Mahopac Public Library
Board of Trustees Meeting
Agenda
Wednesday, October 26, 2016
7:00 p.m.

Call to Order

Citizen Comments Scheduled

Approval of the minutes from the September 28, 2016 meeting

Secretary's Report

Treasurer's Report

- Action Item: Approve warrant list
- Action Item: Approve transfer

President's Report

Friends' Report

Library Director's Report

Committees:

Building and Contracts

Board Development and Nominating

Bylaws and Policy

- Collection Development Policy first review

Planning

- Long Range Plan update

Personnel

- Action item: Provisionally appoint Librarian I

Finance

Advancement and Public Relations

Information Technology

Citizen Comments Unscheduled

Old Business

New Business

Adjournment

REPORT OF THE DIRECTOR FOR THE OCTOBER 26, 2016 BOARD MEETING

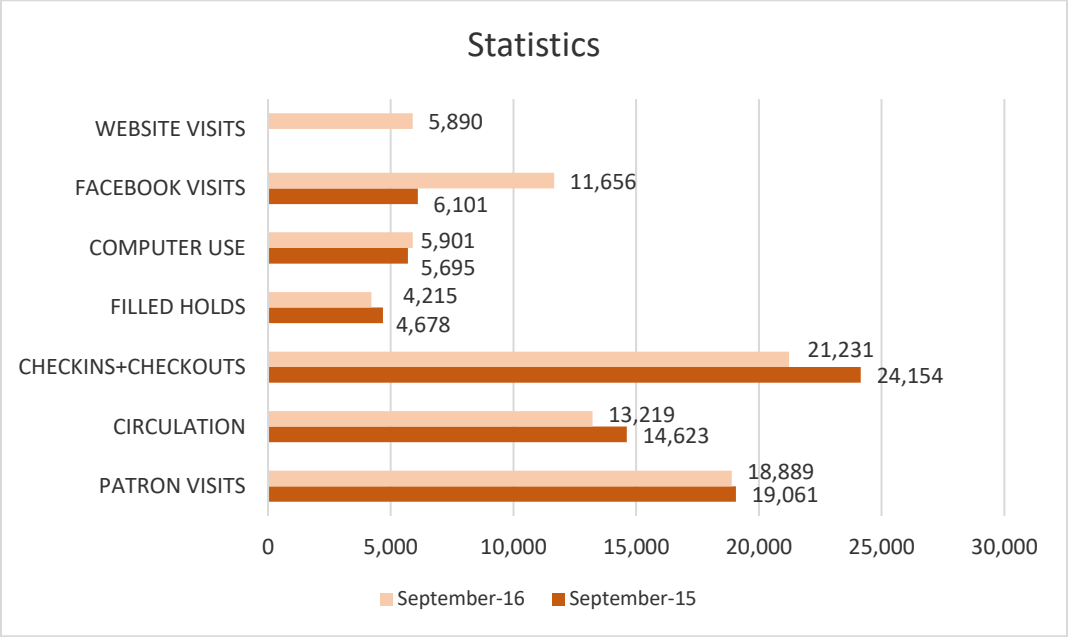
PERSONNEL

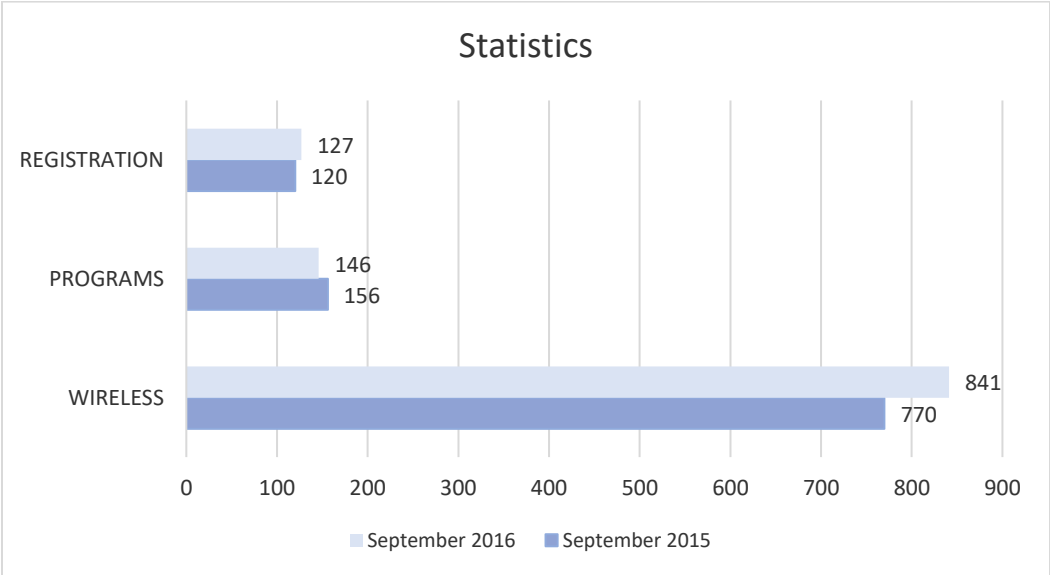
CONTINUING EDUCATION

ACTION ITEMS:

