

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: March 28, 2016 Time: 7:00 pm

Present: Rita Rolfe, Diana Newton, Maggie Steyn, Jan Gilgore, Mary Wieland, Paul Inskip & Kevin Cassick.

Absent: Jan Mathews

Call to order: By Rita Rolfe at 7:02 pm

Comments from the public: None

Minutes: The minutes of the January 25, 2016 meeting were approved as read; Maggie Steyn/Kevin Cassick

Treasurer's Report: The treasurer's report was approved; Paul Inskip/Mary Wieland.

- In the future it has been requested that a line item for the "Vision Committee" be established, with subheadings showing expenditures for: programming, community outreach, equipment, etc.
- A breakdown of "Capital Expenditure" showing subheadings for: renovations, equipment repairs, etc. is also needed.

Directors Report:

- **Jan presented her report.** She reviewed all of the various programs involving the Children's story hour, Lew-Port builders club, kindergarten, adult and Computer classes from BTOP Express.
- **The community outreach program** was reviewed and Jan gave a breakdown of Jan & Feb average attendance on M-W (7.5 hr day) F-S (4 hr day) & Thurs (new 10.5 hr day). Maggie noted that the W/E were not well attended by working people. The idea that Sat. would attract people who worked during the week. Jan said attendance has always been down on the W/E.
- **Bldg. refurbish-**The DPW has replaced the major plumbing system of the second floor as they have been remodeling the 2 restrooms. Because of this the reading room was closed for several days. The DPW reported that the A/C unit above the reading room may be leaking. Jan will have this checked out by the A/C service contractor.
- **Library Page-**Alicia Hughes, the library page will be leaving July 28. Jan will advertise the position throughout the community. Rita encouraged that the new hire (in addition to computer skills) be well versed in other tech skills i.e.: Twitter, Instagram and Facebook.
- **PR Campaign:** Jan discussed the prizes for completed punch cards. In addition to the books, puzzles, games, etc. a motion was made to "purchase \$10, \$20 & \$30 gift cards from Target and have a drawing for the completed punch card participants." Approved: Paul Inskip/Maggie Steyn. All Trustees have been invited to the Challenge kick-off event on March 30th in Lockport.
- **Circulation** was up in Feb. as compared to 2015.

The Director's report was accepted and filed (See attached report March 28, 2016)

Correspondence: Jan Mathews has sent out (4) Thank you notes since our last meeting. (3) to Art teachers for the Children's art exhibit and to Tom Binderman for his presentation to the Board in February.

Friends of the Library: Maggie reported that the Friends have (2) upcoming events.

- **Desert in the stacks-** April 15th 6-8 pm. Board members were asked to provide a desert or appetizer for the event.
- **Book sale-** April 29 & 30 open to the public. Evening of April 28 “members night” at which time a drawing will be held for a gift card.

Old Business:

Moving Forward 2016: Discussed Tom Binderman’s visit & decided that there were more pressing issues than “Future building expansion” for now. It was thought that we need to focus on:

- **Recruitment** of new board members
- **PR program**
- **Programming ideas-**suggestions that were made in the past: Chess club, Lego with Heidi, also to revisit the brainstorming session the Board had with Paul Clark. Add to newsletter an appeal to anyone willing to volunteer their time to teach Knitting or other skills they may have. Question came up to whether we would charge for these programs (time /material) example: Painting & coffee? Movies were brought up and we were cautioned that a license was required for outdoor viewing for a cost of \$1000. What ever we decide it was emphasized that advertising is the most important tool for success.
- **Hoopla-**discussed the fact that most patrons are unaware of program, some confusion with system need new computer to access.
- **Equipment-**Approval at past meeting to purchase new computer, etc. Has not been done due to resignation of a board member. This equipment is vital to future programs, etc. Rita will talk to Shirley Whelan re: recommendations. Maggie will work with Shirley and also contact NIOGA for their input.
- **Space-**Discussed building, Re: Tom’s report. Noted Jan weed’s thru books prior to book sales utilizing circulation report as guide. Hold off any discussion on expansion/discussion with village board until “Patron Survey” is complete. It was felt that additional children’s activities could be held in the meeting room on the second floor.
- **Vision Committee-**Laura Andrus & Jan Howard will be Co-chairman in addition to (5) board members and several members of the advisory comm. This committee will be responsible for the community “Survey”. Paul Clark’s brainstorming session spreadsheet should be used for questions on the survey. After discussions with other organizations and completion of the survey a presentation will be made to the board for the next step. Several board members emphasized the importance of the survey. It is the key issue at present, the sooner the better! A question came up about the concern of public reaction to the large amount of funds we presently have in the bank/financial institutes. The answer would be that we need at least 2 years of funds in “Escrow” to fund the library in the event that state/county/town funding was stopped. In addition there is some residual funds that could be used based on the survey outcome. Suggestion was made to merge the “Vision” and the “Community Relations” committees. Approved.
- **By-Laws-**Hold off on updating by-laws for present
- **Voting at workshop meetings-**determined that by-law changes were required.

