

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: October 28, 2019 **Time:** 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Mary Wieland, Karran Swayze, Jerome Andres, Kevin Cassick, Barbara Costello, Lauren Morse, Sonora Miller

Excused with permission: Claudia Andres

Call to Order: By Sean Scarisbrick at 7:03 pm

Comments from the public: None

Minutes: The minutes of September 23, 2019 were not available.

Director's Report:

- Sonora reminded members that the Library was selling 2020 calendars for \$15 each with a raffle ticket from Tops for a \$100 gift card.
- The new non-smoking signs are in. Will ask the village to put them up and move the cigarette disposal container away from the door.
- Moving ahead with the redesign of the front desk and entrance to the front office. The Friends have made available funds for the purchase of the new computer and new wiring will need to be put in.

Motion was made by Jerry Andres and seconded by Paul Inskeep to remove the cabinet, rewire, move the printer and do this work in stages as the materials are made available. The motion passed.

- Sonora mentioned that 2 clerks are taking the training and testing to become Notary Publics on November 12, 2019. This is especially important for the days and times the village office is not open. We will have a free will offering container for this service.

Treasurer's Report:

- No formal report. But Maggie did mention that at 75% of the way through the year, we are on track and within our budget.

Correspondence: None.

Friends of the Library:

- Lauren reported that we collected 210 tires—a bit below our projected number. The free will offering netted \$210 while the cost of the collection was \$300.
- The final results from the Chicken BBQ were not available. But we know we sold 245 tickets and probably 50-60 at the door. The Basket Raffle raised \$640.
- The Fall Book Sale is November 7, 8, 9. Friends are invited for the opening on November 7 from 5 to 7pm. Maggie asked if there were volunteers to bring snacks and finger food for the evening.
- Electronic Recycle scheduled for May 9, 2020. More information as we get closer to the date.

Old Business:

- No smoking signage dealt with earlier in the meeting.
- Revenue sustainability—establishing a Foundation
 - Option 1—Do Nothing
 - Option 2—Separate Foundation (leave Friends organization as it is)
 - Option 3—meld Foundation with the Friends organization

- Ask for someone with Foundation experience to speak with us. Maggie will approach Linus Ormsby with the Lewiston Library Foundation to meet with whomever is available before the next meeting. Sonora will ask the Director of the Patterson Library in Westfield for a Skype session at the next meeting. Sean will touch base with Jan and the Friends Board.

New Business:

- The lease on our current printer is up the end of October. Currently the lease was for 5 years and was \$2800 a year. Maggie and Sonora interviewed several companies and recommend Toshiba. Their machine will do what we want and the lease cost is \$2200 per year for a 63 month lease.

The motion was made by Maggie Steyn and seconded by Paul Inskeep to go with the Toshiba. Motion passed.

- Paul will connect with Maggie and Sonora regarding quotes for insurance policies the library is required to have.
- The current Fund Drive has raised over \$10,000 with over 200 individual donations to the library. A second letter is in the works.
- The 2020 Budget process is currently underway. Do we need anything else?
- The Friends Annual Dinner will be Monday, December 2, 2019. Contact Jan Howard about tickets. The Friends have asked that the staff be included in the invitation this year. It will necessitate closing the Library on that Monday at 6pm so staff can get to the Officers' Club at fort Niagara, the site of the dinner.

A motion was made by Karran Swayze and seconded by Kevin Cassick to close the library Monday, December 2, 2019 so that staff can attend the dinner. The motion passed.

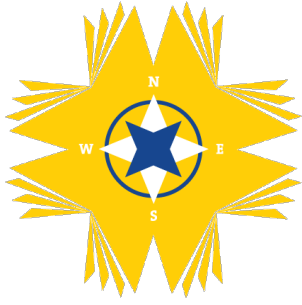
- Sonora will see to an advance notice to the public about the closing.
- Thanks to Sean and Lauren for refreshments.

“Motion to adjourn by Maggie Steyn and Sean Scarisbrick. Motion carried. Meeting adjourned at 8:47 pm.

Upcoming Calendar Items:

- **Friends Book Sale—Nov. 7-9, 2019**
- **Regular meeting November 18—at 7pm in the Community Room of the Red Brick School**

Respectively submitted: Karran Swayze, Recording Secretary
Board of Trustees 2019, Youngstown Free Library



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report

October 2019

BUILDING AND GROUNDS

New non-smoking regulations are now in effect within 100 feet of every Library entrance in New York State. Staff will be required to tell violators about the law, but they are not responsible for enforcing the law. The sign has arrived. I believe a work order will have to be filed with the Village to request that the sign be mounted on the brickwork outside the front entrance.