- Provisionally appoint Harry Lambrianou to the position of full-time Librarian I at the rate of $21.00/hr. as of October 10, 2016.

PROGRAMS AND SERVICES





A copy of the November calendar is attached.

DEPARTMENT REPORTS

CIRCULATION

Our first floor book displays highlight our collection in many ways; we observe holidays, birthdays of the famous, anniversaries of historical events, seasons, book covers – anything we can think of that might appeal to our patrons! A recent display welcomed the changing of the season – all the titles contained the word *Fall* or *Autumn.* We also celebrated Banned Books Week by collecting books that have been banned or challenged and we placed caution tape on the shelves along with a flyer imploring people to "Read Banned Books!"

The ghostly books and DVDs currently on display were put together to tie into the Dutchess Paranormal Investigator's program on October 18th. Melanie traditionally creates a Halloween display, she'll add treats and books about Halloween and the display will be up for the rest of the month.

Our staff blog MPL Buzz is becoming quite a group effort, we now have a few different people contributing. On the blog you'll find staff book reviews as well as upcoming new book releases and new DVDs. One of our most popular features is Mike's Movie Minute, a series of reviews by Mike that are clever, humorous and very well written. You can follow the blog by signing up to have it emailed to you whenever there's a new entry.

Submitted by Cheryl Harlen

REFERENCE

The majority of training for new reference librarian Emily Wierzbowski has been completed and she is now in the process of learning her responsibilities as the new supervisor for the Funding Information Network at MPL. Emily is proving to be a valuable member of the Reference staff.

The MPL table at the Chamber Street Fair on Saturday, October 1, was manned by Michele and several reference staff members throughout the day. We brought a promotional display of digital library resources, free books from the Book Barn, giveaways for the kids, and treats for the dogs. Fortunately the rain held off, enabling us to engage with a variety of patrons, demonstrating access to the e-resources with a library card, informing them of the offerings in the Book Barn, and handing out freebies. It was wonderful to hear how many residents love this library and see how impressed they were with the resources available to them!

Submitted by Mary De Bellis

TEEN

PERSONNEL

Harry Lambrianou was provisionally hired as a Teen Services Librarian I. He is currently in training. He will be working at the YS desk and eventually with teen programming, particularly with Paul in Battle of the Books, with Gail and the Teen Players and with me and the gaming crowd. Because this position requires a great deal of initiative, adaptability and comfort working with young patrons of all ages, Harry will receive monthly performance reviews from me to make sure he is a "good fit" with our department, prior to taking the Librarian I civil service exam.

A new Page is also in training. Her name is Raena Hamilton and she is in 11th grade at Mahopac High School. Starting November, you will see Raena on Wednesday nights as well as Thursday afternoons.

I have also started working with various organizations to place interns from high school YES programs (youth employment services for teens with disabilities). The teens come with an aide or job coach. One young man is currently helping Gunther with custodial work in the mornings from 7:30-9:30am. I have another young man coming to interview this week.

PROGRAMS

In addition to our seasonal afternoon programs, there are several after-hour Friday night programs scheduled for Teens:

- On Friday, October 28th Gail and the Teen Library Council are hosting the "Spooktacular Teen Night" from 6-8pm. The teens will be creating a six-second horror video.
- On Friday, November 11th Rita and the Anime Manga Gaming Club will host the annual "Immortals Murder Mystery Costume Ball" from 6-8pm.
- On Friday, November 18th Gail and the Teen Library Council are hosting a Movie Night from 6-8pm

Submitted by Rita Covelli

YOUTH SERVICES

A new full time Youth Services/Teen Librarian, Harry Lambrianou, began training last week. Harry will work at the Youth Services Desk assisting patrons and will be assigned additional responsibilities working with our tweens and teens as he becomes more acclimated to his position.

Early Literacy & Children's Fall programs are in full swing. Lakeview Elementary School's 3rd grade classes have been visiting our Library over the last few weeks. They're learning about how we catalog our materials as well as having an opportunity to check out a book to take home.

