

HOWLAND
PUBLIC LIBRARY
313 Main Street, Beacon, NY 12508
MEETING AGENDA NOVEMBER 14, 2017

Pledge of Allegiance
Roll Call of Members
Public Participation (limited to 5 minutes per speaker)

Rebekkah Smith-Aldrich, Coordinator for Library Sustainability from MHLS, will join us to discuss best practices in Library Planning and Community Engagement.

- I. Approval of Minutes from October 2017 meeting
- II. Financial Report for October 2017
 - a. Motion to accept approve bills
 - b. Motion to accept financial reports
- III. President's Report
- IV. Director's Report
- V. Old Business/Committee Reports
 - a. Board Development/Policy Committee (R. Lashua)
 - b. Building Committee (T. Rigney)
 - c. Finance Committee (P. Posner)
 - d. Personnel/Nominating Committee (S. Christensen)
 - e. Planning Committee (J. Dolan)
 - f. Friends Liaison Report (J. Dolan)
- VI. New Business
- VII. Good and Welfare
- VIII. Adjournment and announcement of next meeting **December 5, 2017**

HOWLAND PUBLIC LIBRARY
MINUTES OF THE RE-ORGANIZATION MEETING OF THE BOARD OF TRUSTEES
October 10, 2017

Pledge of Allegiance

Call to Order: P. Posner called the meeting to order at 7:01 PM.

Roll Call of Members:

Stacy Christensen, Donna Haynes, Randy Lashua, Prudence Posner, Thomas Rigney, and Director Amy Raff, *ex officio*. April Farley arrived at 7:15 PM. Jan Dolan, Rajene Hardeman, and Karen Twohig were excused.

Votes: All votes were unanimous, unless otherwise noted.

Public Participation: None

Guest Speakers: None – Rebekkah Smith Aldrich was supposed to attend for Board training, but was ill and unable to attend.

Reading of the Minutes of the Previous Meeting:

T. Rigney made a **motion** to accept the September 12, 2017 meeting minutes as presented. Seconded by R. Lashua and the motion carried.

Treasurer's Report: See attached report.

The **motion** to accept the warrants and claims for vouchers # 1691 - 1735 for the month was made by D. Haynes and seconded by T. Rigney. Motion carried. R. Lashua made a **motion** to accept the Financial Report for September 2017 as presented. Seconded by S. Christensen and the motion carried. P. Posner reported that the first quarter report for 2017-2018 matches the two prior years and is relatively unremarkable.

President's Report: See attached report.

Director's Report: See attached report. A. Raff thanked all those that helped during Spirit of Beacon Day.

Unfinished/Committee Reports:

Board Development:

R. Lashua stated the committee was presenting a Conflict of Interest Policy and an Investment Policy for the Board's approval. On a **motion** by R. Lashua and seconded by D. Haynes, the Conflict of Interest Policy was approved. On a **motion** by T. Rigney and seconded by S. Christensen, the Investment Policy was approved.

Building Committee:

T. Rigney stated they had not met yet.

Finance Committee:

P. Posner stated they met October 4 to go over the quarterly report. She stated that the library's expenses will be checked against a few other libraries, especially the payroll account. They were looking forward to R. Smith's presentation before they moved forward on anything else. P. Posner explained the encumbered accounts. A. Farley asked if a PayPal account could be opened to receive donations. A. Raff will work on this.

Personnel/Nominating:

S. Christensen stated they will meet December 6th at 6:00 PM and it will be a combined meeting with the Finance Committee.

Planning:

The committee met and went over the abridged 2020 Plan and will discuss this when more of the Board members are present. There is no additional meeting scheduled.

Friends:

The Friend-raiser was a success and they made approximately \$2,500.00. There will be a meeting next Monday.

New Business:

T. Rigney will set up a Building Committee meeting.

Good and Welfare:

S. Christensen's son got engaged. T. Rigney's 22nd wedding anniversary was this week. A. Farley and her son participated in World Hoop Day. The library will have a table at Pumpkin Fest, this Sunday from 12 – 5 PM. Anyone available should stop in to help A. Raff.

