

Pennsauken Free Public Library
Board of Trustees General Meeting Agenda
Monday, May 20, 2024
6:00 p.m.

- I. Call to Order
 - II. Statement of Compliance: In accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231, adequate notice of this meeting setting forth the time, date and place has been advertised in the Courier Post and The Retrospect Newspaper. A notice has been posted on the library's website, bulletin board and municipal building bulletin board.
 - III. Roll Call
 - IV. Minutes
 - a. April 22, 2024 {Action}
 - V. Treasurer's Report
 - a. Appropriations Report {Action}
 - b. Income Report {Action}
 - c. Bills Report {Action}
 - d. Purchase Card Report {Action}
 - VI. Correspondence/Communications {Update/Discussion}
 - VII. Director's Report {Action}
 - VIII. Committee's Report {Update/Discussion}
 - a. Liaison Report
 - IX. Unfinished Business {Discussion and/or Action}
 - a. Book Sanctuary
 - X. New Business {Discussion and/or Action}
 - a. Policies
 - i. Exhibit Policies
 - XI. Public Comment
 - XII. Closed Session
 - XIII. Action on Closed Session
 - XIV. Board Comments
 - XV. Adjournment
-

2024 INCOME

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Total</u>
<u>4000 Township Appropriations</u>	\$0.00	\$280,222.00	\$0.00	\$280,222.00	\$560,444.00
<u>4010 State Aid</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>4020 Local Library Support Fund</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>4030 Fees</u>	\$61.00	\$40.45	\$81.00	\$70.85	\$253.30
<u>4050 Program Registration Fees</u>	\$55.00	\$80.00	\$0.00	\$40.00	\$175.00
<u>4055 Non-Resident Membership</u>	\$135.00	\$145.00	\$0.00	\$45.00	\$325.00
<u>4070 Photocopies</u>	\$190.69	\$347.90	\$281.70	\$248.65	\$1,068.94
<u>4080 Computer Fees</u>	\$498.90	\$912.59	\$744.87	\$558.00	\$2,714.36
<u>4090 Sales</u>	\$0.00	\$3.90	\$0.00	\$2.40	\$6.30
<u>4100 Interest</u>	\$351.57	\$484.42	\$525.64	\$566.80	\$1,928.43
<u>4110 Donations</u>	\$0.00	\$81.48	\$0.00	\$0.00	\$81.48
<u>4120 Library Card Replacement</u>	\$35.00	\$60.00	\$45.00	\$60.00	\$200.00
<u>4125 FOL Lemonade4Change</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>4130 Susan Ott Memorial Fund</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>4210 Fax Fees</u>	\$338.00	\$356.00	\$254.00	\$518.00	\$1,466.00
<u>4220 Notary</u>	\$45.00	\$65.00	\$72.50	\$66.00	\$248.50
Total	\$1,710.16	\$282,798.74	\$2,004.71	\$282,397.70	\$568,911.31
<u>Total - Fees thru Notary</u>	\$1,710.16	\$2,576.74	\$2,004.71	\$2,175.70	
Cumulative Income (Actual)	\$1,710.16	\$4,286.90	\$6,291.61	\$8,467.31	
Projected Monthly Income - \$1,035.00	\$1,500.00	\$3,000.00	\$4,500.00	\$6,000.00	
Cumulative Excess in Revenue	\$210.16	\$1,286.90	\$1,791.61	\$2,467.31	
Township Appropriations - Money received from Township quarterly					
Extended Use Fees - fees assessed on overdue items that are in high demand (Museum Passes, etc.)					
Out -of-Town Membership - \$45 per year; \$10 per year for Internet-Only card					
Copy Machines - 15 cents per copy					
Computer Fees - 15 cents per page printed					
Sales - money received from the sale of withdrawn or donated items					
Interest Income - Interest earned on four bank accounts					
Library Card Replacement - \$5 each					
Fax Fees - \$1 per page					
Notary Fees - \$2.50 per signature					