New Business:

- **The resignation** of Shelley Vanstrom was accepted. Paul/Kevin
- **Reading room painting-** Paul presented motion “To repaint existing reading room for a cost not to exceed \$200”, Paul/Mary. Maggie would like to see a line item in budget showing this project’s expense. Rita suggested that Carol Carreno (local artist) be a good choice to pick the paint for the walls that would best accentuate the art. She will contact Carol.

Committee Reports:

- **Scholarship Comm.-**Jan Mathews has coordinated with the guidance office and has posted application at the school. It will be advertised in the Sentinel, Facebook, and Mail Chimp. Deadline for applications April 15.
- **Trustee Membership-**Reviewed propose selection process and approved as policy. Maggie/Paul. Agreed on (9) member board. Application to be on Website and newsletter. (3) names given to Diana for potential members.

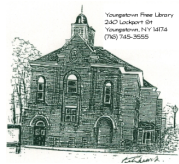
Next meeting discussion-

- Update/revise “Mission Statement
- Selection of new equipment
- Reboot of “Vision Comm.”. Progress/report.

Motion to close meeting: Made by Mary, seconded by Rita. Meeting adjourned at 8:40 pm

Next meetings: Work session Tuesday April 12th at 7:00 pm (Vision Comm. “Reboot”) **Note Date Change**
Business meeting Monday May 23rd 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 March 28, 2016

* = Need's Action

PROGRAMS

CHILDREN:

Town of Porter: Sharon Rugg, Amanda Shackelford and Heidi Lauger are the presenters.

Story hours are held at 9:30am and 11:00am each Tuesday morning. The program took a spring break the week of March 21st. They will return on Tuesday, March 29th and run through June 14th

Lewiston-Porter Builders Club: The Lewiston-Porter Builders Club middle-school students present a themed Story hour each month October through May under the direction of the supervising teacher Tina Oddy.

Dates and Themes:

January 16 th	Theme: Snow Day- 14 children attended
February 20 th	Theme: Pirates - 16 children attended
March 19 th	Theme: St Patrick's Day - 26 children attended
April 16 th	Theme: Animals
May 7 th	Theme: Summer Fun

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

Nursery Rhyme Time – This program ran from Friday, February 12th through March 19th. There were 3 children registered but only one child attended all 6 weeks. The program will be run again in the Fall.

ADULT:

Youngstown Free Library Book Discussion Group

The Wednesday, February 10th meeting was cancelled due to weather. *The Rosie Project* by Simson was postponed and discussed at the March 9th meeting. *The Corrections* by Jonathan Franzen will be discussed at the April 13th meeting and *All the light We Cannot See* by Doerr will be discussed at the May 11th meeting.

Computer Classes: Sara Taylor BTOP Express trainer from NIOGA will be presenting the following classes.

February 10 th	Intro to Computers & Internet
February 17 th	Internet Resources; Safety, Security, and Fun
March 23 rd	Facebook Combo
March 30 th	Intro to Twitter
April 6 th	Power Point Basic: Create a Presentation
April 20 th	Gadgets and Gear (She finds the gadgets change so fast that this is worth doing twice a year. Most popular course)
April 27 th	Intro to Craigslist

Friends:

April 15th - Dessert in the Stacks will be held April 15th.

April 28th, 29th, 30th - Spring Book Sale

COMMUNITY OUTREACH:.

Hours:

January	7.5	4	10.5
Total	552	261	238
Average	50.18182	32.625	59.5

February	7.5	4	10.5
Total	675	241	246
Average	56.25	30.125	61.5

We found a major difference between the hand counts which was for each hour and the electric counts. We found children often played with the electronic counter.

