

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Aug 4th, 2014

**PRESENT:** Diana Newton, Richard Powell, Murray Roland, Rita Rolfe, Jan Gilgore, Maggie Steyn

**EXCUSED:** Linda White, Darcy Tower-Paeplow, Joan Spira,

**CALL TO ORDER:** President Diana Newton called the meeting to order at 7:45pm

**PUBLIC COMMENTS:** None

**MINUTES:** The minutes of May 19<sup>th</sup> and those of the Special Business meeting, held on June 23<sup>rd</sup> were accepted unanimously on a motion from Rita Rolfe, seconded by Richard Powell.

**TREASURER'S REPORT:** presented by Jan Gilgore in Joan's absence.

(See attached Financial Report of 07/21/14).

Jan reviewed the figures and reported that all appeared in order. She noted that the Ruby Carey Scholarship award cheque for \$500, which had just been presented to this year's winner, Madeleine Matthews, was not yet reflected in the Merrill Lynch account balance, currently showing a total of \$5,809.32.

Motion made to accept Treasurer's Report, approved unanimously. (Maggie Steyn/Rita Rolfe).

**DIRECTOR'S REPORT:** Jan Gilgore presented her report.

(See attached Director's Report of 07/22/14)

"The Little Library" – Joe Cecconi is unable to work on this project due to other commitments. Murray agreed to research possible designs and, provided there could be a small budget for the purchase of materials, was probably prepared to take over the project. The '1000 Books before Kindergarten' program was still adding new readers and Jan's most prolific reader had now completed her reading as had one other young reader. Marie Lowe was working out well as the Summer Reading Program Coordinator and several of her programs were winding up in early/mid August. The Drama Club would present their play "The Magic Carrot" on August 13<sup>th</sup>.

Joan Spira had persuaded Fay Bailey to take over responsibility for the collection and arranging of art-work for the children's room display. Thank you Joan and Fay.

The Community picnic is on Saturday August 9<sup>th</sup> from Noon thru 4pm. Jan has organized a literary trivia question and answer involving a Spin the Wheel game, for the event. Volunteers were needed to help Jan and Markie on the day.

Motion made to accept Director's Report, approved unanimously. (Maggie Steyn/Rita Rolfe).

**CORRESPONDENCE:** Rita Rolfe: None to report

**FRIENDS OF THE LIBRARY REPORT:** Maggie Steyn: Maggie noted that the Friends had sold bottled water at the 'Start of Summer Street Dance' on June 27<sup>th</sup>. She reported that this had made \$100 after expenses, with \$13 coming from bottle-recycling. (Correction: the actual profit made was \$200.)

**OLD BUSINESS: Finance:** None, **Scholarship:** None, **Nominations:** None. **Personnel:** Jan reported that her annual review had been conducted by Linda and Joan.

Diana announced that she had approached Kay Collard to see if she was interested in filling the vacant position on the board to bring the number serving up to the required 9 persons. Kay had said she would. Following a motion proposed by Murray, seconded by Richard and accepted unanimously, Kay was elected to the Board. Diana was to call her to confirm.

**NEW BUSINESS:**

**Nominations:** Both Linda and Murray would not be renewing their terms, so suggestions were needed for 2 new persons for 2015. Paul Inskeep would be contacted to see if he would like to return. Other nominees were sought.

**Community Relations:** The Chamber of Commerce Scarecrow event was discussed. Linda had said she and Larry would not be able to build one this year. No one volunteered to take over the scarecrow-project and there was discussion as to whether we needed to be a part of this event. The topic was left unresolved.

**Personnel:** None

**Finance:** None

Claudia Andres was planning a Fall Fair on October 4<sup>th</sup> from 11am thru 3pm. She was hoping to attract local farm produce-stands. Would we be interested in participating? Since there was no clear understanding of the event-plans, the board determined to wait until further contacted by Claudia.

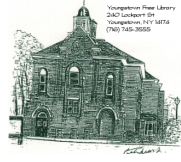
Maggie asked Diana if she was in contact with Charlotte re: the drafting of the letter for the Annual Library Fund Drive which would be kicking off in late September. To raise funds for the library (for which there was a goal of \$14,000 this year), a letter is sent to every address in the 14174 area. The letter is signed by the President of the Board of Trustees but responsibility for its copying, addressing and mailing is that of the Friends. Diana said she would get in touch with Charlotte.

**Next Business Meeting:** Monday September 22<sup>nd</sup> at 7pm.

**Next Work Meeting:** Monday October 27<sup>th</sup> at 7 pm.

**ADJOURNMENT:** at 8:20pm. (Rita Rolfe/Murray Roland)

Respectfully Submitted, Maggie Steyn  
Recording Secretary, Board of Trustees 2014



## YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on July 28<sup>th</sup>, 2014

\* = Need's Action

### PROGRAMS

#### CHILDREN:

Town of Porter: The 6 week program of special events began on Tuesday, July 1<sup>st</sup> at 10. Each week there is a different performer or fun event. The final program will be Aug 5<sup>th</sup>. The regular Story hour program will begin again in September .

