

Good News – We are almost done weeding adult fiction and have started the adult non-fiction.

COVID Reopening Update – We are now open Fridays from 1-6. Next month we will open on Mondays from 1-6, assuming our region continues with its Covid downward trajectory.

### *2021 Budget*

(to be discussed at the separate agenda line)

### *Building & Technology*

New Computers – New public computers are up and running. Quick Books on the cloud is now functioning on a new larger laptop for our finance staff member although training for the new format is needed. Multiple users can now access finance records at the same time. Microsoft Office 365 for libraries has been purchased at a steep discount and is getting slowly installed. Library Email will be transferred to shortly to Microsoft. Our server files will be transferred over to Microsoft Cloud and then we will be done with our server network.

Space Consultant - I attended a webinar from the NJ State Library earlier this month: Planning for the Post-Pandemic Library. The presenter was NYU Professor and author of "Library Space Planning: A PLA Guide" David Vinjamuri. I reached out to David to ask about his consulting services. Turns out he has been to Lambertville before. He is willing to come out and do a space planning audit of our library and provide us with a report about the different types of possible next steps we can take. His fee is \$3500, which will be easily covered by the \$10,000 consulting fee line that was unspent from last year's budget and is back in the budget again for this year. I am ready to hire him if we are ready to go in this direction. I think that this report will help us with the conversations we need to have about our building as well as fulfilling our strategic plan.

Interior Projects – There are several large interior projects I would like to complete before we open to the public on a more regular basis.

- 1) Painting – we have been discussing interior painting for a while. I have an estimate from the same painter who volunteered to power wash our porches last spring. He is giving us a semi-volunteer price for painting the elevator area/stairwell (which never actually has been fully painted and will required tall ladders/scaffolding) and the upstairs bathroom for \$2500. Staff and I decided these were the most pressing interior areas to be done. He also provided a separate invoice for power washing the entrances and painting the side porch ceiling and the columns (not lead paint areas) of \$1000 (the area where patrons come to pick up their books outside).
- 2) Security – we need to add an interior camera by the back porch entrance. We should also consider one by the elevator-area fire exit exterior door. Holicong, our security company, came for an estimate walk through; a verbal suggestion was about \$500/camera. We will also get some training on how to properly use our security system, which is on the cloud, and get some of the unneeded hardware out of the office.
- 3) Carpet Cleaning – We have never had our carpets cleaned and it needs to be done. We have an estimate from New Hope Carpet Company for \$700 for the building which I will schedule for March.

Library as Warming Station – After meeting with the OEM, we determined that the library does not need to hold the title of the city's warming station. There are better city and county protocols to handle those who need shelter. We will be a warming/charging station during our normal hours as needed in bad weather/floods.

### *Communications*

Logo and website – We added the tweaks that were suggested at the last meeting and the logo is considered finished and ready to use. I will have it for the meeting. We have a variety of color formats we can use.

Using the \$2500 I guesstimated for our communications line in the budget, our communications consultant, our website staff team and I have been working with this same designer to create a template for the front page of our website that is more graphics oriented. We have spent time researching the design and language of many other library websites. With this wireframe template design and a graphic plug-in set up using Canva, it is now very user friendly for the staff to drop in our fresh content on a regular basis moving forward. I will have a mockup of our new front page for you at the meeting. You can get a sneak peek of what is coming by checking out the websites from the Princeton, NYC and New Hope libraries.

Next steps:

I recommend hiring our designer to create similar templates for our interior website pages, to create a uniform feel and continue to allow staff to easily and quickly add and subtract information. This would require adding an additional onetime fee to the communications budget of \$2500 (again, a semi-volunteer price).

Separate from the website design cost is our communications consultant who has been overseeing the website production with an eye for marketing. I would like her to continue working with the staff communications team and training us to use some of the new team platforms on Microsoft. Our future plans also include helping us set up the adult programmer role/act as temporary adult programmer to get everyone used to our new PR format as well as making our website Spanish-friendly. Ideally, we would add another 2500 to the budget for these services.

