IDENTIFICATION

150FSCS ID	UT0062
151Library Code	UTAHCO1700
152Name of Library	PROVO CITY LIBRARY
153Street Address	550 NORTH UNIVERSITY AVENUE
154City (of street address)	PROVO
155ZIP Code (of street address)	84601
156ZIP+4 (of street address)	1618
157Mailing Address	550 NORTH UNIVERSITY AVENUE
158City (of mailing address)	PROVO
159ZIP Code (of mailing address)	84601
160ZIP+4 (of mailing address)	1618
161County of the Entity	UTAH
162Telephone (include area code)	8018526651
163Library's main website address	http://WWW.PROVOLIBRARY.ORG

GENERAL INFORMATION

208Population of Legal Service Area	113,523

Service Outlets

An outlet is a unit of an administrative entity that provides direct public library service.

209Number of Central Libraries	1
210Number of Branch Libraries	0
211Number of Bookmobiles	0

Paid Staff

Report figures as of the last day of the library's fiscal year. Include all positions funded in the library's budget, whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time equivalent (FTE). For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

250 FTE of Librarians with ALA-accredited master's degree	15.75
251 Total FTE of Librarians	23.48
252 FTE of All Other Paid Staff	35.59
253 Total FTE of Paid Staff	59.07
254.1 Total Library Staff	94

Volunteers

253.1 Number of individuals who worked for the library this fiscal year	53
253.2 Number of hours volunteers worked for the library this fiscal year [1]	648

Library Stories

What are you most proud of this year?	In fiscal year 2023 we circulated 1,744,092 materials (both print and digital). In fiscal year 2019 we circulated 1,605,984 materials. We are thrilled that we have exceeded our pre-Covid circulation! This year we continued to grow our Outreach efforts in our community. We ended the fiscal year having 445 visits between Farmer's Markets, preschool and retirement community visits, and community events.
What was your biggest challenge this year?	Our building is 22 years old and is starting to show its age. Because of the historic nature of our building, we have started to need repairs like getting bricks replaced and installing new HVAC. These costs as well as the rising costs of technology are keeping us on our toes as we find creative ways to use our budget. We've seen turnover in our staff and as a result of inflation, raised the wages for many of our staff this year to help with retention.

OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year (e.g. carryover).

300 Local Operating Revenue	3,999,699
301 State Operating Revenue	23,408
302 Federal Operating Revenue	0
303 Other Operating Revenue	1,090,569
304 Total Operating Revenue	5,113,676

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

304.1 Local Operating Expenditures	3,999,699
304.2 State Operating Expenditures [2]	23,408
304.3 Federal Operating Expenditures	0
304.4 Other Operating Expenditures [3]	1,090,569
304.5 Total Operating Expenditures	5,113,676

OPERATING EXPENDITURES - DETAIL

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Staff Expenditures

350 Salaries and Wages	2,276,132
351 Employee Benefits	848,581
352 Total Staff Expenditures	3,124,713

Collection Expenditures
This includes all operating expenditures from the library budget for all materials in print, audiovisual, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

353Print Materials	258,066
354Electronic Materials - Digital Units	341,689
355Other Materials	33,321
356Total Collection Expenditures	633,076

Other Operating Expenditures
This includes all expenditures other than those reported for Total Staff Expenditures (question #352) and Total Collection Expenditures (question #356).

357Other Operating Expenditures	1,355,887

Total Operating Expenditures

358Total Operating Expenditures	5,113,676

CAPITAL REVENUE
Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency or funds unspent in the previous fiscal year (e.g., carryover).

400Local Capital Revenue	0
401State Capital Revenue	0
402Federal Capital Revenue	0
403Other Capital Revenue	0
404Total Capital Revenue	0

CAPITAL EXPENDITURES

405Total Capital Expenditures	0

COLLECTIONS

This section of the survey (questions #450 through #460) collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, Audiovisual Materials Expenditures, and Other Material Expenditures (questions #353 through #356). Under this category report only items the library has acquired as part of the collection, whether purchased, leased, licensed, or donated as gifts.

