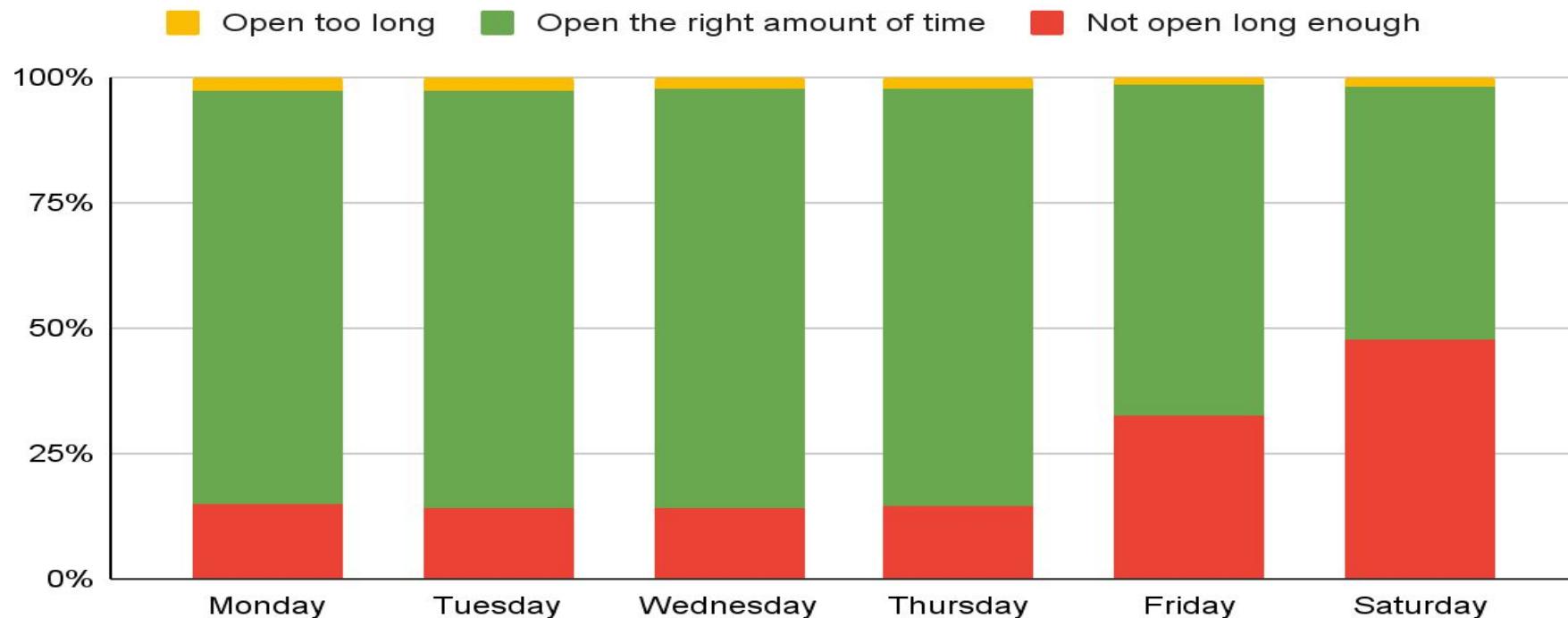


Operating Hours



Operating Hours Survey Results

Each day, the library is:



Operating Hours Survey Results

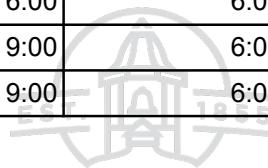
	Open Earlier			Closer Earlier			Open Later			Close Later			Open on Sunday	None
	Mon-Thu	Fri	Sat	Mon-Thu	Fri	Sat	Mon-Thu	Fri	Sat	Mon-Thu	Fri	Sat		
Yes	139	135	146	15	3	5	3	4	6	96	259	403	7	645
Total Responses	1188													
% of Responses	12%	11%	12%	1%	0%	0%	0%	0%	1%	8%	22%	34%	1%	54%



