

Library Director's Report for the February 26, 13, HPL Board of Trustees Meeting

Meetings Attended/ Events at the Library and in the Community

- January 1- Library closed for New Year's Day
- Jan. 4- NJLA Public Policy meeting at Monroe Township Library from 10-12 pm (Briant)
- Jan. 8- eBooks Webinar 3M from 12-1:30 pm (Alles, Briant, Metrick, Peppard, and Renking, Jeannie.)
- Jan. 10- Customer Service webinar from 10-11:30 am (Pure)
- January 14- Library Book group from 7-8:30 pm – Metrick – 8 attended; Fifties group from 7-8 pm – 12 attended.
- Jan. 15-Using Your Nook and eBooks from 6-7 pm (Pure)- 1 attended
- Jan. 17- Friends of the Library from 7-8:30 pm- (Briant) -13 attended; Library Board member orientation for Janet Hallahan from 2-3:45 pm (Hallahan and Briant)
- Jan. 19- Mayor's and Lions Club annual breakfast at Presbyterian Church from 9-10:30 am (Burmester, Colombi, Kain, and Briant.)
- Jan. 18- Using Word from 3:30-4:30 pm (Pure) – 1 attended.
- Jan. 21- Library closed for President's Day (budget closing)
- Jan. 22- Library Board of Trustees from 8-9 am – 9 attended.
- Jan. 23- Introducing the Computer from 11-12 pm (Pure) - 1 attended.
- A Night at the Opera from 6-8:30 pm (Phil Shapiro)- 13 attended; Haddonfield Planning Board meeting on library addition at Borough Hall from 7:30-8:30 pm (Anthony Iovino and Sharon McCullough presented. Attending: Burmaster, Colombi, Goodworth, Kain, Marchand, Piotrowski and Briant.)
- Jan. 31- Internet Basics from 3:30-4:30 pm- (Pure)-0 attended.

Library Board Committee Lists for 2013

Gene Kain will be finalizing the Board committees at the meeting. I attach a copy of the preliminary membership from our last meeting.

Final Spending for 2012

Our final expenditures for 2012 are now complete (subject to verification and audit review in April 13). Due to changes in our staffing, the reorganization, some luck with the weather, and careful economy by staff, we seem to have \$34,000 to roll back into the reserve fund. This amount is higher than our usual final year profile. This will be an advantage since we have relied on reserve fund balance over the past few years in budget preparation. The staff is to be commended for being so conscientious about expenditures and achieving savings.

NJLA By-Laws update

I checked in with NJLA committees on their progress on updating by-laws for trustees. The committee was making recommendations to its parent committee, which would eventually go to the Executive Board for approval. I will keep you up to date on this as

once we have the changes; our by-laws can be revised. These revisions had to do with email and telephone business correspondence for trustees. (Making sure this meets legal standards for public library trustees.)

Personnel Manual

I have been working on updating the library's personnel manual. The Personnel Committee will need to work on this a little later this year to bring us up to date. My updating has been to meet NJ laws and changes that you and the Borough have approved in recent years. We need more members on the Personnel Committee. The committee will also review our salary and benefits structures. As with all Board committees, all committee recommendations will come to the full board before any final changes are approved.

Architect's Progress

As you know, Anthony Iovino and Sharon McCullough presented to the Historic Preservation Commission on Jan. 23. They also presented to the Planning Board on Feb. 5. Both bodies approved the concept of the library addition moving forward. Anthony advises that he is working with Sharon to complete the application for the NJ Historic Sites Council by late February. Sharon will keep us posted on that approval process but the guidelines for the application state maximum of 45 days for approval.

In the meantime, I did lead a brainstorming session of our staff on Feb. 13 of what we think the priorities should be in the reconfigured spaces in the library. We kept to very general ideas. The staff did a good job of starting this process – to be continued with you and, of course, Anthony Iovino and members of the Friends and community.

Library's Contribution to 300th Anniversary of Haddonfield

A few months ago when we discussed what the library would be doing to contribute to the 300th anniversary of Elizabeth Haddon's home, Deborah Marchand suggested videotaping some segments of citizens to portray everyday life in Haddonfield now. I was approached by an Eagle Scout to do a project. A small committee comprised of representatives of the Haddonfield Tricentennial Committee, the Haddonfield Historical Society, HF Scout troop 65, and Chris Ehrhardt, the Scout, met here last Saturday to see if we could do this. Chris is in the process of finalizing a proposal for Boy Scouts' approval.

Here is Chris' description of the proposal:

The project would be interviewing and documenting 10-20 historical people and recording their responses. The interviews would be edited and then put on to DVDs given to the library and posted on a YouTube channel so it would be open to the public for the tri-centennial coming up this year. The people historical figures that would be

interviewed would be people such as the shoe repairer downtown and the person who took the photo of Bruce Springsteen downtown at the barber shop. That is the project in a short description.

