

SAYREVILLE FREE PUBLIC LIBRARY

2010 ANNUAL REPORT

SAYREVILLE
PUBLIC LIBRARY



Sayreville Free Public Library

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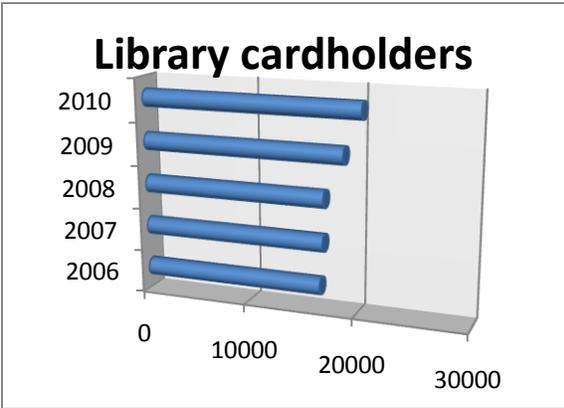
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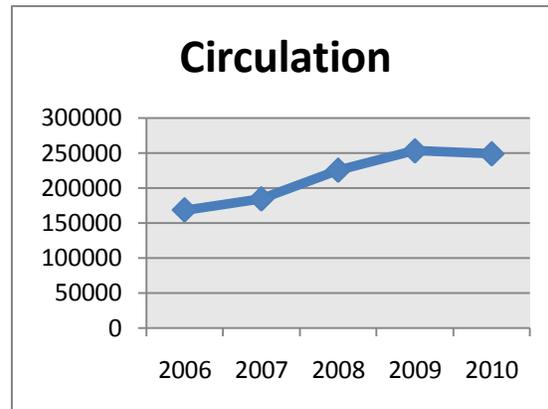
Rising to the Challenge

2010 was a record setting year for Sayreville Public Library. Library usage has increased dramatically across the state over the last two years, and Sayreville Public Library strives to keep pace with the growing expectations of our library users. ***Over 20,300 residents now have Sayreville library cards.***



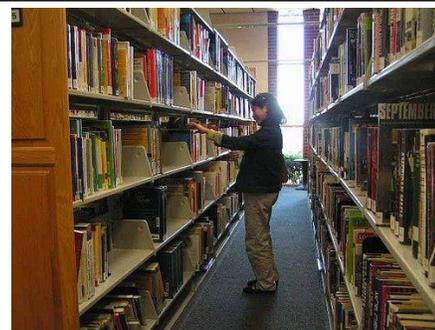
Up
22%

The library staff and Board of Trustees worked with dedication to improve library service to the public. Many areas of the print collection were revamped, and the library circulated over 250,000 items.



Up
48%

We accomplished several projects to improve the visitor experience. The library restrooms underwent renovations, and a fully handicapped accessible restroom was added. Brighter high efficiency lighting was installed in several rooms.

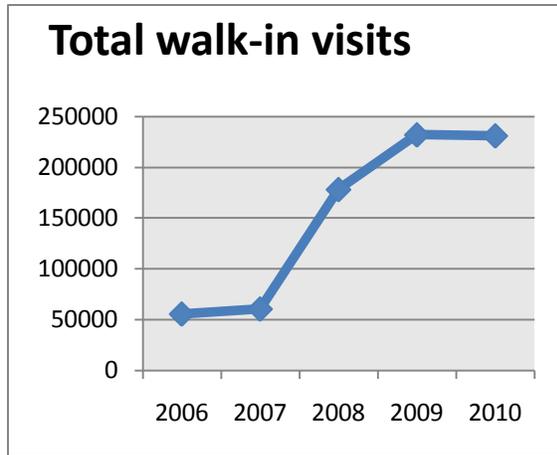


A patron finds exactly what she was looking for in one of the many aisles of books in the library.

The Library is a major destination for walk-in and virtual visits

On average, 740 people visit the library each day, and others make virtual visits to the library's website.

617 library users subscribe to our monthly email newsletter. We have followers on Twitter and fans on Facebook. The library website gets over 9600 visits per month.




**Up
320%**

Programs for Everyone

The library held 166 adult programs and classes. Special emphasis was placed on employment with ten workshops, forty computer classes, and displays featuring materials from the library's collections about popular subjects.

