

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

May 19th, 2014

PRESENT: Sue Wahl, Darcy Tower-Paeplow, Diana Newton, Richard Powell, Murray Roland, Joan Spira, Rita Rolfe, Jan Gilgore, Maggie Steyn

EXCUSED: Linda White

CALL TO ORDER: President Sue Wahl called the meeting to order at 6:59pm

PUBLIC COMMENTS: None

MINUTES: The minutes of March 24th were accepted unanimously on a motion from Dick Powell, seconded by Darcy Tower-Paeplow.

TREASURER'S REPORT: presented by Joan Spira.

(See attached Financial Report of 05/12/14).

Joan reviewed the figures and reported that all appeared in order. There was a question about the "Alms" expenditure and it was explained as the cost of maintaining the software loaded on the Library computers which were available for patron-use. Joan noted that the MaryGrace Memorial fund had reached over \$1,000. She also reported that she had recently reconciled the check-register.

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

DIRECTOR'S REPORT: Jan Gilgore presented her report.

(See attached Director's Report of 05/13/14)

"The Little Library" – Murray hadn't yet followed up with Joe but would try to contact him. Tina Oddy had wrapped up her "Builders Club" for the school year with "Summer Fun" on May 17th. They would be back in October. There was still a need for someone to take over the organization of school art displays in the library. The '1000 Books before Kindergarten' program was still adding new readers and Jan's most prolific reader was reported as planning on completing her reading by July! The Summer Reading Program coordinator was Maria Lowe and she was planning to use the state-wide theme of "Fizz, Boom, Read" and was already planning a Drama Club Monday and a Science and Craft Monday.

Alicia Hughes has been hired as the new page and had already started. (Adam's last day was May 15th.)

Action required: Murray to contact Joe

Action required: A new organizer for School Art displays in the library was still needed – Maria had agreed to organize the one after Susan 'retired'. Joan mentioned that she had a contact with whom she had been in touch and Joan would follow up this week to see if she was interested.

Action required: The Community picnic is on Saturday August 9th from Noon thru 5pm. We need to decide how we will participate. Bracelet-making and bookmarks were discussed as possibilities.

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

FRIENDS OF THE LIBRARY REPORT: Maggie Steyn: Maggie noted that both the Desserts event and the Book Sale had been successful in making more money than in the previous year. Bandana's was having another fund-raiser evening tonight with 10% of their day's restaurant proceeds going to the library. A new theme for Friends Membership had been launched in April "Are you a BFF? – Friends of Youngstown Library" and the bookmarks and posters being distributed were very eye-catching. After Darcy's suggestion a couple of meetings ago, the Friends' President, Charlotte Clark had followed up with Cheryl Butera – the President of the Youngstown Business and Professional Association - and had secured a table at the Start of Summer Street Party on June 26th – 6pm thru 10pm. (Sue to follow up later in the meeting with further information.)

CORRESPONDENCE: Rita Rolfe: None to report

OLD BUSINESS: Finance: None, **Personnel:** None, , **Scholarship:** None, **Nominations:** None.

NEW BUSINESS:

Scholarship: Dick said that the three readers for the Ruby Carey scholarship committee – Sue Wahl, Joan Spira and Sue Larrabee from the Friends Board - had completed their task and had agreed unanimously upon Madeleine Matthews as the winner and recipient. Sue and possibly Joan would attend the LewPort Seniors' Awards Night on June 5th and announce the Winner. Madeleine and family would also be invited to attend our next Business meeting on July 28th at 6pm for dinner and to receive her cheque for \$500.

Nominations: None

Community Relations: None

Personnel: Joan and Linda would plan to give Jan her performance-review in July.

Finance: None

(1) Sue discussed the Library Stall/Table which would be at the Summer Street Party to be held on June 26th. The Board discussed the suggestions of Friends' President Charlotte Clark's of having baked goods, tee-shirts and/or maybe Kindle-covers for sale. The board agreed that baked goods were likely to be most popular and would be happy to help bake and/or man the table on the night. (Maggie to report back to the Friends at their Wednesday meeting.)

(2) We need someone to accept the vacant position of Vice President. After discussion, Joan made a motion, seconded by Maggie to elect Diane Newton to the position of Vice President. Diane accepted.

(3) A discussion then ensued regarding the board composition – currently 9 strong when 11 were required per the Constitution. Joan made a motion, seconded by Dick to change the Constitution to require a board of only 9 members and to amend the bye-laws according. This was unanimously accepted. (Jan said she would make the necessary changes to the documentation.)