APPROPRIATIONS REPORT FOR APRIL 2024

SUBMITTED ON MAY 20, 2024

		2024	Expended	Expended	Expended	Expended	Used	Balance	Used	Left
		Operating	in	in	in	in	as of	as of	as of	as of
Line Item	Category	Budget	January	February	March	April	4/30/24	4/30/24	4/30/24	4/30/24
5000	Salaries	\$ 700,000.00	\$ 51,298.44	\$ 75,661.54	\$ 50,060.09	\$ 48,939.98	\$ 225,960.05	\$ 474,039.95	32.28%	67.72%
5010	FICA	\$ 55,000.00	\$ 3,825.56	\$ 5,643.79	\$ 3,730.82	\$ 3,652.79	\$ 16,852.96	\$ 38,147.04	30.64%	69.36%
5020	Health	\$ 160,000.00	\$ 13,567.04	\$ 13,346.44	\$ 13,567.04	\$ 13,567.04	\$ 54,047.56	\$ 105,952.44	33.78%	66.22%
5050/60	SUI/SDI/FML	\$ 5,000.00	\$ 51.16	\$ 75.52	\$ 49.92	\$ 48.92	\$ 225.52	\$ 4,774.48	4.51%	95.49%
6000	Books	\$ 35,000.00	\$ 3,843.10	\$ 2,705.79	\$ 2,326.84	\$ 1,988.53	\$ 10,864.26	\$ 24,135.74	31.04%	68.96%
6010	Periodicals	\$ 6,000.00	\$ -	\$ -	\$ 1,060.60	\$ -	\$ 1,060.60	\$ 4,939.40	17.68%	82.32%
6020	Audio/Visual	\$ 13,000.00	\$ 1,040.81	\$ 569.78	\$ 688.13	\$ 572.48	\$ 2,871.20	\$ 10,128.80	22.09%	77.91%
6030	Computer Service	\$ 36,000.00	\$ 15,508.47	\$ 830.42	\$ 2,185.66	\$ 1,810.01	\$ 20,334.56	\$ 15,665.44	56.48%	43.52%
6040	Telecommunications	\$ 4,000.00	\$ 226.06	\$ 221.56	\$ 226.73	\$ 221.83	\$ 896.18	\$ 3,103.82	22.40%	77.60%
6050	Programs	\$ 21,000.00	\$ 1,071.06	\$ 1,895.78	\$ 2,031.04	\$ 1,173.97	\$ 6,171.85	\$ 14,828.15	29.39%	70.61%
6060	Computer Readable	\$ 25,000.00	\$ 6,191.42	\$ 653.63	\$ 744.52	\$ 2,244.00	\$ 9,833.57	\$ 15,166.43	39.33%	60.67%
6100	Publicity	\$ 1,000.00	\$ -	\$ 169.23	\$ 90.00	\$ -	\$ 259.23	\$ 740.77	25.92%	74.08%
6110	Equipment	\$ 1,347.00	\$ 1,242.98	\$ 792.00	\$ 1,152.21	\$ -	\$ 3,187.19	\$ (1,840.19)	236.61%	-136.61%
6115	Photocopier Services	\$ 6,000.00	\$ 388.66	\$ 736.12	\$ 388.66	\$ 260.16	\$ 1,773.60	\$ 4,226.40	29.56%	70.44%
6120	ILL Delivery Service	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	100.00%
6125	FOL Lemonade4Change	\$ 207.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207.02	0.00%	100.00%
6130	Susan Ott Memorial Fund	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%	100.00%
6140	Auditor (Fees)	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,100.00	0.00%	100.00%
6160	Tuition Assistance	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%	100.00%
6170	Professional Development	\$ 3,500.00	\$ 1,415.00	\$ 1,016.10	\$ 450.54	\$ -	\$ 2,881.64	\$ 618.36	82.33%	17.67%
6175	Travel	\$ 1,500.00	\$ 155.44	\$ 4.02	\$ 132.81	\$ -	\$ 292.27	\$ 1,207.73	19.48%	80.52%
6220	Building Maintenance	\$ 50,000.00	\$ 1,882.06	\$ 3,480.55	\$ 1,772.90	\$ 2,492.27	\$ 9,627.78	\$ 40,372.22	19.26%	80.74%
6225	Furniture	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0.00%	100.00%
6230	Library Supplies	\$ 20,000.00	\$ 735.40	\$ 2,195.73	\$ 702.32	\$ 2,636.41	\$ 6,269.86	\$ 13,730.14	31.35%	68.65%
6240	Postage	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	0.00%	100.00%
6280	Utilities	\$ 40,075.00	\$ 3,342.53	\$ 3,056.47	\$ 2,471.80	\$ 88.47	\$ 8,959.27	\$ 31,115.73	22.36%	77.64%
		\$ 1,196,279.02	\$ 105,785.19	\$ 113,054.47	\$ 83,832.63	\$ 79,696.86	\$ 382,369.15	\$ 813,909.87	31.96%	68.04%

DIRECTOR'S REPORT,

For: Pennsauken Free Public Library Board of Trustees

Date: Monday, May 20, 2024

ACCESS SERVICES/CIRCULATION

Martha is working with Kayla and Providencia to learn how to use the machine to repair books with damaged binding. With this new machine, Martha states that the books are as good as new.

