

## September 6, 2019 for September 9, 2019 Monthly Meeting

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

**From: Madelyn Folino, Director**

### Monthly Report

August 2018 Circulation	Door Count: 1,801	Closed: 1 training + Sundays
Adult: 1,983    Juvenile: 868	\$: 509.74	ILL loans: 922    ILL borrows: 861
August 2019 Circulation	Door Count: 1,678	Closed: 1 training + Sundays
Adult: 1,978    Juvenile: 886	\$: 531.95	ILL loans: 922    ILL borrows: 759

### Programs

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

### Communications

- Received a thank you note from Randall Enos for the donation to the NYLA FLS Scholarship in his name.
- Received a ballot form from RCLS for their 2020 Annual Budget.
- Sent a get well card to Angelique Mastrosimone, mother of Page Emily Romano.
- RCLS has issued their annual call for Library Champions for the Legislative Breakfast.

### Financial/Donations/Grants

- \$57.02 – RCLS, PayPal 2<sup>nd</sup> quarter fees – Library Charges 4010.
- \$69 – Summer Prize Basket Drawing – Library Charges 4010.
- \$162.35 – August Mini-Book Sale – Library Charges 4010.
- The audit of the 2018-2019 fiscal year by CPA Justin Wood of Nugent & Haeussler is scheduled for 9/19. Chris awaits his help to complete the AUD for the State Comptroller's Office.
- Crystal Run Health Plans' increase for the contract year beginning 10/1 is 6.9%.
- Meg and I have had two meetings with a 401K financial advisor seeking a contract.

### Personnel

- Canvass letters for the Library Assistant (Children's Services) position are due back 9/6. To date, four people have expressed interest and I've interviewed one.
- Both of our Pages have requested eight weeks off for fall sports. I am looking for a temporary replacement.
- RCLS professional meetings and workshops have restarted and will keep staff very busy this fall.
- Trustee Arcieri led the staff in a focus group meeting for the Long Range Plan on our Clean Up Day on 8/19. Meg typed up notes and these were projected on the big screen which worked well. Volunteer Bob Persing joined us for lunch.
- Annette is one of six people on the new RCLS Cybersecurity Advisory group.

### Building and Equipment

- American Pest Control visited on 8/2 to place First Strike in the basement for our recurring rodent issue.
- Tom Mance was here on 8/26 to replace two rotten boards on the deck and one on the bench and hang the new No Smoking sign next to the front door. He also took down the

dead maple tree on the northwest corner. He will return before frost to repoint the front steps and clean the gutters.

- Bob Cairns cleaned carpets on 8/17 and vinyl floors on 8/31. Staff moved much furniture without injury.

### **Policies**

A new Program Policy has been emailed to you separately and is on the agenda for adoption.

### **Long Range Plan**

Registration for focus groups is open, but slow. Have you registered?

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)

### **Friends of the FPL**

- Barron represented FPL at the Friends' table at FunFest on 8/11 and sold tote bags.
- The Friends have funded Meg's NYLA Conference registration (\$219.)
- The annual RCLS/OLA Friends Gathering will be on 9/23 at the new Goshen library.

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

9/8 – Battle of the Books, SUNY Orange – FPL fields a team of three!

9/11 – Director's Assn. - Madelyn

9/13 – RCLS Legislative Breakfast & Annual Meeting – Madelyn, Barron, Meg, Trustees?

9/17 – RCLS Disinformation & Media Workshop - Barron

9/18 – CTUG – Ashley

9/22-9/28 – Banned Books Week

9/23 – CLOUSC – Maria

9/24 – RCLS Census Training – Madelyn and Marie

9/28 – FPL 61<sup>st</sup> Anniversary Cake during 2<sup>nd</sup> Annual Black Dirt Storytelling Festival

10/2 – RCLS Cybersecurity Group - Annette