

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES OF SPECIAL MEETING WITH NIOGA TO DISCUSS FUNDING OPTIONS

Date: February 13, 2017 Time: 1:00 pm

Present: Rita Rolfe, Kevin Cassick, Mary Wieland, Karran Swayze, Heather Crumlish, Paul Inskeep, Maggie Steyn, Jan Mathews with guests from NIOGA Tom Bindeman & Lisa Erickson.

Absent: Diana Newton

Call to Order: By Rita Rolfe at 1:05 pm. The purpose of this special meeting was to discuss funding options and update the Board on other matters.

Financial Committee:

- **Financial Statement-**Maggie reported on the revised year end financial statement (Rev. 1-27-2017) Motion was made "To accept the revised statement for year ending 2016" Paul Inskeep/Kevin Cassick. Motion carried.
- **Budget-**The revised budget for 2017 was presented which reflects the salary & benefits for the new Library Director (Rev. Feb 2017) Motion was made "To accept the revised budget for 2017" Mary Wieland/Paul Inskeep. Motion carried.

Board meeting-Since the board is meeting twice in February it was decided not to meet in March. Motion was made "To meet on April 24th at 6:15 pm for our regular board meeting (in lieu of March) at the NIOGA center in Lockport, followed at 7:00 pm by a presentation by NIOGA staff". Paul Inskeep/ Maggie Steyn. Motion carried.

NIOGA Presentation- Rita introduced Tom Bindeman, Executive director of NIOGA & Lisa Erickson, Outreach & communications director. Tom started off discussing a broad overview of funding options & the difficulties that other libraries had encountered in getting the library budget on a referendum. Many taxpayers were against this type of funding for their local libraries. Yet, he encouraged us not to get discouraged. Strong suggestion is to have one person from the board be the ambassador and answer **all** questions from the public. If anyone on the board is against this type of funding, they should be asked to resign. It was pointed out that Youngstown is in a unique position in that we form a triangle with Lewiston and Ransomville libraries. Indications are that these two libraries are in favor of a tax referendum. Other funding options were also discussed, such as a 414 model. Before we even attempt to tackle a funding option we must follow these guidelines:

- 1) Have a solid budget
- 2) Review funding
- 3) Determine where we be in 5 years
- 4) What will our budget be in 5 years ?
- 5) Visit other libraries that have gone this route. Find out pros & cons.
- 6) Meet with the other 2 libraries (Lew/Rans) to determine funding amounts.
- 7) Selling to the public
- 8) Be transparent and open.

Recap of options:

- 1) Referendum on school district tax with all 3 libraries
- 2) 414 model using petitions vote on our own as a single library (yearly)
- 3) Stay as we are with community fund drive and aid from local government.

Lisa passed out information on NC public library service areas (map), comparisons of the 3 local libraries, minimum standards and the different types of funding options.

We look forward to learning more at our meeting with NIOGA on April 24th.

NIOGA Board Member: Rita announced that there was an opportunity for someone to run against the incumbent for a NIOGA trustee position.

Retirement Party for Jan: Karren announced that the party will be Sunday April 23rd from 2-5 at the Youngstown Presbyterian Church in their Fellowship hall. An invitation is being made with all the details. Tom said they will put the announcement on their server.

Motion to close meeting: Maggie Steyn/Paul Inskeep. Motion carried. Meeting adjourned at 2:40 pm

Next meetings:

- February 22nd at 7:00 pm to meet and vote on the new Library Director chosen by the selection committee.
- April 24th at 6:15 at the NIOGA center in Lockport

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

Youngstown Free Library - Revised & Accepted 02-13-2017

REVENUE	Budget for 2016	Nov.r/Dec. 2016	Received Year to Date	Remaining to be Received
TOWN OF PORTER	\$77,105.00	\$0.00	\$77,104.00	\$1.00
NIAGARA COUNTY	\$5,500.00	\$0.00	\$7,171.76	-\$1,671.76
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00	\$1,362.00	-\$1,162.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$5,000.00	-\$5,000.00
FINES/ COPIER/ FAX	\$1,200.00	\$463.80	\$2,264.80	-\$1,064.80
INTEREST	\$3,500.00	\$150.36	\$3,331.06	\$168.94
GIFTS	\$1,000.00	\$109.10	\$1,109.10	-\$109.10
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
TRANSFER FOR LONG TERM PLANNING	\$6,700.00	\$0.00	\$0.00	\$6,700.00
Annual Drive	\$14,000.00	\$6,747.50	\$14,277.50	-\$277.50
MISCELLANEOUS	\$100.00	\$28.10	\$63.60	\$36.40
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$138,805.00	\$7,498.86	\$125,683.82	\$13,121.18

