

Meetings Attended / Events at the Library and in the Community for January 2014

- Jan. 1 – Library closed for New Year's Day
- Jan. 2- Library closed at 5 pm for snow
- Jan. 3- Library closed for snow.
- Jan. 5- Friends of the Library Astral Artists Concert at the Cherry Hill Public Library from 7-8 pm- 65 people attended from Cherry Hill and Haddonfield.
- Jan. 7- Free eBooks Class with your Device and the 3M Cloud/ Overdrive at 6 pm- 0 attended.
- Jan. 8- B & T Title Source Training for staff first session from 10:30-12 pm attended by Kathy Metrick, Jordan Bilodeau, and Pam Alles; second session from 1:30-3 pm, attended by Jo-Ann Pure; Jeannie Reinking, and Susan Briant. Presenter was Kathy White.
- Jan. 13- Adult Book Group at 7 pm – (Kathy Metrick)- 6 attended.
- Jan.15- Computer class at 11 am (Pure)- 0 attended; Chris Ehrhardt Program – Haddonfield's Finest for the Tricentennial from 7-8:15 pm (Briant)- 9 attended.
- Jan. 16- Risk Management Training session for Borough Managers at Barrington Municipal Building from 4-5 pm (Briant attended.); Friends of the Library meeting at 7 pm (Briant)- 9 attended.
- Jan. 18- Lions Club Breakfast at Haddonfield Presbyterian Church from 9-10:30 am attended by Mayor Kasko, J. Burmaster, G. Kain, D. Marchand, and Susan Briant. Winnie the Pooh Day from 11:30-12:30 pm (Bilodeau)- 31 attended.
- Jan. 20- President's Day – library open – Adult School met at 6 pm- 16 attended.
- Jan. 21- Library closed at 12:30 pm- snow.
- Jan. 22- Library closed all day for snow.
- Jan. 25- ALA Midwinter Exhibits at Philadelphia Convention Center from 10 am- 3 pm (Bilodeau, E. Coonelly, and Metrick);
- January 26- ALA Midwinter Exhibits at Philadelphia Convention Center from 12 – 5 pm (Briant, J. Mugler, and L. Olson.)
- Jan. 27- ALA Midwinter Exhibits at Philadelphia Convention Center from 9 am to 2 pm (C. Stairiker)
- Jan. 28- Library Board of Trustees at 8 am- 9 am. - 9 attended; Teen craft night at 6:30-8:30 pm- 0 attended.
- Jan. 29- Learning Microsoft Word Computer class from 11-12 pm (Pure)- 1 attended; Staff meeting from 9:30-11 am – 18 attended.
- Jan. 30- Engineers here from 11 am – 12 pm to gather data for Anthony Iovino.

### **Update on Architect's Work**

The architect will attend our meeting at 8:45 am to go over the revised scope of the project and his latest version of the layout of the facility. The Board's subgroup (Kain, Briant) did have a conference call with the architect, Mayor Kasko and Sharon McCullough to discuss the list with the revised scope and expenditures of the renovation and addition. You are receiving information for discussion with the architect and then Board discussion on the overall issues. Gene Kain will give you an overview of the issues for consideration at the meeting. Sharon McCullough is forwarding a document for your review.

### **Update on New Server and Computer Systems**

I am attaching an Executive Summary of the staff's research and final recommendations for the purchase of new computers and related systems. As you will recall, our IT consultant visited in December to discuss the strategy for replacing our aging computer systems and server. The new server was installed on Feb. 19 and so far the upgrade has gone smoothly. Kudos to our staff, who worked very hard on making the transition smooth, as led by Kathleen Metrick, Jeannie Reinking, and Pam Alles with capable assistance from Marc Vasquez, our IT consultant, and, of course, POLARIS, our Integrated library system vendor.

Marc Vasquez will be here at 8:15 am to go over additional questions about the recommendations to purchase the new computers, software, and related equipment. I am also attaching a resolution to document the recommendation as this is a major purchase using Haddonfield Foundation funds.

Staff did extensive research on the thin client technology in libraries and we are confident our recommendation is the best way to proceed. Kathleen Metrick did a masterful job of researching the issues and keeping all members of the team up to date.

It should also be noted that January saw further deterioration of our computers, with 2 out of service completely. With the coming changes and lack of support for Windows XP, it is excellent that this upgrading of computer services is occurring now as we don't have reliable enough service.

### **By-Laws of the Library Board**

I sent some suggested revisions to Janet Hallahan, the chair of the By-Laws Committee. She is doing some research, too. As we have a very full agenda the decision was made to present revised by-laws at a future meeting in the next few months.

### **New Reports from Accounting System and Library Audit**

As you know, we have been working on the new reports from the upgraded QuickBooks system and the revamp of our accounting system. We met with John Burmaster and Pam has worked closely with Ken Ditmars, our auditor, to refine the reports to give the Board more comprehensive reports. This month we are sending the first sampling of new reports. We will be seeking your input and, of course, the Finance Committee's, on suggestions for the reports. You will receive reports with different titles and in different formats to show all of our accounts under one structure. Ken Ditmars has begun the 2013 audit. He will be coming to a Board meeting with less agenda items to revisit the reports, accounting system, and to go over the audit. Pam worked very hard on these reports and did her usual excellent job.

