



# ROXBURY PUBLIC LIBRARY

## From the Director

2015 marked the second year of the Library's Strategic Plan, and I think you will agree that it was our best year in quite some time!

We again met our long-term goal for ensuring an appropriate percentage of the Library's budget that is spent on books, movies, ebooks, and other materials; we launched our new website and continued to purchase new computers in keeping with our Technology Plan; we worked hard to bring about inexpensive interior renovations in the Young Adult and Adult areas to make the Library more comfortable and inviting to all ages. In the process, we replaced the dated interior lighting with modern, energy-efficient fixtures, and replaced the rooftop HVAC unit that heats and cools the Meeting Room.

And then there was the matter of the carpet.

Finally, though the statutory minimum funding for the Library once again declined going into 2015, the Township Council examined the Library's budget and plans, listened to our concerns and feedback from residents, and agreed to maintain a flat Operating Budget allocation for the Library for the third consecutive year. That foresight from the community's leaders enabled us to maintain the Library's service hours while continuing to acquire new and up-to-date materials for the collection, to offer educational and cultural programming, and to expand access to electronic resources for Roxbury's residents. – *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, along with their tireless fundraising efforts. You can support the Friends by becoming a member. See <http://roxburylibrary.org/friends-of-the-roxbury-public-library/> to join today!

## 2015 Annual Report

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### 2015 at a Glance

<b>Checkouts</b>	<b>142,594</b>
Adults	82,548
E-materials	9,887
Children	50,159
<b>Interlibrary Loans</b>	
Sent	18,038
Received	26,385
<b>Library Materials (Volumes)</b>	
New Materials	12,757
Total Owned	80,730
<b>Library Visits</b>	<b>189,802</b>
<b>Library Cards Issued</b>	<b>755</b>
<b>Public Computer Use</b>	<b>39,802</b>
<b>Program Attendance</b>	<b>24,361</b>
Youth Services	8,821
Adult Services	15,540

## Putting the Plans to Work: Improvements in 2015

Following Board of Trustees' adoption of the Strategic Plan for 2014-2016, came the implementation of the second year's priorities and goals.

### Building on 2014's Successes

We continued to take into consideration the responses of residents who responded to our requests for feedback, along with the findings from focus groups and an open Town Hall Meeting. 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.

**Free notary service**, particularly on evenings & weekends is a very high priority for Roxbury residents.

We needed to improve the **comfort & appearance of our facility**, especially for our teen residents.

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 2015 Accomplishments

Improve access to technology

- Increased the number of technology classes
- Launched redesigned website

Foster literacy & lifelong learning

- Increased the number of programs, classes, & self-directed groups for all ages at times residents are able to attend
- Structured children's programs around developmental needs
- Evaluated & updated reference & nonfiction collections
- Retained & improved services to residents unable to visit the library via text, chat, email, website, phone & social media

- Purchased more copies of bestsellers
- Expanded electronic collection

Improve physical & virtual facilities

- Began plans to install more outlets & charging stations
- Opened new Young Adult Room and improved the layout of the Reference & Adult Services area
- Launched 3M/Bibliotheca ebook platform, ComlcsPlus e-comics, and MyHeritage genealogy database

## 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.

**Summer Reading Club** isn't just for kids! Sign up at the Reference Desk!

The **Concert Series**, courtesy of the Friends of the Library.

## 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**

**Notaries 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**

**Early Literacy Station** computers

**Homework help** for children & teens, including online via Tutor.com

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

**All-new Teen room** with comfortable chairs, outlets for charging, and its own collection

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

## Thanks, Volunteers!

In 2015, volunteers performed over 1400 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 interlibrary loan shipments, and unpacking ILL materials as they come in
- Assisting with crafts, story time, and other children's programs
- Reshelving library materials, & keeping them in order
- CDs, DVDs, and other AV materials
- Teaching computer skills in our Technology Learning Center
- Painting interior walls and the sign out front

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

- Prudential volunteers spent two days cleaning the Library building and grounds
- 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

## 2015 Operating Budget Summary

### Revenue & Support

Roxbury Township Appropriations	\$ 1,132,611
State Library Aid	10,199
Fines, Fees, Printing, & Damaged Materials	16,786
Reciprocal Borrowing & Interlibrary Loan	2,129
Misc. (Grants, insurance, sale of headphones, etc.)	13,654
Gifts & Donations	
Undesignated	863
Designated	555
Friends of the Library	4,125
<u>Interest on Investments</u>	<u>947</u>
	<b>\$1,181,869</b>

### Expenditures

Personnel (Salaries, Wages, & Benefits)	\$ 825,395
Township Services (Payroll Administration, etc.)	26,176
Library Materials (Books, Periodicals, AV, etc.)	124,471
Library Operations (Supplies, Telecom, etc.)	65,206
<u>Plant Operation &amp; Maintenance (Including Capital)</u>	<u>134,679</u>
	<b>\$ 1,175,927</b>



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

Email: [comments@roxburylibrary.org](mailto: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 2016

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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](mailto:trustees@roxburylibrary.org)*