

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Held at The NIOGA Center, Lockport, NY April 24, 2017

This meeting is a Regular Trustee Meeting held in lieu of the March Meeting that was postponed to this date. This meeting will be followed by a NIOGA sponsored presentation on alternative financing methods with the Lewiston and Ransomville Board of Trustees.

Present: Rita Rolfe, Maggie Steyn, Kevin Cassick, Jan Mathews, Mary Wieland, Heather Crumlish, Diana Newton, Paul Inskeep and Sonora Miller

Absent: Karren Swayze

Call to Order: By Rita Rolfe at 6:21 pm who welcomed Sonora Miller to her first official Board Meeting as Library Director.

Comments from the public: None

Minutes: The minutes of the February 22, 2017 meeting were read. Motion to approve, Maggie Steyn, second Jan Mathews. Motion carried.

Treasurer's Report: Maggie reported that there was nothing new since February and that everything was in order. She also reported that the successful retirement party for Jan Gilgore was actually under budget. We had originally approved \$500, but the Friends said they would pay half the costs. The food was \$700 so our actual cost was \$350. This cost will be charged to Community Outreach. The financial report was approved for audit.

Director's Report:

- Sonora has made a list of Building & Grounds needs which she will address immediately. Some of which are cleaning, storage and safety items.
- She has also created a spread sheet showing a "snapshot" of our circulation collection percentages for the first quarter of 2017. Her goal is to increase by 5% by year end.
- Sonora has already updated our Facebook, Twitter and Web page accounts.
- She reported that the 4 public computers are so out of date, (at least 7 years old) have not had any updates for 2 years and that 2 of them have "crashed" when updates were initialized. Her goal is to standardize the equipment in a way that plans ahead for the library needs for the next 5 years. She also suggested that one new, reliable printer be obtained to hook up to the 4 computers. Thru Justin Genter of NIOGA she obtained prices for replacements that will meet our needs. Various printers were discussed, also 3 vs. 4 computers and the possibility of the donated reader station in place of computer 4. Motion made to: "Appropriate \$2000 to purchase computers, printer and software per Sonora's specification" Jan Mathews, second Paul Inskeep. Motion carried.

The Director's Report was accepted and filed (see report dated April 2017)

Correspondence: Jan has sent Thank you notes to the Town of Porter Republican party for their donation of \$250, First Presbyterian Church for their donation of \$144 and the Youngstown Garden Club for their donation of \$75. Rita also has a list for Jan for Thank you notes.

Friends: Liaison person, Maggie reported that the Desserts in the Stacks netted over \$1000.

- Book sale is set for this W/E Thurs eve-Sat. 4/27-4/29

Old Business:

- **NIOGA PR program**-Drawing for winners will be April 25th. The lawn signs can be discarded, but keep the wire frames for future use.

New Business:

- Rita thanked Heather for all the work she did on the article about Jan's retirement and the article introducing Sonora in the papers.
- Rita also thanked all who were on the committee for Jan Gilgore's party, making it a very successful endeavor.
- Rita suggested a gift certificate be purchased for Dennis Duling who played the piano at Jan's party and also a contribution to the Presbyterian Church for graciously providing the venue. All were in favor.
- Rita received a call from Clyde Burmaster requesting a letter in ref. to the additional \$1000 from Niag. Co. legislators. Rita will follow up and we should be expecting a check.

Scholarship Committee: Deadline was Friday, April 21. Jan picked the applications up and there were only 2! She was told by the school that the Seniors this year didn't seem interested. Some thought since they don't frequent the Library they were not eligible. Jan has a team of 4 to read the essays and pick one. On a bright note, the winner last year, Kevin Bovanizer, even thou in College is still involved in the Library by helping out in the children's programs and other functions. A great pick!

Trustee members-Rita suggested to Heather, Chair for membership, that it's never to early to start recruiting potential trustees. Laura Andrus has set up criteria and is willing to help.

Vision Committee-Heather reported that the comm. is at the end of their major goals focusing on sustainability. More discussion on this at our next meeting. Laura will be sending out email asking for feedback on the other goals. Keep in mind that this is a draft and not a final document, it needs all the expertise of the entire committee and our Director. Rita pointed that this is a 5-10 year plan, not something that will be accomplished over night.

YFL email address-motion made to:" Set up a Youngstown Free Library trustee email address" Paul Inskeep, Second Jan Mathews. Motion carried. Justin at NIOGA can accomplish.

Motion to close meeting: Maggie Steyn/Heather Crumlish. Motion carried. Meeting adjourned at 7:03 pm

Next meeting: May 22nd at 7:00 pm

Respectfully submitted: Paul Inskeep, Recording Secretary
Board of Trustees 2017 Youngstown Free Library

Director's Report

April 2017

Building and Grounds

I intend on addressing the following building needs immediately:

- Replace bathroom lighting with a brighter bulb
- Test all power outlets
- Measure building for ADA accessibility requirements
- Cleaning storage areas

Circulation, Cataloging & Collection Development Snapshot

How much of the library's circulation is from in-house materials? How much of it is digital materials?

