

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: March 25, 2019 Time: 7:00 pm

Present: Rita Rolfe, Mary Wieland, Karran Swayze, Jerome Andres, Claudia Andres, Barbara Costello, Kevin Cassick, Sean Scaribrick, Sonora Miller & Paul Inskeep

Excused with permission: Maggie Steyn, Heather Crumlish & Lauren Morse

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

Comments from the public: None

Minutes: The minutes of January 28, 2019 reading were suspended. Motion to suspend Claudia Andres, second Karren Swayze, motion carried. With no corrections or additions motion was made to approved the Minutes as written and file. Motion by Sean Scaribrick, second Mary Wieland, motion carried.

Treasure's Report: With the excused absence of Maggie to review and all Trustees receiving a copy the report was accepted. There were no questions. The new officers signature sheet was completed for check signing authority at Key bank.

Director's Report:

- Sonora reported that the NYS annual report has been completed and is in the Drop box for all Trustees to look at. This is an enormous feat, with over 40 pages of detail about our Library that must be completed each year. Comparison between '17 & '18 is noted
- A review of Building & Grounds, Collection, Community Partnership, Fundraising & Grants, noting that grants of \$500 from NIOGA & NYS for reading program & Family literacy have been received.
- Sonora will be speaking at the April 2nd Lion's Club meeting in Youngstown, outlining the Libraries past 70 years, discussing the Libraries strategic plan & showcasing the new Lion's den that will be officially unveiled the end of April.
- The Friends group donated \$911 toward new chairs for the Library staff.
- The NIOGA annual meeting will be held May 22nd, the theme is rebuilding Barker Library after the devastating fire. A basket raffle will be held and Karran & Barb will be in charge of Youngstown's basket.
- Jan. & Feb. saw 31 children & family programs held, with 243 kids & 125 adults taking part. Also, in the same time frame 11 adult programs were held, with 63 adults attending.
- **For a more detailed report: see Directors report Dated March 2019**

Correspondence:

- Mary read a letter from Assemblyman Michael Norris directed to Governor Cuomo requesting that the Library funding for 2020 not be cut but increased considerable.
- Other letters of thanks were also received from; Sherry Knab, Executive Director of WNYS Library & Youngstown Community basket committee. Maggie also received a letter from Jan Mathews our "ghost writer" of thank you notes, which will be read at our next meeting.

Friends: Upcoming events

- **Dessert in the stacks** is on Friday April 12th from 6-8 pm. Looking for a larger turnout requesting 1400 pieces of dessert. List of desserts were handed out for board members to make.
- **Spring Book Sale** is Thursday April 25 thru Saturday the 27th. Set up (moving, sorting, etc.) is on Monday thru Wednesday. Much help will be needed then. Chair this year is Keith Hartloff.

- **Membership drive** is also going on, letters from the Friends have been sent out. Membership also allows you entry to the Thursday night book sale from 5-8 pm, before the public Friday and Saturday.

Space Committee:

- **Air Conditioner Unit:** Paul passed out a spread sheet showing the 4 firms he asked to quote on the A/C system. (3) were conventional A/C units and (1) was a geothermic water- cooled system that uses recirculating water. This unit was the costliest system; however, it was less costly to operate. The whole purpose of this project is because the present A/C units in the Library uses non recirculating water. The village by contract, pays all of the water and electric costs associated with the Library and with the high cost of water and sewer costs in the village we were asked by the Mayor to make replacement a top priority. Paul obtained a 3-year water usage list for the entire building and during the 3 months of Summer the consumption was extremely high. Some of the other months water usage and (3) months Summer use during other years are questionable and will be addressed with the Village. There was a leak in the water system, but this was repaired in 2017, however this isn't reflected in the usage this past summer. It was suggested that Steve Fuller (Steve's Heating) come in, look the present system over and make some adjustments to the control valves in an attempt to use less water. Steve has been contacted and this will be done before the Summer. The decision has been made not to spend any money on a new system until these (2) points are addressed. Paul also showed the board a plot plan showing the location of the building, which is only 2' off the lot line to the North. This leaves only the West side of the building (which has 2 gardens and several trees) to do any excavation if the geothermic system was to be employed.