EXPENDITURE

	Budget for 2016	Nov.r/Dec. 2016	Spent Year to Date	Remaining to be Spent
PERSONNEL				
SALARIES (GROSS)	\$52,000.00	\$8,243.35	\$51,791.27	\$208.73
SR PROG COORDINATOR	\$1,500.00	\$0.00	\$945.63	\$554.37
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$630.63	\$4,072.93	\$427.07
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$1,258.80	\$741.20
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$0.00	\$138.00	\$162.00
NEW YORK STATE DISABILITY	\$375.00	\$0.00	\$202.69	\$172.31
WORKER'S COMPENSATION	\$575.00	\$0.00	\$697.00	-\$122.00
TOTAL PERSONNEL	\$61,250.00	\$9,083.78	\$59,106.32	\$2,143.68
LIBRARY MATERIALS				
AV Materials	\$3,500.00	\$335.42	\$3,414.71	\$85.29
BOOKS	\$22,000.00	\$1,205.54	\$16,136.17	\$5,863.83
COMPUTER SOFTWARE	\$200.00	\$0.00	\$19.95	\$180.05
SUBSCRIPTIONS	\$3,295.00	\$366.78	\$3,221.67	\$73.33
TOTAL LIBRARY MATERIALS	\$28,995.00	\$1,907.74	\$22,792.50	\$6,202.50
OPERATING EXPENDITURE				
ALMS FEE	\$8,100.00	\$1,285.02	\$8,349.59	-\$249.59
HOUSEKEEPING	\$450.00	\$16.26	\$80.51	\$369.49
INSURANCE	\$3,000.00	\$0.00	\$2,536.82	\$463.18
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$534.20	\$1,894.48	\$105.52
MAINT. - REPAIRS	\$750.00	\$504.48	\$1,452.36	-\$702.36
POSTAGE	\$800.00	-\$49.16	\$137.81	\$662.19
PROMOTIONAL	\$200.00	\$132.21	\$717.43	-\$517.43
RENT	\$12,000.00	\$0.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$2,750.00	\$228.07	\$2,245.52	\$504.48
TELEPHONE *	\$1,700.00	\$262.82	\$1,308.56	\$391.44
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$2,913.90	\$30,723.08	\$1,026.92
CAPITAL EXPENDITURE				
EQUIPMENT	\$1,000.00	\$659.97	\$659.97	\$340.03
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$101.00	\$399.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$659.97	\$760.97	\$739.03

MISCELLANEOUS

Accounting	\$1,250.00	\$330.00	\$1,474.00	-\$224.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$1,560.00	\$0.00
CPA-990	\$750.00	\$0.00	\$595.00	\$155.00
Investment & Advisory Fees	\$2,000.00	\$0.00	\$180.00	\$1,820.00
Payroll	\$650.00	\$151.70	\$809.99	-\$159.99
Payroll Taxes	\$500.00	\$0.00	\$163.23	\$336.77
Unforeseen	\$500.00	\$0.00	\$149.83	\$350.17
TOTAL MISCELLANEOUS	<u>\$8,610.00</u>	<u>\$741.70</u>	<u>\$4,932.05</u>	<u>\$3,677.95</u>

TOTAL OPERATING EXPENDITURE	<u>\$132,105.00</u>	<u>\$15,307.09</u>	<u>\$118,314.92</u>	<u>\$13,790.08</u>
-----------------------------	---------------------	--------------------	---------------------	--------------------

LONG TERM PLANNING

Community Outreach	\$1,000.00	\$0.00	\$144.97	\$855.03
Library Programming	\$200.00	\$0.00	\$0.00	\$200.00
Library Space	\$5,200.00	\$0.00	\$0.00	\$5,200.00
Miscellaneous	\$200.00	\$0.00	-\$64.15	\$264.15
Technology & Equipment	\$100.00	\$0.00	\$0.00	\$100.00
TOTAL LONG TERM PLANNING	<u>\$6,700.00</u>	<u>\$0.00</u>	<u>\$80.82</u>	<u>\$6,619.18</u>

FUNDS

SCHOLARSHIP FUND	\$500.00	\$0.00	\$500.00	\$0.00
TOTAL FUNDS	<u> </u>	<u> </u>	<u> </u>	<u> </u>

TOTAL EXPENDITURES	<u>\$139,305.00</u>	<u>\$15,307.09</u>	<u>\$118,395.74</u>	<u>\$20,409.26</u>
--------------------	---------------------	--------------------	---------------------	--------------------

Income (Loss)		<u>-\$7,808.23</u>	\$7,288.08	
---------------	--	--------------------	------------	--

Fund Balances January 1, 2016			\$255,504.88	
-------------------------------	--	--	--------------	--

Realized Gains (Losses) on Investments			\$0.00	
--	--	--	--------	--

Change in FMV on Investments			-\$1,080.78	
------------------------------	--	--	-------------	--

Total Fund Balances Year End- Dec 31, 2016			<u>\$261,712.18</u>	
--	--	--	---------------------	--

