

Meetings Attended / Events at the Library and in the Community for June 2010

- June 2- Poetry group from 7-8 pm – 5 attended.
- June 3- Matt Quick book discussion & signing for teens & families from 7-8:30 pm – 15 attended.
- June 7- Fifties Group from 7-8:30 pm – 12 attended
- June 9- NJLA Budget and Investment Committees meetings all day in Bridgewater, NJ (Briant);
 - Anthony Iovino Architects presentation to the community on architectural studies for library sites at Borough Hall from 7:30-9:30 pm – 75 attended including most of the Library Board / Kain presented.
- June 10- Public and school librarians met at HPL from 2:15-3:30 pm – 6 attended including Babcock, Briant, Miller, Peppard, Pure, and Stafford.
 - Haddonfield Friends of Library met in balcony from 7-8:30 pm- 12 attended; and TAPs met in NJ Room from 7-8:30 pm- 15 attended.
- June 13- David Hunter gave a walking tour from 4-5 pm of Allen Avenue site for library – 30 attended.
- June 15- NJLA Executive Board meeting at Mt. Laurel Library from 10-12 pm (Briant – final meeting as president.)
- June 16- Introduction to Internet searching class from 10:30-11:30 am- 1 attended as taught by Pure.
- June 18- Jo-Ann Pure attended a workshop at Cherry Hill Library from 9-12 pm on Libraries and the Judiciary.
- June 21- Introduction to Internet Searching from 10:30-11:30 am – 3 attended (Pure.)
 - Adult Book Club from 7-8:30 pm – 3 attended (Frontino)
- June 22- Library Board of Trustees meeting from 8-9:15 am – 11 attended.
- June 23 – Library Board Budget and Finance Committee meeting from 2-3:30 pm- 4 attended.
 - Kings Court Condo Association meeting from 7-8:30 pm – 15 attended.
- June 29- Borough Introduction to the Budget meeting at Borough Hall from 7 – 8 pm – Briant attended.
- June 30- Library Staff meeting from 2:30-4 pm – 11 attended.

Adopting Operating and Capital Budgets for 2010

The Library Board's Budget and Finance Committee met twice to iron out final recommendations for adopting the 2010 budgets for the library. We received \$47,200 less in funding this year from the Borough of Haddonfield. This is a 5% cut. Each department received a 5% cut. This is, of course, due to the deficits at the state level. These deficits are causing the state to give out less state aid for municipalities and schools. This is having great impact at the local level. Also revenues have declined for tax collection and other sources at all levels. The library had a decline in funding of \$25,000 from the Borough and State Aid over the preceding 2 years so our deficit in funding is now about \$73,000 or approaching about 8 % of our budget. Also, revenues that the library has counted

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on for our share of revenue for the budget, especially interest rates, have declined while our revenue share has more than doubled since 2007.

The director did extensive research on trends in libraries as it is apparent that our revenue share would have to increase again. This included a survey of 22 libraries throughout NJ and how they provided public services, fees and fines charged, and so forth. The survey results were analyzed by key staff members to make recommendations to the Library Board Budget Committee on the Fines and Fees structure, as well as in updating services. Likewise, data from the community survey conducted by Library Development Solutions was used in formulating the recommendations to address the community's service requests.

After review of research information, the Budget Subcommittee is recommending a combination of ways to close the budget deficit. This includes payroll savings of about \$45,000, a reduction in the book budget and other accounts to realize the reduction. The committee also recommends increasing fines and fees, which have been at a relatively low level for several years. They will now be current with other libraries' fine and fee structures.

Generally, the library tries to follow the salary guidelines and policies adopted by the Borough of Haddonfield. In 2010, the Borough will give no raises to non-union and management employees except for those eligible for step increases. Likewise, the Borough has frozen longevity payment increases at the 2009 level. The Borough had to layoff employees in most departments. In order not to lay off library staff, the committee is recommending that employees take 12 furlough days without pay. These days when the library will be closed are some of the lesser holidays in the fall, which the Borough already closes for and a week in December with miscellaneous weekend days. In the past these four "floating holidays" were taken as compensatory days by our staff. In order to reduce the hardship of losing pay, the recommendation is to furlough employees for 12 instead of 14 days as they will also be losing the benefit of time off for those days, as well as salary. Furlough days off are being used widely by NJ libraries as an alternative to lay offs of staff.

