

January 31, 2020 for February 3, 2020 Monthly Meeting

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

Monthly Report

January 2019 Circulation Door Count: 1,873 Closed: 2 holidays, 1 training, 1.5 snow
Adult: 1,980 Juvenile: 701 \$: 412.14 ILL loans: 882 ILL borrows: 888

January 2020 Circulation* Door Count: Closed: 2 holidays, .5 snow
Adult: Juvenile: \$: 492.22 ILL loans: ILL borrows:

*Not available yet

Programs

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

Communications – Sent a note of condolence to RCLS Board President and former FFPL President Anita Baumann on the death of her father. Sent a get well card to Sub Eileen Stelljes. Received a letter of thanks from Beth Hartman Maas of the Florida Community Food Pantry for adopting a family for the holidays.

Financial/Donations/Grants

- \$50 – Pitso Mafata – Donations 4050.
- \$200 – Friends of the FPL – Targeted Donations 4060 and Materials and Supplies 5260 for the purchases of a 10' x 10" instant canopy, a 15-45 cup coffeemaker, one child and one adult fishing rod and tackle box, all for our Library of Things.
- Josh Stewart of Stewart & Associates Wealth Management Services will attend the 2/3 meeting to discuss the expansion of our 401K Plan and his proposal to assist employees as a financial advisor. I spoke to Chris Sabol of Paychex who is attempting to have our monthly administration fee for the plan reduced to its original level when we signed up. We also discussed engaging a 3(16) fiduciary to take over administration of the plan from me.
- The IRS mileage rate for business travel for 2020 has decreased from .58 to .575 per mile so this will be our reimbursement rate.
- Treasurer Slesinski obtained an official letter from the IRS with our Employer Identification Number (EIN) which was required by Connect One Bank.
- Marie has assembled a Cozy Winter Basket; tickets on sale now.
- Ashley is planning a used book sale from 2/12-2/22.

State Annual Report

The State Annual Report for 2018-2019 was submitted to RCLS on 1/22. Stephen Hoefler suggested one note on trustee training and advised that we keep track of all training for future reports. Chris, Barron and Annette helped to gather figures and statistics to complete the 64-page report. A resolution to adopt the report is on the agenda. I will leave several copies of the report at the front desk for your review before the meeting.

Annual Budget Vote and Trustee Election

The legal notice for the April 16 election is on the agenda. Terms for Trustees Scott and Lundell expire on 6/30. Petitions will be available on 3/4 and due back on 3/20. We expect that voters will sign in electronically for the first time.

Personnel

- I am in the midst of canvassing the Civil Service list for Library Assistant. Canvass forms were due back today. I received 13 letters of interest and 13 declinations for the open position; 13 candidates returned no reply. Interviews are next.
- We have scheduled a staff meeting on Friday, March 27 to work on the Long Range Plan and develop activities to support the goals and objectives.
- All staff have received their W-2 forms for 2019.
- Received notice from Crystal Run Health Plans that they will no longer offer insurance after 9/30 when our plan expires.
- I will be on vacation 2/28-3/8. Barron and Meg will be in charge in my absence.

Building and Equipment

- We will be purchasing two new computer monitors for the Circulation and Reference stations at the front desk. Annette believes them to be 20 years old.

Outreach

- Roger Dowd of the Seward Mapes Homestead Committee has proposed partnering for a program at the Senior Center on Saturday evening 3/21, possibly featuring Sue Gardner, local history librarian at AWPL. We await further details.
- Meg has volunteered to serve on an OLA Committee planning joint programs with the Orange County branch of the National Association for Mental Health (NAMI.) They are planning events for the fall and aiming to organize a walk in May 2021.
- We had agreed to partner with Principal Debbi Lisack of Golden Hill on a book festival at school in March. This has been put off until 2021 due to the size of the undertaking. Meg attended an RCLS workshop on the subject and has been advising her.
- The 2020 Census will be open from 3/12-4/31. We plan to schedule several times when library computers will be available to residents.
- Annette and Meg participated in a conference call with T-Mobile to discuss FPL offering mobile hot spots for check out. Each of these brick size objects cost \$28.78 per month and would provide WiFi to a patron without internet service or someone on the move. This is a trend for libraries to provide this service and we are considering the cost and usefulness for our patrons.

Friends of the FPL

- Marie will present a program on chocolate at 6:30 p.m. following the meeting on 2/13.
- The Friends approved \$200 for Emcee Robert Milby for our 56th Poetry Café on 2/15.
- The Spring Tea will be Saturday, June 6 in the Seward Senior Center.

Meetings, Travel & Events – Upcoming

2/10 – Florida ABCD – Maria

2/10 – Friends of the FPL, 6 p.m.

2/12 – Director’s Association – Madelyn

2/17 – FPL closed for Presidents Day

2/18 – OLA/NAMI Committee - Meg

2/21 – RCLS Performers Showcase – Barron and Maria

2/24 – CLOUSC - Maria

2/25 – NYLA Advocacy Day, Albany, \$5 per person, bus from Newburgh Mall – Trustees Arcieri, Kamrowski and Fernandez driving with Meg and Ashley; Barron will take the bus.

3/2 – Special Information Meeting on the proposed 2020-2021 budget. 7:30 p.m.

