

Roxbury Public Library Annual Report 2012

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From the Director

2012 was a year of transitions and of challenges met at the Roxbury Public Library.

In early 2012, Library staff and users were adjusting to the new online catalog and its underlying integrated library system (ILS) software, Polaris. Two familiar faces around the Library, Marilyn Lukach and Pat Worobec, retired. My own arrival marked another transition, as I took the reins mid-year from Virginia Papandrea, who had been Interim Director for seven months. Around that same time, the Library began the transition to a new, high-efficiency boiler, following the failure of the old heating system.

There were challenges, too. As the budget declined substantially for the fourth consecutive year, the Library reduced the amount it spends on materials and even shortened its hours to keep costs manageable. The support of the Friends of the Roxbury Township Public Library was an invaluable bulwark against the Library's financial challenges; if you are not a member, I urge you to join. Just as we were finding our way through those challenges, Superstorm Sandy arrived and took a substantial toll on the area. Many in Roxbury were without power for weeks in the aftermath of the storm. Even without a boiler, the Library was able to offer shelter, power, and (perhaps most importantly) hot coffee to residents at a very trying time.

Through all the transitions and the challenges, the Library remained a steady presence in the community. Despite the reduction in service hours, more items were checked out in 2012 than in 2011.

We at the Library like to envision our facility as the township's Living Room—a place where you are comfortable and at ease spending time for work or leisure, but also a place that represents your aspirations to visitors and displays your home in its best light. As I look forward to 2013's potential changes and challenges, I am confident that we made progress toward that vision in 2012. — *Will Porter, Director*



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2012 at a Glance

Checkouts	174,174
Adults	98,763
Children	75,411
Interlibrary Loans	
Sent	14,455
Received	29,549
Library Materials (Volumes)	
New Materials	4,859
Total Owned	87,787
Library Visits	221,145
Library Cards Issued	829
Reference Queries	15,332
Public Computer Use	56,395
Program Attendance	16,904
Youth Services	7,252
Adult Services	9,652

Planning for Technology: 2012 and in the Future

It was clear by 2012 that the Library needed to have a plan from which to move forward with technology, even in the face of annual budget cuts.

In light of that, we assembled a Technology Plan for the years 2013—2015, detailing the Library's goals for technology in each year, and estimating the costs of implementing those

goals.

As part of the process of adopting the Technology Plan, the Board of Trustees established an objective of carrying forward enough funds each year to implement the following year's established goals.

As a result of this careful planning, we anticipate replacing all

of the Library's computers in phases every five years going forward.

Each year, the Trustees and the Director will review the Technology Plan, taking into account changes in the technology and library landscapes, and adjust the next year's goals accordingly.

Programs @ Your Library

Youth Services Programming

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!

Fab Friday Story Time is a fun-filled story time and sing-along program for all ages. Fridays at 10:30 a.m. in the Large Meeting Room.

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

Tween Time is just for grades 4-6 to get together, do activities, and have fun! Refreshments served. 2nd & 4th Wednesdays each month at 4:00 p.m.

Teen Night is held on the 1st and 3rd Thursdays of each month at 6:00 p.m. Refreshments served. Come see what we're all about! Grades 7-12.

Summer Reading Club helps kids retain valuable reading skills through the summer, and it's loads of fun!

Adult Programming

The Library hosts 2 book clubs:

Monday Night Book Club meets at 7:00 p.m. in the Large Meeting Room on the 2nd Monday of each month.

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

Friday Films start at 1:00 p.m. on Fridays in the Large Meeting Room.

The **Concert Series** hosts several performances each year. See our website for details!

Friends of the Library

Special thanks are due to the Friends of the Roxbury Township Public Library for their support of library programming, AV materials, ebooks, and above all their tireless fundraising efforts.

You can support the Friends by becoming a member.

See www.roxburylibrary.org/friends for more information.

Services & Amenities

Wireless internet access

Quiet study room

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

Daily newspapers

Downloadable **audiobooks and ebooks**

Meeting rooms suitable for small or large groups

Notary Public available by appointment

17 **public access computers** for adults with Office software and internet access

Email notifications before your items are overdue

Computer classes on everything from the basics of using a PC to email, Facebook, word processing, spreadsheets, and photo editing

Photocopiers and scanners

Programs for all ages (details on page 2)

Local history and genealogy resources

Adult Summer Reading Club now with treats!

Morris Museum Pass available for checkout, courtesy of the Friends of the Library

Local artists' work on display

Access to all **37 MAIN member libraries**

Materials from other libraries via **Interlibrary loan**

Specialized **Early Literacy Station** computers

4 **public access computers just for kids**

Homework help

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

Teen area with comfortable chairs, couches and its own collection of books, music and movies; separate from children's and adult sections

2 **public access computers reserved for teens**

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

Thanks, Volunteers!

In 2012, 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 Wolf Thompson Meeting Room was renovated for an Eagle Scout project
- Cub Scouts and others contributed to the success of Olde Suckasunny Day
- The Friends of the Library hosted two book sale fundraisers in addition to all of their ongoing efforts on our behalf

Mission Statement

The mission of The Free Public Library of the Township of Roxbury is to provide resources and technologies to fulfill the intellectual, cultural, educational, social and recreational needs of the community.

2012 Operating Budget Summary

Revenue & Support

Roxbury Township Appropriations	\$ 1,164,203
State Library Aid	\$ 10,322
Fines, Fees, Printing, & Damaged Materials	\$ 21,555
Reciprocal Borrowing & Interlibrary Loan	\$ 1,970
Misc. (sale of headphones, books, etc.)	\$ 1,514
Gifts & Donations	
Undesignated	\$ 1,698
Designated	\$ 1,123
Friends of the Library	\$ 6,739
<u>Interest on Investments</u>	<u>\$ 476</u>
	\$1,209,600

Expenditures

Personnel (Salaries, Wages, & Benefits)	\$ 873,943
Township Services (Payroll Administration, etc.)	\$ 42,771
Library Materials (Books, Periodicals, AV, etc.)	\$ 41,445
Library Operations (Supplies, Telecom, etc.)	\$ 100,123
<u>Plant Operation & Maintenance</u>	<u>\$ 82,968</u>
	\$ 1,141,250

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



Roxbury Public Library

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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 2013

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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