

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: September 26, 2016      Time: 7:02 pm**

**Present:** Rita Rolfe, Diana Newton, Maggie Steyn, Jan Gilgore, Kevin Cassick, Jan Mathews, Mary Wieland & Paul Inskeep

**Call to Order:** By Rita Rolfe at 7:02 pm

**Comments from the public:** None

**President's Report:** Rita reported that the library received a check from Niagara County Legislator (Clyde Burmaster) for \$1,000.

- She also reported that she requested from the Town of Porter a 2% increase for next years funding, bringing the total to \$78,646 a increase of \$1542.
- The annual fund drive letter has been mailed out by the friends.

**Minutes:** The minutes of the July 25, 2016 meeting were approved as read.

**Treasure's Report:** The treasure's report was presented by Maggie and after a few questions were answered was approved: Paul Inskeep/Kevin Cassick.

- It was requested that the next report show a breakdown of specific gifts (Senator Ortt, NC Legislator, etc)
- It was pointed out that the expenditures for July/August were considerably more than the revenues, but this is normal for this time of year.

## **Director's Report:**

- **Little library-**The miniature library that houses books has been damaged again! The unit has been in Falkner park for several years and has been repaired many times after repeated vandalism. There is no monies in the village budget for a security camera in this location. Various locations were suggested and the most logical one was on the corner of Water and Main Streets. Jan Gilgore will check out with owners of 409 Main.
- A picture of the American Flag made from pencils has been donated by Lin & Gary Zanardi. They requested that the picture be hung in the children's room. Jan pointed out there is little wall space in that room and it might be better to hang it outside the room. She will talk to the Zanardi's.
- The summer reading program went well this past year averaging about 15 children. The biggest success this year was the new "Lego Club" which had about 25 kids each week. The library bought Lego along with some contributions from the public.
- The library did not have a float in the Labor day parade due to late notice. Suggest we put it on our May agenda next year for discussion.
- Circulation for July 2016 was the same as 2015, however there was an increase in August 2016 compared to 2015.

**The Director's report was accepted and filed (see report dated September 22, 2016)**

**Correspondence:** Jan read a note from Kevin Bovanizer, the Ruby Carey scholarship recipient, thanking the board for the gift of \$500. He was overwhelmed at our generosity and said he would be using the money for books.

- She was asked to write notes to: Heidi Lauger for the summer program's success and also Clyde Burmaster, Niagara County Legislator for the generous check of \$1,000.

**Friends of the Library:** Participation in the Arts & Music festival Saturday October 1<sup>st</sup> where they will have baked goods & water for sale. All donations are welcomed.

- Heidi will do a story walk which involves putting pictures from a book on posters & people walk the path to read the story. A very innovated idea.

