

December 1 for December 4, 2023 Monthly Meeting

To: Florida Public Library Board of Trustees

From: Meg Sgombick, Director

Monthly Report

November 2022 Circulation: Door Count: 1,502 Closed: 2 holidays
Adult: 1,108 Juvenile: 801 Library Charges: \$416.60 ILL loans: 833 ILL borrows: 484

November 2023 Circulation: Door Count: 1,656 Closed: 2 holidays
Adult: 1,198 Juvenile: 918 Library Charges: \$370.76 ILL loans: 875 ILL borrows: 498

Programs

- Barron's November Program Report will be available at the meeting
- Check out our annual Holiday Used Book Sale from Dec. 5th – 12th.
- The Children's Room will be transformed to a Gingerbread House on Sunday, Dec. 10th.

Communications

- Thank you note to St. Peter Lutheran Church for their recent donation.

Financial

- St. Peter Lutheran Church - \$2,000 - #4050/Donations.
- Friends of FPL - \$570 – the Friends generously donated \$500 for the renewal of the Intrepid Museum Pass and \$70 for the renewal of the Empire Pass.
- Major Energy - \$25 - #5223/Utilities - Compensation for money lost due to deceptive business practices of Major Energy Service who was our energy provider last year.
- RCLS - \$41.68 - #4010/Library Charges – 3Q23 Propay/Paypal for Florida.
- A meeting of the Finance Committee will be early January.

Personnel

- Library Assistant Eligible List - All canvas letters have been returned and interviews are being scheduled.
- We still have some staff and board members that need to complete the annual Sexual Harassment Prevention Training. Please complete prior to 12/31/23.
- Our Staff Training and Holiday Luncheon will be on Friday, Dec. 8th. The library will close at 1 p.m. for lunch and a staff meeting to follow. Let me know if you are interested in joining us for lunch.
- Set up meeting of Personnel Committee for December 20 to discuss raises for the 2024-2025 budget year.

Building and Equipment

- Request for Proposals for Surveying Services – waiting for response from two vendors.
- I meet with Grace and Stephen on Nov. 8. They toured the building and reviewed our building plans. Stephen will join us at our January meeting to discuss construction aid and financial issues related to expansion.

Technology

- As part of the migration to Koha, RCLS is adopting the train-the-trainer model. Each library will send 1-3 staff members for comprehensive training beginning in April 2024. The training commitment will be approximately 20 hours over multiple

sessions. The majority of this training will be in-person. Training dates and times will be made available before the end of the year.

- Also, in preparation to the switch, RCLS has also requested that each library conduct an inventory of all items by February 2024. RCLS is hosting an Inventory Training session in December. This session will give libraries everything needed to run a successful inventory project. RCLS has also purchased a Bluetooth scanner for each library to assist in the inventorying of items.
- RCLS will be requiring that all MS365 email accounts enroll in Multi-Factor Authentication (MFA) by June 3, 2024 due to increasing Cybersecurity concerns. The cost will be \$.60 per month per user, which will be billed quarterly by RCLS.
- RCLS Gateway App – Most of the functions of the RCLS Gateway app have ceased to function. Patrons cannot check their library accounts, place holds, or search the library catalog. They are only able to retrieve the barcode. The vendor has now informed RCLS that the app is no longer functioning. A new app will be available in January 2024.

Trustee Training

Last minute trustee trainings can be found on Niche Academy under the Trustee Education section. If you need any help accessing Niche Academy please reach out to Barron or myself.

Community Outreach

Village Tree Lighting and Holiday Market – The library will once again be hosting a Storytime along with having a small craft table.

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 can be from any local store (Shop Rite, Target, Walmart, JC Penny, Kohls, etc.) Of course, they also always take monetary donations as well. Gift cards need to be returned to the library by Friday, December 15 as they are conducting their Holiday distribution to families on Dec. 20th.

Friends of the FPL

Save the Date – Saturday, Dec. 9th from 9 a.m. to 2 p.m., the Friends will be having their Silent Auction Wreath Fundraiser at the Senior Center. Come check out and bid on an assortment of handmade holiday wreaths. Enjoy some holiday music and refreshments as you help support the Friends. They will be hosting the annual Cookie Swap at their meeting on Dec. 11th.

Meetings, Travel & Events – Upcoming

Dec. 4 – Teen Librarians & Battle of the Books Meeting – Barron & Beth P

Dec. 8 – Holiday Lunch & Staff Meeting – All staff

Dec. 9 – Friends of FPL Silent Auction

Dec. 11 -Friends of FPL Meeting – Meg

Dec. 12 – Inventory Training with Mobile Staff – Ashley, Barron & Meg

Dec. 13 – Directors Association – Meg