Computer classes have been well attended.

BUILDING, GROUNDS, & EQUIPMENT:

The library office was used to work on pipes from for the new men’s room on the 2nd floor.

The Library reading room was closed for several days in mid March due to work being done by the Village DPW on the ladies’ room upstairs. When all the work is done, some of the ceilings tiles will be replace.

If we are going to plan on painting the reading room soon it should be done by April 15th for Dessert in the Stacks or after that date.

The cash register is in. We began using it on Monday, 3/21. I will begin balancing it soon once everyone has been trained.

PERSONNEL:

Alicia Hughes, the library page has verbally informed me that she will be leaving July 28th. I will advertize the position from April 4th through May 6th at the high school, in the library and in the community. I will hold interviews in late May and early June. The position will begin on July 18th for training with Alicia.

NIOGA :

PR Campaign:

The NIOGA meeting on the PR Campaign was held today, March 16th. Copies of posters, the punch card will be at the meeting. Some of the information given was left in you mail slots earlier this month. The initial Check-Out Challenge punch card program will run from April 11th to May 7th, with a major PR announcement at NIOGA on Wed. March 30th.

Our library will allow each person who returns a completed punch card choose a prize from our prize box (books, puzzles, notebooks and travel games.) Other libraries are giving out gift cards. All completed cards will be sent to NIOGA and a drawing for 1st, 2nd and 3rd prizes will be drawn at the NIOGA Annual Dinner on May 24th.

Postcards, posters and many other items for the campaign will not mention the Check-Out Challenge program so they will be useable for many years.

Hopefully you each have received a invitation similar to this one.

Now here's something to check out

You're invited to the NIOGA Library System's Check-Out Challenge kickoff event. It's an exciting time for the 21 member libraries of NIOGA, as we're launching our new awareness campaign by issuing a fun challenge to the community. Come see what it's all about at our kickoff event.

WHO: NIOGA member library directors, trustees, friends, and staff (local media and politicians will also be invited)

WHEN: Wednesday, March 30th, at 9:30am

WHERE: NIOGA Library System 6575 Wheeler Road Lockport, NY 14094

RSVP: leric@nioga.org or (716) 434-6167, ext. 33

SUGGESTIONS:

Phone request for a Teen Reading Group.

CIRCULATION:

	<u>2015</u>	<u>2016</u>
January	1754	1590
February	1705	1831

Submitted by
Jan Gilgore
Library Director
March 23, 2016

Youngstown Free Library					
REVENUE	Budget for 2016	Received Jan & Feb 2016	Received Year to Date	Remaining to be Received	
TOWN OF PORTER	\$77,105.00	\$77,104.00	\$77,104.00	\$1.00	
NIAGARA COUNTY	\$5,500.00	\$0.00	\$0.00	\$5,500.00	
VILLAGE OF YOUNGSTOWN	\$14,000.00	\$0.00	\$0.00	\$14,000.00	
LOC. LIBRARY SERVICE AID	\$200.00	\$1,362.00	\$1,362.00	\$1,162.00	2015 payment received 2016
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$1,200.00	\$4.00	\$4.00	\$1,196.00	
INTEREST	\$3,500.00	\$1,033.23	\$1,033.23	\$2,466.77	
GIFTS	\$1,000.00	\$100.00	\$100.00	\$900.00	
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00	
Annual Drive	\$14,000.00	\$475.00	\$475.00	\$13,525.00	
MISCELLANEOUS	\$100.00	\$0.00	\$0.00	\$100.00	
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$132,105.00	\$80,078.23	\$80,078.23	\$52,026.77	

