

February 6, 2008

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: 2007 Annual Report — Bethlehem Area Public Library

2007

Annual Report

2007

BOARD OF TRUSTEES

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

Ardeth Smackey, President
Howard Fegan, Vice-President
April Herrity, Secretary
Janet Greenleaf, Treasurer (January - June)
open seat (July - December)
Jean Belinski
Robert Donchez
Annamarie Jordan (Fountain Hill)
Lynn Koehler (Lower Saucon Township)
Pamela Magnan (Bethlehem Township)
Elayne Malacsics
Matthew Marr (Freemansburg)
Alison Pierpoint (Bethlehem Township)
Robert Schoenen (Hanover Township)
Emil Signes
Marie Sterlein

January 2008

To the Trustees of the Bethlehem Area Public Library

Ladies and Gentlemen:

My final year as your Executive Director was very busy and rewarding. The following reports detail the year's activities.

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; overseeing collection agency activities; purchasing supplies, equipment, and furniture; maintaining 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 and staff; coordination of volunteers; building renovations; repair and maintenance of 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

Perhaps my major accomplishment this year was to serve on the Search Committee for the new Executive Director of the Library. A very thorough national search was begun in July, and the new Director, Janet S. Fricker, was chosen in October from the three top candidates. It was an excellent committee and we are very pleased with our choice. She will start on February 1, 2008.

Five PHEAA work/study students worked a total of nearly 1,400 hours with us this summer: Joey Haymaker, Hillary Prutzman (both returning from last year), Ramona Robison, Daisy Willis, and Asma Ashraf. As usual, they worked in the Circulation Department, did inventory for Technical Services, Youth Services, and Public Services, and helped out with children's programming and activities at both the Main Library and the Branch. It's a great program for the library.

We received two \$5,000 DCED (Department of Community and Economic Development) grants to be used toward the second and third years of our subscription to downloadable audiobooks for the cardholders at our library and our three district libraries. We received \$25,000 from the Supportive Foundation in response to our grant request to replace the front doors of the Main Library. We also received grant money from several sources to commission a new sign for the Branch and pay for exterior restoration. We applied for and received \$4,964.00 from The Morning Call to cover the 2007 microfilm.

We purchased a new Riso digital duplicator for library printing and a copier and two microfilm reader/printers for public use, all with money from the Conrad Estate.

I attended a wonderful conference on the future of libraries, with Mr. Berk and other Coordinators. There are exciting changes ahead.

Circulation

The Circulation Department continues to be a very busy place. The annual circulation was close to 770,000 items - almost 15,000 each week! The short turnaround time between when a book is returned and is back on the shelves ready for the next person is remarkable. We ended the year with 72,255 cardholders. Fifty-three percent of the residents of our service area have library cards, which compares very favorably with the national average.

As a convenience to our patrons, we began to accept Visa, Mastercard, and Discover credit and debit cards at our Main Library circulation desk or by telephone. It is popular with both patrons and staff. We are the only library in the Lehigh Valley to do so.

I met regularly with the four full-timers. We also scheduled one breakfast meeting for the entire Department and several small group meetings that included all of the staff. With all of the different schedules in the Department and so many rules and details in the circulation procedures, these group discussions are very helpful.

There were two retirements in the Circulation Department: Dallas Gestl, a Circulation member since 1988, and Judy Yuhas, who has been with us since 1980. Kim DeNardo and Jennifer Bruch were hired to replace them. We are very fortunate to have such a loyal and competent staff.

We continue to struggle with insufficient shelf space. This year we added several sections of shelving to the adult fiction side to accommodate the increase in large print materials for the aging baby boomers, but it is a never

ending challenge to make room. The next shelving crunch to solve will be the books on CD, which are rapidly growing in popularity.

Special Events

The six book sales generated \$57,466.06 this year, another record. The success depends on the quality and quantity of donations, which Liza Holzinger and her volunteers work hard to solicit, on the year-round work of an amazing crew of book sale volunteers, and relentless promotion. Liza updates the web site at www.bestbooksale.org regularly.

Liza also handles promotion of the library's collection and programs by sending press releases and creating brochures, flyers, bulletin boards, and displays.

We provided free computer classes to residents of the library's service area during most weeks of the year. Registration is required and the classes fill quickly. It continues to be very popular, both for older generations just beginning to learn, and younger people who need better computer skills to be able to compete in the job market. Liza teaches these classes and also provides them for staff when requested.

