

Roxbury Public Library Annual Report 2013

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From the Director

We at the Library like to think of 2013 as a turning point. It is the time when, after several difficult years, the plans laid in previous years began to show some early success. Over the course of the year, we hired a state-certified librarian to guide our Youth Services department into the future; we met short-term goals for improving the percentage of the Library's budget that is spent on books, movies, ebooks, and other materials; we purchased 20 new computers—more than in the previous 4 years combined—along with a new AWE Early Literacy Station for the Children's Room. While 2013 also saw the departures of some employees dear to the community's heart, we managed to increase staff headcount, as well.

We came a long way in a year. Though the statutory minimum funding for the Library once again declined, the Township Council examined the Library's budget, listened to our concerns and feedback from residents, and contributed an additional \$36,398 for the purchase of books and other library materials. Similarly, the Friends of the Roxbury Township Public Library came through once again with \$5,000 to replace the outdated computers in the Computer Training Center.

Most importantly, though, we began the next, and most vital, step in the process of shaping the future of the Roxbury Public Library: a new strategic plan. The plan, guided by input from the community and assembled—with guidance from impartial experts—by a committed group of staff, Friends, and trustees, will directly influence the Library's priorities and goals for the years 2014-2016.

– Will Porter, Director

Friends of the Library

Special thanks are due to the Friends of the Roxbury Township Public Library for their support of library programming & ebooks, along with their tireless fundraising efforts. You can support the Friends by becoming a member. See www.roxburylibrary.org/friends to join today!



Contents

Strategic Plan	2
Library Programming	2
Services & Amenities	3
Volunteers	3
2013 Operating Budget	4
Mission Statement	4
General Information	4

2013 at a Glance

Checkouts	169,415
Adults	96,018
E-materials	3,999
Children	69,398
Interlibrary Loans	
Sent	16,610
Received	29,149
Library Materials (Volumes)	
New Materials	13,875
Total Owned	92,512
Library Visits	199,745
Library Cards Issued	709
Public Computer Use	29,181
Program Attendance	17,477
Youth Services	7,418
Adult Services	10,059

Planning for the Future: 2014 and Beyond

The Board of Trustees established a Strategic Plan Committee to consult the community, identify key needs and priorities, and craft a vision and a plan for the Library to use as a roadmap going forward. Over the latter half of 2013, we collected information and formulated a new Strategic Plan for 2014-2016.

Community Consensus

Over 600 residents responded to our requests for feedback. Here is what you told us:

Books & DVDs remain a high priority, particularly bestsellers and popular movies.

Technology, including ebooks & other e-materials is important.

Interlibrary loan & reciprocal borrowing among the MAIN libraries is essential.

Our **lending period** for books was too short.

Free notary service is a very high priority for Roxbury residents.

We need to improve the **comfort & appearance of our facility**, inside & out.

The time has come to consider allowing **food & drink** in the Library, potentially including vending machines or a similar concession.

We got good marks for **customer service**, but you would like us to offer **longer hours**, particularly on weekends.

Key Priorities, Goals, & Progress

Improve access to technology

- Increase the number of technology classes
- Extend the loan period (done!)
- Redesign the Library's logo & website to increase visibility

Foster literacy & lifelong learning

- Increase the number of programs, classes, & self-directed groups for all ages at times residents are able to attend
- Structure children's programs around developmental needs
- Coordinate with local schools & home-schools
- Evaluate & update reference & nonfiction collections
- Retain & improve services to residents unable to visit the library via text, chat, email, website, phone & social media
- Purchase more copies of bestsellers
- Develop electronic collection

Improve physical & virtual facilities

- Provide more outlets & charging stations
- Replace meeting room chairs
- Develop a plan to allow food & drink in designated areas of the library
- Explore self-checkout options
- Investigate opportunities to increase weekend hours

Classes & Programs @ Your Library

Computer Classes: Basics, Word, Powerpoint, Excel, Facebook, & more! Call or see our website for details.

Monday Night Book Club meets at 7:00 p.m. on the 2nd Monday of the month.

Thursday Morning Book Club meets at 10:00 a.m. on the 3rd Thursday of the month.

Friday Films 1:00 p.m. on Fridays

The **Concert Series** hosts several performances, courtesy of the Friends of the Library, each year.

Youth Services Programs

Books For Babies is a story time and sing-along program for our littlest patrons (ages birth-2 years). Tuesdays at 10:30 a.m. in the Large Meeting Room. Siblings welcome!

