

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: May 23, 2016 **Time:** 7:00 pm

Present: Rita Rolfe, Diana Newton, Maggie Steyn, Jan Gilgore, Kevin Cassick, Jan Mathews & Paul Inskeep

Absent: Mary Wieland

Call to order: By Rita Rolfe at 7:00 pm

Comments from the public: None

President's comments:

- Rita personally thanked the "Vision Committee" for all their hard work, working with the two boards and the advisors under Laura Andrus's direction. A lot has happened in the past month getting this important program rolling.
- Rita and her husband John visited a small library in Skaneateles, NY who previously had no funding and were operating on an endowment. The night before their visit the district voted and approved a budget of \$350,000 for library operations "Ask and you will receive"

Minutes: The minutes of the March 28, 2016 meeting were approved as read; Maggie Steyn/Kevin Cassick

Treasurer's Report: The Treasurer's report was approved: Paul Inskeep/Diana Newton.

- Jan Gilgore presented to the Trustees a new spread sheet showing a finite breakdown of our profit and loss statement. This will be available at each meeting.
- Few minor typos on main treasurer's report; page 1, March/April misc. should be \$8.00. Page 3, misc. advisory fee renegotiated to be \$30.00 annually. Thanks to Maggie.

Directors Report:

- Jan presented her report. She reviewed all of the various programs involving the Children's story hour, Lew-Port builder's club, Children's summer 10am Tuesdays programs, summer reading program, adult programs and all of the other programs ongoing at the library.
- **Building & Grounds**-The small garden that was once the "Children's garden" is in bad shape. It houses the time capsule and a memorial rose bush in memory of Joan Moon. Kevin has volunteered to clean up the weeds and make it presentable.
- **Personnel**-Jan reviewed upcoming vacations, sick leave requests, etc. She has received (4) applications for Alicia Hughes replacement (page) She has narrowed it down to one who is a engineering student with a good technical background. She is awaiting references before making an offer.
- **PR Campaign**-Very few participants in Youngstown. The winners for the Target gift cards were: Ikiania Wocjski, Ellie Vine & Zack Vine. All the entry cards were sent to NIOGA for the large drawing.
- **Circulation** was up considerably for March & April as compared to 2015.

The Director's report was accepted and filed (see attached report May18, 2016)

Correspondence: Jan Mathews has sent out 3 thank you notes since our last meeting, (2) to art teachers for the March/April children's art work and also to Laura Andrus for all her work on the survey and outreach campaign.

She was asked to send out a sympathy note to Marky Jones for the loss of her mother, Phil Miller for making

the wooden survey holder and Molly Marietta for publicity.

Friends of the Library:

- April 15 Desert in the stacks- Income including donation \$1,033
- April 28-30 Spring book sale-Income \$2,165
- May 23 Bandana's for Books-TBD
- June 23 Street dance water sale-TBD

Old Business:

- **Vision Committee**-Kevin Cassick will be the liaison person to report to the board.
- The survey has been reviewed, published and distributed to the community (Churches, restaurants, businesses, everywhere people gather) Cutoff date is June 15th and as of May 23, only 100 have been returned and we really need a 100 more. Rita handed out survey reminders to be given out to friends or anyone we come in contact with. She emphasized that's the only way we are going to get a successful number of surveys submitted.
- **Finance Committee**-
- **Long term planning initiative**- Maggie presented a spreadsheet itemizing several areas where funding is needed. The following motion was made: "Amend our working budget to reflect expenditures for planning initiatives to include community outreach, technology and equipment, library space, library programming, miscellaneous and add \$6700 to be taken from the General fund (\$1700) and the Senator Ortt donation fund (\$5000)". Maggie Steyn/Paul Inskeep, Board approved. **Note:** The refurbishing of the children's room would be a joint project with the Friends and the Board of Trustees.
- **Community Outreach**- "Motion to spend approx. \$100 for purchase of a Kindle (prize), \$78 for survey "Monkey" 3 months subscription and \$75 for misc, incidentals and materials for Laura Andrus for the campaign. Maggie Steyn/Kevin Cassick, Board approved.
- **NIOGA dinner**- With the price of the dinner this year being \$27 a "motion was made to subsidize the cost this year of any Board member attending by \$15" Paul Inskeep/Maggie Steyn, Board approved.
- **Nominating Committee**-The cover letter and potential Board member application have been completed and will be sent out to (3) individuals whose names have been submitted. In addition we will be publicizing the same information on Facebook, Mail chimp, the Sentinel and thru posters placed in various businesses locally.
- **Scholarship Committee**-The presentation to the winner will be made at the school on June 22nd at 8 am. Jan Mathews will be asked to make the presentation. The winner and his/her family will be asked to attend our Board annual picnic for an additional presentation.

