

September 7, 2017 for September 11, 2017 Monthly Meeting

To: Florida Public Library Board of Trustees
From: Madelyn Folino, Director

Monthly Report

August 2016 Circulation	Door Count: 1,780	Closed: Sundays; 1 training
Adult: 2,044 Juvenile: 880	\$: 970.27 ILL loans: 675	ILL borrows: 910
August 2017 Circulation	Door Count: 2,039	Closed: Sundays; 1 training
Adult: 1,921 Juvenile: 725	\$: 1,054.24 ILL loans: 748	ILL borrows: 811

Programs

- Total teen volunteer hours for the Summer Reading Program were 259.5. Multiplied by the minimum wage of \$9.70 = \$2,517.15 in free assistance to FPL.
- “Ready for Kindergarten 1-2-3” drew 15 children and 12 adults for stories read by Principal Debbi Lisack and a craft. Sara attributes the turn-out to an email blast the night before and hopes to do more collecting of emails to reach patrons directly.
- Jim Mezzetti of Myles Financial offered a free program on financial planning for college and a second program to accommodate the demand, attracting 52 people from the area.
- Maria organized an ice cream party on 9/5 for the Tween and Teen designers of the SRP Minecraft Biodome Challenge. Congrats to Maria and Mark who advised the kids on their winning underwater design, best in RCLS!
- Fall programs commence on 9/11 with a mystery theme for all ages for Sept./Oct.
- Joyce Schenkman returns to teach Spanish to preschoolers in Storytime for five sessions. Sara is opening up Rhymetime sessions to siblings in the hope that it will draw attendance to this toddler program.
- FPL embarks on “The Kindness Rocks Project” – a family program to decorate rocks with kind messages and place them by our butterfly bushes to be admired or adopted. We will also have a family Building Challenge with 3D Printing on 9/30 and Hispanic Heritage Month (9/15-10/15) will be celebrated with bilingual reading and storytelling by special guests on 9/23.
- Adult computer lessons resume this month, Wednesdays, 10:30-12:30. We host the Sustainable World (formerly Warwick) Book Club on 9/19 and feature programs on fall gardening tasks (9/20) and Lyme disease (9/27.)
- RCLS is providing us with career coach and resume writer Greg Knowles for 6 one-hour sessions of free job coaching on 9/13 and 10/5. By appointment, one person/one hour.
- A drawing is in progress for tickets to OLA’s Orange Reads event on 9/23 at Baker HS in Tuxedo. Award-winning author Colson Whitehead will discuss *Underground Railroad*. Our Page Turners Book Club will discuss the novel on 9/28.
- We are looking forward to a smooth transition to a new team of program planners this month and are delighted to welcome Beth Verblaauw back to FPL.

Communications

- NYLA – letter of thanks for donation to the legal defense fund.
- RCLS – Save the Date postcards for October trustee workshops.
- RCLS – letter of congratulations on winning 2017 Adult Program of the Year.
- RCLS – email and certificate on winning 2017 Build a Better World Minecraft Biodome Challenge.

Financial/Donations

- \$200 – Anne Pillmeier, in memory of Madeline Rose Pillmeier - Donations (4050.)
- \$55 – Yard Sale (Craiglist sales) - Donations (4050.)
- \$74 – Summer Fun Basket drawing - Donations (4050.)
- \$7.50 – Mini-Book Sale - Donations (4050.) (Some \$\$ charged to Library Charges?)
- \$167.46 – RCLS, 2nd qtr. PayPal – Library Charges (4010.)
- Received a quote of \$8,100 for the annual audit by Nugent & Haeussler (same cost as last year.)
- James Burton and Christine Bonnano of Emery & Webb (formerly Dickerson & Meany) visited on 8/23 to deliver our new Utica insurance policy. The replacement value of the building has been raised to \$665,447. The collections are valued at \$593,608 and other building contents at \$180,135.
- The Paychex monthly 401K administrative fee jumped from \$135 to \$147 without notice last month. Since inception, they have waived their \$5 per month employee charge of \$40. In August, the discount was reduced to \$28. I called to question this and succeeded in having the fee set back to \$135 for a year.

Personnel

- Terminated PT Library Assistant (Children's Services) Cherene Audain, eff. 8/15.
- Hired Andrew Castine for the position of PT Page at \$9.70/hr., eff. 8/18.
- Hired Elizabeth Verblaauw for the position of PT Library Clerk at \$16/hr., eff. 9/1 to plan and conduct children's programs.
- Increased hours (5 per week) for PT Library Assistant (Children's Services) Maria Martinez to plan and conduct teen programs, eff. 8/28.
- Rescheduled and consolidated hours of Library Assistant Marie Arnstein for better coverage with changes in personnel.
- Our Annual Clean Up Day on 8/21 made good progress in cleaning, straightening, organizing and weeding shelves and work areas. Activities included our annual staff photo session, safe eclipse viewing and a surprise eclipse bridal shower for Sara. Her new surname is Verneuille. We also held a brainstorming session on 1) How to increase adult circulation and 2) Ideas for celebrating FPL's 60th Anniversary in October 2018.
- New York State Paid Family Leave goes into effect 1/1/18. For discussion.
- One FT employee has elected health care coverage; new contract year eff. 10/1.
- I will be out of the office 10/4-10/18. Sara will be in charge in my absence.