I did volunteer us to be the sponsor (the Haddonfield Public Library), which means overseeing the work. Other members of the committee committed to technical assistance with use of equipment, editing, etc. The Haddonfield High School has agreed to make equipment available for Chris. The library would be the site of the interviews (on Saturdays and a few would be in the community, such as the shoemaker on Tanner St.) Appropriate adult supervision for off site visits is guaranteed by the Boy Scout Adviser, who attended the meeting. Chris would supervise about 20 of his junior high school peers. Their total time commitment is 100 hours. Chris wants to finish by midsummer to prepare for college next year. There is no financial commitment for the library. I did say we would catalog and circulate the DVDs for the community that is not on YouTube. This sounds like a very worthwhile and exciting project for the future folks of Haddonfield to see. Chris seems like an exceptional young Eagle Scout candidate.

NJLTA workshop and membership

I hope you received email notification about a coming workshop on March 9 for new trustees at the Hamilton Township Public Library from 10-12 pm. It will cover some of the topics other trustees learned at the June 2012 NJ Trustee Institute. The library can pay the \$20 fee for any of you that want to attend. This is a good opportunity to network with other trustees and to get a sound foundation as a public library trustee. This counts toward our State Aid requirement for Trustee Continuing Education. Your membership cards came in and will be given out at the meeting. NJLTA is launching its new website soon.

Copy Machine on Death Row

Our administrative copy machine needs a new drum, a considerable expense. It has had many repairs over the past year and is vintage (ten years old.) We did place a request in our 2013 Capital Budget for a new administrative copy machine. We won't know about that until mid year at best.

I have gathered estimates for a new machine and will update you at the meeting. Pam and I are looking these over now. My recommendation is to bite the bullet and arrange for a newer machine, which also has newer features, such as scanning, the ability to network, a better maintenance agreement, etc. More discussion at the meeting.

Disturbance in the library

Last week we had an incident where 2 of our regulars had a disagreement. I called the Haddonfield Police to intervene. Both customers were warned that if there are any more "disturbances", they will both be banned from the library. So far since then things have been quiet. The Haddonfield Police are very professional, came quickly, and handled it well.

I also requested at the Borough Safety Committee meeting that additional training for library and Borough Hall staff be offered in case of armed intruders, lockdown procedures, etc. I will keep you posted on those developments.

Miscellaneous

Dorothy Peppard is on a short leave of absence and will return in mid March. Jordan Bilodeau is doing programming in Dorothy's absence. We are fortunate to have this arrangement with Jordan, a long term staff member, and soon to be a professional librarian.

We are working on the State Aid report for 2012 to submit by its mid-March deadline.

3M / eBooks Project

We are making good progress toward implementation of our new eBooks system for National Library Week in mid April. I especially want to commend Kathleen Metrick for her leadership in this effort.

Review of 2012

This is the summary I gave to the staff in my report to them for our Jan. 30, 13, Staff meeting:

Library use in 2012: Circulation in 2012: was slightly lower than 2011 (about 2000 less.) We did circulate 3004 eBooks and downloadable audio books- a growing trend. I believe circulation was a little lower due to Hurricane Sandy (that put a damper on traffic for at least 2 weeks last October/ November.) Our computer use in house and remote use of our website increased modestly; programs and attendance were higher for adults and on par with 2011 for children. We had slight increases in reference and computer instruction and interlibrary loan borrowing. We also issued 70 more library cards. So, all of you contributed to this successful year. Thank you for your good service to the Haddonfield community.

Additionally, the library began to make a big push with eBooks to meet the community's demand for eBooks collections. Decisions were made by the Library Board to enter into a new eBook system that is part of a partnership between POLARIS (our integrated library system vendor) and 3M. The staff is now preparing to launch and implement this new system in April 2013.

The reorganization of the library's Technical Services Dept. was a major focus of library staff in 2012. This included a new librarian joining our staff, Kathleen Metrick, who became the part-time Cataloging Supervisor when Anne Frontino, Head of Technical Services, retired. Kathleen and her department (Jeannie Reinking) worked with Pam Alles, Linda Roberts, Claire Stairiker, and all of the librarians, to manage and implement

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the project of outsourcing most of our cataloging and processing services to 2 major vendors.

The library was very busy, notably on weekends, with job hunters, students doing research, families, senior citizens, business people, those attending computer classes and individual instruction. The library is a happening place in the Haddonfield community.

The Friends of the Library continue to be a great success. They had their most successful book sale ever on Sept. 24-26, 2012. The Friends gave generously to the library – supporting all children's, teen, and adult programs. They also gave funds for the circulation of five Nook eBook readers, which circulated more than 70 times in 2012.

Homeless & the Library

The issue of many people being homeless continues to be on the library's radar screen, as it is everywhere in our state and country. A teen recently visited us in need of housing. We were able to assist with temporary placement and referral for hopefully a better long term accommodation. Haddonfield citizens and churches continue to rise to the occasion to help those who have fallen on hard times and this is an inspiration.

Respectfully Submitted,

Susan Briant
Library Director
Feb. 22, 2013