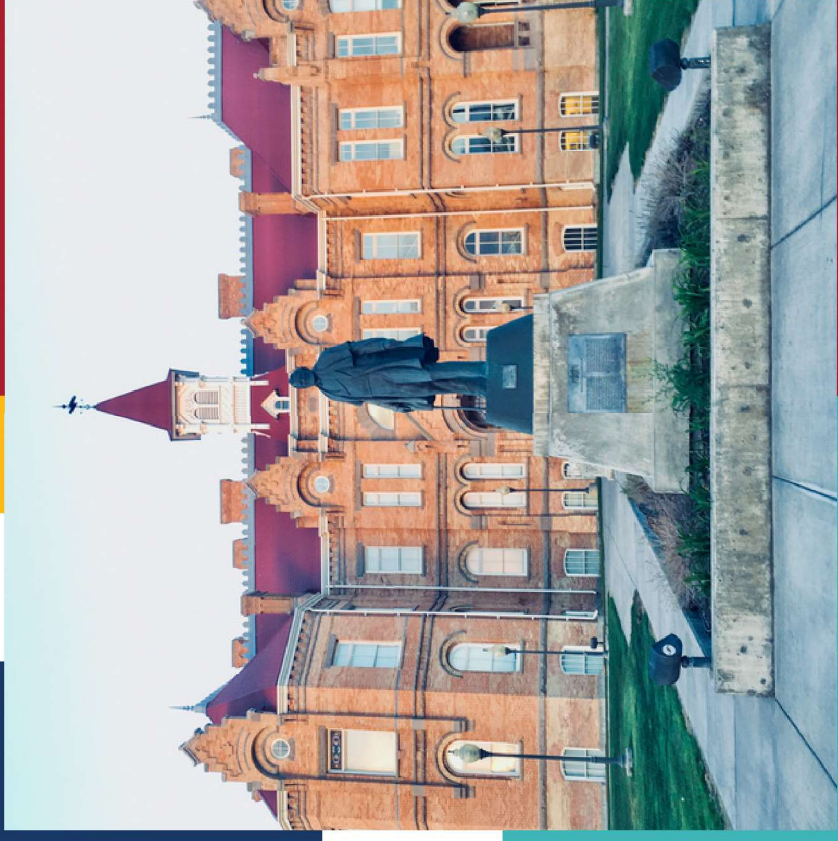


2023

# Provo City Library

## Use/Cost Analysis



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# LIBRARY PROGRAMS

## ADULT PROGRAMS

Programs for adults ages 18 and up.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$ / STAFF HOURS
SENIOR BOOK CLUB	12	117	36	\$0	\$0/0.31
NO PRESSURE BOOK CLUB	10	66	20	\$10	\$0.15/0.30
PAINT NIGHT	5	118	16	\$347	\$2.94/0.14
BOOK SWAP	2	119	12	\$0	\$0/0.10
LEARN IT	24	363	72	\$273	\$0.75/0.20
TRIVIA NIGHTS	2	55	12	\$193	\$3.51/0.22
BASEMENT CREATIVE LAB CLASSES	40	448	80	\$0	\$0/0.18

## TEEN PROGRAMS

Programs for youth ages 12-18.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$ / STAFF HOURS
MAGIC MORNING	10	100	10	\$0	\$0/0.10
MINECRAFT CLUB	51	992	153	\$0	\$0/0.15
TEEN D&D	12	232	60	\$20	\$0.09/0.26
TEEN VOLUNTEER BOARD	12	166	24	\$0	\$0/0.14
THE WRITER'S GUILD	10	74	10	\$0	\$0/0.14
TEEN CODING CLUB	10	32	30	\$0	\$0/0.94
TEEN LOCK-IN/ TAKEOVER	3	229	123	\$600	\$2.62/0.54
TEEN FILM CONTEST	1	36	12	\$215	\$5.97/0.33
TEEN MONTHLY PROGRAMS	11	85	43	\$200	\$0.43/0.51

## ON-DEMAND PROGRAMS

On-demand programs are done as requested by library patrons. They can be scheduled any time the library is open as scheduling and resources allow.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$ / STAFF HOURS
WHODUNIT	53	480	40	\$0	\$0/0.08
ESCAPE ROOMS	148	1,317	111	\$175	\$0.13/0.08
TOURS	17	193	17	\$0	\$0/0.09
TRAVELING LIBRARIAN	2	18	3	\$0	\$0/0.17
BOOK A LIBRARIAN	18	18	9	\$0	\$0/0.5
VR SESSIONS	176	722	285	\$300	\$0.41/2.5

