

Library Director's Report for July and August 2012 for the Sept. 25, 12, Library Board of Trustees meeting.

#### Meeting Attended/ Events at the Library and in the Community

- July 2- Three new window shades installed on Tanner St. - front of the building – paid for by the Friends of the Library.
- July 3- Internet Searching from 2:30-4 pm – 1 attended. (Pure)
- July 4 and 5- Library closed for July 4<sup>th</sup> and furlough / budget day.
- July 10- Overdrive eBook class from 6-7 pm – 0 attended; Design a Tote Bag Teen Craft Program from 6:30-7:30 pm- 11 attended (Braverman, Erica)
- July 11- Friends of the Library Book Sale Subcommittee meeting from 7-8:15 pm- 4 attended. (Brian Smith, John Wolf, Susan K. Reed, and Susan Briant)
- July 12- TAPs meeting from 7-8 pm – 12 attended.
- July 17- Internet Searching from 5:30- 7 pm- 1 attended (Pure)
- July 18- Job and Career Accelerator computer class from 11-12 pm- 0 attended; Briant attended Garden State Historic Grant Workshop from 1-3 pm in Bordentown, NJ.
- July 19- Friends of the Library meeting from 7-8:30 pm – 14 attended (Briant); Library staff attended POLARIS / 3M Cloud webinar from 2-3 pm (Kathleen Metrick, Pam Alles, Jeannie Reinking and Susan Briant)
- July 21- Friends of the Library Book Sale Orientation meetings at 10 am and 2 pm – 4 attended.
- July 23- Career Accelerator and Career Transitions for Resumes- 1 attended (Pure)
- July 24- Library Board of Trustees meeting from 8-9 am- 8 attended; Rotary Picnic at Haddonfield Historic Society from 6-8:30 pm (Bill Reynolds and Susan Briant attended.)
- July 25- Create a Gift Bag Teen Craft Program from 6:30-7:30 pm- 4 attended (Braverman)
- July 26- Job and Career Accelerator Computer Class from 1-2 pm – 0 attended.
- July 30-eRate paperwork filed for telephone & telecommunications discounts for 12-13; POLARIS/ 3M agreement signed and returned.
- July 31- General Computer Internet Searching from 4-5 pm – 1 attended (Pure)
- August 3- NJLA Public Policy Committee meeting from 10-12:30 pm at Monroe Township Library (Briant attended.)
- August 4- Friends of the Library Book Sale Orientation programs at 10 am and 3 pm- 6 attended.
- August 7- Overdrive eBook computer class from 6-7 pm- 1 attended (Pure)
- August 8- Create Wall Art from a Quote Teen Craft from 6:30-7:30 pm- 6 attended (Braverman)
- August 15- Using TERC to Design a Better Resume from 11-12 pm – 1 attended (Pure); Borough Safety Committee meeting from 2-2:35 pm (Briant and other dept. heads)
- August 23- New HF School District Teacher's Orientation program from 8:40-9 am – 25 attended (Briant and Mayor Colombi presented with Supt. Rick Perry); Final Summer Reading program laser light show at Borough Hall from 7-8:30 pm- 146 attended (Peppard, Brady, Bilodeau, Briant, and Guerra) – paid for by Haddonfield Friends of the Library.
- August 25- Vero Ajello Memorial Service at 10:30 am at Presbyterian Church (Briant, Stapleford)

- August 29- New telephone system installed and staff training from 12-2 pm – 15 attended (Bill Langheim, Claire Stairiker, Cynthia Guerra, Dot Peppard, Ed Reinking, Erica Braverman, Ginger O’Malley, Heather Lacy, Jeannie Reinking, Jeanne Mugler, Joan Morrison, Jo-Ann Pure, Kathleen Metrick, Pam Alles, and Susan Briant); Create Back to School Teen Craft program from 6:30-7:30 pm- 5 attended (Braverman.)

### **Update on the Building**

Gene Kain will give a report at the meeting. To my knowledge, there has been difficulty in obtaining a survey for the property at 56 Haddon Avenue. Anthony Iovino confirmed that this is his understanding as well.

