

DRAFT-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: May 12, 2018 Time: 10:53 am

Present: Rita Rolfe, Maggie Steyn, Mary Wieland, Karren Swayze, Heather Yanofsky, Jerome Andres, Claudia Andres, Barbara Costello, Kevin Cassick, Sonora Miller & Paul Inskeep

Absent: Diana Newton

Call to order: After our special work session meeting, Rita called to order our regular Board meeting at 10:53 am.

Minutes: The Trustees minutes of March 26, 2018 were read and approved with one exception. "Rita requested \$1500 from the NC Legislators not \$2000". Motion to approve, Paul Inskeep, second Jerome Andres

Directors Report: Nothing urgent at this point. Sonora noted that the Library received a nice card from Tom Sullivan the featured Artist whose paintings are displayed in the reading room. **For more detailed information see Director's report dated May 2018**

Treasurer's Report: Maggie reviewed the financial reports from the period of March 1-April 30, which can be viewed on our Web site. She then discussed the agreed increase to the Ruby Carey Scholarship award to make it \$750. The Ruby Carey account currently does not have sufficient cash to meet that increase. Most of the account is tied up in a fund which matures in November of this year. She therefore proposed a Motion to "Borrow \$750 from the Operation account, to be paid back when the bond matures". Motion by Maggie Steyn, second Karren Swayze. Motion carried. **For more detailed information on the Treasure's Report which was accepted and filed, see report dated March 1- April 30.**

Correspondence: Heather reported none at this time.

Committee Reports:

- **Scholarship Comm:** On target.
- **By-Law Comm:** Karren reported with Heather's input they have completed the rewrite of the first 10 pages of the Bi-law package and have submitted them to Rita for her input. Her hope is that a motion for approval of the changes can be introduced at the June or September Board meeting. She also plans on having a table of contents, a section for polices and operations and an addendum for the By-Laws making it easier to find specific items.

- **Space Planning/ Storage space:** Heather suggested that one or two board members attend the Village Board meeting to once again discuss the library space problem. Sonora has written a work order on May 3 to have the old “nursery school sink and toilet” removed to provide space for needed shelving. This has not been done and was tabled by the Village board because of a “code” that states an existing bath room in a public building cannot be removed. Presently there are several “adult” bathrooms in the village and this “children’s” bathroom has not been used for years! Claudia will discuss this with code officer, John Stevens. Paul informed the Board that the Space Planning Comm. has temporarily tabled the idea of reconfiguring the library until we get a better feel for future funding. Letters have been sent out to the two bidders explaining our present situation, and the hope that we can work with their firms again in the future.

New Business: Heather reported that several events will be happening in June:

- **June 9:** Library sponsored bicycle repair day teaching riders how to keep their bike in good working order. There will be bike helmets for sale at cost by showing their library cards. Also, on Tuesday evenings there will be community bike rides. Claudia emphasized the importance of publicity of all the events the Library sponsors. The more the public is aware of helps us tremendously.
- **June 11:** Dining at Bandana’s; 15% of your dining bill will be given to the Library, Bandana’s is a wonderful supporter of the Library and has these events severable times a year.
- **June 21:** Start of Summer event in the Village. The friends will have a table selling bottled water and promoting the Library.
- Rita suggested a letter of thanks be sent to the Friends for the spectacular Book sale in May. Special thanks to Mary Armstrong for her organization and the hard work during the sale.
- Claudia suggested that when we meet with the Village board a few of the “Friends” members should also attend, as they are a vital part of the Library.
- Claudia donated books and a small bronze statue made by Susan Geisler for the raffle basket at the NIOGA dinner. She will also do a write up about the statue and Susan.

“Motion to adjourn” Paul Inskeep, second Maggie Steyn. Motion carried. Meeting adjourned 11:35 am.

Next meeting: Monday June 25, 2018 at 7:00 pm.

Respectively submitted: Paul Inskeep, Recording Secretary
Board of Trustees 2018, Youngstown Free Library

Director's Report

May 2018

Building and Grounds

In 2017, the Friends provided the support for the Library to purchase new shelving for the audiobook collection. These moveable shelving units are now installed and filled. The old audiobook shelving now holds the DVDs (rated PG13 and above) to allow patrons to browse the collection directly. Children's DVDs (rated G and PG) are in the children's room to allow our younger patrons to browse the collection directly.

Prior to this DVD move, they were kept behind the Front Desk in upper and lower wall shelving. Now that these shelves are empty, I have removed the bulk of the lower shelving to enlarge the space available behind the Front Desk.