### **Old Business:**

- **Vision Committee**-The group (Jan, Laura & Rita) attended a Lions Club meeting on September 6<sup>th</sup> & made a power point presentation of library facts. Not many questions were asked. They did a survey and asked for a written response & received 25 responses. The Lions were very receptive. The purpose of the presentation was not to raise funds but to promote the idea of working together & collaborating with organizations. Rita will provide a list of the survey input to board members.
- The committee also completed a "SWOT" analysis which lists the library's strengths, weaknesses opportunities & threats, which was distributed to the board.
- A new "Mission Statement" has been proposed which reads: "The mission of the Youngstown Free Library is to be a community center which inspires learning and provides access to a vast range of information and resources for patrons of all ages" Motion by Mary Wieland, second by Maggie Steyn, approved. Suggested that the statement be posted in Library.
- Next meeting for the Vision Comm. is Tuesday Oct. 11<sup>th</sup> where the emphasize will be "Goals". Rita asked members for input before the meeting. Some of the items to be discussed are: Funding source, researching new methods, communication of public outreach & library space. Monies have been budgeted to do research on library space, the suggestion is in collaboration with the friends get this plan in motion.
- Survey was reviewed of board members, vision comm. and Lions club and the top 2 were: create young readers early literacy & know your community; community resources & services. Not an overwhelming request for space, however it is felt that this issue must be addressed. The top programs from the survey were: genealogy, art show, murder mystery night, resources for home elder care & antique appraisals. Thanks to Laura Andrus for doing such a great job on the survey. Future plans call for the power point presentation to be shown to local businesses.
- **Finance Committee**-Maggie is presently working on the budget for 2017 and has requested input from the board for next year. Rita asked to have the cost of a Genealogy program to be included. Jan Gilgore has talked to the Lewiston library and will also call Mike Blenk for information.
- **Bookkeeper**-Maggie has advertised for a new bookkeeper and had 5 responses. Thru phone discussions and interviews it was decided to hire Terry Reynolds from Brown and Co, a Niagara Falls firm. Maggie made the following motion: "Motion to have our books prepared at period end as well as year end federal tax submission for 990 prepared by Brown & company, Terry Reynolds, effective September 2016" Second by Kevin Cassick, approved.
- **Banking**-"Motion to move \$20,000 from Morgan Stanley to our new First Niagara/Key bank in Youngstown" Motion by Maggie Steyn, second by Jan Mathews, approved.
- **Investments**- "Motion to move bond to CD if rates are favorable" Motion by Mary Wieland, second by Paul Inskeep, approved.
- **Nominating Committee**- We have received an application for a new board member, Karran Swayze,

thanks to Mary Wieland. Rita met with Karran and she is quite enthusiastic about the position on the board and the Library. She is a retired school teacher and with her contacts in the community would be an asset. Diana Newton made the motion to accept Karran as a new board member, Kevin Cassick second, approved. She will fill the vacated position with (1) year left, then given the opportunity to fill a full (3) year term. Rita will invite her to the next Vision committee meeting. With the addition of Karran it will give us (8) board members, but we have to decide if we want (9) or (10) on the board. We still have the possibility of 3 more applicants and will try to finalize by October's work shop meeting, so they could be brought in at our annual meeting in January.

- Review of all board members time left on their present term to determine next years officers. The only member who's term expires next year is Maggie and she will consider a new (3) year term.

**New Business:** Request has been received from the Village clerks office to tie into our security cameras to provide a feed to the clerks office. They will do all the leg work ,absorb all costs & would like permission to pursue. Paul made the motion: "To allow the village board to pursue the feasibility of utilizing our security cameras to provide a feed to the village clerks office" Second Maggie Steyn, approved. Paul will email village office with our approval.

- Paul & Jan Gilgore attended the Library Safety "Active shooter workshop" on September 15<sup>th</sup>, put on by Captain Kelly Rizzo, NF police department. The 3 hour program pointed out many good things that could save your life in the event of an attack in a public building.

1. Be aware of your surroundings-know all exits
2. Don't freeze or play dead-run if possible in a zig zag pattern.
3. Go with your gut feeling.
4. Pay attention to treats, remarks on all forms of social media. Don't be afraid to report them to the police.
5. If in a situation remember to: **RUN, HIDE (turn off cell phone) or last resort be prepared to FIGHT!**

- A suggestion was made to have a exit light installed over the entrance/exit door in the rear of the library. Paul said he would talk to the clerk to have it done by the DPW. Upon investigation a light already exists<sup>33</sup>.

**Motion to close meeting:** Made by Maggie Steyn, second Paul Inskeep. Meeting adjourned at 8:12 pm

**Next meeting:** Business meeting Monday November 28, 2016 at 7:00 pm

Respectfully submitted: Paul Inskeep, Recording Secretary  
Board of Trustees 2016, Youngstown Free Library



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT  
Prepared for Trustee Meeting to be held on September 26, 2016  
\* = Needs Action

PROGRAMS

CHILDREN:

Town of Porter:

The Town of Porter Story hour resumed the Tuesday morning programs on September 13<sup>th</sup>. They will again present 2 session one at 9:30am and a session at 11am. The presenters are Sharon Rugg, Amanda Shackelford, and Heidi Lauger. They will meet each Tuesday through December 13<sup>th</sup>.