Operating Hours Survey Results

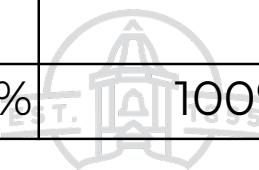
Opening Time			
	Monday - Thursday	Friday	Saturday
Orem	9:00	9:00	9:00
Provo	9:00	9:00	9:00
American Fork	9:00	10:00	10:00
Lehi	9:00	10:00	10:00
Pleasant Grove	9:00	10:00	10:00
Saratoga Springs	9:00	10:00	10:00
Eagle Mountain	9:30	9:30	9:30
Highland	10:00	10:00	10:00
Payson	10:00	10:00	10:00
Salem	10:00	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 - 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%			
TOTAL	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?

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



Staffing



SPANISH FORK PRIDE & PROGRESS **Staff**

2020

5 Full Time

1 Perm. Part Time

8 Part Time

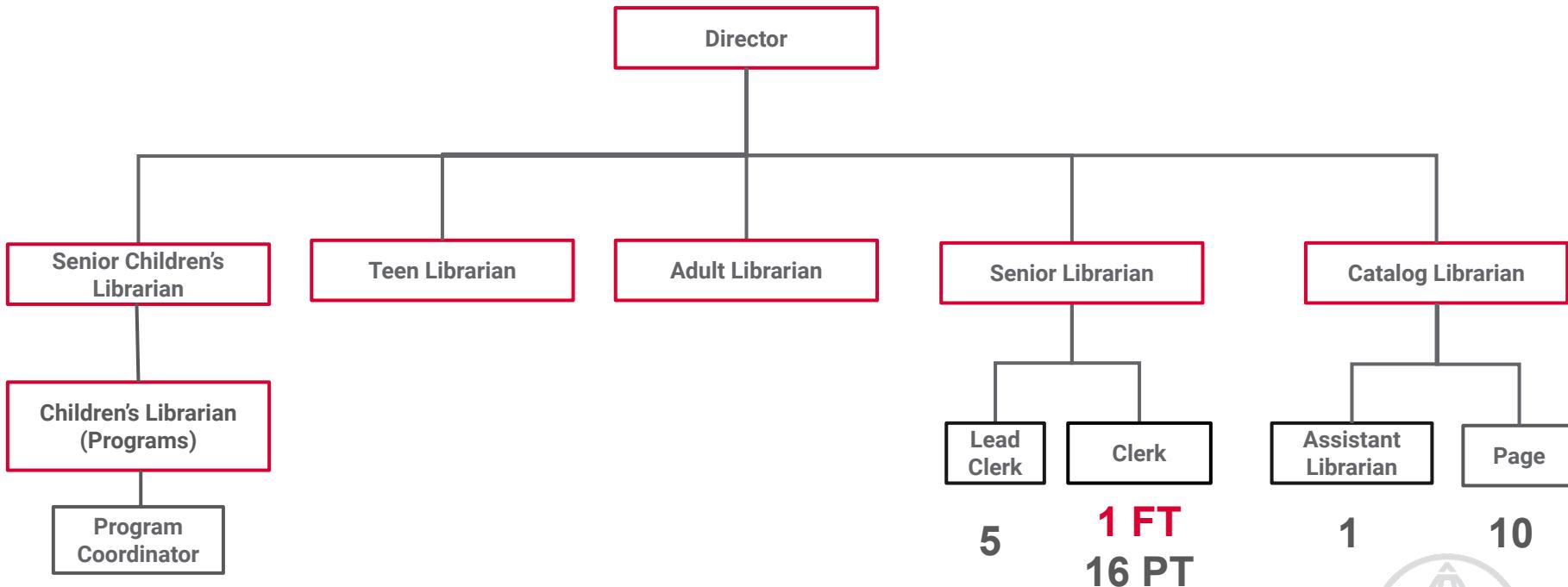
2024

8 Full Time

41 Part Time



