

## **December 2 for December 5, 2022 Monthly Meeting**

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

**From: Meg Sgombick, Director**

### **Monthly Report**

November 2021 Circulation	Door Count: 1,306	Closed: 2 holidays
Adult: 1,125      Juvenile: 853	\$:449.10      ILL loans: 631	ILL borrows: 495
November 2022 Circulation:	Door Count: 1,502	Closed: 2 holidays
Adult: 1,108      Juvenile: 801	\$: 416.60      ILL loans: 833	ILL borrows: 484

### **Programs**

- Please see Barron's Program Report for November.
- Check out our annual Holiday Used Book Sale from Dec. 6<sup>th</sup> – 12<sup>th</sup>.
- Come "walkin' in a winter wonderland" on Sunday, Dec. 11<sup>th</sup> as we host our Winter Wonderland!

### **Communications**

- Thank you note from a patron outside our lending area for her SEAL request. SEAL is Southeastern New York Library Resources Council's resource sharing platform. It connects libraries of all types in the Southeastern N.Y. region—encompassing Columbia, Dutchess, Greene, Orange, Putnam, Rockland, Sullivan, and Ulster counties—and allows them to easily share books, DVDs, and other resources. Ashley handles our SEAL request.
- Sympathy card for patron and Friends' member Terri Gott on the passing of her mother.

### **Financial**

- Friends of FPL - \$930 – the Friends generously donated \$700 towards the renewal of our Ancestry Library Edition database and \$230 for one registration to the NYLA Conference.

### **Personnel**

- We saw no success with utilizing the Civil Service Library Assistant list. Staff schedules have been moved and reassigned to fill the vacancies that resulted when Marie and Annette left. Eileen is continuing to fill in where needed.
- We still have some staff and board members that need to complete the annual Sexual Harassment Prevention Training. Please complete prior to 12/31/22.
- Our Staff Training and Holiday Luncheon will be on Friday, Dec. 9<sup>th</sup>. Lunch is at 1 p.m. if anyone would like to join us.

### **Building and Equipment**

- The Lothrop Agreement has been signed and returned to them. Next steps are: forward copies of our plans so that Lothrop can copy them into their computer; they will visit the library to measure, photograph and confirm actual existing conditions; meet to discuss spatial and programmatic needs for the purposes of preparing a written project program. I'm awaiting some dates from them.
- Our handyman Bob P. was back in action to install the new shelves by the front doors.

## **Technology**

- RCLS has begun to look at a new ILS (integrate library system) product as the current contract expires at the end of 2023. All staff have been asked to complete an ILS Evaluation survey.

## **Revisions to Policies**

*Revisions to the Fax Policy* – change to reflect fax services available to all, not just patrons.  
*Revisions to Photography and Recording Policy*- changes made to include our social media sites.

## **Trustee Training**

Beginning January 1, 2023 each board member, elected or appointed, shall be required to complete a minimum of two hours of trustee education annually. I recently attended Train-the-Trainer workshop that will assist RCLS Directors with supporting the new Trustee Education law. During this workshop participants received: a deeper understanding of the new NYS Library Trustee training law, a review of the trustee training modules, and guidance on how to implement and record the trainings. Attendees who completed this training will be provided with the autonomy to conduct official trustee education sessions towards satisfying education law requirements.

Trustees should also be receiving the Trustee Chronicle from RCLS.

## **Upcoming Trainings:**

Dec. 13: 102: Intermediate Library Trustee Education, 6 - 7 p.m. (on Zoom) or wait until May 16, 2023!

Trustee Training Tuesdays: Jan. 10, 2023 - Board Governance (Online)

Trustee Training Tuesday: Feb. 7, 2023 – Open Meeting Law

## **Community Outreach**

*Village Tree Lighting and Holiday Market* – The library will once again be hosting a storytime in front of the tree at 3 p.m. Eileen and Golden Hill Principal Debbie Lisack will be sharing stories and we will having a small craft table as well.

*Holiday Donation* – We will partner again with the Florida Community Food Pantry for the holidays this year. They are looking for us to once again donate gift certificates, in \$25 increments. They also mentioned that they already have a lot of grocery store cards so if we could donate some other store cards that would be helpful. Of course, they also always take monetary donations as well. Gift cards need to be returned to the library by Sunday, Dec. 11th as they are conducting their Holiday distribution to families on Dec. 14th.

## **Friends of the FPL**

The Friends will be hosting the annual Cookie Swap at this month's meeting.

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

Dec. 7 – Teen Librarians & Battle of the Books Meeting – Barron & Beth P

Dec. 8 – OLA Meeting in Warwick – Meg & Debbie

Dec. 12 -Friends of FPL Meeting – Meg

Dec. 13 – Florida Chamber of Commerce Holiday Mixer - Meg

Dec. 14 – Directors Association – Meg

Dec. 19 – System Services – Meg

Dec. 27 – ANSER Committee – Meg