

December 3 for December 7, 2020 Monthly Meeting via Zoom

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

Monthly Report

October 2019 Circulation Door Count: 1,785 Closed: 1 holiday
Adult: 1,6118 Juvenile: 824 \$: 521.81 ILL loans: 932 ILL borrows: 821

October 2020 Circulation Door Count: 765* Closed: 1 holiday
Adult: 980 Juvenile: 493 \$: 215.25 ILL loans: 820 ILL borrows: 419

*Includes 718 walk-ins, 47 curbside pick-ups, plus 5 documents were notarized.

November 2019 Circulation Door Count: 1,538 Closed: 2 holidays
Adult: 1,526 Juvenile: 681 \$: 397.95 ILL loans: 822 ILL borrows: 729

November 2020 Circulation Door Count: 596* Closed: 2 holidays
Adult: 1,061 Juvenile: 634 \$: 287.99 ILL loans: 651 ILL borrows: 455

*Includes 564 walk-ins, 32 curbside pick-ups, plus 15 documents were notarized.

Programs

- Please see Barron's report for news of programs and staff activities.

Communications – Sue and Mark Alleman, two letters re donations for programs.

Financial/Donations/Grants

- \$200 – Sue and Mark Alleman, Targeted Donations 4060, Children's Programs 5240.
- \$100 – Sue and Mark Alleman, Targeted Donations 4060, Adult Programs 5241.
- \$100 – Pitso Mafata, Donations 4050.
- \$10 – Anne Schellberg, Donations 4050.

We submitted invoices of \$331 to RCLS for reimbursement for the purchase of PPE. RCLS has received federal money for this purpose and has apportioned it on a per capita basis to member libraries.

Personnel

- Meg has received a full scholarship of \$695 for NYLA's Developing Leaders Program and began classes on 11/19.
- Hired Library Clerk Elizabeth Verblauw for the permanent, PT position of Library Assistant (Children's Services) from the Civil Service list of local residents, effective 11/20/20 at \$17.68 per hour. Beth's hours and duties remained unchanged.
- The staff meeting on 12/11 will include a presentation by Stewart & Associates on our 401K plan, discussion of the long-range plan and our Library of Things.
- Governor Cuomo has made Juneteenth (June 19) an official holiday in NYS. This holiday must be added to the Personnel Policy in its next revision.
- All staff, directors and officers have completed the annual Sexual Harassment Prevention training.
- I will be taking vacation time in December; Barron and Meg will be in charge in my absence.
- We are participating in the Florida Chamber of Commerce's holiday decoration effort. Beth V. decorated our front windows, doors and landscaping.

- Proposed raises for 2021-2022 will be on the agenda. Please review the chart which will be distributed in advance.

Building and Equipment

- Received a discount offer from Barco and we are considering using it in the spring to replace the bench on the south side of the building which has some rotten boards.
- Received a quote of \$400/month for cleaning from Vanguard, a company which services some libraries. We currently pay \$320-\$400 (\$80 per weekly visit.)

Technology

- RCLS has required us to buy another static IP address (\$9.95/month) so that all internet traffic on ANSER computers goes through our WVT connection, rather than the fiber connection used for circulation functions which has become overburdened.
- RCLS proposes migrating from SmarterMail to MS365 asap. This will be a new cost of \$39/year for each account and will be voted on by the Directors Association on 12/8.

Reopening Progress

All has been going well both with patrons coming inside and curbside service. We expect a drop soon in customers as is normal for the holiday season. Beth's in person programs for Storytime moved inside from the deck for the last few sessions. All programs for 2020 wrap up by mid-December. We are now focusing on online sessions by staff and presenters for the new year. We continue to monitor news from the FUFSD and reports from Orange County, as well as from other libraries, to keep track of developments re the spread of Covid-19. We have purchased a subscription to Zoom so we may host programs longer than 40 minutes.

StoryWalk Project with FUFSD

The StoryWalk has been completed and was inaugurated by displaying the picture book authored by Golden Hill art teacher Nick Camia. It has been succeeded by a book by Florida resident Ed Finnerty about the Rockefeller Center Christmas tree. The StoryWalk is behind the school and adjacent to the playing field. It is accessible to the public when school is not in session.

Little Free Libraries

The finishing touches were put on the North and South Main LFL's with the installation of permanent, engraved plastic signs denoting the individuals whom they honor. They look good!

Library of Things

We have purchased virtually all items on our original wish list for our Library of Things. Meg is researching costs for other items based on suggestions by staff, patrons and leaders of a NYLA workshop on building such collections. These include a Zojirushi, a telescope, various outdoor games such as badminton and bocce, an automobile code reader, child/adult metal detectors, etc. We officially welcomed our new collection on 11/20 by displaying a selection of items on the deck for the public to peruse. Senator Jen Metzger, who provided us with \$2,000, attended and spoke about her conviction that this was exactly the type of community project that is needed. Mayor Dan Harter and Alyssa Werner, patron, new Village Trustee and manager of Werner's ACE also attended.

Orange Library Association and RCLS Directors Association

Newly elected OLA officers include: President Mary Lou Carolan, Newburgh, President Elect – vacant; Secretary Diane Loomis, Tuxedo; Treasurer Ginny Neidermier, Walden; Past President

Sara Johnson, Woodbury. The outlook for county funding for libraries is likely a continued 50% reduction of \$57,500 for next year. Diane Loomis is also the newly elected Chair of the RCLS Directors Association.

Meetings, Travel & Events – Upcoming

CLOUSC and Youthlist Librarians, Director's Association, Circ & Tech Users Group, Reference Users Group, Adult Programmers, etc. all continue to meet online. The Friends of the FPL remain on hiatus.