



Nampa Public Library  
 Monthly Report  
 January 2012

**Library Work Statistics**

	January-11	January-12	% Change
Days Open	20	24	
<b>Door Count</b>	25,962	28,314	9
Average Count Per Day	1,298	1,180	-9
<b>Circulation</b>	61,213	62,978	3
Average Per Day	3,061	2,624	-14
New Registrations	472	506	7
Holds	8,064	7,655	-5
<b>Collection</b>	138,911	123,297	-11
New Items	592	797	35
<b>Programs</b>	31	48	55
Attendance	843	884	5
Computer Sessions	2,888	3,473	20
Reference Questions	1,522	1,789	18
Volunteer Hours	185	267	44

**Budget**

Budget Total	\$ 2,102,221	% year completed	34
Budget Balance	\$ 1,465,828	% budget remaining	70
Staff Expenditures	\$ 331,414	% budget spent	28
Material Expenditures	\$ 42,047	% budget spent	24
Other Expenditures	\$ 262,932	% budget spent	36

**Revenues**

	Budgeted	To Date	%
Property Taxes	\$ 1,897,198	\$ 1,056,966	56
Grants	\$ -	\$ -	-
Fines	\$ 39,810	\$ 15,933	40
Interest	\$ 2,500	\$ -	-
Donations	\$ 7,000	\$ 117	2
Miscellaneous	\$ 17,500	\$ 4,908	28
Charges for Services*	\$ 14,200	\$ 1,478	10
<b>Totals</b>	\$ 1,978,208	\$ 1,079,402	55

\*non-resident library cards

## **GENERAL ISSUES:**

**Budget** – Because the City Council has eliminated Storm Water as a utility and there are costs associated with it, the general city fund will be affected. At this time the impact on the library is likely to be negligible, though that is not certain. I will update you immediately if the situation changes for the library.

**Programs** – Saturday January 14<sup>th</sup>, we held a family story time on Dinosaurs. There were 78 moms, dads, grandmas, grandpas, and kids. A variety of dinosaur-themed books were read, dinosaur stick puppets marched about and dinosaur eggs danced (egg shakers). We looked for hiding dinosaurs and had a dinosaur show and tell, two boys brought in their favorite dinosaur books to show and tell. After the story time, families worked together on a variety of activities including a dinosaur-in-a-lake craft, a baby dinosaur-in-an-egg craft, dinosaur coloring sheets and activity pages for youth of all ages. It was great fun and the comments from the attendees were all positive.

We continue to offer the basement area for adult/child interaction. This will not help our program statistics, but it is an appreciated service and offers more seating in other areas of the library.

**Self Service Payment Center** – Our self service payment center is now operational. Use of the service is light due in part to being in place but unusable for several months. If you check out our web page we have a few words and pictures of Vicki using the service. We will continue to train and assist the public in using this service.

**Printer/Copier Service** – Our laser printer in the computer area on the second floor will be replaced this month by a color printer/copier, scanning documents to a thumb drive is also expected to be available. A coin box that will accept \$1 & \$5 bills will be installed as well. We will continue to charge 10¢ for black and white copies/prints and plan to charge 25¢ for color copies/prints. These rates are reasonably competitive and will generate enough income to pay for the cost of the equipment. The equipment will be located near the 2<sup>nd</sup> floor information desk. We will continue to offer the black and white copier on the main floor.

**Staff** – Laura and Michelle, public services staff, attended a free webinar offered by Ingram, from whom we purchase the majority of our juvenile materials. They recently enhanced their website to provide more customer customization and more intuitive functionality. This training helped us to create our account home page with customizable links to favorite areas and favorite websites on the internet. Staff now has top-selling children's paperbacks and the top-selling children's chapter books from the New York Times List set at the top of their account homepage so that they can immediately see what is popular in children's books every time they log on.

Stephanie took a two session course through ALA: *Web Analytics for Librarians: Informing Decision Through Web User Data*. This course explored the types of user data that can be tracked through using Google Analytics and what is important in the data. She has created a Google Analytics account and will be implementing this resource to help us learn about the library website soon.

Stephanie also attended a Professional Development Speaker Series presentation, through the Nampa Chamber of Commerce. At this event, Peppershock Media presented *Social Media Strategy*. This presentation focused on the use of Facebook by an organization. It was emphasized that the goal of your organization's Facebook page is to get customers to go to your website or into your place of business. The Facebook page should have interactive elements to engage people and keep them coming back.

I attended a meeting of the ICfL's BTOP Advisory Task Force on February 3<sup>rd</sup>. The purpose of the Task Force is to help Idaho Libraries improve access to the internet.

**Policy** – Attached is a copy of our current and a recommended update of our Inter Library Loan policy.

### **NEW FACILITY ISSUES:**

**Design Narrative Update** – FFA has begun their work updating our Design Narrative. Their team and the Library Management team held a phone conference on Monday, February 6<sup>th</sup>. The FFA Team will be here for onsite work this week, Wednesday the 15<sup>th</sup> and Thursday the 16<sup>th</sup>. The agenda for their visit has been shared with as many interested parties as we could think of. Please attend any of the sessions that seem of interest to you. The completion of the study has yet to be scheduled and will likely happen upon my return from PLA. I recommend that this be a joint work session with the NDC, a proposal they will consider at the March meeting.

**Fundraising Feasibility Study RFP** – The RFP received 5 responses. Each of the bidders has experience and ability. The Taylor staff is not CFRE certified. The Collins bid does not include reimbursable costs.

Collins	Seattle	\$ 43,500
Grace	Caldwell	\$ 25,200
Markley	Boise	\$ 23,320
WhiteRock	Pullman	\$ 40,095
Taylor	Maine	\$ 29,000

Our current budget does not include sufficient funds for this study. The Finance Department is planning one Budget Amendment to be completed by the end of February, or early March. Our study will be funded by Library Fund Balance requested through the amendment.

I expect to have a recommendation for you at our meeting; I will continue to check references until then.

**Foundation** – The Foundation met on Thursday, February 9<sup>th</sup>. I reviewed the RFP responses with them.

**Nampa Arts Commission** – I attended a meeting of the Nampa Arts Commission on January 25<sup>th</sup>. At that meeting I described the art elements that I think are desirable for the new library building. They were very intrigued with many of the ideas I presented. They  
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suggested, and I concur that a “Nampa Public Library Art Task Force” be established with members coming from their committee, the Library Board, the Friends of the Library, the Library Foundation, and a member of library staff. I have drawn up a list of issues this advisory group could assist with and some particulars of my vision for the artistic elements.

#### **CURRENT BUILDING AND EQUIPMENT:**

**Connection to City via Fiber Optic Cable** – The conduit for this project is now installed. The actual connection to fiber will not occur for a few months, due in part to the amount of work going on in connection with the Public Safety Building.

**Staff Office Furniture** – With the completion of the Public Safety Building, which was provided new office furniture, their old yet serviceable furniture became available to the library. We have acquired 10 staff desks that are in good condition, are of a good quality and will provide a more consistent work space for our staff. While it will take staff time to empty their current desks and clean and place the arriving furniture, the parks department has provided a truck and trailer, and prisoners will do most of the moving of the furniture. We have also acquired dividers to section off our program area stage so that our temporary piles of less useful things will be out of public view.