

5-4. Director's Report – Information Item



# Monthly Director's Report August 2024

## GENERAL COMMENTS & ISSUES

### Staff

The Library is currently fully staffed.

### Youth Reimagining Nonfiction

This week we are deep into reimagining the youth nonfiction area. Mike has fabricated the signs that we designed, this has proven to be very cost effective, and they look great. Each category has a color assigned to it, much as in the adult nonfiction area. The signs have a picture associated with the category, the assigned a color, and the written name of the category. The labels on the book spines have the same identifiers as the signs. This way even children who are not yet reading well should be able to navigate the collection and find what they need.

### Request for Reconsideration

We have received a request for reconsideration from a patron. After discussion and review, we have determined to move the youth book "Growing Up Inside and Out" to the Parenting section in the adult nonfiction area on the third floor.

### Person-in-Charge Training

Recently all our managers and leads attended a Person-in-Charge (PIC) training presented by Mike. The training focused on policies and scenarios to get staff thinking about how they would handle different situations should they arise. This is an ongoing training that we present periodically to refresh staff to be able to handle different situations when managers are not in the building.

### City Emergency Response

The Mayor has asked each City department to put together emergency response documents. We already had most of the information needed in place and were able to get the information back to her office quickly. Being a public place/building safety of staff and patrons or any emergency is of utmost importance and something we prepare and train for on an ongoing basis.

### Borrower Services

Ezequiel Luna, Circulation Manager

Holds window # of patrons	Holds window # of items CKO	# of phone calls
530	1575	578

Total # of items CKI	# of holds pulled for patrons	# of courier bins received	# of carts shelved by staff
42588	7578	823	356

Patrons cko @ library	Patrons cko 1x	Patrons cko 2x's	Patrons cko 3x's	Patrons cko 4x's	Patrons cko 5+ x's
3867	2329	830	356	183	169

We interviewed for our vacant position starting on 8/23/24 and decided to hire Audra Harris, who will begin on September 9<sup>th</sup>, 2024!

Items picked up at the window accounted for 3% of total checkouts for August.

**Average holds pulled (daily):**

Holds are pulled from the shelves, scanned, tagged, and then sent to other libraries by courier or shelved on our holds shelving for patrons to pick up.

**Average # of courier bins (daily):**

From 10:30a to 11:30a, we have 4-5 staff members sorting and tagging these items. About 10-12 of those bins are items being requested by our patrons for holds. The rest are NPL items being returned to us from the other libraries.

**Public Services**

**Laura Abbott, Public Services Manager**

***Public Services Programs and Activities:***

**TRICA Dance Class:** Twenty-eight lucky people attended TRICA's (Treasure Valley Institute for Children's Arts) dance class where Master teacher Jon Swarthout, President and Founder of TRICA, shared about the origin of breakdance and how the youth of the Bronx inspired a cultural phenomenon that traversed the world. He taught the class several breakdance moves to music of the 1970's & 80's while educating them about the history of breakdance and different devices that were used to play music. This was a wonderful opportunity for our library families to receive professional free dance instruction at no cost to them. Over the last 28 years, TRICA has impacted more than 80,000 children and families in Idaho, enriching and inspiring individuals, educational organizations, and community partners.

**Corbin Maxey Animal Presentation:** To celebrate families for their participation in the Summer Reading Program Barbra invited Corbin Maxey, his wife Samantha, and their reptiles to the library to do a presentation. Corbin is locally and nationally recognized as an animal expert and does an amazing job of educating while entertaining people about exotic animals. The day of the event, people began arriving an hour ahead to get their seats. Over 1000 people came to see the exciting and educational show.

**Fit and Fall Proof:** New participants continue to join the group and during the last 10-week session there were 27 different people who participated. At the end of each 10-week session staff provide treats and TUG tests. The TUG test provides data for Southwest District Health to gauge the value of the program and having treats at that time gives everyone a chance to get to know each other and socialize. The main purpose of Fit and Fall Proof is to improve the physical health of seniors and get seniors out of the house and connecting with each other.

**Volunteering at the Library:** Kristie shared a nice volunteer story. She happened to see Kaylie, a volunteer from a year ago or more, who recognized her and told her that she loved volunteering

at the library. Kaylie said it helped her get a job at Target, which helped her get a job at Costco and she loves her job at Costco. It was nice to hear that our volunteers are using their work experience at the library to get better jobs.

