

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

March 24th, 2014

PRESENT: Sue Wahl, Darcy Tower Paepflow, Diana Newton, Murray Roland, Rita Rolfe, Jan Gilgore, Maggie Steyn

EXCUSED: Richard Powell, Linda White, Joan Spira

CALL TO ORDER: President Sue Wahl called the meeting to order at 6:58pm

PUBLIC COMMENTS: None

MINUTES: The minutes of January 27th were accepted unanimously upon a Motion from Murray Roland, seconded by Rita Rolfe.

TREASURER'S REPORT: presented by Jan Gilgore in Joan's absence. Jan reviewed the figures and reported that all appeared in order. The large balance in the checking account reflected that monies recently received from the Town of Porter would shortly be transferred to the Morgan Stanley -403 A/C.

Donations of \$925, shown here under 'Gifts' had been received in the name of Mary Grace. Rita proposed a motion that a general Balance Sheet heading of 'Memorial Fund' should be established, broken down by the various names: Mary Grace, Marie etc. The motion was seconded by Murray and unanimously accepted.

(See attached Working Budget of 03/17/14).

Motion made to accept Treasurer's Report, accepted unanimously. (Rita Rolfe/Diane Newton).

DIRECTOR'S REPORT: Jan Gilgore reviewed topics from her report. Joe Cecconi was still working on "The Little Library" and wondered whether Murray could follow up with him and maybe offer 'to help'. There was still a need for someone to take over the organization of school art displays in the library. The '1000 Books before Kindergarten' program was still growing. Jan reported that one pre-K reader had probably already read 600 books! Jan had interviewed 7 people for the Summer Reading Program and had short-listed 2. A final decision would be made soon. To-date, there were 3 applicants for the position of 'Page'.

Action required: Murray to maybe contact Joe

Action required: New organizer for School Art displays in the library needed

Action required: Celebration of the Library's 65th Anniversary – direction needed

(See attached Director's Report)

Motion made to accept Director's report. Passed unanimously. (Maggie Steyn/Rita Rolfe).

FRIENDS OF THE LIBRARY REPORT: Maggie Steyn: Maggie encouraged the Board to attend the Bowling Event on March 29th at 3pm and to make sure they had sent in their membership-dues following the recent Friends membership drive mailing. In support of the Dessert in the Stacks event on April 25th, recipes were distributed and board members selected one or two to bake. Thank you. (A further selection of recipes is with Jan at the library if anyone wants to bake another item.)

CORRESPONDENCE: Rita Rolfe: 'Thank You' notes had been sent to people who sent condolences and gifts upon the passing of Mary Grace. A 'Thank You' had been received from Peggy Hanson for the basket contributed to the Town of Porter Community Christmas Baskets program.

Rita also distributed two sample letters for board members to compete and send to George Maziarz and Jane Corwin, in response to the proposed library budget cuts.

OLD BUSINESS: Nominating: None, **Personnel:** None **Community Relations:** None

Finance: None



YOUNGSTOWN FREE LIBRARY DIRECTOR'S REPORT

Prepared for Trustee Meeting on March 24, 2014

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: Story hour presenters are Sharon Rugg, Amanda Shackelford & Heidi Lauger. Story hour times are Tuesdays at 9:30 am and 11:00 am. This program follows the school schedule and will take a break on April 15th, then continue on until mid June

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club continues to come once a month through May to present their monthly Saturday story hours. This group of middle school students is supervised by special education teacher Tina Oddy. Below is a list of dates and themes remaining for this school year.

April 5 – Butterflies and Bugs 9 earlier than usual due to spring break dates)

May 17 - Summer Fun

1000 BOOKS BEFORE KINDERGARTEN -This program encourages parents/family members to read to small children. The registered children are reading and returning their reading card lists. Our current participate range from 5 months to 4.5 years.

ADULT:

Youngstown Free Library Book Discussion Group

The book discussion group meets on the 2nd Wednesday of each month. *The books discussion group was cancelled in March due to the Blizzard. The Snow Child: A Novel by Eowyn Ivey* was moved to April.

Friends: Held their annual meeting and January Board meeting on January 15th. Their plans for the spring include:

A Bowling for books event on March 29th from 3 pm – 6 pm \$40 for a family of 4 2 adults & 2 children include shoe rental, 2 games, pizza and a drink.

The “Dessert , Appetizers & Wine in the Stacks” event in April 25th 6? to 8? Maggie Steyn is chairing it for the Friends

The Spring Book Sale in early May.

