

November 29, 2019 for December 2, 2019 Monthly Meeting

To: Florida Public Library Board of Trustees

From: Madelyn Folino, Director

Monthly Report

October 2018 Circulation	Door Count: 2,498	Closed: 1 holiday
Adult: 1,901 Juvenile: 844	\$: 728.65 ILL loans: 843	ILL borrows: 904
October 2019 Circulation	Door Count: 1,785	Closed: 1 holiday
Adult: 1,611 Juvenile: 824	\$: 521.81 ILL loans: 932	ILL borrows: 821
November 2018 Circulation	Door Count: 2,053	Closed: 2 holidays, 1 snow
Adult: 1,779 Juvenile: 689	\$: 413.87 ILL loans: 798	ILL borrows: 793
November 2019 Circulation*	Door Count:	Closed: 2 holidays
Adult: Juvenile	\$: 397.95 ILL loans:	ILL borrows:

*Not available yet.

Programs

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

Communications – Sent a note of condolence to Senator Jen Metzger on the death of her father.

Financial/Donations/Grants

- \$1,300 – Friends of the FPL for the Library Ancestry database - Targeted Donations 4080 and Databases 5090.
- \$100 – Victoria Slater-Kearns – Donations 4050.
- Treasurer Slesinski has checked into interest rates and has proposed allocation of the tax levy for 2019-2020. See agenda motion.
- The collateralization agreement with Sterling National Bank has been signed and returned.
- Meg and I met with Josh and Karen Stewart of Stewart & Associates on 11/18 to discuss our 401K plan. They were very helpful in explaining the current plan, their ideas and recommendations to expand it and their services as financial advisors. I am awaiting more information from them.
- CPA Justin Wood of Nugent & Haeussler, PC will present the findings of our 2018-2019 audit at the 12/2 meeting. Please review your copy and bring your questions.

Personnel

- I will be on vacation 12/23-12/30. Barron and Meg will be in charge in my absence.
- Barron will supervise staff training and be our point person for the 2020 Census.
- Meg has volunteered to help the Friends Library Section of NYLA with PR.
- I am gathering information from other libraries on their policy regarding jury duty. Four staff members received summons this year, with one just missing service with a federal grand jury scheduled to meet for 18-24 months. Our current policy has no limit on the number of days of jury service for which we pay normal salary or wages. We may want to rethink this.
- Ashley has organized another Black Friday Door Buster Used Book Sale and business

has been brisk all week. Marie has assembled a holiday basket which is enjoying ticket sales until the drawing on 12/16.

Building and Equipment

- Van Grol, Inc. on 11/8 pronounced the heating system fine. I called them today due to complaints all week that the building is not warming up properly.
- I planted daffodil bulbs and cleaned up dead plants and garden debris outside on 11/21.
- We have purchased a new Dell desktop computer for \$449 for public use. Annette was updating a public computer when two middle school students ignored the sign not to use it, changed settings and began playing games. She tried for several days, without luck, to restore it, but wrote it off as it was approaching six years old. The students' parents were called and the boys have been banned from computer use until after the New Year.

Long Range Plan

Trustee Arcieri and Meg continue to sort the responses from the focus groups. They attended a workshop at NYLA which they feel will be very helpful in developing the plan.

Friends of the FPL

- The Friends have donated \$1,300 toward the renewal of the Ancestry Library Edition database.
- The Friends discussed additional used book sales in the coming months. I suggested a sale on the deck on Election Day (4/16), weather permitting.
- The traditional cookie swap will take place at the 12/9 meeting.
- Marie's cooking program on chocolate has been deferred until the February meeting.

Meetings, Travel & Events – Upcoming

12/2 – YA Librarians – Barron

12/3 – Adult Program Meeting – Marie

12/9 – Florida ABCD – Maria

12/9 – Friends of the FPL, 6 p.m. – earlier time!

12/13 - FPL closed for staff training and holiday luncheon

12/24 & 12/25 – FPL closed for Christmas Eve and Christmas Day

12/26 – FPL open 12-5 p.m.

12/31 & 1/1 - FPL closed for New Year's Eve and New Year's Day

