

ADMINISTRATION

Library Cards - Staff members have noted that many patrons have expressed interest in taking both a standard library card and a keychain card rather than having to choose one or the other. Currently we receive rolls of barcodes in pairs. One barcode goes on the card of choice and the other goes on a paper registration card. Most library cards have completely done away with paper registration cards. If we follow suit, we will be able to use both barcodes to give patrons both a keychain card and a standard library card. Eventually, I would recommend purchasing through a company that provides cards with pre-printed barcodes.

1,896 out of 5,615 of our cardholders have accounts that expired before 2016. That is approximately 33% of our total cardholders. If we include patron cards that expired in 2017, we have 2,433 cardholders or 43% of cardholders with inactive accounts. One reason this is important is because BCCLS member libraries have discussed charging libraries based on cardholders rather than residents. If this happens, we can get ahead of this by deleting accounts of inactive cardholders. They would have to re-register anyway if they were to come in after the card has expired, and this would help us keep our numbers more accurate.

Fines - We have been charging 25 cents instead of 10 cents for overdue materials. Based on the statistics we discussed last week that has had a negative effect on our circulation. I would suggest we change back to 10 cents per item.

Calendar - The 2019 Calendar Survey for BCCLS is now out. I wanted to double-check holiday hours for next year with the Board before submitting. I would suggest keeping the same vacation dates that have been approved previously and adding in Saturday and Sunday of Memorial Day Weekend (5/25 + 5/26) as days off to give the staff the whole weekend. Patron visits on those days is historically quite low.

Book Drop - Our book drop has had leaks for several years. This started after the book drop was apparently hit by an automotive of some kind in the parking lot. Books have been damaged over the years as a result and staff members have needed to clear out an inch of water at times from the book cart in addition to drying off moist or water damaged books. We have also needed to pay other libraries for damaged materials. In addition, patrons have mentioned that they would prefer a book drop that allows them to return both books and

media. Although an expensive proposition, we should consider purchasing a book drop that is watertight and allows for both media and books to be returned.

BCCLS

I am meeting with BCCLS Executive Director Dave Hanson to discuss the steps necessary to include Spanish language materials in BCCLS World Language Subscriptions for 2019. The vote for continuing these subscriptions, which was passed at the October System Council, was contingent upon the addition of Spanish language offerings.

The 2019 BCCLS budget, including delivery, was voted on at the October 25th System Council.

We will not need to pay any fees for LibraryLinkNJ as BCCLS has agreed to absorb that cost.

BORO COMMUNICATION

While attempting to fix a faulty sensor on the Boy’s Bathroom toilet, the toilet was pulled out of the wall and tiles from the wall came out with it. The tiles were then replaced by DPW workers to allow the toilet to be put back in on a flush surface. We are now only waiting for the plumbers to put the toilet back in. In the meantime, the Boy’s bathroom is out of service.

EVENTS, MEETINGS, AND WORKSHOPS

Montvale Senior Center Book Club - November 8 at 12:30 p.m.

Sharp “Step Into Security” Meeting - November 14 at 11:30 a.m.

BCCLS Executive Director - November 26 at 2:00 p.m.

FINANCE

**Municipal Appropriation 2018
Attached.**

**Special Account 2018
Attached.**

**State Aid 2018
Attached.**

Summary of All Bank Accounts

Attached.

PERSONNEL

A position will become available when a staff member retires in December. I have written up a job description. The target start-date for the new staff member would be February 4, which would give a good amount of time for interviews and to make a decision for the January Board Meeting.

Personnel Policy Update – I have a phone meeting with Borough Attorney, Joseph Voytus regarding our Personnel Manual the week of November 12. In particular we wanted his assurance that we are meeting all guidelines outlined by the new Sick Leave Act. I should have more information for the Board at our meeting.

As an end-of-year 2018 or beginning-of-year 2019 present for staff, I would like us to consider ordering fleece jackets embroidered with ‘Montvale Free Public Library’ or ‘Montvale Library’. We can discuss costs and some examples of styles during the meeting. 4imprint.com, a popular company that works with libraries for personalized materials would be able to send us examples for staff to gauge their individual sizes.

TECHNOLOGY AND SOCIAL MEDIA

Library Website – Giulia, George, and Liz have begun adding content to the webpage they began developing. We will be ready to make a brief presentation of the website’s status at the December meeting. That presentation will allow us to take suggestions from the Board. We could then solicit help from other experts as well before making a revised presentation that takes those suggestions into account by February.

TRUSTEE EDUCATION HOURS (30 min)

Today’s Topic(s): Statistics in Depth (Circulation, Patron Visits, Program Attendance)

MISCELLANEOUS

CIRCULATION STATISTICS

October

Total Circulation:

2018	2017
9,010	9,410

Estimated # of library visits –

2018 - 5,124

2017 - 5,187

BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM STATISTICS

Montvale items sent for check-out at other BCCLS libraries – (Hold Report Not Available Yet This Month)

Other BCCLS libraries' items sent to Montvale for check-out –

Total loaned this month: 1,990 Year-to-date: 19,243

Total borrowed this month: 1,585 Year-to-date: 16,534

PATRONS ADDED

Adult: 17 Year to date: 170

Courtesy: 1 Year to date: 17

Juvenile: 15 Year to date: 78

Pay: Year to date:

E-BOOKS

Downloaded in October: 249 Year-to-date: 1,632

1,875 total downloaded in 2017; 2,110 total downloaded in 2016

E-AUDIO

Downloaded in October: 149 Year-to-date: 1,022

1,322 total downloaded in 2017; 1,019 total downloaded in 2016

E-MAGAZINES

Downloaded in October: 100 Year-to-date: 762

909 total downloaded in 2017; 1,084 total downloaded in 2016