A Halloween celebration is planned for October 27 for children in grades K-5. The children will enjoy an interactive family-friendly show sponsored by The Friends of MPL. The tweens and teens are invited to our Spooktacular Teen Night on October 29. They will make a six second horror video followed by a screening of their films. Halloween celebrations will take place in all the early literacy programs that week as well. Our young patrons will dress in costumes and following a story & craft, they will trick or treat in the Library.

Submitted by Joan Rose

LEARNING LAB

September was a busy month for technology! We had 191 people learning in the Lab.

Adult workshops in September were Introduction to Microsoft Word and Introduction to Tumblebooks.

We had some younger visitors come in, as well. The second grade Brownie troop from St. Elizabeth Ann Seton visited to earn their Digital Expert Badges; their favorite part by far was seeing Mahopac in Google Maps Street View. We also had the fourth grade

classes from Fulmar Road Elementary School come in during their tour to learn how to use the online catalog to find information.

In October we'll be starting with a stop motion animation workshop for both elementary school and middle school. We're also launching a four-class series on CircuitScribe for elementary and middle schoolers to teach circuitry in a fun and exciting way.

I've finalized our order for two iMacs with money generously donated by the Friends. They should be arriving in the next week. In preparation for their arrival, we've rearranged the Lab to create space for the iMacs. Excitingly, no money was spent on furniture to make these changes. The desk that was formerly located in the front of the room has been moved to the right hand side of the room for the iMacs, and the computer tables have been moved further to the left. When I mentioned to Gunther that I was planning to purchase a podium, he told me that there was a podium stored in the elevator room. The room feels so much roomier with these changes, and we're thrilled to be able to offer Mac education to our patrons in the near future. I hope you all can stop in to take a look.

Submitted by Amy Schapiro

GRANT AND GIFT INFORMATION
We received donations totaling $285.00 to purchase materials in memory of Esther M. Williams.

We received the $5,000 check for special legislative grant in aid from Senator Terence Murphy. The money is to be used for new furniture in the teen area.

BUILDING AND GROUNDS
Gunther has closed off the fan in the attic for the winter.

Taconic Heating & Cooling, Corp. have been contacted about replacing the undersized attic heater. They are running approximately two weeks out and will contact me when work can begin. I have contacted Ed Braddick, the gentleman who performs our inspections, and he says we do not need any permits since the heater is being replaced and not a new installation.

Harlem River Hounds did a quarterly sweep on Friday, October 14. The dogs had a change of behavior in one area of fiction and this is being addressed.

SCHOOL / COMMUNITY / SYSTEM INFORMATION
The check for the first installment of the tax levy, in the amount of $514,567.25, was delivered on October 3.

I attended the Putnam County Budget address on Thursday, October 1 at the Putnam County Golf Course.

Rita and I attended the Leadership Prayer Breakfast on Tuesday, October 18.

Regina Morini has been awarded the Ruth Dain Voluntary Service award by the Putnam Community Service Network.

NEXT MEETING: Wednesday, November 16, 2016 at **6:30 pm** (Please note time change). Rebekkah Smith Aldrich, Coordinator of Library Sustainability for the Mid-Hudson Library System, will be in attendance to speak about developing a Board vision for the long range planning process.

Mahopac Library Cash Report 9/30/16					
Account Name	**Account**	**Balance as of 7/31/16**	**Balance as of 8/31/16**	**Activity from 9/1/16 to 9/30/16**	**Balance as of 9/30/16**
MNB - Checking	1000-000	94,067.87	90,648.14	(15,739.70)	74,908.44
MNB – Money Market	1010-000	1,053,744.90	888,870.19	(189,898.21)	698,971.98
Petty Cash	1020-000	47.18	47.18	0.00	47.18
MNB – Capital Improvement	1100-200	68,609.90	68,618.62	8.44	68,627.06
PCSB – Henschel Trust	1025-100	413,094.35	358,357.60	44.18	358,401.78
MNB - Reserve	1070-000	25,631.67	25,634.93	3.15	25,638.08
PCNB – CD Henschel 6/21	1110-000	170,221.22	170,221.22	0.00	170,221.22
PCNB – CD Henschel 8/21	111-000	0.00	54,778.78	0.00	54,778.78
TOTAL CASH		1,825,417.09	1,657,176.66	205,582.14	1,451,594.52

