2018 ANNUAL REPORT
Strategic Plan:

Goal 1. To provide a state-of-the-art community library experience

Goal 2. To increase information and technology literacy through staff and patron education

Goal 3. To develop and execute a comprehensive communications program to help all residents of Metuchen become aware of the vast variety of services offered by the Library

Goal 4. To provide both physical and digital library collections that are well-selected, up-to-date, and reflect our community needs

Goal 5. To serve as a community resource for lifelong education, civic engagement and cultural activities

Library Mission:
- Inform, enrich, and empower the public;
- Support intellectual freedom;
- Encourage lifelong learning; and
- Strengthen community engagement in a welcoming environment.

Library Staff:
- Hsihsi Chung, Director (July- Present)
- *Deborah Zupan, Principal Librarian
- John McBride, Senior Librarian
- Glynis Brookens, Youth Services Librarian
- Mary Beth Mulligan, Principal Library Assistant
- Moira Whittington, Youth Services Sr. Assistant
- Gretta Boardley, Library Assistant
- *Joanne Jacobson, Library Assistant
- Lorraine Doyle, Library Assistant
- Kathy Gorman, Library Assistant
- Vivian Lanciotti, Library Assistant
- Ryan Miller, Library Assistant
- *Ryan Norman, Library Assistant
- Raymond Shirley, Library Assistant
- *Casey Williams, Library Assistant
- Tianjiao Yun-Demato, Library Assistant
- *New Staff
  ** John Arthur, Director (Jan-June)
  Michael Cadena, Principal Library Assistant (Jan-Mar)
Welcome to the Metuchen Public Library 2018 Annual Report.

In 2018, the Metuchen Public Library experienced major staffing changes yet maintained steady growth in services to our community.

The Library had over 120,000 visitors. There were 130,278 items borrowed, a 6% increase from 2017, including a 10% increase in circulation of juvenile materials, and a 12% increase in circulation of electronic materials, such as Overdrive, Hoopla, and RBDigital magazines.

Library and community program attendance increased by 23%; over 12,000 people attended our programs. There were over 23,005 sessions of public computer use and 11,779 sessions of free Wi-Fi use.

The Library is a part of the Libraries of Middlesex Automation Consortium (LMxAC) of 31 member libraries, which facilitates resource sharing and interlibrary loans. The Library loaned 11,581 items to LMxAC libraries using the delivery service 4 times per week, an approximate 30% increase from 2017, and borrowed 14,250 items from LMxAC libraries, similar to the prior year.

What’s your library worth? Based on the 2018 budget, the Library’s services and materials usage is valued at over 3 million dollars. In other words, every budget dollar spent on the Library generates $4.08 dollars in library materials and services.

We are a strong community partner, offering programs, resources, and services to meet the interests and demands of the community! We will continue to be fully committed to engaging, empowering and enriching the community, bringing people together, fostering creativity and encouraging lifelong learning. We take pride in providing our patrons with excellent services!

Thank you for your generous support. I would like to express my sincere appreciation to the Library Board of Trustees, Friends of the Metuchen Library, Garden Club of Metuchen, library volunteers, and the library staff for making this year so notable.

Let’s continue to work together, looking forward to another bright and productive year in 2019.

Fresh flowers were brought in all year round by a volunteer from the Friends, Lynda!
## WHAT’S OUR LIBRARY WORTH?

**Over 3 Million Dollars in 2018**

<table>
<thead>
<tr>
<th>Library Materials &amp; Services</th>
<th>Value of Service*</th>
<th>Number of Uses</th>
<th>Total Value of Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult/YA Books Borrowed</td>
<td>$17.00</td>
<td>48,670</td>
<td>$827,390.00</td>
</tr>
<tr>
<td>Children’s Books Borrowed</td>
<td>$17.00</td>
<td>55,467</td>
<td>$942,939.00</td>
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<tr>
<td>Audiobooks/Movies/CD Borrowed</td>
<td>$7.00</td>
<td>15,696</td>
<td>$109,872.00</td>
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<tr>
<td>eBooks/eMagazines Downloaded</td>
<td>$15.00</td>
<td>13,222</td>
<td>$198,330.00</td>
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<tr>
<td>Interlibrary Loan Requests</td>
<td>$25.00</td>
<td>25,831</td>
<td>$645,775.00</td>
</tr>
<tr>
<td>Magazines/Newspapers Borrowed and Read</td>
<td>$5.00</td>
<td>8,500</td>
<td>$42,500</td>
</tr>
<tr>
<td>Meeting Room Use (per hour)</td>
<td>$25.00</td>
<td>1,074</td>
<td>$26,850.00</td>
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<tr>
<td>Adult Program Attended</td>
<td>$15.00</td>
<td>5,796</td>
<td>$86,940.00</td>
</tr>
<tr>
<td>Young Adult Program Attended</td>
<td>$12.00</td>
<td>1,058</td>
<td>$12,696.00</td>
</tr>
<tr>
<td>Children’s Program Attended</td>
<td>$7.00</td>
<td>3,977</td>
<td>$27,839.00</td>
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<tr>
<td>Museum Passes Borrowed</td>
<td>$20.00</td>
<td>164</td>
<td>$3,280</td>
</tr>
<tr>
<td>Computer Use (per hour)</td>
<td>$12.00</td>
<td>11,503</td>
<td>$138,030.00</td>
</tr>
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<td>Reference Assistance</td>
<td>$7.00</td>
<td>10,297</td>
<td>$72,079.00</td>
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<tr>
<td>Database Searches</td>
<td>$19.95</td>
<td>4,171</td>
<td>$83,211.45</td>
</tr>
</tbody>
</table>

