November 29 for December 2, 2024 Monthly Meeting

To: Florida Public Library Board of Trustees
From: Meg Sgombick, Director

Monthly Report

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

*November 2024 Circulation: Door Count: Closed: 2 holidays/1 snow
Adult: Juvenile: Library Charges: $359.08 ILL loans: ILL borrows:
*Will be available at meeting

Programs

- Barron's November Program Report will be available at the meeting.

Communications

- Thank you letter to Warwick Valley Gardeners for their annual book donation. The books purchased this year are:
  - *"Hello World" Garden Time (children's book)*
  - *Soil Science for Beginners*
  - *Flower Gardener's Handbook (The Old Farmer's Almanac)*
  - *The Science of Gardening*
  - *How to Grow Your Own Herbs*

Financial

- Justin Wood will be attending our January Meeting to review the Audit.
- Friends of FPL - $600 – the Friends generously donated $600 to help offset the Ancestry Library Edition. This amount was credited to our Databases (#5090) of the budget.
- RCLS (3Q24 PayPal) - $138.18 – This amount was credited to Library Charges (#4010) of the budget.
- A meeting of the Finance Committee to be scheduled.

Personnel

- Clarisa Rosario-DeGroate, PT Library Assistant, has completed her probationary status as of 11/22/24.
- Our Staff Training and Holiday Luncheon will be on Friday, Dec. 13th. The library will close at noon for lunch and a staff meeting to follow. Let me know if you are interested in joining us for lunch.
- A meeting of the Personnel Committee to be scheduled.

Building and Equipment

- Bedik Communications, Inc. was here on Nov. 22nd to installed the new phone system. The new system allows for staff voicemail boxes, staff directory and a general voicemail box. Staff have been learning the new system which can be modified if necessary.
- VanDuzer Mechanical was here again this month to fix the leaking pipe under the kitchen sink in the staff room.

- Cub Scouts and their parents were here on Sat., Nov. 16th to do a landscaping clean-up. They raked leaves, weeded and trimmed some of the bushes. They did a nice job and would like to come back in the spring.

Community Outreach
Village Tree Lighting – Dec. 7th from 3:30 – 5:30 pm – The library will once again be hosting a Storytime along with having a small craft table.

Adopt a Family – This year for the holidays, the library is working with the Orange County Youth Bureau and the Warwick Area Farmworkers Organization to adopt a family. All donations are due Tues., Dec. 3rd. If you are interested in making a last-minute donation, please see me (yes, we can donate gift cards.)

Friends of the FPL
The Friend's Silent Auction was held on Saturday, Nov. 16rh from 10 a.m. to 2 p.m. at the Senior Center. A total of 32 items were donated for auction. I will get the final dollar amount at the upcoming Friends' meeting on Dec. 9th which is also their Annual Cookie Swap. The Friends also generously donated $100 to the NYLA's Randall Enos Conference Scholarship.

Trustee Training
Thursday, December 5 - Intermediate Library Trustee Education 102 (Online session)
6:30- 7:30 pm
Thursday, December 12 - Advocacy in a Polarized World (Online session)
2:00 - 3:30pm
Friday, January 3, 2025 - Communicating with Elected Officials (In-Person Workshop)
10:00 am - 12:00 pm at RCLS. (This class will count towards 2025 trainings)

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.

Final Reminder - The annual Sexual Harassment Prevention Training must be completed by 12/31/24.

Meetings, Travel & Events – Upcoming
Dec. 2 – CLOUSC Meeting - Dawn
Dec. 9 - Teen Librarians & Battle of the Books Meeting – Barron & Clarisa
Dec. 9 – Friends of FPL Meeting
Dec. 13 – Holiday Lunch & Staff Meeting – All staff
Dec. 16 – System Services Meeting - Meg
Save the Date -Wednesday, February 5, 2025 - Library Advocacy Day