Other Building Options:

- **Key Bank Building:** Sean & Sonora drafted an excellent letter to the President of Key Bank asking if they had reconsidered our request in an earlier letter for the possible donation of the building for the Libraries use. The letter further explained the availability of grants the Library could obtain for reconstruction. The bank would have a legacy in the village and a celebration would be in Key Bank's honor and the Libraries 70th year of operation. After Sean read the letter, several members spoke up and said they had heard the building had been sold. The letter will be on hold until the selling and the purchaser have been confirmed. (Nice job Sean!) The letter can be modified and used for other mailings in the future.

Community Committee:

- Rita stressed the importance of putting together a "Community Committee". There are many people, clubs & organizations in our area that would like to see the Library grow and we need their support! She suggested to the Board that we come up with a list of people who we feel would be supportive and serve on this committee. Claudia suggested that many of the people (leaders in the community) are on the "Post Theater Board", which should be included in the Library CC group along with Rick Lohr, Sue McNaughton, Dotty Riordan, etc. This group can help us make a decision of weather we stay in the present building or find a different location for the future. She emphasized that we should act on this soon and have a meeting with this newly formed group. A concern was raised about grants; should we try to get a grant for the A/C system, since the window this year is in August and there may not be as much grant money next year. Sonora then pointed out that NYS Senate & Assembly voted to keep the grants the same for 2020, however it still needs to be approved by the Governor. Before we spent anything, we must decide on the "Big Picture". The discussion was concluded that we won't apply for a A/C grant until we are positive that the present building will be the Libraries home

Updates/Questions:

- Karren Questioned, if we received a grant for A/C units based on a 10-year commitment (letter) and then

vacated the building after 2-3 years, would we have to pay back the grant money? Sonora will find out from NIOGA.

- Will **Barker** be using a large portion of the grant money for rebuilding? Not sure, becomes a complex issue.
- **Rita reviewed the list of brainstorming items that must be done:**
 - **A/C units:** on hold, more information is needed. Paul to follow-up
 - **Revised Contract from Village:** None at time of this meeting.
 - **Location:** Are we staying in the building or still looking? Needs & wants? Will we be spending money on a study? These will be decided by the space committee at their next meeting
 - **Sustainability Committee:** Heather not present. At the Workshop meeting the two committees spent most of the time on space, not sustainability.
 - **Voting on the Budget:** We need to get the facts on how much we could raise by taxing the school, county & village. Pat Fagan will assist us in getting the facts and figures.
 - **Other means of Income:** Large fund-raising campaign, list of donors willing to donate large amount, foundations and educational grant foundations. Rita suggested that the (2) committees meet in the next (2) weeks to assign and decide on these many issues the (2) chairs (Paul & Heather) will set up committee meetings and report outcomes at our next workshop meeting.

Scholarship Committee:

- Claudia reported that Lew-Port has sent her the forms needed. She questioned why 80% of the applicant's evaluation will be based on the written essay submitted. She feels this is too high and only leaves 20% for academic achievements, extracurricular activities, etc. The forms are already out for this year and cannot be changed, but next year she suggests 50% for the essay portion. A motion was made "To make the essay portion 50% in the future" Motion by Paul Inskeep, second Sean Scaribrick. Motion carried.

Old Business:

Website: Nothing new since last meeting

Recycling Event: Everything seems to be set for May 4th at the Red Brick school from 10-2. Lauren has made arrangements with Modern & Maven for recycling electronic components & document shredding. We must obtain the Village board's approval before any advertising can be done. The Board meets on April 11th and should be approved that evening to use the parking lot. A poster has been made explaining the event and will be published in various websites, Facebook, church newsletters, around town and hopefully in the Sentinel and Niagara Gazette after approval. Sonora took a photo of the board holding electronic components to be sent to the papers for announcement. Sean (being a runner) volunteered to put a copy of the poster in each home's paper box!

"Motion made to adjourn" Paul Inskeep/Sean Scaribrick-motion/second. Motion carried. Meeting adjourned at 8:52 pm.

Next meeting(s): Workshop meeting Monday April 29th at 7:00 pm
Regular Board Business meeting May 20th at 7:00 pm

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

Youngstown Free Library
14174

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Director's Report
2019

March

Administrative Tasks

I have completed 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. For more information, please refer to the pdf of this year's report available in your Dropbox in this month's meeting folder.

