

LIBRARY OF THE CHATHAMS
CHATHAM, NEW JERSEY 07928

DIRECTOR'S REPORT
ANNUAL, 2008

2008 Library Report

What a year this has been—for all of us. And what an interesting year ahead of us. As the economy got worse, libraries got busier. This happens in every economic downturn. Chatham, as a whole, has not been overly affected, but there are plenty of sad stories in our two municipalities. We are in a position to be of some help to people, and it is gratifying to be able to do that.

Our main major activity this year was the restoration of the parapets on the roof. We were hopeful of getting up to four bids to the work, and eleven bidders showed up. To our great advantage, the low bidder was not a normal “low bidder,” but a contractor who simply wanted to keep his employees working. And what a beautiful job they did—the best low-bid work we’ve ever seen.

Now that the parapets are repaired, we can move on to roof work. We have gone for years with no major problems, but leaks have developed, which are impacting on the library interior. A roofing consultant has been on the roof several times, has taken photos to pinpoint the problem areas, and we are ready to proceed. Some work will have to be done immediately (weather permitting) and other aspects of the job can be put off until spring. We hope there is enough money left in the building fund to pay for the roof repairs.

“I love deadlines. I like the whooshing sound they make as they fly by.”
--Douglas Adams

The following figures will give you some indication of our past year, in terms of numbers. Department reports will flesh out these numbers.

*In 2008, 4,973 patrons attended 312 adult programs/meetings/events.
Our 180 juvenile events attracted 6,706 youngsters and adults.
The people counter recorded 222,664 persons entering the building.*

BUILDING AND GROUNDS

Almost a year after our official 100th Anniversary, we finally saw the planting of the two commemorative trees—one from the Borough and one from the Township. The time capsule was also buried with a marker describing it and advising that it should be unearthed in 2107.

The parapet project started in April and for a relatively small endeavor, took on a life of its own. The Borough Attorney, Mr. Bell, assisted us in the bid process and bid opening. We worked with the architect on the specs, and a project manager from Madison was hired to help with that end of the job. We were most fortunate in getting an excellent low-bid contractor. This was due, most certainly, to the slowdown in work available to contractors. Everything took longer than anticipated and the project finally was completed in good time, but not paid for until December.

You will recall that in early August, an ancient HVAC unit in the Technical Services area leaked badly. When staff arrived in the morning, there was water standing throughout that area. The leak was stopped and a new unit ordered. It took an extraordinarily long time to arrive, and to our great dismay, was not operational in our building. We are still waiting for the replacement unit. In the meantime, we are utilizing space heaters

provided by the HVAC company. The carpeting also had to be replaced. JIF Insurance covered \$3,810 of the cost.

In late December we experienced a pretty severe leak in the Reference area. Our roofing consultant did a thorough survey, and determined what had to be done immediately and what work could be better done in the Spring. Immediate repair work was to start January 8, weather permitting.

AUTOMATION

Please see Reference and Technical Services Reports.

FRIENDS OF THE LIBRARY

The Friends continue to be so very good to us. In addition to the \$23,000 they raised at the Book Sale (to be used for books), they have also agreed to spend about \$30,000 on furniture needs throughout the building. They have added new furniture in the Children's Room, the Reference area, and the Lundt Meeting Room. Most of their furniture is already here, but the special shelving for the Reference area is still to be installed.

John and Helen Gardner continue to spend enormous amounts of their time and money from the Friends to continue their plantings around the perimeter of the building. People who use the Library have been so appreciative of their efforts.

The Friends also continued their annual events, which they have done for years. They host a "Volunteer Luncheon." They have an annual Membership meeting which features a local author, following the business meeting. They honor the staff during National Library Week. In May, they had their annual School Librarians Luncheon. And, of course, each year they do their wonderful holiday dinner.

Their most labor-intensive project is the annual Book Sale, which realized a gift of \$23,300, dedicated to the purchase of books and AV items we could not otherwise afford. Books for 2009 have already started coming in. We will try to collect fewer books than last year, as it was impossible to sell 40,000 books in three days. Because of the economy, there may be a natural decline in donations to the sale.

GIFTS

In 2008, \$42,462 was spent from the gift account, including \$13,129 on books (subjects determined by the donors); \$3,455 on audiovisual items; \$111 on periodicals; \$4,125 on programs and supplies; and \$190 on miscellaneous items. \$5,000 was spent on the digitalization of records, the funds provided by a dedicated grant. The Friends' direct gifts of furniture and special programs totaled \$16,452 (this does not include their yearly budgeted juvenile program item of \$3,500).