Computer Classes

Class	# of Classes	Adults Served
Basic Computers	9	71
Searching the Library Catalog	5	36
Microsoft WORD®	11	96
Introduction to the Internet	11	123
Library Catalog & Online Databases (staff only)	2	15
Totals	38	341

Volunteers donated 4,810.5 hours to the library in 2007. Their time, talents, and energy are greatly appreciated, and the library is fortunate to have such a dedicated group. Sixty-six volunteers, staff, and Board members attended the popular 22nd Annual Appreciation Luncheon. Each volunteer and Board member chose a book in his or her honor to be added to the library collection.

Volunteer Hours

Circulation Department	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-eight families joined the Friends of the Library and contributed \$3,685.

The library hosted four AARP Safe Driving Courses with 66 participants.

Liza substituted for Carole Mauser when needed on the bookmobile. We have now also trained Mary Jane Karabin and Regina Kochmaruk to do this.

Our staff accumulated 483 hours of continuing education this year.

Buildings

We replaced the exterior doors of the Main Library with one large sliding glass door (with grant money). It is a great improvement. Unfortunately, we were not able to replace the inner doors because of fire safety regulations.

The South Side Branch received a new sign, gold gilding in the carved letters on both the 4th Street and Webster Street sides of the building, power washing, and fresh paint on the windows. This was entirely grant funded, and looks terrific. We also installed a major electrical upgrade at the Branch to accommodate all of the new electronics.

The custodians had a difficult year with medical issues. Both Lou Rodriguez and Jeff Horning were out on extended leave at different times. Adam Fiske was hired on a temporary basis to fill in.

Districts

Mr. Berk and I met with the three District Library Directors and Claudia Koenig, our liaison from Commonwealth Libraries, for the annual District Negotiation Meeting. Since there was no increase in District Aid from the State, we made no major changes in District Services. Together with Allentown and Easton, we presented four tri-district workshops: a Youth Services Idea

Exchange; two workshops on mending library materials, and a program on the Foundation Center. I reviewed and submitted the State annual reports for the three District Libraries.

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 2007 was \$20,475 more than budgeted. Overdues, rentals, and copy services were slightly under budget (\$6,917) but interest on investments, book sales, and miscellaneous compensated for this shortage and were over budget by \$26,789. The library showed a net operating income of \$22,302.17. This amount added to the 2006 unencumbered funds totaled \$112,111.59, part of which (\$35,000) was transferred to three Vanguard deferred accounts: Automation, Personnel, and Vehicles.

In addition to budgeted income, the library received several large grants which made many projects possible. The Supportive Foundation donated \$25,000 in 2007 to be used for new automatic front doors at the Main Library. The Reidler Foundation gave \$23,000 to the library's Endowment Fund and also \$42,000 for various projects. Janice Brody donated \$5,000 and the First Windish Fraternal Benefit Society gave \$2,000. Both of these gifts were to be used for the South Side Branch renovation project. Marie Sterlein donated \$1,000 and the Staley Foundation gave \$5,000 to be used toward an outreach van for the Youth Services Division.

The library received the remainder of a \$25,000 LSTA grant (\$11,538.44) from the State to expand the Bethlehem Digital History Project website. We also received a DCED grant of \$5,000 to be used for downloadable audio.

The library received the final distributions (\$84,041.33) from the estate of Helen Conrad. This will be used for various special projects.

The library received gifts from Janet Schnabel (\$200), the Van Wagenen Memorial (\$200), the Northampton County Medical Society (\$300) and the Friends of Music of Bethlehem (\$500). These gifts will be used for development of the South Side web page, South Side library materials, medical materials, and classical music materials.

We received a grant through the Bethlehem Area School District for \$10,000 which allowed the South Side Branch to be open on Saturdays for another six months.

We added \$38,685 to the regular Endowment Fund and \$101,726 to the Children's Endowment Fund for a total of \$140,411. The two funds were combined in December 2007. The market value of the combined Endowment Fund as of December 31, 2007 was \$1,467,792.

Income from the six book sales totaled \$57,466.06 for the year. This was \$5,754 more than 2006 and 22% more than was budgeted for 2007.

Salaries were only \$3,221 less than budgeted. This is less than .2% of the salary budget. Fringe benefit costs were under budget by \$3,632 for 2007. These two items account for over 77% of the library's budget, and to be able to predict these costs accurately is an important part of the budgeting process.

