

# YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

**Date: September 23, 2019      Time: 7:00 pm**

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

**Excused with permission:** Claudia Andres, Mary Wieland

**Call to Order:** By Sean Scarisbrick at 7:06 pm

**Comments from the public:** None

**Minutes:** The minutes of July 22, 2019 were accepted as presented on a motion by Maggie Steyn and a second by Paul Inskeep.

The minutes of the special meeting of August 5, 2019 were accepted as presented on a motion by Karran Swayze and seconded by Paul Inskeep.

## **President's Remarks:**

- Sean acknowledged Rita Rolfe's past work as President. He thanked her for her commitment to the Library.
- Sean thanked Paul for his work on the installation of the new air conditioner.
- He thanked Lauren for her work on the Garage Sale.
- He thanked Sonora for the Summer Reading Program. A thank you to Friends for funding this program. Thanks are extended to all the volunteers who helped with the program.

## **Director's Report:**

- We are a member of the Network on National Medicine and we have multiple copies of the books for the Book Club to borrow.

Motion was made by Sean Scarisbrick and seconded by Lauren Morse to go ahead with the purchase of a new computer to replace the old Director's 13-year-old computer. The Friends have pledged \$800 for this purchase. It will include new wiring and an adaptor. Motion passed.

- Sonora added that children who signed up for the Summer Reading Challenge amassed a total of 89,600 minutes. She thanked the Friends for the gifts which were made available.
- The staff will participate in the NYS Interactive Sexual Harassment program Wednesday, Oct 2, 2019 at the Youngstown Volunteer Fire Hall from 10-2pm.
- Sonora will be on vacation 9/30 until 10/5.

## **Treasurer's Report:**

- Sean thanked Maggie for her insight and commitment to the Library and her conscientious work as treasurer.
- Maggie reported that we are 2/3 of the way through the year and we are on-line with our expenses.
- We received a check for \$5500 from Niagara County.
- The goal for the current Library Fund Drive is \$16,000. The first letter has gone out. Sean was commended for the letter he wrote starting the Library Fund Drive for 2020. Maggie asked for volunteers who would be willing to write a short note on the letters acknowledging this year's contributions similar to what we did last year. Last year we received 273 donations to the Library. We mailed about 1300 letters to people in the 14174 zip code area. A second letter will go out toward the end of November.

A motion to accept the treasurer's report was made by Sean Scarisbrick and seconded by Barb Costello. Motion passed.

**Correspondence:** None.

- Thank you letters should be sent to the volunteers from the Summer Reading Program. Sonora has a list for Mary. Also, Lauren has several ladies who made baskets for the upcoming Basket Raffle being held in conjunction with the Chicken BBQ on Sunday, October 6 at Bandanas and they also should receive a thank you.

**Friends of the Library:**

- Lauren reported the Tire Collection is scheduled for Saturday, September 28 in the village parking lot from 9 until 2pm. We are hoping for at least 300 tires and a generous free will offering.
- The Chicken BBQ will be held at Bandanas Oct 6 from 12 until 6pm. Lauren needs a preliminary count by Oct.1.
- The Friends Book Sale is Nov. 7-9.

**Old Business:**

- Sean wants to wait for committee assignment until January 2020.
- The contract with the Village of Youngstown has been signed and we paid our \$2.00 fee for the year.
- We sent a letter to the Town of Porter requesting \$78,000 and a 2% increase for 2020. We should be seen at the town board meetings when possible.
- Web page still has some formatting issues. Sonora will go back to working on the site.

**New Business:**

- Those members on the board whose terms are up are willing to stay on the board and run again.
- There has been some interest in new people coming on board.
- No smoking sign just needs to be posted by 1 public door. Signs are on order.
- Printer contract expires at the end of October. Maggie and Sonora are looking at 3 different machines and companies.
- Establishing a Library Foundation
  - Are there any in our area that we could talk with?
  - Where do the funds come from?
  - Purpose of the Foundation?
  - Relationship with the Friends?
  - Corporations or private donors we could reach out to?
- Goals for 2019-2020
  - Look for competitive insurance rates
  - Get serious about the Foundation
  - Which programs do we keep; do we winnow out and/or add others
  - Maintain staff and open hours of Library
  - Disaster Plan with the Town of Porter
  - Status of "rainy day fund"

A motion was made by Sean Scarisbrick and seconded by Maggie Steyn to add to Board Policy the Sexual Harassment Policy and Complaint form. The motion passed.