Building and Equipment

- Tim Mills of American Pest Control visited on 8/23 to deal with mice in the basement. An entry hole along the AC line was plugged up. Cost: \$125. Tim spotted and sprayed a yellow jacket nest in our outside plantings and staff dealt with a wasp nest.
- Plumber Mark Slesinski installed a new frost free outside faucet on the northwest corner of the building (near the bike rack) for better access. Both outside faucets share a shut-off valve in the basement which will remain closed except when needed. Cost: \$305.05.
- Tom Mance did a visual inspection on 8/31 and identified the following needed repairs: replace metal downspout on southeast corner (strap missing, dented by vandalism); replace PVC downspout on northwest corner (cracked, weather damage); patch small gaps on north side where cement has fallen away from foundation and brick facade; paint white trim above front door; paint front railings (rusty spots.) Tom will see to the first three items plus inspecting the roof and gutters. I am awaiting a quote for painting.
- Bob Cairns of Grout 911 stripped, waxed and buffed the tile floors on 8/20 (\$350) and cleaned the carpets on 9/3 (\$475.) Staff handled moving furniture for both jobs.

- Window washing and landscaping (pruning, mulch replacement) are next. Staff have been straightening the basement as well. The goal is to clear the floor as much as possible so that it can be vacuumed and mopped. Martha has been organizing storage of old financial records and suggests the purchase of wide shelves to get boxes off the floor.

Technology

- Sara and Maria have submitted a grant application to Libraries Ready to Code, an initiative of the ALA, for \$2,100 for a coding program for students in grades 4-12.
- Bob Persing has been researching security cameras which are readily available in 3-4 camera packages. We believe that two cameras would cover the desired areas. Electrical work would be needed to install a new ceiling outlet near the front door and we would have to use a separate Wi-Fi channel to prevent interference with our computers. We would also need to set up a monitor on the front desk. We are thinking through these possibilities.

Friends of the FPL

- The Friends held a mini-book sale at the Farmer's Market on 8/15. Profit unknown.
- We have a dwindling supply of tickets for a benefit performance for the FFPL of *The Mystery of Edwin Drood* at Museum Village on Thursday, 9/21. Please plan to attend!
- The Friends are without a president or secretary.
- Fall Used Book Sale schedule: 9/28, Set-up, 5:30 p.m.; 9/29, Preview Sale, members only, 5-8 p.m.; 9/30 and 10/1, Book and Bake Sale, 9 a.m.- 3 p.m. Volunteers needed; please contact Bob or Nancy Scott. Bake sale items needed for Sat/Sun.

Trustee Workshops

- Wednesday, 10/4 – Open Meetings Law with Robert Freeman, Executive Director of the Committee on Open Government - at RCLS.
- Thursday, 10/5 – Trustee Orientation 101 - at Cornwall Public Library.

Both meetings: free buffet dinner at 5:30 p.m.; session 6-8 p.m. Register at www.rcls.org

Door to Door Outreach Campaign

Robert Hubsher has notified me that our submission has won the 2017 RCLS Member Library Adult Program of the Year. The award will be presented at the Annual Meeting at Bear Mountain Inn on 9/15. Seven staff members and four trustees plan to attend and I hope will help to collect the award as it was a massive team effort, involving much planning and many hands. Thanks for all your help in seeing this project through to a very successful conclusion!

Meetings, Travel & Events – Upcoming

9/10 – Sunday hours resume, 12-5 p.m.

9/11 – FFPL meeting, 6:30 p.m.

9/13 – Director's Association – Madelyn

9/14 - Adult Programmers - Marie

9/15 – RCLS Legislative Breakfast and Annual Meeting – Award! Diane Arcieri to be elected!

9/20 – CTUG – Ashley

9/21 – *Mystery of Edwin Drood* at Museum Village – starring Sara!

9/23 – OLA Orange Reads at George F. Baker HS, Tuxedo, 3 p.m.

9/24-9/30 – Banned Books Week – read a banned book!

9/25 – CLOUSC – Sara

10/2 – YA Librarians – Maria

10/2 – 17th Anniversary at 4 Cohen Circle. We opened for business in our new building in 2000.