Dedicated book subjects range from celebrations of friendship, weddings, and birthdays, to children's etiquette, cats and dogs (and flamingoes), jazz, parenting, history, WWII, fiction and mysteries, large print items, female aviators, politics and government, science, cooking and other home enhancements, travel, historical preservation, ethnic and nationality groups (ranging from the Irish to the Armenians), education, gardening, and aging gracefully!

There are many annual large gifts from the Eigen Family, the Buesing Fund, the Charles Read Foundation; the Marshall Family, the McNamara Family, and others. Gift income is also received from established funds in memory of Mary MacGregor, Elmer Leffingwell, Virginia Biskeborn, Marie Hensler, John Westcott, Grace Dorety Gonzalez, Ellen Wilkinson, and others. We are also the recipients of support from many community groups: the Chatham Community Players, the Chatham Historical Society, Fishawack, Inc, the Independent Thrift Shop, the League of Women Voters, the Jaycees, Inc., the Woman's Club of Chatham, the Kiwanis Club of the Chathams, the Historical Society of Chatham Township, the Newcomers' Club, Girl Scouts, and the Adult School.

It is obvious that our Library relies on the direct financial support of the community for many special needs, and gifts and donations should be encouraged whenever possible.

HIGHLANDS REGIONAL LIBRARY COOPERATIVE

We depend on this group to facilitate all the deliveries of ILL materials. It is an extremely important and valued service to our patrons. Each May, we have our annual Highlands Regional Cooperative meeting. We were all concerned when gas prices were so high that the cost of this service would increase sharply. Our annual fee last year was \$533. Gas prices are down again, but as the supply is artificially lowered, we may see increases this year. The May meeting will give us answers.

MORRIS COUNTY LIBRARY

We continue to hold our MAIN meetings at the County Library, due to their central location, large meeting room, and ample parking. The County Library budget is in some trouble as County-wide cuts will affect them, as well as all other County units.

MORRIS-UNION FEDERATION

A year ago, Long Hill Township requested consideration to become a member of MUF. Bernardsville did the same. At our May annual meeting, both libraries were voted in. By year end, they had become full-fledged members and the appropriate publicity (including a new brochure) was done.

PERSONNEL

In March, a part-time circulation assistant relocated to Europe. She was replaced by a local resident.

Kris Keyser, our part-time techie, graduated from Drew University in 2008. In the fall he resigned to take a full time job at Novartis. We hired Tom Gray to replace him. Interestingly, Tom Gray is the gentleman from the high school who helped us find some of our previous technical assistants. His schedule had changed and he was interested in the position for himself this time.

Another change in the fall was with the Sunday staff. We replaced one “old timer” with another. Peggy Sweitzer decided she no longer wished to work every other Sunday and Judy Leane said she would like to come back. This worked out well.

PROFESSIONAL ACTIVITIES

Your Director completed another busy year with professional commitments beyond our Library walls. Mrs. O’Brien served as chairman of a County-wide MAIN Membership Committee. Our charge was to completely rewrite the MAIN agreement, including protection from out-of-County libraries hoping to join MAIN without appropriate funding from their own municipalities. This economy has created all kinds of funding scenarios. The committee met every two weeks for months to come up with an agreement that satisfied everyone. All boards who have met in January, to date, have signed the agreement. Some boards will not meet until February.

Other commitments are the MAIN Planning Council meetings and MAIN Finance Committee, and ad hoc assignments as they arise. The Library of The Chathams served as Treasurer for the MUF organization and we arrange for the annual meeting in May. Participation in Highland Regional Library Cooperative and NJLA is also appropriate.

On a more local level, your director attends Kiwanis meetings and the annual meetings of our two historical societies and the Jaycees; Safety meetings of Chatham Borough; and makes an occasional appearance in Court to retrieve Library materials.