ADMINISTRATION

Staff Updates:

Alison Bozic has decided to resign from the Pennsauken Free Public Library effective Wednesday, May 29. Alison has been an integral part of the Pennsauken Free Public Library team. Her dedication, hard work, and positive attitude have made a significant impact on the library's outreach and programming efforts. I wish Alison the best in her future endeavors.

In Alison's absence, I would be delegating her many responsibilities to other staff members, including myself. Community room inquiries will be handled by me for now and Kayla Polt, System Librarian will be hosting the July and August evening book club.

As of May 1, Alexa Bongala no longer holds the position of Evening/Weekend Supervisor.

Tyler Lee has been promoted to full-time Technology Support Specialist, effective **May 12, 2024**. His new hours are Sunday, Monday, Tuesday, Thursday, 9-5, and Wednesday, 12-8;
Summer Hours: Monday, Tuesday, Thursday, and Friday 9-5 and Wednesday 12-8.

Ceciley Binger will be rejoining us effective June 8. Ceciley will cover the circulation and reference (lunch, breaks) desk on occasional Saturdays.

Groundbreaking Ceremony: The Pennsauken Township hosted a groundbreaking ceremony on Tuesday, May 14. Along with Pennsauken public officials, library board members, library staff and supporters, there were state officials in attendance as well. The day was full of excitement and anticipation for the new building.

Municipal/Library Construction

I met with Bill Overton from Overton & Associates on May 13 to discuss moving the library collection, furniture and equipment. On May 17 I met with Jay Malise from JP Jay & Associate to start selecting library furniture. We will meet several times for the phase of the project.

Committee/Township Meetings

Personnel Committee - Met on May 15 go over the Director's Performance Evaluation Timeline.

Policy Committee - Met on April 24 to discuss the updating existing policies on the library's website and May 16 to revise the Exhibit Policy.

ADULT SERVICES

Displays

The Adult Services team has been working to create engaging displays that highlight library materials in a variety of formats that celebrate diversity as well as promote health and wellness. May's displays include: Asian American & Pacific Islander materials, Spring Fling Romances, Military Appreciation Month, Mystery Movies, and Bike Month materials.

Programming

Please see below for **Adult Services** programming that has occurred since the last Board meeting and the Upcoming Programming section for more details on upcoming programming.

- **Basic Computers** 4/23, 4/24, 4/30, 5/1, 5/7, 5/8
 - Glenn taught a basic skills course for patrons with little to no experience with technology. The 4-week course was offered on Tuesday evenings and Wednesday mornings to accommodate a variety of schedules, and covered foundational mouse and keyboard skills.
- **Google Drive Class** 4/24-5/29 at 6:00 pm
 - My spring computer class focuses on this cloud-based software. Students are creating and editing documents, spreadsheets, and presentation slides. We will also explore how to organize, sync, and locate Drive files.
- **Evening Book Club** 4/24
 - The group discussed *Mexican Gothic* by Silvia Moreno-Garcia, a novel set in 1950s Mexico. A total of nine participated in a hybrid format, utilizing Zoom and the OWL camera.
- **Evening Yoga** 4/25, 5/2, 5/9, 5/16
 - This Hatha Yoga class led by Brigid Austin on Thursday evenings is sponsored by the Friends of the Library and has been popular with patrons.
- **Chair Yoga** 4/26, 5/3, 5/17, 5/24, 5/31 at 10:30 am
 - The Friends of the Library's popular Chair Yoga series led by Michelle Carlino allows participants to join in-person or via Zoom on Friday mornings.
- **Afternoon Tea at the Library** 5/5
 - This annual event continues to grow in popularity, and we were sold out weeks before the event. The participants enjoyed a delightful afternoon tea and a presentation by the New Jersey Lighthouse Society.
- **Movies & Munch** 5/13
 - Participants watched *The Blind Side*, featuring Sandra Bullock (Best Actress Academy Award).
- **Internet & Email Class** 5/14-6/5
 - Glenn is teaching a 4-week class on Tuesday evenings and Wednesday

mornings that will cover basic internet and email skills.

BUILDINGS AND GROUNDS

Parking Lot

On April 22, Maureen called Duke Martz at the Township Building to ascertain into whose purview the maintenance of the parking lot fell. Specifically, a number of used prophylactics had been dumped on the grass strip on the right side of the parking lot; a patron had noticed them on Sunday, the 21st, and had mentioned it to Heather. Maureen also advised that the cement parking block that had been righted recently was again askew. It was determined that the iron rod, which would have anchored the block, had been broken.

On April 24, Maureen encountered Duke in the parking lot and indicated the area where the prophylactics had been discarded. Duke advised that he would speak with “Joan” to have the situation remedied. Duke also indicated that he would talk with Joe Scavuzzo with respect to the cement parking block. The block has subsequently been straightened out and pushed flush against another.

