

### Library Programs

1129

Arts Commission

1130

Museum

New!

1131

### Library Operations: cost of running the library

All personnel from the general fund is allocated here because all staff spend time in each of the programs. Marketing efforts include the creation of posters and flyers for library events, book displays and signage in the library, and engaging and informative social media posts on Facebook, Instagram, and Twitter. Volunteers are trained, scheduled and managed. Tech subscriptions, software and infrastructure are maintained. Joint interests are pursued with library support groups through monthly meetings, preparation of agendas and minutes, work on special projects, grant writing, fundraising and library advocacy.

New!

1132

### Library Collections: cost of providing resources

We spent \$53,000 on digital collections and database subscriptions and anticipate 70,000 book and media downloads in FY21. Staff cataloged over 10,000 new items for the collection, and filled holds for patrons on waiting lists or available from on the shelf. Collectors selected and ordered a variety of materials, from DVDs, bestsellers, well-reviewed books, and high-interest titles like cookbooks and children's graphic novels. Staff purchased hundreds of patron requests and performed an authority control update to improve the online catalog.

New!

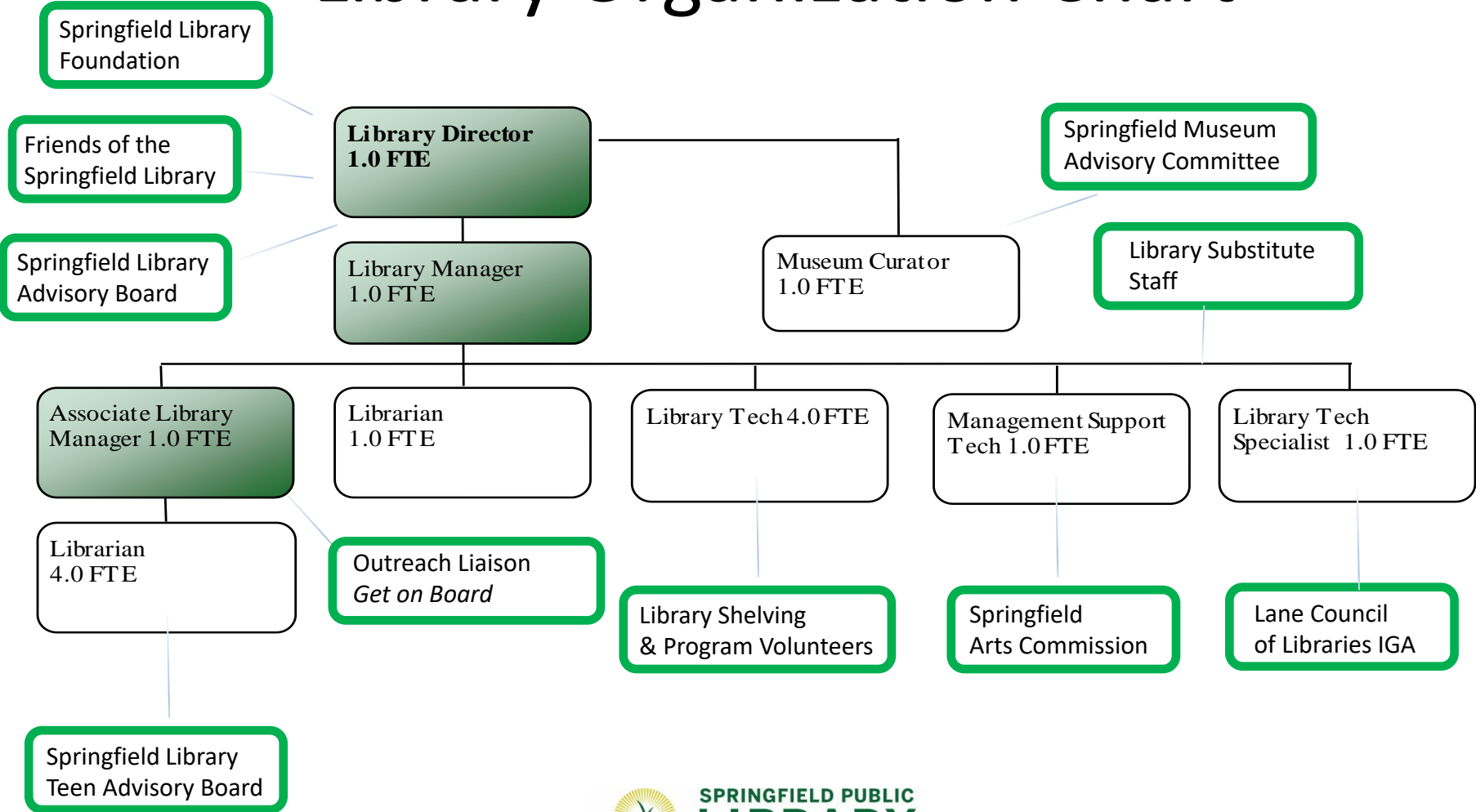
1133

### Library Services: cost of providing borrowers' services, programs & outreach

Our services include: reference & reader's advisory, Lane Library Loans, book clubs for five different age groups and in Spanish, Summer Reading for all ages, Día de los muertos celebration, Día de los niños celebration, *Please Bother Me* tech help, tech classes, job search clinics, senior legal services clinics, Springfield series, *Springfield Celebrates Authors* events, Wordcrafters writing workshops, weekly teen programs, laser tag for teens, teen winter event, Teen Advisory Board, teen volunteer fair, baby & preschool storytimes, STEAM storytimes, Little Family Yoga, After School Club, school early release programs, daily spring break programs, special summer events, STEM camps for kids, Virtual Reality Learning Lab, multiple visits to each Springfield School, outreach at community events, and classroom visits to the library.



