

## **July 31 for August 3, 2020 Annual Meeting**

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

### **Monthly Report**

July 2019 Circulation      Door Count: 2,414      Closed: 1 holiday, 4 Sundays  
Adult: 2,067      Juvenile: 931      \$: 903,59      ILL loans: 897      ILL borrows: 861

July 2020 Circulation#      Door Count: 375\*      Closed to public: 8 due to Covid-19, 1 holiday, 4 Sundays  
Adult:      Juvenile:      \$: 143.75      ILL loans:      ILL borrows:

# Not available yet

\*324 curbside pick-ups; 19 photocopying/fax appts; 11 computer appts.; 1 tech help session on deck; 20 Notary Public appts.

### **Programs**

- Please see Barron's July report for details on programs and staff activities.
- I will be holding a campfire session for the BDSG in my backyard in August.

**Communications** – Sent condolences to Maria Martinez on the death of her uncle from Covid-19. Sent a letter of thanks to County Legislator Paul Ruszkiewicz for his support of funding for public libraries.

### **Financial/Donations/Grants**

- \$3,382 – Orange Library Association, Grants/Aid (4080) – Orange County monies for 2020. The amount paid to public libraries was cut by 50% so this is the first and only payment for this year. Usually, we receive a first payment of a flat amount that each of the 17 libraries receive and a second smaller payment based on population served.
- \$100 – Pitso Mafata, Donations 4050.
- \$50 – Pitso Mafata, Targeted Donations 4060; Adult Programs 5241.
- Treasurer Slesinski recommends that our two accounts at ConnectOne Bank (Capital Reserve and checking) be moved to a new money market account at Sterling National Bank (on the agenda.)
- We did not get to use the \$2,000 in Senate Legislative Aid directed by Senator Metzger in the just completed fiscal year. On the agenda is a motion to transfer this amount from checking to the current budget year for our Library of Things, as intended. We hope to start circulating items this fall once we have circulation rules and a release form in place. I am consulting with Attorney Steve Spiegel about the release form.
- We have had no word from the FUFSD about a PILOT as we have received this the last two years.

### **Personnel**

- We are continuing with staff wearing masks, having daily temperature checks, filling out daily health questionnaires and spreading out to work. They did a fine job planning, conducting and publicizing our online programs. We will venture into a few programs on the deck next month as parents inform staff that kids need social contact, not more screen time.
- Weeding is going well and we are discovering inches of shelf space! Cleaning the basement begins next week. We will be closed on 8/17 for our Annual Clean Up Day and Staff Meeting.

- I have begun looking for a PT clerk for Sunday hours.

### **Building and Equipment**

- Waiting for a quote from Classic Cleaning for additional visits.
- Senator Metzger visited on 7/15 to deliver a gallon of hand sanitizer produced by NYS. I gave her a brief tour of the building and we had a photo op.

### **Reopening Progress**

The Mid-Hudson Region is in Phase 4 of the statewide reopening. We are moving into Stage 4 of our Reopening Plan on Saturday, 8/1 and letting limited numbers of patrons into the building. Staff have been busy clearing counters and moving furniture to create space, as well as devising routes for patrons to move through the building. Patrons will be offered gloves to browse the collections and hand sanitizer at entrance and exit doors. They must enter the back door and exit the side door. No seating will be available except for limited computer workstations. Curbside pick-up of local materials is going well with some patrons expressing their desire to come inside and some content to stay out. We have reduced quarantine of returned materials to three days and they will be kept behind the desk. Regional ILL is going well, though with Newburgh closed for construction, that cuts off access to the largest library on our delivery run. Some of the museums we have passes for are up and running so we hope patrons use them. Barron did 20 notarizations of documents in July which is a record. Meg drew up a schedule of bathroom checks and cleaning for all staff to share in. We have a good balance of safety and access going forward.

### **Policy Updates**

On the agenda: revisions of our Public Access Computer Use Policy and our Wireless Internet Access Policy. New wording is shown in red.

### **Conflict of Interest Forms**

It's time for the annual signing of Conflict of Interest forms which I will distribute on Monday.

### **Little Free Libraries**

Mayor Dan Harter shared my email about our plans to install two LFLs on Main St. with the Village Board and said they loved the idea. They suggested we place LFLs in local parks, but are also OK with our Main St. plan. I told him we would certainly expand to the parks in the future. Funding must be decided for the second LFL. Is there anyone we would want to honor with the South Main St. location? This might help with funding and publicity.

### **Friends of the FPL**

The Friends meetings are still on hold, although they could try meeting on the deck in September. The library is absorbing costs that we would usually turn to the Friends to sponsor, such as museum passes and the Little Free Library.

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

Children's/Teen Librarians, Director's Association, Circ & Tech Users Group, Reference Users Group, Adult Programmers, etc. all continue to meet online.

