

HILLSDALE FREE PUBLIC LIBRARY ANNUAL REPORT 2012



PREPARED BY

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FEBRUARY 2013

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Executive summary

Highlights from the year:

- 📖 The Children's carpet was replaced with carpet tile using insurance funds from Hurricane Irene.
- 📖 A new photocopier lease was negotiated, resulting in a lower annual cost.
- 📖 Membership fees were reduced to match the reimbursement offered by Woodcliff Lake Borough. This resulted in a dramatic increase in income which offset budget cuts.
- 📖 The Library followed the Borough's lead on contracting for electric through the County Cooperative program, resulting in lowered electric rates.
- 📖 The staff trained intensely during the last 4 months leading up to the transition to Polaris, our new integrated library system.
- 📖 The website was redesigned using the Wordpress platform. The new URL is myhilldalelibrary.org
- 📖 The Think It, Make It, Share It campaign for creativity concluded. Over 1,000 acts of creativity took place at the library.
- 📖 The funding available for purchasing new materials was reduced by \$23,241 **(-21.7%)**.

The library circulated 217,228 items. This is a conservative total of over **\$3.2 million** in material value circulated on an operating budget of \$711,997 (excludes insurance repairs). This is a return on investment of **515%** on the Borough's contribution of \$632,917. The library's circulation is far above that of local averages for libraries serving a similar population size and operating in our budget range. From 2007 to 2011, Hilldale Library had the lowest cost per circulation ratio out of all 74 libraries in the Bergen County Cooperative Library System (BCCLS). In summary, the library continues to operate at a very high level of efficiency and productivity.

Comparisons to similar Bergen libraries are limited to those serving populations between 6,000 and 11,000 with 2011 operating budgets between \$600K and \$800K. A chart is appended as the last page of this report. The Bergen County Cooperative Library System statistics are available at: <http://www.bccls.org>

The BCCLS libraries used for comparison are:

Closter, Cresskill, Montvale, Oakland, Old Tappan, Oradell, Park Ridge, River Vale, Washington Twp, Westwood.

I. Circulation statistics

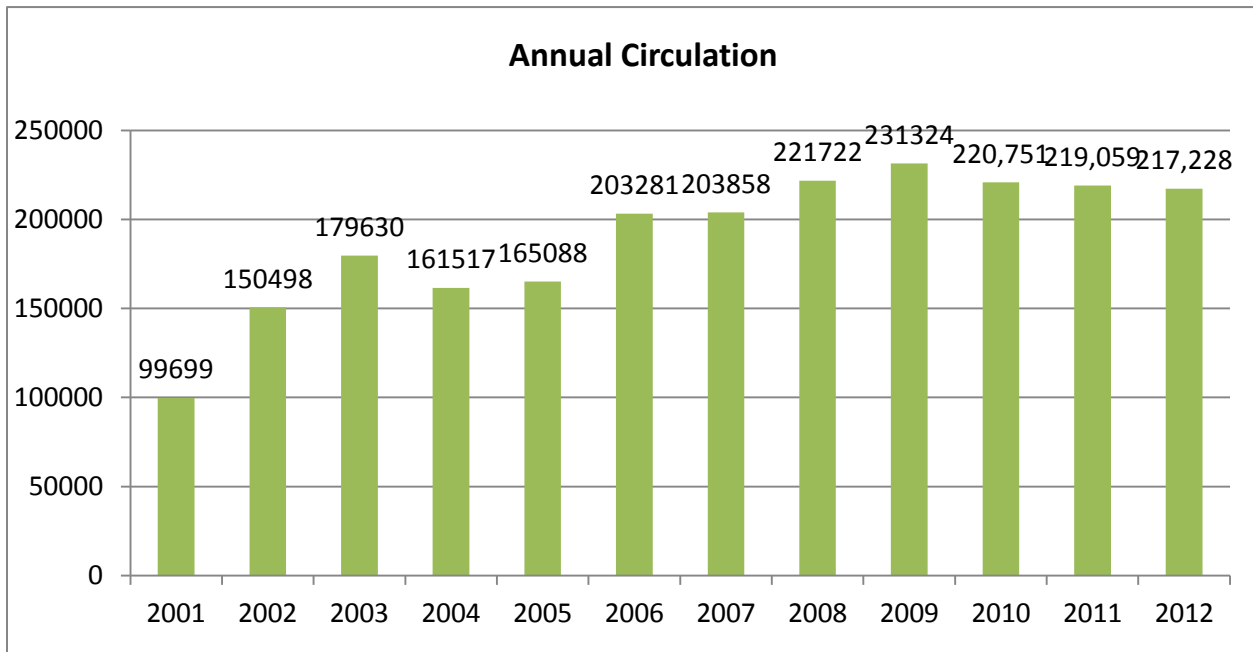
The computer registers a circulation every time an item is charged to a patron. Renewals also register as circulations. Approximately 23% of the circulation reported is a result of renewals. The following circulation reflects the number of Hillsdale items charged out to either Hillsdale borrowers or to borrowers from other libraries. In 2012 the library circulated 217,228 items. This includes 2,319 downloadable audio and/or eBooks.

The 2012 average for similar Bergen libraries was 140,691.

