

AGENDA

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: November 27, 2023 Time: 7:00 pm

- | | |
|--|---------------|
| 1. Meeting Called to Order/ Determination of Quorum | Karran Swayze |
| 2. Comments from the Public | |
| 3. Acceptance of Minutes from the October 23 rd 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. Update on Licensing Proposal through Hoopla/Libby | |
| b. | |
| 7. <u>NEW BUSINESS</u> | |
| a. Committee Reports | |

OTHER

Motion to Adjourn

Annual Association Meeting: January 22, 2024 at 6:30pm in the Program Room of the Village Center

Regular meeting of the Board of Trustees to follow: January 22, 2024 at 7pm in the Program Room

Upcoming Events

FOYL Holiday Dinner at Ontario House on December 4, 2023 6-8pm. RSVP to ELAINE.BARBIERO@gmail.com

Christmas in the Village December 9, 2023



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: OCTOBER 23, 2023

TIME: 7:00 p.m.

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

Absent: Bill Siddall (excused)

Call to Order: 7:02 pm

Comments from the Public: None

Minutes of the September 2023 Board Meeting

- A motion was made by Shawn and seconded by Dave Smith to accept the September 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 expressed thanks to Dave Smith for attending the recent Town of Porter meeting and preparing the annual budget requests for both the Town and the Village of Youngstown.
- Karran expressed thanks to all who participated in the recent Wine and Dessert in the Stacks event, and gave a special thanks to Bill for his coordination of the event and all the recipes.
- Karran thanked Sonora for her continued commitment and extra effort given to manage recent staff scheduling changes.

Treasurer’s Report – Dave Smith:

- Revenues and expenditures are in line with budget for September.
- Niagara Country allocation to the Library was highlighted as being lower this year than in prior years.
- Investments are holding steady; one more withdrawal will be coming to cover near-term expenses.

Correspondence Report – Barb Costello:

- Barb will be working on thank-yous to individuals who participated in Wine and Dessert in the Stacks.

Director's Report – Sonora Miller:

- Sonora requested the remaining budgeted funds from the Friends to cover specific expenses through the end of the year.
- An estimated \$1200 in tickets were sold at the recent Wine and Dessert in the Stacks event.

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

- The Book Sale will be held Nov 3-5; volunteers are especially needed for closing time on Saturday Nov 5.

Old Business

- Sonora will be starting planning for next year's 75th anniversary of the Library in the next few weeks. Additional community members are needed to join the planning committee. A few events will be planned (including for the eclipse in April 2024).
- The Board discussed holding another basket raffle during late November/early December, with the final tickets to be sold during Christmas in the Village. Baskets would need to be delivered to the Library by Nov. 6, and each Board member would be expected to donate at least one basket.
 - A motion was made by Dave Smith to hold the raffle, seconded by Barb. Motion passed.

New Business

- Dave Smith and Sonora presented a proposal to increase the amount of licenses for Hoopla that the library owns. The goal would be to make more popular materials available, and market this to Library patrons to increase circulation without consuming physical space. This would also allow the Library to customize the Hoopla 'storefront'. Monies are available as part of an existing grant that would cover at least 16 titles, with a goal to cover bestsellers first, then titles read by the book clubs. Moving forward, this would be part of the audio-visual budgets, and there is potential to write future grants for funding it.
 - A motion was made by Shawn to proceed with the proposal (and review progress after this coming winter), seconded by Barb. Motion passed.
 - A motion was made by Shawn to adjourn the meeting, seconded by Dave Smith. Motion passed. The meeting was adjourned at 8:17p.m.

The next Board meeting will take place on November 27, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

November Treasurer's Report

November 27, 2023

1. Revenues

- Total revenue in October was \$13,253.82. This includes allocations from Nioga (\$1293), Niagara County (\$6394), Gifts (\$4078), Annual Drive (\$843), and interest from Morgan Stanley (\$460).

2. Expenditures

- Expenses for October totaled \$10,228, including \$7,112 in personnel expenses.
- In response to my inquiry, Steve's Heating did not charge labor on one of the service calls, only for parts, saving about \$100.
- The Profit and Loss Comparison for Jan-Oct 23 shows a shortfall of \$67, 898. However, when the Investment transferred to CFGB is subtracted, it leaves a shortfall of \$898, which should be made up with Annual Fund Drive monies received in November and December.