Agenda for November 14 Board Meeting to start at 7:00 PM:

Adjournment:

S. Christensen made a **motion** to adjourn at 7:40 PM. Seconded by R. Lashua and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

Attachments

Motion to accept the minutes

Motion to accept the Claims Audit Process

Motion to accept the Financial Report

Motion to accept the Conflict of Interest Policy

Motion to accept the Investment Policy

Howland Public Library
Budget vs. Actual
July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Income				
4009 · Transfer from fund balance	0.00	20,000.00	-20,000.00	0.0%
4010 · Library District Tax	993,935.00	993,935.00	0.00	100.0%
4030 · Beacon District / Pilot Pymts	1,628.40	6,933.00	-5,304.60	23.49%
 4100 · Circ Desk				
4120 · Copy Sales	1,171.21			
4130 · Fax Sales	264.83			
4140 · Fines	3,376.80			
4150 · Lost Cards	87.00			
4155 · Ear Bud Sales	22.00			
4160 · Battle of the Books - Income	1,975.00			
4530 · Lost Audio Visual Material	109.90			
4550 · Lost Books - Non-Fiction	27.00			
4555 · Lost Materials - Refunded	137.00			
4560 · System Holds not picked up	146.76			
4100 · Circ Desk - Other	0.00	20,000.00	-20,000.00	0.0%
Total 4100 · Circ Desk	7,317.50	20,000.00	-12,682.50	36.59%
 4200 · Donations				
4210 · Miscellaneous				
4211 · Donations to offset PROGRAMS	19.10			
4212 · Amazon Smiles Rebates	21.21			
4245 · Donation - Friends of HPL	6,500.00			
4700 · Grant - Misc	0.00	20,000.00	-20,000.00	0.0%
4210 · Miscellaneous - Other	681.60			
Total 4210 · Miscellaneous	7,221.91	20,000.00	-12,778.09	36.11%
 4200 · Donations - Other	0.00	0.00	0.00	0.0%
Total 4200 · Donations	7,221.91	20,000.00	-12,778.09	36.11%
 4300 · Grants (NYS Source)				
4374 · NYS Spec Legislative Grant	13,500.00			
4616 · MHLS - Local Library Incentive	7,921.00	6,700.00	1,221.00	118.22%
Total 4300 · Grants (NYS Source)	21,421.00	6,700.00	14,721.00	319.72%
 4800 · Refund of W/C Insurance	735.60			
4900 · Interest Income	100.02	750.00	-649.98	13.34%
Total Income	1,032,359.43	1,068,318.00	-35,958.57	96.63%
	<u>1,032,359.43</u>	<u>1,068,318.00</u>	<u>-35,958.57</u>	<u>96.63%</u>
Expenses				
5000-00 · Personnel Expense				
5000 · Salaries - Part Time	55,783.53			
5100 · Salaries - Full Time	117,434.68			
5000-00 · Personnel Expense - Other	0.00	602,868.00	-602,868.00	0.0%
Total 5000-00 · Personnel Expense	173,218.21	602,868.00	-429,649.79	28.73%

Howland Public Library

Budget vs. Actual

July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
5300-00 · Employee Benefits Expense				
5100a · Salary - Health Insurance	4,997.81			
5200 · Salaries - Special (bonus)	0.00	800.00	-800.00	0.0%
5300 · FICA	13,468.37	47,000.00	-33,531.63	28.66%
5400 · SUI Expense	526.13	3,000.00	-2,473.87	17.54%
5500 · NYS Disability Insurance	-82.35	1,000.00	-1,082.35	-8.24%
5700 · Insurance - Workers Comp	2,968.00	7,700.00	-4,732.00	38.55%
5750 · Insurance - Health	16,067.23	59,000.00	-42,932.77	27.23%
5760 · NYS Retire Benefits Fee	0.00	71,000.00	-71,000.00	0.0%
Total 5300-00 · Employee Benefits Expense	37,945.19	189,500.00	-151,554.81	20.02%
6000-00 · Materials				
6015 · Audio/Movies/Music				
6009 · Movies				
6210 · Adult DVD	1,648.21	8,000.00	-6,351.79	20.6%
6220 · Children DVD	27.40	3,000.00	-2,972.60	0.91%
Total 6009 · Movies	1,675.61	11,000.00	-9,324.39	15.23%
6019 · Audio Books				
6110 · Adult Audio	680.52	3,400.00	-2,719.48	20.02%
6120 · Children & YA Audio	1,240.15			
6019 · Audio Books - Other	0.00	3,400.00	-3,400.00	0.0%
Total 6019 · Audio Books	1,920.67	6,800.00	-4,879.33	28.25%
6260 · Music				
6260.1 · Adult Music	659.39	1,500.00	-840.61	43.96%
6260.2 · Childrens Music	0.00	700.00	-700.00	0.0%
Total 6260 · Music	659.39	2,200.00	-1,540.61	29.97%
Total 6015 · Audio/Movies/Music	4,255.67	20,000.00	-15,744.33	21.28%
6100 · Books				
6020 · Non-Fiction	6,205.11	10,000.00	-3,794.89	62.05%
6030 · Young Adult	373.61	2,000.00	-1,626.39	18.68%
6040 · Children Fiction	2,598.85	6,000.00	-3,401.15	43.31%
6050 · Large Print	728.36	1,500.00	-771.64	48.56%
6060 · Foreign Language	150.73	100.00	50.73	150.73%
6070 · Reference	583.47	4,500.00	-3,916.53	12.97%
6070.1 · Reference - Standing Order	99.73			
6130 · Fiction	5,347.56	14,900.00	-9,552.44	35.89%
Total 6100 · Books	16,087.42	39,000.00	-22,912.58	41.25%
6200 · Data Bases				
6230 · In-House Data Bases	2,134.00	3,000.00	-866.00	71.13%
6230.1 · Freegal - Music Data Base	0.00	3,000.00	-3,000.00	0.0%
6240 · Electronic Data Bases	374.65	5,500.00	-5,125.35	6.81%
Total 6200 · Data Bases	2,508.65	11,500.00	-8,991.35	21.81%
6250 · Periodicals				