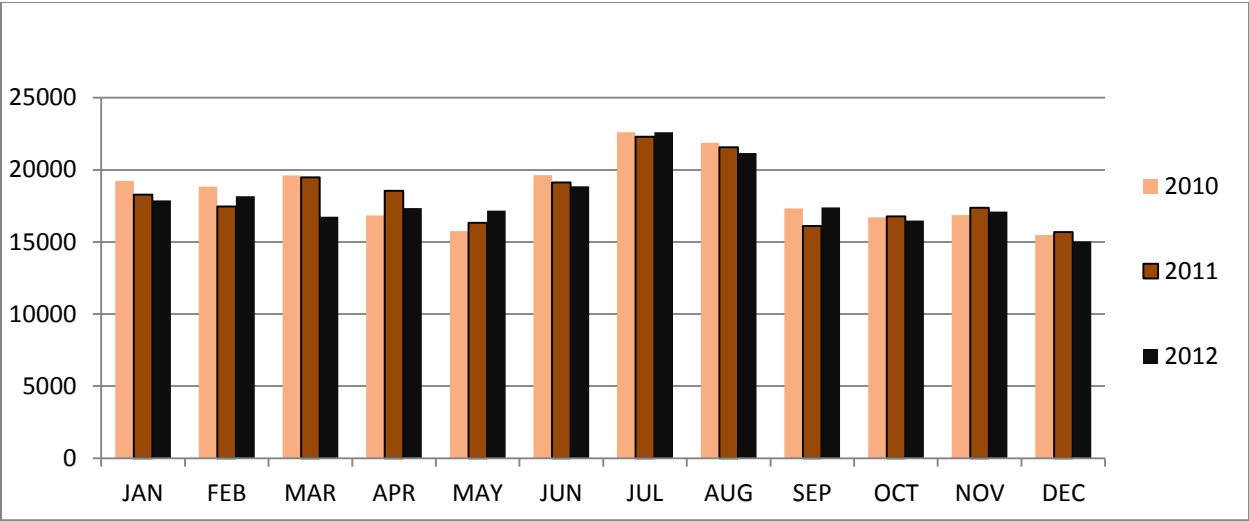
Hillsdale's 2012 circulation per capita was 21.3 items.

The 2012 average circulation per capita for similar Bergen libraries was 16.2 items.

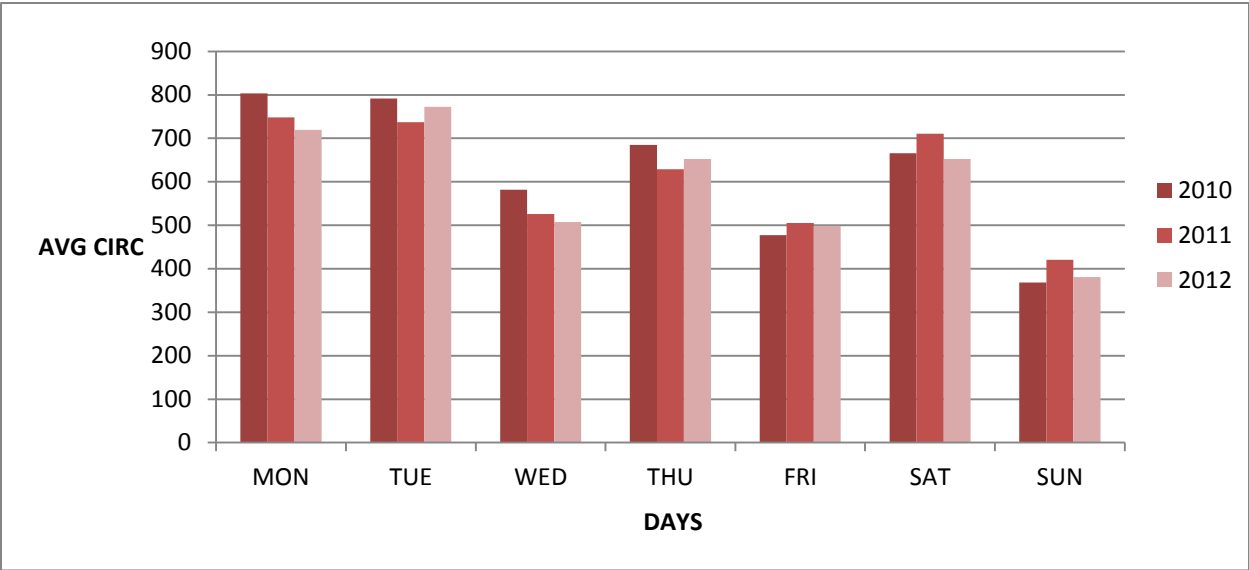
Annual circulation totals 2001 – 2012.



Overall circulation by month 2010-2012.

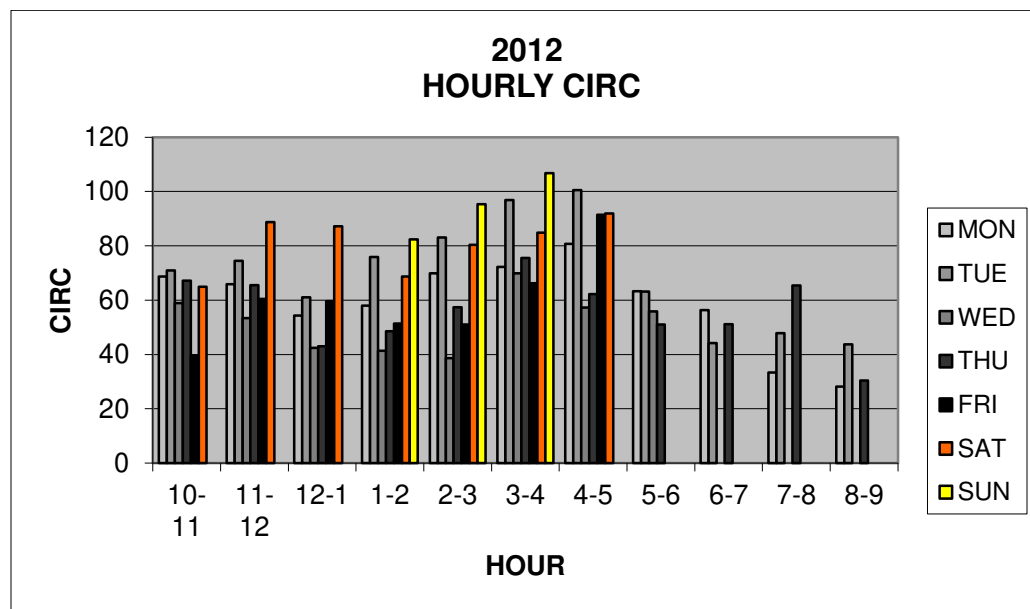


Daily circulation averages 2010 - 2012.



