

August 1, 2019 for August 5, 2019 Monthly Meeting

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

Monthly Report

July 2018 Circulation	Door Count: 2,414	Closed: 1 holiday + Sundays
Adult: 2,067 Juvenile: 931	\$: 903.59	ILL loans: 897 ILL borrows: 861
July 2019 Circulation	Door Count: 2,331	Closed: 1 holiday + Sundays
Adult: 2,196 Juvenile: 1,085	\$: 607.13	ILL loans: 868 ILL borrows: 876

Programs

- Please see Barron's July report for details on programs, emailed to you separately. Thank you to Trustees Lillard, Scott, Kamrowski and Lundell for volunteering for the Summer Reading Program Wrap-Up Party and Ice Cream Social on Friday, 8/2.

Communications

- Received a letter of resignation via email from Treasurer Donna Penwarden.
- Received a thank you letter from Gary Randall, President of the Florida Historical Society, for money from the sale of books.
- Sent a thank you letter to Carlos Michelen of Subway for his donations to the Poetry Café on 7/19.
- Sent a thank you letter to the Warwick Valley Gardeners for the donation of three books at their 7/16 meeting. Annette attended and represented FPL.
- Sent condolences to the family of Suzanne Emmerich, a longtime patron and donor.

Financial/Donations/Grants

- \$50 – Friends of the FPL for Poetry Café refreshments; Targeted Donations 4060 and Adult Programs 5241.
- \$174.75 – June/July Mini-Book Sale; credited to Library Charges 4010.
- \$1,317.60 – RCLS, 90% of Local Library Service Aid (LLSA); Grants/Aid 4080.
- Received last minute grants of \$150 each from Poets & Writers, Inc. for featured poets Rita Hunken and Walter Worden for the Poetry Café on 7/19.
- Received three books from the Warwick Valley Gardeners:
 - Simple Flower Arranging* by Mark Wolford
 - The American Woodland Garden* by Rick Darke
 - Seeds and Trees* by Brandon Walden (juvenile picture book)

Personnel

- Searching for a new hire to plan and conduct children's programs. All hours have been covered through the August work schedule.
- I will be out of the office 8/12-8/16 and Barron and Meg will be in charge in my absence.
- Although our grant program at Florida ABCD was expected to wrap up with the end of the SRP, Maria will continue to visit one hour per week to supervise the record keeping by the pre-schoolers' of their garden project through the harvest of vegetables in September. She has many cute pictures of these tiny gardeners in action.

Building and Equipment

- The Sunesta awning on the deck began rolling itself up even without any wind to cause it. It was a gift of the FFPL in 2009 and has not required any maintenance. I contacted a dealer of the brand and discovered it needed two new AAA batteries to fix the problem and it now works perfectly.
- A patron fell through the single step on the deck without injury. Tom Mance reinstalled the collapsed step on 7/10.
- Bob Cairns will clean the carpets on 8/17. Vinyl floors will be stripped, waxed and buffed on 8/31.
- It's been a magnificent summer for flowers. The butterfly house has been attracting bees (or yellow jackets?) so we not sure what kind of residents there may be within.

Policies

A new Investment Policy has been emailed to you separately and is on the agenda for adoption. Staff are reviewing and revising a sample Programming Policy that may be on the agenda.

Long Range Plan

Meg and I met with Trustee Arcieri on 7/29 to go over the LRP planning process. The first step will be a series of focus group meetings to gain input beginning with the Staff Meeting on 8/19.

The other meetings will be on:

Monday, 9/16, 8-10:30 a.m. for local business leaders, light breakfast served;

Friday, 9/20, 9:30 – noon;

Monday, 9/23, 6 - 8:30 p.m.;

Tuesday, 10/1, 7-9:30 p.m.

Sunday, 10/20, 1-3:30 p.m. (open meeting)

We selected business leaders to be invited from the list you brainstormed and went over the list of suggested organizations which will be invited to send a representative. Staff suggested individual patrons to be invited. Meg is working on a mailing list for letters to be sent out by 8/21. She has volunteered to be a scribe at all meetings. Diane will lead the meetings and I will do a brief presentation at each on library facts and figures. Each focus group will be limited to 15 participants who will be asked to register online to attend. We discussed an online survey after the focus groups have concluded if we feel we need more information. With five meetings scheduled, we ask that one trustee attend each meeting (one meeting will have two trustees.) Staff members who miss the 8/19 meeting will also attend other meetings. Marie will coordinate refreshments for all meetings.

Your input is requested to recommend questions for the focus groups. We want to gain insight on four areas of FPL: staffing, programs and services, technology and the building, as well as general sentiments about the Florida community, its strengths and challenges.

Friends of the FPL

- The Friends continue to sponsor Museum Passes, the latest of which is for the Hudson River Maritime Museum in Kingston (\$100.)
- They also provided \$250 for the purchase of 25 vouchers for the American Museum of Natural History to be given free to patrons (limit 2 per family per year) as supplies last.
- They paid Robert Milby \$200 for emceeing the July Poetry Café.
- Barron will represent FPL at the Friends' table at FunFest on 8/11.

Meetings, Travel & Events – Upcoming

8/6 – Visit to Assemblyman Karl Brabenec – Madelyn and Trustee Arcieri

8/6 – Meet with 401K advisor – Madelyn

8/7 – RCLS HQ Orientation Tour, 10-noon

8/14 – Fall Program Planning Meeting

8/19 – Clean Up Day & Staff Meeting/LRP Focus Group; FPL closed

8/20-8/24 – Staff Mini-Book Sale

8/28 – RCLS Vidcode Workshop – Annette

9/2 – Labor Day; FPL closed

9/8 – Battle of the Books, SUNY Orange

9/9 – Board Meeting on Second Monday of the Month

9/13 – RCLS Legislative Breakfast & Annual Meeting – Trustees?