3. Investments

- At the beginning of November, I requested a \$20,000 draw from Morgan Stanley, more than enough to cover expenses not covered by Annual Fund Drive contributions, Nioga and Niagara County allocations, and gifts. The Key Bank balance was \$28,021 as of 11/20/2023. This amount should cover the YFL for expenses in November, December, and January. Our Morgan Stanley account balance was \$186,042 as of 11/20/2023

4. Miscellaneous

- As the YFL has not yet received money from the Friends (\$15, 500) and it does not appear the money will be necessary for covering 2023

expenses, I would like the Board to consider holding the check until 2024. We would then transfer \$10,000 to our Morgan Stanley account, increasing the balance to nearly \$200,000 (and earning 5% interest) and use \$5,550 to cover any shortfalls in the tentative 2024 budget.

- **Summary**

- The Youngstown Free Library should be able to fulfill its financial obligations for 2023 and is starting 2024 on a positive, strong financial footing.

Respectfully submitted,
David Smith, Treasurer

Youngstown Free Library
Profit & Loss
 October 2023

	<u>Oct 23</u>
Ordinary Income/Expense	
Income	
Annual Drive	843.21
Fines /Copier /Fax	134.10
Gifts	4,078.33
Interest - Morgan Stanley	
Morgan Stanley Interest	459.95
Total Interest - Morgan Stanley	459.95
Local Library Service Aid	1,293.30
Miscellaneous	50.93
Niagara County	6,394.00
Total Income	13,253.82
Expense	
5000 - Personnel	
5100 - Salaries (Gross)	6,194.22
5400 - Ancillary Benefit	346.16
5500 - Social Security & Medicare	473.86
5600 - SUTA/FUTA	97.93
Total 5000 - Personnel	7,112.17
Materials & Services	
Digital Materials	321.58
Books	858.11
Subscriptions & Library Mbr Shp	540.50
Book Processing & Supplies	98.72
Copier Leasing & Usage	65.76
Internet/Telephone	78.07
Total Materials & Services	1,962.74
Operating Expenditures	
ALMS Fee	618.25
Office Supplies	139.96
Rent	1.00
Copier Lease & Usage	65.76
Internet/Phone	78.06
Total Operating Expenditures	903.03
Miscellaneous Expenditures	
Accounting	250.00
Total Miscellaneous Expenditures	250.00
Total Expense	10,227.94
Net Ordinary Income	3,025.88
Other Income/Expense	
Other Income	
Change in Fair Market Value	400.14
Total Other Income	400.14
Net Other Income	400.14
Net Income	<u>3,426.02</u>

Youngstown Free Library
Profit & Loss YTD Comparison
 October 2023

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
Friends of the Library	0.00	494.58
Annual Drive	843.21	11,067.40
Fines /Copier /Fax	134.10	1,399.88
Gifts	4,078.33	9,788.50
Grant Funds	0.00	8,020.00
Interest - Morgan Stanley		
Morgan Stanley Interest	459.95	1,983.52
Total Interest - Morgan Stanley	459.95	1,983.52
Local Library Service Aid	1,293.30	1,436.70
Miscellaneous	50.93	274.72
Niagara County	6,394.00	6,394.00
Town of Porter	0.00	70,000.00
Total Income	13,253.82	110,859.30
Expense		
5000 · Personnel		
5100 · Salaries (Gross)	6,194.22	69,943.43
5400 · Ancillary Benefit	346.16	3,634.68
5500 · Social Security & Medicare	473.86	5,350.68
Continuing Ed & Networking	0.00	199.96
NY State Disability	0.00	33.12
Worker's Compensation	0.00	75.00
5600 · SUTA/FUTA	97.93	1,878.69
Total 5000 · Personnel	7,112.17	81,115.56
Materials & Services		
Digital Materials	321.58	4,316.04
Audio Visual Materials	0.00	1,592.22
Books	858.11	3,782.22
Computer Software	0.00	255.36
Subscriptions & Library Mbr Shp	540.50	4,398.80
Book Processing & Supplies	98.72	437.13
Programming	0.00	2,725.05
Publicity & Promotion	0.00	6.42
Copier Leasing & Usage	65.76	798.30
Postage	0.00	18.00
Internet/Telephone	78.07	765.43
Total Materials & Services	1,962.74	19,094.97
Operating Expenditures		
ALMS Fee	618.25	6,182.50
Office Supplies	139.96	1,694.42
Housekeeping	0.00	70.44
Insurance	0.00	4,023.59
Rent	1.00	1.00
Maintenance - Repairs	0.00	937.58
Copier Lease & Usage	65.76	798.32
Postage	0.00	18.00
Internet/Phone	78.06	225.37
Total Operating Expenditures	903.03	13,951.22
Capital Expenditures		
Technology	0.00	271.36
Other	0.00	536.74
Total Capital Expenditures	0.00	808.10
Miscellaneous Expenditures		
Accounting	250.00	2,900.00
Investment & Advisory Fees	0.00	30.00