The 22nd Annual Buy-A-Book campaign mailing was sent to 555 former contributors in March 2007. The total Buy-A-Book income for the year was \$13,608, from 141 donors.

Maher, Duessel, CPAs (from Harrisburg) audited the library accounts for the first time in 2007 and presented a favorable report.

Library Staff

As of December 31, 2007 the library had 26 full-time and 33 part-time employees for a total of 59. The full-time equivalent is 44.01. Five college students, Asma Ashraf, Joseph Haymaker, Hillary Prutzman, Ramona Robison, and Daisy Willis worked during the summer and were a great asset to our library.

Staff changes in 2007 included the following: in the Circulation Department, part-time clerks Dallas Gestl retired after 19 years and Judith Yuhas retired after 27 years of service. Kim DeNardo and Jennifer Bruch were hired as replacements. In the Information Department, Cassy Trauger was promoted from part-time clerk to part-time technician due to the increased technical aspects of her job. Brittany Barbera resigned as South Side Branch clerk in December and will be replaced in early 2008. As a result of discussions with the library's

auditors, part-time administration and finance technician, Sharon Gattuso, became full-time in December 2007. It is important for the integrity of our accounting system that there be additional personnel familiar with and responsible for the library's \$3,000,000 budget.

JANE GILL - PUBLIC SERVICES DIVISION

The Public Services Division includes the Audiovisual Department, the Information Department, and the Bookmobile. Nearly all Public Services personnel provide reference service. 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, including periodicals; the local history room; and interlibrary loan services not only for our patrons, but also for our district libraries. We 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 2007 include:

Bookmobile Services

1. The Bookmobile travels to various locations in our service area four days a week, on a two-week rotating schedule. Carole Mauser, our Bookmobile Librarian, provides a one-person traveling library, serving simultaneously as driver, circulation librarian, reference librarian, and security officer. Bookmobile circulation for 2007 was 27,885. This represents a slight increase over the 2006 circulation of 27,845. Except for February and December, we were blessed with relatively mild weather and little mechanical trouble, minimizing disruptions to the schedule.
2. Carole Mauser worked with Regina Kochmaruk of Youth Services to arrange story times at some of the stops this summer. This was successful, and we hope to do this again.
3. Mary Jane Karabin and Regina Kochmaruk have both learned how to drive the bookmobile, which gives us more flexibility when Carole Mauser is unavailable.
4. Schedule changes this year included adding a new stop at Kevin Drive near Summer Lane, and a new one at Greenbrier Drive. Both stops have proved very successful.

Reference Services

1. We provide 15 public Internet PCs, plus two word processing PCs, and one that combines the two functions. The Public Services staff supervise the use of these resources and provide basic instruction and trouble-shooting assistance. In 2007 adult Internet users conducted 47,117 sessions for a total of 15,245 hours.
2. We continue to participate in AskHerePA, the statewide virtual reference service. This allows library patrons to receive live reference help from a network of librarians across the country on a 24/7 basis. We now have five librarians who are trained to staff the service. The use of the service continues to grow.
3. Various publicity efforts were made, including updates or production of several flyers advertising specific databases; two presentations on job hunting services to Career Link; a presentation to the Bethlehem Rotary Club; and a variety of in-house tours.
4. We were able to replace a photocopier and two elderly microfilm reader/printers, thanks to money from the Conrad Estate. We were also able to add shades to our west windows, cutting down the afternoon glare which has tormented microfilm users for a long time.

Periodicals

1. Barbara Subber is responsible for managing the periodicals collection, as well as working with Donna Horvath to track spending in the standing order and reference budgets. Barbara and I attended a serials meeting hosted by the Easton Area Public Library. Area serials librarians get together on an annual basis, primarily to puzzle out confusing publication patterns, as well as exchanging information about features that our serials software can perform.
2. We updated our periodicals list, pulling current holdings from the Horizon database using ReportSmith. Barbara Subber also organized the PHEAA students to handle our annual binding.
3. Barbara Subber organized a serials training session for our consortium concerning EbscoNet, an electronic database that allows us all to place orders and claim missing issues from Ebsco, our periodicals jobber.