Lewiston-Porter Builders Club:

Mrs. Oddy plans to return on October 15th with her new Builders Club students.

October 15 – Monster Madness

November 19 – Giving Thanks

December 17 – Holiday Celebrations

January 21 – Winter Fun

March 18 – Pirates

April 1 – April Fools

May 20 - Summer Spectacular

1000 BOOKS BEFORE KINDERGARTEN – This program is ongoing. We have had no new enrollments.

Nursery Rhyme Time –The program will be run again in the autumn, September 30<sup>th</sup> to November 4<sup>th</sup> Fridays at 9:30am

LEGO CLUB - Do to the success of the summer Lego Club Heidi Lauger will be doing a Lego Club throughout the school year on the 4<sup>th</sup> Saturday of the month beginning September 24<sup>th</sup> at 11am.

**Summer Reading Program June 27<sup>th</sup> - August 5<sup>th</sup> Summary by Heidi Lauger**

Youngstown Free Library 2016 Summer Reading Program Summary

Monday Craft Time The Monday Craft Time went well this year, with attendance of between 12 and 20 kids each week. The kids seemed to enjoy all of the crafts. I also had a teen volunteer this year who was very helpful. Each week I pulled a few library books that related to the craft, and at the beginning of craft time I gave a short book talk highlighting these books. The kids were allowed to check out the books at the end of craft time. Monday craft time is a solid program that has consistent attendance.

Drama Club I had 14 kids in Drama Club this year, and also two 18/19-year-old volunteers who were extremely helpful. Participants rehearsed and performed two short plays written for children- Tacky The Penguin based on the book by Helen Lester, and Too Much Noise based on the book by Ann McGovern. The kids designed and built their own sets and also came up with their own costumes. One of the participant's parents has her own graphic design business and offered to create and print

invitations and programs for us for free. I had the kids create artwork for these and they voted on the best ones to be included in the design. The kids really enjoyed doing this and seeing their artwork appear on the invitations and programs. There are several challenges with running Drama Club. The most difficult thing this year was that several of the kids who participated were very young. This program would be the most successful with kids ages 10 and up, in my opinion. Five participants were 6 or 7 years old, six were 8 or 9 years old, and three were 10 or 11 years old. Although all of the kids were well behaved, their attention spans were short and I felt that it was very difficult to get things done in just a 6 week program. Drama Club seems to attract a younger age group and this is difficult to negotiate. Another difficulty was that although I stressed consistent attendance, a few kids had to miss one or more weeks which made it difficult to rehearse. Overall the kids did a great job and seemed to have fun; drama club is just a lot of work for the coordinator :)

Story Hour and Craft at Faulkner Park Story Hour attendance on Wednesdays was high this summer, most likely because it was very hot and there were many kids at the wading pool. Each week I read a few books and provided a simple craft for kids in attendance. Attendance ranged from 15-30 kids each week. I scheduled Griggs-Lewis Interns from Nioga to do Story Hour four times over the summer. Things went fine except for the last week they were scheduled- according to the interns they were not given enough travel time to get to Youngstown and were 45 minutes late. Other than this, each week went well. One thing I might do differently is try to incorporate some games or hands-on activities each week.

Lego Club Lego Club was a brand new program this summer! Over 30 children signed up to come, and 25 showed up for the first session. Attendance stayed fairly consistent each week at about 25 kids, give or take a few- however many different kids came each week. If every child who attended Lego Club at least once showed up at the same time, there would have been about 50 kids total. Needless to say, Lego Club was very popular. The first week we did not have enough Legos but the kids didn't seem to notice. I quickly purchased more and the collection was adequate for the rest of the summer. Each week kids arrived, destroyed their creation from the previous week, and built something new. Some kids worked alone and some worked together, and at the end of each session I gave each child a card to write their name, age, and the name of their creation. The Lego creations were put on display in the window sills of the Library Meeting Room and left there until the next week. I took photos of the creations and posted them on Facebook. I will be continuing Lego Club once a month starting in September on the 4th Saturday of the month, from 11:00am-12:00pm. If possible, I would like to gradually add more to our supply of LEGO bricks- we could use more mini figures and more pieces to rotate into the collection. I plan on having a note put in the Friends' newsletter mentioning that donations are welcome.

