

May 31, 2019 for June 3, 2019 Monthly Meeting

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

Monthly Report

May 2018 Circulation	Door Count: 1,937	Closed: 1 training, 1 holiday
Adult: 1,627 Juvenile: 605	\$: 1,049.74	ILL loans: 769 ILL borrows: 804

May 2019 Circulation*	Door Count:	Closed: 1 training, 1 holiday
Adult: _____ Juvenile: _____	\$: 492.98	ILL loans: _____ ILL borrows: _____

*Not available yet

Programs

- Please see Barron's May report for details on programs, emailed to you separately.

Communications – Kristin Risedorph, thank you letter for displaying student artwork
Joann Dagele – thank you note for Maria's Rhymetime program
Eileen Stelljes – thank you note for gift card from trustees
Amy Cassidy – thank you note for gift card from trustees
Elizabeth Verblaauw – letter of resignation

Financial/Donations

\$2,309.63 – FUFSD, PILOT payment from Stauber, credited to Tax Support (4100.)

Donations (4050);

\$457.35 – Yard Sale on 5/18; an additional \$100 was received over the last several months as items were donated and staff bought them on the spot.

\$100 – Faith Sauka, age 11; her TREP\$ profits.

\$20 – Paula, Evan and Kris Kujawski in memory of Virginia Nowak.

Targeted Donations (4060) and Adult Programs (5241):

\$100 – Friends of the FPL for a Hudson Highlands Nature Museum Pass.

\$30 – Walden Savings Bank for Spring Tea expenses incurred by FPL.

- Submitted a grant application to RCLS for a gardening program at Florida ABCD.
- Assemblyman Karl Brabenec's aide stopped by to request further information about the grants-in-aid funding which I wrote to him about.
- *Orange County, New York: Dairy Farms Past and Present* by James Baird – Seward Day donation received from Florida Historical Society.

Policy Revisions

On the agenda for your approval and emailed to you along with revisions:

Fax Policy

Expectations for Bookkeeper

Personnel

- Bradley will complete probation on 6/11 and become a permanent Civil Service employee.
- Beth has resigned her part-time Library Clerk position, effective 7/29. She will work reduced hours in July and complete most of the SRP programs for the usual age groups

- before she leaves. For the Storytime program, Eileen will conduct two sessions and presenters have been engaged for two sessions to fill in the schedule.
- Our staff meeting on 5/17 was very productive. Barron presented an hour program on Ancestry Library Edition and information on communication styles gleaned from an RCLS workshop. Annette updated us on technology issues and refreshed us on how to use fire extinguishers. Ashley went over circulation issues in Symphony. Meg discussed the 2020 Census and explained creation of publicity with Library Aware. Barron, Meg and Marie reported on SRP plans. I conducted a training on security issues, including Code Adam and staff played The Incident Game to determine what events are actually incidents and steps 1-2-3 to handle them. We ended with a book share of three titles each and then set up the yard sale. Staff were asked to submit their suggestions for stakeholders for the LRP process.
 - Annette is to be commended for her superb organization of the Yard Sale. She spends many hours handling items, weeding, pricing, selling, transporting, posting items online, and supervising set up and clean up. As ours was the only sale in the village that day, it attracted a steady stream of shoppers. Bob Scott picked up any unsold items for the Seward Mapes Homestead sale.

Building and Equipment

- We purchased an iPad for Meg's use in posting publicity on social media. This improves our security as she had been using her personal cell phone.
- The air conditioning failed on 5/20 and Van Grol, Inc. replaced the condenser capacitor in the larger of the two units at a cost of \$363.58. They are scheduled to do routine spring maintenance on 6/14.
- Waiting for a quote for painting the four iron railings outside which need attention.
- Pruning, weeding, transplanting and planting annuals and perennials was taken care of by me and my husband, Ross, on 5/15. Rainy weather has actually helped the plants and I hope to get mulching done soon. We need to remove the dead maple tree in front, too.

Acquisitions

- We received four Literacy Backpacks through an RCLS grant. Each plastic backpack is filled with books, activities and toys on a theme geared to preschoolers' interests.
- We have agreed to purchase Vidcode, a program that teaches computer coding to children and teens. Depending on the number of RCLS libraries which sign up, it will cost between \$217 and \$290 for a year. Barron will learn the program and lead the classes, beginning during the SRP.

Friends of the FPL

- The Friends' Nominating Committee has recruited a full slate of officers for 2019-2020: Bob Scott, President; Shirley Coughlin, VP; Clare Kirkwood, Secretary; Teri Gott, Treasurer.
- The Used Book Sale & Bake Sale 5/17-5/19 went well with help from Beth's Making A Difference (MAD) youth group from the Reformed Church in Warwick. Profits were: \$968.75.
- Spring Tea plans are now down to the wire. Selling tickets and confirming volunteer help to set up and break down are priorities.

Meetings, Travel & Events – Upcoming

6/4 – Spring Tea Committee, 3 p.m.

6/10 – Florida ABCD – Maria

6/10 – FFPL, 6:30 p.m.

6/17 – OLA General Meeting – Madelyn, Meg, Barron, Ashley, Marie, Maria, Annette

6/17 – SRP Teen Volunteer training – Barron

6/27 – SENYLRC, Resource Sharing SIG - Ashley