Org Chart



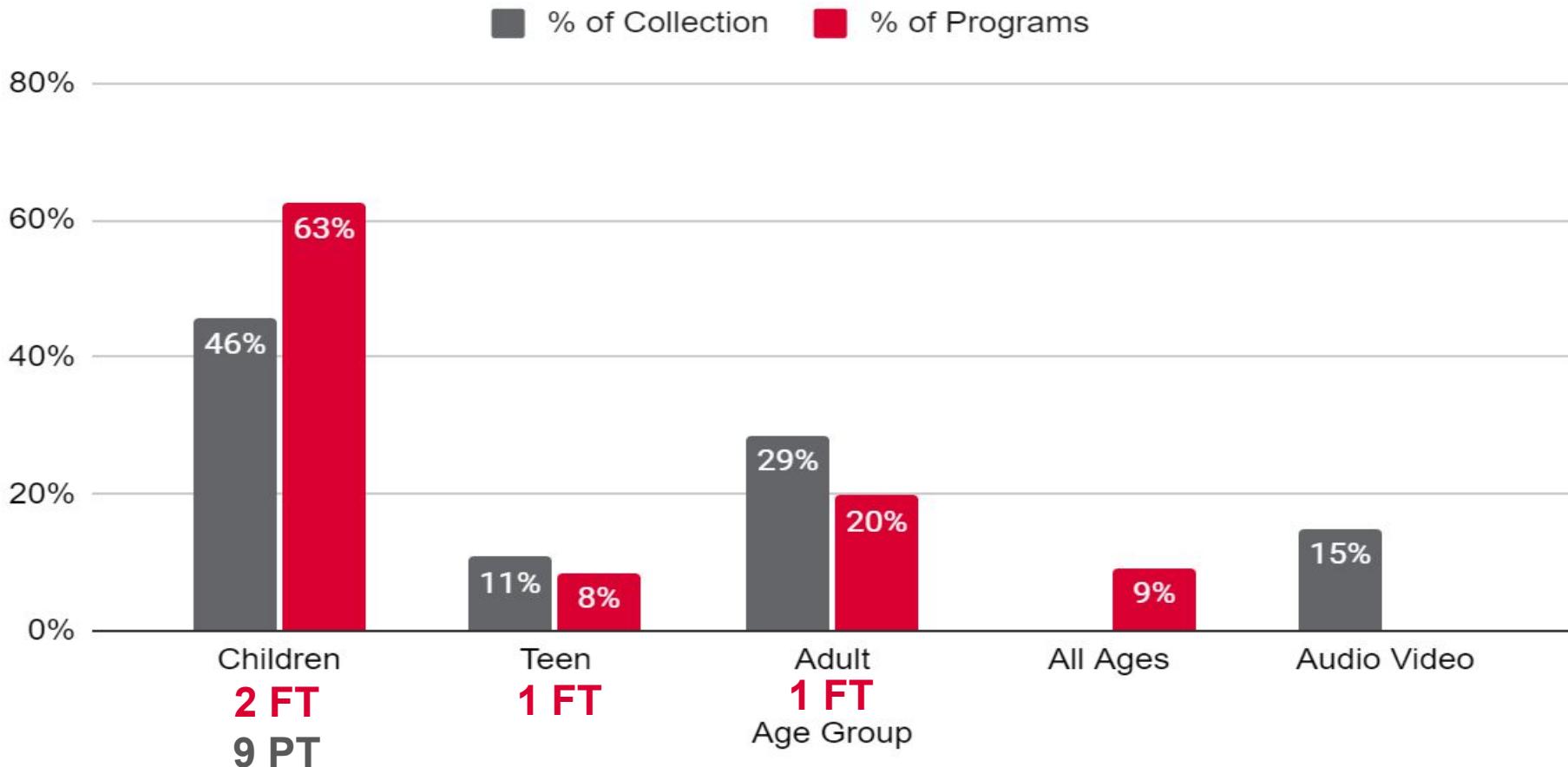
5

**1 FT
16 PT**

1

10

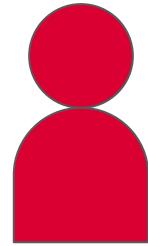
% of Collection and Programs by Age



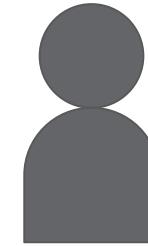
Proposal



1 PT
Teen
Assistant
Librarian



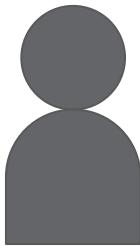
1 FT
Administrative
Coordinator



1 PT
Adult
Assistant
Librarian



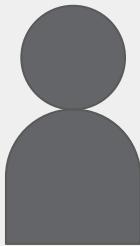
Proposal



1 PT Teen
Assistant
Librarian

Value Added

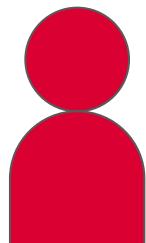
- Assist/lead weekly & monthly programs
- School outreach
- Special programs for individuals with cognitive and developmental disabilities
- Reading challenges
- **For Librarian:** More focus on collection development and provides an opportunity for leadership/staff development