New Business:

- **Lion's club donation**-The Lions club has graciously donated \$500 from their Cash Bash to the Library with no specific use tied to the money. A motion was made: "To designate a small area in the shelves for large print books called; "The Lions Den" with signage and purchase \$200 worth of large print books" Maggie Steyn/Diana Newton. Board approved. Possibly find Lions decals to place on book covers. Jan Mathews to send thank you note.
- **July picnic**- The picnic will be held at Diana Newton's July 25 at 6 pm, followed by our regular board meeting. A motion was made; " To purchase meat for the main meal for the July picnic in honor of the scholarship winner for \$50". Diana Newton/Paul Inskeep. Board approved. At the June workshop a list will be passed for members to sign up for sides, etc.
- **Painting the reading room**-The paint color picked is Glidden "Champagne Mimosa". It was decided not to do a bottom "Bead board", but chair rail and new base board. The installation date is TBD.
- **Art work coordinator for the children's room**-Joan Spira has done this job for many years but will not be

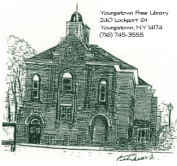
doing it in the future. Rita has asked Jan Gilgore to ask one of her staff to pick up this important task.

- **Library sign**-Discussion ensued on a new library sign. Jan recalled different discussions with the Village board thru the years. Rita will send letter to the Village board in reference to the formalities of having our own sign.

Motion to close meeting: Made by Paul Inskeep, second Kevin Cassick. Meeting adjourned at 8:17 pm

Next meetings: Work session Monday June 27th at 7:00 pm
Business meeting/picnic July 25 at 6:00/7:00 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 May 17, 2016
* = Needs Action

PROGRAMS

CHILDREN:

Town of Porter: Sharon Rugg, Amanda Shackelford and Heidi Lauger are the presenters.
Story hours will meet at 9:30am and 11am until June 14th.

The Town of Porter Story hour has a special guest programming during the summer. They meet each Tuesday at 10am

Events for summer 2016 are:

June 28th - Judd Sunshine

July 5th - Shenandoah Acres Petting Farm

July 12th - Mobile Dome planetarium

July 19th - Aquarium of Niagara Touch Tank

July 26th - Carnival

August 2nd : Checkers (of Charlei and Checkers)

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

The final 2 were April 16th -Theme: Animals and May 7th -Theme: Summer Fun . Each program had about 12 children. Mrs. Oddy plans to will return in October with her new Builders Club students.

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

Nursery Rhyme Time –The program will be run again in the autumn.

Summer Reading Program June 27th - August 5th

Programs Planned by Heidi Lauger, Summer Reading Program Coordinator

Theme: On Your Mark, Get Set... READ!

Mondays –3pm Craft Time Themes: Investigate, Create, Explore, Play, and Build

Tuesdays- 10am Town of Porter Story Hour

6:00pm Drama Club

Wednesdays – 1pm Story and Craft Time in Falkner Park (goes to Aug 24th)

Thursdays – 10am Lego Club

Reading at Home Club-Runs throughout the 6 week program

Drama Club play and Reading at Home Club Awards Tuesday August 9th at 7pm

ADULT:

Youngstown Free Library Book Discussion Group

In June we will read *A Fine Balance* by Mistry. We have not chosen a book for September however for October we will read *Twain's End* by Lynn Cullen which will be the Niagara County read. The author will visit Lockport Library in late October.