### *Programming & Outreach*

U Penn Anti-Racism Event – The Mayor would like to continue the town conversation about white privilege and has arranged for a speaker from U Penn’s March 31 Perspectives on the Politics of White Identity to hold a discussion hosted by the library the following week. The Community Outreach committee is working on this.

Earth Month – Various groups in Lambertville are holding Earth Day events throughout April and the library will be joining in as well. We will hang posters from South students, create a Beanstack reading challenge especially for the event, and promote the Zoom speaker series that will be happening.

Potential community book swap in June – I am working on a possible district-wide event with the schools to hold an outdoor book swap at Ely field – more information to come.

### *NJSL Annual Report/Per-Capita state Aid report*

This report is due March 15 and is almost complete. It is very extensive and even more so this year with the many additions and changes from COVID last year. Both the finance staff and the circulation staff have been working on this with me. We receive about \$1500 if we complete all the necessary state library requirements. This report then goes into the state and national statistics to lobby for aid for libraries via The Institute of Museum and Library Services.

### *Staff*

Our requests for our free Notary services have been building throughout the pandemic. Danielle and I are going to apply to be Notaries to make this service more available. The library will pay the small initial costs associated with this and also to renew paperwork for Annie, our current notary, for another five years.

### Remaining staff holidays in 2021 for Board approval

Closed:

Memorial Day

(Sundays from Memorial Day - Labor Day)

July 4

Labor Day

Thanksgiving

Christmas Day

New Year's Day

### Early Closings:

Halloween

Wednesday before Thanksgiving

Christmas Eve

New Year's Eve

### *Did you know?*

Maureen and Rosemary are working with our staff historical expert Franta to gather information about the Beacon that can be used for grants. Franta has compiled a lot of interesting information about the Beacon:

LFPL Beacon holdings: 128 microfilm rolls, Jan. 6, 1860 -- Jan. 31, 2008 (1864 is missing and presumed to have not been printed). We have actual newspapers (not on film) from Jan. 2012 -- Feb. 19, 2015 (presumed publication end date).

Digitization status: 23 rolls digitized in black/white, 1860 – 1937; Jan. 6, 1977 -- June 29, 1978.

Estimated cost to complete: \$140/roll in black/white or \$150/roll in sepia (new option), which is preferred because supposedly easier to read. 105 rolls @ \$150 = \$15,750. Advantage Archives projects the sepia will go up in cost by \$10/roll each year.

Usage of microfilm: Both locals and non-locals have accessed Beacon films: (1) Lambertville residents have used the film to do research, such as Sharon Bisaha to write *IN THE BEACON LIGHT* and Mary Freedman to research topics for the Lambertville Historical Society. (2) Non-residents have traveled to Lambertville expressly to view the film archive; other non-residents in distant states have called or written requesting LFPL to search for specific info, usually birth/death/marriage notices.

Other holders of the Beacon: Packet Publications, which purchased the Beacon and eventually closed it, is presumed to hold the same film we have, but it is unknown if the Beacon was microfilmed from Jan.31, 2008, forward. We will investigate this.

Additional film we have that should also be digitized:

11 rolls, *The Record*, Sept. 24, 1872 -- Dec. 30, 1921. (A Lambertville newspaper)

3 rolls, *The Sun*, June 8, 1989 -- Feb. 14, 1991. (A Lambertville newspaper)

3 rolls, Lambertville births, deaths, marriages 1848-1947

Additional film we have that is likely digitized elsewhere:

1 roll, NJ section of US census of 1830, from National Archives.

10 rolls, Rev. War rolls, census data, from National Archives.

6 rolls, Genealogy Society, NJ Commissions, 1600s -- 1800s.

1 roll, *Canada Gazette*, 1841 -- 1845.

5 rolls, marriage registers from various Canadian counties, no dates on box.

1 roll, *Stars & Stripes* +miscellaneous, *LIFE* March 15, 1943--*News American* Oct. 10, 1973

Smile of the Month – Shelby's Instagram ode to Thomas Day, the first time in over 15 years it was not held

