

Pennsauken Free Public Library
Board of Trustees General Meeting Agenda
Monday, June 24, 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
 - b. May 20, 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. Policy
 - i. Donations, Memorials and Gifts
- XI. Public Comment
- XII. Closed Session
- XIII. Action on Closed Session
- XIV. Board Comments
- XV. Adjournment

PENNSAUKEN LIBRARY BOARD

Board Minutes April 22, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, April 22, 2024, at 6:11 pm by Mr. Fisher-Hughes.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes, Ms. Tanya Finney Estrada, Library Director, Ms. Diane Johnson (arrived 6:30), Ms. Ellyn McMullin, Mr. Martin Slater, Ms. Bassma Jarbough, Mayor's Representative

The following members participated virtually: Ms. Bridget Zino; Mr. Scott Murphy; Nikki Roberts, Township liaison

Absent: Mr. Frank Piarulli, Solicitor, Ms. Bridget Zino, Pennsauken School District Representative.

Minutes were taken by: Ms. Ellyn McMullin, acting recording secretary

Minutes

1. Ms. Zino made a motion to adopt the March 2024 minutes with corrections, seconded by Mr. Slater. Minutes approved as corrected by unanimous roll call vote of those present.

Treasurer's Report

1. Ms. McMullin moved and Ms. Jarbough seconded the approval of the March 2024 Appropriations Report based on the 2023 Operating budget. Motion passed by unanimous roll call vote of those present.
2. Ms. Jarbough moved and Mr. Murphy seconded a motion to approve the Income Report for March 2024. Motion passed by unanimous roll call vote of those present.
3. Ms. McMullin moved and Murphy seconded a motion to approve the list of Outstanding Bills to be paid on April 22, 2024 in the amount of \$70,696.05. Motion passed by unanimous roll call vote
 - A. Ms. McMullin asked about Willow Lane Education for Line Item: 6000 Books. Ms. Finney Estrada explained that it was a one-off purchase by the Youth Services Dept.
 - B. Mr. Murphy asked for clarification of McAllister expense for Line Item: 6220 Building Maintenance. Ms. Finney Estrada explained it was for not regular maintenance and not associated with current boiler issue.

4. Ms. McMullin moved and Mr. Murphy seconded a motion to approve the Purchase Card Expenditures made in March in the amount of \$315.08. Motion passed by unanimous roll call vote.
5. Account Balances - as of March 31, 2024 Republic
Operating Account: \$547,467.90
Republic Capital Reserve Account: \$70,164.80
Republic Purchase Account: \$17.41
State Street Cash Management Account: \$1,619.08

Correspondence/Communications

1. Ms. Finney-Estrada informed the board that Ms. Alexa Bongala, Evening and Weekend Supervisor has requested a demotion to Library Assistant effective May 1, 2024. Request was accepted.
2. Mr. Fisher-Hughes referenced an email from Susan Briant that was sent to the Mayor DiBattista that also included the Library, with her concerns about notification and posting of public records i.e. minutes. He referred the issue to the Policy Committee for review and possible response.

Director's Report

See report. Information highlights:

1. Ms. Finney Estrada has completed employee evaluations. She has revised the Employee Evaluation to include short-term and long-term career goals.
2. During the March 27th meeting with the township regarding the construction timeline, it was learned that there were no moving expenses included in the final grant submission. Tanya is talking to a company that has experience with Library relocations to get an understanding what the potential cost may be.
3. There are several programs being planned for this Spring. Weekenders Book Club, the Library's third book club, is starting the end of April. Tanya will be repeating her Google Drive classes.
4. May is Asian American Pacific Islander heritage month which will be celebrated with a series of programs throughout the month.
5. On May 4th, there is a full day of programming associated with the annual celebration of comic books and Star Wars.

Committee Reports

Budget Committee

- Ms. McMullin reported that the committee drafted a proposed 2024 Operating Budget that will be discussed under New Business

Buildings and Grounds Committee

- Mr. Slater reported that E.J. (the Township HVAC maintenance mechanic) evaluated the 3 quotes received for the boiler repair and recommended Climatic.
- Climatic offered 2 proposals 1) fix the existing system for \$5900 2) replace the

fanwheels and other parts for \$14,500. EJ's recommendation was to go with Option 1; that the existing fan wheels should last another 2 years.

Personnel Committee

- Ms. Johnson reported that the personnel committee received the Library Director's recommendation for increases that will become part of the 2024 Operating Budget.
- Increases will range from 4 – 5% based on qualification & performance
- Ms. Johnson will be scheduling the Director's evaluation for later this year

Policy Committee

- Ms. McMullin noted that the committee has been having scheduling difficulties. First meeting of the year is next Wednesday at 10:30

Strategic Planning Committee:

No update – still in need of a Committee Chair

Friends of the Library Committee

- Ms. McMullin provided updates on the programs and events sponsored by the Friends of the Library.
- The Annual Art Show sale netted \$73.00 from the donation of 20% of sales of exhibited artwork
- The Friends of the Library were invited to participate in the Library's May 4th event by having a bake sale in the lobby.
- The Poetry Contest Awards Ceremony is scheduled for May 15th at the Intermediate School's Cafetorium at 7:00 p.m. Award winning local photographer Jim Mitchell will be taking pictures (He had participated in the Art Sale)
- Soliciting co-sponsors for the Wine Tasting & Silent Art Auction has been challenging. Few tickets have been purchased in advance. More volunteers needed. Duke Martz is our head of Security for the event.
- The Friends' annual membership drive has begun. A recruitment mailing will be sent out this week to those people who provided a complete address on their Fall Raffle ticket.