7:40 AM
 11/20/23
 Accrual Basis

Youngstown Free Library
Profit & Loss YTD Comparison
 October 2023

	Oct 23	Jan - Oct 23
Bank Fees and Charges	0.00	53.98
Miscellaneous - Other	0.00	67,000.00
Total Miscellaneous Expenditures	250.00	69,983.98
Total Expense	10,227.94	184,953.83
Net Ordinary Income	3,025.88	-74,094.53
Other Income/Expense		
Other Income		
Ruby Carey Interest	0.00	0.00
Change in Fair Market Value	400.14	6,945.30
Vendor Collection Credit	0.00	1.36
Total Other Income	400.14	6,946.66
Other Expense		
Scholarship Funds	0.00	750.00
Total Other Expense	0.00	750.00
Net Other Income	400.14	6,196.66
Net Income	3,426.02	-67,897.87

Youngstown Free Library
Balance Sheet
 As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Key Bank (First Niagara)	19,225.87
Petty Cash	100.00
Total Checking/Savings	<u>19,325.87</u>
Other Current Assets	
FICA Receivable	178.74
Morgan Stanley	
Morgan Stanley	185,547.13
Total Morgan Stanley	<u>185,547.13</u>
Total Other Current Assets	<u>185,725.87</u>
Total Current Assets	205,051.74
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>236,169.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,239.24
Total Accounts Payable	<u>2,239.24</u>
Other Current Liabilities	
24000 · Payroll Liabilities	
24600 · Disability	38.12
Total 24000 · Payroll Liabilities	<u>38.12</u>
Sales Tax Payable	13.40
Total Other Current Liabilities	<u>51.52</u>
Total Current Liabilities	<u>2,290.76</u>
Total Liabilities	2,290.76
Equity	
Restricted Funds for Children's	1,905.00
3900 · Retained Earnings	299,871.48
Net Income	-67,897.87
Total Equity	<u>233,878.61</u>
TOTAL LIABILITIES & EQUITY	<u>236,169.37</u>

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

Total Income	\$ 13,253.82
Total Expenses	<u>\$ (10,227.94)</u>
Net Income (Loss)	<u><u>\$ 3,025.88</u></u>

ASSET Summary

Total Assets as of	10/31/2023	\$ 236,169.37
Total Assets as of	9/30/2023	<u>\$ 232,630.00</u>
Change in Value of Assets from Last Period		\$ 3,539.37

Non-Cash Items

Change in Payroll Liabilities	\$ (38.12)
Change in Accounts Payable Liabilities	\$ (71.16)
Change in Sales Tax Payable	\$ (4.07)
Change in KeyBank Credit Card	\$ -
Period Change in FMV	<u>\$ (400.14)</u>
Total Change in Non-Cash Items	\$ (513.49)

Change in Assets +/- Change in Non-Cash Items	<u><u>\$ 3,025.88</u></u>
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YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2024
 (presented at Board Meeting of 27th November, 2023)

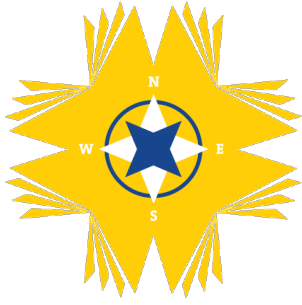
REVENUE	2023 Budget	2023 Actuals as at Oct. M/E	11/15/2023 Discussion-2024	2024 Budget	Notes
TOWN OF PORTER	\$70,000	\$70,000	\$70,000	\$70,000	
NIAGARA COUNTY	\$7,250	\$6,394	\$6,950	\$6,950	
VILLAGE OF YOUNGSTOWN	\$1,000	\$0	\$1,000	\$1,000	
LOC. LIBRARY SERVICE AID	\$1,260	\$1,437	\$1,260	\$1,260	
LEGISLATIVE INITIATIVE	\$0	\$0	?	\$0	20000 promised by Morinello, processed by Nioga
FRIENDS OF THE LIBRARY	\$16,000	\$495	\$22,000	\$22,000	5500 rolled over from 2023 FOYL gift
FINES/ COPIER/ FAX	\$2,200	\$1,400	\$1,500	\$1,500	
INTEREST	\$270	\$1,984	\$5,000	\$5,000	
GIFTS	\$11,000	\$9,789	\$10,750	\$10,750	
ANNUAL DRIVE	\$28,900	\$11,067	\$29,000	\$29,000	
MISCELLANEOUS	\$450	\$275	\$250	\$250	
GRANT FUNDS	\$5,000	\$8,020	\$5,000	\$5,000	
OTHER INCOME	\$0	\$0	\$2,000	\$2,000	
TOTAL REVENUE	\$143,330	\$110,859	\$154,710	\$154,710	

