

## **June 3, 2022 for June 6, 2022 Monthly Meeting, 6:30 p.m.**

**To: Florida Public Library Board of Trustees**  
**From: Meg Sgombick, Director**

### **Monthly Report**

May 2021 Circulation	Door Count: 1,162	Closed: 1
Adult: 1,022    Juvenile: 778	\$334.15	ILL loans: 592    ILL borrows: 437
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May 2022 Circulation	Door Count: 1,266	Closed: 2
Adult: 1,072    Juvenile: 611	\$: 30	ILL loans: 712    ILL borrows: 513

### **Programs**

- Please see Barron's monthly Program Report.
- Registration for Summer Reading is underway and just a click away!



**Communications** – Email date 5/25/22 from Paychex requiring the Library to restate our 401(k) Retirement Plan to remain qualified with the IRS.

Thank you note to former Trustee Laura Fernandez thanking her for her service to the board.  
Condolence card sent to former employee Barbara Conneally on the passing of her mother and to the staff of RCLS on the death of an employee.

### **Financial/Donations/Grants**

- \$100 – Pitso Mafata, Donations (4050) – we continue to purchase books in memory of his late wife. Bookplates have been placed in each book we buy.

### **Personnel**

- Debbie Violette has completed her probationary status as FT Library Assistant. She has really jumped into her position and has especially expanded our social media efforts.
- As stated above, I received an email stating that we have to restate our 401(k) Retirement Plan to remain qualified with the IRS. Upon reviewing the plan documents, I found that Madelyn is still listed as Trustee and Authorized Representative. To make the necessary changes Paychex sent over an Organization Resolution that we will take action on at the meeting.
- The annual health care buy back is on the agenda for action on Monday. There are only two eligible employees (Ashley Baroch and myself.) I am recommending the same amount as last year (\$4,000.)
- As the school year comes to a close, we will be adjusting our Page Schedule to assist in coverage for the summer reading program.

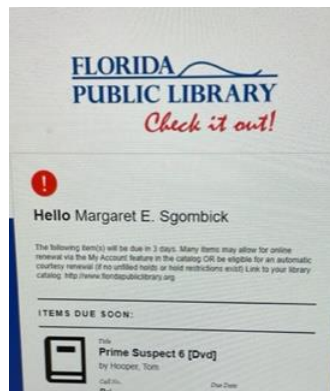
### **Building and Equipment**

- Warm air was flowing into staff area and Director's Office. Van Grohl called for summer maintenance check. Units were checked and new filters were installed. Annette will continue to monitor and adjust temperatures as we approach the heat of the summer.

- Bob Persing repaired the bench seat on the deck. Multiple supports had to be replaced. The bench can now be painted.
- Obtaining two quotes for new awning for back deck. Pat Brown from Awnings FX., Inc in New Windsor was here on Friday (6/3) to take measurements and pictures. Awaiting call back from Awnings on the Side out of Milford, PA.
- A water main break in the Village resulted in the library closing early on 5/26/22 due to no water. The Village was under a “Boil Advisory” until 5/29/22 and bottled water was purchased for the staff to utilize.
- RCLS Construction Aid Workshop - Review of Eligible Projects – I found the workshop very informative and helpful. There were some great project ideas as well.

## Technology

- We have begun to use the new MessageBee system for our email notices. The switch has gone smoothly and we have not encountered any problems. Our email notices now have our logo on them and can have some customization.



- RCLS will be here on June 7<sup>th</sup> to work with Annette to move and re-assign the RCLS computers in anticipation of our new IT agreement.
- RCLS has sent out the third draft of the new IT and ILS contacts to directors. FPL will be a hybrid library which means that we will be using IT services provided by RCLS along with our in-house IT services. New agreements will be reviewed and signed at our August meeting. All contracts must be return to RCLS by September 1<sup>st</sup>.

## Yard Sale

Our annual yard sale is Saturday, June 4<sup>th</sup> from 9 a.m. to 2 p.m. Annette accepting donations up to the very last minute.

## Summer Reading Program – An Ocean of Possibilities

The staff is busy developing this year’s Summer Reading Program. We look to utilize the deck again this summer. Details are included in Barron’s Program Report. Maria will continue her outreach program with ABCD and we are scheduled to get over to the Village Rec Program. Our traditional campfire with the Black Dirt Storytelling Guild is scheduled for Thursday, July 21 at The Park at Glenmere Lake. Marshmallow roasting begins at 7:30 p.m., stories at 8. We hope to have a traditional campfire and are in search of a keeper of the fire! Responsibility included transporting wood to the park and keeping the fire burning during the stories. Let me know if anyone is interested.

## **Policy Update**

- The Tutor Policy is on the agenda for re-adoption, no changes needed to be made.
- The Procurement Policy is on the agenda for adoption. Only one line was added at the end of page 2 – “All efforts will be made to purchase items locally and to hire local contractors, if the prices are competitive.”

## **Community Outreach**

*Golden Hill PTA Touch a Truck Community Event* – May 22 from 1 to 4 p.m. Library had a table and tent at the event. We took along several outdoor games from our Library of Things which were very popular. We also had a truck craft and had the opportunity to talk with many residents about the library’s programs and services.

*Golden Hill Elementary Kindergarten Screening* – The library was able to send over informational packets and new card application which were distributed to incoming Kindergarten parents at the screening process. We also distributed a welcome letter and card application to the current preschool class at Golden Hill. Between the two we distributed about 30 packets/letters and 5 new cards have been handed out.

## **Friends of the FPL**

- Used Book Sale – May 13 – 15. Nancy can provide results.
- Display at the Walden Savings Bank gave both the library and Friends an opportunity to showcase our programs and services.

## **Meetings, Travel & Events – Upcoming**

June 4: FPL Yard Sale

June 7: Florida Chamber of Commerce Meeting/Mixer at Walden Savings Bank – I am unable to attend, if anyone else would like to attend please let me know.

June 13: Friends of FPL Meeting

June 15: Director’s Association on Zoom – Meg

June 20: System Services Meeting on Zoom - Meg

## *Trustee Training Opportunities:*

June 14: Trustee Handbook Book Club: PR & Advocacy

Register at <https://rcls.org/calendar>