Interlibrary Loan

1. When we do not own a title which one of our patrons wishes to read, we can borrow it from another library. In return, we lend our materials to other libraries. Justina Rossnagle, Marti Sales, and Gail Reichard handle our ILL operations, often in between reference questions. In 2007, we borrowed 3,188 items from other libraries and lent 5,796 items to other libraries including our district libraries. This represents a 13% increase in items borrowed from other libraries in 2006, and nearly an 11% increase in items lent.

Local History Room

1. The Bethlehem Room inventory was done this year, thanks to the help of our PHEAA students.
2. Cassy Trauger received 64 requests for a total of 326 copies from our newspaper microfilm and local history resources this year. Forty-seven of these requests were from out-of-state residents.
3. Archival collections which were processed and added to our local history collection included: Records of the Central Fire Company; Records of the Greater Bethlehem Council of Churches; family records of the Eichelberger/Doney/Keiper families; and the papers and artwork of Christian Hellener. These last two collections include several examples of taufschein, printed baptismal certificates that are of historical interest.

Bethlehem Digital History Project and Selections from the Bethlehem Room

1. James Talarico, our Digital Projects Manager, is responsible for our digital collections, The Bethlehem Digital History Project, and Selections from the Bethlehem Room. He also is responsible for the update and design of our web page. Our newspaper indexing page consistently ranks in the top ten web pages viewed on our site each month, often just behind our root page, and "Selections from the Bethlehem Room" pages are viewed, on average, over 3,000 times per month. It is estimated that in 2007, the BDHP pages were viewed more than 163,000 times (because of server difficulties at Moravian College, we are unable to provide an accurate total usage for the BDHP).

2. The Bethlehem Digital History Project received an honorable mention for the 2007 ABC-CLIO Online History Award. The award-winners were publicized in various American Library Association journals, and there was an awards reception and ceremony at the annual conference of the American Library Association in Washington, DC in June. The award was sponsored by the History Section of the Reference and User Services division of the American Library Association. We were very pleased and excited to have received this recognition. The winner, by the way, was the New York Public Library, and the other honorees were all quite large libraries.
3. The Express-Times printed a nice article on the Bethlehem Digital History Project.
4. James Talarico and I, along with Beth Fuchs of the Reeves Library of Moravian College, gave a presentation at the American Theological Library Association annual meeting in Philadelphia. James and Beth also were included as panelists in a roundtable discussion about digital projects the next day. Our presentations were well received and will be published in the Association's Proceedings.
5. Images from our own local history page, "Selections from the Bethlehem Room," were used by outside publication media, including John Wiley and Sons; the Journal of American History; Channel 69; the Bethlehem Press; and Northampton County.
6. June marked the completion of our 2006/2007 LSTA grant. This grant focused on the addition of materials concerning Moravian education to our Bethlehem Digital History Project web page. The additions included over 1,071 new HTML web pages, 870 images, 117 Shockwave Flash movies powered by 25,495 interactively encoded JPEG images, and a detailed finding aid to the Female Seminary collection of the Moravian Archives.
7. In cooperation with Lehigh University, we received an IMLS grant which Lehigh University will spearhead, digitizing 1900 and 1920 city directories and cross-referencing them to maps of Bethlehem as well as other sources. We also served as cooperating partners in another Lehigh University project, Beyond Steel, which focuses on Lehigh Valley industrial history. Beyond Steel saw its initial launch this year and was also grant-funded.

Audiovisual Department

It would be an unusual year if we weren't able to report on a new

format or procedure. This year we're pleased to incorporate the "BAPL News Blog." Library patrons can visit the blog to discover the latest in DVDs, audiobooks, music CDs—and extensive information on other departments and activities within the library.

A blog (short for web log) is an online journal, in this case a journal of the library that is frequently updated. Our web designer, James Talarico, set up our blog to make it easy for anyone with BAPL news to post it.

Linda Freedman is pleased to report that audiobook downloads continue to increase. The title most downloaded was *Angels and Demons*—a thriller by Dan Brown. A display created by Liza Holzinger during the summer helped to promote this service.

The Friends of Music of Bethlehem donated \$500 for the purchase of classical music material. 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 The Guarneri Quartet, The Beaux Arts Trio, Julian Bream, Beverly Sills, Luciano Pavarotti, and others.

We purchased a new disc repair machine that repairs DVDs as well as CDs. Audiovisual Technician Cassy Trauger quickly learned to use our excellent new machine to make scratched discs look like new and keep them working. Cassy 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.