Computer Classes: Sara Taylor , trainer from NIOGA will be presenting classes in the Autumn .

Friends:

April 15th - Dessert in the Stacks grand total of \$1,013 in sales with a \$20 donation.

April 28th, 29th, 30th - Spring Book Sale Books: \$1899.75; Tote bags: \$55.00; Memberships after Members' night: \$10.00; 50/50 profit to library: \$170 plus \$30 donated by winner= \$200.00.

May 23rd - Bandanna's for Books

June 6th and 13th Funding of Lewiston-Porter Kindergarten visits to the Library

June 23rd - Beginning of Summer Street Dance –Water for sale- Snacks table.

COMMUNITY OUTREACH:.

The Vision Committee's Survey to help focus on the next stages of library planning was officially launched May 15th. The community has until June 15th to complete the survey. As of May 18th 68 surveys had been received.

BUILDING, GROUNDS, & EQUIPMENT:

It has been requested that someone be responsible for the Library Garden. Heidi does not feel it would work as a children's project. The rose bush is there in memory of long time Library Trustee Joan Moon. The library time capsule is buried there too. Paul Inskeep replaced the wood frame several years ago.

PERSONNEL:

May 16th – 22nd Alicia Hughes off for medical reasons

May 24th to May 28th Marky Jones-Bereavement time

June 18th – June 25th Jan Gilgore-Vacation

Interviews for the page were held May 9th through 18th. There were 4 applicants.

NIOGA :

PR Campaign: there were very few participants here in Youngstown. Our winners of the Target Gift Certificates were Ikiania Wocjski, Ellie Vine and Zack Vine. All the entry cards were sent to NIOGA for the large drawing Left over post cards will be used in a Autumn mailing.

May 24th NIOGA Annual Dinner will be held in Terry's Corners Volunteer Firehall. As of 5/17/16 it will be attended by Rita Rolfe, Maggie Steyn, and I.

SUGGESTIONS:

CIRCULATION:

	<u>2015</u>	<u>2016</u>
March	1828	2083
April	1712	2014

Submitted by
Jan Gilgore
Library Director
May 18, 2016

Youngstown Free Library

REVENUE	Budget for 2016	March & April 2016	Received Year to Date	Remaining to be Received
TOWN OF PORTER	\$77,105.00	\$0.00	\$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	\$0.00	\$1,362.00	\$1,162.00
LEGISLATIVE INITIATIVE	\$0.00	\$0.00	\$0.00	\$0.00
FINES/ COPIER/ FAX	\$1,200.00	\$499.00	\$503.00	\$697.00
INTEREST	\$3,500.00	\$458.70	\$1,491.93	\$2,008.07
GIFTS	\$1,000.00	\$0.00	\$100.00	\$900.00
Transfer of Funds	\$15,500.00	\$0.00	\$0.00	\$15,500.00
Annual Drive	\$14,000.00	\$0.00	\$475.00	\$13,525.00
MISCELLANEOUS	\$100.00	\$8.00	\$8.00	\$92.00
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$132,105.00	\$965.70	\$81,043.93	\$51,061.07