Respectfully submitted on September 1, 2016 by Heidi Lauger- Youngstown Free Library Summer Reading Program Coordinator

ADULT:

Youngstown Free Library Book Discussion Group

For October we will read *Twain's End* by Lynn Cullen which will be the Niagara County read. Our discussion of the book will be on Wednesday, October 12<sup>th</sup>. There are planned discussions of this book throughout the county. The author, Ms Cullen, will visit Lockport Library on October 25<sup>th</sup> from 6:30 to 8:00 There will also be a special free one-hour version of Mike Randall's Mark Twain Live! on October 4<sup>th</sup> at 6:30pm at the Lockport Library.

Computer Classes:

Sara Taylor , trainer from NIOGA will be presenting:

Word and Excel on Wednesday, September 28<sup>th</sup> at 10 to 4

Windows 10 on Wednesday, November 9<sup>th</sup> 10-1

**Friends:** The Friends are planning to participate in the October 1<sup>st</sup>, 2016 Youngstown Arts and Music Festival. At this time they are planning on either a story walk, and/or a look at books time, plus selling of baked goods and water.

COMMUNITY OUTREACH:

Due to the late notice from the Labor Day Parade Committee the library did not have a float or walk in the Parade. I would suggest that it be put on the May Trustees meeting agenda each year to see if there is a parade and to decide if the library wants to be in it.

BUILDING, GROUNDS, & EQUIPMENT:

\* The Little Library has again been vandalized. Do you want to repair it, perhaps with a solid wood door, with a picture of books covering it so that people know what is inside? Do we want to discontinue the service, or ask the village to move the “little library”?

\* A painting of the US Flag made with pencils has been conditionally given to the library by the Gary and Lynn Zanardi. They want it hung in the children’s room. Do you wish to accept it?

PERSONNEL:

NIOGA : ALMS meeting at NIOGA August 24<sup>th</sup>. Attended by Jan Gilgore  
Central Library Workshop on “What to do in an active shooter situation, presented by Kelly Rizzo, Chief of Detectives in Niagara Falls. At NIOGA, attended by Paul Inskip and Jan Gilgore

SUGGESTIONS: NONE

CIRCULATION:

	<u>2015</u>	<u>2016</u>
July	2250	2240
August	1779	1863

Submitted by  
Jan Gilgore  
Library Director  
September 22, 2016

<b>Youngstown Free Library</b>					
<b>REVENUE</b>	<b>Budget for 2016</b>	July August 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	\$0.00		\$5,500.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$14,000.00	\$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	\$0.00		\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$521.65	\$1,596.15		\$396.15
INTEREST	\$3,500.00	\$1,032.16	\$3,180.30		\$319.70
GIFTS	\$1,000.00	\$0.00	\$1,000.00		\$0.00
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	\$50.00	\$875.00		\$13,125.00
MISCELLANEOUS	\$100.00	\$27.50	\$35.50		\$64.50
Grant Funds	\$0.00	\$0.00	\$0.00		\$0.00
<b>TOTAL REVENUE</b>	<b>\$138,805.00</b>	<b>\$15,631.31</b>	<b>\$99,152.95</b>		<b>\$39,652.05</b>