DEPARTMENT REPORTS

CHILDREN'S SERVICES – Jayashree Chatterjee, Head

“Education brilliantly disguised as leisure,” a phrase coined by New York Times columnist Susan Dominus to describe the services of the New York public libraries, is also an apt description of what we in the Children’s Room try to provide to our patrons. It is what guides us in our book selection process, it is the objective of our Reading Club, and it is the reason why we choose the programs that we offer. Our aim in all our services is to educate our young patrons without having to keep to the restrictions of a curriculum, as is the case with schools. But there is another vital aspect of Children’s Services that this phrase leaves out--the sheer joy and sense of satisfaction that come with seeing a child respond positively to our efforts at this kind of education. This year, we had the added pleasure of seeing older elementary children respond positively to the programs that we had designed especially for them. They also joined our Reading Club in larger numbers.

This is a wonderful community to work for and work with. As in previous years, many Chatham residents helped us run our programs, though most of them preferred to do one-time programs rather than be storytime leaders for an entire season. So working mothers--and some older students as well--did Saturday storytimes and read stories at the Farmers’ Market. As for our regular storytimes, in 2008, 11 residents were regular storytime leaders and they volunteered approximately 54 hours of their time. Girl Scout Troop 1204 did three programs of storytelling, crafts, music and dance work-shops and puppet shows. The Chatham students of ECLC worked on reading our shelves and neatening them.

Chathamites volunteered in other areas as well. Irene Kim helped pull books on the Dusty Book Report every Friday. Cynthia O’Gorman made theme-related mobiles for the Reading Club. During the Reading Club itself, we were able to listen to several thousand book reports because 95 high school and middle school volunteers helped us do so.

Two other volunteers have almost become members of our staff. Ruthann Wichelman helps us with our day-to-day tasks throughout the year and computer expert Neelu Sinha acts as our personal Excel technical help person. We would also like to say a personal thank you to the Friends of The Library who helped a great deal in the fall. Mrs. Chatterjee was expecting her first grandchild in October, but programs must be scheduled in October. The Friends of The Library signed up to supervise the programs and we cannot thank them enough. It was not just that they helped--she was also able to leave work on short notice because she knew that she could rely on the Friends.

The Friends of The Library sponsored most of our programs and the Ann L. Buesing Fund enabled us to offer special programs for the upper elementary students. This helped increase the number of attendees at our summer events and encouraged more third- to sixth-graders to join the Reading Club. The Woman's Club of Chatham paid for our Reading Club incentive prizes. The Kiwanis Club sponsored the end-of-summer picnic. Some of our crafts programs were paid for by the James McNamara Family.

Other Chatham-based organizations assisted us in buying materials for our collection. The Jaycees made it possible for us to purchase a new felt board, felt story pieces and more Playaways. The Mom’s Club, the Glasser Foundation, and long-standing donors like The Marshall Family and the MacGregor Fund all helped us purchase books. A Chatham resident, one of the Crater twins, donated money for books on her birthday.

Our relationship with the school media specialists continues to be very satisfying. Maureen Stryker went out of her way to help publicize the special programs we had in the summer for the older students. Joel Kuhn and Jennifer Ciffrodella reiterated what we said about the Reading Club when Mrs. Chatterjee was at their schools, and Mike D’Aloia and she did a special puppet show at Southern Boulevard. Later in the summer, Andreana

Field, mother of first-grader Jonathan, told us that our Reading Club was highly rated. She said that during the orientation at Southern Boulevard School, the staff had talked highly about our Reading Club.

The Friends of The Library and the Ann L. Buesing Children's Fund made it possible for us to host many good programs this year. We used the Friends' fund for our core programs and the Buesing Fund for four special summer programs for older elementary children. Most of these programs were workshops, so we had to limit the number of attendees, but we got good attendance at each program. Two of the more novel events were one where children wrote and recorded a song of their own and another where children learned the art of paper marbling. One family enjoyed the marbling program so much that later in the summer, when they were in the Adirondacks, the children bought the materials required for this art, made placemats, and then tried to sell them.

We were also able to offer a lot of good programs for our younger children. We offered two sing-alongs almost every month (all of them were very well attended because most of our patrons fall into this age group) and were also able to hire the Bierkos, who charge a high fee but whose concert was really excellent.

There were 629 boys and girls who joined our reading club this year, making this number the highest we have had so far; 347 earned their picnic invitations. Together, the children read 9,598 books.

One hundred fifteen third- to sixth-graders, the group for which we had special summer programs, joined the club, compared to 78 last year.

One of the best compliments we received this year about our Club was from Mrs. Bough whose daughters, fourth-grader Rachel, third-grader Katherine and first-grader Claire, were all in the club. Mrs. Bough said that Rachel and Katherine were able to give oral reports at school more confidently because of the practice they got from giving oral reports at the library.

