

TO: The Library Board of Directors; Officers of Bushkill, Lower Nazareth, Upper Nazareth Townships and Nazareth Borough

FROM: John Reinhart, President of the 2008 Library Board of Directors

RE: 2008 Annual Report Memorial Library of Nazareth & Vicinity

2008 ANNUAL REPORT

President found help looking for first job at a public library!

"People always mention libraries in terms of just being sources for reading material or research. But I probably would not be in Chicago were it not for the Manhattan public library, because I was looking for an organizing job and was having great trouble finding a job as a community organizer in New York.

"The Mid-Manhattan Library had these books of lists of organizations, and the librarian helped me find these lists of organizations, and I wrote to every organization. One of them wound up being an organization in Chicago that I got a job with."

The help is still there, and in even greater sophistication. Check it out. Barack Obama, 2005

Message from the President of the Board of Directors and the Library Director:

We are grateful to our library's funders. Your investment along with state aid, grants and our fundraising efforts makes a quality community-oriented library providing excellent services, collections, and programs to all members of our service area.

The following report details the unique programming, hi-tech access, convenient services, and dynamic collections that made the Library excite, enrich, enlighten, and entertain in 2008. As always we are grateful to the taxpayers of our service area, and to our patrons whose continued support inspires our efforts to provide the excellent services our community deserves.

The Board of Directors, Library Staff, Friends, Volunteers, Community Partners and Library Advocates remain central to the success of the Library. We thank you all for your dedication and for helping us to strengthen our many connections in 2008. Please read the report below to learn how your investment was put to good use and to explore the value of library services to your community in 2008.

John Reinhart, 2008 Board President

Lynn Snodgrass-Pilla, Library Director

Circulation, Registration and Acquisitions Services: Despite a decrease in service hours, our circulation actually increased in 2008. A record breaking 142,000 items were circulated during the year! Nazareth Borough was the most active community followed closely by Bushkill, Upper Nazareth and Lower Nazareth Townships.

Access Pennsylvania patrons from within the county and from outside the county continues to be an active group of library users. Access Pennsylvania is the statewide reimbursement program that allows library cardholders, from libraries that qualify for state aid, to borrow books from Nazareth and other participating libraries. Our library received \$3,407 in reimbursement funds for the items lent to this group of users.

The Library issued 1,146 membership cards in 2008. Currently there are 18,976 cardholders. Nazareth Borough has the largest number of patrons followed by Bushkill Township, Lower Nazareth Township and Upper Nazareth Township.

A total of 5,276 new items were added to the collection in 2008. To date we have 61,742 cataloged items available for use, including 2,648 electronic books. New shelving was added throughout the building however space remains an issue and 2,298 items had to be withdrawn from the collection to make room for the new items. Lack of space is particularly a problem in the Children's Department where there is a structural weight bearing issue and more shelving cannot be added.

Generous donations and gifts from residents and organizations greatly enhanced the Library's ability to sustain its collections and programs in 2008.

The Library just could not do without the volunteers who worked 674 hours this past year. The value of those volunteer hours to the Library is estimated to be \$19,198.¹

The Library aggressively sought grant funding however only \$7,850 in grant funding was received. The Library continues to rely heavily on unpredictable grant funding. This 45% drop in grant funds from last year poignantly demonstrates the necessity for full restoration of state funding as well as the importance of full funding from our local municipalities.

Reference and Reader's Services: Collaboration between the Library and area schools remains a crucial component of our community educational goals. Throughout the year the library staff supported the NASD, home schooling and parochial curriculums with homework assistance, school visits and Internet instruction. Library staff attended new teacher orientation programs, PTA meetings and faculty meetings, to demonstrate the library web site, which includes access to the PA Power Library group of subscription databases. In December the Library presented an In-Service for the NASD librarians. This was an opportunity for our staff to meet the new middle and high school librarians.

22,821 online subscription database items were examined during 30,473 unique searches.