School District

- Ms. Zino noted that due to the new Language Arts program 'Book Worms', the submissions to the Friends Poetry Contest is considerably lower this year.
- With the summer reading program coming up, school visits by the Library Director need to be scheduled.

Unfinished Business –

- Mr. Fisher-Hughes reminded the Trustees that the Financial Disclosure Statements need to be completed on-line by the end of the month.
- Ethics & Conflict of Interest forms need to be completed and given to Tanya by the end of the month. The Library Director will send out reminders to those people whose paperwork is missing.

New Business

- Ms. Johnson made a motion and Mr. Murphy seconded it, to approve a resolution authorizing the transfer of line items in the 2023 budget from certain budget accounts to other accounts. Motion passed by unanimous roll call vote. **Resolution #2024-06: Authorizing Transfer of Line Items in 2023 Budget.**
- Ms. McMullin made a motion and Ms. Johnson seconded it, to approve the 2024 Operating Budget that includes wage increases. Wage increases for employees who started in May 2023 will be effective May 15, 2024; employees hired prior to May 2023 will receive their increases retroactive to January 1, 2024. Motion passed by unanimous roll call vote. **Resolution #2024-07: Approving the 2024 Operating Budget incorporating the proposed wage increase schedule.**
- Ms. Finney Estrada addressed the issue of Book Sanctuaries. New Jersey is attempting to pass a bill in line with the ALA's *Freedom to Read* initiative to protect the right of intellectual freedom. Discussion only.
- Mr. Slater made a motion and Ms. McMullin seconded it, to approve the Library Director to proceed with Climactic for option 1 received on April 1, 2024 for the quote of \$5900.00 for the repair of the boiler. Motion passed by unanimous roll call vote. **Resolution #2024-08: Approving expenditure of \$5900.00 for HVAC repair.**

Public Comment

- Ms. Roberts reported that the construction timeline for the new Library has not changed.

Board Comments

- Ms. McMullin shared information regarding potential changes to State Aid requirements learned on a recent webinar. Current regulation expires October 1, 2025.
- Ms. Johnson was impressed with the Art Show organized by the Friends of the Library.
- Mr. Fisher-Hughes encouraged all Board members to try to attend the Groundbreaking ceremony tentatively scheduled for 11:00a on May 14th.
- Ms. Finney Estrada will be presenting at the PMAC meeting on May 8th regarding the new Library

Adjournment – 8:11 PM

PENNSAUKEN LIBRARY BOARD
Board Minutes May 20, 2024

The regular monthly meeting of the Board of Trustees of the Pennsauken Free Public Library was called to order on Monday, May 20, 2024 at 6:10pm by Mr. Fisher-Hughes.

Due notice of the meeting was given to conform to the Open Public Meetings Act. Notification of change to a hybrid meeting was made in the prescribed manner.

Roll Call

The following members participated in person: Mr. Robert Fisher-Hughes; Ms. Tanya Finney Estrada, Library Director; Ms. Bassma Jarbough, Mayor's Representative; Ms. Ellyn McMullin

The following members participated virtually: Ms. Diane Johnson, Mr. Martin Slater, Ms. Bridget Zino, Pennsauken School District Representative

Absent: Ms. Bridget Killion, Mr. Scott Murphy, Mr. Frank Piarulli, Solicitor, Ms. Nikki Roberts, Township Liaison

Minutes were taken by: Ms. Christine Chamberlin, Board Recording Secretary

Minutes

1. Minutes will be reviewed at the next board meeting on June 24, 2024

Treasurer's Report

1. Ms. Johnson moved and Ms. Zino seconded the approval of the January through April 2024 Income Report. Motion passed by unanimous roll call vote.
2. Ms. Johnson moved and Ms. Zino seconded a motion to approve the Appropriations Report for April 2024. Motion passed by unanimous roll call vote.
 - A. Ms. McMullin asked Ms. Finney Estrada for clarification on Line Item 4125: FOL Lemonade4Change as no additional income was expected in 2024. Ms. Finney Estrada explained that the line item was necessary as there will be expenses (purchases) in 2024 associated with that program.
 - B. Mr. Fisher-Hughes mentioned that the Library is right on target for the year.
3. Ms. McMullin moved and Ms. Zino seconded a motion to approve the list of April 2024 Outstanding Bills to be paid on May 20, 2024 in the amount of \$86,316.57. Motion passed by unanimous roll call vote.
 - A. Mr. Fisher-Hughes asked for clarification on the Collaborative Summer Library Expense in the amount spent for Line Item: 6050 Programs in the amount \$83.05. Ms. Finney Estrada explained it is for the summer shirt graphics.
 - B. Ms. McMullin asked for clarification on the amount spent on Line Item 6060: Computer Readable for News Break, Inc. for \$4, 881.00. Ms. Finney Estrada explained

the yearly subscription allows anyone to search any news article on the News Bank as long as that person or company also subscribes to the News Bank.

