

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JANUARY 11, 2018

Attendees Andrew Rodgers, Presiding
 Chris Rasmussen, Secretary
 Donna Ryan
 Stanley Kruczyski
 Barbara Borger
 Brenda Roach, Librarian

Prior to opening the meeting, The Librarian, Brenda Roach swore in members Andrew Rodgers, Donna Ryan and newly appointed Barbara Borger.

Meeting was opened by at 7:08 PM. A quorum was present. Since this was the first meeting of the new year, it was necessary for reorganization with the nomination and election of officers for 2018. The following is a summary.

President – Andrew Rodgers Nominated by Chris seconded by Donna
Vice President – Stanley Kruczyski Nominated by Donna seconded by Chris
Secretary – Chris Rasmussen Nominated by Barbara seconded by Andrew
There were no other nominations so election was by acclamation.

Approval of the minutes of the November 2nd meeting was made by Donna and seconded by Stanley
Approval of the minutes of the November 17th special meeting was made by Donna and seconded by Stanley.
A motion to approve the meeting dates for 2018 was made by Donna and seconded by Stanley.

Stanley praised the Christmas events held at the Library and Brenda added additional plaudits to the Fire Department, the Police and the Boy Scouts who helped with the Cocoa and cookies.

Librarian's Report

Brenda gave the Librarians report for both November and December (see attached)

Brenda reported that the new Library insignia over the front door which is in place, will need some maintenance which is scheduled. The insignia's final cost was \$1,408.33. Brenda still has hopes for a new electronic sign bordering the street.

The Lindenwold Boro new website is up and running Also Photo Shop and Adobe Pro has been given to the Library by the Boro.

Camden County College offered a free course in Publisher. Both Brenda and Barbara attended.
IRS forms will soon be in. Linkedin 101 wants to add to our computer system for users. The Boro IT guy has to approve.
A new copy machine will be installed by month-end. It will be Ricoh and will be much improved and cheaper.

Meeting adjourned at 7:56 PM

Submitted by
Chris Rasmussen, Secretary

Lindenwold Library Report January 2018

Books/DVD Circulation: 418

Computer Usage: 370 + *wireless users*
Usage by day attached.

New Members:

Children: 2
Adults: 15
Total: 17

\$348.75 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,763

Library Materials: 16,971

- Lindenwold baseball will be holding registrations will be held at the Library in February & March on Thursday evenings.
- Connection Family Success Center will be moving back to Lindenwold. They will be at the Library starting in March every Friday from 11am-5pm, & will host a program 1 Thursday evening & 1 Saturday each month. Community residents can come to them for family support, interactive workshops, activities, and groups. Activities are always free and open to all families in the community.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016	\$1,779.81
2017 State Aid (Received October 2017)	\$1,951.00
2017 YTD Expenditures/Encumbrances	(\$0.00)
State Aid Balance as of 01/31/2018	\$3,730.81

Breakdown of State Aid by Year:

2016 Aid	\$1,779.81***
2017 Aid	\$1,951.00
	\$3,730.81

*****This balance must be expended by 12/31/2018

Lindenwold Library Report February 2018

Books/DVD Circulation: 451

Computer Usage: 381 + *wireless users*
Usage by day attached.

New Members:

Children: 2
Adults: 21
Total: 23

\$377.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,778

Library Materials: 16,533

- Lindenwold Baseball registration has been extended until March 29th.
- Lindenwold Football Registration will begin at the Library in April.
- Connections success Center's Re Grand opening will be Saturday, March 17th 11am @ Lindenwold Fire Station #1. Connections are now at the Library every Friday 11am – 5pm.
- Friends of the Library Book Sale: April 12 – April 14th.
- The Library is now accepting resumes to hire 2 part time employees. Dawn Toal has resigned to take a full time position.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016 \$1,779.81

2017 State Aid (Received October 2017) \$1,951.00

2017 YTD Expenditures/Encumbrances (\$0.00)

State Aid Balance as of 01/31/2018 \$3,730.81

Breakdown of State Aid by Year:

2016 Aid \$1,779.81***
2017 Aid \$1,951.00

\$3,730.81

*******This balance must be expended by 12/31/2018**

Lindenwold Library Report March 2018

Books/DVD Circulation: 409

Computer Usage: 465 + *wireless users*

Usage by day attached.