11,328 people signed in to use our computers, wireless access and the Internet onsite. This represents a 10 % increase and demonstrates the Library's important role in providing free access to current technology. Combined staff and public searches of our online catalog reached 83,921. Representing a 24% increase in the overall use of our online catalog which is attributed to a concerted effort by the staff to instruct patrons in the use of the catalog and enhancements to the catalog software. The staff answered 2,907 reference questions at the Reference desk.

¹ Source The Independent Sector http://www.independentsector.org/programs/research/volunteer_time.html

Technology: Technology continued to be an important component in improving library services. The following technology improvements were completed with grant funding.

- The digitization of the local newspaper The Item began and to date the years 1875-1917 have been completed. The newspaper is available 24/7 at the Pennsylvania Digital Repository website. <http://www.accesspadigital.com/pmeln/pmeln.htm>. Soon after the launch of the project the Library received an email from the daughter of the late owner of the newspaper who, now lives in Belgium. She was “thrilled” to see the newspaper online!
- Tumblebooks, an online database of books for the young reader is available from the library webpage at http://www.tumblebooks.com/library/asp/home_tumblebooks.asp This engaging database includes audiobooks, puzzles, language learning and much more.
- Playaways, which are complete audiobooks contained on an MP3 player are now available for checkout. The Library has 50 titles and plans to purchase more of these popular items.

Programming, Services, and Meeting Room Use: A wide variety of programs were presented and the community room was used by various organizations. Many of the programs are planned and presented by library personnel. Others are funded by grants or co-sponsored by various organizations locally and throughout the area. In particular the financial contributions from the Friends of the Library help to initiate new and innovative programs, resources and services the Library might otherwise be unable to provide. Some of the programs presented in 2008 included:

- *Personal Finance for Women*
- *Messy Mondays: an after school crafts programs for families*
- *Lectures in Song: An America at War concert, featuring singer Fred Miller*
- *Meet General Meade: Victor of the Battle of Gettysburg enacted by Professor Andrew Waskie*
- *Social Security Online: a workshop designed to help retirees in navigating the Administration’s website*

Ongoing programs included year-round story times, Internet, online catalog and computer orientation. The library staff also proctored exams for a number of patrons throughout the year.

505 participants attended the “*Catch the Reading Bug @ the Library*” summer reading program. Participants checked out 15,394 items during the six- week period and enjoyed the following programs: **Family Craft Nights**, **Bugs in Space at the NASD Planetarium**, **Nature by the Yard**, **The Butterfly Guy** and **Phydeaux’s Flea Circus!**



The Summer Reading Program was supported by donations from various organizations including: *The Friends of the Library, Binney & Smith, Just Born, Seven/Eleven, Schering Plough Corporation, KNBT, and Wal-Mart.*

Our meeting rooms were booked 97 times including home school students, teachers, tutors, and other community organizations.

Staffing: During the year the Director continued to serve on the Library Futures Salary Sub-committee and the Continuing Education Committee of the Pennsylvania Library Association. The Director is also a member of the Association’s Public Library Committee, as well as the NASD Technology Committee.

Professional members of the staff, those with graduate degrees in information science, also participated in the NASD’s Learning for Life career awareness program.

Librarian, Wendy Juniper, served on the NASD Strategic Plan Committee during the year.

In April staff member Joan McDonald retired.

Continuing Education: In order to enhance the ability of our staff to effectively serve our patrons and meet the state library mandates for continuing education, the staff took advantage of a number of webinar programs and programs offered by the District Library Center. Staff members also participated in and attended a number of conferences and workshops including:

- “Computers in Libraries” Annual Conference, Washington, DC, March 24-27, 2008
- “*Annual Conference*,” Lehigh Valley Chapter Pennsylvania Library Association, Cedar Crest College , Allentown, PA, May 15, 2008
- *Family Place Training Conference*, Middle County Library, Center Reach, Long Island, NY, September 21-25, 2008
- “*Give Me Money That’s What I Want: A workshop of learning how to increase private funding revenues for your library*,” New Jersey Library Association, Old Bridge, NJ, October 31, 2008
- *Credit card payment, purchases & donations: How to make it happen at your library*, Bethlehem Area Library District Center, Dec. 5, 2008

Facility: The Director wishes to thank Keith Knecht and his staff at Nazareth Borough who did a tremendous job in caring for the building and grounds. Exterior painting of the Trumbower House began in 2008. In September we experienced some vandalism. The flag and numerous letters on the main sign at the Pine Street entrance door were destroyed and had to be replaced. The Library wishes to thank the Machin Family of Bushkill Township who donated funds for the purchase of a new library sign to replace the original 60 year old sign located at the corner of Center Street.