In March Linda Freedman attended a librarian training session at Muhlenberg College for "AskHerePA," an online reference service. This live chat reference service is free to all residents of Pennsylvania, 24 hours a day, 7 days a week.

Much of the work in this department consists of ongoing, routine tasks: selecting and ordering audiovisual material, 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.

Linda Freedman "weeded" our VHS and books on tape collections, discarding items that were worn or outdated. This made space for our DVDs and books on CD. We took inventory of all adult audiovisual collections with student help.

Circulation of audiovisual material was down about 3% compared to 2006, attributable to the aging and discarding of older formats—VHS and

audiobooks on tape.

The Audiovisual Department is an important component in the library's mission to serve our community, and the rewards are many. I look forward to continuing to find reliable and fresh ways of providing a quality visual and audio experience for our patrons.

DAN SOLOVE - TECHNICAL SERVICES DIVISION/SYSTEM ADMINISTRATION

The Technical Services Division was again busy in 2007 ordering, receiving, cataloging, and processing numerous books and audiovisual materials from the regular budget as well as from many grant and gift accounts. The System Administration Department was involved in maintaining, upgrading, and configuring various hardware and software with servers and PCs for both desktop applications and in conjunction with the library automation system. Our Consortium Manager, Matt Mackey, worked with Bethlehem staff as well as with staff from our Consortium libraries in troubleshooting various aspects of the Horizon automation system and creating customized reports and enhancements.

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. I managed the ongoing update of our authority records (author, subject, series) in our database for the Consortium. I submitted bibliographic records on a quarterly basis to our vendor that we contract with for this service. I then imported the enhanced records back into the database. This has kept our database more current and complete.

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 from 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 Moravian College. Matt Mackey and 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 on the new software the company will be offering in 2008, as well as sessions on customizing and working with the modules in our existing software.

Automation

We learned at the CODI conference that we can stay on our current version of the software for at least two years until it is necessary to upgrade to our vendor's newer software or to another product altogether. Matt Mackey, our Consortium Manager, logged many calls to our vendor on behalf of the four libraries in our consortium. Matt also created customized scripts, queries, and reports for the libraries to accommodate their specific needs. Matt also stayed abreast of the library automation marketplace and what software products might be best for our Consortium.

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 and/or upgraded PCs, printers, LAN cabling, and software for various staff positions
- Upgraded two LAN switches
- Upgraded 12 public Internet PCs at the Branch
- Installed wireless (WiFi) hot spot at the Branch
- Installed new wireless bridge for use with Branch's new hot spot
- Upgraded cash card system for Youth Services
- Upgraded DeepFreeze to the enterprise version for public PCs at the Main Library, the Branch, and Youth Services
- Installed new and replacement UPSs at various staff and public PCs
- Implemented traffic shaping (LiveNetwork) for our Internet access
- Installed high speed cell-modem in the bookmobile

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 453 programs to 10,611 children and 5,092 adults. There were 72 private tutoring sessions given by Moravian College students and six SAT classes provided by a secondary education student from the college. In addition to this, we registered a grand total of 2,157 children in the Summer Reading Club, including 118 on the bookmobile and 97 at our Branch. Having a part-time Outreach Librarian really made a difference in the number of children and adults we served. Our in-house programming included story times, monthly teddy bear story times, Family Place parent/child workshops and Next Step programs, book discussions, college classes, special programming events, scout tours and school groups coming in for tours or story times. Visiting groups numbered 45 of our total programs and served 949 children and 179 adults. Our Outreach Librarian worked with the Lehigh Valley Storytellers Guild to bring Grammy award winner Bill Harley to the library for a concert. Pasda Art Studio presented a drawing and painting workshop for children of all ages. They had many art mediums for all to try.

Outreach into the community included visiting preschools and daycares, elementary schools and high schools, school district SPARK, ASPIRE and Lights-on-after-School initiatives, Alex's Lemonade Stand, a Cops 'n Kids event, and a Lehigh University community orientation program. A total of 112 outreach programs were presented to 4,270 children and 1,292 adults. It was a very productive first year in so many ways.

Programming for the eleven-week "Get a Clue @ Your Library" Summer Reading Club included preschool story time, story/art sessions for preschoolers and school-aged children, a magic show by Keppel, therapy dog one-on-one reading sessions, a reader's theater workshop, a Fiesta night, a Super Searcher workshop, and a Harry Potter fair. Fifty story times were attended by 740 children and 555 adults. Many local businesses gave us food coupons to use in our prize boxes.

