



SAYREVILLE PUBLIC LIBRARY



2011 Annual Report



Sayreville Free Public Library

Kennedy O'Brien, Mayor

Borough Council (as of 12-31-11):

Frank Bella
Daniel Buchanan
Lisa Eicher
William J. Henry
Kenneth P. Kelly, Sr.
Nicholas Perrette

Library Board of Trustees (as of 12-31-11):

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Andree Cowan*
Christine Dominik
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Yvonne Kronowski, Secretary
Sue Carol Paul, Vice President
Karen Perno, Superintendent of Schools Alternate, Treasurer*
Bernadine Puchalski
Anne Pulnik

*retired

Library Director:

Susan Kaplan

Sayreville Library is a vital town meeting place where the community can gather, explore new worlds, and share ideas and values.

2011 was a very successful year at the library. We welcomed many new members and strived to provide a wide range of assistance to jobseekers. We made significant improvements in collections, programming, and the library facilities. Policies and procedures were reviewed and revised to improve customer service and raise employee productivity. The library was visited **239,897 times**, on average 850 visits on regular weekdays and over 1000 visitors on summer weekdays.

2011 BY THE BIG NUMBERS

There are **19,980 resident library cardholders** out of 42,236 total population.

Services used

- **255,308 total items were circulated**
167,291 total adult circulation
88,017 total children's circulation
62% of circulation was BOOKS
38% of items circulated were non-print (music, audiobooks, dvds)
- **17890 reference questions were answered** (does not include computer assistance)
- **26925 public computer sessions**
23377 hours of use
50 minutes was the average session length
- **9177 total attendance at 446 programs**
6250 children attended 196 programs
435 teens attended 26 programs
2492 adults attended 224 programs

Services offered

- Reference, children's, and circulation service desks for 3172 total annual public service hours
- 22 public computers with Internet access, five catalog terminals, and a self-service circulation terminal were continually maintained, secured and upgraded
- 15,880 items were added to library collections through a collection development process of selection, procurement, and technical processing

EVERY DAY AT THE SAYREVILLE LIBRARY

We welcome **850** visitors

845 items are checked out

8 new library cards are issued

63 reference questions are answered

2-4 programs are held for children, teens and adults

Public computers are used **90** times

Behind the scenes:

(the same day)

800-900 items are checked in and re-shelved

53 new items are added to our collections

60 new items are ordered for our collections

66 items are shipped to or received from other libraries

Programs for Everyone!

Adult Programming

In response to patron interest, adult programming was increased to 226 programs versus 166 the previous year. All programs are free for cardholders in good standing.

- We continued to place major emphasis on assisting jobseekers with a quarterly series of workshops and resume assistance.
- Computer classes continued to be very popular.
- Several e-reader workshops filled up quickly and the evaluations from attendees were excellent.
- In partnership with Literacy Programs of NJ, 66 English conversation groups and one-on-one tutoring sessions were offered at the library.

As always, we sought ways to enrich lives and minds through educational speakers and experiences including:

- Health and fitness
- Personal finance
- Film matinees
- Local History
- Book discussion groups
- Home organization
- Citizen workshops

The summer reading club for adults was very successful. Many patrons whom we hadn't seen during the school year, visited us often during the summer to catch up on their reading, listening and viewing. They welcomed the opportunity to meet their neighbors and to share book reviews.

Children and Teen Programming

Our children's department offered a great selection of programs for children, 'tweens, and teens. Parents agree that their children benefit greatly from positive, fun experiences at the Library. Programs were offered on weekdays and weekends at various times of day. All formats of storytelling, craft and story, and yummy stories were very popular and incorporated early childhood literacy activities. Most programs involving trainers or entertainers were nearly filled to capacity. The children especially loved reading to therapy dogs, "Grossology" where they create unsavory food, and "Artsy Smartsy" creating artwork in the style of a different artist each time. Programs for teens included gaming, book discussion groups, zombie crafts, and henna art. In partnership with the Friends of the Library, we visited the Wilson and Arleth

elementary schools to promote summer reading and to present library cards to hundreds of students.