The Library Programming Room has four new adjustable height tables, which were purchased to make the room more accessible to children. The Town of Porter Story Hour has been using these tables weekly.

The front door to the Village Center broke last month, automatically locking patrons outside and rendering our building key useless. The DPW addressed the issue, and the door is now fixed.

As we renovate the public areas and add new programs (with their required program materials), the Library struggles for private and secure storage. We have space in the Library's storage room, but currently, the entire end of the room is filled with a stall, toilet, sink and vanity. If these items were removed, there would be sufficient space for our shelving units, files and children's program materials. I filed a work order on May 3, 2018 to have the unused toilet, sink and vanity in the Library's storage area removed. On May 10, 2018, the Village trustees tabled the issue.

Collection & Space

Several dedicated staff and volunteers are over halfway through pre-inventory operations in the adult non-fiction collection. The pre-inventory process allows us to go through the shelves, book by book, to correct all errors in cataloging and processing; this has proven to be a significant project.

The Children's Room features artwork by teens from the Lewiston-Porter schools; this ongoing art display project is curated by Marlene Wessel. The Magazine Room art collection is currently featuring works by Molly and Juan Marietta.

Community Partnerships & Outreach

In the community, the Library is an active member of the Youngstown Business and Professional Association. I regularly attend the monthly Town of Porter meetings, Village Board meetings and School Board of Education meetings to represent the Library to local leaders and share information about the Library. I have officially joined the Lions Club to connect with community leaders for the benefit of the Library.

Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555 www.youngstownfreelibrary.org



In March, members of the Library community marched in the St. Patrick's Day parade. We ended up winning the award for the Best Adult Float. I encourage everyone to plan on marching with the Library in the Youngstown Labor Day parade.

In March, I presented an evening program at the First Presbyterian Church in Youngstown. In *Library Lab: Digital Security and Privacy*, I led a roundtable discussion on practical and technical strategies to secure one's information online.

I continue to run a popular monthly Book Club and a monthly One-on-One Tech Class at the Senior Center. I continue to plan and lead

storytimes four times a month for all toddler and preschooler classes at the Children's House.

Finances, Grants & Fundraising

Nioga has awarded the Library a \$300 grant to help fund our 2018 summer reading programs. This will be used to purchase decorations and print materials for publicity.

Nioga/Member Library Partnerships & Continuing Education

As a member of the Public Relations Committee, our group has just wrapped up the first session of Nioga's 3rd Annual Collaborative PR Program last month. This session ran for three weeks in April, and the next sessions run for three weeks in September and a three-week-long winter 2019 campaign. Its long-term focus is on social media users who are not currently connected to their local library.

I and the other committee members are currently compiling information and statistics on the campaign's effect on reaching new patrons.

Programming in and outside the Library

Regular continuing programs for children include the twice-weekly Town of Porter Story Hour, weekly LEGO Club, monthly Builders Club and monthly STEAM Express Storytime for Preschoolers. Our new monthly program is the Tabletop Gaming Club.

March and April

Children's & Family Programs

	Dates held		Attendees
Story Hour with Town of Porter: 9:30 AM	March 6	April 10	55 kids
	March 13	April 17	30 adults
	March 20	April 24	
Story Hour with Town of	March 6	April 10	42 kids

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Porter: 11 AM	March 13 March 20	April 17 April 24	28 adults
Builders Club	March 17 April 28		34 kids 11 adults
LEGO Club	March 1 March 8 March 15 March 22 March 29	April 5 April 12 April 19 April 26	67 kids 18 adults
STEAM Express Storytime	March 15 April 19		15 kids 5 adults
The Children's House storytimes	March 7 March 8 March 22	April 18 April 19	91 kids 21 adults
Family Crafternoon	April 4		5 kids 3 adults
Slime Time	April 7		46 kids 40 adults
Tabletop Gaming Club	April 14 April 28		10 kids 3 adults

Total programs for children and families in March and April: 34

Total attendees for children's & family programs in March and April: 365 kids; 159 adults

Regular continuing programs for adults include monthly Evening Book Club and classes on using the digital library collection.

