

November 29, 2018 for December 3, 2018 Monthly Meeting

To: Florida Public Library Board of Trustees
From: Madelyn Folino, Director

Monthly Report

| | | |
|-------------------------------|------------------------------|--------------------|
| November 2017 Circulation | Door Count: 2,078 | Closed: 2 holidays |
| Adult: 1,571 Juvenile: 585 | \$: 515,90 ILL loans: 735 | ILL borrows: 588 |

| | | |
|---------------------------------|-------------------------------|----------------------------|
| November 2018 Circulation* | Door Count: | Closed: 2 holidays, 2 snow |
| Adult: _____ Juvenile: _____ | \$: _____ ILL loans: _____ | ILL borrows: _____ |

*Not available yet

Programs

- Please see Barron's November report for details on programs, emailed to you separately.

Communications – Kevin Lundell has submitted a letter of interest about the trustee vacancy.

Financial/Donations

Donations (4050):

- \$25 – Diane O'Sullivan
- \$24 – Pie Raffle for FFPL on 11/12

Grants/Aid (4080)

- \$300 – RCLS Family Literacy Mini-Grant (used to buy new felt board sets)
- \$146.30 – RCLS – 10% balance of 2018-2019 Local Library Service Aid (LLSA)

Gift

- \$150 gift card from NYSERDA for participating in their NY Statewide Commercial Baseline Study through a phone survey and on-site visit; to be used for a future purchase

FOIL request

- SmartProcure of Deerfield Beach, FL requested information on all purchases from 8/16 to the present. Chris submitted the records on 11/27.

Audit

Nugent & Haeussler, PC have issued their report of the audit of the 2017-2018 fiscal year. As expected, it is a "clean opinion." Please pick up your copy to review. Justin Wood, CPA will attend the 1/7/19 board meeting to answer any questions you may have after reading the report. He confirmed that their price for the audit of the current year will remain the same (\$8,400.)

Personnel

- We will be closed for our annual staff training day and holiday luncheon on Friday, 12/7. Activities include a discussion of the new Anti-Discrimination Policy, work on identifying duties of all staff and developing a schedule in preparation for the January trustee training, a book share on adult fiction and any staff concerns.
- The Personnel Committee met on 11/20 and approved raises for the 2019-2020 budget.
- Meet the Staff – I have created a chart listing staff members and information about education/experience required for their Civil Service titles and actual qualifications.
- Minimum wage increases to \$11.10 per hour on 12/31, affecting our two Pages.
- Staff having been conducting a successful used book sale since Black Friday.
- I will be on vacation 12/14-1/2/19. Barron and Meg will be in charge in my absence.

Building & Equipment

- Van Grol, Inc. visited on 11/23 for annual service to check the furnaces. No problems were found.
- Orange & Rockland notified us that they will add \$100 per month to our bill as our electric meter “is not accessible.” Trustee Kamrowski has volunteered to trim the offending butterfly bush.
- The technicians from NYSERDA identified our last three lights that could be changed to LED: two front floodlights and the light over the back door. I have a call into JM Electric to check whether this involves changing bulbs or fixtures and the cost.
- Staff have reported issues with the computer at the reference desk which is an ANSER share. Annette is working with RCLS to identify the problem.
- Annette will replace Meg’s monitor next week.
- Annette has been working on a Continuity of Business Plan and creating a map of computer equipment in the building.

Policies

Meg has created a list of all current policies and plans by date of last revision so we can establish a schedule to update them. We’ve also listed policies that have been recommended either by RCLS or the State Comptroller.

Trustee Training

As discussed, we will close on a Sunday afternoon in January so that all trustees can meet with all staff members and learn what it is they do at the library. Details! Demonstrations! Seeing the Big Picture of providing library programs and services! Desserts! The date, per your approval, will be Sunday, January 13; snow date Sunday, January 27.

Friends of the FPL

- The Friends have no elected officers for 2018-19. As of 10/9, their treasury held \$5,427.
- Their holiday cooking program on 11/12 was well-attended. Kudos to Marie and President Lillard for preparing a delicious turkey dinner that went beyond “tastings” to offer full plates of food. Trustees Arcieri and Fernandez donated yummy desserts.
- The annual Cookie Swap takes place at the 12/10 meeting.
- Barron is researching costs of a yearly license for the Ancestry Library Edition database in order to ask the Friends to sponsor this. He has post-graduate training in genealogy and would like to offer programs and help to patrons researching their family trees.

Meetings, Travel & Events – Upcoming

12/5 – Director’s Association – Madelyn

12/6 – Storytelling Outreach Program, Sanfordville ES – Madelyn

12/7 – FPL Closed for Staff Training and Holiday Luncheon

12/10 – Outreach to Florida ABCD - Maria

12/10 – FFPL, 6:30 p.m.

12/11 - Storytelling Outreach Program, Sanfordville ES – Madelyn

12/12 - Sexual Harassment Prevention Training – Barron, Amy, Eileen

12/24, 12/25, 12/31, 1/1/19 – FPL Closed

12/26 – Reduced hours; open noon to 5 p.m.

