

March 31, 2022 for April 4, 2022 Monthly Meeting

To: Florida Public Library Board of Trustees

From: Meg Sgombick, Director

Monthly Report

March 2021 Circulation	Door Count: 628	Closed: 1		
Adult: 1,176 Juvenile: 583	\$: 330.98	ILL loans: 745	ILL borrows: 541	
March 2022 Circulation	Door Count: 1,409	Closed: 1		
Adult: 1,123 Juvenile: 825	\$:369.20	ILL loans: 758	ILL borrows: 594	

Programs

- Barron's March Program Report will be available at the meeting.
- We are excited to be offering programs on Vote Day again. Beth V will be running her Preschool Storytime program in the morning, Barron will host his tech class at 12:30 p.m. and Mad Science will be offering an afterschool program for kids at 4:30 p.m.



- Scan it to go directly to our Event Calendar!

Communications – thank you notes to Senator Martucci and Assemblyman Brabenec for meeting with us on Library Advocacy Day (thank you Sara), sent thank you notes to Pitso Mafata and Paula Kujawski for their donations.

Financial/Donations/Grants

- \$100 – Pitso Mafata, credit Donations (4050) of the budget. We will also be purchasing some books in his wife's memory.
- \$100 – Paula Kujawski, credit Donations (4050) of the budget.

Personnel

- I have completed my probationary period as Library Manager.

Annual Budget Vote and Trustee Election

Our bulk-mailed Spring budget newsletter was sent to residents last week. Our second press release with budget information, tax rates and candidates' biographies appeared in local newspapers and online last week. Three candidates are running for three seats: Trustees Arcieri, Carey and Taylor. Election Inspector Mary Coleman and Charles Dill are returning from last year and are familiar with our procedures. To date, few residents have requested absentee ballots. Bob Scott of the Friends of the FPL will be putting up lawn signs.

Building and Equipment

- Barron has returned to his desk in the staff room. We have ordered a new revolving multimedia display which will house Easy Readers collection.
- The new book case for the YA section has been delivered. It has allowed to properly shift the collection and made for a cool nook for the teens.
- Funds from the Jake Harter donations were used to purchase both of these items. Plaques will be ordered and installed on both of them.
- Field Trip – will coordinate for April.

Technology

- Nick from RCLS along with the consultant where here on Friday, April 1 to perform our IT audit. We will be receiving a written review later in the month. The audit took about 1 ½ hour to complete and Nick said that our systems were in good shape. I will share the results when they are completed.
- Meeting with Grace regarding new IT and ILS contacts has been rescheduled for Wed., April 6th.
- Annette has completed her Digital Navigator training and has started meeting with clients. She has to meet with at least 5 clients by June. She has already meet with 3. A press release and marketing efforts will begin in April.

Record Retention & Destruction Policy

We currently do not have a policy. I reviewed several other libraries' policies while developing ours. Item on agenda for action.

Community Outreach

Golden Hill PTA – looking to be involved in their upcoming Touch A Truck community event in May.

Friends of the FPL

- At the March meeting the Friends approved donations for Library Passes for both Boscobel House & Gardens and Museum Village.
- Will coordinate display with Friends for May in the Walden Savings Bank.

Meetings, Travel & Events – Upcoming

April 4: Battle of the Books/Teen Librarians Meeting – Barron

April 5: Florida Chamber of Commerce Meeting – Meg

April 6: Library Construction Aid Webinar – Meg & Tyler

April 6: New IT & ILS Contract Meeting – Meg & Annette

April 7: VOTE DAY

April 13: Director's Association on Zoom – Meg

April 18: System Services Meeting on Zoom - Meg

April 26: ANSER Meeting on Zoom – Meg