

## March 31, 2021 for April 5, 2021 Monthly Meeting via Zoom

**To: Florida Public Library Board of Trustees**

**From: Madelyn Folino, Director**

### Monthly Report

February 2020 Circulation	Door Count: 1,865	Closed: 1 holiday
Adult: 1,562    Juvenile: 720	\$: 557.90    ILL loans: 895	ILL borrows: 727

February 2021 Circulation	Door Count: 290*	Closed: 1 holiday; 5 snow; 9 Covid
Adult: 943    Juvenile: 350	\$: 221.33    ILL loans: 518	ILL borrows: 366

\*Includes 273 walk-ins, 17 curbside pick-ups, plus 9 documents were notarized.

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March 2020 Circulation	Door Count: 837	Closed: 17 Covid; 2 sewer back-up
Adult: 1,071    Juvenile: 676	\$: 322.14    ILL loans: 479	ILL borrows: 476

March 2021 Circulation	Door Count: *	Closed: 2 sewer back-up
Adult:            Juvenile:	\$:            ILL loans:	ILL borrows:

\*Includes \_\_\_\_ walk-ins, \_\_\_\_ curbside pick-ups, plus 14 documents were notarized. Stats are not available yet.

### Programs

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

**Communications** – Received a thank you note from State Senator Mike Martucci; sent a condolence card to patron Pearl Kearns on the loss of her granddaughter, sent a note of thanks to former Trustee Cecelia Lillard for her service on the board, sent a letter of thanks to Bob Verblaaauw for donating his time and \$92.18 in materials to our StoryWalk® project.

### Financial/Donations/Grants

- \$114 – RCLS, 10% balance of LLSA for 2019-2020 – Grants/Aid 4080;
- \$93.10 – RCLS, Management Professional Development Scholarship – Staff Training 6600;
- \$50.58 – RCLS, 4<sup>th</sup> qtr. PayPal charges – Library Charges 4010;
- \$491.69 – RCLS, value of Juvenile Review Books donated to FPL;
- ConnectOne Bank in Warwick has now become Rhinebeck Bank. Treasurer Slesinski completed the paperwork for a collateralization agreement with M&T Bank to cover our accounts at Rhinebeck.

### Annual Budget Vote and Trustee Election

Our bulk-mailed Spring budget newsletter was sent to residents last week. Ashley delivered numerous copies to local schools, businesses and realtors as usual. Our second press release with budget information, tax rates and candidates' biographies appeared in local newspapers and online last week. Four candidates are running for four seats: VP Kamrowski, Secretary Fernandez, Trustee Kosior and patron Tyler Carey. Martha will meet with Chief Election Inspector Mary Coleman on 4/5 to go over our procedures. To date, few residents have requested absentee ballots. Bob Scott of the Friends of the FPL will put up lawn signs this weekend. Weather permitting, we hope to have a pop-up used book sale on the deck on election day in lieu of our usual full day of programming.

## **Personnel**

- A new state law provides 4 hours' paid leave for each Covid vaccine shot for employees. Virtually all employees have now received shots.
- Beth Pskowski has completed the 9-hour NYLA Library Skills Academy online course.
- Page Melanie Zambrano resigned on 3/3/21 due to a conflict with her other job.
- Karina Zambrano, an SS Seward freshman, was hired on 3/4/21 to fill the vacancy as a substitute Page. She has covered four days per week while Emily and Bradley are playing team sports.
- I have been working with Civil Service to follow procedures for hiring my replacement.

## **Building and Equipment**

- Van Grol, Inc. finally replaced two flame sensors in the heating units in the attic.
- We closed at 5:30 p.m. on 3/24 due to water backing up into the basement from the sewer line. We were closed the following day while the Village DPW and Tam Enterprises discovered a blockage out in the parking lot. To note: we were closed two days last March for the same problem. We received a bill of \$350 from Tam which we will pass on to the Village.
- In accordance with her schedule for replacing technology, Annette advised the purchase of a new hard drive for a patron computer (Amazon \$300) and the replacement of the monitor in the children's room with one with a camera (Staples \$161) and of a laptop for programmers to use for online sessions (Staples \$600.) As funds allow, she'll be replacing some of our elderly laptops as well

## **Technology**

RCLS SmarterMail's last day is today and library staff will not be able to use their accounts from 4/1 until the morning of 4/5. Annette and Barron have been very helpful in guiding us toward the migration to MS365. At this time, we think we'll have ten A3 accounts at a cost of \$39 each per year and 3-4 free A1 accounts. Most of the RCLS training sessions were a bust due to connectivity issues, but they may be viewed on Niche Academy. It will take some time to get all staff up to speed. This may require dedicated in-house training at a staff meeting.

## **Reopening Progress**

After our closure in March, we have had no issues and are following our usual safety routines, precautions and cleaning schedules. We remain vigilant while infection rates continue to climb. Greenwood Lake and Port Jervis libraries closed this week due to positive tests of employees. Beth V. will be moving Storytime and Books & Beyond programs onto the deck this week. Parents are eager for kids to be outside. Looking ahead, we need to consider when to allow seating in the building, when to return to normal hours and when to have programs return to in-person sessions. For now, adult, teen, toddler and outreach sessions will be virtual.

## **Long Range Plan**

The 2021-2026 LRP is on the agenda for your approval.

## **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. Several Trustee Training events and Open Forums have been scheduled by RCLS. Please see their online calendar for details.