Mahopac Public Library
Budget to Actuals FYE 6/30/2017

	Jul	Aug	Sep	Approved Budget	Revised Budget	YTD	DIFF
Revenues							
MCSD	0	0	0	2,058,269	2,058,269	0	(2,058,269)
MCSD Bond P&I	0	0	0	570,950	570,950	0	(570,950)
Town	50,000	0	0	50,000	50,000	50,000	0
County	103,276	0	0	99,000	102,093	103,276	1,183
Fines/Fees	2,565	2,953	3,342	30,000	30,000	8,860	(21,140)
Program Fees	2,274	3,560	698	20,000	20,000	6,532	(13,468)
Printing/Copying	926	1,124	2,334	9,000	9,000	4,384	(4,616)
Investments	200	179	158	3,000	3,000	537	(2,463)
Friends	1,417	802	3,327	6,500	6,500	5,546	(954)
Grants/Gifts	500	6,937	358			7,795	
Reserve Fund	0	0	0	22,328	22,328	0	(22,328)
Total Op Rev	**161,158**	**15,555**	**10,217**	**2,869,047**	**2,872,140**	**186,930**	**(2,693,005)**
Expenses							
Salaries	100,227	94,378	135,183	1,300,000	1,300,000	329,788	(970,212)
Taxes/benefits	15,554	14,926	19,227	155,000	155,000	49,707	(105,293)
Retirement	0	0	0	200,000	200,000	0	(200,000)
Lib materials	2,735	8,778	19,535	201,750	201,750	31,048	(170,702)
Lib supplies	56	455	0	7,000	7,000	511	(6,489)
Fuel	217	220	324	18,000	18,000	761	(17,239)
Electric	0	10,736	0	55,000	55,000	10,736	(44,264)
Water/sewer	0	16,915	0	18,000	18,000	16,915	(1,085)
Telecomm/tel	964	1,316	294	15,000	15,000	2,574	(12,426)
Bldg/D&O ins	3,762	1,881	1,881	24,000	24,000	7,524	(16,476)
Bldg contracts	6,510	8,136	2,301	60,500	60,500	16,947	(43,553)
Equip contracts	821	1,016	920	12,000	12,000	2,757	(9,243)
Bldg rep/main/sup	317	753	4,393	28,147	28,147	5,463	(22,684)
FF&E/Cap imprv	0	0	200	55,000	55,000	200	(54,800)
Programs	1,300	688	3,096	7,500	7,500	5,084	(2,416)
Office supplies	454	1,054	1,153	15,000	15,000	2,661	(12,339)
IT contract	1,394	5,351	4,589	53,000	53,000	11,334	(41,666)
Prof fees/dues	875	3,704	2,913	33,200	33,200	7,492	(25,708)
MHLS fees	5,741	0	4,591	27,000	27,000	10,332	(16,668)
Printing/PR	0	85	481	2,300	2,300	566	(1,734)
Postage	0	21	0	2,200	2,200	21	(2,179)
Election exp	0	0	0	6,000	6,000	0	(6,000)
Trustee exp	0	0	0	0	0	0	0
Staff exp	(112)	0	460	2,500	2,500	348	(2,152)
Grants/Gifts	921	(13)	984	0	0	1,892	1,892
Friends	738	2,945	1,130	0	0	4,813	4,813
Bond P&I	0	0	0	570,950	570,950	0	(570,950)
Total Op Exp	**142,474**	**173,345**	**203,655**	**2,869,047**	**2,869,047**	**519,474**	**(2,349,573)**

Henschel Trust
9/30/16

	B10	C11		E11
Date	**Amount Received**	**YTD Interest**	**Transfer to Operations**	**YTD Total**
07.14.2009	250,614.75			
07.27.2009	272,184.80			
12.08.2009	148,148.00			
12.31.2009		1,801.35		
YE 12.31.2009	670,947.55	1,801.35		**672,748.90**
YE 12.31.2010	670,947.55	4,041.08		**676,789.98**
02.14.2011	180,629.45			**857,419.43**
12.20.2011	5,555.55			**862,974.98**
YE 12.31.2011		2,787.97	56,217.12	**809,545.83**
12.21.2012	10,000.00			**819,545.83**
YE12.31.2012		1,279.33	191,738.93	**629,086.23**
YE 12.31.2013		1,083.31		**630,169.54**
YE 12.31.2014		946.92		**631,116.46**
YE 12.31.2015	1.00	939.06	11,668.00	**620,388.52**
YE 12.31.2016	200,001.00	1,312.37	237,572.31	**584,129.58**
YE 12.31.2017				

As of September 2016, the YTD interest includes accrued interest from Putnam National Bank CDs.