<b>EXPENDITURE</b>				
	<b>Budget for 2016</b>	July August 2016	Spent Year to Date	Remaining to be Spent
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$52,000.00	\$7,975.84	\$33,566.69	\$18,433.31
SR PROG COORDINATOR	\$1,500.00	\$364.05	\$879.13	\$620.87
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$676.30	\$2,673.61	\$1,826.39
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$839.20	\$1,160.80
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	\$9,225.99	\$38,996.32	\$22,253.68
<b>LIBRARY MATERIALS</b>				
AV Materials	\$3,500.00	\$583.88	\$2,854.17	\$645.83
BOOKS	\$22,000.00	\$2,411.11	\$13,187.68	\$8,812.32
COMPUTER SOFTWARE	\$200.00	\$0.00	\$19.95	\$180.05
SUBSCRIPTIONS	\$3,295.00	\$1,908.10	\$2,854.89	\$440.11
TOTAL LIBRARY MATERIALS	\$28,995.00	\$4,903.09	\$18,916.69	\$10,078.31
<b>OPERATING EXPENDITURE</b>				
ALMS FEE	\$8,100.00	\$1,285.02	\$5,137.04	\$2,962.96
HOUSEKEEPING	\$450.00	\$10.00	\$59.00	\$391.00
INSURANCE	\$3,000.00	-\$181.57	-\$181.57	\$3,181.57
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$363.92	\$1,108.06	\$891.94
MAINT. - REPAIRS	\$750.00	\$0.00	\$947.88	-\$197.88
POSTAGE	\$800.00	\$17.21	\$166.29	\$633.71
PROMOTIONAL	\$200.00	\$117.21	\$704.93	-\$504.93
RENT	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00
SUPPLIES/ BOOK PROC.	\$2,750.00	\$726.13	\$1,783.65	\$966.35
TELEPHONE *	\$1,700.00	\$129.73	\$786.34	\$913.66
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$14,467.65	\$22,511.62	\$9,238.38
<b>CAPITAL EXPENDITURE</b>				
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00
MAJOR IMPROVEMENTS	\$500.00	\$101.00	\$101.00	\$399.00
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$101.00	\$101.00	\$1,399.00

<b>MISCELLANEOUS</b>					
Accounting	\$1,250.00	\$352.00	\$1,144.00		\$106.00
Audit	\$1,400.00	\$0.00	\$0.00		\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$1,040.00		\$520.00
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	\$154.67	\$472.17		\$177.83
Payroll Taxes	\$500.00	\$0.00	\$163.23		\$336.77
Unforeseen	\$500.00	\$0.00	\$131.86		\$368.14
TOTAL MISCELLANEOUS	\$8,610.00	\$766.67	\$3,726.26		\$4,883.74
EXPENDITURE	\$132,105.00	\$29,464.40	\$84,251.89		\$47,853.11
<b>LONG TERM PLANNING</b>					
Community Outreach	\$1,000.00	\$144.97	\$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	\$0.00		\$200.00
Technology & Equipment	\$100.00	\$0.00	\$0.00		\$100.00
PLANNING	\$6,700.00	\$144.97	\$144.97		\$6,555.03
<b>FUNDS</b>					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00		\$500.00
TOTAL FUNDS					
TOTAL EXPENDITURES	\$139,305.00	\$29,609.37	\$84,396.86		\$54,908.14
Income (Loss)		\$13,978.06	\$14,756.09		
Fund Balances January 1, 2015			\$ 255,504.88		
Realized Gains (Losses) on			\$ -		
Investments			\$ (716.52)		
Total Fund Balances YTD			\$269,544.45		

YOUNGSTON FREE LIBRARY  
BALANCE SHEET  
31-Aug-16

ASSETS

Petty Cash	100.00
First Niagara Checking	8,007.25
Morgan Stanley XXX-XXXXXX-346	214,750.66
Morgan Stanley XXX-XXXXXX-403	41,810.91
Merrill Lynch (Scholarship)	4,875.63

TOTAL ASSETS 269,544.45

Fund Balances

Unrestricted

General	21,676.65
Marie Braun Memorial	265.27
MaryGrace Foote Memorial	1,057.82
Total Unrestricted Funds	22,999.74

Restricted

Automation	53,598.48
Operating Reserve	104,560.53
Special Projects	82,785.38
Scholarship Donated	4,875.63
Fitch Cady Fund Donated	724.70
Total Restricted Fund Balance	246,544.71

Total Fund Balances 269,544.45