

## September 9, 2016 for September 12, 2016 Annual Meeting

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

**From: Madelyn Folino, Director**

### Monthly Report

July 2015 Circulation	Door Count: 2,372	Closed: 1 holiday +Sundays
Adult: 2,107    Juvenile: 980	\$: 814.09    ILL loans: 871	ILL borrows: 668
July 2016 Circulation	Door Count: 2,238	Closed: 1 holiday + Sundays
Adult: 2,008    Juvenile: 999	\$: 749.13    ILL loans: 674	ILL borrows: 794
August 2015 Circulation	Door Count: 1,765	Closed: 1 training +Sundays
Adult: 2,021    Juvenile: 760	\$: 960.92    ILL loans: 780	ILL borrows: 894
August 2016 Circulation	Door Count: 1,780	Closed: 1 training + Sundays
Adult: 2,044    Juvenile: 880	\$: 970.27    ILL loans: 675	ILL borrows: 910

### Programs

- The Summer Reading Program concluded with the following figures:

Reading Club	# Registered	Minutes Read
K-3	51	23,286
4 & 5th	21	9,910
6 <sup>th</sup> & up	13	1,260
Toddlers	26	529 books read
Babies (under 3)	5	1 activity sheet completed
Florida ABCD	25	675 books read
Village Rec	284 kids/31 staff	6 programs provided, including ScienceTellers

- Ready for Kindergarten – 1,2,3! attracted fewer children than last year.
- Two programs with Dusty the R.E.A.D. dog brought in 21 children; 15 parents and kids attended Lunch with Dusty on 8/26.
- Registration for Fall programs is open and programs start on 9/12. We will celebrate Banned Books Week (9/25-10/1) with a café featuring trivia games, videos on banned books and reading from favorite challenged books.
- Tweens will be learning about Roald Dahl's books to mark his 100<sup>th</sup> birthday. Storytime, temporarily on a new day on Monday mornings, will feature simple science experiments for ages 3-5.
- Programs for adults include hiking, drawing, a storytelling café as well as the new *Jungle Book* movie for all ages.
- Meg has taken over Martha's publicity duties and has begun creating press releases and the monthly program flyer.

### Communications

- Get well card sent to Barbara Conneally's husband, Patrick, following surgery.
- Invitation to First Presbyterian Church's 275<sup>th</sup> Anniversary on 9/25, 2 p.m.
- Letter from Congressman Maloney re federal grants for libraries.

## **Financial/Donations**

- \$225 – Donations – Copper Bottom Restaurant (late March to early September)
- \$163 – Donations – August 20 Campfire Fundraiser
- \$55 – Donations - August Mini Book Sale
- \$15 - Donations – Pitso Mafata
- \$57.12 – Library Charges – RCLS, PayPal 2<sup>nd</sup> quarter online payments
- \$1,303 – Grants/Aid – RCLS, 90% of Local Library Services Aid (LLSA)
- FOIL request from SmartProcure of Deerfield Beach, FL for all purchases from 5/31 to date was uploaded by Chris on 9/8. Confirmation received.

## **Personnel**

- Hired Megan Kelly for PT Page position at \$9/hour, effective 8/5/16.
- Hired Meg Sgombick for FT Library Assistant (Children's Services) position at \$30,940, effective 9/1/16. Meg will assume Martha's duties in Publicity, Social Media, Purchasing and P.A. to the Director.
- Staff members were trained on the mobile circulation unit from RCLS to prepare for our Door to Door Campaign. Clean Up Day on 8/22 was productive as usual.
- Annual reviews have started.
- Librarian Sara Johnson is starring in *The Producers* at Museum Village in September.
- Maria's father has been hospitalized with a stroke.

## **Building/Equipment**

- Utica National Insurance Group has valued our building at \$636,815 for reconstruction costs and has insured it for \$658,858 or 103% of the valuation.
- Peters Landscapes visited on 9/6 and weeded, sprayed, pruned and mulched the exterior plantings for \$380. A big improvement!
- The Village crew kindly removed the old children's room desk. We tried to sell or give it away with no takers.
- WVT is offering increased internet speed. We are looking into cost vs. benefit.
- Annette and volunteer Bob Persing moved the public printer to the newspaper storage unit next to the front desk to cut down on patrons' printing and not paying for copies.

## **Trustees**

- Please sign and return to me the annual Conflict of Interest policy forms which I'll distribute at the meeting.
- FFPL member Anita Baumann has requested that an FPL trustee nominate her for a vacancy on the RCLS board at the Annual Meeting on 9/16.
- Not involved in the Door to Door Campaign? RCLS has scheduled important training for trustees on 9/20 with Jerry Nichols – free buffet dinner at 5:30 p.m., training 6-8:30 p.m. Register online at [www.rcls.org](http://www.rcls.org).
- Next Trustee Orientation is Wednesday, 10/26, 10 a.m. at RCLS. Register online.
- Andy Cameron at FUFSD has provided updated figures for actual library tax rates for 2016-2017. These are:  
Town of Goshen –  $1.21001860/1,000 = \$1.21$  per \$1,000;  
Town of Warwick –  $5.24341395/1,000 = \$5.24$  per \$1,000.

## **Friends of the FPL**

- The Friends had a successful mini book sale at the Florida Farmer's Market on 8/30 with a profit of \$66.05. They will hold a book sale on our anniversary weekend (9/30-10/2.)

### **Library Card Sign Up Month & Door to Door Campaign**

Plans are set for Library Card Sign Up Month and our outreach during the Door to Door Campaign. Six staff members, six trustees and FFPL President Caroline Califf will participate in outreach on two Back to School nights, two evenings and a Saturday. Twelve teams have been matched to knock on doors. Other staff will be working to keep the library open, design and assemble materials and displays. Staff have been provided with business cards designed by Martha and Meg and new card cases. All are invited to our wrap-up party on 9/24 at 3:30 p.m. for discussion of our experiences, food and prizes. Please see page 25 of today's Times Herald-Record for a nice article and pictures in Barbara Bedell's column about the Campaign.

The following promotional items have been ordered to support the campaign: FPL T-shirts, baseball caps and backpacks for volunteers, neon pencils with FPL's URL, magnets with library hours, lawn signs, enlarged copies of the Mayor's Proclamation, a gift certificate for a Grand Prize, and one prize each for new patrons in adult/teen/child categories. We will be requesting the financial support of the FFPL to help with these expenses (\$1,700.) Leftover items will be used for future programs, prizes, PR, sales, etc.

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

9/11 – Sunday hours (12-5 p.m.) return to FPL

9/12 – FFPL meeting, 6:30 p.m.

9/13 – State and Local Primary in the Senior Center

9/14 – CTUG - Ashley

9/14 – Orange Expo @ Galleria, volunteer for RCLS booth - Ashley

9/16 – RCLS Legislative Breakfast and Annual Meeting, Bear Mountain Inn – Diane, Nancy, Madelyn, Sara and Meg.

9/19 – YA Librarians – Meg?

9/20 – Trustee Training RCLS (see above)

9/26 – CLOUSC – Sara

10/1 – Campfire Fundraiser

.