

WARREN COUNTY LIBRARY

Warren County Library Commission
2 Shotwell Drive, Belvidere NJ 07823
P: 908-475-6320 | www.warrenlib.org

Regular Session – September 22, 2016

The Warren County Library Commission met in regular session at 5:30 p.m. on September 22, 2016 in the Library Headquarters at 2 Shotwell Drive, Belvidere, New Jersey.

The meeting was called to order by Chairperson Patricia Rokosz and upon roll call, the following members were present:

Present: Marilyn A. Barone Patricia A. Rokosz
 Alice A. Mollitor Virginia R. Rutledge
 Henry A. Newbold

Administration: Maureen Baker Wilkinson, Library Director
 Jill Butcher, Assistant Director
 Jaci Stemler, Administrative Secretary

Public: Ms. L. Opdyke

Chairperson Patricia Rokosz stated that notice of the meeting had been properly advertised in the *Star-Ledger* and the *Daily Record*, and a notice had been sent to the Warren County Clerk's Office.

Minutes

On motion by Ms. Barone, seconded by Mr. Newbold, the Minutes of the June 23, 2016 regular meeting were approved, with Ms. Mollitor abstaining.

Communications – Letter dated July 12, 2016 from Phillipsburg Free Public Library.

Public Comment – None.

Old Business – Maureen provided status update regarding the Franklin branch.

Director's Report - Report is attached.

New Business - None

Closing Public Comment - Ms. Opdyke stated that the Library should be closed on the Saturday after Good Friday. She stated that the Commission member listing on the County website needs to be updated and also that Commission information and minutes are not currently appearing on the Library website. She stated that she would prefer a Saturday opening time of 9:00 a.m. with a 3:00 p.m. close.

Adjournment

There being no further business, on motion of Ms. Rutledge, seconded by Mr. Newbold, the meeting adjourned at 6:24 p.m.; motion carried unanimously.

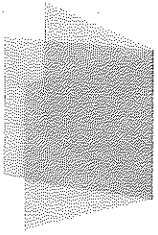
The next regular meeting is scheduled for Thursday, October 27, 2016 at 5:30 p.m.

Attested to:



Virginia R. Rutledge, Recording Secretary

VRR/jes



WARREN COUNTY LIBRARY

September 2016 Director's Report

Warren County Library is in the middle of a series of staff changes due to retirements, promotions and resignations. Since the end of April we have had 5 staff members retire—and another two will be retiring in November. We currently have two vacancies for librarian positions due to the promotion of one staff member to Branch Manager position at CDH, and the resignation of another librarian. While finding the right candidates for any position is difficult and time consuming, it has been very challenging to find replacements for the librarian positions due to our geographic locations and salaries offered. (We had two excellent candidates who we lost because of salary). I have reposted positions on our professional websites, however we are not receiving many applications and few have the appropriate experience that we are looking for. While these vacancies are causing stress in the various facilities, the opportunity to bring new staff into our library system can also be very positive.

With the end of another summer reading program, library staff are concentrating on library card signup month and outreach by attending 27 back to school nights. The only schools that were not visited (Lopatcong Middle School and Stewartville Middle School) had been contacted but did not respond to our request to attend. Staff attending the schools in the southern townships reported positive feedback to the opening of the Southwest Branch.

I have met with Alex Lazorisak and Anthony Iovino (Archari & Iovino Architects) on two projects. He will be retained to work on a building improvement plan for CDH and a conceptual design plan for the Southwest Branch. We hope to start the plans for the Southwest Branch in the next few weeks, as it is anticipated that the owner will be anxious to begin exterior work prior to the start of winter weather and will likely want to complete the entire project in a short period of time.

The Career Connections Grant has been a challenge. We have had numerous meetings with staff from the Department of Labor and Workforce Development; however, it seems that the implementation of this project was premature. For example, they have launched a new website—but we cannot promote it. We have been given letterhead to use for flyers and internal signage, but we cannot send out press releases or advertise on our website. We have received funding to hire a part-time employee, but we have not done so because they would not be able to promote the service at this time. I anticipate that the terms of the contract will be extended due to the inability of our agencies to launch the services in our facilities.

Trish Rokosz and I attended the New Jersey Library Trustee Institute on Saturday, September 10. This year's theme was "Re-envisioning the Future of Public Libraries" which was based on findings by The Aspen Institute (www.libraryvision.org). Key points from the presentation stressed the need for

libraries to collaborate and support community goals, shift from being a repository of materials to a place for learning and participation, cultivate leadership within the library and community, and to secure adequate funding, maximize efficiencies, and develop business models (measurable outcomes, ROI).

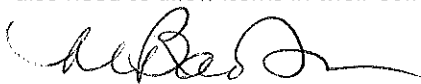
Our library system is embarking on two new paths that will allow us to achieve these goals. I have started working with Baker & Taylor, our primary book supplier, to investigate using additional services from the vendor to reduce library staff time to get books on the shelves. B&T currently provides books that are processed (covers, labels, etc.) and they can provide additional support with cataloging materials. For the most cost effective cataloging and processing solution from B&T, the library system will need to standardize how we process collections (i.e., same format for labels on spines) and simplify our categorization of collections. We are currently looking at our collection codes and have already reduced the number that we will be using in the future.

The second endeavor is the implementation of a new product CollectionHQ. CollectionHQ is a staff tool that will provide insights into our collection and its use. Using data from our library computer system (ILS) we will have access to information in a form not available through our ILS reports. In addition to helping staff with weeding and collection development, the software will also provide tools that will identify items that are not circulating at one branch which could fill a need at another location.

The value of this product is that it gives staff empirical evidence on which to base their final decisions. Staff will be able to see statistics related to the changes they make in their collection; for example, an item that hadn't circulated for over a year at one branch, circulates every 60 days at its new home at another branch. Staff will be able to fine tune their branch collections based on what is circulating at their branch, see trends in the circulation of books by a particular author, discover areas of the collection which are heavily used/not used and adjust spending accordingly.

I see this as a great tool to help us spend our money on content that will be used by our communities, but also as a tool to make better use of our existing collection by relocating it as appropriate.

With both of these projects, we will need to develop system wide rules for our collection and to change our mindset regarding the collections. While branches will still be developing their collection—they will also need to allow items in their collection to move on when local demand drops.



Maureen Baker Wilkinson
Library Director