Howland Public Library
Budget vs. Actual
July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
6140 · e-books	0.00	2,000.00	-2,000.00	0.0%
6280 · Newspapers	492.10	1,500.00	-1,007.90	32.81%
6290 · Magazines	4,278.09	4,500.00	-221.91	95.07%
Total 6250 · Periodicals	<u>4,770.19</u>	<u>8,000.00</u>	<u>-3,229.81</u>	<u>59.63%</u>
6300 · Programs				
6310 · Adult Programs	2,928.14	6,500.00	-3,571.86	45.05%
6315 · Adult Summer Reading	1,154.13	1,000.00	154.13	115.41%
6320 · Childrens Programs	2,003.51	5,500.00	-3,496.49	36.43%
6325 · Young Adult Programs				
6325a · Maker Space Program	4,362.75			
6325 · Young Adult Programs - Other	1,232.92	2,000.00	-767.08	61.65%
Total 6325 · Young Adult Programs	<u>5,595.67</u>	<u>2,000.00</u>	<u>3,595.67</u>	<u>279.78%</u>
6330 · Children Summer Reading	35.58	2,000.00	-1,964.42	1.78%
6335 · Battle of the Books - Expense	1,976.24	1,500.00	476.24	131.75%
6340 · Art Exhibits	105.79			
Total 6300 · Programs	<u>13,799.06</u>	<u>18,500.00</u>	<u>-4,700.94</u>	<u>74.59%</u>
6000-00 · Materials - Other	0.00			
Total 6000-00 · Materials	<u>41,420.99</u>	<u>97,000.00</u>	<u>-55,579.01</u>	<u>42.7%</u>
6800 · Bldg & Maintenance				
6810 · Janitorial	957.46	4,000.00	-3,042.54	23.94%
6820 · Bldg Repairs/Maint				
7711-35 · Roof Repair - Capital Project	185.00	20,000.00	-19,815.00	0.93%
6820 · Bldg Repairs/Maint - Other	4,042.32	25,000.00	-20,957.68	16.17%
Total 6820 · Bldg Repairs/Maint	<u>4,227.32</u>	<u>45,000.00</u>	<u>-40,772.68</u>	<u>9.39%</u>
6840 · Utilities				
6841 · Gas	173.17	5,000.00	-4,826.83	3.46%
6842 · Electric	4,320.23	14,000.00	-9,679.77	30.86%
6843 · Water (City of Beacon)	352.53	1,000.00	-647.47	35.25%
Total 6840 · Utilities	<u>4,845.93</u>	<u>20,000.00</u>	<u>-15,154.07</u>	<u>24.23%</u>
6845 · Property Insurance & Boiler	4,060.33	13,500.00	-9,439.67	30.08%
6800 · Bldg & Maintenance - Other	56.21			
Total 6800 · Bldg & Maintenance	<u>14,147.25</u>	<u>82,500.00</u>	<u>-68,352.75</u>	<u>17.15%</u>
7100-00 · General & Administrative				
6492 · Director & Officers Insurance	0.00	600.00	-600.00	0.0%
7002 · Communications				
7090 · Telephone	1,063.11			
7091 · Cable/Internet	402.80			
7644 · On-line Calendar	738.00			
7002 · Communications - Other	0.00	5,200.00	-5,200.00	0.0%
Total 7002 · Communications	<u>2,203.91</u>	<u>5,200.00</u>	<u>-2,996.09</u>	<u>42.38%</u>
7003 · Dues/Board/Travel/Training	100.00			
7010 · Audit/Acctg Fees	0.00	11,000.00	-11,000.00	0.0%

