

Library Director's Report for October 27, 2015, HPL Library Board of Trustees meeting

Events at the Library and in the Community/ Meetings

- Sept. 4- Friends of the Library Book Sale collection begins at First Presbyterian Church in Haddonfield.
- Sept. 5-7- Library closed for Labor Day weekend
- Sept. 8- Tech Logic Self- Check Out computer service launched
- Sept. 9- Drop in for eBooks at 6 pm (Briant)- 0 attended; Back to School Night at Lizzie Haddon from 5:30-8:30 pm (Bilodeau)- interacted with 27 parents/ teachers
- Sept. 11- Fall library hours began
- Sept. 12- NJLTA Conference on "Community, Engagement: the Library Looks Outward" at Monroe Township Library from 10-2 pm- Eklund attended.
- Sept. 16- Back to School Night at Tatem School from 6:30-8:30 pm (Zino) – networked with 21
- Sept. 17- Back to School Nights at: Haddonfield Memorial High School (Briant) - 60; Christ the King School (Zino) - 16; Haddonfield Friends School (Reinicker)-20; Friends of the Library met at Borough Hall at 7 pm- 10 attended.
- Sept. 21- Rotary Dictionary Project for third graders at Central School – 3 sessions from 9:15- 11 am (Briant and Wisniewski) - 73 students; Rotary Dictionary Project for third graders at Lizzie Haddon from 1:15-2 pm (Briant and Wisniewski) - 1 class of 25 students; Middle School Back to School Night from 6:15-7:45 pm (Zino) - 10; Adult book group at Borough Hall at 7 pm (Metrick) - 7 attended.
- Sept. 22- Library Board of Trustees at 8 am at Borough Hall- 8 attended; Rotary Dictionary Project at Lizzie Haddon – 2 classes from 12:45-2 pm (Briant, Wisniewski, and Nanos)- 51 students.
- Sept. 23- Library staff meeting from 1-2:30 pm- 15 attended.
- Sept. 24- Back to School Night at Central School from 6:15- 8 pm (Rizzuto) - 10; Martin Novelli Program on "Vietnam: Forty Years Later" at 7 pm at Borough Hall (Briant)- 20 attended.
- Sept. 29- Book discussion on Harper Lee's "Go Set a Watchman" at the Inkwood Book Store from 7-8:30 pm (Briant led) - 5 participants.

Library Building and Renovation

Sharon presented the color scheme to the library staff today. Amy and Sharon did a very nice job with the colors for the walls and carpeting/ flooring for the three levels. We liked what we saw. It is coming to the Library Board for approval on Tuesday so be prepared for a fun session. Sharon has also presented the Building Committee with requested change orders from the general contractor. More discussion at the meeting.

Chess Tables

Stuart Harting approached some members of the Library Board about moving the chess tables at the library to Kings Highway. These 2 tables were donated in honor of Doug Rauschenberger and a second one donated by the Lions Club at the time of Doug's retirement. The Friends of the Library placed the tables and hope they stay put. Deborah or Gene will bring you up to date on this idea.

Haddonfield Foundation Grant Application

You are receiving a draft of a grant application to be filed with the Haddonfield Foundation. I met with Joe Murphy several months ago to review the Foundation's priorities for funding. I wrote the application and forwarded it to the Budget Committee. The Budget Committee revised it. The Foundation will meet in November and then not again until into the New Year so it would be good to submit now. The board can hopefully approve it at this meeting. I am researching some other grant opportunities for us to apply for the renovation.

Library Operating Budget for 2016

The Budget Committee has met and reviewed the operating budget request for 2016. You are receiving it in your packet for review this month. The library's capital budget request will be put on the agenda for the next meeting. We are still gathering information for it.

Highlights of the 2016 Operating Budget:

- The budget is on par with the operating budgets adopted from 2011-2014
- Stabilization of salary and benefits costs continues with employee turnover and employee contributions to health care. This budget will bring library staff levels to capacity when librarian vacancy is filled
- Slight decrease in materials processing costs as we purchase more digital collections
- Collections continue to expand in digital format and be evaluated for appropriate levels of print and digital formats – we are ahead of our peers in maintenance of print and development and expansion of digital collections
- Increase in professional services category for legal review of policies, contracts, etc.
- The library's reserve fund will probably have its first significant infusion of funds since it began to be used to balance the budget in 2009- a positive event
- The library's revenue for 2015 is lower as projected – it is projected as lower in 2016
- As we are currently paying for expenses at two locations utility costs are status quo
- Use of Haddonfield Foundation funds increases by \$3000 and request to Borough increases by \$3000

Community Outreach

September is always a busy month. Our staff attended the Back to School events at the public schools while adding visits to Christ the King and Haddonfield Friends School. This year we took LEAP with us. This allowed us to issue library cards at the events. We issued 20 new library cards at Back to School events. We also did the Rotary Dictionary project in Sept. A total of 253 third grade students in 5 Haddonfield schools received paperback Webster's dictionaries (12 classes.) I want to commend our staff for fine work at Back to School nights. Staff presenting were Jordan Bilodeau, Susan Briant, Amy Reinicker, Andrea Rizzuto, and Eric Zino. We participated in 13 programs with attendance of 313 in the community in September. Eric and Andrea continue outreach on Kings Highway to let local businesses know what the library offers and to issue library cards. Eric has trained all staff to use self-check out and LEAP.

Kathleen Metrick did a combined book discussion with the Haddonfield Historical Society, attended by 17, reading "The Boys in the Boat." I led a book discussion with Julie Beddington at the Inkwood Book Store on Sept. 29 attended by five people. Both collaborative ventures were enjoyable.

Staff are posting daily to social media, including on Facebook, Twitter, and Instagram. A special thanks to our librarians, Kathleen Metrick, Jordan Bilodeau, Erica Coonelly, and Eric Zino, for working with me on this fun but time consuming task.

Tech Logic Self Check Out Computer

The self-check computer that our library won at the Public Library Conference was launched on Sept. 8. People are using it for check out and renewal. Kathleen Metrick was instrumental in implementing this new service with technical help from Marc, Pam, and Jeannie. Kathleen has promoted it this month with a raffle. Our staff will be well trained and ready to use this important service when we move back to 60 Haddon Avenue.

Friends of the Library Book Sale and Play

The Friends of the Library had a very successful book sale at the First Presbyterian Church. They will be announcing more information about final proceeds in the near future. The Friends decided to sponsor the play, "The Unwilling and the Unwitting" on Nov. 6 and 8 at Grace Church.

Personnel

Our 2 searches to fill the Teen/ Emerging Technologies position were not successful. We offered the position but did not come to terms on filling it. We are now moving the position to Emerging Technologies/ Digital Services. Our librarians are taking a 4 week course on Drupal, a web support product, beginning next week. This is in preparation for revamping our website in 2016.

The draft of the Personnel Manual for the library is 80% complete. It will be sent to the Personnel Committee to begin review in November.

Holidays for 2016

You are receiving a copy of the Borough's 2016 holiday schedule and the recommended schedule for the library.

Staff holiday dinner

Dates for the staff holiday dinner in December are being looked at. I hope to have a date at the meeting for your consideration.

Miscellaneous

Board Committee lists have been revised again and you have a new list. The appointment of chair for the Fundraising Committee is still pending. The Borough has advertised the vacancy on the Library Board a second time. Please start thinking about your board meeting schedule for 2016 and share your sentiments - as it is adopted in November.

Respectfully Submitted,

Susan Briant
Oct. 22, 2015