**Salvation Army Youth Partnership:** Veronica helped Kalyne with the Salvation Army's last STEM summer visit where the kids made their own slushies with science. They lowered the freezing point of water by adding salt to ice in a bag and then added their juice bag while shaking the mixture resulting in the juice turning into a slushie. With the schedule changes at the Nampa School District, staff are hoping to continue the once-a-month visits during the school year on Fridays. The community connection continues to be beneficial for the Salvation Army and the library.

**Spanish/English Storytime:** Ashley and Veronica held a bilingual preschool story time where they read two books, *The Perfect Piñata* and *One is a Piñata*, with Veronica reading the parts in Spanish and Ashley reading the parts in English. At the end Veronica brought out a piñata she had made to look like the one in one of the books and the preschoolers shook their instruments in time to the piñata breaking song, *Dale Dale Dale*.

**Boise Comic Arts Educator's Day and Comic Arts Festival:** Kalyne and Barbra attended the Boise Comics Arts Educators Day and learned a lot about the value of graphic novels. Kalyne found the many presentations beneficial and has reached out to her new connections already to set up new programs and presentations.

Saturday, August 24th and 25th, Eli, Kalyne, Tracie, and Dig attended the Boise Comics Arts Festival to run a booth for the Nampa Public Library. Their goal was to promote upcoming events such as Hobbit Day, to raise awareness about our recurring programs and resources available to the public, and to spread joy in the festive atmosphere. Dig attended the event in a full Gandalf costume to get people excited for the upcoming Hobbit Day at the Nampa Public Library. Dig met one festival goer who had worked on the Hobbit movies, making Ian Mckellan's (Gandalf) beards, who said that Dig had the best Gandalf costume she had ever seen! Staff had a lot of fun handing out hundreds of Hobbit Day flyers and program brochures to everyone who interacted with Gandalf. Dig (as Gandalf) also held a Lord of the Rings themed trivia contest on Saturday and Sunday, with each being attended by 10 and 9 festival goers respectively. While it was wonderful to reach such a wide audience with word-of-mouth promotion, staff also interacted with at least two dozen families who were from Nampa and had not previously come to the library, who were amazed by all the services and programs we offer and were very excited to get library cards. Overall, the outing was a major success and a unique way to grow awareness about everything the library has to offer.

**Happy with Library Holds:** Tracie assisted a customer who called to put seven large print books on hold. She said she really appreciates this service (putting items on hold and picking them up at the holds window) and uses it all the time. She excitedly shared that since 2020 she has saved almost \$9,000 by checking out books at the library (a feature folks can find by looking at library receipts). She exclaimed, "I love the Nampa Library!"

**Teen Display:** Ashley did the teen display this month. Teen display theme is "Short Stories" and highlights short stories not only from the teen collection but also classics from the adult and children areas. Some of the stories include topics such as: Christmas, Sherlock Holmes, Oxford Ghost Stories, Historical Fiction, Murder Mysteries, and different cultures.

**Department of Labor Intern:** Through a partnership with the Idaho Department of Labor we have a new intern for several months. Kalyne and Alexis have been working directly with the intern teaching her various public services tasks. The intern learns quickly and put much effort into completing her tasks and is rapidly expanding her skill set.

**No Pressure Book Club:** Dig and Eli hosted the No Pressure Book Club at the library. This program continues to be a joy for both Eli and Dig to plan and participate in with the growing number of attendees. The regular group has grown to 10 patrons each month who all look forward to reading and discussing each month's theme. This month the theme was Southern Gothic Literature, and all of the attendees had a wonderful time having an in-depth discussion about the themes and styles associated with the genre as well as the way each person's book related to those ideas. Dig led a round of trivia on the subject and awarded a Flying M gift card to the winner at the conclusion of the program.

**Adult Summer Reading Finale Party:** Eli hosted the End of Summer Reading Party for adults. Over 30 people enjoyed the party with a recycled materials "ugly art" craft project, refreshments, and a camping-themed prize drawing. Nearly every attendee of the party personally talked to Eli to express their enjoyment of the party and the Summer Reading program. Eli maintained the adult prizes for summer reading and ensured quality books were available in both regular and large print options.