A motion was made by Paul Inskip and seconded by Sean Scarisbrick to increase insurance coverage for liability and disease to \$500,000 each. The motion passed.

- Talked about "branding" the library and its important role in the community. Maybe a letter or letters

to the newspapers about the important role of the library to the community and our need for additional funds to maintain program and keep the library open.

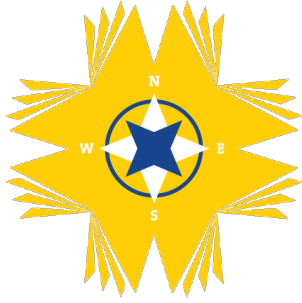
- Sean asks for any ideas or suggestions for discussion for the next board meeting. Forward them to him so he can add them to the agenda.

“Motion to adjourn by Paul Inskeep and Sean Scarisbrick. Motion carried. Meeting adjourned at 8:48 pm.

**Upcoming Calendar Items:**

- **Tire Collection in Village Parking Lot—Saturday, Sept. 28, 2019 from 9to2pm**
- **Chicken BBQ at Bandanas with bake sale and Basket Raffle—Oct. 6, 2019 from 12 to 6pm**
- **Regular meeting October 28—at 7pm in the Community Room of the Red Brick School**
- **Friends Fall Book Sale—Nov. 7-9, 2019**

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](http://www.youngstownfreelibrary.org)

### Director's Report

September 2019

#### **BUILDING AND GROUNDS**

The Library contract with the Village of Youngstown has been signed for the 2019-2020 year, and we are now current in our rent payment.

New non-smoking regulations are now in effect within 100 feet of every Library entrance in New York State. Signs stating this are being purchased. Staff will be required to tell violators about the law, but they are not responsible for enforcing the law.

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

Window handles have been replaced as needed on Library windows. This now allows all the Library's windows to be opened and closed properly.

Thanks to a gift from the Friends, the refrigerator in the Programming Room has been replaced. This larger fridge will allow the Library to store more refreshments in preparation for Library programs and for Friends of the Library fundraisers.

The air-conditioning units for the Non-Fiction Room, the Fiction Room and the Children's Room have all been installed, and the contractor has been paid. The NYS Construction Grant for this expense (but for our SAM expiration date) has been submitted to Nioga, but we are unlikely to hear grant awards until the summer of 2020.

#### **COLLECTION & SPACE**

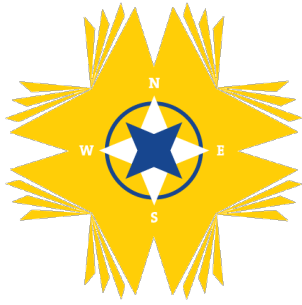
The "Say Cheese, Youngstown!" contest has been showing its contest winners in the Magazine Room since August. Over 180 entries were received, so what is on the walls is only a fraction of the total number of Youngstown and Porter photographs that were sent in to the contest.

#### **COMMUNITY PARTNERSHIPS & OUTREACH**

The Library is now a member of the National Network of Libraries of Medicine. We are now "connected with over 7,500 other members dedicated to the access and use of high-quality health information."

#### **FRIENDS, FUNDRAISING AND GRANTS**

In a grant from the National Network of Libraries of Medicine, the Library received a book club kit for *She has her mother's laugh* by Carl Zimmer. This kit includes bookmarks, bags, eight copies of the book and supplemental materials for a productive book club discussion.



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The director's computer is currently thirteen years old, and its speed and performance have diminished drastically in the past three months. I have spent several hours scanning and cleaning it with Nioga's head of IT, but his opinion is that the computer is simply "too old to function well." He has researched a good replacement tower, and we have received a quote for one using the NYS contract and tax-exempt status. The Friends have funded this request, but because it is over the limit for Director's discretionary spending, I will be asking the Board to approve this funding request.

The Library will be selling presale tickets for the Chicken Barbecue on behalf of the Friends.

The Library will be selling 2020 calendars on behalf of the "Say Cheese, Youngstown!" committee starting in October.