## Library Organization Chart



## FY21 Proposed Library Budget



The library also proposes \$8,000 in spending from the 713 Fund for computer replacements.

## Library Support Groups

### Springfield Library Foundation

- *In January, held the most successful Books & Brew fundraiser to date*

### Friends of the Springfield Library

- *Annual book sale postponed*

### Springfield Library Advisory Board

- *Developing community survey*

### Museum Advisory Committee

- *Assisted Mayor's Gala and advised in the museum remodel*

### Library Shelving & Program volunteers

- *Shelve all library returned items*

VOLUNTEERS GAVE

**7,100  
hours**

MORE THAN  
880 EIGHT-HOUR DAYS!



### Accomplishments FY20

## Improved patron services:

- **Remote Book Drops**
- **Expanded databases** such as *Consumer Reports*, *Brainfuse* tutoring, video streaming and investment in ebooks & downloadable audiobooks.
- **Digital Card** setup in response to pandemic. Over 90 cards created during the first two weeks.
- **Auto-renewals** eliminated fee barriers for patrons. The number of blocked accounts dropped 14% when comparing March 2019 to February 2020.
- **Increase in adult program offerings and responding participation:** Job clinics, senior law services, book groups
- **Electronic billboard** installed at front desk to showcase library services



*At a staff in-service day in October 2019, CAHOOTS presented a de-escalation training for Springfield Library staff as well as staff from our community libraries.*



*Remote bookdrops, funded by the Springfield Library Foundation, were installed in 2019 at the Bob Keefer Center for Sports and Recreation and Splash! At Lively Park.*

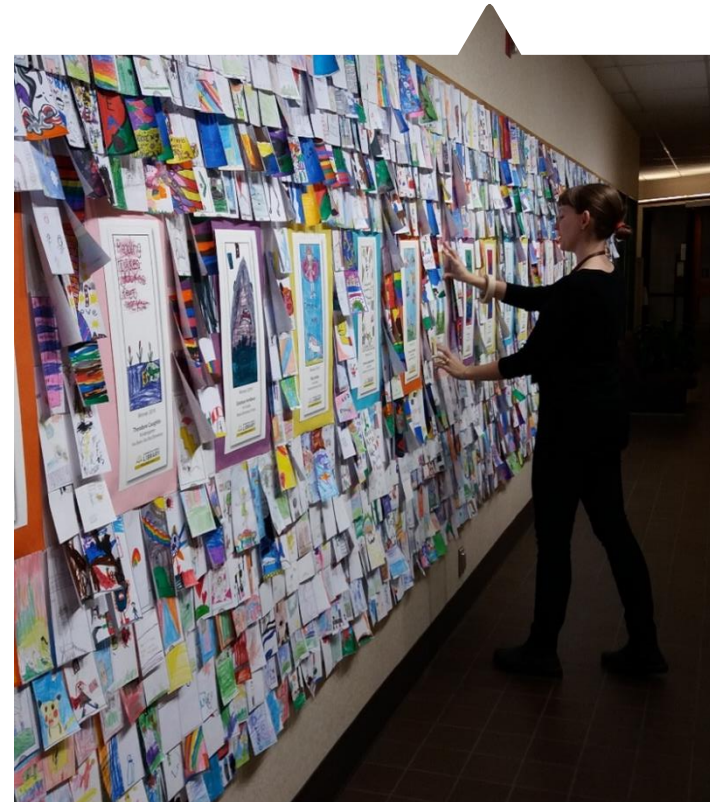
WE AVERAGE 570 VISITS A DAY!

**167,000**  
VISITS LAST YEAR



## Accomplishments FY20:

**Museum remodel project:**  
used rollover of \$64,000  
to accommodate the entire museum  
collection under one roof



**Springfield Arts Commission,  
Youth Art Gallery**  
Providing a space for youth artists  
to exhibit their work

## Initiatives FY21:

### **Get On Board –**

A grant-funded project that in FY20 allowed us to focus on transportation barriers when visiting the library.

During the pandemic, we are pivoting this project toward promoting a Digital Library Card, procuring hotspots, providing books at Cornerstone Housing and G Street Oasis, and funding additional ebooks and audiobooks.





### Initiatives FY21:

#### Digital Initiatives

- **Launch new website** to improve online service offerings to the public.
- **Self-check machines** handle over 2/3 of all library checkouts. Currently at the end of their five-year service contract and need replacement.
- **Patron and print management software** Printing is a high demand service that the library provides and we receive daily requests for wireless printing options.
- **Renewal of our library catalog/patron database provider contract and new components**  
The new contract will involve a new mobile app for patron access and the possibility of other shared data services.



*Librarian Mark Riddle teaching a Please Bother Me session.*



## Three-Year Considerations: Updating Space

### **Maximizing current library space –**

Reworking of children's area and additions of ADA-friendly furniture, funded by donations



**Updating the Museum building** – needs safety and environmental updates, including ADA updates, fire suppression, ADA entrance, secure external doors, seismic upgrades, emergency plan, and temperature and lighting control for collection preservation.

### Three-Year Considerations

#### FTE

- Staffing has remained the same for last ten years; we anticipate being busier than every due to economic downturn
- We'll increase a .5 FTE to 1 FTE through G&M funding in FY21
- A grant-funded .6 FTE Outreach Specialist applied for in FY21



*To move a .5FTE to 1FTE, we plan to fund the increase of \$34,200 from 204 Library Gift & Memorial Funds*



#### Technology

- Advocate for a WiFi-expansion project
- Continue to look at how databases & downloads are a growing sector of what we do; monitoring ongoing needs