## PASSIVE PROGRAMS

Passive programs are available any time the library is open. They are a drop-in and do something experience. This also includes Story Trails, which are installed in local parks.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$ / STAFF HOURS
CREATOR KIT	12	1,021	120	\$551	\$0.53/0.12
KIDS' PASSIVE PROGRAMS	41	11,642	156	\$500	\$0.04/0.01
SUMMER GUESS JAR	9	223	18	\$0	\$0/0.08
SUMMER THIS OR THAT	8	1,767	2	\$0	\$0/0
SUMMER PASSIVE PROGRAMS	9	286	12	\$0	\$0/0.04
TEEN PASSIVE PROGRAMS	7	271	34	\$58	\$0.21/0.13
WINTER READING PASSIVE PROGRAMS	4	100	8	\$39	\$0.39/0.08
COLLECTIVE PAPER QUILT	1	11	4	\$0	\$0/0.36
OMIKUJI FORTUNE LOTTERY	1	66	2	\$0	\$0/0.03
STORY TRAILS	9	N/C	40	\$300	N/C

## CHILDREN'S PROGRAMS

For ages 0-12.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$ / STAFF HOURS
GIRLS READ	7	180	78	\$225	\$1.25/0.43
GUYS READ	7	85	26	\$200	\$2.35/0.31
HOMESCHOOL HANGOUT	7	495	130	\$160	\$0.32/0.26
LEGO CREW	35	900	312	\$0	\$0/0.35
LIBRARY KIDS	24	611	130	\$800	\$1.31/.021
TAKE & MAKE CRAFTS	18	7,200	150	\$2,355	\$0.33/0.02
TWEEN MINECRAFT	10	150	52	\$0	\$0/0.35
TWEEN THURSDAY	23	373	315	\$800	\$0.47/0.84
TOYS & TOTS	160	N/C	70	\$100	N/C
PARTNERSHIP PROGRAMS	15	358	15	\$0	\$0/.04
RANDOM PROGRAMS	6	536	312	\$500	\$0.89/0.55
BOOK BOXES	4	69	104	\$350	\$5.07/1.51
FAMILY MOVIE NIGHT	9	189	13	\$0	\$0/0.07
EARLY LITERACY CLASSES	4	100	78	\$0	\$0/0.78
TOURS	8	350	16	\$0	\$0/0.05
DÍA	1	84	20	\$100	\$1.19/0.24
STUFFED ANIMAL SLEEPOVER	1	117	25	\$150	\$1.28/21

## CHILDREN'S STORY TIMES

For ages 0-5.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$ / STAFF HOURS
BOOK BABIES	35	2007	80	\$60	\$0.01/0.04
HANDS-ON STORY TIME	28	504	130	\$70	\$0.14/0.26
TODDLER TIME	166	13,103	360	\$75	\$0.01/0.03
PRESCHOOL TIME	166	4,874	360	\$75	\$0.02/0.07
CUENTITOS	35	425	172	\$25	\$0.06/0.4
CUENTOS	57	1354	348	\$25	\$0.02/0.26
CANOPY CAPERS (SUMMER)	24	1,245	120	\$100	\$0.08/0.10
STORIES IN THE PARK (SUMMER)	40	3,399	120	\$50	\$0.01/0.03





## FAMILY & ALL AGES PROGRAMS

These programs are marketed to all ages and encourage shared participation and experiences.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$ (REVENUE)	COST PER PERSON \$\$\$/STAFF HOURS
MONDAY NIGHT PERFORMANCES	14	4,626	61	\$1,782	\$0.39/0.01
FAMILY CRAFTS	3	144	19	\$51	\$0.35/0.13
FAMILY MOVIES	3	121	27	\$95	\$0.79/0.22
FAMILY MUSIC CLASS	2	60	10	\$40	\$0.67/0.17
SEED SWAP	1	63	7	\$0	\$0/0.11
SUN PARTY	1	280	3	\$0	\$0/0.01
SUPER BROS SCAVENGER HUNT	1	100	10	\$25	\$0.25/0.10
FAMILY MISC	2	25	14	\$30	\$1.20/0.56
BEGINNING DRAWING CLASS	6	60	0	\$100	\$1.67/0
BEGINNING UKULELE	6	90	0	\$20	\$0.22/0
PIANO CLASSES	24	250	100	\$4000	\$16/0.40
OPEN PIANO LAB	52	100	52	\$0	\$0/0.50
COME PLAY BOARD GAMES	12	179	12	\$0	\$0/0.06
OPEN MIC NIGHT	4	185	12	\$0	\$0/0.06
AUTHOR EVENTS	10	1,334	40	\$500	\$0.37/0.03
CROCHET CLUB	21	252	72	\$150	\$0.59/0.29
EMBROIDERY CLUB	10	181	100	\$800(\$800)	\$0/0.55
ATTIC EXHIBIT PROGRAMS	1	52	2	\$0	\$0/0.04
PUZZLE EXCHANGE	2	450	6	\$0	\$0/0.01
INTERACTIVE MOVIES	2	500	20	\$1,000	\$2/0.04