I encourage all board members and members of the public to browse the past fifteen years of Annual Reports for the Youngstown Free Library. These are available to all; just ask at the Front Desk.

Building and Grounds

The Library was closed on January 30th and 31st due to weather.

Collection & Space

The inventory project is down to the final 3.4% of the collection. We are running clean-up lists and matching shelf to catalog collection. These final 861 titles are a bear because all the problems are being more condensed in these remaining records. Still, we are making steady progress.

The Youngstown Free Library is now registered as an official library partner with the Talking Book and Braille Center and the Library of Congress National Library Service for the Blind and Physically Handicapped. The New York State Talking Book and Braille Center has sent us a digital player and audiobook to share with patrons with visual difficulties who do not own a CD player. I am also available to register people to receive their own player and access to the NYSTBBC from home.

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 am running four storytimes per month at The Children's House.

Another year of "One District, One Book" has wrapped! This annual, district-wide reading program runs from January to March 2019, and it partners schools with community businesses and libraries to read a single book together. As a member of the committee, I organized book voting at the Library, read aloud a book chapter for the District's website, and participated in representing the Library at Family Literacy Night in March. Finally, the "One District, One Book" committee joined the Friends of the Library in marching in Youngstown's St. Patrick's Day parade in the theme of this year's book, *The Lemonade War*.

I will be presenting a talk to the Youngstown Lions Club at their April 2nd meeting. This presentation will outline the Library over the past 70 years, discuss the Library's strategic plan and showcase the new Lions' Den that will be officially unveiled at the end of April.

Friends, Fundraising and Grants

The Friends committed \$911 to the Library to cover the cost of new chairs for staff. Health and safety needs of staff required us to have chairs that allowed for ergonomic adjustments, and the old chairs did not adjust at all. These new ones fit the bill perfectly, and I am thankful to the Friends for their (figurative and literal!) support.

The Youngstown Free Library has received a grant from Nioga of \$300 will support the 2019 summer reading program. We have also received \$200 from New York State Library's Family Literacy Library Services Program to enhance our family play area in the Children's Room.

Nioga/Member Library Partnerships & Continuing Education

In continuing education opportunities, I would like to encourage everyone on the Board and Friends to attend an upcoming workshop at Nioga. The original workshop was cancelled due to a February snowstorm, so it has been rescheduled for the end of March. "How to Run an Effective Board Meeting" will be offered on Friday, March 29th 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.

The Nioga Annual Meeting is scheduled Wednesday, May 22nd. It will be held at the Quality Inn in Batavia. The theme is rebuilding Barker Library following their devastating fire in January. Nioga is holding a basket raffle this year to benefit Barker Library's Building Fund, so donations of baskets are welcome. Questions about baskets may be directed to Laura Krzemien, (716) 434-6167 Ext. 27, email: lkrze@nioga.org.

Programming in and outside the Library

January and February

Children's & Family Programs	Dates held		Attendees
Story Hour with Town of Porter: 9:30 AM	January 8	February 5	55 kids
	January 15	February 12	37 adults
	January 22	February 19	
	January 29	February 26	
Story Hour with Town of Porter: 11 AM	January 8	February 5	35 kids
	January 15	February 12	28 adults
	January 22	February 19	
	January 29	February 26	
Builders Club	January 12		22 kids
	February 9		6 adults
LEGO Club	January 3	February 7	49 kids
	January 10	February 14	11 adults
	January 17	February 21	
	January 24	February 28	
Happy Noon Year!	January 19		18 kids 22 adults
STEAM Express Storytime for Preschoolers	January 17		1 kid 2 adults
Won't You Be My Valen-SLIME?	February 2		20 kids 15 adults
The Children's House storytimes	February 12		43 kids
	February 13		4 adults

Total programs for children and families in January and February: 31

Total attendees for children's & family programs in January and February: 243 kids; 125 adults

January and February

Adult Programs

Dates held

Attendees

Afternoon Book Club	January 15 February 19	16 adults
Evening Book Club	January 9 February 13	17 adults
Movie Club	January 28 February 25	14 adults
Explore Your Digital Library	January 5 February 2	4 adults
One-on-One Tech Help sessions	February 4	1 adult
Tech Help classes	January 22 February 26	11 adults

Total programs for adults in January and February: 11

Total attendees for adult programs in May and June: 63 adults

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

Youngstown News

Facebook: 699 followers: <https://www.facebook.com/youngstownfreelibrary/>

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

Instagram: 229 followers: <https://www.instagram.com/youngstownfreelibrary>

Volunteers

Thank you to *all* our dedicated volunteers, Board members, Friends and the Youngstown and Porter communities; I am grateful for the help provided by all.