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2024
 (presented at Board Meeting of 27th November, 2023)

EXPENDITURE	2023	2023 Actuals as at Oct. M/E	11/15/2023 Discussion-2024	2024	
PERSONNEL					
SALARIES (GROSS)	\$86,702	\$69,943	\$90,363	\$90,363	FTE 2.17
HEALTH BENEFIT	\$4,500	\$3,635	\$5,000	\$5,000	negotiated in Dec. 2023
SOCIAL SECURITY & MEDICARE	\$6,977	\$5,351	\$7,229	\$7,229	Needs to be 8% * gross salaries
CONTINUING EDUCATION & NETWORKING	\$100	\$200	\$100	\$100	
NEW YORK STATE DISABILITY /SUTA FUTA	\$700	\$1,912	\$2,550	\$2,550	
WORKER'S COMPENSATION	\$800	\$75	\$850	\$850	
SALARIES (Christmas bonus)	\$250	\$0	\$500	\$500	
TOTAL PERSONNEL	\$100,029	\$81,116	\$106,592	\$106,592	
LIBRARY MATERIALS					
HOOPLA	\$5,570	\$4,316	\$6,200	\$6,200	
AV MATERIALS	\$3,800	\$1,592	\$3,500	\$3,500	
BOOKS	\$6,500	\$3,782	\$6,500	\$6,500	
SOFTWARE & DIGITAL LIBRARY	\$300	\$255	\$350	\$350	
PURCHASES FROM GRANT FUNDS					
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$3,000	\$4,399	\$4,000	\$4,000	
BOOK PROCESSING & SUPPLIES	\$1,300	\$437	\$1,300	\$1,300	
PROGRAMMING	\$2,600	\$2,725	\$2,800	\$2,800	
PUBLICITY & PROMOTION	\$200	\$6	\$150	\$150	
COPIER LEASE & USAGE	\$840	\$798	\$840	\$840	
POSTAGE	\$30	\$18	\$45	\$45	
INTERNET & PHONE	\$280	\$765	\$330	\$330	
TOTAL LIBRARY MATERIALS	\$24,420	\$19,095	\$26,015	\$26,015	
OPERATING EXPENDITURE	2023 Budget	2023 Actuals as at Oct. M/E	11/15/2023 Discussion-2024	2024 budget	
ALMS FEE	\$7,680	\$6,183	\$7,750	\$8,202	5136+1022 for ea. access port (3 ports)
OFFICE SUPPLIES	\$750	\$1,694	\$1,500	\$1,500	
HOUSEKEEPING	\$70	\$70	\$90	\$90	
INSURANCE	\$3,800	\$4,024	\$4,500	\$4,500	
RENT	\$1	\$1	\$1	\$1	
MAINTENANCE (SPACE)	\$580	\$938	\$700	\$700	
COPIER LEASE & USAGE	\$840	\$798	\$840	\$840	
POSTAGE	\$30	\$18	\$45	\$45	

YOUNGSTOWN FREE LIBRARY - BUDGET FOR 2024
 (presented at Board Meeting of 27th November, 2023)

INTERNET/PHONE	\$280	\$225	\$330	\$330	
TOTAL OPERATING EXPENDITURE	\$14,031	\$13,951	\$15,756	\$16,208	
	2023 Budget	2023 Actuals as at Oct. M/E	11/15/2023 Discussion-2024	2024 Budget	
CAPITAL EXPENDITURE					
TECHNOLOGY	\$980	\$271	\$1,113	\$1,113	+915 for 2 hotspots that used to be covered by Nioga
OTHER - SPACE etc	\$0	\$537	\$0	\$0	
TOTAL CAPITAL EXPENDITURES	\$980	\$808	\$1,113	\$1,113	
MISCELLANEOUS					
ACCOUNTING & PAYROLL SERVICES:	\$3,400		\$3,562	\$3,562	Bundled all Financial Services incl Payroll & Tax Prep etc as listed below ***
MONTHLY BOOK-KEEPING & ACCOUNTING		\$2,900			\$260 * 12
BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS					
MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.					to include ACH fees of \$3.50 * 26 etc.
990 PREPARATION & DEPRECIATION		\$400			400
W-2 PREPARATION					\$30 + \$2 PER STAFF MEMBER (5)
1099 PREPARATION					\$30 + \$4 PER RECIPIENT (4)
INVESTMENT & ADVISORY FEES	\$0	\$84		\$0	MORGAN STANLEY & MERRILL LYNCH FEES
PROFESSIONAL SERVICES - AUDIT etc	\$0			\$0	
PROFESSIONAL SERVICES - LEGAL etc	\$470		\$470	\$470	
MISCELLANEOUS Foundation/Scholarship	\$0	\$750	\$750	\$750	
TOTAL MISCELLANEOUS	\$3,870	\$4,134	\$4,782	\$4,782	
TOTAL OPERATING EXPENDITURE	\$143,330	\$119,104	\$154,258	\$154,710	
TOTAL EXPENDITURES	\$143,330	\$119,104	\$154,258	\$154,710	
Net Income (Loss)	\$0	-\$8,245	\$452	\$0	



