

## September 10 for September 14, 2020 Monthly Meeting

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

### Monthly Report

August 2019 Circulation                      Door Count: 1,678                      Closed: 1 training, 4 Sundays  
Adult: 1,978      Juvenile: 886              \$: 531.95              ILL loans: 922              ILL borrows: 759

August 2020 Circulation                      Door Count: 609\*                      Closed: 1 training, 4 Sundays  
Adult: 961      Juvenile: 387              \$: 207.22              ILL loans: 819              ILL borrows: 335

\*Includes 552 walk-ins, 41 curbside pick-ups, 16 Notary Public appts.

**Guest Speaker:** RCLS Executive Director Grace Riario will attend our September meeting for an update on system-wide issues.

### Programs

- Please see Barron's August report for details on programs and staff activities.
- I will be holding a campfire session for the BDSG in my backyard on 9/12.

**Communications** – Sent condolences to the Mabee family on the loss of their daughter, Danielle and to Stacy Kraai of AWPL on the loss of her husband, Fritz.

### Financial/Donations/Grants

- \$100 – Pitso Mafata, Donations 4050.
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- \$40.22 – RCLS, PayPal fines 12/1/19-6/30/20, Library Charges 4010.
- Treasurer Slesinski now recommends that our two accounts at ConnectOne Bank (Capital Reserve and checking) remain in place (in their new Middletown location) as they offered a higher interest rate when she went to withdraw the funds due to closure of the Warwick branch (on the agenda.)
- You have been emailed the final financial reports for the 2019-2020 fiscal year. Due to our March-June closure, we realized significant savings and ended the year with \$93K in unallocated funds compared to the previous two years of about \$60K each.
- Our annual audit by Justin Wood, CPA of Nugent & Haeussler takes place on 9/17. Cost: \$8,750.
- We are no longer suspending library overdue charges as of 9/8.

### Personnel

- All is going well with staff wearing masks, having daily temperature checks, filling out daily health questionnaires and spreading out to work. Per the CDC's guidelines on the dangers of masks with filtered valves to co-workers, I've told staff these are not acceptable. Staff are now busy finalizing plans for September and October programs, some on the deck and some online. Programs will feature many "how-to" sessions for all ages using new purchases for our Library of Things.
- Weeding continues and we enjoy the few extra inches of shelf space. Our Annual Clean Up Day and Staff Meeting on 8/17 was productive as usual.
- Hired: PT Library Clerk Beth Pskowski, effective 9/10/20 at \$16 per hour to work Sundays.
- We are making plans for 4-5 staff to "attend" NYLA's online conference in November.

- I have been working with John Karas of Quest Financial to find a health insurance plan to replace Crystal Run which ends on 9/30. Due to the small size of our group, our only affordable option is MVP which will begin coverage on 10/1.

### **Building and Equipment**

- Accepted a quote from Classic Cleaning for weekly visits at \$80 each.
- Carpets and vinyl tile floors were cleaned in August.
- A NYLA survey requested information on our expenses related to Covid-19. As of 8/21, our costs were \$2,668 which included air filters, PPE, disinfectants and hand sanitizers, plastic barriers, curbside supplies, keyboard covers, thermometer. Some costs may be recoverable through federal funds to be directed to RCLS.
- Our router was blown during a storm on 8/4 and replaced by volunteer Bob Persing at a cost of \$97.30. Annette feels that there may have been damage to some public computers and is checking that out.
- We were closed on 9/2 and 9/3 due to a water main break in front of Village Hall.
- Tom Mance will install our two new Little Free Libraries on Main St.

### **Reopening Progress**

We continue to limit the numbers of patrons into the building and have had no issues. Some patrons and now students, use the deck. We are continuing curbside service indefinitely though it has dropped off steeply. By vote of the Director's Association on 9/9, quarantine of returned materials has been increased to a minimum of six days due to a study of the life of Covid-19 on various library materials. Quarantined items will be kept behind the desk in labelled boxes. System-wide ILL will resume on 9/22 and Newburgh will reopen next week so we expect to return to full access to system holdings which patrons will appreciate.

### **Policy Updates**

On the agenda: 1.) a revision of our Program Policy to include wording on virtual programs. New wording is shown in red; 2.) Library of Things Waiver and Indemnification Form and Borrower's Agreement and Use Policy as reviewed and approved by Attorney Steve Spiegel.

### **Anniversary Weekend – Outdoor Movie, Yard Sale, Little Free Libraries, Art Program**

Plans are moving along for our 62<sup>nd</sup> Anniversary Weekend. On 9/25, we will show a movie in the parking lot on our new 18' blow up screen; rain date 9/26. On 9/26, Annette will preside over our annual Anything But Books Yard Sale from 9-2; call her about donations; rain date 10/3. At 11 a.m., we will dedicate the Little Free Library on North Main St. in honor of donor Pitso Mafata and in memory of his wife, Lornar. We will then walk/process/parade to 69 South Main St. to dedicate another Little Free Library in memory of Mary Kimiecik, a dedicated library volunteer; rain date for both is 9/27. Please plan to attend and wear your FPL shirt. Beth will conduct an outdoor family art program on Sunday at 2 p.m. The Friends have yet to decide if they are doing a book sale over this weekend.

### **Friends of the FPL**

The Friends will meet on the deck on Monday (9/14) at 5:30 p.m.

### **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.

