

December 30, 2016 for January 2, 2017 Monthly Meeting

To: Florida Public Library Board of Trustees

From: Madelyn Folino, Director

Monthly Report

December 2015 Circulation	Door Count: 1,867	Closed: 3 holidays, 1 training day
Adult: 1,869 Juvenile: 571	\$: 911.64	ILL loans: 673 ILL borrows: 706
December 2016 Circulation*	Door Count:	Closed: 3 holidays, 1 training day
Adult: Juvenile:	\$: 902.20	ILL loans: ILL borrows:

*Not yet available

Programs

- Program series for 2016 have concluded and will resume at the end of January. Storytime (ages 3-5) and Teen Time remain the strongest of the series with Books & Beyond (K-3) holding on with a core group of attendees. Rhymetime for toddlers is still struggling despite a change of day and time and we will continue to tinker with both. Tween Club does best when we have special programs and presenters so we will orient the series in that direction.
- Adult craft classes devoted to ribbon pine cone ornaments and candy making drew 12 and 11 attendees, respectively.
- Maria's Wednesday a.m. technology classes have a core quartet of seniors who are very eager to meet regularly. January programs have been scheduled at their request.
- Our unabridged reading of Charles Dickens' *A Christmas Carol* took 2 hours and 55 minutes which gives us a benchmark for future, shorter readings. Hot chocolate and gingersnaps were enjoyed by 13 listeners.
- Outreach included Maria's visit to Florida ABCD and I told Native American stories to five 4th grade classes at Sanfordville Elementary School on 12/19 and 12/20.
- Upcoming programs include several popular returns: patron Brian McLeod will display his moving Lego creations on 1/14; National Pie Day will be observed on 1/25 with Leslie Noble presenting tips and techniques plus drawing for pies; Winter Classics storytelling for families will feature *Year of the Fire Rooster Tales* on 1/28. Later in spring, the 20th anniversary of the first Harry Potter book will be observed.
- Staff have planned program themes through May and will be attending summer reading program workshops in March.

Communications – thank you note from Eileen Stelljes for mid-year raise.

Financial/Donations

- \$135 – Holiday Basket Drawing (credited to Library Charges)
- \$125.50 – December Mini Book Sale (credited to Library Charges)
- \$20.08 – RCLS – Library Charges collected through PayPal for 4th quarter
- \$2,000 – Kristine and Robert Vogt – Targeted Donation for Children's Programs.
- On 12/18, Chris complied with the latest FOIL request from SmartProcure for all purchase information since 8/25.

2017-2018 Fiscal Year Budget

The Finance Committee met on 12/12 and approved the proposed new budget. It is on the agenda for your approval along with the tax cap override resolution.

Audit

CPA Justin Wood will attend our February 6 meeting to present the report. Please review it and note any questions.

Personnel

- The Personnel Committee met and approved raises for the 2017-2018 fiscal year. No new staff is requested; library hours will remain the same; the employer match for the 401K will remain at 5%.
- The NYS minimum wage increases to \$9.70/hour on 12/31/16. This affects our Pages.
- Staff heard a presentation on 12/9 from Denise Thibault of the Florida Community Food Pantry. (We've submitted an article to *The Florida Focus* to share this information.) They also enjoyed their annual holiday luncheon and participated in several team building exercises. I presented the changes in the revised Personnel Policy and the required forms were signed by staff.

Policy Revisions

Three policies have been revised for your approval:

- VHS to DVD Transfer Policy (emailed to you.)
- Public Access Computer Policy (to be distributed at meeting.)
- Wireless Internet Access Policy (to be distributed at meeting.)

Friends of the FPL

As requested, I provided the Friends with a wish list to help guide their fundraising. Trustees Arcieri and Pskowski and I met with President Caroline Califf on 12/8. She will raise the issue of sponsoring the Spring Tea In June with the group in January. We will have our staff Yard Sale on the Saturday of the May Used Book Sale.

Meetings, Travel & Events – Upcoming

1/1 – FPL closed for New Year's Day

1/4 – Director's Association – Madelyn

1/9 – RCLS Mock Awards – Sara and Cherene

1/9 – Outreach to Florida ABCD – Maria

1/9 – Friends of the FPL, 6:30 p.m.

1/16 – FPL closed for MLK Day

1/23 – OLA Director's Council - Madelyn

Wednesday, 3/1 – NYLA Advocacy Day, Albany; FPL will pay for your bus seat!