



**Annual Report  
July 2006 – June 2007**

# **Libraries of Middlesex Automation Consortium**

## **Annual Report 2006/2007**

### Contents

Executive Board Members	p.3
Staff Members	p.4
Member Libraries	p.5
Letter from the President	p.6
Report on the Year's Activities	p.7
Financial Report, fiscal year 2006/07	p.9

**Libraries of Middlesex  
Automation Consortium**

**Executive Board  
Members**

Anne Roman, Piscataway Public Library	President
Mary Faith Chmiel, Spotswood Public Library	Vice President
Lewis Ostar, Middlesex County College Library	Treasurer
Margery Cyr, Old Bridge Public Library	Recording Secretary
Robert Belvin, New Brunswick Public Library	Corresponding Secretary
Irene Goldberg, Monroe Township Public Library	Member-at- Large
Joe Lyons, Sayreville Public Library (07/06 - 02/027)	Member-at- Large
Joseph Da Rold, Plainfield Public Library (04/07 - 06/07)	Member-at- Large

## Staff

Eileen M. Palmer	Executive Director
Ann Macdonald	Library Automation System Manager
Michael Bagileo	Microcomputer and Software Technician
Elisa Bash	Bookkeeper/Administrative Assistant
Mei He	Integrated Systems Specialist
Ruth Ronen	Technical Services Applications Specialist
Stephen Rossa	Computer and Network Technician
Barbara Espenschied	Cataloger
Lynne Merz	Cataloger
Michael Henry	Computer Operator
Ena Smith-Goddard	Computer Operator

## Member Libraries

Dunellen Public Library

Edison Public Library

Jamesburg Public Library

Kenilworth Public Library

Long Branch Public Library

Manville Public Library

Matawan Aberdeen Public Library

Metuchen Public Library

Middlesex County College Library

Middlesex Public Library

Milltown Public Library

Monroe Township Library

New Brunswick Public Library

North Brunswick Public Library

Old Bridge Public Library

Perth Amboy Public Library

Piscataway Public Library

Plainfield Public Library

Plainsboro Public Library

Red Bank Public Library

Roselle Public Library

Roselle Park Veterans Memorial Library

Sayreville Public Library

Somerville Public Library

South Brunswick Public Library

South River Public Library

Spotswood Public Library

## Letter from the President

January 2008

Dear Staff and Members of LMxAC:

Enclosed please find the 2006 – 2007 Annual Report for the Libraries of Middlesex Automation Consortium. This is our first Annual Report since the Board completed our search for a new Executive Director. I want to thank my fellow Board Members, and the Membership for the extraordinary way we were able to work together to make that process work so well. Within 6 months of the retirement of longtime Executive Director Ellen Parravano we had completed the process and a new Executive Director had been hired. I want to also acknowledge the LMxAC staff for the wonderful job they did during those six months, led ably by Ann Macdonald.

Hiring a new Executive Director is certainly one of the most important jobs a Board like ours has. I am proud that we used the time to reflect on the organization we had become and the potential for our future. Doing so has allowed us to begin a strategic planning process that can now move forward under new leadership. I anticipate we are entering an exciting time for our consortium and will have many new and exciting opportunities that will allow us to bring the finest library service to our constituents. I look forward to collaborating with many of you on various LMxAC Committees as we enter this new phase of growth and development for the consortium.

In the past year we have welcomed 2 new members: Dunellen Public Library and Jamesburg Public Library. We are delighted to have them join us and look forward to their active participation in LMxAC.

The Board has begun to look very closely at how we share the costs of the services we provide and in 2007 – 2008 will no longer charge member libraries for cataloging. LMxAC will be implementing new ways to bring records into our database and I encourage you to look at these options which could lower costs for us all.

As President, I am proud of the way LMxAC has grown from a group of libraries trying to automate in as cost effective a manner as possible, to a Consortium that extends and expands the resources of all member libraries. Public service in our libraries has reached unparalleled levels through the dramatic growth of our resource sharing capabilities since our migration to new software, and the introduction of ListenNJ. The future holds much promise and I look forward to our work ahead.

Sincerely yours,

Anne Roman, President

**Report of the Year's Activities  
2006-2007  
By  
Eileen M. Palmer, Executive Director**

This past year has been one of transition for LMxAC as it followed the retirement of long time Executive Director Ellen Parravano. Interim Director Ann Macdonald did an outstanding job of managing LMxAC after Ellen's departure and I joined LMxAC in late August. The Board and membership, in identifying priorities and objectives for the organization, provided a basic work plan on which to focus. Here are some of the highlights of our accomplishments over the last year.