March and April

Adult Programs

<i>Adult Programs</i>	<i>Dates held</i>	<i>Attendees</i>
Afternoon Book Club	March 13 April 10	19 adults
Evening Book Club	March 14 April 11	23 adults
Library Lab at the 1 st Presbyterian Church: Digital Security and Privacy	March 19	7 adults
Explore Your Digital Library	March 3 April 7	4 adults
One-on-One Tech Help sessions	March 27 (3) April 17 April 18 April 30 (2)	7 adults
Bookcart Decorating for St. Patrick's Day Parade	April 16	4 adults
Library Representation in St. Patrick's Parade	April 17	100 adults 50 kids
Dessert & Wine in the Stacks	April 13	200 adults 50 kids
Volunteer Appreciation Reception	March 10	30 adults

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Total programs for adults in March and April: 18

Total attendees for adult programs in March and April: 394 adults; 100 kids

Publicity Updates

We maintain an active presence in the community with the following outreach and social media:

Lewiston-Porter Sentinel

Monthly events posted at the beginning of every month
"Ask the Librarian" column posted mid-month

Youngstown Free Library's online newsletter: 340 subscribers: <https://us11.campaign-archive.com/home/?u=6dc37c8daa94ccb08fd20fe90&id=a30246504b>

05/03/2018 - [Mother, MAY I go to the library?](#)

04/25/2018 - [The Book Sale is HERE!](#)

04/03/2018 - [April is going to be SWEET!](#)

Facebook: 510 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 29 followers: <https://twitter.com/ytownlibrary>

Instagram: 121 followers: <https://www.instagram.com/youngstownfreelibrary>

Staff

3.1 Holidays: *Holidays are determined by the schedule submitted to the Director in November. Hourly staff members are not paid for holiday closings.*

3.2 Sick leave: *Paid sick leave will be provided after working one full year. Leave will be determined by the calendar year, with proportion being determined after the first year of work until the end of that calendar year. Each employee will receive the total of one (1) week's worth of hours as sick leave. Unused sick leave may be accumulated to a total of double the hours allowed.*

3.3 Personal Leave: *Each employee shall be given one quarter (1/4) of average week's hours as personal leave. Personal leave does not accrue.*

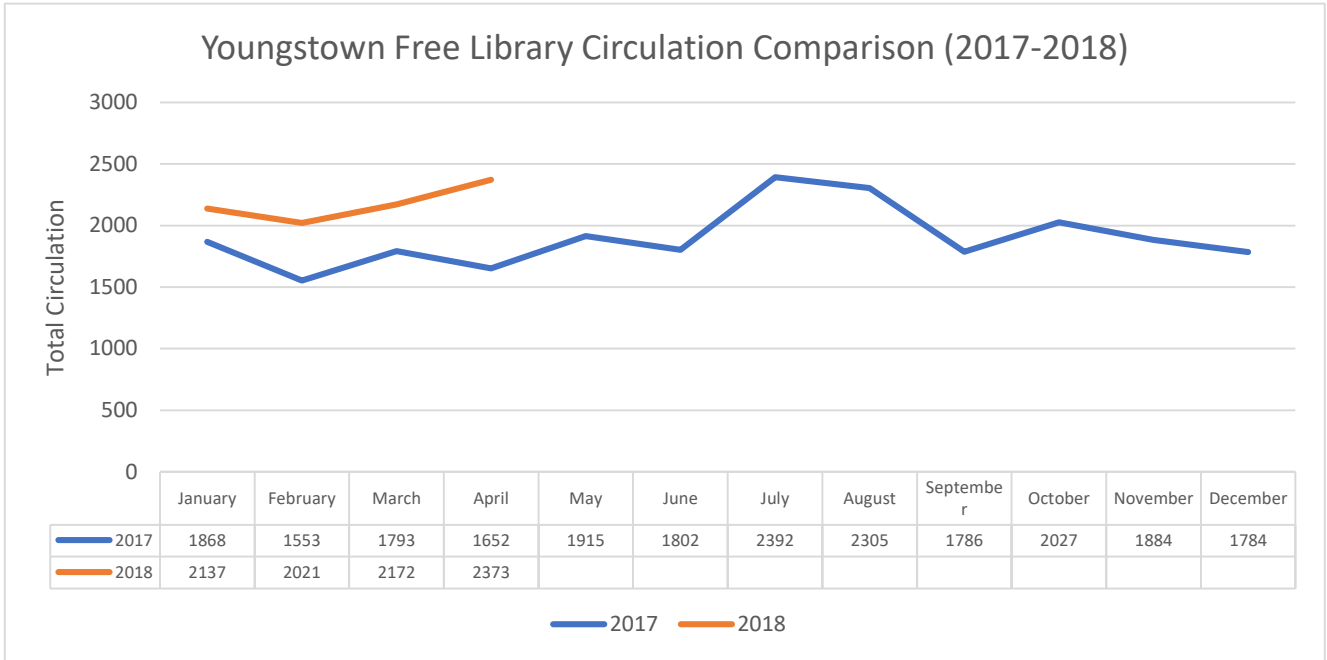
3.4 Annual Leave/Vacation: *After the first full year of service, staff members are entitled to one (1) week paid vacation. After the second full year of service, staff members are eligible for two (2) weeks of paid vacation. After ten years of service, staff members are entitled for three (3) weeks of vacation. After twenty years of service, staff members are entitled for four (4) weeks of vacation. Staff members wishing to take vacation days rather than one week of paid leave may do so with the Director's permission, provided the cumulative hours do not exceed that person's average weekly pay. Vacation time may be accrued to a total of double days allowed. All vacation time is scheduled at the discretion of the Director. After the first year of employment, a proportioned number of hours are allotted until the end of calendar year."*