The 2007 Pennsylvania One Book Every Young Child campaign's selection was *Splendid Friend, Indeed* by Suzanne Bloom. Day long activities in the Youth Services area during the Summer Reading Club and the reading of *Splendid Friend, Indeed* on the hour was again a successful way to use the One Book. We also gave away copies of the book at programming throughout the year. This year was quite special as our application to have Suzanne Bloom visit was chosen and she came to the library in March. We invited 200 children from the Bethlehem SPARK pre-K program to visit the library and hear Suzanne speak. Each child received bear ears to wear and a copy of the book. SPARK classrooms provided wonderful artwork to decorate the library for the occasion.

Our teen advisory board designed the Summer Reading Club for teens, "Keep it Reel." The board held a mystery night, *Murder on the Red Carpet* which they wrote and produced, and an all-ages talent show. They provided an elaborate Harry Potter Fair with many stations of entertainment and activities. The Boyd Theatre donated movie tickets as prizes for the Teen Reading Club, local restaurants provided coupons, and Wegman's provided delicious food for the talent show. Three hundred-eighteen teens joined the club and 174 teens attended four programs during the summer. 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 were thrilled to win a Best Practices award from the Pennsylvania Library Association for this wonderful family program. Several teens were able to travel to Harrisburg to receive their award. The Teen Advisory Board hosted a similar night for families to celebrate Halloween. Twenty-five regular meetings were attended by 468 teens.

The Write and Illustrate Your Own Book contest garnered 95 entries and an award ceremony was held to honor the writers. We received 363 poetry entries for the April poetry contest. 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. Twenty-one programs were attended by 441 children and 381 adults. Many resource specialists from the community provided valuable information to our parents.

The computers, Internet, games and word processing, were used 8,959 times. We were thankful for the help PHEAA students provided in doing the inventory of our jE fiction collection. Staff updated the third grade and K-2 booklists. 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. Our Outreach Librarian, in conjunction with the Digital History Manager, began an extensive overhaul of the Youth Services website.

Staff experienced many continuing education opportunities: Summer Reading Club training, the local and state conferences, a storytelling workshop with Bill Harley, author presentations by Bruce Coville (Spring Garden) and Peter Catalanatto (Miller Heights), BookExpo, and the Continuum of Learning after-school workshop at Northampton Community College. 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.

We had a very productive year serving patrons of all ages, were delighted with our new outreach program, and accomplished our set of goals.

South Side Branch

The Branch enjoyed a jam-packed year with events inside the building and outside in the community. The Library Board held their June meeting at the Branch, and board members were given a tour after the meeting where the Branch collections and service areas were highlighted. Mr. Berk, the library's director, made his official retirement announcement.

A new look to the exterior of the building has made the Branch sparkle. New signage in the shape of a book was hung on the corner of the building and original recessed lettering on the facade was painted with gold leaf. The exterior windows and trim were painted to match the signage. Marcus Michael Design planned and accomplished most stages of this stunning work.

A wireless hot-spot, or Wi-Fi, which allows people to have remote access to the Internet, was made available to the public in July. Computer use remains high with 14,080 log-ins for the year.

Community events in which the Branch staff participated were: the Puerto Rican Parade and Festival, "Celebration of Reading," an event sponsored by the Cops 'n Kids organization, a health fair held at the Council of Spanish Speaking Organizations of the Lehigh Valley, and Fountain Hill Elementary School's leadership committee.

The Homebound Service is a program for physically or visually impaired people in the library's service area. There are 39 patrons that make use of this service. Volunteers delivered material 49 weeks totaling 344 visits. Eighteen free computer lessons were offered to adults and 75 people took advantage of this great service. The lessons included learning how to use the mouse, setting up a free e-mail account,

and basic searching on the Internet.

Children's services at the Branch included story times, seasonal parties, the Summer Reading Club, and working with the schools on the south side of Bethlehem. Forty story times were given with a total of 241 children and 158 parents in attendance. Five annual parties entertained 132 children and 136 parents. Included was Fiesta, a bilingual story time held during Hispanic Heritage month. "Get a Clue @ Your Library" was the theme for 2007's Summer Reading Club. The Branch had 20 preschoolers, 57 school-age children and 11 teens join the program. Twelve summer programs served 290 children and 134 adults. This included story/craft sessions, a magic show by Joe Keppel, Read to Dogs, which allowed children to practice their reading, the Harry Potter Fair, and Family Fun Night at the Beach.

