

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: July 23, 2018 Time: 6:00 PM

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

Absent: Maggie Steyn.

Guests: Jan Howard, President Friends of the YFL. Mr. & Mrs. Smith parents of Natalie G. Smith, Recipient of the Ruby Carey Scholarship Award for 2018.

After a delicious picnic dinner at the beautiful home of Bruce & Diana Newton, who once again graciously hosted this yearly event, the presentation of a \$1500 scholarship award was made by Rita Rolfe & Jan Howard to Natalie Smith, a Lew-Port senior. Natalie will be attending the University of New Hampshire, majoring in pre-veterinarian. Her goal in life is to be a veterinarian for the care of exotic animals.

Trustee's meeting call to order: The guest was excused (except for Jan) and the meeting commenced at 8:22 PM

Minutes: Rita reviewed the special meeting on June 18, held with the Board and Mayor, Raleigh Reynolds and Deputy Mayor, Tim Lockhart. Items covered were; Potential ideas for new outreach programs, library statistics showing growth thru the past few years, financial status-funding and space requirements. After the board's presentation (5) important outcomes were determined, (3) top ones were as follows:

- The village agreed to sign a contract to provide space with the YFL for the next (10) years, allowing YFL to seek grants to improve space. The contract has been drafted, looked over by (2) lawyers who made a few modifications. As soon as it is formally completed it will be sent to the village board for their approval.
- A space study will be conducted in the near future, with members of the Village Board and YFL Board to determine space needs for other groups who use the building, with an eye to improve efficient use of space.
- To maintain good communications, the Village Board of Trustees will, on a rotating schedule, have a Trustee attend YFL Board Business meetings. **“Claudia suggested that a member of our board (on a rotating schedule) attend the Village Board meetings to take notes and show our interest in the community. Kevin added that if we want the Library to be the Community center, then the YFL should show an interest in the entire community”.** Motion made by Claudia Andres, second by Heather Yanofsky. Motion carried.

Treasurer's Report: In Maggie's absence, Sonora told the Board that being half way thru the year we seem to be on target for our budget. The CD has been finalized thru Morgan Stanley and we now have one broker. **For more detailed information on the Treasure's report which was accepted and filed, see Financial report.**

Director's Report: Sonora highlighted some outstanding items of her report, which included:

- The pre-inventory of the adult and young adult collection should be complete by summer end. The “weeding” process continues in the adult book collection and should also be completed by summer end.
- **Program attendees:** In the first 6 months of 2018 the attendance for programs was 2885 people, exceeding the full year of 2017, which had 2725 attendees.
- We welcome Melissa Caserto to the staff for the summer. She is employed by Niagara County as part of Workshop One’s Summer Youth Employment Program. She is presently helping with the “weeding” project in the adult book collection.
- **Publicity:** We are getting very good monthly coverage in the Sentinel and are taking advantage of all the social media programs. The monthly Library on-line newsletter at present has 355 subscribers.

For more detailed information see Director’s report dated July 2018.

Friends of the YFL:

- Jan reported that they made over \$400 at the “Books for Billiards” challenge.
- Bake sale August 3rd at the Friday night concert.
- Used book sale, first weekend in November
- Trustees are invited to the Friends annual holiday dinner on December 5th.

After Jan’s report, Rita gave a heartfelt THANK YOU to the Friends for all of their hard work and financial support throughout the year. The Library couldn’t function without them!

Committee reports:

By-Law Comm: Karren and her comm. have finalized the draft of re-writing the by-laws and each member has a copy to review, make comments, questions, Etc.as the plan is to vote on the changes at our September Business meeting.

To give more time for all to review and to keep the meetings in sequence the motion was made “To change the Sept. meeting to a work session and Oct. meeting to a Business meeting”
Motion by Karren Swayze, second, Paul Inskeep. Motion carried.

Old Business:

Long Term Plan: Sonora reported that the details are coming together and she will have the plan finalized by the September meeting.

Scholarship: Several questions came up on the Ruby Carey Scholarship fund, mainly will it continue once the fund is exhausted, will the friends take it over, should there be one check from the library instead of two? This fund will be a top item for our Sept. workshop meeting.