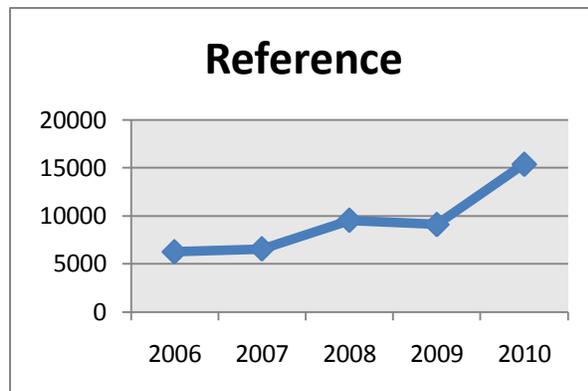
Meet Your Neighbors @ your library

The Library was awarded a grant to begin a series of cultural programs featuring various groups of Sayreville residents. The Bangladeshi community celebrated with song, drama, and great food. A second grant from the Middlesex County Cultural Heritage Commission will fund the 2011 program focusing on Spanish-speaking residents.

Children's, teen and adult programs are all very popular. 667 children joined our 2010 Summer Reading Club. 121 people joined our new Summer Reading Club for adults.

Reference Rebound

While more information is available via the Internet, patrons greatly rely on the librarians to identify and access high quality information, and in 2010 there was a huge increase in demand for reference services.




**Up
146%**

It All Adds Up to Success!

Sayreville Library will continue to strive to provide the best service to our library users. With continued support from the Borough of Sayreville, the Friends of the Sayreville Public Library, and potentially private donors, the library staff and the Board of Trustees have the ideas and passion to continue on the path to excellence.

Our Valued Partners

Friends of the Sayreville Public Library

The Friends of the Sayreville Public Library continue to provide essential fundraising and volunteer support.

2010 revenues \$3,040

The Friends purchased or sponsored the following in 2010:

- Co-sponsor Summer Reading Club Kickoff celebration
- Free standing display panels
- Staff appreciation holiday luncheon
- Various library contest prizes

Library Volunteers

Adult volunteers contributed hundreds of hours of their time and effort to put DVDs and music CDs in new cases and repaired damaged ones. They also provided occasional clerical support.

The very popular teen volunteer program is held during the summer for Sayreville teens ages 12-15.

Sayreville Schools

Our relationship with the schools expanded to offer greater support to Sayreville teachers, students and parents.

- Friends springtime visits to elementary schools
- Project Before visits for preschool children with special needs
- Required summer reading program
- Battle of the Books
- Teachers use of the meeting room

Literacy Programs of New Jersey

Based in Sayreville, Literacy Programs of New Jersey serves nearly 1000 adults annually. Several weekly conversation groups, and one-on-one tutoring for English as a second language, are offered at the Sayreville Library.

LMxAC

Membership in this automation consortium saves Sayreville money through joint purchasing of integrated library system software, centralized servers, and IT personnel. Our membership expands our collections by enabling reciprocal borrowing with 28 area libraries.

Middlesex County Workforce Information Bureau

The library is an important resource for jobseekers, and our alliance with WIB has given us timely information about county resources.

U.S. Census

The library supported the 2010 Census by distributing information about the census, promoting participation in the census, and providing a training venue for census takers.

New Jersey State Library

- Per capita state aid
- Statewide databases
- Broadband Technology Opportunity Program (BTOP)
- Energy Checkup

Middlesex County Cultural & Heritage Commission

The library was awarded a grant to present “Meet your neighbors @the library” The Hispanic and Latino heritage festival will be held in April 2011.

LibraryLinkNJ (formerly INFOLINK) Library Cooperative

- Diversity series grant
- Wireless upgrade grant
- Staff development subsidy

Libraries of Middlesex

This organization of local libraries provides a forum for library directors to share information and foster cooperation. LMx sponsors Books to Keep, a December program to collect new children’s books and distribute them to needy families.

State of the Library

The library building and grounds are maintained and necessary repairs are completed by the Borough of Sayreville. Some systems and equipment, such as HVAC, are maintained by commercial services and paid from library operating budget funds. Routine maintenance is performed by a designated Borough employee and is paid from the library budget.