**Total Value of Your Library Use in Return of Investment (ROI)** $3,134,520.00

*The cost figures for library services were derived by the Massachusetts Library Association, based on average prices from companies providing similar services including Amazon, Barnes & Noble, iTunes, Netflix, FedEx/Kiosks, and more.*
Library Return on Investment to Community

Library Return on Investment (ROI)

Economic Value of Library Services

ROI = ________________________________

Library Budget

- 2018 Appropriation Cost Per Capita: $53.42
- 2018 Library Cost per Resident per Day: $0.14
- Estimated Yearly Economic Value of Library Services = $3,134,520.00
- 2018 Library Municipal Budget = $766,583.00
- Return on Investment (ROI) = $4.08
- For every $1.00 invested in Metuchen Public Library, $4.08 of value is returned to the community
- Based on the estimated population of 14,349 (2017)

2018 Library Budget

- One-Third Mill Funding
- Per Capita State Aid
- Fines & Fees Collected

$766,583
$9,336.22
$5,941

*1/3 Mill Funding: New Jersey law (N.J.S.A. 40:54-8) sets the minimum funding for municipal public libraries at “1/3 mill,” or $0.33 on each $1,000 of equalized value of all assessable property in the Town. By State law, the municipality must allocate this money to the library in its annual budget.
BUILDING AND GROUNDS

- Continued working with the architect firm Arcari + Iovino on the preliminary basement renovation plan, and a plan for the main floor space study. The Library will apply for funding through the New Jersey Library Construction Bond Act of 2017, which makes 125 million dollars available to public libraries for construction projects.
- Requested capital improvements to fix and replace Library walkways and sidewalks. Broken slates by the front entrance and uneven walkways and sidewalks were hazards which were reviewed by the Borough and are scheduled for repair in 2019.
- For building safety and security, the Library installed indoor and outdoor security cameras on the Library premises.

COLLECTION AND SERVICES

- Crafted an Inter-Local Agreement with Metuchen School District to share the cost of Infobase databases, resulting in access to additional databases for all Library and school users at substantially reduced cost.
- Offered automatic renewal of selected materials through LMxAC’s pilot project.
- Partnered with Burbio for improved marketing of Library programs to the community.
- Subscribed to digital access to The New York Times for Library cardholders.
- Expanded our digital holdings of local newspapers to include Metuchen Recorder (1900-1986) and Metuchen Edison Review (1980-1988) via a Middlesex County Office of Arts and History grant and matching funds from the Library.
- Updated and redesigned the Metuchen Library card!
PERSONNEL

- Principal Library Assistant Michael Cadena and Director John Arthur accepted other library positions in March and June, respectively.
- Mary Beth Mulligan was promoted to a full-time Principal Library Assistant, and Hsihsi Chung accepted the position as the new Library Director.
- The Library welcomed new staff members: Joanne Jacobson, Library Assistant, in January; Deborah Zupan, Principal Librarian, Ryan Norman, and Casey Williams, Library Assistants, in October.

PROGRAMS

The generous annual gift of the Friends of Metuchen Library enabled the Library to offer a wide range of programming for all ages. In 2018, the Library reached a programming all-time high, offering 865 library programs to over 12,000 attendees. The Library also hosted 258 community programs with over 3,600 attendees.

Adult and General Program Highlights
- International Films and Movie Social programs offered 52 movie showings to 1,174 attendees.
- Lunar New Year Celebration in February and Korean Cultural Festival in October attracted over 500 adults and children, who enjoyed the fantastic performances and arts and crafts.
- Library Card Sign-up Month Campaign occurred in September, and the Library partnered with 26 participating local businesses to offer discounts or special offers to Metuchen Library cardholders.
- Chinese Paper Cutting exhibit and workshop attracted over 80 participants.
- Author talks, health screenings, financial and legal seminars, and craft programs such as holiday card making, and jewelry making classes were well attended.
- Metuchen Library Book Discussion Group and Spanish Book Discussion Club enjoyed great participation at their monthly meetings.
- One-on-One Tech Help and the e-Resources Help Sessions offered assistance to tablet and smartphone users.