New Business:

Town of Porter meeting: The plan is to meet with Supervisor, Duffy Johnson and Councilmen Mr. White and Mr. Adamson to discuss library plans, finance, etc. similar to the discussion we had with the Youngstown Mayor and Deputy major on June 18. As of this meeting no time had been established, however since then we have established a meeting time of August 16th at 6:30 pm at the Library conf. room.

Motion to adjourn: Mary Wieland, second, Kevin Cassick. Motion carried. Adjourned 8:50

pm

Next meeting(s): Sept 24, 2018 Workshop and Oct.22, 2018 Business meeting, both 7:00 pm

Respectively submitted: Paul Inskip, Recording Secretary

Board of Trustees 2018, Youngstown Free Library

Director's Report

July 2018

Building and Grounds

The Library has seen a great deal of space improvements this spring and summer!

The children's carpet for the Library Programming Room has arrived and has been installed. This will enhance storytimes upstairs by creating a cozy nook in the large room. Many thanks to the Friends for this donation.

The Library has received a donation of six spinner shelving units from the Lockport Public Library. They will be perfect for paperbacks or DVDs! Thank you to Lockport Public Library for their generous donation, and to Orion Limited for their help in transporting them to the Library.

Volunteer Bob Schemel and staff member Chris Schemel have donated their time and talents to replace the Library's bulletin board at the Front Desk. The new board is a magnetic whiteboard that fits the space and features bright white and nautical blue trim.

Volunteers Philip Miller and Faith Koch donated their time, talents and funds to improve the Front Desk. In the first part of the project, they removed the front-facing cabinet doors and replaced them with a wood front matching the rest of the Desk. Secondly, they built and installed a matching swinging gate at the side of the Front Desk for security purposes.

As we renovate the public areas and add new programs (with their required program materials), the Library continues to struggle for private, 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. The timeline is as follows:

May 3: I filed a work order to have the unused toilet, sink and vanity in the Library's storage area removed.

May 10 Village meeting: The Village trustees tabled the issue.

May 24 Village meeting: "Heather Crumlish from the Youngstown Free [L]ibrary asked on the status of removing the toilet and sink from the bathroom off the Community room. Mayor Reynolds asked Building Inspector Stevens to check the code and advise." (<http://youngstownnewyork.us/village-board-of-trustees/board-meeting-minutes/>)

June 7 Village meeting: "Trustee Comerford asked the Board if there has been a decision about taking the facilities out of the bathroom off of the Library Community Room. Mayor Reynolds advised the Board needs to meet with the Library regarding this. Mayor Reynolds stated he would set the meeting up." (<http://youngstownnewyork.us/village-board-of-trustees/board-meeting-minutes/>)

June 7 Work session: "LIBRARY LEASE: Deputy Mayor Lockhart advised the Library lease will be due soon. The Board needs to review the lease and update it. The Village is in need of space for achieved [sic] records. Currently, the Library has public space for free. The Board needs to review all usage of the rooms in the Village Center." (<http://youngstownnewyork.us/village-board-of-trustees/board-meeting-minutes/>)

Since the Library Board's June 18 meeting with Village trustees, there has been no further word from the Village on the removal of these fixtures from the Library's storage area.

On June 22, the Library was requested by DPW's Todd Muller to keep its door closed while the air conditioners are on. We are doing so.

Collection & Space

Dedicated staff (Amanda Hall) and volunteers (Megan Sherman and Bill Siddall) have completed the pre-inventory process in the adult non-fiction, biography and young adult collections. I anticipate that at this rate, we should finish pre-inventory by the end of the summer. This 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.

Staff member Melissa Caserto and I are in the midst of this summer's weeding and shifting project. Large print, young adult, mystery, science fiction and paperback collections will be updated and shifted to take advantage of space and improve patrons' browsing. Melissa has been tireless in this project, and I anticipate that the adult collection will be completed by the end of the summer.