Several renovation and maintenance projects have recently been completed and were funded using library operating funds:

- Lighting and ceiling tiles were replaced in several areas. (2009, 2010)
- Restrooms were renovated and a fully handicapped accessible restroom was added. (2010)
- Closed circuit television surveillance cameras were installed to monitor key security locations. (2008, 2010)
- Ventilation ducts were cleaned throughout the building. (2008)
- All carpeting was shampooed. (2008)

Short term Assessment

The present condition of the building is satisfactory; but its original furnishings are in need of replacement or additional maintenance:

- The reference room should be renovated to accommodate additional public computers and eliminate hazards posed when library users with laptops connect electrical cords from the worktables to existing outlets.
- One of five rooftop HVAC units has been repaired and patched repeatedly and should be replaced.
- The lobby has outlived its usefulness. It should be renovated to alleviate crowding at the circulation desk and to accommodate traffic patterns for patrons entering the building.
- The walls throughout the building are dirty and wallpaper adhesive stains can be seen in several areas. The wallpaper should be removed and the walls either repapered or painted.
- The carpeting is worn and discolored and should be replaced in all areas of the library except the children's room.
- The remaining original lighting fixtures should be replaced with high efficiency, brighter lights. The surrounding ceiling tiles that are blackened with soot should be replaced.

- The circulation desk and the circulation workspace should be renovated to meet current needs for additional checkout terminals and more processing space.
- The basement should be remodeled to meet current needs for storage and temporary workspaces. The staff break room should be renovated.
- Window panes should be replaced with energy efficient UV glass to eliminate drafts and glare.

Long range Assessment

The current facility was built in 1968 and additions were done in 1979. The parking lot was expanded in 2005. There is currently not enough space to house library collections, increase staff size, or enable additional classes, programs and meetings.

A space analysis was performed in 2009 by Library Development Solutions to assess current and future needs. Among their findings:

“The following information provides an estimate of the service components and square footage for an ideal library or total library space for the residents of Sayreville based on the 2000 population of 40,377 and an estimated library service population of 53,080 for 2030...The Sayreville Public Library does not meet modern standards for its current population and does not meet needs for the next 20 years.

Even for today’s population, there is a gap of 15,420 square feet. The following chart identifies space to meet modern community library needs.” (See Table 1)

Table 1. Space Analysis, Library Development Solutions, 2009

Functional Area	2030 (current)
Population + nonresident usage	53,080 (40,377)
Books	136,540 (84,482)
Nonprint materials	13,654 (12,402)
Subscriptions	312 (184)
PAC's	8 (5)
Internet/word processing computers	36 (13)
Number of seats (excluding meeting room seating)	265 (105)
All space in square feet	Square Feet
Collection Space	
Books	13,654
Nonprint	1,365
Periodicals	208
Periodical storage	50
Totals	15,277
Meeting Room Space	
General meeting space	1,350
Conference room space	600
Children's programming	400
Children's crafts space	1,000
Subtotal	3,350
Special Use Space	
Bulletin boards, copier, newspaper and paperback racks, staff lockers, staff lounge, study rooms, display cases, etc.	1,374
Computer lab	400
Teen room/after-school	820
Book sale	0
Snack area	0
Subtotal	2,594
Nonassignable Space	
Bathrooms, hallways, vestibule, storage, etc.	7,947
Totals	
Collection space	15,227
Public electronic workstations	1,895
User seating space	6,870
Staff work space	1,800
Meeting room space	3,350
Special use space	2,594
Nonassignable space	7,947
Gross area	39,733 (19,500)

Key Concerns

- The library currently has one meeting room that holds up to 60 people and is seen as a vital community center. We are frequently asked if there is meeting space for large and small groups. We are unable to accommodate this need since it is nearly always booked for library sponsored programs.
- A suitable area is needed to accommodate the 50-100 middle school students who come to the library daily after school. They currently must occupy areas where adults are using public computers and reading or doing research, causing problems that could be mitigated if another area was made available.
- The parking lot is used by dozens of parents to collect students from the middle school and the high school, causing a very dangerous situation for pedestrians and drivers.

