

February 7, 2007

To: The Library Board of Trustees
Bethlehem City Council, Officers of Lower Saucon, Hanover, and Bethlehem
Townships, Fountain Hill and Freemansburg Boroughs

From: Ardeth M. Smackey, President
Bethlehem Area Public Library

Re: 2006 Annual Report — Bethlehem Area Public Library

“Knowledge is Wealth” --- Old Saying

The attached 2006 Annual Report of the Bethlehem Area Public Library is a summary of the tremendous library services given to the citizens of the Bethlehem Area this past year. The library continues its record of excellence in fulfilling its daily civic role. This was done with community funding, grant money (soft money), a dedicated director and staff, and the aid of many volunteers.

Libraries are not luxuries – they are consistently the most heavily used and popular service to the taxpayer. Statewide they serve more than two-thirds of the public with less than two percent of all tax dollars.

The library’s educational, informational, cultural and recreational mission is met only when we have the support and financial backing of the city council and the contracting municipalities. We appreciate this community investment which enables us to reach our goals and provide outstanding service to our area.

2006 Annual Report

2006

BOARD OF TRUSTEES

Members of the Board are appointed by City Council or the contracting municipalities. They receive no compensation for their services.

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January 2007

To the Trustees of the Bethlehem Area Public Library

Ladies and Gentlemen:

It was a very busy and productive year as detailed below. Our services were used and appreciated by thousands of library users.

MARY KUPFERSCHMID - ADMINISTRATION/CIRCULATION/MAINTENANCE DIVISION

The Administration/Circulation/Maintenance Division is involved in many library activities. Responsibilities include writing grant proposals, the circulation and shelving of library materials, and the maintenance of patron records; purchasing of supplies, equipment, and furniture; the Staff Intranet; coordination of PHEAA or other work-study students; publicity and promotion for all Divisions; book sales and other special events; computer classes for the public; coordination of volunteers; building renovations; repair and maintenance of library buildings and vehicles; and deliveries to the Branch and district libraries. The Coordinator of this Division is also District Consultant to the three libraries designated by Commonwealth Libraries as being in the Bethlehem Library District - Memorial Library of Nazareth, Northampton Area Public Library, and Hellertown Public Library. The District Consultant acts as a liaison between the Commonwealth Libraries and the district libraries, and offers consulting services and continuing education workshops.

Administration

In response to grant proposals that I worked on this year, we received a

\$90,000 LSTA grant toward a major automation upgrade for the Lehigh Valley Consortium. This is federal money administered by Commonwealth Libraries through the Library Services and Technology Act. We also received \$10,000 from the KNBT Foundation and \$10,000 from Praxair Corporation toward the same upgrade. The Reidler Foundation responded to our grant request with \$42,000 for new PCs for the public Internet and word processing workstations and a new firewall, and \$23,000 to be invested in the Endowment Fund. We received \$1,500 from Air Products for the 2007 Summer Reading Club, We also were given \$5,000 in grant money by volunteer and former Board Member Janet Brody and \$5,000 by the Thomas F. Staley Foundation to be used for new signs and some restoration work on the exterior of the South Side building. We have received confirmation that we will receive grant money to replace the automatic front doors on the Main Library building.

I worked with Mr. Berk to arrange a joint venture with the Easton and Allentown District Libraries to provide downloadable audiobooks to the 22 libraries in the three districts, and we hosted a training session for 100 representatives from those libraries in February. The service was offered to the public starting March 1. Patrons download audiobooks to their PCs and MP3 players through their home library websites. There were 1,811 downloads in the ten months by our patrons, and a total of 2,762 by the four libraries in the Bethlehem District.

In cooperation with the Easton and Allentown Public Libraries, we presented three tri-district meetings for library staff in the Lehigh Valley Districts. In January, the Easton library hosted a workshop on identity theft, the Bethlehem Library was host for "From Crayons to Information Literacy" presented by Catherine Stewart in March, and Allentown sponsored an idea exchange for library managers in September. It was Bethlehem's turn this year to plan and present a multidistrict workshop, funded by an LSTA grant. In April, John Iliff, the Library Technology Development Consultant from Palinet, gave an all-day program on Emerging Technologies for Libraries to over 80 library staff members from Eastern Pennsylvania. It was a wonderful workshop and extremely well received.

Five PHEAA students worked a total of almost 1,500 hours with us this summer: Kyle Grow, Joey Haymaker, Peggy Nickles, Hillary Prutzman, and Melissa Rodriguez. As usual, they worked in the Circulation Department, and helped with inventory, binding periodicals, and children's programming.

I attended the American Library Association Conference in New Orleans in June. It was a great conference and felt good to be part of the first group to hold a major conference in the city of New Orleans after Hurricane Katrina. I also attended the Lehigh Valley Chapter of the Pennsylvania Library Association Spring Conference, District Library Center meetings, and an excellent workshop on Law for Librarians.

Circulation

The Circulation Department is always busy, handling an average of 6,000 items a day. The busiest days of the year were again the Monday after Musikfest and the day after Labor Day, with over 10,000 checkouts and checkins on each of those days.