The annual Summer Reading Club encourages hundreds of Sayreville's children to read during the summer vacation. The Friends of the Library co-sponsored a big kickoff party at Burke's Park. Studies show that summer reading boosts reading levels in the fall, since there is no break in reading practice. For the first time, middle school and high school readers could also borrow e-books of many titles on the list.

The annual Teen Volunteer Program offers volunteer opportunities to children grades 7-12. The children's department manages registration, sets up scheduling, tracks attendance, and provides completion certificates. They train the teens to perform a variety of tasks and to assist patrons looking for materials in the children's room.

Grant Awards

Broadband Technology Opportunity Program (BTOP) grant – New Jersey State Library and the Gates Foundation

12 desktop computers, 5 laptop computers, jobseeking database purchases, training for staff and end-users, marketing tools

SWAT grant – New Jersey State Library

Design consulting

Middlesex County Cultural Heritage Committee

\$1000 to hold a Hispanic heritage festival

Salton grant – New Jersey State Library

\$1660 to purchase materials on fitness and a healthy lifestyle

Kill-A-Watt grant – New Jersey State Library

\$1000 to implement and promote lending handheld meters to measure home energy use

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.

The library underwent several changes to improve ease of use. We were awarded a "S.W.A.T." grant from the State Library for design assistance to identify affordable or no-cost improvements. We were able to use many of their ideas:

- Four standardized announcement boards were installed for library, community, and regional event information.
- Media shelving was adjusted for easier access.
- We installed slatwall end panels over existing end panels to accommodate interesting displays.
- We inserted laminate panels to separate the new materials from the adult fiction collection, and added acrylic display holders.
- "Velvet ropes" show patrons where to wait for circulation service and keeps them at a discrete distance from the service desk.
- Two Express Internet computers are available for unreserved, 15 minute sessions for email and printing.
- Unattractive steel shelving at the reference desk was replaced by re-using wood shelves.

2012 facilities projects

Quiet Room

A design team comprising the Director, trustees, and library staff developed a plan for renovating the large room previously known as the reference room. As in most libraries, we are finding that a much smaller print reference collection is needed. On the other hand, there is increased demand for quiet study spaces and places to connect laptops and tablets. Therefore, this room will be transformed into a fully wired quiet room.

Direct Install

Under a grant from the Board of Public Utilities, all original ceiling light fixtures will be replaced with energy-efficient fluorescent lamps and sensors will be installed in all nonpublic areas.

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

- One of rooftop HVAC unit 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 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.

Our Valued Partners

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

2011 revenues \$3522

2011 purchases \$3018 included:

- Co-sponsor Summer Reading Club Kickoff celebration
- Ladybug book display for the Children's room
- Staff appreciation holiday luncheon
- Various library contest prizes
- Memorial book purchases
- Donation to Books to Keep

Adult volunteers contributed hundreds of hours of their time and effort to put DVDs and music CDs in new cases and repair damaged DVDs and music CDs. They also provided occasional clerical support and packed giveaway bags for Sayreville Day. **The teen volunteer program** was held during the summer for Sayreville teens ages 12-15.

Our relationship with the **Sayreville Schools** and partnerships with the school librarians strengthened our support of Sayreville's teachers, students and parents.

- Friends springtime visits to Arleth and Wilson Elementary Schools
- Nursery school classes visited the library
- Required summer reading program
- Battle of the Books
- Teachers used the meeting room for test preparation sessions

Groups of students with special needs from **New Road School** and **Academy Learning Center** worked at the library one morning each week, re-shelving materials and cleaning tables and bookshelves. Several groups from other schools and group homes visited the library weekly.

Literacy Programs of New Jersey held weekly conversation groups and one-on-one tutoring for English as a second language

LMxAC automation consortium saved 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.

Our alliance with **Middlesex County Workforce Information Bureau** has brought jobseeking workshops and materials to Sayreville library users.

New Jersey State Library

- Per Capita State Aid
- Statewide Databases
- Broadband Technology Opportunity Program (BTOP)
- Energy Checkup

Library director Susan Kaplan was named chair of the State Library LSTA Council to plan how federal LSTA funding will be used by the State Library.

NJ Cultural & Heritage Commission

The library was awarded a grant to present “Meet your neighbors @ the library”. This program about Latino culture was held in April 2011.