Respectfully submitted,

Sonora R. Miller

Library Director

YOUNGSTOWN FREE LIBRARY 2019	BUDGET 2019	Activity 01/01/2019 - 02/28/2019	Totals Year to Date	Remaining in Budget	% of Budget
<u>REVENUE</u>					
TOWN OF PORTER	\$80,219	\$80,219.00	\$80,219.00	\$0.00	100%
NIAGARA COUNTY	\$5,440	\$0.00	\$0.00	\$5,440.00	0%
YOUNGSTOWN VILLAGE	\$1,000	\$0.00	\$0.00	\$1,000.00	0%
LOCAL LIBRARY AID	\$1,420	\$143.00	\$143.00	\$1,277.00	10%
LEGISLATIVE INITIATIVE	\$5,000	\$5,000.00	\$5,000.00	\$0.00	
FINES/ COPIER/ FAX	\$2,300	\$464.01	\$464.01	\$1,835.99	20%
INTEREST	\$2,400	\$1,245.49	\$1,245.49	\$1,154.51	52%
GIFTS	\$2,000	\$111.08	\$111.08	\$1,888.92	6%
ANNUAL DRIVE	\$16,000	\$6,552.09	\$6,552.09	\$9,447.91	41%
MISCELLANEOUS	\$300	\$53.71	\$53.71	\$246.29	18%
GRANT FUNDS	\$0	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$116,079	\$93,788.38	\$93,788.38	\$22,290.62	80.80%

<u>EXPENDITURE</u>	BUDGET 2019	Activity 01/01/2019 - 02/28/2019	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					
SALARIES (GROSS)	\$78,662	\$10,860.26	\$10,860.26	\$67,801.74	14%
SALARIES (CHRISTMAS BONUS)	\$4,000	\$0.00	\$0.00	\$4,000.00	
HEALTH BENEFIT	\$6,324	\$615.40	\$615.40	\$5,708.24	10%
SOCIAL SECURITY & MEDICARE	\$500	\$877.90	\$877.90	-\$377.90	176%
CONTINUING EDUCATION & NETWORKING	\$500	\$0.00	\$0.00	\$500.00	0%
NEW YORK STATE DISABILITY & SUTA/FUTA	\$500	\$64.69	\$64.69	\$435.31	13%
WORKER'S COMPENSATION	\$200	\$0.00	\$0.00	\$200.00	0%
TOTAL PERSONNEL	\$90,686	\$12,418.25	\$12,418.25	\$78,267.39	14%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$5,500	\$936.71	\$936.71	\$4,563.29	17%
BOOKS	\$11,000	\$2,465.15	\$2,465.15	\$8,534.85	22%
COMPUTER SOFTWARE	\$200	\$0.00	\$0.00	\$200.00	0%
PURCHASES FROM GRANT/GIFT FUNDS		\$0.00	\$0.00	\$0.00	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$2,500	\$2,991.18	\$2,991.18	-\$491.18	120%
BOOK PROCESSING & SUPPLIES	\$1,600	\$740.13	\$740.13	\$859.87	46%
PROGRAMMING PUBLICITY &	\$800	\$23.51	\$23.51	\$776.49	3%
PROMOTION	\$600	\$23.44	\$23.44	\$576.56	4%
COPIER LEASE & USAGE	\$1,450	\$560.71	\$560.71	\$889.29	39%
POSTAGE	\$280	\$8.00	\$8.00	\$272.00	3%
INTERNET/PHONE	\$550	\$261.00	\$261.00	\$289.00	47%