Lewiston-Porter Builders Club: The Lewiston-Porter Builders will return with their monthly Saturday Story hours on October 18<sup>th</sup>.

1000 BOOKS BEFORE KINDERGARTEN -This program encourages parents/family members to read to small children. The registered children are reading and returning their reading card lists. Our current participants range from 5 months to 4.5 years. Our first participant to reach the 1000 book goal was Josphine Sepple. She told me when she signed up that she was going to have to read fast because she was going to Kindergarten in September 2014

SUMMER READING PROGRAM: The summer reading program coordinator is using the state wide theme "**Fizz. Boom, Read**". This theme is being used all over the country by 35 states. The program is running from June 30<sup>th</sup> –August 8<sup>th</sup>.

Maria Lowe, our SRP coordinator, has 16 girls and boys in the Monday, Drama Club. They will present their play on the evening of Wednesday, Aug 13<sup>th</sup> at 7pm. Following their presentation certificates of participation will be awarded to children in the reading at home club and prizes awarded.

The Monday, Craft and Science Club, usually has about 5 to 8 children attending. They have made Snow globes, musical instruments and goop. Maria has books that go with the craft about the science that may be involved in the craft.

Story hours in the park on Wednesdays have been very well attend especially considering how the weather has be shaky on Wednesdays. Maria has been doing the presenting but the Grigg-Lewis/NIOGA story telling team will be here presenting the last Wednesday of July and the first 2 Wednesdays in August , Maria will finish the program on Aug 20<sup>th</sup>.

#### ADULT:

##### Youngstown Free Library Book Discussion Group

The group is taking a 2 month break and will return in September. During June, July and August members agreed to read a fiction and a non-fiction by Anna Quindlen.

#### Friends:

The Friends sold water and gave away candy at the Summer Kickoff Street Dance on June 26<sup>th</sup>.

The Friends are planning a bake goods sale for the last summer concert of the season, Friday, August 22<sup>nd</sup>

COMMUNITY OUTREACH:

Joe Cecconi; has asked to be released from building the "Little Library" He does not have the time. Do we want to look for another builder or buy one? See attached pictures.

Fay Bailey has agreed to arrange and collect the art work for display in the children's room. Thank you Joan Spira!

The Youngstown Community Picnic will be held Saturday, August 9<sup>th</sup>. Joe Cecconi has said we can use his tent for the village picnic, however he will not be in town so It will be picked-up a few days early. Help will be needed to set up and take down. I have arranged to receive the spinning "wheel of fortune" from NIOGA in the August 5<sup>th</sup> delivery. Alicia is working on question cards. I will need help setting up and opening 11 to 1, workers from 12-2, 1-3 and 2 to 4. We usually take down between 4 and 5.

Claudia Andres is planning a "Folk Festival" on October 4<sup>th</sup>. She wanted to know if the library wanted to do "anything". She said there will be a farmers market, musical acts, etc. It would mostly be in Falkner Park.

BUILDING, GROUNDS, & EQUIPMENT

The village DPW put up the shelves in the old police station that we asked for. It was too hard to get the boxes out and up on the counter each time we go in.

The A/C unit has been fixed and all 3 units have new filters.

PERSONNEL:

Maria Lowe has fit in well as the Summer Reading Program Coordinator. She has also obtained a part-time position at Buffalo & Erie County Public Library.

Alicia Hughes, is working out very well as the new Page. She will have her 90 day review in early August.

NIOGA MEETINGS AND WORKSHOPS:

Wed, July 9<sup>th</sup> – Black Belt Librarian Attended by Marky Jones Full Day workshop on Library Safety.

Wed, July 16<sup>th</sup> NIOGA Directors meeting at Lockport Public Library. Attended by Jan Gilgore The group had an open discussion of circulation system, mobile circulation, Fregal, Zinio, fines, fees, and delivery.

