

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: January 28, 2019      Time: 7:00 pm**

**Present:** Rita Rolfe, Maggie Steyn, Mary Wieland, Karran Swayze, Heather Crumlish Jerome Andres, Claudia Andres, Barbara Costello, Kevin Cassick, Lauren Morse, Sean Scaribrick Sonora Miller & Paul Inskeep

**Guests:** Raleigh Reynolds & Molly Marietta

**Call to Order:** By Rita Rolfe at 7:24 pm

**Comments from the public:** None

**New Trustees:** Rita welcomed Trustees: Lauren Morse and Sean Scaribrick to their first meeting, who were elected at the 69<sup>th</sup> Annual Association meeting on January 28, 2019

**Minutes:** The minutes of the December 16, 2018 with no corrections or additions were approved as written and filed

**Special Meeting:** Rita announced that a meeting to discuss space & contract differences is scheduled with the Village lawyer, our lawyer representative, Raleigh Reynolds and YFL board, on Jan. 31 at 6:00pm here at the Library community room.

**Election of Officers:** Heather presented the slate of officers for the Board of Trustees for 2019 as follows:

- Rita Rolfe-President
- Heather Crumlish-Vice President
- Maggie Steyn-Treasurer
- Paul Inskeep-Recording Secretary
- Mary Wieland-Corresponding Secretary

Since there were no nominations from the floor, the nominations were closed and the Secretary was asked to cast a single ballot for the nominees. The nominating motion was carried.

(Note: these duly-elected Officers constitute the valid Signers for the Library's KeyBank account, Heather Crumlish taking the place of Diana Newton & Mary Wieland was added.)

**Meeting Ground Rules: Rita reviewed the rules we utilize at meetings.**

1. We are all equal Trustees and as such are entrusted with creating policy and overseeing finances. We are not here to micromanage and we all actively and equally share the responsibility and decision making. That all action be discussed by the Board of Trustees prior to execution unless it is a special emergency.
2. Provide agenda items in advance of the meeting by submitting them to the President unless it is an emergency item.
3. Be timely in our comments.
4. Use a committee system to work on projects.
5. Use our work sessions for committees to meet and report.
6. Make decisions prior to vote through a consensus process which means that you can live with the idea even though you may not agree with all of it.

### **Treasurer's Report:**

- Maggie reviewed the modified budget that she and Sonora prepared, reflecting the \$23,500 deficit that was approved at our December 16 meeting. She went over the entire budget, pointing out all of the changes made to arrive at the approved figure. **See highlight sheet "Notes on 2019 Budget for Adoption, Dated Jan. 28, 2019."** Motion made **"To adopt the 2019 YFL Budget"** Motion made Karren Swayze, second Paul Inskeep. Motion carried.
- Rita thanked Maggie & Sonora for all the work they did in preparing this budget. It was an enormous task. She also reiterated Maggie's concern that unless we can find alternative sources of income-stream and continue operating on a deficit budget, we will gradually deplete our Operating Reserve Fund.
- Rita also commented on some emails that she had received saying in so many words that the hiring of the new Director will cause money problems. She wanted to state publicly that is not the reason for a deficit. Sonora has a Master's degree in Library Science and her salary is only \$46,000. So publicly, Rita wanted to make the point clear, that Sonora's salary is not an issue.

**Correspondence:** No outgoing notes at this time, there is a thank you note from the staff for the Christmas gifts. No reply is necessary.

**Friends of the Library:** Reminded of the "Chili Cook-off" at Bandanas, Feb. 3<sup>rd</sup> from 2-6. All proceeds will go to the Library. A special thanks to Bandanas restaurant for hosting this event each year.

