

September 9, 2021 for September 13, 2021 Monthly Meeting, 6:30 p.m.

To: Florida Public Library Board of Trustees

From: Meg Sgombick, Director

Monthly Report

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

August 2021 Circulation	Door Count: 1,138	Closed: 1 training 4 Sundays
Adult: 1,358 Juvenile: 927	\$235.45	ILL loans: 675
		ILL borrows: 598

Programs

- Please see Barron's Program Report.

Communications – Received resignation letters from Trustee Kevin Lundell & Substitute Library Clerk Barbara Conneally; received certified list of eligibles for Library Manager; received email from Linda Wertheim regarding her mother; sent condolence cards to Debbie Slesinski on death of her mother and Chris Arner for her aunt; sent thank you notes for donations received.

Financial/Donations/Grants

- \$500 – Clara Furst, Donations (4050)
- \$400 – Bridgewood Fieldwater Foundation, Donations (4050)
- \$195 – RCLS 90% Local Library Services Aid, Grants/Aid (4080)
- Our annual audit by Justin Wood, CPA of Nugent & Haeussler takes place on 9/30. Cost: \$8,750

Personnel

- Orange County Department of Human Civil Service has sent the certified list of eligibles for the Library Manager position. I am the only name on the list.
- We have hired Shannon Dowd as a new page. She joined us on August 24, 2021. Another candidate was interviewed and hired for our second page position. However, he failed to show up for his first day of work. I have another applicant that I will be interviewing.

Revisions to Policy/Plans

Disaster Plan

- Updated contact information for various vendors throughout the plan.
- Updated staff listings throughout the plan, switching to a "position" listing verse a "name specific" listing whenever possible.
- Page 7 – switched from an "annual" review to a "biennial" review.

Conduct of Patrons on Library Premises

- Page 2 - #15 – added the wording "and/or Public Health emergencies" in the first line.

Revisions to Safety and Security Plan: Policies and Procedures

- Page 2 - Updated staff listing
- Page 3 – Staff reviewed Emergency Code at recent staff meeting.
- Page 6 – revised listing reads "Smoking and/or vaping immediately next to entrances and/or exits."
- Page 7 – Change cash drawer to cash register.
- Page 8 – Additional policies added under Related Policies

NY HERO Act

On September 6th, the new governor implemented the NY HERO (Health and Essential Rights) Act which calls for workplaces to create an *Airborne Infectious Disease Plan*. The plan requires many things that will sound familiar: health screenings, sanitization practices and other preventative measures when there is a declared risk of airborne disease. I will be bringing back the daily health questionnaires/temperature checks and will make sure we are cleaning surfaces throughout the day. We will take action on the new plan at the meeting.

Building and Equipment

Bob Cairns was in to clean the carpets and vinyl tile floors. Work continues on the deck, slowly, as the weather has been less than cooperative!

Community Outreach

Meeting with Senator Mike Martucci (August 12) – Attending the meeting were Matt Pfisterer, Middletown Library Director and another staff member, Jen Park and Joanna Goldfarb from RCLS, Helen Rados, RCLS Board Member and her husband, and myself. Senator was unable to join us but we met with two of his aides. They expressed the Senator's continued support for libraries. I spoke about our Library of Things which impressed both of the aides.

WTBQ's Roundtable with State Senator Mike Martucci and Assemblyman Karl Brabenec (August 20) – I received a call from one of Mike Martucci's aid if I would be interested in calling into the radio program for the last ten minutes to talk about the library. Not sure how I sounded and I tried to cover everything on my list!

Florida Chamber of Commerce Meeting (September 1) – I attended the September meeting. Chamber is developing "Welcome Bags" for recent/new residents. The library will have a "coupon" included in the bags. Cost is \$45. We will also donate magnets and pencil to be included in the bags. Chamber is sponsoring another evening of music behind the Mapes House on Thursday, September 23rd, all are invited.

Great Give Back (month of October) – The library will once again be participating in the Annual Great Give Back, partnering with the Florida Community Food Pantry. The food drive will focus on specific dietary needs during September and October. See the list below for items to choose from.

Box Milk - Lactose-free is the greatest need

Non-perishable Vegetarian (canned, cartons, bagged)

Meals (i.e., Quinoa)

Soups

Broth

Non-perishable sugar-free

Snacks

Baking items

Non-perishable Gluten-free - baking items

Anniversary Weekend

We will be celebrating the Library's 63rd Anniversary on September 25th & 26th. Activities include an in-person painting class of Shawn Dell Joyce and our Fall Poetry Café.

Friends of Florida Public Library`

The Friends had a successful book sale in July. Their next one is scheduled for Oct. 1 – 3. Upcoming monthly meeting on Tuesday, September 14.

RCLS Action Items

- RCLS 2022 Budget is on the agenda for your approval.