Toddler Story Time is a fun-filled story time and sing-along program designed for the developmental needs of kids under 3 1/2. Fridays at 10:15 a.m. in the Large Meeting Room.

Preschool Story Time is designed for ages 3 1/2 and

up. Fridays at 11 a.m.

LEGO Duplo Free Play is an unstructured play time where children can come, play with the Library's LEGO Duplo blocks, and socialize with kids their age. Thursdays at 10:30 a.m.

After School Craft Time is a creative program for all ages at a convenient time. Tuesdays at 4:00 p.m.

Summer Reading Club helps kids, tweens & teens retain valuable reading skills through the summer, & it's a blast!

Services & Amenities

Wireless internet access

Quiet study room

A broad and diverse collection of **books, newspapers, magazines, audiobooks, movies, music, and more!**

Downloadable **audiobooks, ebooks, & e-magazines**

Meeting rooms suitable for small or large groups

Tablets & ebook readers

Notary Public available by appointment

Public access computers for adults, children, and teens with Office software and internet access

Email notifications before your items are overdue

Computer classes

Photocopiers and scanners

Local history and genealogy resources

Adult Summer Reading Club

Morris Museum Pass

Access to all **37 MAIN member libraries**

Specialized **Early Literacy Station** computers

Homework help for children & teens

24/7 access to **subscription reference databases, online renewals, and holds** from your computer, tablet, or smartphone

Teen area with comfortable chairs, couches and its own collection

Virtual assistance by **text message, online chat, or email**

Thanks, Volunteers!

In 2013, volunteers performed over 1040 hours of service at the Library. We have been fortunate to have reliable volunteers who come in regularly for tasks such as:

- Preparing books and other materials for shipment between libraries
- Assisting with crafts, story time, and other children's programs
- Reshelving library materials, checking to make sure they are in order, straightening and shifting the shelves
- Cleaning and repairing CDs, DVDs, and other AV materials
- Teaching computer skills in our Technology Learning Center

Businesses and organizations in the area offered their services, too:

- Prudential volunteers spent two days cleaning the Library
- The clock area by the gazebo was renovated for an Eagle Scout project
- Cub Scouts and others contributed to the success of Olde Suckasunny Day
- The Friends of the Library again hosted two book sale fundraisers in addition to all of their ongoing efforts on our behalf

Mission Statement & Core Values

The Free Public Library of the Township of Roxbury is the community's connection to learning and discovery.

We place great value in:

- Freedom of information
- A high standard of customer service
- Equal access to a varied and timely collection of resources that reflects the needs and desires of the community
- Integrity as the foundation of the actions of the Board of Trustees and the staff
- Fiscal responsibility

2013 Operating Budget Summary

Revenue & Support

Roxbury Township Appropriations	\$ 1,132,611
State Library Aid	10,218
Fines, Fees, Printing, & Damaged Materials	20,890
Reciprocal Borrowing & Interlibrary Loan	1,833
Misc. (Grants, insurance, sale of headphones, etc.)	31,526
Gifts & Donations	
Undesignated	1,338
Designated	2,450
Friends of the Library	6,550
<u>Interest on Investments</u>	<u>659</u>
	\$1,208,075

Expenditures

Personnel (Salaries, Wages, & Benefits)	\$ 815,809
Township Services (Payroll Administration, etc.)	24,997
Library Materials (Books, Periodicals, AV, etc.)	95,459
Library Operations (Supplies, Telecom, etc.)	86,138
<u>Plant Operation & Maintenance</u>	<u>87,699</u>
	\$ 1,110,102

The Roxbury Public Library is a member of MAIN, Inc., a library consortium serving the greater Morris County area.



Roxbury Public Library

103 Main Street
Succasunna, NJ
07876

Phone: 973-584-2400

Fax: 973-584-5484

Email: comments@roxburylibrary.org

Hours of Operation

Monday–Thursday: 10 AM—8 PM

Friday: 10 AM—5 PM

Saturday: 10 AM—3 PM

Sunday: 2 PM—5 PM

Memorial Day—Labor Day:

Saturday: 10 AM—1 PM

Sunday: Closed

Board of Trustees

2014

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Brian Overman, Vice President &
Treasurer

Diana LaFemina-Rosa,
Recording Secretary

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Corresponding Secretary
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The Board of Trustees of the Free Public Library of the Township of Roxbury is the governing body of the library. The Board of Trustees meets monthly in the library. All meetings are open to the public. Meetings are held at 6:30pm on the last Wednesday of each month, unless otherwise noted. You can contact the Board of Trustees by sending email to: trustees@roxburylibrary.org