

December 30, 2020 for January 4, 2021 Monthly Meeting via Zoom

To: Florida Public Library Board of Trustees

From: Madelyn Folino, Director

Monthly Report

December 2019 Circulation	Door Count: 1,070	Closed: 3 holidays; 4 snow
Adult: 1,341 Juvenile: 548	\$: 489.40 ILL loans: 768	ILL borrows: 667

December 2020 Circulation	Door Count: *	Closed: 3 holidays; 2 snow
<u>Adult:</u> <u>Juvenile:</u>	<u>\$: 258.15</u> <u>ILL loans:</u>	<u>ILL borrows:</u>

*Includes ___ walk-ins, ___ curbside pick-ups, plus 12 documents were notarized. Stats not available yet.

Programs

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

Communications – Florida Chamber of Commerce, thank you letter for participating in their holiday window decorating contest (FPL won 2nd place.)

Financial/Donations/Grants

- \$150 – Thomas and Deborah Cronin, Donations 4050.
- \$50 – Suzanne Skeels, Targeted Donations 4060, Adult Programs 5241.
- The Finance Committee met on 12/15 and approved the proposed 2021-2022 fiscal year budget. You were emailed the budget and the budget notes which gave a line-by-line explanation of changes. On the agenda.

Personnel

- Beth Pskowski will be taking the 9-hour NYLA Library Skills online course in January and February. This was previously the 18-hour in-person Library Assistant course that other staff have completed when it was offered at RCLS.
- At the Staff Meeting on 12/11, the Long Range Plan was discussed and staff members were assigned to develop specific goals and objectives of the plan by 3/1. Josh Stewart of Stewart & Associates answered questions about 401K investing.
- We continue weeding collections for better access and organization.

Building and Equipment

- Van Grol, Inc. performed their annual check of the heating system on 12/8. They will return to replace two flame sensors in the heating units in the attic; parts are on order.
- The six year old computer on the Children's Room desk was replaced at a cost of \$615.
- The snow which closed FPL on 12/16-12/17 was handily cleared by Bradley.

Technology

- On 12/8, the Directors Association approved the migration from SmarterMail to MS365 about March 1. Staff members must clean out their email accounts to make the transfer easier as it is very labor intensive. We are waiting for details on the paid vs. unpaid accounts being offered, the migration process and training. A migration is always a fraught process – no one likes change of so big a part of one's daily work.
- In order to help us spread out more effectively and regain the use of a table for meal breaks, Barron's work station has been moved to the Children's Room, where the iPad

table used to be. Bob Persing put in an Ethernet connection here and redirected the analog cable so Barron has a secure computer and a phone. Bob also repaired the window blind, the ceiling projector connection and the mobile shelving unit. Earlier this year, he installed two Ethernet connections in the reference area and the staff room so staff could spread out and he installed a new patron router after a power surge zapped it in August. His services are much appreciated and he is always willing to donate his time and help Annette solve problems.

Reopening Progress

All continues to go well both with patrons coming inside and curbside service. As expected, December has been very quiet and many staff have been using vacation days so we are a little out of touch with each other as we wrap up 2020. The status of most libraries has remained unchanged over the holidays. Meg keeps us informed of news from the school. Programs for Jan/Feb will be virtual and then we'll assess the next series. We would certainly prefer to spend more money on programs and less on cleaning supplies!

Library of Things

Please help us publicize our new collection. I received a call from Elizabeth Knight Moss, the head of Warwick's Repair Café about their desire to promote and use the collection and we hope to establish a connection with the group which is an arm of Sustainable Warwick. Perhaps we could host a café on the deck in good weather. We will be working the collection into a grant application to ALA and the Association for Small and Rural Libraries. We are in discussions with Ms. Moss about her willingness to provide volunteers to record demonstrations of our tools to be posted online. To this end, we propose revising our Waiver and Indemnification Form to allow borrowing from this collection by any patron of an RCLS member library with a card in good standing. What will not change is that all items must be checked out and returned to FPL and Museum Passes still will be restricted for FPL patrons only. On the agenda.

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. NYLA's Advocacy Day will also be online. We have a new State Senator, Mike Martucci, to meet in the new year.

