

**September 9, 2022 for September 12, 2021 Monthly Meeting, 6:30 p.m.**

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

**From: Meg Sgombick, Director**

## **Monthly Report**

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

August 2022 Circulation	Door Count: 1,217	Closed: 1 training 4 Sundays
Adult: 1,387    Juvenile: 632	\$493.77	ILL loans: 830
		ILL borrows: 514

## **Programs**

- Please see Barron's Program Report.
- RCLS Battle of the Books – While our team didn't place, they had a great time and answered more questions than they did last year. A big thank you to Barron for not only organizing our team but for assisting RCLS in the running of the battle.

## **Communications**

1. RCLS – Presentations and approval of 2023 Budget
2. Paychex – Email regarding moving to online-only access
3. Sent cards to Pearl Kearns (loss of her son)
4. Phone call from Senator James Skoufis' Office

## **Financial/Donations/Grants**

- \$100 – Pitso Mafata, Donations (4050)
- \$1,369 – RCLS 90% Local Library Services Aid, Grants/Aid (4080). We saw an increase this year due to the 2020 Census population figures being used. The population increased from 4,991 in 2010 to 5,132 for 2020. This is for our service area. Great chart online at [https://nysl.nysed.gov/libdev/stateaid/22\\_23/llsa.htm#RCLS](https://nysl.nysed.gov/libdev/stateaid/22_23/llsa.htm#RCLS)
- Our annual audit by Justin Wood, CPA of Nugent & Haeussler takes place on 9/28. Cost: \$8,750

## **Personnel**

- Our Page, Shannon Dowd, has completed her probationary status. She really enjoys working at the library and we appreciate having her.
- Annual Clean Up was a success, shelves were cleaned, books were weeded, discussions were had and book titles were shared. I also shared with the staff the *Code of Quality Service for Library Employees*, a list of 10 customer service tip to remember. Thank you Diane for sharing.

## **Revisions to Policy/Plans**

### *Fraud Policy*

- No changes made.

### *Policy on Use of the Library by Outside Group*

- Added a line to include email address on form.

### *Travel, Conference and Reimbursement Policy*

- Added wording to include virtual sessions and authorized individual.

## **Building and Equipment**

- Al Beers will be in this weekend (9/9-9/11) to clean both the carpets and tile.
- Awnings FX had to come back to “sure up” the installation of the new awning.

## **Community Outreach**

*Florida Family Fun Fest* – Great opportunity to get out in the community and talk up the library. Thank you to the Friends of sponsoring a table. I even registered 6 new patrons.

*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 hard-to-get items that the pantry usually has to purchase. Feel free to drop off any of the following items:

- Chunky peanut butter
- Spaghetti sauce
- Boxed almond milk
- Oatmeal
- Cereal
- Sanitary Napkins
- Brownie Mix
- Tomato sauce & paste

## **NYLA Convention – Nov. 2 – 5**

This year’s convention is once again in Saratoga Springs and will be in-person only. Two employees are interested in attending. I am unable to attend this year due to a conflict. Early bird registration cost is between \$230 and \$350 depending on the package purchased. Deadline for early bird registration is Oct. 8.

## **Friends of Florida Public Library`**

Upcoming monthly meeting on Tuesday, September 13. Next book sale is scheduled for Sept. 30 - Oct. 2. Books will be moved to the Senior Center on Thurs., Sept. 29<sup>th</sup>, much help is needed!

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

Sept. 13: Friends of FPL Meeting

Sept. 14: DA Meeting – Zoom - Meg

Sept. 16: RCLS Annual Meeting – Meg, Nancy, Diane – anyone else?

Sept. 19: Adult Programmers Meeting – Marie

Sept. 19 – System Services Meeting - Meg

Sept. 21: CTUG Meeting – Ashley

Sept. 27: ANSER Meeting – Zoom - Meg

## **RCLS Budget Discussions:**

Tuesday, Sept. 20 @ 7 p.m.

Wednesday, Sept. 21 @ 7 p.m.

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