February 2, 2024 for February 5, 2024 Monthly Meeting

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

Monthly Report

January 2024 Circulation Door Count: 1,620 Closed: 2 holidays; 2 snow days
Adult: 1,165 Juvenile: 737 Library Charges: $359.55 ILL loans: 663 ILL borrows: 452

January 2023 Circulation Door Count: 1,612 Closed: 2 holidays; 1 snow day
Adult: 1,235 Juvenile: 800 Library Charges: $551.55 ILL loans: 823 ILL borrows: 596

Programs

- Barron's January Program Report will be available at the meeting.
- February is "Love Your Library" month! Make sure you tell us why you love FPL!
- Along with the Golden Hill PTA, we co-sponsored an evening author visit with Dan Gutman during their PARP (Pick A Reading Partner) program last month. The visit was held over Zoom which has its limitation, especially with kids, but he gave an interesting overview on his writing process and shared a chapter from his new novel with the kids.
- Also, in conjunction with PARP, we have started a Reading Buddies Program. On the third Thursday of each month our young patrons will have the opportunity to either read to or be read to by our teen volunteers.

Communications - None

Financial/Donations/Grants

- V. Alers - IMO JR Pillmeier $ 50
- A. Lempka - IMO JR Pillmeier $ 25
- Mary & Robert Coleman - IMO JR Pillmeier $ 25
- Jason & Mende Potkay - IMO JR Pillmeier $100
- IRS Standard Mileage Rate increased by 1.5 cents to $0.67 per mile.
- The Finance Committee met on 1/24/24 and approved the proposed 2024-2025 fiscal year budget. You were emailed the budget and the budget notes which gave a line-by-line explanation of changes. Approval of the budget is on the agenda.

Personnel

- Library Clerk Jade Viñas completed her probationary status in January. She works Monday evenings, Saturdays and alternating Sundays. She also subs when available.
- Barron will be teaching two sessions at RCLS on Feb. 23. The first is a Battle of the Books Orientation on how to create a team, what a coach's responsibility entails and what is involved in the event itself. Later that same day he will host a Dungeons & Dragons workshop.

Annual Budget Vote and Trustee Election

The legal notice for the April 11 election has been completed (a copy is included in your folder) and is on the agenda for approval. Also in your folder is a copy of the Annual Meeting Timeline. The Special Information Meeting (public hearing) on the budget will start off the March meeting. As Debbie has left us, we will appoint Beth Pskowski as Election Clerk. Trustees Arcieri, Kamrowski and Kosior are up for election. All three seats carry a three-year term.

Building and Equipment

- Kathleen from Lothrop will be meeting with the Building Committee following the board meeting. We plan on discussing the Village's feedback on going "bigger." We can spend some time on your thoughts on this during the meeting.

Technology

- Barron has been reviewing various calendar and program registration software. Our current product, Event Espresso 3, is outdated and does not address our needs. He completed a review of two products and has recommended we switch to LibraryCalendar. I attended both demos and agree with his recommendation. Barron's recommendation is attached. Cost to switch is a one-time implementation and set up fee of $2000 and annual licensing fee of $1500. The approval of switching to the new product is an agenda item.
- RCLS has announced that the new library mobile app, LiDa, will launch on February 14th.

Policy Review

The *Library of Things Waiver and Indemnification Form* is on the agenda for approval. Minor revisions to the form include the following changes:

10. Tools and equipment may be reserved by Florida patrons in advance ~~using the Library's online catalog or~~ by calling the Library. Patrons will be notified when reserved tools and equipment become available and have three (3) days to pick them up. The Library reserves the right to make exceptions to this policy due to special circumstances.

Additional Terms for Mobile Hotspots:

1. Mobile hotspots are limited to one device checkout per household at any given time.

Annual Report

I attended the Annual Report Workshop on January 29 at RCLS. This session included an overview of major changes, helpful hints and an online demonstration for completing this year's report. The report is due to RCLS by February 29, 2024.

Library Advocacy – February 7th

We are set for our road trip to Albany. Ashley, Ron, Diane, Nancy and I will be driving and Barron will be taking the RCLS bus. This year they are asking us to wear navy blue. Our meeting with Assemblyman Brabenec is scheduled for 10:30 a.m. and we will meet with Senator Skoufis at 2 p.m.

Friends of the FPL

The was no January meeting. Next meeting scheduled for February 12th.

Meetings, Travel & Events – Upcoming

Feb. 5: Battle of the Books & Teen Librarian Meeting – Barron & Beth P
Feb. 7: Library Advocacy Day
Feb. 12: Friends' Meeting
Feb. 14: Director's Association – Meg
Feb. 16: RCLS Performers' Showcase – Beth V

Trustee Training

Trustee Training Tuesday*: Fortifying Your Library: Essentials of Cybersecurity for Organizational Safety*
Tuesday, February 13, 2024 ~ 6:30pm - 7:30pm via Zoom
Trustee Training Thursday: *1-1 New Trustee Handbook Q&A*
Thursday, February 22, 2024 ~ 6:30pm - 7:30pm via Zoom
Trustee Training Thursday: *Open Meetings Law*
Thursday, March 7, 2024 ~ 6:30pm - 7:30pm via Zoom
Attendees receive 1 hour of Trustee Education Credit for each session listed above. Sessions will not be recorded.