Collection Development: We bought many new picture books and fiction titles for older children. We also continued to add to our biography and science experiments sections because of the large number of requests we get for books in these areas due to school projects.

Staff News: The Children's Room staff, both fulltime and part-time, continues to do a great job. We would like all staff members, including the high-schoolers who work for us in the summer, to feel committed to what we do in this department, and to come up with suggestions on how we can do things better.

Programs: Attendance at our 180 programs totaled 6,706 this year. This number is higher than corresponding numbers for the past five years.

Spring Programs:

1. Sing-alongs: Miss Candy and Carolyn Dempsey, sponsored by The Friends.
2. Staff-run Valentine Crafts, and Dr. Kuhn's Kite Making Program – materials paid for by the James McNamara Family.
3. Abraham Lincoln program, sponsored by The Friends.
4. Two concerts, sponsored by The Friends
5. Two crafts workshops, sponsored by The Friends.
6. Movie Time & Storytime led by staff and volunteers.
7. Three music, dance and crafts workshops run by the Girl Scouts.

Summer Programs For Younger Children:

1. Miss Candy, sponsored by The Friends
2. Two programs on insects, sponsored by The Friends
3. Art workshop, sponsored by The James McNamara Family

4. Reading Club gifts sponsored, by The Woman's Club of Chatham
5. Picnic entertainment, sponsored by The Friends.
6. Picnic, sponsored by the Jaycees.
7. Pajama Tales, sponsored by The Friends.
8. Two Art workshops, sponsored by The Connie & Jim McNamara Fund.
9. Yoga, sponsored by The Friends.
10. Magic Show, sponsored by The Friends.
11. Storytime in the library and the Farmers' Market by staff, Chatham residents and Chatham school students.
12. Family Storytime, sponsored by The Friends.
13. Read to Service Dogs, run by Canine Companions for Independence.

Summer Programs For Older Children:

1. Write Your Own Lyrics, sponsored by The Buesing Fund.
2. Yoga, sponsored by The Buesing Fund.
3. Dance Innovations Workshop, sponsored by The Buesing Fund.
4. Paper Marbling Workshop, sponsored by The Buesing Fund.

Fall Programs:

1. Sing-alongs: Miss Candy, sponsored by The Friends, & Caroline Dempsey, sponsored by The Buesing Fund.
2. Puppet Show, sponsored by The Ann L. Buesing Fund.
3. Bierkos Concert, sponsored by The Ann. L. Buesing Fund
4. Halloween Parade run by staff & The Friends. Balloon event sponsored by The Friends.
5. Magic, Myth & Monsters, sponsored by The Friends.
6. Michael Rex's Goodnight Goon, sponsored by The Buesing Fund.
7. Stretch the Silly Man, sponsored by The Friends.
8. Songs of Good Cheer, sponsored by The Friends.
9. Holiday Fun, sponsored by The Buesing Fund.
10. Storytime, run by Staff.

Statistics: Total acquisitions in 2008 were 2,129: 1,269 items purchased with regular Juvenile Budget Funds; 356 items purchased with gift money, and 504 items donated to the department. Discards totaled 651. Actual collection growth was 1,487, substantially larger than the last three years.

CODA (Comment from Mrs. Chatterjee):

"I was in India during the November bomb attacks on Mumbai. I was in West Bengal, a state that is on the other side of the country. A few days after the attack, I went to the little village of Phulia, now a village of weavers. Centuries ago, it used to be the hometown of a famous Bengali poet. Today, a library stands on the site of the poet's house, a modern building that sits there amidst the rice fields, ponds and mud houses of the village. I entered the library. The librarian was at a meeting, but on his desk was an array of books that he was cataloging--and he was using Library of Congress cataloging! I stood there, transfixed. All week, references to the US in the Indian press had been about 9/11 and very somber in tone. Yet here was a connection that was so positive in nature, one of orderly indexing, information retrieval and true scholarship. That is the real meaning of globalization, and librarianship is one of the disciplines that make this kind of connection possible."

ADULT SERVICES: Deborah Fitzgerald, Head

In December, Helena Axelrod, of Chatham, held a show of her monoprints. Her reception was not well attended; however, two of her prints were sold. Art shows are held in the Lundt meeting room monthly during the school year, except for March, and the receptions are sponsored by the Friends of The Library, which receives 20% of any sales made. Participants range from groups (Essex Water Color Club; Art League of The Chathams, Drew Art Association) to solo artists in a variety of media (painters, photographers, illustrators).