TOTAL LIBRARY					
MATERIALS	\$24,480	\$8,009.83	\$8,009.83	\$16,470.17	33%
OPERATING EXPENDITURE	BUDGET 2019	Activity 01/01/2019 - 02/28/2019	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$8,715	\$1,452.50	\$1,452.50	\$7,262.50	17%
OFFICE SUPPLIES	\$1,500	\$76.00	\$76.00	\$1,424.00	5%
HOUSEKEEPING	\$150	\$8.22	\$8.22	\$141.78	5%
INSURANCE	\$2,900	\$643.00	\$643.00	\$2,257.00	22%
RENT	\$1	\$0.00	\$0.00	\$1.00	0%
MAINTENANCE (SPACE)	\$2,000	\$0.00	\$0.00	\$2,000.00	0%
COPIER LEASE & USAGE	\$1,450	\$0.00	\$0.00	\$1,450.00	0%
POSTAGE	\$280	\$0.00	\$0.00	\$280.00	0%
INTERNET/PHONE	\$550	\$0.00	\$0.00	\$550.00	0%
TOTAL OPERATING	\$17,546	\$2,179.72	\$2,179.72	\$15,366.28	12%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,750	\$0.00	\$0.00	\$1,750.00	0%
OTHER - SPACE etc	\$450	\$0.00	\$0.00	\$450.00	0%
TOTAL CAPITAL EXPENDITURES	\$2,200	\$0.00	\$0.00	\$2,200.00	0%

MISCELLANEOUS	BUDGET 2019	Activity 01/01/2019 - 02/28/2019	Totals Year to Date	Remaining in Budget	% of Budget
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,450	\$503.50	\$503.50	\$2,946.50	15%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$472.00	\$472.00	\$2,108.00	18%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$31.50	\$31.50	\$228.50	12%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124	\$0.00	\$0.00	\$124.00	0%
4. 990 PREPARATION & DEPRECIATION	\$400	\$0.00	\$0.00	\$400.00	0%
5. W-2 PREPARATION	\$40	\$0.00	\$0.00	\$40.00	0%
6. 1099 PREPARATION INVESTMENT & ADVISORY FEES	\$46	\$0.00	\$0.00	\$46.00	0%
PROFESSIONAL SERVICES - AUDIT etc	\$150	\$0.00	\$0.00	\$150.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$0.00	\$0.00	\$250.00	0%
\$750	\$0.00	\$0.00	\$750.00	0%	
BANK FEES & CHARGES	\$50	\$2.99	\$2.99	\$47.01	6%
MISC - OTHER	\$0	\$0.00	\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,650	\$506.49	\$506.49	\$4,143.51	11%
TOTAL OPERATING EXPENDITURE	\$139,562	\$23,114.29	\$23,114.29	\$116,447.35	17%
Net Income (Loss)	-\$23,483	\$70,674.09	\$70,674.09	\$22,290.62	
FUNDS					
SCHOLARSHIP FUND	\$500	\$0.00	\$0.00	\$500.00	0%
TOTAL FUNDS	\$500	\$0.00	\$0.00	\$500.00	0%

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: January 1st, 2019

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$13,550.88
Morgan Stanley - 178- Acct	\$241,997.87
Morgan Stanley (Scholarship)	\$3,212.86
TOTAL ASSETS	\$258,861.61

FUND BALANCES

Unrestricted

General (Operating)	\$15,686.75
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$0.00
Gifts/Grants	\$400.00
Total Unrestricted Funds	\$116,086.75

Restricted

Operating Reserve	\$139,562.00
Scholarship (Ruby Carey)	\$3,212.86
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
Total Restricted Fund Balance	\$142,774.86

<----- *Reset to Operating
Expenditure Budget for 2019*

TOTAL FUND BALANCES	\$258,861.61
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**YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: February 28th, 2019**

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$40,745.10
Morgan Stanley - 178- Acct	\$283,100.73
Morgan Stanley (Scholarship)	\$3,236.61

TOTAL ASSETS	\$327,182.44
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FUND BALANCES

Unrestricted

General (Operating)	\$78,983.83
Long Term Plan	\$100,000.00
Gifts (such as Ortt bullet funds)	\$5,000.00
Gifts/Grants	\$400.00
Total Unrestricted Funds	\$184,383.83

Restricted

Operating Reserve	\$139,562.00
Scholarship (Ruby Carey)	\$3,236.61
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
Total Restricted Fund Balance	\$142,798.61

<----- *Reset to Operating
Expenditure Budget for 2019*

TOTAL FUND BALANCES	\$327,182.44
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