Maureen and I inspected the parking lot on May 13 and determined that all of the prophylactics had been removed by library staff. The following day, a patron discovered more used prophylactics in the parking lot. Since Maureen and I had checked the parking lot the prior afternoon, it followed that the prophylactics had been deposited there later that day. A check of the video surveillance system determined that a SUV/crossover-type vehicle had idled with its lights on in that area of the parking lot between 8:28 p.m. and 9:11 p.m. on the 13th. Since the surveillance system is not capable of high resolution (along with the fact that it was dark and raining), we were unable to identify the vehicle other than its type.

Motion Sensor

Around 10:30 p.m. on April 29 and April 30, I was called by our security company, B SAFE, and advised that the motion sensor inside the library had triggered. On May 1, Maureen called B SAFE, our alarm system monitor, and requested clarification. Vince indicated that, in each case, the sensor cleared within two minutes. Vince surmised from the alarm report that a sensor in Zone 7 was the culprit, and dispatched Justin to come and check on the problem. Justin determined that one of the two sensors in that area had gone bad and replaced it.

That same evening, I was forced to bypass that sensor in order to set the alarm when we left for the evening. Maureen called B SAFE on May 2, and Robby arrived later in the day; Robby determined that the new sensor had a wiring problem, and he assured Maureen that he had fixed it. Since then, we have had only one instance where we needed to bypass that sensor in order to set the alarm.

Envisionware Printer

On May 1, a technician from RE Business Solutions arrived and brought the part needed to repair the printer associated with the Internet computers. While the printer was inoperable, the reference librarian needed to send all documents that patrons wanted printed from the Internet to the staff printer. This caused much extra work for the librarians and the circulation staff, who had to

retrieve the documents from the printer, calculate the cost of each print job, and make sure that the print job was given to the proper patron upon payment.

HVAC

The Buildings and Grounds Committee made a decision on the repair of the HVAC unit, and a purchase order in the amount of \$5,900 was emailed to Climatic Mechanical Services on April 30. On May 14, Climatic started the repairs. Around 3:30 p.m. that day, Andrew from Climatic advised Maureen that an additional part (which they did not have) was needed to complete the repair. Andrew indicated that someone from Climatic would get in touch to schedule a time when the new part could be installed. However, until then, the HVAC system will remain inoperable.

In the meantime, we are running fans and portable air purifiers in various locations in the building.

Also, on the 14th, McAllister arrived to change the filters in the HVAC units. Maureen indicated to the techs that she had not been advised that they were coming and that they would not have access to the large HVAC unit. It was decided that the techs would just change the filters in the Community Room HVAC system and return at a later date to change the filters in the larger unit.

Automatic Doors

On May 15, Eastern Door was here to do the preventative maintenance check of the two automatic doors at the main entrance to the building. The tech determined that there were replacement parts needed for the outer door, and he advised that he would be sending a quote for our approval prior to ordering them.

COLLECTION DEVELOPMENT

Youth Services

Heather continues to work on the following collection development projects:

- Weeding the Picturebook collection
- Weeding the Juvenile Nonfiction collection
- Reorganization of the Youth Services Multilingual collection
 - Currently reviewing items in the old CMLC (Children's Multilingual Collection)

Katie continues to work on the following collection development projects:

- Assisting with weeding the Juvenile Nonfiction collection

COMMUNITY OUTREACH AND PROGRAMMING

AAPI Month Programs

This May we will celebrate Asian American & Pacific Islander Heritage with a series of programs throughout the month.

- **Junior Chefs: Candy Sushi** 5/11 at 11:00 am

- Join us for a creative morning as we prepare a simple, tasty recipe! Limited seating; first come, first served. No registration required. This program is best suited for ages 8 and up.
- **Film Screening: *Minding the Gap*** 5/11 at 2:00 pm
 - This Oscar-nominated film shot over 12 years follows teen Bing documenting his friend group's coming of age and their shared love of skateboarding.
- **Graphic Novel Discussion** 5/13 at 6:00 pm
 - We'll discuss Mariko Tamaki and Steven Pugh's "Harley Quinn: Breaking Glass." Participants can join in person, or via Zoom
- **Twilight Tales** 5/16 at 6:00 pm
 - This special evening storytime will feature books that celebrate Asian American and Pacific Islander culture and contributions.
- **DIY Saturday: Suminagashi** 5/18 at 11:00 am
 - We'll invite teens and adults to unleash their inner artist with the traditional Japanese marbling technique, Suminagashi (soo-me-nah-GAH-she), which means "floating ink." This relaxing and meditative art form is a perfect way to explore your creativity and practice mindfulness.
- **Community Bollywood Dance Project** 5/18 at 3:00 pm
 - Experience the music and rhythms of India, learn fun Bollywood dance moves, and explore the diversity and richness of India's culture. The presenter will offer Henna tattoos at 4:00, after the dance program.
- **Evening Book Club** 5/29 at 6:30 pm
 - The group will discuss *Counterfeit* by Kirsten Chen.