C. Mr. Murphy asked for clarification on Arnold's Safe and Lock expense for Line Item: 6220 Building Maintenance Programs in the amount of \$223.00. Ms. Finney Estrada explained it was for a universal key for both sliding doors.

4. Ms. Johnson moved and Ms. McMullin seconded a motion to approve the Purchase Card Expenditures made in April in the amounts of \$1,006.82 Motion passed by unanimous roll call vote.
5. Account Balances - as of April 30, 2024
 - Republic Operating Account: \$747, 153.87
 - Republic Capital Reserve Account: \$70,226.31
 - Republic Purchase Account: \$11.13
 - State Street Cash Management Account: \$1,626.03

Correspondence/Communications

1. Ms. Finney Estrada informed the board that Ms. Alison Bozic has resigned from her position of Program and Outreach Coordinator. See letter of resignation in the May 2024 packet.
2. Ms. Finney Estrada explained that Fulton Bank has acquired Republic First Bank. See acquisition letter in the May 2024 packet.

Director's Report Highlights

See report for Additional information:

1. Ms. Finney Estrada informed the board that Ms. Alison Bozic has resigned her position of Program and Outreach Coordinator. In her absence Ms. Finney Estrada will delegate her many responsibilities to other staff members. Community room inquiries will be handled by Ms. Finney Estrada for now. Kayla Polt, System Librarian, will be hosting the July and August evening book club.
2. Ms. Finney Estrada noted that as of May 1, 2024, Alexa Bongala no longer holds the position of Evening/Weekend Supervisor. In addition Tyler Lee has been promoted to full-time Technology Support Specialist. Lastly, Ceciley Binger will be rejoining us effective June 8, 2024. Ceciley will cover the circulation and reference desks on occasional Saturdays.
3. Ms. Finney Estrada mentioned that the ceremonial groundbreaking event for the new library took place on May 14, 2024. Along with Pennsauken public officials, library board members, library staff and supporters, there were state officials in attendance as well.
4. Ms. Finney Estrada went over the upcoming programs in April and May for the Adult Services Program and for the Community and Outreach Programming.
5. Ms. Finney Estrada informed the board that the Buildings and Grounds Committee has made a decision on the repair of the HVAC unit. A purchase order in the amount of \$5,900 was emailed to Climatic Mechanical Services on April 30, 2024.

6. Ms. Finney Estrada explained that Crafting AI Policies *With* AI, sponsored by LibraryLinkNJ, could be AI published content. She noted that if an article is AI crafted it may or may not be factual.

Committee Reports

Budget Committee

- No update given.

Buildings and Grounds Committee

- As a follow up to bullet point 5 of Ms. Finney Estrada's report, Mr. Fisher-Hughes read portions of **Resolution 2024-08: Authorizing Contracting For HVAC Repairs** that was approved at the April meeting.

Personnel Committee

- Ms. Johnson stated that she met with Mr. Fisher-Hughes and Ms. Finney Estrada in regards to preparing the director evaluation process and the Tuition Reimbursement Process. Ms. Johnson stated that the next meeting will be on June 6th and both topics will be discussed.
- Ms. Johnson thanked Ms. Finney Estrada on the success of the yearly Spring Tea event. She also thanked Ms. McMullin for all her hard work and success on the Art Show.

Policy Committee

- Ms. McMullin stated that the next committee meeting will be in June, date not confirmed yet. Ms. McMullin explained that the committee has met twice since the last meeting. The first meeting was an orientation meeting to determine what policies still needed to be reviewed from 2023 and which policies were due for review this year. The second meeting discussed Susan Bryant's email on public access to the website to review such things as the monthly library meeting minutes. Ms. Finney Estrada will take on the project of updating the website.
- Ms. McMullin explained that the Resolution 2023-24 Approving Resolution Processing Guideline's wording needed to be corrected. It has since been updated and is now in the packet but still needs to be certified.
- Ms. Finney Estrada stated that all previous library minutes have been added to the pennsaukenlibrary.org website.

Strategic Planning Committee:

- No update given

Friends of the Library Committee

- Ms. McMullin gave an update on the Poetry Contest. Due to changes in Pennsauken school district's Language Arts curriculum there were less than 200 entries resulting in only 12 winners. Poems will be on display at the library after Memorial Day.

- Ms. McMullin gave an update on the Spring Fundraiser event: Wine Tasting and Silent Art Auction. The \$2000.00 goal was not met. The total brought in was \$1245.00 after expenses. Ms. McMullin feels they may need to look into having the ability to accept credit card payments next year as a whole demographic was missing (Millennials).
- Ms. McMullin noted that the next fundraising event will be the Book & Media Sale in September. Book and media collection will start on August 11, 2024.

School District

- Ms. Zino spoke about the Read Aloud Extravaganza. Twelve groups of students from the Pennsauken Intermediate School will share their original stories at the library on Wednesday, June 5, 2024 at 6:00PM. Ms. Zino will promote the event to Pennsauken's elementary schools and will provide the library staff with an opportunity to promote the summer reading program.

Unfinished Business

- Ms. Finney Estrada spoke of and explained what a book sanctuary was. She wants a policy that proclaims that Pennsauken Library is a book sanctuary. There was a general consensus that this action was agreeable to the members of the Board who were present.

