

May 1 for May 4, 2020 Monthly Meeting

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

Monthly Report

March 2019 Circulation Door Count: 2,251 Closed: 0
Adult: 1,954 Juvenile: 664 \$: 570.75 ILL loans: 885 ILL borrows: 912

March 2020 Circulation Door Count: 837 Closed: 16 due to Covid-19
Adult: 1,809 Juvenile: 830 \$: 492.22 ILL loans: 960 ILL borrows: 905

April 2019 Circulation Door Count: 2,090 Closed: 1 holiday
Adult: 1,842 Juvenile: 642 \$: 688.18 ILL loans: 752 ILL borrows: 791

April 2020 Circulation Door Count: 0 Closed: 1 holiday, 29 Covid-19
Adult: 0* Juvenile: 0* \$: 84.85 ILL loans: 0 ILL borrows: 0

*Per RCLS, FPL's checkout of e-content through Overdrive increased 63% from Jan-April of 2019 (819) to the same period in 2020 (1,335), the greatest increase among 47 member libraries. Circulation of e-content is not usually reported to us until RCLS provides the stats for the state annual report.

Programs

- Please see Barron's March/April report for details on programs and staff activities since our March 16 closure, emailed to you separately. Thanks to Meg for updating it.
- The May 16 Yard Sale will be delayed until the fall, possibly our anniversary weekend.
- Please see the article today in the *Warwick Advertiser* about our Little Free Library. Ashley has stocked it seven times since our closure. Deleted was one of the most important points: do not "leave a book" as usual. Ashley is cleaning all items before she arranges them.

Communications

Sent condolence cards to: the family of former Florida Mayor James Pawliczak; to Maria Martinez and family on the loss of her father, Carlos Hernandez-Jordan; to the Kelemen family on the loss of former FPL Board President Bill Kelemen's grandfather, Bill Johnson, a program presenter for us.

Financial/Donations/Grants

- \$100 – Pitso Mafata – Donations 4050.
- \$20 – Jeanne Uszenski in memory of Marion Sicina – Donations 4050
- \$10 – Yard Sale – Donations 4050
- \$91.05 – Cozy Winter Basket profit – Donations 4050
- \$275 – Friends of the FPL – Targeted Donations (4060) and Adult Programs (5241) for the renewal of the museum pass for Bethel Woods.
- \$525.60 – Utica National Insurance dividend – Liability Insurance (5220)
- \$30.01- Utica National Insurance dividend – Liability Insurance (5220)
- \$740.92 – Orange Library Association – 2nd 2019 payment of Orange County money – Grants/Aid (4080.)
- I had applied for grants to Poets & Writers, Inc. for featured poets Alyta Adams and Hayden Wayne for the Spring Poetry Café (14th anniversary of this series.) Hoping

these might be applied to the July Café if awarded.

- We won an ALA grant for a Digital Learning Day project for parents and children over spring break – now on hold.
- After four weeks of persistence, Treasurer Slesinski succeeded in arranging for bills to be paid online. This is a temporary measure during our closure. Because Annette and Chris share a laptop, Annette has been delivering it to Chris in order to pay bills. We are slowly developing a routine that involves some work at home and some at FPL to keep the bills paid. Our mail is being held at the Post Office for pick-up and Meg has diverted the deliveries of several vendors to her house. We are still ordering books, but Brodart has suspended deliveries, so they will arrive in a big flurry when we reopen. We made one bank deposit in April of cash on hand.

Annual Budget Vote and Trustee Election

- Due to the postponement of the election, we were able to cancel the 3rd and 4th printings of the legal notice. Governor Cuomo has delayed school and library elections to after June 1 and before June 30. We are awaiting information from SED through RCLS to know what the options are for proceeding. Time grows very short to comply with deadlines for new legal notices. A new executive order was just issued today and I've emailed it to you.

Personnel

- Our list from Civil Service for the position of Library Assistant was extended to May 11, but given our closure and so many unknowns, I'll suspend the canvass and see if it can be reopened in the future.
- Staff have been active and in regular touch with each other since our closure. Barron and Maria have been attending Youth Services meetings; Marie has attended the Adult Programmers meeting; Ashley is representing CTug on the RCLS Re-Opening Committee meetings and I have been attending Directors' meetings. Staff have participated in many webinars and Niche Academy lessons in both general and specialized topics. Given the Governor's closure of schools for the balance of the school year as of today, we must plan more online programs. Plans are already being explored for the SRP. A large part of our work time is spent simply figuring out HOW to work in this new landscape.
- Four staff members are or have been coping with parents in nursing homes. The emotional toll of the present situation cannot be underestimated for all.

Building and Equipment

- For staff who are coming into the building, we have provided masks, gloves and cleaning supplies. Werner's has been able to supply many items. Classic Cleaning continues to come in on alternate weeks. Upcoming costs include service for the AC units, planting and maintenance of the garden, annual copier service and website hosting. Some overhead costs are naturally down such as telephone, utilities and supplies. The heat has been turned down to 65 and our plants consolidated under lights in the reference area.

Building Expansion

I emailed Architect Paul Mays of Rowland, Butler, Mays Architects and we will reschedule his workshop.

Friends of the FPL

The Friends Used Book Sales in April and May were cancelled, as was the Spring Tea on June 6. Due to our closure, we are not accepting books at this time and any donations left outside will be put in the garbage.

Meetings, Travel & Events – Upcoming

3/13 – Directors’ Assn. – Madelyn

All staff are logging their activities to be compiled to demonstrate that FPL may have closed its doors, but not its behind the scenes work or outreach.