

September 5, 2018 for September 106, 2018 Monthly Meeting

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

Monthly Report

July 2017 Circulation	Door Count: 2,249	Closed: 5 Sundays, 1 holiday
Adult: 1,823 Juvenile: 813 \$: 777.35	ILL loans: 733	ILL borrows: 806
July 2018 Circulation	Door Count: 2,414	Closed: 5 Sundays, 1 holiday
Adult: 2,067 Juvenile: 931 \$: 903.59	ILL loans: 897	ILL borrows: 861
August 2017 Circulation	Door Count: 2,039	Closed: 4 Sundays, 1 training
Adult: 1,921 Juvenile: 725 \$: 1,054.24	ILL loans: 748	ILL borrows: 811
August 2018 Circulation	Door Count: 1,801	Closed: 4 Sundays, 1 training
Adult: 1,983 Juvenile: 868 \$: 509.74	ILL loans: 922	ILL borrows: 861

Programs

- Please see Barron's August report for details on programs, emailed to you separately.
- Our big programs for September are Library Card Sign-Up Month, Hispanic Heritage Month and Banned Books Week. We are now focused on publicizing the Black Dirt Storytelling Festival on 9/22 and the 60th Anniversary Party on 9/29. We have just completed a two color, six-page anniversary newsletter to be bulk mailed. We'd appreciate help in distributing flyers for these events.

Communications - none

Financial/Donations

60th Anniversary Donations (4050) solicited by Trustees:

- \$300 – El Azteca
- \$100 – Shuback Farms, Inc.
- \$50 – Linda's Beauty Salon
- \$50 – Service Vacuum Cleaner Co.
- \$50 – Village Realty
- \$40 – Modern Produce Farms, Inc.
- \$40 – Dagele Brothers Produce
- \$25 – Walden Savings Bank

- \$35 – Yard Sale, Donations 4050
- Nugent & Haeussler, P.C. will perform an audit of the 2017-2018 fiscal year this fall. I accepted their quote of \$8,400, an increase of \$300. Their price for the past two years was \$8,100.
- Our new liability policy from Utica Insurance Co. increased 2.7% to \$4,233.94. The replacement value of the building has increased 3% to \$685,410 and the estimate of replacement of contents went up 2% to \$183,738. The Treasurer is bonded for \$475,000.
- A FOIL request from SmartProcure of Deerfield Beach, FL for all purchases from 4/30/18 to the present was satisfied by Chris on 8/16.

60th Anniversary Celebration

Plans are well in hand with checks and gift certificates coming in to FPL. Please turn over any checks promptly for deposit. Gift certificates and donated items should be given to Trustee Lillard who is keeping track of donations and writing thank you letters to each donor. All donors who have promised items have been listed in our newsletter. Meg has prepared a flyer listing all the events for the Anniversary Weekend:

- Friends of FPL Used Book Sale/Bake Sale – Friday, 9/29 - Sunday, 9/30
- Family Magic Show – Saturday, 9/29, 1 p.m.
- Unveiling of plaque in memory of Lawrence Furst, 2 p.m. – Trustees attending: ???
- Followed by Anniversary Cake and beverages
- Glenmere Brewery Party – 7:30-9 p.m., \$20 per person, food, drink and prize drawings
- Anniversary Concert – Sunday, 9/30, 1 p.m.

Advocacy

On 8/7, Trustee Arcieri and I were part of a group from RCLS, O/U BOCES and SENYLRC that visited the local office of Assemblyman Karl Brabenec to discuss library issues. We presented him with an FPL logo T-shirt. On 8/30, the Assemblyman and aides Ken and Cara visited FPL for a two-hour tour of the premises and discussion of library history and hopes for expansion.

Personnel

- Our new contract year with Crystal Run Health Plans begins October 1. The cost for a single plan has decreased from \$824.68 to \$767.79 per month. According to our agent, this is due to competition for customers.
- Staff members will be attending a large variety of fall workshops to sharpen their skills.
- We had a good Clean Up Day on 8/20 to prepare for the new program year. Barron, Ashley and Marie have been very helpful in keeping us on track in weeding materials for space on our crowded shelves. Staff discussed outstanding items on the Long-Range Plan. Barron will work on designing procedures to serve shut-ins. He and Annette will work on a virtual tour of the library for our website. We reviewed parts of the Security Plan that covered the ability of staff vs. Director to evict and/or ban patrons from library premises due to violations of our conduct policy. Police were called on 8/11 to report an instance of criminal mischief. On 8/14, I spoke with one of the patrons involved to warn that further incidents would result in permanent banning from the library. No further disturbances have been reported.

Department of Labor

Two representatives from the Newburgh office of the DOL visited us on 8/15 and reviewed financial records from 1/1/16 to the present. They have advised that we should file prevailing wage contracts for past work done by four contractors. Barron will handle this online filing.

Building & Equipment

- Trustee Lillard weeded the south side of the building. Looks great – thanks!
- Vinyl floors and carpets had their annual cleaning by Bob Cairns.
- Oprandy's replaced four fire extinguishers with new ones on 9/5; their manufacturer went out of business and parts were unavailable. The fifth extinguisher was serviced.

RCLS Policy Updates

RCLS has advised directors that due to changes in state law, sexual harassment policies must be in conformance by 10/15. We await a promised template from RCLS to proceed.

Friends of the FPL

- The Friends are looking for new officers for 2018-19.
- Their Mini-Book Sale at the Florida Farmers Market on 8/21 was a success, selling paperbacks and children's books.
- The Used Book Sale/Bake Sale for our Anniversary Weekend is set for Friday, 9/28 through Sunday, 9/30. Volunteers are needed to shift books. Call Bob Scott at 651-7221 to volunteer to help on Thursday evening (9/27) at 5:30 p.m. and/or Sunday at 3 p.m.

Marketing Libraries Journal

MLJ, an online scholarly journal, has published my seven-page article on our 2016-2017 Door to Door Outreach Campaign in their August 2018 online edition. Meg will forward the link to you. Please note that any sentences that don't make sense were changed by the editors!

Meetings, Travel & Events – Upcoming

9/10 – FFPL, 6:30 p.m.

9/12 – Director's Assn. – Madelyn

9/12 – Circ & Tech Users Group (CTUG) - Ashley

9/14 – RCLS Legislative Breakfast/Annual Meeting – Madelyn, Barron, Meg, Maria

9/17 – Florida ABCD – Maria

9/25 – Network & Library Continuity Workshop – Madelyn, Barron, Annette

9/26 – RCLS Trustee Ed 102 – Trustees?,

9/29 – Trustees' 60th Anniversary Party, Glenmere Brewery, 7:30-9 p.m.

10/2 – OLA/Bookface Social Media Workshop – Barron, Meg, Maria

10/3 – Everyone Serves Families with Young Children Workshop – Ashley, Amy

10/8 – FPL closed, Columbus Day

10/9 – Enhancing Services to LGBTQ (day) – Madelyn, Barron, Maria

10/16 - Enhancing Services to LGBTQ (evening) – Trustees Arcieri and Lillard and ?