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**PPLC Board of Directors  
Agenda  
Wednesday, November 18, 2020  
3:30 p.m.**

- |  |   |
|--|---|
| <input type="checkbox"/> Karen Roth, Chairperson               | <input type="checkbox"/> William B. Horne II                |
| <input type="checkbox"/> Doug Lewis, Vice Chairperson          | <input type="checkbox"/> Michael Jefferis                   |
| <input type="checkbox"/> Henry Schubert, Secretary & Treasurer | <input type="checkbox"/> Brian Lowack                       |
| <input type="checkbox"/> Bill Berger                           |   |
| <input type="checkbox"/> Lynne Faimalie                        | <input type="checkbox"/> LDAC Representative, Vince Gadrix  |
| <input type="checkbox"/> Jeffrey P. Gellermann                 | <input type="checkbox"/> Cheryl Morales, Executive Director |

- I. Call to Order – Chairperson, Karen Roth
- II. Roll Call – Martha Frenchek
- III. Minutes of Previous Meeting
  1. Minutes of Meeting, October 28, 2020 (vote needed)
- IV. Financial Committee Report -Treasurer, Henry Schubert
  1. Charles Schwab Investment Report – October 2020
  2. PDR Accounting Financial Statement – October 2020
  3. Level Four ISP draft (to be created)
- V. Correspondence
- VI. Executive Director’s Report – Cheryl Morales
  1. Building/Admin
  2. Countywide Services/Member Libraries
  3. Strategic Plan -evaluation survey
- VII. Old Business
  1. Conflict of Interest Policy -review first draft

VIII. New Business

1. Sarasota TBL Contract renewal
2. Annual Plan FY'21
3. State Aid Agreement FY'21

IX. LDAC Report – Vince Gadrix

1. Minutes of LDAC Meeting, October 12, 2020

X. Announcements/Miscellaneous

XI. Public Comments

XII. Adjournment

**The next regular board meeting:** Wednesday, January 27, 2021 at PPLC @ 3:30pm.

### Deaf Literacy Center

|              | Program Attendance | Total Programs | Volunteer Hours |
|--------------|--------------------|----------------|-----------------|
| October 2020 | 889                | 82             | 102             |
| October 2019 | 1,999              | 165            | 114             |

### Talking Book Library

|              | Total Circulation | New Patrons | Total Patrons |
|--------------|-------------------|-------------|---------------|
| October 2020 | 17,778            | 19          | 4,466         |
| October 2019 | 13,242            | 72          | 4,628         |

### 3 for Me cards

|           | New Cardholders | Items Checked Out |
|-----------|-----------------|-------------------|
| FY'21 YTD | 99              | 848               |
| FY'20     | 1,701           | 11,818            |

## Partnerships

### Museum Passes

|                                      | FY'20         |           | FY'21 YTD     |           |
|--------------------------------------|---------------|-----------|---------------|-----------|
|                                      | Museum Visits | Checkouts | Museum Visits | Checkouts |
| Dunedin History Museum               | 415           | 362       | 0             | 0         |
| Great Explorations Children's Museum | 1,442         | 817       | 0             | 0         |
| Florida Holocaust Museum             | 700           | 656       | 0             | 0         |
| Henry B. Plant Museum                | 122           | 129       | 0             | 0         |
| Imagine Museum                       | 1,206         | 880       | 0             | 0         |
| Leepa-Rattner Museum                 | 273           | 367       | 0             | 0         |
| Museum of Fine Arts                  | 1,147         | 963       | 0             | 0         |
| Tampa Bay History Museum             | 556           | 586       | 0             | 0         |

### Ukulele Program

|            | Checkouts | Workshops | Workshop Attendance |
|------------|-----------|-----------|---------------------|
| FY '21 YTD | 23        | 0         | 0                   |
| FY '20     | 310       | 62        | 555                 |

### Reading with the Rays

|        | Program Participants |
|--------|----------------------|
| FY '19 | 7,645                |
| FY' 18 | 7,316                |