Digital & Career Navigator

Community Engagement Librarian, Glenn Johnson, and Adult Services Specialist, Rayel Sample, continue to offer one-on-one appointments with patrons looking to improve their technology skills, receive help with job searching, or who require other specialized assistance. Rayel continues to meet with multiple patrons per month, on Sundays and Monday evenings, and helps with a variety of concerns. In April she assisted patrons with everything from a factory reset of a laptop to starting a resume, and helped patrons to install and utilize apps on their mobile devices.

ESL (English as Second Language)

Ben will continue teaching the Wednesday evening and Thursday morning classes throughout the summer. We continue to receive applications from interested students who would like to enroll in the classes.

The Monday evening class for intermediate students continues with a small group led by volunteer instructor David Gubernick.

Free Comic Book Day

This annual celebration of comic books on Saturday, May 4 (May the Fourth AKA Star Wars Day) was a great success. We had 334 patrons visit the library that day, which included representatives from the Pennsauken Police Department for "Coffee with a Cop" and a bake sale hosted by the Friends of the Library. This was a significant increase over last year, when we had

207 attend. Many thanks to Heather for leading the day's programs and to Alison for procuring the comic books to distribute.

Pennsauken Babies Initiative

Heather continues to represent PFPL at Pennsauken Babies Initiative events, held monthly at G. H. Carson Elementary School after school hours. PBI events encourage early literacy and maximize learning for Pennsauken children ages birth through four. She speaks with families who attend about library programs and resources.

Pride Month Programs

- **Pride Parade Prep (OFF-SITE PROGRAM)** 6/6 at 6:00 pm
 - Meet at the library's table at the Haddon Township Pride Parade and build a Glitter Cannon to use during the parade! Email sstarts@pennsaukenlibrary.org for details.
- **Graphic Novel Discussion** 6/10 at 6:00 pm
 - Teens and adults are invited to discuss Trung Le Nguyen's "The Magic Fish." Questions? hkristian@pennsaukenlibrary.org. Join us in person, or via Zoom: <http://tinyurl.com/pfplgndiscussion>.
- **Twilight Tales** 6/13 at 6:00 pm
 - Celebrate Pride Month with a special evening storytime.
- **DIY Tie Dye Workshop** 6/22, 11:00 am - 1:00 pm
 - The library is hosting a fun outdoor tie dye workshop for all ages in celebration of Pride Month! There is a \$5 registration fee if you would like to dye a tote, but bandanas will be provided free of charge. One item per person, and registration is limited to 20 people. Email kpolt@pennsaukenlibrary.org with any questions!

Read Aloud Extravaganza

Students from the Pennsauken Intermediate School will share their original stories at the library on Wednesday, June 5 at 6:00 pm. This event has been put together by School District Librarian Bridget Zino and teachers at the Intermediate School. Twelve groups of students have made books and will read them aloud to younger students. Bridget will promote the event to Pennsauken's elementary schools and will provide our staff with an opportunity to promote the summer reading program.

FRIENDS OF THE LIBRARY (FOL)

Met on May 8 for their monthly meeting. I provided a report of upcoming events and programs. I also requested funding for summer reading prizes, which the FOL generosity granted.

STAFF MEETINGS

Access Services (Circulation) - Martha has been meeting frequently with the circulation staff to go over the following: Customer service, updates, events, programs, reminders, cross training, procedures, protocols, and so much more.

Program Planning – The program planning team met on May 7 to discuss plans for June programs and the Summer Reading Program. Tyler joined the group and presented information on Princh.

Youth Services Meeting – Heather, Katie, and Susan frequently discuss updates and program ideas with one another.