### **Director's Report: Highlights-**

- Sonora has started on the 40 pages plus Annual Report for 2018 required by NYS, which qualifies the YFL to continue operating legally and receiving funds from the state, county & library system.
- The juvenile toilet & sink have been removed by the DPW giving the Library more storage space.
- The inventory project is at 90% completion.
- The "Lion's Den" is close to completion which includes large print books & magnifiers. Once the sign arrives, the space will be dedicated.
- Sonora continues at a high pace with Community Partnerships & Outreach in all age groups.
- The Library received \$1,200 from the successful Cyclocross race, \$1,350 from online donations \$5,000 from Senator Ortt's Bullet Aid fund and thanks to a community member who held a raffle on her own for homemade brownies and raised \$300 for the Annual fund drive.
- In addition to the 25+ programs run by the library, new exciting programs will be offered next month run by volunteers from Youngstown & Porter. Stay tuned for these!
- As we all are aware of Barker Public Library burned to the ground on January 20<sup>th</sup> and ALL was lost. There are online fundraiser sites that have been set up to help Barker rebuild. Donations are also accepted at our library. Please try to help their community if you can They would be most appreciative if you could help out.
- The Library continues to get good coverage and publicity thanks to Sonora's efforts.
- We have discussed volunteers in the past, tasks that could be done, thus freeing up time for Sonora to do long term planning, grant-seeking, strategy and other "Director" jobs. There is a list in the Library listing many tasks that volunteers could perform. Please see Sonora.
- **For more detailed information see the Director's Report which was accepted and filed (see report dated January 2019)**

## New Business:

- **Committees:** Rita passed around a sheet with all the committees listed and present members. She asked the new board members to sign on for at least 2 committees. The sheet will be typed out and email to each board member.
- **Meeting calendar & Trustees roster for 2019:** These 2 documents will be e-mailed out. Next meeting will be Monday Feb, 25<sup>th</sup>, which is a work session.
- **Holidays:** Sonora handed out the holiday schedule for 2019. A motion was made **“To accept the 12 holidays as presented by Sonora, for the 2019 Library year” (Sheet attached)** Motion made Sean Scaribrick, second Paul Inskeep. Discussion: A board member questioned why the library was closed on Saturday during the summer months. She felt that was the time for working Moms to take their kids to the Library. Also, what about some other holidays, why isn't the library open? It was questioned how many people would come in. Claudia suggested to see if any other libraries were open when we are not and take a count of attendance for future consideration at YFL. Sonora will check it out. Rita asked Sonora to calculate a cost for staying open in the summer for the 2020 budget. Tutoring was discussed and Sonora said that at least 2 tables are used for that but, she couldn't accommodate any more at present because of space constraints. This should defiantly be considered if and when we expand. Call for vote on holidays. Motion carried.
- **Library's 70<sup>th</sup> Anniversary:** Rita would like us to think of venues and ideas for a celebration. Party, theme, promotion of Library, etc. Give your ideas to Sonora in writing, for discussion at a later date.
- **Priorities for 2019:** Our priorities will be:
  - 1) **Sustainability:** Research and adopt methods of alternative funding
  - 2) **Physical space plan** and space contract with Village.
  - 3) **Adoption of personnel policy-** very close to completion
  - 4) **Community outreach:** Have done quite a bit at this point
- The board feels unanimously that the top 2 of these should be Sustainability & Space planning. A motion was made **“The Trustee's concentration for 2019 will be Sustainability & Space”** Motion made Lauren Morse, second Paul Inskeep. Motion carried. Raleigh Reynolds spoke and suggested while we are doing our plan for space and reconstruction of the library, we should be looking at replacement of the (3) old A/C units in the main section and rear reading room. The units are water cooled and consume vast amounts of water. Estimated cost to the village for summer months is about \$3,000 for water and sewer charges. Sonora hailed the idea and said that is an item that would qualify for NYS library construction grant. She also reiterated the need for the commitment from the village for a 10-year space contract. No 10-year commitment, no grant consideration. She also pointed out that money is available for 2019, but does not look good for 2020. The bids and applications are reviewed first 2 weeks of August. The A/C systems will be added to the Space plan.

## Old Business:

- **Logo for Website:** Molly Marietta has been working with Sonora this past year creating a new library logo for our website. At a previous meeting she presented several designs to the board and suggestions were made to incorporate a compass and colors. She changed the design and presented 2 for our review. After much discussion the one without the pixels was chosen. A motion was made **“To accept the design number V6 as our new logo”**. Motion made Mary Wieland, second Kevin Cassick. Motion carried. The board thanked Molly for her time creating a beautiful and meaningful Logo. We are proud to put it on our website
- **Library hours:** At one point we talked about cutting some hours off the times the library is open.

