

AGENDA

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: October 23, 2023 Time: 7:00 pm

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| 1. Meeting Called to Order/ Determination of Quorum | Karran Swayze |
| 2. Comments from the Public | |
| 3. Acceptance of Minutes from the September 25 th Board meeting | Mary Clinch |
| 4. President's Remarks | Karran Swayze |
| 5. Reports | |
| ➤ Treasurer— | David Smith |
| ➤ Correspondence | Barb Costello |
| ➤ Director's Report— | Sonora Miller |
| ➤ Friends of the Library Liaison | Bill Siddall |
| ➤ | |
| 6. <u>OLD BUSINESS</u> | |
| a. Basket Raffle from November until December 9 | |
| b. 75th Celebration | |
| 7. <u>NEW BUSINESS</u> | |
| a. Licensing Proposal through Hoopla | |
| b. | |

OTHER

Motion to Adjourn

NEXT Scheduled Meeting: November 27, 2023 at 7pm in the Program Room of the Village Center

Upcoming Events

Friends Fall Book Sale November 2-4

Christmas in the Village December 9 ???



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: SEPTEMBER 25, 2023

TIME: 7:00 p.m.

Present: Karran Swayze, Mary Clinch, David Brooks, Dave Smith, Shawn D’Luhly, Barb Costello, Director Sonora Miller

Absent: Bill Siddall (excused)

Call to Order: 7:01 p.m.

Comments from the Public: None

Minutes of the July 2023 Board Meeting

- A motion was made by Dave Smith and seconded by Shawn to accept the July meeting minutes as presented. Motion passed.
 - The designation on the minutes will be updated from ‘Draft’ to ‘Accepted’, and an updated copy posted to Dropbox.

President’s Remarks – Karran Swayze:

- Karran thanked Sonora and the Library staff for their extra efforts and support during the summer, particularly through scheduling changes and issues with the HVAC.

Treasurer’s Report – Dave Smith:

- Dave presented a report covering July and August revenue and expenditures.
- Dave will follow up with the HVAC vendor as unexpected repairs were required for multiple units following an earlier maintenance visit.
- Expenses were in line with budget during the summer months.
- The next transfer was made to the foundation account (under the Community Foundation for Greater Buffalo), with one more remaining for the year.

Correspondence Report – Barb Costello:

- No correspondence in the past month to report.

Director’s Report – Sonora Miller:

- Sonora shared details of the multiple leaks in A/C units in past weeks, including two following servicing of all units. Dave Smith will be helping to follow up with the vendor who performed the repairs.
 - Dave Smith asked about the need to digitize any of the local history volumes that the Library holds, given how some materials were damaged with the first leak. Sonora confirmed that the Youngstown History Museum has copies of materials. One collection of concern is the documentation of Youngstown properties from past decades, as there are only three copies in existence. Sonora shared a plan that is forming to apply for a future grant to digitize these volumes.
- Sonora shared that inventory will start on the collection shortly, and that the barcode scanner was purchased.
- The Library received an award last week from the Youngstown Business and Professional Association for providing outstanding service to the community for 74 years. Barb will send thanks to the Village and to Duffy Johnston for the bike rack.
- Sonora is seeking Board members and volunteers to join the planning committee for the Library's 75th celebration next year. Shawn and Mary volunteered to support the effort. Sonora is looking for additional members from the community, opportunities for grants, and ideas for events.
- The Dollar General grant used for the Summer Reading Program has been closed out.
- Sonora described the Nioga system outage that occurred last week, and that systems are back online and all transactions resolved.
- Sonora shared details of the summer programs that were completed, including new programs for teens. A record number of registered readers participated this summer!
- All book clubs are now back on the schedule each month and looking for new members. In October, all clubs will be reading the same book and attending an in-person talk with the author.
- Craft kits for the fall are under way, with more planned for the winter.
- The Youngstown Recreation leaders are considering changing the annual Halloween event to one that will be staged in the parking lot. Depending on the time of the event, this could make it challenging for Library patrons to access the building.
 - A motion was made by Karran and seconded by Dave Smith to grant Sonora permission to close the Library on Saturday, Oct. 28 should the Recreation event restrict use of the parking lot. Motion passed.
- Back in June, Sonora gave each Board member a report compiling the annual reports that contributed to the current active Strategic Plan for the library. The current plan runs through the end of 2023. In this month's Director's report, Sonora highlighted the major goals and those specific items which still need to be completed (including those that are nearing completion and/or need adjustment). The Board has discussed the Plan during several meetings in 2023, and the impact of the pandemic on our ability to achieve goals as written.
 - A motion was made by Karran and seconded David Brooks by that the Board take action to extend the Strategic Plan to the end of 2025. Motion passed.