## SPANISH PROGRAMS

Programs offered in Spanish for both children and adults. Includes story times offered in Spanish.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$/STAFF HOURS
CONVERSACIONES	12	118	24	\$0	\$0/0.20
SPANISH MOVIE NIGHTS	1	1	4	\$20	\$20/4
CUENTITOS	35	425	172	\$25	\$0.06/0.4
CUENTOS	57	1354	348	\$25	\$0.02/0.26
MISC SPANISH FAMILY PROGRAMS	5	169	40	\$100	\$0.59/0.24

## OUTREACH PROGRAMS

Programs held off-site. We do not typically take attendance at these programs.

PROGRAM	# OFFERED	STAFF HOURS	\$\$\$ (REVENUE)	STAFF HOURS/VISIT
PCL NEW EMPLOYEE ORIENTATION	12	24	\$0	2
PRESCHOOL STORY TIMES	189	150	\$900	0.79
TEEN FACILITY VISITS	28	50	\$0	1.79
RESIDENTIAL HOME VISITS	35	140	\$0	4
HOMEBOUND VISITS	17	30	\$0	1.76
SPOOKY STORIES IN THE PARK	1	4	\$100	4
FAIR BOOTHS AND MISC VISITS	26	104	\$0	4
PARK VAN VISITS	40	100	\$0	2.5
FARMER'S MARKETS	13	182	\$0	14
MISC CHILDREN'S OUTREACH	3	62	\$200	.56

## ANNUAL & LARGE SCALE PROGRAMS

Target audiences vary for these big-impact programs. Programs listed alphabetically.

PROGRAM	# OFFERED	ATTENDANCE	STAFF HOURS	\$\$\$ (REVENUE)	COST PER PERSON \$\$\$/STAFF HOURS
ADULT ANNUAL PROGRAM (MURDER MYSTERY)	1	200	60	\$3,000 (\$3,000)	\$0/0.30
BEST BOOKS	1	100	30	\$300	\$3.00/0.30
BEST BOOKS LITE	1	175	30	\$300	\$0.58/0.17
BIG GUY, LITTLE GUY	2	288	162	\$2675 (\$1,000)	\$5.82/0.15
BOOK SALES	4		100	(\$25,000)	
CHILDREN'S BOOK FESTIVAL	1	922	140	\$8,925	\$9.68/0.15
FAIRY TEA	5	1,000	383	\$9,300 (\$7,000)	\$2.30/0.38
NATIONAL LIBRARY WEEK	5	172	15	\$50	\$0.29/0.09
READ LOCAL	1	243	120	\$100	\$0.41/0.49
SRP KICKOFF	1	450	60	\$300	\$0.67/0.13
SRP POOL PARTY	1	778	15	\$1,040	\$1.34/0.02
THREE KINGS DAY	1	800	30	\$0	\$0/0.04
TWEEN ACADEMY	2	200	137	\$750	\$3.75/0.69
VALENTINE'S BALL	1	176	60	\$7,000 (\$7,000)	\$0/0.34

## READING & LIBRARY CHALLENGES

Reading challenges and programs are all run through Beanstack, which costs \$\$\$ per year. Cost per program reflects costs for prizes (not for Beanstack).

PROGRAM	PARTICIPATION	STAFF HOURS	\$\$\$	COST PER PERSON \$\$\$/STAFF HOURS
ADULT & TEEN SUMMER READING	1,599	66	\$7,000	\$4.38/0.04
CHILDREN'S SUMMER READING	1,707	N/C	\$6,000	\$3.51
ADULT & TEEN WINTER READING	539	30	\$1,500	\$2.78/0.06
CHILDREN'S WINTER READING	531	N/C	\$300	\$0.56
12 TO TRY CHALLENGE	893	N/C	\$100	\$0.11
THE INSIDE SCOOP	720	20	\$1,300	\$1.81/0.03
1,000 BOOKS BEFORE KINDERGARTEN	320		\$250	\$0.78
500 BOOKS BEFORE MIDDLE SCHOOL	187		\$300	\$1.60
GREAT GENRE CHALLENGE	719	85	\$50	\$0.07