Howland Public Library

Budget vs. Actual

July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
7020 · Consulting Fees	0.00	2,000.00	-2,000.00	0.0%
7030 · Legal Fees	0.00	1,000.00	-1,000.00	0.0%
7040 · Automation	6,999.56	19,000.00	-12,000.44	36.84%
7050 · Network Maintenance	6,000.00	14,400.00	-8,400.00	41.67%
7063 · Postage	210.07	800.00	-589.93	26.26%
7064 · Fax Expense - Cards	0.00	1,500.00	-1,500.00	0.0%
7066 · Public Legal/Referendum	0.00	2,500.00	-2,500.00	0.0%
7067 · Board - Recorder, Other	0.00	500.00	-500.00	0.0%
7070 · Furniture & Equipment	503.34	2,850.00	-2,346.66	17.66%
7085 · Advertising Printing/Publicity	323.18	1,200.00	-876.82	26.93%
7355b · Computer Equipment	72.00			
7400 · Office Supplies				
6196 · Collections Maint Tech Services	445.79	3,700.00	-3,254.21	12.05%
7401 · Office Supplies - Public	139.33			
7402 · Ink and Toner Cartridges	634.53			
7400 · Office Supplies - Other	1,688.95	7,300.00	-5,611.05	23.14%
Total 7400 · Office Supplies	2,908.60	11,000.00	-8,091.40	26.44%
7410 · Banking Fees	61.66	1,400.00	-1,338.34	4.4%
7411 · Payroll Service Fees	1,310.05	4,000.00	-2,689.95	32.75%
7552 · Equip Rental - Copier/Postage				
7557 · Postage Meter	210.04			
7558 · Equip Lease - Patron 001	1,351.55			
7559 · Equip Lease Business Office 002	922.94			
7552 · Equip Rental - Copier/Postage - Other	0.00	7,000.00	-7,000.00	0.0%
Total 7552 · Equip Rental - Copier/Postage	2,484.53	7,000.00	-4,515.47	35.49%
7553 · Membership Dues	1,094.04	1,500.00	-405.96	72.94%
7643 · Safe Deposit Box	93.75			
7713 · Computer Expense	150.82	5,500.00	-5,349.18	2.74%
7751 · Travel and Meetings	399.42	1,000.00	-600.58	39.94%
7752 · Conference, Convention, Meeting	0.00	1,500.00	-1,500.00	0.0%
7755 · Staff Training/Continuing Ed	152.52	1,000.00	-847.48	15.25%
Total 7100-00 · General & Administrative	25,067.45	96,450.00	-71,382.55	25.99%
Total Expense	291,799.09	1,068,318.00	-776,518.91	27.31%

HOWLAND

PUBLIC LIBRARY

313 Main Street, Beacon, NY 12508

November 14, 2017

Director's Report

prepared & presented by Amy Raff

MHLS Annual Meeting October 27, 2017 at Wallace Center/FDR Presidential Library and

Home, Hyde Park: After MHLS Business Meeting, Rajene was elected as Dutchess County Representative for the MHLS Board for a 5 year term. Paul Grondahl, Director of the New York State Writers Institute at the University at Albany presented *"News Literacy, Fake News and the Job of an Informed Citizenry."* Thank you Prue, Jan, April, and Rajene for attending.

REPORT FROM NYLA 11/09/17-11/11/17

Thursday

An Adventure in Inspiration: Advocacy with Soul with Dr. Camila Alire: If you are passionate about your cause it is easy to be a vocal and effective advocate. The greatest hazard is to risk nothing - we must put voice to our "soul."

Level Up Your Productivity with Ron Kirsop: Productivity is where time, energy and attention overlap. Productivity is meaningful work not just work. "Eat the Frog" – start day with most difficult task. Make sure that tasks and goals are in line with the vision/mission.

Innovation & Disruption in Libraries with Jessamyn West: "Economies of scale can quickly become economies of hassle or harassment." Get the data, evaluate, tell the truth, manifest values, be the conduit, use your power for good.

Lightning Round Presentations

Friday

Adventures in 3D Printing with Nick Tanzi: Work the phases of keychain era, class series, print club/art show, a challenge, patron driven. Check out kickstarter for 3-D pen that uses plastic bottles for print material.

Connecting with Patron in Poverty with Virginia Wescott & Kim Mcmann: Look at the work of Dr. Donna Beegle. Many times library policies become barriers to access.

