

AGENDA

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Date: June 26, 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 May 22th Board meeting Mary Clinch
4. President's Remarks Karran Swayze
5. Reports
 - Treasurer—Update if available David Smith
 - Correspondence Barb Costello
 - Director's Report—Update if available Sonora Miller
 - Friends of the Library Liaison Bill Siddall
6. OLD BUSINESS
 - a.
 - b. Partial summary of the Strategic Goals 2018-2023
7. NEW BUSINESS
 - a. Ruby Carey Scholarship award and reception—July 24 6pm at the Gazebo, Youngstown, NY (determining the menu)

OTHER

Motion to Adjourn

NEXT Scheduled Meeting: Picnic and Scholarship Award—July 24 at 6 pm

NEXT regular scheduled meeting--September 25, 2023

Upcoming Events

The next session of the Trustee Handbook Book Club is coming up on June 20th at 5 PM. This is 1.5 hours of fun and learning about financial planning and budgeting.

Annual Picnic and Scholarship Award July 24, 2023 (Place and menu to be determined)

Youngstown Start of the Summer Street Dance June 22

Friends Bake Sale during the July 7th Concert at Falkner Park 6-8pm. (contact Maggie Steyn)

Town of Porter summer Family Picnic at Porter on the Lake July 15 from 3 to 5pm for children's activity



DRAFT

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR BOARD MEETING

DATE: MAY 22, 2023

TIME: 7:00 p.m.

Present: Karran Swayze, Mary Clinch, David Brooks, Dave Smith, Shawn D’Luhy, Bill Siddall, Director Sonora Miller

Absent: Barb Costello

Call to Order: 7:01 p.m.

Comments from the Public: None

Minutes of the April 2023 Board Meeting

- A motion was made by Dave Smith and seconded by David Brooks to accept the April 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 all individuals who contributed to, shopped at, and volunteered for the recent Book Sale.
- Karran and Sonora attended the recent Nioga annual dinner and meeting; information was shared showing expense, circulation and holdings across libraries in the system.

Treasurer’s Report – Dave Smith:

- Annual Drive revenue was \$1375 in April, with gifts close to \$400.
- \$900 in grant funding was received.
- Revenue and expenditures were in line with budget for the month.
- The funds from an upcoming maturing CD will be used to fulfill the next payment obligation to the CFGB.
- Dave confirmed that the letter the Town of Porter to collect information to support the annual donation is expected to be due in September.
- Sonora confirmed that the similar letter to Niagara County would also be due in September; the Finance Committee will be responsible for producing the letters.

Correspondence Report – Barb Costello:

- No report for this month.

Director's Report – Sonora Miller:

- Several grants have been recently awarded to the Library, including:
 - \$500 from the Youngstown Lions for large-print books
 - \$315 from Nioga for adult outreach Mini-grant
 - \$400 from Nioga for summer reading programs
 - \$1,500 from Dollar General Literacy Foundation for summer reading programs
- Discussion was held on potential hardware needs that pending grants may cover; a Bluetooth scanner would be of significant help when performing inventory updates.
- Staffing – Megan is back working this month to help with new staff and allowing for additional staff time on special projects.
- Sonora shared information on last week's Nioga system outage; all systems are back online and all checkouts up to date.
- Michael has organized a recurring tabletop role playing group.
- Volunteers are needed for the Summer Reading Program; per Sonora there will be 3 storytimes on Wednesdays. Looking for:
 - a weekly game organized for kids on Wednesday afternoons in Falkner Park
 - monthly middle-grade or teen book club
 - an art program for 8-13-year-olds
 - anything involving learning about animals and how they work together!
 - Story Walk setups on Friday evenings in Falkner Park
- Some funding will be available to support programs; ideas must support the theme ("All Together Now") and need to be shared with Sonora by June 1.
- Sonora shared a compilation of prior annual reports, which will also be summarized in a formal combined report in September. Each Board member is asked to review the reports, which reflect activities and progress toward the Library's Strategic Plan.

Friends of the Library Report – Bill Siddall:

- At the recent Friends of the Library meeting, JoDee Riordan's resignation as President was accepted. Colleen Summerville was named new President of the Friends.
- Dessert in the Stacks will be held on Friday, October 13.
- Proceeds from the recent Book Sale reached \$3800 (including books, memberships, donations, and raffle monies).

Old Business

- Per Karran, several individuals participated in reviewing applications for this year's Ruby Carey Scholarship. A winner has been selected. The award will be presented at Lew-Port's scholarship awards night on June 8, with a small ceremony to be held with the Board on July 24 at 6 p.m. The Board agreed to hold the ceremony at the Village Gazebo; Sonora will request to reserve it from the Village. Bill will share the ceremony date with the Friends.

