

Library Director's Report for HPL Board of Trustees Special meeting on Oct. 6, 2014

Alternate Site Service:

I am submitting a document for your review showing two scenarios. The chart called **ANNEX** shows the estimated costs of moving to an annex in town to provide local library service. A second chart called **NO ANNEX** has estimated costs of moving to just an office space for a core of staff to keep operations moving without local public service. Both charts factor in the other anticipated costs for the Library Board to pay for the renovation project so that you have rough estimates of total costs. You will note that storage costs are a considerable part of the moving quotes. The balance right now in the Haddonfield Foundation account is \$692,709

It will be important to make a decision on local service in an annex as soon as possible. You are receiving again all of the correspondence on the Grace Church to assist in your decision.

Staffing and Program Plan:

You are receiving information on our staffing and program plan during the renovation. This document does not have specific hours and staff shifts. The Budget and Personnel Committees will be receiving more definitive information about possible options for staffing in the annex. Those committees will be meeting next week in preparation for adopting our operating budget in late October for 2015. This document assumes our staffing would be about at the level it presently is and will be after the seven month renovation.

Construction Documents were released on Sept. 24 and the bids are due back on Oct. 23 at 10 am when the bid opening will be held. We are all working hard to have our ducks in line for all of the activities to prepare for moving, including the bidding documents for the movers. Sharon Parker has been an invaluable help in guiding us through this process. Inventory of equipment, furnishings, and collections is nearly done. We continue to work on the collections and other aspects of the project.

Service for Marjorie Hill:

My mistake, I should have had on the Sept. 23 agenda the topic of a possible service for Marjorie Hill in the library. Then I was going to bring it up at the meeting and time got away. There will be a discussion about allowing a service for Marjorie in the library on Oct. 26 at 12 pm. I gave approval for the event and again this is my mistake. I did intend to obtain your consent. It is on the agenda as an action item. More discussion at the meeting.

You will receive statistics at the regular meeting on Oct. 28.

Respectfully Submitted,

Susan Briant

Library Director