There were several staff changes in the Circulation Department. Dorothea Lovis and Pauline Moser retired, and Kathleen Konrad and Barbara Bellenoit resigned. We hired three new people: Peggy Nickles, who had previously worked for us for five summers as a PHEAA student, Delia Pacenza, and Valerie Mann. It is a very hardworking and competent staff.

Dawn Fritz was made acting Department Manager while Linda Orlando was out on an extensive convalescent leave. She did a great job.

Special Events

The six book sales generated \$51,711.86 this year. Since 1977, the book sales have raised almost \$475,000, with more than half of that amount realized since 2000 when Liza Holzinger began managing the sales. Her web site at www.bestbooksale.org is updated regularly.

We offered computer classes free to residents in the library's service area during most weeks of the year. Registration is required and the classes fill quickly. It continues to be a very popular service.

Computer Classes

Class	# of Classes	Adults Served
Basic Computers	7	71
Searching the Library Catalog	7	69
Microsoft WORD®	11	115
Introduction to the Internet	11	112

Volunteers donated 4,871.75 hours to the library in 2006. Their time, talents, and energy are greatly appreciated. Sixty people attended the 22nd Annual Appreciation Luncheon.

Volunteer Hours

Circulation	27 Volunteers	2,584.25 hours
Home Bound Delivery	5 Volunteers	83.00 hours
Book Sale	33 Volunteers	2,204.50 hours
Totals	65 Volunteers	4,871.75 hours

Fifty-five families joined the Friends of the Library and contributed \$3,600.

The library hosted the AARP Safe Driving Course three times with 54 participants.

Liza substituted for Carole Mauser when needed on the bookmobile.

Liza sent press releases and created brochures, flyers, bulletin boards, and displays to promote the library's collection and many programs.

Buildings

An exciting project this year was the conversion of a small office on the main floor at the Branch into a very functional public restroom. Until now, the public had to ask permission to go downstairs through a locked door to a restroom in the basement. As part of the project, an underused storage room in the basement was converted into a very pleasant staff office with telephone and computer workstations and more efficient

shelving for storage.

We replaced the original wool carpeting with new carpet tiles in the Director's office and the Conference Room. We also carpeted the Circulation workroom. The old floor tiles were badly deteriorated.

Plans are in the works to replace both sets of entrance doors to the Main Library through grant funding. The technology in the automatic doors is outdated, and they have become very expensive to maintain. The manual doors are too heavy for some patrons to open. The newer style automatic doors will be safer and more reliable.

Plans are also being made for new signs for the outside of the Branch which will draw much more attention to the building. Before installing the signs, the building will be power washed and the windows repaired and painted. It will be a major facelift for the building that we hope will be completely funded by gifts.

ANITA BARRICK - FINANCE DIVISION

The Finance Division is responsible for the maintenance of all financial accounts and bank account records; producing monthly operating funds reports and the annual budget; employee attendance records, vacation schedules, personnel records and payroll; management of the library's fringe benefits program; application for federal E-rate funding; maintaining the Lehigh Valley Library System financial records; administering State grants when available; and maintaining the database of library contributors.

Financial

Revenue during 2006 was \$77,034 more than budgeted. The library received \$51,826 more in State Aid than was budgeted. Interest on investments and book sales together accounted for \$29,034 of the overage. The library showed a net operating income of \$14,591.37 after transferring \$80,000 to four of the deferred accounts.

In addition to budgeted income, the library received several large grants which made many projects possible. The Supportive Foundation donated \$21,300 in 2006 to be used for a new ADA-compliant bathroom at the South Side Branch. The Reidler Foundation gave \$23,000 to the library's Endowment Fund and also \$42,000 for various projects. KNBT Charitable Trust donated \$10,000 toward the major technology upgrade and another \$1,000 in November to be used as needed. The Staley Foundation donated \$5,000 to renovate the outside of the South Side Branch; Praxair Foundation donated \$10,000 toward the technology upgrade; and Air Products and Chemicals donated \$1,500 to be used as needed.

The library received part of a \$25,000 LSTA grant (\$13,461.56) from the State to expand the Bethlehem Digital History Project website and a \$90,000 LSTA grant to be used for the technology upgrade. We also received three DCED grants totaling \$27,500 to be used for children's audiovisual materials, the South Side wireless bridge, and children's nonfiction materials.

The library received the major distribution (\$435,000) from the estate of Helen Conrad. Twenty-five percent was put into the library's endowment funds, 25% was used for special projects, and 50% was encumbered for future budgets.

The library received \$5,000 from Jane R. Kiscadden which will be used to hire an archivist to process local history materials. Other gifts include \$1,500 from the First Windish Fraternal Society; \$500 from the Pharo Foundation; \$500 from the Friends

of Music of Bethlehem for classical music materials; and \$2,000 from the Friends of the Library to be used for Youth Services programs and materials.

We received two grants through the Bethlehem Area School District: one was \$20,000 which allowed the South Side Branch to be open on Saturdays for another year and the other was \$740 to be used for Aspire programming at the South Side Branch. We received a Family Literacy Grant of \$3,364.31 through Northampton Community College.