After reviewing with Sonora's staff and some of the organizations that utilize the library rooms in the evening, it was decided to keep the hours as they are, at least for this year.

- **Barker Library:** It was suggested by NIOGA that each library in the system donate \$500 to help Barker Library rebuild after their devastating fire. The friend's Treasurer suggested that \$1,000 be budgeted toward this endeavor. It will be discussed at their next meeting. We have a donation jar on the main desk for this purpose.
- **Historian:** Karren Swayze as historian, has created a beautiful note book of all the projects and activities that the library has done or has been involved in this past year. The book is on display in the library.

"Motion made to adjourn" Heather Crumlich/Paul Inskeep-motion/second. Motion carried. Meeting adjourned 8:41 pm.

**Next meeting(s):** Workshop to discuss Sustainability & Space. Monday February 25th at 7:00 pm  
Regular Board March 25<sup>th</sup> at 7:00 pm

Respectively submitted: Paul Inskeep, Recording Secretary  
Board of Trustees 2019, Youngstown Free Library

### ***Administrative Tasks***

I am starting the Annual Report required by New York State. This 40+ page report is what qualifies the Youngstown Free Library to continue operating legally and receiving funding from the state, county and library system. This is a comprehensive view of 2018 in all respects.

I encourage all board members and members of the public to browse the past fifteen years of Annual Reports for the Youngstown Free Library.

### ***Building and Grounds***

The toilet and sink removal project has now been completed by the Village.

### ***Collection & Space***

The inventory project remains at 90% completion. We are still running clean-up lists and matching shelf to catalog collection. These final 44 pages of titles (down to 37 as of this weekend!) are the kicker, because all the problems are getting more condensed in these final pages. Many are mislabeled, misshelved or missing—lots of work to get them handled. Still, we are making progress.

The Lion's Den is close to completion. All the books have been moved to their new location, the magnifier is installed, and I have requested that the New York State Talking Book and Braille Center send us several digital players and audiobooks to loan out to patrons with visual difficulties who do not own a CD player. Once the sign arrives, the space will be dedicated this spring.

All 2017 magazines from the previous year have been deleted from the library catalog. We maintain a full year of back-issues of all subscriptions, so the Library continues to hold its 2018 issues. I have altered the subscription list to add several magazines about popular Youngstown activities: bicycling, yoga, freshwater fishing, meditation, pets and home. We are starting to receive the first issues of these new subscriptions, and I encourage everyone to take advantage of our nearly large magazine selection.

### ***Community Partnerships & Outreach***

Outside the Library, I continue to run a monthly Book Club and a monthly Tech Help Class at the Senior Center. I will be starting bi-monthly storytimes again at The Children's House next week.

This week, I will be speaking to four classes at the Lew-Port High School about using their library and reading for pleasure. Wish me luck.

Another year of "One District, One Book" has begun! This annual, district-wide reading program runs from January to April 2019, and it partners schools with community businesses and libraries to read a single book together. As a member of the committee, I organized voting at the Library. Like last year, I was chosen to read aloud a chapter of the winning book, *The Lemonade Wars*, on camera, which will be released next week on the District's website.

## **Youngstown Free Library**

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555 [www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### ***Friends, Fundraising and Grants***

The Lake Ontario Cyclocross presented the Library with a \$1,200 check in December. Heather Yanofsky, John Crumlish, Maggie Steyn and Jan Steyn—the Library thanks you!

The online donations to the Library's Annual Fund Drive totaled \$1,350 this year. This was a 70% in online donations from last year!

When she read about our deficit budget this fall, community member Emily C. decided to help by creating her own fundraiser for the Library. For every \$5 donation made to her fundraiser, Emily entered the donor's name into a raffle. Winners of the raffles received a batch of homemade brownies from this professional baker. Thank you, Emily, for raising \$300 for the Annual Fund Drive!