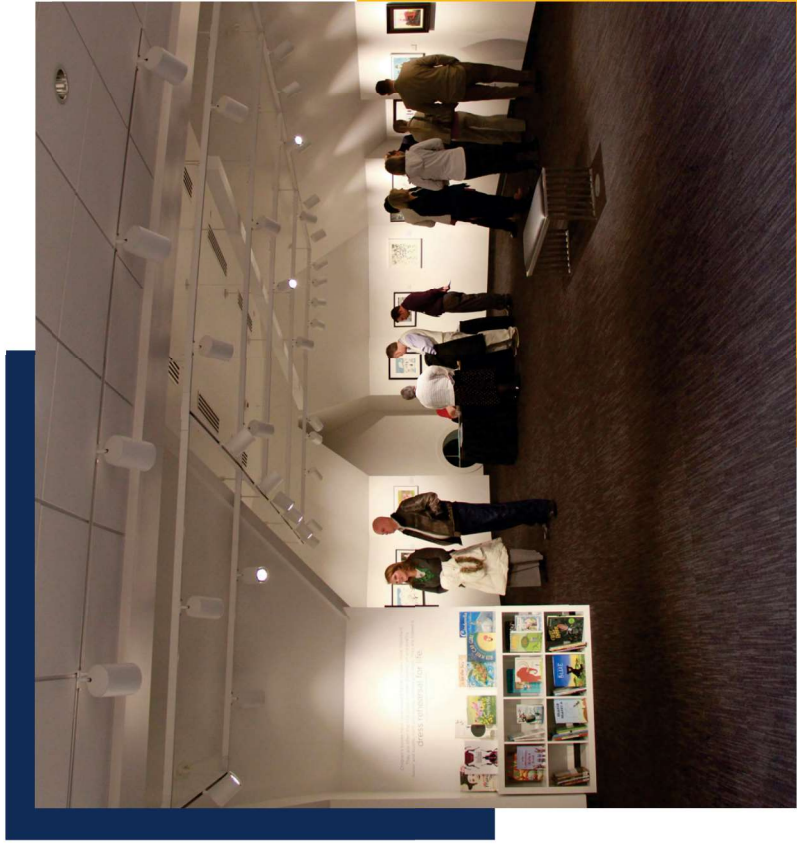
## ATTIC EXHIBITS – 2023

The Attic is open 22.5 hours a week during exhibit times.

EXHIBIT	DATES	ATTENDANCE	\$\$\$	COST/VISITOR
SMALL WONDERS: INSECTS IN FOCUS	January 30 – March 17	5,241	\$6,415	\$1.86
HOMEOWN ART SHOW 2023	April 7 – May 26	1,004	\$500 (\$500 DONATION)	\$0
ALL TOGETHER NOW	June 28 – August 4	1,055	\$994	\$0.94
THE NOUN SHOW	September 1 – November 22	944	\$25	\$0.03
WINTER WONDERLAND	December 6 – December 29	650	\$1,804	\$2.78

## ATTIC HISTORICAL COSTS

YEAR	# OF EXHIBITS	ATTENDANCE	\$\$\$	COST/VISITOR
2014	5	4,684	\$11,352	\$2.42
2015	5	5,300	\$15,902	\$3.00
2016	6	3,084	\$11,893	\$3.86
2017	4	18,218	\$28,100	\$1.54
2018	4	9,675	\$25,007	\$2.58
2019	5	7,085	\$13,317	\$1.88
2020*	3	1,404	\$8,567	\$6.10
2021	5	4,530	\$14,084	\$3.11
2022	5	6,919	\$21,496	\$3.11
2023	5	5,241	\$9,738	\$1.86





# LIBRARY COLLECTIONS

ANNUAL BOOK BUDGET	<b>\$278,000</b>
ANNUAL BOOK CIRCULATION	<b>1,109,544</b>
COST PER CHECKOUT	<b>\$0.25</b>

## ADULT PRINT NONFICTION COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
HOT NONFICTION	\$18,260	This budget does not have a permanent collection. New/hot titles are ordered with this money and titles end up in nonfiction and biography collections.		
000	\$1,200	733	7,923	\$0.15
100	\$1,300	2,176	36,100	\$0.04
200	\$1,500	3,307	39,532	\$0.04
LDS NON-FICTION	\$1,875	No dedicated collection. These books end up in their Dewey number.		
300	\$4,000	4,492	44,187	\$0.09
400	\$800	830	11,364	\$0.07
500	\$2,000	1,902	19,144	\$0.10
600	\$6,000	6,795	115,866	\$0.05
700	\$5,500	4,014	66,275	\$0.08
800	\$1,500	1,827	22,832	\$0.07
900	\$4,500	4,691	42,605	\$0.11
BIOGRAPHIES	\$2,000	3,531	38,490	\$0.05