450 Print Materials	200,853
451 Electronic Books (e-Books)	145,123
452 Audio Materials - Physical Units	12,986
453 Audio Materials - Downloadable Titles	268,042
454 Video Materials - Physical Units [4]	12,504
455 Video Materials - Downloadable Titles	32,042
455.1 Other Materials	9,000
455.3 Total Library Collection - Physical Items	235,343
455.4 Total Library Collection - Downloadable Items	445,207

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web. Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collection with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access:

456 Local/Other cooperative agreements	7
457 State (state government or state library)	55
458 Total Electronic Collections	62

SERVICES

501Library Visits	505,981
501aLibrary Visits Reporting Method	Annual Estimate Based on Typical Week(s)
502Reference Transactions	53,300
502aReference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)
503Number of registered users	64,163
504Current Overdue Fine Policy [5]	Yes

Circulation

550Total Circulation of Materials	1,744,092
551Circulation of Children's Materials	753,462
552Electronic Material Circulation (Use of Electronic Materials)	574,286
553Physical Item Circulation	1,169,806
554Successful Retrieval of Electronic Information	12,031
555Electronic Content Use	586,317
556Total Collection Use	1,756,123
561Circulation of Other Physical Items [6]	2,254

Interlibrary Loan

575Number of Items Provided To Other Libraries	1,697
576Number of Items Received From Other Libraries	539

PROGRAMS

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language and citizenship classes; and book discussions. Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a Summer Reading Program offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Children (Ages 0-5)

	Number of Programs (ages 0-5)	Program Attendance (ages 0-5)
Number In-Person Onsite Children's Programs (ages 0-5)	630	25,506
Number In-Person Offsite Children's Programs (ages 0-5)	182	1,098
Number Live Virtual Children's Programs (ages 0-5)	0	0
Number Prerecorded (on-demand) Children's Programs (ages 0-5)	0	0

Children (Ages 6-11)

	Number of Programs (ages 6-11)	Program Attendance (ages 6-11)
Number In-Person Onsite Children's Programs (ages 6-11)	147	7,241
Number In-Person Offsite Children's Programs (ages 6-11)	23	1,047
Number Live Virtual Children's Programs (ages 6-11)	5	50
Number Prerecorded (on-demand) Children's Programs (ages 6-11)	0	0

YA/Teens (Ages 12-18)

	Number of Programs (ages 12-18)	Program Attendance (ages 12-18)
Number In-Person Onsite YA Programs (ages 12-18)	93	1,612
Number In-Person Offsite YA Programs (ages 12-18)	34	5
Number Live Virtual YA Programs (ages 12-18)	0	0
Number Prerecorded (on-demand) YA Programs (ages 12-18)	0	0

Adults (Ages 19+)

	Number of Programs (ages 19+)	Program Attendance (ages 19+)
Number In-Person Onsite Adult Programs (ages 19+)	156	2,768
Number In-Person Offsite Adult Programs (ages 19+)	108	7
Number Live Virtual Adult Programs (ages 19+)	2	58
Number Prerecorded (on-demand) Adult Programs (ages 19+)	0	0

Other/Family/All Ages

	Number of General Programs	Program Attendance
Number In-Person Onsite General Programs	491	18,834
Number In-Person Offsite General Programs	48	303
Number Live Virtual General Programs	0	0
Number Prerecorded (on-demand) General Programs	0	0

Self-directed activities

	Number of Self-directed Activities	Number of Participants
Self-directed activities for ages 0-5	18	5,565
Self-directed activities for ages 6-11	20	5,571
Self-directed activities for ages 12-18	30	1,116
Self-directed activities for ages 19+	4	502
Self-directed activities for general interest	76	1,002

