

Lambertville Free Public Library Board Report 2/9/21 - Jennifer Sirak – Director

Good News – Our “Collection Transformation” (weeding) project is underway. It is quite a complex system that involves creating guidelines for each section, then weeding according to said guidelines, reviewing the weeds for withdraw, re-order or re-shelve and then withdrawing those selected from the collection, boxing and sending them to Better World Books or taking to a collection box or putting out for free, then reordering or ordering new titles for that section. It also involves some public relations work to educate the public as to what we are doing. Finally, Inventory is being done after the weed so that we have an accurate count of the library holdings and correct records for each title.

COVID Update – Last month we had two confirmed and one probable staff members with the virus - not transmitted from the library. Everyone is fine but we did have some delays in our project timelines. Trends in NJ are lowering. I have attached a schedule to re-open additional hours. I expect Hunterdon County Covid activity to go from the orange to the yellow zone sometime this month and then we will open to the public on Fridays. If it remains yellow, next month we will open on Wednesdays.

2021 Budget

(to be discussed at the separate agenda line)

Building & Technology

Snow storms – We closed last Monday and Tuesday due to the snow storm. The city shoveled out the library on Wednesday and we opened on Thursday. I requested a meeting with the OEM to discuss a procedure if the library ever needs to be used as a warming station (or a charging station in the summer) in the event of an extended town power outage. This became our duty when the city installed the auto –on generator in our building some years after hurricane Sandy.

New Computers - We replaced one old staff computers as well as the printer. We are adding Quick Books on the cloud to a new larger laptop for our finance staff member and so that QB can now be adjusted by several users at any time. The touch screen for the front desk is in place. The handheld scanner and tablet is in use for inventory and searches upstairs. We are still working on Microsoft Office upgrades via our non-profit software service company Tech Soup. We need to go to the Microsoft Cloud so we can get rid of our network so we can get rid of the server. I ordered three additional public computers that needed replacing for 2021.

Additional E services – We are investigating how to better serve our patrons through E services. Naturally this will incur additional costs. We are underutilizing our ebook service Cloud Library, and we are looking into Hoopla, a public library service that includes some streaming products.

Staff & Volunteers

Our new hires have settled in nicely. We have a staff member on extended leave due to a death in the family. We also have a teen volunteer who is helping us with the Better World Books system once a week.

New Staff Teams – In addition to the weeding team, we are forming a communications team and also a building re-design team.

Communications

Logo – We are still working on finalizing the logo. I will send a separate attachment with some additional color choices for you to review. Our logo designer is also helping to create a unified look across all our website pages.

Newsletter – The newsletter is still a work in progress. The formation of our new communications team has been delayed this month but it will happen soon.

Programming & Outreach

Toni Morrison Book Club – Our first virtual program was a huge success thanks to our local authors and our Board volunteer Stephannie Volmer. WE had 62 members of the public attend. Additional programs for adults are under discussion!

Beanstack - Winter Reads – This program has had over 50 participants and will run through February. It spotlights authors of different backgrounds and is for all ages.

Collections & Materials

(see weeding update above)

Continuing Education

Staff Training – Six staff members have signed up for various workshops from the Pryor staff training company. Topics are widely varied and include everything from software programs to working with personnel to managing projects.

Did you know?

The Local Public Contracts Law governs library purchasing:

Award contracts based on Sound Business Judgment for

- less than a \$2,625 expense
- Contracts >\$2,625 require contractor to supply Business Registration Certificate

Award contracts via the Quote Threshold (at Least 2 quotes required)

- \$2,625 – if no QPA (Qualified Purchasing Agent) – this is us
- (\$6,000 – with QPA)
- Award to a vendor whose response is most advantageous, price and other factors considered.

Bid Threshold for sealed bids to be opened at public meeting – issue an IFB – Invitation for Bids

- \$17,500 – if no QPA - us
- (\$44,000 – with QPA – this is the city)

Bid threshold is cumulative for the year - - If you hire Ajax Plumbing in January to fix a problem at a cost of \$17,000 and in June you have another plumbing problem that will cost \$1,000 you will have to go out to bid or get quotes

Smile of the Month -

FlatFootFox 🏳️‍🌈
@FlatFootFox

We don't deserve librarians.

Pflugerville Library
8 hrs · 🌐

ATTENTION - there will be no snakes at this Friday's Anti Prom at the library. There was a typo in a local paper that said we will have snakes. We will have snacks. Snacks is what we will have.

Not to say we have anything against snakes. In fact, snakes will be at the library in May during the Teen De-Stressing Day: Reptile Hangout, <https://bit.ly/2D2BEjm>.

So, just to summarize:
April 12. No snakes. 🐍 ❌
May 22. Yes snakes. 🐍 ✅

If you ever have any questions about our programs, please don't hesssitate to call us at 512-990-6375 or send us a message.

The Magical World of Randoms
6d · 🌐

👍👎🤔 1.2K 116 Comments

LFPL Hours of Operation - Based on the NJ Covid 19 – Activity Level report
(color coded map by county) <https://www.nj.gov/health/cd/statistics/covid/>

Re-Opening Schedule From Jan 1 2021:

When Hunterdon county has been this color for one week and trends indicate it will continue:

Red – Keep the current (orange) schedule, monitor for new state mandates and guidance for libraries.

Orange – (Current hours) Tue + Thur - open 10-7 Sat open 10-2 Mon + Fri - porch-side only 12-6
Sun + Wed – closed. Quarantine materials for 3 days; indoor gathering limit of 5; 15 people in the building at one time (25% of capacity based on IMLS guidance); hold newspapers; porch-side available any day.

Yellow – Open to public additionally Friday 1-6, extend Saturdays to 3. Change building capacity according to state guidance if needed. Continue to quarantine materials for 3 days; indoor gathering limit of 5; hold newspapers; porch-side available any day.

Yellow for four weeks with lowering trends – Open to public additionally Wednesday 1-6.

Green – Open to public additionally Monday 12-4. End the one-hour time limit (assumes open windows throughout the building at that point). Indoor gathering limits and number of patrons in the building will be based on state guidance. Monitor the need for continued porch-side service.

Green for four weeks and trends are still low – Add additional public hours – Mon 12 -7 Tues 10 -7
Wed 12-7 Thur 10-7 Fri 10-7 Sat 10-3 Sun 12-3 (Sept-May). End quarantine of materials. Put out newspapers.

Resume regular hours (until 9 Tues, Wed and Thur) when the state lifts all indoor gathering limits.

Possible Re-Closing Schedule if Necessary:

When Hunterdon county has been this color for more than one week and trends indicate it will continue

Green – Temporary hours – Mon 12 -7 Tues 10-7 Wed 12-7 Thur 10-7 Fri 10-7 Sat 10-3 Sun 12-3.
End quarantine of materials. Put out newspapers. Indoor gathering limits and number of patrons in the building will be based on state guidance.

Yellow – Keep the Green hours, except Wednesdays will be porch-side only 12-7 for building rest (and keeps staff working). Also close Sunday for building rest. Follow state guidance for quarantine of materials, patron time limits and indoor gatherings. Hold newspapers or check out only.

Orange - Reduce public hours to Mon 12-4 Tues 10 -7 Thur 10-7 Fri 1-6 Sat 10-3.
Porch-side only on Wednesday 12-7, closed Sunday. Make porch-side available throughout regular hours. Reinstate patron one-hour time limit. 15 people or less in the building at one time. Indoor gathering limit based on state guidance.

Red - Keep orange schedule, but monitor for any new state mandates for libraries.