

PROPOSAL FOR THE HIRING OF A
PART TIME HEAD LIBRARIAN
FOR THE FOUNTAIN GREEN CITY LIBRARY

#13

(9/18/2023)

Fountain Green City Library is currently under the direction of a 3-person volunteer library board. These three head librarians put in approximately 20-30 hours a week per person to maintain the running of the library.

We propose the hiring of a Part-time Head Librarian to maintain the high quality of library services offered to the residents of Fountain Green.

Research has shown that librarians in Utah are paid anywhere from \$6000 to \$132,000 depending on their hours and duties. Recently the bookmobile posted a listing for a library clerk to work in the Fairview office with a salary of \$16,000 – \$26,000 a year. The number of hours required was not listed. Ephraim pays a full-time librarian \$60,000 a year. Mt. Pleasant pays a full-time librarian \$64,000 a year with assistant clerks making approximately \$5000 – 12000 dollars a year depending on hours worked.

We feel that to obtain a paid employee we would need to pay a minimum of \$20 an hour and the job would require a minimum of 25 hours a week. ($20 \text{ hr.} \times 25 \text{ hr. week} \times 50 \text{ wks} = \$25,000$ annually)

The following are the responsibilities of the head librarian:

- Maintain all financial records and budgets
- Purchasing of all office supplies and equipment
- Make book purchases and removal of all discards to Pioneer Book in Provo
- Maintain all updates to website
- Hold meetings to plan and coordinate
- Advertising and promotion of library programs in 4 communities
- Assist with Grant procurement
- Procure, oversee and schedule volunteers
- Promotion and coordination of library with 2 elementary schools
(Back to School Night, Literacy Night, Library/Fire Dept. Yearly Tour, Quarterly Reading Incentives)
- Maintain book catalog on computer and library shelf organization
- Maintain all library equipment ie. Computers, printers, ipads,
- Rotate library and bulletin board displays
- Oversee Fundraising
(Community Directory- sale of ads & coupons, set-up and printing, selling Boutique – 22 booths & food trucks for 2 days, set up, take down, advertising Raffle – solicit prize donations, sell tickets, hold raffle, distribute prizes)
- Oversee Story Hour and Pre-school Story Time and Adult Book Club program
- Run the Summer Reading Program
(50+ children, purchasing of prizes, maintaining record sheets, awarding prizes and end of program party)