Friends of the Library Report – Sonora Miller (on behalf of Bill Siddall):

- Dessert in the Stacks will be Friday, Oct. 13; a request is that each Board member select two recipes to make (a minimum of 40 servings each). Bill will be creating tags to label each platter; instructions to come.
 - The Library is selling tickets at the front desk.
- The Clothing Exchange will be held on Sunday, Oct. 15.

- The Fall Book Sale will be held Nov. 2 – 4 (Member's Night on the 2nd).
 - Book donations will be accepted starting Monday of that week, between 10a-3p and 6p-8p.
- Activities for Christmas in the Village (planned for Dec. 9) are TBD.
- Volunteers are needed to coordinate the annual Fund Drive mailing.

Old Business

- Members of the Board will be in attendance at the Town of Porter meeting on Oct. 10.

New Business

- The Board will discuss holding another basket raffle at the Christmas in the Village (to be discussed at the Oct. meeting).
- A motion was made by Shawn to adjourn the meeting, seconded by David Brooks. Motion passed. The meeting was adjourned at 8:20p.

The next Board meeting will take place on Oct. 23, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library
Profit & Loss
 September 2023

	<u>Sep 23</u>
Ordinary Income/Expense	
Income	
Fines /Copier /Fax	180.06
Gifts	43.85
Local Library Service Aid	143.40
Miscellaneous	22.00
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Total Income	389.31
Expense	
5000 · Personnel	
5100 · Salaries (Gross)	6,896.20
5400 · Ancillary Benefit	346.16
5500 · Social Security & Medicare	527.57
NY State Disability	20.12
5600 · SUTA/FUTA	132.84
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Total 5000 · Personnel	7,922.89
Materials & Services	
Digital Materials	320.01
Audio Visual Materials	311.20
Books	267.26
Computer Software	64.99
Book Processing & Supplies	33.60
Copier Leasing & Usage	113.85
Postage	4.00
Internet/Telephone	77.55
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Total Materials & Services	1,192.46
Operating Expenditures	
ALMS Fee	618.25
Office Supplies	117.16
Housekeeping	6.78
Maintenance - Repairs	396.50
Copier Lease & Usage	113.86
Postage	4.00
Internet/Phone	77.54
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Total Operating Expenditures	1,334.09
Miscellaneous Expenditures	
Accounting	250.00
	<hr/>
Total Miscellaneous Expenditures	250.00
	<hr/>
Total Expense	10,699.44
	<hr/>
Net Ordinary Income	-10,310.13
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Net Income	<u><u>-10,310.13</u></u>