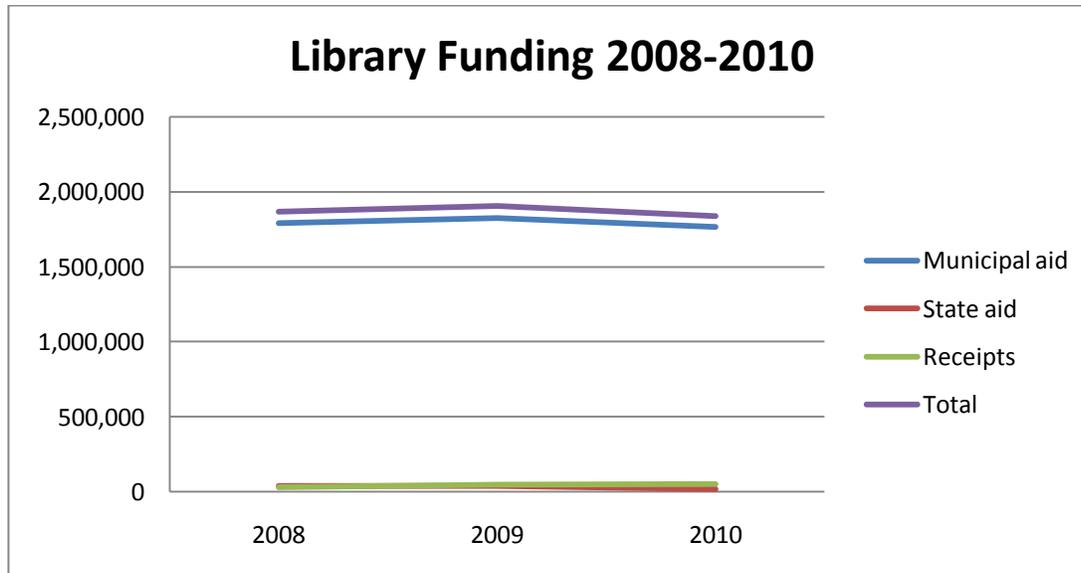
Capital Program

Several capital projects are in various planning stages:

- Direct Install (New Jersey's Clean Energy Program)
- Renovation of the reference room
- Building addition architectural study

Library Funding

The library is funded by municipal aid, state aid, and receipts from fines and fees. Municipal aid is set by statute at 1/3 of a mil (33 cents per \$1000) of the total equalized valuation of the municipality. This formula adjusts automatically in response to fluctuations in property values. Thus, state aid increased in 2009, decreased in 2010 and decreases again in 2011. State aid decreased by 50% in 2010 and is now 1% of library funding.



Library Funding 2008 - 2010

	2008	2009	2010
Municipal aid	1,792,000	1,823,100	1,765,697
State aid	40,945	37,420	19,160
Receipts	32,463	46,931	51,227
Total	1,865,408	1,907,451	1,836,084

Return On Investment (ROI) Calculation for 2010 Value of Services Delivered
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	# of Uses	Per Use Value	Total
Adult Books Borrowed	72,988	\$17.00	\$1,240,796
Children's/YA Books Borrowed	78,618	\$12.00	\$943,416
Magazines Borrowed	3,215	\$5.00	\$16,075
Newspapers Browsed	1,300	\$9.50	\$12,350
Movies Borrowed	76,215	\$9.95	\$758,339
Audiobooks Borrowed	6,859	\$9.95	\$68,247
CD's Borrowed	16,849	\$9.95	\$167,648
E-books borrowed	103	\$15.00	\$1,545
Magazine Use in Library	1,300	\$5.00	\$6,500
Interlibrary Loan	10,342	\$25.00	\$258,550
Meeting Room Use per hour	138	\$25.00	\$3,450
Adult Programs Attended	1,365	\$15.00	\$20,475
Children's Programs Attended	4,618	\$7.00	\$32,326
Hours of Computer Use	40,669	\$12.00	\$488,028
Reference Questions Asked	15,392	\$7.00	\$107,744

*Does not include database use

Total Value of Library Use	\$4,125,489
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2010 Cost of Library Services	\$1,837,410
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Balance sheet

2010 revenue

Municipal aid	1,765,697	
State aid	19,160	
Receipts	51,227	
Grants/donations	1,005	1,836,08
Total 2010 revenues		4

Carryforward

Municipal aid	400,000	
State aid	41,285	
Receipts	190,853	
Total Carryforward		632,138
Total Revenues		2,468,22
		2

2010 expenditures

Expenditures		
Salaries and wages	830,340	
Benefits	280,706	
Materials and supplies	356,766	
Other general expenses	369,598	1,837,41
Total 2010 expenditures		0