SUGGESTION BOX:

CIRCULATION:

	<b><u>2013</u></b>	<b><u>2014</u></b>
May	1912	1974
June	1589	1981

Submitted by  
Jan Gilgore  
Library Director  
July 22, 2014

<b>Youngstown Free Library Working Budget 2014</b>			
<b>REVENUE</b>	<b>Budget 2014 As of 7/21/14</b>	<b>Received</b>	<b>To Be Received</b>
TOWN OF PORTER	\$74,111.00	\$74,111.00	\$0.00
NIAGARA COUNTY	\$5,700.00	\$0.00	\$5,700.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$764.60	\$435.40
INTEREST	\$6,000.00	\$2,912.72	\$3,087.28
GIFTS	\$1,000.00	\$1,135.00	-\$135.00
Transfer of Funds	\$15,000.00	\$0.00	\$15,000.00
Annual Drive	\$14,000.00	\$545.00	\$13,455.00
MISCELLANEOUS	\$100.00	\$164.99	-\$64.99
Grant Funds	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$131,311.00</b>	<b>\$93,633.31</b>	<b>\$37,677.69</b>

<b>Youngstown Free Library</b>			
<b>EXPENDITURE</b>	<b>Expenses for 2014</b>	<b>Spent</b>	<b>Remains in Budget</b>
	<b>As of 7/21/14</b>		
<b>PERSONNEL</b>			
SALARIES (GROSS)	\$53,580.00	\$24,944.04	\$28,635.96
SR PROG COORDINATOR	\$1,300.00	\$167.22	\$1,132.78
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$2,793.13	\$1,706.87
ANCILLARY BENEFIT	\$2,800.00	\$629.40	\$2,170.60
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$165.00	\$135.00
NEW YORK STATE DISABILITY	\$400.00	\$124.69	\$275.31
WORKER'S COMPENSATION	\$575.00	\$648.00	(\$73.00)
TOTAL PERSONNEL	\$63,455.00	\$29,471.48	\$33,983.52
<b>LIBRARY MATERIALS</b>			
AUDIO VISUAL MATERIALS	\$2,500.00	\$1,627.83	\$872.17
BOOKS	\$20,000.00	\$12,166.94	\$7,833.06
COMPUTER SOFTWARE	\$231.00	\$93.96	\$137.04
SUBSCRIPTIONS	\$3,190.00	\$1,137.27	\$2,052.73
TOTAL LIBRARY MATERIALS	\$25,921.00	\$15,026.00	\$10,895.00
<b>OPERATING EXPENDITURE</b>			
ALMS FEE	\$7,675.00	\$4,439.54	\$3,235.46
HOUSEKEEPING	\$300.00	\$12.60	\$287.40
INSURANCE	\$2,850.00	-\$379.80	\$3,229.80
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$539.00	\$961.00
MAINT. - REPAIRS	\$400.00	\$0.00	\$400.00
POSTAGE	\$950.00	\$251.56	\$698.44
PROMOTIONAL	\$350.00	-\$50.55	\$400.55
RENT	\$12,000.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$3,200.00	\$1,821.87	\$1,378.13
TELEPHONE *	\$1,150.00	\$428.69	\$721.31
TOTAL OPERATING EXPENDITURE	\$30,375.00	\$7,062.91	\$23,312.09
<b>CAPITAL EXPENDITURE</b>			
EQUIPMENT	\$1,500.00	\$763.92	\$736.08
MAJOR IMPROVEMENTS	\$2,000.00	\$0.00	\$2,000.00
TOTAL CAPITAL EXPENDITURES	\$3,500.00	\$763.92	\$2,736.08
<b>MISCELLANEOUS</b>			
Accounting	\$900.00	\$462.00	\$438.00
Audit	\$1,400.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$780.00	\$780.00
CPA-990	\$750.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$1,140.70	\$859.30
Payroll	\$650.00	\$299.48	\$350.52
Payroll Taxes	\$500.00	\$169.40	\$330.60
Unforeseen	\$300.00	\$89.31	\$210.69
TOTAL MISCELLANEOUS	\$8,060.00	\$3,535.89	\$4,524.11
<b>FUNDS</b>			
SCHOLARSHIP FUND	\$500.00		
TOTAL FUNDS			
TOTAL OPERATING EXPENDITURE	\$131,311.00	\$55,860.20	\$75,450.80

YOUNGSTOWN FREE LIBRARY  
BALANCE SHEET  
July 21, 2014

**ASSETS**

Petty Cash	100.00
First Niagara (formerly HSBC)	19561.36
Morgan Stanley 828-107169-346	213306.61
Morgan Stanley 828-107170-403	46915.37
Merrill Lynch (Scholarship)	5809.32
<b>TOTAL ASSETS</b>	<b>285692.66</b>

Fund Balances

Unrestricted

General	65018.41
Marie Braun Memorial	254.30
MaryGrace Foote Memorial	1014.04
Total Unrestricted Funds	66286.74

Restricted

Automation	45356.71
Operating Reserve	94209.55
Special Projects	73335.63
Scholarship	5809.32
Donated	
Fitch Cady Fund	694.70
Donated	
Total Restricted Fund Balance	219405.92
<b>TOTAL FUND BALANCES</b>	<b>285692.66</b>