Public Comment - None

New Business

- Ms. McMullion moved and Miss Zino seconded a motion to adopt the updated Exhibit Policy. Motion passed by unanimous roll call vote. **Resolution #2024-09: Approving the Revised Exhibit Policy.**

Closed Session - None

Action on Closed Session - None

Board Comments

- Mr. Fisher-Hughes gave a recap on the library/township groundbreaking ceremony.

Adjournment - 7:18PM

- Ms. McMullion moved and Ms. Zino seconded a motion to adjourn the board meeting. Motion passed by unanimous roll call vote

Minutes respectfully submitted by Ms. Chamberlin, Recording Secretary.

Line Item	Category	2024 Operating Budget	Expended in		Expended in		Expended in		Expended in		Used as of 5/31/24	Balance as of 5/31/24	Used as of 5/31/24	Left as of 5/31/24
			January	February	March	April	May	Max						
5000	Salaries	\$ 700,000.00	\$ 51,298.44	\$ 75,661.54	\$ 50,060.09	\$ 48,939.98	\$ 49,391.22	\$ 275,351.27	\$ 424,648.73	\$ 39,344	60.66%			
5010	FICA	\$ 55,000.00	\$ 3,825.56	\$ 5,643.79	\$ 3,730.82	\$ 3,652.79	\$ 3,687.28	\$ 20,540.24	\$ 34,459.76	\$ 37,35%	62.65%			
5020	Health	\$ 160,000.00	\$ 13,567.04	\$ 13,346.44	\$ 13,567.04	\$ 13,567.04	\$ 13,077.04	\$ 67,124.60	\$ 92,875.40	\$ 41.95%	58.05%			
5050/60	SUI/SDI/FML	\$ 5,000.00	\$ 51.16	\$ 75.52	\$ 49.92	\$ 48.92	\$ 47.10	\$ 272.62	\$ 4,727.38	\$ 5.45%	94.55%			
6000	Books	\$ 35,000.00	\$ 3,843.10	\$ 2,705.79	\$ 2,326.84	\$ 2,103.68	\$ 2,462.44	\$ 13,441.85	\$ 21,558.15	\$ 38.41%	61.59%			
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	\$ 2,517.72	\$ 5,388.92	\$ 7,611.08	\$ 41.45%	58.55%			
6030	Computer Service	\$ 36,000.00	\$ 15,508.47	\$ 830.42	\$ 2,185.66	\$ 1,810.01	\$ 3,813.39	\$ 24,147.95	\$ 11,852.05	\$ 67.08%	32.92%			
6040	Telecommunications	\$ 4,000.00	\$ 226.06	\$ 221.56	\$ 226.73	\$ 221.83	\$ 221.83	\$ 1,117.46	\$ 2,882.54	\$ 27.94%	72.06%			
6050	Programs	\$ 21,000.00	\$ 1,071.06	\$ 1,895.78	\$ 2,031.04	\$ 1,173.97	\$ 1,262.37	\$ 7,434.22	\$ 13,565.78	\$ 35.40%	64.60%			
6060	Computer Readable	\$ 25,000.00	\$ 6,191.42	\$ 653.63	\$ 744.52	\$ 2,244.00	\$ 8,495.16	\$ 18,328.73	\$ 6,671.27	\$ 73.31%	26.69%			
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	\$ -	\$ 79.68	\$ 3,266.87	\$ (1,919.87)	\$ 242.53%	-142.53%			
6115	Photocopier Services	\$ 6,000.00	\$ 388.66	\$ 736.12	\$ 389.66	\$ 260.16	\$ 389.66	\$ 2,162.26	\$ 3,837.74	\$ 36.04%	63.96%			
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	\$ 1,026.10	\$ 450.54	\$ -	\$ 605.00	\$ 3,496.64	\$ 3.36	\$ 99.90%	0.10%			
6175	Travel	\$ 1,500.00	\$ 155.44	\$ 4.02	\$ 132.81	\$ -	\$ 381.62	\$ 673.89	\$ 826.11	\$ 44.93%	55.07%			
6220	Building Maintenance	\$ 50,000.00	\$ 1,882.06	\$ 3,480.55	\$ 1,772.90	\$ 2,492.27	\$ 2,473.37	\$ 12,101.15	\$ 37,898.85	\$ 24.20%	75.80%			
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	\$ 2,511.41	\$ 1,637.36	\$ 7,782.22	\$ 12,217.78	\$ 38.91%	61.09%			
6240	Postage	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 0.00%	100.00%			
6280	Utilities	\$ 40,075.00	\$ 3,342.53	\$ 3,056.47	\$ 2,471.80	\$ 2,265.91	\$ -	\$ 11,136.71	\$ 28,938.29	\$ 27.79%	72.21%			
		\$ 1,196,279.02	\$ 105,785.19	\$ 113,064.47	\$ 83,832.63	\$ 81,864.45	\$ 90,540.69	\$ 475,087.43	\$ 721,191.59	\$ 39.71%	60.29%			