Signs alerting patrons of the presence of security cameras have arrived. These will be mounted in every room that has a camera. This is per Library Board vote from this spring.

The Library currently has one computer at the Front Desk for checking patrons' items in and out. Now that we are seeing additional circulation and patron traffic, staff are increasingly seeing lines of patrons at the Front Desk. To address this wait issue, I will be moving a computer from the staff office area to the Front Desk to provide two circulation stations.

With two staff people working the narrow space behind the Front Desk, it would be helpful to open up the doorway as much as possible to allow people to pass each other. The staff and I have agreed that we would like to take down the cabinet and desktop blocking the doorway between the Front Desk and the staff office. This move will not require any expenses, as it will be done by volunteers.

The copier/printer is at the end of its five year lease. We will either update the lease or sign on with a different company; Maggie has compared the plans available and we have done field research to see another printer in action.

COLLECTION & SPACE

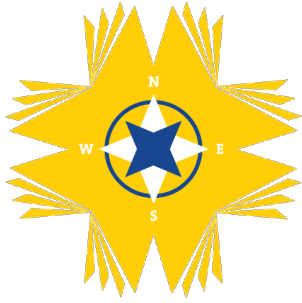
The periodical collection is undergoing its annual review. Since the Library has limited space for magazines and limited funding to purchase subscriptions, it's essential to measure the popularity of the subscriptions on an annual basis. Those subscriptions that aren't popular with patrons will be discontinued, and requests for new titles are considered. As with all library collection statistics, these numbers are available to anyone who would like to review them.

On a side note, patrons in Youngstown should be recognized for their interest in magazines. Youngstown's patrons have had 1,620 magazine checkouts in 2019. This is the fourth-highest magazine checkout rate in Nioga (behind Medina at 6,036 checkouts, North Tonawanda at 3,165 checkouts, and Lockport at 1,946 checkouts). With such an active collection, the annual review gets a lot of patron interest and suggestions.

COMMUNITY PARTNERSHIPS & OUTREACH

I will be starting my biweekly storytimes at The Children's House this week. These storytimes are held every other Tuesday and Wednesday mornings for their toddler and preschooler classes. We have a wonderful time together reading, singing and playing with scarves and shaker eggs.

Lewiston-Porter's "One District, One Book" committee has already started meeting to plan for the 2020 district-wide reading initiative. Representatives from all three public libraries, as well as nearly two dozen teachers (from the Primary Education Center, Intermediate Education Center and Middle School) are coordinating the program.



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FRIENDS, FUNDRAISING AND GRANTS

Friends and volunteers have been busy this month with the Tire Collection, the Bandana's Chicken Dinner and Basket Raffle, and the Fort Niagara Cyclocross Race. Thank you to everyone who has been supporting the Library during this busy time.

NIOGA/MEMBER LIBRARY PARTNERSHIPS & CONTINUING EDUCATION

I attended a library system-wide meeting for Technical Services at Nioga earlier in October. This annual meeting addresses issues, updates and questions about cataloging and processing library materials.

The New York State Library Association holds its annual conference in Saratoga Springs. Due to scheduling difficulties this year, I will not be attending this fall's conference. If trustees are interested in attending the conference, there is still time to register! The conference schedule is available online, and I have a copy of the conference catalog available to browse.

PROGRAMMING IN AND OUTSIDE THE LIBRARY

Children's and family programs held in September and October 2019

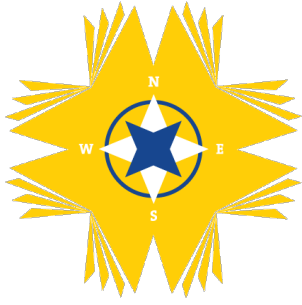
LEGO Club	Sept. 5 Sept. 12 Sept. 19 Sept. 26	Oct. 3 Oct. 10 Oct. 17 Oct. 24	32 kids 15 adults
Town of Porter Story Hour at 9:30 am	Sept. 10 Sept. 17 Sept. 24 Oct. 1	Oct. 8 Oct. 15 Oct. 22	29 kids 25 adults
Town of Porter Story Hour at 11 am	Sept. 10 Sept. 17 Sept. 24 Oct. 1	Oct. 8 Oct. 15 Oct. 22	45 kids 45 adults
Builders Club	Oct. 19		16 kids 7 adults
Storytimes at The Children's House	Oct. 29	Oct. 30	40 kids 8 adults

