



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## Library Director's Report to Tredyffrin Libraries Board of Trustees

February 23, 2017

### FACILITIES

I am still awaiting a final proposal for updating the Tredyffrin Library's security camera system.

Upon reviewing the proposals for the LED lighting, a Board member noticed that some information in at least one of the proposals was missing and/or needed updating. I expect to make a decision and move forward on this project in the near future.

The second repair to the boiler was completed on Wednesday the 22<sup>nd</sup> and the replacement plates will be covered under warranty.

We received most of the replacement endcaps for our shelving that were damaged in the flood in 2014. I'm working with the company that was awarded the bid to finish 2 pieces and wrap up some odds and ends.

As part of the Paoli Facilities Committee I was tasked with proposing a new library sign on Lancaster Avenue somewhere in the front of the Wells Fargo building. I've been in communication with the Vice President of the Corporate Properties Group regarding size, type, and placement. I've also met with Ken Neeld from Faro Designs and we are actively pursuing getting this done.

### TRAINING AND WORKSHOPS

The Southeast Region applied for and received a \$6,000 LSTA grant for Regional Trustee Training in 2017. Two Saturday morning sessions in different parts of the region are scheduled.

- **April 8, 2017 @ Tredyffrin Library**
  - Michael Kumer of Boards Made to Order will be discussing what great boards do, the roles and responsibilities of board members and conducting effective meetings.
- **April 29 @ the Free Library of Northampton Township in Bucks County**
  - John Chrastka from Everylibrary and will give a presentation on community engagement, identifying community partners and building meaningful relationships with them. ("Everylibrary is a national organization whose primary work is to support public libraries that have a referendum or measure on the ballot.")

### STAFF

I'm continuing to work with the Township to streamline part-time employee recordkeeping in Paychex.

Beverly Michaels and I have conducted an initial review of applicants for the Paoli Children's Librarian position and I am working on establishing a search committee and schedule applicants for in-person interviews.

### Staff Changes:

- Linda Hall will be returning to work in the Tredyffrin Library Children's Department.
- Alexandra Cavacino has accepted a position at another library. Her last day at Tredyffrin was February 17<sup>th</sup>.

## VOLUNTEERS

		Number of Volunteers	Volunteer Hours
JANUARY	Children's	1	3
	Circulation	17	138.25
	Friends	10	167.5
	<b>Total</b>	<b>28</b>	<b>308.75</b>

## BUILDING ACCESS

Visitor count for January 2017 is 17,227. This is an increase of 2,816 visitors (16.3%) compared to January of last year.

	2016 YTD	2017 YTD	Difference	% Increase/Decrease
Paoli	3510	4123	613	14.9%
Tredyffrin	10901	13104	2203	16.8%
<b>Total</b>	<b>14411</b>	<b>17227</b>	<b>2816</b>	<b>16.3%</b>

## CIRCULATION

Circulation for January totaled 27,968 for print materials (an increase of 1,610 items circulated compared to January 2016) and 2,861 for e-books and audiobooks (an increase in circulation of 107). The table below includes only print transactions – e-materials statistics by library were not available for this report.

### Check Outs & Renewals (Print)

January

#### 2016

Paoli	5097
Tredyffrin	21261
<b>26358</b>	

#### 2017

Paoli	5062
Tredyffrin	22906
<b>27968</b>	

Building on the success of the “Museum Passport Program” in 2016, the Friends of Tredyffrin Public Library have agreed to purchase additional family passes to local attractions available for checkout at the Tredyffrin Library. For 2017, we will offer passes this year to a total of 16 local museums and attractions including:

- The Academy of Natural Sciences of Drexel University
- Chanticleer Gardens
- Elmwood Park Zoo
- National Constitution Center
- Morris Arboretum
- Simeone Foundation Automotive Museum
- University of Pennsylvania Museum of Archaeology and Anthropology
- Battleship New Jersey
- Boyertown Museum of Historic Vehicles

- Colonial Plantation
- Glencairn Museum
- Grounds for Sculpture
- Mütter Museum
- Pennsylvania Academy of Fine Arts
- Woodmere Art Museum
- Wharton Esherick Museum

The Paoli Library now has several of their own “museum passes” for local museums and attractions. The Paoli passes along with the Paoli hotspot have been added to the online reservation system.