Bullet Aid for 2018 arrived in early January, and it has been deposited; it will be accounted for in our 2019 budget.

### ***Nioga/Member Library Partnerships & Continuing Education***

On Sunday, January 20<sup>th</sup>, the Barker Public Library suffered a devastating fire. This Nioga member library is a twin to Youngstown in many ways—they share a physical building with their local government, they have a similar community profile and size, and both communities use their library A LOT! We are here for the Barker community and the Barker Public Library staff in all ways we can.

I have been running an online fundraiser through Facebook since last Monday (<https://www.facebook.com/donate/250249655690448/>). Currently, it has raised nearly \$7,000 for the Barker Public Library. I am closing the fundraiser at the end of January in order to facilitate the release of the funds to Barker as soon as possible.

There is also a GoFundMe called Rebuild Our Barker Library: <https://bit.ly/2U4r0ij>

A jar is at the Youngstown Free Library's Front Desk for those wishing to donate cash or checks. If you wish to mail them yourself, send them to: Barker Public Library, PO Box 261, Barker, New York 14012. If you'd like, write in the memo line - Rebuild BPL. All donations will be put into a special account.

In continuing education opportunities, I'd like to encourage everyone on the Board and Friends to attend an upcoming workshop at Nioga. "How to Run an Effective Board Meeting" will be offered on Tuesday, February 5<sup>th</sup> at 6pm, and again on Wednesday, February 6<sup>th</sup> at 9:30am. It will be held at Nioga Headquarters. For more information, please refer to the flyer available in your Dropbox in this month's meeting folder.

### ***Programming in and outside the Library***

In addition to our 25+ events regularly offered every month, the Library is in the works to expand our offerings to include regular programs run by community members. My schedule is completely tapped out, but Youngstown and Porter are starting to step forward to volunteer their time and talents to share with their community! I'm especially excited to share these events with you next month, but they are still in their planning stage. Suffice to say, these \*may\* include yoga classes, baby storytimes, a birdwatching workshop, a tree tour in Fort Niagara State Park and a children's tea party. Watch for more news!

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### **Publicity Updates**

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

#### *Lewiston-Porter Sentinel*

Library programs posted at the beginning of the month  
"Ask the Librarian" column posted mid-month

#### *Youngstown News*

Facebook: 636 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 38 followers: <https://twitter.com/ytownlibrary>

Instagram: 217 followers: <https://www.instagram.com/youngstownfreelibrary>

Please also take a moment to look at this week's *Sentinel*, which features a full page of photos from last weekend's Noon Year's Eve celebration for children. The original was delayed due to illness, but the make-up event brought in forty parents and children. Together, we made noisemakers, party hats, slime, counted down and had a balloon drop!

### **Volunteers**

Recently, I have been asked about compiling a list of tasks that could be transferred from the director's to-do list to being done by volunteers. In the office at the volunteer station, we currently have a binder of regular library tasks for drop-in/scheduled volunteers to do. In addition to these tasks, I am enclosing a separate lists of tasks that would free up nearly 500 hours of my time. I appreciate any and all regular, reliable volunteers who can help with these tasks. This would allow me time to include long-term projects like grant-seeking, website creation and strategic planning details into my schedule.

The second annual Volunteer Appreciation Reception is fast approaching. Staff host this event to honor everyone who has donated their time to the Library in the past year—board members, Friends directors and all regular volunteers for the Library. Last year, we honored nearly fifty members of the Youngstown Free Library community, and it appears as though the guest list will be even longer this year! All reception costs are covered by an anonymous donation, so there is no charge to the Library or the Friends.

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

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## How can YOU help the Youngstown Free Library?

Volunteers are essential to make the Library a better place. A lot of volunteer work is far from glamorous, and it all requires reliability. The ideal volunteers help for the duration of a project, or they take on a regular task on in its entirety, because constantly training/retraining volunteers can be a drain on our limited staff resources.

If regular, reliable volunteers can take on these important tasks, it will free up nearly 500 hours of staff time per year, primarily from the director's schedule. This will allow her time to balance out her time to include long-term projects like grant-seeking, website creation and strategic planning details.