2024 INCOME

	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>Total</u>
<u>4000 Township Appropriations</u>	\$0.00	\$280,222.00	\$0.00	\$280,222.00	\$0.00	\$560,444.00
<u>4010 State Aid</u>	\$0.00	\$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	\$0.00
<u>4030 Fees</u>	\$61.00	\$40.45	\$81.00	\$70.85	\$45.00	\$298.30
<u>4050 Program Registration Fees</u>	\$55.00	\$80.00	\$0.00	\$40.00	\$95.00	\$270.00
<u>4055 Non-Resident Memberships</u>	\$135.00	\$145.00	\$0.00	\$45.00	\$45.00	\$370.00
<u>4070 Photocopies</u>	\$190.69	\$347.90	\$281.70	\$248.65	\$363.70	\$1,432.64
<u>4080 Computer Fees</u>	\$498.90	\$912.59	\$744.87	\$558.00	\$553.00	\$3,267.36
<u>4090 Sales</u>	\$0.00	\$3.90	\$0.00	\$2.40	\$0.00	\$6.30
<u>4100 Interest</u>	\$351.57	\$484.42	\$525.64	\$566.80	\$622.82	\$2,551.25
<u>4110 Donations</u>	\$0.00	\$81.48	\$0.00	\$0.00	\$0.00	\$81.48
<u>4120 Library Card Replacement</u>	\$35.00	\$60.00	\$45.00	\$60.00	\$30.00	\$230.00
<u>4125 FOL Lemonade4Change</u>	\$0.00	\$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	\$0.00
<u>4210 Fax Fees</u>	\$338.00	\$356.00	\$254.00	\$518.00	\$484.00	\$1,950.00
<u>4220 Notary</u>	\$45.00	\$65.00	\$72.50	\$66.00	\$109.70	\$358.20
Total	\$1,710.16	\$282,798.74	\$2,004.71	\$282,397.70	\$2,348.22	\$571,259.53
<u>Total - Fees thru Notary</u>	\$1,710.16	\$2,576.74	\$2,004.71	\$2,175.70	\$2,348.22	
Cumulative Income (Actual)	\$1,710.16	\$4,286.90	\$6,291.61	\$8,467.31	\$10,815.53	
Projected Monthly Income - \$1,035.00	\$1,500.00	\$3,000.00	\$4,500.00	\$6,000.00	\$7,500.00	
Cumulative Excess in Revenue	\$210.16	\$1,286.90	\$1,791.61	\$2,467.31	\$3,315.53	

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

DIRECTOR'S REPORT,

For: Pennsauken Free Public Library Board of Trustees

Date: Monday, June 24, 2024

ACCESS SERVICES/CIRCULATION

Museum Passes

After months of maintenance, the Battleship New Jersey has returned to Camden and museum passes will be back in circulation shortly. Once the ship gets reconnected to shore power, and the crew gets the museum spaces ready for visitors, tours are reported to start, July 3.

New Binding Machine

Providencia is doing a fine job with our new binding machine. Martha states that the machine is reliable and economical. Many of our books can not be replaced, can be repaired with the use of the new machine, leaving them as good as new.

ADMINISTRATION

Municipal/Library Construction

To my surprise RSC Architect contacted me in June to report they have to install baseboard heating along the perimeter of the first floor. This space from the very beginning was allotted for library materials/shelving. This matter has caused a **huge** problem as to where to put this collection. Kayla and I have met with Jay Malise from JP Associates to go over options, but there are limitations on where to place additional shelving. I plan to set another meeting with the RSC Architect to go over other options.

Committee/Township Meetings

Personnel Committee - Met on June 1 go over the Director's Performance Evaluation Timeline.

Safety Meeting - Maureen and I attended the Township Safety Meeting for the first time on June 4. Purpose of the meeting is to review, update and make recommendations in matters regarding building and employee safety.

Policy Committee - Met on June 13 to discuss the updating existing policies on the library's website and the Donations, Memorials and Gifts Policy.

ADULT SERVICES

Displays

The Adult Services team has been working to create engaging displays that highlight library materials in a variety of formats.

June's displays include: Pride Month, Juneteenth and Caribbean-American Heritage Month.

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.

- **Pride Parade Prep (OFF-SITE PROGRAM) 6/6**
 - The library hosted a table at the Haddon Township Pride Parade. Susan had guests build a Glitter Cannon to use during the parade.
- **Weekender Book Club 6/8**
 - Kayla met with readers to discuss the *NYT* bestselling novel *Yellowface* by R.F. Kuang.
- **Graphic Novel Discussion 6/10**
 - Teens and adults discussed Trung Le Nguyen's "The Magic Fish."
- **Bee-Friendly Gardening 6/13**
 - Camden County Certified Gardener Karen Hickey provided 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**
 - Representatives from the Camden County Prosecutor's Office and the FBI discussed common frauds and scams that target senior citizens and provided tips for protecting yourself and loved ones from being victimized..
- **DIY Tie Dye Workshop 6/22**
 - The library hosted a fun outdoor tie dye workshop for all ages to celebrate Pride Month!

BUILDINGS AND GROUNDS

HVAC

On May 20, Frank from Climatic called to advise that the part needed to effect the repair was proving hard to obtain. He indicated that a couple of techs would be here on the 22 to get the broken part so they could attempt to re-machine it. Maureen spoke with Frank on May 28, and Frank informed her that the techs that were at the Library the prior week determined that our problems with the HVAC system were a result of the motor being on the wrong side of the unit. Greg from Climatic arrived on May 29 and advised that instead of moving the motor, they could

reverse the mounts for the shaft to solve the problem.

On May 31, B SAFE was here for our annual fire inspection prior to the Township fire inspection. Tyler, a B SAFE tech, informed Maureen that we had failed the inspection due to the fact that he could not check the airflow from the duct in the HVAC system (because the system was totally shut down, there was no airflow to check).