Hours Worked, Leave Earned and Not Yet Used as of 5/6/2018

<i>Staff member</i>	<i>total hours worked in 2018</i>	<i>sick hours</i>	<i>vacation hours</i>	<i>personal hours</i>
S. Miller	876.5	45	91.5	7
M. Jones	260	30	46	3
M. Wessel	361.5	30.5	32.25	3.75
C. Schemel	78.5	-	-	-
A. Hall	127	3.5	19	0

Statistics Snapshot

Let's compare circulation totals (books, movies, periodicals, Internet sessions and digital library materials) from 2017 to 2018.



Volunteers

I am delighted that the Youngstown community has come to the Library's need this spring. Thanks to the Friends' hard work, they have had a stellar spring of fundraising. New volunteers are helping regularly in the Library with cleaning duties and pre-inventory operations. Together, we are moving forward to make the Youngstown Free Library the best it can be for the community.



Thank you to *all* our dedicated volunteers, Board members, Friends and Youngstown and Porter community; I am grateful for the help provided by all!

Respectfully submitted,

Sonora R. Miller
Library Director

**YOUNGSTOWN
FREE LIBRARY
2018**

BUDGET 2018 **Activity**
03/01/2018 -
04/30/2018 **Totals Year to**
Date **Remaining in**
Budget **% of**
Budget

REVENUE

TOWN OF PORTER	\$78,646.00		\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$5,711.00		\$0.00	\$5,711.00	0%
YOUNGSTOWN VILLAGE LOC. LIBRARY SERVICE	\$6,000.00		\$0.00	\$6,000.00	0%
AID	\$1,420.00		\$0.00	\$1,420.00	0%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$2,000.00	\$432.82	\$714.47	\$1,285.53	36%
INTEREST	\$2,400.00	\$106.87	\$970.86	\$1,429.14	40%
GIFTS	\$1,000.00	\$151.89	\$322.69	\$677.31	32%
ANNUAL DRIVE	\$14,000.00	\$500.00	\$2,532.03	\$11,467.97	18%
MISCELLANEOUS	\$100.00		\$0.00	\$100.00	0%
GRANT FUNDS	\$0.00		\$100.00	-\$100.00	
TOTAL REVENUE	\$111,277.00	\$1,191.58	\$83,286.05	\$27,990.95	74.85%

<u>EXPENDITURE</u>	BUDGET 2018	Activity 03/01/2018 - 04/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					
SALARIES (GROSS)	\$73,610	\$13,777.57	\$24,114.32	\$49,495.68	33%
SALARIES (CHRISTMAS BONUS)			\$0.00	\$0.00	
HEALTH BENEFIT	\$4,000	\$769.25	\$1,384.65	\$2,615.35	35%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$1,112.84	\$1,950.68	\$3,679.32	35%
CONTINUING EDUCATION & NEW YORK STATE	\$500.00		\$5.00	\$495.00	1%
DISABILITY WORKER'S	\$350.00	\$381.93	\$893.16	-\$543.16	255%
COMPENSATION	\$750.00	\$226.00	\$226.00	\$524.00	30%
TOTAL PERSONNEL	\$84,840.00	\$16,267.59	\$28,573.81	\$56,266.19	34%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$6,500.00	\$863.01	\$1,265.89	\$5,234.11	19%
BOOKS	\$16,000.00	\$1,682.20	\$2,332.52	\$13,667.48	15%
COMPUTER SOFTWARE	\$200.00	\$0.00	\$99.00	\$101.00	50%
PURCHASES FROM GRANT/GIFT FUNDS			\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	\$324.00	\$1,294.43	\$2,705.57	32%
BOOK PROCESSING & SUPPLIES	\$1,500.00	\$690.88	\$691.63	\$808.37	46%
TOTAL LIBRARY MATERIALS	\$28,200.00	\$3,560.09	\$5,683.47	\$22,516.53	20%