### **New Telephone System**

After the final selection was made, the new telephone system was installed on Aug. 29. Staff were trained in 2 sessions. Follow up training by Pam Alles and other staff has been done for those who could not make the training. So far so good. The kinks are being ironed out and the static is gone. A special thanks to John Piotrowski for making a site visit to Collingswood Library with us. Also, to John Burmaster for his contributions to the information gathering and financial analysis.

### **Budget 2013**

I am working on our draft 2013 Budget and will be meeting with the Budget Committee in October. The draft will be presented to the Board in Oct.

### **Technical Services Reorganization**

The technical aspects of the reorganization were ironed out over the summer. We have begun ordering from Baker and Taylor using the system where collections come in shelf ready. The next phase of working with Midwest for DVDs is underway. Kathleen Metrick has done a wonderful job of managing the transition. It was quite a process to refine the specifications for the vendor to do the cataloging and processing. The Tech Services staff (Kathleen, Jeannie Reinking, and with assistance from Pam Alles) have done outstanding work in this project.

### **Summer Reading**

The Children’s Dept. had an exceptionally busy summer with the summer reading program “Dream Big, Read.” Children’s Librarian Dorothy Peppard reports 480 children completed the program with 715 participating. Approximately 4500 books were read. A total of 19 teens completed the teen reading program, reading approximately 156 books. The final summer reading program laser show was a smashing success with 146 attending. The Friends paid for this fine show, as well as all summer reading programs and prize costs. Dorothy Peppard and the staff in the Children’s Dept. are to be commended on the great summer that they had, due to Dorothy’s skill, planning, and project management.

### **Strategic Planning – local and statewide**

Over the summer I was asked to join the NJ Library Community Statewide Strategic Planning Committee. I accepted the appointment, knowing that I would gain knowledge and represent smaller libraries in NJ. I am not sure where we are with our own Strategic Planning Committee but I believe John Burmaster will report at this meeting as we regroup after the summer.

### **Employee Evaluations**

This cycle of conducting employee evaluations is nearly complete. Employees are on track to complete specific objectives.

### **Audit for 2013**

Our auditor, Ken Ditmars, will be partnering with a RMA (Registered Municipal Accountant) when he does our future audits. This will meet the state regulations requiring RMA review and approval of the audit.

### **Book Sale**

The Book Sale is in full swing as I write this. About 100 people showed up last night for the Members Only event- it was a splendid success. It is so crowded you can hardly get through the aisles. More information at the meeting. Our Friends of the Library group has done an outstanding job this summer in preparing for the sale and in executing it. It is quite an operation. We are so fortunate to have this dedicated core of Friends who do so much for our library. The officers and members are: Phil Shapiro, President; Mike Kinsey, Vice-President; Kristin Redmond, Secretary; Betsy Anderson, Recording Secretary; Lisa Howard, Treasurer; Brian Smith and John Wolf, Book Sale co-chairmen; Susan Reed, Membership Chair; Bill Hinrichsen, Jerry Tritt, Natalia Kastenber, Nina Rebmann, Rich Cunliffe, and Abby Monteleone.

### **Door Downstairs**

The staff has had some concerns about public safety in the lower level, especially since the theft of Haddy in July, who is now back in the children's department. At their request, I made an inquiry to the Fire Marshall to see if we could lock the Tanner Avenue door in the evenings. Mr. Busch approved the request as long as we use appropriate signage. The door can be opened from the inside but will be locked from the outside. I would like your approval of this at the meeting.

### **Teen Activities**

Our teen coordinator, Erica Braverman, has started the TAB again (Teen Advisory Board.) She has about ten new teen advisors. They are currently planning some fall activities. One activity is a scavenger hunt. They will meet again on Oct. 6. This group is also here today assisting with the book sale and some of them helped sort incoming books over the summer, which was a big help to the Friends. Erica also held

four teen crafts over the summer, attended by 26 teens and enjoyed by all. Erica is doing a fine job as Teen Coordinator. She has 2 craft activities planned for the fall.

**eRate Subsidies**

As you know, we have eRate subsidies for our telephone and telecommunications expenses. The NJ State Library will employ the same consultants for a third year who have helped me to file for the eRate. This is welcome news.

Respectfully Submitted,

Susan Briant

Library Director

Sept. 22, 12