## PROGRAMMING

Although Paoli programs and attendance have diminished due to staffing issues, overall program attendance has increased compared to January 2016.

### January 2016 Compared to January 2017

		Number of Programs		Attendance	
		2016	2017	2016	2017
<b>Paoli</b>	<b>In-House</b>				
	Adults 18+	6	0	22	0
	Children ages 0-5	19	0	275	0
	Children ages 5-11	2	4	22	113
	Young Adult ages 12-17	0	0	0	0
		<b>27</b>	<b>4</b>	<b>319</b>	<b>113</b>
<b>Tredyffrin</b>	<b>In-House</b>				
	Adults 18+	18	13	245	448
	Children ages 0-5	23	21	462	576
	Children ages 5-11	10	13	96	188
	Young Adult ages 12-17	4	0	30	0
		<b>55</b>	<b>47</b>	<b>833</b>	<b>1212</b>
	<b>Outreach</b>				
	Children ages 0-5	0	21	0	576
	Children ages 5-11	0	13	0	188
		<b>0</b>	<b>34</b>	<b>0</b>	<b>764</b>

## EVENTS

We had our initial meetings for the Community Day event in September. The date of the event is September 16, 2017. The committee discussed duplicating a number of events and activities from 2016. We also discussed adding additional food vendors, sponsors, and special event for the celebration. Fireworks, a car show, and a movie, or a laser show are also being considered.

## FUNDRAISING

Penn Medicine has pledged to donate a total of \$25,000 to the Tredyffrin Libraries Foundation to help build our endowment. \$12,500 will be donated in 2017 and \$12,500 in 2018. The Libraries and I very much appreciate the work of Library Board President, John (C.T.) Alexander in procuring this donation and on behalf of the Libraries, thank you to Penn Medicine and Mr. Kevin Mahoney, Executive Vice President and Chief Administrative Officer for the University of Pennsylvania Health System for this generous donation.

### **CHILDREN'S LIBRARIAN REPORT (Submitted by Angie Andre)**

Our second annual family reading club has 120 patrons participating. We started this program last year and are happy to see continued success this year. Everyone who registers for the program receives a book to keep. Families read at least 7 hours together throughout the month (which averages to 15 minutes per day) and log the times on a calendar which we give them. At the end of the month all participants receive a raffle ticket for a chance to win a gift basket full of books, treats, and more.

### **TEEN LIBRARIAN REPORT (Submitted by Laurie Doan)**

In January, we held a reunion for past teenage volunteers at Tredyffrin Public Library who are now in college. It is always great seeing them and catching up with their personal journeys. As they shared their visions for the future over a light supper, it was nice to see the friendships they formed as volunteers rekindle. It is our hope that these students will be connected to their public library for a lifetime.

Due to the high winds on January 23, some students had to miss our second book group of the month. We added a third session on the 30th.

There was a great deal of correspondence and planning for February events including the annual four week College Series, two student run concerts, and a PSSA Testing informational film screening and expert panel discussion.

### **REFERENCE DEPARTMENT REPORT (Submitted by Catherine Boyle)**

The CCLS catalog was migrated to a cloud-based system on Wednesday, February 22. This affected our book drop procedures and some of our website functionality. Most notably, patrons were unable to reserve museum passes (that functionality was hidden during the outage). The catalog came back online late Wednesday afternoon.

We're now using EnvisionWare to track PC use in the libraries. This will result in some significant differences in computer use totals (previously the numbers were done by general head count, they are now tallied by actual login).

Total Questions				Computer Users				1 on 1 Tutorials	
	Reference	Children's	Circulation	Total	Adult	Children	WiFi	Total	
Jan-17	1374	584	644	2602	Jan-17	1330	124	2230	3684
2016 YTD	833	455	669	1957	2016 YTD	1230	348	1759	3337
2017 YTD	1374	584	644	2602	2017 YTD	1330	124	2230	3684
2016 - 2017 Difference	65%	28%	-4%	33%	2016 - 2017 Difference	8%	-64%	27%	10%
					Jan-17	51			
					2016 YTD	16			
					2017 YTD	51			
					2016 - 2017 Difference	219%			

Respectfully submitted by Christopher Kibler, Director of Libraries