

Library Director's Report for HPL Board of Trustees meeting on April 22, 2014

Meetings Attended / Events at the Library and in the Community

- March 4- eBooks and Your Library Card class from 6-7 pm – (Pure) – 1 attended.
- March 6- Learning Express demo from 2-2:30 pm – Pure and Briant
- March 6- NJLA Microconference on Policies at Gloucester County Library System Mullica Hill Library from 9-12:30 pm- Briant
- March 10-Summer Reading Workshop given by NJ State Library at Cherry Hill Public Library from 9:30-11:30 am (Bilodeau.)
- March 11-15- Public Library Association Conference in Indianapolis, Indiana- Briant attended.
- March 12- Using RefUSA for Jobs / US Companies computer class from 11-12 pm (Pure) - 2 attended; Local author Lynda Hinkle "Breaking Up Divorce " from 7-8:15 pm- (Olson)-4 attended.
- March 15- TAB meeting from 1-2 pm (Braverman)- 5 teens attended
- March 17- Installation of Staff Computers began – Reinking, Alles, Metrick and Vasquez
- March 19- Learn a Language Computer program from 11-12 pm- (Pure)- 0
- March 20- Haddonfield Friends of the Library meeting from 7-8:30 pm- (Briant) 10 attended.
- March 24- E-Rate 471s filed (Briant); Adult Book group from 7-8:30 pm (Metrick) - 7 attended.
- March 25- Library Board of Trustees from 8-9 am- 8 attended.
- March 26- Library staff meeting from 9:30-11 am- 15 attended; Introduction to the Internet computer class from 11-12 pm (Pure)- 0
- March 28- Evanced Registration class for Summer Reading at Cherry Hill Public Library from 10-12 pm (Bilodeau.)
- March 29- NJ Trustee Training at Mt. Laurel Library from 10-12 pm (Hallahan)

Update on Architect's Work

My understanding is that the architect has started to work on the construction bidding documents again after receiving approval to do so from Sharon McCullough. A roof specialist visited on April 16 to survey the roof. The architect sent a revised drawing of layouts on 2 floors on April 10. The staff is in the process of reviewing it for input. Due to the lateness of receipt of the document, nothing is being presented to you at this meeting as the drawing needs some revision. The architect is unavailable this week for discussion. Deborah Marchand also received a copy and she had some ideas for revision, which will be incorporated into our feedback.

Following up on Gene Kain's preliminary investigation of possible sites for alternative library service during the renovation, I did visit a local facility and received positive information which will be shared as the evaluation of the course of action for library service during renovation unfolds.

Circulation Manager's Vacancy

We have made a recommendation to both the Personnel and Budget Committees about filling this position. The recommendation is to move to a professional librarian and to begin the search to fill it. Copies of the revised job description and draft of the job ad were sent to the committees. I outlined the compelling reasons to move to a professional level in the recommendations to the committees. The skill sets we need now in this position involve project management and greater technology and training skill

sets. I would like to discuss some of the issues with the Board as we move toward the library addition and renovation. You will hear from the committee chairs and members of the committees and we can go from there. I am seeking approval to move ahead with advertising for the position. Part of my recommendation is tied to my belief that we need to keep our core staff working during the renovation to do the many jobs and duties that need to be done, as well as to provide a local point of service. There is time to discuss this and I am sure there will be several discussions.

Library Budget and Salaries for 2014

The Budget Committee met and is forwarding the 2014 Operating Budget for approval, now that the Borough has funded us at our request of \$881,800 and at the same level for the 4th year. This budget is \$168 more than the Proposed Budget for the Operating 2014 that was forwarded to the Borough in October 2013. The committee will also go over the recommended salary increases for 2014, which are on parity with the Borough of Haddonfield, to award 1.15% on April 1 and an additional 1.15% on October 1. It retains the four budget closing days that were projected in November 2013 – to be closed on Good Friday and Saturday before Easter and Saturday and Sunday of Memorial Day weekend for a savings of about \$3250. The other levels of contributions are about the same with one notable exception – this budget uses \$11,000 less from the reserve fund than in 2013 – in the amount of \$25,101 down from \$36,890. Also, since employees who are eligible for health care are reaching the 4th year and highest level of employee contributions, health care costs in the library's budget are projected at \$62,500 down from \$77,500 in 2013, which is somewhat more stable than it has been. Health care costs are the most difficult to project.

On the library's Capital Budget Request for 2014-2016, the library will not receive funding for any requests for 2014 and Borough Administrator Sharon McCullough stated that funds for the renovation and addition will be the Capital Budget for 2014. Capital funding requests for the library will be considered again after the renovation is completed according to Sharon.

Thanks to Mary Eklund for attending the Budget Meeting and accepting a resolution in honor of National Library Week from the Borough Commissioners. Mary was very articulate in her remarks about the library and thanking the Borough Commissioners for support.

Auditor's Report and Audit for 2013

Ken Ditmars will make a presentation to you of the audit report for 2013 at this meeting. The audit report is being sent in this month's Board packet. He will also entertain questions about the new financial reports while he is with you.

By-Laws Update

Janet Hallahan will be giving an update on the Board By-laws at the meeting.

New Computers

The computer installation has progressed. Staff computers were installed followed by the public computer workstations. Overall the installation has gone well. Of course there have been some bumps in the road. Our Technical Services staff, Kathy Metrick, Jeannie Reinking, Pam Alles, and IT vendor rose to the challenges and corrected issues quickly. It will take some time for kinks to get worked out. The public has especially liked the larger new computer monitors and the increased speed of the network. Our staff likes

the fact that the individual workstations will be easier to maintain. The Board made a very wise decision in upgrading all systems at this point in time.

Landscaping Project

In June 2012, Robin Potter presented the Library Board with a plan to improve the landscaping on the front corner of Tanner St. Mrs. Potter recently approached us again about doing this project. You already approved it in concept and cost. The shrubs will cost about \$750 She is awaiting the Tatem School volunteers who are interested in doing this project at the end of May/ first weekend in June. The question again arose about construction at the library and if this would have a negative impact on the plantings. I plan to contact the architect to ask his opinion. Since this is confined, I believe we could rope it off if needed. Your thoughts?

Update on Library Mural Project

As per your request, here is the fuller description of the mural project that Girl Scout Rachel Rozenfeld submitted: "The mural will be situated chronologically left to right fading from black and white to color to white. The far most left will include scenes like the Lenni Lenape, the fire station, Elizabeth Haddon and John Estaugh, Indian King Tavern, and Greenfield Hall. The next section will include other scenes like American troops from the Revolutionary War, the Victorian houses that are famous in our town, and the dinosaur. The more middle section will have iconic images such as the Bruce Springsteen album cover, the snowboard, and Borough Hall. The last section will be of the schools and have images of children playing on playgrounds. It will eventually fade into white symbolizing the blank slate that is our future for our town. (Size is 3x 5 or 3x 6 at largest.) Your thoughts? Rachel understands that this may not hang permanently.

It has been shared with Jordan Bilodeau too.

PLA Conference

I am still working on my report of the conference. In the meantime, I received word that I won some self-check out software from a raffle at PLA. The staff will investigate in the near future.

Director's Report for Renovation Project

I am nearing completion but there have been too many interruptions. I hope to complete by the end of the month for your review.

Legislative Visits

NJLA asked for me to be an advocacy captain in District 6 for National Library Week. We made a visit to Assembly persons Lampitt and Greenwald today to ask for consideration for restoration of Per Capita State Aid from .42 to 1.00 per person in NJ. We visit Senator Beach's office next week.

Respectfully Submitted,

Susan Briant

Library Director on April 17, 2014