TECHNOLOGY

In the Technology Department, we made several improvements over the past several months to enhance services and capabilities:

- The library's website was updated with new content for the Policies and Board of Trustee pages to provide patrons with the latest information, such as Board Meeting Minutes and bylaws. As part of the update, file limit upload size has increased from 2 MB to 8MB.
- We implemented a new mobile printing service called Princh, which allows patrons to print from their mobile devices and laptops. Staff received training on this new system, and will go into full operation on June 2, 2024. As part of this upgrade, our public printers now have the capability for double-sided and legal-size printing.
- Promotional materials are printed out for the rollout of the new service.
- A failed sensor in one of the copier machines was repaired, restoring full functionality. Additionally, a faulty part causing streaks on printed jobs from a public printer was replaced.
- Research is underway to identify software solutions for two new potential services.
 - One is a Resource Management system to facilitate lending out non-traditional library materials like museum passes, Roku devices, board games and more.
 - The other is a Mobile Device Management platform to enable secure lending of laptops, with the ability to restrict access if usage policies are violated.
 - Third, is finding a product that can evaluate Staff technical/digital abilities and provide appropriate training for staff needs.
 - Lastly, is discovering potential usage for AI within libraries and its workflows.

These initiatives demonstrate our commitment to leveraging technology to continuously improve the patron experience and library operations.

TECHNICAL SERVICES

Kayla continues to work on the following collection development & technology projects:

- Massive weeding project of the entire Adult Collection - this will be an ongoing project for many months. Aiming to deaccession at least 25-30% of the Adult Collection.
 - Currently weeding print collections Nonfiction and Science Fiction/Fantasy, as well as the nonprint Audiobook collection.

- Areas of completion thus far include: Adult Reference, Biographies and Graphic Novels.
- Creating an inventory spreadsheet of all areas of the collection in collaboration with Heather. Will be updated at the end of each month to track weeding progress.
- Working with the State Library to include PFPL on the list of Palace Libraries to expand our digital collections.
- Adding Adult Multilingual materials to the collection, investigating new vendors and outlets from which to purchase materials. This includes reviewing materials in other areas of the collection to add to this collection.
- Researching ways in which the library can circulate more technology for our patrons, such as Roku devices.
- Collaborating with Adult Services to create engaging displays & programs.
- Beginning stages of the security change to RFID & exploring self-check out options, working closely with me.
- Exploring Discovery Layers, timeline for implementation and budget options.
- Troubleshooting Koha bugs & communicating with staff on timely updates and fixes.

YOUTH SERVICES (YS)

YS Displays

Heather, Katie, and Susan have curated displays around the building on several different May topics: Jewish American Heritage Month, Sherlock Holmes Day is 5/22, May Manga Mania, Planting, Itty Bitty Books, Turtle Day, AAPI Month, and May the Fourth be With You (Star Wars Day).

Heather created a display in the Friends Trophy case highlighting AAPI programs and artifacts from countries throughout Asia. Thank you to Alexa, Alison, Heather, Tanya, and Tyler who brought in items from home to include in the display!

YS Programming

The Youth Services department continues to work hard at offering a variety of programs for all ages. Please see below for YS programming that has occurred since the last Board meeting and the *Upcoming Programming* and *Community Outreach and Programming* sections for more details on upcoming programming.

Spring Youth Services Department Programs

- **Preschool Storytime** 4/23, 4/30, 5/7, 5/14
- **Halfway to Halloween** 4/27
- **Homeschool Meetup** 4/30
- **Graphic Novel Discussion** 5/13
 - We discussed Mariko Tamaki and Stephen Pugh's "Harley Quinn: Breaking Glass"
 - Attendees are welcome to join in person, or register to attend via Zoom:
<http://tinyurl.com/pfplgndiscussion>
- **Twilight Tales** 5/16

UPCOMING PROGRAMMING

Youth Services

Spring Youth Services Department Programs

- **Preschool Storytime** 5/21 at 10:30 am
- **Homeschool Meetup** 5/28, 6/25 at 10 am
 - A monthly program for local homeschool families provides a chance to connect and share ideas with others.
- **Tail Waggin' Tutors** 6/1, 6/15 12 pm
 - Practice your reading skills or just spend some therapeutic time with our therapy dog Oliver. Sessions are 15 minutes long and registration is required. To register email sstarts@pennsaukenlibrary.org
- **My First Book Club** 6/1, 6/15 2 pm
 - A new book club for kids ages 7-9! Join Ms. Katie in reading *Pets Rule! (#1): My Kingdom of Darkness*. The first five to register will receive a copy of the book. Register online: <https://tinyurl.com/43sp2jjw>
- **Pokemon Swap** 6/8 2 pm
 - Come show off your collection and trade with fellow Pokemon card collectors.
- **Graphic Novel Discussion** 6/10 at 6 pm
 - June: Trung Le Nguyen's "The Magic Fish"
 - Attendees are welcome to join in person, or register to attend via Zoom: <http://tinyurl.com/pfplgndiscussion>
- **Twilight Tales** 6/13 at 6 pm
 - Join Ms. Susan for stories, songs and rhymes with a nighttime theme. While any age is welcome to join, this program is themed for young children.
- **National Pink Day** 6/22 at 12 pm - 5 pm
 - Celebrate National Pink Day with a double feature screening of *Barbie and the Mean Girls* (2024), plus pink-related activities and snacks. Pretend it's a Wednesday, and wear your pink!