I have included a number of resolutions that address the changes in personnel policies to achieve these savings, including freezing longevity levels and no increase in salary. Also addressed is a change in the operating schedule since we will be closed these additional 12 days. After analyzing use patterns, the decision was made to project the week before Christmas for the longest closing as it is the slowest week at the holiday times, which traditionally slows down. Additionally, we have projected closing at 6 pm on Friday evening instead of 9 pm as Friday is the slowest night of the week. This needs to be done to bring the payroll costs down. This would begin on Sept. 10 and allows for us to be open one more hour than Friday summer schedules. We tried to minimize inconvenience to the public but ultimately some reduction in schedule was necessary to balance available resources and public services.

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Once the budget is adopted, we can publicize the coming changes so that it won't be a surprise to anyone. Likewise, this will be done for the new fines and fees structure. The staff did a good job on the recommendations, especially Claire Stairiker, our Circulation Manager, and Pam Alles, our Office Manager, on salary issues. My thanks to the Budget Committee for trying so hard to make this equitable and as fair as possible with the grim budget prognosis. We plan to have a fine free week early in September to give people an opportunity to return items before the new fines and fees begin.

Last month I mentioned that a bill was pending in the NJ Legislature about the return of library surplus to the municipality if it exceeds 20%. The bill did pass both houses of the Legislature and the governor is anticipated to sign the bill any day. Most of our funds are invested by the Haddonfield Foundation for the library expansion and for any new construction. I structured the budget to keep us below the 20% surplus limit, which will put us and the Borough in a better position for 2011. You will see a resolution that formalizes our agreement with the Haddonfield Foundation to restrict those funds for Capital and Library Improvements. NJLA advises this and the resolution is drawn from NJLA's sample resolution. Additionally, in order to bring our non-restricted funds to the below 20% level, I recommend spending up to \$13,000 on the carpet and painting of the balcony area, as the library's share of the project to refurbish the upstairs for teens and adults.

The Haddonfield Friends are financing \$20,000 of this project from the House Tour proceeds. This would be our contribution not covered by the Friends, as well as some collections. The Friends are also purchasing a large screen TV and Wii and gaming for the meeting room. When we have done shared services in the past, the library and Borough covered a share. Since we know the Borough cannot contribute, our share would serve to finish the project. Also, the Board of Ed has no personnel this year to do painting, thus the need for professional, insured painters.

Dorothy Peppard, children's librarian and designer, has done a wonderful job of choosing aesthetically pleasing, functional furnishings for the area. Erica Braverman worked on the teen equipment with Dorothy and me. More discussion at the meeting.

Please plan to vote to approve the budgets and resolutions at this meeting. It is critical as we have no August meeting.

The Roof / Flooding/ Building Updates

The contract for roof repair has been awarded. I have been in touch with the Borough Engineer, who assures me the work will be done as soon as the intense heat subsides. Our plan is to have the roof repaired, the painting of the upper balcony, then carpet installation, and installation of new furnishings / equipment. We hope to complete the work this summer but need to be flexible with the heat.

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The lower level of the library flooded on July 13. The lower level was closed for 2 days and reopened on the 15th. A professional local company was dispatched by the Borough to complete the cleanup, including water removal and remediation for fungus and mildew.

Our staff, especially Jeannie Reinking, Pam Alles, and Cheryl Brady, did a fantastic job of removing books so that no books were lost. Needless to say, staff morale was low as this was the 20th flood for some employees. Additionally, it is a great inconvenience to the public as children's summer reading programs are interrupted, and the bathrooms are off limits.

Friends Book Sale

The Friends are gearing up for the annual book sale, to be held on Sept. 25 and 26. They are training a new set of volunteers as Chris Wolf and Bob Adams will not be assisting this year. They were major contributors over the past several years.

NJLA

I am happy to report that I finished my term as president of NJLA on June 30. Pat Tumulty of the Association sent the Board a letter to thank you for Haddonfield's service to the NJLA. We did get \$4.2 million back. The preliminary signs of what services will be retained are better than anticipated. We will retain our Ebsco and Reference USA databases through cooperative services and pricing. Most of our contracts are stable through December. This is especially important for delivery, the Internet and interlibrary loan. I do anticipate more cost sharing for libraries in the coming year for some of these services. The big losses are cooperative purchasing of collections; technical assistance and training, as we are losing three of the four Regional Library Cooperatives. More information as it becomes available.

Letter from David Hunter to the Library Board

Please read David's letter regarding the evaluation of the Allen Avenue site for a new library. Be prepared for more information on the architect's proposal for the Allen Avenue site evaluation and discussion on this issue at the meeting.

Auditor's Final Report for 2009 Audit.

The final audit report has been received and will be distributed at the meeting.

Respectfully Submitted,

Susan Briant
Library Director on 7/24/10