- Dave Smith shared a copy of the letter he drafted to request funding from state and regional government officials. Dave will incorporate the letter into the new donor template and formally mail to the three designated recipients.

New Business

- Per Karran: based on the governor's ending of the emergency COVID protocols, the Library will suspend its COVID protocols.
- A motion was made by Dave Smith to suspend the Library's COVID protocols, seconded Bill Siddall. Motion passed.

Upcoming Events

- Youngstown Summer Street Dance on June 22 – the Friends will have a table; Sonora will hand out fliers for the Summer Reading Program.
- Town of Porter Summerfest on July 15 – volunteers will be needed between 3-5 p.m.. Dave Smith has a tent to lend; Sonora has requested a craft for ~30 kids; other ideas (tailored to kids or adults) would be welcomed.
- A motion was made by Shawn D'Luhy to adjourn the meeting, seconded by Dave Smith. Motion passed. The meeting was adjourned at 8:30 p.m.

The next Board meeting will take place on June 26, 2023.

Respectfully submitted,

Mary Clinch, Recording Secretary

Youngstown Free Library Board of Trustees

Youngstown Free Library

June Treasurer's Report

26 June 2023

1. Revenues

- Total revenue, including annual drive, gifts, and grants, totaled \$3421.25
- Grants continue to be a pleasantly surprising source of income. YFL received \$1815.00 in grant funding in May.

2. Expenditures

- Total expenses were \$9695.26 for May. There are sufficient funds in the Key Bank account for June and July operating expenses (\$18,488 on 6/22/23).

3. Investments

- As of 6/22/2023, our Morgan Stanley account totaled \$288,416 and is earning 4.25% yield for funds not locked into a CD. \$67,000 of those are earmarked for fulfilling our obligation to the CFGB in August. This will leave \$221,416 in our Morgan Stanley account (\$120,000 in CD's that mature on 10/20/2023 and 12/1/2023, and \$101,416 in general funds).
- The YFL investment in the CFGB has rebounded from its earlier losses and now stands at \$34,626.26, representing a 4.93% yield since the inception date (based on the initial \$33,000 investment).

3. 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.

Respectfully submitted,
David Smith, Treasurer

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET**

31-May-23

CURRENT CASH ASSETS

| | |
|-----------------------------|---------------------|
| Petty Cash | \$100.00 |
| Key Bank Checking | \$26,773.37 |
| FICA Receivable | \$178.74 |
| Payroll Asset | \$0.00 |
| Morgan Stanley - 178- Acct | \$287,834.75 |
| Ruby Carey Restricted | \$318.27 |
| Ruby Carey Restricted | -\$318.27 |
| TOTAL CURRENT ASSETS | \$314,886.86 |

FUND BALANCES

| | |
|---------------------------------|---------------------|
| <u>Unrestricted</u> | |
| General (Operating) | \$84,556.86 |
| Sustainability/Foundation | \$67,000.00 |
| Total Unrestricted Funds | \$151,556.86 |

Restricted

| | |
|--------------------------------------|---------------------|
| Operating Reserve | \$143,330.00 |
| Gifts/Grants (Children's Room) | \$20,000.00 |
| Scholarship (Ruby Carey) | \$318.27 |
| Total Restricted Fund Balance | \$163,330.00 |
| TOTAL FUND BALANCES | \$314,886.86 |

<----- Reset to Operating
Expenditure Budget for New Year

(Note: Cash Liability of \$1,905 being held as Restricted, awaiting completion of Book Bin project.)