We added \$131,391 to the regular Endowment Fund and \$26,024 to the Children's Endowment Fund for a total of \$157,415. The market value of the regular fund at the end of 2006 was \$1,182,977; children's fund was \$87,561. Total value was \$1,270,538.

Income from the six book sales totaled \$51,711.86 for the year. This is 15% more than was budgeted for 2006.

Salaries were \$13,246 (less than 1%) more than budgeted. Fringe benefit costs were under budget by \$36,417, mostly due to a smaller increase in medical insurance than was anticipated for 2006.

The 21st Annual Buy-A-Book campaign mailing was sent to 519 former contributors in March 2006. A follow-up letter was sent to 315 donors in November. The total Buy-A-Book income for the year was \$10,627.50, from 147 donors.

Parente, Randolph, LLC audited the library accounts and presented a favorable report.

Library Staff

As of December 31, 2006 the library had 25 full-time and 34 part-time employees for a total of 59. The full-time equivalent is 43.35. Five college students, Margaret Nickles, Joseph Haymaker, Hillary Prutzman, Melissa Rodriguez, and Kyle Grow worked during the summer and were a great asset to our library.

Staff changes in 2006 included the following: in the Circulation Department, part-time clerks Barbara Bellenoit and Kathleen Konrad resigned, part-time clerk Pauline Moser retired after 21 years of service, and part-time clerk Dorothea Lovis retired after 19 years. Margaret Nickles, Delia Pacenza, and Valerie Mann were hired as replacements. In the Information Department, part-time technician Elaine Anderko retired after 18 years. Her hours were assigned to Michael Henninger and Cassy Trauger. Michael Henninger resigned as South Side Branch clerk and was replaced by Brittany Barbera. Part-time Youth Services clerk Regina Kochmaruk was promoted to part-time outreach librarian and her clerical duties were assumed by Amy Levy.

JANE GILL - PUBLIC SERVICES DIVISION

The Public Services Division includes the Audiovisual Department, the Information Department, and Bookmobile services. Information is responsible for providing the best possible reference service to our users. Reference questions are answered in person, by phone, by mail, by e-mail, and via chat reference. In addition, we also handle a number of other library functions: bookmobile service; periodicals; the local history room; and interlibrary loan services not only for our patrons, but also for our district libraries. We also cooperate with the Reeves Library of Moravian College on the Bethlehem Digital History Project, as well as providing our own digital historical content on the bapl.org web site.

Noteworthy events of 2006 include:

Bookmobile Services

1. Bookmobile circulation for 2006 was 27,845. This represents a 6% increase over the 2005 circulation of 26,208. We have been blessed with relatively mild weather and a healthy bookmobile this year, which has minimized disruptions to the schedule. But I also feel it reflects the good service that Carole Mauser, our Bookmobile Librarian, provides.
2. A contest run over the summer for children resulted in a new Bookmobile logo which is quite charming.
3. In December 2006, we made two changes to our January 2007 schedule. Our very popular Lord Byron Drive stop was moved slightly back from the corner to Chesterfield Lane, in response to Township office concerns about traffic. The Merrivale stop, which has been a poor performer for us, was dropped so that we could add a stop on Kevin Drive near Summer Lane. Matt Mackey was of great assistance to Carol Mauser, our Bookmobile Librarian, by being able to pull library card holders by address, so that we could choose a location which was geographically under served, but also held a good percentage of library users.

Reference Services

1. Starting in January, the staff began conducting a survey of those patrons who requested visitor passes instead of using their library cards to log into our public Internet services. It seemed that the easy availability of visitor passes was leading to various problems. As of December 4, we began a new procedure for issuing visitor passes. Patrons who live in our service area and do not have cards can purchase a visitor's pass for \$5.00. Library card holders from libraries outside of our service area and visitors from out-of-state are still able to get free visitor passes. Many patrons have either gotten new cards or resurrected their old cards. A few patrons have chosen to purchase visitor passes instead. I feel that one of the positive effects of the new procedure is that it has given us a much stronger venue for explaining about the availability of library cards, as well as making it more likely that patrons will choose to register with us. Meanwhile, our public Internet services continue to be quite busy. In 2006, patrons used 62,061 sessions and 20,853 hours of Internet. This represents quite a significant increase over last year's figures of 48,964 sessions and 15,182 hours of use.
2. Our library was one of eleven in the state chosen to participate in the launch of a new statewide reference service, AskHerePA. This is a "virtual" reference service, which allows library patrons to receive live reference help from a network of reference librarians across the state and, at times, from librarians in other states. The full program, bringing in more libraries, took place in September, and in late December, we had our first opportunity to staff not only the PA queue but the nationwide queue. Our library provides five hours/week of coverage. In return, our patrons can receive live help on a 24/7 basis. Jane Gill, Barbara Subber, and Justina Rossnagle have been trained to staff the service, and we have found it to be stimulating and rewarding.
3. Reference inventory was done, thanks to the help of our PHEAA students. We have also embarked on a major weeding project of the reference collection.
4. I continued to update and write one-page informational flyers describing all of the databases that are available via our web page. The sheets are very useful not only to advertise the resources that are available, but also to help patrons in focusing their research.

