May 31, 2024 for June 3, 2024 Monthly Meeting

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

Monthly Report

May 2023 Circulation Door Count: 1,591 Closed: 1
Adult: 1,105 Juvenile: 591 Library Charges: $384.50 ILL loans: 799 ILL borrows: 444

May 2024 Circulation Door Count: 1,605 Closed: 1
Adult: 1,103 Juvenile: 656 Library Charges: $270.65 ILL loans: 761 ILL borrows: 471

Programs

- Barron's monthly Program Report will be available at the meeting.
- Final preparations are underway for our Summer Reading Program. The theme is *Adventure Begins at Your Library!*

Communications

- Sharing part of the email from Senator Skoufis:
  > "I am delighted to share that we've secured $10,000 to support your library's youth programming, made available through legislative initiative funding. A member of my team will follow up soon with you to discuss the process and what to expect in the months ahead."
- Thank-you letter sent to Senator Skoufis.
- Sent sympathy card to Diane O'Sullivan on the passing of her husband, Brian. The O'Sullivan's are regular supporters of the library.
- Sent a graduation card to former staff member, Jade Vinas on her recent college graduation.
- Thank you letter to Cynthia & Patrick Galizio on their recent donation.

Financial/Donations/Grants

- $150 – Cynthia & Patrick Galizio – credit Donations (4050).
- $200 – Friends of the Florida Public Library credited to the Targeted Donations (4060) & Summer Reading Program (5248) to help offset a portion of the Summer Reading Wrap-Up Program.

Building

- Property Survey – Engineering & Surveying Properties, PC were here on May 20th and 22nd surveying the property.
- Classic Cleaning was here for two days power washing the exterior of the building. They generously donated their services for this job.

Personnel

- The annual health care buy back is on the agenda for action on Monday. There are three eligible employees, Ashley Baroch, Beth Pskowski and myself. I am recommending the same amount as last year ($4,200 per employee.) Beth is eligible for a prorated amount.
- Dawn Falone has completed her Library Assistant-Children's Service exam. Awaiting word from Civil Service on requesting the hiring list.

Technology

- KOHA, the new ILL system is set to go live on Monday, Aug. 5th. In anticipation of the conversion all libraries will have to switch to an offline system at 4 p.m. on Thursday, Aug. 1st. I would like to closed the library early on August 1st. Staff would spend the remainder of the day doing some additional training/review on the new system. The library would be open on Friday, Aug. 2nd with our normal hours that day as our Summer Reading Wrap-Up program is already scheduled. I would like to close the library on Saturday, Aug. 3rd and we are already scheduled closed on Sunday, Aug. 4th.
- Ashley and Barron attended the KOHA Q&A (In Person) at RCLS on Thursday, May 30th which covered basic functionality and a Q & A session with ByWater Solutions.

Community Outreach

- Chamber update - Highlights from the May meeting:
  - *Keep the Music Going 2024 Concert Series* returns on Thursdays - June 27, July 25 & August 22 at the Seward-Mapes Homestead Park (behind Rookies).
  - The Chamber has launched a new website which includes a Community Calendar. The library will look to utilize it for our upcoming events.
- The library participated in the Community Event held at the School Budget Vote Night on Tuesday, May 21st. The event gave us an opportunity to highlight our upcoming Summer Reading Program and Volunteer Opportunities for teens.
- Golden Hill School Visit – Dawn will be visiting Golden Hill on June 5th to promote our Summer Reading Program. She will be visiting each classroom for about 15 minutes to highlight our program.

Friends of the FPL

- The used book sale was held on May 17-19. Nancy can provide the results. Thank you to all that helped "bring the books up and then bring the books back down!"
- The Friends paid $200 toward the cost of the performer for the Summer Wrap-Up Program. They also paid for my NYLA membership of $65 which was sent directly to NYLA.

Meetings, Travel & Events – Upcoming

June 3: Battle of the Books/Teen Librarians Luncheon in New City – Barron & Clarisa.
June 4: KOHA All Day Training – Barron
June 5: Golden Hill School Summer Reading Visits - Dawn
June 6: KOHA All Day Training – Ashley
June 10: Friends' Meeting - Meg
June 11: OLA Meeting – Meg, Barron, Ashley
June 12: Directors Association Meeting in-person at the New City Library - Meg
June 14: Mandatory Construction Aid Workshop – Meg
June 17: KOHA Half Day Training – Clarisa & Eileen
June 19: Library Closed
June 20: KOHA Half Day Training – Meg, Beth, Lori & Dawn