Toddlers at Play, which is the Family Place parent/child workshop, was held in the spring and fall and two overview sessions were held in the summer which made an impact on 116 children and 84 parents. Twenty-eight groups, 492 children and 56 adults, visited the Branch and learned what a fun place the library is.

The Branch outreach included nine total visits to Donegan and Fountain Hill Elementary Schools in which 349 children and 18 adults were served.

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

CONCLUSION

Thank you for the opportunity to serve. It has been quite rewarding and the future holds great promise.

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

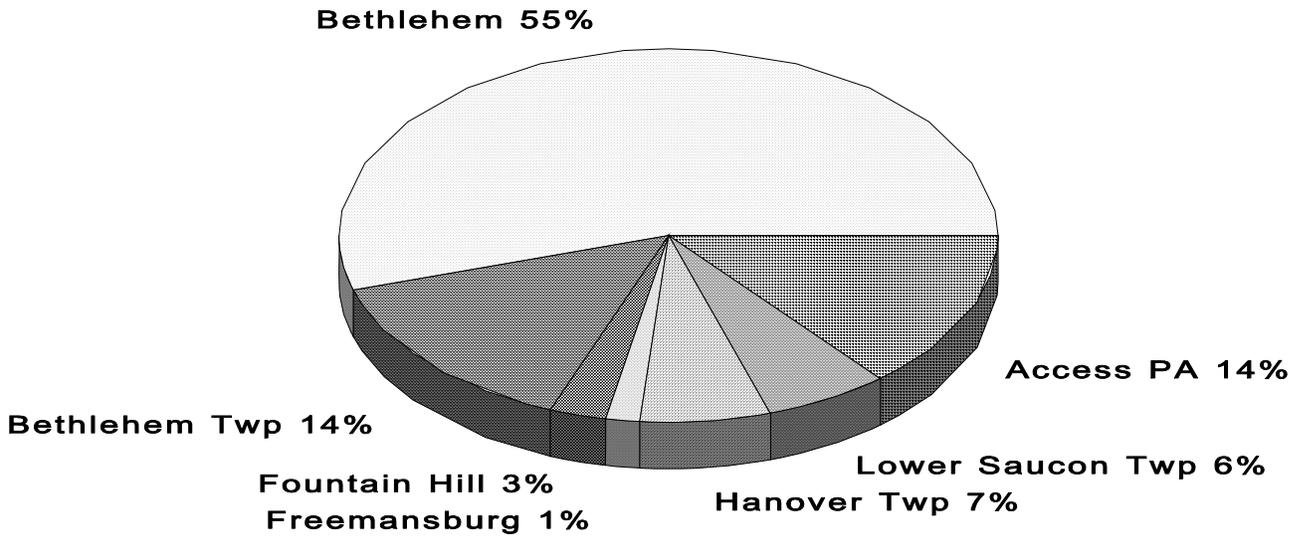
RESOURCES

	MAIN LIBRARY ADULT (Includes Bookmobile)	MAIN LIBRARY JUVENILE (Includes Bookmobile)	SOUTH SIDE ADULT	SOUTH SIDE JUVENILE	TOTAL
Books	112,317	63,871	15,251	12,871	204,310
Videocassettes	3,960	1,862	657	533	7,012
DVDs	3,808	858	303	586	5,555
Music Compact Discs	8,202	1,207	514	150	10,073
Music Cassettes	10	193	30	70	303
Books on Cassette	1,843	711	190	276	3,020
Books on Compact Discs	1,422	542	45	87	2,096
Toys, Puppets and Kits	0	285	0	0	285
Software	0	99	0	0	99
Total Catalogued Items	131,562	69,628	16,990	14,573	232,753
Periodical Subscriptions	260	25	56	7	348
Newspaper Subscriptions	22	0	6	0	28

USE OF LIBRARY MATERIALS

	2007	2006	2005	2004	2003
TOTAL ITEMS LENT	768,946	773,544	781,716	792,435	826,168
Main	704,406	707,886	719,436	730,541	764,972
South Side	34,683	35,982	36,072	32,312	34,363
Bookmobile	27,537	27,845	26,208	29,582	26,833
Audiobook Downloads	2,320	1,831	n/a	n/a	n/a
TOTAL INTERLIBRARY LOANS	8,984	8,020	7,778	7,251	7,327
From Other Libraries	3,188	2,797	2,516	2,504	2,549
To Other Libraries	5,796	5,223	5,262	4,747	4,778