5. Staffing certainly was a challenge for us this year: we had three different people out on medical leave at one time or another. A very long-time employee, Elaine Anderko, retired in December, and we miss her very much. We have split Elaine's job into two positions, and hired Cassy Trauger and Michael Henninger. I truly appreciate the flexibility, cheerfulness, and good will that made staffing our department possible this year.

Periodicals

1. Barbara Subber hosted a meeting of the Serials Librarians from the Allentown and Easton Public Libraries as well as Moravian College. It was an extremely useful get-together to discuss serials procedures. She also provided more specific backup for the two new serials librarians at Allentown and Easton libraries.
2. We updated our periodicals list. Barbara Subber also organized the PHEAA students to handle our annual binding.

Interlibrary Loan

1. When we do not own a title, we can borrow it from another library that does. In return, we lend things from our collection to other libraries. In 2006 we borrowed 2,797 items from other libraries and lent 5,223 items to other libraries including our district libraries. This represents an 11% increase in items borrowed for our patrons and virtually no change in the number of items lent to other libraries.
2. We are now able to provide e-mail notifications to our ILL customers. ILL notifications are not a part of the Horizon software, but we were able to develop an easy method using two other software programs, WordPerfect and Time & Chaos.

Local History Room

1. Thanks to gift money received from the Conrad estate, we were able to microfilm some extremely fragile telephone directories and purchase an additional microfilm cabinet, which was badly needed.
2. Mary Jane Karabin identified all of the unprocessed and underprocessed archival collections that we own, organizing and identifying them for us. She also processed two large photograph collections.
3. We received a gift earmarked for the Bethlehem Room collection. We used this money to hire Jan Ballard to help us process some archival collections which we have been unable to get to.
4. We received service copies of microfilm of the Bethlehem Daily Times, thanks to the Pennsylvania Newspaper Project. The original newspapers have been transferred to the State Library newspaper collection. The microfilm is of newspapers to which we had not previously had access.
5. Elaine Anderko and Cassy Trauger received 195 mail requests from seventy different people for photocopies of Bethlehem Room material.

Bethlehem Digital History Project and Selections from the Bethlehem Room

1. The Bethlehem Digital History Project received 31,834 unique visitors and 43,498 visits. Pages were viewed 163,522 times. This represents a 16% increase in the number of visitors and a 14% increase in use of the pages. I attribute at least some of the increased use of the site to work that James Talarico did to expand

the metadata on the individual pages, making them more readily findable on the Internet search engines.

2. The Bethlehem Area Public Library local history web page continues to be heavily used, and consistently ranks in the top ten web pages on our site in terms of use.
3. James Talarico and I, along with Beth Fuchs of Moravian College, gave a “show and tell” of the Bethlehem Digital History Project at a Moravian educational symposium held at Moravian College. James and I also gave a presentation on small-scale digital projects at the Lehigh Valley Chapter of Pennsylvania Library Association.
4. We received a \$25,000 LSTA grant to expand BDHP materials concerning early Moravian education.
5. We began marketing a print created from a State Fair poster which we have in the Bethlehem Room collection. Developing and marketing more prints for sale will be a goal for 2007.
6. The Bethlehem Digital History Project was singled out for praise in one of the weekly Internet Scout Reports. The Internet Scout Report comes out on a weekly basis, highlighting web sites that they feel are of particular value and note.

Audiovisual Department

Downloadable audio is an exciting and unique addition to our services. Library members can now visit our library online to download an audiobook from the comfort of their home computer. They can listen from a computer or audio device. The most frequently downloaded title was “1776,” historian David McCullough’s fascinating look at an important year in American history. “Latin American Spanish I” was a distant second.

A large selection of new health and wellness DVDs were purchased with funds from the Helen Conrad bequest. Topics include obesity, cancer, flu, tuberculosis, disabilities, pain management, alternative medicine, mental health and aging, death, depression, autism, and more.

The Friends of Music of Bethlehem donated \$500 for the purchase of classical music materials. The ongoing support of this generous organization has enhanced our music collections for many years. CDs and DVDs purchased with these funds feature performances by Segovia, Rubinstein, Schnabel, Quasthoff, Netrebko, and other venerable and current artists.

In April, Linda Freedman had the opportunity to attend a fascinating workshop on “Emerging Technologies in Libraries.” Some of the topics discussed were RSS feeds, blogs, and podcasts.

Much of the work in this department consists of ongoing, routine tasks; selecting and ordering audiovisual materials, based on reading reviews and professional literature, is one of these. Researching current films is essential, as is studying independent films and classic cinema being released on DVD.

As our collections grow and age, problems with damaged or lost items increase. Cassy Trauger, Audiovisual Clerk, repairs many audio- and videocassettes, DVDs, and CDs so that we can quickly get them back to the shelves. She also packs books for interlibrary loan shipping and assists with periodicals. Joel Sales, our faithful volunteer, has inspected and reshelved many thousands of videos and DVDs.