### Digital Media

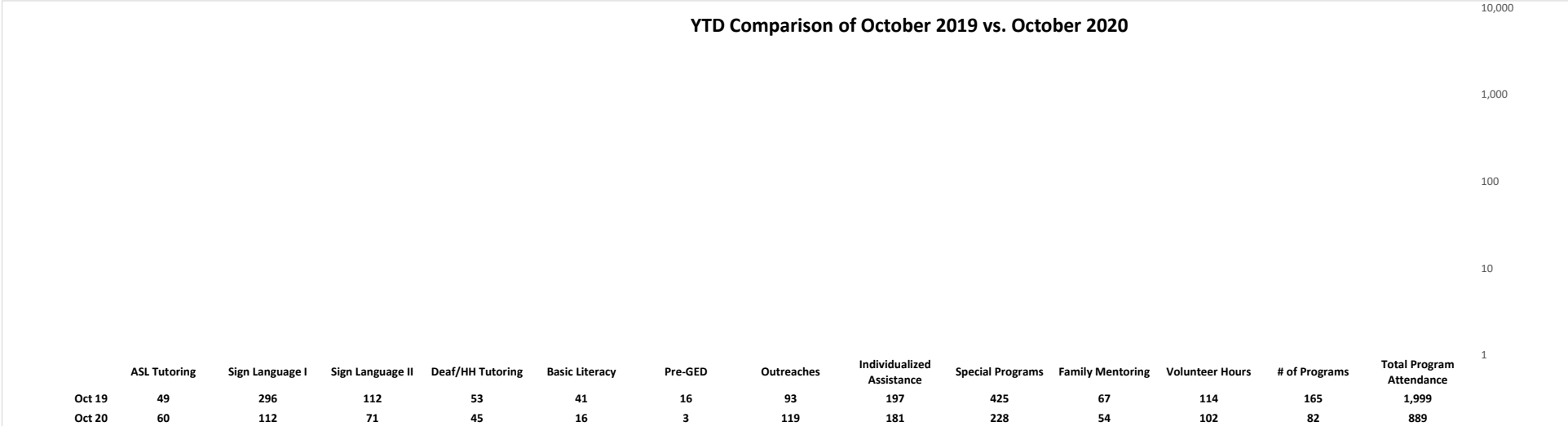
|              | E-Magazines | E-Books |
|--------------|-------------|---------|
| October 2020 | 10,467      | 64,853  |
| October 2019 | 6,174       | 52,107  |

**NOTE: All libraries and museums were closed by the week of 3/16; Most libraries were re-opened by June 1, 2020.**

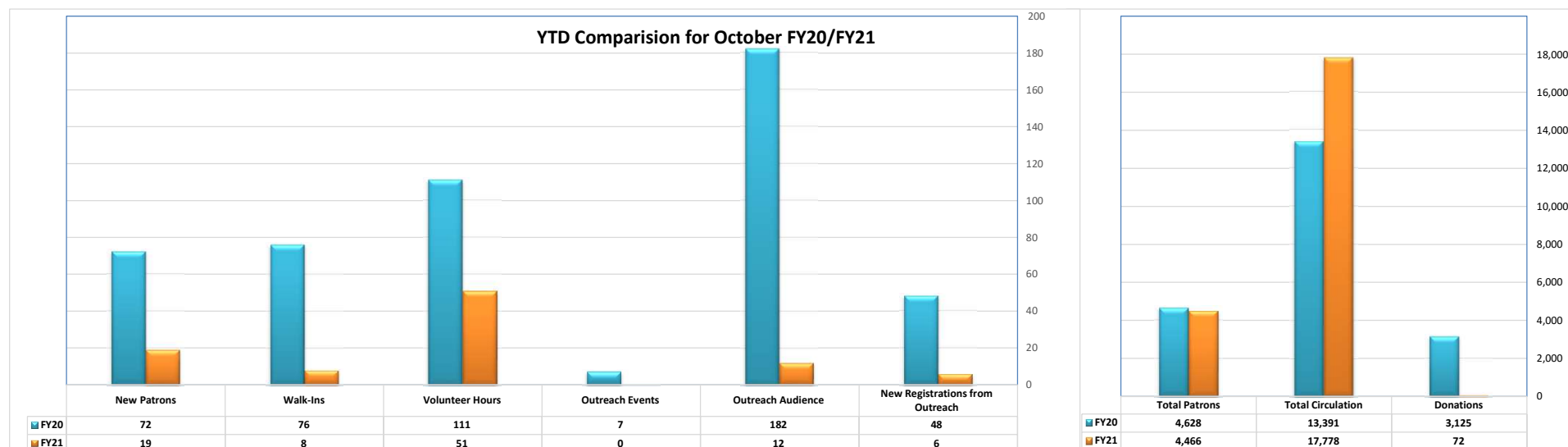
**Museum Pass Program and Ukulele Program have been suspended. Some museums are still closed and libraries are not doing in-person programming**