Community Partnerships & Outreach

In the community, the Library is an active member of the Youngstown Business and Professional Association. I regularly attend meetings to represent the Library to local leaders and share information about the Library.

In May, Old Fort Niagara invited the Library to have a table at their author talk and book signing by Matthew Davenport. Davenport's book, [First Over There: The Attack on Cantigny, America's First Battle in World War One](#), details the "riveting story of America's first modern military battle, its first military victory during World War One, and its first steps onto the world stage."

In June, I attended the Children's House end-of-the-year party and preschool graduation at Falkner Park. It was a treat to celebrate with the children I've been reading to all year!

In June, the Library needed to get the word out about the Summer Reading Programs and Challenge. I visited every first grade classroom at the Primary Education Center to read and share the Library with them. I joined the Friends of the Library at the Summer Street Dance, where I distributed Summer Reading information to families.

I continue to run a monthly Book Club and a monthly Tech Help Class at the Senior Center.

This summer, I am partnering with the Summer Concert Series in Falkner Park to offer StoryWalks during every Friday night concert, and I am partnering with the Youngstown Recreation Department to offer two storytimes on Wednesdays in Falkner Park.

Finances, Grants & Fundraising

Nioga has awarded the Library a \$270 grant to help fund my attendance at the 2018 New York Library Association Conference.

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Programming in and outside the Library

May and June

Children's & Family Programs

	<i>Dates held</i>		<i>Attendees</i>
Story Hour with Town of Porter: 9:30 AM	May 1	May 22	50 kids
	May 8	May 29	33 adults
	May 15	June 5	
Story Hour with Town of Porter: 11 AM	May 1	May 22	33 kids
	May 8	May 29	20 adults
	May 15	June 5	
Story Hour with Town of Porter: 10 AM	June 26		18 kids 7 adults
Builders Club	May 19		10 kids 3 adults
LEGO Club	May 3	June 7	57 kids
	May 10	June 14	21 adults
	May 17	June 21	
	May 24	June 28	
	May 31		
Outreach to PEC 1 st grade classrooms	June 5		125 kids 10 adults
The Children's House storytimes	May 2	May 17	102 kids
	May 3	May 31	21 adults
	May 16		
Tabletop Gaming Club	May 12	June 16	11 kids
	June 2		5 adults
Bike Repair Clinic	June 9		30 kids 30 adults
Community Bike Rides	June 12	June 26	23 kids
	June 19		29 adults
Summer Street Dance	June 21		150 kids 100 adults
Little Songs & Stories	June 27		6 kids 6 adults
Rock on, Readers	June 27		11 kids 6 adults
StoryWalk in Falkner Park	June 29		5 kids 5 adults

Total programs for children and families in May and June: 40

Total attendees for children's & family programs in May and June: 631 kids; 296 adults

May and June

Adult Programs

	<i>Dates held</i>	<i>Attendees</i>
Afternoon Book Club	May 8	19 adults
	June 19	
Evening Book Club	May 9	21 adults
	June 13	
Explore Your Digital Library	May 5	3 adults
	June 2	

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One-on-One Tech Help sessions	May 1 May 7	May 30 June 12	4 adults
Tech Help class	May 22		1 adult
Old Fort Niagara author talk	May 19		40 adults
Behind the Scenes at Old Fort Niagara	June 16		1 kid 10 adults

Total programs for adults in May and June: 13

Total attendees for adult programs in May and June: 98 adults; 1 kid

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: 355 subscribers: <https://us11.campaign-archive.com/home/?u=6dc37c8daa94ccb08fd20fe90&id=a30246504b>

06/08/2018 - [Biking, Dining & Reading Our Way Through June!](#)

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: 570 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 35 followers: <https://twitter.com/ytownlibrary>

Instagram: 143 followers: <https://www.instagram.com/youngstownfreelibrary>

Staff

We have welcomed Melissa Caserto on staff for the summer. She is employed by Niagara County as a part of Worksource One’s Summer Youth Employment Program.