### **Highlights of Library Usage and Statistics in 2013**

**Library use in 2013:** Circulation was up! The total circulation rose to 138,055. This shows the growing impact of eBooks and the continuation of the downturn in the economy. Circulation in 2012 was 132,711. This was slightly lower than 2011, which was 134, 510. We did circulate 5,452 eBooks in 2013

as compared with 2,409 eBooks in 2012. It should be noted that we did join the 3M Cloud on April 15, 2013 and joined Tumblebooks, a source of eBooks for children in the mid year. eBook circulation was almost 4% of all circulation in 2013. As eBook collections increase, the use of them will certainly increase.

Our computer use in house and remote use of our website increased dramatically. Visits to our web site and mobile presence rose from 26,067 in 2012 to 37,965 in 2013 and views of web pages rose from 53,158 to 80,472. eBook use made a dramatic impact here. Programs and attendance were slightly lower for adults and children's program attendance rose to 5,471 from 4,849 in 2012. Reference and computer instruction and interlibrary loan borrowing and loaning were comparable to 2012. We also issued 84 more library cards in 2013 for a total of 654, up from 566 in 2012.

Dorothy Peppard retired as Head of Children's Services after more than 20 years of excellent service to the Haddonfield community. Jordan Bilodeau, long time staff member and recent graduate with her Librarian's Master's degree, began her duties as Head of Children's Services in Jan. 2014.

Notably, the library was open four more days in 2013 for a total of 339 days up from 335 days in 2012. Exceptionally snowy weather has caused the library to close for quite a few snow days since the winter began in late December. The Library Board is further reducing budget closing days in 2014, subject to adequate levels of funding to be received from the Borough of Haddonfield.

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 a most successful book sale ever on Sept. 23-25, 2013 with gross sales of more than \$21,000. The Friends gave generously to the library – supporting all children's, teen, and adult programs. The Friends gave generously for the library to purchase a Kiosk to market the 3M Cloud.

### **Girl Scout Project**

Rachel Rozenfeld, a local teen, would like to do a mural in the library – similar to the Hadrosaurus canvas in the hallway leading to the Children's Dept. The project description is to research local history and then provide an outline of what the mural on canvas, size approximately 3 x 6 would be to fairly represent the history of Haddonfield, and then complete the painting on canvas for the spring of 2014. The painting would be done off site and then mounted at the library. Rachel plans to work with local girl scouts, middle school students, and, of course, our library. Dorothy Peppard had approved this project before she left and Jordan Bilodeau is in favor of the project. Rachel plans to raise the \$150 in paint and supply costs and the Girl Scouts will help so there is no cost to the library. I did make Rachel aware that a renovation is coming and that placement would be subject to flexibility. Also, that the library might not necessarily hang it in perpetuity but that we would contact her in the event that it no longer suited our needs and spaces. She agreed to those conditions. I would recommend to the Board that we proceed with formally approving Rachel's project so that she can begin her research.

### **Chris Ehrhardt Project Eagle Scout Project**

A few final edits are being done but this project is nearly complete and will be ready for publication in March. It has turned out quite well.

### **NJ Library Trustee Training**

Janet Hallahan successfully registered for the NJ trustee education online. The access has been sent to you so that you can also use it.

### **Library Board Committee Lists for 2014**

Deborah Marchand is finalizing these and you will have them at the meeting or before.

### **Children's Programs**

Jordan Bilodeau is doing a marvelous job with programs. She already had one Saturday program, Winnie the Pooh Day, attended by 31 children. She has introduced some new programs for different ages on different days- after consultation with the parents and staff. Traditional programs like Read to a Dog, and the Baby Story Hour, formerly called Rockabye Readers and now called Baby Bookworms, are having very strong attendance in spite of the bad weather. Jordan is doing a craft at every program. If children cannot attend, she posts the craft to our Facebook and Instagram pages so that parents and children can do the craft activity at home. Jordan has done a lot of work on upgrading our Facebook page and has placed us on Twitter and Instagram, which is overdue and great. She is off to a grand start.

### **ALA Midwinter**

About seven of our staff attended ALA Midwinter exhibits the weekend of Jan. 25-27. It provided a super opportunity to see many new technologies and library services. We visited with many vendors, old and new, and everyone brought back many ideas for use. We especially focused on ideas for the renovation and library addition. I am looking forward to attending PLA in Indianapolis from March 11-15.

### **Board signatures for Bank Signers**

The bank has determined that all officers of the Library Board need to sign paperwork for 2014. The paperwork will be available for the officers at the meeting.

Respectfully Submitted,

Susan Briant

Library Director on Feb. 21, 2014