New Programming Measures - Totals

600Total Number of Library Programs	1,919
601Number of Childrens Programs	987
601Number of Synchronous Program Sessions Targeted at Children Ages 0-5	812
602Number of Young Adult Programs	127
602Number of Synchronous Program Sessions Targeted at Children Ages 6-11	175
603Total Attendance at Library Programs	58,529
604Attendance at Childrens Programs	34,942
604Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	266
605Attendance at Young Adult Programs	1,617
605Number of Synchronous General Interest Program Sessions	539
606Number of Synchronous In-Person Onsite Program Sessions	1,517
607Number of Synchronous In-Person Offsite Program Sessions	395
608Number of Synchronous Virtual Program Sessions	7
611Attendance at Synchronous Programs Targeted at Children Ages 0-5	26,604
612Attendance at Synchronous Programs Targeted at Children Ages 6-11 [7]	8,338
614Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	2,833
615Attendance at Synchronous General Interest Programs	19,137
616Synchronous In-Person Onsite Program Attendance	55,961
617Synchronous In-Person Offsite Program Attendance	2,460
618Synchronous Virtual Program Attendance	108
620Total Number of Asynchronous Program Presentations	0
630Total Views of Asynchronous Program Presentations within 30 Days	0

INTERNET ACCESS

650Number of Internet Computers for the General Public	88
651Number of Uses (sessions) of Public Internet Computers	37,767
651aReporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count
652Number of Times (sessions) Patrons Used the Wireless Network [8]	-1
652aReporting Method for Wireless Sessions	Annual Count
653Website Visits	1,608,133
655.1Public Wi-Fi Network Availability Hours [9]	24
655.2Total Number of Hotspots Available for Circulation	5
655.3Hotspot Circulation for Reporting Period	67
655.4Library IP Address or IP Address Range [10]	205.118.82.0/24 & 216.21.163.7

OUTLET DATA

Location		700a WebPLUS Identification number	700b Unique ID suffix assigned by WebPLUS	701 State assigned identification number	702 Legal Name
Provo City Library		UT0062	002	UTAHCO1701	PROVO CITY LIBRARY

Outlet Address

Location		703 Physical Street Address	704 City	705 ZIP Code	706 ZIP+4 Code	707 County
Provo City Library		550 NORTH UNIVERSITY AVENUE	PROVO	84601		UTAH

Outlet Information

Location		708 Phone	709 Outlet Type Code	710 Metropolitan Status Code
Provo City Library		8018526651	Central Library	Central City

Outlet Square Feet and Bookmobiles

Location		711 Area in Square Feet of outlet	712 Number of Bookmobiles
Provo City Library		99,000	0

Outlet Hours

Location		713 Public Service Hours Per Year	714 Number of Weeks Open
Provo City Library		3,432	52

[1], 253.2 This was the number of volunteer hours for FY23(*0-2023-11-21*)

[2], 304.2 Blank for now - Heidi F(*0-2023-10-25*)

[3], 304.4 Temp note - Heidi F(*0-2023-10-25*)

[4], 454 With streaming becoming more popular, our physical collection (and circulation) of DVDs is declining.(*0-2023-11-28*)

[5], 504 We charge fines for overdue Adult and Teen materials, but are fine free for Children's materials.(*0-2023-11-09*)

[6], 561 Last year I included periodicals and this year I noticed that I'm not supposed to list those in this count(*0-2023-11-18*)

[7], 612 I've double checked and this is the attendance we had for programs for ages 6-11 this year.(*0-2023-11-28*)

[8], 652 We don't currently have a way to track this, but are working on a solution for next year.(*0-2023-11-18*)

[9], 655.1 Patrons can access wi-fi from our parking lot 24 hours a day(*0-2023-11-18*)

[10], 655.4 We have 2 IPs for the public. The 205 is the patron library IP and the 216 is our Google Fiber.(*0-2023-11-21*)