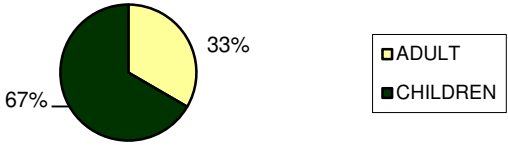
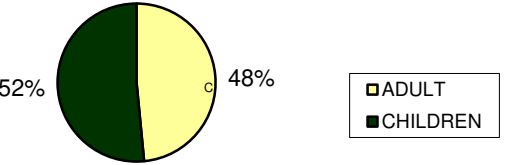
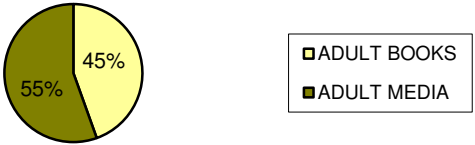
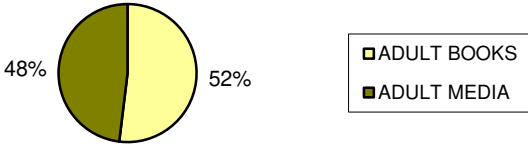

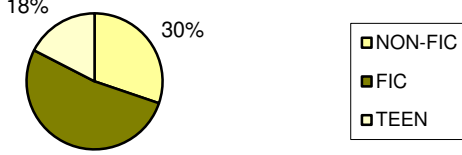
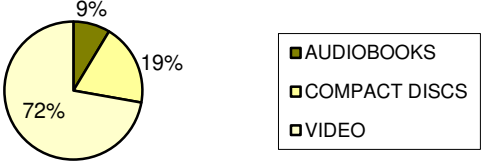
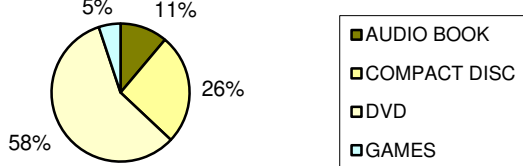
Average hourly circulation by day 2012.

HOUR	MON	TUE	WED	THU	FRI	SAT	SUN
10-11	69	71	59	67	40	65	
11-12	66	75	53	66	61	89	
12-1	54	61	42	43	60	87	
1-2	58	76	41	49	51	69	82
2-3	70	83	39	57	51	80	95
3-4	72	97	70	76	66	85	107
4-5	81	101	57	62	92	92	
5-6	63	63	56	51			
6-7	56	44		51			
7-8	33	48		65			
8-9	28	44		30			



Circulation by material type and department.

This year a long range comparison is provided to demonstrate shifts in service and demand. The ratio of adult circulation to children’s is now about even. In 2007 Children’s materials represented 67% of all Hillsdale items borrowed. What we are seeing is a decrease in media borrowing compared to print books. This could be due to Netflix (\$7.99/mo), Amazon Prime (\$79/yr), and music streaming services such as Spotify (\$10/mo or free w ads).

Circulation by departments and material types 2007	Circulation by departments and material types 2012							
<p data-bbox="293 310 683 338">2005 CIRCULATION BY DEPARTMENT</p>  <table border="1" data-bbox="646 468 781 543"> <tr><td>ADULT</td></tr> <tr><td>CHILDREN</td></tr> </table>	ADULT	CHILDREN	<p data-bbox="943 310 1333 338">2012 CIRCULATION BY DEPARTMENT</p>  <table border="1" data-bbox="1271 474 1422 543"> <tr><td>ADULT</td></tr> <tr><td>CHILDREN</td></tr> </table>	ADULT	CHILDREN			
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<p data-bbox="342 684 618 711">2005 ADULT CIRCULATION</p>  <table border="1" data-bbox="589 842 773 919"> <tr><td>ADULT BOOKS</td></tr> <tr><td>ADULT MEDIA</td></tr> </table>	ADULT BOOKS	ADULT MEDIA	<p data-bbox="992 684 1268 711">2012 ADULT CIRCULATION</p>  <table border="1" data-bbox="1252 842 1435 919"> <tr><td>ADULT BOOKS</td></tr> <tr><td>ADULT MEDIA</td></tr> </table>	ADULT BOOKS	ADULT MEDIA			
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<p data-bbox="310 1432 651 1459">2005 ADULT MEDIA CIRCULATION</p>  <table border="1" data-bbox="570 1577 769 1696"> <tr><td>AUDIOBOOKS</td></tr> <tr><td>COMPACT DISCS</td></tr> <tr><td>VIDEO</td></tr> </table>	AUDIOBOOKS	COMPACT DISCS	VIDEO	<p data-bbox="959 1432 1300 1459">2012 ADULT MEDIA CIRCULATION</p>  <table border="1" data-bbox="1247 1566 1430 1709"> <tr><td>AUDIO BOOK</td></tr> <tr><td>COMPACT DISC</td></tr> <tr><td>DVD</td></tr> <tr><td>GAMES</td></tr> </table>	AUDIO BOOK	COMPACT DISC	DVD	GAMES
AUDIOBOOKS								
COMPACT DISCS								
VIDEO								
AUDIO BOOK								
COMPACT DISC								
DVD								
GAMES								



Notes: "Other" children's books include board books, picture books, easy readers and graphic novels.

"Other" children's media include audio books, CD-Rom, and compact discs.

Reciprocal borrowing

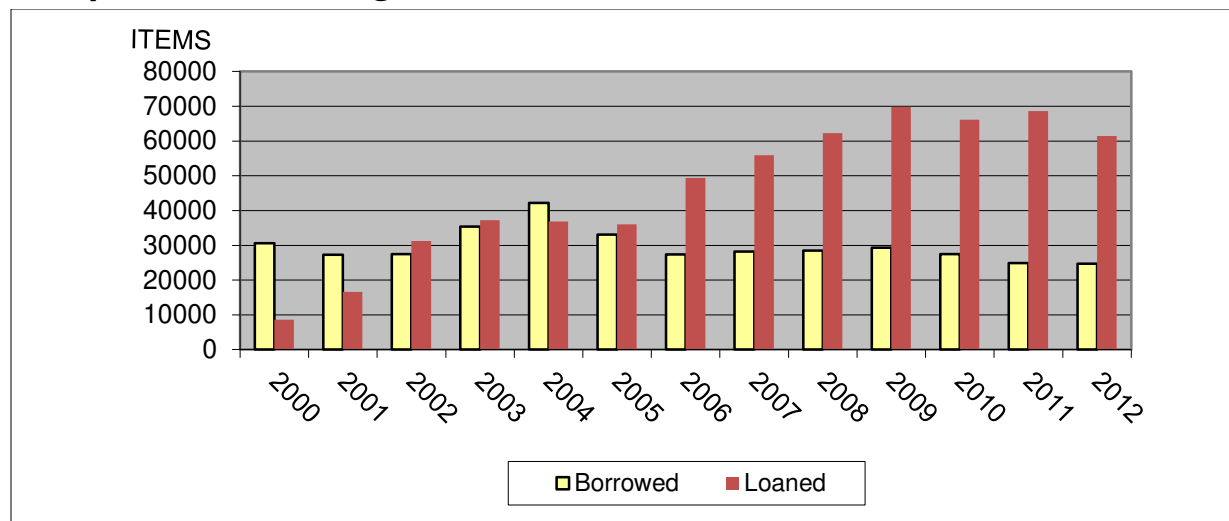
The Hillsdale Free Public Library participates in the Bergen County Cooperative Library System (BCCLS). Members of Hillsdale Library may borrow directly from other BCCLS Libraries or they may choose to borrow via electronic loan request. Reciprocal borrowing statistics refer to Hillsdale items lent to other BCCLS libraries and items borrowed from other BCCLS libraries.