Linda Freedman worked with our web designer, James Talarico, to enhance the format of the AV portion of our web page. Linda prepared monthly updates of the lists of new videos, DVDs, audiobooks, and music on compact disc for the AV web page. Monthly "Librarian's Choice" articles featured topics such as Black History Month, New Year's Resolutions, Self-help Books on CD, and Women's History.

Circulation of AV materials was down about 2% compared to 2005, attributable to the decline of older formats--VHS and audiobooks on tape. DVD circulation increased 20%, audiobooks on CD increased 26%, and music CDs increased 6%.

Linda "weeded" our audiovisual collections, discarding items that were worn, outdated, or had not been checked out in several years. We took inventory of all adult audiovisual collections with student help.

As outlined above, the year was rewarding in many ways, and we look forward to serving the public through further improvement and expansion of the audiovisual collection.

DAN SOLOVE - TECHNICAL SERVICES DIVISION/SYSTEM ADMINISTRATION

The Technical Services Division was again busy in 2006 ordering, receiving, cataloging, and processing numerous books and audiovisual materials from the regular budget as well as from many grant and gift accounts. System Administration was involved in maintaining, upgrading, and configuring various hardware and software with servers, PCs and software for both desktop applications and in conjunction with the library automation system.

Cataloging & Collection Maintenance

Thousands of books and audiovisual items were cataloged during the year. Many older and worn items were discarded and sent to the book sale for resale. Many replacement materials were ordered and cataloged. We continued to weed the collection, making room for the newer books, and updated books in many subject areas.

Acquisitions & Collection Management

Many new books were ordered this year and many existing titles were replaced with updated editions. The department received and cataloged many other materials such as books on CD, DVDs, music CDs, etc. that were ordered by other library departments. We also processed many additional materials purchased from grants for various library departments. We ordered and processed many books for our annual Buy-A-Book Campaign.

Staff, Training & Continuing Education, Visits from Other Libraries

Anna Kimble, Jo Horning, and I attended the annual meeting of the Lehigh Valley Chapter of the Pennsylvania Library Association Conference, held this year at DeSales University. I attended the CODI (Customers of Dynix Inc.) annual conference along with librarians from Allentown Public Library, Easton Area Public Library, and Moravian College. We attended various sessions concerning specific configurations and upgrades within the modules of the automation software, as well as sessions on the totally updated new version of the software that we will be upgrading to within the next two years.

Automation

We ordered and received new servers for our consortium shared automation system. This hardware will keep up with the newer software version that we will upgrade to within the next two years. Matt Mackey, our Consortium Manager, logged many calls to our vendor on behalf on the four libraries in our consortium. Matt also created customized scripts and queries for the libraries to accommodate their needs. He also set up the new web-based reporting tool that will help all the libraries in their reporting needs.

PCs & Networking

Tom Ritter, our Technology Specialist, was busy upgrading and installing PCs as well as working with various network configurations, hardware, and programs needed for the library computers. Here is some of the work Tom accomplished this year :

- Installed new PCs and LCD monitors for YS (games, Internet, and word processing), adult Internet and word processing, Branch (games and PACs), and the circulation desk
- Installed and/or upgraded PCs, printers, and software updates for various staff positions
- Installed replacement server for ASKSam server
- Installed replacement server for primary Network server
- Installed replacement for main firewall
- Installed replacement for Intranet server
- Upgraded cash card system for public printing
- Upgraded Internet connection to 3 Mb bandwidth
- Installed new and replacement UPSs at various staff and computer room PCs
- Upgraded Observer (network/LAN monitor)
- Added wireless access (hot spot) for staff use on second floor
- Extended public hot spot access to public meeting rooms
- Installed new storage shelving in computer room.

MELANIE FISKE - YOUTH SERVICES DIVISION

The Youth Services Division includes the South Side Branch and the Youth Services Department at the Main Library. The Branch provides a wide range of services and materials, including a Spanish collection, English as a second language collection, and bilingual items. Story times and special holiday programs delight children and their parents. Homebound service provides for those who are disabled and cannot come to the library. The Youth Services Department serves infants through teens, their parents and teachers, students and others interested in children and children's literature. Both locations offer collections of fiction and nonfiction materials in many formats. Computers are available for searching the Internet, playing educational games, and word processing. Programming, reference service, and reader's advisory are an integral part of our daily activities.

Main Library

The Youth Services Department had a busy year, from preparing for and presenting programs, either in-house or out in the community, to answering patrons questions, and to suggesting good books to read for many ages. We presented a total of 376 programs to 5,754 children and 3,728 adults. In addition to this, we registered 1,844 children in the Summer Reading Club, and 118 on the bookmobile. Our in-house programming included story times, monthly teddy bear story times, Family Place parent/child workshops and Next Step programs, book discussions, family literacy programming with Northampton Community College, special programming events, scout tours and school groups coming in for tours or story times. Visiting the library were East

Hills and Northeast Middle Schools, Lincoln, William Penn, Thomas Jefferson, Miller Heights, Farmersville and Calypso Elementary Schools, Marvine Family Center, Bethlehem Christian Training Center, Fun Time Daycare, SPARK, Chesterbrook Academy, St. Andrew's Nursery School, Vitalistic Therapeutic Center, a Mom's Club, St. Anne School, Pennsylvania Family Literacy, Our Lady of Perpetual Help, a Headstart class, and St. Nicholas Nursery School. These groups numbered 35 of our total programs and served 826 children and 165 adults. We also served four scout groups. A Moravian College student offered a workshop on writing, and then five Saturdays of tutoring to children. The student earned college credit for designing and implementing the program; one for which we had a real need.

