

## April 29, 2016 for May 2, 2016 Monthly Meeting

**To: Florida Public Library Board of Trustees**

**From: Madelyn Folino, Director**

### Monthly Report

April 2015 Circulation	Door Count: 2,378	Closed: 1 holiday
Adult: 1,895    Juvenile: 802	\$: 1,237.99	ILL loans: 723    ILL borrows: 840
April 2016 Circulation*	Door Count:	Closed: 1 snow
Adult:                  Juvenile:	\$: 492.15	ILL loans:                  ILL borrows:

\*Not available

### Programs

- Regular programming for preschool – teens ends in early May. A group of Tweens and a few interested Teens will continue to meet to complete the Little Free Library project. They were guided in the design by architectural drafter Cecelia Lillard. Construction will be supervised by Bob Persing. The LFL will go on the front porch of Roe Brothers. We are now planning the unveiling for 6/4 during Roe's 130<sup>th</sup> Anniversary which will also feature a car show and music. Space under a tent will be available for local organizations to set up tables. Sara will attend and is planning a display and the photo op. We hope to invite Senator Bonacic as we are using funds from his grant for the LFL.
- Family programs attracted good audiences in April. The Chinese language program, Star Wars trivia contest, fiber arts fair and Lego display all drew good crowds. Our program for adults on *The Taming of the Shrew* brought in 16 people and Annette's computer security class was taken by seven. Our 10<sup>th</sup> Anniversary Poetry Café was attended by 26. Our theme of Around the World will conclude next week with a world puppetry program on 5/4 for families and a dessert program for grades 4 to adults on 5/5. There will be a Mother's Day craft program on 5/7 and Dusty the READ dog will visit on 5/21.
- Registration for Children's Book Day/El Día de los Libros this Saturday at 2 p.m. and Holocaust Remembrance Day with storyteller Muriel Horowitz on Sunday at 2 p.m. are both slow. Please talk these programs up!
- Job coaching workshops funded by RCLS attracted only one person for the first session, but is full up with three for the second session. A third and final session has one sign-up so far. Future adult programs include make a bead necklace on 5/11, herb gardening on 5/18 and jazz on 6/1. June will be devoted to Summer Reading Program planning.
- Annette has been using the 3D printer on our first paid commission. A patron spotted the pencil/paper holders created by our Tweens/Teens and asked to buy some.
- Sara and Meg attended the three days of kindergarten screening at Golden Hill this week and used the RCLS mobile circ. unit to create cards for 31 children and eight adults on the spot. RCLS has three of the units and Sara believes they would be practical for other outreach programs. She added our label maker to create card labels, as well.
- A mini-book sale organized by Ashley and Marie in honor of Children's Book Week started today and will be in progress for the week, featuring juvenile books and paperbacks. We are short of mass market paperbacks in good condition.
- Don't forget the Anything But Books Yard Sale on Saturday, 5/21, 8 a.m. – noon. Annette is accepting donations that day or the day before between 4-5 p.m. Mark Ng, home from college, will assist her with set-up and sales.

## **Communications**

Condolences were sent to patron Paul Block (loss of wife Jan) and to the family of retired RCLS Director Dick Anglin.

## **Financial/Donations**

- \$304.07 – Utica Insurance Group dividend – credited to Insurance.
- To date, we have sold 15 copies at \$20 each of Cheetah Haysom's book *Pride and Produce*. FPL receives 10% (\$2) per sale.

## **Personnel**

- I will be away from 5/3 – 5/15. Sara will be in charge in my absence.

## **Technology**

- Annette has written a new Technology Plan for 2016-2017, although we will be making as many purchases as possible in this fiscal year. These include two new desktop computers, two monitors, two laptops, upgrading Norton security, upgrading staff and patron computers to Windows 10 during the free upgrade period before 7/1 and upgrading to Microsoft Office 2016 on staff and patron computers. Annette does a fine job of keeping track of all of this.
- CPI Copiers reports that we made 96,460 copies on our machine in the last year. The charge would be \$780, but CPI owner Mike Brescia has discounted the total to \$700, still over the \$625 budgeted. Making copies is one of our most popular services for the community and we may want to consider raising the cost from .15 to .20 per copy. On many days, we take in more cash for copies than for fines.

## **Building/Equipment**

- The wall above the water fountains and New Arrivals was painted by my husband on 4/22 and is a big improvement. He mounted a new Lucite holder for flyers in the foyer and repaired our first aid kit and its fasteners from its being pulled out of the wall.
- Bob Persing completed his project to secure wires underneath the public computers, also on 4/22.
- Annual service for the A/C units is scheduled for 5/13.
- Sara, Meg and Marie did good work in reorganizing basement supplies on 4/22 and Ashley has been reorganizing book donations which were in great disarray after the Friends sale. Our goal is to get everything off the basement floor so it can be cleaned professionally. We may also look into having an exterminator visit to confirm that there is no new rodent activity.
- I contacted DeVries Masonry with no reply yet re the cracking/chipping material at the base of the railings on the front porch and steps.

## **RCLS/NYLA**

RCLS Assistant Director Grace Riario will be here to speak on Community Engagement at our August 1 meeting. We have agreed to join in RCLS' group purchase of NYLA membership for a discount. We are up to date with membership and should receive a refund. Our shelving in the children's room was described and pictured in a recent *NYLA Bulletin* on mobile shelving.

## **Personnel Policy**

I have received responses from several directors on paid leave policies to share with the Personnel Committee. As expected, these vary widely according to union/non-union situations.

### **Friends of the FPL**

- The Friends Used Book Sale and Bake Sale on April 15-17 was a success. Profits included \$1,022.35 in book sales, \$89 for the bake sale and \$130 for membership for a total of \$1,241.35. We received several comments from customers on how uncluttered and appealing the book sale was with suggestions for weeding more of the older books. Ashley is to be commended for her extensive weeding and organization of materials. She is now busy sorting books, using a system of colored labels.
- The Friends are supporting the SRP Wrap Up Party/Ice Cream Social with \$550 for the Uncle Brothers band and \$50 for ice cream supplies.

### **Spring Tea**

Tickets are now on sale for the Spring Tea and 13 seats have been sold to date. Our great need remains to line up kitchen help and to confirm additional donations of pastries and sweets. Trustees Pskowski, Patton and Arcieri are gathering donations for prizes. On 4/16, we met in the Senior Center to go over the physical lay-out of the tea and plans seem clear. We will be featuring a loose tea bar again.

### **Meetings, Travel & Events – Upcoming**

5/3 – OLA Amazing Orange – Sara and Marie

5/9 – YA Librarians – Meg

5/9 – Florida ABCD – Maria

5/9 – Friends of the FPL, 6:30 p.m.

5/13 – Juvenile Book Review – Meg

5/17 – Amigos Podcasting webinar – Annette

5/19 – Juvenile Book Review - Sara

5/25 – RCLS Annual Friends Gathering, NFL, dinner and speakers from NYLA – Trustees?

Register online @ [rcls.org](http://rcls.org).

5/30 – Memorial Day, FPL closed