**Teen Summer Reading Finale Party:** Dig hosted the Teen End of Summer Reading Party which featured virtual reality party games, music, friendship bracelet crafting, a photo booth, a trivia contest besides a variety of delicious refreshments including root beer floats. The teens had a great time and especially enjoyed the photo booth and VR party games.

#### ***Professional Development & Staff Activities:***

**Research:** Adrienne is finding areas of interest with which to assist patrons. One of the things she has been interested in is attention deficit disorder (A.D.D.). She is in the process of gathering online and in-person resources for the patrons. She attended a webinar about setting boundaries with those who have neurodivergent brains. The webinar taught her that no matter what, it's more productive and respectful to address the behavior rather than to label. This is very applicable at the library as there are many people with different abilities and backgrounds that the library serves.

**Democracy in Dialogue:** Alexis completed her Democracy in Dialogue Summit in Washington D.C. She learned so much about the program and is very excited to begin with her students in a few weeks. The completion and showcase of the project will be in December. The library was paired with a teacher Allison from Ohio and her students. As part of the Democracy in Dialogue, Alexis meets twice a month virtually with the Smithsonian team and once a month with her paired teammate, Allison.

#### **Outreach**

##### **Jeannette Leroy, Outreach Manager**

In August, we made 30 outreach stops, checked out 801 items, placed 77 items on hold, and engaged with 1,024 patrons. Our regular stops included Harward Rec Center, Walmart Neighborhood Market, Center Point RV, Breaking Chains, Karcher Estates, Broadmore Senior Living, Vineyard Senior Living, Streamside Assisted Living, Avista Senior Living, and Meadowview Rehabilitation Center.

We concluded our summer reading "Passport to Adventure" series during this month. In the final weeks, we explored China and Canada. During our visit to China, we took a storied journey with "Adele and Simon" to learn about famous Chinese landmarks, created block print art, and practiced tai chi. The block print art activity included teaching the children a few Mandarin terms, such as "family" and "heart," among others. Tai chi proved to be an effective way to help

the children relax. On our adventure to Canada, we explored the different provinces with our friend Carson through the book, "Carson Crosses Canada." The Canadian activity for our last week had children making ice rinks out of foil pans and making hockey sticks from popsicle sticks. The STEM element of this activity focused on understanding different surfaces and why hockey is played on ice, as well as how a puck glides on various surfaces. We also brought out our Imagination Playground dino bones, and the kids unearthed Edmonton dinosaur fossils, allowing our young paleontologists to piece the dinosaurs back together.

August also marked the back-to-school season, and we participated in several related events. We visited Idaho Arts Charter School during their "Meet Your Teacher" event, where we made STEM helicopters, a crowd favorite and distributed pencils and backpack tags to celebrate students meeting their summer reading goals. Additionally, we attended National Night Out at Gateway Apartments, where we gave away free books to the children and enhanced the library collection in their clubhouse. We also issued library cards to a few families, who have since visited the library. This event was a highlight, with the fire department, police department, and the mayor in attendance. The children particularly enjoyed sliding down the water slide, and even our bookmobile staff was tempted to join in to beat the heat.

Our outreach team also participated in STEAM Day at the Western Idaho Fair. We brought a bubble station and materials for children to make bubble wands. Partnering with Ada Community Library, Meridian Library District, and Garden City Library, we offered a variety of hands-on activities for the kids, including a tabletop earthquake simulator to test structures made from blocks and helicopters made from rubber bands and plastic propellers.

Our outreach team attended the "My First Books" training. We are partnering with the Headstart programs in Nampa to provide storytime sessions and a book for each child to take home, helping them to build their personal libraries.

August was a busy and productive month for our outreach efforts, the success of our summer programs, combined with our back-to-school and community outreach initiatives, highlights our commitment to bringing our library out into the Nampa community. We look forward to continuing this momentum in the coming months.