OPERATING EXPENDITURE	BUDGET 2018	Activity 03/01/2018 - 04/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$8,328.00	\$1,388.00	\$2,776.00	\$5,552.00	33%
OFFICE SUPPLIES	\$1,500.00	\$571.08	\$712.24	\$787.76	47%
HOUSEKEEPING	\$300.00	\$119.86	\$172.99	\$127.01	58%
INSURANCE	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0%
COPIER LEASE & USAGE	\$2,200.00	\$457.65	\$1,011.52	\$1,188.48	46%
MAINTENANCE (SPACE)	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0%
POSTAGE	\$550.00	\$695.87	\$752.87	-\$202.87	137%
PROGRAMMING	\$700.00	\$196.69	\$179.97	\$520.03	26%
PUBLICITY	\$1,000.00	\$0.00	\$15.00	\$985.00	2%
INTERNET/PHONE	\$1,600.00	\$265.00	\$522.65	\$1,077.35	33%
TOTAL OPERATING	\$20,478.00	\$3,694.15	\$6,143.24	\$14,334.76	30%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,200.00	57.99	\$1,342.96	-\$142.96	112%
OTHER - SPACE etc	\$4,300.00	\$4,601.91	\$4,711.91	-\$411.91	110%
TOTAL CAPITAL EXPENDITURES	\$5,500.00	\$4,659.90	\$6,054.87	-\$554.87	110%

MISCELLANEOUS	BUDGET 2018	Activity 03/01/2018 -	Totals Year to Date	Remaining in Budget	% of Budget
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$539.00	\$1,153.00	\$2,297.00	33%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$468.00	\$1,028.00	\$1,552.00	40%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$71.00	\$104.00	\$156.00	40%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$0.00	\$21.00	\$103.00	17%
990 PREPARATION & DEPRECIATION	\$400.00	\$0.00	\$0.00	\$400.00	0%
W-2 PREPARATION	\$40.00	\$0.00	\$0.00	\$40.00	0%
1099 PREPARATION	\$46.00	\$0.00	\$0.00	\$46.00	0%
INVESTMENT & ADVISORY FEES	\$150.00	\$65.00	-\$55.00	\$205.00	-37%
PROFESSIONAL SERVICES - AUDIT etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
BANK FEES & CHARGES		\$0.00	\$0.00	\$0.00	
MISC - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$13,600.00	\$604.00	\$1,098.00	\$12,502.00	8%
TOTAL OPERATING EXPENDITURE	\$152,618.00	\$28,785.73	\$47,553.39	\$105,064.61	31%
LONG TERM PLANNING		\$0.00	\$0.00	\$0.00	
FUNDS					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00	0%
TOTAL FUNDS	\$500.00	\$0.00	\$0.00	\$500.00	0%
TOTAL EXPENDITURES	\$153,118.00	\$28,785.73	\$47,553.39	\$105,564.61	31%
Net Income (Loss)	-\$41,841.00	-\$27,594.15	\$35,732.66	-\$77,573.66	

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: April 30th, 2018

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$25,184.55
Morgan Stanley Bonds -169- Acct	\$0.00
Morgan Stanley -178- Acct	\$269,247.77
Merrill Lynch (Scholarship)	\$3,752.67
TOTAL ASSETS	\$298,284.99

FUND BALANCES

<u>Unrestricted</u>	
General (Operating)	\$41,914.32
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Total Unrestricted Funds	\$141,914.32
<u>Restricted</u>	
Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,752.67
Gifts (with restrictions for use)	\$0.00
Total Restricted Fund Balance	\$156,370.67
TOTAL FUND BALANCES	\$298,284.99

YOUNGSTOWN FREE LIBRARY

Notes Re: April 30th 2018 Balance Sheet

- 1 The sum of \$30,000 was transferred from our KeyBank checking account to our Morgan Stanley account, in order to earn some interest until the monies are required for the Operating Budget.
(This was part of the \$78,646 received from the Town of Porter in late January.)

- 2 Our two Morgan Stanley Accounts, with the approval of the Finance Committee, have been consolidated into the one Account.
(This was possible to do now, since Morgan Stanley has changed its definition of our "Cash" Account-type structure and that type of account is now able to be made up of holdings such as our Treasury stock and CDs, as well as acting like a checking Account.)

- 3 The Merrill Lynch (Ruby Carey Scholarship) Account statement which is only published every quarter (Jan - March), reflects a balance change due to:
(1) FMV calculations &
(2) a Management Feed charge of \$65.
This will be credited back on our next (July) statement.

- 4 I am still attempting to move the Ruby Carey Account from Merrill Lynch to a new Account that is being established with Morgan Stanley. Morgan Stanley has run into many (internal) issues with this process but is promising me it can be accomplished very soon.