We were pleased to do 33 community events this year which served 699 children and 210 adults. Programs were presented to children in the SPARK pre-K program, at Clearview Elementary School's Community Connection Day, Calypso Elementary School's Family Fun Night and ASPIRE program, St. Luke's Nurse/Family Partnership, Hanover Township Preschool, the Tall Cedars, a Lehigh University library event, Northampton Community College Family Literacy Day, Spring Garden family events, the Hanover Township anniversary celebration, the Intermediate Unit 20 pre-K, and Freedom High School's Library Latte Days. We look forward to increased outreach programming since Regina Kochmaruk was hired in the fall as a part-time outreach librarian.

Programming for the "Paws, Claws, Scales and Tales" summer reading club included preschool story time, story/art sessions for preschoolers and school-aged children, a pet show, storyteller Mary Wright, and the Allentown Dog Training club. Thirty-nine story times were attended by 730 children and 643 adults. Twenty special programs were attended by 530 children and 263 adults. Pennsylvania Family Literacy through Northampton Community College provided money for many of the incentives that we purchased. Many local businesses provided coupons as prizes, and our storyteller and the dog training club provided their services free. In September, Daria presented a free concert at the library and in December, local author, Sonia Collazo, presented a free author presentation. The library also held a Mouse Day in support of the Pennsylvania One Book Every Young Child campaign. Day long activities and the reading of *Inside Mouse*, *Outside Mouse* on the hour made our first-ever twelve hour day of programming very successful. We also gave away copies of the book at programming throughout the year.

Our teen advisory board designed the Summer Reading Club for teens, Through the Ages. The board also held a mystery night and a talent show for and by teens during the summer. The Boyd Theatre donated movie tickets as prizes for the teen reading club and Pasda Studio provided a month of free art lessons to a teen. In the spring, the teen board hosted a Read Across America night and read stories, painted faces, and provided art activities and games for families to play. They hosted a similar night for families in the fall during the Halloween season, and a duct tape workshop for teens in October during Teen Read Week.

The Write and Illustrate Your Own Book contest garnered 61 entries and an award ceremony was held to honor the writers. It was our 30th year! Book discussions were held for 4th and 5th graders and middle and high school students. Two discussions were held for educators and parents at which new books were highlighted.

Family Place workshop programming is an integral part of our service to families. The second floor space is completely transformed when we do workshops, and it becomes a hub of activity for one- to three-year-olds and their parents. Eighteen programs were attended by 338 children and 280 adults. Many resource specialists from the community provided valuable information to our parents.

The computers, Internet, games and word processing, were used 8,453

times. We were thankful for the help that PHEAA students provided in doing the inventory of our j/jY fiction collection. Staff updated the middle school booklist, as well as many subject lists of the picture book section. Book displays changed on a regular basis throughout the year to highlight holidays, staff favorites, and other topics of interest. Spending our money wisely by reading reviews and searching through catalogs meant we could update our book and non-print collections in a deliberate and useful way. Newsletters updated school district staff on library policies and events. Bookmarks were created to highlight the young adult collection.

Staff experienced many continuing education opportunities: Law for Librarians, Summer Reading Club training, a workshop on identity theft, Spanish in the workplace, the local library conference, and an early literacy workshop, Every Child Ready to Read @ Your Library. Ginger Seifried served on the Lehigh Valley Chapter PaLA conference planning committee, and the Coordinator served on the PaLA Board as well as on the Fowler Family Center, and Center for Adult Literacy, and Basic Workforce Development boards. Regina Kochmaruk was trained to operate the bookmobile to serve as a substitute as needed.

South Side Branch

Two renovations made a huge impact. The first was the creation of a public restroom on the first floor that is also handicapped accessible. The second was taking an underutilized room in the basement and making it into a staff office. Fresh paint, carpeting, lighting, and some new furniture made this a functional three-person office.

Serving the community remained a key objective. Providing groups meeting space gave the public access to several services. The Bethlehem Area School District provided a teacher to help people learn English, the AARP representatives helped seniors and low income residents prepare tax returns, and an RSVP representative helped seniors navigate the new Medicare D plans. Outreach included Branch staff representing the library at a job fair and a health fair sponsored by the Council of Spanish Speaking Organizations of the Lehigh Valley, Inc. Homebound service made sure that patrons who could not get to the library had materials delivered to them. Two hundred eighty-six deliveries were made. A new service, computer lessons for the public, served 20 people. Lessons covered use of a mouse, setting up a free e-mail account, and basic Internet searching.