New Members:

Children: 5
Adults: 7
Total: 12

\$327.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,735

Library Materials: 16,436

- **Connections Center will in addition to services every Friday will be hosting a Family BINGO on Saturday, April 14, 11-12pm & community outreach with SJ Gas for energy, housing & Foreclosure assistance on Thursday April 19, 5-7pm.**
- **Friends of the Library Book Sale: April 12 – April 14th.**
- **Interviews for part time assistance are in progress.**
- **A meeting with Camden County Improvement is scheduled for Monday, April 9th. They offered to assist with the application grant from the State Library.**

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016 \$1,779.81

2017 State Aid (Received October 2017) \$1,951.00

2017 YTD Expenditures/Encumbrances (\$0.00)

State Aid Balance as of 01/31/2018 \$3,730.81

Breakdown of State Aid by Year:

2016 Aid \$1,779.81***

2017 Aid \$1,951.00

\$3,730.81

*******This balance must be expended by 12/31/2018**

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, APRIL 5, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:02 PM. A quorum was present. Approval of the minutes of the January meeting was made by Donna and seconded by Stanley
Approval of the minutes of the November 17th special meeting was made by Donna and seconded by Stanley.
A motion to approve the meeting dates for 2018 was made by Donna and seconded by Stanley.

Librarian's Report

Brenda gave the Librarians report for both February and March (see attached)

The Library assistant, Dawn, resigned her position although she will fill in on special Thursday when Brenda is otherwise involved in meetings.

The Connections Center, a community outreach program, will have programs for anyone who wishes to attend. They will host a BINGO program April 14 and have other community assistance activities. (See comment on the March Library report. This outreach program is active in Pine Hill also.

As noted in the March Library report, The Camden County Improvement has been in contact with the Librarian and will assist in preparing grant applications. We are looking for financial aid from local, County and even Federal sources. Nothing is guaranteed at this point but Brenda is preparing a needs list for future use including the use of State Aid money which must be used this year. The request for 2018 State Aid has been submitted. Brenda has been advised that some computers need to be up-dated. See other comments on the February Library report.

The next meeting will be held in June.

The Board members need to complete Financial Disclosure forms shortly.

Meeting adjourned at 7:50 PM

Submitted by
Chris Rasmussen, Secretary

Lindenwold Library Report April 2018

Books/DVD Circulation: 384

Computer Usage: 316 + *wireless users*

Usage by day attached.

New Members:

Children: 6

Adults: 15

Total: 21

\$319.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,759

Library Materials: 16,491

- **Connections Center will in addition to services every Friday,**
Friday, May 4th – Mommy & me Time
May 18th – Parent to Parent Workshop
May 25th – Make your Own Fruit Pizza
Saturday, May 5 – Cinco De Mayo Celebration
Thursday, May 31 – Slime & Shakes

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016 \$1,779.81

2017 State Aid (Received October 2017) \$1,951.00

2017 YTD Expenditures/Encumbrances (\$0.00)

State Aid Balance as of 01/31/2018 \$3,730.81

Breakdown of State Aid by Year:

2016 Aid \$1,779.81***

2017 Aid \$1,951.00

\$3,730.81

*****This balance must be expended by 12/31/2018

Lindenwold Library Report May 2018

Books/DVD Circulation: 343

Computer Usage: 301 + *wireless users*

Usage by day attached.

New Members:

Children: 8
Adults: 31
Total: 39

\$282.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,797

Library Materials: 16,431

- Connections Center will in addition to services every Friday, Programs have been going very well & wonderful for the community.
Friday, June 1 – Resume writing
June 8 – Father's Day Craft
June 15 – Mock Interviews, & Job Fair
June 22- Parent to Parent class
June 29 – Family Cooking
Saturday, June 23 Family cooking (Chicken salad wraps)
Thursday, June 28 – Buying a home made easy class
- Camden County Improvement Authority is preparing the Library Capital Improvement Grant Application
- Summer Reading Club – June 28th – August 23

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016 \$1,779.81

2017 State Aid (Received October 2017) \$1,951.00

2017 YTD Expenditures/Encumbrances (\$0.00)

State Aid Balance as of 01/31/2018 \$3,730.81

Breakdown of State Aid by Year:

2016 Aid \$1,779.81***
2017 Aid \$1,951.00

\$3,730.81

*****This balance must be expended by 12/31/2018

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JUNE 7, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:00 PM. A quorum was present. Approval of the minutes of the April meeting was made by Donna and seconded by Andrew

Librarian's Report

Brenda gave the Librarians report for both April and May (see attached). It was noted, however, that usage of the computers and other services were down. A suggestion was made to allow users of DVD's to take 3 at a time instead of the current amount of two. See below for Board action on this matter. See also the attached Library reports for April and May for reports of other activities.