Nampa Public Library  
 Monthly Statistics Report  
 August 2024

	August 2024	August 2023	Percent Change 2023 → 2024
Days Open	27	27	0%
Physical Circulation	59,471	59,768	0%
Electronic Circulation	14,890	12,645	18%
Bookmobile Circulation	801	887	-10%
Total Circulation	75,162	73,300	3%
New Registrations	365	353	3%
Door/Window Patron Count	21,665	21,253	2%
Card Holders who Checked Out	5,352	6,730	-20%
Holds	7,674	7,555	2%
Library Collection	209,364	236,963	-12%
Bookmobile Collection	3,371	2,966	14%
New Items	1,015	1,174	-14%
On Site Program Attendance	2,770	2,746	1%
Bookmobile Outreach	1,024	1,753	-42%
Computer Sessions	1,819	1,679	8%
Information Requests	4,702	4,857	-3%
Volunteer Hours	314	771	-59%
Multipurpose room-outside events	10	10	0%
Board room-outside events	19	15	27%
Study Room Usage-patrons	304	334	-9%

**Expenses**

	Budgeted 365 days	Budget Spent 336 days	% year complete	
Staff Expenditures	\$ 2,120,239	\$ 1,850,230	% budget spent	87%
Collection Expenditures	\$ 275,000	\$ 255,932	% budget spent	93%
Other Expenditures	\$ 657,781	\$ 613,819	% budget spent	93%
<b>BUDGET TOTAL</b>	<b>\$ 3,053,019</b>	<b>\$ 2,719,982</b>	<b>% budget spent</b>	<b>89%</b>
<i>Collection Encumbrances</i>	<i>\$ 275,000</i>	<i>\$ 277,805.84</i>	<i>% budget remaining</i>	<i>-1%</i>

**Budgeted Budget Rem.**

Budget Balance	\$ 3,053,019	\$ 333,038	% budget remaining	11%
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**Revenues**

	Budgeted	To Date	% of Budget used
Property Taxes	\$ 2,692,890	\$ 2,750,157	102%
Facilities Rental	\$ 5,000	\$ 1,780	36%
Charges for Services <sup>1</sup>	\$ 21,000	\$ 23,107	110%
Miscellaneous Revenue	\$ 8,000	\$ 9,669	121%
Refunds, Reimbursements, Fines	\$ 26,000	\$ 23,388	90%
Donations & Sponsors	\$ 20,000	\$ 20,026	100%
Interest	\$ 64,064	\$ -	0%
Grant Revenue - Local	\$ 6,000	\$ 742	12%
Grant Revenue - Federal	\$ -	\$ 21,000	-
<b>Totals</b>	<b>\$ 2,842,954</b>	<b>\$ 2,849,869</b>	<b>100%</b>