Board Activities: The Board strove to safeguard an agreement among local funding municipalities to continue to base local funding requests on the Earned Income Tax population. In 2008 three of the four funding municipalities agreed to fully fund the Library. Unfortunately only two have fully funded our 2009 request. Consequently in 2009 the Library will continue to operate with a deficit budget.

On going and long term initiatives of the current strategic plan accomplished in 2008 included:

- A new comprehensive facility maintenance report was completed.
- Virtual Library services were enhanced with the addition of new databases.
- Collaborative efforts with local educational institutions continued.
- Staff development sessions were conducted in the use of the redesigned Power Library databases, and the State Career Link employment database.

The Library Board keeps abreast of library developments on the state and federal level. And will continue to increase public awareness of the Library’s needs and services.

The Board looks forward to working closely with local funding municipalities to ensure local library funding in these challenging economic times.

Conclusion: Our report shows the increase in use of our services over the past turbulent economic year. The services and programs we offered were made possible by a combination of local, state, and private funding. The value of these dollars is multiplied many times over by making it possible for the whole community to share materials. During these tough economic times people are turning to the library for our incredible array of free resources, from computers to books, DVDs and CDs, for help with job hunting or health information. In good times or bad the library is a great value! Please visit us at the library and on our website at www.nazarethlibrary.org

Respectfully submitted, January 2009

Lynn Snodgrass-Pilla, MLS,

Library Director

Quick Library Facts for FY 2008

18,976 residents in our service area have library cards
 These cards were used to borrow 142,000 items
 The collection has 61,742 items available for use
 8,986 people attended Library programs
 11,328 people used our computers and wireless network
 674 volunteer hours were contributed to the Library during the year
 Library operating expenditures \$470,451; Library operating revenue \$473,189 (grant funding/expenses not included)

2008 Board of Directors as of December 31, 2008*

| | | Position | Term Expires |
|--------------------|-------------------------|-----------------|---------------------|
| Laurie Jordan | Lower Nazareth Township | Member | Dec-10 |
| John Reinhart | Nazareth Borough | President | Dec-10 |
| Jeffrey Corpora | Nazareth Borough | Member | Dec-09 |
| | | Vice | |
| Terri Sayago | Upper Nazareth Township | President | Dec-09 |
| Conrad Bowers | Nazareth Borough | Member | Dec-08 |
| Dr. Barbara Fischl | Nazareth Borough | Secretary | Dec-08 |
| Charles Finady | Bushkill Township | Treasurer | Dec-09 |

*Members are appointed by municipalities. They receive no compensation for service

Full Time Library Staff as of December 31, 2008

| | |
|---------------------------|--------------------------|
| Lynn Snodgrass-Pilla, MLS | Director |
| Catherine Stewart, BS | Assistant Director |
| Eileen Bocich | Senior Library Assistant |
| Barbara Pferrer | Senior Library Assistant |

Part-Time Library Staff as of December 31, 2008

| | |
|------------------------|-------------------|
| Carol Bowers | Library Assistant |
| Carole Brill | Library Assistant |
| Brendon Burton | Student Page |
| Tyler Dehaven | Student Page |
| Timothy Fray | Student Page |
| William Jefferson, MIS | Librarian |
| Wendy Juniper, MIS | Librarian |
| Joann Kelly, MS | Library Assistant |
| Marie Loser | Bookkeeper |
| Kaitlyn Knecht | Student Page |
| Shawn Wright, MS | Library Assistant |
| Craig Rounsaville | Student Page |
| Elaine Teel | Housekeeping |
| Alice Yeakel | Library Assistant |