In 2012, the number of items loaned dropped by 10%. Washington Twp. accounted for 8.7% of our circulation. Westwood accounted for 6.4%. River Vale accounted for 3.3%. Hillsdale Library filled 18.7% of all items borrowed by Washington Twp patrons. Hillsdale Library filled 9.3% of all items borrowed by Westwood patrons.

The library receives a reimbursement from BCCLS whenever lending exceeds borrowing (net plus). The net plus reimbursements received for 2012 was \$13,343.

(2011 - \$14,917 / 2010 - \$17,210 / 2009 - \$17,252).

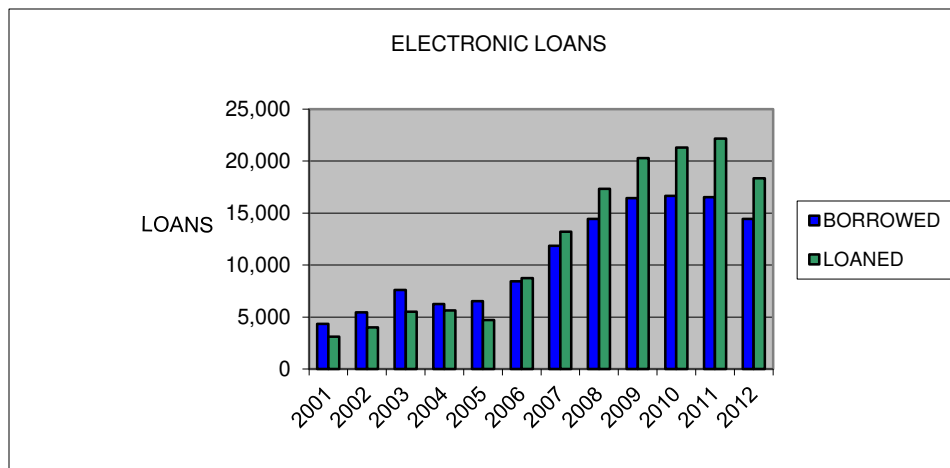
Reciprocal borrowing 2000 – 2012.



	BORROWED		LOANED	
2007	28165	3%	55877	13%
2008	28504	1%	62246	11%
2009	29325	3%	69793	12%
2010	27462	-6%	66136	-5%
2011	24908	-9%	68580	4%
2012	24752	-1%	61431	-10%

Electronic loans

Electronic Loans are a subset of reciprocal circulation. Instead of patrons doing the work, library staff devote their time to handling these tasks. Every loan request initiated by a Hillsdale patron is processed by a staff member who determines if Hillsdale owns the item or if a request must be forwarded via e-mail to another BCCLS library. Requests from other libraries are received via e-mail. These items are pulled from the shelves, checked out to the patron, and packaged for delivery. When receiving items from libraries they are unpackaged, routed in, and the patron is contacted. Fulfilling loan requests from other libraries is a time intensive activity. Each transaction may take an average of 2 minutes in staff time. In 2012, processing electronic loans consumed 60% of a full-time (35 hour/wk) staff member's time. In 2001, it was 14%. Hillsdale lending was down 17.2%. Lending system-wide was down 10.7%.



	BORROWED	CHANGE	LOANED	CHANGE
2001	4,345		3,105	
2002	5,458	25.6%	4,001	28.9%
2003	7,611	39.4%	5,495	37.3%
2004	6,261	-17.7%	5,643	2.7%
2005	6,530	4.3%	4,715	-16.4%
2006	8,430	29.1%	8,738	85.3%
2007	11,848	40.5%	13,212	51.2%
2008	14,441	21.9%	17,335	31.2%
2009	16,444	13.9%	20,282	17.0%
2010	16,653	1.3%	21,279	4.9%
2011	16,529	-0.7%	22,144	4.1%
2012	14,430	-12.7%	18,328	-17.2%

II. Collections

Materials are constantly added and withdrawn from the library. The library expended \$83,844 on materials in 2012. This was a drop of \$23,241 (-21.7%) from the \$107,085 expended in 2011. These figures include State Aid expended on databases.

The library collections can be divided into many subcategories. For the purposes of this report only general categories are presented. Miscellaneous items and periodicals are excluded from the collection counts and pie charts. Young Adult books combine both fiction and non-fiction titles. Young Adult audio books are reported under adult audio visual materials.

Media represents 14% of the collection and accounts for 37% of circulation.

Books represent 86% of the collection and accounts for 63% of circulation. Loose issue magazines are omitted from these calculations. Magazines account for 1.5% of all circulation.

The 2011 Bergen area libraries average materials budget was \$102,419.

ADULT COLLECTIONS	ADDED 2010	ADDED 2012
NON-FIC	945	748
FICTION	1534	1364
TEEN	624	553
REFERENCE	61	38
AUDIO BOOKS	232	205
MUSIC	353	211
VIDEO	497	397
CHILDREN'S COLLECTIONS		
NON-FICTION	266	142
FICTION	1941	1672
BOARDBOOK	125	92
PICTUREBOOK	534	374
EASY READERS	121	68
AUDIOBOOKS	30	10
MUSIC	17	18
VIDEO	344	262

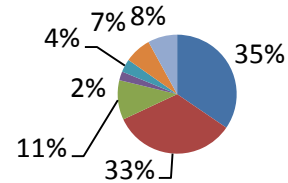
Hillsdale's total collection excluding periodicals is 75,011 items.