Next Work Meeting: Monday June 23rd at 7 pm.

Next Business Meeting: Monday July 28th at 6pm – dinner with the Ruby Carey Scholarship recipient. (A sign-up sheet for dishes to bring to the dinner would be circulated at the Work Meeting.)
(Business meeting to follow dinner at 7pm)

ADJOURNMENT: at 7:42pm. (Joan Spira/Darcy Tower-Paeplow)

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



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on May 19, 2014

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: Story hour presenters are Sharon Rugg, Amanda Shackelford & Heidi Lauger. Story hour times are Tuesdays at 9:30 am and 11:00 am. This program session will end June 10th. They will hold a 6 week special events program at 10 am on summer Tuesdays, beginning July 1st (See draft of summer program flyer attached for events and dates.)

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club continues to come once a month through May to present their monthly Saturday story hours. This group of middle school students is supervised by special education teacher Tina Oddy.

May 17th - Summer Fun

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.

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 will run from June 30th –August 8th, with the drama club presentation and closing party during the following week. Maria Lowe, our coordinator, is planning a Monday, Drama Club, a Monday, Craft and Science Club, Story hours in the park on Wednesdays and a reading at home club. See draft of the flyer for more details.

ADULT:

Youngstown Free Library Book Discussion Group

The book discussion group meets on the 2nd Wednesday of each month. The group read *Defending Jacob* for the May meeting and are reading *The Long Goodbye* for June. This group will take a 2 month break and return in September .

Friends: Spring Events:

A Bowling for books event on March 29th made: \$228.49

The "Dessert , Appetizers & Wine in the Stacks" event in April made:\$ \$899

The Spring Book Sale , May 1st 2nd and 3rd made: \$ 1491.50

Bandanas May 19th 10% of food sold for the entire day.

The Friends plan to have a Bake Sale and information table at the "Hello Summer" Street dance June 26th. They are also thinking of having a Bake sale at a Friday night concert this summer.

COMMUNITY OUTREACH:

“The Little Library” Joe Cecconi is working it. When it is built we will meet with the Mayor and Trustees to determine the best spot.

***Please don't forget that Susan Santarosa is finished with planning art work for the children's room as of the end of May. Does anyone have any suggestions on who could do this volunteer job?

The Youngstown Community Picnic will be held Saturday, August 9th. We will need to plan our participation and get a tent.

BUILDING, GROUNDS, & EQUIPMENT

I have asked the village to add shelves in the old police station. It is too hard to get the boxes out and up each time we go in.

The A/C unit in the Fiction room needs a new blower motor. It has been ordered by H. W Bryk & sons. I also checked the price of a new unit but it was prohibitive. They hope to have the new motor installed by mid June. The circumstances of the motor going are unusual as no one knows who turned on all three A/C units. (Each unit has its own control in the room it cools) The problem was discovered April 24th.

PERSONNEL:

Summer Reading Program Coordinator: Maria Lowe a Children's Librarian from Portland Oregon was hired as our Summer Reading Program Coordinator.

Alicia Hughes, a Lewiston Porter junior, has been hired as the new page. She began on May 5th to train with Adam for 2 weeks.

Jan Gilgore vacation time used April 14th – April 23rd.

Rochelle Baumgardener vacation time used: April 28th- May 3rd. (Rochelle had under one week's vacation allotted (7hrs) , she was absent 10 hours of unpaid leave)

NIOGA MEETINGS AND WORKSHOPS:

None Attended

NIOGA Annual Meeting to be attended by Joan Spira and Jan Gilgore on Wednesday May 21st.

SUGGESTION BOX:

None

CIRCULATION:

	<u>2013</u>	<u>2014</u>
March	2075	2414
April	2087	2004

Submitted by
Jan Gilgore
Library Director
May 13, 2014

**Youngstown Free Library
Working Budget 2014**

<u>REVENUE</u>	<u>Budget 2014</u> <u>As of 5/12/14</u>	<u>Received</u>	<u>To Be Received</u>
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	\$0.00	\$14,000.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$200.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$552.60	\$647.40
INTEREST	\$6,000.00	\$1,782.70	\$4,217.30
GIFTS	\$1,000.00	\$1,110.00	-\$110.00
Transfer of Funds	\$15,000.00	\$0.00	\$15,000.00
Annual Drive	\$14,000.00	\$520.00	\$13,480.00
MISCELLANEOUS	\$100.00	\$151.99	-\$51.99
Grant Funds	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL REVENUE	\$131,311.00	\$78,228.29	\$53,082.71

