



Nampa Public Library
Monthly Report
January 2011

ACTIVITY

	January	December	Jan 2010
DAYS OPEN	20	22	20
CIRCULATION	61,213	54,578	58,502
Average/day	3,061	2,481	2,925
CUSTOMER COUNT	25,962	23,286	26,249
Average/day	1,298	1,058	1,312
Monthly high	1,848 (Wed. 1/19)	1,733 (Wed. 12/29)	
New Library Cards	472	315	417
Holds Picked Up	8,064	7,502	7,930
PROGRAMS	31	15	26
participants	843	385	958

BUDGET

Budget total	1,687,060	% of year completed	33.69 %
Budget balance	1,234,767	% of budget spent	26.80 %

REVENUES

	Budgeted	To date	%
Property Taxes	1,565,600	832,384	53.17 %
Grants	0	0	0.00 %
Fines	35,000	12,276	35.08 %
Interest	3,000	0	0.00 %
Donations	9,000	305	3.39 %
Miscellaneous	20,000	4,810	24.05 %
Charges for Service (non-resident cards)	17,000	3,995	23.50 %
Totals	1,649,600	891,542	54.05 %

GENERAL ISSUES:

Policy Review – I have written the Collection Review Policy to replace Appendix A Procedure for Handling Customer Comments Concerning Library Materials. This

recommendation provides greater clarity to both staff and the public. It also changes this from a procedure to a policy. I expect to review and update the entire Collection Development Policy in the future, and better define its relationship to this policy at that time. Challenges to materials are to be expected, a good policy will help make that experience easier. I have also included a portion of the policy statement on constitutionally protected materials used by the Seattle Public Library. This is, in my opinion, one of the best statements I have seen for these situations. I pose it at this time for discussion rather than action, perhaps to become part of a future Collection Development Policy.

Programs – Adult computer training classes are filling up on a regular basis now. We currently offer 3 classes each week with 3 spaces available in each class. We plan to add more classes soon.

Library Work Statistics – I will present three models of statistical reporting at our meeting. The current political/funding circumstances may require a greater level of understanding of library work by board members.

BTOP Grant – The initial inspection for the installation of fiber optic has taken place, the work is scheduled to happen the last week of March. The work will limit some access to the parking lot next to the library.

Friends Support – The Friends have asked that we propose significant projects that will benefit our current operation and a future facility. I proposed two automation projects and more of a public relations project. They have asked that the library provide additional information on a Self Service Revenue Management offered by the same company that offers our internet access management system. The system would accept both cash and credit cards to pay library fines and fees. This would reduce the dependence by the public on staff. The value of the project is estimated at \$7,800. The other automation project was an additional media unlocker for our self check out station that does not have one, a project valued at approximately \$6,000. The public relations project is the creation of vinyl cling with the library logo and a statement of support by the friends. The Friends have agreed to fund this project up to \$500 which should provide more than 1,000 clings that can be given to library supporters to place on the cars.

Staff – The initial results of changing the staff departure time look positive. Work flow in the return room has also been assessed and streamlined. These changes seem to be working well for staff and our services to the public.

CURRENT BUILDING AND EQUIPMENT:

Elevator – The elevator has worked fairly consistently since the repairs were completed. Small problems have come up, been report, and resolved.

Facility Safety – The handrail safety upgrades are being completed as I write this report. The portion that has been completed looks very good, so good that many customers are not aware the work has been done. Some have commented that they feel much more

comfortable with children in the area. The fire safety systems are requiring more design work than anticipated. The work may have to be pushed back to August rather than May as previously hoped for.