

BLOOMFIELD PUBLIC LIBRARY

Director's Annual Report 2007

Mission

It is the mission of the Bloomfield Public Library to provide and promote open and equal access to the resources and services of the library in order to meet the informational, educational, and cultural needs of the community. The library seeks to encourage reading and the use of current technology for life-long learning and the enhancement of the individual's quality of life.

Services

The Bloomfield Public Library provides information to the public, through a wide variety of print and non-print materials, to satisfy informational and recreational needs. The Library supports the local students, business community, specific and general needs of individuals, and is a repository of information, acting as the collective memory of the community.

The library offers programs for all ages. The Adult Department focused on offering courses in technology, business-related topics, health-related lectures, and programs which entertained and enriched the members of our community. The Children's Department placed a special emphasis on teaching children to read through story hours, arts & crafts and recreational programs.

Statistics

This year, a great of attention was focused on offering outstanding library services to our community with our enhanced collection. Given below are some of the statistics to reflect activity of the library services:

- Reference questions answered in person:
 - Adult Department: **11,500**
 - Children Department: **13,636**
- Reference questions answered by phone:
 - Adult Department: **4,221**
 - Children Department: **4,018**
- Adult Directional reference questions answered: **4,214**
- Adult reference questions via E-mail: **365**
- Adult reference questions via QandANJ service: **392**
- Materials borrowed from other libraries: **420**
- Materials lent materials to other libraries: **320**
- Number of periodicals subscribed: **448**

- New Library Cards issued:
 - Adult Department: **1,908**
 - Children Department: **844**
- Number of documents notarized: **1,001**
- Visitors to the library:
 - Adult Department: **133,840**
 - Children Department **55,175**
- Reserves placed by our patrons: **494**
- Number of Website hits: **24,991**
- Number of sessions used on Public Workstations:
 - Adult Department: **51,408**
 - Children Department. **23,790**

Given below is a breakdown of **Adult Programming**:

| Name of Program | Number of Programs | Number of people attended |
|----------------------------------|---------------------------|----------------------------------|
| Monday Afternoon movies | 41 | 703 |
| Thursday afternoon movies | 44 | 1185 |
| Poetry Club | 20 | 123 |
| Book Club | 10 | 53 |
| Internet Classes | 2 | 12 |
| Performing Arts & other programs | 42 | 699 |
| TOTAL ADULT PROGRAMS | 159 | 2,775 |

Given below is a breakdown of **Enhanced Children Programming**, including Summer Reading Club Programs:

| Name of Program | Number of programs | Attendance |
|--------------------------------|---------------------------|-------------------|
| Preschool story times | 41 | 430 |
| Toddler story times | 37 | 442 |
| School Age story times | 6 | 61 |
| Story time (General) | 62 | 238 |
| Book Discussions | 7 | 52 |
| Trivia Games | 9 | 209 |
| Drop-In Crafts | 41 | 1,468 |
| Early morning Crafts | 72 | 701 |
| Movie Screening | 32 | 188 |
| Movie Food Events | 8 | 164 |
| Hired Performers | 23 | 1,692 |
| Free Performers | 5 | 323 |
| Seasonal Events | 11 | 333 |
| Holiday Events | 4 | 266 |
| TOTAL CHILDREN PROGRAMS | 358 | 6,567 |

Other Accomplishments during the year 2007

In addition to enhanced and quality library services, a great deal of attention was focused on building improvements and décor enhancement of the library. The accomplishments are as follow:

Membership to BCCLS (Bergen County Cooperative Library System)

The library joined BCCLS, a consortium of 75 libraries, mostly located in Bergen County. Being a member of this organization, the library can borrow materials from 75 member libraries. In addition, our patrons can borrow materials, in person, from over 150 public libraries throughout New Jersey with access to over 10 million books, CDs, and DVDs. The system also provides our patrons access to several online databases and downloadable audio-books. This was the top notch accomplishment of the library.

Enhanced Book Collection

This year, second year in a row, the library purchased extensive print materials to update and expand its print collection. It has been possible due to the genuine interest, support and innovative thinking of our Honorable Mayor Raymond J. McCarthy. The library staff salutes the Mayor for his unending support.

New Carpet in Children's Department

Installation of new carpet gave a new look to the constantly improving Children's Department. The "Picture Room" received carpet tiles with "Letters & Numbers" in varied colors; the "Fiction Room" received carpet tiles of "cubic balance" with a Burgundy color border to give it a distinctive look; Entrance area received "Entry Level Blue" carpet tiles which are quite rugged; the Reading Room and the Children Librarian's office were tiled in "cubic balance" to match with rest of the decor. The Cantaloupe Room received floor tiles due to the presence of a sink in this area.

Replacement of Water Feed in the Boiler

The boiler located in the main building of the Adult Department started leaking and the heating stopped working. In order to rectify this problem, we had to replace the "Water Feed."

Addition of Board Room Table

A "Board Room" table, in excellent condition, was donated to us by the Bloomfield Department of Recreation. This table has been housed in the "Quiet Study Room" in order to accommodate more people in this area.

Library's Organization Chart

The Library Director devised the organizational chart of the Library and was approved by the Library Board of Trustees.