Sadly, the annual Chatham Community Art show, sponsored by The Woman's Club for 50 years, was discontinued in 2008.

Mike Dutko, of Spring Lake, held a video program featuring Christmas choirs from around the world. Unfortunately, as this is a busy time of year, the program was not well attended. In 2008, there was an increase in Library-sponsored programs by 21%; however, there was a decrease in attendance by 16%. Our programs include film screenings with discussions (classics series, jazz series, and young adult summer series); video travel talks, book talks for adults and young adults, income tax assistance, financial and health presentations, monthly blood pressure screenings, and one brass band concert!).

Pages: Our pages have done a good job throughout the year. Returning materials to the shelves in a timely manner has been a priority, and an effort has been made to straighten the shelves when time allows. We have also been pleased that they willingly cover each other's hours when necessary.

Volunteers: How can one praise our volunteers enough? It is hard to imagine this Library working as well without them over the year. They help in so many areas—blood pressure screening, working on projects in the Children's Room, filing shelflist cards, looking for misplaced materials, mending damaged materials, putting the books in order, helping with the book sale, etc. Our total number of volunteers (145) increased by 26%, and hours worked (2,927) increased by 27%. We are very blessed to have a community that values its Library as this one does.

We had an increase in meeting room use overall by 5%; however there was a decrease in attendance by 8%. A sampling of groups using our facility include the Chatham Girl Scouts, Minisink Club, the Chatham Community Band, and Players, the Morris County Embroiderer's Guild, the Sierra Club, the Democratic and Republican Committees, the Chatham Historical Society, the Newcomers Club, the Woman's Club, the Library Board of Trustees and the Friends Board meetings,

Our total number of people using the Library facility, determined by "people counters" installed near each entrance, over the year was 222,664, virtually the same as in 2007.

REFERENCE SERVICES: Joan Hipp, Head

In our January 2008 report we mentioned that we showed a literacy volunteer and her student how to use the PCs. They were very excited and said we had opened a whole new world for the student. Over the course of the year we have had the great pleasure of watching this young woman change. She has gone from a shy, hesitant patron to one who beams and confidently uses the library. It is interesting that the small things we do can make such a difference in someone's life. In other ways it seems that 2008 was a year that flowed onward from 2007 without any remarkable changes. We continue to provide the best service possible to our community.

We answered 17,573 questions and placed requests for 2,674 items, 185 of those from outside the County. There was a slight increase in the numbers for questions and hold transactions in comparison with 2007. The total number of computer help transactions has decreased, but within that figure, the number of guest logins and SAM account payments has increased. The study rooms were used 1,171 times, an increase of 12% over 2007. In the last half of the year the use of rooms for tutoring was heavy; a few times we had more "students" than rooms.

In response to the growing public interest in book discussion groups, we decided to try a three-book series early in 2008. We offered morning and evening sessions, meeting on the last Wednesday of the month. The series was a success, so we decided to continue. In May, Mary Kennedy led the group, and we began to share the facilitator role. We moved the morning session to lunch time which improved attendance. By the end of 2008

we had discussed eight books in 16 sessions. Among the favorite titles were *The Painted Veil*, *Shopgirl*, and *The Curious Incident of the Dog in the Night-time*.

Our patrons have access to 44 online databases, 21 of which are funded from our budget. In 2008 we added the *Gale Virtual Reference Library* to our online resources. This is a collection of over 320 reputable print reference titles, many of them multivolume works, which have been made available in electronic form. The individual titles appear in the library catalog along with the print versions but they are electronically accessible. Our patrons can search the catalog on their home computer and when they find a reference work of interest, they click on a link, enter their library card number and begin using the work right then. This new resource, along with our databases, gives our patrons impressive resources that they can access from their home computer at all hours of the day or night.

We have been trying to promote awareness and use of the online resources in 2008. Early in the year we featured a database of the week. We held a session for staff, then promoted the database that week by offering one-on-one intros to the public on a laptop PC at the reference desk. This led to good news and bad news. The bad news was that patrons are not very interested in a resource until they need it. The good news is that training the staff in the databases insures that we will show them to patrons whenever the patrons' needs arise. Patrons are delighted to learn about an online resource when the resource fills their need. *New Jersey Legal Forms* is a good example of this. One patron used *Legal Forms* from a hospital where she was taking care of some legal matters for her sick mother. We are so glad that we are able to offer this level of service to our community.

