

ADMINISTRATION

The shift in the media section, including DVDS, Blu-rays, and CDs, has been completed. This required weeding, changes in shelving, reorganization, and relabeling of the section. This should aid the continued increase in DVD checkouts.

BCCLS

There is a System Council Meeting December 13th, the day of our Board Meeting. I will update the Board on goings on during the Board Meeting.

BCCLS has never established a clear, system-wide collection development policy. The World Languages Task Force has been working to help develop this policy by January 2019. Among other things, this policy would establish parameters for material that is challenged by patrons.

EVENTS, MEETINGS, AND WORKSHOPS

WLTF Collection Development Meeting - December 5 at 9:30 a.m.

LAMP Community Circle Meeting - December 6 at 9:30 a.m.

Staff Meeting - December 11 at 9:15 a.m.

System Council Meeting - December 13 at 9:00 a.m.

FINANCE

**Municipal Appropriation 2018**  
**Attached.**

**Special Account 2018**  
**Attached.**

**State Aid 2018**  
**Attached.**

**Summary of All Bank Accounts**  
**Attached.**

## PERSONNEL

The two available positions have been posted, each with a projected start date of February 2019.

Personnel Policy Update – The updated Personnel Manual was discussed at our last meeting. A copy of the updated manual was sent out via email Monday, December 10, 2018

## TECHNOLOGY AND SOCIAL MEDIA

Library Website – We will be ready to make a brief presentation of the website's status at the December meeting. That presentation will allow us to take suggestions from the Board. We could then solicit help from other experts as well before making a revised presentation that takes those suggestions into account by February.

## TRUSTEE EDUCATION HOURS (30 min)

Today's Topic(s): A first draft of the Website.

## MISCELLANEOUS

### CIRCULATION STATISTICS

#### **November**

Total Circulation:

<b>2018</b>	<b>2017</b>
8,624	8,941

Estimated # of library visits –

2018 - 4,738

2017 - 4,783

### BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM STATISTICS

Montvale items sent for check-out at other BCCLS libraries – 748

Other BCCLS libraries' items sent to Montvale for check-out – 498

Total loaned this month: 1,764                      Year-to-date: 21,007  
Total borrowed this month: 1,267                      Year-to-date: 17,801

#### PATRONS ADDED

Adult: 7                      Year to date: 177  
Courtesy: 1                      Year to date: 18  
Juvenile: 1                      Year to date: 79  
Pay:                      Year to date:

#### E-BOOKS

Downloaded in November: 278                      Year-to-date: 1910  
1,875 total downloaded in 2017; 2,110 total downloaded in 2016

#### E-AUDIO

Downloaded in November: 133                      Year-to-date: 1155  
1,322 total downloaded in 2017; 1,019 total downloaded in 2016

#### E-MAGAZINES

Downloaded in November: 177                      Year-to-date: 939  
909 total downloaded in 2017; 1,084 total downloaded in 2016