Media Production & Channel 35

The Library shot a 2-minute library infomercial and several children's programs which were aired on local Channel 35 during daytime and evening time. The library utilized this resource to the maximum and resulted in gaining additional library exposure.

Library's Policy Manual

A few new policies were added to our manual whereas a few others were updated.

Library Displays

The Library held two displays during the year, namely, "Holocaust" during the month of May, and "Charles Warren Eaton" Paintings during the month of November.

Reaching Out

The Library Director and the Children Librarian have approached local schools to market library services and enroll the students as members of the library by issuing library cards.

Information Services Desks

The Library has purchased an Information Services Desk for the Adult Department with library funds and an Information Services/Circulation Desk for Children's Department with funds from Friend of the Library. The Children Department also purchased some other furniture funded by the Friends of the Library.

PA system for Children's Department

Public Announcement System was installed in the Children's Building for ease of making announcements from time to time.

New Staff Desks

Three damaged and non-functional staff desks were replaced.

Shelter for "Little Treasures Day Care"

The Library Board of Trustees approved the Library to be the shelter for "Little Treasures Day Care" in case of an emergency.

In-house Professional Development

For the very first time, the library held an in-house professional development program for the entire staff. The staff was quite pleased with the outcome.

Homework Help

Megan Maiuri, the Children's Librarian, made arrangements with her staff to provide "homework help" on one to one basis on library premises. This was necessitated due to the loss of "Homework Help" program which was offered by the New Jersey State Library and was a great success but had been discontinued due to lack of funds.

QandANJ Service 24 x 7

The Library continued its commitment to participate in QandANJ project. Our staff continued contributing 6 hours of on-line service each week. This service is provided from within library premises. A link for QandANJ is placed on our home page which facilitates our patrons as well as college students, library services over the web around the clock.

Contribution to “Independent Press” and “Bloomfield Life”

Linda Esler & Lisa Cohn have contributed to “Independent Press” and “Bloomfield Life” by writing a column each week. This has provided the library a greater exposure in the community.

Leasing of Large Conference Room

The Library leased its large Conference Room for one year to the Essex County Department of Employment and Training which will bring us an income of \$15,000 for the year.

Grants

The Library received ALA grant entitled “We the People” and Verizon grant comprising of books and audio/video collection.

Passport Service

The Library continued provision of passport service, staffed by the Essex County Clerk’s Office, on library premises for the benefit of Bloomfield residents. This program has become extremely popular.

Expanded Notary Public Service

The Library added one Notary Public, this year, due to increasing demand of this service.

New Steel Doors

The Library replaced the two damaged steel doors located by entrance to the Library Theatre on Broad Street.

Katrina Ravaged Library

The Library, in cooperation with the Bloomfield Lions Club and Bloomfield Friends of the Library, collected books and shipped to Katrina ravaged library in Pass Christian, Mississippi.

Expanded Library Hours

The library continued servicing our patrons an additional one thousand one hundred fifty two hours (1,152 hours) to Children’s Department and two hundred sixty four hours (264 hours) to Adult Department, thus adding to one thousand four hundred sixteen hours (1,416 hours) annually.

Welcome Packages

The Library continued to provide new library cardholders with a “welcome package” prepared the Welcome Committee of which the library director is a member.

BPL Quarterly

The newsletter is in its third (3rd) year of publication. Of course, it has a limited circulation.

Expanded Library Programs

The library has added many more programs for adults as well as children this year. This has resulted in bringing in more people to library doors.

Gift from Lions Club

The Lions Club donated \$1,000.00 for purchase of Large Print books. The club has been donating this amount every year.

Gift from Bloomfield Women's Club

The Women's Club donated \$700.00 which gave a little boost to children's programs.

Cleaning of Library Windows

This is the first time that the library windows have ever been cleaned from inside as well as from outside.

Repair of Children's Building

Some roof tiles toward the back side of the building were replaced; new gutters have been installed; the drop ceiling has been fixed and the inside wall of the building has been repaired. It is hoped that it would stop the leakage problem in the building.

Radiator Covers in Children's Building

Twelve (12) custom made radiator covers have been installed in order to avoid injuries to children.

The library goals of the year 2007, presented to the Library Board of Trustees and the Township Administrator, have been successfully accomplished.

It has been, once again, an extremely busy year and I am proud of all that has been accomplished.

I would like to thank the Library Board of Trustees for their dedication, support, and confidence in me. I would like to express my gratitude to our Honorable Mayor Raymond J. McCarthy, for his interest, support and innovative thinking which brought us extra funds to update and expand our print collection. I would like to thank our Township Administrator, Ms. Louise Palagano, for being a proponent of the library. I would also like to thank the Council Members for their support during the budgeting process. How can I forget to thank all Department Heads at the Town Hall for their assistance and cooperation, particularly, the Bloomfield Department of Police upon whom we have often called for assistance. Last, but not the least, a BIG "thank you" to our dedicated library staff, for without them, none of this would have been possible.

Sincerely

January 8, 2008

Gian Hasija
Library Director

Respectfully submitted to the Library Board of Trustees on January 16, 2008