## ADULT PRINT FICTION COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
HOT FICTION	\$18,260	This budget does not have a permanent collection. New/hot titles are ordered with this money and titles end up in Fiction, Mystery, Romance, & Sci-Fi collections.		
FICTION	\$5,500	14,306	190,006	\$0.03
MYSTERY	\$4,250	6,944	97,403	\$0.04
ROMANCE	\$4,000	8,145	110,295	\$0.04
SCI-FI	\$5,250	3,973	50,518	\$0.10
LARGE PRINT	\$1,490	2,036	31,115	\$0.05
LDS FICTION	\$4,375	No dedicated collection. These books end up in their appropriate genres.		
GRAPHIC NOVELS	\$1,750	1,197	18,743	\$0.09

## ADULT MISC. COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
MAGAZINES	\$14,500	6,267	7,002	\$2.07
ADULT SPANISH	\$2,600	2,416	22,264	\$0.12
BOARD GAMES	\$3,435	640	8187	\$0.42
SPECIAL COLLECTIONS	\$442	These items do not check out.		
BOOK CLUB SETS	\$4,500	3,959	81,950	\$0.05
REFERENCE	\$5,000	These items do not check out.		



## YOUNG ADULT PRINT COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT	
HOT YOUNG ADULT	\$5,500	This budget does not have a permanent collection. New/hot titles are ordered with this money and titles end up in the YA Fiction collection.			
YA FICTION	\$5,000		8,214	116,836	\$0.04
YA COMICS	\$2,500		2,636	57,079	\$0.04
YA NONFICTION	\$2,500		2,464	25,456	\$0.10

## CHILDREN'S PRINT NONFICTION COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
000	\$550	471	7,481	\$0.07
100	650	527	5,443	\$0.12
200	\$800	604	7,086	\$0.11
300	\$2,500	2,329	30,322	\$0.08
400	\$300	415	6,654	\$0.05
500	\$4,250	4,202	65,194	\$0.07
600	\$3,900	2,393	27,846	\$0.14
700	\$2,900	2,575	37,573	\$0.08
800	\$500	1,221	17,714	\$0.03
900	\$1,000	1,153	44,105	\$0.02
BIOGRAPHIES	\$3,050	4,294	47,554	\$0.06

## CHILDREN'S READER COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
EASY READERS	\$10,700	8,123	19,3144	\$0.06
EASY NF READERS	\$1,300	1,268	23,142	\$0.06
FICTION	\$15,500	14,317	201,327	\$0.08
INTERMEDIATE	\$4,525	6,574	144,311	\$0.03
VERY EASY READERS	\$125	3,052	72,291	\$0.00
COMICS	\$11,500	4,546	64,363	\$0.18

## CHILDREN'S PICTURE BOOK COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
BIG PICTURE BOOKS	\$200	86	777	\$0.26
PICTURE BOOKS	\$38,500	26,456	546,466	\$0.07
BOARD BOOKS	\$6,000	3,482	526,49	\$0.11

## CHILDREN'S MISC. COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
MAGAZINES	\$1,500	320	932	\$1.61
	Magazines are only kept for 5 years.			
HOT JUVENILE	\$2,500	This budget does not have a permanent collection. New/hot titles are ordered with this money and titles end up in the appropriate collection.		
SPANISH	\$4,500	3,506	50,755	\$0.09
REFERENCE	\$250	These books do not check out.		

## ADULT AUDIO/VIDEO COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
VIDEO GAMES	\$5,000	612	10,529	\$0.47
MUSIC CDS	\$2,750	4,684	161,401	\$0.02
DVDS	\$7,000	6,390	369,646	\$0.02
NONFICTION DVDS	\$2,750	2,329	86,783	\$0.03
BOOKS ON CD	\$7,500	4,462	125,589	\$0.06

## CHILDREN'S AUDIO/VIDEO COLLECTIONS

COLLECTION	ANNUAL BUDGET	TOTAL ITEMS	CHECKOUTS	COST/CHECKOUT
BOOKS ON CD	\$1,000	1,153	44,105	\$0.02
CDS	\$200	279	7,787	\$0.03
DVDS	\$4,000	3,587	99,427	\$0.04
READ ALONGS	\$8,500	723	14,908	\$0.57

## DIGITAL COLLECTIONS

COLLECTION	COST	USAGE	COST/USAGE
KANOPY (STREAMING MOVIES)	\$29,000	15,263 PLAYS	\$1.90/PLAY
OVERDRIVE (DOWNLOADABLE BOOKS AND AUDIOBOOKS)	\$173,744	526,192 CHECKOUTS	\$0.33/CHECKOUT