| YOUNGSTOWN FREE LIBRARY 2023 | Budget for 2022 | Budget for 2023 | Actuals 05/01/2023 - 05/31/2023 | Totals Year to Date | Remaining in Budget | % of Budget Rec'd |
|---|------------------|------------------|---------------------------------------|---------------------|------------------------|-------------------------|
| REVENUE | | | | | | |
| TOWN OF PORTER | \$70,000 | \$70,000 | | \$70,000.00 | \$0.00 | 100.00% |
| NIAGARA COUNTY | \$7,814 | \$7,250 | | \$0.00 | \$7,250.00 | 0.00% |
| Y'TOWN VILLAGE | \$1,000 | \$1,000 | | \$0.00 | \$1,000.00 | 0.00% |
| AID | \$1,386 | \$1,260 | | \$0.00 | \$1,260.00 | 0.00% |
| STATE BULLET \$s | \$0 | \$0 | | \$0.00 | \$0.00 | |
| FRIENDS | \$14,000 | \$16,000 | \$4.12 | -\$4.96 | \$16,004.96 | -0.03% |
| FINES/ COPIER/ FAX | \$2,400 | \$2,200 | \$131.45 | \$713.68 | \$1,486.32 | 32.44% |
| INTEREST | \$150 | \$270 | \$271.00 | \$340.58 | -\$70.58 | 126.14% |
| GIFTS | \$12,000 | \$11,000 | \$563.01 | \$2,566.75 | \$8,433.25 | 23.33% |
| <i>Miscellaneous</i> | | | | \$0.00 | | |
| ANNUAL DRIVE | \$27,000 | \$28,900 | \$620.00 | \$10,124.19 | \$18,775.81 | 35.03% |
| MISCELLANEOUS | \$100 | \$450 | \$16.67 | \$121.54 | \$328.46 | 27.01% |
| GRANT FUNDS | \$5,000 | \$5,000 | \$1,815.00 | \$8,020.00 | -\$3,020.00 | 160.40% |
| OTHER INCOME | \$5,000 | \$0 | | \$0.00 | \$0.00 | #DIV/0! |
| TOTAL REVENUE | \$145,850 | \$143,330 | \$3,421.25 | \$91,881.78 | \$51,448.22 | 64.11% |

| EXPENDITURE | Budget for 2022 | Budget for 2023 | Actuals 05/01/2023 - 05/31/2023 | Totals Year to Date | Remaining in Budget | % of Budget Used |
|---|-----------------|------------------|---------------------------------------|---------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| SALARIES (GROSS) | \$83,900 | \$86,702 | \$6,595.45 | \$32,510.57 | \$54,191.43 | 37.50% |
| HEALTH BENEFIT | \$4,000 | \$4,500 | \$346.16 | \$1,730.80 | \$2,769.20 | 38.46% |
| SOCIAL SECURITY & MEDICARE | \$6,724 | \$6,977 | \$504.56 | \$2,487.07 | \$4,489.93 | 35.65% |
| CONTINUING ED. , NETWORKING, MILEAGE | \$160 | \$100 | | \$199.96 | -\$99.96 | 199.96% |
| NEW YORK STATE DISABILITY & | \$408 | \$700 | \$125.25 | \$1,282.64 | -\$582.64 | 183.23% |
| WORKER'S COMPENSATION | \$850 | \$800 | | \$0.00 | \$800.00 | 0.00% |
| SALARIES (CHRISTMAS BONUS) | \$200 | \$250 | | \$0.00 | \$250.00 | 0.00% |
| TOTAL PERSONNEL | \$96,242 | \$100,029 | \$7,571.42 | \$38,211.04 | \$61,817.96 | 38.20% |
| LIBRARY MATERIALS & SERVICES | Budget for 2022 | Budget for 2023 | | Totals Year to Date | Remaining in Budget | % of Budget |
| HOOPLA (streaming, rental services) | \$4,850 | \$5,570 | \$371.34 | \$2,370.76 | \$3,199.24 | 42.56% |
| AV & DIGITAL MATERIALS (excl HOOPLA) | \$6,086 | \$3,800 | | \$1,007.32 | \$2,792.68 | 26.51% |
| BOOKS | \$7,500 | \$6,500 | \$260.84 | \$2,038.85 | \$4,461.15 | 31.37% |
| COMPUTER SOFTWARE | \$280 | \$300 | | \$0.00 | \$300.00 | 0.00% |
| SUBSCRIPTIONS & LIBRARY MEMBERSHIPS | \$3,940 | \$3,000 | | \$1,501.99 | \$1,498.01 | 50.07% |
| BOOK PROCESSING & SUPPLIES | \$1,680 | \$1,300 | \$13.10 | \$269.84 | \$1,030.16 | 20.76% |
| PROGRAMMING | \$1,780 | \$2,600 | \$143.54 | \$339.20 | \$2,260.80 | 13.05% |
| PUBLICITY & PROMOTION | \$1,600 | \$200 | | \$0.00 | \$200.00 | 0.00% |
| COPIER LEASE & USAGE | \$840 | \$840 | \$65.76 | \$376.10 | \$463.90 | 44.77% |
| POSTAGE | \$120 | \$30 | \$4.00 | \$12.00 | \$18.00 | 40.00% |
| INTERNET/PHONE | \$580 | \$280 | \$77.98 | \$378.52 | -\$98.52 | 135.19% |
| TOTAL LIBRARY MATERIALS & SERVICES | \$29,256 | \$24,420 | \$936.56 | \$8,294.58 | \$16,125.42 | 33.97% |