<b>Job</b>	<b>Special Requirements</b>	<b>Frequency</b>
Clean out and shred outdated personnel reports	Need a member of the board due to confidentiality requirements	Once, soon. 20 hours estimated.
Shred all 2010 and 2011 records	Need a member of the board due to confidentiality requirements	Once yearly in January. 10-15 hours to sort through.
Clean insides of library windows	Good balance	Once yearly, 15-20 hours
Clean inside and outside of book drop		Bi-monthly, 1 hour (total of 6 hours per year)
Dusting ALL library shelves	Comfort with stepstools and an eye for detail. Comfortable coming in before the library opens on a regular basis.	Monthly, 6 years (total of 72 hours per year)
Distribute paper publicity around town	Pick up paper flyers at library and distribute to area businesses, community bulletin boards, senior center, town hall, etc. Pick up and recycle old publicity	Bi-weekly, 2 hours (total of 48 hours per year)
Planning and setting up artists' displays in the Magazine Room		Bi-monthly, 5 hours (total of 30 hours per year)
Find and pull books on a topic every month for the Builders Club Story Hour	Comfort with using the card catalog to find materials in the Youngstown Free Library.	2 hours once a month, September to May (total of 18 hours per year)
Inventory searches	Search for and pull requested materials from item lists Sonora prints out. Comfort finding books where they should be, but also knowing where they could be misshelved. Ability to push a bookcart. Need an eye for detail.	Weekly for 2-3 hours until inventory is complete (total of 45 hours per year)
Pulling books for weeding consideration	Search for and pull requested materials from item lists Sonora prints out. Comfort finding books where they should be, but also knowing where they could be misshelved. Ability to push a bookcart. Need an eye for detail.	Monthly, 2-3 hours (total of 36 hours per year)
Assist with, then run, all "Discover and Explore Your Digital Library" classes the first Saturday of every month	Comfort with all forms of technology (smartphones, tablets, computers) and willingness to train 2-3 times with me before going it alone.	First Saturday of every month, 2 hours. All year round (total of 24 hours).
Find and compare copy machine contracts.	Comfort calling for contract details and costs. Ability to produce a comparison of different plans and pricing for when our contract runs out this fall.	10-20 hours from now until October

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<p>Help with regularly writing and scheduling social media postings to Facebook, Twitter and Instagram</p> <ul style="list-style-type: none"><li>- Taking photos of new books and movies, formatting photos, and writing regular posts on new materials available</li><li>- Taking jpg scans of all library articles in newspapers, formatting images, and writing regular posts on new publicity published</li><li>- Taking photos of library art displays, book displays, photo vignettes. Formatting images and writing regular posts on displays</li></ul>	<p>Comfort level with all social media required. Own camera/smartphone and be comfortable taking photos, editing photos, formatting images, writing and scheduling copy for social media.</p>	<p>At least weekly, 2-3 hours (total of 156 hours per year)</p>
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# **NOTES re: 2019 BUDGET FOR ADOPTION**

**January 28th 2019**

Per our December 10<sup>th</sup> 2018 meeting, the Board confronted the realism that in order to address annual increases in cost, such as salaries, wages and overall operating increases etc., while continuing to want to move forward with additional programming and services etc., and with no other additional form of income stream available, that to operate with a deficit budget was unavoidable, but that that deficit should be no more than \$23,500.

We also agreed to award our Director a 2% raise and to give the staff and page increases in line with NY State minimum wage requirements, amounting to 65% of our overall budget.

We have included a small amount for Legal and Audit expenses, but much less than was budgeted in 2018.

Anticipated unusual expenses include the expense of completing our Website redesign project (the remaining balance being \$1,250) and the purchase of a new work-station in the office for staff-usage.

We are being optimistic and hoping that the 2019 Fund Drive will be as successful as 2018 and have increased the goal to \$16,000. But because of the timing of the maturity of our CD investments & current low interest rates, I have held anticipated investment interest at \$2,400.

We have also split some costs between Operating Expenses and Library Materials and Services to better reflect their usage. (e.g. the Library uses the copier for its own use, but also offers it as a Service to our patrons.)