EXPENDITURE

	Budget for 2016	March & April 2016	Spent Year to Date	Remaining to be Spent
PERSONNEL				
SALARIES (GROSS)	\$52,000.00	\$10,119.09	\$17,849.95	\$34,150.05
SR PROG COORDINATOR	\$1,500.00	\$166.23	\$166.23	\$1,333.77
SOCIAL SECURITY & MEDICARE	\$4,500.00	\$786.89	\$1,378.36	\$3,121.64
ANCILLARY BENEFIT <small>PROF. DEVELOP./INSURV. &</small>	\$2,000.00	\$209.80	\$419.60	\$1,580.40
MEMBERSHIPS	\$300.00	\$0.00	\$108.00	\$192.00
NEW YORK STATE DISABILITY	\$375.00	\$0.00	\$202.69	\$172.31
WORKER'S COMPENSATION	\$575.00	\$697.00	\$697.00	\$122.00
TOTAL PERSONNEL	\$61,250.00	\$11,979.01	\$20,821.83	\$40,428.17
LIBRARY MATERIALS				
AV Materials	\$3,500.00	\$499.35	\$1,800.92	\$1,699.08
BOOKS	\$22,000.00	\$4,066.25	\$7,219.03	\$14,780.97
COMPUTER SOFTWARE	\$200.00	\$0.00	\$0.00	\$200.00
SUBSCRIPTIONS	\$3,295.00	\$119.50	\$922.79	\$2,372.21
TOTAL LIBRARY MATERIALS	\$28,995.00	\$4,685.10	\$9,942.74	\$19,052.26
OPERATING EXPENDITURE				
ALMS FEE	\$8,100.00	\$1,924.61	\$3,209.51	\$4,890.49
HOUSEKEEPING	\$450.00	\$24.75	\$39.00	\$411.00
INSURANCE	\$3,000.00	\$0.00	\$0.00	\$3,000.00
MAINT. - OFFICE EQUIPMENT	\$2,000.00	\$299.28	\$618.03	\$1,381.97
MAINT. - REPAIRS	\$750.00	\$465.00	\$947.88	-\$197.88
POSTAGE	\$800.00	\$72.58	\$86.58	\$713.42
PROMOTIONAL	\$200.00	\$237.65	\$377.18	-\$177.18
RENT	\$12,000.00	\$0.00	\$0.00	\$12,000.00
SUPPLIES/ BOOK PROC.	\$2,750.00	\$122.53	\$961.15	\$1,788.85
TELEPHONE *	\$1,700.00	\$251.93	\$458.56	\$1,241.44
TOTAL OPERATING EXPENDITURE	\$31,750.00	\$3,398.33	\$6,697.89	\$25,052.11
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	\$308.00	\$572.00	\$678.00
Audit	\$1,400.00	\$0.00	\$0.00	\$1,400.00
Bookkeeping	\$1,560.00	\$260.00	\$520.00	\$1,040.00
CPA-990	\$750.00	\$0.00	\$0.00	\$750.00
Investment & Advisory Fees	\$2,000.00	\$35.00	\$35.00	\$1,965.00
Payroll	\$650.00	\$123.50	\$223.50	\$426.50
Payroll Taxes	\$500.00	\$61.55	\$112.39	\$387.61
Unforeseen	\$500.00	\$5.39	\$62.56	\$437.44
TOTAL MISCELLANEOUS	\$8,610.00	\$793.44	\$1,525.45	\$7,084.55

EXPENDITURE	\$132,105.00	\$20,855.88	\$38,987.91	\$93,117.09
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FUNDS

SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00
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TOTAL FUNDS

TOTAL EXPENDITURES	\$132,605.00	\$20,855.88	\$38,987.91	\$93,617.09
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Income (Loss)		<u>\$19,890.18</u>	\$42,056.02	
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Fund Balances January 1, 2015			\$ 255,504.88	
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Investments			\$ -	
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Change in FMV on Investments			\$ 309.99	
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Total Fund Balances YTD			<u><u>\$297,870.89</u></u>	
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YOUNGSTON FREE LIBRARY
BALANCE SHEET
April 30, 2016

ASSETS

Petty Cash	100.00
First Niagara Checking	6,850.55
Morgan Stanley	214,193.81
Morgan Stanley	71,943.93
Merrill Lynch (Scholarship)	4,782.60

TOTAL ASSETS 297,870.89

Fund Balances

Unrestricted

General	51,530.27
Marie Braun Memorial	263.71
MaryGrace Foote Memorial	1,051.57
Total Unrestricted Funds	<u>52,845.55</u>

Board Designated and Restricted

Automation	53,282.14
Operating Reserve	103,943.41
Special Projects	82,296.78
Scholarship Restricted Donated	4,782.60
Fitch Cady Fund Restricted Donated	720.42
Total Board Designated and Restricted Fund Balances	<u>245,025.34</u>

Total Fund Balances 297,870.89