Adult Services

- **Google Drive Class** 5/22, 5/29 at 6:00 pm
 - Participants will learn how to utilize this popular cloud-based software by creating and editing documents, spreadsheets, and presentation slides. We will also explore how to organize, sync, and locate your Drive files.
- **Evening Yoga** 5/23, 5/30 at 6:30 pm
 - This Hatha Yoga class on Thursday evenings is sponsored by the Friends of the Library and has been popular with patrons.
- **Chair Yoga** 5/24, 5/31, 6/7, 6/21, 6/28 at 10:30 am
 - The Friends of the Library's popular Chair Yoga series led by Michelle Carlino allows participants to join in-person or via Zoom.
- **Internet & Email Class** Tuesdays and Wednesdays through 6/5
 - Glenn will continue this 4-week class on Tuesday evenings and Wednesday mornings that will cover basic internet and email skills.
- **Evening Book Club** 5/29 at 6:30 pm

- We'll discuss *Counterfeit* by Kirsten Chen, a novel that is "fast-paced and fun, with smart commentary on the cultural differences between Asia and America." (*TIME*)
- **Weekender Book Club** 6/8 at 11:30 am
 - Kayla will meet with readers to discuss the *NYT* bestselling novel *Yellowface* by R.F. Kuang.
- **Movies & Munch** 6/10 at 12:00 pm
 - June's film is *Room*, starring Brie Larson (Best Actress Academy Award).
- **Bee-Friendly Gardening** 6/13 at 6:00 pm
 - Camden County Certified Gardener Karen Hickey will provide tips and information on attracting pollinators to your garden. Whether big or small, a bee-friendly garden can have a positive impact on the environment.
- **Senior Lecture Series: Fraud and Scam Protection** 6/20 at 3:00 pm
 - Representatives from the Camden County Prosecutor's Office and the FBI will discuss common frauds and scams that target senior citizens and provide tips for protecting yourself and loved ones from being victimized.

PROFESSIONAL DEVELOPMENT

Heather Kristian

April 23	NJLA Member Services Committee meeting
April 26	NJLA Children's Services Section Meeting
April 26	"More Than Welcome: Libraries Serving Families of Young Children with Disabilities" webinar
April 29	EDI-NJ Meeting with Consultant Ozy Aloziem for DEIA Toolkit for Directors & Leadership Trainings project group
April 30	NJLA Executive Board meeting on Emerging Leaders program
April 30	EDI-NJ Meeting with Consultant Ozy Aloziem for Impact Study project group
May 2	<i>SLJ</i> Open Books, Open Minds: A Virtual Event Celebrating Reading and Literacy!
May 7	NJLA conference prep meeting for "Member Services Committee Brown Bag Planning" session

Kayla Polt

May 3	NJLA Program "Management: the Good, the Bad, and the Unexpected"
May 7	Booklist Webinar "Chilling Reads: Mysteries, Thrillers, and True Crime"
May 10	NJLA Conference Presentation Prep "World Language Collections - at Any Size"
May 13	Envisionware Meeting
May 15	NJLA Reader's Advisory (RA) Section Meeting
May 16	Bibliotheca Meeting
May 17	NJLA Technical Services & Collection Development Section Meeting

May 23	Book Preservation 101 - Online Lecture. Hosted by the Indianapolis Public Library
May 28	Booklist Webinar “Best Book Club Picks”
May 30	NJLA Annual Conference in Atlantic City. Speaking during the presentation “World Language Collections - at Any Size”
May 31	NJLA Annual Conference in Atlantic City.

Tanya Finney Estrada

April 19	Diversity & Outreach Project Meeting
April 23	Library Workers of Color (LWOC) Section Meeting
April 25	Diversity & Outreach Section Meeting
April 29	EDI-NJ Meeting with Consultant Ozy Aloziem for DEIA Toolkit for Directors & Leadership Trainings project group
April 30	EDI-NJ Meeting with Consultant Ozy Aloziem for Impact Study project group. NJLA Bilingual Staff Presentation, Final Meeting Crafting AI Policies *With* AI. Sponsored by LibraryLinkNJ NJLA Annual Conference Session Meeting
May 3	BCALA Level-Up Mentorship Survey Meeting
May 8	Guest Speaker at PMAC Monthly Meeting. Discuss the new library building.
May 9	SAIL Executive Board Meeting Township Groundbreaking Ceremony Prep Meeting
May 10	NJMD Executive Board Meeting
May 13	EnvisionWare Meeting Diversity & Outreach/LWOC Unconference Planning Meeting
May 15	BCALA Level-Up Mentorship Meeting
May 16	Bibliotheca Meeting

