

## November 4, 2016 for November 7, 2016 Monthly Meeting

**To: Florida Public Library Board of Trustees**

**From: Madelyn Folino, Director**

### Monthly Report

September 2015 Circulation	Door Count: 1,893	Closed: 1 Sunday, 1 holiday
Adult: 1,953    Juvenile: 871	\$: 893.70    ILL loans: 676	ILL borrows: 799

September 2016 Circulation	Door Count: 1,942	Closed: 1 Sunday, 1 holiday
Adult: 1,715    Juvenile: 795	\$: 555.30    ILL loans: 669	ILL borrows: 871

October 2015 Circulation	Door Count: 1,952	Closed: 1 holiday
Adult: 1,831    Juvenile: 761	\$: 958.60    ILL loans: 725	ILL borrows: 870

October 2016 Circulation	Door Count: 2,041	Closed: 1 holiday
Adult: 1,750    Juvenile: 795	\$: 865.25    ILL loans: 703	ILL borrows: 886

### Programs

- Fall programs concluded last week and we have just started the November-December six-week series. Science experiments for preschoolers was a very successful and popular series in October. All the 3-5 year olds came in Halloween costumes last week and were dazzled by Miss Sara in her Queen Elsa costume from the movie *Frozen*. We are just debuting a baby sign language series for Rhymetime, but once again having difficulties in capturing this age group. Based on feedback from parents, Sara has changed the start time from 10 to 10:30 a.m.
- Books & Beyond for grades K-3 has spiked in attendance with the *Hablas Español* program with Senora Joyce. Tween attendance is low and a special two-part pottery series with artist Judy Duboff is planned, following a successful adult series. Teen attendance has been 10-17 students on Mondays. They arrive at 2:30, ravenous and not interested in any program that is too structured.
- Dusty the R.E.A.D. dog continues a popular visitor for young readers. Our Apple Cider Time program only attracted one family on a sunny Saturday and the Shakespeare in a Box program was cancelled due to no registration.
- Popular adult programs were Ellis Island (27) and the fall Poetry Café (34) with many new faces attending and reading. We offered evening and Saturday tech help programs and these were well-attended, too.
- On 10/9, Eileen and I presented a program of Local History and personal stories to the Warwick Historical Society which was attended by 30 listeners. The BDSG program next week will focus on *King Lear* with SUNY Orange professor Mary Warren.
- Our 17<sup>th</sup> Annual Tellabration! will be on 11/12 and feature a theme of Home Places. Special guests include Barbara Horvath, Leslie Collins and Anthony Patton. Maria is organizing the potluck supper to follow.
- A representative from Project Linus will be on 11/16 to teach how to make quilt squares for quilts for hospitalized children.
- The subscription to Rosetta Stone started this week. Maria is familiarizing herself with it to teach classes to all ages.

### Communications

- Condolences sent to staff member Eileen Stelljes on the deaths of her aunt and uncle.

## **Financial/Donations & Grants/Aid**

- \$20 – Donations – Anonymous
- \$200 – Donations - Bridgewood Fieldwater Foundation.
- Donations in honor of Thomas and Shirley Coughlin:
  - \$150 – Mary McCormick
  - \$100 – Kathleen Murnion
  - \$100 – John and Judy Mottola
  - \$100 – Amy Okurowski
  - \$100 – Rose Gerdes
  - \$50 – William Gerdes
  - \$50 – Gregory Kimiecik
  - \$75 – Bob and Nancy Scott
  - \$25 – Mary Ann Aloisio
  - \$25 – Anita Godby
- \$825 – Targeted Donations/Publicity – Friends of the FPL for Door to Door Campaign.
- \$50 – Targeted Donations/Adult Programs – Friends of the FPL for Poetry Café.
- \$5,000 – Special Legislative Aid – RCLS – directed by Senator John Bonacic.

## **Audit**

CPA Justin Wood and assistant Matthew Paci of Nugent & Haeussler visited on 11/3 to perform an audit of the 2015-2016 fiscal year and all went well. Justin plans to attend a board meeting to review the audit as soon as the written report is completed.

## **Personnel**

- Hired Cherene Audain for the position of PT Library Assistant (Children's Services) at an hourly wage of \$17 per hour, effective 11/4/16. She trained with us today and Martha will train her on Symphony on Sunday. Cherene will work a regular schedule beginning Monday. We are now back to full staffing, missing since early June.
- I will be on vacation 11/14-11/27. Sara will be in charge in my absence.

## **Building/Equipment**

- On 10/6 while I was on vacation, the pressurized tank in the men's room toilet began leaking. Mark Slesinski replaced the tank, which had been recalled and was free, for \$150 in labor cost. I was hoping to get a new toilet when the tank failed, but that will have to wait for the future as we now have a new part. On 10/19, the pipe under the left kitchen sink sprang a leak and he replaced it with PVC today and repositioned it to allow for better storage under the sink. He is also repairing/replacing the outside faucet on the front of the building which leaks.
- Van Grol, Inc. visited on 10/18 for an annual check of the heating system. All is OK.
- Water heater – Mark checked and says we have an electric water heater. To replace with a similar model someday would be about \$400, while an "on demand" heater would be more. He does not recommend the latter. As to turning the gas off for several months a year, he said this would depend on whether a pilot light needed to be turned off and on. Kyle Van Grol says we have an automatic spark furnace, no pilot light.
- Per Annette's recommendation, on 10/27, we had WVT increase the speed of our internet connection from 30 to 50 mbps. and staff have commented favorably on the result. Internet speed had been very sluggish in the afternoon during peak usage. This will increase our monthly bill from \$29.95 to \$44.95 for the service plus \$4.99 per month for modem rental.
- Sara has been weeding the Reference collection. Last week, Ashley and I moved the

Storytelling collection next to the Local History collection and separated out the blue dot (G-rated) DVDs and shelved them where Storytelling used to be by the front door. This frees up space on the main DVD shelves for the whole collection.

- Martha has organized years of our newsletters into a binder and consolidated them into an electronic file as well. She plans to organize old financial records next.

### **Friends of the FPL**

- The Friends have again donated \$825, one-half of the cost of expenses for the Door to Door Campaign so they have assumed its total cost. They will not hold a Used Book Sale/Bake Sale in January, but are considering alternative fundraisers. They also provided \$50 for refreshments for the Poetry Café.

### **Meetings, Travel & Events – Upcoming**

11/9 – Director’s Assn. - Madelyn

11/11 – Veterans Day, FPL closed

11/14 – FFPL Meeting, 6:30 p.m.

11/15 – Personnel Committee Meeting, 7 p.m.

11/16 – Civil Service Workshop, RCLS – 9 a.m. – 1 p.m.

11/22 – Mock Newbery Committee – Sara

11/24 – Thanksgiving Day, FPL Closed

11/28 – CLOUSC – Sara and Cherene

11/29 – Personnel Committee Meeting, 7 p.m.

12/6 – Trustee Orientation Workshop, RCLS, buffet dinner 5:30 p.m., training to 8:30.