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 (¼) 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*

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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 7/15/2018

Staff member	total hours worked in 2018	sick hours	vacation hours	personal hours
S. Miller	1344.75	45	91.5	7
M. Jones	385.5	30	46	3
M. Wessel	510.75	26.5	32.25	3.75
C. Schemel	195.75	-	-	-
A. Hall	188.75	3.5	19	0

Statistics Snapshot

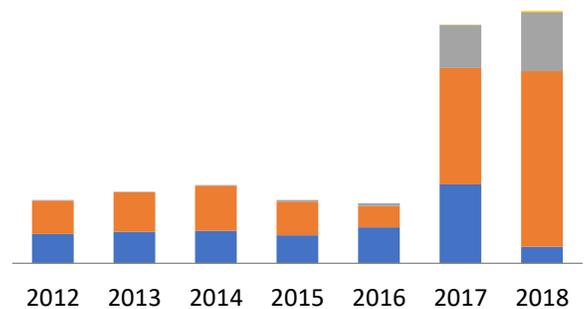
How is programming at the Library changing?

Programs 2012 2013 2014 2015 2016 2017 2018 (January 1 – June 30)

Summer Programs for children: attendees	43	32	41	32	41	25	9
	337	362	371	320	413	903	192
Other programs for children: attendees	94	101	86	91	77	104	98
	380	454	516	385	244	1330	2004
Programs for adults: attendees	3	2	3	2	4	24	32
	8	4	9	19	32	491	672
One-on-One programs: attendees	0	0	0	0	0	1	17
	0	0	0	0	0	1	17
Total number of programs: total number of attendees	140	135	130	125	122	154	156
	725	820	896	724	689	2725	2885

Youngstown Free Library Program Attendees

- one-on-one programs
- programs for adults
- other programs for children
- summer programs for children



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Volunteers

New volunteers and returning volunteers are increasing our ranks! We have ten weekly volunteers and several who come as needed. These helpers are allowing the Library to stay on track with its current projects.

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** **Totals Year to** **Remaining in** **% of**
05/01/2018 - **Date** **Budget** **Budget**
06/30/2018

REVENUE

TOWN OF PORTER	\$78,646.00	\$0.00	\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$5,711.00	\$0.00	\$0.00	\$5,711.00	0%
YOUNGSTOWN VILLAGE LOC. LIBRARY SERVICE	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0%
AID	\$1,420.00	\$0.00	\$0.00	\$1,420.00	0%
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$2,000.00	\$534.01	\$1,248.48	\$751.52	62%
INTEREST	\$2,400.00	\$583.63	\$1,554.49	\$845.51	65%
GIFTS	\$1,000.00	\$786.99	\$1,109.68	-\$109.68	111%
ANNUAL DRIVE	\$14,000.00	\$375.00	\$2,907.03	\$11,092.97	21%
MISCELLANEOUS	\$100.00	\$1.00	\$1.00	\$99.00	1%
GRANT FUNDS	\$0.00	\$300.00	\$400.00	-\$400.00	
TOTAL REVENUE	\$111,277.00	\$2,580.63	\$85,866.68	\$25,410.32	77.16%

<u>EXPENDITURE</u>	BUDGET 2018	Activity 05/01/2018 - 06/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					
SALARIES (GROSS)	\$73,610	\$11,454.99	\$35,569.31	\$38,040.69	48%
SALARIES (CHRISTMAS BONUS)	\$0	\$0.00	\$0.00	\$0.00	
HEALTH BENEFIT	\$4,000	\$615.40	\$2,000.05	\$1,999.95	50%
SOCIAL SECURITY & MEDICARE	\$5,630.00	\$923.39	\$2,874.07	\$2,755.93	51%
CONTINUING EDUCATION & NETWORKING	\$500.00	\$21.61	\$26.61	\$473.39	5%
NEW YORK STATE DISABILITY	\$350.00	\$74.81	\$194.27	\$155.73	56%
WORKER'S COMPENSATION	\$750.00	-\$68.79	\$226.00	\$524.00	30%
TOTAL PERSONNEL	\$84,840.00	\$13,021.41	\$40,890.31	\$43,949.69	48%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$6,500.00	\$401.12	\$1,999.87	\$4,500.13	31%
BOOKS	\$16,000.00	\$507.05	\$2,839.57	\$13,160.43	18%
COMPUTER SOFTWARE	\$200.00	\$0.00	\$99.00	\$101.00	50%
PURCHASES FROM GRANT/GIFT FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$4,000.00	\$234.00	\$1,528.43	\$2,471.57	38%
BOOK PROCESSING & SUPPLIES	\$1,500.00	\$31.61	\$723.24	\$776.76	48%
TOTAL LIBRARY MATERIALS	\$28,200.00	\$1,173.78	\$7,190.11	\$21,009.89	25%