Children Programs Highlights
- Weekly programs, such as “Little Listeners”, “Babies, Books & Blocks”, “Rhythm & Rhyme Storytime”, “Tiny Tots Mini”, “Bookworms” and “Movin’ to the Music” had regular attendance.
- “Read to a Therapy Dog” made the friendly dog “Bruiser” a celebrity!
- Monthly “Library Labs” offered cool experiments and creative activities.
- “Raising Readers” and “Saturday Specials” were two new weekend programs.
- A series of ten art classes was offered in the summer through a partnership with Art Kids Academy, funded by an art grant from the Middlesex County Office of Arts and History matched by the Library.

Young Adult Programs Highlights
- Summer Reading Theme “Libraries Rock”!
- A series of “College Essay”, “College life”, “College Admission” and “Practice SAT/ACT” were in demand.
- “Lock Picking”, “Soap Making”, and a series of grant-funded classes of “Acting and Improv” were well attended.
- Homework Buddies for grades K- 8 were offered by TAB members.
Outreach Programs Highlights

- Memorial Day Parade
- National Night Out
- Library Card Sign-up Month
- Tri-County History Fair
- Metuchen Country Fair

Literacy ESL Programs

- With a 2017-2018 grant from the New Jersey Department of Labor and Workforce Development, the Library continued to offer three adult ESL conversation classes and small group tutoring until June 2018, with more than 1,000 participants and over 1,614 hours of instruction.
- Since fall 2018, the Library was able to continue providing essential ESL classes to the community through a Friends-funded membership in Literacy New Jersey.

MAKERY

- Our hard-working Makery volunteers, Samuel Carlos, and Isaac Liwoso, both “graduated” in June 2018, after 3 years of dedicated volunteer service.
- The number of committed volunteers grew to assist the Library in offering Makery programming in coding, robotics, 3D printing, web design, circuitry classes and many more.
- Many truly dedicated partnerships, such as CoderDojo, WeMake4H, and CompDojo continued to contribute to the success of the Metuchen Makery.
- NJ Makers Day was celebrated successfully in Metuchen with over 175 participants.
- Makery volunteers also offered a variety of activities at the Metuchen Country Fair.
GALLERY

We would like to thank our dedicated volunteers, the Gallery Coordinators, Kathy Glaser, and Cathy Tardosky, for their excellent contribution and service since 2015.

- Artwork of Nella Zadra
- "Playing and Surviving" by Helen M. Stummer
- “Fushiki” by John Marron
- Ray Skibinsky’s Edison Oak Tree Group
- Grace Ann Castellano’s art show "Adaptations"
- Gallery Walk
- Faceless doll display - Pauline Perlman
- "Crossing America: Landscapes, Transformations and Random Sighting"-- a photograph exhibit by Irene Riegner

Met Fest Sculpture from Junebug
Friends of the Metuchen Library generously presented an annual gift of $17,500 to the Library for supporting library programming, special services, and resources.

- The Friends funded the Library’s literacy ESL program through Literacy New Jersey for 2018-2019. The Library was able to offer free ESL classes as well as one-on-one and small group tutoring services.
- Use of museum passes increased by 15%, from 142 to 164 times. The museum pass program includes Grounds for Sculpture, Guggenheim Museum, Morris Museum, and Intrepid Museum.
- The Friends raised funds through their membership drive, daily/annual book sales, and special events.
- The Friends had many volunteers who came to volunteer on the daily/weekly basis and many members from the community to support library services.

2018 Friends Board Members

Sharon Taylor, President
Linda George, Vice President
Suling Lam, Treasurer
Marilyn Silver, Recording Secretary
Rosemarie Schwartzman, Correspond. Secretary
Sondra Flite, Trustee
Lee Liss, Trustee
Dorothy Obropta, Trustee
Dominic Walker, Trustee
Volunteers

Once again the Library would like to sincerely thank our dedicated volunteers! There were over 40 library volunteers including those donating time in Makery programs as well as 18 members of Library Teen Advisory Board (TAB) and 25 members from E-TAB, contributing over 3,500 hours of services in 2018. A volunteer appreciation party was held in August.

The Metuchen Public Library was very grateful for the countless hours of service and continued support from the Friends of the Metuchen Library and the many individuals offering helping hands to make the Library and our community better. Our volunteers are true “rock stars”!

GARDEN CLUB OF METUCHEN

Through the tremendous effort and care of GCM members, the Library’s grounds and gardens had flowers blooming each season! A special herb garden was planted by GCM.