March 29, 2024 for April 1, 2024 Monthly Meeting

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

Monthly Report

March 2023 Circulation Door Count: 1,915 Closed: 1
Adult: 1,403 Juvenile: 810 Library Charges: $504.20 ILL loans: 900 ILL borrows: 599

*March 2024 Circulation Door Count: Closed: 1
Adult: Juvenile: Library Charges: $ ILL loans: ILL borrows:
**Will be available at meeting*

Programs

- Barron's March Program Report will be available at the meeting.
- We have a full day of programs scheduled for Vote Day. EaZy Bubbles will here at 11 a.m. Barron will have his tech class at 12:30 p.m. At 6:30 p.m. Alex Pritzgintas and his amplified cello will present his *Bach to Rock* concert.
- We will be hosting the Battle of the Books/Teen Librarians Meeting here on April 1st.
- We will be hosting a Defensive Driving Class on Saturday, April 27, space is still available and it is a great way to save on your car insurance.

Communications

- Letter from Orange Library Association for final payment of the Orange County Grant Funds for 2023. A thank-you letter written to County Legislator Paul Ruskiewicz.
- Letter from RCLS for the 2023-2024 Bullet Aid from Senator Skoufis. A thank-you letter written to Senator Skoufis.
- Thank you note to Brian & Diane O'Sullivan and the Copper Bottom for their donations.
- Letter from Orange & Rockland regarding the installation of a natural gas detector.
- Letter from RCLS with the remaining 10% of the NYS Aid for Member Libraries, Local Library Service Aid (LLSA).

Financial/Donations/Grants

- $203 – Copper Botton - credited to the Donations (4050) line of the budget.
- $55 - Brian & Diane O'Sullivan - credited to the Donations (4050) line of the budget.
- $200 – Friends of the Florida Public Library - credit to the Targeted Donations line (4060) and Adult Programs line (5241) of the budget. To help offset the costs for programs on Vote Day.
- $920.68 - Orange Library Association (OLA) for the final payment of funds from Orange County Grant Funds for 2023 – credit to the Grants/Aid (4080) of the budget.
- $155 – RCLS for the remaining 10% of the NYS Aid for Member Libraries, Local Library Service Aid (LLSA) - credit to the Grants/Aid (4080) of the budget.
- $7,500 from the Ramapo Catskill Library System for Bullet Aid for 2023-2024 directed to the library by Senator James Skoufis - credit to the Legislative Bullet Aid line (4082) of the budget.

Annual Budget Vote and Trustee Election

Our bulk-mailed Spring budget newsletter has been printed and mailed to residents. Our second press release with budget information, tax rates and candidates' information were sent to the local newspapers and posted to our website. Trustees Arcieri, Kamrowski and Kosior are on the ballot. I have added a section on our website that gives a thorough explanation of the tax rates. Chief Election Inspector Mary Coleman is returning from last year and is familiar with our procedures. Nicole Phillips will serve as the other inspector. I will ask the Friends of the FPL to put up our lawn signs.

Personnel

- I am pleased to report that we have filled some of the recent vacancies. Lori Greenberg will move from being a substitute Library Clerk to a part-time Library Clerk and has picked up Sundays and Mondays. Library Page Taylor Vogt has picked up one of the days vacated by Karina and she will pick up additional hours in May. I have interviewed a candidate for the Library Assistant-Children's Services vacancy.
- We have received the renewal from The Hartford for our Workers Compensation Policy. After holding steady for several years, we saw an increase in the premium of $629 this year.

Building

- O&R was here to install a natural gas detector, however, they noticed that our gas regulator was leaking so that was replaced. The natural gas detector was then installed in the basement where the line enters the building.
- The front door fell victim to the wind earlier this month. Bob Persing is on the job and will be installing a new door closer hinge.
- Library Construction Aid Workshop – The annual construction aid workshop will be held in -person at RCLS on April 19 at 10:30 a.m., I have signed up and Kathleen from Lothrop has also expressed an interest in attending. Anyone else? Please note that this workshop does not count towards your trustee education.
- Spoke with Kathleen earlier in the week regarding the status of the survey. She had a conversation with the original, now retired, surveyor, Dan Yanosh, who will reach out to the firm to see if we can get this thing moving.

Technology

- RCLS has here on March 15th to install a new SonicWall firewall.
- RCLS is renewing the contract with Tutor.com for one year as voted by participating libraries. We have been promoting this service to our patrons in hopes of increasing its usage.
- In preparation for the move to Koha, staff has nearly completed our library inventory. Ashley and Barron are our "firstliners" and will be attending training beginning in April All other staff members will go to training beginning in June. The transition to Koha is schedule for Monday, August 5th.
- Barron and I had our first meeting with Library Market to layout the process and timeline for the new online calendar.

Cash Handling Policy & Procedure
Minor revisions have been made as follows:
Page 2: **Payments to Other Libraries**
The library collects payments for lost materials owned by other libraries. Per RCLS ILL ~~ANSER~~ Policy, these payments should be made by check or money order only and sent to the owning library. Such checks along with a completed "Lost/Damaged Item" form should be passed onto the Director ~~with a print-out of the lost item(s)~~ for mailing to the owning library.

Page 4. The Lost/Damaged Form has been included.

Community Outreach
On Friday, March 22nd, the young adults from the Greystone Program stopped by the library to distribute flowers arrangements to our staff. It was part of the Petals from the Heart program that they were participating in.

Friends of the FPL

- Reminder – the next book sale is set for May 17-19. Set-up on Thursday, May 16th. Many hands make light work!

Meetings, Travel & Events – Upcoming
April 1: Battle of the Books/Teen Librarians Meeting – Barron, Clarisa & Beth P
April 10: Directors Association Meeting on Zoom - Meg
April 11: VOTE DAY
April 17: Coming Down to Storytime – Eileen S.
April 19: Library Construction Aid Workshop (at RCLS) – Meg
April 29: How to Run Your Referendum 101 (Online) – 2 – 3 pm – Meg – This will count toward your trustee education, if anyone else would like to attend.

Upcoming Trustee Training/Workshops
Trustee Training Thursday: Budgeting - Thursday, April 11 - 6:30pm - 7:30pm – Online