On June 5, Climatic was here to fix the unit. They were here the entire day; and, by late afternoon, cool air was once again flowing through the building. B SAFE arrived on June 14 to check on the airflow from the HVAC unit, and Maureen was advised that that airflow was fine. Maureen called the Fire Marshal's Office and scheduled a fire inspection for July 16.

On June 21, Climatic returned to the library due to loud noise coming from the HVAC unit. The technician reported a metal piece in the shaft had become undone and was flapping in the unit causing the loud noise. The technician refasten the loose piece and the HVAC is back to normal.

Parking Lot

Maureen and I checked the parking lot on May 21, and there was at least one new prophylactic on the ground. A check of the video surveillance system showed that a vehicle pulled into the parking lot at 9:50 p.m. on May 20 and remained here until 10:24 p.m. During that time, a male was seen exiting the car and then walking over to the side of the building nearest the construction, where the lighting is bad. At least five minutes passed before the individual emerged from the shadows and returned to his vehicle, at which point he got into his car and drove out of the parking lot.

On May 21 at 9:06 p.m. and 11:34 p.m., the Pennsauken Police made passes through the parking lot in their vehicles.

On May 23, Officer Figueroa from the Pennsauken Police arrived at the library and asked to see the surveillance videos. She asked that we send the footage electronically to a link she would supply, which I did. The Police have made patrols of the parking lot on the evenings of May 21 and 23.

On June 5, Heather advised Maureen that she observed what she thought was excrement in the parking lot. A search of the video surveillance footage determined that a car had pulled into the parking lot at approximately 6:30 a.m., a woman emerged from the vehicle, made a little shelter with the front and back doors, and proceeded to defecate. She then drove away without picking up after herself and after trying to hide the excrement with napkins.

E.J. was at the Library on June 14 to install "No Smoking" signs on the benches outside of the building as well as the corral for the trash receptacles. We have been having an issue lately with two patrons who smoke cigarillos and discard the plastic tip in the parking lot.

East End Group was here one day during the week of June 10 for our spring clean-up.

Roll Up Gate

On June 4, our Community Room was used as a polling place for the Primary Elections. The

roll-up gate between the lobby and the main part of the library was dropped down to insure that the poll workers did not enter the library after the staff left.

On June 5, it was discovered that the roll-up gate was partly raised, but it could not be raised to the level of the ceiling nor lowered to the floor. I called the Board of Elections, Shakir Ali from the Township, and our cleaning company to determine who had manually raised the gate; and I got conflicting stories from the different parties, which changed with each telling. We were able to contact All Townships Garage and Door Repair, and they arrived that afternoon to fix the gate. They were able to do so, but it cost the library \$750. I will continue in my efforts to determine who is the responsible party..

Building

Susan from Youth Services advised Maureen that there were wasps building a nest in the casement of one of the windows in Youth Services. Maureen and Susan repeatedly sprayed the cracks between the upper and lower windows to try to safely kill the wasps, but they were not successful. A maintenance request form submitted to the Township would probably not be acted upon until the following week. On June 6, Maureen sidelined Shakir Ali on his way to retrieve the polling equipment from the Community Room and showed him the wasp nest, which continued to grow in the window casement. Maureen made the case that, left to its own devices, the nest would grow and possibly be a hazard to the Public Works crew who mows the grass, pedestrians walking past the building, and children in the YS section should they manage to get in through the cracks in the casement. Maureen also mentioned that she did not think it could wait a week; and Shakir assured Maureen that he would rectify the situation, which he did the following day.

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

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 on Monday evenings, and helps with a variety of concerns.

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.

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.

FRIENDS OF THE LIBRARY (FOL)

Met on June 12 for the FOL monthly meeting. I provided a report of upcoming events and our summer programs. I also requested funds to renew the Battleship New Jersey Museum pass which expires June 30.

- **Movies & Munch 6/10**
 - June's film was *Room*, starring Brie Larson (Best Actress Academy Award).
- **Chair Yoga 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 on Friday mornings.

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.

Adult Services - Met on June 6 to discuss adult programming, outreach and services.

Heads Meeting - Met on June 28 to discuss updates to policies and procedures.

Program Planning – The program planning team met on June 21 to discuss reorganization of programming and outreach duties and responsibilities due to Alison Bozic's departure. We also discuss community events. E.g. Camden County Unity and Pennnsaken's Fall Festival.

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

TECHNOLOGY

In the Technology Department, Tyler has made several improvements over the past month to enhance services and capabilities:

- **Princh Implementation:** Princh is now live, significantly enhancing patron experience with mobile printing directly from their smartphones. While most patrons find the process seamless, occasional issues have been noted with QR code scanning. However, these are easily resolved by manually entering the print.princh.com website.
- **Mobile Print Page Update:** Updated instructions on the mobile print page to align with our new Princh service, ensuring clarity and ease of use for patrons.
- **Troubleshooting Log Initiative:** Implemented a public troubleshooting log for reference staff to document and share challenging technology-related interactions with patrons. This initiative aims to foster knowledge sharing among staff, thereby enhancing technical proficiency and improving overall knowledge management within the organization.
- **Summer Reading Program 2024:** Published Summer Reading Program 2024 content on the website, featuring a clear weekly event outline, recurring events, and optional online activities. Additionally, included a link to the booklet created by youth services and the Beanstack app, which gamifies reading by tracking progress.
- **Auto Attendant Update:** Collaborated with Hunter Technologies to update the Auto Attendant message. Recorded the new script for future reference, consolidating winter and summer advisory messages into a single inclement weather message. Still in progress.
- **Staff Technical/Digital Abilities Evaluation:** Engaged with our IT Managed Service Provider, MilesIT, to identify potential providers for assessing staff technical and digital capabilities.