voided check
correction

Youngstown Free Library

EXPENDITURE

	Expenses for 2014 <u>As of 5/12/14</u>	Spent	Remains in Budget	
PERSONNEL				
SALARIES (GROSS)	\$53,580.00	\$15,634.06	\$37,945.94	
SR PROG COORDINATOR	\$1,300.00	(\$403.50)	\$1,703.50	Friends donated \$500 in addition to what was budgeted
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$2,037.17	\$2,462.83	
ANCILLARY BENEFIT	\$2,800.00	\$314.70	\$2,485.30	
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$165.00	\$135.00	
NEW YORK STATE DISABILITY	\$400.00	\$124.69	\$275.31	
WORKER'S COMPENSATION	<u>\$575.00</u>	<u>\$648.00</u>	<u>(\$73.00)</u>	
TOTAL PERSONNEL	\$63,455.00	\$18,520.12	\$44,934.88	
LIBRARY MATERIALS				
AUDIO VISUAL MATERIALS	\$2,500.00	\$1,156.45	\$1,343.55	
BOOKS	\$20,000.00	\$10,946.68	\$9,053.32	
COMPUTER SOFTWARE	\$231.00	\$93.96	\$137.04	
SUBSCRIPTIONS	<u>\$3,190.00</u>	<u>\$1,096.27</u>	\$2,093.73	
TOTAL LIBRARY MATERIALS	\$25,921.00	\$13,293.36	\$12,627.64	
OPERATING EXPENDITURE				
ALMS FEE	\$7,675.00	\$3,799.95	\$3,875.05	
HOUSEKEEPING	\$300.00	\$12.60	\$287.40	
INSURANCE	\$2,850.00	-\$379.80	\$3,229.80	rebate from 2013
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$385.00	\$1,115.00	
MAINT. - REPAIRS	\$400.00	\$0.00	\$400.00	
POSTAGE	\$950.00	\$186.61	\$763.39	
PROMOTIONAL	\$350.00	-\$50.55	\$400.55	UNRECORDED TRAVEL EXPENSES for SRP
RENT	\$12,000.00	\$0.00	\$12,000.00	
SUPPLIES/ BOOK PROC.	\$3,200.00	\$910.87	\$2,289.13	
TELEPHONE *	<u>\$1,150.00</u>	<u>\$160.08</u>	<u>\$989.92</u>	
TOTAL OPERATING EXPENDITURE	\$30,375.00	\$5,024.76	\$25,350.24	
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,500.00	\$0.00	\$1,500.00	
MAJOR IMPROVEMENTS	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	
TOTAL CAPITAL EXPENDITURES	\$3,500.00	\$0.00	\$3,500.00	
MISCELLANEOUS				
Accounting	\$900.00	\$363.00	\$537.00	
Audit	\$1,400.00	\$0.00	\$1,400.00	
Bookkeeping	\$1,560.00	\$650.00	\$910.00	
CPA-990	\$750.00	\$595.00	\$155.00	
Investment & Advisory Fees	\$2,000.00	\$525.48	\$1,474.52	
Payroll	\$650.00	\$264.58	\$385.42	
Payroll Taxes	\$500.00	\$98.40	\$401.60	
Unforeseen	<u>\$300.00</u>	<u>\$89.31</u>	<u>\$210.69</u>	
TOTAL MISCELLANEOUS	\$8,060.00	\$2,585.77	\$5,474.23	Gas/Travel to meetings
FUNDS				
SCHOLARSHIP FUND	\$500.00			
TOTAL FUNDS				
TOTAL OPERATING EXPENDITURE	\$131,311.00	\$39,424.01	\$91,886.99	

YOUNGSTON FREE LIBRARY
BALANCE SHEET
MAY 12,2014

ASSETS

Petty Cash	100.00
First Niagara Checking	22,064.45
Morgan Stanley 828-107169-346	213,557.77
Morgan Stanley 828-107170-403	47,064.74
Merrill Lynch (Scholarship)	5,699.32

TOTAL ASSETS 288,486.28

Fund Balances

Unrestricted

General	68,199.54
Memorial funds:	
Marie Braun Memorial	830.95
MaryGrace Foote Memorial	1,010.00
Total Unrestricted Funds	70,040.50

Restricted

Automation	45,176.19
Operating Reserve	93,834.59
Special Projects	73,043.75
Scholarship Donated	5,699.32
Fitch Cady Fund Donated	691.94
Total Restricted Fund Balance	218,445.78

Total Fund Balances 288,486.28