Collection diversity

ADULT COLLECTIONS	
NON-FIC	13,254
FICTION	12,857
TEEN	4,133
REFERENCE	922
AUDIO BOOKS	1,366
MUSIC	2,792
VIDEO	3,063
BOOKS	31,166
MEDIA	7,221
CHILDREN'S COLLECTIONS	
NON-FICTION	6,176
FICTION	18,275
BOARDBOOK	1,053
PICTUREBOOK	6,055
EASY READERS	1,699
AUDIOBOOKS	274
MUSIC	244
VIDEO	2,848
BOOKS	33,258
MEDIA	3,366
TOTAL COLLECTION	75,011

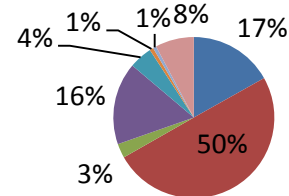
Adult Collections

■ NON-FIC ■ FICTION ■ TEEN
■ REFERENCE ■ AUDIO BOOKS ■ MUSIC
■ VIDEO



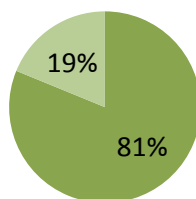
Children's Collections

■ NON-FICTION ■ FICTION ■ BOARDBOOK
■ PICTUREBOOK ■ EASY READERS ■ AUDIOBOOKS
■ MUSIC ■ VIDEO



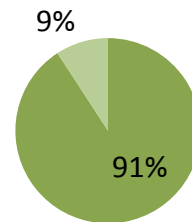
Adult Collections

■ BOOKS ■ MEDIA



Children's Collections

■ BOOKS ■ MEDIA



III. Hours of service

The library was open 2,841 hours and 339 days in 2012.

The library was open 2,846 hours and 335 days in 2011.

The library was open 2,844 hours and 336 days in 2010.

The library was open 2,843 hours and 337 days in 2009.

The library was open 2,876 hours and 342 days in 2008.

The library was open 2,844 hours and 339 days in 2007.

The library was open 2,849 hours and 338 days in 2006.

The library was open 2,809 hours and 320 days in 2005.

The library was open 2,593 hours and 324 days in 2004.

The library was open 2,895 hours and 341 days in 2003.

The library was open 2,836 hours and 343 days in 2002.

Manpower

Manpower is measured in full time equivalents (FTE). A full-time work week is 35 hours. There are four (4) full-time staff members. The remaining part-time employees, including pages comprise an additional 5.9 FTE. The overall manpower is 9.9 FTE.

Part-time employee hours in 2010:

Page Hours	763
Library Assistant Hours	9,968
Total P-T Hours	10,731

FTE=35 hours x 52 weeks 1,820.00
 PT FTE = 5.9

Part-time employee hours in 2012:

Page Hours	842
Library Assistant Hours	9,700
Total P-T Hours	10,542

FTE=35 hours x 52 weeks 1,820.00
 PT FTE = 5.8

Hillsdale expended \$369,777 on salaries and wages in 2012. When combined with benefits, social security, and insurance, personnel expenses totaled \$462,624 or 64% of the budget.

The 2011 average for Bergen libraries was \$447,139 or 64%.

Public Computer Usage

The library makes available 18 computer workstations for the public. Users are guaranteed up to one hour at a PC per day, but frequently longer sessions may occur depending upon demand. During the year approximately 15,397 individual sessions occurred. This is a 12% decrease in usage. This could be due to the cultural shift to smart phones with data plans. Figures are based upon sign-ups at the main desk. Statistics for the children room were not generated as we currently do not register users of the kids pcs. This does not include users of our Wi-Fi access.

Average Number of Daily Sessions.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
2007	66	66	55	63	43	47	26	17,878
2008	76	72	57	70	47	48	29	19,682
2009	71	68	56	67	46	45	30	18,643
2010	68	68	52	63	45	44	29	17,924
2011	69	66	53	64	43	39	28	17,450
2012	61	60	46	57	36	35	25	15,397

Volunteers

25 volunteers provided 3,251 hours of service.

Most volunteer hours are contributed by the members of the Pascack Valley Literacy Volunteers. Adults assist other adults in learning English as a Second Language (ESL). Annual statistics for this program are tabulated in the spring. There are currently 17 adult volunteers at the start of 2012. Doris Streich is responsible for coordinating all of the tutors and students. Doris volunteers at the library between 8 and 15 hours weekly, approximately 400 hours annually. Tutors account for over 2,493 hours annually. Other volunteers sort used book donations. Sean Ryan volunteered over 100 hours organizing the local history collection. He also created a master finding aid.

IV. Patron registration and library use

547 people received Hillsdale Library cards in 2012. Of the 6,123 currently registered users 3,674 used their card at least once during 2012. That represents 36% of the population of the Borough. This percentage is not always a precise representation because families may use only one card to borrow materials for several family members. These are typically residents that have moved on in one way or another. Registration percentage comparisons with other towns vary widely due to variety of retention policies.

Patron Registration								
PATRON REGISTRATION	2006	2007	2008	2009	2010	2011	2012	Population
NEW REGISTRATIONS	545	458	558	470	448	416	547	10,219
TOTAL CARDS	7,169	6,767	5,856	5,893	5,740	5,621	6,123	
% OF POPULATION	71%	67%	58%	58%	56%	55%	60%	
CARDS USED DURING YEAR	3,733	3,650	3,729	3,752	3,671	3,509	3,674	
% OF POPULATION	37%	36%	37%	37%	36%	34%	36%	

V. Programs

During 2012, 3,740 people attended 165 library sponsored programs. In accordance with State Library reporting procedures, individual story time sessions are recorded as single programs.

1,263 people attended 105 programs and/or meetings sponsored by community organizations. A total of 5,003 people participated in 270 programs/events.