MAIN switched to a new supplier for downloadable audio-books in February. We were using NetLibrary. With NetLibrary, it seemed people tried it once then stopped, either because of lack of interesting titles or difficulty of use. The new provider, OverDrive – Listen NJ, has more current titles and is easier to use. There were over 20 downloads a month, with a total of 330 downloads for the year. Interest in downloadable audio-books seems to be growing and we are pleased to say that by the end of the year, some IPOD compatible titles were available.

We continued to do displays of materials. These are popular and the election season was particularly inspiring for displays. We were able to put out voter registration forms and absentee ballot information as part of our displays.

Some new handouts were produced in 2008. We did a flyer explaining how resources at the library could help patrons in a tough economy. Another explained how to search for movies, CDs, and audio-books in the library catalog. We also made a bookmark to address the question, "Where am I on the reserve list?" We are always using the "Online Databases Bookmark" with patrons; we hand them out like a prescription for the database that will fill their need. Throughout the year we update the list as resources or their names change. By the end of the year, we were using both sides of the bookmark to print the list of databases.

We added an Events Calendar to our webpage early in the year. It is easy for staff to maintain and lets the public see what is happening at the Library with one click. It formats nicely for printing too.

In 2007 we received a gift to digitize our microfilm holdings of the *Chatham Courier*. The grant allows us to digitize 25 rolls a year for five years. This was our second year. At the end of the year, we have a searchable digital database of the *Chatham Courier* going back to 1954. We found it necessary to purchase an additional hard drive to handle the file, now that it is so large.

An annual report would not be complete without a discussion of technology. Early in the year we changed to a combined network. OLIS came out and merged our Verizon T1 and Cablevision lines. In general, our public communications will travel via Cablevision and staff via Verizon, but if one goes down, OLIS can move all our traffic to the working line so that both staff and patrons have Internet access.

The merge was followed by a successful move to the new SAM server in March. We had tried to move over to the new server in 2007, but several problems developed, so we went back to the old server. This time there was extensive testing before the actual move. As a result, it went very well.

We were offered a free FIOS line as part of Verizon's service to the community. Since we were restricted from using the free FIOS on any preexisting network, we put it on the second PC at the reference desk. Now, if our merged Network goes down, we still have the FIOS PC. Also, we are able to duplicate patron remote logons on this PC, since unlike the merged network, it is not IP validated for the online resources.

There were upgrades to the Sirsi System early in the year which caused some planned downtime. If downtime is planned, it is much easier to cope. Both periods of downtime went as expected. Subsequent upgrades have not required such long period of downtime. In April, the Verizon T1 line went down. OLIS moved all our traffic to Cablevision. It took three days and three different technicians before the Verizon problem was fixed. The Network was fine until September. Then we lost our Internet connection. OLIS rebooted all our hardware and the problem was resolved until October. Then it happened again. Eventually, a piece of hardware was replaced. Now we are waiting to see if there are any more problems. Hopefully, the hardware that was replaced was the problem; however, we had to reboot the hardware once in December, so we are not sure.

OLIS recommended some universal backup hardware for our Network hardware. We ordered the items they suggested and they will be installed in 2009.

The staff attended various meetings and training sessions during the year. We had seven reference meetings and 19 staff sessions on the databases. The reference staff attended webinar-based training for the OverDrive/Listen NJ downloadable audio-books. Mary Kennedy visited the Senior Center four times and attended two Jersey Cat training sessions. She and Elaine attended Demand Management User meetings. We had a trainer from Gale come and spend a half-day here training staff in our Gale databases. Joan Hipp continued to co-chair the MAIN Access Committee and attended MAIN Planning Council meetings in that capacity. Debbie Fitzgerald, Jay Chatterjee, Mary and Joan attended sessions at the New Jersey Library Association's Spring Conference. Joan also attended ReferenceUSA training and a Gale webinar session on the Virtual Reference Library.