So much of grants and fundraising now happens online, and people are increasingly turning to the Internet to get information about or to donate to an organization. Guidestar is a website that provides information about non-profits to patrons, community members, and potential donors. With transparency as an important aspect of our strategic plan, I have added to the Library's profile on Guidestar. Sharing the Library's transparency online allows more people to have access to quality, up-to-date information about the Youngstown Free Library.

As a result, we have earned the 2019 Silver Guidestar Seal of Transparency.

### **NIOGA/MEMBER LIBRARY PARTNERSHIPS & CONTINUING EDUCATION**

The Directors' Meeting was held earlier this month at Nioga.

### **PROGRAMMING IN AND OUTSIDE THE LIBRARY**

In total, the Library staff and volunteers offered 61 programs for free to all interested children and teens. New offering included Chapter Book Club, Astronauts' Make and Take and a two-week-long Drama Camp and concluding performance of "Once Upon a Slime." Our programs were very well attended, serving a record total of 1,138 people.

For the Summer Reading Challenge, a total of 70 children and teens tracked their minutes read all summer for a record of 89,600 minutes. That's an average of over 21 hours of reading per child!

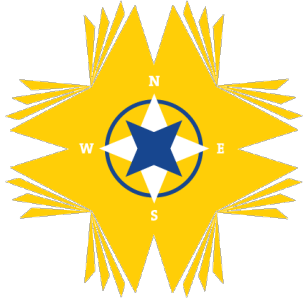
### **PUBLICITY UPDATES**

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

Facebook: 744 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 41 followers: <https://twitter.com/ytownlibrary>

Instagram: 284 followers: <https://www.instagram.com/youngstownfreelibrary>



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### STAFF

All staff members will be undergoing mandatory sexual harassment training in the near future. This is a NYS law that requires all employees to complete annual training in this matter, and all new employees will have 30 days after hiring in which to complete training.

### VOLUNTEERS

Volunteers continue to propel the Library into the future! In particular, I'd like to note that without the talents of Emma Hartloff, Mary Beth Smith and Laurel Price, the Library's Summer Reading Program wouldn't have been as exciting and creative. The volunteering of time by these teachers and librarian are what allowed to Library to offer such rich and innovative programming to the youth of Youngstown and Porter.

Thank you also to the Lauren Morse for jumpstarting and leading the Friends into a full summer of new fundraising projects. Her enthusiasm and drive are an inspiration.

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

<b>YOUNGSTOWN FREE LIBRARY 2019</b>	<b>BUDGET 2019</b>	<b>Activity 07/01/2019 - 07/31/2019</b>	<b>Activity 08/01/2019 - 08/31/2019</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b><u>REVENUE</u></b>						
TOWN OF PORTER	<b>\$80,219</b>	\$0.00	\$0.00	\$80,219.00	\$0.00	100%
NIAGARA COUNTY YOUNGSTOWN VILLAGE	<b>\$5,440</b>	\$5,577.00	\$0.00	\$5,577.00	-\$137.00	103%
LOCAL LIBRARY AID	<b>\$1,420</b>	\$0.00	\$0.00	\$143.00	\$1,277.00	10%
LEGISLATIVE INITIATIVE	<b>\$5,000</b>	\$0.00	\$0.00	\$5,000.00	\$0.00	0%
FINES/ COPIER/ FAX	<b>\$2,300</b>	\$181.45	\$280.06	\$1,912.64	\$387.36	83%
INTEREST	<b>\$2,400</b>	\$1,491.16	\$1,073.54	\$5,345.04	-\$2,945.04	223%
GIFTS	<b>\$2,000</b>	\$294.58	\$45.51	\$3,966.15	-\$1,966.15	198%
ANNUAL DRIVE	<b>\$16,000</b>	\$0.00	\$0.00	\$6,982.09	\$9,017.91	44%
MISCELLANEOUS	<b>\$300</b>	\$33.43	-\$0.56	\$148.89	\$151.11	50%
GRANT FUNDS	<b>\$0</b>	\$0.00	\$0.00	\$500.00	-\$500.00	
<b>TOTAL REVENUE</b>	<b>\$116,079</b>	<b>\$7,577.62</b>	<b>\$1,398.55</b>	<b>\$109,788.58</b>	<b>\$6,290.42</b>	<b>94.58%</b>