We have also removed the Ruby Scholarship to Other Income /Expenditure since it is not truly part of our Operating Expenses, but part of Fund Management.

Other than that, I believe the line-items are in line with last year's, showing a 2% increase over 2018 where applicable.

But, in summary, as mentioned earlier, unless we can find alternative sources of income-stream, if we continue to develop a deficit budget, we will gradually deplete our Operating Reserve Fund.

If there are no further questions, I would like to move that we adopt the 2019 Operating Budget as presented.

Respectfully submitted,

Maggie Steyn

Treasurer

January 28<sup>th</sup>, 2019

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2019**

<b>REVENUE</b>	<b>Budget for 2017</b>	<b>Budget for 2018</b>	<b>Actuals for 2018</b>	<b>Proposed Budget for 2019</b>
TOWN OF PORTER	\$78,646	\$78,646	\$78,646.00	\$80,219
NIAGARA COUNTY	\$6,000	\$5,711	\$5,440.00	\$5,440
YOUNGSTOWN VILLAGE	\$14,000	\$6,000	\$1,000.00	\$1,000
LOC. LIBRARY SERVICE AID	\$200	\$1,420	\$1,293.00	\$1,420
LEGISLATIVE INITIATIVE	\$0	\$0	\$0.00	\$5,000
FINES/ COPIER/ FAX	\$1,300	\$2,000	\$2,812.80	\$2,300
INTEREST	\$3,500	\$2,400	\$4,086.29	\$2,400
GIFTS	\$1,000	\$1,000	\$2,825.53	\$2,000
ANNUAL DRIVE	\$13,000	\$14,000	\$15,497.03	\$16,000
MISCELLANEOUS	\$100	\$100	\$268.12	\$300
GRANT FUNDS	\$0	\$0	\$400.00	\$0
<b>TOTAL REVENUE</b>	<b>\$117,746</b>	<b>\$111,277</b>	<b>\$112,268.77</b>	<b>\$116,079</b>

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2019**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2017</b>	<b>Budget for 2018</b>	<b>Actuals for 2018</b>	<b>Proposed Budget for 2019</b>
<b>PERSONNEL</b>				
SALARIES (GROSS)	\$63,000	\$73,610	\$72,197.31	\$78,662
HEALTH BENEFIT	\$2,000	\$4,000	\$4,000.00	\$4,000
SOCIAL SECURITY & MEDICARE	\$5,100	\$5,630	\$5,829.07	\$6,324
CONTINUING EDUCATION & NETWORKING	\$300	\$500	\$425.61	\$500
NEW YORK STATE DISABILITY	\$350	\$350	\$520.52	\$500
WORKER'S COMPENSATION	\$700	\$750	\$226.00	\$500
CHRISTMAS BONUSES			\$175.00	\$200
<b>TOTAL PERSONNEL</b>	<b>\$72,950</b>	<b>\$84,840</b>	<b>\$83,373.51</b>	<b>\$90,686</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>				
AV MATERIALS	\$3,500	\$6,500	\$3,826.41	\$5,500
BOOKS	\$22,500	\$16,000	\$6,576.56	\$11,000
COMPUTER SOFTWARE	\$200	\$200	\$159.00	\$200
PURCHASES FROM GRANT FUNDS				
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,295	\$4,000	\$853.43	\$2,500
BOOK PROCESSING & SUPPLIES	\$0	\$1,500	\$900.34	\$1,600
PROGRAMMING	\$200	\$700	\$245.50	\$800
PUBLICITY & PROMOTION	\$0	\$1,000	\$572.48	\$600
COPIER LEASE & USAGE	\$0	\$0		\$1,450
POSTAGE	\$0	\$0		\$280
INTERNET/PHONE	\$0	\$0		\$550
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$29,495</b>	<b>\$29,900.00</b>	<b>\$13,133.72</b>	<b>\$24,480</b>