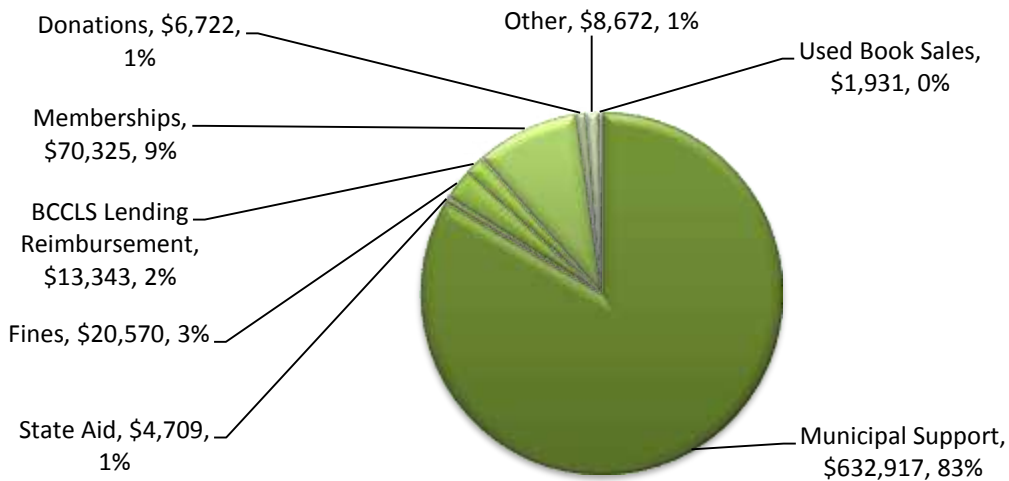
VI. Other activities

The staff of the library actively participates at workshops and meetings of the Bergen County Cooperative Library System and within the New Jersey Library Association. Laura Leonard serves on the Young Adult section of NJLA. David Franz serves as trustee on the board of the Literacy Volunteers of Pascack Valley.

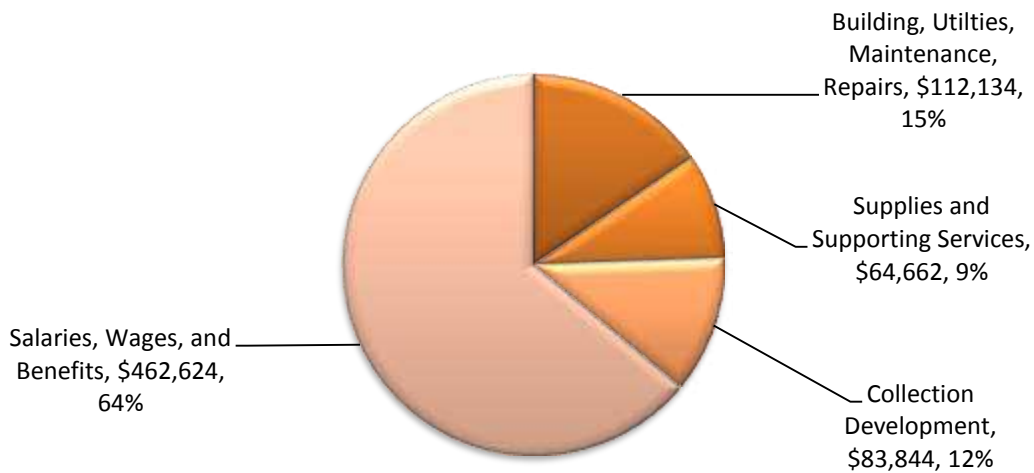
2012 OPERATING BUDGET

The charts below do not reflect either \$16,143 received in insurance or \$27,307 in repairs. These were extraordinary expenses due to Hurricane Irene 2011 and the micro storm in August 2012. The Library will apply \$30,000 from membership fees toward the 2013 budget.

2012 Income - \$759,188



2012 Expenses - \$723,265



Librarian's Appendix 2012

Inter-Library Loan

Through the use of the statewide JerseyCat Interlibrary Loan System our library can borrow from nearly any public and academic library in the State and throughout the U.S. We are also called upon to send our unique items to other libraries in the state. 35 items were borrowed for Hillsdale patrons and we supplied 148 items to libraries outside of Bergen County in 2012.

This year a patron asked for a foreign film from the 1980s starring a man who had stayed with her family as an exchange student while he was in high school. I was able to get the movie on VHS. The patron was thrilled!

TEEN PROGRAMS

These include ongoing programs such as: Teen Advisory Group, Pizza & Pages, and Cover to Cover, formerly The Pascack Valley High School Book Club. As well as, other events such as: Hunger Games party, game nights, craft programs, mystery nights, and movie screenings.

This summer I introduced a new program, the Teen Writers Group. The program consisted of six sessions, each lasting for an hour and a half. Attendees worked on specific writing exercises in order to improve their skills. I arranged for two authors to visit the group and lead a session. The series was very successful and I will offer it again in the summer of 2013.

651 teens attended 53 programs throughout 2012. During the school year 433 teens participated in 33 programs. In addition, 218 teens attended 20 programs during the summer.

PROFESSIONAL DEVELOPMENT

PLA

In March I had the opportunity to attend The Public Library Association (PLA) Conference in Philadelphia. Over the course of two and a half days I attended nine

programs on a range of topics including: collection development; disruptive patrons; leadership; use of volunteers and programming. It was beneficial to hear the experiences of other libraries and learn how other professionals address the variety of issues facing public libraries today.

Garden State Teen Book Awards

I continue to serve as a member of the GSTBA committee. As a member, I am responsible for reading 15-20 books and reviewing them. Three meetings are held during which committee members discuss the titles that have been read and after deliberating create a ballot of nominated books. These ballots are distributed to public and school libraries and posted online as a way to encourage teens to read and vote for their favorite titles.

For the past four years I have also been responsible for tallying the votes from throughout the state.

World Book Night

I applied to have The Hillsdale Public Library act as a distribution center for World Book Night. Individuals who applied to be “givers” selected a location to pick up their books and instructions. I received the boxes and arranged a time for the three “givers” who had selected The Hillsdale Public Library to collect their materials. For more information about the program go to: <http://www.us.worldbooknight.org/>

Essex County Children's Librarians Meeting

I was invited to present on a panel of three librarians regarding video game collection development. The program was on April 27, 2012. We presented to approximately 15 librarians.