| OPERATING EXPENDITURE | Budget for 2022 | Budget for 2023 | Actuals 05/01/2023 - 05/31/2023 | Totals Year to Date | Remaining in Budget | % of Budget Used |
|------------------------------|------------------------|------------------------|--|----------------------------|--------------------------------|---------------------------------|
| ALMS FEE | \$7,419 | \$7,680 | \$618.25 | \$3,091.25 | \$4,588.75 | 40.25% |
| OFFICE SUPPLIES | \$800 | \$750 | \$118.40 | \$995.07 | -\$245.07 | 132.68% |
| HOUSEKEEPING | \$80 | \$70 | \$6.79 | \$43.31 | \$26.69 | 61.87% |
| INSURANCE | \$4,500 | \$3,800 | | -\$534.75 | \$4,334.75 | -14.07% |
| RENT | \$1 | \$1 | | \$0.00 | \$1.00 | 0.00% |
| (SPACE) - A/C, carpets | \$800 | \$580 | | \$365.08 | \$214.92 | 62.94% |
| COPIER LEASE & USAGE | \$840 | \$840 | \$65.76 | \$376.11 | \$463.89 | 44.78% |
| POSTAGE | \$120 | \$30 | \$4.00 | \$12.00 | \$18.00 | 40.00% |
| INTERNET/PHONE | \$580 | \$280 | -\$462.03 | -\$161.51 | \$441.51 | -57.68% |
| OPERATING EXPENDITURE | \$15,140 | \$14,031 | \$351.17 | \$4,186.56 | \$9,844.44 | 29.84% |
| | | | | | | |
| | | | | | | |
| CAPITAL EXPENDITURE | Budget for 2022 | Budget for 2023 | | | | |
| TECHNOLOGY | \$500 | \$980 | \$167.90 | \$271.36 | \$708.64 | 27.69% |
| OTHER - SPACE | \$0 | \$0 | | \$536.74 | -\$536.74 | 0.00% |
| CAPITAL EXPENDITURES | \$500 | \$980 | \$167.90 | \$808.10 | \$171.90 | 82.46% |

| MISCELLANEOUS | Budget for 2022 | Budget for 2023 | Actuals 05/01/2023 - 05/31/2023 | Totals Year to Date | Remaining in Budget | % of Budget Used |
|---|------------------------|------------------------|--|----------------------------|--------------------------------|---------------------------------|
| ACCOUNTING & PAYROLL SERVICES: (Total of 2 line-items below) | \$3,657 | \$3,400 | | \$880.00 | \$2,520.00 | 25.88% |
| KEEPING, PAYROLL & ACCOUNTING | \$3,000 | \$3,000 | \$650.00 | \$1,650.00 | \$1,350.00 | 55.00% |
| 2. BI WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS | \$200 | \$0 | | \$0.00 | \$0.00 | |
| 3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc. | \$27 | \$0 | | \$0.00 | \$0.00 | |
| 2. 990 PREPARATION & DEPRECIATION | \$400 | \$400 | | \$0.00 | \$400.00 | |
| 5. W-2 PREPARATION | \$30 | \$0 | | \$0.00 | \$0.00 | |
| 6. 1099 PREPARATION | \$0 | \$0 | | \$0.00 | \$0.00 | 0.00% |
| INVESTMENT & ADVISORY FEES | \$0 | \$0 | | -\$120.00 | \$120.00 | 0.00% |
| PROFESSIONAL SERVICES - NFG | \$0 | \$0 | | \$0.00 | \$0.00 | |
| PROFESSIONAL SERVICES - LEGAL etc | \$250 | \$470 | | \$0.00 | \$470.00 | |
| BANK FEES & CHARGES | \$5 | \$0 | \$16.21 | \$18.80 | -\$18.80 | #DIV/0! |
| MISC - OTHER (Foundation) | \$0 | \$0 | | \$0.00 | \$0.00 | |
| TOTAL MISCELLANEOUS | \$3,912 | \$3,870 | \$666.21 | \$1,548.80 | \$2,321.20 | 40.02% |
| TOTAL OPERATING | \$145,850 | \$143,330 | \$9,695.26 | \$53,049.08 | \$90,280.92 | 37.01% |

| SUMMARY | Budget for 2022 | Budget for 2023 | Actuals 05/01/2023 - 05/31/2023 | Totals Year to Date | Remaining in Budget | % of Budget Rec'd / Spent |
|-------------------------------|------------------------|------------------------|--|----------------------------|--------------------------------|--|
| TOTAL REVENUE: | \$145,850 | \$143,330 | \$3,421.25 | \$91,881.78 | | 64.11% |
| TOTAL EXPENDITURE: | \$145,850 | \$143,330 | \$9,693.26 | \$53,049.08 | | 37.01% |
| Net Gain (Loss): | \$0 | \$0 | -\$6,274.01 | \$38,832.70 | | |