



ROXBURY PUBLIC LIBRARY

From the Director

2014 saw the adoption of the Library’s Strategic Plan, and the early steps we took to implement it. When retirements afforded us the budgetary opportunity to make our state-certified Youth Services Librarian a full-time employee, we leapt at the opportunity to stabilize such a crucial component of the Library’s service to Roxbury Township.

We also met our long-term goal for improving the percentage of the Library’s budget that is spent on books, movies, ebooks, and other materials; we began updating our website and continued to purchase new computers in keeping with our Technology Plan; we worked hard to plan inexpensive interior renovations to make the Library more comfortable and inviting to all ages; the Friends of the Roxbury Township Public Library came through once again with nearly \$3,000 to replace the dated and uncomfortable chairs in the Meeting Room, which surveys showed was a very high priority around town.

Finally, though the statutory minimum funding for the Library once again declined going into 2014, and though replacing the Library’s ailing roof presented a significant capital expense, 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. 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 provide access to electronic resources. – *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!

2014 Annual Report

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2014 at a Glance

Checkouts	150,243
Adults	86,999
E-materials	7,227
Children	56,017
Interlibrary Loans	
Sent	18,326
Received	28,184
Library Materials (Volumes)	
New Materials	11,123
Total Owned	85,699
Library Visits	203,259
Library Cards Issued	820
Public Computer Use	30,168
Program Attendance	17,477
Youth Services	9,293
Adult Services	9,179

Putting the Plans to Work: Improvements in 2014

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

Community Consensus

We took into consideration the responses of 600 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.

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**, 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 2014 Accomplishments

Improve access to technology

- Increased the number of technology classes
- Extended the loan period for most items from 14 to 28 days
- Redesigned the Library's logo & began improvements on the website to increase visibility

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
- Replaced meeting room chairs
- Initiated project to establish a Young Adult Room and improve the layout of the Reference & Adult Services area

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 2014, volunteers performed over 1350 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, 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 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

2014 Operating Budget Summary

Revenue & Support

Roxbury Township Appropriations	\$ 1,132,611
State Library Aid	10,138
Fines, Fees, Printing, & Damaged Materials	17,848
Reciprocal Borrowing & Interlibrary Loan	1,437
Misc. (Grants, insurance, sale of headphones, etc.)	49,253
Gifts & Donations	
Undesignated	928
Designated	1,925
Friends of the Library	1,289
<u>Interest on Investments</u>	<u>845</u>
	\$1,216,274

Expenditures

Personnel (Salaries, Wages, & Benefits)	\$ 824,934
Township Services (Payroll Administration, etc.)	25,942
Library Materials (Books, Periodicals, AV, etc.)	116,929
Library Operations (Supplies, Telecom, etc.)	65,125
<u>Plant Operation & Maintenance (Including Capital)</u>	<u>113,415</u>
	\$ 1,146,345



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

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 2015

Jennifer Wasek, President

Aldo Palma, Vice President

Tracy Baltz, Recording Secretary

& Corresponding Secretary

Janice Steigler, Treasurer

Jeanette Carey

Patricia DeFilippis

William Wilkins

Robert DeFillippo Mayor Rilee's
Representative

Roxana Caivano, Superintendent
Tierney's Representative

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