Youngstown Free Library

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

Director's Report

November 2023

COLLECTION

Pre-inventory lists have been run and collection issues have been addressed. The last piece of the puzzle is to close out these lists and alert Nioga that we are ready to start running inventory!

I've ordered our first batch of OC/OU (one copy/one user) e-audiobook titles from Hoopla. These seventeen titles will be available in the Hoopla catalog for all Youngstown users by December.

Here are the ordered titles:

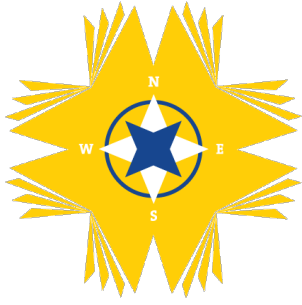
Dirty Thirty by Janet Evanovich (flex metered 24 mos.)
Fourth Wing by Rebecca Yarros (flex perpetual)
Iron Flame by Rebecca Yarros (flex perpetual)
Killers of the Flower Moon by David Grann (flex metered 12 mos.)
Lessons in Chemistry by Bonnie Garmus (flex metered 12 mos.)
Lone Women by Victor LaValle (flex metered 12 mos.)
Mad Honey by Jodi Picoult (flex perpetual)
My Murder by Katie Williams ((flex perpetual)
North Woods by Daniel Mason (flex perpetual)
Sea Change by Gina Chung (flex metered 12 mos.)
The Bookish Life of Nina Hill by Abbi Waxman (flex metered 12 mos.)
The Covenant of Water by Abraham Verghese (flex perpetual)
The Edge by David Baldacci (flex metered 24 mos.)
The Exchange by John Grisham (flex perpetual)
The Firm by John Grisham ((flex perpetual)
The Heaven & Earth Grocery Store by McBride (flex metered 12 mos.)
Tom Lake by Ann Patchett (flex perpetual)

COMMUNITY & OUTREACH

I have restarted my biweekly storytimes to the preschool and toddler classes at The Children's House in Youngstown. I draw on my years of children's librarian experience to offer an inclusive storytime with singing, sign language, and scarves to the 50+ children they serve.

FUNDRAISING AND GRANTS

The basket raffle has sixteen baskets and a door prize. Tickets are available at the Front Desk - ten tickets are \$5 and twenty-five tickets are \$10. Many thanks to the following businesses who included items or gift certificates: Hardened Art Tattoo Studio, Bandana's, Ray's Tavern, Hill of Beans, Youngstown Village Diner, Niagara Outfitters, Sister & Brother, Lions Club, Stevenson's Hardware, Rite-Aid, Everything Youngstown, and Beegotten Farm. Thank you



Youngstown Free Library

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www.youngstownfreelibrary.org

also to the board members who purchased items, solicited donations, and put together baskets.

Winners will be drawn at 3 PM on Saturday, December 9th. That makes for perfect timing for gifting them at Christmas!

PROGRAMS

While the Non-Fiction Book Club has continued meeting all 2023, both Evening Book Club and Afternoon Book Club returned to meeting in September after a hiatus. Here are the upcoming meetings and titles:

Non-Fiction Book Club

- Tuesday, December 5 from 1:30-3 PM: *All the Beauty in the World: the Metropolitan Museum of Art and Me* by Patrick Bringley

Evening Book Club

- Tuesday, December 13 from 7-8 PM: *David Copperfield* by Charles Dickens

Afternoon Book Club

- Tuesday, December 19 from 1:30-3 PM: *Harry's Trees* by Jon Cohen

Take & Make Craft Kits for the fall went off without a hitch, thanks to our dedicated craft kit volunteer, Nadine. She organized kits for October 2nd and November 6th.

PUBLICITY UPDATES

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

Facebook: 1,419 followers: <https://www.facebook.com/youngstownfreelibrary/>

Instagram: 689 followers: <https://www.instagram.com/youngstownfreelibrary>

Respectfully submitted,

Sonora R. Miller
Library Director