Martha Vega

May 15, 2024	Latino Library Staff Meet-Up
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Tyler Lee

March 14, 2024	Drupal Camp NJ
March 15, 2024	Drupal Camp NJ
March 19, 2024	Library Webdesign by Library Journal Webcast
April 11, 2024	Princh Webinar
May 06, 2024	Library LinkNJ AI Ethics: A Library Perspective
May 09, 2024	Library LinkNJ: Tech Summit 2024
May 16, 2024	Library LinkNJ : Technology Meetup

2024 Monthly Statistics

[illegible]

2024 Monthly Statistics

[illegible]

2024 Monthly Statistics

[illegible]

PATRON COUNT	January	February	March	April	May	June	July	August	September	October	November	December	Totals	
New Members	53	46	50	78									227	
Total Active Members	3,026	2,969	2,916	2,901										
Valid Cards	11,272	11,318	11,368	11,436										
INTERLIBRARY LOAN	January	February	March	April	May	June	July	August	September	October	November	December	Totals	
Borrowed	23	18	28	16									85	
Lent	67	64	77	88									296	

[illegible]

2024 Monthly Statistics

Operational/Directional/Technical	747	538	480	888									2,653
Total	852	662	565	988	0	0	0	0	0	0	0	0	3,067
Ask A Librarian													
Live Chat Sessions	8	5	8	6									27
Request Sent via Electrically (Email/Google Form)	1	5	5	4									15
Total	9	10	13	10	0	0	0	0	0	0	0	0	42
COMPUTER / INTERNET USAGE	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Public Computer Usage Library Card Holders	325	230	197	219									971
Public Computer Usage Guest Passes	89	411	418	360									1,278
Total	414	641	615	579	0	0	0	0	0	0	0	0	2,249
MOBILE PRINT	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Jobs	485	419	508	276									1,688
Users	114	102	111	67									394
PHOTOCOPY SERVICE (By Page)	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Public Color	1,076	1,664	2,077	1,607									6,424
Public B/W	166	122	373	234									895
Staff	7,171	4,325	8,406	8,751									28,653
Total	8,413	6,111	10,856	10,592	0	0	0	0	0	0	0	0	35,972
**OTHER SERVICES (By Patron)	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Notary Services	8	10	19	14									51
Document Photocopying (By staff)	16	31	47	47									141
Document Faxing	65	73	76	109									323
Documents Scanning	25	39	44	50									158

****Above number reflect the number of patrons served, not the number of documents photocopied, scanned, or faxed.**

2024 Program Statistics

[illegible]

2024 Program Statistics

PROGRAMS	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sept		Oct		Nov		Dec		Total	
	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend	Prog	Attend
Carson																									0	0
Burling																									0	0
Sycamore Ridge																									0	0
Monday Evening Intermediate ESL Classes	2	5	3	15	4	15	4	14																	13	49
Wednesday Evening Beginner ESL Class	4	46	4	54	4	38	3	38																	15	176
Thursday Morning Beginner ESL Class	3	21	4	20	4	13	3	17																	14	71
Digital & Career Navigator																									0	0
Day of Service																									0	0
Red Cross Blood Drive																									0	0
Children's Clothing Swap	1	9	1	20																					2	29
Pennsauken Fall Festival																									0	0
Unity Day																									0	0
Pennsauken Haunted Hayride																									0	0
Homeschool Meetup					1	10	1		1		1														4	10
SUMMER PROGRAM																										
Storytime																									0	0
Summer Maker Camp																									0	0
Stop Motion Animation Workshop																									0	0
Christmas in July - Santa Visit/Face Painting																									0	0
Christmas in July - Teen Program																									0	0
Kid Yoga																									0	0
Cedar Run Owl Program																									0	0
Tshirt Bag Craft																									0	0
Playdoh Playtime																									0	0
My First Book Club																									0	0
Disney Color Club																									0	0
Harry Potter Birthday Event																									0	0
Wizard of Oz Movie																									0	0
Tail Waggin' Tutors																									0	0
Senior Dance Class																									0	0
Senior Game Night																									0	0
End of SR Party																									0	0
TOTALS	33	407	45	540	46	737	55	583	23	418	7	0	2	0	2	0	2	0	2	0	2	0	2	0	220	2654

*Spring 2023 School Visits: Baldwin, Fine, & Franklin students visited in May for a tour, storytime and an activity with HK and SS.