<sup>1</sup> non-resident library cards

## AUGUST 2024 BUDGET EXPLANATION - FY24

Org	Object	Description	2024 Budget	2024 Actual	% Spent
2505010	5110	REGULAR SALARIES	\$ 1,536,323.62	\$ 1,354,494.05	88%
2505010	5111	PL PAYOUT - SELLBACKS	\$ 6,412.22	\$ 6,412.40	100%
2505010	5114	EMPLOYEE WELLNESS	\$ 5,798.75	\$ 4,567.65	79%
2505010	5118	SPECIALTY PAYS	\$ 1,581.52	\$ 2,593.16	164%
2505010	5140	OVERTIME	\$ 1,500.00	\$ 1,160.30	77%
2505010	5210	FICA TAXES	\$ 118,136.66	\$ 102,494.41	87%
2505010	5220	PERSI	\$ 135,721.53	\$ 123,642.13	91%
2505010	5240	WORKERS COMPENSATION INSURANCE	\$ 2,867.46	\$ 2,457.98	86%
2505010	5250	HEALTH INSURANCE	\$ 295,609.18	\$ 233,906.04	79%
2505010	5260	UNEMPLOYMENT INSURANCE	\$ 2,291.34	\$ 2,048.30	89%
2505010	5280	OTHER PERSONNEL INS BENEFIT	\$ 3,470.56	\$ 7,285.41	210%
2505010	5282	HRA VEBA	\$ 10,525.84	\$ 9,168.31	87%
2505010	5400	LIBRARY COLLECTION	\$ 275,000.00	\$ 255,932.31	93%
2505010	5270	CLOTHING ALLOWANCE NONTAXABLE	\$ 2,200.00	\$ -	0%
2505010	5320	IT PERIPHERALS	\$ 1,000.00	\$ -	0%
2505010	5327	BANK FEES	\$ 1,500.00	\$ 1,384.02	92%
2505010	5330	OPERATING SUPPLIES	\$ 14,000.00	\$ 19,007.04	136%
2505010	5331	OFFICE SUPPLIES	\$ 2,200.00	\$ 1,053.97	48%
2505010	5345	POSTAGE/SHIPPING	\$ 5,000.00	\$ 2,867.90	57%
2505010	5350	REPAIR & MAINT BUILDINGS	\$ 9,000.00	\$ 6,000.00	67%
2505010	5359	VEHICLE MAINT (NON FLEET)	\$ -	\$ 22.00	-
2505010	5360	REPAIR & MAINT EQUIPMENT	\$ -	\$ 8,224.97	-
2505010	5361	IT COSTS DEPARTMENTAL	\$ 44,060.00	\$ 47,204.38	107%
2505010	5362	IT TRANSFERS - COMPUTER HW/SW	\$ 111,927.45	\$ 110,817.46	99%
2505010	5395	FOOD-MEETINGS (NON TRAVEL)	\$ 3,700.00	\$ 1,610.87	44%
2505010	5397	BREAKROOM REFRESHMENT & SUPPLY	\$ 1,400.00	\$ 343.41	25%
2505010	5464	INSURANCE	\$ 21,108.31	\$ 21,108.31	100%
2505010	5487	CONFERENCES	\$ 2,000.00	\$ 741.64	37%
2505010	5488	TRAINING	\$ 1,500.00	\$ 215.10	14%
2505010	5492	MILEAGE	\$ 600.00	\$ 20.30	3%
2505010	5493	DUES & MEMBERSHIPS	\$ 1,500.00	\$ 80.00	5%
2505010	5515	EQUIPMENT/VEHICLES <10K	\$ 4,000.00	\$ 414.00	10%
2505010	5520	ELECTRICITY (IDAHO POWER)	\$ 51,679.00	\$ 59,864.52	116%
2505010	5521	NATURAL GAS (INTERMOUNTAIN)	\$ 13,629.00	\$ 10,169.24	75%
2505010	5588	MAINTENANCE CONTRACTS	\$ 20,340.00	\$ 22,590.12	111%
2505010	5630	CONTRACTUAL SERVICES	\$ 55,729.00	\$ 21,004.84	38%
2505010	5710	PROGRAM - MATERIALS & SUPPLIES	\$ 300.00	\$ 19.88	7%
2505010	5730	JANITORIAL & HOUSEKEEP SUPPLY	\$ 6,000.00	\$ 5,886.68	98%
2505010	9900	INTERFUND TRANSFER OUT	\$ 196,658.00	\$ 196,658.00	100%
2505020	5330	OPERATING SUPPLIES	\$ 4,000.00	\$ 3,749.37	94%
2505030	5330	OPERATING SUPPLIES	\$ -	\$ 2,823.41	-
2505030	5630	CONTRACTUAL SERVICES	\$ 17,200.00	\$ 15,220.84	88%
2505030	5710	PROGRAM - MATERIALS & SUPPLIES	\$ 25,000.00	\$ 18,206.78	73%
2505040	5330	OPERATING SUPPLIES	\$ 27,900.00	\$ 19,910.74	71%
2505040	5630	CONTRACTUAL SERVICES	\$ 6,175.00	\$ 13,281.10	215%
2505050	5270	CLOTHING ALLOWANCE NONTAXABLE	\$ 400.00	\$ 76.34	19%
2505050	5354	FLEET SERVICES (INTERNAL)	\$ 1,575.03	\$ 1,333.30	85%
2505050	5355	MOTOR FUEL	\$ 2,000.00	\$ 887.62	44%
2505050	5710	PROGRAM - MATERIALS & SUPPLIES	\$ 2,500.00	\$ 1,021.21	41%

<b>SALARIES</b>	\$ 2,120,238.68	\$ 1,850,230.14	87%
<b>COLLECTION</b>	\$ 275,000.00	\$ 255,932.31	93%
<b>OTHER (all other line items)</b>	\$ 657,780.79	\$ 613,819.36	93%
<b>TOTAL BUDGET</b>	\$ 3,053,019.47	\$ 2,719,981.81	89%