

December 30, 2015 for January 4, 2016 Monthly Meeting

To: Florida Public Library Board of Trustees

From: Madelyn Folino, Director

Monthly Report

December 2014 Circulation Door Count: 1,874 Closed: 2 holidays, ½ training
Adult: 1,983 Juvenile: 645 \$: 760.40 ILL loans: 790 ILL borrows: 779

December 2015 Circulation Door Count: 1,867 Closed: 3 holidays, 1 training
Adult: 1,869 Juvenile: 571 \$: 911.64 ILL loans: 673 ILL borrows: 706

Programs

- A new series of programs, focusing on Africa for February and March is being planned. Only a few programs during January's traditional cold and flu season will be offered, including Downton Abbey Tea and Trivia on 1/13, National Pie Day on 1/21 and Winter Classics Storytelling on 1/30 featuring "Tales from Africa."
- Attendance for Sara's Rhymetime sessions on Thursday mornings remains at 1-2 children with hopes of more in the new year. Storytime attendance remains steady at 10 children. The next cycle will feature crafts and games instead of the popular Lego building of the fall session. Miss Nilda continues to assist Sara who appreciates the extra helping hands.
- Books & Beyond (K-3) attendance is holding steady. Tween attendance has suffered due to a variety of conflicts with sports and school events. Teen Time is doing very well with increased attendance. Hour of Code programs for Tweens and Teens were very enthusiastically received and Meg will repeat them during Teen Tech Week in March.
- A Saturday program on dairy farming in Orange County attracted 17 people, some gathered through outreach to the FHS. Dusty the R.E.A.D. dog visited on 12/19 and the *Epoch Times* newspaper published a great article with photos about the session in their print and online editions.
- Paper Quilling became a surprise success among adult programs. A Wednesday evening craft club for adults is being planned.
- Staff reviewed program suggestions for all ages written on the easel at the Ice Cream Social in July and are working to incorporate them in upcoming programs.
- Marie has assembled a SuperBowl Prize Basket which includes a football donated by Werner's True Value Hardware, three bottles of BBQ sauce donated by Chumley's and a Subway gift certificate donated by Tim Arnstein. Tickets on sale now.
- Did you know? Community Blood Services runs a blood drive on every 2nd and 4th Monday in the parking lot next to FPL from 1-8 p.m. To schedule an appointment, call 866-228-1500. Free non-fasting glucose and cholesterol tests with every donation.

Communications

- Michael Helme, Sustainable Warwick – thank you note for FPL providing space for the group's book club.
- Tiffany Niles, Orange County Youth Bureau – thank you fax for FPL participation in the Adopt-A-Family holiday program.
- Brian Connolly, Principal, Washingtonville High School – thank you letter for FPL participation in the Adopt-A-Family holiday program.

Trustee Handbooks

A new edition of the *Handbook for Library Trustees of New York State* by Jerry Nichols is available free for all trustees from RCLS with a visit to the board by Grace Riario, RCLS Assistant Director, who offers training in a choice of five topics.

Financial/Donations/Budget

- \$2,000 – Targeted Donation - Robert and Christine Vogt for children’s technology-based equipment or programs – to be used for the purchase of a selection of Playaway Launchpad Tablets for young children.
- \$150 – Donation - Copper Bottom Restaurant (10% + on receipts totaling \$990.82.)
- \$130 – Donation - Holiday Basket Drawing, won by patron Theresa Conlon.
- \$70.25 – Donation - Paperback Book Sale.
- \$50 – Donation - Richard and Diane O’Neill in memory of John Seekamp.
- \$47.66 – Library Fines – RCLS, November/December PayPal.
- \$139 – Grants/Aid – RCLS, 10% balance of LLSA payment.
- Poets & Writers, Inc. has approved grant applications to fund featured poets Donna Spector and Rita Hunken at the February Poetry Café. I requested \$150 each and they will each receive \$100.
- The new cash register is in use and has changed some routines. Library fine payments must now be entered twice: once in Symphony and once in the cash register. Cash collected for the Friends of the FPL and the Florida Historical Society will now be passed on to them by check. Martha is charting sales of tickets for prize drawings and special book sales so we know what profits there are. Martha and I are checking the daily Z tapes for totals and we will now be making weekly bank deposits of cash and checks.
- Copies of the audit of the 2014-2015 fiscal year performed by Nugent & Hauessler in November have arrived. It is noted that it was a “clean audit.” Please review your copy for discussion in February.
- The Personnel Committee met on 12/16 and approved a budget for staffing, raises and the 401K employer match for 2016-2017. Emailed to you.
- The Finance Committee met on 12/30 and approved a budget for the 2016-2017 fiscal year. Emailed to you.
- I’ve been in touch with Stephen Hoefler about his comments on our financial reports and am gathering information to share with you.

Personnel

- Staff members were trained by Martha in use of the new cash register on 12/18. Sara designed activities and offered training in Reader’s Advisory and we viewed and discussed an ALA webinar on door-to-door campaigning for the library. And had a lovely holiday luncheon!
- Staff are happy with the work schedule in place since July 1 which provides tech help at all times, except for alternate Saturdays when only two staff members vs. three are here.
- Our two Pages will benefit from the new state minimum wage of \$9/hour, effective 12/31.
- Sara will complete her probationary period on 1/6.
- Martha and Ashley are organizing a used book sale for January featuring self-help, exercise and diet books.

Building/Equipment

- Van Grol, Inc. visited on 12/9 to install a new blower wheel and capacitor for the heating system at a cost of \$270.50.
- JM Electric replaced two ballasts on 12/30.
- Bob Cairns of Grout 911 will clean vinyl tile floors over Sunday/Monday of the upcoming Martin Luther King weekend.

3D Printer

Annette proposes buying a new 3D printer with more capacity for about \$1,800. We will use grant money from Senator Bonacic for this purpose.

Friends of the FPL

The Friends will not meet in January, nor have a book sale. Martha and Anita Baumann have volunteered to work on obtaining 501(c) 3 status for the group. More volunteers would be welcome! There is interest, but no commitment yet, to taking over the Spring Tea fundraiser. The Friends have donated \$50 for refreshments for the February Poetry Café and \$200 for Emcee Robert Milby.

Meetings, Travel & Events – Upcoming

1/1 – Closed, New Year's Day

1/ 4 – Mock Caldecott/Newbery/Printz Awards, RCLS – Sara and Meg

1/5 – Director's Assn., RCLS – Madelyn

1/12 – OLA Directors, Middletown – Madelyn

1/13 – CTUG, Middletown – Ashley

1/18 – Closed, MLK Day

1/21 – APOC, New City - Marie