A few interesting numbers for 2008: There were 164,161 hits to the Library's homepage. This is an increase of 29,708 over 2007; it works out to a 22% increase. There are 62 PCs in the library; 34 are used by the public. In the Library, patrons logged onto the public PCs over 36,937 times. This is a 6% increase in sessions. Patrons used the library PCs for over 14,002 hours (equivalent to 583.4 days) in 2008. There were over 10,985 accesses to the Library Catalog and 48,292 accesses to the Internet on our public PCs. Patrons have access to 44 authoritative subscription-based online databases which they searched more than 18,000 times.

TECHNICAL SERVICES, Rosalind Libbey, Head

In 2008 we added a total of 4,965 books to the collection. This was an increase from 2007 of 125 volumes. We deleted 3,514 volumes from the collection, an increase of 414 volumes from 2007. At the end of the year, we had added 1,451 more volumes than we had weeded. This increase did not "eat up" as much space as might have been expected. Still, we will continue to weed on a regular basis in 2009, keeping a close eye on books that are either outdated (as in the health/science/travel/fields) or simply not circulating.

Most of our books were purchased with general budget funds. 227 were purchased using special funds, 129 were general donations, and 607 were specific gifts. Each year, these gifts demonstrate the generosity of our patrons. Gift books are listed as a percentage of each Dewey classification rather than simply as a percentage of total books added; throughout 2008 they averaged 14% of each month's acquisitions.

The audio-visual figures for 2008 were: 954 items added, 282 fewer than in 2007. 395 items were deleted, 174 more than in 2007. The breakdown of audiovisual items added is: 302 music CDs; 83 books on CD; three Books on Tape; 14 videos; 546 DVDs; and six Playaways, a format which combines a wide variety of content with an easy-to-use player, all contained in one small unit.

The total acquisition figures for 2008 are: 4,965 books and 954 audio-visual items for a total of 5,919 items added. Deletions show 3,514 books and 395 audio-visual items for a total of 3,909 items deleted. The net increase to the collection of both books and AV items for 2008 is 2,010, a good increase, which will nevertheless have to be offset by increased weeding in 2009.

The MAIN Collection Development Committee met several times during the year, and focused on the production and expansion of regularly scheduled reports. The MAIN Title Holds Report was expanded to include more items; it shows at a glance how many copies of an item are held by a library, and how many holds on this item have been placed system-wide. It's a great tool for acquisitions. Also now in Excel format is the MAIN Dusty Book Report. A very useful and interesting course given at the Morris County Library covered the manipulation of the spreadsheets (format, not data) to fit individual library needs.

Partly because of increased weeding, and partly due to generous donations, last year's book sale was almost too successful – there was almost no place to put everything! We are always grateful that the funds from the annual Book Sale are used for the purchase of Library materials. This year, we added a collection of language tapes that were made possible by gift funds from the Friends of the Library. It will be interesting to see what, if any, changes take place in figures for this year's sale due to changed economic circumstances.

The MAIN Technical Services Committee continued with the “nuts and bolts” of the Workflows database through regular committee meetings. Updates from OLIS also took place during the course of the year. The main purpose of “tweaking” the database is to increase the ease with which patrons can use i-bistro, the public online catalog. For example, linking records determines how the “place holds” screen appears to the public. If patrons are confused by this screen, the chances of placing an unwanted hold – or too many holds – are increased. So, new instructions for linking (in particular for audio-visual material) were recommended. Other similar improvements were made during the year. The new Technical Services Manual, which should be completed shortly, will be a big aid in the ongoing effort for consistency.

Each year we purchase some “coffee table” books for their beauty as well as for interesting content. For example, three purchased this year are *Christian Lacroix On Fashion*; *Architectura: Elements of Architectural Style*; and *Tapestry In The Baroque : Threads Of Splendor* (a catalog of a wonderful exhibit prepared by the Metropolitan Museum of Art. Generous gift funds enabled these purchases to be made!

The percentage-of-acquisition column on the Adult Additions statistics sheet shows the percentage of books acquired in a particular category, rather than funds expended for that category. These figures are similar to previous years; fiction is the most purchased category (35%). Next, and very close to each other, are Reference, Health, Domestic, Social Sciences and History. We keep these preferences in mind when selecting books. Our aim is to purchase what patrons wish, keeping our shelves well stocked across a wide spectrum.

DOB/kr

Glossary:

MAIN – Morris Automated Information Network

MUF – Morris-Union Federation

ILL – Interlibrary Loan

OLIS – Online Library Information Services

SAM – Time & Print Management Software for Public PC's