8/12 of  
Year is  
66.7%

<b><u>EXPENDITURE</u></b>	<b>BUDGET 2019</b>	<b>Activity 07/01/2019 - 07/31/2019</b>	<b>Activity 08/01/2019 - 08/31/2019</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
<b>PERSONNEL</b>						<b>Year is 66.7%</b>
SALARIES (GROSS)	<b>\$78,662</b>	\$5,806.67	\$8,685.14	\$52,411.00	\$26,251.00	67%
HEALTH BENEFIT	<b>\$4,000</b>	\$307.70	\$461.55	\$2,769.30	\$1,230.70	69%
SOCIAL SECURITY & MEDICARE	<b>\$6,324</b>	\$467.75	\$699.72	\$4,221.30	\$2,102.34	67%
CONTINUING EDUCATION & NETWORKING	<b>\$500</b>	\$0.00	\$0.00	\$21.61	\$478.39	4%
NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S	<b>\$500</b>	\$13.50	\$19.31	\$228.01	\$271.99	46%
COMPENSATION	<b>\$500</b>	\$0.00	\$0.00	\$144.31	\$355.69	29%
SALARIES (CHRISTMAS BONUS)	<b>\$200</b>	\$0.00	\$0.00	\$0.00	\$200.00	0%
<b>TOTAL PERSONNEL</b>	<b>\$90,686</b>	<b>\$6,595.62</b>	<b>\$9,865.72</b>	<b>\$59,795.53</b>	<b>\$30,890.11</b>	<b>66%</b>
<b>LIBRARY MATERIALS</b>						
AUDIO VISUAL MATERIALS	<b>\$5,500</b>	\$45.00	\$147.45	\$3,114.43	\$2,385.57	57%
BOOKS	<b>\$11,000</b>	\$275.30	\$328.17	\$6,732.86	\$4,267.14	61%
COMPUTER SOFTWARE	<b>\$200</b>	\$0.00	\$0.00	\$0.00	\$200.00	0%
PURCHASES FROM GRANT/GIFT FUNDS		\$107.18		\$189.74	-\$189.74	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$2,500</b>	\$0.00	\$165.00	\$4,112.18	-\$1,612.18	164%
BOOK PROCESSING & SUPPLIES	<b>\$1,600</b>	\$55.50	\$13.85	\$1,542.84	\$57.16	96%
PROGRAMMING	<b>\$800</b>	\$2.39	\$767.69	\$52.29	\$747.71	7%
PUBLICITY & PROMOTION	<b>\$600</b>	\$0.00	\$0.00	\$91.21	\$508.79	15%
COPIER LEASE & USAGE	<b>\$1,450</b>	\$608.89	\$131.91	\$2,029.23	-\$579.23	140%
POSTAGE	<b>\$280</b>	\$4.00	\$34.55	\$58.55	\$221.45	21%
INTERNET/PHONE	<b>\$550</b>	\$137.03	\$133.83	\$1,059.35	-\$509.35	193%
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$24,480</b>	<b>\$1,235.29</b>	<b>\$1,722.45</b>	<b>\$18,982.68</b>	<b>\$5,497.32</b>	<b>78%</b>



<b>OPERATING EXPENDITURE</b>	<b>BUDGET 2019</b>	<b>Activity 07/01/2019 - 07/31/2019</b>	<b>Activity 08/01/2019 - 08/31/2019</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ALMS FEE	\$8,715	\$726.25	\$726.25	\$5,810.00	\$2,905.00	67%
OFFICE SUPPLIES	\$1,500	\$254.73	\$129.13	\$1,457.33	\$42.67	97%
HOUSEKEEPING	\$150	\$27.25	\$70.08	\$126.34	\$23.66	84%
INSURANCE	\$2,900	-\$56.00	\$175.00	\$603.59	\$2,296.41	21%
RENT	\$1	\$0.00	\$2.00	\$2.00	-\$1.00	200%
(SPACE)	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
COPIER LEASE & USAGE	\$1,450	\$0.00	\$0.00	\$0.00	\$1,450.00	0%
POSTAGE	\$280	\$0.00	\$0.00	\$24.10	\$255.90	9%
INTERNET/PHONE	\$550	\$0.00	\$0.00	\$0.00	\$550.00	0%
<b>TOTAL OPERATING</b>	<b>\$17,546</b>	<b>\$952.23</b>	<b>\$1,102.46</b>	<b>\$8,023.36</b>	<b>\$9,522.64</b>	<b>46%</b>
<b>CAPITAL EXPENDITURE</b>						
TECHNOLOGY	\$1,750	\$0.00		\$0.00	\$1,750.00	0%
OTHER - SPACE etc	\$450	\$0.00	\$10,800.00	\$11,100.00	-\$10,650.00	2467%
EQUIPMENT-CHAIRS GIFT FROM FRIENDS- CHAIRS	\$0	\$0.00		\$911.18	-\$911.18	
	\$0	\$0.00		-\$911.18	\$911.18	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$2,200</b>	<b>\$0.00</b>	<b>\$10,800.00</b>	<b>\$11,100.00</b>	<b>-\$8,900.00</b>	<b>505%</b>