COMMUNITY OUTREACH:

“The Little Library” Joe Cecconi is working it. When it is built we will meet with the Mayor and Trustees to determine the best spot.

I will be visiting “The Children’s House” School at the Presbyterian Church on Wednesday, January 29th.

Please don't forget that Susan Santarosa would like this to be her last year to arrange for children's art work for the children's room. Does anyone have any suggestions on who could do this volunteer job.

BUILDING, GROUNDS, & EQUIPMENT

Storage: The move to the 2 new storage areas is basically done. Adam is working on some straightening.

PERSONNEL:

Summer Reading Program Coordinator: Seven people have interviewed for the position. They all seem very well qualified. I will make the decision soon.

The Page, Adam Winkworth, will be leaving May 15th. I have posted this position at the high school and around the community. Applications need to be in by April 11th. (If you know anyone you would like to tell about the position it is 2 hours per day Mon.-Thurs. The shift must be completed between 3:30 and 7:30). Hopefully Interviews will take place the week of April 7th and after. The new person should begin work May 5th to train with Adam for 2 weeks.

NIOGA MEETINGS AND WORKSHOPS:

2/26 Summer Reading Program Planning meeting at NIOGA

3/3 Workshop Part One Arrange in books in "Neighborhoods or Glades"
Part Two: 3D Printing

SUGGESTION BOX:

None

CIRCULATION:

	<u>2013</u>	<u>2014</u>
January	2370	2106 (Closed early 2 days due to weather)
February	1882	2169 (Closed 1 day due to weather)

Submitted by
Jan Gilgore
Library Director
March 19, 2014

Youngstown Free Library		
Working Budget 2014		
REVENUE	Budget 2014	Received
	<u>As of 3/17/14</u>	
TOWN OF PORTER	\$74,111.00	\$74,111.00
NIAGARA COUNTY	\$5,700.00	\$0.00
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00
LOC. LIBRARY SERVICE AID	\$200.00	\$0.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$369.40
INTEREST	\$6,000.00	\$1,426.41
GIFTS	\$1,000.00	\$1,025.00
Transfer of Funds	\$15,000.00	\$0.00
Annual Drive	\$14,000.00	\$495.00
MISCELLANEOUS	\$100.00	\$140.19
Grant Funds	\$0.00	\$0.00
TOTAL REVENUE	\$131,311.00	\$77,567.00
Youngstown Free Library		
EXPENDITURE	Expenses for 2014	Spent
	<u>As of 3/17/14</u>	
PERSONNEL		
SALARIES (GROSS)	\$53,580.00	\$6,740.93
SR PROG COORDINATOR	\$1,300.00	\$0.00
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$1,454.86
ANCILLARY BENEFIT	\$2,800.00	\$314.70
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00	\$108.00
NEW YORK STATE DISABILITY	\$400.00	\$124.69
WORKER'S COMPENSATION	\$575.00	\$648.00
TOTAL PERSONNEL	\$63,455.00	\$9,391.18
LIBRARY MATERIALS		
AUDIO VISUAL MATERIALS	\$2,500.00	\$344.47
BOOKS	\$20,000.00	\$5,310.08
COMPUTER SOFTWARE	\$231.00	\$78.00
SUBSCRIPTIONS	\$3,190.00	\$952.47
TOTAL LIBRARY MATERIALS	\$25,921.00	\$6,685.02
OPERATING EXPENDITURE		
ALMS FEE	\$7,675.00	\$1,805.82
HOUSEKEEPING	\$300.00	\$8.40
INSURANCE	\$2,850.00	\$0.00
MAINT. - OFFICE EQUIPMENT	\$1,500.00	\$231.00
MAINT. - REPAIRS	\$400.00	\$0.00
POSTAGE	\$950.00	\$28.90
PROMOTIONAL	\$350.00	\$25.25

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
MARCH 17, 2014

ASSETS

Petty Cash	100.00
First Niagara Checking	79,120.09
Morgan Stanley 828-107169-346	213,453.43
Morgan Stanley 828-107170-403	7,064.70
Merrill Lynch (Scholarship)	5,803.32

TOTAL ASSETS	305,541.54
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Fund Balances

Unrestricted

General	86,398.43
Marie Braun Memorial	845.91
Total Unrestricted Funds	87,244.34

Restricted

Automation	45,122.55
Operating Reserve	93,723.18
Special Projects	72,957.03
Scholarship	5,803.32
Fitch Cady Fund	691.12
Total Restricted Fund Balance	217,018.76

Total Fund Balances	305,541.54
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