

## Director's Report

- **Highlight Programs**

- Mr. Jeff Storytime: 254 views in 3 sessions. Jeff's live storytimes (live on the library's Facebook page) continue to be one of the most popular of our virtual events.
- Kids Concert – 269 views – a live concert on our Facebook page with children's performer/musician Chris Flynn. We've had several of these concerts and the overviews – and live views – are all very high.
- Grab & Go Crafts – 200 (2 crafts) – our patrons have come to love these take-home crafts that staff prepare. Each bag includes all the pieces of the craft, instructions and decorations. Patrons can simply pick up crafts without registering in our doorside pickup area until we run out. Several staff are now involved in helping to put together these take-home crafts and we produce 10
- Schitt's Creek Trivia – 35 attendees. I created and hosted this trivia night, which we do monthly on different topics. This time we ran this as a partnership with the Leonia Public Library and had two staff members from that library as co-hosts and who also helped to create the trivia. We had a great turnout from both libraries and this was a fun partnership that might work with other programs and other libraries.
- Macrame Crafts – 82 views (2 crafts) – Ji has been running craft programs for adults and teens that are very popular. To increase the visibility, she has started to record the sessions and put them on our Youtube page in addition to the live session.
- Artful Easel – 40 attendees (2 sessions) – this is a longstanding program that is now virtual, but continues to be very popular – live art classes for adults.

- **Ongoing Projects**

- Organizational Structure/Staff Reviews/2021 Library Goals – I've meet with my department heads and reviewed initial 2021 goals, projects and staff duties. In February we should finalize the list of organizational goals. I will then move onto re-structuring the organization of duties among staff and align duties with organizational goals, efficiency plans and to maximize individual staff skills. I will then meet with individual staff for an annual review as well as setting goals and duties. Finally, I'll be researching means to improve the physical workspace,

including redesigning of the space, tools to increase efficiency, and methods of improving staff work experience.

- Planning Spring Programs – We are looking into planning spring programs soon, which includes a conversation as to whether outdoor, distanced programs can be implemented in the spring. We will be looking at the state of the pandemic as the weeks go by and what precautions can be taken to ensure a safe program experience.
- Annual Report / State Aid Report – Both of these reports I've been working on, with the State Report largely still to come – due in mid-March. Mona has been extremely helpful in gathering statistics and creating helpful Google sheets resources.
- Adding Digital Collections – New York Times Online, Kanopy, Wall Street Journal (*see below*)
- Circulation Improvement Project – staff is working on a multi-faceted project to improve our item circulation. This project includes a weeding of the full collection, redesigning and relocating certain collections to maximize visibility, using statistics to improve purchasing, improving monthly displays of materials, and researching other options to help with awareness of materials and ease of access. Several staff, including myself, are working on this project. This project will be spanned over the next few months to organize all elements, finish each piece of the project and finish with an updated procedure for collection development
- Policy Updates – there are a number of policies that I have identified that the library should seek to update and have officially passed by the Library Board of Trustees. One of these policies is a written library card policy that reflects the many library card related scenarios the staff encounter. I hope to review policies from other libraries and in professional journals and present at an upcoming board meeting.
- **Digitization Project** – Kathy and myself have been working throughout January to review our local history collection and engage preservation companies in providing quotes and scope of service reports. We worked with three different companies on receiving proposals for this project, which was one of the capital projects approved by the library board for 2021. We are looking to digitize our full collection of local newspaper microfilm (39 rolls of film) and Ramsey High School yearbooks (61 year books) as well

as create an online, searchable database for these materials. We received proposals from Micro Tech Services, Innovative Document Imaging and Advantage Preservation. All of these groups have library experience in providing these kinds of digitization projects. In reviewing the proposals, Micro Tech Services did not include an online portal creation, which eliminated it from consideration. The other two proposals were very similar in scope and price. However, we selected the Advantage Preservation proposals for several reasons: 1) the online portal created looked to be more intuitive for patron use, had better organization of materials and a more attractive interface, 2) Advantage Preservation only charges a one-time setup fee for the online portal, which gets hosted on their servers. However, Innovative Document Imaging would require a setup fee as well as an annual hosting fee of \$750. Given these factors, Advantage Preservation was our selection. The total cost for the project comes in at \$13,307.50 and will take roughly 2-3 months to transfer the physical materials, digitize everything and build the online portal in coordination with Kathy and myself. At this price level, NJ public purchasing laws require that we receive at least two quotes (we received three) and that we obtain the NJ Business Registration for the company, which we have done. The full quote from Advantage Preservation is attached to this report. Kathy and myself are both very excited about the possibilities for this project in making a unique and local resource available to the community who likely never knew it was available.