**Automation System:** Major activities included welcoming the Dunellen Public Library as a member, upgrading to version GL 3.1 and beginning the implementation of the acquisitions and serials modules. Additionally, using consulting expertise, we were able to redesign existing reports provided to member libraries as well as to introduce a series of new reports requested by our members. We also began working with Jamesburg Public Library on their plans to join LMxAC.

Over the last year we have implemented changes in cataloging that have eliminated the backlog and improved service to the membership. We are continuing to review cataloging work flow and methods and the Board has eliminated the cataloging fees charged to member libraries. Considerable effort has been spent on identifying and addressing quality control issues and we expect this effort to continue.

LMxAC entered into an agreement with Baker and Taylor to save members money as well as to enhance our cataloging resources.

In early 2007 LMxAC added MARC records for ListenNJ downloadable audiobooks to our catalog thus expanding access to these electronic materials throughout the consortium.

**Telecommunications and Network Access:** In September 2006 LMxAC migrated to the Internet service provided by the state. The migration was seamless to member libraries and very little downtime resulted. This migration allowed our members to take maximum advantage of the services offered by the state while allowing LMxAC to maintain our own network. In March we migrated our email service to the state as well -- providing the membership with improved email, while lowering our costs.

This winter member libraries were provided, for the first time, with the ability to monitor their bandwidth usage in real time via the PRTG utility software. Access to tools like PRTG can assist member libraries in planning for their long term bandwidth needs.

The LMxAC technology plan was updated this year to facilitate our E-Rate application. A new 3 year contract with Verizon was negotiated in January 2007.

**SAM:** SAM was upgraded to version 8.5 offering member libraries participating in this service expanded functionality. One new library joined this service in the past year.

**Communication:** LMxAC significantly expanded and updated our website for member library staff. Visits were made to almost all member libraries throughout the year. Each committee met at least once during the year and additional committees were created for iBistro and ListenNJ. Membership meetings were well-attended and included programs that were well-received by the members.

**Administration:** A new financial policies manual was approved by the Board. The personnel manual has been updated and is undergoing legal review. Insurance, banking, and benefits have been reviewed and changes made with regard to banking and health insurance benefits.

**Looking Ahead:** In the coming year we have identified the following priorities:

- Implement 360 Search
- Complete implementation of Acquisitions
- Implement Serials Control
- Complete the strategic planning process and begin implementing the new plan
- Keep a close eye on the library automation marketplace, especially as it relates to open source options that deliver technology improvements
- Work on improving the public catalog interface through enhancements to the existing interface or identifying other options for the interface
- Complete implementation of B&T TitleSource 3 and changes to cataloging processes

LMxAC is a strong organization that was able to accomplish a great deal while in the midst of a transition. We have a solid financial foundation on which to build. Our Board, membership and staff are committed to the organization and its future growth. I look forward to the year ahead and the opportunity to further develop services of value to our members.

## Financial Report\* 2006-2007

### General Fund Revenues 2006/2007

Assessments:	\$778,491.12	
Reimbursements:	170,642.76	
Data Base Use Fees	2,000.00	
Cataloging Fees:	9,590.00	
Interest:	32,221.66	
Telecom Upgrade Capital:	2,000.00	
Training Room Fees:	4,625.00	
Hub Grant	16,886.00	
Other:	0.00	
 Total Revenue:		 \$1,012,456.54

### General Fund Expenditures 2006/2007

Personnel:	\$556,028.46	
Accounting Fees:	3,600.00	
Legal Fees:	727.00	
Supplies	22,915.49	
Telephone:	136,017.29	
Postage and Shipping:	33,761.74	
Rent/Util:	64,552.04	
Equip Rental/Maint:	35,829.50	
Travel:	10,027.88	
Depreciation:	14,325.31	
Service Fees:	25,043.90	
Bibliographic Fees;	33,153.96	
Insurance	6,633.25	
Misc.	24,340.28	
 Total Expenditures:		 \$ 966,956.10

**General Fund Net Assets: \$ 810,263.39**

Development Fund Revenues

Interest: \$ 16,194.54

Development Fund Expenditures 2006/2007

ListenNJ: \$ 10,000.00

Hardware: 5,207.56

Consulting: 3,000.00

Total Development Fund Expenditures \$ 18,207.56

**Development Fund Net Assets 6/30/07: \$ 318,221.94**

**Total LMxAC Assets: \$1,028,485.33**

\*Based on 2006-2007 financial audit