## CIRCULATING LIBRARY OF THINGS

THING	ITEMS	AVERAGE COST	CHECKOUTS	2023 CHECKOUTS
CHROMEBOOKS (2018)	19	\$345	798	322
TELESCOPES (2020)	7	\$350	576	152
PROJECTORS (2023)	3	\$650	28	16
SOUND SYSTEMS (2023)	2	\$120	14	5
GOPRO KITS (2018)	4	\$320	61	4
GOPRO ACCESSORIES (2018)	3	\$60	48	16
ZOOM H4N RECORDER KIT (2018)	1	\$478	53	13
CANON REBEL T6 CAMERA (2021)	1	\$1,100	31	15
NATURE KITS (2023)	4	Donated	22	0
DVD PLAYERS (2022)	2	\$100	21	13
CD PLAYERS (2022)	2	\$35	22	13
OSMO (2022)	1	\$76	17	9
BINOCULARS (2021)	2	\$185	19	9
BIKE REPAIR KIT (2023)	1	\$255	8	3
HOTSPOTS (2022)	5	\$75	62	27
HOTSPOT ADDITIONAL COSTS	TMobile Service \$215.60/month \$2,587.20/year			
NEIGHBORHOOD ART CENTER PASS (2023)	2	Donated	56	48
DISCOVERY KITS (2016)	62	\$122	3,496	806
DISCOVERY KIT JUNIORS (2019)	16	\$98	688	191
DISCOVERY KIT SENIORS (2019)	25	\$95	1,095	345
DISCOVERY KITS EN ESPAÑOL (2023)	10	\$110	59	22

## IN-HOUSE LIBRARY OF THINGS

THING	ITEMS	AVERAGE COST	CHECKOUTS	2023 CHECKOUTS
COLORS AND SORTING BOX (2022)	1	\$180	535	333
DUPLO BRICKS BOX (2022)	1	\$100	249	92
SHAPES AND PATTERNS BOX (2019)	1	\$102	280	104
LETTERS AND NUMBERS BOX (2019)	1	\$142	266	113
MAGNA-TILES (2017)	2	\$150	1,154	420
LEGO BOX (2022)	1	\$55	125	52
STRAWS AND CONNECTORS (2017)	1	\$25	218	66
KEVA PLANKS (2017)	2	\$60	216	78
CHAIN REACTION TECH BOX (2018)	1	\$154	374	131
CODING TECH BOX (2018)	1	\$176	212	67
LITTLEBITS TECH BOX (2017)	1	\$658	104	17
TURING TUMBLE BOX	2	\$70	21	2

\*Total checkout only includes items not discarded,



# LIBRARY SERVICES

## CIRCULATION SERVICES

SERVICE	USAGE	STAFF HOURS
HOLDS PLACED	131,268	PULLING HOLDS 1,872 (36/WEEK)
HOLDS PICKED UP	98,645	FILLING HOLDS 936 (18/WEEK)
HOLDS CANCELLED	4,446	REMOVING EXPIRED HOLDS 208 (4/WEEK)
HOLDS EXPIRED	28,177	
CURBSIDE DELIVERY	416 (8/week)	52 (1/WEEK)
SHELF CHECKS		156 (3/WEEK)

## COLLECTION MAINTENANCE

Staff time spent processing, checking, cleaning, repairing, and notifying collection buyers of things that need to be replaced.

COLLECTION	STAFF HOURS
GAMES	1,508 (29/WEEK)
DISCOVERY KITS	228 (6.5/WEEK)
LIBRARY OF THINGS	52 (1/WEEK)
DAMAGED ITEMS/MISSING PIECES	650 (12.5/WEEK)



## SELF-CHECKOUT

COST FOR SERVICE & SOFTWARE	\$34,919
SELF-CHECK CIRCULATIONS	567,232/YEAR

## USED BOOK STORE

2023 EARNINGS	\$7,000
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# LIBRARIAN SERVICES – ADULT/TEEN DEPARTMENT



**LIBRARIANS OFFER 10,765 HOURS OF DESK COVERAGE A YEAR.**

REFERENCE DESKS	2
LIBRARIANS NEEDED	3
HOURS SPENT	69/WEEK
<b>PATRON INTERACTIONS</b>	
QUESTIONS/REQUESTS ANSWERED	75,000

<b>INTERLIBRARY LOAN</b>	
BORROWED FOR PATRONS	641
LOANED TO LIBRARIES	1,832
HOURS SPENT	690
POSTAGE COSTS	\$2,000*
*APPROXIMATELY \$8,000 IN ILL COSTS ARE COVERED BY A GRANT FROM THE UTAH STATE LIBRARY.	
<b>TEST PROCTORING</b>	
TESTS PROCTORED	44
STAFF HOURS	11
REVENUE	\$660
<b>PURCHASE SUGGESTIONS</b>	
SUGGESTIONS/YEAR	1,200
PERCENTAGE PURCHASED	75%
<b>SEED LIBRARY</b>	
SEED CHECKOUTS	233
STAFF HOURS	24
COST	\$204