EXPENDITURE					
	Budget for 2016	Spent Jan & Feb 2016	Spent Year to Date	Remaining to be Spent	
PERSONNEL					
SALARIES (GROSS)	\$52,000.00	\$7,730.86	\$7,730.86	\$44,269.14	
SR PROG COORDINATOR	\$1,500.00	\$0.00	\$0.00	\$1,500.00	
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$591.47	\$591.47	\$3,908.53	
ANCILLARY BENEFIT	\$2,000.00	\$209.80	\$209.80	\$1,790.20	
PROF. DEVELOP./INSERV. & MEMBERSHIPS	\$300.00	\$108.00	\$108.00	\$192.00	
NEW YORK STATE DISABILITY	\$375.00	\$202.69	\$202.69	\$172.31	
WORKER'S COMPENSATION	\$575.00	\$0.00	\$0.00	\$575.00	
TOTAL PERSONNEL	\$61,250.00	\$8,842.82	\$8,842.82	\$52,407.18	
LIBRARY MATERIALS					
AV Materials	\$3,500.00	\$1,301.57	\$1,301.57	\$2,198.43	
BOOKS	\$22,000.00	\$3,152.78	\$3,152.78	\$18,847.22	
COMPUTER SOFTWARE	\$200.00	\$0.00	\$0.00	\$200.00	
SUBSCRIPTIONS	\$3,295.00	\$803.29	\$803.29	\$2,491.71	
TOTAL LIBRARY MATERIALS	\$28,995.00	\$5,257.64	\$5,257.64	\$23,737.36	
OPERATING EXPENDITURE					
ALMS FEE	\$8,100.00	\$1,284.90	\$1,284.90	\$6,815.10	
HOUSEKEEPING	\$450.00	\$14.25	\$14.25	\$435.75	
INSURANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$318.75	\$318.75	\$1,681.25	
MAINT. - REPAIRS	\$750.00	\$482.88	\$482.88	\$267.12	
POSTAGE	\$800.00	\$14.00	\$14.00	\$786.00	
PROMOTIONAL	\$200.00	\$139.53	\$139.53	\$60.47	
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
SUPPLIES/ BOOK PROC.	\$2,750.00	\$838.62	\$838.62	\$1,911.38	
TELEPHONE *	\$1,700.00	\$206.63	\$206.63	\$1,493.37	
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$3,299.56	\$3,299.56	\$28,450.44	
CAPITAL EXPENDITURE					
EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
MAJOR IMPROVEMENTS	\$500.00	\$0.00	\$0.00	\$500.00	
TOTAL CAPITAL EXPENDITURES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	

MISCELLANEOUS					
Accounting	\$1,250.00	\$264.00	\$264.00	\$986.00	
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00	
Bookkeeping	\$1,560.00	\$260.00	\$260.00	\$1,300.00	
CPA-990	\$750.00	\$0.00	\$0.00	\$750.00	
Investment & Advisory Fees	\$2,000.00	\$0.00	\$0.00	\$2,000.00	
Payroll	\$650.00	\$100.00	\$100.00	\$550.00	
Payroll Taxes	\$500.00	\$50.84	\$50.84	\$449.16	
Unforeseen	\$500.00	\$57.17	\$57.17	\$442.83	
TOTAL MISCELLANEOUS	\$8,610.00	\$732.01	\$732.01	\$7,877.99	
EXPENDITURE	\$132,105.00	\$18,132.03	\$18,132.03	\$113,972.97	
FUNDS					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00	
TOTAL FUNDS					
TOTAL EXPENDITURES	\$132,605.00	\$18,132.03	\$18,132.03	\$114,472.97	
Income (Loss)		\$61,946.20	\$61,946.20		
Fund Balances January 1, 2015			\$ 255,504.88		
Investments			\$ -		
Change in FMV on Investments			\$ 415.51		
Total Fund Balances YTD			\$317,866.59		

YOUNGSTON FREE LIBRARY
BALANCE SHEET
February 29, 2016

ASSETS

Petty Cash	100.00
First Niagar Checking	27,164.43
Morgan Stanley 828-107169-346	213,738.77
Morgan Stanley 828-107170-403	72,039.18
Merrill Lync (Scholarship)	4,824.21

TOTAL ASSETS 317,866.59

Fund Balances

Unrestricted

General	72,630.13
Marie Braun Memorial	262.46
MaryGrace Foote Memorial	1,046.59
Total Unrestricted Funds	73,939.18

Restricted

Automation	53,029.40
Operating Reserve	103,450.37
Special Projects	81,906.42
Scholarship Donated	4,824.21
Fitch Cady Fund Donated	717.00
Total Restricted Fund Balance	243,927.41

Total Fund Balances 317,866.59

YTD INTEREST	1033.23
OTHER INTEREST	1033.23
(INCOME)	(61,328.48)
MARIE BRAUN EXP	
MaryGrace Foot Exp	