Month	Circulated Physical Materials	% of total circ.	Internet	Circulated Digital Materials			% of total circ.
				OverDrive	Hoopla	Zinio	
January 2017	1692	91%	66	49	58	3	9%
February 2017	1445	93%	41	21	44	2	7%
March 2017	1648	92%	51	41	53	0	8%

What percentage of the library's collection circulates?

Month	# items contained in full physical collection	# items circulated from physical collection	% of collection circulated
January 2017	28,085	2,410	9%
February 2017	28,199	2,065	7%
March 2017	27,852	2,209	8%

Publicity Updates

I sent links of both news articles on Jan's retirement to the New York Library Association for their next newsletter.

Facebook: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: <https://twitter.com/ytownlibrary>

Instagram: <https://www.instagram.com/youngstownfreelibrary>

Library Technology: <https://librarytechnology.org/libraries/update.pl>

Western NY 2-1-1: <http://www.211wny.org>

How can we make the Youngstown Free Library better for YOU? Every suggestion we receive will be read. This is 100% anonymous. <https://www.suggestionox.com/r/nIum7l>

Technology

My main goals for the library's technology network and machines are to update and standardize the equipment in a way that plans ahead for the library's needs for the next five years.

Upon best practices methods, I ran updates on all four public Internet computers. Unfortunately, the computers are old enough and RAM-limited, so the years of updates have overloaded two of the four computers.

After consulting with Justin Genter from Nioga, we talked about the options available as part of updating and standardizing the tech setup. He has run some numbers on options for replacing all four computers.

In addition, other tech accessories will need to be purchased for the success of these goals.

Volunteers and Donations

Thank you to our dedicated volunteers with whom I have worked these past two weeks: Phyllis Hastings, Heather Yanofsky, Jan and Richard Powell, Jan Howard, Dotty Packman, Gina O'Brian, Chris Foster, Maggie Steyn, Joan Gillespie and Chris Schrimmel. I know there are far more I have yet to work with, and I am grateful for the help provided by all. Thanks too to all the Friends of the Library, who are tirelessly preparing for the Book Sale on April 27-29th.

Respectfully submitted,

Sonora R. Miller
Library Director

2017	BUDGET 2017	Activity 01/01/2017 - 02/28/2017	Totals Year to Date	Remaining in Budget	
<u>REVENUE</u>					
TOWN OF PORTER	\$78,646.00	\$78,646.00	\$78,646.00	\$0.00	
NIAGARA COUNTY	\$6,000.00		\$0.00	\$6,000.00	
VILLAGE OF YOUNGSTOWN	\$14,000.00		\$0.00	\$14,000.00	
LOC. LIBRARY SERVICE AID	\$200.00	\$1,280.40	\$1,280.40	-\$1,080.40	
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$1,300.00		\$0.00	\$1,300.00	
INTEREST	\$3,500.00	\$0.18	\$0.18	\$3,499.82	
GIFTS	\$1,000.00	\$250.00	\$250.00	\$750.00	
Transfer of Funds	\$0.00		\$0.00	\$0.00	
Transfer for Long Term Planning Initiative	\$0.00		\$0.00	\$0.00	
Annual Drive	\$13,000.00	\$450.00	\$450.00	\$12,550.00	
MISCELLANEOUS	\$100.00		\$0.00	\$100.00	
Grant Funds	\$0.00		\$0.00	\$0.00	
TOTAL REVENUE	\$117,746.00	\$80,626.58	\$80,626.58	\$37,119.42	