The Camden County Improvement Authority, acting under the New Jersey Library Construction Act – 2171 or A222, has proposed 11 Refurbishments, Upgrades, Equipping and Renovating. There are other reorganizations and suggestions. Nota bene, these are only current proposals and nothing can be fixed in stone until there is a final allocation of funds. For reference, see the attached copy of the Authority report.

Brenda announced plans for the summer reading program. The theme this year will be based on music of various genres. Brenda has a calendar, time log and other material for the program. She has requested funds from the Board for prizes.

RESOLUTIONS – Andrew for a motion to be made to support Brenda's request for money for the summer reading program. Barbara motioned to allow Brenda to draw funds, not to exceed \$279.81, from the State Aid fund. The motion was seconded by Donna and passed unanimously.

Barbara moved to permit the Library to patrons to take 3 DVD's at a time. This permission may be withdrawal in 3 months if the Librarian feels the service is being abused. Donna seconded the motion and it passed unanimously.

Next meeting will be September 6. Meeting adjourned at 8:00 PM

Submitted by
Chris Rasmussen, Secretary

Attachments

Lindenwold Library Report June 2018

Books/DVD Circulation: 407

Computer Usage: 348 + *wireless users*

Usage by day attached.

New Members:

Children: 10
Adults: 20
Total: 30

\$308.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,801

Library Materials: 16,303

- **Connections Center** will in addition to services every Friday, Programs have been going very well & wonderful for the community.

Friday, July 6 – Family Uno

July 13 – Family Craft Time

July 20 – Parent & Child Cooking

July 27- Parent to Parent Class

- **Summer Reading Club – June 28th – August 23**
(Registration has begun, each child has been given a time log...for every hour they read, they receive a raffle ticket. 2-3 tickets will be drawn every week and the winners will receive a prize, sponsored from the Friends of the Library.)

Every Thursday @ 4:00pm we will be hosting a **Craft Class** for the participants

- **July 5 – paint your own piggy bank**
- **July 12- make your won musical instruments**
- **July 19 – Make your one planter**
- **July 26 – make a pizza at Balsomo's pizza**
- **August 2 – make a treasure box & pop up free book fair from "Booksmiles"**
- **August 9 – Sand Art**
- **August 16- make a bird house**
- **August 23 – End of summer party**

At each craft the children are also making Kindness rocks to be distributed throughout the community.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016 \$1,779.81

2017 State Aid (Received October 2017) \$1,951.00

2017 YTD Expenditures/Encumbrances (\$0.00)

State Aid Balance as of 01/31/2018 \$3,730.81

*******This balance must be expended by
12/31/2018**

Breakdown of State Aid by Year:

2016 Aid \$1,779.81***
2017 Aid \$1,951.00

\$3,730.81

Lindenwold Library Report July 2018

Books/DVD Circulation: 559

Computer Usage: 351 + *wireless users*

Usage by day attached.

New Members:

Children: 11
Adults: 28
Total: 39

\$365.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,719

Library Materials: 16,201

- **Connections Center** will in addition to services every Friday, Programs have been going very well & wonderful for the community.
Friday, July 6 – Family Uno
July 13 – Family Craft Time
July 20 – Parent & Child Cooking
July 27- Parent to Parent Class
- **Summer Reading Club** – June 28th – August 23
(Registration has begun, each child has been given a time log...for every hour they read, they receive a raffle ticket. 2-3 tickets will be drawn every week and the winners will receive a prize, sponsored from the Friends of the Library.)
Every Thursday @ 4:00pm we will be hosting a Craft Class for the participants
 - July 5 – paint your own piggy bank
 - July 12- make your own musical instruments
 - July 19 – Make your one planter
 - July 26 – make a pizza at Balsomo's pizza
 - August 2 – make a treasure box & pop up free book fair from "Booksmiles"
 - August 9 – Sand Art
 - August 16- make a bird house
 - August 23 – End of summer party

At each craft the children are also making Kindness rocks to be distributed throughout the community.