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2019**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2017</b>	<b>Budget for 2018</b>	<b>Actuals for 2018</b>	<b>Proposed Budget for 2019</b>
ALMS FEE	\$8,200	\$8,328	\$8,328.00	\$8,715
OFFICE SUPPLIES		\$1,500	\$1,988.90	\$1,500
HOUSEKEEPING	\$300	\$300	\$83.51	\$150
INSURANCE	\$3,300	\$2,800	\$2,851.38	\$2,900
MAINTENANCE (SPACE)	\$750	\$1,500	\$1,035.89	\$2,000
COPIER LEASE & USAGE	\$1,750	\$2,200	\$2,844.79	\$1,450
POSTAGE	\$600	\$550	\$1,236.92	\$280
INTERNET/PHONE	\$1,600	\$1,600	\$1,039.74	\$550
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$16,500</b>	<b>\$18,778</b>	<b>\$19,409.13</b>	<b>\$17,545</b>

**YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2019**

<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2017</b>	<b>Budget for 2018</b>	<b>Actuals for 2018</b>	<b>Proposed Budget for 2019</b>
TECHNOLOGY	\$1,100	\$1,200	\$1,342.96	\$1,750
OTHER - SPACE etc	\$600	\$4,300	-\$118.38	\$450
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$1,700</b>	<b>\$5,500</b>	<b>\$1,224.58</b>	<b>\$2,200</b>
<b>MISCELLANEOUS</b>				
ACCOUNTING & PAYROLL SERVICES:	\$3,470	\$3,450	\$3,535.75	\$3,450
MONTHLY BOOK-KEEPING & ACCOUNTING		\$2,580	\$2,710.00	
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS		\$260	\$387.75	
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.		\$124		
990 PREPARATION & DEPRECIATION		\$400	\$400.00	
W-2 PREPARATION		\$40		
1099 PREPARATION		\$46	\$38.00	
INVESTMENT & ADVISORY FEES	\$150	\$150	-\$120.00	\$150
BANK CHARGES & FEES			\$45.31	\$50
PROFESSIONAL SERVICES - AUDIT etc		\$5,000	\$0.00	\$250
PROFESSIONAL SERVICES - LEGAL etc		\$5,000	\$0.00	\$750
MISCELLANEOUS	\$300	\$0	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$3,920</b>	<b>\$13,600</b>	<b>\$3,461.06</b>	<b>\$4,650</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$124,565</b>	<b>\$152,618.00</b>	<b>\$120,602.00</b>	<b>\$139,561</b>
<b>Net Income (Loss)</b>	<b>-\$6,819</b>	<b>-\$41,341</b>	<b>-\$8,333.23</b>	<b>-\$23,482</b>
<b><u>OTHER</u></b>				
<i>(1). Mileage Allowance for 2019 will be based on 'IRS Standard Mileage Rate Guidelines of 54.5 cents per mile. (same as 2018)</i>				
<i>(2) Traditional Christmas Bonus Checks for Staff (Director, Clerks and Page) will be \$40 each</i>				

## **Youngstown Free Library**

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555 [www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Proposed Holidays 2019

New Year's Day	Tuesday	January 1
MLK Day	Monday	January 21
Presidents' Day	Monday	February 18
Memorial Day	Monday	May 27
Summer Saturdays	Saturdays	June 22-August 31
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Indigenous People's Day/Columbus Day	Monday	October 14
Thanksgiving	Thursday	November 28
Christmas Eve	Tuesday	December 24
Christmas	Wednesday	December 25
New Year's Eve	Tuesday	December 31

\*Please note that Veterans Day is not included on this list at the Library Board's request. However, this day is marked as a paid holiday for the Library Director per employment contract signed February 2017. The Director will be taking that day as a floating holiday to be used elsewhere in the year.

## How to Run an Effective Board Meeting



This special workshop is for new and experienced Library Trustees & Directors

Presentation will include:

- Open Meetings Law
- Freedom of Information Act
- Do's and Don'ts of Effective Board Membership
- Robert's Rules of Order
- Sample Agendas, Minutes, By-laws, etc.