LibraryLinkNJ (formerly INFOLINK) Library Cooperative

- Staff development subsidy
- Continuing education opportunities via webinars and classroom training

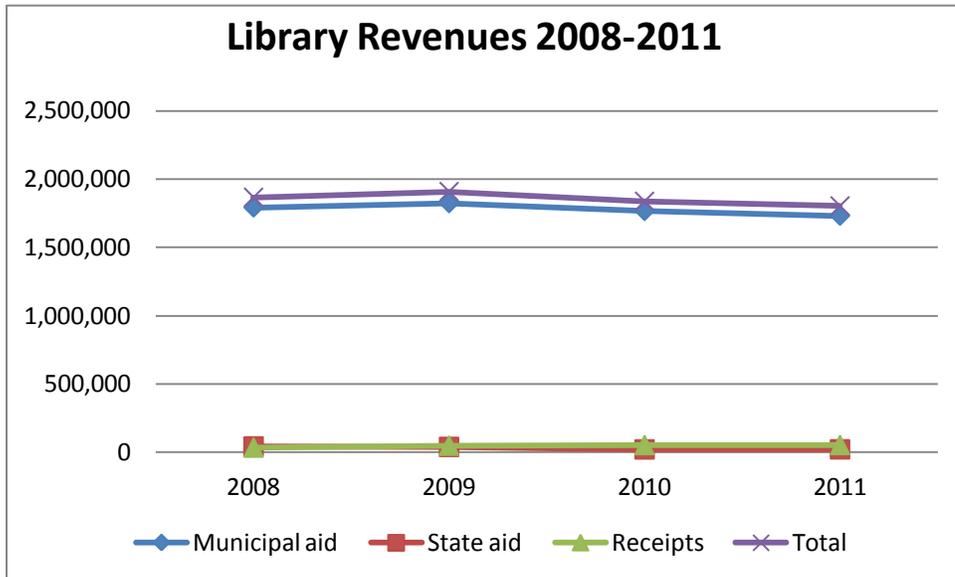
Library director Susan Kaplan was named to the cooperative’s Strategic Planning Committee.

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.

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 decreased again in 2011. State aid decreased by 50% in 2010 and is now 1% of library funding.



	2008	2009	2010	2011
Municipal aid	1,792,000	1,823,100	1,765,697	1,731,135
State aid	40,945	37,420	19,160	19,679
Receipts	32,463	46,931	51,227	51,421
Total	\$1,865,408	\$1,907,451	\$1,836,084	\$1,802,235

Balance Sheet

2011 revenues

Municipal aid	1,731,135	
State aid	19,679	
Receipts	51,421	
Grants/donations	1,750	
Total 2011 revenues		\$1,802,235

2011 expenditures

Salaries and wages	879,603	
Benefits	260,826	
Materials and supplies	248,041	
Other general expenses	293,929	
PCSA (state aid) expenses	23,761	
Grant program expenses	1,750	
Total 2011 expenditures		\$1,707,910

Return On Investment (ROI) Calculation

Value of Services Delivered

\$2.40 in services was delivered for every dollar spent!

	# of uses	Value per use	Total
Adult Books Borrowed	70,184	\$17.00	\$1,193,128
Children's/YA Books Borrowed	89,169	\$12.00	\$1,070,028
Magazines Borrowed	3,967	\$5.00	\$19,835
Newspapers Browsed	1,300	\$9.50	\$12,350
Movies Borrowed	70,870	\$9.95	\$705,157
Audiobooks Borrowed	8,751	\$9.95	\$87,072
CD's Borrowed	17,145	\$9.95	\$170,593
E-books borrowed	786	\$15.00	\$11,790
Magazine Use in Library	1,300	\$5.00	\$6,500
Interlibrary Loan	10,386	\$25.00	\$259,650
Meeting Room Use per hour	113	\$50.00	\$5,650
Adult Programs Attended	2,492	\$15.00	\$37,380
Children's Programs Attended	6,685	\$7.00	\$46,795
Hours of Computer Use	23,377	\$12.00	\$280,524
Reference Questions Asked	17,890	\$7.00	\$125,230
Total Value of Library Use			\$4,031,682
Does not include database use			
2011 cost of library services			\$1,707,910