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



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
	TOTAL					\$85,723	\$40,914	\$126,637



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
	TOTAL					\$68,782	\$6,878	\$75,660



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%

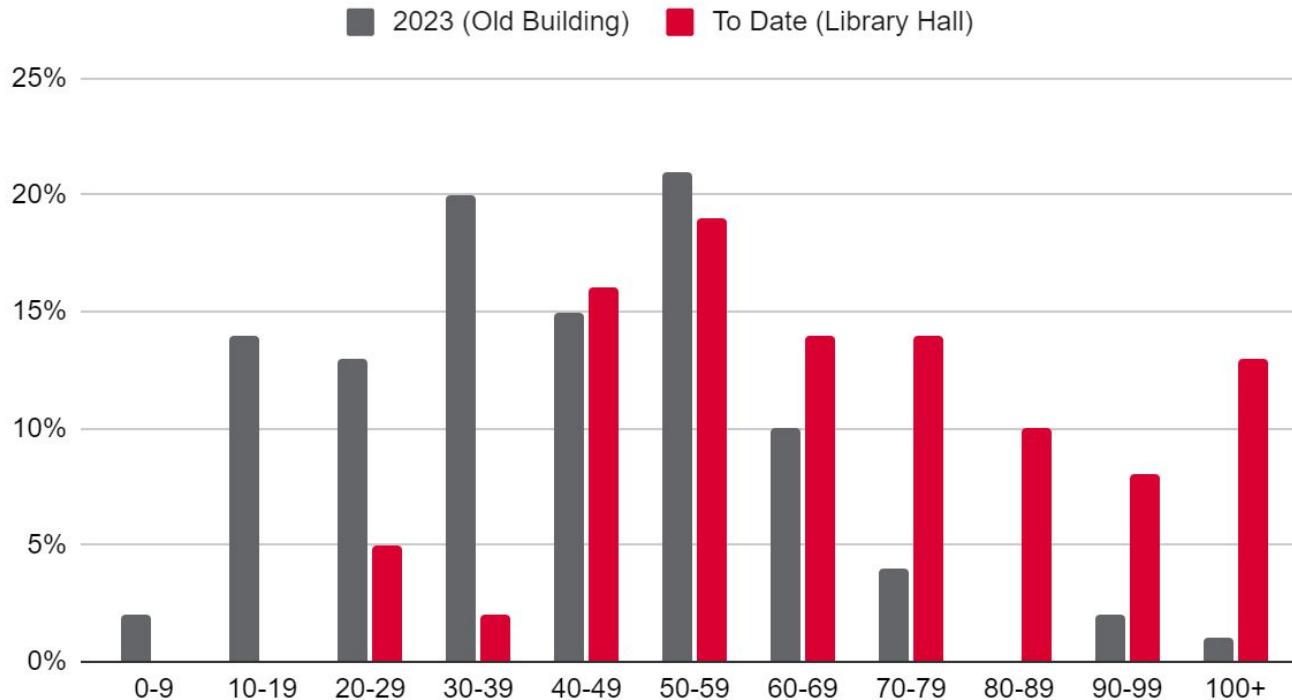


The (Good) Problem



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?

- ⓘ 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); \$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 \$1,600 (after hours)
Springville	Meeting Room		Business Hours: \$40 + \$25/hour (Non-Profit/Personal Use); \$50 + \$30/hour (Commercial) 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?

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