Total: 162 kids, 100 adults

Adult programs held in September and October 2019

One-on-one Tech Help	Sept. 4	Oct. 7	2 adults
Monthly Meditation Group	Sept. 9	Oct. 21	12 adults
Evening Book Club	Sept. 11	Oct. 9	14 adults
Afternoon Book Club	Sept. 17	Oct. 15	13 adults
Movie Club	Sept. 23	Oct. 28	12 adults
Discover & Explore Your Digital Library	Oct. 5		3 adults

Total: 56 adults



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PUBLICITY UPDATES

We maintain an active presence in the community with the following outreach and social media:

Facebook: 807 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 42 followers: <https://twitter.com/ytownlibrary>

Instagram: 293 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF

All staff members are undergoing mandatory sexual harassment training. Everyone will have completed the training within the next week.

Two library clerks attended notary public training this month through the Lewiston-Porter continuing education program. Over the next few weeks, they will be studying and preparing for the certification test. They are planning to take the exam in Buffalo on November 12.

Once they pass the exam and complete the surrounding tasks, then the Library will be able to offer notary service during our weekday evening hours. This service is not currently offered in Youngstown outside of Village Office hours.

VOLUNTEERS

Two new volunteers have started helping this month. They are spending their evenings getting accustomed to the collection and learning lots of procedures, but the clerks and I are so delighted to welcome them! Regular volunteers are essential for checking book lists, pulling books for other libraries, preparing the Programming Room for programs and cleaning this heavily used public space!

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 2019	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Totals Year to Date	Remaining in Budget	% of Budget
					9/12 of Year = 75%
<u>REVENUE</u>					
TOWN OF PORTER	\$80,219	\$0.00	\$80,219.00	\$0.00	100%
NIAGARA COUNTY YOUNGSTOWN VILLAGE	\$5,440	\$0.00	\$5,577.00	-\$137.00	103%
	\$1,000	\$0.00	\$0.00	\$1,000.00	0%
LOCAL LIBRARY AID	\$1,420	\$1,293.00	\$1,436.00	-\$16.00	101%
LEGISLATIVE INITIATIVE	\$5,000	\$0.00	\$5,000.00	\$0.00	0%
FINES/ COPIER/ FAX	\$2,300	\$318.34	\$2,230.98	\$69.02	97%
INTEREST	\$2,400	\$281.61	\$5,626.65	-\$3,226.65	234%
GIFTS	\$2,000	\$390.51	\$4,356.66	-\$2,356.66	218%
ANNUAL DRIVE	\$16,000	\$0.00	\$6,982.09	\$9,017.91	44%
TRANSFER FROM LONG TERM PLANNING FUND - A/C UNITS	\$0	\$10,800.00	\$10,800.00	-\$10,800.00	\$10,800.00
MOVE TO LONG TERM PLANNING - SPACE ACCOUNT	\$0	-\$10,800.00	-\$10,800.00	\$10,800.00	-\$10,800.00
MISCELLANEOUS	\$300	\$15.83	\$164.72	\$135.28	55%
GRANT FUNDS	\$0	\$0.00	\$500.00	-\$500.00	
TOTAL REVENUE	\$116,079	\$2,299.29	\$112,093.10	\$3,985.90	96.57%

<u>EXPENDITURE</u>	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					9/12 of Year = 75%
SALARIES (GROSS)	\$78,662	\$5,826.78	\$58,237.78	\$20,424.22	74%
HEALTH BENEFIT SOCIAL SECURITY & MEDICARE	\$4,000 \$6,324	\$307.70 \$469.28	\$3,077.00 \$4,690.58	\$923.00 \$1,633.06	77% 74%
CONTINUING EDUCATION & NETWORKING NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S COMPENSATION	\$500 \$500 \$500	\$0.00 \$104.31 \$0.00	\$21.61 \$333.18 \$143.45	\$478.39 \$166.82 \$356.55	4% 67% 29%
SALARIES (CHRISTMAS BONUS)	\$200	\$0.00	\$0.00	\$200.00	0%
TOTAL PERSONNEL	\$90,686	\$6,708.07	\$66,503.60	\$24,182.04	73%
LIBRARY MATERIALS					
AUDIO VISUAL MATERIALS	\$5,500	\$698.78	\$3,813.21	\$1,686.79	69%
BOOKS	\$11,000	\$71.98	\$6,804.84	\$4,195.16	62%
COMPUTER SOFTWARE	\$200	\$0.00	\$0.00	\$200.00	0%
PURCHASES FROM GRANT/GIFT FUNDS		\$0.00	\$189.74	-\$189.74	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$2,500	\$0.00	\$4,112.18	-\$1,612.18	164%
BOOK PROCESSING & SUPPLIES	\$1,600	\$0.15	\$1,542.99	\$57.01	96%
PROGRAMMING PUBLICITY & PROMOTION	\$800 \$600	\$141.70 \$0.00	\$193.99 \$91.21	\$606.01 \$508.79	24% 15%
COPIER LEASE & USAGE	\$1,450	\$131.91	\$2,161.14	-\$711.14	149%
POSTAGE	\$280	\$4.00	\$62.55	\$217.45	22%
INTERNET/PHONE	\$550	\$133.74	\$1,193.09	-\$643.09	217%
TOTAL LIBRARY MATERIALS	\$24,480	\$1,182.26	\$20,164.94	\$4,315.06	82%