Trustee/Director  
Workshop

## How To Run an Effective Board Meeting



Presented by

**NIOGA LIBRARY SYSTEM**

Two dates to choose from:

Tues., Feb. 5th  
6:00 to 8:00 pm  
Nioga Headquarters  
6575 Wheeler Road  
Lockport, NY

or

Wed., Feb. 6th  
9:30 to 11:30 am  
Nioga Headquarters  
6575 Wheeler Road  
Lockport, NY

**NIOGA LIBRARY SYSTEM**

6575 Wheeler Road  
Lockport, NY 14094

Phone: 716-434-6167  
Fax: 716-434-8231  
[www.nioga.org](http://www.nioga.org)

## Reservations

*Register Early — Limited Seating!*

Please complete this registration form and return to:

Nioga Library System  
6575 Wheeler Road  
Lockport, NY 14094  
Attn: Lisa Erickson

You may also reserve your seat by phone: (716) 434-6167, ext. 12 or by email: [kmeritt@nioga.org](mailto:kmeritt@nioga.org)

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LIBRARY AFFILIATION: \_\_\_\_\_

Session (Check one):

- Tues., Feb. 5th  
6:00 to 8:00 pm
- Wed., Feb. 6th  
9:30 to 11:30 am

A light dinner will be served at the evening session

## Facilitator Attorney Paul Sikora

Paul Sikora has been an attorney for 40 years. As a library trustee for over 29 years at the North Tonawanda Public Library, he served 23 consecutive years as Library Board President, chairing over 240 library board meetings. He additionally serves the library as Pro-Bono legal counsel.

Mr. Sikora is the former Director of Human Resources at the Niagara Wheatfield Central School District. Earlier in his career he was the Assistant District Attorney for Niagara County and the Personnel Administrator and Director of Labor Relations for Erie2 — Chautauqua-Cattaraugus BOCES and the Board of Cooperative Educational Services, where he one time served as the Director of Labor Relations. He has also served as the Assistant City Attorney for the City of Tonawanda.

Nioga Library System

Wheeler Rd

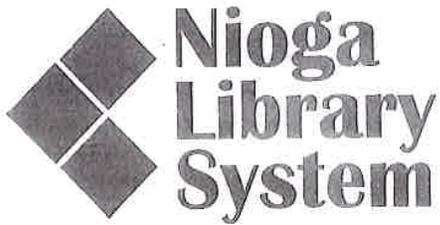
Snap Fitness Lockport  
(Wrights Corners)

Howell Motors

Tops Friendly Markets

McDonald's

Nioga Library System  
6575 Wheeler Road  
Lockport, NY 14094  
(716) 434-6167  
[www.nioga.org](http://www.nioga.org)



January 25, 2019

Rita Rolfe  
Youngstown Free Library  
337 Riverview Dr.  
Youngstown, NY 14174

Dear Rita Rolfe:

As you might have heard, the Barker Public Library and Village Hall was destroyed by fire last Monday morning. No one was hurt in the blaze but the building and its contents were declared a total loss. No one was prepared for this disastrous event but up from the rubble with fresh determination, the Barker Board of Trustees met Monday night and passed a resolution to rebuild and continue to exist.

This will take a community effort.

Like the Barker Library, Youngstown Free Library is an important part of the Nioga Community and we thought you'd want to know how you can help.

The Nioga Library System would like to raise \$20,000 to help the Barker cause. We will start the process with a \$5,000 donation. We would love it if each Library could collect and donate \$500. Once we reach \$15,000, Nioga will double its efforts and donate another \$5,000.

Your support is crucial to our efforts. It is our greatest hope that you will join us at the Nioga Annual Dinner on May 22nd at the Quality Inn in Batavia where we will announce the proceeds of our fundraiser.

If you are able to make a donation, please direct it to the Barker Public Library and mail it to:

Nioga Library System  
Attn: Barker Building Project /  
6575 Wheeler Road  
Lockport, NY 14094-9416

If in the meantime you have any questions about this endeavor, please feel free to reach out to myself at (716) 433-3081 or Nioga's Executive Director, Tom Bindeman at (716) 434-6167, ext. 14.

Sincerely,

Charles F. Begley  
President, Nioga Board of Trustees

cc: Sonora Miller