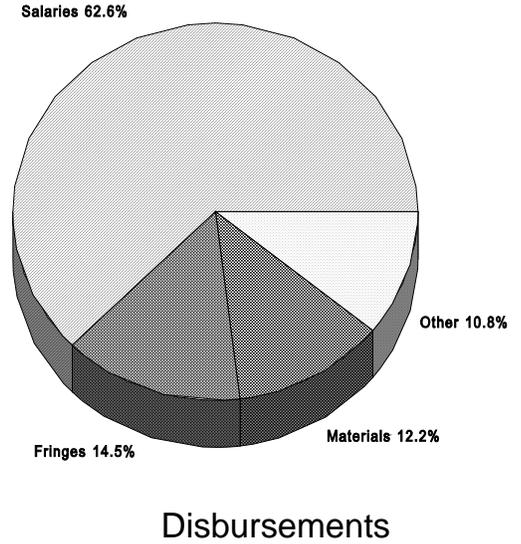
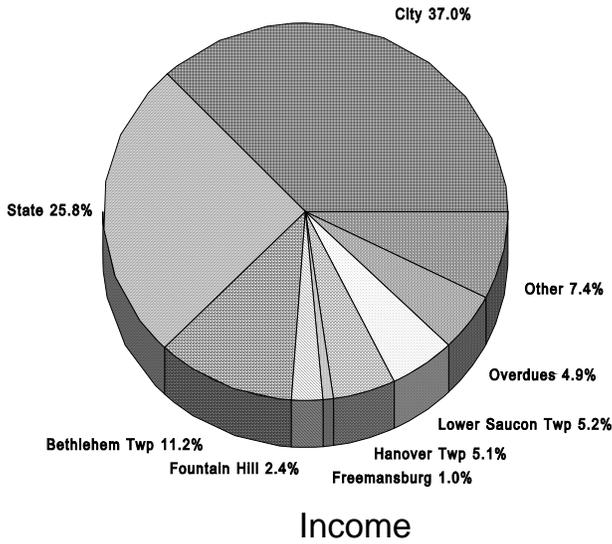
Registrations 2007



REGISTRATIONS

	Child 0-14	Youth 15-17	Adult 18-64	Senior 65+	Total	% of Population	% of Cardholders
Bethlehem	10,365	2,386	25,360	1,584	39,695	56%	55%
Bethlehem Twp.	3,335	736	5,907	359	10,337	49%	14%
Fountain Hill	628	137	1,258	66	2,089	45%	3%
Freemansburg	389	65	609	15	1,078	57%	1%
Hanover Twp.	1,352	356	2,792	234	4,734	50%	7%
Lower Saucon Twp.	1,108	189	2,763	241	4,301	44%	6%
Total Service Area	17,177	3,869	38,689	2,499	62,234	53%	86%
Access					10,021		14%
TOTAL					72,255		100%

Income & Disbursements



2007 STATEMENT OF INCOME AND DISBURSEMENTS

OPERATING INCOME*

City appropriation-----	\$1,095,000
State appropriations (Aid, Access PA)-----	764,253
Bethlehem Township contract-----	331,326
Fountain Hill contract-----	72,209
Freemansburg contract-----	29,688
Hanover Township contract-----	149,661
Lower Saucon Township contract-----	154,685
Overdues-----	143,658
Other (investments, rentals, etc.)-----	219,995

TOTAL INCOME -----	\$2,960,475

OPERATING DISBURSEMENTS*

Salaries and wages-----	\$1,838,397
Fringe benefits-----	426,057
Library materials-----	357,131
Other (heat, light, supplies, etc.)-----	316,588

TOTAL DISBURSEMENTS -----	\$2,938,173

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

LIBRARY STAFF as of December 31, 2007 (includes consortium employee)

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>Sharon Gattuso</i> -----	Administration/Finance 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>Jennifer Bruch</i> -----	Circulation Clerk
<i>Elizabeth Burch</i> -----	Circulation Clerk
<i>Cheryl Chamberlin</i> -----	Youth Services Technician
<i>Kim DeNardo</i> -----	Circulation Clerk
<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>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