Co-working and Libraries: Support and Services for the Self-Employed and New Entrepreneurs

On January 10, 2012 I attended a webinar presented by LibraryLinkNJ that addressed how public libraries might act as spaces that foster co-working. The Hillsdale Library already offers Wi-Fi, public and private work spaces, printers, and fax service. I hope to explore other possibilities in 2013.

Helping Homeschoolers in the Library - Webinar

On April 4, 2012 I attended a webinar presented by LibraryLinkNJ that addressed how public libraries might better serve homeschoolers and their families.

First Fridays

I assisted in designing and implementing the First Friday craft series. I have been compiling ideas using the website www.pinterest.com

TAB Summit

The YA Section of NJLA hosted four regional Teen Advisory Board Summits during March 2012. I was the coordinator for the northern meeting, which was held at The Paramus Public Library. I assisted the committee in creating flyers advertising the event and drafting invitation letters for teens and their parents. I registered librarians and teens for the Paramus summit, created the meeting agenda, coordinated with the staff at The Paramus Public Library, communicated with our guest speaker, and sent certificates of participation to teens. There were nineteen attendees representing five libraries. Lastly, I provided content and revision suggestions for an article detailing the summits written by Saleena Davidson of the South Brunswick Library. The article was submitted to VOYA, and trade journal aimed at youth services librarians.

Substitute for storytime

I was called on to lead a few storytime sessions in the absence of Cindy Greenwald. I was thrilled to have the opportunity to once again work with preschool children, as well as maintain the continuity of the storytime schedule.

BCCLS Technology Boot Camp

In October I attended a Technology Boot Camp. Topics that we covered included: e-books and e-readers, website design and evaluation, and social networking for libraries.

Class visits

I was invited by Matt Morone to make presentations to two of his freshman English classes at Pascack Valley High School in November. I discussed numerous young adult books that the students could select for their upcoming independent reading project. Mr. Morone encourages his students to use the website goodreads.com. I created a shelf on my goodreads.com page labeled "Morone" that lists the books I recommend for his classes. I have received a number of "friend" requests from

students who I hope will benefit from my suggestions.

PV Intern

In early September I spoke to Laura Grier, a faculty member at Pascack Valley High School, about the career internship program offered through the school. I communicated that the library would gladly accept interns. Mrs. Grier contacted me in late November to let me know that a student was interested in being placed in the library for her internship. On Monday, December 3, 2012 the Hillsdale Public Library welcomed our first PV intern! I hope she will be one of many.

Respectfully submitted,

Laura Leonard
Reference / Teen Librarian

Children's Librarian Appendix

Assignments

To be able to accommodate all students for the major grade assignments, books are pulled from the shelves, changed in the computer to reference/non-circ and placed on a designated cart for ease of access. Additional titles are ordered from other BCCLS libraries for library use only. This enables the student to work effectively with multiple resources in groups at the library. There is a strong partnership with the George White faculty.

We use various databases to supplement our printed materials. The children's staff also instructs students and parents how to access these databases from home with their Hillsdale Library card. Many patrons do not know how to do this.

Reader's advisory is an important service provided by the children's staff. Weekly, adults come looking for books as they are the "mystery reader" to the class. Depending upon the season and grade level, we help them select books. Using the database NoveList K-8 Plus, we have found many books for reluctant readers.

Leveled Readers

At the beginning of the 2012 school year, there was an increase in the number of parents from neighboring towns seeking guidance with their children's leveled reading requirements. In order to better service patrons, we researched the leveled reading format, visited other libraries that have re-shelved their collections according to these guidelines, and prepared suggested reading lists based on the findings. After meeting with the librarians from the 3 Hillsdale schools, we have no plans to adopt this method.

Summer Reading Program

This program is designed for children 18 months through students entering sixth grade. Two programs are offered: a preschool "Read-To-Me" and a "Read Alone". This summer we had a total of 386 children sign up. The goal of this program is to nurture a love of reading and strive to make this a stress-free activity. A total of over 4,000 books were read! In order to receive a final reading club prize, children had to read 20 and 10 books respectively. Children kept a log in the library of books they read and received prizes/incentives for increments of books read. Older children also got a chance to show off their creative side and draw pictures from their favorite books.

We also offered 5 entertainment and educational programs with an attendance of over 600 people. This was slightly lower than last year as several programs had limited registration. Programs included The Lizard Guys, Pearl Observatory, Melody and Presley, Eyes of the Wild and Mark Zacharia. Shop Rite of Hillsdale donated all the refreshments for our final reading club party.

As in previous years, I have again worked with librarians Grace Oliff of Smith School and Erin Killeen of Meadowbrook to compose and revise the district's Summer Reading List. This is done each May and I am fortunate to have an excellent working relationship with them.

This year, because of the number of Woodcliff Lake memberships, I reached out to Lorin Nowak, the media specialist for Dorchester Elementary School, and Laurence Gander, media specialist at Woodcliff Lake Middle School. Both librarians and I had a meeting and they were extremely pleased with the set-up of the room, materials and communication offered to them. We also pulled their Summer Reading books and kept them on a separate cart. Parents and students appreciated the effort made on their behalf.

As always, thanks to the Library Board of Trustees and the Friends of the Library for their support and funding of this program.

Story time

Perhaps one of the greatest staples of a children's room is the preschool story time program. In addition to Hillsdale residents, our story times draw a large out of town audience. An average of four sessions per week is offered for ages 18 months through 5 years. Because of the success of Toddler Time (18 months- 2 ½), this session is limited to Hillsdale residents only. The addition of a musical component to the 2 ½- 3 ½ age group was a huge success. For all sessions, a coloring page or educational puzzle is given out to correlate to one of the stories read. Each week a listing of books read is posted on our website for parents.

Migration to Polaris

In keeping with BCCLS requests to clean out the databases prior to migration to Polaris, numerous reports were generated. Based on these reports, action was taken to delete non-circulating materials and "clean-up" patron records.