OPERATING EXPENDITURE	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$8,715	\$726.25	\$6,536.25	\$2,178.75	75%
OFFICE SUPPLIES	\$1,500	\$85.18	\$1,542.51	-\$42.51	103%
HOUSEKEEPING	\$150	\$22.69	\$149.03	\$0.97	99%
INSURANCE	\$2,900	\$898.00	\$1,501.59	\$1,398.41	52%
RENT	\$1	\$0.00	\$2.00	-\$1.00	200%
(SPACE)	\$2,000	\$0.00	\$0.00	\$2,000.00	0%
COPIER LEASE & USAGE	\$1,450	-\$308.51	-\$308.51	\$1,758.51	-21%
POSTAGE	\$280	\$0.00	\$24.10	\$255.90	9%
INTERNET/PHONE	\$550	\$0.00	\$0.00	\$550.00	0%
TOTAL OPERATING	\$17,546	\$1,423.61	\$9,446.97	\$8,099.03	54%
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,750	\$0.00	\$0.00	\$1,750.00	0%
GIFT FROM FRIENDS FOR NEW STAFF COMPUTER	\$0	-\$800.00	-\$800.00	\$800.00	
LONG TERM PLANNING/OTHER - SPACE etc	\$450	\$10,800.00	\$11,100.00	-\$10,650.00	2467%
TRANSFER FROM LONG TERM PLANNING FUND - A/C UNITS	\$0	-\$10,800.00	-\$10,800.00	\$10,800.00	
EQUIPMENT-CHAIRS	\$0	\$0.00	\$911.18	-\$911.18	
GIFT FROM FRIENDS-CHAIRS	\$0	\$0.00	-\$911.18	\$911.18	
TOTAL CAPITAL EXPENDITURES	\$2,200	-\$800.00	-\$500.00	\$2,700.00	-23%

MISCELLANEOUS	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Totals Year to Date	Remaining in Budget	% of Budget
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,450	\$249.00	\$2,313.50	\$1,136.50	67%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$215.00	\$1,977.00	\$603.00	77%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$34.00	\$323.50	-\$63.50	124%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124	\$0.00	\$13.00	\$111.00	10%
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	\$0.00	\$2.99	\$47.01	6%
MISC - OTHER	\$0	\$0.00	\$19.95	-\$19.95	
TOTAL MISCELLANEOUS	\$4,650	\$249.00	\$2,336.44	\$2,313.56	50%
TOTAL OPERATING EXPENDITURE	\$139,562	\$8,762.94	\$97,951.95	\$41,609.69	70%
Net Income (Loss)	-\$23,483	-\$6,463.65	\$14,141.15	-\$37,623.79	

**YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: September 30th, 2019**

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$21,545.71
Morgan Stanley - 178- Acct	\$237,342.12
Morgan Stanley (Scholarship)	\$2,515.48

TOTAL ASSETS	\$261,503.31
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FUND BALANCES

Unrestricted

General (Operating)	\$24,708.39
Long Term Plan	\$100,000.00
A/C Units	-\$10,800.00
Gifts /Grants	
Ortt Bullet Funds (promised in 2018)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NIOGA Summer Reading Grant	\$300.00
Children's Room Windows	-\$300.00
NYS Family Literacy Grant	\$200.00
Programing Supplies	-\$82.56
Total Unrestricted Funds	\$119,425.83

Restricted

Operating Reserve	\$139,562.00
Scholarship (Ruby Carey)	\$2,515.48
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
Total Restricted Fund Balance	\$142,077.48

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

TOTAL FUND BALANCES	\$261,503.31
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