Children's services in and out of the building were a major part of Branch staff work. This included story times, seasonal parties, Summer Reading Club activities, teen board meetings and events, and visits to schools and child care facilities. Forty story times gave 242 children and 166 parents enjoyment. At the spring, Halloween, and holiday parties, 86 children and 96 parents participated in egg hunts, a parade, and festivities. During the "Paws, Claws, Scales and Tales" summer reading program, 154 preschool children and 136 parents enjoyed stories, activities, and crafts. One hundred forty-two school-aged children and 22 parents participated in activities for that age group. There was a total of 46 preschool children, 70 school-age children and 24 teens registered for the reading club. Three special summer events were offered including a demonstration from the Allentown Dog Training Club, a pet parade with stuffed animals, stories and face painting, and a beach party with bingo, songs and stories and ice cream sundaes. Forty-nine children and 31 adults attended these events.

New programming included bilingual story times in which families enjoyed Hispanic culture through stories, games, and crafts. Twenty children and 13 adults participated.

A name change sparked attendance in the Branch parent/child workshops. Now called "Toddlers at Play," attendance increased. A summer preview had 22 children and 11 parents, and the five week workshop attendance was 32 children and 28 parents.

Parents and children enjoyed the play time and community resource professionals. The first year of a special Kindergarten Project funded by the Conrad estate met with success. Targeted were spring kindergarten registrations at Donegan and Fountain Hill Elementary Schools. Each child registering received a library bag that held a paperback book, a pencil, a writing tablet, a bookmark, and a box of crayons. Information was given to each parent about the library and how to register for a library card. Eighty-one children received a bag, and in the fall the kindergartens received a follow-up visit when 222 books were distributed to students.

Staff members have shared stories at local daycares and helped to distribute books from the Cops 'n Kids program. Six visits were made and 117 enjoyed these story times. Seeing a smile on a child's face made these visits so rewarding. In April, a Family Fun night had representatives from Cops 'n Kids, Northampton Community College, PASELA (Promoting and Supporting Early Literacy through the Arts), and the library promoting the Pennsylvania One Book, *Inside Mouse, Outside Mouse*, by Lindsey Barrett George. The school district ASPIRE summer program expanded and students from Donegan came to the library 17 times for stories and related art projects which matched their school units. Two hundred four children visited the Branch! For six weeks during March and April, the Branch Manager, Brenda Grow, went to Fountain Hill Elementary School to help students write and illustrate their own book for the library's contest. Fifteen students attended this after-school offering and one of the second grade students had a winning book. Collaboration with South Side organizations hit an all time high in 2006.

As always, the South Side Branch staff continues to provide the best service possible to its patrons.

CONCLUSION

We have increased our resources to serve the young people of our community. Along with our general level of services, we look forward to quite a productive year.

Respectfully submitted,

Jack M. Berk, Executive Director

SERVICE AREA

LOCAL LIBRARY SERVICE

	<u>Population</u>
City of Bethlehem-----	71,329
Bethlehem Township-----	21,171
Fountain Hill-----	4,614
Freemansburg-----	1,897
Hanover Township-----	9,563
Lower Saucon Township-----	9,884
TOTAL-----	118,458

DISTRICT SERVICE: Includes above areas plus Western half of Northampton

County ----- 175,345

LIBRARY LOCATIONS: Main Library----- 11 West Church Street
 South Side Branch-- 400 Webster Street
 Bookmobile Service- Local service area

HOURS OF SERVICE: Main Library----- 65 per week
 South Side Branch-- 33½ per week
 Bookmobile----- Average of 20 per week

RESOURCES

	MAIN LIBRARY ADULT (Includes Bookmobile)	MAIN LIBRARY JUVENILE (Includes Bookmobile)	SOUTH SIDE ADULT	SOUTH SIDE JUVENILE	TOTAL
Books	117,048	62,308	15,768	13,213	208,337
Videocassettes	4,461	1,800	741	662	7,664
DVDs	3,173	657	271	545	4,646
Music Compact Discs	7,894	1,002	618	141	9,655
Music Cassettes	15	279	188	98	580
Books on Cassette	2,565	938	195	336	4,034
Books on Compact Discs	1,232	441	24	83	1,780
Toys, Puppets and Kits	0	376	0	105	481
Catalogued Microfilm	164	0	0	0	164
Total Catalogued Items	136,552	67,801	17,805	15,183	237,341
Periodical Subscriptions	269	25	59	7	360
Newspaper Subscriptions	19	0	7	0	26

USE OF LIBRARY MATERIALS

	2006	2005	2004	2003	2002
TOTAL ITEMS LENT	773,544	781,716	792,435	826,168	779,615
Main	707,886	719,436	730,541	764,972	724,057
South Side	35,982	36,072	32,312	34,363	31,547
Bookmobile	27,845	26,208	29,582	26,833	24,011
Audiobook Downloads	1,831	n/a	n/a	n/a	n/a
TOTAL INTERLIBRARY LOANS	8,020	7,778	7,251	7,327	8,213
From Other Libraries	2,797	2,516	2,504	2,549	3,130
To Other Libraries	5,223	5,262	4,747	4,778	5,083