<b>BOOKLISTS</b>	
NUMBER OF BOOKLISTS	85
STAFF HOURS	190
<b>STAFF REVIEW BLOGS</b>	
POSTS	159
STAFF HOURS	500
<b>BOOK DISPLAYS</b>	
DISPLAY AREAS	5
STAFF HOURS	190
<b>PERSONALIZED READING RECOMMENDATIONS</b>	
REQUESTS	85
STAFF HOURS	200
<b>VIRTUAL REFERENCE ASSISTANCE (TEXT &amp; CHAT)</b>	
NUMBER OF CHATS	1,155
COST FOR SOFTWARE	\$888
COST/CHAT	\$0.77

## LIBRARIAN SERVICES – CHILDREN’S DEPARTMENT DESK SERVICES

<b>LIBRARIANS OFFER 7,176 HOURS OF DESK COVERAGE A YEAR.</b>	
REFERENCE DESKS	1
LIBRARIANS NEEDED	2
HOURS SPENT	69/WEEK
<b>PATRON INTERACTIONS</b>	
QUESTIONS/REQUESTS ANSWERED	65,000

## OUTREACH SERVICES

<b>BOOK AMBASSADORS</b>	
Book Ambassadors is a partnership with three Provo School Libraries to get kids excited about new books and to remind them about all the things available at the Provo City Library.	
BASKETS	27 (3 SCHOOLS/9 MONTHS)
STAFF HOURS	50
<b>SCHOOL NEWSLETTER</b>	
MONTHLY EMAIL	17 SCHOOLS
STAFF HOURS	3

## READING SERVICES

<b>BOOKLISTS</b>		
NUMBER OF BOOKLISTS	108	
STAFF HOURS	600	
<b>STAFF REVIEW BLOGS</b>		
POSTS	365	
STAFF HOURS	572	
<b>BOOK DISPLAYS</b>		
DISPLAY	# PER YEAR	STAFF HOURS /COST
STORY CIRCLE	4	7/\$200
DISPLAY CASES	52	78/\$100





## COMPUTING/STUDY SERVICES

INTERNET COMPUTERS	84	AVAILABLE SOFTWARE
INTERNET TERMINALS	51	<ul style="list-style-type: none"> <li>• Microsoft Office 2019</li> <li>• Libre Office</li> <li>• Gimp Image Editor</li> <li>• Microsoft Publisher 2019</li> <li>• Windows 10</li> <li>• VLC Media Player</li> <li>• Adobe Acrobat Reader</li> <li>• Google Chrome web browser</li> <li>• Mozilla Firefox web browser</li> <li>• Microsoft Edge web browser</li> </ul>
MINECRAFT STATIONS	6	
LAPTOPS	21	
IPADS	6	
ANNUAL SESSIONS	37,767 (126/DAY)	

## SPECIALIZED COMPUTING STATIONS

MEDIA STATIONS	7
MULTIMEDIA EDITING STATIONS (2)	
AI STATION	
VIDEO TRANSFER STATION	
AUDIO TRANSFER STATION	
PHOTO SCANNER	
MICROFILM READER/SCANNER	
TOTAL RESERVATIONS	664
MONITOR STATIONS	2

### SOFTWARE (TRANSFER STATIONS)

- Adobe Photoshop Elements 13
- Audacity Audio Editor
- CD/DVD Burning Software
- Microsoft Excel 2010
- Microsoft PowerPoint 2010
- Microsoft Publisher 2010
- Microsoft Word 2010
- Windows Movie Maker
- Internet Access- IE, Firefox, and Chrome
- Additional Audio Capture Software (Audio Transfer Station only)
- Epson Scanning Software (Photo Transfer Station only)
- AverMedia Video Capture (Video Transfer Station Only)

### SOFTWARE (MULTIMEDIA EDITING STATIONS)

- Adobe Acrobat
- Adobe After Effects
- Adobe Audition
- Adobe Dreamweaver
- Adobe Illustrator
- Adobe InDesign
- Adobe Lightroom
- Adobe Media Encoder
- Adobe Photoshop
- Adobe Premier Pro
- Audacity
- DaVinci Resolve 18
- Final Cut Pro
- Dreamweaver
- Garage Band
- iMovie
- Logic Pro X
- Microsoft Word 2016 for Mac
- Microsoft Excel 2016 for Mac
- Microsoft PowerPoint 2016 for Mac
- Microsoft OneNote 2016 for Mac
- Keynote
- Pages
- Numbers

## STUDY HELPS

STUDY ROOMS	
# OF ROOMS	6
RESERVATIONS	8,090
PUBLIC WIFI	
We do not collect data on wi-fi utilization, but we know it is used frequently and is accessible within the building and from the parking lots.	