Lifetime Communities, a Place for Libraries with Zachary Benedict: Libraries are based on reciprocity not consumerism. (It might not be a "good experience," but it creates a memory.) Throwing services at problems doesn't solve problems. Where we live changes how we live. The built environment creates a behavioral system.

Leadership Level Up! With Claudia Depkin, Erica Freudenberger, Evelyn Neale, Rebekkah Smith Aldrich: Best practices and ideas for strong organizations with forward thinking leadership.

Battle Decks

Saturday

Staff Training for Success with Jennifer Bollerman and Ron Kirsop: "Telling ain't Training" – use module training where trainer never touches anything. Retention level depends on relevancy and follow-up. Resistance equals fear. Skills gap analysis then develop training program around the analysis. Engage in rich and abundant communication with staff.

Relevant, Responsive & Resilient Change Management with Rebekkah Smith Aldrich, Mary Coon, Mary-Ellen Piche: Take the spaghetti out of the library and processes. Respect the change process with follow through. Does every step in the process add value? If not can it be eliminated or reduced? A3 process & employ the 5 whys to the process. Everything is on the table and we're never done.

HOWLAND PUBLIC LIBRARY

STATISTICS

CIRCULATION		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
	Adult & YA Fic	1441	1432	1527	1648	1536	1523	1492	1379	1280	1204	1374	1199
	Adult & YA NonFic	1070	1013	1074	1209	1158	1155	1068	1041	1100	986	960	907
	Children's Fic	1869	1763	1971	1506	1540	1826	1463	1409	1536	1591	1423	1402
	Children's NonFic	232	273	268	205	213	240	216	222	227	223	188	305
	Audio Visual	2975	3063	3338	3248	3211	3259	2846	2942	2255	2936	2980	2344
	Other - Periodicals	190	185	221	179	162	190	163	164	140	144	145	187
	System Holds Borrowed	457	1918	2368	1712	2094	2354	1760	1398	1993	1801	1854	2279
	System Holds Sent	672	1380	1481	1978	1707	1606	1937	1379	1308	1926	1328	1438
	Total	8906	11027	12248	11686	11621	12153	10945	9934	9839	10811	10252	10061
REFERENCE QUERIES		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
	Adult	333	366	299	295	379	250	334	328	292	311	319	324
	Children	111	85	70	61	74	70	75	65	80	132	70	61
	Total	444	451	369	356	453	320	409	393	372	443	389	385
ONLINE SERVICES		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
	Databases (WAM)	1722	955	336	949	292	1084	1248	425	647	799	427	1056
	Downloadable audio books	103	157	185	110	169	198	103	126	181	95	151	184
	E-Books	317	425	424	320	368	435	298	365	369	322	338	327
	Wireless Access	n/a	1105	1989	858	2129		926	1931	2046	980	1848	
	Freegal (download)	115	82	50	82	77	59	94	73	50	99	70	100
	Freegal (streaming)	579	401	274	539	321	223	482	254	231	567	400	248
	Indieflix	n/a	0	0	0	6	7	0	2	0	8	0	0
	Zinio	n/a	78	80	n/a	102	128	n/a	110	58	n/a	104	96
	Total		3203	3338	1379	3464		1649	3286	3582	2196	3338	
PUBLIC COMPUTERS		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
	Total Computer Uses (SAM)	1095	1061	791	1073	1261	1246	972	1154	1084	1271	786	1104
PROGRAM ATTENDANCE		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
	Adult	411	284	339	192	185	305	375	344	550	278	246	341
	YA	155	101	148	119	195	304	103	287	130	33	82	64
	Children	966	810	829	355	440	530	334	573	368	742	778	854
	Non-Library Sponsored	303	125	150	447	132	195	274	212	79	300	175	89
	Total	1835	1320	1466	1113	952	1334	1086	1416	1127	1353	1281	1348
PROGRAM SESSIONS		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
	Adult	23	18	23	15	13	16	30	22	17	22	16	23

HOWLAND PUBLIC LIBRARY

STATISTICS

YA		7	8	10	5	12	16	6	20	7	3	9	10
Children		22	22	22	10	20	19	12	22	17	34	34	34
Non-Library Sponsored		21	34	15	22	41	18	25	28	8	25	44	35
Total		73	82	70	52	86	69	73	92	49	84	103	102
NEW PATRONS REGISTERED		JUL 15	JUL 16	JUL 17	AUG 15	AUG 16	AUG 17	SEP 15	SEP 16	SEP 17	OCT 15	OCT 16	OCT 17
Total		93	99	100	80	95	125	85	81	101	77	88	90