Youngstown Free Library Profit & Loss YTD Comparison September 2023

	Sep 23	Jan - Sep 23
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	494.58
Annual Drive	0.00	10,224.19
Fines /Copier /Fax	180.06	1,265.78
Gifts	43.85	5,710.17
Grant Funds	0.00	8,020.00
Interest - Morgan Stanley		
Morgan Stanley Interest	0.00	1,056.58
Total Interest - Morgan Stanley	0.00	1,056.58
Local Library Service Aid	143.40	143.40
Miscellaneous	22.00	223.79
Town of Porter	0.00	70,000.00
Total Income	389.31	97,138.49
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	6,896.20	63,749.21
5400 · Ancillary Benefit	346.16	3,288.52
5500 · Social Security & Medicare	527.57	4,876.82
Continuing Ed & Networking	0.00	199.96
NY State Disability	20.12	33.12
Worker's Compensation	0.00	75.00
5600 · SUTA/FUTA	132.84	1,780.76
Total 5000 · Personnel	7,922.89	74,003.39
Materials & Services		
Digital Materials	320.01	3,994.46
Audio Visual Materials	311.20	1,592.22
Books	267.26	2,924.11
Computer Software	64.99	255.36
Subscriptions & Library Mbr Shp	0.00	3,858.30
Book Processing & Supplies	33.60	338.41
Programming	0.00	2,725.05
Publicity & Promotion	0.00	6.42
Copier Leasing & Usage	113.85	732.54
Postage	4.00	18.00
Internet/Telephone	77.55	687.36
Total Materials & Services	1,192.46	17,132.23
Operating Expenditures		
ALMS Fee	618.25	5,564.25
Office Supplies	117.16	1,554.46
Housekeeping	6.78	70.44
Insurance	0.00	4,023.59
Maintenance - Repairs	396.50	937.58
Copier Lease & Usage	113.86	732.56
Postage	4.00	18.00
Internet/Phone	77.54	147.31
Total Operating Expenditures	1,334.09	13,048.19
Capital Expenditures		
Technology	0.00	271.36
Other	0.00	536.74
Total Capital Expenditures	0.00	808.10
Miscellaneous Expenditures		
Accounting	250.00	2,650.00
Investment & Advisory Fees	0.00	30.00
Bank Fees and Charges	0.00	53.98

10:18 AM
10/17/23
Accrual Basis

Youngstown Free Library
Profit & Loss YTD Comparison
September 2023

	Sep 23	Jan - Sep 23
Miscellaneous - Other	0.00	67,000.00
Total Miscellaneous Expenditures	250.00	69,733.98
Total Expense	10,699.44	174,725.89
Net Ordinary Income	-10,310.13	-77,587.40
Other Income/Expense		
Other Income		
Ruby Carey Interest	0.00	0.00
Change in Fair Market Value	0.00	5,308.23
Vendor Collection Credit	0.00	1.36
Total Other Income	0.00	5,309.59
Other Expense		
Scholarship Funds	0.00	750.00
Total Other Expense	0.00	750.00
Net Other Income	0.00	4,559.59
Net Income	-10,310.13	-73,027.81

Youngstown Free Library
Balance Sheet
 As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	16,546.59
1000 · Key Bank (First Niagara)	
Petty Cash	100.00
Total Checking/Savings	<u>16,646.59</u>
Other Current Assets	
FICA Receivable	178.74
Morgan Stanley	
Morgan Stanley	182,983.12
Total Morgan Stanley	<u>182,983.12</u>
Total Other Current Assets	<u>183,161.86</u>
Total Current Assets	199,808.45
Fixed Assets	
Equipment	20,837.19
Leasehold Improvements	74,378.44
Total Fixed Assets	<u>95,215.63</u>
Other Assets	
Accum. Depr. - Equipment	-19,448.00
Accum. Depr. - Leasehold Improv	-44,650.00
Total Other Assets	<u>-64,098.00</u>
TOTAL ASSETS	<u><u>230,926.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,168.08
2000 · Accounts Payable	
Total Accounts Payable	<u>2,168.08</u>
Other Current Liabilities	
Sales Tax Payable	9.33
Total Other Current Liabilities	<u>9.33</u>
Total Current Liabilities	<u>2,177.41</u>
Total Liabilities	2,177.41
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	299,871.48
Net Income	-73,027.81
Total Equity	<u>228,748.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>230,926.08</u></u>

Youngstown Free Library
Reconciliation of Balance Sheet to Profit Loss
September 2023

Total Income	\$ 389.31
Total Expenses	<u>\$ (10,699.44)</u>
Net Income (Loss)	<u><u>\$ (10,310.13)</u></u>

ASSET Summary

Total Assets as of	9/30/2023	\$ 230,926.08
Total Assets as of	8/31/2023	<u>\$ 240,617.77</u>
Change in Value of Assets from Last Period		\$ (9,691.69)