## EVENTS SERVICES

Two full-time employees and one part-time employee facilitate 1,000 room uses per year.

PAID EVENTS	550
FREE COMMUNITY EVENTS	200
LIBRARY EVENTS	250
REVENUE	\$175,000

### ANDERSON ART GALLERY

5 SHOWS/YEAR

STAFF HOURS: 50

COST: \$0

## WEBSITE & MISC. SERVICES

These things make many things more convenient. They also cost us money!

### LIBRARY APP

CONTRACT PRICE \$8,090

CURRENT INSTALLATIONS 5,402

### NOTICES BY TEXT

CONTRACT PRICE \$732

ANNUAL TEXTS 61,000

### ONLINE PAYMENT OPTIONS

FIXED FEE

3.09%

PAYPAL PAYMENTS

\$40,000

ANNUAL FEES

\$1,236

## LIBRARY CATALOG

\$43,800/YEAR

### ONLINE RESERVATION TOOLS

BOOKABLE ASSETS (BOOK CLUBS, TELESCOPES, ETC.) \$1,655

ROOM RENTALS/STUDY ROOM RESERVATIONS \$3,450

LIBRARY CALENDAR/EVENT REGISTRATION \$3,450

WEBSITE HOSTING/CONTENT MANAGEMENT SYSTEM \$4,600

### COMMUNICATION TOOLS

SAVANNAH (EMAIL NEWSLETTERS & MARKET ANALYTICS) \$5,000

SAVANNAH EMAIL OPEN RATE 46.4%

AVERAGE SEND/EMAIL 5,000 - 60,000

ROBLY (SPECIALIZED NEWSLETTERS) \$209

ROBLY EMAIL OPEN RATE 42.5%

AVERAGE SEND/EMAIL 100-300



# LIBRARY RESOURCES

## LIBRARY CATALOG

**\$43,800/YEAR**

**600,160 PATRON SEARCHES/YEAR**

## COPIERS/SCANNERS/PRINTERS

ANNUAL REVENUE

\$22,000

COPIES MADE AT PUBLIC COPIERS

17,000\*  
(INCLUDES STAFF USE)

PRINT JOBS

34,914  
143,115 PAGES

COST FOR PRINT MANAGEMENT SOFTWARE (INCLUDING MOBILE)

\$2,718

## NICHE ACADEMY ONLINE TUTORIALS

**\$3,800/YEAR**

**\$1.25/VIEW**

ACADEMY

# OF TUTORIALS

LET'S LEARN GUIDES

37

725

BASEMENT CREATIVE LAB

5

2002

PROVO CITY LIBRARY

31

293

## DATABASES PROVIDED BY PROVO CITY LIBRARY

NAME	COST	USAGE	COST/USE
<b>DATA AXLE</b> Verified and updated directories for both U.S. business and residents	\$6,950	3,431 SEARCHES	\$2.02/SEARCH
<b>FREGAL</b> Downloadable and streaming music service	\$20,475	138,969 SONGS HEARD	\$.14/SONG
<b>GLOBAL ROAD WARRIOR</b> Guide to over 175 countries	\$979	301 VIEWS	\$3.25/VIEW
<b>LINKEDIN LEARNING</b> Learning videos on a wide variety of interests. Including business, technology, And creative topics	\$15,750	11,585 VIDEOS VIEWED	\$1.36/VIEW
<b>MORNINGSTAR</b> Investment and business resource	\$1,488	1,195 PAGE VIEWS	\$1.24/VIEW
<b>PRONUNCIATOR</b> Language learning tool	\$2,950	490 SESSIONS	\$6.02/SESSION
<b>WORLD BOOK ONLINE</b> Online Encyclopedia	\$1,216	1178 CONTENT VIEWS	\$1.03/VIEW

## DATABASES PROVIDED BY THE UTAH STATE LIBRARY

NAME	DESCRIPTION
AUTO REPAIR SOURCE (EBSCO)	User-friendly access to help users diagnose, repair, and maintain automobiles.
EBSCOHOST	Collection of magazine, journal, and newspaper indexes.
CREATIVEBUG	Art and craft video classes.
LEARNING EXPRESS LIBRARY	Online tutorials, practice tests, and ebooks to improve basic skills.
NOVELIST	Extensive book suggestion search engine.
PROQUEST NEWSSTAND	Newspaper resource.
UTAH DIGITAL NEWSPAPERS	Digitized archives of Utah newspapers including the Provo Daily Herald (1922–2009).
UTAH NEWSPAPERS	Digital newspaper service of the Utah Press Association.