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016	\$1,779.81
2017 State Aid (Received October 2017)	\$1,951.00
2017 YTD Expenditures/Encumbrances	(\$0.00)
State Aid Balance as of 01/31/2018	\$3,730.81

Lindenwold Library Report August 2018

Books/DVD Circulation: 651

Computer Usage: 449 + *wireless users*

Usage by day attached.

New Members:

Children: 16

Adults: 25

Total: 41

\$409.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,761

Library Materials: 16,201

- **Connections Center will in addition to services every Friday, (11am – 5pm) Programs have been going very well & wonderful for the community.**

Friday, September 7 – Kids Zone Volcanos

September 21 – Family Uno Tournament

September 28 – Parent & Child Cooking

Thursday, September 27 – Family Bingo & Celebrating Teachers

September 13 – Family Night Guesstures

Saturday, September 29 – Parent & Child Fall Cooking Class

- **We will be meeting with the Camden County Improvement Authority the 3rd week in September to discuss the grant application.**
- **\$241.86 spent in State Aid for incentives for the children**
- **Personnel**
- **DVD's – Trial of 3 per family vs 2 per family Limit will stay at 3 per family.**

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016 \$1,779.81

2017 State Aid (Received October 2017) \$1,951.00

2017 YTD Expenditures/Encumbrances (\$0.00)

State Aid Balance as of 01/31/2018 \$3,730.81

Breakdown of State Aid by Year:

2016 Aid \$1,779.81***
2017 Aid \$1,951.00

\$3,730.81

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, SEPTEMBER 6, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:00 PM. A quorum was present. Approval of the minutes of the June meeting was made by Donna and seconded by Stanley

Librarian's Report

Brenda gave the Librarians report for both July and August (see attached). Brenda reviewed the summer programs which were a great success. See synopsis of activities on the July report attached. Per the Board's action last meeting, \$241.86 of the State Aid was spent for these activities.

As mentioned in the June minutes, The Camden County Improvement Authority has now offered to meet with the Librarian to discuss what the Library's needs will be and how to meet them. Note that no Board action or involvement is required.

The Board's action last month was to permit clients to take 3 DVD's at a time on a trial basis. Brenda reported that so far has been successful and will continue unless a problem arises.

The Library will be decorated for Christmas on November 17th and the annual parade will held December 7th and will start promptly at 7 PM.

Brenda was queried about her needs for the Library. Her wish list includes a scanner attached to a certain computer, and a 3-D printer. Also mentioned were a laminator and a small book cart which will be used for meetings and other activities held outside of the Library.

RESOLUTION – Chris Moved to expend \$75 of State Aid funds to purchase the book cart, the laminator plus laminator refills. The motion was seconded by Andrew and approved by voice vote.

Next meeting will be October 4. Meeting adjourned at 7:48 PM.

Submitted by
Chris Rasmussen, Secretary

Attachments

Lindenwold Library Report September 2018

Books/DVD Circulation: 466

Computer Usage: 339 + *wireless users*

New Members:

Children: 9
Adults: 19
Total: 28

\$293.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,784

Library Materials: 16,297

- **Connections Center** will in addition to services every Friday, (11am – 5pm) Programs have been going very well.
(October's list of events are attached)

Analysis of Library State Aid:

State Aid Balance as of 12/31/2016	\$1,779.81
2017 State Aid (Received October 2017)	\$1,951.00
2018 YTD Expenditures/Encumbrances	(\$241.86)
State Aid Balance as of 09/30/2018	\$3,488.95

Breakdown of State Aid by Year:

2016 Aid	\$1,537.95***
2017 Aid	\$1,951.00
	\$3,488.95

***This balance must be expended by 12/31/2018

Lindenwold Library Report October 2018

Books/DVD Circulation: 416

Computer Usage: 295 + *wireless users*

New Members:

Children: 3
Adults: 21
Total: 24

\$388.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,811

Library Materials: 16,351

- **Connections Center** will in addition to services every Friday, (11am – 5pm) Programs have been going very well.
 - Friday, Nov. 2nd – Thanksgiving Sandwiches (4-5pm)
 - Thursday, Nov. 8th – Make your own hat & gloves (6:30-08:00pm)
 - Friday, Nov 9th – Family Fall craft (4-5pm)
 - Thursday, Nov. 15th – Vision Board (6:30-8:00pm)
 - Friday, Nov. 16th – Thanksgiving Bingo (4-5pm)
- **The Library will be Closed** the following dates in November:
Tuesday, Nov 6th – Election Day
Saturday, Nov 10th – Veteran's Day
Nov. 22, 23, & 24 for Thanksgiving
- **The Library will be decorated for the Christmas parade & Tree Lighting on November 17th.**
The Event will be held, Friday, December 7th.
- **The Library will be hosting "Project Elf" (Enhancing the Lives of Families) again this year with the assistance of The Borough employees, Lindenwold High School teachers, democrat club, Library patrons, & community members.**
- (State Aid) Quotes for new blinds: attachments
& New USB Outlets & cover
- Charitable Donation



MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, NOVEMBER 1, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:15 PM by President Andrew. A quorum was present. Approval of the minutes of the October meeting was made by Barbara and seconded by Donna.

Librarian's Report

There is a correction to the Library's hours of operation. The Library will close on Nov 6 because of the General Election day, on Nov 10 for Veterans Day and Nov 22, 23 & 24 for Thanksgiving. Brenda gave the Library report for October (see attached).

Project ELF, which is a holiday charity mission, will be operated by the Library as well as other organizations in Lindenwold.

There was a donation of \$1,000 to the Lindenwold Library by the Brownrigg Charitable Trust, Note that this fund is separate from the State funds and will not be administered by the Board.

Spending Plan – Brenda made to request to replace the Library's blinds as they are quite old and discolored. She received several bids and has selected "Blinds to Go" at a price of \$1,537.95. This bid will cover all of the blinds on both the first and second floors including the restrooms. Barbara made the motion to approve the purchase and the motion was seconded by Donna. Motion was approved.

Second, Brenda asked for approval to update certain electrical (USB) outlets at a cost of \$264.13. Motion to approve this request was made by Donna and seconded by Barbara. Motion was approved.

Motion to adjourn the meeting was made by Donna and seconded by Andrew. Meeting closed at 8:04.

Next meeting will be on January 3, 2019.

Submitted by
Chris Rasmussen, Secretary

Attachment

Lindenwold Library Report November 2018

Books/DVD Circulation: 292

Computer Usage: 193 + *wireless users*

New Members:

Children:	2
Adults:	<u>11</u>
Total:	13

\$288.11 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)

Patrons: 4,828

Library Materials: 16,441

- **Connections Center will in addition to services every Friday, (11am – 5pm) Programs have been going very well.**
 - **Friday, December 7th – Holiday Wreaths – 4pm**
 - **Thursday, December 6th – Holiday Candle Holders – 6:30pm**
 - **Thursday, December 13th – Floral Deer Headbands – 6:30pm**
 - **Friday, December 21st – Cookie Decorating – 4pm**
 - **Thursday, December 27th – DIY Jewelry – 6:30pm**
 - **Friday, December 28th – New Year's Eve Party – 3:30pm**

Lindenwold Library Report December 2018

Books/DVD Circulation: 448

Computer Usage: 335 + *wireless users*
Usage by day attached.

New Members:

Children: 8
Adults: 18
Total: 26

***\$251.00 Turnover to Borough* (Computer prints, late fees, fax service, copies, notary public, etc.)**

Patrons: 4,742

Library Materials: 16,981

<u>State Aid:</u>	<u>Balance</u>
2016 Aid	\$1,858.00 ****
2017 Aid	<u>\$1,951.00</u>

\$3730.81 State Aid Balance

*******This balance must be expended by 12/31/2018**

- The Christmas Tree Lighting went extremely well. Thanks to the help of the Friends of the Library & Boy Scout Troop 54.
- Project Elf helped 15 families, (48 children) this year. Boy scouts made 15 boxes of food to give to the families. Mini trails donated 2 bikes & donations of gifts were provided by Lindenwold Democrat club, Lindenwold Police, Borough Employees, & Lindenwold High School teachers.
- SAS (County) funds will be released January 19th.