These initiatives aim to enhance operational efficiency, improve patron experience, and strengthen technical capabilities across the organization.

TECHNICAL SERVICES

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

- Working closely with me and Jay Malise on Collection Management for the upcoming building, regarding optimal shelving locations and storage space.
- Massive weeding project of the entire Adult Collection - this will be an ongoing project for many months. Aiming to deaccession at least 40% of the Adult Collection.
 - Currently weeding print collections Nonfiction and Science Fiction/Fantasy, as well as the CD collection.
 - Areas of completion thus far include: Adult Reference, Biographies, Audiobooks, 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 June topics: Juneteenth, Caribbean-American Heritage Month, Pride Month Comics, National Candy Month, Itty Bitty Books, .

Susan has created a Summer Reading Program display in the Friends Trophy case highlighting prizes and the events happening throughout the summer.

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

- **Tail Waggin' Tutors** 6/1, 6/15
- **My First Book Club** 6/1, 6/15
- **Pokemon Swap** 6/8
- **Graphic Novel Discussion** 6/10
 - We discussed Trung Le Nguyen's "The Magic Fish"
- **National Pink Day** 6/22

UPCOMING PROGRAMMING

Adult Services

- **Wish Upon a Star: celebrating the Magical World of Disney** July 1: 6-7 pm
- **Summer Pokemon Swap** July 6: 11 am-1 pm
- **Disability Pride Month Film Screening: *Dance Together*** July 6: 2 pm
- **Senior Dance Class** July 9: 6-7 pm
- **Adventure in Local History** July 13: 10:30 am

- **Game Night with Game Friendly** July 16: 4-6 pm
- **Hunters of the Night Sky** July 19: 11-11:45 am
- **Classic Film Screening: Wizard of Oz** July 20: 11 am
- **Harry Potter Party!** July 30: 6 pm
- **The Puzzle Olympics** August 2: 2-3 pm
- **End of Summer Reading Party!** August 10: 12-2 pm

Youth Services

Spring/Summer Youth Services Department Programs

- **Homeschool Meetup** 6/25 at 10 am
 - A monthly program for local homeschool families provides a chance to connect and share ideas with others.

Summer Reading Program

The library will be offering many events, activities, and programs throughout the six-week program (July 1st - August 10th) for all ages. More information on all programs can be found at <https://www.pennsaukenlibrary.org/summerreading2024> See the attached booklet.

PROFESSIONAL DEVELOPMENT

Heather Kristian

May 21	NJLA Executive Board monthly meeting
May 22	NJALA Conference Planning meeting
May 22	NJLA conference prep meeting for "Take a Look, It's in a Book: Book Clubs for All Ages" session
May 24	NJLA conference prep meeting for "ALSC's Notable (Outstanding! Distinguished! Just Plain Great!) Children's Books" session
May 24	Statewide Summer Reading Workshop Committee wrap-up meeting
May 30-31	Attended and presented several sessions at the NJLA Conference
June 4	Attended and presented at the NJ Association of Library Assistants Annual Conference
June 12	EDI-NJ Meeting with Consultant Ozy Aloziem for DEIA Toolkits and Leadership Training Project group
June 18	NJLA Executive Board monthly meeting and board member training

Kayla Polt

June 11	Shelving & Furniture Meeting w/TFE & Jay Malise
June 18	ILL ShareIT Training Webinar
June 25	Virtual meeting with Jay Malise

Tanya Finney Estrada

May 29-31	NJLA Annual Conference - Harrah's Casino and Resort. Presentations: <i>Breaking Down the Digital Divide: Device Lending Programs</i> <i>Talking the Talk: Supporting and Valuing Bilingual Staff</i>
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June 7	EDI-NJ Meeting with Diversity & Outreach Leadership
June 11	Diversity & Outreach/LWOC Unconference Planning Meeting with Princeton University Library Staff
June 12	EDI-NJ Meeting with Consultant Ozy Aloziem for DEIA Toolkits and Leadership Training Project group
June 13	NJMD Executive Board Meeting
June 19	NJLA Executive Board Training
June 20	LibraryLinkNJ Membership Meeting