| Deaf Literacy Center Statistics October 2020- September 2021 (FY21) |               |            |          |          |          |          |          |          |          |          |          |          |          |            |
|---|---------------|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| Classes and Events  | FY20          | Oct        | Nov      | Dec      | Jan      | Feb      | March    | April    | May      | June     | July     | Aug      | Sept     | Total      |
| ASL Tutoring  | 1,483         | 60         |          |          |          |          |          |          |          |          |          |          |          | 60         |
| Sign Language I   | 3,672         | 112        |          |          |          |          |          |          |          |          |          |          |          | 112        |
| Sign Language II  | 521           | 71         |          |          |          |          |          |          |          |          |          |          |          | 71         |
| Deaf/HH Tutoring  | 1,334         | 45         |          |          |          |          |          |          |          |          |          |          |          | 45         |
| Basic Literacy  | 688           | 16         |          |          |          |          |          |          |          |          |          |          |          | 16         |
| Pre-GED   | 38            | 3          |          |          |          |          |          |          |          |          |          |          |          | 3          |
| Outreaches  | 996           | 119        |          |          |          |          |          |          |          |          |          |          |          | 119        |
| Individualized Assistance   | 3,776         | 181        |          |          |          |          |          |          |          |          |          |          |          | 181        |
| Special Programs  | 3,739         | 228        |          |          |          |          |          |          |          |          |          |          |          | 228        |
| Family Mentoring  | 838           | 54         |          |          |          |          |          |          |          |          |          |          |          | 54         |
| <b>Volunteer Hours</b>  | <b>1,230</b>  | <b>102</b> |          |          |          |          |          |          |          |          |          |          |          | <b>102</b> |
| <b># of Programs</b>  | <b>2,970</b>  | <b>82</b>  |          |          |          |          |          |          |          |          |          |          |          | <b>82</b>  |
| <b>Total Program Attendance</b>                                     | <b>19,770</b> | <b>889</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>889</b> |

YTD Comparison of October 2019 vs. October 2020



| Talking Book Library Statistics October 2020- September 2021 (FY21) |                |               |          |          |          |          |          |          |          |          |          |          |          |               |
|---|----------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| Library Usage   | FY 19          | Oct           | Nov      | Dec      | Jan      | Feb      | March    | April    | May      | June     | July     | Aug      | Sept     | Total         |
| Total Patrons   | 4,986          | 4,466         |          |          |          |          |          |          |          |          |          |          |          | 4,466         |
| New Patrons   | 457            | 19            |          |          |          |          |          |          |          |          |          |          |          | 19            |
| Walk-ins  | 447            | 8             |          |          |          |          |          |          |          |          |          |          |          | 8             |
| Phone Calls   | 7,735          | 670           |          |          |          |          |          |          |          |          |          |          |          | 670           |
| <b>Total Circulation</b>  | <b>173,777</b> | <b>17,778</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>17,778</b> |
| Digital Book Circulation  | 136,301        | 14,314        |          |          |          |          |          |          |          |          |          |          |          | 14,314        |
| Books Downloaded by Staff   | 1,847          | 245           |          |          |          |          |          |          |          |          |          |          |          | 1,847         |
| BARD (Downloaded books)   | 35,487         | 3,209         |          |          |          |          |          |          |          |          |          |          |          | 3,209         |
| Circulation of other formats  | 142            | 10            |          |          |          |          |          |          |          |          |          |          |          | 10            |
| Interlibrary Loan   | 2,745          | 135           |          |          |          |          |          |          |          |          |          |          |          | 135           |
| Digital Book Copies   | 85,185         | 85,846        |          |          |          |          |          |          |          |          |          |          |          | 85,846        |
| Items in other formats  | 998            | 998           |          |          |          |          |          |          |          |          |          |          |          | 998           |
| Volunteer Hours   | 830            | 51            |          |          |          |          |          |          |          |          |          |          |          | 51            |
| Donations   | \$10,749.93    | \$72.00       |          |          |          |          |          |          |          |          |          |          |          | \$72.00       |
| Outreach  | FY 19          | Oct           | Nov      | Dec      | Jan      | Feb      | March    | April    | May      | June     | July     | Aug      | Sept     | Total         |
| Events  | 24             | 0             |          |          |          |          |          |          |          |          |          |          |          | 0             |
| Audience  | 400            | 12            |          |          |          |          |          |          |          |          |          |          |          | 12            |
| New registrations   | 255            | 6             |          |          |          |          |          |          |          |          |          |          |          | 6             |



Data extracted from: Florida Division of Blind Services' Bureau of Braille and Talking Books Library ILS; KLAS (11.01.18)

Due to Covid-19, the Talking Book Library closed to the public on March 13th. The Walk-ins statistic reflects persons visiting TBL using curbside assistance.