- **Wall Street Journal Online** – As we have moved forward with setting up access to the New York Times for our patrons recently, I became aware that the Wall Street Journal also offers online access for libraries. Their system provides access in nearly an identical way that the NYTimes online is offering, with some minor differences. The pricing is more competitive - \$1,200 annually vs \$2,891.20 annually for NYTimes. There are a few less features and overall less total access (which is measured by number of daily access vouchers), but it looks to be an appealing product. At the same time, the annual price for an online tool the library had subscribed to for a number of years came up due – Booksite – which provided online book recommendations and guides. However, the library has not used this platform nearly at all in 2020 or even much in 2019. As there are many other alternatives to this product already available and used by the library and patrons, I took the opportunity to cancel this subscription. This produced a savings of \$990 for the 2021 budget, which was close to covering the full cost of the WSJ subscription. As a result, I've moved forward with acquiring this product for the

library and we should be up and running with this subscription for our patrons for the first few weeks of February.

- **Expanded Library of Things** – In January we added a number of board games to our Library of Things collection for patrons to enjoy. Games include: Apples to Apples, Battleship, Candyland, Clue, Game of Life, Guess Who?, Junior Trivia, Monopoly, Risk, Sentence Cube, Sorry!, Trivial Pursuit, Trouble and Yeti in My Spaghetti. We have more games being added as well, which Jeff has been doing a great job with. I'll be updating our website with photos of all of the items and descriptions – most are up already. We'll also be creating a new brochure to better promote the collection.

### **Physical Plant Updates**

- **New Teen Room Shelving** – Debbie and myself have been working on a plan to expand available shelving in the teen room to house additional materials. The teen collection has grown in size and popularity in recent years and needs expanded shelf space. The popularity of teen book series has expanded in recent years, which means we need to house multibook series. In order to make space, we removed and relocated a small table and two chairs that were used sparingly by teens in non-pandemic times. We also have additional seating space in the teen room when we moved the study carrels and replaced them with a long table, so we are equivalent in net seating in that room. Debbie worked with the company that provided the shelving in the rest of the room to acquire matching shelving for that space. As of 2/4 everything has been arranged for the space, the furniture ordered and the installation will be done in February. Debbie will then work with the help of circ staff to redesign the spacing and layout of books in that room to add more space and improve browsing by grouping series items together.
- **Light Fixture Move** – In order to make enough space for the new, tall shelving in the teen room, one hanging light fixture needed to be moved in order to accommodate the space. The library's electrician was able to move the fixture to be in line with the other fixtures in the room. The result appears as if the fixture had always been located in its new position.
- **Generator Repair** – On January 14th, our generator experienced problems with an alarm going off in the middle of the night. This prompted the Ramsey police to investigate and call staff to inquire about turning off the alarm. Our generator company was able to come that next morning and address the issue. Upon inspection, the generator experienced a low coolant alarm with several issues in need of repair. The company recommended repairs to our coolant system, including new fan belts, new hoses and a new block

heater. These repairs were made about a week later and the system is functional with no alarms.

- Rewiring for Outdoor Sign – in order to make it easier to update the outdoor sign – which required plugging a laptop into the antennae outlet in the Quiet Study Room – we had a wiring company run new cable from the Quiet Study Room to the staff office area. This should help with ease of access to the outdoor sign with a hardwired connection from the office area to the antennae for the sign.
- Phone Repairs – Anthony Reganato replaced one of our phones that had become non-functional.

#### **Annual Reports -**

- Report to Library Board - – *see attached report*
- Report for Community - – *see attached report*