<b>MISCELLANEOUS</b>	<b>BUDGET 2019</b>	<b>Activity 07/01/2019 - 07/31/2019</b>	<b>Activity 08/01/2019 - 08/31/2019</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget</b>
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,450</b>	<b>\$379.00</b>	<b>\$266.00</b>	\$2,064.50	\$1,385.50	60%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	<b>\$2,580</b>	\$215.00	\$215.00	\$1,762.00	\$818.00	68%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	<b>\$260</b>	\$164.00	\$51.00	\$289.50	-\$29.50	111%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$124</b>	\$0.00	\$0.00	\$13.00	\$111.00	10%
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>	\$0.00	\$0.00	\$0.00	\$400.00	0%
5. W-2 PREPARATION	<b>\$40</b>	\$0.00	\$0.00	\$0.00	\$40.00	0%
6. 1099 PREPARATION INVESTMENT & ADVISORY FEES	<b>\$46</b>	\$0.00	\$0.00	\$0.00	\$46.00	0%
PROFESSIONAL SERVICES - AUDIT etc	<b>\$150</b>	\$0.00	\$0.00	\$0.00	\$150.00	0%
PROFESSIONAL SERVICES - LEGAL etc	<b>\$250</b>	\$0.00	\$0.00	\$0.00	\$250.00	0%
	<b>\$750</b>	\$0.00	\$0.00	\$0.00	\$750.00	0%
BANK FEES & CHARGES	<b>\$50</b>	\$0.00	\$0.00	\$2.99	\$47.01	6%
MISC - OTHER	<b>\$0</b>	\$0.00	\$0.00	\$19.95	-\$19.95	
<b>TOTAL</b>						
<b>MISCELLANEOUS EXCLUDE CAPITAL EXP. FOR A/C UNITS</b>	<b>\$4,650</b>	<b>\$379.00</b>	<b>\$266.00</b>	<b>\$2,087.44</b>	<b>\$2,562.56</b>	<b>45%</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>\$139,562</b>	<b>\$9,162.14</b>	<b>\$12,956.63</b>	<b>\$99,989.01</b>	<b>\$39,572.63</b>	<b>72%</b>
<b>Net Income (Loss)</b>	<b>-\$23,483</b>	<b>-\$1,584.52</b>	<b>-\$11,558.08</b>	<b>\$9,799.57</b>	<b>-\$3,241.38</b>	

**YOUNGSTOWN FREE LIBRARY  
BALANCE SHEET  
As at: August 31st, 2019**

**ASSETS**

Petty Cash	\$100.00
Key Bank      Checking	\$19,619.03
Morgan Stanley - 178- Acct	\$257,047.87
Morgan Stanley (Scholarship)	\$2,531.74
<b>TOTAL ASSETS</b>	<b>\$279,298.64</b>

**FUND BALANCES**

<b><u>Unrestricted</u></b>	
General (Operating)	\$42,487.46
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
<b>Total Unrestricted Funds</b>	<b>\$137,204.90</b>

<b><u>Restricted</u></b>	
Operating Reserve	\$139,562.00
Scholarship (Ruby Carey)	\$2,531.74
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
<b>Total Restricted Fund Balance</b>	<b>\$142,093.74</b>

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

<b>TOTAL FUND BALANCES</b>	<b>\$279,298.64</b>
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