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2017

Adopted on 11-28-2016

Revision 1: Adopted 02-13-2017

REVENUE	Budget for 2016	Actual 2016	Proposed Budget for 2017	Change from 2016 Budget	Notes
TOWN OF PORTER	\$77,105.00	\$77,104.00	\$78,646.00	\$1,541.00	2% increase over 2016 is \$1,540
NIAGARA COUNTY	\$5,500.00	\$7,171.76	\$6,000.00	\$500.00	We received \$6,171 this year + add'l \$1,000 from Clyde Burmeister
VILLAGE OF	\$14,000.00	\$14,000.00	\$14,000.00		
LOC. LIBRARY	\$200.00	\$1,362.00	\$200.00		
LEGISLATIVE					
INITIATIVE	\$0.00	\$5,000.00	\$0.00		Hopefully Senator Ortt will award us \$5,000 again, but it is discretionary
FINES/ COPIER/ FAX	\$1,200.00	\$2,264.80	\$1,300.00	\$100.00	
INTEREST	\$3,500.00	\$3,331.06	\$3,500.00		
GIFTS	\$1,000.00	\$1,109.10	\$1,000.00		
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	-\$15,500.00	} eliminate - not really Revenue;
TRANSFER FOR LONG					
TERM PLANNING	\$6,700.00	\$0.00	\$0.00	-\$6,700.00	} reduces 'Income' by \$22,200
Annual Drive	\$14,000.00	\$14,277.50	\$13,000.00	-\$1,000.00	We only received \$12,800 in 2015 from the
MISCELLANEOUS	\$100.00	\$63.60	\$100.00	\$0.00	
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$138,805.00	\$125,683.82	\$117,746.00	-\$21,059.00	

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2017

Adopted on 11-28-2016

Revision 1: Adopted 02-13-2017

EXPENDITURE	Budget for 2016	Actual 2016	Proposed Budget for 2017	Change from 2016 Budget	Notes
PERSONNEL					
SALARIES (GROSS)	\$52,000.00	\$51,791.27	\$63,000	\$11,000.00	Increase mainly due to necessity for New Director to have an MLIS + add'l costs while they 'shadow' Jan in early April
SUMMER PROG COORDINATOR	\$1,500.00	\$945.63	\$1,500.00		This wil also cover any Winter programming such as LEGO Club
ANCILLARY BENEFIT SOCIAL SECURITY & MEDICARE	\$2,000.00	\$1,258.80	\$2,000	\$0.00	Allow for Jan's Medicare + small contribution towards Health Insurance for New Hire
PROF. DEVELOP/INSERV. & NEW YORK STATE DISABILITY	\$4,500.00	\$4,072.93	\$5,100.00	\$600.00	Social Security is 6.2% & Medicare is 1.45% = 7.65%
WORKER'S COMPENSATION	\$300.00	\$138.00	\$300.00		
TOTAL	\$375.00	\$202.69	\$350.00	-\$25.00	
	\$575.00	\$697.00	\$700.00	\$125.00	
TOTAL	\$61,250.00	\$59,106.32	\$72,950.00	\$11,700.00	
LIBRARY					
AV Materials	\$3,500.00	\$3,414.71	\$3,500.00		
BOOKS	\$22,000.00	\$16,136.17	\$22,500.00	\$500.00	
COMPUTER	\$200.00	\$19.95	\$200.00		
SUBSCRIPTIONS	\$3,295.00	\$3,221.67	\$3,295.00		
TOTAL LIBRARY	\$28,995.00	\$22,792.50	\$29,495.00	\$500.00	
OPERATING EXPENDITURE					
ALMS FEE	\$8,100.00	\$8,349.59	\$8,200.00	\$100.00	
HOUSEKEEPING	\$450.00	\$80.51	\$300.00	-\$150.00	
INSURANCE	\$3,000.00	\$2,536.82	\$3,300.00	\$300.00	
MAINT. - OFFICE	\$2,000.00	\$1,894.48	\$1,750.00	-\$250.00	
MAINT. - REPAIRS	\$750.00	\$1,452.36	\$750.00		
POSTAGE	\$800.00	\$137.81	\$600.00	-\$200.00	
PROMOTIONAL	\$200.00	\$717.43	\$200.00		
RENT	\$12,000.00	\$12,000.00	\$12,000.00		
SUPPLIES/ BOOK	\$2,750.00	\$2,245.52	\$2,700.00	-\$50.00	
TELEPHONE *	\$1,700.00	\$1,308.56	\$1,600.00	-\$100.00	
TOTAL	\$31,750.00	\$30,723.08	\$31,400.00	-\$350.00	
CAPITAL					
EQUIPMENT	\$1,000.00	\$659.97	\$1,100.00	\$100.00	
MAJOR	\$500.00	\$101.00	\$600.00	\$100.00	
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$760.97	\$1,700.00	\$200.00	

