

**DIRECTOR'S REPORT FOR THE HAILEY PUBLIC LIBRARY  
FOR THE MONTH OF MAY 2013**

<b>Statistics Report</b>	<b>Current Month</b>	<b>Last Year 2012</b>	<b>% change</b>	<b>Notes</b>
Patron visits	7,059	6,611	6.78	
Circulation checkout	6,216	6,021	3.24	
Circulation checkin	6,262	6,153	1.77	
Total new patrons	49	50	-2.00	
Computer Users	1,192	1,032	15.50	
Total Patrons	5,144	4,759	8.09	
Items added	259	269	-3.72	
Items deleted	38	148	-74.32	
Ebook circulation	108	88	22.73	
Email contacts	1,719	1,397	23.05	
Website hits	1,354	1,831	-26.05	
TumbleBooks	15	n/a		
Mallory website hits	10,773	21,984	-51.00	
Facebook 'Likes'	203	n/a		
<b>Money Collected</b>				
Book Fines	432.20	528.25		
Debt Collections Fees	0	10.00		
Lost Books	5.00	135.00		
Paid Memberships	311.31	504.70		
Computer (printing)	209.06	208.61		
Over/Under	21.28	7.25		
Lost card replacement	2.00	n/a		
<b>Total Income</b>	<b>\$980.85</b>	<b>\$1,393.81</b>		

**Programs:**

- Webb Landscaping and the library partnered to bring an indoor herb garden presentation to the library. Twenty-eight were in attendance.
- The Hunger Coalition offered a class entitled 'A Taste of Healthy Slow Cooking' with thirty-eight in attendance.
- David Skinner from the US Forest Service spoke to a group of forty-eight about flora and fauna of the Wood River Valley.

Page 1/4

- Five TnT (Tweens and Teens) programs were offered during the month of May with a total of forty-four in attendance.
- A bookspine poetry contest was offered to the teens. There were four participants.
- Six tweens came to discuss *Downriver* by Hobbs for their monthly book discussion.

- A passive interactive card making craft was set up in the Sun Room on the Saturday before Mother's Day. A total of sixty-four individuals took advantage of the opportunity to create something pretty for all of the moms!
- Six story time programs were offered with a total of sixty-five kids and forty-eight adults in attendance. One of the programs featured Kerry Brokaw who presented a puppet show entitled "Pussy Willow".
- Saturday Story Mania has been discontinued through the summer months as attendance is so low. The weather is so nice that patrons would rather be outside.
- Susan Brown from Head Start met with me to deliver the sixteen registration papers for the upcoming Summer Reading Kindergarten Initiative. This is about half of the Head Start kids which is a good response. I still have not heard back from the elementary preschools but hopefully those students received the flyers that were delivered to the schools. Summer Reading registration begins on June 17<sup>th</sup> and will run for two weeks.
- I also met with Sandy Mauro from the Blaine County School District about the Summer Reading Kindergarten Initiative as she is the Summer School Principal. She is very excited that the library is so proactive in addressing summer learning loss. This program and partnership is a result of the Community Campaigns for Grade-Level Reading program. Our reading initiative is a pilot program and may be used in the Treasure Valley next year by the libraries and the Lee Pesky Center.

#### **ICfL:**

- Fifty books are being sent from the Commission for our Summer Reading Family Event on June 18<sup>th</sup>. I applied for the Year-Round Underserved mini grant and my application was approved for these books.
- ICfL reported that the Idaho Department of Labor will be discontinuing the option to call in to file weekly unemployment effective July 21, 2013. After this date, filing online will be the only reporting method available. The official Idaho Dept. of Labor flyer states that applicants may use the lobby computers available at your nearest local labor office and immediately following this sentence it states that "most local libraries also offer public computers and free internet access if you do not have internet capability." Staff may see an increase in need because of this. Amanda has provided a flyer with access information which will be kept at the front desk. It has the website link and a step by step process for each filing.

#### **City:**

- The 5B Bike Share program started with city staff. The bikes and the racks are in place and there has been much interest. I have asked that information be provided to library

Page2/4

staff concerning the program. The city provided flyers that could be handed out when there are questions from citizens.

- I attended a meeting with Heather Dawson/city, Mary Cone/city, Geegee Lowe/Chamber of Commerce and Bob Macleod/Museum regarding the upcoming Smithsonian traveling exhibit 'Hometown Teams'. We met at the Chamber office so

that we could have a visual of the space and start to brainstorm ideas. The exhibit will be here and on display in July 2014. The library will be excited to offer programs that correlate with the theme.