EXPENDITURE					
PERSONNEL					
SALARIES (GROSS)	\$63,000.00	\$8,337.52	\$8,337.52	\$54,662.48	
SR PROG COORDINATOR	\$1,500.00		\$0.00	\$1,500.00	
SOCIAL SECURITY & MEDICARE	\$5,100.00	\$637.86	\$637.86	\$4,462.14	
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$209.80	\$1,790.20	
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$50.00	\$50.00	\$250.00	
NEW YORK STATE DISABILITY	\$350.00	\$262.38	\$262.38	\$87.62	
WORKER'S COMPENSATION	\$700.00	\$748.00	\$748.00	-\$48.00	
TOTAL PERSONNEL	\$72,950.00	\$10,245.56	\$10,245.56	\$62,704.44	
LIBRARY MATERIALS					
AV Materials	\$3,500.00	\$867.26	\$867.26	\$2,632.74	
BOOKS	\$22,500.00	\$1,619.93	\$1,619.93	\$20,880.07	
COMPUTER SOFTWARE	\$200.00		\$0.00	\$200.00	
SUBSCRIPTIONS	\$3,295.00	\$877.74	\$877.74	\$2,417.26	
TOTAL LIBRARY MATERIALS	\$29,495.00	\$3,364.93	\$3,364.93	\$26,130.07	
OPERATING EXPENDITURE					
ALMS FEE	\$8,200.00	\$1,352.18	\$1,352.18	\$6,847.82	
HOUSEKEEPING	\$300.00	\$13.40	\$13.40	\$286.60	
INSURANCE	\$3,300.00		\$0.00	\$3,300.00	
MAINT. - OFFICE EQUIPMENT	\$1,750.00	\$296.97	\$296.97	\$1,453.03	
MAINT. - REPAIRS	\$750.00		\$0.00	\$750.00	
POSTAGE	\$600.00	\$51.64	\$51.64	\$548.36	
PROMOTIONAL	\$200.00	-\$4.00	-\$4.00	\$204.00	
RENT	\$12,000.00		\$0.00	\$12,000.00	
SUPPLIES/ BOOK PROC.	\$2,700.00	\$278.32	\$278.32	\$2,421.68	
TELEPHONE *	\$1,600.00	\$256.58	\$256.58	\$1,343.42	
TOTAL OPERATING EXPENDITURE	\$31,400.00	\$2,245.09	\$2,245.09	\$29,154.91	
CAPITAL EXPENDITURE					
EQUIPMENT	\$1,100.00		\$0.00	\$1,100.00	
MAJOR IMPROVEMENTS	\$600.00		\$0.00	\$600.00	
TOTAL CAPITAL EXPENDITURES	\$1,700.00	\$0.00	\$0.00	\$1,700.00	

MISCELLANEOUS					
Accounting	\$800.00	\$130.00	\$130.00	\$670.00	
Audit	\$0.00		\$0.00	\$0.00	
Bookkeeping	\$520.00	\$260.00	\$260.00	\$260.00	
CPA-990	\$750.00		\$0.00	\$750.00	
Investment & Advisory Fees	\$150.00		\$0.00	\$150.00	
Payroll	\$800.00	\$104.00	\$104.00	\$696.00	
Payroll Taxes	\$600.00	\$62.62	\$62.62	\$537.38	
Unforeseen	\$300.00		\$0.00	\$300.00	
TOTAL MISCELLANEOUS	\$3,920.00	\$556.62	\$556.62	\$3,363.38	
LONG TERM PLANNING					
Community Outreach	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
Library Programming	\$500.00	\$0.00	\$0.00	\$500.00	
Library Space	\$5,200.00	\$0.00	\$0.00	\$5,200.00	
Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00	
Technology & Equipment	\$100.00	\$0.00	\$0.00	\$100.00	
TOTAL LONG TERM PLANNING	\$7,000.00	\$0.00	\$0.00	\$7,000.00	
FUNDS					
SCHOLARSHIP FUND	500	\$0.00	\$0.00	\$500.00	
TOTAL FUNDS	500	\$0.00	\$0.00	\$500.00	
TOTAL EXPENDITURE	\$146,965.00	\$16,412.20	\$16,412.20	\$130,552.80	
GAIN/LOSS	-\$29,219.00	\$64,214.38	\$64,214.38	-\$93,433.38	
Realized Gains/Losses on Investments		\$0.00			
Period change in FMV		\$284.06			
		\$284.06			
Net Gain/Loss + Change in FMV		\$64,498.44	***	should be equal	
ASSETS SUMMARY					
	Year Beginning	As at Feb 28th			
Petty Cash	\$100.00	\$ 100.00			
First Niagara	20,388.48	\$ 29,602.68			
Morgan Stanley Bonds	214,910.40	\$ 215,194.11			
Morgan Stanley	21,961.67	\$ 76,962.20			
Merrill Lynch (schol)	4,351.63	\$ 4,351.63			
TOTAL ASSETS	\$261,712.18	\$326,210.62			
Change in Value of Assets over Period		\$64,498.44	***	should be equal	

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
as at February 28, 2017

ASSETS

Petty Cash	100.00
Key Bank Checking	29,602.68
Morgan Stanley 828-107169-346	215,194.11
Morgan Stanley 828-107170-403	76,962.20
Merrill Lynch (Scholarship)	4,351.63

TOTAL ASSETS 326,210.62

Fund Balances

Unrestricted

General	22,284.96
Marie Braun Memorial	265.42
MaryGrace Foote Memorial	1,058.42
Total Unrestricted Funds	23,608.81

Restricted

Automation	53,628.94
Operating Reserve	104,619.95
Special Projects	82,832.43
Scholarship Donated	4,351.63
Fitch Cady Fund Donated	725.11
Total Restricted Fund Balance	246,158.06

Total Fund Balances 269,766.87