Non-Cash Items

Change in Payroll Liabilities	\$ 82.21
Change in Accounts Payable Liabilities	\$ (700.65)
Change in Sales Tax Payable	\$ -
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ -</u>
Total Change in Non-Cash Items	\$ (618.44)

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ (10,310.13)</u></u>
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Youngstown Free Library

October Treasurer's Report

October 23, 2023

1. Revenues

- Total revenue, encompassing Fines/Copier/Fax, Gifts, Local Library Services Aid, etc., totaled \$389.31 for September.
- Niagara County allocation for 2023, although not yet deposited, are going to be \$6394.00, very disappointing as it is \$850 less than what was budgeted and much less than the 2022 number.
- There have been no recent grant awards.

2. Expenditures

- Personnel expenses were \$7922.89 for September, in line.
- Operating expenses also seem to be in line for September.
- I am still working with Todd from Steve's Heating to get a reduction in the invoice amounts for the service calls as they were the installation company for the AC units they claim the drain lines were installed improperly, not allowing for proper condensation drainage.

3. Investments

- As of 10/17/2023, our Morgan Stanley account totaled \$184,755.38, and I will be requesting one more draw from Morgan Stanley in the beginning of November to pay expenses through the end of the year. One CD which matured on 10/21/2023 was rolled over into a money market account that is earning at present 5+%APR. The other CD that matures this year in December will be addressed the same way. There is no reason currently (per Morgan Stanley) to lock up the money in new CD's. We will change accordingly if interest rates drop.

4. Miscellaneous

- At the 10/10/2023 Town of Porter Board meeting, Karran and I made our thanks be known to the board for their generosity and support, and our pleas for more substantial funding for 2024. My follow-up call to Kim Boyer, the Assistant Budget Director, resulted in no new information other than a decision is forthcoming and should be expected sometime after the first Thursday after Election Day and before November 15th.
- My call and email to Angelo Morinello yielded no results (I spoke with M. Novak) other than she would inquire further of him as she was completely unaware of any impending initiatives or grants for either library (YFL and Niagara Falls Public).
- **Summary**
 - The Youngstown Free Library is in a good position to fulfill its financial obligations for 2023 and can meet or exceed expectations for services and programs for the year if the Annual Drive and contribution from the FOTYFL meet expectations, even though we have had shortfalls from Niagara County and the Local Library Service Aid (I believe this Nioga).

Respectfully submitted,
David Smith, Treasurer

HOOPLA PROPOSAL

23 October 2023

Recently, I have discussed with Sonora the possibilities of Adding to the YFL's Hoopla account some of the more popular books available through Hoopla. Sonora informed me it would require purchasing licensing for the individual books. The books would then be available for loan to OUR patrons only for various lengths of time, depending on the license level purchased (Limited number of loans versus unlimited).

We discussed as a trial purchasing some popular children's books and buying unlimited loans for them as children borrow books much more frequently and often borrow the same books multiple times. We also talked about purchasing a limited number of best sellers with a limited number of loans (Sonora mentioned 30 loans) that would allow our Hoopla users access to some of the more popular books and authors and their recent offerings.

This will increase our Hoopla expenses annually, but if we promote this to our patrons as a benefit not available at other libraries, it could very well increase our circulation, possibly add new patrons, and aid in taking that next step towards electronic library services (When talking with many people, although I personally like the feel and physicality of a book, many, many people tell me they are reading [and BUYING] books online). We could eventually get to the point that monies spent by individuals buying online books could be donations to our library if they can borrow the book instead.

We need to be proactive here. We can not afford to be left behind as there is a very small window between continued success and functionality and becoming one of the services that struggles or becomes obsolete because they didn't "change with the times" (YMCA, many businesses, religious organizations).

I move that we give Sonora permission to purchase a limited combination of licenses, for both children's books and best sellers, to test this program and to promote it with signage, on the YFL website, and in the next newsletter. Details of

the licensing agreements to be worked out with Sonora, the finance committee and Karran Swaze.

Respectfully,

David Smith, Treasurer