- I was asked by Micah Austin, Community Development Director, to sit on a hiring panel for his new assistant. He asked me because of my commitment to customer service through the library. Other department heads were also invited to participate. I appreciated the opportunity as I learned a lot from my peers on their hiring perspectives and practices.

### **Staff:**

- Fidel 'Pablow' DeLeon has been working at the library through the Idaho Department of Labor. Pablow is a great employee! He is very dedicated to the library and is always willing to take on any assignment. His last project was to weed the flower beds along the west side of the building. He did this so that the small story time patrons could plant petunias in the beds.
- Myrna Phillips, volunteer extraordinaire, also helped to clean the beds. She also cleaned and straightened the library reserve room in the basement.
- Amanda St. John attended a Constant Contact class offered through the Hailey Chamber of Commerce. She found it to be beneficial when developing and sending email notifications.

### **Technology:**

- Holds may now be placed on DVDs. Both patrons and staff are appreciative of this option. Each patron may place two requests on two DVDs. The holds expire after two days.

### **LYNX:**

- A representative from Freegal Music approached the Consortium about their music download service. A one year subscription for this service would be \$2,500 plus a one-time set up fee of \$150. This was the portion for Hailey Public Library. Rates were figured on annual attendance and circulation figures. A patron would have received three downloads per person per week. After researching the service and discussing it with the other directors, we chose not to pursue this service as a group. Boise is offering this service independently and we would like to evaluate their usage before considering it for the group.

Page 3/4

- The next LYNX Consortium Circulation Managers meeting will be held in the Treasure Valley on June 13<sup>th</sup>.
- The next LYNX Consortium Directors meeting will be held on June 20<sup>th</sup> at the Mountain Home Public Library.

**Development:**

- I met with Captain Davis and Sheriff Ramsey regarding the 'Free to Read' program. All parties have agreed to the program and I have filled out the required paperwork that would allow me clearance to the building. Once I have that clearance, I will start to take the paperback books to the Blaine County Detention Center to be used in their library. I will continue to research other funding options as the program grows and as time allows.

**Building:**

- After the last heavy rain storm, it was discovered that there are some leaky window sills in the library. I have talked with Tom Hellen about this. He will be looking at ways to fix this throughout the building and assessing if city staff could do the repairs.

LeAnn Gelskey

Director

Page 4/4

## STAFF REPORT

FROM: Becky Stokes, City Treasurer

DATE: June 25, 2013

RE: Government Finance Officers Association (GFOA) Conference June 2-5, 2013

I was grateful for the opportunity to attend the GFOA conference, this year held in San Francisco in early June. This conference was attended by over 6,700 treasurers, finance directors and budget officers from not only USA and Canada, but internationally as well. The City of Hailey is small compared with many of the government agencies represented, but the information is every bit as pertinent to us as to Minneapolis, Seattle and Boston. The concurrent sessions allowed for topics specific to smaller entities as well as extremely large metropolitan areas.

The title and theme for this year's conference was *Bridges to Financial Sustainability*, which wove throughout the four days. Strategic planning, long range financial planning, performance measures and public involvement were repeatedly championed as crucial to financial success and continuing to weather the recovery.

I have begun to implement some reporting which was touched on at the conference. In an effort to better understand our budgets, I have included a few pie charts which graphically explain the fixed and payroll aspects of our general fund. When budgets are tight, everything should be looked at carefully to determine its relative necessity. To that end, project management and performance measures can be a critical tool to help determine costs and related value. We have been using the project management module of our accounting software and now have, in some cases, several years' data to compare and analyze trends and potential fee structures. Next year's budget documents will (hopefully!) be more user-friendly and streamlined. The software upgrade we are migrating to incorporates features which will aid reporting.

Participatory Budgeting, a new concept to me, seemed to receive frequent mention. Some cities and districts have allocated large amounts of time and money to launch this process, in which concerned citizens can vote on how to spend a limited percentage of specific budgets. I would like to suggest adopting a practice such as this for part of the LOT proceeds. As a resort community affected by tourism, to give Hailey citizens the opportunity to direct part of these tourism might be empowering.

We are doing a lot of things very well, some things passably well and we have room for improvement in others. I am excited to continue to improve my aspect of reporting to help with the bridge!