Several training sessions were held at the BCCLS office. I attended these throughout the spring and fall. This enabled me to train the children's staff in the use of the new system and catalog.

Due to the fact that BCCLS staff was involved in the training sessions, there was a very long delay in creating new records for newly purchased materials. In order to make these materials available to the public, I created a detailed spreadsheet of approximately 300 titles which were entered as uncataloged in the system. This enabled all materials to circulate. Once BCCLS staff was able to catch up with the addition of our new records, I then had to delete and reprocess all materials.

Renovation of Children's Room

As a result of damages incurred by Hurricane Irene, renovations were required in the children's room. This consisted of replacing carpeting and wall board, and painting. For approximately 1 month, the children's room was closed to the public. We relocated the high demand/popular materials as well as materials for school assignments to the main floor. The following is a listing of what was required of us at the beginning and completion of the renovation:

- Pack up all bottom shelves of books, all media and materials on perimeter walls for storage and re-shelve upon completion
- Sort and determine which materials would be taken to the main floor
- Pack up children's office
- Retrieve inaccessible items from the room for patrons when requested
- Daily shelving and maintenance of children's materials on the main floor.

Once carpet installation and painting were complete, clean-up and reorganization of the room was required. This included vacuuming the new carpet, cleaning the shelves, unpacking all the materials, and relocating items for better ease of use.

Professional Development

I attend the Publisher's Presents program at Baker & Taylor, our main book and media distributor. These presentations are extremely valuable as I am able to see forthcoming books and media and learn of upcoming promotions in the publishing industry. This helps to make optimum use of our available budget for collection development. In addition, there is always a featured author who helps provide a wealth of information to pass on to our patrons, PTO members and school librarians.

New books and giveaways round out the presentation and are added to our collection. All of these aspects add up to a worthwhile program.

Bernadette Kaser, children's assistant and I spent a day at the Monroe Township Public Library. Robert White of BCCLS suggested this particular library as their children's department had recently undergone a major renovation. We spent the day reviewing the set-up of the room, book selection, programming for children from birth through high school and speaking with the Children's Librarian. Our final conclusion from the visit was that for a library of our size, our children's department is extremely successful.

**Respectfully submitted,
Cindy L. Greenwald
Children's Librarian**

2011 Expenditures / Surrounding Towns	2012		2011		Cost per Circ	Pop.	Personnel	Staff		Materials	Materials	Per capita	Per capita Expend.	1/3 Mill 2011	1/3 mill 2012	2011 Approp. & Total
	Operating	Circulation	Circulation					FT Prof.	Total							
	Total															
Closter	\$767,019	163,523	169,098	\$4.54	8,373	\$497,123	3/5	\$133,416	\$15.93	\$91.61	\$717,944	\$699,617	\$717,875			
Cresskill	\$788,395	136,797	146,222	\$5.39	8,573	\$521,115	2/5	\$146,174	\$17.05	\$91.96	\$769,381	\$729,853	\$769,381			
Hillsdale	\$764,433	217,228	219,059	\$3.49	10,219	\$467,248	3/4	\$107,085	\$10.48	\$74.81	\$649,977	\$632,917	\$649,977			
Montvale	\$830,507	163,867	168,412	\$4.93	7,844	\$476,095	1/2	\$141,209	\$18.00	\$105.88	\$758,208	\$757,697	\$758,208			
Old Tappan	\$611,828	90,938	101,341	\$6.04	5,750	\$300,294	1/2	\$63,409	\$11.03	\$106.40	\$613,755	\$592,322	\$613,757			
Oradell	\$644,409	110,643	125,269	\$5.14	7,978	\$445,444	1/4	\$72,994	\$9.15	\$80.77	\$585,110	\$576,509	\$558,110			
Park Ridge	\$689,198	128,475	132,431	\$5.20	8,645	\$425,933	1/3	\$109,414	\$12.66	\$79.72	\$631,111	\$605,126	\$631,111			
River Vale	\$688,837	166,233	166,131	\$4.15	9,659	\$494,561	2/5	\$106,307	\$11.01	\$71.32	\$700,740	\$680,775	\$700,740			
Washington Twp	\$431,102	84,581	86,579	\$4.98	9,102	\$265,882	1/3	\$53,199	\$5.84	\$47.36	\$610,091	\$601,515	\$610,032			
Westwood	\$795,406	144,628	148,681	\$5.35	10,908	\$577,691	3/6	\$90,982	\$8.34	\$72.92	\$682,166	\$710,367	\$775,840			
Averages		140,691	146,322	\$4.92	8,705	\$447,139		\$102,419	\$12	\$82						

HIGHLIGHTS FROM 2011 STATE STATISTICS

The State Library collects annual data from all public libraries in New Jersey. These are grouped and ranked by service population and by budget size. Hillsdale fell into a group of 40 libraries with budgets between \$750,000 and \$999,999 with a budget of \$764,433. Hillsdale also fell within a group of 56 libraries serving 10,000 to 14,999 people with a population of 10,219.

Hillsdale Library performs amazingly well when compared to its peers.

40 Libraries with budgets between 750,000 and 999,999	Hillsdale	56 Libraries with populations between 10,000 and 14,999
Hillsdale also had the lowest cost per circulation among all of its peers.	Hillsdale's cost per item circulated was \$3.47. Lowest in Bergen County.	Hillsdale had the second lowest cost per circulation in this group.
Hillsdale had the highest circulation per capita among all of its peers.	Hillsdale's circulation per capita was 21.6 items.	Hillsdale had the 3d highest circulation per capita in this group.
Hillsdale ranked 8 th among its peers in this group.	Hillsdale spent \$10.48 per capita on books and media.	Hillsdale ranked 7 th among its peers in this group.
Hillsdale ranked 9 th among its peers in this group.	Hillsdale spent 14% of its budget on books and media.	Hillsdale ranked 8 th among its peers in this group.
Hillsdale had the 3d lowest percentage among its peers in this group.	Hillsdale spent 61.1% of its budget on Salaries, Wages, and Benefits.	Hillsdale had the 4 th lowest percentage among its peers in this group.

This data and more can be found in the online report:

http://lss.njstatelib.org/lss_files/2011_Analysis_Book.pdf

Analyses of New Jersey Public Library Statistics 2011.