REGISTRATIONS

	Child 0-14	Youth 15-17	Adult 18-64	Senior 65+	Total	% of Population	% of Cardholders
Bethlehem	10,248	1,996	24,506	1,580	38,330	54%	55%
Bethlehem Twp.	3,314	683	5,859	356	10,212	48%	15%
Fountain Hill	633	108	1,234	65	2,040	44%	3%
Freemansburg	335	56	523	12	926	49%	1%
Hanover Twp.	1,332	314	2,747	234	4,627	48%	7%
Lower Saucon Twp.	1,125	189	2,761	242	4,317	44%	6%
Total Service Area	16,987	3,346	37,630	2,489	60,452	51%	86%
Access					9,627		14%
TOTAL					70,079		100%

2006

STATEMENT OF INCOME AND DISBURSEMENTS

OPERATING INCOME*

City Appropriation	\$1,077,000
State appropriations (Aid, Access PA)	684,573
Bethlehem Township contract	326,033
Fountain Hill contract	71,056
Freemansburg contract	29,214
Hanover Township contract	147,270
Lower Saucon Township contract	152,214
Overdues	146,971
Other (investments, rentals, etc.)	218,333
TOTAL INCOME	\$2,852,664

OPERATING DISBURSEMENTS*

Salaries and wages	\$1,733,238
Fringe benefits	382,078
Library materials	334,593
Other (heat, light, supplies, etc.)	388,184
TOTAL DISBURSEMENTS	\$2,838,073

*Does not include grants, insurance provided by City, and special accounts.

LIBRARY STAFF as of December 31, 2006 (includes consortium employees)

Jack M. Berk, Executive Director

FULL TIME EMPLOYEES

<i>Anita Barrick</i>	Finance Division Coordinator
<i>Melanie Fiske</i>	Youth Services Division Coordinator
<i>Jane Gill</i>	Public Services Division Coordinator
<i>Mary Kupferschmid</i>	Administration/Circulation Division Coordinator
<i>Daniel Solove</i>	Technical Services Division Coordinator
<i>Christine Coleman</i>	Technical Services Manager
<i>Maria Delgrosso</i>	South Side Technician
<i>Judith Deltuva</i>	Circulation Technician
<i>Linda Freedman</i>	Audiovisual Manager
<i>Dawn Fritz</i>	Circulation Technician
<i>Brenda Grow</i>	South Side Branch Manager
<i>George Hixon</i>	Buildings Supervisor
<i>Elizabeth Holzinger</i>	Special Events Manager
<i>Jeffrey Horning</i>	Custodian
<i>Jo Horning</i>	Technical Services Technician
<i>Donna Horvath</i>	Information Reference Collection Librarian
<i>Matthew Mackey</i>	Consortium Manager
<i>Carole Mauser</i>	Bookmobile Librarian
<i>Catherine McCafferty</i>	Youth Services Technician
<i>Linda Orlando</i>	Circulation Department Manager
<i>Thomas Ritter</i>	Computer Specialist
<i>Louis Rodriguez</i>	Custodian
<i>Barbara Subber</i>	Serials Manager
<i>Yolanda Votral</i>	Circulation Technician

PART TIME EMPLOYEES

<i>Brittany Barbera</i>	South Side Clerk
<i>Elizabeth Burch</i>	Circulation Clerk
<i>Cheryl Chamberlin</i>	Youth Services Technician

<i>Clare Ebner</i>	South Side Clerk
<i>Adam Fiske</i>	Circulation Clerk/South Side Clerk
<i>Robin Fritz</i>	Youth Services Clerk/Circulation Clerk
<i>Sharon Gattuso</i>	Administration/Finance Technician
<i>Dallas Gestl</i>	Circulation Clerk
<i>Michael Henninger</i>	Information Technician
<i>Nancy Horwath</i>	South Side Technician
<i>Kathleen Hutnick</i>	South Side/Youth Services Technician
<i>Ellen Kajmo</i>	Youth Services Clerk
<i>Mary Jane Karabin</i>	Information Technician
<i>Anna Kimble</i>	Technical Services Technician
<i>Lisa Knappenberger</i>	Circulation Clerk
<i>Regina Kochmaruk</i>	Youth Services Outreach Librarian
<i>Amy Levy</i>	Youth Services Clerk
<i>Valerie Mann</i>	Circulation Clerk
<i>Marjorie Marchese</i>	Circulation Clerk
<i>Margaret Nickles</i>	Circulation Clerk
<i>Delia Pacenza</i>	Circulation Clerk
<i>Kathleen Prutzman</i>	Youth Services Technician
<i>Gail Reichard</i>	Information Technician
<i>Justina Rossnagle</i>	Information Librarian
<i>Martha Sales</i>	Information Librarian
<i>Susan Schirripa</i>	Circulation Clerk
<i>Karen Schubert</i>	Administration/Finance Clerk
<i>Virginia Seifried</i>	Youth Services Technician
<i>Carol Smith</i>	Circulation Clerk
<i>Joan Spangler</i>	Youth Services Technician
<i>Laurel Stone</i>	Circulation Clerk
<i>James Talarico</i>	Digital Projects Manager
<i>Cassy Trauger</i>	Information Technician/Audiovisual Clerk
<i>Judith Yuhas</i>	Circulation Clerk