OPERATING EXPENDITURE	BUDGET 2018	Activity 05/01/2018 - 06/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$8,328.00	\$1,388.00	\$4,164.00	\$4,164.00	50%
OFFICE SUPPLIES	\$1,500.00	\$321.04	\$1,033.28	\$466.72	69%
HOUSEKEEPING	\$300.00	\$12.73	\$185.72	\$114.28	62%
INSURANCE	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0%
COPIER LEASE & USAGE	\$2,200.00	\$265.34	\$1,276.86	\$923.14	58%
MAINTENANCE (SPACE)	\$1,500.00	\$182.27	\$182.27	\$1,317.73	12%
POSTAGE	\$550.00	\$125.40	\$878.27	-\$328.27	160%
PROGRAMMING	\$700.00	-\$257.30	-\$77.33	\$777.33	-11%
PUBLICITY	\$1,000.00	\$409.95	\$424.95	\$575.05	42%
INTERNET/PHONE	\$1,600.00	\$270.91	\$793.56	\$806.44	50%
TOTAL OPERATING	\$20,478.00	\$2,718.34	\$8,861.58	\$11,616.42	43%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,200.00	\$0.00	\$1,342.96	-\$142.96	112%
OTHER - SPACE etc	\$4,300.00	-\$4,830.29	-\$118.38	\$4,418.38	-3%
TOTAL CAPITAL EXPENDITURES	\$5,500.00	-\$4,830.29	\$1,224.58	\$4,275.42	22%

	BUDGET 2018	Activity 05/01/2018 - 06/30/2018	Totals Year to Date	Remaining in Budget	% of Budget
MISCELLANEOUS					
ACCOUNTING & PAYROLL SERVICES:	\$3,450.00	\$891.00	\$1,644.00	\$1,806.00	48%
MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$430.00	\$1,458.00	\$1,122.00	57%
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260.00	\$61.00	\$140.00	\$120.00	54%
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124.00	\$0.00	\$46.00	\$78.00	37%
990 PREPARATION & DEPRECIATION	\$400.00	\$400.00	\$400.00	\$0.00	100%
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	\$205.00	\$150.00	\$0.00	100%
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	
MISC - OTHER	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$13,600.00	\$1,096.00	\$2,194.00	\$11,406.00	16%
TOTAL OPERATING EXPENDITURE	\$152,618.00	\$13,179.24	\$60,360.58	\$92,257.42	40%
FUNDS					
SCHOLARSHIP FUND	\$500.00	\$750.00	\$750.00	-\$250.00	150%
TOTAL FUNDS	\$500.00	\$750.00	\$750.00	-\$250.00	150%
TOTAL EXPENDITURES	\$153,118.00	\$13,929.24	\$61,110.58	\$92,007.42	40%
Net Income (Loss)	-\$41,841.00	-\$11,348.61	\$24,756.10	-\$77,573.66	

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

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$16,125.68
Morgan Stanley - 178- Acct	\$269,548.92
Morgan Stanley (Scholarship)	\$3,835.68

TOTAL ASSETS **\$289,610.28**

FUND BALANCES

Unrestricted

General (Operating)	\$33,156.60
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Total Unrestricted Funds	\$133,156.60

Restricted

Operating Reserve	\$152,618.00
Scholarship (Ruby Carey)	\$3,835.68
Gifts (with restrictions for use)	\$0.00
Total Restricted Fund Balance	\$156,453.68

TOTAL FUND BALANCES **\$289,610.28**