Martha Vega

June 11, 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

LIBRARY VISITORS	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Total	3,471	4,244	4,144	5,067	4,468								21,394
PUBLIC DAYS/HOURS OPEN	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Days Open	29	28	28	30	28								143
Hours Open	246	236	232	292	231								1,237
CIRCULATION	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Adult Print	867	936	817	1,002	905								4,527
Adult Nonprint	48	37	29	30	35								179
Adult Audio/Visual													
Music CDs	48	58	83	98	32								319
DVDs	267	316	351	196	249								1,379
Juvenile Print	804	1,115	1,167	1,079	935								5,100
Juvenile Nonprint	15	0	0	14	0								29
Juvenile Audio/Visual													
Music CDs	0	0	0	0	0								0
DVDs	98	64	17	52	64								295
YA Print	186	183	215	166	271								1,021
YA Nonprint	1	5	5	5	10								26
YA Audio/Visual													
Music CDs	0	0	0	0	0								0
DVDs	17	13	51	17	22								120
Periodicals	15	20	24	12	11								82
Special Collections													
iPad	0	0	0	0	0								0
Laptop	0	0	0	0	0								0
Launchpad	9	8	5	10	13								45
Museum Pass	10	19	18	17	14								78
Videogame	44	28	29	59	54								214
Wifi Mobile Hotspot	0	20	17	29	1								67
Total	2,429	2,822	2,828	2,786	2,616	0	0	0	0	0	0	0	13,481

2024 Monthly Statistics

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Online Borrowing													
Libby/OverDrive													
Borrowers	122	114	109	103	106								554
Circulation	220	244	212	184	206								1,066
Hoopla													
Borrowers	56	56	67	69	72								320
Circulation	165	156	196	216	218								951

COLLECTION DEVELOPMENT													
Items Added (Purchased and Donated)	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Adult Print	90	92	89	76	101								448
Adult Nonprint	9	6	4	15	0								34
Adult Audio/Visual													
Music CDs	0	4	2	0	0								6
DVDs	18	7	11	9	4								49
Juvenile Print	139	50	266	42	17								514
Juvenile Nonprint	0	0	0	0	0								0
Juvenile Audio/Visual													
Music CDs	0	0	0	0	0								0
DVDs	16	0	3	5	2								26
YA Print	52	31	119	14	13								229
YA Nonprint	0	0	29	0	0								29
YA Audio/Visual													
Music CDs	0	0	0	0	0								0
DVDs	17	5	1	14	0								37
Periodicals	38	47	0	33	28								146
Special Collections													
iPad	0	0	0	0	0								0
Laptop	0	0	0	0	0								0
Launchpad	0	0	0	0	0								0
Museum Pass	0	0	0	0	1								1
Videogame	0	2	0	0	39								41
Wifi Mobile Hotspot	0	0	0	0	0								11

2024 Monthly Statistics

Total	379	244	524	219	205	0	0	0	0	0	0	0	1,571
Withdrawn	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Adult Print	520	486	907	832	238								2,983
Adult Nonprint	0	0	0	0	410								410
Adult Audio/Visual													
Music CDs	0	0	1	0	0								1
DVDs	93	0	123	0	0								216
Juvenile Print	20	4	183	659	415								1,281
Juvenile Nonprint	0	0	0	0	0								0
Juvenile Audio/Visual													
Music CDs	0	0	0	0	0								0
DVDs	0	0	0	0	0								0
YA Print	11	1	1	2	0								15
YA Nonprint	0	0	0	0	0								0
YA Audio/Visual													0
Music CDs	0	0	0	0	0								0
DVDs	5	0	0	0	0								5
Periodicals	0	0	0	0	0								0
Special Collections													
iPad	0	0	0	0	0								0
Laptop	0	0	0	0	0								0
Launchpad	0	0	0	0	0								0
Museum Pass	0	0	0	0	0								0
Videogame	0	0	0	0	0								0
Wifi Mobile Hotspot	0	0	0	8	0								8
Total	649	491	1,215	1,501	1,063								4,919
Overall Collection	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Adult Print	35,574	35,529	34,794	33,954	33,907								173,758
Adult Nonprint	2,327	2,333	2,337	2,352	1,941								11,290
Adult Audio/Visual													
Music CDs	1,799	1,803	1,804	1,804	1,738								8,948

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	59								286
Total Active Members		3,026	2,969	2,916	2,901	2,909								
Valid Cards		11,272	11,318	11,368	11,436	11,479								
INTERLIBRARY LOAN		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Borrowed		23	18	28	16	9								94
Lent		67	64	77	88	64								360
*REFERENCE		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Referrals/Informational		105	124	85	100	106								520

2024 Monthly Statistics

[illegible]

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

2024 Program Statistics

[illegible]

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	
Baldwin																									0	0	
Fine																									0	0	
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	4	37															19	213	
Thursday Morning Beginner ESL Class	3	21	4	20	4	13	3	17	4	36															18	107	
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	2	1	0	1														4	12	
SUMMER PROGRAM																											
Storytime													5		1											6	0
Summer Maker Camp																									0	0	
Stop Motion Animation Workshop																									0	0	
Christmas in July - Santa Visit/Face Painting													1												1	0	
Christmas in July - Teen Program													1												1	0	
Christmas in July - Stuff a Yeti													1												1	0	
Kid Yoga													1												1	0	
Cedar Run Owl Program													1												1	0	
Adventures in Upcycling																									0	0	
Playdoh Playtime													1												1	0	
My First Book Club																									0	0	
Jeep Drive - In															1										1	0	
Disney Color Club													1												1	0	
Lego Club															1										1	0	
Harry Potter Birthday Event																									0	0	
Wizard of Oz Movie																									0	0	
Tail Waggin' Tutors													2												2	0	
Senior Dance Class																									0	0	
Senior Game Night																									0	0	
End of SR Party																									0	0	
TOTALS	33	407	45	540	46	738	57	750	48	702	18	167	20	0	7	0	3	0	3	0	3	0	3	0	286	3304	